

House Order of Hochschule Hof – University of Applied Sciences

On the basis of Article 21 paragraph 12 sentence 1 of the Bavarian Higher Education Act (BayHschG), the President of Hof University of Applied Sciences issues the following house rules:

§ 1 Scope

- (1) These house rules apply to all buildings and open spaces used or managed by the university or on its behalf.
- (2) The house rules are legally binding for all members of the university as well as for all persons who are staying on the premises or in the rooms of the university.

§ 2 house right

(1) The holder of the house right is exercised by the president of the university. The President will be represented by the Chancellor.

(2) The house right is executed by the president, his representative or the house right representative.

House right representatives are:

- generally or on a case-by-case basis, members appointed by the president and working at the university
- the vice-chancellor
- the head of facility management, building management, building services, as well as organization and central services (in the following: subject property)
- The library staff
- The employees with the tasks Reception / Post Office
- the session leaders during the session of collegiate bodies of the university and its committees
- The respective teachers and supervisors in the rooms used for teaching and testing
- the employees and owners of the company responsible for the inspection and closure service

(3) The chancellor or the house law commissioners are represented in the exercise of the house right according to the general provisions.

(4) The disposal of a house ban beyond one day is reserved for the President.

(5) The decisions and orders made in the exercise of the house right by the President or in his / her representation go out of those of the House Contractors

(6) With regard to the rooms that are used by the state textile school in Münchberg, the house right of this educational institution remains unaffected.

§ 3 smoking ban

There is a total smoking ban in all rooms of the university as well as on the balconies. Smoking is only permitted outside and only at an adequate distance from the windows of the offices and classrooms. Throwing away cigarettes on the floor is prohibited.

§ 4 Administration of keys and electronic access cards

- (1) The building and room keys as well as the electronic access cards are managed by facility management.
- (2) If keys or access cards have been lost, this must be reported immediately to facility management. The costs caused thereby are borne by the person responsible for the loss.

§ 5 General rules of conduct

- (1) Everyone must always behave in a manner that does not interfere with the teaching, learning, library, and research operations, other approved events, and the work of the university administration.
- (2) The instructions of the house representative must be followed.
- (3) Facilities, equipment and library inventory are to be handled with care and in a manner that is required by their purposes. Each member of the university is required to work to prevent all types of damage.
- (4) If the weather requires it and when leaving the rooms windows and doors must be closed.
- (5) In all rooms and on the grounds of the university attention must be paid to order and cleanliness. Waste of all kinds are to be thrown into the designated waste container.
- (6) Furniture and furnishings of the university may only be removed from their actual location and used elsewhere with the consent of the subject property.
- (7) Own furniture and furnishings may only be brought into the rooms of the university by the members working at the university and only with the permission of their supervisor and the subject property. The permit can be revoked at any time. Objects brought into illegally or non-removed objects are removed by the University at the expense of the causer.
- (8) The provisions made in the preceding paragraph also apply to electronic devices of all kinds which can be connected to the power grid. Students are allowed to carry notebooks and similar devices with them, operate them in accordance with paragraph 10 and temporarily connect them to the power grid.
- (9) Damages are to be reported immediately to the subject property. This also applies to thefts.
- (10) Music and radio listening, even with devices such as notebooks, mobile phones or MP3 players are generally prohibited, unless the sound reproduction is exclusively via headphones. This applies for similar sound performances (videos, games, etc.). It is allowed to play music etc. within the scope of approved events. Members working at the university are allowed to listen to music and listen to the radio at their workplace, as long as it is allowed by their supervisor and other people do not feel disturbed by it.
- (11) Energy is to be used sparingly.
- (12) A general requirement of waste prevention and waste recycling applies. Bringing private garbage or recyclables for disposal via the university is prohibited.

§ 6 Use of rooms

- (1) The rooms of the university and associated facilities may in principle only be used for purposes of the university. Use for other purposes requires the permission of the university administration or the organizational unit assigned by it.
- (2) Rooms of the university can be leased to third persons.
- (3) The use shall take place in accordance with the room occupancy plans, the special regulations for the central facilities and any rental agreements that may have been made.
- (4) After use, the rooms are to be restored and cleaned as they were found. Any items brought are to be removed immediately.

(5) In the laboratories food and drink are forbidden without exception.

(6) Eating and drinking are generally prohibited in the teaching rooms. An exception applies to the intake of drinks by the respective teachers and supervisors. Further exceptions may be allowed by the university executive committee.

§ 7 opening hours, security

(1) The opening hours of the university buildings in the lecture period and for the lecture-free time are determined by the Chancellor.

(2) In principle, courses and examinations only take place within the opening hours. Exceptions require the permission of the university administration. On Sundays and public holidays, any teaching is generally excluded.

(3) For events outside the opening hours, the participants must be admitted to the house, after which the house is closed. After the event has ended, the organizer will ensure that the rooms are properly closed, that the lights in the house are extinguished and that the house is closed.

(4) All authorized users are obliged to complete completed doors after leaving the respective room or building.

(5) Employees working at the university must ensure that their workplace and the objects subject to their responsibility are protected against unauthorized access. Keys are safe to keep. The special regulations for data protection remain unaffected.

(6) The rooms and the building of the university are monitored by video cameras for security purposes.

§8 Posters, advertising, sales

(1) It is revocably allowed for members of the university, for the purpose of university activity, to put up posters on stands, billboards and designated authorized parts of the wall. All posters shall state the person, group of persons or institution responsible.

(2) If stands, billboards or wall parts are made available to certain persons, groups or institutions, posters may only be placed there with their consent.

(3) Advertising and sales by third parties require the permission of the university management and is in principle subject to payment.

(4) Posters serving to advertise elections other than those related to the university and its members may not be put up. This also applies to posters with anti-constitutional, pornographic or racist content.

(5) Posters displayed against the regulations stated in paragraphs 1 to 4 may be removed by those entitled to exercise house rule rights. Any resulting costs for repairs and cleaning are to be borne by the offenders.

§ 9 Lost and found

Lost property must be handed over immediately at the reception or, if this is not manned, in the subject area of the premises. The items are kept by the university for a minimum period of eight weeks and handed over to those who can provide evidence of ownership or legitimate possession. After the end of the holding period, lost property can be publicly put up for auction by the university.

§10 Lockers, wardrobes

To store objects and clothing, the university puts lockers and wardrobes at the disposal of the students and lecturers to the extent available. To be used at own risk. General conditions for the use of lockers must be respected.

§ 11 Driving and parking spaces

(1) The provisions of the Road Traffic Regulations (German StVO) and the Road Traffic Licensing Regulations (German StVZO) apply on the university premises. If this is not already the case by law, the aforementioned legal regulations are hereby made constituent of these house rules.

(2) Driving on the campus is only authorized as instructed by the signage and at walking speed.

(3) Motor vehicles and bicycles may only be left in the parking spaces provided and designated for this purpose. The use of the parking spaces is at one's own risk. Special instructions on the signs shall be observed.

(4) Parking unregistered or unroadworthy motor vehicles is prohibited. The same applies to non-functional bicycles.

(5) Any contamination (e.g., by oil spills) shall be avoided and, if this occurs, removed immediately. If the driver or owner does not remedy the situation in time, the contamination will be removed at their expense.

(6) Motor vehicles and bicycles shall be parked in such a manner that the available space can be used optimally and there is no danger to persons or property, in particular other vehicles/bicycles.

(7) The driveways on the campus and building entrances are emergency routes for service vehicles. Stopping is not permitted in front of or in these access ways.

(8) Vehicles parked in violation to the above provisions may be towed away. Drivers and/or owners will bear the towing costs. This also applies to the removal of bicycles parked illegally.

(9) For the utilisation of limited parking spaces, electronic transmitters are issued to authorized persons. These are managed by the campus properties and facilities department. The loss of a transmitter must be reported immediately to the campus properties and facilities department. The costs arising from this shall be borne by the person responsible for the loss.

§12 Animals

(1) Except for guide, service and rescue dogs, no animals may be brought into the university buildings.

(2) Dogs (except service and rescue dogs) must be kept on a leash.

(3) Anyone with a dog is obliged to pick up its waste and to dispose of it hygienically. Any waste not picked up will be removed at the expense of the dog owners and the person accompanying the dog.

§13 Libraries

(1) Coats, jackets, umbrellas, bags and other larger objects may not be taken into the reading rooms, but must instead be stored in the lockers or bag racks provided. Mobile phones must be switched off when entering the library. Eating and drinking is forbidden in the library rooms, no exceptions.

(2) A reading room shall be a calm and quiet place at all times. Anyone using one of these rooms must conduct themselves in a manner that does not disturb others.

(3) Unauthorised reservation of reading places is not permitted. Reading places which are occupied by books and/or personal belongings, but which have not been used for an extended period of time, can be cleared and made available by library staff.

(4) Every user is obliged to inform themselves regarding copyright regulations. Each member is solely responsible for ensuring they adhere to these regulations, which apply to the making of copies from the library stock and to the use of electronic media.

(5) Upon request of the library staff, members must prove their identity by presenting an official photo ID.

(6) When leaving the library, it is forbidden to take books/media out with you that have not been borrowed following proper procedure beforehand.

§14 Fire protection, evacuation, first aid

(1) All users and visitors of the university must comply with the current fire protection regulations and refrain from any actions that could lead to the development of a fire hazard. The marked escape routes must be followed.

(2) The respective alarm-, escape- and rescue plans in place shall be observed.

§15 Prevailing regulations

Special regulations and conditions issued by the university for the use of certain university facilities remain unaffected. Library usage is governed by the General Regulations for the Use of the Bavarian State Libraries (ABOB). In all other respects, the provisions of the General Rules of Procedure apply to the authorities of the Free State of Bavaria (AGO).

§16 Legal consequences of violations

Violations of these house rules may lead to civil, criminal, fine-related, official and employment consequences of a legal nature in addition to measures taken within what has already been referred to in these house rules.