

House Rules
for the Facilities and Properties of
Deggendorf Institute of Technology
As of 1 January 2020

Based on Art. 21 (12) of the Bavarian Higher Education Act (BayHSchG) and Sec. 28 (3) of the General Rules of Procedure for the Authorities of the Free State of Bavaria (AGO), the President of Deggendorf Institute of Technology (hereinafter referred to as the University) issues the following House Rules to ensure orderly operations at the University:

Section 1
Right to grant or deny access

- (1) The right to grant or deny access is exercised by the President. This right may be delegated to officers.
- (2) The right to grant or deny access comprises, in particular, the right to decide who is allowed to enter the University's grounds or premises and how the University's premises and equipment are used.
- (3) Officers may be appointed by way of an individual decision or under the rules of procedure. As a rule, the officers include:
 1. the Chancellor,
 2. the Vice Presidents,
 3. the deans in their faculties,
 4. the professors working in an official capacity in the lecture rooms, laboratories and facilities used by them,
 5. the heads of the Central Institutions in their respective institutions,
 6. the staff members of Technical Facility Management within the scope of the tasks assigned to them,
 7. the chairpersons during meetings,
 8. the security staff.
- (4) The decisions and measures taken by the President or his deputies in exercise of the right to grant or deny access shall take precedence over those taken by the officers, with the exception of Sec. 1 (3) No. 6 in the course of the University's regular operations.

Section 2
Opening hours

- (1) The opening and closing hours for the University's buildings are communicated separately (applies to the library as a rule). Unless otherwise communicated, the opening hours are between 6.30 am and 8.30 pm.
- (2) Staying in the buildings of Deggendorf Institute of Technology outside the opening hours is not permitted. Persons who need to stay in the building

outside the opening hours must leave the building if requested by the security staff. This does not apply to staff members of Deggendorf Institute of Technology who can identify themselves with their staff identity card if requested by the security staff.

- (3) Special closing times must be requested from the Mailroom. Any exceptions are granted on a case-by-case basis and are usually communicated to the event organiser in writing.

Section 3 Events

- (1) In general, the rooms for semester courses within the opening hours are assigned by the University Executive Board (special courses), the faculties (timetable, examination rooms) or the Central Institutions (occupancy plan). Special courses must be registered via the Mailroom.
- (2) Rooms for congresses, conferences and other events are reserved and rented by the Mailroom. Where (in-house) forms or online solutions are available, they must be used.
- (3) Events organised by members of the University, in particular student celebrations, must be requested from the Mailroom in writing, stating the necessary details.

Section 4

Conduct / Environmental protection / Waste disposal and order

- (1) Staff members and visitors must always handle the University's grounds, buildings and other facilities with the due care, keep them in proper condition and avoid any damage and soiling. In particular, the provisions set forth in the subsections below must be observed.
- (2) The University's buildings and building sections may only be used for official and educational purposes.
- (3) Taking audio or visual recordings of persons or interior views of buildings is prohibited. Any exceptions require the written consent of the persons concerned and/or the head of the respective institution.
- (4) Any structural alterations and interventions in the building fabric, even if only temporary, are only permitted after obtaining the written consent of the University's Department of Facility Management and Occupational Safety.
- (5) All visitors and members of the University are obliged to ensure that any kind of damage, in particular damage caused by fire, explosion, water or gases, theft or breaking and entering is prevented and that all technical equipment is used properly. Any damage must be reported to the University's Department of Facility Management and Occupational Safety without delay. If the damage involves risks, the emergency procedure must be initiated (laboratory: risk analysis!). Any unauthorised removal, use and damaging of equipment of any kind will be prosecuted under civil and criminal law.
- (6) After the end of events, any waste must be properly disposed of and the rooms must be vacated in order not to hinder the work of the cleaning

staff.

- (7) Smoking is only permitted outdoors. The ashtrays provided must be used.
- (8) Bringing and consuming food and beverages in the library, the computer centre and the lecture rooms is prohibited. Exceptions, for example during exams, are granted by the head of the respective institution or the exam coordinator in consultation with the head of the respective institution.
- (9) When leaving the rooms, the lights must be turned off and the doors and windows must be closed. Outside the regular opening hours, they must also be locked.
- (10) The locking of laboratories, seminar rooms, offices, etc. and the secure storage of valuables is the responsibility of the authorised persons.
- (11) Any damage, defects, irregularities or extraordinary events must be reported to the University's Department of Facility Management and Occupational Safety.

Section 5 Safety

- (1) Any objects that involve a risk of fire (flammable material), may cause fire (electrical appliances) or narrow the emergency routes must not be stored in escape and emergency routes (hallways). Escape and emergency access routes must be kept clear at all times. The doorways of normally open smoke and fire protection doors must not be blocked. Normally closed smoke and fire protection doors must not be wedged or otherwise held open. The use of open fire in the University's buildings is generally prohibited. Exceptions are permitted at the laboratories, provided that lab burners are used and the laboratory guidelines are observed, in the designated areas of the workshops as well as during repair and assembly work with a written permission (former "welding certificate"). The obligation to observe the emergency and fire protection regulations is expressly pointed out.

Section 6 Traffic

- (1) Bringing and using bicycles, roller skates, inline skates, skateboards and scooters in the buildings is prohibited. Bicycles must be parked in the designated areas. Parking in the entrance area is prohibited. Bicycles left there will be removed at the owner's expense.
- (2) Parking motor vehicles on the University's grounds is only permitted to members and visitors of the University and exclusively in the designated parking areas. In the event of noncompliance, the vehicle will be removed at the owner's expense.
- (3) Parking in the car park "TH Deggendorf – P1 (see parking information on the website) is permitted from 06.00 am to 01.00 am on the following day and in the underground car park "TH Deggendorf/Town of Deggendorf" from 06.00 am to 12.00 midnight; parking outside these periods is prohibited. If the specified maximum parking times (06.00 am to 01.00 am on the following day – car park "TH Deggendorf – P1" and from 06.00

am to 12.00 midnight – underground car park "TH Deggendorf/Town of Deggendorf") are exceeded, the vehicle will be removed at the owner's expense. Excepted are vehicles of the University's staff members (in justified cases, such as business trips lasting several days) who have communicated the registration number of the respective vehicle and the planned parking time to the Mailroom **before** the end of the maximum parking time; the registration number will be deleted 24 hours after the end of the planned parking time.

- (4) The University is only liable for any damage occurred while removing incorrectly parked vehicles or incorrectly stored objects in the event of wilful intent and gross negligence. Removed objects and bicycles will be stored for a period of four weeks and handed out to the person showing credible proof of being authorised to claim them. After expiry of this period, they may be realised for the benefit of the Free State of Bavaria or disposed of.

Section 7 **Use subject to permission**

- (1) On the properties used by the University, the following activities require prior approval by the Mailroom:
 1. putting up notices and posters and distributing handouts and flyers,
 2. collecting money and holding elections,
 3. setting up information stands and stalls as well as offering goods for sale and soliciting orders.In the areas assigned for direct use (faculties, laboratories), the approval of the Dean is usually sufficient.
- (2) Posters, notes, announcements, notices, etc. may only be put up on the designated noticeboards or in display cases. In particular, putting up posters on glass surfaces is prohibited. Posters and notices put up elsewhere will be removed. Only fasteners that can be removed easily without any residues are permitted (drawing pins, adhesive tape, etc.). The person putting up the posters is responsible for removing them.
- (3) Notices / objects related to particular events must be removed no later than two days after the event. In the event of noncompliance, the University may have them removed at the responsible person's expense (joint and several liability).
- (4) Any misuse of fire-fighting or first-aid equipment will be prosecuted.

Section 8 **Lost and found items**

Lost and found items must be handed over to the Mailroom located in the lobby of Building B. If possible, they will be stored for a period of four weeks and handed out to the person showing credible proof of being the rightful owner. After expiry of the above-mentioned period, the items will be destroyed or realised for the benefit of the Free State of Bavaria.

Section 9
General regulatory requirements

The supplemental regulations applicable to individual parts of the premises, special institutions or laboratories must be observed. The provisions of the AGO apply in addition.

Deggendorf, 01 October 2019



Prof. Dr. Peter Sperber
President

**Rules for Visitors
(guests and external companies)**

Visitors to Deggendorf Institute of Technology (DIT) and persons attending the courses of Deggendorf Institute of Technology are obliged to

- a) wear the visitor's pass at all times while staying on the campus,
- b) observe the safety instructions,
- c) observe the House Rules,
- d) only use the Internet connection via the guest access and
- e) avoid any disruptions to the teaching and research operations.

It is prohibited to

- a) take photographs or other visual and audio recordings (laboratories, persons, etc.) within the building,
- b) copy or send information in scrips, documents or in the form of electronic data, unless the documents are provided exactly for this purpose with the author's written approval.

The campus of Deggendorf Institute of Technology, Dieter Görnitz Platz 1, also comprises the buildings "ITC2", "DEGG's" and "Land-Au" in Deggendorf, all technology campuses and the European Campus Rottal-Inn, including all other rented areas.

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Place, date, visitor's signature

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Name of undersigned in block capitals