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Official Notices

House Regulations
Magdeburg-Stendal University of Applied Sciences

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The Rector
The Chancellor

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Contents

Page

House Regulations
of Magdeburg-Stendal University of Applied Sciences
dated 08.04.2020

5

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On the basis of § 69, paragraph 1, clause 3 of the Higher Education Act of Saxony-Anhalt (HSG LSA) as promulgated in the amended version of the HSG LSA dated 14 December 2010 (German Länder Law Gazette LSA p. 600 et seq.), Magdeburg-Stendal University of Applied Sciences has enacted the following House Regulations:

Contents

- § 1 Scope, Purpose
- § 2 Code of Conduct, Domiciliary Rights
- § 3 Order and Safety
- § 4 Prohibited Activities and Activities Requiring Authorisation
- § 5 Consumption of Alcohol
- § 6 Parking Spaces and Traffic
- § 7 Film, TV and Sound Recordings
- § 8 Requirement for Animals to be Put on a Leash, Droppings
- § 9 Lost Property
- § 10 Liability
- § 11 Consequences of Non-Compliance
- § 12 Other Provisions
- § 13 Effective Date

§ 1 Scope, Purpose

- (1) These House Regulations apply within all of the premises used by the university in both Magdeburg and Stendal and are binding upon all members and associates of the university plus visitors
- (2) The campuses of the university include both outdoor areas and buildings, some of which are accessible both to members and associates of the university and the general public. The following regulations have been enacted in order to facilitate friendly cooperation between all users of these spaces and for the preservation of the facilities.

§ 2 Code of Conduct, Domiciliary Rights

- (1) The coexistence between people at the university is characterised by mutual consideration and respect. All individuals must behave in such a way that not only are other people not disturbed, but also that the role of the university is not compromised. Furthermore, the facilities of the university must be used with care. Attention must be paid to order, safety and cleanliness as well as to the economical use of all resources.
- (2) The President and those persons appointed by him or her (appointed holders of domiciliary rights) have authority over the premises. Appointed holders of domiciliary rights are:
 - a) the university management,
 - b) the security staff,
 - c) the heads of the organisational units for those buildings / rooms that are allocated to their organisational unit for direct use,
 - d) for the duration of an approved event or course, and especially a seminar or lecture, the person responsible for holding the course,
 - e) the meeting chair during a meeting of collegial bodies of the university and their committees,
 - f) the Estate Management department.
- (3) In particular, domiciliary rights include the right to decide upon who may enter the premises or rooms of the university and how the rooms and facilities are to be used. The appointed holders of domiciliary rights are obliged to take the measures necessary to maintain safety and order. In particular, they have the authority to expel persons from the university in the event of serious violations of the House Regulations. The authority to lodge a criminal complaint due to trespass lies solely with the university management.

§ 3 Order and Safety

- (1) Buildings, facilities, equipment and systems may only be used in accordance with their intended purpose. Exceptions require prior written approval from the Estate Management department. All members and associates of and visitors to the university are required to take steps to ensure that damage of all kinds, especially due to fire, theft, break-in or criminal damage is prevented and all technical equipment is used properly.
- (2) Accident prevention and fire safety devices must be kept in a usable state at all times. Special instructions, announcements or signals (e.g. fire alarm) must be followed.

- (3) Every member of the university is personally responsible for locking the workrooms, offices, windows, cupboards etc. and for the safekeeping of objects of value in the area for which they are responsible.
- (4) Any damage, defects, irregularities, losses or unusual occurrences must immediately be reported to the Estate Management department.
Magdeburg campus: Tel.: +49 (0)391 886 4769; email: dezernat4@h2.de or to Security, building 13: Tel.: +49 (0)391 886 4990; email: haus13@h2.de.
Stendal campus: Tel.: +49 (0)3931 2187 4899 or - 4803; email: info.stendal@h2.de or Security Tel.: +49 (0)3931 2187 3990 or 0151 15067429; email: wachschutz.stendal@h2.de

§ 4

Prohibited Activities and Activities Requiring Authorisation

- (1) Any actions that are likely to detract from the dignity of an individual are **forbidden**. In particular, this includes the following:
 - a) sexual harassment and violence
 - b) discrimination on racially motivated grounds, due to ethnic and/or social origin, gender, religion or world view, due to disability or chronic illness, age and/or sexual orientation and/or identity and/or personal life plan.
- (2) All actions that are likely to disrupt safety and order are **forbidden**. In particular, this includes the following:
 - a) the obstruction of emergency exits and fire service access routes,
 - b) the carrying of weapons,
 - c) dealing in and consumption of psychoactive narcotics,
 - d) smoking in buildings,
 - e) spraying, painting, writing upon, soiling, damaging or misusing surfaces, ceilings, walls and items of equipment,
 - f) anticonstitutional activities,
 - g) the taking of animals into the buildings, unless they are support animals for the disabled or for use for teaching purposes (animal-supported intervention).
- (3) The following actions require prior approval by the university management:
 - a) the putting up of posters, transparencies, banners, bulletins etc. on walls and windows that are not intended for the purpose,
 - b) the setting up of sales and information stands and any other kind of sale of goods or collection of orders.

§ 5 Consumption of Alcohol

The consumption of alcohol is forbidden during working and class time. Exceptions to this are possible at birthday parties and during events, provided that the management of the organisational unit has approved it and there are no conflicting occupational health and safety regulations in force.

§ 6 Parking Spaces and Traffic

- (1) The provisions of road traffic law, and in particular the Road Traffic Act (StVO), apply throughout the entire university premises. The permissible maximum speed for vehicles of all kinds is 10 km/h across the entire university premises, unless there are signs stating otherwise.
- (2) Vehicle parking is only permitted in the designated areas. Any violations may result in permission to access the site being withdrawn by the appointed holder of domiciliary rights and/or a vehicle being towed away at the vehicle owner's or operator's cost.
- (3) Only the bicycle racks outside of the buildings are to be used for parking and securing bicycles.

§ 7 Film, TV and Sound Recordings

Film, TV and sound recordings by external persons require prior written authorisation by the management of the university's Communications Department.

§ 8 Requirement for Animals to be Put on a Leash, Droppings

- (1) All animals, and especially dogs, are required to be kept on a lead in the outside areas of the university.
- (2) Any animal droppings must be removed from the area by the person responsible for the animal and properly disposed of.

§ 9 Lost Property

Lost property is dealt with in line with the current version of the regulation in force at Magdeburg-Stendal University of Applied Sciences concerning the handling of lost property.

§ 10 Liability

- (1) The university shall only be liable for damage to property or assets in the event of intentional or grossly negligent conduct by its employees. The statutory regulations apply to personal injury.
- (2) The limitation of liability also applies to vehicles parked in the parking areas and moveable items that are carried for use in classes.
- (3) Personal items brought to the site, materials and tools, must be secured against unauthorised use and theft. The university will not be held liable for damage or loss of property.

§ 11
Consequences of Non-Compliance

Any violations of the House Regulations must immediately be reported to an appointed person with domiciliary rights (§ 2 para. 2). In the event of infringements of the House Regulations, appropriate regulatory measures must be taken; this may include a ban from the premises.

§ 12
Other Provisions

Supplemental to the House Regulations, the relevant statutory regulations, and in particular the provisions concerning occupational, health, environmental, fire and radiation protection and safety, and the corresponding special internal university regulations apply, e.g. for the use of the facilities, rooms, car parks and outdoor areas of Magdeburg-Stendal University of Applied Sciences plus the applicable administrative and usage regulations, as amended.

§ 13
Effective date

These House Regulations will come into force following their approval by the Rector on the day after their publication in the Official Notices of Magdeburg-Stendal University of Applied Sciences. Issued pursuant to the resolution of the Senate of Magdeburg-Stendal University of Applied Sciences dated 08.04.2020.

Simultaneously, the House Regulations of Magdeburg-Stendal University of Applied Sciences - Magdeburg Campus dated 25.08.2008 and Stendal Campus dated 25.02.2008, each published in the Official Notices of Magdeburg-Stendal University of Applied Sciences No. 8/2008, will be rescinded.

The Rector