

House Rules
for the facilities and properties of the
Deggendorf Institute of Technology
From 1st October 2018

On the basis of Art. 21 para. 12 of the Bavarian Higher Education Act (BayHSchG) and § 28 para. 3 of the General Rules of Procedure for the Authorities of the Free State of Bavaria (AGO), the President of the Deggendorf Institute of Technology (hereinafter referred to as the university) issues the following house rules to ensure orderly operation of the university:

§ 1
Domiciliary rights

- (1) Domiciliary rights shall be exercised by the President. The exercising of these rights can be transferred to an authorised representative.
- (2) Domiciliary rights particularly include the right to decide who may enter the university premises or rooms and how the university rooms and facilities should be used.
- (3) Persons authorised to exercise domiciliary rights can be appointed by means of individual directives or rules of procedure. Usually, these include:
 1. Chancellor,
 2. Vice-Presidents,
 3. Deans in the area of their faculties,
 4. Officially appointed teachers of the university in the classrooms, laboratories and facilities used by them,
 5. Heads of the central facilities for the respective facility,
 6. Employees of the technology and construction departments within the scope of the tasks assigned to them,
 7. Person entrusted with the responsibility of chairing a meeting.
- (4) The decisions and measures taken by the President or his deputy when exercising domiciliary rights shall take precedence over those taken by the persons authorised to exercise domiciliary rights, with the exception of § 1 Para. 3 No. 6 of the Regular Operation Procedures of the university.

§ 2
Opening hours

- (1) The opening and closing hours for the university building shall be regulated by issuing a separate notice. Unless otherwise notified, the opening hours during the lecture period shall be between 6.30 and 20.30 hours.
- (2) If the university needs to be closed apart from the usual times, an application needs to be submitted to the central Event Management department. Exceptions may be determined in individual cases, through a written notification to the organiser.

§ 3

Organisation of events

- (1) Generally, rooms for semester courses within the opening hours shall be allotted by the university administration (special lectures), the faculties (timetable, examination rooms) or the central facilities (assignment plan). Special lectures shall be registered with the Event Management department.
- (2) The central Event Management department shall be responsible for reserving and hiring rooms for conventions, conferences and other events. If (internal) forms or online solutions are available, they should be used.
- (3) Events for the members of the university, especially student parties, shall require the submission of a written application along with the necessary details to the Event Management department.

§4

Conduct / environment protection / waste management and order

- (1) Employees and visitors shall use the premises, building and other facilities of the university carefully, keep them in good condition and prevent them from getting damaged or dirty. The regulations laid down in the following paragraphs must be observed in particular when doing so.
- (2) The university building and parts thereof may be used for service and teaching purposes only.
- (3) Audio and/or visual recordings of persons or interior views of buildings shall be prohibited. Exceptions shall require written approval of the persons concerned and/or the head of the facility.
- (4) Structural changes and interventions in the buildings, even if of a temporary nature, may be carried out only in coordination with and upon written approval of the Building Management and Occupational Safety Department of the university.
- (5) All visitors and members of the university shall be obliged to ensure that damage of any kind, particularly due to fire, explosion, water or gas, theft or burglary is prevented and that all technical facilities are used properly. Any damage that occurs must be reported immediately to the Building Management and Occupational Safety Department of the university and the facility management. If the damage poses a danger, the steps intended for emergencies (laboratory: hazard analysis!) must be taken. Any unauthorised removal, handling and damage of facilities of all kind shall be pursued under civil and criminal law.
- (6) The rubbish left behind after an event must be disposed of properly and the rooms must be vacated, in particular, the cleaning staff must not be obstructed in their work.
- (7) Smoking shall only be permitted outdoors. The available ash containers must be used at their respective spots.
- (8) Carrying and consumption of food and drinks in the library, computer centre and classrooms are prohibited. Exceptions, for example during exams, shall be determined by the head of the facility or the person responsible for examinations in consultation with the head of the facility.

- (9) Lights must be turned off and doors and windows must be closed when leaving a room. Outside the opening hours, they must also be locked when the rooms are not in use.
- (10) Authorised persons are responsible for locking laboratories, seminar rooms, offices etc. and for keeping valuable objects in safe custody.
- (11) Damage and defects as well as irregularities or special incidents must be immediately reported to the Building Management and Occupational Safety Department of the university.

§ 5 Safety and security

Objects, which can be classified as fire loads (combustible material), which can cause fire (electrical devices) or which restrict the rescue routes, must not be placed in escape and rescue routes (corridors). Emergency exits and fire brigade accesses must always be kept clear. The closing area of fire and smoke protection doors that are usually open must not be obstructed. Fire and smoke protection doors that are usually closed must not be kept open using a wedge or other means. There is a general ban on using open flames in the university buildings. Exceptions to this can be made in laboratories when using laboratory burners under the observance of laboratory instructions, in workshops in the areas marked for this purpose and during repair and assembly work with written permission (formerly known as 'welding permission') - explicit reference is made to the obligation to comply with emergency and fire safety regulations.

§ 6 Transport

- (1) The carrying and use of bicycles, roller skates, inline skates, skateboards and scooters in buildings is prohibited. Bicycles must be parked in the parking spaces provided for that purpose. Parking in the entrance shall not be permitted. Bicycles parked there shall be removed at the expense of the owner.
- (2) Parking of motor vehicles in the university premises is permitted only to members and visitors of the university and only in the parking spaces marked for this purpose. In the event of non-compliance, the vehicle shall be removed for a fee.
- (3) Parking in the 'TH Deggendorf' PI car park (see car park information on the homepage) is permitted from 6:00 a.m. to 1:00 a.m. the following day; in the underground 'TH Deggendorf/Stadt Deggendorf' car park from 6:00 a.m. to 12:00 a.m.; parking is prohibited outside these periods. If the maximum parking times (6:00 a.m. to 1:00 a.m. the following day - for the 'TH Deggendorf' PI car park and 6:00 a.m. to 12:00 a.m. - for the 'TH Deggendorf/Stadt Deggendorf' underground car park) are exceeded, the vehicle shall be removed for a fee. Exempted are vehicles belonging to university employees (in justified cases such as business trips lasting several days) who have informed the mail room of the vehicle registration number of the vehicle concerned and the planned parking period **before** the end of the maximum parking period; the recorded registration number is deleted

24 hours after the end of the planned parking period.

- (4) The university shall be liable for damage that occurs when removing wrongly parked vehicles or objects only in case of intent and gross negligence. Removed objects and bicycles shall be kept for a period of four weeks and released to those who can prove their ownership. Upon expiry of this period, they can be used for the benefit of the Free State or disposed of.

§ 7

Use upon permission

- (1) On the properties used by the university, the following uses shall require prior permission from the Event Management department:
 1. hanging of placards and posters and distribution of pamphlets and flyers,
 2. organising of gatherings and elections,
 3. setting up of information booths and stalls and any form of distribution of goods and collection of orders.Usually, permission of the dean shall suffice for rooms allotted for direct use (faculties, laboratories).
- (2) Placards and posters, notices, announcements, notifications etc. may be put up on the boards or in displays cases provided for this purpose only. Sticking these over glass surfaces is prohibited. Placards and posters that are put up at other places shall be removed. Only fasteners, which can be removed easily and which do not leave behind any marks, may be used for hanging (drawing pins, adhesive tape etc.). Those who put up posters etc. shall be responsible for their removal.
- (3) Notices/objects intended for specific events must be removed on the second day after the event at the latest. Otherwise the removal work can be commissioned by the university at the expense of the organiser or distributor (co-debtor).
- (4) Any misuse of fire-extinguishing appliances or first-aid facilities shall be reported and prosecuted.

§ 8
Lost property

Found objects are to be handed over at the post office in the foyer of the B building. If possible, they shall be kept for a period of four weeks and returned to those who can prove that they are the rightful owners of the item. Upon expiry of the above mentioned period, the items are destroyed or used for the benefit of the Free State.

§ 9
General provisions and regulations

Supplementary regulations for individual areas of the premises, for special equipment or laboratories must be observed. The provisions of the AGO shall also apply.

Deggendorf, 1 October 2018



Prof. Dr. Peter Sperber,
President

Rules for visitors (guests and contractors)

Visitors to the Deggendorf Institute of Technology (DIT) and course participants of the Deggendorf Institute of Technology shall be obliged to

- a) always carry the visitor passes issued to them if they are on the campus,
- b) follow safety instructions,
- c) observe the house rules,
- d) use Internet access only via guest identification and
- e) avoid any disruption of teaching and research activities.

The following activities are prohibited:

- a) Photography or audio and visual recording inside the buildings (in laboratories, of persons etc.),
- b) Copying or sending of information in scripts, documents or in the form of electronic data unless the author of these documents has given a written permission to do so.

The campus of the Deggendorf Institute of Technology, Dieter Görlitz Platz 1, also includes the buildings 'ITC2', 'DEGGs' and 'Land-Au' in Deggendorf, all technology campuses and the European Rottal-Inn campus including all other rented areas.

Place, Date, Signature of the visitor

Name of the signatory in block letters