

Guidelines on the Exercising of House Rules at Rhine-Waal University of Applied Sciences (House Rules)

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Section 1 Scope of application

These house rules are applicable for all properties and premises of Rhine-Waal University of Applied Sciences, including buildings and open areas on campus, rented spaces off campus and other parcels of land. They are legally binding for all members of Rhine-Waal University of Applied Sciences, users of HSRW buildings and facilities, and all other persons on campus grounds.

Section 2

House rules

(1) The president is authorised to exercise these house rules. However, the president may transfer this authorisation to other members of the university in accordance with Section 18 (1) sentence 5 of the Higher Education Act (*Hochschulgesetz NRW*) in connection with Section 14 of the Constitution of Rhine-Waal University of Applied Sciences.

(2) The chancellor is authorised to exercise these house rules in the president's absence.

(3) In addition, to ensure that the house rules are continuously upheld and monitored, the president has permanently authorised the following persons to exercise the house rules:

- a) The deans may exercise these house rules within their faculty areas. The heads of central administrative teams may exercise these house rules.
- b) Course instructors may exercise these house rules in all rooms they are currently using to teach for the duration of the individual course session.
- c) The chairperson of a governing body, committee, commission or other council may exercise house rules in the rooms currently being used for a meeting.
- d) The Department of Facility Management is generally authorised to exercise house rules.
- e) The president reserves the right to transfer the authorisation to exercise house rules, whether in general or under specific circumstances, to other members of Rhine-Waal University of Applied Sciences beyond those listed above.

(4) The president alone is authorised to issue multi-day bans from the premises of Rhine-Waal University of Applied Sciences. In addition, the president is responsible for deciding on whether to file a criminal complaint for public disturbances and trespassing.

Section 3

Booking and usage of rooms

(1) Rooms of Rhine-Waal University of Applied Sciences must be used according to purpose designated by the Executive Board. Any change of use requires the express permission of the Executive Board.

(2) Lecture halls, computer labs and the canteen can be booked through the responsible university employees. Events that align with the mission of Rhine-Waal University of Applied Sciences will take precedence over other events.

(3) Students and guests may not access laboratories unless they are participating in a practical course or conducting research for an official assignment in their degree programme and have received proper safety instruction.

(4) No animals are permitted on the premises of Rhine-Waal University of Applied Sciences.

Section 4 **Rules for rooms**

(1) Tables, chairs and other materials may not be removed from rooms without the express permission of the Department of Resources. Furniture and materials temporarily stored elsewhere on campus must be returned to their original location afterwards.

(2) Hallways, stairwells and corridors are emergency escape routes and must remain clear at all times. Excessive noise, particularly during the lecture period, is to be avoided.

(3) Food and drinks (excluding water) are not permitted in the lecture halls.

(4) Waste must be disposed of in the proper receptacle in accordance with legal guidelines.

(5) Course instructors are responsible for closing the windows, turning off the lights and locking the doors to their classroom after teaching.

(6) As a general rule, the last person to leave a room should close all windows, power down any machines, close any gas/water/compressed air valves (if applicable), turn off the lights and other electronic devices (if advisable vis-à-vis operating guidelines), and lock the doors.

Section 5 **Public postings**

(1) Posters and placards from non-members of the university require the express permission of the chancellor before posting.

(2) Posters, notifications, event announcements etc. may only be posted on designated notice boards.

(3) Party-political activities, whether orally or in writing, are not permitted on the premises of Rhine-Waal University of Applied Sciences.

Section 6 Weapons

Weapons within the meaning of Section 1 of the Weapons Act (*Waffengesetz*) are prohibited on campus. This includes, but is not limited to firearms, blunt or sharp weapons, flip/folding knives, fixed-bladed knives with a blade length of 12 cm or more, pepper spray (chemical irritants), metal (telescope) batons and brass knuckles.

Section 7 General conduct

(1) Every person in or on the premises of Rhine-Waal University of Applied Sciences is obliged to behave in a manner that does not impede normal operations. In particular, excessive noise is to be avoided.

(2) Outside areas on the Kleve and Kamp-Lintfort Campuses are closed between the hours of midnight (00:00) and 06:00 daily except for briefly traversing. Loitering during this time is strictly prohibited. HSRW reserves the right to decide on exceptions on a case-by-case basis.

(3) Smoking is prohibited inside all buildings. Smoking is permitted only in designated outside areas with special fire-proof waste receptacles.

(4) The consumption of cannabis products is prohibited in all rooms, buildings and outside areas of the university.

(5) Alcohol is prohibited in all outside areas of campus. HSRW reserves the right to decide on exceptions on a case-by-case basis.

Section 8 Lost and found

Personal belongings found on campus, regardless of value, should be brought immediately to the Office of Facility Management in Kleve (via Campus Security, room 04 00 005) or in Kamp-Lintfort (via the campus post office, room 03 00 205).

Section 9 Traffic and parking

(1) Vehicles and bicycles belonging to members of the university may be parked in designated areas only. German traffic laws (*Straßenverkehrsordnung*) apply. Access roads, fire and emergency lanes must remain clear at all times.

(2) The use of campus car parks is free of charge.

(3) Vehicles that are illegally parked in fire or emergency lanes, entrances or exits to car parks, or spaces reserved for people with a disability will be towed at the owner's expense.

Section 10

Protection of inventory and equipment

(1) Technical rooms, maintenance rooms and other operational installations and facilities on campus are open to authorised personnel only. These rooms are generally identified by a corresponding sign.

(2) Theft must be reported to the Department of Resources immediately.

Section 11

Work safety

(1) All applicable occupational safety and accident protection guidelines in Germany apply to Rhine-Waal University of Applied Sciences. Anyone affected by these guidelines will be informed of their rights and responsibilities in an appropriate manner.

(2) High-traffic areas are emergency escape routes and must be kept clear and accessible at all times.

(3) For safety concerns or questions, please contact the occupational health and safety expert (*Fachkraft für Arbeitssicherheit*). The occupational health and safety expert works to improve occupational safety and accident prevention at HSRW and is available to answer all related questions. They are authorised to have permanent access to all rooms and workplaces of Rhine-Waal University of Applied Sciences.

(4) HSRW will also appoint a designated safety representative for all areas. Appointees should be supported in their responsibilities by their colleagues.

(5) First-aid and fire safety equipment on campus is designated accordingly. Emergency escape routes and gathering points are also designated. For more information on how to act in a fire, emergency or disaster scenario, please refer to the Fire Safety Regulations of Rhine-Waal University of Applied Sciences (*Brandschutzordnung*).

(6) The use of personal electronic devices on campus is subject to the norm DIN 14096 and covered in Part B of the Fire Safety Regulations.

Section 12

Liability for cash and personal belongings

(1) Employees are obliged to lock their office whenever they leave. This also applies to brief absences. HSRW assumes no responsibility for cash or valuables stored on the premises.

(2) HSRW assumes no responsibility for parked vehicles, bicycles and other mobile property of students and staff.

Section 13

Violations

Violations to these house rules must be reported immediately to the president or deans of Rhine-Waal University of Applied Sciences. Serious violations can result in a temporary or permanent ban from the premises. The president is responsible for issuing bans from the premises. In addition, the president reserves the right to pursue criminal charges with the relevant authorities.

Section 14

Entry into force

These house rules entered into force via order of the president and replace the previous version dated 5 July 2023.

Kleve, 12 September 2024

Professor Dr Oliver Locker-Grütjen
President of Rhine-Waal University of Applied Sciences