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Guidelines on exercising house rules at Rhine-Waal University of Applied Sciences

Dated 5 July 2023

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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 in its possession. 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 of Rhine-Waal University of Applied Sciences 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 of Rhine-Waal University of Applied Sciences is authorised to exercise these house rules in the president's absence.

(3) To ensure that house rules are continuously upheld and monitored, the president has decreed that the following additional persons are permanently authorised to exercise house rules in certain circumstances at Rhine-Waal University of Applied Sciences:

- a) The deans may exercise house rules within their faculties. The heads of central administrative teams may exercise house rules within their work areas.
- b) Course instructors may exercise house rules within the room(s) they are currently using to teach, but only until the scheduled end of the course session.
- c) The chairperson of a governing body, committee, commission or other council may exercise house rules in the room(s) currently being used for a meeting.
- d) The Department of Resources may exercise house rules in general.
- e) The president reserves the right to transfer the right 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) Only the president 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 belonging to Rhine-Waal University of Applied Sciences must be used according to their designated purpose. 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 access laboratories only for the purposes of participating in a practical course or conducting research for an official assignment in their degree programme, and after having received the relevant safety instruction.

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

Section 4

Conduct inside rooms

- (1) Tables, chairs and other materials may not be removed from rooms without the express permission of the Department of Resources. If furniture and materials must be temporarily stored elsewhere on campus, they must be returned to their original location as soon as possible.
- (2) Hallways, stairwells and corridors are emergency escape routes and must remain clear and accessible at all times. Excessive noise, particularly during the lecture period, should 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.
- (5) Course instructors are responsible for ensuring that windows of their rooms are closed, the lights off and the doors locked after they finish teaching.
- (6) As a general rule, the last person to leave the room should close all windows, shut off any machines, close any gas/water/compressed air valves (if applicable), shut off lights and other electronic devices (if applicable/advisable), and lock the doors.

Section 5

Public postings

- (1) Posters and other notices intended for public display require the express permission of the chancellor before posting.
- (2) Posters and other public notifications must be posted on designated notice boards.
- (3) Advertisements and endorsements for specific political parties, whether in writing or verbal, 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: guns, swords, maces, metal batons, flip/folding knives, fixed-bladed knives longer than 12 cm, pepper spray 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 act in a manner that does not interfere with or impede normal operations. In particular, excessive noise must be avoided.

(1a) Public areas on the Kleve and Kamp-Lintfort Campuses are closed daily between the hours of midnight and 6:00 a.m. Visitors may still traverse the campus during this time, but loitering is prohibited. HSRW reserves the right to adjust this rule on a case-by-case basis.

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

(3) Alcohol is prohibited in all public areas of campus. HSRW reserves the right to adjust this rule 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 Vehicles and parking

(1) Vehicles and bicycles must be parked in their designated areas on campus. German traffic laws (*Straßenverkehrsordnung*) apply. Entrances and thoroughfares must remain clear at all times.

(2) Campus car parks are free of charge.

(3) Vehicles 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 for 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 relevant 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 fashion.
- (2) High-traffic areas are emergency escape routes and must be kept clear and accessible at all times.
- (3) For safety concerns, 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 installed on campus is marked by appropriate signage. Emergency escape routes and gathering points are also marked. For more information on how to act in case of fire, emergency or disaster, please refer to the Fire Safety Regulations of Rhine-Waal University of Applied Sciences (*Brandschutzordnung*).
- (6) The use of personal devices on campus is governed by the norm DIN 14096 and handled in Part B of the Fire Safety Regulations.

Section 12

Liability for cash and personal belongings

- (1) Employees and students are obliged to lock the room whenever they leave. This also applies to brief absences. HSRW assumes no responsibility for personal belongings or cash 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 to the president or deans of Rhine-Waal University of Applied Sciences immediately. 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 25 August 2020.

Kleve, 11 July 2023

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