

Anhalt University of Applied Sciences

HOUSE RULES

from 15.09.2021

as amended on 14.03.2022

In the interest of readability, the multiple presentation of personal, official and functional designations has been dispensed with; corresponding formulations apply equally to all genders.

§ 1 Scope of Validity

The following house rules apply to all state-owned and rented buildings, parts of buildings, rooms, land and facilities of Anhalt University of Applied Sciences at the Bernburg, Dessau and Köthen campuses.

§ 2 House Rights

- (1) The President of Anhalt University of Applied Sciences shall exercise domiciliary rights in the university buildings and on the university grounds at all three campuses in the interest of ensuring smooth work processes and maintaining order and security in accordance with the provisions of the applicable Higher Education Act of the State of Saxony-Anhalt.
- (2) The President may delegate domiciliary rights and their exercise. The following shall exercise domiciliary rights in his name and on his behalf: site spokesperson, head of administration, deans and heads of central facilities with regard to the rooms assigned to them for use. They may be represented in the exercise of domiciliary rights. In cases of complaint, the President shall decide
- (3) The respective holders of the domiciliary rights shall monitor compliance with the rules set out below for the use of buildings and outdoor facilities for which they have been assigned the domiciliary rights and ensure that they are observed.
 - Peddling and unauthorised offering of goods of any kind is not permitted in the buildings and on the premises of the Anhalt University of Applied Sciences.
 - Advertising posters may only be placed on the notice boards and panels provided for this purpose after approval by the Technical Managers of the sites.
 - The posting and display of flyers, information and notices from third parties must be agreed with the deaneries or structural units.
 - Pets are not allowed in the buildings of the Anhalt University of Applied Sciences. The only exceptions are assistance dogs (therapy and guide dogs as well as dogs used for security purposes), for which permission must be obtained from the Head of Administration.
 - Damage to buildings due to force majeure as well as break-ins and thefts must be reported immediately to the responsible security service or the technical manager of the respective location. Further details are regulated by the object-specific service instructions of the respective security guard.
 - The loss of building, laboratory or office keys must be reported immediately to the Technical Manager of the respective location. Claims for damages will be investigated.
 - It is not permitted to spend the night in service, teaching and research rooms at Anhalt University of Applied Sciences.
 - Fahrräder, Bicycles, e-bikes, scooters and e-scooters may not be parked in the service rooms/offices. The outdoor parking spaces provided at the locations are to be used for this purpose. The use of bicycles etc. in the corridors is not permitted. Charging batteries for e-scooters etc. in rooms is prohibited.
 - There is no obligation on the part of the post office and the guard service to accept private parcels.
- (4) The security services of the Anhalt University of Applied Sciences are entitled to expel persons who disrupt operations from the university premises. In particular, they may demand sufficient identification to identify the person outside regular working hours. If the person concerned is not prepared to identify him/herself, the security services of the Anhalt University of Applied Sciences are entitled to prohibit him/her from entering the institution. The concrete procedure is regulated by the security guards' service instructions.
- (5) Charges for criminal offences against the Anhalt University of Applied Sciences, its members or relatives may be filed by the persons who exercise domiciliary rights in accordance with § 2 Para. 3. The President or the Head of Administration shall be informed immediately.
- (6) The President shall determine when a crisis situation exists and shall be empowered to impose restrictions and regulations on access to university premises and buildings in order to deal with crisis situations such as pandemics.

§ 3 Order of Traffic

- (1) The provisions of road traffic law, in particular the Road Traffic Regulations, apply to the entire university grounds and are therefore binding for all road users. Driving on the grounds and in the university's own parking spaces is at your own risk.
- (2) Vehicles may only be parked in front of the buildings and on the grounds of the Anhalt University of Applied Sciences in the specially marked areas. It is prohibited to park vehicles in front of or at the entrances, driveways, gates and in the passageways of the buildings. In the event of illegal parking, vehicles will be towed away at the owner's expense in order to maintain smooth traffic flow and for safety reasons.
- (3) In The parking of bicycles, scooters, motorbikes and mopeds is not permitted in the university buildings and in particular in the service rooms/ offices, on building walls and on pavements. In the event of violations, regulatory measures shall be initiated immediately.
- (4) When using the available passenger and freight lifts, the instructions for use must be complied with.

§ 4 Opening Hours

- (1) The buildings of the Anhalt University of Applied Sciences are generally open from Monday to Friday from 6:00 a.m. to 8:00 p.m. at all locations.
- (2) Selected buildings (see attachment) that have student workrooms or overlapping pools may remain open during lecture hours until a maximum of 22.00 hrs.
- (3) Additional regulations concerning the use of pools and student workrooms are made by drawing up student lists, which are the responsibility of the lecturer. The lists are to be handed in to the security service and the times of use are to be coordinated. If locking authorisations are granted, the submission of a list is not required and the specified times of use for the individual rooms (attachment) are binding.
- (4) Closing times for the selected buildings shall be determined in consultation between the Technical Administration, the Department and the Security Service.
- (5) Special regulations that are not covered by paragraphs 1 to 4 may be determined independently by the person entrusted with the house authority (site spokesperson, deans, ...). This change must be reported to the Technical Administration in any case.
- (6) Outside opening hours, access to the rooms is guaranteed exclusively via issued keys, whereby the key holders explicitly assume responsibility for a personal presence and thus supervision to secure open rooms.

§ 5 Order in Buildings and Offices

- (1) The orders given by the heads of the structural units and the technical directors to maintain order, including cleanliness, peace and security, shall be complied with.
 - Cleanliness is to be applied to all rooms, corridors and staircases.
 - **Smoking is generally prohibited in all buildings of the Anhalt University of Applied Sciences.**
 - All members of the university are obliged to ensure that damage of all kinds, in particular through fire, theft or damage to property, is prevented and that the technical facilities are used properly.
 - Attention must be paid to compliance with general energy-saving measures.
 - The users of offices and work rooms are responsible for locking the rooms, closing the windows and switching off the electrical devices.
- (2) For certain buildings, building officers may be appointed by the site spokesperson in agreement with the head of administration and the deans. The tasks of the building managers shall be specified in a separate directive.
- (3) If rooms of the Anhalt University of Applied Sciences are used by third parties, the latter shall be responsible for the regulations, with the Head of Administration granting permission for use in agreement with the respective site spokesperson.

§ 6 Liability

- (1) In the event of damage caused by facilities or employees of the Anhalt University of Applied Sciences, the Anhalt University of Applied Sciences shall be liable within the scope of the statutory provisions.
- (2) Users of the facilities of the Anhalt University of Applied Sciences shall be liable in full for all damage caused by them.
- (3) Lost property must be handed in to the security service and also asked for or collected there.

§ 7
Use of Rooms for Personal Occasions

The use of rooms for gatherings on the occasion of birthdays and anniversaries requires the express permission of the head of the structural unit concerned. Alcoholic beverages shall be limited to the symbolic level customary at receptions. Otherwise, the consumption of alcohol in the offices is strictly prohibited.

§ 8
Emergencies

In the event of an emergency, the security service at the locations is to be notified:

Bernburg Telephone 03471/355-8002
Dessau Telephone 0340/5197-8003
Köthen Telephone 03496/67-8001

§ 9
Entry into Force and Termination

- (1) These regulations shall enter into force after their approval by the President of Anhalt University on the day after their publication.
- (2) At the same time, the regulations in the version of 15.09.2021 published in the Official Gazette of Anhalt University of Applied Sciences No. 80/2019 shall cease to apply.
- (3) Amended on the basis of the resolution of the Presidential Board of Anhalt University of Applied Sciences dated 14.03.2022 and the approval of the President of Anhalt University of Applied Sciences dated 15.03.2022.
- (4) Publication shall be made in the Official Gazette No. 89/2022 and on the website of Anhalt University of Applied Sciences.

Köthen, 15.03.2022

Prof. Dr.-Ing. Jörg Bagdahn
Präsident der Hochschule Anhalt

Attachment to the House Rules of 15.09.2021 as amended on 14.03.2022

Separate closing times for selected buildings:

Campus Bernburg (until 22.00 hrs.)

Main Building:	PC-Pool 2, 3, 4, 8
Thünen-house:	GIS-Pool
Administration building:	PC-Pool 1,5,6
Hellriegel-house:	MBA-Pool
Müntzer-house:	MFA-Pool

Campus Köthen (until 21.00 hrs.)

Gebäude 01:	Media technology 112-1, 112-3, 112-5
Gebäude 02:	Student project and work spaces
Gebäude 73:	PC-Pool 1 - 6, PC-Pool 314, Labor 310
Gebäude 23:	until 20.00 hrs. – Access only with key authorisation

Campus Dessau (until 22.00 hrs.)

Building 01:	Project rooms 102, 104, 108, 201, 202, 203, 204, 205, 209, 213, 301, 302, 309 (24 h incl. weekend only with key authorisation)
	Project rooms 114, 209, 303 (24 h incl. weekend only with key authorisation)
Building 02:	Computerpools
Building 03:	Project rooms 003, 103, 206, 219 (24 h incl. weekend only with key authorisation)
	302 Computerpool
Building 04:	Project rooms 205, 206, 207, 208 (24 h incl. weekend only with key authorisation)
Building 08:	Project rooms 022, 023, 152, 153, 155, 156, 157, 172, 173 (24 h incl. weekend only with key authorisation)
Building 10:	Project rooms 117 (E. 41), 107 (E.47) (24 h incl. weekend only with key authorisation)

Opening hours for laboratories and workshops are determined by the head of the structural units in consultation with the workshop or laboratory manager. Entering these premises outside the specified opening hours is not permitted and requires the express permission of the head of the structural unit. The permission shall be deposited with the guard.