

# **House Rules and Regulations of Chemnitz University of Technology**

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### **Appendix: Brief Version for Display**

As a rule, the common gender is used in the following for better readability. As a matter of course, all names of persons apply for all sexes.

**In case of doubt the German version shall prevail.**

## **Part One: General Rules and Regulations**

### **§ 1 Scope**

- (1) These House Rules and Regulations apply to all property, buildings and premises including car parks and pathways<sup>12)</sup> conveyed to Chemnitz University of Technology (hereinafter referred to as 'CUT') for use.
- (2) They apply to all persons sojourning in the premises of CUT (hereinafter referred to as users). They also apply to contractors of CUT and the public enterprise of Sächsisches Immobilien- und Baumanagement (hereinafter referred to as SIB). On entering the areas as mentioned in Sub-section 1, every user acknowledges these House Rules and Regulations displayed as brief notice as binding (see Appendix). The observance of these House Rules and Regulations is part of the contracts with companies whose members of staff are active within the scope of these House Rules and Regulations.
- (3) In rented property, buildings and premises<sup>12)</sup> the House Rules and Regulations of the lessor apply. The CUT House Rules and Regulations complement the lessor's House Rules and Regulations if they do not disagree with the same.

### **§ 2 Authority**

- (1) The Free State of Saxony represented by the Saxon Ministry of Finance (SMF), which again is represented by the SIB, is owner / lessee of all buildings and property used by CUT.
- (2) Authority within the scope of these House Rules and Regulations (§ 82 Sub-section 2 Clause 1 SächsHSFG) is exercised by the President of CUT.
- (3) Moreover, the following members of the university are authorised by the President to grant or deny access to the premises (§ 82 Sub-section 2 Clause 2 SächsHSFG):
  1. the Vice President and the Chancellor for the entire university,
  2. the Director of the Facility Management Department, the Heads and the Officials of the Facility Management Department for the entire university,
  3. certain staff members of the Facility Management Department according to the instructions and at the recommendation of the Director of the Facility Management Department for the entire university,
  4. the Deans and their representatives for the premises and the campus assigned to their faculties,
  5. the Directors of the Central Institutions and their representatives for the premises and the campus assigned to the respective Central Institutions,
  6. the members of the teaching staff in the teaching rooms during courses,
  7. the staff invigilating academic exams in the respective rooms and for the duration of the exam,
  8. the members of the Security Service for the entire university.The exercising of this authority may be denied by the President, and other persons may be authorised for this purpose. The Staff Council is to be informed.
- (4) For other events, the exercising of this authority can be given to third parties within the framework of Agreements of Use. In all other respects, the General Business Terms and Conditions for Events at CUT<sup>7)</sup> apply.

### **§ 3 Opening Hours**

- (1) The Rectorate designates the hours during which access is granted to the property and buildings of CUT. They are posted on the CUT homepage<sup>13)</sup>.
- (2) If and to the extent that in particular cases, especially for conducting courses, exams and other academic events and ceremonies as well as events organised by students in the form of self-administration, buildings and premises need to be kept open at other

times than designated, such deviations are to be duly applied for to the Facility Management Department.<sup>6)</sup>

- (3) Outside opening hours as designated in Sub-sections 1 and 2, the buildings are locked all the time.

## **Part Two: Safety and Order**

### **§ 4 General Rules of Use**

- (1) All people using the buildings are to behave in such a way that others are not disturbed or disrupted. In particular, CUT's fulfilment of duties as required by law and the performance of authorised events are not affected.
- (2) All instructions by persons authorised for the purpose of exercising authority are to be followed, in particular those concerning the keeping of order including cleanliness, quiet and safety.
- (3) All buildings, facilities, premises as well as fixtures and equipment are to be used correctly and kept in a state of order. Technical equipment in particular, is to be used appropriately and carefully. Users have the obligation to ensure that any kind of damage, in particular due to fire, theft or burglary is prevented. Faults and disturbances as well as damage to buildings are to be reported to the Facility Management Department without delay.<sup>6)</sup> Buildings, facilities and the campus may only be altered with the written consent of the Facility Management Department.<sup>6)</sup>
- (4) In all property and buildings, instructions including order, cleanliness and hygiene are to be followed. Waste is to be thrown into the dust bins provided. Bringing private waste and recyclable materials for the purpose of their disposal through CUT is prohibited.
- (5) Water and power are to be used with economy. This includes in particular inrush airing during the heating season and the prevention of excessive room temperatures. Electric light is to be used appropriately and switched off when the room is not used.
- (6) Unauthorised persons must not sojourn in the property and buildings of CUT. Without prior consent, overnight stays in the buildings and premises of CUT are prohibited.

### **§ 5 Use of Premises**

- (1) As a rule, users of the university are allowed to use the buildings and premises of CUT, in particular lecture halls, offices and seminar rooms in order to fulfil their tasks at CUT or in their studies. Events beyond the university operations as well as other changes in the use of buildings and premises require the consent of the Facility Management Department.<sup>6)</sup>
- (2) The equipment in the teaching rooms is defined. Chairs, desks and other equipment may not be exchanged permanently for those from other rooms or removed from them. All apparent deviations from that are to be reported to the Facility Management Department<sup>6)</sup> without delay.
- (3) In laboratories, workshops and other special-purpose premises, the rules of use as well as safety instructions valid there are applicable. Eating and drinking are not permitted in the rooms designated accordingly.
- (4) Unauthorised persons are not allowed to access rooms, areas and facilities (e.g. heating, air-conditioning, lifts, servers, roof) designated accordingly.
- (5) The operation of private appliances, especially heating appliances, radio, TV, DVD players and video recorders is not permitted in offices; exceptions are battery-operated electronic devices, laptops, coffeemakers, water boilers, microwave ovens and small-size refrigerators. The use of line-operated appliances is to be tested by means of mobile operating resources and permitted by the superior authority.

- (6) The users of offices are responsible for locking these up including the furnishings inside. Unoccupied offices are to be locked even in case of brief absence.
- (7) In case of absence for a lengthy period of time as well as in case of bad weather, the windows are to be closed in order to avoid any risk for the buildings and equipment or any other safety hazard.

## **§ 6**

### **Activities Requiring Official Authorisation and Those which are not Permitted**

- (1) On all property and buildings conveyed to CUT for use, official authorisation is particularly required for:
  1. the hanging up of posters and notices outside the areas designated for this purpose,
  2. the distribution of any kind of printed material (e.g. handbills) outside the stand-up displays designated for that purpose,
  3. the organization of collections, polls and elections; this is not applicable to polls and elections organized by institutions of CUT authorised for that,
  4. the setting up of information booths and sales stands as well as any other form of trade and merchandising including collective orders,
  5. video and sound recordings which are not directly related to private or official tasks in the interests of CUT, especially and including those for commercial purposes,
  6. The use of lecture halls and other rooms as well as the campus for events such as: exhibitions, conferences and conventions, barbecues or sports events.Permission is to be applied for to the Facility Management Department<sup>6)</sup> or the Vice President's Office for Transfer and Further Education<sup>5)</sup> and will be provided by the office authorised.
- (2) Activities which are not permitted include in particular:
  1. jeopardising one's own and others' health through the abuse of alcohol, prescribed drugs and other substances,
  2. avoidable noise disturbance,
  3. using roller skates, inline skates, skateboards, scooters, electric scooters and the like in university buildings and in designated areas,
  4. obstructing and invalidating escape doors, emergency fire doors and smoke control doors as well as of emergency escape routes, fire exits and fire extinguishing units,
  5. changing buildings, premises, facilities and technical equipment without authorisation,
  6. flyovers with drones and other remotely piloted aerial vehicles with the Aviation Act remaining unaffected
- (3) No party-political activities during election campaigns (within a period six months prior to an election) are permitted in the buildings of the university as well as on the property administered by the university. The principle of neutrality is to be adhered to. For measures and events put into place in the context of elections related to university posts and boards, the existing regulations for this are applicable.
- (4) Within the scope of these Rules and Regulations any behaviour disturbing or disrupting the peaceful and respectful interaction of the users of the university is to be refrained from. The usage of badges and other attributes of unconstitutional, racist, xenophobic, violence-glorifying or other inhumane content is forbidden.

## **§ 7**

### **Hanging up of Posters**

- (1) Hanging up and posting notices, posters, announcements and notifications is only allowed in the display areas designated for this purpose. In particular, covering walls, doors and windows is forbidden. Further information is provided by the Facility Management Department<sup>6)</sup> and the Vice President's Office for Transfer and Further Education<sup>5)</sup>. Postings outside the display areas will be removed. Multiple postings on the same spot are not permitted.

- (2) For postings only materials which can be removed easily and without trace are allowed. The postings have to be removed by the person who has put them up (causative principle) or by the person in charge (ordering party). If posters refer to a certain event, they have to be removed after two working days after the event took place at the latest.
- (3) The postings have to contain the name of the person in charge. Otherwise they may be removed.
- (4) Postings of unethical, prosecutable or unconstitutional content are forbidden and will be removed at the expense of the person in charge.

## **§ 8**

### **Animals**

- (1) Bringing any species of animals into any building of CUT is not allowed. Exceptions require the permission of the Facility Management Department<sup>6)</sup>.
- (2) Sub-section 1 is not applicable in exceptional cases regulated by law, particularly guide dogs and care dogs.
- (3) On the campus, dogs and other animals are to be kept on a lead or transported in appropriate containers. Exceptions beyond the cases regulated by law may be granted by the Rectorate. Excrements or any other defilement caused by the animal are to be removed by the animal owner or the person in charge.

## **§ 9**

### **No Smoking Policy**

- (1) Smoking is forbidden in all buildings and official vehicles of CUT.
- (2) Smoking is only permitted out of doors. This rule may be restricted in individual cases. Cigarette ends and other waste may only be disposed of in non-combustible containers on sites provided for that purpose.

## **§ 10**

### **No Weapons Policy**

Bearing arms, free disposable arms or imitation arms is prohibited except for duty weapons for authorised persons.

## **Part Three:**

### **Rules for the Use of Vehicles in Open Space**

## **§ 11**

### **General Road Traffic Regulations**

- (1) On the whole territory of CUT, the road traffic regulations, in particular the Highway Code (StVO) apply and are made compulsory.
- (2) Entries and exits, fire rescue paths as well as emergency escape routes are to be kept clear at all times. Moreover, parking bicycles and vehicles of any kind on footpaths, in front of hydrants as well as on green areas is prohibited.
- (3) In addition, the Parking Lot Regulations<sup>8)</sup> are to be observed in the parking areas and parking spaces.

## **§ 12**

### **Bicycles**

- (1) Bringing bicycles into buildings and premises of CUT and leaving them inside is forbidden.
- (2) Bicycles are to be left in the bicycle stands designated for this purpose. CUT assumes no liability in case of theft and damage.
- (3) Leaving them on railings and banisters is not allowed.
- (4) Inadmissibly parked bicycles may be cleared away with costs.

### **§ 13**

#### **Motor vehicles**

- (1) Parking motor vehicles is only permitted in parking lots and areas designated accordingly. Vehicles are to be parked in such a way that no traffic obstruction occurs. The markings provided are to be observed.
- (2) In order to maintain smooth operation, inadmissibly parked vehicles of any kind obstructing the traffic may be cleared away at the expense of the owner. Beforehand, appropriate measures for identifying the keeper are to be taken. This is not applicable in case of imminent danger.

### **Part Four:**

#### **Behaviour in Special Situations**

### **§ 14**

#### **Lost and Found Articles**

- (1) Found articles are to be immediately brought to the Lost and Found Office ("Fundbüro der TU Chemnitz", Straße der Nationen), Room A10.112, or to the Security Service. Contact persons for lost and found articles also include the caretaker of each site as well as the Student Office (Studentenwerk) Chemnitz-Zwickau for the cafeteria at each location.
- (2) Lost and found articles are kept at the Lost and Found Office of CUT until they are turned over to the Lost and Found Office of the City of Chemnitz, Düsseldorfer Platz 1. This occurs as a rule on a quarterly basis.

### **§ 15**

#### **Behaviour when Observing Punishable Offences within the Scope of these House Rules and Regulations**

- (1) When a burglary, a theft or another punishable offence is observed, the following are to be contacted: one's direct superiors, the Facility Management Department<sup>6)</sup> and the Security Service<sup>1)</sup>.
- (2) Whosoever observes a punishable offence or is the victim of a burglary, a theft or a punishable offence is to inform the university as well as the appropriate police district or the nearest police station.
- (3) The scene of the crime is to be invigilated or closed off until the arrival of the police in order to preserve evidence.

### **§ 16**

#### **Behaviour in Case of Emergency, Injury or Damage**

- (1) In health-threatening emergencies the following course of action is to be observed:
  1. Safeguarding the area in question,
  2. If necessary, call for medical<sup>4)</sup> assistance and the police<sup>2)</sup>,
  3. Perform first aid,
  4. If necessary, place anybody injured in the care of the emergency task force and
  5. Report the incident to the Office of Work Safety and Environmental Protection.
- (2) In emergency situations which endanger personal liberties (for example, blackmail, a rampage, a threat, an assault) the following course of action is to be observed:
  1. Engage in self-defence (for example, by barricading oneself in a room, removing oneself from the premises, clearing out the affected rooms of the university).
  2. Inform the police<sup>2)</sup> and the Emergency Hotline or the Security Service<sup>1)</sup>, and
  3. Follow all instructions and directives from the Crisis Management Unit as well as from those working for them.
- (3) In emergency situations involving fire or explosions, the following course of action is to be observed:

1. Remove people from danger,
  2. If the building's alarm system does not automatically result in a fire alarm, press the button to activate the manual fire alarm or inform the fire department<sup>2)</sup>, the Emergency Hotline or the Security Service<sup>1)</sup>,
  3. Wherever appropriate safeguard material assets and avoid any self-endangerment to operate extinguishers until the arrival of the fire department. Otherwise evacuate the building and gather at designated locations.  
Details regarding fire prevention and fire protection in case of fire can be found in the fire safety regulations<sup>9)</sup>.
- (4) In emergency situations (technical disturbances, extreme weather conditions), the following course of action is to be observed:
1. Whenever possible take appropriate measures to avert danger,
  2. Notify the emergency hotline and / or the Security Service<sup>1)</sup>,
  3. Whenever appropriate request assistance from auxiliary task forces (fire department, the relief organisation THW) and specialised companies for damage removal, and
  4. Safeguard and invigilate the damaged area until the arrival of the task force.  
The guidelines found in the Safety Instruction Pamphlet<sup>10)</sup> for TU Chemnitz members, their families and guests are to be followed.
- (5) Users of CUT are under the obligation to report immediately damage or imminent damage to buildings or facilities or threatening dangers to the Facility Management Department<sup>6)</sup>.

## **Part Five: Legal Action Regarding Infractions, Liability**

### **§17**

#### **Disciplinary Action Regarding Infractions**

- (1) The persons authorised to enforce the authority's rights according to §2 Paragraph 3 may take appropriate measures and necessary action to remove disturbances to domestic peace.
- (2) The following disciplinary measures are possible for infractions to the university rules and regulations in observation of the principle of proportionality:
  1. Warning,
  2. Removal from buildings and campus,
  3. Ban from further entering the premises.
- (3) Criminal complaints and charges, which are made in connection with the exercise of the authority's rights, are the responsibility of the President and further of persons authorised by the President.
- (4) It is imperative to inform and instruct the President without delay of infractions according to Sub-section 2, other irregularities as well as of a lack of permits and authorisations within the framework of these Rules and Regulations.

### **§ 18**

#### **Liability**

- (1) CUT is liable in cases of intent and culpable negligence only. Liability for secondary failures as well as consequential damages is excluded. For damages resulting from injuries of life, bodily injuries as well as damages to health the legal requirements are valid. If there is a legal mandatory liability, in particular with regard to the cardinal duties, i.e., the duties of CUT enabling a secure and appropriate use of the property and premises in the first place and whose observance the authorised user may confide in on a regular basis, these will remain unaffected. Arrangements resulting from laws related to labour or civil service remain unaffected as well.

- (2) The above-mentioned non-liability clauses as well as limited-liability clauses apply to the same extent in favour of institutions, legal representatives, public servants and employees as well as other persons performing an obligation for CUT.

## **Part Six: Final Provisions**

### **§ 19 Other Regulation**

Apart from these House Rules and Regulations further laws, regulations, rules, instructions and directions apply and are announced separately to the group of people concerned (Official Notice, Internet) or generally published if the interests of all users are affected. These include in particular the Fire Protection Regulations<sup>9)</sup>, the Workplace Regulations<sup>11)</sup>, the Parking Lot Regulations<sup>8)</sup>, as well as special regulations of use.

### **§ 20 Coming into Effect**

These Rules and Regulations<sup>14)</sup> enter into force on the day after their official publication in the Official Notices of Chemnitz University of Technology.

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1) University Emergency Hotline at 0371-531 44111 or disaster emergency number (7:00 a.m. - 7:00 p.m.) at 0371 531 44112

2) Police Hotline at emergency number 110

3) Fire Department Hotline at emergency number 112

4) Medical Aid Hotline at emergency number 112, Police Hotline at emergency number 110 and Poison Hotline at 0361/730730.

5) Vice President's Office for Transfer and Further Education available at [www.mytuc.org/ptw](http://www.mytuc.org/ptw) or at 0371-531 10030

6) Department of Facility Management available at [www.mytuc.org/dez5](http://www.mytuc.org/dez5) or at 0371-531 12500

7) General Business Terms and Conditions for Events at CUT at [www.mytuc.org/agbv](http://www.mytuc.org/agbv)

8) Parking Lot Regulations at [www.mytuc.org/park](http://www.mytuc.org/park)

9) Fire Protection Regulations at [www.mytuc.org/bs0](http://www.mytuc.org/bs0)

10) Safety Instruction Pamphlet at [www.mytuc.org/smb](http://www.mytuc.org/smb)

11) Workplace Regulations at [www.mytuc.org/asv](http://www.mytuc.org/asv)

12) Campus map at [www.tu-chemnitz.de/tu/lageplan/](http://www.tu-chemnitz.de/tu/lageplan/)

13) Opening hours at [www.mytuc.org/zeit](http://www.mytuc.org/zeit)

14) Detailed Rules and Regulations, retrievable at [www.mytuc.org/hausordnung](http://www.mytuc.org/hausordnung) (german version)  
Detailed Rules and Regulations, retrievable at [www.mytuc.org/houserules](http://www.mytuc.org/houserules) (english version)



## Appendix: Brief Version for Display

### House Rules and Regulations

- Version for Display -

1. These House Rules and Regulations<sup>1</sup> apply to all persons entering buildings and the campus of Chemnitz University of Technology (CUT).
2. Authority is exercised by the President; other persons can be authorised for this purpose.
3. The buildings<sup>2</sup> and the campus of CUT are to be used according to the respective purposes. For exceptions, authorisation by the Facility Management Department is required<sup>3</sup>.
4. Any behaviour disturbing or disrupting peaceful and respectful interaction is to be refrained from. Publishing unconstitutional, racist, xenophobic, violence-glorifying or other inhumane content or its symbols is forbidden.
5. Buildings, facilities, premises as well as fixtures and equipment are to be used correctly, and damage is to be prevented. Fixtures and equipment may not be removed from teaching rooms or exchanged for those from other rooms.
6. Care has to be taken to ensure order, cleanliness and hygiene. Waste is to be thrown into the dust bins provided. Bringing private waste for the purpose of its disposal through CUT is prohibited.
7. The valid directions for use as well as safety regulations are to be observed for the respective rooms.
8. Facilities relevant to safety (e.g. escape doors, emergency fire doors, smoke control doors, emergency escape routes, fire exits, fire-extinguishing units and First-aid equipment) must not be obstructed, blocked, covered up or removed.
9. When one leaves the rooms, the windows must be closed and the lights switched off.
10. Buildings are to be locked outside opening hours<sup>4</sup>.
11. Buildings and areas must not be used by unauthorised persons. Overnight stays without permission are prohibited.
12. Using inline skates, skateboards, scooters and the like is not allowed in university buildings and in non-designated areas.
13. Hanging up posters is only allowed in the display areas designated for this purpose.
14. Bringing animals into any building is principally not allowed.
15. Smoking is forbidden in all buildings. Smoking is only permitted in the areas designated for this purpose.
16. Weapons are generally forbidden at CUT.
17. Bicycles are to be left in the areas designated for this purpose.
18. Found articles are to be brought to the CUT Lost and Found Office (A 10.112) or to the Security Service.
19. On the whole territory of CUT the Highway Code (StVO) and the Parking Lot Regulations<sup>5</sup> apply.

Chemnitz, 25 January, 2021

Prof. Dr. Gerd Strohmeier  
The President

#### Important Telephone Numbers in Case of Emergency or Injury and Damage

University Emergency Hotline (Security Service)	0371-531 44111
Emergency Hotline in Case of Damage (Mon.-Fri. 7:00 a.m. - 5:00 p.m.)	0371-531 44112
Security Service Straße der Nationen	0371-531 19200
Security Service Reichenhainer Straße	0371-531 19100
Poison Emergency Hotline	0361-730730
General Emergency Hotline	110 / 112

<sup>1</sup> Detailed Rules and Regulations at [www.mytuc.org/hausordnung](http://www.mytuc.org/hausordnung) (german version) and at [www.mytuc.org/houserules](http://www.mytuc.org/houserules) (english version)

<sup>2</sup> Campus map at [www.tu-chemnitz.de/tu/lageplan](http://www.tu-chemnitz.de/tu/lageplan)

<sup>3</sup> Department of Facility Management available at [www.mytuc.org/dez5](http://www.mytuc.org/dez5) or at 0371-531-12500

<sup>4</sup> Opening hours at [www.mytuc.org/zeit](http://www.mytuc.org/zeit)

<sup>5</sup> Parking Lot Regulations at [www.mytuc.org/park](http://www.mytuc.org/park)