

## House Rules

### Section 1: House rules and scope of validity

1. The house rules are practiced by the executive board, employees, and teaching staff.
2. These house rules are binding for all premises and other areas of Hochschule Fresenius Düsseldorf, Hamburg, Cologne, Munich, and Berlin.
3. These house rules are binding for all Hochschule Fresenius students and guests entering the Hochschule Fresenius premises.

### Section 2: Opening times

1. The start, break, and finish times defined in the timetable must be complied with to ensure that arrangements run smoothly.
2. The opening times of Hochschule Fresenius service facilities must be complied with.

### Section 3: Information

1. Announcements regarding assessments, timetables, procedures, current and general information/notices, etc. are communicated via the Service Portal and ILIAS. The relevant study and assessment regulation can be viewed via ILIAS. Familiarity with the content of entries is assumed.
2. Current office hours for professors are communicated via ILIAS. Appointments must be made in advance for individual consultations.
3. Familiarity with information relevant to university studies sent to student university email addresses is assumed.

### Section 4: Safety and accident prevention

1. The fire safety measures and alarm plan (see poster in the corridors) must be complied with.
2. In the event of a fire or alarm, instructions given by the university and teaching staff must be followed.
3. In the event of a fire, lecture rooms must be vacated immediately, directly, and via the staircases only. Elevators must not be used during a fire.
4. Children under 12 years may only enter the premises if accompanied by an authorized adult. Parents and other accompanying adults remain responsible for their children while visiting the university.
5. The carrying of weapons, potential weapons (particularly gas and blank pistols, explosive materials, all forms of firearms and air guns, including soft air pistols), impact weapons, knives, missiles, and any other items that may jeopardize the safety of persons or buildings are strictly prohibited on the premises and in all other Hochschule Fresenius areas.

### Section 5: General rules

1. Instructions given by the university and teaching staff in particular must be followed.
2. Food and drink may only be consumed during breaks. No food, packaging, or utensils for the consumption of food may be left in the seminar rooms at the end of a teaching day.
3. Seminar rooms must be left clean and tidy at the end of a class. This includes cleaning whiteboards, putting away equipment, disposing of waste, turning off the lights, and closing the windows and doors.

4. Buildings, furnishings, and other fittings and equipment must be treated with care. Improper use or wilful damage will incur liability for damages.
5. Seminar room furnishings must not be rearranged. Any items moved during a class must be returned to their original place at the end.
6. Bicycles and similar vehicles may only be parked in the designated areas. Items must not be stored on the Hochschule Fresenius premises overnight.
7. Students may only use the Hochschule Fresenius telephone system in immediate emergencies. Students are not permitted to send or receive faxes or post.
8. Pets are not permitted in seminar rooms, the cafeteria area, the lounge area, the library, the PC lounge, or sanitary areas.
9. Electronic devices may only be used in seminar rooms during teaching periods upon the express instruction or with the permission of the teaching staff. This applies especially to mobile devices such as smartphones, tablet PCs, and similar devices.
10. No liability is assumed for items left in cloakrooms or any other items brought onto the premises.

#### **Section 6: Smoking and alcohol ban**

1. Smoking and alcohol consumption are prohibited on Hochschule Fresenius premises, subject to exceptional circumstances. The ashtrays provided must be used when smoking outdoors on the university premises.
2. Waste must be disposed of in the trashcans provided. Please do not place any lit cigarettes in the trashcans.
3. The possession, consumption, and supply of substances subject to the German Controlled Substances Act (Betäubungsmittelgesetz) are prohibited on the Hochschule Fresenius premises.

#### **Section 7: Violations of the house rules**

1. It is recognized that there will be no recourse to the courts with regard to the exercising of the house rules by the executive board, employees, and teaching staff.
2. In the event of a breach of the house rules, Hochschule Fresenius will be authorized to terminate the contractual relationship.

#### **Section 8: Entry into effect**

These house rules enter into effect on January 16, 2015, thereby invalidating the previous version.