



AMD AKADEMIE MODE & DESIGN

LAST UPDATED 01.03.2013

HOUSE RULES

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All persons entering the AMD premises must abide by the following House Rules.

1. The start, break and end times set out in the timetable must be complied with to ensure the smooth running of the university.
2. Smoking is prohibited on the AMD premises. If smoking outdoors in the AMD grounds, please use the ashtrays and waste containers provided.
3. Food and drink may only be consumed during break times. No foodstuffs or utensils must be left in the course rooms at the end of the teaching day. Food and drink are prohibited in the IT rooms. It is also not permitted to store items on the AMD premises overnight.
4. Once a class has ended, the lecture hall/laboratory/course room must be left clean and tidy. This includes the following: cleaning the board, putting away devices, raising the projection screen, placing chairs on tables, removing any items of food, switching off lights, and closing doors.
5. Participants may use the telephone only in the event of an emergency.
6. Any damage to equipment or furnishings due to rough treatment shall result in liability for damages; in addition, AMD reserves the right to terminate the contractual relationship.
7. No liability is assumed for items of clothing or belongings brought onto the premises.
8. Parking in AMD parking spaces is not permitted.
9. All persons entering the premises must comply with the fire protection measures and emergency plan.
10. Participants must exercise particular caution when in the AMD workshops. The sewing, woodworking, and metalworking machines may only be used with the express permission of the tutor(s). All participants must comply with the safety instructions. The instructions of the teaching staff must be followed closely.
11. Anyone wishing to remain on AMD premises after teaching has finished must obtain special permission from the location management team. AMD assumes no liability in the event of a breach of this rule.
12. Notifications regarding examinations, assessments, timetables, etc. will be published on the information boards. It shall be assumed that participants have read these notifications.
13. The IT Regulations supplement these House Rules and are therefore a binding component of the educational contract.
14. Breaches of these House Rules may lead to a reprimand/expulsion from AMD. These House Rules are applied by the location management team and executive board.
15. It is acknowledged that no legal action may be taken against the application of the House Rules by the location management team and/or the executive board.

Hamburg, March 2013