

# Campus Code of Conduct of Technische Universität München

To ensure sound operation of the university, the president has enacted the following house rules for the campuses in Munich (except Klinikum and premises at Biederstein), Garching and Weihenstephan based on Art. 21 (12), sentence 1 of the Bavarian Higher Education Act (*BayHSchG*) as promulgated on 23 May 2006 (GVBl [legal gazette] p. 245), last amended by § 1 of the law of 23 February 2011 (GVBl p. 102) and § 28 (3) of the By-laws of the Authorities of the Free State of Bavaria [*Allgemeine Geschäftsordnung für die Behörden des Freistaates Bayern (AGO)*] of 12 December 2000 (GVBl p. 873; amended 2001 p. 28. BayRS 200-21-1), last amended by announcement of 14 September 2010 (GVBl p. 706). In accordance with Article 3 (2) of the German Constitution, women and men have equal rights. Any terms relating to persons and functions mentioned in the following regulations are equally valid for women and men.

## § 1 Right to Grant or Deny Access

- (1) The president has the right to grant or deny access to the university premises.
- (2) The president's right is delegated to the following officers:
  - faculty members, in the lecture rooms used by them;
  - heads of institutions, for their respective institution;
  - deans, for those rooms designated for use within their school or college;
  - chairpersons of meetings, during meetings of the university's collegiate bodies and committees;
  - members of the university, authorized generally or in specific cases;
  - the chancellor and the head of Property Management and/or persons authorized by them.
- (3) The president and the above officers may appoint deputies in accordance with the general rules of practice.
- (4) Any decisions or actions taken by the president or his deputies with regard to (1) shall have precedence over those taken by the officers.

## § 2 Opening Hours

- (1) <sup>1</sup>Except for special events, the buildings of Technische Universität München are open during the regular operating hours from  
  
Monday - Friday 6 AM to 9 PM.  
  
<sup>2</sup>Outside of these hours, all buildings must be kept locked. <sup>3</sup>Where exceptions are required, the heads of the institutions are responsible for the operation of the university outside of the regular operating hours. <sup>4</sup>They must ensure that buildings are locked and premises and facilities are safe and secure.
- (2) <sup>1</sup>Where, in exceptional cases, official duties make it necessary for TUM employees to use university buildings outside of the regular operating hours, access is acquired by *Personalcard* (Munich campus) or employee ID card. <sup>2</sup>Persons not employed by TUM and currently-enrolled students engaged in activities relevant to their studies will be issued permits for access to university buildings outside of the regular operating hours. <sup>3</sup>These permits will be issued for a limited period of time by the TUM institution responsible for those persons. <sup>4</sup>The permit is only valid with a photo ID and only for the premises stated in the permit.

- (3) Employees and/or authorized officers of Property Management (Central Department 4) and Central Departments 1 to 8 have been instructed to report the names of persons entering or remaining in the buildings or on the campus of the university outside of the regular opening hours without permit, *Personalcard*, or employee ID and, if necessary, request that they leave the building or campus.

## § 3 Safety and Order

- (1) <sup>1</sup>University buildings and annexes may only be used for work-related and teaching purposes (§ 28 AGO). <sup>2</sup>Any structural changes to the buildings require the written approval of either Central Department 1 (Garching), Central Department 8 (Weihenstephan), or Central Department 4 (Munich).
- (2) <sup>1</sup>Fire protection equipment may neither be obstructed, damaged, nor its function be impaired. <sup>2</sup>Improper use of fire extinguishers and/or fire-fighting equipment is not permitted and will be prosecuted.
- (3) <sup>1</sup>All TUM members must try to ensure that any damage, in particular damage caused by fire, theft, or breaking and entering, is prevented, and that all technical equipment is properly used. <sup>2</sup>Any unauthorized removal, use, or damage of equipment will be prosecuted.
- (4) All persons are expected to leave the lecture halls after class and, in particular, not to hinder cleaning staff.
- (5) Smoking is prohibited in TUM buildings [Art. 3 (1) of the German Health Protection Act (*GSG*) of 23 July 2010, legal gazette (*GVB*) 2010, p. 314].
- (6) <sup>1</sup>All rooms, lecture halls, corridors, hallways, stairways, courtyards and, in particular, toilets must be kept tidy. <sup>2</sup>Garbage must be disposed of in the provided receptacles.
- (7) <sup>1</sup>Windows must be closed promptly during rain, storm, or snow. <sup>2</sup>Open windows must be secured.
- (8) <sup>1</sup>The officers and their deputies are responsible for locking all institute and seminar rooms, offices, etc.; safely storing objects of value; turning off the lights; and closing the windows before leaving the premises. <sup>2</sup>Forceful opening of doors and windows is not permitted. <sup>3</sup>If required, Property Management (Central Department 4) must be called for assistance. <sup>4</sup>Non-compliance will be prosecuted.
- (9) Any damage, defects, irregularities and extraordinary events must be promptly

communicated to Property Management (Central Department 4) or, outside of the regular operating hours, to the janitor (in Munich phone 289-22722, in Garching and WZW through the control center, phone 289-12011 or the security service, phone 289-16600).

- (10) Roller skates, inline skates, skateboards, scooters, etc. are not permitted in university buildings.
- (11) <sup>1</sup>Bicycles must be parked in the designated areas. <sup>2</sup>It is not permitted to park bicycles in or in front of doorways. <sup>3</sup>Improperly parked bicycles may be removed at owner's expense. <sup>4</sup>Bicycles are not permitted in the university buildings.
- (12) <sup>1</sup>Vehicles may only be parked in areas designated for that purpose. <sup>2</sup>For reasons of fire prevention, mopeds, scooters, vehicles, and objects may not be parked or stored in basements, basement hallways, driveways, and thoroughfares; parking on lawns is prohibited. <sup>3</sup>The parking and garage policy must be complied with.

#### **§ 4 Activities requiring Approval; Inadmissible Activities**

- (1) <sup>1</sup>In university buildings and on property managed by the university, the following activities require prior written approval:
  - putting up notices, bills, posters and/or distributing handouts or flyers;
  - filming or sound recording, unless intended for research and teaching or private use;
  - collecting money or holding elections;
  - setting up information and/or sales stalls, offering for sale or soliciting orders for goods;
  - using lecture halls and other rooms for events other than university events.

<sup>2</sup>Any unauthorized notices or bills will be removed at the expense of the individual who posted them. <sup>3</sup>Approval is not necessary for the billboards of university institutions (such as chairs, institutes, departments, examination boards, library, etc.) that the institution in question is responsible for.
- (2) <sup>1</sup>Posters, notes, signs, announcements, notices, communications, etc. may be posted only on the designated billboards or display cases. <sup>2</sup>It is not permitted to hang posters in any areas other than those designated for that purpose. <sup>3</sup>Any posters, notes, signs, announcements, notices, communications, etc. on university premises must indicate the person or entity responsible for them. <sup>4</sup>Notices relating to specific events must be removed no later than one day following the event.
- (3) Begging, peddling, and hawking of goods, bringing animals (except for service dogs) on the campus, calling upon university staff for private transactions on university premises, and engaging in party-political activities, either in writing or orally, is prohibited in the buildings and on the premises managed by the university (§§ 29-32 AGO).
- (4) University premises may not be used as a thoroughfare by individuals who are not members of the university.

#### **§ 5 Lost Property**

Lost property items must be handed in at the mail room or gatehouse.

#### **§ 6 Prosecution of Infringements**

Individuals who violate these rules and regulations may be banned from the premises. Any violations of this ban will be prosecuted in compliance with the applicable laws.

#### **§ 7 General Regulatory Requirements**

<sup>1</sup>The supplemental regulations applicable to individual areas, special facilities, libraries, institutes, laboratories as well as facilities and chairs of the Fakultät für Medizin in the hospitals must be complied with. <sup>2</sup>In addition, the provisions of the By-laws of the Authorities of the Free State of Bavaria (*AGO*) and the German Health Protection Act (*GSG*) shall apply.

Munich, 15 June 2012

Technische Universität München

The President

Prof. Dr. Dr. h.c. mult. Wolfgang A. Herrmann