Campus Code of Conduct
of the
Technical University of Munich

To ensure sound operation of the university, the President has enacted the following house rules for all TUM campuses in accordance with Art. 31(12) Sentence 1 of the Bavarian Higher Education Innovation Act (BayHIG) from 5 August 2022 (GVBI p. 414) and § 29(3) of the Allgemeine Geschäftsordnung für die Behörden des Freistaates Bayern (AGO) (bylaws of the authorities of the Free State of Bavaria) of 12 December 2000 (GVBI p. 873; amended 2001 p. 28, BayRS 200-21-1), last amended by promulgation of 14 December 2021 (GVBI p. 695).

§ 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 members of the university acting as 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/Fakultät;
   - chairpersons of meetings, during meetings of the university’s collegiate bodies and committees;
   - members of the university, authorized generally or in specific cases;
   - the Senior Executive Vice President – Human Resources, Administration & Finance and the head of Real Estate 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 or her deputies regarding the Campus Code of Conduct have precedence over those taken by the officers.

§ 2 Opening Hours

(1) Except for special events, the buildings of the Technical University of Munich are open during the regular operating hours from Monday – Friday 6 AM to 9 PM.
(2) Outside of these hours, all buildings must be kept locked. Exceptions are required, the heads of the institutions are responsible for the operation of the university outside of the regular operating hours. They must ensure that buildings are locked and premises and facilities are safe and secure.

§ 3 Safety and Order

(1) University buildings and annexes may only be used for work-related and teaching purposes (§ 29(1) of the AGO).
(2) Any structural changes to the buildings require the written approval of Real Estate Management (ZA 4).
(3) Fire protection equipment may neither be obstructed, damaged, nor its function be impaired.
(4) Improper use of fire extinguishers and/or firefighting equipment is not permitted and will be prosecuted.
(5) 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.
(6) Any unauthorized removal, use, or damage of equipment will be prosecuted.
(7) All TUM members and visitors are obliged to use energy, water and consumables sparingly.
(8) It is prohibited to carry weapons and dangerous objects as defined in Section 1 of the Weapons Act – even if they are officially authorized or may be carried without a permit in accordance with the Weapons Act – as well as flammable and explosive substances. Weapons and dangerous objects that are necessary for the performance of official duties and have been approved by the responsible official authority are exempt from this prohibition.
(9) All persons are expected to leave the lecture halls after class and, in particular, not to hinder cleaning staff.
(10) Smoking (including e-cigarettes and vaping) is prohibited in TUM buildings.
(11) Garbage must be disposed of in the provided receptacles.
(12) Windows must be closed promptly during rain, storm, or snow. Open windows must be secured.
(13) Eligible persons 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.
(14) Forceful opening of doors and windows is not permitted.
(15) If required, Real Estate Management (ZA 4) must be called for assistance. Non-compliance will be prosecuted.
(16) Any damage, defects, irregularities and extraordinary events must be promptly communicated to Real Estate Management (ZA 4) or, outside of the regular operating hours, to the janitor (in Munich, phone (089) 289-22722, Garching through the Leitwarte (control center), phone (089) 289-12011 or the Sicherheitsdienst (security service), phone (089) 289-16600) in Freising the Gebäudemanagement (facility management), phone (08161) 713222 or the
§ 4 Activities requiring Approval; Inadmissible Activities

(1) 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, TV 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.

(2) Approval is not necessary for the billboards of university institutions (such as chairs, institutes, departments, administrative offices, examination boards, library, etc.) for which the institution in question is responsible.

(3) Any unauthorized notices or bills will be removed at the expense of the individual who posted them.

(4) Approval is not necessary for the billboards of university institutions (such as chairs, institutes, departments, administrative offices, examination boards, library, etc.) for which the institution in question is responsible.

(5) Any unauthorized notices or bills will be removed at the expense of the individual who posted them.

(6) Approval is not necessary for the billboards of university institutions (such as chairs, institutes, departments, administrative offices, examination boards, library, etc.) for which the institution in question is responsible.

(7) Approval is not necessary for the billboards of university institutions (such as chairs, institutes, departments, administrative offices, examination boards, library, etc.) for which the institution in question is responsible.

(8) Approval is not necessary for the billboards of university institutions (such as chairs, institutes, departments, administrative offices, examination boards, library, etc.) for which the institution in question is responsible.

§ 5 Lost Property

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

§ 6 Prosecution of Violations

(1) Individuals who violate these rules and regulations may be banned from the premises. (2) Any violations will be prosecuted in accordance with applicable laws.

§ 7 General Regulatory Requirements

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. In addition, the provisions of the AGO and the GSG apply.

Munich, 1 January 2023

Technical University of Munich
The President

Prof. Dr. Thomas F. Hofmann