

# House Rules and Regulations of the Baden-Württemberg Cooperative State University, Heidenheim

10 July 2026

The Rector of the Baden-Württemberg Cooperative State University, Heidenheim, hereby issues the following Rules and Regulations in accordance with Section 17(8) of the Baden-Württemberg State Higher Education Act:

1. Purpose and Scope
2. Presence on Campus
3. House Rules and House Rules Officer
4. Building opening hours
5. Use
6. Laboratories
7. Person in charge of the laboratory (laboratory manager)
8. Use of laboratory facilities
9. Safety and order
10. Vehicles and parking
11. Prohibition of dangerous objects, weapons and hazardous substances
12. Fire safety and behaviour in emergency situations
13. Animals
14. Smoking ban
15. Prohibition of alcohol, cannabis and other drugs
16. Activities requiring authorisation
17. Notices, posters, leaflets and similar printed material
18. Prohibited activities
19. Lost property
20. Liability and Disclaimer
21. Penalties for breaches
22. Supplementary provisions
23. Entry into force

## **§ 1 – Purpose and Scope**

(1) These rules and regulations serve to maintain safety and order on the premises of the Baden-Württemberg Cooperative State University, Heidenheim (DHBW Heidenheim) and are intended to ensure that the university can carry out its official duties without disruption.

(2) These rules and regulations apply to all DHBW Heidenheim sites, namely the buildings and outdoor areas at Marienstraße 20, Wilhelmstraße 10 and the Hanns-Voith-Campus 1 (DigitalCampus).

## **§ 2 – Access**

(1) Members, affiliates, authorised users and visitors of the DHBW are entitled to be present on the premises and in the buildings of the DHBW Heidenheim during the designated opening hours. Before the end of opening hours, everybody must leave the buildings and premises of the DHBW Heidenheim without being asked to do so.

(2) Officers of the police, customs and emergency services (fire brigade, emergency doctors/paramedics) in the course of their duties are not considered visitors. Their powers take precedence over these house rules, and they must be granted unrestricted access to the premises and buildings in a spirit of cooperation.

(3) Persons not affiliated with the university are not permitted to enter the university grounds or use the university buildings and areas. Visitors to DHBW Heidenheim are not considered persons not affiliated with the university.

(4) By entering the grounds and buildings of DHBW Heidenheim, all persons present acknowledge the house rules, laboratory regulations, fire safety regulations, library regulations, general safety instructions, occupational health and safety guidelines, accident response guidelines, and all other guidelines and regulations aimed at safety and order that supplement these house rules. All persons present are bound by these regulations from the moment they enter the premises, throughout their entire stay and until they leave, and must comply with them.

(5) Those present shall, through their behaviour, help to ensure that safety and order are maintained on the premises and in the buildings of DHBW Heidenheim.

(6) Any disruption to teaching, learning and research activities, as well as to authorised events, must be avoided.

## **§ 3 – Right of access and designated representatives**

(1) The Rector maintains order within the university and is the person with authority over the premises. He or she may delegate this authority over the premises to members and affiliates of the university by means of a written declaration. Such delegation is revocable.

(2) The following persons (designated property officers) shall exercise the right of access and control derived directly from the Rector, without the need for a separate delegation:

- a) The Vice-Rectors and the Director of Administration for all buildings, rooms and areas, as well as outdoor facilities,
- b) the heads of department and/or deans, as well as the vice-deans and deans of studies, for the rooms and areas used by the respective field of study,
- c) the heads of study programmes with regard to the rooms and areas used by the respective degree programmes or fields of study,
- d) the full-time members of the teaching staff and the lecturers for the teaching rooms for the duration of the lectures,
- e) the relevant invigilators and the chairpersons of the examination boards during examinations in the rooms used for this purpose for the duration of the respective examination,
- f) the heads of DHBW Heidenheim's facilities for their respective areas,
- g) the head and staff of the facilities management department for the rooms, buildings and premises within their area of responsibility,
- h) members of a laboratory, in particular those responsible for the laboratory (laboratory managers) and laboratory staff, for the respective laboratory rooms,
- i) the head and staff of the library for the library's rooms,
- j) the chairpersons of meetings of DHBW committees in the rooms used by these committees for the duration of the meeting,
- k) staff of the security and guard service commissioned by the university, within the scope of their assigned duties,
- l) on the premises and in the building at Marienstraße 20, employees of STRABAG within the scope of their duties,
- m) the coordinator or event manager at internal or external university events,
- n) external and internal officers and officials responsible for health and safety at work, such as the health and safety officer, fire safety officer, security officer and radiation protection officer, as well as others within the scope of their roles,
- o) the student representative of the Student Council (StuV) for rooms used exclusively by the StuV.

The right to enforce house rules is linked to the assumption of the above-mentioned role. The right to enforce house rules for these persons ceases upon the end of the role held or upon revocation by the Rector.

(3) Those entrusted with the authority over the premises are authorised to take, at their own discretion, the necessary measures within the rooms and areas assigned to their area of responsibility to maintain order on the premises and to remedy any disruption to the orderly running of the institution.

(4) The Rector reserves the right, in individual cases, to delegate the right to maintain order to other members of staff at DHBW Heidenheim or to other persons.

(5) The instructions issued by those exercising the right to enforce the house rules, to maintain safety, order, cleanliness and peace must be complied with immediately. Persons on the premises and in the buildings are obliged to produce proof of identity at the request of a person exercising the right to enforce the house rules.

(6) Those responsible for exercising the right of access are authorised and obliged to take the measures necessary within their area of responsibility to remedy disturbances of the peace and to ensure the safety of undisturbed teaching activities, in particular to expel disruptive persons from the premises in question.

(7) In the performance of their duties, the persons responsible for exercising the right to enforce the house rules are authorised to delegate this right to other persons designated by them who, by virtue of their character and qualifications, are suitable to exercise this authority. The delegation of the right of authority for the house rules by the persons holding this authority is permitted only to employees of DHBW Heidenheim . Delegation to students is not permitted – with the exception of § 3 (2) o).

(8) Decisions and measures taken by the Rector, the Vice-Rector or the Director of Administration in the exercise of the right to maintain order shall, in all cases, take precedence over those of the persons authorised to exercise this right in accordance with paragraph 2 b) – o).

#### **§ 4 – Building Opening Hours**

(1) The opening hours of the DHBW Heidenheim buildings are set by the Rector's Office and published via DHBW Heidenheim's information channels, in particular on the website and by notice displayed in a suitable location in each building. In the building at Marienstraße 20, the notice is displayed in the noticeboard opposite the entrance to the cafeteria (ground floor). In the building Digital Hanns-Voith-Campus 1 (DigitalCampus), the notice is displayed at the service point in the foyer (ground floor).

(2) Opening hours are divided into general and extended opening hours. During general opening hours, the building is open and accessible without an access card (CampusCard). During extended opening hours, access is controlled via access cards (CampusCard).

(3) Lectures should begin and end within the general opening hours. If lectures end outside the general opening hours, all participants must leave the building once the lecture has finished.

(4) The library's opening hours are announced via a separate notice. Should a change to the library's opening hours be necessary at short notice, this will be announced on the website.

- (5) Persons without an access card (CampusCard) are prohibited from entering the buildings outside the general opening hours.
- (6) Outside extended opening hours, even those with an access card (CampusCard) are prohibited from entering the buildings. The buildings must be kept closed outside extended opening hours.
- (7) Due to their legal status, professors are exempt from compliance with the opening hours. In order to fulfil their duties in research and teaching, professors have access at all times to the areas assigned to them, in particular their offices and laboratories.
- (8) Staff and lecturers are generally permitted to work alone in their offices. This is subject to compliance with the DGUV guidelines on working alone. It must be ensured that an emergency call can be made at all times. You are therefore requested to carry your work or personal mobile phone with you at all times. Working alone in the laboratories is not permitted at any time outside opening hours.
- (9) For safety reasons, the use of lifts in the buildings is not permitted after the end of general opening hours.
- (10) If an exception to the general opening hours is required for operational purposes, staff members at DHBW Heidenheim may apply in writing to the Rector for a special permit in good time before commencing work.
- (11) When working outside general opening hours, care must be taken to ensure that the buildings are kept locked and that the security of the building, its facilities and the people working within it is safeguarded.

## **§ 5 – Use**

- (1) The campus, grounds, facilities, buildings, rooms, equipment, machinery and apparatus may only be used for teaching, learning, research and administrative purposes. Use for other purposes is only permitted insofar as this is in the interests of the university, is compatible with its remit and has been approved in advance by the Rector.
- (2) Rooms are allocated and managed by the Facilities Management team. Room bookings must be requested via RAPLA prior to use. If rooms are no longer in use, this must be recorded in RAPLA.
- (3) Structural alterations require the approval of the Director of Administration and the Baden-Württemberg State Office for Property and Construction.
- (4) Once a lecture has ended, the lecture rooms must be restored to their original, tidy condition. The rooms must be left neat and clean.
- (5) Outside of the lectures and seminars organised by the heads of study programmes, unallocated teaching rooms may be used by students for study-related purposes. However, this

does not apply to laboratories. A condition of such use is that there must always be at least two people in the room. Students are prohibited from working alone in the teaching rooms.

(6) All windows may be tilted open temporarily for ventilation. Otherwise, the windows must be kept closed. It is forbidden to sit on the window sills, lean out of windows or throw objects out of windows. It is forbidden to tamper with the mechanical opening restrictors or locks fitted to the windows, to alter their functioning or to force the windows open. Windows must always be closed at the end of work or lectures.

If a storm, strong wind, rain or snow is forecast, the blinds on the windows must be raised.

Windows may only be opened fully for maintenance work, in accordance with safety regulations. When fully open, window sashes must not protrude into the room in such a way that they obstruct passageways (corridors, aisles between rows of tables) or pose a risk of collision.

People must not enter or leave a building via the windows.

(7) The facilities at DHBW Heidenheim must be treated with care and respect. All members and affiliates of DHBW Heidenheim, as well as visitors, are obliged to take steps to prevent malfunctions (e.g. in a printer) and damage of any kind, in particular caused by fire, theft, damage to property or burglary. All facilities at DHBW Heidenheim must be used correctly. Any damage, defects, losses, anomalies or unusual occurrences noticed must be reported immediately to the secretariats or the facilities management team.

(8) If furniture in a teaching room is rearranged, safety regulations (e.g. regarding fire safety, escape routes and the maximum permitted number of people) must be strictly observed. Lecturers' desks must not be moved under any circumstances. The room must be restored to its original condition after the lecture.

(9) The furniture and equipment must remain in the respective room. In particular, chairs and tables must not be removed from the rooms without the involvement or authorisation of the facilities management team.

(10) Any missing items of furniture can only be provided by the university administration. The use of personal furniture is prohibited, unless authorised by the facilities management team.

(11) Making telephone calls is prohibited during lectures and in the library. This does not apply to library staff. If the person leading a lecture prohibits the use of electronic devices, e.g. smartphones or laptops, their use is not permitted for the entire duration of the lecture. Certified multi-socket power strips are provided by the facilities management team (Room M705, Marienstraße 20) for use within the DHBW Heidenheim buildings.

(12) In lectures and in the library, photography and filming are only permitted after prior notification and with the express authorisation of the person leading the lecture or the library management, as well as the attendees concerned. Personal rights and data protection regulations must be observed in this regard.

(13) Valuables must be kept safe in the rooms or in lockers.

(14) Computers, projectors and the lighting in teaching rooms must be switched off before leaving. The windows and doors of offices, meeting rooms and teaching rooms must be closed when leaving.

(15) The roof terrace of the Hanns-Voith-Campus 1 (DigitalCampus) building is subject to separate opening hours. The roof terrace is open regularly from March to October during the building's general opening hours. From November to February, the roof terrace is generally closed. It may be made accessible during these months in the case of approved exceptions. No winter maintenance is provided on the roof terrace.

The roof terrace may only be accessed by authorised persons. In principle, all persons holding an access card for DHBW Heidenheim are authorised. Persons under the age of 18 are prohibited from entering the roof terrace. There must always be two people present on the roof terrace; otherwise, it is prohibited to remain on the roof terrace.

Climbing on the furniture on the roof terrace is prohibited. Similarly, climbing onto or over the railing of the roof terrace is strictly prohibited. Leaning against the railing is also prohibited. Safety signs are displayed on the railing.

In particular, smoking, barbecuing with gas or charcoal barbecues, and any other form of open fire (e.g. candles) are strictly prohibited on the roof terrace. Leaving any items behind, particularly rubbish, as well as throwing objects from the terrace and flying drones are also strictly prohibited. There is also a strict ban on alcohol on the roof terrace. Noise nuisance, music and parties are prohibited on the roof terrace. Escape routes must be kept clear.

In the event of thunderstorms, strong winds or precipitation such as rain, freezing wet conditions, black ice or snow, access to the roof terrace is prohibited.

The photovoltaic systems on the roofs and the roof terrace may only be accessed by authorised personnel.

(16) The roofs of the buildings may only be accessed by authorised persons and only for work on the roof that has been approved in advance. Authorisation to access a roof may be granted by the following officials: the rector, the vice-rector, the Director of Administration and the Head of Facilities Management.

Access to the roofs must be kept locked at all times. Access to the roofs is permitted only when accompanied by other people and provided that a device approved for emergency calls and in working order is carried. Working alone on the roof is prohibited at all times.

The Technical Rules for Workplaces (ASR A2.1), the regulations of the employers' liability insurance association (BG BAU) and the measures established on the basis of the risk assessment to protect against falls and falling objects must be strictly observed whilst on the roofs. Before work commences, the effectiveness of the existing protective measures must be checked.

Every roof is fitted with a guardrail, meaning that work on a roof is generally possible without further protective measures. Furthermore, only selected key holders are permitted to access storeys with roof areas.

Access to a roof is prohibited if safe working on the roof cannot be guaranteed. Access to roofs is prohibited during thunderstorms, strong winds or precipitation such as rain, freezing wet conditions, ice or snow.

(17) Building management is responsible for the maintenance of operational and building services systems. Any operational faults, as well as any damage or defects identified, must be reported to building management immediately. Interference by other persons with the building services systems, as well as entering the service rooms without authorisation, is strictly prohibited.

(18) Only items borrowed from the DHBW Heidenheim Library may be returned to the book return boxes in front of the buildings.

(19) Before entering a 'Blickbox' (glass container in front of the buildings), you must ensure that the door can be opened from the inside at all times and that it is also open.

(20) Out of consideration for teaching activities, noise inside and outside the building should be avoided wherever possible. In exceptional cases, particularly where necessary building work is being carried out, noise cannot be entirely ruled out.

(21) All members, staff and visitors to DHBW Heidenheim are required to ensure the economical use of energy, water and consumables.

## **§ 6 – Laboratories**

(1) DHBW Heidenheim provides laboratories as specialised work and learning spaces for teaching and research. Members of a laboratory are all professors, laboratory engineers, research assistants, lecturers and student assistants who regularly work in a specific laboratory.

(2) A request to establish a new laboratory may be submitted to the Rector by the relevant Dean. This requires a written application containing all essential information for approval. The application to establish a laboratory must first be examined by the Director of Administration to assess its technical and staffing feasibility, financial viability and compliance with regulations and legislation. Only once the Director of Administration has given their approval will the Rector responsible for this matter decide on an application for an operating licence for an additional laboratory. The Rector appoints the person responsible for the laboratory (Laboratory Manager) and grants them, in writing, authorisation to use and operate a newly established laboratory. This procedure must also be followed for third-party-funded projects requiring additional space.

## **§ 7 – Person responsible for the laboratory (Laboratory Manager)**

(1) On the basis of organisational responsibility, the Rector delegates responsibility for the laboratory to a person in charge of the laboratory (laboratory manager) by means of a letter of appointment, following a proposal from the Dean responsible for the relevant academic area. No laboratory may be operated without a laboratory manager appointed in writing.

(2) The laboratory manager

- \* ensures compliance with statutory and laboratory-specific regulations,
- \* draws up, updates and documents risk assessments, laboratory regulations and work instructions,
- \* ensures safe working practices through appropriate organisation, rules and supervision,
- \* ensures that personal protective equipment (PPE) is made available where necessary, and
- \* ensures that all persons working in the laboratory receive training before commencing work and at regular intervals thereafter.

(3) Persons who have received training must declare in writing that they understand the laboratory regulations and confirm their attendance at the training session before they are permitted to work in the laboratory. This must be documented and retained in a manner that ensures legal compliance. Training may be carried out by the laboratory management or by suitable persons, e.g. lecturers, to whom this task has been delegated by the laboratory management. Persons who have not received training must not work in a laboratory.

(4) The name and contact details of the laboratory manager must be clearly displayed on an information board in the laboratory.

(5) If the laboratory managers delegate part of their duties to another qualified person, this must be notified to the facilities management team in writing.

## **§ 8 – Use of laboratory rooms**

(1) The laboratory rooms may only be opened by the relevant laboratory staff (exception: IT rooms).

(2) Persons under the influence of alcohol, drugs or other intoxicating substances are not permitted to enter or use the laboratories. Persons whose mental or physical faculties are impaired by the effects of medication they have taken are not permitted to enter or use the laboratories.

(3) Upon request by the laboratory management or a person authorised by them, individuals in the laboratory must present their student ID card and/or photo ID.

(4) Before using a laboratory, users must familiarise themselves with the emergency exits and the location of communication equipment, fire extinguishers and first-aid kits.

(5) Appropriate, suitable clothing must be worn in the laboratories. Where necessary, personal protective equipment (PPE) must be worn. Safety regulations must be observed.

(6) Persons present in the laboratory may only remain in hazardous areas insofar as this is necessary for the tasks assigned to them.

(7) All work carried out in the laboratory rooms requires the approval of the responsible person (laboratory manager, laboratory engineers, lecturers, etc.).

(8) Those present must comply immediately with the instructions of the laboratory management or teaching staff, provided that these do not conflict with health and safety requirements.

(9) Before operating machinery and equipment, users must familiarise themselves with the risks and the relevant protective measures by consulting the safety instructions and information on the required safety equipment, safety devices, and operating and user manuals. If there is any uncertainty regarding these matters, the machinery and equipment must not be used.

(10) Every person working in the laboratory is obliged to ensure their own health and safety whilst working there. If other persons in the laboratory could be affected by the actions or omissions of individual persons, those responsible must also ensure the health and safety of the other persons.

(11) Measures relating to occupational safety, health protection and accident prevention must be observed and supported at all times by those present in the laboratory. First aid must be administered by anyone in the laboratory without hesitation should the need arise.

(12) All persons present in a laboratory must behave in such a way that others are not disturbed in their work.

(13) Eating and drinking are not permitted in the laboratories.

(14) Any faults, damage, defects or malfunctions in machinery and equipment, as well as hazards to health and safety and inadequate processes and procedures, must be reported immediately to the laboratory management. Faulty equipment must not be used. Safety-related structural defects must be reported to the laboratory management and the facilities management team.

(15) Machinery and equipment, furnishings, work equipment and materials, as well as technical installations such as safety devices, must be used in accordance with the regulations. Damage must be avoided. Safety devices in the laboratories must not be tampered with or disabled. Equipment with defects or damage, as well as tampered equipment, must be taken out of service immediately. The person responsible for the laboratory (laboratory management) must be informed of this.

(16) Laboratory users must report any damage to equipment or furnishings in the laboratory caused by themselves or others to the laboratory management promptly and without being asked.

(17) Equipment owned by DHBW Heidenheim and used in the laboratory for experimental set-ups, practical sessions, projects or other tasks must not be removed from the laboratory.

(18) Participants are not permitted to make telephone calls during lectures and experiments. If, in exceptional cases, the nature of the task requires it, telephone calls are only permitted within the limits specified by the laboratory manager. This ban on telephone calls does not apply in emergencies.

(19) Personal belongings of any kind, such as bags, coats and crash helmets, must not be placed on laboratory tables or equipment. The aisles and doorways of the laboratories must be kept clear.

(20) The protective equipment prescribed for use in the laboratory must be used in accordance with the manufacturer's instructions.

Chemicals and hazardous substances must be stored in containers designated for this purpose and bearing the appropriate hazard symbols. They must be handled in accordance with the safety data sheet, using the prescribed protective equipment.

(21) Accidents and near-misses, as well as health issues such as dizziness, loss of balance, etc., must be reported immediately to the laboratory management or the person appointed by them. These must also be brought to the attention of the health and safety officer in writing.

(22) Working alone in a laboratory is only permitted if this has previously been assessed as permissible as part of a risk assessment, if working alone is permitted under the laboratory regulations, and if the organisational and technical requirements for doing so are in place on the day the work is carried out. If working alone cannot be adequately safeguarded despite general permission being granted in the laboratory regulations, it must not be carried out. The visibility and call-back arrangements required to ensure the safety of persons working alone must be guaranteed at all times.

(23) First-aid kits are available for treating injuries. The treatment of injuries must be reported in writing to the laboratory management and, through them, to the health and safety officer. Any items taken from the first-aid kits must be reported to the facilities management team and replaced.

(24) Escape and rescue routes must be kept clear of obstacles and sources of danger. The arrangement of furniture (e.g. tables), equipment, etc. may only be altered after consultation with the laboratory management.

(25) The laboratory workstation must be left in a clean and tidy condition. Equipment used must be put away. Items used must be cleaned if necessary.

(26) Users must dispose of waste and clean up any mess. The area must be left clean and tidy. Once laboratory work has been completed, all utility connections that are no longer required, such as power and water, must be shut off. All containers holding hazardous substances must be taken to the appropriate storage rooms.

(27) The disposal of laboratory waste is the sole responsibility of the laboratory management or the lecturer, in cooperation with the facilities management team.

(28) The last person to leave the laboratory must ensure that the laboratory is locked (windows and doors) and that all electrical appliances, machinery and lighting are switched off.

(29) Lab coats must only be worn inside the laboratory. Gloves must be removed upon leaving the laboratory. Hands must be washed thoroughly after leaving the laboratory.

(30) Service providers working in the building (tradespeople, cleaning staff) must be briefed in such a way as to avoid disruption to teaching sessions and examinations as far as possible.

## **§ 9 – Safety and Order**

(1) All those present must behave in a manner that helps to ensure safety and order on the premises of DHBW Heidenheim. Regulations governing occupational health and safety and environmental protection must be observed. Any defects or irregularities must be reported to the facilities management team without delay.

(2) The Safety Officer and the Occupational Safety Specialist are responsible for advising the university on occupational health and safety and accident prevention. These officers have access at all times to all buildings and rooms at DHBW Heidenheim in accordance with statutory requirements. Safety officers appointed by DHBW Heidenheim must be supported in their work by all members and affiliates of DHBW Heidenheim.

(3) Care must be taken to ensure cleanliness in all rooms, corridors, stairwells and, in particular, toilets. Rubbish must only be disposed of in the bins provided for this purpose. Paper and other recyclables must be separated from other waste and disposed of in the appropriate bins. Crockery, bottles, etc. must be cleared away by each user themselves.

(4) Open containers of drinks must not be carried in public areas or in teaching rooms (in particular the foyer, stairwells and lifts). Sealed containers or those with lids must be used. Anyone who spills liquids or drops food must clean up the mess themselves immediately.

(5) All members and affiliates of DHBW Heidenheim, as well as authorised visitors, are obliged to take steps to prevent damage of any kind, in particular caused by fire, theft or burglary, and to ensure that all technical equipment is used properly. Any damage, defects or other irregularities discovered must be reported to the facilities management team without delay.

(6) The facilities of the Studierendenwerk are available to all members and affiliates of DHBW Heidenheim for meals. Staff are also permitted to eat at their workstations and in the designated staff rooms. Course participants are also permitted to eat and drink in the respective course room. Food waste must be disposed of properly. Tables and chairs soiled with food scraps or stains must be cleaned by the person responsible. Course participants are not permitted to eat or drink in the laboratories.

(7) The waste sorting facilities provided must be used. Collection bins for glass, plastic and organic waste are located, for example, in the cafeteria and the stairwell at Wilhelmstraße 10.

(8) In the case of hazardous waste and problematic waste, building management must be notified. The relevant instructions issued by building management must be followed.

## **§ 10 – Vehicles and Parking**

(1) In principle, the car parks are intended for use by staff and lecturers during working hours or the relevant teaching activities. Only those who have been issued with a valid parking permit

are authorised to park. This can be applied for online. Unauthorised parking in the designated areas is prohibited. Vehicles must not cause any soiling of the ground.

(2) The Road Traffic Regulations apply on the DHBW Heidenheim campus. Accordingly, all traffic areas (roads, paths, car parks) are traffic-calmed zones. Therefore, the maximum permitted speed for all types of vehicles across the entire campus is walking speed (4–10 km/h).

(3) Driving on the campus, along the paths and in the car parks, as well as parking itself, is at your own risk.

(4) It is prohibited to drive round, put stickers on, damage, tamper with, or cover or obscure barriers or bollards with objects. Any costs incurred as a result shall be borne by the person responsible.

(5) Parking in the areas designated for emergency services and the fire brigade is strictly prohibited. DHBW Heidenheim reserves the right to report such incidents to the authorities. Vehicles parked in these areas will be towed away without warning at the vehicle owner's expense.

(6) Vehicles parked in a manner that constitutes an offence or obstructs traffic may be towed away at the owner's expense. DHBW Heidenheim also reserves the right to report such incidents to the authorities.

(7) Motor vehicles, motorbikes, motor scooters and (e-)scooters must be parked in the areas designated for this purpose. Illegally parked motor vehicles may be towed away without further notice at the owner's expense.

(8) The long-term parking of private vehicles, caravans or trailers is prohibited on the premises of DHBW Heidenheim.

(9) Bicycles must be parked exclusively in the designated areas in front of the buildings. It is forbidden to take bicycles into the buildings. Bicycles parked unlawfully inside buildings must be removed from the buildings immediately. Parking bicycles in and in front of entrances, in particular blocking escape and rescue routes, is not permitted.

Bicycles parked in unauthorised locations will be removed. Any costs incurred as a result may be charged to the owner. Damage to the bicycles' locking mechanisms caused by their removal is not considered unlawful and does not give rise to any liability for damages.

Bicycles parked in contravention of these rules and therefore removed will be held by DHBW Heidenheim for a period of four weeks and returned to anyone who can credibly demonstrate that they are the owner or lawful possessor. Once this period has expired, the bicycles will be treated as lost property that has not been collected after being handed in.

(10) The use of inline skates, skateboards, (e-)scooters, roller skates or similar items is prohibited in all buildings. Exceptions require the approval of the Rector.

## **§ 11 – Prohibition of dangerous objects, weapons and hazardous substances**

(1) It is prohibited to carry dangerous objects on the premises and inside the buildings. Dangerous objects are:

- \* devices designed to fire projectiles,
- \* pointed or sharp objects capable of causing serious injury,
- \* blunt objects which, if used as a blunt weapon, could cause serious injury,
- \* devices capable of causing incapacitation or immobility, and
- \* tools that could cause serious injury.

(2) Carrying any weapons or ammunition is prohibited. This prohibition also applies to weapons which are authorised by the authorities under the Weapons Act or which may be carried without a licence. The ban on carrying weapons also applies to persons holding an official licence (hunting licence, firearms licence, restricted firearms licence). Naturally, this ban does not apply to police or customs officers whilst on duty, as their powers take precedence over those of the venue's regulations.

(3) The carrying of pyrotechnics, fireworks and other flammable and explosive substances is prohibited. Exempt from this prohibition are dangerous objects or flammable and explosive substances which are necessary for official duties, in particular in the context of teaching and research, and which have been authorised in accordance with internal regulations.

## **§ 12 – Fire Safety and Conduct in Emergency Situations**

(1) The fire safety regulations form an integral part of these house rules. The fire safety regulations must be observed. Members and affiliates of DHBW Heidenheim must keep themselves regularly informed about the fire safety and emergency evacuation regulations applicable to their location. Information boards in the corridors and in every teaching room provide details of escape routes and the correct behaviour in the event of a fire or accident. All those present are required to familiarise themselves with these instructions, the escape routes, the location of emergency exits and the locations of fire-fighting equipment (fire extinguishers, fire hoses).

(2) Fire safety equipment must not be obscured, damaged or rendered inoperable. This includes, in particular, keeping building entrance doors, fire compartment doors and other doors fitted with automatic closing mechanisms open by wedging them or similar means. Emergency exits, corridors, the areas in front of lifts and stairwells are escape routes and must therefore be kept clear at all times. Storing combustible materials in or near escape routes is prohibited. Defective fire safety equipment, such as fire doors that do not close properly or missing fire extinguishers, must be reported to the building management immediately.

(3) The emergency exit doors in the building at Wilhelmstraße 10 and in the building at Hanns-Voith-Campus 1 (DigitalCampus) must, as a general rule, only be used in emergencies, as opening these doors triggers an audible warning signal.

(4) The lighting of open flames (e.g. candles) is prohibited in the rooms of DHBW Heidenheim. Highly flammable substances (batteries, cleaning products, etc.) must be stored in suitable rooms and storage facilities. Personal appliances for cooling or heating liquids or food must not

be brought into or operated in lecture theatres or laboratories. In the kitchenettes, DHBW Heidenheim provides staff with appliances for heating liquids and food. Personal appliances for heating liquids and food may only be used on the premises of DHBW Heidenheim once they have undergone a DGUV 3 inspection by the facilities management team.

(5) In the event of an emergency, a first-aider or the nearest available full-time member of staff must be notified immediately. They shall take appropriate measures and, depending on the nature of the emergency, call for assistance.

(6) A separate telephone is available for emergency calls in the first-aid room at Marienstraße 20, ground floor (Room M016). In the event of an emergency, a personal mobile phone should always be used as it is more readily available. The central emergency number is 112, which must be dialled for all emergency calls.

(7) The first-aid rooms are located on the ground floor of the Marienstraße 20 building (Room M016), on the first floor of the Wilhelmstraße building next to the cafeteria counter, and on the first floor of the DigitalCampus (Room B1.02). The first-aid rooms are equipped with a first-aid kit, a stretcher and an Automated External Defibrillator (AED). The Automated External Defibrillator is a portable first-aid device which, in the event of cardiac arrest, can help to restore a normal heart rhythm by delivering targeted electrical shocks. Furthermore, there is an additional first-aid kit at Hanns-Voith-Campus 1 (Digital Campus) in the event kitchen (Room A0.02) and in the freely accessible Room B1.02. On the fourth floor, there is another first-aid kit in the photocopying room (A4.07), which is accessible to staff.

(8) In specific emergency situations, those present will be alerted via loudspeaker announcements or a siren. In the building at Wilhelmstraße 10, fire alarms are signalled solely by the siren.

(9) Members and affiliates of DHBW Heidenheim are requested to familiarise themselves regularly with the first-aid facilities at their location and the designated first-aiders. Any first-aid supplies that have been used, opened or have become unusable must be reported to the facilities management team.

(10) In the event of accidents on the premises or commuting accidents, a doctor approved by the employers' liability insurance association must be consulted. Please use the doctor search function provided by the Baden-Württemberg Accident Insurance Fund for this purpose.

(11) Accidents resulting in personal injury must be reported immediately to the Administrative Director, even if medical treatment is not sought. Accidents must be documented in the accident log (individual form). The accident report must be submitted to the Baden-Württemberg Accident Insurance Fund within three days. The report must be sent to the email address [unfall@dhbw-heidenheim.de](mailto:unfall@dhbw-heidenheim.de)

(12) Accidents at work without any consequences, known as near-misses, must also be reported by email to [unfall@dhbw-heidenheim.de](mailto:unfall@dhbw-heidenheim.de)

(13) In the event of an emergency, help can be summoned by pressing the emergency call button in the lifts. The use of lifts during a fire is strictly prohibited. It is essential to follow the evacuation and emergency plans displayed outside the lifts.

(14) Important emergency numbers for assistance in emergencies:

Dial-free numbers from all landline and mobile networks:

112                Emergency doctor, fire brigade, ambulance service  
110                Police  
112                Patient transport

0761/19240    Poison Control Centre

116117           Out-of-hours medical service

The emergency numbers on a mobile phone or smartphone will work even if your pay-as-you-go credit has run out.

Important information to provide when making an emergency call:

- \* **Who** is calling?
- \* **Where** did the incident take place?
- \* **What** has happened?
- \* **How many** people are injured or unwell? Are they children or adults?
- \* **What sort** of injuries or illnesses are involved?

Always stay calm and speak clearly so that you can be understood better. Do not end the call. The emergency services or the police will end the call once all the necessary information has been provided.

Repair services for electricity, water and heating are arranged by the Facilities Management department.

## **§ 13 – Animals**

(1) Animals are not permitted in the buildings or at outdoor events. Assistance dogs registered with the relevant local authorities may be brought onto the premises. Assistance dogs must wear appropriate identification.

(2) Dogs must be kept on a lead on the premises of DHBW Heidenheim.

(3) Feeding animals, in particular pigeons, in the outdoor areas of DHBW Heidenheim is prohibited.

## **§ 14 – Smoking ban**

(1) There is a complete ban on smoking in all buildings. The ban covers conventional tobacco products as well as the use of e-cigarettes or similar devices.

(2) Smokers must show particular consideration for non-smokers. Outside, smoking is therefore only permitted in the designated smoking areas. Smoking waste must be disposed of only in the designated bins. Littering with cigarette ash and butts is prohibited.

### **§ 15 – Prohibition of alcohol, cannabis and other drugs**

(1) In order to protect minors who regularly attend DHBW Heidenheim, and for the purposes of youth protection, it is prohibited for any person under the influence of alcohol and/or drugs – including legal products such as cannabis and cannabis-containing products, as well as psychotropic substances, to be present in the building or on the outside premises (including the designated areas for smoking).

(2) It is also prohibited to carry, consume or trade in alcohol, cannabis products and other drugs. Anyone behaving suspiciously in this regard shall be removed from the building and the campus.

(3) The Rector shall decide on any exceptions to the alcohol ban in the context of events. Should the Rector authorise the serving of alcohol, this shall apply only to low-alcohol beverages such as beer, wine, sparkling wine and cider with an alcohol content of no more than 15 per cent. Strong alcoholic beverages are strictly prohibited.

(4) Persons under the heavy influence of intoxicating substances are prohibited from entering events and the premises. Such persons must be removed from the building and the premises.

### **§ 16 – Activities Requiring Authorisation**

(1) The following activities within the scope of the house rules as set out in § 1(1) require prior authorisation from the Rector:

a. Changes to the use of rooms.

b. Use of our premises and rooms for administrative, teaching and research purposes outside extended opening hours.

c. Use of the premises and spaces for extracurricular events and celebrations. Events relating to teaching, learning and research, as well as committee meetings, shall, as a general rule, take precedence over extracurricular events and celebrations.

d. Any other use of the premises and rooms of DHBW Heidenheim for events that are not organised by DHBW (e.g. for purposes of an economic, political, religious or ideological nature).

e. The distribution of leaflets, flyers and brochures.

f. Setting up information and sales stands.

g. Film, television, audio and photographic recordings, unless these are intended for use in research and teaching or for private use.

h. The use of aerial devices such as drones.

i. Conducting surveys, elections, collections and fundraising campaigns. Collections for internal events, e.g. for birthdays, weddings, anniversaries, farewells and Christmas parties, do not require authorisation.

(2) An application to hold an event must be submitted in writing to the Rector for approval in good time, at least 14 days before the date of the event. Each application is preliminarily assessed by the Director of Administration and a decision is then taken by the Rector. Events are prohibited without the written approval of the Rector.

(3) Approval is subject to the event being adequately described in the application in terms of content, duration, timeframe, venue, event management, responsibility for public safety, first-aid plan, as well as the participant group and number of participants. For external events with 100 or more guests, a certified security service must be engaged at the organiser's expense. Events with more than 199 participants are generally not permitted.

(4) For events that are not organised by the DHBW, the organiser must appoint two event managers of legal age who will assume supervisory duties for the entire duration of the event and act as on-site points of contact for law enforcement or building management.

(5) The rooms and areas made available may only be used for the approved purposes.

(6) Gambling is prohibited in the buildings and on the premises of DHBW Heidenheim.

(7) The provisions of the Youth Protection Act (JuSchG) regarding the serving of alcohol must be strictly observed.

(8) The organiser is liable for any damage caused and must leave the rooms and areas provided swept clean and in their original condition (including seating) at the end of the event. Crockery, bottles, etc. used during ' ' celebrations must be cleared away. If special cleaning by the university is required following an event, the university may charge the organiser for this.

## **§ 17 – Notices, posters, leaflets and similar printed material**

(1) The display of notices and posters on the campus and in the buildings requires prior written authorisation from the Rector. The same applies to the display and distribution of promotional material, brochures, leaflets, flyers and written material.

(2) Posters and notices containing party political or commercial advertising, as well as content of a religious, ideological, immoral, criminal or anti-constitutional nature, are prohibited.

(3) Approved notices and posters may only be displayed in the areas designated for this purpose. At Marienstraße 20, the noticeboard on the 4th floor (opposite the lifts) is available for this purpose; at the building at Wilhelmstraße 10, the advertising columns on the 2nd and 3rd floors; and at the Hanns-Voith-Campus 1 (DigitalCampus) building, the magnetic frames by the stairs in the foyer.

- (4) All notices not produced by DHBW Heidenheim must be stamped in advance by the Rector's Office of DHBW Heidenheim and marked with the date on which the display period ends.
- (5) Only fastenings that can be removed easily and without leaving any residue (thumbtacks, adhesive tape, masking tape, etc.) may be used to affix posters and notices.
- (6) Anyone putting up a poster or notice is responsible for removing it within two working days of the expiry of the authorised display period.
- (7) Posters and notices displayed without authorisation shall be removed without compensation.
- (8) The costs incurred for repairs and cleaning shall be borne by those responsible.

## **§ 18 – Prohibited Acts**

The following acts are prohibited:

- a. Acts likely to disrupt safety and order
- b. Unauthorised entry into service areas such as electrical distribution rooms, server rooms and cellars
- c. The lighting of open fires, e.g. candles
- d. Blocking emergency and escape routes, as well as fire access routes
- e. Parking vehicles outside the designated areas
- f. Parking bicycles inside the buildings
- g. Using two-wheeled vehicles, roller skates, inline skates, kickboards, skateboards and similar items inside the buildings
- h. Parking without a valid parking permit
- i. Spraying, painting, writing on, sticking things to (stickers or labels), damaging, soiling or misusing surfaces, ceilings, walls and fixtures and fittings
- j. Putting up posters and notices without authorisation or outside the designated notice areas
- k. Camping on the outdoor grounds, including the car parks
- l. Spending the night on the premises or inside the buildings
- m. Improper handling of DHBW Heidenheim's property
- n. Propping open doors
- o. Begging and hawking, as well as any form of selling goods
- p. Harassment of individuals
- q. Bringing animals onto the premises, with the exception of assistance dogs
- r. Lighting fires, using fire pits or barbecue areas
- s. Playing audio recordings at high volume
- t. Discarding cigarettes, chewing gum and other litter (except when disposed of in the bins provided)
- u. Playing ball games and other sporting activities throughout the premises and inside the buildings
- v. Smoking in public areas and on public walkways
- w. Possession, consumption and sale of alcohol or drugs
- x. Carrying highly flammable or explosive substances
- y. Carrying weapons of any kind

z. The use of privately brought multi-socket sockets; the Facilities Management team (Room M705), Marienstraße

20, provides tested multi-socket sockets

aa. Financial and insurance advice and brokerage

bb. Commercial trade in goods and services

cc. Conducting private business

dd. Political party activities, whether verbal or in writing

## **§ 19 – Lost property**

(1) Lost property shall be deemed to be any lost or abandoned items that have unintentionally come into the possession of a person other than the owner. This does not include items that are clearly ownerless or rubbish.

(2) Anyone who comes across lost property must not keep it or take possession of it without authorisation. Instead, the finder is obliged to hand in the lost property immediately to a secretariat office, a library member of staff or the Facilities Management team (Room M013 on the ground floor of the building at Marienstraße 20). The finder must provide their contact details (first name and surname, student number, telephone number and/or email address). The secretariats and library staff shall inform the Facilities Management team in room M013 of any items handed in. The secretariats and library staff will forward all lost property to the Facilities Management team (Room M013) after one week if it has not been collected on site. Handed-in CampusCards will be sent to the Facilities Management team.

(3) The person receiving the item records each lost property entry, noting the date and time of discovery, the location (building, room), a detailed description of the item, and the name and contact details of the finder. The Facilities Management team records this information in the lost property register upon receipt of the items. Lost property is stored securely and under lock and key. Lost property is kept for a period of 6 months. An exception applies to perishable goods, items of very low value (e.g. simple ballpoint pens) or items that are obviously a hygiene risk. These may be disposed of after a short period (usually 24 to 48 hours).

(4) Lost property is only handed over to persons who can provide credible evidence of ownership or authorisation to receive it. This is done by  
a description of the item that is as detailed as possible,  
presenting a valid photo ID, and  
proof that the item was lost on the relevant date and at the relevant location.

(5) Upon collection, a confirmation of receipt (receipt) must be signed.

(6) The finder may, under certain circumstances, be entitled to a finder's fee in accordance with the statutory provisions of the Civil Code. This fee is to be paid directly to the finder by the person entitled to receive the item.

(7) If the owner does not come forward within six months of the find being reported, the finder may acquire ownership of the lost property. The finder will be informed of this by the university.

(8) In the case of data storage devices (such as USB sticks, laptops and smartphones), data protection regulations must be observed. Sensitive data will be deleted in accordance with data protection requirements.

(9) If the owner cannot be identified after the retention period has expired and/or if the finder waives their right of ownership, the items shall be donated or disposed of appropriately.

## **§ 20 – Liability and Exclusion of Liability**

(1) DHBW Heidenheim accepts no liability whatsoever for any property belonging to persons on the premises and in the buildings. Such property includes, in particular, clothing, jewellery, watches, bags, laptops, smartphones, all items stored in the available storage facilities (cloakrooms, lockers, storage cupboards) as well as vehicles and bicycles located on the premises.

(2) The liability of DHBW Heidenheim and its employees for damages of any kind is, to the extent permitted by law, limited to cases of wilful misconduct and gross negligence. In all other respects, the statutory provisions apply.

(3) This limitation of liability is deemed to have been accepted as binding upon entering the university premises.

## **§ 21 – Sanctions for Breaches**

(1) In the event of imminent danger, any member of the university community is entitled to take such measures as are appropriate and necessary to avert danger and prevent damage to DHBW Heidenheim. Such an incident must be recorded and reported immediately to the Rector.

(2) Breaches of the university regulations must be reported immediately to a representative responsible for maintaining order on the premises.

(3) The campus security officers are authorised to issue the instructions necessary to maintain safety and order. In doing so, the principle of proportionality must be observed. As a result of breaches, those causing a disturbance may be temporarily expelled from the university's buildings and premises by the campus security officers. The incident must be recorded and reported to the Rector. In serious cases, a one-day ban from the premises may be imposed. The right to impose a ban lasting longer than one day and the right to file a criminal complaint or report a criminal offence are reserved for the Rector.

(4) In the event of breaches of laboratory regulations or instructions, users may be temporarily excluded from using the laboratories. If users show a lack of understanding regarding such breaches, they may also be permanently excluded from using the laboratories. Use of the laboratories may also be permanently prohibited if a serious breach of the laboratory regulations has been committed.

(5) The security officers are not authorised to call the police without the involvement of the Rector's Office if disruptive individuals are to be removed from teaching sessions. However, any person is entitled to call the police if there is an imminent danger to fundamental legal interests, e.g. physical integrity, life or liberty.

(6) If a breach of the house rules is detected outside normal opening hours, or if a person authorised to exercise the right of access cannot be contacted, or cannot be contacted without a significant delay, the security service is entitled to issue appropriate instructions, in particular to temporarily expel the person causing the disturbance from the premises. The incident must be recorded and reported to the Rector without delay.

(7) Anyone who fails to comply with these house rules and thereby causes damage or contamination through wilful misconduct or gross negligence may be held liable and required to pay compensation to the DHBW or to any third parties who have suffered damage. In such cases, criminal as well as civil consequences are possible. The DHBW Heidenheim reserves the right to report such incidents to the police. Any liability on the part of DHBW Heidenheim or its staff is excluded in such cases. In all other respects, the statutory provisions apply to matters of liability.

## **§ 22 – Supplementary Provisions**

(1) These house rules incorporate the provisions on occupational health and safety, health protection, fire protection and radiation protection, the laboratory regulations, the terms of use for the libraries of the Baden-Württemberg Cooperative State University, the locker regulations and any other relevant provisions. The regulations and guidelines of DHBW Heidenheim must be observed and complied with in accordance with their scope of application.

(2) With regard to buildings (e.g. sports halls) and properties that are rented or made available for use, the rules and regulations specified by the landlord must be observed.

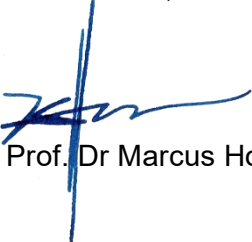
(3) The DHBW Heidenheim Facilities Management team is your point of contact for all buildings (Tel. 0 73 21 / 27 22 -170, [gebaeudemanagement@dhbw-heidenheim.de](mailto:gebaeudemanagement@dhbw-heidenheim.de)) is available as your point of contact for all buildings, and for the building at Marienstraße 20, a member of staff from STRABAG (Tel. 0 175 / 4 38 24 77).

(4) Any deviations from these house rules require the express consent of the Rector's Office.

## **§ 23 – Entry into force**

These house rules shall come into force on the day of their signing by the Rector and shall supersede the previous house rules.

Heidenheim, 10 July 2026



Prof. Dr. Marcus Hoffmann, Rector