



LEIPZIG UNIVERSITY HOUSE RULES

In order to ensure the orderly running of the University, the Rectorate enacts the following House Rules on the basis of Sect. 13(5) Sentence 1 of the Saxon Freedom of Higher Education Act (SächsHSFG):¹

Section 1: Scope

- (1) The physical area covered by the House Rules extends to all buildings and spaces used by Leipzig University, as well as to all adjacent spaces, green spaces and grounds, including car parks and garages (University premises). In rented properties, any house rules of the landlord shall take precedence.
- (2) The House Rules apply to all persons within the physical area covered by the House Rules.

Section 2: Authority to grant and deny access

- (1) The authority to grant and deny access to University premises lies with the Rector of Leipzig University.
- (2) Besides the Rector, this authority is exercised by those persons commissioned by the Rector pursuant to (3).
- (3) The following persons are commissioned to grant and deny access to University premises:
 - a. For the entire University premises: the Head of Administration and Finance as well as the Department Head, Section and Area Heads of Department 4 and their representatives
 - b. For the areas and rooms allocated to the Faculty of Medicine: the Administrative Director of the Faculty of Medicine
 - c. For the area of a particular institution: its head or, if the institution is managed collectively, the managing member of the management
 - d. Chairpersons of meetings during meetings of bodies and committees
 - e. Teaching staff in the context of their courses
 - f. Hosts of events in the context of the University event of which they are in charge
 - g. For buildings used by several institutions: persons with the written authorisation of the Rector
 - h. For the area of the Neues Augusteum foyer, including the basement and gallery: the person responsible for the information point
 - i. Third parties, insofar as they have been granted the authority to grant and deny access to University premises.

In individual cases, the persons commissioned to grant and deny access to University premises may delegate this authority. The Rector must be notified of this. This obligation to notify the Rector does not apply to delegation within the Faculty of Medicine by its Administrative Director.

- (4) The decisions and measures taken by the Rector in exercise of the authority to grant and deny access to University premises shall take precedence over those of the persons commissioned to grant and deny access to University premises.
- (5) On the basis of these House Rules, the persons commissioned to grant and deny access to University premises are authorised to enact, if necessary, more specific house rules – which must be approved by the Rector – for the area assigned to them under (3). These may not contradict the content of these House Rules.

Section 3: Rules of use

- (1) The University premises, in particular buildings, technical facilities, equipment and installations may only be used in accordance with their intended purpose. Exceptions shall require the approval of the Rector, the Head of Administration and Finance, the Administrative Director, the Head of Department 4 or, internally, the relevant person commissioned to grant and deny access to University premises. This applies in particular to the following uses:
 - a. The use of lecture halls and other rooms for events other than those of the University
 - b. The posting of notices and posters in places not intended for this purpose
 - c. The distribution of flyers and leaflets
 - d. The organisation of collections and elections
 - e. The setting up of information and sales stands and all forms of distribution of goods
 - f. Photographing and filming, except for research and teaching purposes
 - g. Making noise on University premises or parts thereof.
- (2) The University premises, especially rooms and fixtures, must be treated with care. The instructions of the persons commissioned to grant and deny access, in particular those instructions issued to maintain order, including cleanliness, quiet and safety, must be followed.

¹ The translation of the *Hausordnung* into English is intended solely as a convenience to people who do not read German. Any discrepancies or differences that may arise in the translation of the official German version of the *Hausordnung* are not binding and have no legal effect for compliance or enforcement purposes.

- (3) Applicable regulations, in particular those concerning occupational safety, accident prevention, and fire and environmental protection, must be observed.
- (4) No University premises shall be made available to persons or groups who or which oppose the free democratic principles in the Federal Republic of Germany.
- (5) The entire University premises must be kept clean at all times. Any behaviour that disrupts the orderly running of the University is forbidden. This applies in particular to
 - a. Bringing animals into buildings, unless this is required for official purposes
 - b. Avoidable noise nuisance and unauthorised acts of public address
 - c. Smoking in buildings in places not specifically designated for this purpose
 - d. The use of illegal substances throughout the University premises.
- (6) Windows may only be opened if they are secured. All windows must be closed during rain, storms and snow flurries as well as when leaving rooms.
- (7) All staff and members of the University and other users are obliged to ensure that all technical and structural facilities are used properly and that damage, especially as a result of theft or damage to property, is prevented.
- (8) When leaving rooms, they must be locked, unless this is not advisable for safety or security reasons. In the absence of the persons entitled to use the rooms, the rooms should only be entered by others if there is an urgent official reason to do so.
- (9) Water and energy must be used sparingly, especially with regard to heating and power sources.
- (10) To prevent theft, personal valuables must be kept under lock and key. No liability can be accepted for personal items.
- (11) Bicycles may only be parked in the designated areas and bicycle racks. Bicycles must be parked in such a way that they do not cause an obstruction or hazard. It is not permitted to park bicycles in buildings (except in the designated areas such as bicycle garages or similar). Illegally parked bicycles may be removed at the owner's expense.
- (12) The use of roller skates, in-line skates, skateboards, etc. is not permitted anywhere on University premises.
- (13) The driving and parking of vehicles on University premises shall only be permitted with the express permission of the responsible representatives of Department 4. Vehicles must be parked in the designated areas in such a way that they do not present an obstruction or danger. German road traffic regulations apply on University premises accordingly. Illegally parked vehicles may be towed away at the owner's expense.
- (14) Equipment designed to prevent accidents and protect against fire must be kept in working order at all times. If protective equipment is missing or faulty, this must be reported immediately to the persons commissioned to grant and deny access or to Department 4. The same applies to other faults or irregularities on University premises that could pose a danger.

Section 4: Building opening times

Department 4 determines the opening hours of individual buildings or parts of buildings in consultation with the respective user. This does not apply to buildings at the Faculty of Medicine.

Section 5: Punishment and consequences of infringements

- (1) The persons commissioned to grant and deny access pursuant to Section 2(1) and (3) of these House Rules are authorised to take necessary measures to remedy violations of these House Rules and other disturbances. In particular, they have the right to expel troublemakers from the University premises with immediate effect, if any further disturbance can be expected from them.
- (2) In the event of acute danger or criminal offences, anyone (and not just the persons commissioned to grant and deny access) shall be entitled to call the police.
- (3) The head of the injured institution shall be responsible for notifying the authorities of criminal offences committed against Leipzig University.
- (4) The Rector shall be responsible for pressing criminal charges for offences committed against Leipzig University.
- (5) Thefts must be reported to the facility management switchboard (phone: +49341 97-34333). The injured person/institution shall be responsible for settling any claims.

6: Effective date

These House Rules shall enter into force on the day following their publication in the Official Announcements of Leipzig University. At the same time, the House Rules of 14 June 2004 shall cease to apply.

Leipzig, 27 March 2019



Prof. Dr. med. Beate A. Schücking, Rector