



Campus of the FIT Hermansburg – Rule of the House

in the version changed according to the resolution of the University of Applied Sciences Conference (FHK) of 15 November 2016

Preamble

At the University of Applied Sciences Intercultural Theology Hermansburg (FIT) students belonging to different nations, denominations and cultures shall be enabled to study and to work scientifically without disturbances. In the Rule of the House regulations of conduct for living and working together on our Campus are listed up. They shall be of use for an atmosphere of living that should be helpful for an undisturbed social life. The Rule of the House is part of the study contract. It is divided into the two headings „General Rules“ and „Living on the Campus“. The rule of the house will be handed out to the students together with the study contract. It is accepted by the student´s signature and must be observed.

1. General Rules:

- 1.1 Politeness, mutual respect, tolerance, helpfulness, esteem of the work of other persons and an appropriate treatment of foreign property are preconditions for a successful living together on the campus.
- 1.2 Acts or even threats of physical or verbal violence, racist and discriminating expressions against students, employees, lecturers or guests are forbidden and will be persecuted.
- 1.3 The consumption and passing on of illegal drugs on the compound of the FIT are prohibited. In case a person is convicted of passing on illegal drugs the police will be informed.
- 1.4 The buildings are open from Monday to Friday 8:00 AM to 7.00 PM (08:00 to 19:00) for the purpose of teaching and lecturing. Before 8:00 AM and after 7:00 PM the lecture building must be kept closed.
- 1.5 The Students' Office is open Monday – Thursday from 12 – 12.30 pm and from 1 – 2 pm.

The Office for Student Affairs is open every morning except Wednesdays.
- 1.6 The keys handed out to the students must be kept carefully. In case of loss the students´ office must be informed as early as possible. The loss of keys and the damages of locks must be announced to the caretaker

as early as possible. The cost of replacement must be paid by the tenants. Unauthorized manufacturing of keys is forbidden. The installation, modification, removing and destroying of locks are prohibited. For the sake of security the entrances of the students' dormitories (halls of residence), of the lecture hall, of the administration building, of the library and of the chapel must be kept closed at night.

- 1.7 The students' letter-boxes will be provided with suitable name badges by the office.
- 1.8 Using the EDP places of work:
- (1) The users are obliged to obey the laws of the German Code of Penalties and of the German Code of Protection of Children and Young People. It is forbidden to make use of illegal news and unlawful programmes and to promulgate them.
 - (2) The user is bound to abstain from any kind of manipulation of information or programmes belonging to other persons.
 - (3) For the sake of granting security of undisturbed working it is not allowed: (a) to modify the places of work (b) to mend technical damages (c) to install foreign programmes (private or taken from the net).
 - (4) Concerning (1) to (3): Parents are liable for their children.
 - (5) The EDP room in the lecture building must be locked by the last user.
- 1.9 Bicycles must be put away on the areas provided for bicycles or in the bicycle rooms. Putting down bicycles in public areas of the dormitories (corridors, vestibules, halls, staircases) and in the living rooms is not permitted. In case of contravention against these prohibitions bicycles may be removed by the caretaker. The FIT is not liable for the security of bicycles.
- 1.10 Cars may be parked only on the parking-places and car-parks only. Contraventions entitle for postage due removing of the bicycles, especially when approach roads for provisioning vehicles and rescue serving cars are blocked. The FIT Hermannsburg does not guarantee the security of vehicles.

2. Living on the Campus

The following rules are in force for both the students of all majors and the guests:

- 2.1 Dwelling in the halls of residence of the FIT is permitted only on the basis of a valid lease contract. For students of the part-time course of study „Intercultural Theology, Migration and Congregational Leadership“ a valid study contract is required.
- 2.2 A temporary stay for participants of a study programme or for guests without a lease is only possible in justifiable exceptional cases and if permission has been granted beforehand by the managing director. If a room is available, it may be booked as long as the fixed overnight price is paid.

- 2.3 Family members, girl-/boyfriends and friends may stay with a student no longer than 3 consecutive nights for free in the room rented by the student. All overnight guests and guests wishing to eat in the canteen must book in with the landlady stipulating how long the visit is to be and pay the FIT immediately for the costs incurred. Offences against this rule can result in a termination without notice of the lease because of excessive use of the rented room (overcrowding or disturbing other tenants) or because of unauthorized entrustment of the rented room to a third party. Every tenant is responsible for the conduct of his or her guests.
- 2.4 Every tenant is obliged to treat carefully the room and its furniture, to use it only for the purposes it is provided for, to protect it against loss, damages and soiling. This rule refers also to utensils and tools. The refrigerators shall be cleaned regularly and they must be de-iced once a month. Cooking-stoves, ovens, washing-machines and tumble driers in the central washing room must be cleaned immediately after use. Spilled detergents must be removed. Private bathrooms shall also be cleaned regularly.
- 2.5 Every tenant is obliged to make economical use of water, electricity and heating. In wintertime the windows must be closed before leaving the rooms. Lamps and electric utensils must be switched off.
- 2.6 Every tenant is responsible for airing of his or her rooms. During the period of heating it is recommended to open the windows completely for some minutes. Several times a day in order to air the rooms. Keeping open the windows permanently causes a rise of electric consumption.
- 2.7 In the washing room two washing machines and one tumble drier are placed for the students' disposal. They may be started by using the coin collectors. In order to prevent the rooms from damages caused by humidity and mould fungi wet clothes may only be dried in the rooms and areas which are reserved for this purpose or in the tumble drier respectively.
- 2.8 Notwithstanding the cleaning of the rooms by our charwomen the tenants are obliged to take care for cleanliness and tidiness in the common rooms.
- 2.9 No furniture may be removed from the tenants' rooms without the landlady's permission. Putting up of furniture and other objects outside the tenants' rooms must be allowed by the FIT. After the termination of the period of hire the tenants' private furniture must be immediately removed. Otherwise it will be done by the FIT. In this case the tenant is liable for the costs.
- 2.10 The hirer or entitled persons are allowed to enter the tenants' rooms after having informed the tenants on working days from 8:00 to 20:00 in order to check them or to mend things. If there is danger imminent the hirer may enter the rooms at any time. The same is in force to protect rooms from acute damages.

- 2.11 It is prohibited to put up private hotplates, washing machines, refrigerators and radiators. Exceptions must be permitted in writing by the FIT administration FIT administration.
- 2.12 Structural and technical alterations as well as interferences into the systems of safety and provision (closing systems, systems for the provision with gas and water, washing and toilet facilities, electric control units) are not permissible. All electric utensils used by the tenant must be marked with the CE conformity label of the EG.
- 2.13 According to the Lower Saxonian Law of Registration the tenants are individually responsible for their wireless licences and for notices of registering and withdrawal.
- 2.14 Noise must be avoided. Any kind of emission of noise, especially by technical utensils, are only allowed in a moderate volume of sound. From 22:00 to 8:00 special consideration must be shown for the environment. Grilling is permitted only up to 22:00. The Grill places must be cleaned afterwards. Bottles and litter must be put into the dust bins.
- 2.15 The shared kitchens and corridors may not be used for the celebration of parties and other festivities.
- 2.16 The keeping of animals is not permitted (without exceptions).
- 2.17 Urgent or indispensable repairs must be announced to the caretaker as early as possible (letter-box). The same is in force in case of infestations.
- 2.18 Protection against firebrands is an essential requirement. The tenants are obliged to get information concerning everything that concerns protection against firebrand, emergency exits and fire-alarm. Every resident must take care to avoid fire-brands. Installations for the protection against fire-brands may not be damaged or injured in their functions. The improper use of fire-extinguishers is forbidden.
- 2.19 Ambulance boxes may be used only in cases of emergency. The FIT administration must be informed whenever an ambulance box has been utilized. Furthermore this use must be recorded in the „first-aid book“.
- 2.20 Putting down objects, furniture etc. in corridors, staircases, elevators, common rooms etc. is not permitted. Applying placards, posters etc. in these rooms and areas is only permitted at special notice-boards. Exceptions must be permitted by the FIT administration.
- 2.21 Staircases, corridors and public rooms are non-smoking areas. On the campus smokers are obliged to put away cigarette-ends properly. It is forbidden to irritate fellow-occupants with the smoke or smells of cigarettes.

- 2.22 For the FIT the diminution of costs for emptying dust-bins is a central matter of concern. Thus it offers possibilities for the separation of rubbish. The students are obliged to practice separation of rubbish as far as possible. Instructions concerning details of separation of rubbish and the places of the dust-bins may be asked for from the caretaker.
- 2.23 Students moving out of their accommodation on campus, are obliged to make an appointment with Facility Management no later than 7 days beforehand to arrange the handover of the room. The handover can only take place during Facility Management's working hours and not over the weekend.

3. Concluding regulations

- 3.1 The Rule of the House has the intention to create appropriate conditions for an enjoyable social life on our Campus.
- 3.2 Offences against these rules, especially the disturbance of domestic peace may be requited by dissuasion or by giving notice to leave.
- 3.3 Additional rules as e.g. „The Code of Behaviour Concerning Sexual Harassment“, the rules for the utilization of the FIT Library or the chapel are part of this Rule of the House.
- 3.4 If necessary, supplements may be added to these rules. They will be published by the FIT on the notice-boards. These supplementary rules must be followed, too.
- 3.5 These regulations shall come into force with immediate effect after approval by the Evangelical Lutheran Mission in Lower Saxony (ELM) as the responsible body of the University.

Hermannsburg, 28.09.2016

Erich Fiebig
Managing Director