

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 (GVBl 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 (GVBl p. 873; amended 2001 p. 28, BayRS 200-21-1), last amended by promulgation of 14 December 2021 (GVBl 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) ¹Except 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.

²Outside of these hours, all buildings must be kept locked. ³Where exceptions are required, the heads of the institutions are responsible for the operation of the university outside of the regular operating hours. ⁴They must ensure that buildings are locked and premises and facilities are safe and secure.

- (2) ¹Where, 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 personnel or employee ID card. ²All other persons and currently enrolled students engaged in activities relevant to their studies will be issued a library card or permit for access to university buildings outside of the regular operating hours. ³These permits will be issued for a limited period of time by the TUM institution responsible for those persons. ⁴The library card and permit are only valid with a photo ID and only for the premises stated in the permit.

§ 3 Safety and Order

- (1) ¹University buildings and annexes may only be used for work-related and teaching purposes (§ 29(1) of the AGO). ²Any structural changes to the buildings require the written approval of Real Estate Management (ZA 4).
- (2) ¹Fire protection equipment may neither be obstructed, damaged, nor its function be impaired. ²Improper use of fire extinguishers and/or fire-fighting equipment is not permitted and will be prosecuted.
- (3) ¹All 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. ²Any unauthorized removal, use, or damage of equipment will be prosecuted.
- (4) All TUM members and visitors are obliged to use energy, water and consumables sparingly.
- (5) ¹It 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.
- (6) All persons are expected to leave the lecture halls after class and, in particular, not to hinder cleaning staff.
- (7) Smoking (including e-cigarettes and vaping) is prohibited in TUM buildings.
- (8) ¹All rooms, lecture halls, corridors, hallways, stairways, courtyards and, in particular, toilets must be kept tidy. ²Garbage must be disposed of in the provided receptacles.
¹Windows must be closed promptly during rain, storm, or snow. ²Open windows must be secured.
- (9) ¹Eligible 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. ²Forceful opening of doors and windows is not permitted. ³If required, Real Estate Management (ZA 4) must be called for assistance. ⁴Non-compliance will be prosecuted.
- (10) 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

Sicherheitsdienst (security service), phone (08161) 71 2025.

- (11) Roller skates, inline skates, skateboards, scooters, etc. are not permitted in university buildings.
- (12) ¹Bicycles must be parked in the designated areas. ²It is not permitted to park bicycles in or in front of doorways. ³Improperly parked bicycles may be removed at owner's expense. ⁴Bicycles are not permitted in the university buildings.
- (13) ¹Vehicles may only be parked in areas designated for that purpose. ²For 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. ³The parking and garage policy must be complied with.

§ 4 Activities requiring Approval; Inadmissible Activities

- (1) ¹In 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.

²Any unauthorized notices or bills will be removed at the expense of the individual who posted them.
³Approval 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.
- (2) ¹Posters, notes, signs, announcements, notices, communications, etc. may be posted only on the designated billboards or display cases. ²It is not permitted to hang posters in any areas other than those designated for that purpose. ³Any posters, notes, signs, announcements, notices, communications, etc. on university premises must indicate the person or entity responsible for them. ⁴Notices relating to specific events must be removed no later than one day following the event.
- (3) Begging, peddling, and hawking of goods, 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 of the AGO).
- (4) ¹Bringing dogs and other animals (with the exception of service dogs) is prohibited. ²Exceptions can be granted in justified individual cases by the respective supervisor (officer responsible for enforcement of the Campus Code of Conduct according to § 1 above) provided it is ensured that the animals in question do not cause any nuisance or danger.
- (5) 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 Violations

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

§ 7 General Regulatory Requirements

¹The 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. ²In 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