

# House Regulations of Munich Business School

## § 1 Authority and Right of Access

- (1) Authority to grant or deny access lies with the University Management and their representatives.
- (2) In accordance with (1), the following in particular are his representatives:
  - a. Campus Manager
- (3) The University Management has the right to take legal action against trespassers. They may delegate their right to others.

## § 2 Opening hours

- (1) MBS opening hours are published on the Virtual Campus.
- (2) Outside the opening hours, access to the following rooms is permitted: lounge, library, class rooms on the first floor

## § 3 Safety and Order

- (1) All people using the buildings are to behave in such a way that others are not disturbed or annoyed.
- (2) All instructions by the Campus Management, in particular those concerning the keeping of order, including cleanliness, quiet and safety, are to be followed.
- (3) All rooms, corridors and stairways are to be kept clean. Litter is to be thrown into the rubbish bins provided.
- (4) Smoking and drinking alcohol are forbidden in the university building. Furthermore, eating and drinking are forbidden in the library.
- (5) When people leave MBS' rooms, they are responsible for switching off the lights and – as far as possible – the electric devices, for returning borrowed items, and for closing the windows. At organized events, the person in charge of the event is responsible for the above.
- (6) All members of MBS have the obligation to ensure that any kind of damage, in particular caused by fire, theft or damage to property, is prevented and that the technical equipment is used correctly. Any damage, suspicious circumstances or unusual events are to be reported to the MBS management or the Welcome Desk.
- (7) People not connected to MBS may not make use of the University premises.

## § 4 Activities Requiring Official Authorization and Prohibited Activities

- (1) Permitted activities that do not need extra authorization are especially study-related activities such as group work or initiative meetings.

- (2) On all property administered by MBS, official authorization, obtainable from University Management, is required for the use of lecture rooms, the lounge and other rooms for events that are not university events.
- (3) Notices and posters may only be hung up after authorization from the MBS Welcome Desk
- (4) Parties in any of the MBS rooms without permission are prohibited.

## § 6 Lost Property

Lost property is to be handed in to the MBS Welcome Desk. It will be held by the University for a period of eight weeks and will be handed over to anyone providing plausible proof of rightful ownership. After this period, lost property may be appropriated or utilized by MBS.

## § 7 Chip Systems and ID Cards

- (1) The key handover certificate has to be signed by everyone receiving an ID card which has an integrated chip system. Forms are handed out by the Campus Management.
- (2) The ID card with the integrated chip system must be kept dry and clean.
- (3) The access data will be registered and can be analyzed.
- (4) The loss of the ID card must be reported to the Welcome Desk immediately.
- (5) ID cards must not be passed on to other parties.

## § 8 CCTV

Cameras monitor all public entrances, the library and the MBS lounge.

## § 9 Prosecution of Infringements

People contravening these rules and regulations may be barred from University premises and will be prosecuted according to the MBS Code of Conduct as well as German law.

Munich, September 1, 2017

On behalf of the University Management

Nathalie von Seyfried  
Chancellor

I understand the above-mentioned House Regulations.

Name Student: \_\_\_\_\_

Date/Signature Student: \_\_\_\_\_