

House Rules of MU

Location: Berlin

Last update: June 06, 2024

1 Legal Scope

1. These house rules are part of the **study contract** between all students and MU – Media University of Applied Sciences GmbH as the university funding body. They apply to all premises of MU in Berlin. They create the basis for orderly university operations and ensure that all incumbent administrative and educational tasks can be executed properly. The house rules apply to all members of MU as well as all persons who visit its premises.
2. Holder of the **house rights** are the members of the rectorate and the executive board of MU and the respective campus managers. This right can be transferred to
 - teaching staff within their resp. courses
 - chairpersons during meetings of various institutions and bodies of the university
 - university members in general or specific casesTheir task is to ensure compliance with all house rules as described in this document.

2 Purpose of use

3. The rooms and furnishings of MU may exclusively be used for **purposes** intended to serve the interest of teaching and research at MU. Exceptions are subject to approval. In particular, the following operations require prior approval by the university management:
 - Distribution of commercial advertising materials
 - Setting up of information stands, sale stands as well as vending machines
 - Sale and distribution of products or anything similar
 - Collection of orders
 - Fixing or mounting posters
 - Conducting interviews (except for purposes of research and teaching), collections, signature campaigns and elections
 - Live-Music, performances and events
 - Commercial photography, filming and television recordings
4. MU's educational goals prohibit any **agitation** for political, ideological, religious or other external objectives, particularly those that do not conform with Germany's liberal and democratic constitutional order. To implement this policy, any display of posters, placards, announcements, etc. is subject to prior approval by the university management and limited to dedicated areas.

3 Conduct

5. In its profile, MU emphasizes its commitment to **openness, tolerance, and anti-discriminatory behavior**. Therefore, every communication and usage of racist, sexist, discriminatory, or violence-glorifying content is prohibited on its premises and will result in appropriate measures in case of violation. MU supports actively the principles of the federal 'Equal Treatment Act' ('Allgemeines Gleichstellungsgesetz') and fosters respectful interaction in every context and situation.
6. Any **concealment of faces** – no matter on what grounds – contradicts our commitment to an open, equal, non-violent and anxiety-free communication and is therefore prohibited at MU.
7. Basically, at MU it is **mandatory to participate** in all teaching and other obligatory events. Further details are set out in the General Examination Regulations.
8. All members and guests of MU have to behave in such a way that nobody is **injured, harmed, threatened, or harassed**. The same applies to the prevention of property damage as well as contamination of rooms and halls, technical equipment or other inventory. Non-compliance with this policy will result in the obligation to pay for all damages caused. In addition, intentional acts of infringement will be liable to legal procedure.
9. All members and guests of MU are obliged to care for **order and cleanliness** inside and outside its building/s, including the courtyard area. Any contamination and pollution of rooms, halls, furniture, equipment, and other inventory must be absolutely avoided. Rubbish has to be disposed of in the receptacles provided esp. for this purpose.
10. To protect our technical equipment, it is strictly prohibited to **eat and drink** in all rooms of MU which are equipped with computers, Audio-/Video-TV-devices, or other technical equipment. In case of non-compliance offenders can be expelled from these rooms even during lectures (which does not count as 'authorized absence'). Any damages caused by such behavior are considered as grossly negligent, and compensation will be mandatory.
11. Every member and guest of MU has to comport herself in a way which ensures that nobody else is **disturbed**. To behave silently and considerately is especially important near audio/video-studios, news/editorial and examination rooms. Unavoidable noise because of repair or construction work or similar has to be restricted to what is absolutely necessary, and, if possible, should be deferred to times outside teaching hours.
12. **Bicycles** have to be parked on the street, not inside the building or in the courtyard.
13. For hygienic reasons, and to prevent possible anxieties, bringing along **pets** onto the premises of MU is prohibited. Exceptions require individual regulations (e.g. for assistance dogs).
14. Use and distribution of **drugs** are prohibited in the university area, with the usual exception: Subject to prior approval by the university management, **alcohol** may be consumed at internal university events and festivities.
15. **After the classes** all computers and lighting have to be switched off, and all windows have to be closed. Classrooms can be used after regular hours, if arranged with the administrative office and, if applicable, compliance with special usage rules for TV studios etc. is guaranteed. Any loss of keys or other equipment has to be reported to the administrative office immediately.

4 Liability and Insurance

16. MU cannot accept any **liability** for the loss or damage of property of its members and guests on its premises. Its liability is restricted exclusively to deliberate or negligent damage of persons and to deliberate or grossly negligent material damage in cases, where the university can be held to account legally.
17. All students and employees of MU are insured against **accidents** by the ‚Landesunfallkasse‘ (‚Federal Accident Insurance Fund‘ for students) resp. ‚Berufsgenossenschaft‘ (‚Trade Association‘ for employees) within the period of study or work and on the direct route between their resp. homes and the university premises.
This also applies to guests, if they are a) examination candidates or members of examination boards, b) members of other university committees/bodies, c) attendants of lectures and courses of MU, d) guest students, scholars, fellows, interns or other academic visitors.
In case of an accident, all relevant circumstances should be notified to the university administration immediately. Another accident protection on part of the university does not exist. In case of fire or other emergencies, all escape- and rescue information on display must be observed.
18. **Smoking** and open **fire** is prohibited, with regard to fire police and trade regulations, in all areas of MU’s premises as well as in the entire building, including all stairs and corridors. This also applies to the two courtyard entrances of the premises at Ackerstraße 76. Cigarette butts must be disposed exclusively in the trash can with ashtray function, attached by the ‚BSR‘ in front of the two entrances of Ackerstraße 76.
19. **Parking** near the university is at your own risk.

5 Media and Technical Equipment

20. Notebooks, tablets, smartphones and other **telecommunication equipment** may only be used for purposes which are directly related to teaching and research purposes.
21. **Borrowed materials and equipment** like textbooks, cameras, other media and work utensils have to be acknowledged on dedicated output lists and returned on time. Damages from culpable neglect will have to be borne by the borrower. Belated return of books etc. may be subject to surcharges, and lost materials have to be replaced. Further information is provided in our ‚Library Regulations‘.
22. The **right of use** of projects created during class assignments belong exclusively to MU.
23. MU reserves the right to publish any **audio-/visual material** taken inside its premises or as part of its class assignments on its different media channels (online or offline).
24. For licensing reasons, it is not permitted to copy MU’s in-house **software** for private purposes. For security reasons, it is prohibited to install any software on university computers and to use any external boot devices. Exceptions may be granted by the university management only, restricted to lecturers and project managers.
25. **Downloading** Internet resources for purposes other than research or teaching is prohibited. Furthermore, computer and Internet resources may be used during classes only for educational or research purposes. After the last class of the day, all computers have to be switched off.



Prof. Dr. Klaus-Dieter Schulz

Principal of MU