

House rules

Issued by the Administrative Director on 1 December 2015, to enter into force on 1 January 2016

Scope

These house rules of the University of St. Gallen apply for all premises, installations and facilities of the university and the entire university campus including leased property (in detail "area", "areas").

Furthermore, the current usage regulations must be observed. In addition, further provisions may be adopted for individual areas.

Use

The university areas are for academic teaching, research and learning, and the university administration. The use of university premises for private purposes is not permitted. Applicable opening hours must be observed. They are determined by the Administrative Director or on his behalf by the competent departments and announced in an appropriate manner. They will also be published on the website of the University of St. Gallen.

General rules of conduct

- a. The generally applicable rules of mutual respect and decorum must be observed.
- b. Noise and other disturbances are to be avoided.
- c. Eating is forbidden in all classrooms and computer rooms. Drinks are only allowed in the rooms in closable bottles.
- d. Posters are only permitted on designated notice boards, using the intended means and with the required permission. Those responsible must be stated on the poster.
- e. The use of glue, adhesive, nails, adhesive tape or the like is prohibited.
- f. The installations and facilities must be used carefully. They must also be left in the designated place and/or in the assigned room and location.
- g. Interference with buildings, installations and the inventory as well as unauthorised

manipulation of technical equipment is prohibited.

- h. Likewise, your own decorations, banners, flags and the like are not permitted.
- i. Damage, defects and irregularities must be reported to the building administration.
- j. Examinations may not be taken while disguised or masked. Examinees must be identifiable at all times throughout the exam. Only members of the Swiss armed forces on certified leave are permitted to wear uniform during examinations.

Exits and entrances / safety

- a. The safety and operating regulations must be observed.
- b. Entrances and exits, emergency exits and escape routes, corridors, staircases as well as lifts and cellar entrances must not be obstructed.
- c. The carrying of weapons and imitation weapons of any kind is prohibited.

Smoking / fire

- a. Smoking is prohibited in all buildings.
- b. Open fires are prohibited in all areas of the university. Barbecues are only allowed with a permit.

Tidiness / waste

All areas are to be kept tidy. Waste should be separated and disposed of in the waste stations provided.

Power consumption

Electricity, heat, water and other resources are to be used economically.

Dogs

Dogs must be kept on a leash in all areas of the university. With the exception of guide dogs, dogs are not permitted in the lecture rooms. Inappropriate behaviour may lead to expulsion from the university campus.

Advertising and other activities, collections

Canvassing, hawking and begging are generally prohibited on the entire university campus, i.e. in all areas. Likewise, the distribution or displaying of samples, flyers or other printed materials is only possible with a spe-

cial permit. During stand promotions, flyers and the like may be laid out directly at the stand (allocation to a specific stand promotion must be possible).

The collection of donations and signatures is likewise only allowed with a special permit.

Lost property

Lost property must be handed in at the Information Desk and will be kept for a maximum of one year.

Mobility

- a. Parking (motor vehicles, motorcycles, or bicycles) is only allowed at the specially designated locations and with the necessary permit.
- b. With the exception of mobility aids for persons with disabilities, the use of wheeled means of transport is prohibited in all areas of the university.
- c. Bicycles may not be taken into or parked inside the building.

Sanctions

Persons contravening the above house rules may be barred from the premises.

St. Gallen 1.12.2015

Interim Administrative Director
Stefan Schneider