

Liebe Studierenden,

nun beginnt ein spannender neuer Lebensabschnitt mit den verschiedensten Erlebnissen für Sie.

Um für alle Studierenden, Mitarbeitenden und Professoren ein sicheres Umfeld zu gestalten, ist es nötig einige Regeln zu beachten.

Diese finden Sie bitte auf den nachfolgenden Seiten.

Sollten Sie Fragen haben, wenden Sie sich bitte per Mail an:

sg4-arbeitssicherheit@hs-worms.de .

1. Allgemeine Arbeitsschutzinformationen

- **Pflichten des Mitarbeitenden / Studierenden:**

- Sorgfältiger Umgang mit Arbeitsmitteln und -materialien
- Einhaltung aller Sicherheitsvorschriften und Anweisungen
- Sofortige Meldung von Gefahren, Unfällen oder Mängeln an den Vorgesetzten oder den Sicherheitsbeauftragten

- **Verhalten im Notfall:**

- Ruhe bewahren
- Fluchtwege kennen und freihalten
- Anweisungen der Sicherheitskräfte (Brandschutzhelfer – zu erkennen an den gelben Westen) befolgen
- Erste-Hilfe-Maßnahmen kennen (Standort der Erste-Hilfe-Stationen und -Kästen)

- **Unfallmeldung:**

- Melde Sie jeden noch so kleine Unfall zu Ihrer eigenen Sicherheit!

Das dazugehörige Formular steht Ihnen [hier](#) nach Ihrer Immatrikulation mit Ihrem Rechenzentrumaccount zur Verfügung.



2. Brandschutzinformationen

- **Brandschutzmaßnahmen:**

- Brandschutzordnung lesen und verstehen
- Standorte der Feuerlöscher kennen
- Keine brennbaren Materialien unachtsam lagern oder verwenden
- Offenes Feuer, Rauchen und Funkenflug sind nur in ausgewiesenen Bereichen erlaubt

- **Verhalten im Brandfall:**

- Ruhe bewahren und keine Panik verbreiten
- Notausgänge und Fluchtwege kennen (Aushänge und Fluchtpläne beachten)
- Bei Feuer oder Rauch sofort die Feuerwehr (Notruf 112) alarmieren und den Brand melden
- Bei Bedarf die nächstgelegenen Feuerlöscher verwenden, nur wenn eine sichere Anwendung möglich ist
- Personen in der Nähe warnen und bei der Evakuierung unterstützen

- **Evakuierungsplan:**

- Die Flucht.- und Rettungswege kennen und beachten
- Sammelstellen nach der Evakuierung aufsuchen
- Keine Gegenstände mitnehmen, nur die persönliche Schutzausrüstung (falls vorhanden)

3. Parken auf dem Campus

Auf dem Campus stehen Ihnen verschiedene Parkplätze zur Verfügung. Die Benutzung ist für Sie kostenlos. Es ist jedoch erforderlich sich dazu eine Parkberechtigung zu erstellen und diese gut sichtbar im Auto auslegen. Drucken Sie sich dazu die Parkberechtigung aus Diese steht Ihnen [hier](#) nach Ihrer Immatrikulation mit Ihrem Rechenzentrumaccount zur Verfügung.



4. Hausordnung

Bitte machen Sie sich mit der Hausordnung vertraut!

[Hier](#) finden Sie die Hausordnung.



Non official notification Customer service translation, only

Dear students,

An exciting new chapter in your lives is about to begin, offering a wide variety of experiences.

In order to create a safe environment for all students, staff and professors, it is necessary to observe a few rules.

These can be found on the following pages.

1. General occupational health and safety information

- **Obligations of employees/students:**
 - Careful handling of work equipment and materials
 - Compliance with all safety regulations and instructions
 - Immediate reporting of hazards, accidents or defects to the supervisor or safety officer
- **Behaviour in an emergency:**
 - Remain calm
 - Know and keep escape routes clear
 - Follow the instructions of the safety personnel (fire safety assistants – recognisable by their yellow vests)
 - Know first aid measures (location of first aid stations and kits)
- **Accident reporting:**
 - Report every accident, no matter how minor, for your own safety!

The corresponding form will be available here after your enrollment with your data center account.



2. Fire safety information

- **Fire safety measures:**
 - Read and understand the fire safety regulations
 - Know the locations of fire extinguishers
 - Do not store or use flammable materials carelessly
 - Open flames, smoking and flying sparks are only permitted in designated areas
- **What to do in the event of a fire:**
 - Remain calm and do not spread panic
 - Know the emergency exits and escape routes (observe notices and escape plans)
 - In the event of fire or smoke, immediately alert the fire brigade (emergency number 112) and report the fire
 - If necessary, use the nearest fire extinguishers, but only if it is safe to do so
 - Warn people in the vicinity and assist them with evacuation
- **Evacuation plan:**
 - Know and follow the escape and rescue routes
 - Go to the assembly points after evacuation
 - Do not take any objects with you, only personal protective equipment (if available)

3. Parking on campus

There are various car parks available on campus. Use of these car parks is free of charge. However, you must obtain a parking permit and display it clearly visible in your car. To do so, print out this document Print out your parking permit. It will be available here after your enrollment with your data center account.



4. House rules

Please familiarise yourself with the house rules!

To ensure the orderly operation of the University as a place of academic exchange and open communication, the President hereby issues the General House Rules of Worms University of Applied Sciences pursuant to section 80(3) of the Rhineland-Palatinate Higher Education Act (HochSchG) of 23 September 2020 (GVBl. p. 461), as last amended by the Act of 22 July 2021 (GVBl. p. 453).

Disclaimer: Please note that this document is a non-binding courtesy translation. Only the German version of the document entitled "Allgemeine Hausordnung der Hochschule Worms", as published in issue 175 of the "Wormser Hochschulanzeiger" dated 13 November 2025, is legally binding.

Section 1 – Scope of Application

These General House Rules apply directly to all persons who are present in or on the buildings, rooms and grounds (hereinafter: the "University Premises") used by Worms University of Applied Sciences (hereinafter referred to as the "University").

Section 2 – Exercise of Domiciliary Rights

- (1) The President exercises domiciliary rights within the University Premises. In appropriate cases, he may authorise other members of the University to exercise domiciliary rights.
- (2) Domiciliary rights officers exercise domiciliary rights by delegation. Based on their position, they are authorised in particular to issue bans from the University Premises in their area of responsibility.
- (3) The following persons in particular are authorised representatives of the President:
 - a) the Chancellor,
 - b) the deans for rooms assigned to them for direct use,
 - c) officially appointed teaching staff in the classrooms used by them,
 - d) management for the area of the respective institution,
 - e) the chairs of meetings of the University's committees and collegial bodies,
 - f) members of the University authorised by the President in general or for individual cases,
 - g) the head of the Property and Technical Service Unit, and
 - h) all employees, in urgent cases, and within their assigned work areas and rooms.
- (4) In exercising domiciliary rights, the President and the domiciliary rights officers shall be represented in accordance with the general provisions.
- (5) Decisions and measures taken by the President or the President's deputy in exercising domiciliary rights shall always take precedence over those of the domiciliary rights officers.
- (6) The staff representatives shall exercise domiciliary rights in the rooms made available to them for permanent use in accordance with section 43(2), first sentence, of the Rhineland-Palatinate State Staff Representation Act (LPersVG RP).
- (7) The exercise of domiciliary rights under these provisions includes, in particular, instructing persons to leave buildings and rooms where the person cannot be adequately identified (e.g. covering the face with cloths or wearing a motorbike helmet). The same applies to the wearing of a medical mask (e.g. FFP2) that is not medically indicated or otherwise comprehensible.
- (8) In particular, open communication and academic exchange during the delivery of teaching, examinations and student advisory sessions must not be impeded by inadequate identifiability of the person. In the case of examinations, the removal of the

covering may also be ordered in order to establish identity; as a last measure, an instruction under section 7(1), may also be issued.

Section 3 – Accessibility and Opening Hours

- (1) Premises within the scope of application within the meaning of section 1 are generally open from Monday to Friday from 08:00 to 21:00, except for special events and unless other provisions apply.
- (2) For official reasons, the times specified in subsection (1) may be changed at short notice where necessary.
- (3) Domiciliary rights officers and authorised employees of security companies may establish and document the personal details of persons found on the University Premises outside the times specified in subsection (1), and may instruct them to leave the relevant areas.
- (4) The provisions of subsection (3) shall also apply at all times to persons who, at first glance, appear to jeopardise the operation of the University and where further clarification is not possible in a timely manner.

Section 4 – Safety and Order

- (1) Every person on the University Premises must behave in such a way that university operations and other persons are not disturbed or inconvenienced.
- (2) Instructions issued by the domiciliary rights officers, in particular to maintain order, including cleanliness, peace and security, must be complied with immediately.
- (3) On the University Premises, all persons must refrain from any behaviour that impairs the University's ability to perform its duties as an institution for research and teaching in a liberal, democratic and social state governed by the rule of law.
- (4) Cleanliness and environmental protection must be ensured throughout the University Premises, especially in rooms, passageways and stairways.
Waste must be thrown into the containers provided or taken away.
- (5) It is prohibited to use rooms for any purpose other than their intended purpose, in particular to consume food in them, or to move furniture or other inventory without prior instruction or authorisation.
- (6) Smoking is prohibited in buildings managed by the University.
The consumption of, and trade in, illegal drugs and narcotics is prohibited on the University Premises.
The consumption and trade of cannabis and cannabis-like substances as well as the carrying of weapons of any kind are also prohibited on the University Premises. The same applies to highly flammable or explosive substances.
- (7) Windows and doors may only be opened if they are secured. When leaving rooms, or during severe weather (e.g. heavy rain, storms, drifting snow), windows and doors must be kept closed.
- (8) Fire doors must be used as intended.
- (9) At the end of the work or event, the user or event manager is responsible for properly locking/closing the rooms, switching off the lighting and, where possible, electrical equipment, and locking/closing the inventory (e.g. cupboards, desks).
- (10) Every person must ensure that damage of any kind, in particular through fire, theft or damage to property, is prevented and that technical facilities are used properly.
Damage, anomalies or special incidents must be reported to superiors or to the Property and Technical Service Unit; outside usual availability, reports must be made via the caretaker emergency service in accordance with the notice board. The University's fire safety regulations must be followed.
- (11) Personal items must be kept under lock and key. The University accepts no liability for any damage to, or loss of, such items.
- (12) As a rule, persons not affiliated with the University may not use the University Premises as a thoroughfare or as a place to stay. Overnight stays are prohibited in university buildings.
- (13) Official errands, in particular to the basement areas of office buildings, must be reported briefly when leaving and upon returning to the respective departments/units.

Section 5 – Activities Subject to Approval and Activities Exempt from Approval

- (1) On the University Premises, the following activities require the approval of the Executive Board:
 - a) the posting of notices and posters,
 - b) the distribution of printed materials of any kind,
 - c) collections, surveys and elections,
 - d) image and sound recordings for commercial purposes at events only with the permission of the event organiser,
 - e) the setting up of information and sales stands, advertising and any other type of distribution of goods and the collection of orders,
 - f) the use of lecture theatres, other rooms and premises for external events (i.e. not those organised by the University itself), and
 - g) the serving and consumption of alcoholic beverages.

Approval for the activities listed in sentence 1 must generally be requested via the Office of the Executive Board and is not required where the staff council carries out its statutory duties under the Rhineland-Palatinate Staff Representation Act (LPersVG).

- (2) The display of notices and posters is permitted only on the designated noticeboards, including where approval has been granted under subsection (1); walls, doors and glass surfaces must not be covered. Information about the University's noticeboards can be obtained from the post and telephone centre in Building A, Room A001.

- (3) Party political activities are not permitted on the University Premises.
- (4) As a rule, it is not permitted to bring animals onto the University Premises. Assistance dogs are an exception. Having regard to the overall situation on the University Premises, an exceptional decision may be made in individual cases by superiors in consultation with the Executive Board. The decision must be limited in scope and duration, with the option of extension.

Section 6 – Bicycles, Motor Vehicles, and other Means of Transport

- (1) The use of bicycles, roller skates, inline skates, kickboards, e-scooters, etc. on the University Premises is generally not permitted.
- (2) Means of transport within the meaning of subsection (1) may not be taken into buildings. They must be parked outside the buildings, in the designated areas and in the existing bicycle stands, in such a way that they cannot cause any obstruction, danger or damage to property. Otherwise, they may be removed and stored for a fee. Damage to security devices caused by removal is not unlawful and therefore does not give rise to any liability for damages.
- (3) Motor vehicles may be parked only in the designated parking spaces with a valid parking permit. Vehicles of any kind that are parked illegally and obstruct traffic may be towed away at the owner's expense in order to maintain smooth operations.
- (4) The University accepts no liability for damage to means of transport within the meaning of subsection (1), in particular bicycles and motor vehicles parked on the University Premises.

Section 7 – Lost Property

Lost property must be handed in at the post and telephone centre in Building A, Room A001.

Section 8 – Penalties for Violations

A violation of these General House Rules may result in a ban from the University Premises. The University reserves the right to take further legal action.

Section 9 – General Provisions

Any supplementary regulations for individual parts of the site, special facilities, institutes and laboratories must be observed. Attention is drawn to the obligation to comply with the general provisions of accident prevention, fire safety and regulatory law.

Section 10 – Rooms for the Constituted Student Body

Rooms specifically made available to the Constituted Student Body fall primarily within its area of responsibility. This includes monitoring compliance with these General House Rules in these rooms and coordinating any deviations from them with the Executive Board (see section 11).

Section 11 – Exception Clause

Deviations from these regulations, for example due to urgent requirements in individual cases or other special interests of the University or the Constituted Student Body, require the approval of the Executive Board.

Section 12 – Final Provisions

These "General House Rules of Worms University of Applied Sciences" enter into force on the date on which they are signed.

At the same time, the earlier House Rules titled "Allgemeine Hausordnung für Gebäude, Räume und Grundstücke der Hochschule Worms" of 28 June 2024 shall cease to have effect.

Worms, 28 June 2024
Signed

Prof. Dr. Alexandra Nonnenmacher