

# House Rules

## **1) Course Attendance**

Regular attendance of courses / project phases is strongly recommended in accordance with the curriculum that has been provided. Alterations to the curriculum are posted in Webuntis. Macromedia reserves the right to keep records on attendance and to document times of absence. Appropriate documents are provided to the instructors for this purpose.

## **2) Punctuality/ Breaks**

To avoid disruptions, students are encouraged to arrive at the lecture room on time, respectively not to leave before the end of the lecture. Breaks that are in line with the requirements of the particular course and that have been agreed upon with the relevant instructor must be adhered to.

## **3) Rules of Conduct on Campus & House Rules**

### **Mobile Phones and Laptops**

Making or receiving telephone calls during class is not permitted. Mobile phones must therefore be switched off or turned mute. Usage of laptops is only allowed in accordance with the teacher.

### **Stay in the Corridor**

Please be considerate to other students, trainees, and stay quiet in the corridor and especially in the silent garden (in consideration to surrounding offices).

### **Food and Drinks**

Eating and drinking is only permitted in the designated spaces such as student's kitchen, event area and terrace.

### **Smoking**

It is not permitted to smoke inside the building; Please use the provided ashtray's on the terrace and in the entrance area. Please keep the premises clean!

### **Consumption of Alcoholic Beverages**

It is not permitted to consume alcohol on campus. Exceptions are approved events.

### **Pets**

No pets whatsoever are permitted on campus.

### **Bicycles**

Bicycles can be parked outside the building in the bike racks. Please do not lean your bicycle against the façade or inside the building.

## **3) Dealing with EDP**

The provided technical devices (PCs, peripheral devices, cameras etc.) are to be employed only within the framework of one's studies and treated properly with care. The ventilation port of technical devices has to be kept clear at all times.

Use only a dust-free cloth to clean the TFT flat screen monitors and never apply any self-adhesive materials (including post-it notes) or ink on the monitor.

In addition to the statutory provisions summarised below, the relevant items of the conditions of participation apply.

It is not permitted to copy copyrighted data, documents, software and the like; the same applies to the installation of software/plugin's on one's own initiative. Downloading movies, music and other copyrighted data from the internet is not permitted.

When importing data that are required for classroom use onto the school's computer, you must ensure that they contain no viruses.

In this matter the instructions of the teaching staff and the employees of Macromedia must be followed.

Opening webpages, which contain pornographic or racist content or are glorifying violence, is not permitted. Noncompliance will have legal consequences.

## **4) Personal Documents/Items and Cleanliness**

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Control and cleanliness of the campus, especially the student kitchen and the M-Cube is the responsibility of each student.

Cutlery, glasses, and dishes are to be placed in the dishwasher after using them. At the end of every month the fridge is cleaned and emptied.

## **At the End of Class:**

Please remove all your personal belongings and materials from the classrooms at the end of your lectures and dispose of your trash, especially foodwaste and bottles, etc.

Macromedia does not accept liability for lost items or items that have been disposed of; and does not replace lost scripts / course materials.

## **5) Opening Hours**

The opening hours are displayed on campus. Opening hours during examination phase and semester break differentiate from the opening hours during semester. Any changes will be communicated.

As long as the classrooms are not occupied, you have the opportunity to study on campus during opening hours.

## **6) In Case of Fire**

Please remain calm and report the fire immediately to the Student Service Desk and alert the fire brigade (112).

Follow the instructions of the teaching staff or of the emergency crews.

Warn endangered persons and support persons in need.

Leave the building via the staircase; **never use the elevators!**

## **7) Compliance with the House Rules**

Compliance with the house rules is binding for all students. Violations of the house rules can result in formal warnings and in some cases in the termination of the study contract.

**I hereby certify that I read the house rules and will adhere to it:**

Date

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Course of studies (f. ex. H-FH MM SE 17WS)

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Surname, Name

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Signature

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**I agree, that my submitted application photo is used by the Macromedia for additional not public purposes (f.ex. class overviews for teaching staff)**

Signature

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