

HOUSE RULES

CAMPUS KÖLN

House rules

Mobile phones

Mobile and smart phones are to be switched off during class.

Food and Beverages

During breaks you can eat and drink at the bistro tables and in the kitchen area. You are welcome to use the provided cutlery and dishes. We kindly ask you to leave used items within the eating area and to put them into the dishwasher after use. Eating in classrooms is prohibited without exception. The same rule applies for open beverages.

Air conditioning

The climate and temperature regulation inside the class rooms is controlled daily by Macromedia staff. It is not allowed to independently change the room settings using remote controls.

Smoking

Smoking is prohibited in the entire building. Smoking is only allowed on the balcony of the 3rd floor. The balconies of the 4th floor are smoke-free.

Bikes

Please use the public bike stands in the vicinity of Krebsgasse and Schildergasse. There are no possibilities to lock bikes inside the building or in front of the entrance.

Animals

It is not allowed to bring animals of any kind, this includes during class or other events.

In case of fire

Please remain calm and inform the Student Service Desk (Counter / B-433 / Tel.: 0221-31082-522) immediately, if possible inform the fire department (112) as well. Follow orders given by lecturers or rescue services. Warn vulnerable persons and support people in need of help.

Leave the building using the staircase. Under no circumstances use the elevators!

If the staircase is on fire, leave the premises via the emergency exits.

Please memorise the highlighted emergency escape routes and where fire extinguishers are located when entering a class room!

Break rules

In order to avoid disruptions during class students are asked to be on time and not to leave early. Please comply with given break times as they are agreed on with the lecturers and are coordinated according to individual class requirements.

IT Handling

The provided technical appliances (PCs, peripheral devices, cameras, etc.) are to be used appropriately and with care within the framework of your study programme only. Air vents of technical appliances are to be kept clear at all times. Monitors are to be cleaned with dust-free cloths only and are to be neither covered (this includes post-its) nor painted.

Plug-ins, software, copyright and data security

In addition to the statutory provisions set out below, the corresponding points of the Conditions of Participation apply.

Copying data, documents, software, etc. protected by copyright and independent installation of software/plugin is not permitted.

Data that is required for class that you download onto the schools' computers have to be virus-free. Instructions given by Macromedia lecturers and staff concerning this matter are to be followed.

After class

If your next class takes place in a different room please log out of your computer and do not leave the computer locked. In the evenings, after class or before leaving the university computers are to be shut down and monitors switched off.

Network log-in and log-out

Logging into the network is always done by using the windows computers and a personal login.

Print quota and internet authorisation

We would like to point out that all print jobs and internet traffic run on a server that allows an overview of the number of issued print jobs (black/white and colour) and of the level of downloaded traffic. You can find detailed information on this issue in the campus manual.

Outside of class the usage of audio and video data on the internet is to be refrained from. Violations can lead to blocking of your internet access.

Order and cleanliness

Every student is responsible for checking and cleaning class rooms!

Every day and after the end of class please remove all personal items and materials from the class room and dispose of any rubbish.

Please dispose rubbish in the respectively provided dustbins. If you bring any bottles please dispose them daily as well. We kindly ask you to remove material from the tables that you cannot take with you so the cleaning staff will be able to clean them. Items/documents that are still left on tables will be disposed by the cleaning staff. Macromedia does not accept liability for lost/disposed items and does not replace left scripts/teaching materials.

Compliance with house rules

Compliance with house rules is binding for all students. Breaches of the house rules can lead to a warning and possibly a termination of the student contract.

Hochschule Macromedia, University of Applied Sciences, Brüderstr. 17, 50667 Köln

Date

First and last name in printed letters

Study programme

Signature