



Nachfolgend die Punkte 1 bis 4 aus dem Rules and Regulations der FH Bad Honnef. Weitere Punkte betreffen „Internships“, „Library“, „Cheating & Plagiarism“ und „Examination Rules and Regulations“, werden aber erst dann interessant, wenn man bereits Student in Bad Honnef ist und sind deshalb hier nicht aufgeführt.

Rules and Regulations

The following rules and regulations have been established to ensure the smooth running of life on campus. These policies assure that our environment remains healthy, and that studying, working and living on campus is characterised by mutual respect.

In case of non-compliance with the following rules, the following disciplinary actions will be taken:

1. A first warning will be given.
2. Students will be expelled from campus for one week.
3. Students will be permanently expelled from the university.

1. Conduct on Campus

- **Students** are treated as adults and are expected to behave as such and act responsibly.
- **Students** should respect the furniture and equipment and will be billed for any damage they cause. Lockers should be used to store bags, files, books, etc. while on campus.
- **Mobile phones** may be used outside the classrooms, but excessive noise that could disturb fellow students and classes should be avoided.
- **Food and drink** is only allowed in the specially designated areas. Only food purchased in the university's outlets may be consumed in these outlets.
- **Please note that no food or drink, with exception of water, is allowed in lecture rooms and library. Strictly NO food or drink at all is allowed in the computer labs.**
- **Smoking Areas** for students, staff and guests are as follows:
 1. The smoking hut located between building II and III
 2. Charly's Lounge
 3. The cafeteria terrace
 4. The area in front of the cafeteriaSmoking is not permitted in any other location, and will not be tolerated.
- The University is a **drug-free environment**. The use, possession, sale or distribution of narcotics or drugs is an offence. In accordance with German law, **all drugs** are forbidden on campus. Students found in the possession of drugs will be expelled. Foreign students should be aware that being involved in legal action might lead to expulsion from Germany. The consumption of **alcohol** is only allowed in Charly's Lounge after 5:00 p.m., and in the St. Anno Park Restaurant. No alcohol is served in the "New Mensa" and consumption of alcohol in the "Take Off" bistro is strictly forbidden.
- **Parking permits** for the parking lot can be obtained from the Students' Office for a monthly fee. All parking spaces on campus are numbered and allocated to particular vehicles. Please note that only students with a parking permit are authorised to park in the parking lot. **Students are not permitted to park in front of the historic gate.** There are no exceptions to this rule and cars parked in unauthorised areas will be towed away at the expense of the owner.

- The university will not tolerate **litter**. Rubbish bins and ashtrays should always be used to keep the environment tidy.
- Personal conduct. An international and multicultural environment is a basic concept of the university.
Students of a variety of race, colour, gender, social background, national origin and religion attend this university and this enriches campus life.
Discriminative behaviour of any kind humiliates people and will not be tolerated by the university.

2. Dress Code

- The university pays particular attention to the students' **personal appearance**, which is an important part of the university's professional image and culture. The concept of '**smart casual**' always starts with what looks neat and professional.
- Common sense and basic values are usually reliable guides as to what is acceptable dress in a service business. **Good judgement** should be used in all situations!
- Casual clothing including **shorts and worn out trousers** is not allowed on campus.
- While doing practical work, students will be instructed on the appropriate dress required. Particular attention should be paid to cleanliness and hygiene.
- Students are not permitted to wear **body-piercing** jewellery, other than earrings or ear-studs, on campus.
- The campus is open to public access. For security reasons, **university nametags** must be worn at all times while on campus.
- **No nametag, no service!**

3. Course Attendance

- **Attendance** is compulsory in all courses. In case of emergency, permission of absence has to be granted by the Director Administration & Finance. Students are required to attend all class sessions and events organized by the University and observe the specific guidelines of the staff. This includes mid-term and final examinations, and other important events in each class schedule.
- **Punctuality** is essential for all courses. A lecturer may refuse to allow students arriving late to participate in a class. Students are asked not to leave the classroom during a class.
- Do not use your **laptop** for any private purpose during lectures!

4. Computer Rooms

Please note: disk space on server volumes is limited to 250 MB, the email inbox to 40 MB per student. Always zip email attachments. On campus only registered notebooks are allowed.

Internet/Intranet

- No eating, drinking, or smoking in computer rooms.
- No playing of computer games.
- Do not send or receive spam mails.
- Do not log in using any other password than your own.
- Do not hand out your password to another person.
- Be careful to conceal your password at all times.

- The University's computers are not meant for personal emails or using chat-rooms. Do not open or send e-mails with pornographic content.
- No use of websites with discriminating or pornographic content.
- Be careful when sending your email address or personal data on the internet (newsgroups, mailing lists, communities, chat rooms....).
- Only use installed software, do not load your own software.
- No hacking.
- Never disable the installed anti-virus software.
- In case of non-compliance with the aforementioned rules disciplinary action will be taken according to the following steps:
 1. a first warning will be given.
 2. students will be expelled from campus for one week.
 3. students will be expelled finally from the University.