I. Laboratories - Pool Rooms - User Rules

The laboratories and pool rooms in the department have been equipped for the intended purposes of the department’s courses. Since the financial resources for such equipment are limited, we must all help to look after it and keep it in good working order. So, when using these facilities, please bear in mind that both you yourself and later students will want to be able to use them in the future too.

The following rules of use must be complied with:

1. All equipment may only be used for its intended purpose. In particular, it is forbidden to use the facilities for images, sound or written text which advocate violence or hatred or are pornographic or offensive or to conduct any other criminal offense.

2. Do not make any changes to the hardware without the permission of a representative of the department.

3. Installation of software shall only be permitted if the consent of a department representative has been obtained.

4. All users must behave in such a way that they do not disturb other users in their work. Instructions given by the department representatives must always be complied with.

5. Do not copy any licensed software (including licensed shareware), software products or manuals which are protected from reproduction by law. Where appropriate, contravention of this rule shall be dealt with as described in Item 25.

6. The laboratory rooms may only be used during the laboratory times and only by authorised persons. The pool rooms may be used by authorised persons during the opening hours only. To obtain authorisation, users must give their written consent to this user rules.

7. The rooms may be used outside the opening hours only if explicit approval has been given.

8. Users are not permitted to enter the server rooms. If problems occur, please contact the system administrator.

9. Use only the user ID assigned to you and protect it from abuse.

10. The laboratory and pool rooms are strictly non-smoking areas. Food and drinks are also forbidden in these rooms.

11. Put or lay your bag, jacket or the like on the floor, table or chair without any risk of stumbling for you and other people.

12. Please use the printing equipment in a careful and economical manner.

13. The university shall not accept any liability whatsoever in respect of data security or damage to removable media; it is referred to the notes on data protection and security.

14. The system administrator monitors the assigned system resources. He is authorised to take measures, even without consulting the user, to ensure the proper functioning of the computer systems, e.g. deletion of files in the user's home directory.

15. In the event of suspected abuse of facilities, the department can take the necessary measures to identify the responsible person(s).
II. Safety Rules

16. During all work in the university the rules concerning occupational health and safety and fire safety must be observed. This is imperative especially for work in the laboratories. You will find the rules concerning occupational health and safety and fire safety at the following German webpage: http://www.umwelt-online.de/regelwerk/index.htm

17. Equipment (e.g. machines, installations, tools) are just allowed to be used after receiving instructions from a department representative. Defect equipment is not allowed to be used and has to be immediately reported to a department representative. Always be aware of exposed live parts and never touch them. The usual safety rules for electrical appliances in households and public buildings only apply to a limited extent in the laboratories.

18. Before a student performs hazardous work for the first time, e.g. using laboratory equipment with exposed live parts, fast-moving parts or lasers, he or she must receive special instruction from a department representative. The successful completion of said instruction must be documented in writing.

19. Hazardous work may only be performed if a second person is within earshot and emergency assistance can be expected from the university.

20. Persons performing hazardous work are not permitted to wear clothing, shoes, or jewellery that could cause an accident.

21. Working with unsuitable, unsafe or faulty tools is not permitted.

22. Safety devices must not be deactivated. Warnings must be observed.

23. Before beginning the work, make sure you know the whereabouts of the emergency switches, fire alarms, escape routes, the next telephone, the next first-aider and the next first-aid box. If you have questions, please ask a department representative.

24. The persons responsible for the individual laboratories may introduce additional rules for their laboratory over and above these rules. Users must comply with the instructions given by the staff responsible.

25. The dean of the department shall punish violation of these user rules by issuing a written warning, revoking the user's account and by other suitable disciplinary means. If university facilities are damaged by students, compensation will be claimed. Criminal acts will be reported.