

## RESIDENTIAL COLLEGE HOUSE RULES

Constructor University is an international environment where you will enjoy a large and dynamic international community and intercultural exchange. The Residential Colleges support and foster intercultural understanding in the daily life of residents. The Colleges offer a home to many diverse individuals, embracing a variety of ethnic and religious backgrounds.

**To ensure a kind and peaceful environment, members are expected to conduct themselves in a manner that is respectable and considerate towards others in the college. By living in a Residential College, you are obliged and agree to the following rules. Violations will be subject to the Non-Academic Disciplinary Process.**

These rules have been developed in consultation with the Undergraduate Student Government, staff and students. Furthermore, they are tied to the University House Rules, which you should also familiarise yourself with. They can be found here <https://constructor.university/student-life/student-services/universypolicies/house-rules>

### **The following are violations of the College House Rules:**

1. Violation of a written agreement with roommates, apartment/suitemates or other residents developed under the supervision of a Residential Life staff member.
2. Bringing or housing an animal inside a residential college.
3. Smoking or using e-cigarettes anywhere inside the college building, including apartments, common areas, corridors or doorways.
4. Engaging in noisy, disorderly, or disruptive behaviour, which interferes with others' abilities to sleep, study, or be present in one's own room or residence hall; or where University officials are required to respond.
5. Using vehicles in the college; including, but not limited to bicycles, scooters, skateboards, roller-skates/blades, or electric versions of these.
6. Interference with or obstruction of Residential Life or University officials in the performance of their duties; provision of false information to officials; failure to provide identification to officials.
7. Hanging any objects on the exterior of the building, including outside windows
8. Climbing, hanging, or swinging from any balcony, ledge, or window.
9. Failure to remove trash and recycling materials from room/suite; leaving trash in common areas.
10. Violation of the kitchen agreement; unauthorized use of any kitchen.
11. Allowing another to use your transponder to access the kitchen or giving access to another who does not have kitchen access to your kitchen
12. Setting or fuelling a fire of any size, including the use of candles or grills.
13. Blocking escape routes, corridors, or stairways.
14. Removing furniture, decorations, or supplies from common areas; removing servery dishes, utensils, cups, and trays from the servery; removing any supplies or equipment from common bathrooms.
15. Failing to return borrowed items on time or in an acceptable condition
16. Failure to ensure guests adhere to the House Rules
17. Misusing basements or common areas for unauthorized gatherings, including the consumption of alcohol in these spaces

## **Community Living**

As a member of a shared living community, it is important for each resident to understand the responsibilities and privileges that come with community living. Below you will find the policies that will help you during your time as a resident in your college.

## **Apartment Sharing**

**Roommate Agreements:** Roommates are obliged to agree on common standards for cleanliness, noise, and visitors, among other topics, for their shared living environment. Discuss this together when you move in and agree on when and how frequently you will clean together. It is expected that all residents will complete a roommate agreement.

**Energy Conservation:** In order to conserve energy, please switch off lights and set heaters to the snowflake setting when leaving the rooms.

**Animals:** Students and their guests are not allowed to bring or house animals in the college building.

## **Apartment Windows**

Sitting on the window ledges of your apartment is extremely dangerous and therefore not permitted. Due to risks to your safety, it is also not permitted to hang objects out of your apartment windows.

## **Smoking**

All college buildings are strictly **non-smoking**. Smoking and vaping are only permitted outside the building. When smoking outside of the buildings respect should be given to residents by keeping a reasonable distance away so that others are not affected by smoke wafting into the building through windows and doors.

**Please note that tampering with your smoke detector in your apartment is illegal and a misdemeanor in Germany.** Tampering with your smoke detector will result in disciplinary action and could lead to you losing your housing contract on campus. Smoking indoors and/or tampering with the smoke detector may incur a fine and/or charges for any damages.

## **Quiet Hours**

Designated quiet hours in all colleges are from 23:00 to 7:00 Sunday to Thursday and Friday and Saturday 01:00 to 7:00. "Quiet hours" refer to those periods when the colleges must remain especially quiet. Quiet hours are maintained to provide an atmosphere conducive to relaxation, study, and sleep. During designated quiet hours, it is expected that all residents will contain noise so it cannot be heard outside of their room with the door and windows closed. During final exam periods, 24-hour quiet hours are in effect.

Reasonable quiet is maintained 24 hours a day throughout the college. These are referred to as "courtesy hours." When asked by another resident to reduce noise and/or lower the volume of your music or conversation, you will be expected to immediately do so out of courtesy to your neighbours.

Because of the construction of the buildings, it is especially important to monitor your noise levels to ensure you are not disrupting your neighbours. Noise can easily be heard through the walls and from open windows. Please respect your neighbours if they ask you to lower the noise.

Some activities to be mindful of the noise:

- Playing music, video games, or the television
- Having guests over, including parties

Living in a community means that some noise can be expected. If you are particularly sensitive to noise, we recommend considering using a fan, ear plugs, or a white noise machine, which have worked well for many residents.

**It is important to remember that quiet hours are part of the German Law.** This means that the quiet hours are also in effect outside the college buildings. Any high levels of noise, which can be heard in the neighbourhood after **22:00**, may result in complaints from the neighbours and a visit from security or the police. Please therefore be aware of noise levels and the need to respect our local community.

**If you are disturbed by noise, please follow these steps:**

1. Talk directly to the people causing disturbance after quiet hours.
2. If you feel uncomfortable about this, contact your Residential Support Assistant or call 4815 to report a noise complaint
3. Support the on-call team to locate the noise when a staff member arrives

**Waste/Trash**

To promote a healthy and clean environment, it is important you to properly manage your waste. It is prohibited to leave personal waste in the hallway, entrances of the building, basements, stairwells, or in the kitchens. All trash and recycling must be brought to the waste containers outside of the college. **Your waste should be separated into paper, plastic, general waste and glass. This is very important in Germany and the separate bins should be used accordingly.**

**Kitchens & Servery**

As a member of the college community, we encourage you to take advantage of opportunities for communal dining. The most frequented dining option is the college servery. When eating in the servery, it is important to remember that removing servery utensils, dishes, cups, or trays from the servery is strictly prohibited. If you want to eat outside of the servery, you must use takeaway containers and utensils. If you find servery items outside of the servery, take a moment to return them!

You can also use the kitchen on your floor. Kitchen access is granted by signing up at your first floor/block event at the beginning of the semester. You are required to sign a kitchen agreement, which outlines your responsibilities. By signing up for kitchen access, you agree to ensuring the kitchen is kept clean, tidy, and free of unwashed dishes. Kitchens will be inspected regularly, and access will be removed if the kitchen is misused.

Those with kitchen access are not permitted to let others borrow their transponder for kitchen use. It is a violation of the University House Rules to allow someone else to use your transponder ([House Rules: §5](#)).

You may use the kitchen with guests and must remain with your guests at all times while using the kitchen. Use of the kitchen with guests must not prevent any resident with kitchen access from using the kitchen. Please be mindful of how much space and how long you are using the kitchen with guests to ensure others can use the kitchen. **Please refer to the “Guest” section below for more information.**

The security of items left in the kitchen is your responsibility. The university is not responsible for personal items left in the kitchen (or any space in the college). It is recommended that you do not leave any personal kitchen equipment in the kitchens, but rather store those items in your room.

**Basements**

The basement areas in the college are designated for the following:

1. Laundry in the designated laundry rooms,
2. Storage of personal items in your assigned locker,
3. Storage of bicycles in the designated bicycle storage room.

The use of basement areas for any purpose beyond those listed above is strictly prohibited for safety and security reasons. Parties and gatherings in the basement areas are strictly prohibited.

Laundry: Please be timely when picking up your laundry after washing and drying. The machines are for use by everyone. Machines will not stay locked after your reserved time is finished. Other residents may remove your clothes and place it on the top of the machine if you are not timely in removing your items. Please clean the filters of the dryers regularly to ensure they don't overheat. Please do not overfill the machines as this can cause them to break.

Lockers: Personal items can be stored in the lockers. It is not advised to store valuable items in your locker. The university is not liable for any items missing from your locker.

The security office manage access to the lockers for security reasons. If you have questions about accessing your locker, please contact them by calling 4800.

Bicycles: There is a designated space for bicycles to be stored. Ask Residential Life Staff in your college where the storage spaces are for your building. Bicycles must always be stored in the basement or at the bicycle racks outside the college. Do not leave bicycles, scooters, skateboards, or electronic versions of these vehicles in the entrances, hallways, common areas, or any other area in the college building.

### **Use of Common Spaces**

Each college has several shared common spaces to use for studying, meetings and gatherings. It is important to treat these spaces with respect so that they can be used by every resident.

Please ensure that these areas are kept clean, tidy, and free of rubbish, trays and crockery. Removing any furniture or decorations from common areas is prohibited. This includes, but is not limited to, chairs, sofas, tables, wall hangings, and lamps. The consumption of alcohol is not permitted in these spaces. Alcohol can only be consumed in spaces, which have been booked and are therefore subject to supervision.

Rooms designated as "Quiet Study Areas" are to be used for quiet studying. Please do not work on group projects that require discussion in these rooms. Please also refrain from playing music out loud, talking or video chatting on your computer or phone, or having other conversations. Niches can be used for group study.

Reservation of common spaces is managed by each college. Information will be shared on how these spaces can be booked.

Please be reminded that parties in rooms, floors, kitchens, and in the media room are not allowed. It is also not permitted to drink alcohol in these spaces.

### **Borrowing from the College**

There are several items that can be borrowed from the College during designated office hours for your personal use. This includes:

- Sports equipment
- Vacuums and other cleaning supplies
- Board games
- And more!

Items can be borrowed by using your campus card as a deposit. You must return borrowed items on time and in the condition in which you borrowed it. Failing to return items on time or in an acceptable condition can result in loss of borrowing privileges. Destroying items or never returning them can result in disciplinary action.

### **Guests**

Resident hosts are responsible for the conduct of their guests and visitors. Hosts are liable for any damages incurred to their room and/or college building and will be assigned appropriate disciplinary sanctions because of their guest's behaviour and/or actions.

Guests and visitors are expected to adhere to all University, Housing and Residential Life policies, and German laws. It is the responsibility of the resident host to ensure that the policies, Community Standard, and House Rules are understood by their guests and visitors.

### **Safety & Security**

Safety and security are important for all residents to understand and work to promote.

Any item that prevents a clear passage or exit is prohibited. Keep all designated exits, bathrooms, and walkways (corridors, stairwells, hallways, foyers) clear of obstructions. Do not store or leave any materials, such as furniture, shoes, umbrellas, etc., in communal bathrooms, corridors, stairwells, hallways, foyers, balconies, in front of windows, doorways, or on balconies.

Fire extinguishers must not be removed from their designated places except in case of emergency. Fire extinguishers must not be used to prop open doors. If you find that a fire extinguisher has been removed from its designated location, please contact your RSA.

Fire alarms must only be used in the case of a fire in the building. Activating the fire alarm when there is no fire results in a fine from the fire department and is a violation of German Law. Any costs incurred by the university as a result of the fire alarm, including the fine, will be charged to the responsible student(s).

In the case of a fire alarm, evacuate the building and meet at the designated meeting point calmly and quickly. The designated meeting point for your building will be share with you. Do not return to the building until you have been given the all-clear by security or the fire brigade, even if the alarm turns off.