



The following company rules are issued to ensure the security and smooth running of a well-organized educational establishment.

Company Regulations

§ 1 Validity

- (1) The Company Regulations apply to all members of HHL Leipzig Graduate School of Management (§ 6 of the HHL Statutes) and to all persons affiliated with HHL Leipzig Graduate School of Management (§ 7 of the HHL Statutes) as well as to guests of HHL Leipzig Graduate School of Management.
- (2) The Company Regulations apply within the buildings occupied and utilized by HHL Leipzig Graduate School of Management at Jahnallee 59 (Campus Jahnallee) as well as in the premises at Katharinenstraße 17 (City Campus) currently being rented by HHL Leipzig Graduate School of Management.

§ 2 Property Rights

- (1) The property rights will be enforced by the Chancellor in accordance with § 12, paragraph 3 of the HHL Statutes.
- (2) The Chancellor may delegate representation of property rights in individual cases (in relation to any events held on HHL premises). Specifically, professors represent the property rights for the rooms in which they teach for the duration of their classes. Any decisions made and measures taken by the Chancellor with regard to the property rights take precedence over any decisions made by third parties.

§ 3 Opening Times of the Business School

The Business School is open 24 hours daily for students and staff – provided that no other regulations are in force. Notification of any changes to this will be displayed in the entrance area of HHL Leipzig Graduate School of Management.

§ 4 Access to HHL Buildings

- (1) During the times stated in § 3, access into the building at Jahnallee 59 is only possible for members of HHL Leipzig Graduate School of Management by means of a key tag. It is forbidden to pass the key tag on to unauthorized third parties. However, it is possible, in individual cases, for affiliated members (honorary teaching staff, guest students, external doctoral students, honorary members) to have access to a key tag if adequate notice is provided of how long it is required by the affiliated member. Persons with no connection to the HHL Leipzig Graduate School of Management will only be allowed access into the building with permission of the host; guests should notify the host of their arrival via intercom. Organizations may temporarily be allowed access into the area, with the agreement of the Facility Management. During this period, the person in charge of organizing the event is responsible (in accordance with regulations) for the control of access as well as for re-programming the door closure system back to “microchip” access once all visitors have entered the building and/or the event has finished.



- (2) After consideration of security issues and practicality, the Chancellor decides whether the access system via key tag may be switched off in the HHL main building during general office hours.
- (3) Students must ensure that, when inside HHL Leipzig Graduate School of Management grounds, they carry their key tags with the HHL emblem clearly visible on a lanyard. The lanyards are available on loan from the Facility Management Office for the duration of study at HHL Leipzig Graduate School of Management.
- (4) The entrance door to the HHL offices at Katharinenstraße 17 should always be closed and may only be opened by staff once the visitor has rung the door bell.

§ 5 Security and Order

- (1) Any person who enters HHL building must ensure that he/she does not disturb anyone else. It is forbidden to exceed the normal acceptable noise level within HHL offices through loud music or other sources of noise disturbance. Noise disturbance in the library which hinders concentration should be avoided (e.g. loud conversation, the ringing of mobile telephones).
- (2) Orders from the staff of the Facility Management office must be adhered to, especially with regard to maintaining order (including the cleanliness and the security of the building). Damage inflicted upon the exterior or within the building and anything conspicuous must be pointed out to the staff of the Facility Management office.
- (3) Cleanliness must be observed in all rooms, passages and stairwells. Any litter should be disposed of in the bins provided. Bottles from the drinks machines should be disposed of in the crates provided.
- (4) Use of a naked flame is prohibited.
- (5) Smoking is forbidden in all office and teaching rooms, corridors and stairwells as well as in the library, computer pools, and in the lifts.
- (6) Consumption of food and drink is not permitted in the library (including the catalog area).
- (7) Approval must be obtained (in accordance with § 6, paragraph 1) for alcohol and food consumption for any event on HHL premises.
- (8) Furniture and fittings in all areas of HHL premises must be handled with care. It is forbidden to alter or deface furniture or fittings with paintwork or posters. It is also forbidden to remove any furniture or fittings from the buildings.
- (9) Windows should not be opened if they are security-locked. All windows should be closed when leaving rooms or when it is raining, snowing or stormy outside.
- (10) Anyone who uses a room is responsible for locking up, switching off all lights and closing cupboard doors and desk drawers when leaving the room. For events held at HHL Leipzig Graduate School of Management, the person in charge of the event will be held responsible.



- (11) To avoid theft, all personal belongings should be kept locked out of sight. HHL Leipzig Graduate School of Management does not accept any responsibility for thefts of personal belongings.
- (12) Bicycles should always be parked in the bicycle stands and should not be parked either against HHL signposts, in the entrance way or in any HHL rooms. It is also forbidden to use bicycles, roller skates, roller blades, scooters, skateboards (or anything similar) within HHL buildings. The storage of suitcases and bags is not permitted in the hallways, corridors and offices.
- (13) Delivery and library lifts are not to be used for passenger transport. Trespassing on the roof is also forbidden.

§ 6 Inadmissible activities & the procedure for obtaining approval for special activities

- (1) Prior approval from the Chancellor is required for:
 - the private use of HHL Leipzig Graduate School of Management rooms;
 - events which involve the consumption of food and alcoholic beverages;
 - the sale of goods and the erection of market stalls;
 - publicity of political parties.
- (2) Prior approval is required from HHL's Department for Corporate Relations with regard to advertising job offers or other announcements on the premises.
- (3) Prior approval is required from the Marketing Department for:
 - photographing and filming within HHL Leipzig Graduate School of Management;
 - placing posters and notices in areas/on surfaces provided for this purpose;
 - displaying banners and distributing flyers and leaflets.
- (4) The following activities require prior approval from the Department for Student Affairs:
 - the use of classrooms for any kind of events – provided the rooms have not already been allocated for teaching and studying purposes;
 - changes to room allocation plans.
- (5) Approval for (1) to (3) will be considered in general or on an individual basis.
- (6) Dogs and other house pets are not allowed on the premises.

§ 7 Lost Property

Lost property should be handed over to the Facility Management Office. It will be kept there for ten calendar days and handed over to anyone who can prove to be the owner of the property. Thereafter, the lost property articles will either be used for the benefit of HHL Leipzig Graduate School of Management or passed on to appropriate charities.



§ 8 Punishment for Infringements of the Company Regulations

- (1) HHL Leipzig Graduate School of Management reserves the right to punish an offender in accordance with regulations for any infringement of the Company Regulations. This is independent of any criminal, civil or work-related legal proceedings.
- (2) Depending on the severity of the infringement, one or more of the following measures may be taken by the HHL Executive Management:
 - a cautionary warning;
 - a note of the infringement in the file of the person concerned;
 - removal of a student's name from the university register;
 - work-related consequences (for staff members and faculty).
- (3) The Chancellor makes the final decision whether damage inflicted on HHL property is reported to the police. Furthermore, she has the right to claim compensation from the person or persons responsible for causing the damage.

§ 9 Liability

HHL Leipzig Graduate School of Management is not liable for any physical, material or financial damages as the result of violation of the Company Regulations by HHL members, affiliates or non-affiliated visitors.


§ 10 Further Regulations

- (1) The PC Pool Regulations are an integral part of these Company Regulations.
- (2) The Library Regulations govern the use of the library facilities and are also an integral part of these Company Regulations.

§ 11 When the Regulations come into effect

These updated Company Regulations come into effect on September 1, 2012.


Prof. Dr. Andreas Pinkwart
Dean


Dr. Axel Baisch
Chancellor