



Key Issue Policy regarding students, doctoral candidates, postdoctoral researchers and visiting scholars at the Faculty of Maths

1. Upon request, students and doctoral candidates at the Faculty of Maths will be issued a key for the purpose of preparing their (doctoral) thesis. This key is intended for the room at the Faculty of Maths where the recipient will be working. The key may only be retained as long as it is needed for preparing the thesis. Similarly, all postdoctoral researchers and visiting scholars at the Faculty of Maths will be issued keys upon request so they can complete their tasks in an appropriate room at the Faculty of Maths. The keys may only be retained as long as they are needed for completing those tasks.

2. The request and procedures regarding the issue and return of keys are laid down in the "Routing slip for the issuing of keys to students, doctoral candidates, postdoctoral researchers and visiting scholars at the Faculty of Maths".

3. Keys are only issued when presenting the routing slips made for this purpose and by signing this policy.

4. The key recipient will assume responsibility for its safe keeping and for its use. Keys should not be taken on any private activities nor should they be left in parking vehicles.

5. Keys must not be given to other persons nor may they be duplicated.

6. If the keys are lost, the actual key recovery costs or lock changes (if required) will be charged to the person to whom the keys have been issued.

7. Any loss must be reported immediately to the supervisor or the respective professor and to the Key Issue Services (Administration building, Room 0.03). A detailed written statement with all particulars of the loss (date, place, reason, the outcome of inquiries, report to the police, etc.) needs to be produced. Replacement keys are supplied by the university administration and charged to the key holder. If keys that have been reported as lost are recovered, they need to be returned to the university administration immediately. No claims for reimbursement of costs for replacement keys already ordered and cut shall be considered.

8. The use of the rooms is subject to the house rules of Universität Regensburg.

9. The key holder will be familiarized with the immediate work area by his/her supervisor or the responsible chair representative, and will be supplied with detailed information on the particulars and rules of the respective work area. The careful usage and the handling of equipment, measuring instruments and others must be explained in depth.

10. The key holder has to ensure that windows and doors of the rooms that have been used are closed when leaving and that no persons are trapped inside. If the key holder leaves the building outside of the university's opening hours, it has to be ensured that the outside doors are relocked.

11. The keys have to be returned immediately after the (doctoral) thesis has been completed, in accordance with the procedure as laid down in the "routing slip".

Postdoctoral researchers and visiting scholars have to return the keys immediately after their tasks have been completed.

By my signature below, I agree to abide by these policy guidelines.

Place, date, signature of key recipient

Place, date, signature of supervisor / responsible professor