

Occupancy regulations for dormitories/residential properties

- Preamble**
1. Studentenwerk Göttingen is a foundation under public law and has the task of promoting the students of the universities in Göttingen economically, socially, health-related and culturally. For this purpose, it manages among others own dormitories and residential properties we rent for our use. The Studentenwerk operates the dormitories/residential properties as a public task; these occupancy regulations therefore constitute a public administrative regulation.
 2. According to the financing of the dormitories underlying Grant conditions, the residency requirements must ensure residents' participation in the internal affairs of the dormitory as part of the purpose (Point 10 (4) of the Federal and State Guidelines for the Promotion of Student Housing). The Studentenwerk meets these requirements among other things by the fact that an organ (in the rule the allocation committee) of the student self-administration participates in the occupation of the dormitory/residential property.
 3. The Studentenwerk proposes a maximum rental period in its residential properties, because as a result of the purpose of the dormitories and the limited number of places of residence as many students as possible should be provided with a publicly funded housing.
 4. For the Academic Burse, the family apartments in the Albrecht-Thaer-Weg and the Hermann-Rein-Strasse as well as the single apartments in the Kreuzberggring 56 and the single rooms in the Kreuzberggring 44-48, special regulations deviating from these regulations apply.
- 1. The members of the allocation committee (Belegungsausschuss - BA)**
- 1.1 The BA consists of 1 chairperson, 4 resident dormers and 2 substitute members to be elected by the respective committees (DV, SR, HR, HS, VV) - as well as a representative of the Studentenwerk.
 - 1.2 The chairman represents the BA externally. He has the duty to keep in contact with the dormitory administration/the service office and summon the BA if necessary. He also must ensure that a proper record of every meeting will be drawn up to record all decisions.
 - 1.3 The term of office of BA members is 1 year. Those elected are the members who receive the most valid votes of the voting members of the respective committees. A single re-election is possible. Thus, the maximum term of office is 2 years.
 - 1.4 After each semester, the BA submits a report to the relevant committees, which provides information on the work performed.
 - 1.5 Each member of the BA can be voted out with a 2/3 majority of the relevant committees.
 - 1.6 As compensation for their work, the members of the BA receive a non-crediting of their period of residence for the duration of their participation in the BA. In addition, the BA chairman receives from funds of the respective cost centre a sum of money, which is determined by the self-government in agreement with the Studentenwerk.
- 2. Tasks of the BA**
- 2.1 The BA makes decisions about preferential admission.
 - 2.2 Furthermore, the BA decides on applications to extend the regular residence beyond 8 semesters.
 - 2.3 The representative of the Studentenwerk has a veto right under sections 2.1 and 2.2 with which he can make a final, different decision. The BA decides on official non-counting of the period of residence (suspension of the regular residence time for office work in student self-government).
 - 2.4 The BA decides on moves according to the residential situation.
 - 2.5 The BA and the Studentenwerk have the right to verify the right of residence.
 - 2.6 In the event of violations of these occupancy regulations and/or the house rules, the BA may act in accordance with special guidelines of the individual dormitories.
- 3. Admission to a dormitory of the Studentenwerk**
- 3.1 Only students of the University of Göttingen and of the Göttingen University of Applied Sciences can be admitted to a dormitory of the Studentenwerk.
 - 3.2 The current monthly income of applicants should not exceed 1.5 times the maximum BAföG rate. If there are no applicants for the place to be rented, the rental is open to applicants with higher incomes.
 - 3.3 Doctoral students and graduates of second degree studies are subject to a special review. Their admission can also only be made if their income does not exceed the maximum limit specified in 3.2.
- 4. Occupancy of existing dormitory places**
- 4.1 The regular allocation of existing dormitory places is carried out by the dormitory management/service office. The classification within the waiting list takes place according to receipt of the applications. For receipt of applications at the same time, the ranking is based on the available income. This is based on the explanatory principle.
When allocating the places of residence, the Studentenwerk reserves the right to select applicants on a case-by-case basis in order to ensure the creation and maintenance of socially stable resident structures and balanced settlement structures as well as balanced economic, social and cultural conditions.
 - 4.2 A re-admission of former residents, who have moved out in the meantime and have not yet lived a full 8 semesters in the dorm, is, regardless of the waiting list, decided by the dormitory administration/service office. However, this rule only applies if the resident does an internship, gets ill in the meantime, or spends semesters at other universities. Certificates can be requested.
 - 4.3 Shortly before the applicants move in, they will be asked to provide full and up-to-date evidence of the information provided in the application. At the same time, they are informed that the allocation of accommodation is not possible if the required documents are not available.
 - 4.4 Group flats (residential units from 2 students) are rented by the residence management/service office to a shared flat group for a duration of 8 semesters. For residents who subsequently move into the group flat, the tenancy ends at the end of the regular residence of the other group members.
 - 4.5 In the case of group flats with 4 or more occupants, the dormitory administration may, unless there is a demand from applicants for these accommodations, grant tenants with still regular dorm time a special permit to continue living in the shared flat, divergent of 4.5.
 - 4.6 The regular residence time in the dormitories of the Studentenwerk is 8 semesters. For extensions beyond this period, section 6 of these occupancy regulations applies.
- 5. Preferential admission**
- Preferential admissions will be treated privileged to the time applicants within the respective waiting list, according to urgency. These admissions are possible in the following cases:
- 5.1 If there is a hardship case. Hardship cases are:
 - 5.1.1 Students who have a severe illness and in their need of recovery depend on facilities specifically available in the dormitory. In any case, a statement from the specialist is required, indicating what specific dormitory facilities are needed.
 - 5.1.2 Students who are burdened with extraordinary difficulties and can prove them credibly, in which case a unanimous decision of the BA is required.
- 6. Extension of the time of residence**
- 6.1 Exceeding the regular time of residence by a maximum of 2 semesters is possible in the following cases:
 - 6.1.1 Residents who are still in the exam during their normal period of residence or have registered for the exam.
 - 6.1.2 Residents whose first exam attempt has failed if the second appointment takes place within 6 months.
 - 6.1.3 For extensions according to 6.1.1 and 6.1.2, proof of the respective scientific examination office is required. Non-scheduled diploma, master and doctoral theses do not

constitute an extension requirement, unless there are certified examination dates, so that a corresponding exam situation can be accepted.

- 6.1.4 For residents as listed in 5.1.1 and 5.1.2.
- 6.1.5 Residents who are married to another resident whose residence permit is still ongoing. An extension is granted at most until the expiration of the right of residence of the spouse whose residence entitlement lasts the longest.
- 6.1.6 Residents who have suffered an accident shortly before moving out and therefore cannot be asked to move due to physical injury.
- 6.1.7 In the case of 6.1.6, a proof of the attending medical specialist is required, and in cases of 6.1.5, the submission of the marriage certificate is required.
- 6.1.8 In group flats, in order to maintain group status, 50% of the residents must be able to prove reasons for extension in accordance with 6.1 - 6.1.7 or an office-bound non-counting of the period of residence. The residents without own reason for renewal may not have reached the regular residence time yet. The decision to extend the time of residence will be made by the dormitory administration/service office.
- 6.2 An extension of the time of residence beyond 9 semesters is only possible in exceptional cases. In this case, a unanimous decision of the BA and the approval of the Studentenwerk is required.
- 6.3 The maximum period of residence is 16 semesters. After this period, the residence ends, without the possibility to extend the time of residence. Reasonable individual cases are decided on request by the Studentenwerk.
- 6.4 As an incentive for the activities of the ClubKino team, the students involved in the regular film selection, film production and film screening will be granted a one-semester extension of the regular time of residence. The granting of additional regular time of residence beyond one semester is not possible even if you participate in the ClubKino team for several semesters.

7. Review of the right to reside

- 7.1 The BA and the Studentenwerk are entitled to carry out a review of the right to reside in the event of violations of these occupancy regulations.
- 7.2 The BA recommends that the Studentenwerk terminates the contract in the following cases:
 - 7.2.1 For residents who have given false information when applying;
 - 7.2.2 if the requirements acc. to 3.1 to 3.3 are no longer present
 - 7.2.3 for residents who have rented another apartment in Göttingen and the surrounding area;
 - 7.2.4 on completion of the exam without directly following a second-degree study;
 - 7.2.5 in the event of serious or continuous violation of the rules of the dormitory;
 - 7.2.6 for all other cases of misuse of the right to reside.

8. Objection to decisions of the BA according to section 5 and 6

- 8.1 Within 7 days of receipt of the decision of the BA, the applicant may object if he proves that the BA has violated these occupancy regulations. The objection must be communicated in writing to the residence management/service office, which will forward it to the relevant committee. This committee will decide on the application within 7 days.
- 8.2 Insofar as the representative of the Studentenwerk exercised his veto right in the decision of the BA, no objection is possible against this decision.

9. Passing of decisions

- 9.1 The quorum of the BA is only established if at least three of its student members are present. In this case, all decisions must be taken unanimously.
- 9.2 Participation in the meetings of the BA is mandatory for all members. Staying away is only permitted if there are weighty reasons and notification to the BA chairman in due time.

10. Confidentiality

- 10.1 The BA has non-public meetings.
- 10.2 The BA members are obliged to maintain confidentiality of all confidential information that comes to the attention of the Committee.
- 10.3 The minutes are subject to secrecy
- 10.4 All confidential documents are to be handed over to the owner after processing.

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