

Rules and Regulations for the Resident Tutor Programme

1. General Information

As part of the self-administration, resident tutors should contribute to a healthy social environment and a supportive atmosphere among the residents. To enable this, tutors organize a resident tutor programme with events for the residents and function as a contact person for the students living in the hall of residence.

The tasks assigned by the Munich Student Union are performed on an honorary basis.

2. Programme Content

The resident tutor programme should:

- promote community life in the halls of residence of the Munich Student Union and in other (privately run) halls of residence which can be supported by the Bavarian State Ministry responsible, as part of the tutor programme,
- encourage self-responsible initiatives of the students,
- help different groups of residents to integrate themselves,
- support the integration of international students,
- promote the universities' internationalization and intercultural communication among the students,
- contain events with a focus on general education as well as cultural and musical events and sports programmes,
- be open also to students who do not live in a hall of residence of the Munich Student Union or in a privately run hall of residence.

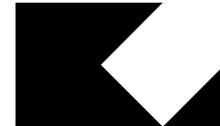
3. Number of Tutors

At the moment, within the financial means, one tutor post is set up for approximately every 120 residents.

The distribution of tutor posts to the various halls of residence is carried out by the Munich Student Union or in agreement with a group of representatives elected by the tutor plenum; within the financial means, halls of residence with less than 120 residents should also have one tutor.

4. Election

The tutors of a hall of residence are generally elected for a period of two semesters by this hall's residents, who need to have a tenancy agreement with whoever is responsible for the hall of residence (e.g. the Munich Student Union). In general, the term of office goes from 1st October to 30th September or from 1st April to 31st March of the following year. The election is to be held by 30th June for the following winter semester and by 31st January for the following summer semester and is not to take place during semester breaks.



■ **Tutor Candidates**

Tutor candidates have to be rightful residents of the hall of residence (of, for example, the Munich Student Union) for which they are running as tutors. Students who have a room as part of the Servicepaket are an exception. Servicepaket students can only be elected for the period of time they have left as a resident. Furthermore, they do not have the possibility of extending the duration of their tenancy.

There is not allowed to have been any violation of the tenancy agreement as the tutor should serve as a good example for her or his fellow residents.

Tutors are not allowed to be house representatives or Servicepaket tutors during their term of office.

■ **Remainder of the Residency**

When the election takes place, the candidate must have the entire duration of the term of office (two semesters) left as a resident (exception: Servicepaket students, explained above).

■ **Electoral Procedure**

The election is carried out in written form and by secret ballot. The current tutors and/or house representatives appoint the election supervisors. This can be carried out by an open vote. At least 20% of the residents have to take part in the election (quorum); this quorum applies to every part of the election. If the quorum is not met, the election is not valid and will have to be repeated as soon as possible. The candidates with the most votes win the election. Should candidates have the same amount of votes, the decision is made by drawing lots.

If there is a surplus of tutor candidates taking part in the election, substitute tutors can also be elected. They only take up the post if a tutor resigns before her or his term of office has ended.

Tutor posts can be shared, so that two tutors each have half a post.

■ **Election Records and Documents of the Result**

The election supervisor has to sign and hand in the election results, the time the election took place, an attendance list/list of signatures of everyone who participated in the election, the full name of the new tutors as well as their room/apartment number and the exact term of office, within two weeks after the election to the person in charge of tutors with the Munich Student Union. If the new tutor is registered at a later stage, the allowance ("Übungsleiterpauschale") can only be paid in and for the following month.

■ **Registering the Tutors with the Munich Student Union**

The newly elected tutors have to immediately register with the Munich Student Union by contacting the person in charge of tutors (e.g. by writing an email to "tutoren@stwm.de"), at the latest two weeks after the election took place.

■ **Confirming the Tutors**

The elected tutors must be confirmed by the Director of the Munich Student Union. When the newly elected tutors have been appointed by the Munich Student Union, they should immediately inform all the hall's residents about the duration of their appointment and, also, contact possibilities (e.g. by hanging up a sign on the notice board).

■ **End of the Tenure**

The appointment ends automatically when the term of office comes to an end or if the tutor moves out of the hall of residence. Should the tutor move out before the term of office officially comes to an end, the person in charge at the Munich Student Union, or the responsible body of the hall of residence, is to be immediately informed in writing.

Tutors can resign from their office at the end of each month, before the term of office has officially ended (resignation). If tutors want to resign, they have to inform the person in charge of tutors at the Munich Student Union as well as the self-administration of their hall of residence in writing and well enough in advance. Should the tutor live in a privately run hall of residence, their administration will also have to be informed.

During the term of office, which usually lasts one year, tutors can be removed from office by the Munich Student Union / responsible body of the hall of residence for a valid reason or they can be voted out of office by a majority vote of the residents; in this case two-thirds of the votes are needed. Apart from that, the election procedure for tutor elections applies (section 4 paragraph "Electoral Procedure").

5. Planning of the Programme

Basically, tutors are free to plan their programme as they wish, as long as they keep to the topics given as examples in section 2. The extent and quality of the programme offered has to correspond to the "Übungsleiterpauschale" (allowance) provided (section 8).

In order to create a programme as diverse as possible, a programme's concept is always handed in at the beginning of each semester for the following semester to the person in charge at the Munich Student Union. The concept is then coordinated with the other offers at that specific university location, before it is approved by the person in charge.

6. Workshops for Intercultural Communication

During their term of office, tutors have to attend a workshop for intercultural communication. The Munich Student Union offers this workshop several times each semester, free of charge. Tutors are informed about the specific dates on the website of the Munich Student Union, via email or otherwise.

If a tutor does not attend the workshop in the first semester of his or her term of office, the arranged allowance for the office (section 8) will be reduced by fifty percent during the second semester until the tutor has attended the workshop. After having attended it, the tutor will receive the money withheld.

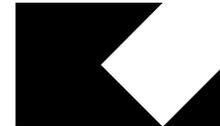
7. Report

Upon request, the tutors have to inform the Munich Student Union about their activities.

Additionally, the tutors prepare reports containing the programmes carried out during the previous semester. These reports are handed in by a certain date to the person in charge for tutors at the Munich Student Union. Apart from a short description of the programme's content, the report should also contain the number of participants as well as the target group it appealed to.

8. Allowance "Übungsleiterpauschale"

At the moment, tutors receive an average monthly allowance ("Übungsleiterpauschale") of €120.00. The allowance is paid from the beginning of the term of office, however, at the earliest from the month the election was held in, provided that all requirements mentioned in section 4 are fulfilled. As



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a rule, no allowance is paid for August and September.

The allowance can be newly determined each year within the financial means.

The Munich Student Union reserves the right not to pay the allowance or to pay only part of it if a tutor does not carry out his or her duties correctly, that is to say, does not implement the programme proposed or does not follow these rules and regulations.

Allowances which are received unlawfully (e.g. after having moved out of the hall of residence) have to be paid back.

9. Extending the Tenancy

Tutors living in a hall of residence of the Munich Student Union can apply to have their tenancy extended for the period of time they are active as a tutor, according to the valid regulations for extending tenancies of the Munich Student Union's department Student Accommodation. An exception are Servicepaket students, who can not have their tenancy extended. If a post is shared, tenancies can be extended proportionally.

10. Material and Equipment

Upon application and within the bounds of what is financially possible, material and equipment which are necessary for carrying out the programme can be approved by the Munich Student Union.

11. Coming into Effect

The rules and regulations take effect on the 15th of June 2020 and replace those from 01.01.2018.

Munich, 15.06.2020

Tobias M. Burchard

Director of the Munich Student Union