

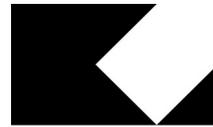
Welcome to the “Enzianstraße 1/3” student hall of residence



**Studentenwerk
München**

Studentisches Wohnen





**Studentenwerk
München**

Studentisches Wohnen

Garching II hall of residence

**Enzianstrasse 1/3
85748 Garching**

Dear Residents,

We would like to bid you a warm welcome to our student hall of residence “Enzianstrasse I”!

In this brochure, we have compiled a wealth of information that we hope will help you to settle into and enjoy life in our student residence. If you have any questions or queries, please contact a member of our technical or administrative staff. The contact details are available on page 4.

We wish you a pleasant and interesting stay in our hall of residence, and of course, a successful course of study!

Yours sincerely,

The Munich Student Union (Studentenwerk München)

Important information:

Your room/apartment is state-assisted student accommodation, which may not be sublet for purposes of commercial gain. In the case of interest in a sublease, you must acquire prior written agreement from the landlord.

Non compliance with this regulation will have legal consequences.

Studying in Munich: Helpful information and tips can be found at www.studentenwerk-muenchen.de



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1 Important contact details

1.1 Administration

Tenant Management

Here you can obtain information regarding all administrative matters, such as rental contract, parking space rental, submission of matriculation certificate (Immatrikulationbescheinigung – IB), extension of rental contract and student self-administration.

Administration Office Olympic Village
Alte Mensa
Entrance a, room a2
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Tel.: + 49 89 357135-0 / -20
Fax: + 49 89 357135-33
E-Mail: wohnen-vertrag@stwm.de

Opening hours:

Mon - Fri 09.00 – 12.00 h
Tue + Thu 14.00 – 16.00 h

Servicedesk

Our Servicedesk is the central single point of contact for all questions regarding student living (e.g. general requests, complaints, general tenant correspondence, etc.).

Servicedesk
Christoph-Probst-Str. 10
80805 Munich
U6 Studentenstadt

Tel.: +49 89 32351-0
E-Mail: wohnen@stwm.de

Opening hours:

Mon - Fri 09.00 – 12.00 h
Tue + Thu 14.00 – 16.00 h

1.2 Technical support

Facility Management

In case of damage in your room, please inform the care-taker by filling out a damage report form ('Schadensmeldung'). This form is displayed in your student residence. In urgent matters please contact the care-taker.

Technical Office Olympic Village
Alte Mensa
Entrance a, room a3
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Tel.: see display in your student residence
Fax: + 49 89 357135-24
E-Mail: wohnen-technik@stwm.de

Opening hours:

Mon - Fri by arrangement



1.3 Munich Student Union emergency support service

The Munich Student Union has engaged the firm 'Dr. Heinz und Atakan Service GbR' to run an emergency support service for urgent matters occurring outside of normal caretaker office hours.

Monday to Thursday, from 04.00 pm until 08.00 am the following morning;
Fridays from 01.00 pm; Saturdays, Sundays and bank holidays all day.

The technical emergency support service can be reached on:

Telephone: +49 8441 803 353
Mobile: +49 151 544 699 81

This is not a lock smith service! The emergency support service will not help students who have lost their key.

The telephone numbers of all emergency services are posted on the panel of doorbells on the ground floor (north side) of the house at number 3 Enzianstrasse.

1.4 Emergency services

Ambulance	112
Fire brigade	112
Police	110

Nearest police station:

Polizeiinspektion München 48 – Oberschleißheim (Police Station Munich 48 - Oberschleißheim)
Hofkurat-Diehl-Straße 9
85764 Oberschleißheim

Telephone: +49 89 31 56 4-0
Fax: +49 89 31 56 4-128

Polizeiinspektion München 26 – Ismaning (Police Station Munich 26 – Ismaning)
Leuchtenbergstraße 1
85737 Ismaning

Telephone: +49 89 96 24 31-0
Fax: +49 89 96 24 31-128



2 Your student hall of residence

2.1 Area map, public transport connections, shopping facilities

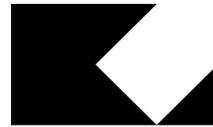
The hall of residence in Enzianstrasse is characterised by its unusual modern construction. The 1.5 km to the Garching campus can be covered in just five minutes by bike. Garching is well connected to the City of Munich: trains leaving the U6 Garching-Hochbrück underground station take about 20 minutes to reach the universities and the city centre. There are also buses for travel around Garching and to other destinations (e.g. the S1 suburban train stop in Oberschleißheim).

Shopping facilities are available right next to the hall of residence and banks, a post office and diverse restaurants are located about 2 km away.



Figure 1: Garching II area map

(Map: City of Munich, Measurements Office, www.vermessung.muenchen.de)



2.2 Keys, electric door bells, post boxes

2.2.1 Your keys

Upon moving in, you will receive the following three keys:

- 2x house keys (for your apartment/room, the cellar, the washing machines and drying room and in the shared flats, for the doors to the kitchens and doublets)
- 1x post box key

2.2.1 Electric doorbells and post box labels

Each main entrance is engraved with its respective apartment/room numbers. Access to the flats is via a walkway. Doorbells are labelled with the name of the corresponding resident and these labels are issued and updated regularly by the Munich Student Union or the caretaker.

Postboxes are labelled with apartment/room number. A list indicating the corresponding residents' names is hung up next to the postboxes.

Please refrain from making your own changes to the labels on the doorbells and post boxes.

2.3 Television and radio reception, telephone, internet

2.3.1 Television and radio reception

The house is equipped with a cable connection from Kabel Deutschland. A current overview of the available channels is available at www.kabeldeutschland.de (Fernsehen/Senderübersicht). Unless a resident is able to demonstrate that he or she is unable to receive a selection of programs in his or her first language, it is not permitted to install a satellite dish.

2.3.2 Telephone connection

All rooms in the house have the makings of a telephone/DSL-connection. These connections can be activated for use with either an analogue or ISDN telephone. Please be sure to only use the socket labelled RJ 45.

Information concerning telephone numbers in Germany

Every telephone number in Germany has a dialling code that corresponds to the regional network. The regional dialling code for Munich is 089. If you are calling from within the same regional network as the number you are dialling, you do not need to enter the regional dialling code.

The international dialling code for Germany is 0049 (or + 49). If calling from another country, the international dialling code must be used, and the 0 of the regional dialling code then omitted. For example: + 49 (or 0049) and then 89 for Munich followed by the telephone number.



2.3.3 Internet

Your house has its own broadband (LAN), with access to the Internet via the Münchner Hochschulnetz (MHN) (Munich Universities' Network).

Costs

LAN usage and administrative costs are included in the charges for running costs paid by each and every resident of the hall of residence and do not depend on usage. No additional charges are incurred for using the Internet.

Hard- and software for the Internet:

To be able to establish an internet connection, you will require a PC/laptop with a network interface card and a cable connecting this to the connection socket (patch cable).

Important:

Right connection socket	("T"):	Telephone
Left connection socket	("D"):	Internet

This double connection socket must under no circumstances be opened, removed or otherwise tampered with!

2.4 Broadcaster license fees

In Germany, all radio and television reception devices require a license. This applies to all devices capable of receiving or transmitting radio and television programs (e.g. internet-PCs, televisions, radios and smartphones).

A basic, all-inclusive fee is charged to every flat. The occupant of the flat, i.e. the adult residing here, is liable for this fee. As a rule, every resident of a flat and all persons registered to this address are considered the legal occupants and are thus jointly liable for the fee.

In the case of a shared flat, this means that one of the residents is required to submit payment to the ARD ZDF Deutschlandradio Beitragsservice (ARD ZDF German Broadcasting Fee Service) and his flatmates are obliged to pay the relevant contributions to the paying resident.

It is not possible within rental law, that the landlord (Studentenwerk) pays the licence fee for the students.

People of low financial means (including BAföG recipients) can apply for an exemption from these fees and cannot be held liable for them.

For more detailed information, please consult the ARD ZDF German Broadcasting Fee Service website at www.rundfunkbeitrag.de.

2.5 Washing machines and drying room

A room with washing machines and dryers is located in the cellar of the building at number 1 Enzianstrasse. These machines are owned and maintained by an external firm and their operation requires that coins be inserted.

In order to prevent unnecessary noise disturbance, the washing machines and dryers should only be used between 06.00 and 22.00 h. Use of this facility is at students' own risk: the Munich Student Union accepts no liability for lost clothing!



2.6 Reporting damage and repairs

2.6.1 Damage in your room

If you become aware of damage in your room during your time as resident, please inform the care-taker of this at the earliest available opportunity. Do this by filling out a damage report form ("Schadensmeldung"), which can be found next to the caretaker's office in the cellar of number 1 Enzianstrasse.

2.6.2 Other damages and incidents

If you witness special incidents (e.g. fire, burglary, vandalism) first make sure to get yourself to safety. Then immediately call the police, fire brigade or an ambulance depending on the incident. In addition please inform the administration office of your hall of residence or the caretaker. In case you notice other strange occurrences happening or you become aware of damages other than in 2.6.1 please also inform the administration office/the caretaker as soon as possible.

2.7 Parking space rental

Your hall of residence has parking spaces available for rent. If you are interested in renting one of these spaces, please contact the administrative office or the caretaker.

In the event of not all available spaces being required by students, it may be possible for other interested parties to rent them. In this case we would also ask you to contact the administrative office directly, where staff will be pleased to inform you of the terms and conditions

2.8 Communal kitchens

For safety reasons, the cookers in the kitchens are fitted with a timer switch. Activation of this switch enables the cooker to be used for 30 minutes. The cookers can obviously be switched off before this time has elapsed. The timer switch must be re-activated in order to use the cooker for a longer period of time.

2.9 Window blinds

The window of your room/apartment is fitted with a blind to provide shade from the sun and block the view into your room. More detailed information is available in appendix 5.3.

2.10 Steel netting

Your student accommodation has an unusual construction. The apartments are reached via an external, roofed walkway. Instead of a balustrade, protection from falling is conferred by stainless steel netting.

It is forbidden to hang anything on this netting!

This netting is here to ensure your safety. The hanging out of washing, chaining up of bikes, culture of trailing plants or any other form of unintended use of the netting is forbidden.



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3 Rules of play for life in shared accommodation

3.1 Registration with the state authorities (“Einwohnermeldeamt”)

You are required to register your new address with the state authorities (Einwohnermeldeamt). If possible, you should do this within a week of moving into the halls of residence. This can be taken care of at the Garching Town Hall (Rathaus Garching)

Further information is available online at: www.garching.de

3.2 Submission of matriculation certificate

To be eligible to live in a Munich Student Union student hall of residence, you have to be a student. Each semester, you are required to offer proof of your student status in the form of your matriculation certificate (Immatrikulationsbescheinigung); commonly known as ‘IB’. The semester submission deadlines are as follows:

IB presentation/summer semester:	by the 1 st of May at the latest
IB presentation/winter semester:	by the 1 st of November at the latest

Failure to present your IB in accordance with these deadlines will result in termination of your rental contract!

3.3 House rules

When a lot of people co-inhabit a relatively small space, there are certain rules that need to be observed. This includes showing respect for your neighbours that live in the near-by properties. Please do take notice of these house rules, as they represent an element of your rental contract. A copy of the rules themselves was handed out to you with your rental contract.

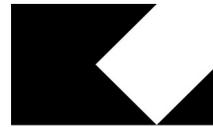
3.4 Health and safety and fire regulations

Please keep the doors to the houses, flats and washing and drying facilities locked at all times.

Corridors and walkways serve as emergency escape routes. These must be kept completely clear at all times and under no circumstances should they become blocked by objects such as bicycles, boxes, crates, chairs, bottles, rubbish or shoes etc. For reasons of fire safety, nothing may be stuck to the walls in the hallways, walkways or stairwells, or on the doors of the houses, flats or cellars.

Other than in an emergency, access to the roof is absolutely forbidden! Please see your copy of the house rules.

As this represents a significant fire hazard, barbecuing at the buildings of the hall of residence (on balconies or roof terraces or walkways, for example) is strictly forbidden. See section 3.7 for more information.



3.5 Noise

Proper and appropriate conduct within the hall of residence is basically covered by the house rules. These state that disruptively high levels of noise are to be avoided in the houses and rooms. Renovations work and other loud activities should not be conducted between 12.00 – 14.00 h or before 08.00 h or after 18.00h, and are not permitted at all on Sundays or public holidays. It is particularly important to keep the house quiet between 22.00 h and 07.00 h.

Despite these regulations, complaints from neighbours living in the surrounding buildings are unfortunately not uncommon and mainly purport to unacceptable noise levels during the night.

We would thus strongly urge you to please observe the period of quiet time between the hours of 22.00 h and 07.00 h.

Of particular importance are the following points:

- keep the windows shut during parties and gatherings in the common rooms
- keep the volume of music down to an appropriate level
- keep noise levels down on balconies and walkways
- do not talk loudly in the yard or in front of the building

In addition to observing the regulations regarding quiet-times, please show consideration towards your neighbours at all times. Most of these people go to work every day, and are prevented from getting their well-earned sleep if their student neighbours party loud and late into the night. This, quite understandably, sours relations within the neighbourhood and reduces acceptance of student residences in general.

3.6 Mounting personal items

Please be sure to consult the caretaker before hanging anything up on the walls of your room (e.g. pictures or shelves). Before drilling into the walls it is vital to ascertain whether there are any unseen water pipes or electricity cables.

3.7 Barbecues

Residents are permitted to barbecue on the lawn to the east of the building in accordance with local regulations until 22.00 h. The Student Union has provided a fire-resistant bin for you to dispose of the ashes in a fire-safe and environmentally friendly way.



3.8 Cleaning of the hall of residence and common rooms

Our caretaker helps residents to keep certain areas of the hall of residence clean: she takes care of cleaning the washing machine room and both common rooms in the cellar (including the corridor, toilets and communal kitchen).

The cleaning of the communal kitchens in the shared flats is the responsibility of the residents.

The cleanliness of your own room is your own responsibility.

Helpful hints for sharing a kitchen

The kitchen is the heart of communal living. It is where people come together and live together. It can, however, quickly become a conflict zone, if residents' understanding of order and hygiene differ widely from one another. We thus offer you the following helpful tips and recommend that these are discussed and agreed upon by all members of the household:

- Organise a cleaning rota in which residents take turns to be responsible for the cleanliness of the kitchen (e.g. for a week). Be sure to define which duties this rota covers.
- Put food away as soon as you have finished with it.
- Don't leave unwashed crockery, cutlery or glasses standing around.
- Wipe splashes of food from the cooker as soon as you have finished cooking, otherwise they will become burned on and more difficult to remove.
- Clean up spilt food or drinks and dispose of it accordingly.
- Residents are required to take the rubbish out themselves. Take the bin bags regularly to the rubbish containers and don't allow the bins to overflow.
- Clean cupboards, fridges and cookers regularly and throw away anything that is no longer fit to eat
- Windows and window frames should be cleaned approximately every three months.

As a resident, you are responsible for the cleanliness of the kitchen. If you do not live up to this responsibility, we will be forced to ask our cleaning firm to restore the necessary standards of hygiene in this area. To cover the cost of this, each resident of the house will be presented with a bill. You can thus help to keep your overheads to a minimum, by maintaining certain standards of hygiene and cleanliness in your house yourself.



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3.9 Student self-administration and tutors

Our student halls of residence run both student self-administration and tutor programs. The main job of the house representative is to maintain contact with the student union. He or she should also stay in regular contact with the administrative office, as well as acting as a voice for all the residents. The tutors' job is to promote social contact and communal living within the hall of residence. They do this by organising group activities, where they can draw upon the support of the Munich Student Union Culture Bureau.

Residents elect a house speaker and tutors themselves. They also agree up a statute governing the functions and activities of the student self-administration.

Contact person for the house speaker:

Studentenwerk München
Administration office Olympic Village
Alte Mensa, entrance a, room a2
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Telefon: + 49 89 357135-0 / -20
Telefax: + 49 89 357135-33
E-Mail: haussprecher@stwm.de

Contact person for tutors:

Studentenwerk München
Culture Bureau
Leopoldstraße 15, room E019
80802 Munich
U2 Giselastraße

Telephone: + 49 89 38196-1513
Fax: + 49 89 38196-1517
Email: tutoren@stwm.de

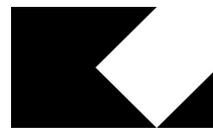
3.10 Registering parties

The student self-administration and the tutors of the halls of residence organise parties and other events to promote communal living and a sociable atmosphere. Residents also use the common rooms to hold private parties to celebrate special occasions.

Due to the noise often associated with such gatherings, and possible inconvenience to the neighbours that this may cause, parties may only be held at the weekends (meaning only on Friday or Saturday), and must confirm to certain limitations.

The general house rules also apply to parties. These are a component of your rental contract, and state that the time between 22.00 h and 07.00 h is to be kept quiet. Safety regulations also require that the number of persons present at a party be limited to the maximum number allowed in the particular room(s).

The student self-administration or other host is also required to take care of cleaning after the party. This includes both cleaning the rooms in which the party was held and any other areas, for example stairwells and outside areas, which were used in the course of the event.



4 Saving resources

The Munich Student Union strives towards environmentally friendly conduct in all areas of its work. We want to do our bit towards protecting the essential elements that our very lives depend upon. To do this, we need your help! Everyone can save money and electricity; all it requires is a bit of thought and attention. Proper separation and disposal of waste doesn't only serve to help the environment; it also helps to keep costs down. Last but not least, proper heating and airing also conserves energy.

In the following sections, we provide you with a few tips aimed at helping you to conserve energy and resources. In the appendices section you will find a leaflet with a summary of these tips, which you can keep to refresh your memory.

4.1 Waste disposal

Rubbish disposal comes at a considerable cost, which you pay for as part of your overheads' bills. Taking care to properly separate and dispose of your waste will help to keep these costs down and simultaneously protect the environment.

Correct rubbish separation:

Paper/cardboard:	rubbish shed on the north side of the building/1 Enzianstrasse
General (non-recyclable) waste:	rubbish shed on the north side of the building/1 Enzianstrasse
Glass:	recycling point opposite rubbish shed (on the street)
Recyclable plastics:	recycling point opposite rubbish shed (on the street)
Recyclable metals:	recycling point opposite rubbish shed (on the street)

Oversize and electronic items can be disposed of free of charge at the city recycling centres ("Wertstoffhof"). For more information, please see www.garching.de.

4.2 Electricity

Everyone can save electricity. It can be as easy as making sure that the light in the hall, kitchen or bathroom doesn't get left on all night; or remembering to turn off the festive Christmas lights at the window during the day or when everyone is asleep.

It also helps to put the PC in its energy-saving mode, when you take a longer break. Check the instruction manual to see how this works. Even doing without a screen saver helps to save power, which concomitantly increases the length of time for which the battery runs.

A general rule applies to all appliances: Turn it off when it's not in use. This also applies to peripheral appliances like monitors, printers and scanners. Anything in stand-by mode is silently consuming energy. Consider whether or not you really need this function with your television, stereo etc.



4.3 Water

Water is one of our most important resources. Although this may not be immediately apparent to us in Germany, water, particularly drinking water, is not available in unlimited amounts. It is thus important that we use water wisely, and we would ask you to conserve it where possible.

The less water that is used, the easier it is to re-purify the waste water and the less that has to be removed from the environment in the first place. Saving water also saves money.

Here are a few tips to help reduce water-usage:

- Turn the shower off whilst shampooing your hair and washing yourself. Only turn it on again when you need to rinse.
- When washing the dishes by hand, never wash them under a constantly running tap; wash them instead in a basin filled with hot water.
- Use a beaker when cleaning your teeth, rather than letting unused water run down the plug hole for minutes on end.
- Get dripping taps repaired straight away: A tap that drips once every two seconds drips around 800 litres in a year!
- If the tank of the toilet has a leak, be sure to get it repaired and please make use of the short-flush option.

By heeding these tips you can do your part to help conserve water; not to mention their importance in keeping overhead costs down for the benefit of all residents.

In order to be able to ensure excellent drinking water quality and reduce the risk of a dangerous build-up of legionella bacteria, we need your help:

- Twice a week, let all hot water taps and shower heads run amply until the water reaches 60°C.
- Before setting the desired water temperature for showering, run warm water through the shower head - be careful of scalding!

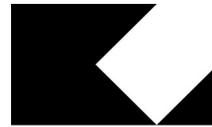
5 Operation of the ventilation panels in the doors

The doors in the building are fitted with mesh-covered ventilation panels that have differing functions.

5.1 Rear (east) side of the building

Handle horizontal: **open**

Handle vertical: **closed**



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Handle pointing diagonally downwards: **closed; pressure equalisation for sanitary facilities ventilation possible**

5.2 Front (west) side of the building up to B11

Handle functions as above.

The ventilation panels in the doors of the apartments and rooms on the west side of the building are also fitted with sound proof ventilation slats, which can be opened and closed by twisting a knob.



Operation of the ventilation in the sanitary facilities

There is a switch in the sanitary facilities just for turning the ventilation on and off. Pressing the light switch also activates the ventilation, but this automatically shuts off again a short time after the light has been turned out.

In order to prevent build-up of mould and mildew, a certain amount of air circulation is necessary in the sanitary facilities. To ensure this, the ventilation is also programmed to come on at pre-determined times of day. In order to function properly, it is vital that the damp air extinguished from the sanitary facilities can be replaced by fresh. **Please see section 5.1 for operation of the ventilation panels in the doors!**



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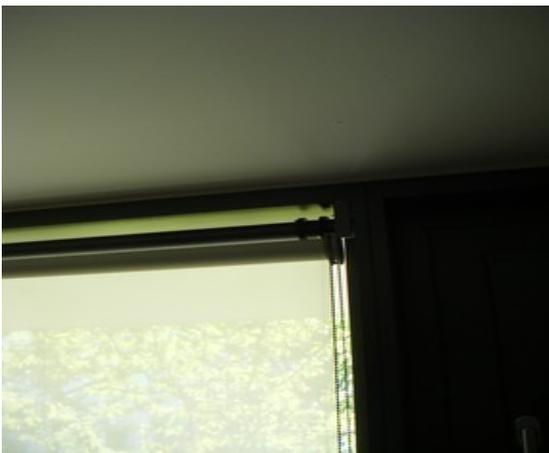
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Please do not manipulate the programming of the ventilation system! You could be charged for any damage you may cause.

5.3 Instructions for use of the window blinds

The window of your room/apartment is fitted with a blind.



The inner blind can be operated manually by pulling the chain.



The outer blind can be raised and lowered electrically.



5.4 Leaflet concerning conserving/saving resources

Help save costs for heating, water, power, and refuse collection

Dear tenants,

In light of an increase in operating costs and for ecological reasons, we would request that you comply with the following tips. In doing so, you make a personal contribution to the responsible use of resources and help lower the operating costs of your hall of residence.

1. Heating	2. Water	3. Power	4. Waste
<p>✓ Heating and airing correctly helps save heating costs and contributes to a good room temperature and air quality.</p> <p>✓ Room temperature The correct room temperature for healthy living is between 18 and 20°C. Curtains and furniture should not be placed directly in front of radiators.</p> <p>✓ Airing rooms Rooms should be aired - even at cold outdoor temperatures - by widely opening the windows for approx. 3 minutes to ensure a good exchange of air. Please turn off the heating when you air rooms. Avoid leaving windows open constantly. This will cause ceilings and walls to cool down. When rooms are aired intermittently, the heat stored in walls and the ceiling is not lost and the fresh air in the room will warm up rapidly.</p> <p>Never air your rooms during the heating period by leaving windows tilted. Humidity from the bath, kitchen, or hall should not be allowed into the room.</p>	<p>✓ Showering When shampooing or lathering during showers, turn off the faucet and only turn back on as needed.</p> <p>✓ Tooth-brushing Use a glass of water and do not allow drinking water to flow unused from the tap and down the drain.</p> <p>✓ Washing dishes Dishes should never be washed by hand under running water.</p> <p>✓ Faucets Please have dripping faucets repaired immediately. A faucet that drips every 2 seconds wastes around 800 liters of water per year.</p> <p>✓ Toilet flushing Please watch for leaks from the toilet water tank and use the economy button on dual-flush toilets.</p>	<p>✓ Computer use Switch your computer to an energy-saving mode when you take longer breaks. Please refer to your operating system documentation for details. Do not use screen savers.</p> <p>✓ Turn off equipment As a rule: turn off all equipment when you no longer need it. This also applies to peripherals such as monitors, printers, or scanners.</p>	<p>✓ Packaging Please dispose of food packaging in the containers provided at the supermarket.</p> <p>✓ Waste separation Please separate household waste as stipulated and dispose of and recycle paper, glass, etc. separately.</p>