



Policy for Extending Tenancies

I. General information

Tenancy agreements for accommodation in a hall of residence of the Munich Student Union (StwM / Studentenwerk München) are generally signed for a maximum of 6 semesters (Bachelor's degree) or 4 semesters (Master's degree). PhD students receive a maximum of 2 semesters. The duration of the tenancy agreement will be adjusted according to the progress made in the course of study.

This restriction is necessary as there is only a limited amount of accommodation available with the Munich Student Union and thus, in the course of this principle of rotation, as many students as possible can take advantage of funded accommodation. Extending the usual duration of a tenancy agreement is therefore only possible in exceptional cases.

A tenancy extension being granted with high priority requires, without exception, a special case of hardship. Proof must be provided for each and every individual case. The StwM decides individually for every case whether an extension of the tenancy agreement can be granted or not. For students who moved in as part of special accommodation programmes (e.g. scholarship programmes, exchange programmes or the Service Package) there is never the possibility of having their tenancy agreement extended.

Furthermore, but with a lower priority, special forms of social commitment in the halls of residence of the StwM can be rewarded with a tenancy extension. There is no general entitlement to receiving an extension. This is only possible before the deadline.

Applications for extending tenancies must be sent by email to the administrative office in charge at the latest by 15.06. (end of tenancy: 30.09. of the same year) or by 15.12. (end of tenancy: 31.03. of the following year) using the online form provided for this purpose. The maximum duration for tenancy extensions is at the most altogether 4 semesters. Normally, a tenancy extension is granted for one semester at a time. Section B) 2. is an exception to this rule. In this case, an extension may be granted for 2 semesters at a time.

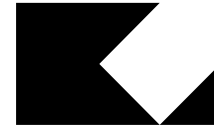
An extension already granted may be withdrawn by the StwM for serious reasons. Serious reasons are: providing false or incorrect documents and information, the prerequisites ceasing to exist, intentional behaviour causing damage or improper use of communal facilities within the context of carrying out the job.

A) The following are reasons for being entitled to apply for a tenancy extension with high priority:

1. Students with special cases of hardship

Under the precise conditions of special hardship, the entitlement to apply exists, for instance, for the following constellations in individual cases:

- a) serious illness (proved by a medical certificate which is at the most one year old and which was issued by a specialist in this field) or officially attested impairment
- b) pregnancy and parenthood while studying
- c) divorce proceedings
- d) deaths of immediate relatives



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e) residents during their final examination

A one-time extension for the final examination is granted for residents who can prove that they will (presumably) be able to take the final examination within the additional semester granted. The examination which leads to a university degree qualifying for a profession is the one that counts. No tenancy extension is granted for examinations which serve the purpose of improving students' grades or for additional examinations such as "Erweiterungsprüfungen" or "Zusatzprüfungen". The "examination extension" is the last possibility of extending tenancy agreements.

B) The following are reasons for being entitled to apply for a tenancy extension with lower priority:

2. House representatives and tutors

Upon application, house representatives and resident / Service Package tutors (who need to have been appointed and confirmed by the StwM) can receive a "1:1" extension of up to 4 semesters per person: one semester of carrying out the job equals one additional semester added to the tenancy agreement. There is the possibility of sharing the job (i.e. to split it), so 2 house representatives / tutors would share the one post. In this case, also the tenancy extension will be shared; each person receives one additional semester added to their tenancy agreement for one year of carrying out the job.

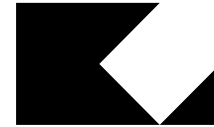
3. Network administrators

Upon application, network administrators can receive honorary semesters of up to 4 semesters per person. For each hall of residence, the overall quota is limited to approx. 1% of residents per semester. The network administrators appointed by the IT Department of the StwM are to hand over a confirmation from IT about the granting of honorary semesters or proof of carrying out the job at the latest by 15.06. or 15.12. to the StwM. The StwM alone decides on the granting of "honorary semesters".

4. Special social commitment

Upon application, the StwM grants honorary semesters for special commitment in the hall of residence of up to 2 semesters per person/job. For each hall of residence, the overall quota is limited to a maximum of 1.5 % of residents per semester. For the major halls "Studentenstadt Freimann" and "Olympic Village", the overall quota amounts to a maximum of 2.5% of residents per semester. The application is first to be handed in to the hall's self-administration. It will then hand over a list of the nominated residents who are to receive an extension (name, apartment number, job, job period) to the StwM at the latest by 15.06. or 15.12.. The StwM reserves the right to consider whether or not an extension will be granted for each individual case.

For special events which require intensive work before as well as after they take place, extra "honorary semesters" may be granted upon application and verification by the StwM. The applications must be handed in to the StwM at least 4 weeks before the event. The StwM alone decides on the granting of these "flexible honorary semesters".



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C) The following does not entitle to apply for a tenancy extension:

1. the commercial or commercially-oriented running of communal facilities
2. students who are in arrears with their rent without having an individual payment agreement
3. students with repeated violations of the house rules on record
4. students without permission to live in the accommodation

II. General note on tenancy periods

Should the maximum tenancy duration of 6 or 4 semesters not have been fully used up yet and the course of study not be completed yet, there is the possibility of having the tenancy extended due to the maximum tenancy period not having been fully used.

In particular students who start a Master's degree directly after their Bachelor's degree and did not use up the maximum of 6 semesters during their Bachelor studies, are entitled to apply for an extension due to the maximum tenancy period not having been fully used. In this case, the tenancy agreement will be extended to a period of a maximum of 6 semester altogether. An extension due to the maximum tenancy period not having been fully used yet is not counted as part of the maximum of four possible additional semesters. The StwM reserves the right to consider whether or not an extension will be granted for each individual case.

Other than that, the provisions set out in the "Förderrichtlinie" (funding policy) as well as legal provisions apply.

III. Transition regulation

Entitlements to tenancy extensions which were acquired before this policy takes effect will continue to exist until they have been made use of (after the regular tenancy period has ended).

IV. Effective date

This policy takes effect on 01.09.2021.

The policy dated 29.01.2020 as well as all earlier versions shall become invalid at the same time.

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Head of Department