Guideline for Extending Occupancy

General

Tenancy agreements for dwelling places from the Student Union residence halls are potentially adapted to the progress of studies, however have a maximum period of six semesters (Bachelor) or four semesters (Master) end with expiration of this period. PhD/doctoral students receive a maximum period of two semesters. This is an occupancy concept that is geared to students’ needs and is executed by rotating residents according to abstract-general criteria in the interest of providing many students with a place to live. Extensions beyond the regular residential period are possible in special cases only. This prolongation option does not exist for students who moved into the residence facility through a special occupancy status (e.g. scholarship, grant or fellowship program, exchange program or service package).

Applications for an extension of the occupancy period must be filed with the administrative agency in the Olympic Village at the latest by 15/06 (for occupancy ending 31/08 or 30/09 of the same year) or 15/12 (for occupancy ending 28/02 / 29/02 or 31/03 of the subsequent year) using the proper form. Occupancy may only be extended for a total of six semesters maximum, taking into account that you may only apply for an extension of two semesters at a time (i.e. the tenancy agreement may only be extended by one year). Extension for activities listed under Nos. 1 to 4 is limited to a maximum extension of four semesters per activity. Extensions must be granted each semester (Nos. 2, 3), or once a year (Nos. 1, 4). Semester extensions may not be postponed. Hardship cases will be handled separately, that means the extension is limited to two semesters.

Those entitled to apply for occupancy extensions are:

1. House spokesmen or tutors
   House spokesmen and tutors receive an application for extension of 1:1 (one semester of activity equals one semester of occupancy extension). It is possible to split the position (cut it in half), i.e. two house spokesmen/tutors share one position. In this case, the occupancy extension is also split in half; for each year of activity, occupancy is extended by one semester for each student for one year of activity.

2. Honorarium (special involvement in the resident halls, voluntary position)
   For this so-called honorary semester, per resident hall a total quota of 1% of the residents per semester is fixed. The application must first be filed with the students-self-administration department, which as of 15/06 and 15/12, respectively will then submit at the latest to the Student Union a list of residents who are to receive an extension (name, apartment number, activity, period of activity).

3. Network administrators
   Network administrators receive an honorary semester by applying to the network work groups (NAG). Per resident hall a total quota of 1% of the residents per semester is fixed. The NAGs submit to the Student Union at the latest of 15/06 and 15/12, respectively a list of residents who are to receive an extension (name, apartment number, activity, period of activity).

4. Operators of communal facilities
   Operators who run communal facilities also receive an occupancy extension of 1:1 in relation of the activity to occupancy extension. For those activities who don’t demand permanent presence, an extension of 2:1 (two semesters of activity equals one semester of occupancy extension) is allowed. Those affected by this extension shall be determined by way of agreement between the self-administration department and the Student Union.

5. Hardship cases
   In exceptional cases (e.g. serious illness, pregnancy) a written application may be filed for an extension of occupancy. Every request is a case-by-case decision and will be examined separately.

6. Residents completing final exams
   Residents who can prove that they will (probable) end their studies with its final exam in the following semester will be granted a non-recurring extension. The test that leads to a university degree shall be deemed as an exam. Occupancy extensions shall not be granted for tests that serve to improve grades, or for additional or makeup exams. Occupancy extensions are also not granted for post-graduate studies and second degrees unless they are eligible to be financed by BAföG [Federal Education and Training Assistance Act].
   Once you have made use of this extension no further will be possible.

The Student Union is reserved to prove, if there can be granted an extension of stay in individual cases.

Validity

This guideline shall take effect as of 29.01.2020.  
The guidelines dated 14/03/2019 shall become invalid at the same time.  

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