

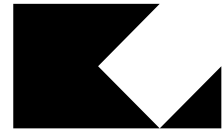
**Studentenwerk
München**

Studentisches Wohnen

Welcome

to the 'Felsennelkenanger'
student hall of residence





**Studentenwerk
München**

Studentisches Wohnen

Felsennelkenanger student hall of residence

**Felsennelkenanger 7-21
80937 München**

Dear Residents,

We would like to bid you a warm welcome to our new student hall of residence 'Felsennelkenanger'!

In this brochure, we have compiled a wealth of information that is aimed at helping 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,

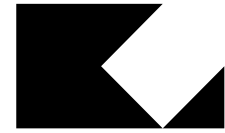
The Munich Student Union (Studentenwerk München)

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.

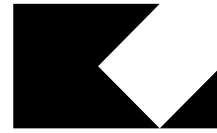
Non compliance with this regulation will have legal consequences.

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



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**Studentenwerk
München**

Studentisches Wohnen

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 residence
Fax: + 49 89 357135-24
E-Mail: wohnen-technik@stwm.de

Opening hours:

Mon - Fri by arrangement

1.3 Technical emergencies

For urgent matters occurring outside of normal office hours, the Munich Student Union runs a technical emergency support service.

The telephone numbers of all emergency services are posted on the notice boards on the ground floor.

1.4 Emergency services

Ambulance	112
Fire brigade	112
Police	110

Nearest police stations:

Polizeiinspektion München 47 – Milbertshofen (Police station Munich 47 – Milbertshofen)
Knorrstraße 139
80937 München

Tel: +49 89 35711-60
Fax: +49 89 35711-660

U2 Milbertshofen

Polizeiinspektion München 43 – Olympiapark (Police station Munich 43 – Olympic Park)
Moosacher Straße 77
80809 München

Tel: +49 89 35739-0
Fax: +49 89 35739-128

U3 Oberwiesenfeld

2 Your student hall of residence

2.1 Area map, public transport connections, shopping facilities

The 'Felsennelkenanger' hall of residence is conveniently situated directly beside the U2 underground stop 'Dülferstraße'. Via the U2, you are within a few minutes reach of the Königsplatz and Theresienstraße underground stops, which are in the vicinity of the TU. Scheidplatz is also only a few minutes away and here you can change to the U3 underground line for trains to Marienplatz and Olympiazentrum (Olympic Centre).

A shopping centre is located right next to the hall of residence. Diverse, small stores are within easy walking distance.

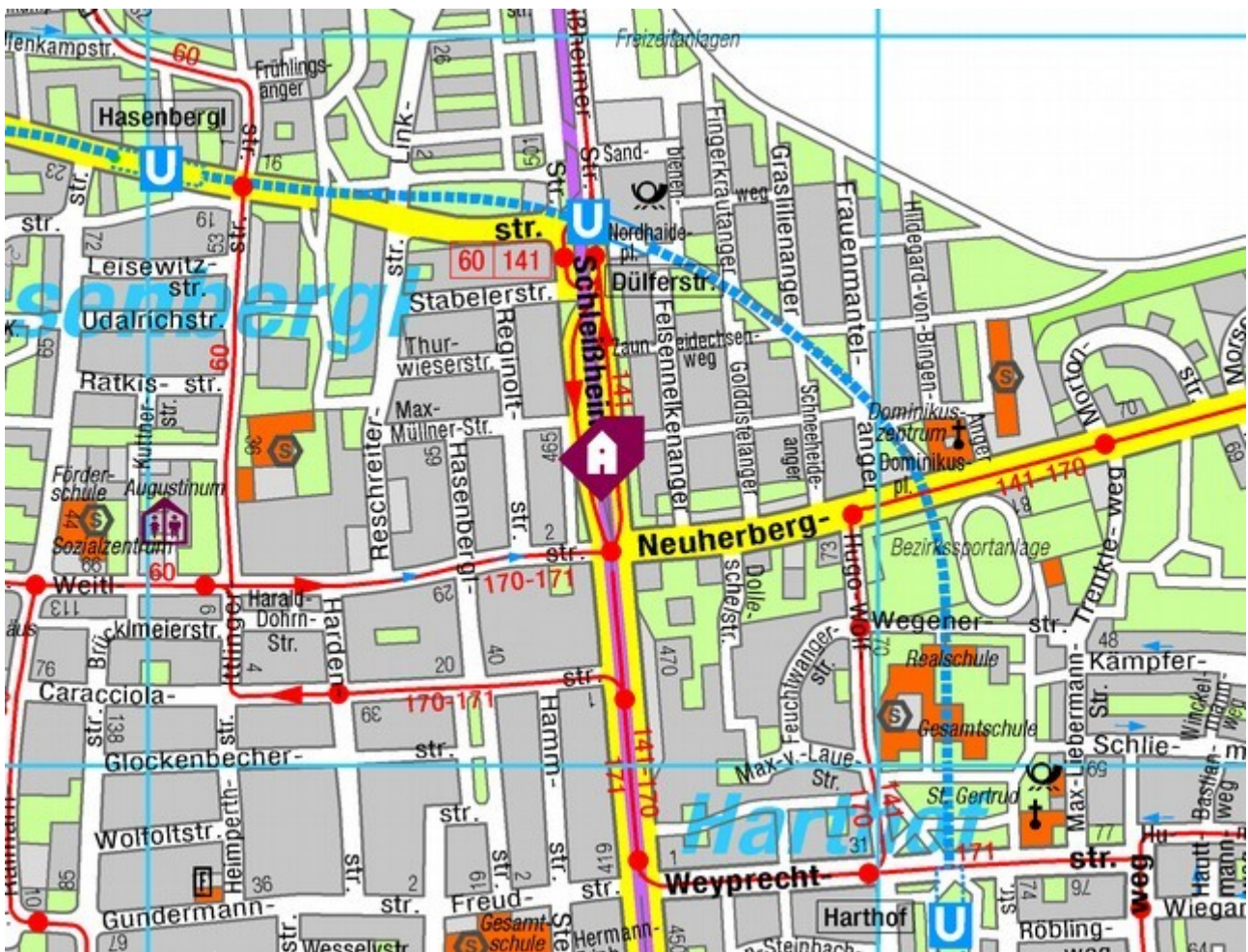


Abbildung 1: Umgebungsplan Felsennelkenanger

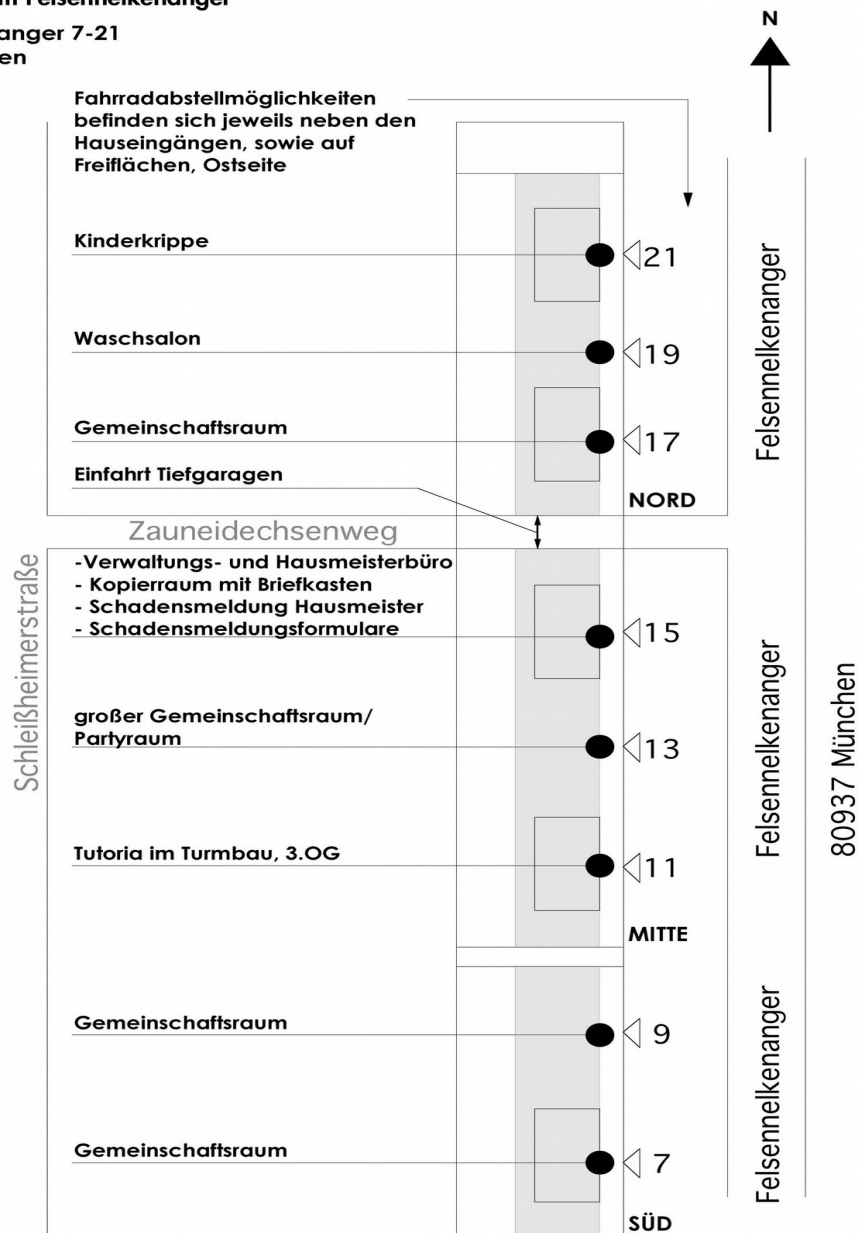
(Kartenmaterial: Landeshauptstadt München, Vermessungsamt, www.vermessung.muenchen.de)

2.2 Plan of the hall of residence

Wohnheim „Am Felsenelkenanger“

Felsenelkenanger 7-21
80937 München

Was ist wo?



bogevichs buero, hofmann ritzer architekten

Your hall of residence has the following communal areas: Reading room, tutor room, common room.

The 'Felsenelkenanger' hall of residence is also equipped with a nursery.

2.3 Keys, electric door bells, post boxes

Your keys

When you move in you will receive a set of keys, which are marked with your room number. You will receive the following four keys:

- Two apartment keys to the:
 - doors of houses 7, 9, 11, 13, 15, 17, 19, 21
 - bins room of the respective house
 - bike shed of the respective house
 - washing machine room
 - hallway door, grouped rooms door and luggage room of the respective living group.
- One post box key
- One key to your cupboard in the shared kitchen

Electric door bell and post box labels

The apartment number is engraved next to the corresponding door bell. The name of the student currently residing in that particular apartment is to be found in an additional list situated above the door bells, which is up dated appropriately by the Student Union. Please do not label the door bells or post boxes with names or any alterations in occupancy.



Press and speak
End conversation
No function
Door opener

2.4 Reporting damage and repairs

2.4.1 Damage in your room

If you become aware of damage in your room or one of the communal areas 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 outside the care-takers office.

2.4.2 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 2.4.1 please also inform the administration office/the caretaker as soon as possible.

2.5 Television and radio reception, internet

2.5.1 Internet

Your house is equipped with local broadband (LAN), with access to the internet and the Münchner Hochschulnetz (MHN) (Munich Universities' Network). You can exchange data with other users and call up information available on local servers. Access to the internet is via the Münchner Wissenschaftsnetz (Munich Academic Network).

Costs:

The broadband running and maintenance costs are currently set at €8 per month. This is included in the contribution towards running costs that is paid, alongside rent, by every resident of the 'Felsennelkenanger' student hall of residence, and does not depend on usage. There are currently no additional costs incurred by internet usage.

Hard- and software for the internet:

To be able to use the internet connection, you will require 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!

2.5.2 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

2.6 Communal kitchens

For safety reason, the cookers in the communal kitchens are fitted with a timer switch. By pressing the appropriate button, the timer switch can be activated for a maximum of 30 minutes, during which time the cookers can be used as normal.

If you require the oven for a longer period of time, you need to re-activate the timer switch after the initial 30 minutes have elapsed. The oven can then be used for a further 30 minutes.

The store cupboards in the communal kitchen can be locked.

2.7 Washing machines and drying room

The washing machine room is located in house 19 of the northern wing (see 'wash salon' on the plan of your hall of residence on page 7). The washing and drying machines are maintained by an external firm. Your room key opens and re-locks the door to the washing machine and drying room, which may be used between 08.00 and 22.00 h.

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 any 'Landeshauptstadt München' (city of Munich) registration office. These offices are known as 'Bürgerbüros'.

Information regarding the location of Bürgerbüros, details of their opening hours is available at <http://www.muenchen.de/Rathaus/kvr/service/37628/index.html>, as is a selection of forms to download.

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 deadlines as follows:

IB presentation/summer semester: by the 1st of Mai **at the latest**

IB presentation/winter semester: by the 1st 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.

3.3.1 Health and safety and fire regulations

Please keep the doors to the houses, flats and washing and drying facilities locked at all times. We also highly recommend that ground floor windows are kept closed at night and when no-one is home.

Corridors, hallways and stairs 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 or stairwells, or on the doors of the houses, flats or cellars.

As this represents a significant fire hazard, barbequing at the houses (on roof terraces or escape balconies, for example) is strictly forbidden. You may, however, barbeque on the paved plots situated on the meadow to the west of the hall of residence (in the direction of Schleißheimerstraße - see section 3.9 'Barbeques', below).

3.3.2 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 18.00 h, 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 windows shut when holding a gathering in the communal areas.
- Keep the volume of the music down to an appropriate level
- Keep quiet on the balconies
- Do not talk loudly in the yard.

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.

3.3.3 Cleaning of the hall of residence and common rooms

Our cleaning firm is responsible for cleaning public areas such as stairwells, washing machine room and lifts. The cleanliness of your room/apartment is your own responsibility. Regular cleaning of the shared living spaces such as hall and kitchen is the joint responsibility of all members of the living group.

Kitchen

The kitchen is the heart of communal accommodation. It is where people come together and live together. It can, however, quickly become a conflict zone, if residents' understandings 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, where the members of the household take it in turns to keep the kitchen clean (e.g. for a week). Clearly define which cleaning duties this covers and which it does not.
- 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.
- You are required to take out the rubbish yourselves. This should be removed regularly and taken to the containers. Do not allow the bins to overflow.
- Clean cupboards, fridges and cookers regularly and throw away anything that is no longer fit to eat.

- The kitchen floor must be cleaned regularly – at least once a week.
- The windows and window frames should be cleaned every three months or so.

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.

3.3.4 Mounting personal items

Please be sure to consult the care-taker before hanging anything up (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.

3.4 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

3.5 Barbeques

On the meadow located along side the long, west side of the building (in the direction of Schleißheimerstraße) there are paved areas surrounded by a hedge. Here it is permitted to barbeque in accordance with local regulations, until 22.00 h. Barbequing elsewhere in your hall of residence (e.g. on fire escape balconies or roof terraces) is strictly forbidden.

3.6 Registering parties

The student self-administration and tutors organise parties and other events to promote social contact and communal living within the student hall of residence. The residents too, use the communal areas to hold private parties on 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.

For all parties, the Munich Student Union's agreement has to be obtained by the student self-administration in advance. To do this, please send a timely written application to the technical director of your hall of residence (the forms for this application are available at the administrative office or from the technical director of your hall of residence).

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.

Any prior standing agreements that have already been made with the self-administration of a particular hall of residence will remain initially unaffected.

3.7 Garage space rental

This student hall of residence has several car parking spaces in a subterranean garage at its availability. If you would be interested in renting one of these spaces, please contact your administrative office directly (see 1.1 'Administration').

In the event of not all of these spaces being required by students, other interested parties may also apply. Please contact the administration office directly, where our staff will be please to inform you of the rental conditions.

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 factors 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 Rubbish separation

Rubbish removal and 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 whilst simultaneously helping the environment. Please read the following information from the City of Munich carefully, and note the recycling points in Neuherbergstraße and Haprechtstraße:

Paper/cardboard:	Beside the entrance to each house
General (non-recyclable) waste:	Beside the entrance to each house
Glass:	DSD recycling points in Neuherbergstraße/Haprechtstraße
Plastics:	DSD recycling points in Neuherbergstraße / Haprechtstraße
Metal:	DSD recycling points in Neuherbergstraße / Haprechtstraße

As a Munich resident, you can dispose of bulky items (e.g. furniture) and electronic devices, free of charge, at the city recycling site (Wertstoffhof).

Nearest recycling centre:

Wilhelm-Wagenfeld-Str. 5,
80807 Munich

Opening times:

Mon	10.30–19.00 h
Tue–Fri	08.00–18.00 h
Sat	07.30–15.00 h

4.2 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. But only this: 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:

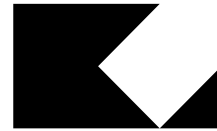
- Twice a week, let all hot water taps and shower heads run until the water reaches 60°C.
- Before setting the desired water temperature for showering, run warm water through the shower head – be careful of scalding!

4.3 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.



5 Appendices

5.1 Usage of intercom in your room

RITTO

Freisprechstelle
Art.-Nr. 1 7230

Bedienung
04/2008 / lit.-Nr. 400 233-489

Funktion	Tätigkeit	Ergebnis
Rufsignal auslösen (Klingeln)		Rufton ertönt, blinkt
Türöffner betätigen		Türöffner schaltet
Sprechverbindung aufbauen		Sprechverbindung 1 min aktiv, leuchtet
		Sprechverbindung abgebrochen
Rufsignal ab/einschalten (Rufabschaltung)		leuchtet
		Rufton ertönt

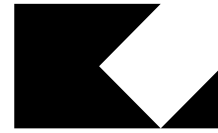
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Funktion	Tätigkeit	Ergebnis
ABCDEF Rufnummern auswählen	 mehrmals gedrückt drücken	Rufnummern wechseln
Rufnummern einstellen	 gedrückt halten	Lautstärke ist angepasst
Sprachlautstärke einstellen	 gedrückt halten	Lautstärke ist angepasst
Zusatzfunktionen schalten (z.B. Treppenhäuslichkeit)	 gedrückt drücken	Schallgerät schallt

1) Optimale Sprachqualität bei einem Abstand von einer Armlehne.
2) Optional mit Schallgerät 1 4981, z. B. Licht schalten.
3) Bei laufendem Gespräch muss nur gedrückt werden.

make it easy
RITTO

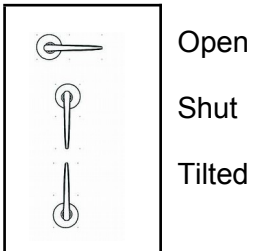
RITTO GmbH & Co. KG
Postfach 80 51 51 52
141 480 215, 141 480
www.ritto.de



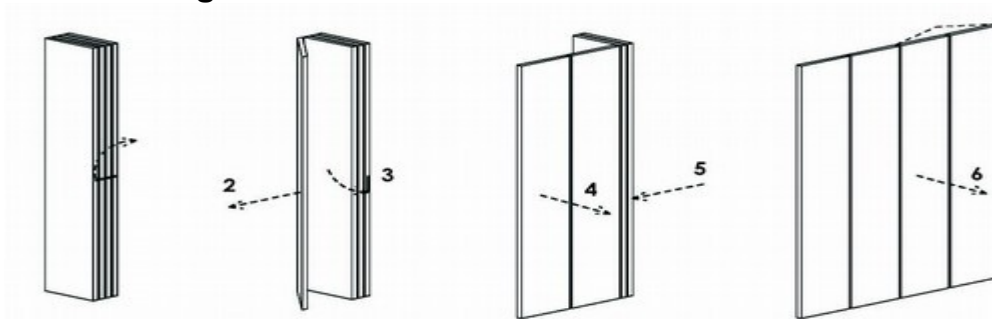
5.2 Operation of windows and shutters

Please take note of the following when opening and closing windows and shutters.

5.2.1 Windows



5.2.2 Sliding shutters



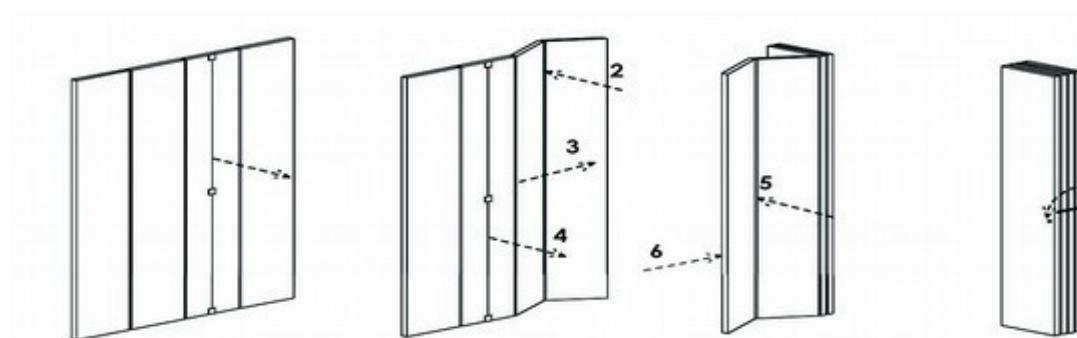
To close the shutters, slide them sideways until they click into place.

To open the shutters, gently press the stopper to release and slide the shutters sideways until they click into place.

Opening the shutters

1. Open the lever 2. Pull 3. Push the level downwards 4. Click into place 5. Slide 6. Click into place

Folding shutters (tower rooms)



Folding shutters should be kept either completely open or completely closed. Do not use force to open or close the shutters!

Closing the shutters

1. Pull on the cord 2. Press 3. Pull 4. Pull on the cord 5. Press 6. Slide 7. Close the level

5.3 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>