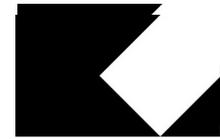


Welcome to the 'Kaulbachstrasse' student hall of residence



Studentisches Wohnen





**Studentenwerk
München**
Studentisches Wohnen

Kaulbachstrasse student hall of residence

**Kaulbachstraße 49
80539 München**

Dear Residents,

We would like to bid you a warm welcome to our student hall of residence 'Kaulbachstrasse', otherwise known as 'Marie-Antonie-House'!

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.

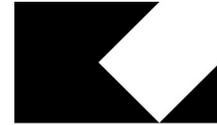
Non compliance with this regulation will have legal consequences.

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

Opening hours:

Mon - Fri by arrangement



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1.3 Technical emergencies

For urgent matters (burst pipes, fire etc.) 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 in the stairwell on the ground floor.

1.4 Emergency services

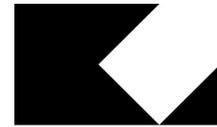
Ambulance	112
Fire brigade	112
Police	110

Nearest police station:

Polizeiinspektion München 12 – Maxvorstadt (Police station Munich 12 – Maxvorstadt)
Türkenstraße 3
80333 Munich

Telephone: +49 89 28630-0
Fax: +49 89 28630-128

U3/U6 Odeonsplatz
U1/U2 Königsplatz



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2 Your student hall of residence

2.1 Area map, public transport connections, shopping facilities

The Kaulbachstrasse hall of residence is just a stone's throw away from the LMU, and the 'Universität' stop of the underground trains is just two minutes walk away. Residents of this hall of residence live right at the hub of Munich's student scene and have wide range of shopping facilities, banks, copy-shops, cafés, pubs and takeaways at their disposal (In Schwabing, Maxvorstadt and the city centre).

A further plus point is the immediate proximity of the English Garden – just a two minute walk around a couple of corners and you will find yourself at the entrance to this beautiful, green oasis. The English Garden offers the people of Munich sporting or relaxation opportunities the whole year round.



Figure 1: Kaulbachstrasse area map

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



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2.2 Particular features of your hall of residence

The hall of residence in Kaulbachstrasse, also known as Marie-Antonie-House, was the first student residency to be established in Munich, thus making it the oldest in the city. The house was named after the wife of the banker James Loeb, who generously funded its establishment. The generosity of James Loeb seemingly knew no boundaries and he donated a large proportion of his wealth to social projects, the arts and research endeavours, without ever expecting anything in return.

Since 1970, this house has been home to men and women living together in small groups. The house has a garden with space to barbecue as well as two sun terraces, not to mention many other desirable communal facilities: A cellar bar, a fireplace room, a music room with a piano, a hobby room complete with workshop, a photography lab, a table tennis table as well as a washing and drying room!

2.3 Keys, electric door bells, post boxes

2.3.1 Your keys

Upon moving in, you will receive three keys:

- 2x house keys (for the doors to the house, your shared flat and the washing machines room in the cellar).
- 1x key to your post box

2.3.1 Intercom and electric doorbells, post boxes, labels

A room number is engraved next to the door bell. The name of the corresponding resident can be read off the list on the panel of doorbells, which is posted and updated by the Munich Student Union.

The labels on the post boxes are also maintained by the Munich Student Union.

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

2.4 Reporting damage and repairs

2.4.1 Damage in your room

If you become aware of damage in your room during your time as resident, please inform the caretaker of this at the earliest available opportunity. Do this by filling out a damage report form ('Schadensmeldung'), which can be found in the stairwell of the ground floor, next to the caretakers' postbox for tasks to be attended to ('Auftragszettel').

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.



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2.5 Television and radio reception, telephone, internet

2.5.1 Television and radio reception

The house is equipped with a cable connection from Kabel & Medien. A current overview of the available channels is available at www.atcable.de.

2.5.2 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, by a service provider of your choice. Please use only the plug socket labelled RJ 45..

2.5.3 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, 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). Summarised instructions for configuration of your PC can be obtained from your administrative office (see 1.1)

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!

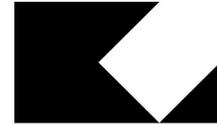
2.6 Broadcaster license fees

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.



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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

2.7 Washing machines and drying room

A room with washing machines and dryers is located in the cellar of the house. Residents of the house are required to maintain these machines themselves. Operation of the machines requires that coins be inserted.

In order to minimise noise disturbance, please only use these machines between the hours of 06.00 and 22.00 h.

Your room key opens and re-locks the door to the washing machines and drying room.

2.8 Parking

Your hall of residence does not have any parking spaces that can be rented to residents at its disposal. Public parking spaces are however available in front of the house and the building at Kaulbachstrasse 49. Please pay attention to the parking regulations.

2.9 Barbecues

The Munich Student Union has established a barbecue area in the garden of the hall of residence. Please only barbecue in the designated area.

As this represents a significant fire hazard, barbecuing at the hall of residence (on roof terraces or escape balconies, for example) is strictly 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 any 'Landeshauptstadt München' (City of Munich) registration office. These offices are known as 'Bürgerbüros'.

Information regarding the location of Bürgerbüros and 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 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

In the event of fire, blue fire alarms located in the stairwells can be activated to sound a fire alarm within the house. This signal is intended to make all residents aware of the incidence of fire and should only be activated appropriately.

Misuse of the fire alarms is strictly prohibited!

Access to the roof is generally forbidden. Please consult your copy of the house 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.



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As this represents a significant fire hazard, barbecuing at the hall of residence (on roof terraces or escape balconies, for example) is strictly forbidden!

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 18.00 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
- The spiral staircase is intended for use **only as an emergency escape route** – please respect this and do not treat this staircase as a 'normal' route up to or down from the roof terraces. Ascending or descending the metal stairway creates a lot of noise. This is particularly unpleasant during the night, when other residents and neighbours are trying to sleep, and leads to repeated complaints from the neighbourhood.

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

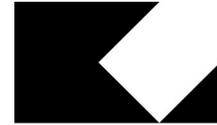
Please be sure to consult the care-taker before hanging anything up on the walls of your room (e.g. pictures or shelves). Before drilling into the walls it is vital to ascertain whether there are any unseen water pipes or electricity cables.

3.7 Cleaning of the hall of residence and common rooms

Our cleaning firm is responsible for general cleaning of the house. Our staff take care of cleaning: stairwells, corridors, washing machine room, WC, showers and the kitchen floor.

The day-to-day cleanliness of the communal kitchen and the cellar bar is the joint responsibility of all residents.

The cleanliness of your own room is your own responsibility.



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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 plan in which residents take turns in being responsible for the cleanliness of the kitchen (e.g. for one week). Define which duties this regime 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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3.8 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

3.9 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.

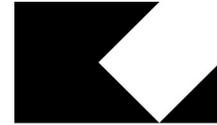
Due to the noise often associated with such gatherings, and possible inconvenience to the neighbours that this may cause, parties may only be held at the weekends (meaning only on Friday or Saturday), and must confirm to certain limitations.

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 (forms for this application are available from the student self-administration).

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 additional agreements made between the Munich Student Union and the student self-administration of particular halls of residence are initially upheld.



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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, whilst simultaneously helping the environment. Please read the following information from the City of Munich carefully:

Correct rubbish separation:

Paper/cardboard:	Next to the main entrance of the house
General (non-recyclable) waste:	Next to the main entrance of the house
Organic waste	Not available (treat as non-recyclable)
Glass:	Recycling point in Königstr. 53, opposite Veterinärstr.
Plastics/	Recycling point in Königstr. 53, opposite Veterinärstr.
Recyclable metals	Recycling point in Königstr. 53, opposite Veterinärstr.

As a Munich resident, you can dispose of oversize and electronic items free of charge at a recycling centre (Wertstoffhof).

Your nearest recycling centre:

Wertstoffhof in Schwabing
Wilhelm-Wagenfeld-Straße 5
80807 München

Opening times:

Mon	10.30–19.00 h
Tues–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. 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:

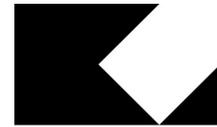
- Twice a week, let all hot water taps and shower heads run until the water reaches 60°C.
- Before setting the desired water temperature for showering, run warm water through the shower head – be careful of scalding!

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 Appendix

5.1 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>