

**Studentenwerk im Saarland e.V.**  
(Student Services of the Saarland, registered association)

**Guidelines of the Studentenwerk im Saarland e.V. (student services) for the administration of the halls of residence**

Effective: April 2013

For reasons of readability the terms “renter” and “applicant” denote male as well as female persons.

The allocation of housing space in a student residential home constitutes an indirect way of public sponsorship. Since there is only a limited number of dwellings available in the student residential homes and publicly sponsored housing is supposed to be made available to a preferably large number of students according to the rotational principle, the renting out only takes place temporarily.

1. Housing eligibility

- 1.1. Eligible for housing in the halls of residence (dormitories) of the Studentenwerk im Saarland e.V. (student services) are proper students of the Universität des Saarlandes.
- 1.2. Not eligible for housing are especially students
  - who at the same time are doctoral candidates, assistants, student teachers/junior lawyers, trainees or suchlike,
  - who mainly go to work,
  - who have already graduated from a university with a professionally qualifying exam (except bachelor degrees). An exam acquired at a university also counts as professionally qualifying if the degree has been attained abroad and there qualifies to exercise a profession.
  - who are enrolled as visiting student or guest auditor.
- 1.3. In case the available number or places in the halls of residence has not completely been let to eligible persons according to item 1.1., the free places in the dormitories can temporarily be let to other persons for one semester. This way of letting must not interfere with the needs of the eligible residents.

**There is no legal right to the allocation of housing space in a hall of residence of the Studentenwerk im Saarland e.V. (student services).**

2. Application / waiting list / allocation

- 2.1. Every applicant has to apply for the respective hall of residence online on the homepage of the Studentenwerk im Saarland e.V. (student services: [www.studentenwerk-saarland.de](http://www.studentenwerk-saarland.de)). According to the date of receipt of the application the inclusion on the waiting list takes place.
- 2.2. The application is processed free of charge and does not constitute a legal right to a housing space.
- 2.3. There is a waiting list which allows for a fair admission. The position on the waiting list results from the receipt of the online application.
- 2.4. The allocation of housing space takes place according to the order of applicants on the waiting list.

- 2.5. Every applicant must at least quarterly report back to the department responsible for student housing (Wohnheimabteilung) in order to indicate his interest in a housing space.
- 2.6. Possible changes, especially a change of address (letter post as well as e-mail), has immediately to be reported to the department responsible for student housing (Wohnheimabteilung) since there is no other way of notification.
- 2.7. Applicants who do not or not anymore fulfil the prerequisites for an admission to a hall of residence or who do not react to a letter from the Studentenwerk (student services) within a given time determined by the Studentenwerk (student services) are removed from the waiting list.

### 3. Occupancy

- 3.1. When allocation housing space the Studentenwerk (student services) reserves the right to choose the applicants for reasons of individual cases in order to secure socially more stable residential structures and better balanced settlement structures as well as better balanced economic, social and cultural relations.
- 3.2. Housing space is not allocated to students who have already lived in a hall of residence of the Studentenwerk im Saarland e.V. (student services) for the maximum amount of time permitted or whose tenancy has been terminated by the Studentenwerk im Saarland e.V. (student services).
- 3.3. Should a renter have terminated his tenancy and would like to move in at a later point in time, it is possible to do so taking into account the previous housing time.
- 3.4. In case of interrupting the tenancy because of studying terms abroad, this time can be declared "Wohnzeitenunterbrechung" (interruption of housing time).
- 3.5. More than one person can only be allocated to one housing unit if this unit has been designated to accommodate the respective number of inhabitants.
- 3.6. Applicants with an impairment of at least 50%, verified by submitting the official certificate, are preferentially admitted.
- 3.7. When allocating housing space the following persons can preferentially be considered:
  - foreign students who are disadvantaged on the free housing market
  - physically impaired or chronically ill students for whom the accommodation in a hall of residence means a relief of their situation
  - families / single parents with children (up to the age of 7 of the youngest child) for family housing
- 3.8. The offer of and the contract of tenancy for a housing space are to be mailed back by the applicant in due time. A refusal of an offer is possible without losing one's place on the waiting list. In case of no response the application is deleted from the waiting list.

### 4. Moving

- 4.1. Every student can make a request to move after a semester. This request is added to the existing waiting list. The wish to move does not lead to being privileged on the waiting list. The move is requested via an online application form for the desired hall of residence.
- 4.2. Prerequisites for moving
  - a) So far the renter must have behaved conform to the contract agreements during his time of residence.
  - b) The move is only possible upon payment of an administrative fee of 15.00 €.
  - c) Free housing space must be available.
- 4.3. A move in the first month of a semester can be refused.

### 5. Time of residence

- 5.1. The eligibility for residence is valid for 6 semesters and can, depending on the capacity of the halls of residence, be extended according to item 5.2. until the prerequisites stated in item 1.1. cease to apply. The extension is valid for one semester at a time.
- 5.2. An extension of the eligibility for residence can take place after written request including the necessary evidence.
  - 5.2.1. For seriously disabled persons with official certificate: as appropriate.
  - 5.2.2. If a renter has executed an office of self-administration in the halls of residence (president of the hall of residence, treasurer, tutor, "Flurrat"/hallway council, "Netzwart"/net warden) acknowledged by the Studentenwerk (student services) for at least 6 months and has been discharged. For each six months of office the eligibility for residence is extended by one semester. This extension can take place a maximum of two times. The office must have been executed within the periods stated in 5.1. or 5.2.4.
  - 5.2.3. With proof of the Prüfungsamt (examination office) for the duration of the examination phase (1<sup>st</sup> Staatsexamen/state exam, bachelor or master thesis), however for a maximum of 2 semesters.
  - 5.2.4. For students of Staatsexamenstudiengänge (studies for state examination; in so far as they are first degree studies) and for students of consecutive master studies (if they have already lived in a hall of residence of the Studentenwerk im Saarland e.V. (student services) during their bachelor studies): maximum 2 semesters.
  - 5.2.5. Cases of hardship: Furthermore, in case of hardship residents can apply for an extension to the housing committee as appropriate. The following examples constitute cases of hardship (not a conclusive list): Especially an economic hardship towards the end of one's studies (e.g. expiration of the entitlement to Bafög (German federal student grants)), repetition of final exams or final project/thesis, illness, taking care of a relative. The applicant has to proof that his degree can be obtained and that further facilitation by living in a hall of residence forwards obtaining this degree. The extension is valid for one semester at a time, however for a maximum of 2 semesters.
- 5.3. An extension of the housing time can be refused if the renter has already fulfilled the prerequisites for instant termination of the contract of tenancy during his time of residence so far.
- 5.4. Only complete semesters of residence count as time of residence.
- 5.5. In so far as a "Ruhevertrag" (contract of suspension) has been agreed on for the time of stay abroad, only 2 semesters are not counted against the time of residence. In case of further "Ruheverträge" (contracts of suspension) the time spent will be counted against the time of residence.

## 6. Expiration of the application

The application expires when:

- 1) the application includes wrong or missing statement
- 2) re-registration at the department for student housing (Wohnheimabteilung) does not take place in due time.
- 3) there is no timely acceptance of the allocated housing space or a timely re-registration does not take place
- 4) the eligible person refused the respectively allocated housing space three times

The applicant is not informed about the expiry of an application.

Contracts of tenancy are entered into in writing by the Studentenwerk im Saarland e.V. (student services). Furthermore, all procedures relevant with regard to the contract of tenancy must be provided in written form.

## 7. Responsibility and Procedures

- 7.1. If not otherwise indicated, the management of student housing of the Studentenwerk (student services) is responsible for every decision made according to these guidelines.
- 7.2. Applications for the extension of the housing time are to be made in writing within a period of time determined by the management of student housing. If no application is received in due time the Studentenwerk (student services) lets the rental object to someone else. Late applications are rejected.
- 7.3. It is possible to lodge an objection including a written explanation against negative decisions concerning admission or extension. The housing committee adjudicates on the objection.
- 7.4. Members of the housing committee who are entitled to vote are the two board members that are appointed by the board at the beginning of each year as well as the management. When decisions by the housing committee are made, the chairman of the management of student housing as well as the responsible residential home president and the “Ausländer- or Gleichstellungsreferent” (speaker of the foreign students or parity consultant) of the student body should take an advisory part. The committee only has a quorum if all members who are entitled to vote are present.
- 7.5. In case any question of doubt should arise during the decision making of the housing committee, every member of the committee can request a decision by the board.

## 8. Self-administration of a hall of residence

- 8.1. The Studentenwerk (student services) supports the self-administration of the inhabitants of a hall of residence within the framework of the regulations of the contract of tenancy and within the authorized house rules by granting a reduction of rent to the president of the hall of residence during his period of office as well as by granting an extension of housing time (item 5).
- 8.2. The amount of the advantaged offices (extension of housing time) is determined by dividing the number of inhabitants of a hall of residence by the respective value in line II of the following table.

I. number of inhabitants	0 - 50	50- 100	100 - 200	more than 200
II. divisor	10	11	13	16

Furthermore, one Netzwart (net warden) or, for halls of residence with more than 150 inhabitants, two Netzwart (net wardens) are accepted.

## 9. Coming into effect

The guidelines come into effect on the day of their approval by the board of the Studentenwerk (student services).