

Occupancy Guidelines of the Studierendenwerk Thüringen

§ 1 Applicability (Purview)

These guidelines of occupancy are valid for all residential complexes administered and managed by the Studierendenwerk Thuringia.

§ 2 Eligibility for Housing

- 2.1 All students enrolled in one of the state universities or in one of the Universities for Cooperative Education (*Staatliche Studienakademie*) in Thuringia are eligible for accommodation in the residential complexes of the Studierendenwerk.
- 2.2 If the residential complexes are not used to full capacity by eligible persons according to par. 2.1, students of other institutions or people authorized by the Studierendenwerk may be allowed to live in the residential complexes.
- 2.3 During the summer break other persons may stay at selected residential complexes (according to §9 (3) of the General Terms and Conditions) on a temporary basis. Occupancy will be assigned by the Studierendenwerk.
- 2.4 Spouses of eligible students may stay at residential complexes. Additional exceptions are possible in reasonable cases.

§ 3 Reasons for Ineligibility

- 3.1 Even if the requirements for eligibility according to §2 (2.1) are met, not eligible for occupancy are persons
 - a) who have had a rental agreement that has been terminated by the Studierendenwerk,
 - b) who have reached or exceeded the specified occupancy time limit of the Studierendenwerk Thuringia in public subsidized student housing facilities by the time of their possible moving in date.
- 3.2. If the Studierendenwerk is informed about one of the above mentioned reasons for ineligibility, the applicant is to be taken off the list of applicants. The student is to receive written notice of this step.
- 3.3 Applicants who have rejected an offered place of occupancy without giving reasons may be taken off the list of applicants by the Department for Student Living. The applicant is to receive written notice of this step.

§ 4 Application for a Place of Occupancy/Residency

- 4.1 Persons applying for study at one of the institutions of higher education in Thuringia are entitled to apply for a place of residency (occupancy). When pleading for a special case (*Sonderfall*) the required evidence need to be filed as well.

4.2 The application for a place of residency/occupancy in a student residential complex can be made on the Studierendenwerk homepage.

Documents which need to be enclosed in the application are:

- Required evidence; a current certificate of matriculation (if available)
- other evidence for extra details, for example doctor's certificates, certificate of disability

§ 5 Admission to a Residential Complex

5.1 The General Manager (*Geschäftsführer*) of the Studierendenwerk or his substitutes decide about admittance to a student residential complex. Vacant residential places are principally assigned based on the order of filing the application (list of applicants).

5.2 Notwithstanding par. 5.1, applicants may preferably be selected for a residential place after inquiry of the individual case if they fulfill one of the following criteria for special case applications (*Härtefallkriterien*):

- a) Severe illness or physical disabilities: Based on medical or official certification, only severe and permanent, or at least longer persisting illnesses or disabilities shall be taken into account through dutiful assessment by an evaluating employee.
- b) Preparation for finals required to complete a degree (*Studienabschlussprüfungen*): Here applicants shall be considered who are involved in an examination procedure which will result in the completion of a degree.
- c) Exceptional urgency for applicants from abroad (*ausländische Bewerber*): Students from abroad with timely application will be selected preferably since they may have particular problems on the private housing market due to the shortage of their study duration (short-term students up to 12 months), to language problems or their origin. Applications after 31 July or 31 January of each year will be added to the regular list of applicants according to date of submission.

5.3 Applicants may also receive a residential place, notwithstanding par. 5.1, if the following special circumstances are met:

- a) students with children
- b) student whose spouse already lives in a residential complex.

5.4 A student has the opportunity/right to live in a residential complex until the end of the standard period of study (*Regelstudienzeit*). Additionally students have the possibility to extend this housing period to up to one more year. For this purpose a written application which includes valid reasons needs to be filed with the responsible official of the rental department (*Vermietung*) no later than two months prior to the end of the rental agreement.

§ 6 Early Terminations of the Rental Agreement

6.1 Article 4, par. 4 of the General Terms and Conditions regulates the termination of rental agreements with a term of 6 weeks at the end of the semester.

An early termination by the rentee can only be accepted based on a written application in the following special cases (*Härtefällen*):

a) Completion or termination of studies (*Exmatrikulation*)

The applicant needs to terminate his/her studies due to missing or insufficient exam results and is not allowed to continue his/her studies or he/she terminates or completes his/her studies, thus leaving the institution of higher education (*Exmatrikulation*). A termination of the rental agreement is possible with a term of 6 weeks at the end of the months after submitting proof of his/her *Exmatrikulation* (termination/completion of studies).

b) Pregnancy/Delivery

For the protection of the expectant mother a termination of the rental agreement can be possible with a term of 6 weeks at the end of the month.

c) Health Problems

With submitting a medical certificate, the applicant may terminate the rental agreement with a term of 6 weeks at the end of the months if he/she is no longer able to continue or if he/she needs to suspend the studies for a longer period of time.

d) Military Service or Alternative Military Services

In case of a conscription order, the applicant may terminate the rental agreement with a term of 6 weeks at the end of the month.

e) Exchange Internships and Study Abroad

Upon timely notice of acceptance to an internship or a study abroad program, the applicant may terminate the rental agreement with a term of 6 weeks at the end of the month. A written confirmation by the International Office is required.

§ 7 Coming into Effect (*Inkrafttreten*)

These Occupancy Guidelines become effective 1 February 2008 and replace the Occupancy Regulations (*Belegungsordnung*) of the Studierendenwerk JenaWeimar and previously valid regulations of the Studierendenwerk Erfurt-Ilmenau. The Occupancy Guidelines were confirmed by the Administrative Board (*Verwaltungsrat*) of the Studierendenwerk Thuringia on 22 January 2008.

Jena, 29 January 2008

Dr. R. Schmidt-Röh
Director