

GUIDELINES ON ADMISSION AND EXTENSION FOR HALLS OF RESIDENCE OF STUDENTENWERK SCHLESWIG-HOLSTEIN¹

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PRELIMINARY REMARK

The text of these guidelines does away with a language of gender equality simply because such phrasing sounds contrived and rather makes comprehension more difficult. The persons and functions mentioned apply to both women and men, however.

SECTION 1 PURPOSE

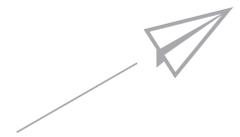
Studentenwerk Schleswig-Holstein is the owner and financial sponsor of the student halls of residence. The provision of residences serves to provide accommodation to enrolled students at the universities of Schleswig-Holstein. Admission to a hall of residence is intended to create the social conditions for studying, scientific research and community. Providing the residences is therefore part of the social support for students by Studentenwerk Schleswig-Holstein.

SECTION 2 ADMISSION

- (1) In principle, only the persons mentioned in Section 1 will be admitted to the student residences of Studentenwerk Schleswig-Holstein. Given the limited number of residences available, these are only provided to persons attending the university and whose performance is an indication of appropriate progress with their studies.
- (2) Disabled and foreign students are to be given particular consideration during admission.

SECTION 3 REASONS FOR EXCLUSION

- (1) Not entitled to residence are persons who, even if they meet the conditions of section 2 paragraph 1
 - a) have already completed university studies with a qualifying professional degree at a national university. However, this does not apply if the student has completed studies at a polytechnic with a professional degree and then directly afterwards continues his studies at another university in the same discipline.
 - b) are assistants, trainees, volunteers or similar,
 - c) are predominantly in employment,
 - d) pay for their living expenditure and the costs of their studies from a self-employed or employed activity, if their taxable gross income amounts to more than twice the BAföG entitlement,
 - e) already live in a hall of residence of the student union and are in arrears with their rent or have been issued with a notice,
 - f) have already had another tenancy terminated by the student union,
 - g) have reached the limited residence period of 6 semesters (plus any extension).



- (2) If the student union becomes aware of one of the above-mentioned reasons for exclusion, the student must be removed from the list of applicants. However, if the reason of exclusion exists in accordance with section 3 paragraph 1 e, the removal must only take place after actual termination of tenancy; up till then such applicants are merely barred from further processing.
- (3) Applicants who have declined the residence offered to them may be removed from the list of applicants by Studentenwerk Schleswig-Holstein.

SECTION 4 TIME-LIMITS ON RESIDENCE

The residence period in all student residences managed by Studentenwerk Schleswig-Holstein is limited to 6 semesters. The residence periods in different halls of residence of Studentenwerk Schleswig-Holstein are added together.

SECTION 5 APPLICATION PROCESS

- (1) All applications for the student halls of residence must be directed exclusively to the student union via the online residence application on our website or the respective application forms. The forms must be completed truthfully and completely. Every applicant may specify the halls of residence of his choice. However, if there are several applications by the same applicant, only the last application with the most recent date of receipt needs to be considered. Subsequent changes of your contact data must be communicated to the student union without delay.
- (2) The validity of the application is limited to the respective semester. If it was not possible to provide the applicant with a residence for that semester, he must re-apply for the next semester.

SECTION 6 ALLOCATION PROCESS

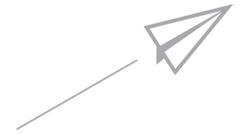
- (1) If the demand for places in the student halls of residence of Studentenwerk Schleswig-Holstein exceeds the number of available places significantly, the places are allocated by drawing lots. The available residences are allocated in the order of the applicants drawn by lot. During the allocation of the residences cases of hardship (section 7) are given preferential treatment.
- (2) The signing of a tenancy agreement with the applicant automatically voids all existing applications.
- (3) Applications by residents for moving within the same or to another hall of residence are treated like first applications. In this case a moving fee of € 125.00 must be paid for the first move. For every further move this fee increases by € 5.00.

SECTION 7 CASES OF HARDSHIP

- (1) In variance from the process according to sections 5 and 6 residences may in exceptional cases also be allocated preferentially upon written application to applicants who can demonstrate special reasons.
- (2) The residence may upon the written application of the tenant, which must normally be submitted three month before the end of the tenancy period, be extended beyond the limited residence period of section 4 if special reasons can be demonstrated to support this. For the application the forms provided by Studentenwerk Schleswig-Holstein must generally be used. These are sent by the residence administration to the tenants affected by the limited residence period. There is no entitlement to signing a new tenancy agreement.
- (3) Reasons in the meaning of paragraph 1 and 2 are in particular:
 - economic/financial situation
 - BAföG regulation on cases of hardship
 - special exam situation (for imminent exams)
 - situation of foreign students
 - disabilities/proven serious illness (only with specialist doctor's certificate)
 - pregnancy and mother/child situation
 - activities in the committees of Studentenwerk Schleswig-Holstein (governing board, administrative council)
- (4) Applicants for cases of hardship in accordance with paragraph 1 and 2 must add a written justification with their application to explain the special reasons. All information relevant to the decision must be verified by appropriate evidence.

SECTION 8 ALLOCATION PROCESS FOR CASES OF HARDSHIP

- (1) The recognition of cases of hardship in accordance with section 7 paragraph 1-3 is decided by the governing board taking into account the vote of the central admissions committee. The vote is not binding for the governing body.
- (2) The central admissions committee may recommend to the governing board to refuse the extension according to section 7 paragraph 2 in justified cases. Such a justified case is in particular if a resident persistently disturbs the peace on the premises, annoys other residents excessively or is in arrears with his rent payments. If such a recommendation is based on the first two items mentioned, it must at least be preceded by a written notice by the student union and a hearing of the affected persons. The central admissions committee can also recommend to refuse the extension for residents who are enrolled but do not seriously pursue their studies. In case of a justified suspicion the residents concerned must submit suitable verification of performance.



SECTION 9 EARLY TERMINATION

- (1) The student union can give tenants early notice in justified cases. The autonomous administration of residents must be informed in advance. In case of a lack of residence entitlement, rent arrears of more than two rents or unauthorised subletting Studentenwerk Schleswig-Holstein can also give early notice without prior information to the autonomous administration of residents. The central admissions committee may recommend to the student union the early termination for individual tenants in justified cases. Justified cases in the meaning of paragraph 1 and 2 are in particular the cases mentioned in section 8 paragraph 2.
- (2) An early termination by a tenant is only possible under the condition that an applicant is available who will be assigned by Studentenwerk Schleswig-Holstein to the residence being vacated. The may only suggest a subsequent tenant if no regular applicants are available. In case of moving out early the student union charges a cost contribution.
- (3) The tenant is obliged to use the residence provided in accordance with the tenancy agreement for the duration of the tenancy. If the residence leased is not used without justification for a period of 60 days (except semester breaks), Studentenwerk Schleswig-Holstein can give the tenant early notice if the social conditions in accordance with section 1 of the admission and extension guidelines no longer exist.

SECTION 10 ALLOCATION OF RESIDENCES BY THE INTERNATIONAL CENTER (IC)

The International Center of Kiel University is to be provided with min. 5% of the places in the halls of residence to let to foreign students as a fixed contingency. For every semester the central admissions committee defines the number of places afresh. The IC allocates the residence places provided to it in its own responsibility. It makes sure that the allocated residence places are always let. Students and lecturers who were allocated a residence place by the IC are not entitled for their tenancy to be continued beyond the specific time period set by the IC.

SECTION 11 CENTRAL ADMISSIONS COMMITTEE

Studentenwerk Schleswig-Holstein establishes a central admissions committee. It is composed as follows:

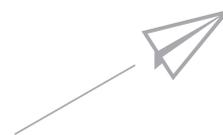
1. the managing director of the student union or his deputy as chair
 2. two official representatives of the student union
 3. representatives nominated by the autonomous residents administrations:
 - for Kiel, Wedel, Heide one representatives for each hall of residence
 - for Flensburg two representatives for each hall of residence
 - for Lübeck: two representatives for each hall of residence
 4. one representative of the International Center of Kiel University
- (2) The members listed in paragraph 1 clause 3 must be ordinary members of the respective autonomous residents administrations of the halls of residence.
 - (3) Students whose tenancy has expired (eviction proceedings where applicable) cannot be representatives of the residences.

SECTION 12 DUTIES OF THE CENTRAL ADMISSIONS COMMITTEE

The central admissions committee discusses whether an applicant should be preferentially admitted to a residence and recommends to the student union the signing and the extension of tenancies. If Studentenwerk Schleswig-Holstein deviates from a recommendation, this must be communicated to the central admissions committee.

SECTION 13 PROCEDURES OF THE CENTRAL ADMISSIONS COMMITTEE

- (1) The central admissions committee convenes as required. It is called by its chair. The meetings are not public. For individual items on the agenda representatives of the autonomous residents administrations and other competent guest may be invited. Their participation is decided upon by the chair of the central admissions committee. Members whose own affairs are concerned are precluded from participation in the respective item of the agenda. Likewise members are excluded who are in an ongoing legal dispute with Studentenwerk Schleswig-Holstein on which a verdict has not yet been reached. The notice for meetings is 7 working days. In case of urgency, written or telephone approval can also be obtained. The result must be disclosed during the next meeting.
- (2) The central admissions committee has a quorum if at least half of its members are present. If this required quorum is not reached, the central admissions committee may be reconvened with a notice period of 5 working days. It then has a quorum with the number of members present.
- (3) Decisions are taken by majority vote of the members present. In case of a tied vote, the chair has the casting vote.
- (4) Studentenwerk Schleswig-Holstein submits to the central admissions committee the applications for a residence. The central admissions committee may recommend the preferential admission of cases of hardship at any time.
- (5) Places becoming vacant in the halls of residence are allocated by Studentenwerk Schleswig-Holstein with consideration of the order of halls of residence specified by the applicants. In individual cases Studentenwerk Schleswig-Holstein may issue residences which become vacant in advance.



SECTION 14 DATA PROTECTION

- (1) The members of the central admissions committee must comply with the provisions of the Schleswig-Holstein State Data Protection Act when exercising their rights.
- (2) The student union may only disclose application documents to such members who have signed a confidentiality declaration in accordance with the Data Protection Act.

SECTION 15 FINAL PROVISIONS

These guidelines were discussed on 02 November 1993 by the “Student Living” advisory board and passed by the governing board of Studentenwerk Schleswig-Holstein on 09 March 1994. Amendments were passed by the governing board on 25 July 1994. After consultation with the advisory board these guidelines were amended and passed on 02 February 1995. On 02 November 1998 further editorial changes were passed by the governing board. Further amendments came into force after consultation with the advisory board on 23 November 2000 and governing board resolution on 07 November 2001. On 01 March 2016 further amendments were passed by the advisory board.

❗ ¹ Please note: This text was translated from German. There might be mistakes due to the translation. The German text is authoritative.