

## STUDENT RESIDENCE STATUTE

in accordance with §§ 14 and 15 Studentenheimgesetz (Student Residence Law), BGBl.291/1986,  
in the version of BGBl. 24/1999

for the student residences of Akademikerhilfe Studentenunterstützungsverein  
(Students Support Society), valid from 16 September 1999.

### **A. Purpose and dedication**

By running student residences Akademikerhilfe primarily aims to support students studying at Austrian and European universities, Teachers Colleges etc. Through the organisation of residence life residents should be enabled to deepen their general and religious understanding and to gain wider knowledge beyond their academic studies. After completion of their studies the graduates should thus be in the position to practise the higher social responsibility that is expected of university graduates towards society in general and towards the Republic of Austria in particular. Based on this concept and through genuine willingness to help each other the residence community is expected to encourage the individual students to complete their course of study and further develop their personalities. Every resident is expected to respect the Christian idea of man. Moreover, the residences are meant to especially support first-year students during the initial period of their studies.

### **B. Principles for the awarding of a residence room**

Rooms will be awarded to students enrolled at all types of Austrian universities or comparable institutions (e.g. Universities for Applied Sciences, Teachers Colleges etc) as well as to people taking part in a University Preparation Course to prepare for a study or for an admission exam.

With regard to its purpose and dedication Akademikerhilfe will award rooms in the following order: Rooms will first be awarded to students proposed by a third party due to a contractual right. Then, after consideration of the applicants' economic situation, the remaining places will be given to those applicants whose admission is suggested in the purpose and dedication of Akademikerhilfe.

If a residence is not fully occupied, rooms can also be awarded to other vocational trainees (minimum age: 18 years).

### **C. Principles of residence administration and payment of housing fee**

The residences are run on strictly economic principles. The monthly housing fee is to be paid by direct debit mandate.

### **D. Announcement of election result by Residence Representatives**

The Residence Representatives will publish the names and addresses of the newly-elected representatives in writing immediately after the election. The previous representatives remain in office until the announcement of the new representatives arrives at the Akademikerhilfe Student Service.

### **E. Principles for the use of residences**

#### **1. Definition of the rooms at the students' individual disposal and common rooms**

Residence rooms are rooms allocated to the individual residents for the purpose of living. Common rooms are available for the use of all residents and are appointed as such by Akademikerhilfe.

The use of facilities and rooms appointed for pastoral care remains the rector's/residence chaplain's exclusive decision.

#### **2. Peace and order**

During night-time after 22 p.m. any noise must be avoided in the residences. During day-time the residents ought to be equally considerate about their fellow residents and about neighbours.

### 3. Carefulness and economy

The residents are obliged to treat the equipment and facilities of the residence with great care and not to waste heating, water, gas, electricity etc. The internet should be used with regard to the fair-use-principle and in compliance with the law.

Above all cleanliness in every room ought to be everyone's aim.

### 4. Allocation of rooms

All rooms are allocated by Akademikerhilfe.

### 5. Keys

The keys handed over to the residents remain the property of Akademikerhilfe. Passing on the key to a third party is forbidden. In certain cases, where it is considered necessary to pass the key on to another resident, the responsibility for any consequences lies with the original holder. Residents are not permitted to have any of the keys duplicated. Any loss of keys must be reported to Akademikerhilfe at once. For the loss of a key the resident will be charged the cost of a duplicate key. A possible current key deposit may be looked up on the website. The key deposit does not yield interest.

### 6. Damage cover (non-refundable)

Every academic year a damage cover ("Pauschale") is to be paid by every resident.

This lump sum is fixed by Akademikerhilfe after hearing the Residence Representatives and will be levied together with the first monthly housing fee. The money will be used to cover damages to the residence facilities during the academic year if the source of the damage cannot be identified, for the insurance of the residents' property in the event of fire (covering objects up to a maximum value of € 2,180 per resident) as well as for additional services of Akademikerhilfe staff, such as extra cleaning due to extreme soiling, and for purposes of the residence representatives.

The costs of a false elevator emergency call or of calling out the fire brigade due to a false alarm whose source cannot be identified will be regarded as damages as well. After deducting the insurance fee and the repair costs for damages the remaining amount will be paid out to the Residence Representatives in the calendar year following the levy as soon as the Residence Representatives for the current academic year have been announced. The damage cover is not refundable even if a resident leaves an Akademikerhilfe residence before the academic year is up or does not move in at all, and it does not yield interest.

### 7. Registration, move-in and move-out

The obligation to register with the local authorities upon move-in and move-out remains the resident's responsibility.

Checking in and out of the residence is only possible during the regular office hours of Akademikerhilfe.

When moving out the resident has to observe the check-out procedure of the respective residence and to return the complete set of keys received on check-in to the competent Akademikerhilfe staff.

### 8. Cleaning

In accordance with § 6 (1), Z. 2 of the Student Residence Law it is announced that the cleaning inclusive of preparatory work and its supervision will be carried out from Monday to Friday between 8 a.m. and 5 p.m.

### 9. Renovations and repair work

Without prejudice to the provision of § 9, section 3 of the Student Residence Law, Akademikerhilfe will provide a substitute room for the period of renovations or repair work. If considered necessary by Akademikerhilfe the resident has to vacate the original room within 5 workdays. In case of imminent danger or if repair work cannot be postponed this period can be shortened accordingly.

### 10. Visiting rules

In the Akademikerhilfe residences the following rules regarding visitors must be observed:

- a) Residents are not permitted to allow anyone to stay overnight or live with them.
- b) Visits in two-bedded rooms require the consent of the respective room-mate.
- c) Any resident who receives a visitor is responsible for the behaviour of the visitor and liable for any damage caused by the visitor. A resident whose visitor behaves improperly may risk a cancellation of the Housing Contract.
- d) Visitors are not allowed to use laundry rooms, ironing rooms, drying rooms, showers and baths. The use of gym halls, sports facilities, music rooms, TV rooms and other common facilities is permitted to visitors only in accordance with special regulations – especially residence rules.

#### 11. Equipment and electrical appliances

The removal of objects provided by Akademikerhilfe in the residence rooms is not permitted. Neither the furniture nor the walls may be altered. Pictures and posters may be fixed onto the walls with steel pins only. Nothing may be fixed on wallpapered surfaces.

The rearranging of furniture in the rooms shall not obstruct any cleaning and repair work. It is up to the Akademikerhilfe staff to decide whether furniture etc. is regarded as an obstruction.

Bringing in and putting up one's own furniture in the residence may be prohibited by Akademikerhilfe if other residents' rights are restricted or the cleaning is obstructed.

Under no circumstances does Akademikerhilfe assume liability for belongings brought into the residence by the residents.

Electrical appliances used in the residence must comply with ÖVE regulations and must bear the CE mark. Before using electrical appliances residents must study the Fire Safety Regulations and make sure their appliances comply with these regulations. The use of fan heaters and other power-guzzling appliances requires the prior consent of the residence management.

In the common rooms only the electrical appliances provided by Akademikerhilfe or those provided by the Residence Representatives may be used, as long as the latter have been authorized by Akademikerhilfe.

#### 12. Social events in the residence

Akademikerhilfe has the right to organize events in the common rooms of the residences or to allow a third party to organize such events. This right is also granted to the rector of pastoral care/residence chaplain.

Events organised by residents on the premises must be announced in writing to Akademikerhilfe by those organizing the event with the consent of the chairperson of the Residence Representatives no later than 8 days before the event is to take place. For each and every event organised by residents one resident must be nominated in writing to be in charge of the event. This resident will act as the organizer in charge towards the authorities.

#### 13. Mail delivery

The mail delivery in the residence works in accordance with the existing Post Office regulations. Residents cannot call to account a member of Akademikerhilfe staff or another resident for the way mail is handled. Akademikerhilfe does not assume any responsibility for the transfer of mail accepted by their own staff or by residents on behalf of other residents.

C.O.D. letters or parcels are not accepted.

Akademikerhilfe does not collect payment on postal order.

When moving out – if only during the summer months – the resident must give a forwarding address to the post office. Otherwise unclaimed mail will be returned to the sender.

The managing society does not assume liability for lost, damaged or stolen mail.

#### 14. Entering other residents' rooms

Residents shall only enter other students' rooms with the consent of the occupant(s).

In case of imminent danger or if there is reasonable suspicion of unauthorized use, the authorized staff of Akademikerhilfe are entitled to enter rooms at any time.

#### 15. Use of gym halls, other sports facilities, music rooms, drawing rooms, photo laboratories, laundry rooms, drying- and ironing rooms and other common facilities

These facilities can be used at the user's own risk. Any special regulations drawn up by Akademikerhilfe for the use of these facilities will be published in the residence and are an integral part of the Residence Statute. Non-residents using common rooms can do so at the sole cost and risk of the resident who has invited them. The equipment in common rooms is for common use and must not be removed from these rooms.

#### 16. Notices of defects and damages

Every resident is obliged to immediately notify Akademikerhilfe in writing of any impending or already existing damage to the rooms or to their equipment. Residents who fail to report damages cannot claim that the damage existed before they moved into their room.

On moving in or when changing room every resident will be prompted to report damages. Damages or defects not reported on moving in will be charged to the resident. Every resident will be liable for damages caused by themselves.

For damages in shared apartments all residents of that apartment will be equally liable if the damage cannot be attributed to an individual.

The resident is liable for broken glass panes in the room.

#### 17. Pets and weapons

No pets are allowed in the residences.  
Weapons must not be brought into the residences.

#### 18. Parking of vehicles

Bicycles can be parked on the premises in places specifically marked by Akademikerhilfe. However, Akademikerhilfe does not assume any liability. The parking of motor vehicles requires a specific arrangement with Akademikerhilfe and is to be paid for separately. Unauthorized parked vehicles and objects will be removed at the owner's cost. Akademikerhilfe reserves the right to claim further compensation. The same regulation applies to all objects deposited in driveways, access lanes or areas specifically marked to be kept free from obstruction.

Service- or repair work may not be carried out on Akademikerhilfe premises.

#### 19. Announcements in the residences

Akademikerhilfe announcements in the residences are binding for the residents when put up on the Akademikerhilfe notice board or showcase of the residence. Other announcements either have to be put up by the Residence Representatives or must be authorized by Akademikerhilfe for display. Messages among residents require no such permission.

#### 20. Post pigeon holes

The distribution of documents or flyers in the pigeon holes – unless carried out by Akademikerhilfe or by postal service staff or Residence Representatives or when containing messages among residents – is only allowed after handing over an author's copy.

Akademikerhilfe may forbid the distribution of documents/flyers if their content is in conflict with the purpose and dedication of Akademikerhilfe.

#### 21. Commercial activities

Neither residents nor non-residents are permitted to carry out activities on the premises with the intention of earning money.

Excluded from this rule are residents' activities

- a) which cause no disruption to the running of the residence or to residence life,
- b) when the residence is not the location of a commercial business, and
- c) as long as commercial interests of Akademikerhilfe and the purpose and dedication of the residences are not affected.

#### 22. Exclusion of guarantee and liability

Akademikerhilfe is not liable for events in the residences except those organized by Akademikerhilfe. In particular no responsibility is assumed for events organized by Residence Representatives or by individual residents.

Reduction of service, loss of function, noise and other disruptions or limited use of facilities and resources do not entitle the resident to claim a reduction of the agreed housing fee. Residents as well as non-residents use the entire equipment and facilities of the residences at their own risk.

In residences where the Residence Representatives have issued residence rules they are available at the reception.

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