

STUDENT RESIDENCE STATUTE

(in accordance with §§ 14 and 15 Studentenheimgesetz (Student Residence Law))

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

A. Purpose and dedication

By running student residences *Akademikerhilfe* aims primarily to support Austrian, Roman-Catholic students at Austrian universities. Through the organisation of residence life students should be enabled to deepen their 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 to society in general and to 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 students to complete their intended course of study and to develop their personality in accordance with the Christian idea of man. Moreover, the residences are meant to especially support undergraduates during the initial period of their studies.

B. Principles for the awarding of a residence room

Rooms will be allocated to students enrolled at all types of Austrian universities or comparable institutions as well as to people who are taking part in a University Preparation Programme in preparation for a study or for an admission exam.

With regard to its purpose and dedication *Akademikerhilfe* will allocate rooms in the following order: Rooms will first be allocated to applicants proposed by a third party due to a contractual right, then, after careful consideration of the applicants' economic situation, the remaining places will be given to those applicants whose admission is suggested in the association's purpose and dedication.

If a residence is not fully occupied, rooms can also be allocated 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 this announcement of the new representatives is received by the *Akademikerhilfe* General secretariat.

E. Principles of the use of residences

1. Definition of the premises at the students' disposal (rooms and common facilities)

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

The facilities and rooms appointed for pastoral care are at the rector's exclusive disposal.

2. Quiet and order

During night-time any noise must be avoided. During day-time the residents should be equally considerate about their fellow students.

3. Carefulness and economy

The residents are obliged to treat the equipment and facilities of the residence with care and to use heating, water, gas, electricity etc. as economically as possible. Particular attention should be paid to cleanliness in every room.

4. Allocation of rooms

The allocation of rooms is the exclusive right of *Akademikerhilfe*. Single rooms are allocated according to guidelines laid down by *Akademikerhilfe* after hearing the residence representatives.

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 plus a handling fee of 5% of the highest monthly housing fee. To cover the eventual loss of keys residents have to pay a deposit on check-in. The deposit is determined by *Akademikerhilfe* for each residence and does not accumulate interest.

6. Flat rate payment

Every academic year a flat rate payment (at least 10% of the highest monthly housing fee incl. v.a.t.) is to be made. This flat rate payment will be levied together with the first monthly housing fee. The amount of the flat rate payment is fixed by *Akademikerhilfe* after hearing the residence representatives.

This payment is used to cover damages to residence facilities during the academic year if the source of the damage cannot be identified, for the insurance of the residents' property in case of fire (covering a maximum value of EUR 2,180.00 per resident) as well as for additional services of *Akademikerhilfe*, such as cleaning due to extreme soiling, and for purposes of the residence representatives.

The cost of calling out the fire brigade due to a false alarm or a false elevator emergency call will be covered by the flat rate payment as well, if the perpetrator cannot be identified.

After deducting the insurance fee and the compensation payment for damages the remaining amount will be paid out to the residence representatives no later than December 31st of the following year. The flat rate payment is not refundable even if a resident leaves an *Akademikerhilfe* residence before the academic year is up or does not check in at all. The flat rate payment does not yield interest.

7. Registration, check-in and check-out

The obligation to register with the local authority upon check-in and check-out remains within the resident's responsibility.

Check-in and check-out are only possible during the regular office hours of *Akademikerhilfe*. Before check-out the resident has to obtain the signature of the cleaning staff or the residence mechanic on the respective form to prove the vacation of the room and the return of the complete set of keys received on check-in.

8. Cleaning

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

9. Renovations and repairs

Without prejudice to the provision of § 9, section 3 of the Student Residence Law, *Akademikerhilfe* will provide a different 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 to live in their rooms.
- b) Visits in twin 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 can be given notice to quit the room.
- d) Visitors are not allowed to use laundry rooms, ironing rooms, drying rooms, showers and baths. The use of gym halls, other sports facilities, music rooms, TV rooms and other common facilities is permitted to visitors only in accordance with special regulations – in particular with residence rules.

11. Miscellaneous

The removal of equipment provided by *Akademikerhilfe* in the residence rooms is not allowed. 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 anything is regarded as an obstruction.

Bringing one's own furniture into 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 private property brought into the residence.

Electrical appliances must comply with ÖVE regulations.

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 approved by *Akademikerhilfe*.

12. Events in the residence

Akademikerhilfe has the right to organize meetings or events in the common rooms of the residences or to decide if a third party is permitted to organize such events. This right is also granted to the rector of pastoral care.

Events organised by residents must be reported to *Akademikerhilfe* by those organizing the event through the chairperson of the residence representatives in writing no later than 8 days before the event is to take place. For every event organised by residents one resident must be nominated in writing to be in charge of the event. This resident will be regarded as the responsible person by 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. parcels are not accepted.

Akademikerhilfe does not collect payment on postal order.

When checking out and during the summer months the resident must give a forwarding address to the post office. Otherwise unclaimed mail will be returned to the sender.

14. Entering other residents' rooms

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

In case of imminent danger or if there is reasonable suspicion of unauthorized use, the competent employees 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 are used at the user's own risk. Any special regulations drawn up by *Akademikerhilfe* for the use of these facilities will be published on the notice board and are an integral part of the residence statute.

Non-residents using common rooms can do so at the exclusive cost and risk of the resident who has invited them. The equipment in common rooms is meant for common use and must not be removed.

16. Notices of defects and damages

Every resident is obliged to inform *Akademikerhilfe* in writing of any impending or already existing damage to the rooms or to their equipment. Residents who fail to report any damage whilst using the facilities cannot claim that the damage existed before they checked into this room.

On check-in or when changing the room every resident is given a defect report form. This form has to be completed carefully and must be returned to the competent *Akademikerhilfe* employee within 3 workdays.



Residents will be charged for damages or defects not reported on the proper form within this period. Residents will be liable for damages caused by themselves.

For damages in twin rooms both residents will be equally liable if the perpetrator cannot be identified.

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 designated by *Akademikerhilfe*. However, *Akademikerhilfe* does not assume any liability. The parking of motor vehicles on the premises 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 for their removal. The same regulation applies to all objects deposited in driveways, access lanes or areas specifically marked to be kept free.

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

19. Announcements in the residences

Akademikerhilfe announcements in the residences are obliging for the residents to observe when put up on the *Akademikerhilfe* notice board of the residence. Other announcements have to either be put up by the residence representatives or must be approved by *Akademikerhilfe*. Messages among residents require no such permission.

20. Post pigeon holes

The distribution of pieces of writing or flyers in the pigeon holes – unless carried out by *Akademikerhilfe* or residence representatives or containing messages among residents – is only allowed after handing over an author's copy. *Akademikerhilfe* can forbid the distribution of such items 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. Exclusions of guarantee and liability

Akademikerhilfe does not assume liability for events in the residences unless organized by *Akademikerhilfe*. No responsibility is assumed for events organized by residence representatives or by individual residents.

Akademikerhilfe is not liable for damage to residents' belongings caused by vicarious agents. No guarantee is granted and no responsibility is assumed for any activity of *Akademikerhilfe* employees or their vicarious agents towards residents and non-residents.

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

Specific residence rules – if at all issued by the respective representatives – are available at the janitor's.