

Welcome to the 'Josef-Wirth-Weg' student hall of residence



Studentisches Wohnen





**Studentenwerk
München**

Studentisches Wohnen

Welcome

to the 'Josef-Wirth-Weg' student hall of residence

**Josef-Wirth-Weg 19
80939 München**

Dear Residents,

We would like to bid you a warm welcome to our student hall of residence 'Josef-Wirth-Weg'!

In this brochure, we have compiled a wealth of information that is aimed at helping you to settle into and enjoy life in our student residence. If you have any questions or queries, please contact a member of our technical or administrative staff. The contact details are available on page 4.

We wish you a pleasant and interesting stay in our hall of residence, and of course, a successful course of study!

Yours sincerely,

The Munich Student Union (Studentenwerk München)

Important information:

Your room/apartment is state-assisted student accommodation, which may not be sublet for purposes of commercial gain. In the case of interest in a sublease, you must acquire prior written agreement from the landlord.

Non compliance with this regulation will have legal consequences.

Studying in Munich: Helpful information and tips can be found at www.studentenwerk-muenchen.de



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1 Important contact details

1.1 Administration

Tenant Management

Here you can obtain information regarding all administrative matters, such as rental contract, parking space rental, submission of matriculation certificate (Immatrikulationbescheinigung – IB), extension of rental contract and student self-administration.

Administration Office Olympic Village
Alte Mensa
Entrance a, room a2
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Tel.: + 49 89 357135-0 / -20
Fax: + 49 89 357135-33
E-Mail: wohnen-vertrag@stwm.de

Opening hours:

Mon - Fri 09.00 – 12.00 h
Tue + Thu 14.00 – 16.00 h

Servicedesk

Our Servicedesk is the central single point of contact for all questions regarding student living (e.g. general requests, complaints, general tenant correspondence, etc.).

Servicedesk
Christoph-Probst-Str. 10
80805 Munich
U6 Studentenstadt

Tel.: +49 89 32351-0
E-Mail: wohnen@stwm.de

Opening hours:

Mon - Fri 09.00 – 12.00 h
Tue + Thu 14.00 – 16.00 h

1.2 Technical support

R & S Immobilienmanagement GmbH

Mr. Errol Jackson

Tel.: + 49 89 412 911 907
Fax: + 49 89 412 911 903
E-Mail: errol.jackson@rohde-schwarz.com

Office hours:

Mon - Fri 01.00 pm - 05.00 pm

Caretaker:

A care taker is employed by the owner of the building. Please see the notice in the entrance hall, too.

Firma Jakic Gebäudereinigung

Mrs Sanela Fröhler

Telephone: + 49 89 412 911 909

Office hours:

Tue 08.00 am – 11.00 am
Wed 02.00 pm – 05.00 pm
Fri 08.00 am – 11.00 am



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1.3 Emergency services

HOCHTIEF Facility Management GmbH
Tel: 0172 / 867 11 28

Please note that this service is only for technical emergencies and no locksmith service!!

Ambulance	112
Fire brigade	112
Police	110

Nearest police station:

Polizeiinspektion München 47 – Milbertshofen (Police station Munich 47 – Milbertshofen)
Knorrstraße 139
80937 München

Telephone: + 49 89 35711-60
Fax: + 49 89 35711-660

U2 Milbertshofen

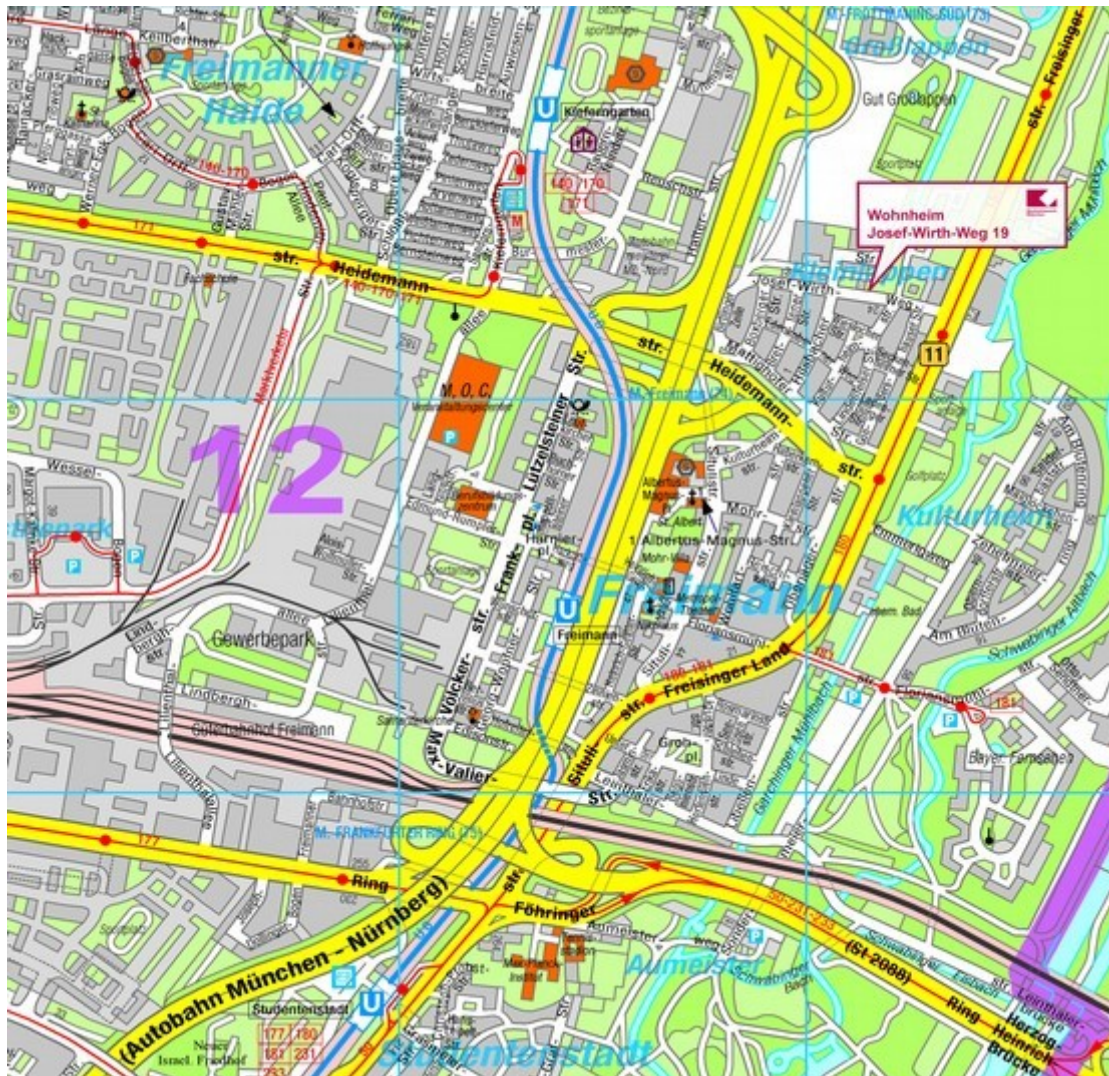


2 Your student hall of residence

2.1 Area map, public transport connections, shopping facilities

The hall of residence is very well connected to the inner Munich public transport system. The number 181 bus takes you in the direction of the city to 'Studentenstadt', where you can change to the U6 underground line for further travel to the city centre or Garching. The underground station Kieferngarten is about a 14 minute walk from your student accommodation. Here you can board the U6 directly for connections to the city centre or Garching. There are good shopping facilities in the near vicinity of your hall of residence.

Abbildung 1: Umgebungsplan Josef-Wirth-Weg
(Kartenmaterial: Landeshauptstadt München, Vermessungsamt, www.vermessung.muenchen.de)





2.2 Keys, electric door bells, post boxes

Your keys

When you move in you will receive two room keys. These also fit the locks to the following doors:

- Room and hallway doors of the respective floor
- Main door to the building
- Entrance to the cellar
- Door to the washing machine and drying room

You will also receive a key to your post box.

Intercom/electric door bells

The intercom operation panel is located in your apartment (see attachment). The electric doorbell in your room rings when a caller at the door to the house enters your three-digit room number. You can communicate with the caller via the intercom. The door to the hallway on your floor has to be opened manually.

A list of resident's surnames and room numbers is posted at the main entrance. This list is up-dated on a monthly basis.

Electric door bell and post box labels

A list containing resident's surnames and their corresponding room number is posted on the notice board next to the doorbell and intercom panel. The post boxes are marked with room number. Please do not label the post boxes with individual names.

2.3 Reporting damage and repairs

2.3.1 Damage in your room

Please consult the notices in the main entrance hall / next to the care taker's office on the ground floor.

2.3.2 Other damages and incidents

If you witness special incidents (e.g. fire, burglary, vandalism) first make sure to get yourself to safety. Then immediately call the police, fire brigade or an ambulance depending on the incident. In addition please inform the administration office of your hall of residence or the caretaker. In case you notice other strange occurrences happening or you become aware of damages other than in 2.3.1 please also inform the administration office/the caretaker as soon as possible.

2.4 Television and radio reception, telephone, internet

2.4.1 Television and radio reception

The house is equipped with a cable connection from a private cable network provider. A list of the available channels is included in the appendices of this brochure (see appendix).

The connection points for the antennae are located under the desk and are clearly labelled (see appendix). Furthermore, digital television channels can be received in Munich via DVB-T



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2.4.2 Telephone connection

All rooms have the makings of a telephone/DSL-connection. You can arrange for an analogue or an ISDN connection to be established by a provider of your choice.

The appropriate connection socket is labelled RJ 45 and to be found under your desk (see appendix). Information concerning telephone numbers in Germany

Every telephone number in Germany has a dialling code that corresponds to the regional network. The regional dialling code for Munich is 089. If you are calling from within the same regional network as the number you are dialling, you do not need to enter the regional dialling code.

The international dialling code for Germany is 0049 (or + 49). If calling from another country, the international dialling code must be used, and the 0 of the regional dialling code then omitted. For example: + 49 (or 0049) and then 89 for Munich followed by the telephone number.

2.4.3 Internet

Your house has got its own broadband (LAN), with access to the internet via the Münchner Hochschulnetz (MHN) (Munich Universities' Network).

Costs:

The broadband running and maintenance costs are currently set at €8 per month. This is included in the contribution towards running costs that is paid, alongside rent, by every resident of the 'Josef-Wirth-Weg 19 and does not depend on usage.

Hard- and software for the internet:

To be able to use the internet connection, you will require a network interface card and a cable connecting this to the connection socket (patch cable).

Important:

Right connection socket	('T'):	Telephone
Left connection socket	('D'):	Internet

This double connection socket must under no circumstances be opened, removed or otherwise tampered with!

2.5 Broadcaster licence fees

In Germany, all radio and television reception devices require a license. This applies to all devices capable of receiving or transmitting radio and television programs (e.g. internet-PCs, televisions, radios and smartphones).

A basic, all-inclusive fee is charged to every flat. The occupant of the flat, i.e. the adult residing here, is liable for this fee. As a rule, every resident of a flat and all persons registered to this address are considered the legal occupants and are thus jointly liable for the fee.

In the case of a shared flat, this means that one of the residents is required to submit payment to the ARD ZDF Deutschlandradio Beitragsservice (ARD ZDF German Broadcasting Fee Service) and his flatmates are obliged to pay the relevant contributions to the paying resident.



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It is not possible within rental law, that the landlord (Studentenwerk) pays the licence fee for the students.

People of low financial means (including BAföG recipients) can apply for an exemption from these fees and cannot be held liable for them.

For more detailed information, please consult the ARD ZDF German Broadcasting Fee Service website at www.rundfunkbeitrag.de

2.6 Washing machines and drying room

Washing and drying machines are located in the cellar of the house. The washing machines and dryers are the property of an external firm and can be used for €1.10 and 70 cents, respectively. Payment is accepted in the form of coins or a payment card. There is an automat capable of giving change and another from which washing powder in the form of tabs can be purchased (1 packet contains two tabs and costs 30 cents).

Your room key opens and re-locks the doors to the washing machines and drying room.



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3 Rules of play for life in shared accommodation

3.1 Registration with the state authorities ('Einwohnermeldeamt')

You are required to register your new address with the state authorities (Einwohnermeldeamt). If possible, you should do this within a week of moving into the halls of residence. This can be taken care of at any 'Landeshauptstadt München' (city of Munich) registration office. These offices are known as 'Bürgerbüros'.

Information regarding the location of Bürgerbüros, details of their opening hours is available at <http://www.muenchen.de/Rathaus/kvr/service/37628/index.html> as is a selection of forms to download.

3.2 Submission of matriculation certificate

To be eligible to live in a Munich Student Union student hall of residence, you have to be a student. Each semester, you are required to offer proof of your student status in the form of your matriculation certificate (Immatrikulationsbescheinigung); commonly known as 'IB'. The semester deadlines as follows:

IB presentation/summer semester: by the 1st of May **at the latest**

IB presentation/winter semester: by the 1st of November **at the latest**

Failure to present your IB in accordance with these deadlines will result in termination of your rental contract!

3.3 House rules

When a lot of people co-inhabit a relatively small space, there are certain rules that need to be observed. This includes showing respect for your neighbours that live in the near-by properties. Please do take notice of these house rules, as they represent an element of your rental contract. A copy of the rules themselves was handed out to you with your rental contract.

3.4 Health and safety and fire regulations

Upon pressing the blue buttons located in the stairwells, a fire alarm sounds within the house. This button is only to be pressed in case of fire. The alarm is intended to alert other residents to the fire.

Inappropriate use of these buttons and activation of the fire alarm is strictly forbidden!

Access to the roof is prohibited. Please see the house rules.

Please keep the doors to the houses, flats and washing and drying facilities locked at all times. We also highly recommend that ground floor windows are kept closed at night and when no-one is home.

Corridors, hallways and stairs serve as emergency escape routes. These must be kept completely clear at all times and under no circumstances should they become blocked by objects such as bicycles, boxes, crates, chairs, bottles, rubbish or shoes etc. For reasons of fire safety, nothing may be stuck to the walls in the hallways or stairwells, or on the doors of the houses, flats or cellars.



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As this represents a significant fire hazard, barbecuing at the houses (on roof terraces or escape balconies, for example) is strictly forbidden.

3.5 Noise

Proper and appropriate conduct within the hall of residence is basically covered by the house rules. These state that disruptively high levels of noise are to be avoided in the houses and rooms. Renovations work and other loud activities should not be conducted between 12.00 - 14.00 h or before 08.00 h or after 18.00 h, and are not permitted at all on Sundays or public holidays. It is particularly important to keep the house quiet between 22.00 h and 07.00 h.

Despite these regulations, complaints from neighbours living in the surrounding buildings are unfortunately not uncommon and mainly purport to unacceptable noise levels during the night.

We would thus strongly urge you to please observe the period of quiet time between the hours of 22.00 h and 07.00 h.

Of particular importance are the following points:

- Keep windows shut when holding a gathering in the communal areas.
- Keep the volume of the music down to an appropriate level
- Keep quiet on the balconies
- Do not talk loudly in the yard.

In addition to observing the regulations regarding quiet-times, please show consideration towards your neighbours at all times. Most of these people go to work every day, and are prevented from getting their well-earned sleep if their student neighbours party loud and late into the night. This, quite understandably, sours relations within the neighbourhood and reduces acceptance of student residences in general.

3.6 Cleaning of the hall of residence and common rooms

The owner of the house organises cleaning of the corridors, stairwells, common rooms and the washing machine room.

The cleanliness of your room/apartment is your own responsibility. The hardness of the water in Munich can quickly cause the build up of a layer of calciferous deposits on the walls of the shower. To help counter this, we would ask you to dry down the cubicle walls after showering. Please wipe down the surface of the stove after cooking and take care that the fridges are regularly defrosted and cleaned.

3.7 Mounting personal items

Please be sure to consult the care-taker before hanging anything up (e.g. pictures or shelves). Before drilling into the walls it is vital to ascertain whether there are any unseen water pipes or electricity cables.



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3.8 Student self-administration

Our student halls of residence run both student self-administration. The main job of the house representative is to remain in contact with the student union. He or she should also stay in regular contact with the administrative office responsible for the particular house, as well as acting as a voice for all the residents.

Residents elect a house speaker themselves. They also agree up a statute governing the functions and activities of the student self-administration.

Contact person for the house speaker:

Studentenwerk München
Administration office Olympic Village
Alte Mensa, entrance a, room a2
Helene-Mayer-Ring 9
80809 Munich
U3 Olympiazentrum

Telefon: + 49 89 357135-0 / -20
Telefax: + 49 89 357135-33
E-Mail: haussprecher@stwm.de

Registering parties

The student self-administration and tutors organise parties and other events to promote social contact and communal living within the student hall of residence. The residents too, use the communal areas to hold private parties on special occasions. In the Josef-Wirth-Weg student residence, a common room in the cellar is available for such occasions.

Due to the noise often associated with such gatherings, and possible inconvenience to the neighbours that this may cause, parties may only be held at the weekends (meaning only on Friday or Saturday), and must confirm to certain limitations.

For all parties, the Munich Student Union's agreement has to be obtained by the student self-administration in advance. To do this, please send a timely written application to the technical director of your hall of residence (the forms for this application are available at the administrative office or from the technical director of your hall of residence).

The general house rules also apply to parties. These are a component of your rental contract, and state that the time between 22.00 h and 07.00 h is to be kept quiet. Safety regulations also require that the number of persons present at a party be limited to the maximum number allowed in the particular room(s).

The student self-administration or other host is also required to take care of cleaning after the party. This includes both cleaning the rooms in which the party was held and any other areas, for example stairwells and outside areas, which were used in the course of the event. Any prior standing agreements that have already been made with the self-administration of a particular hall of residence will remain initially unaffected.



4 Saving resources

The Munich Student Union strives towards environmentally friendly conduct in all areas of its work. We want to do our bit towards protecting the essential factors that our very lives depend upon. To do this, we need your help! Everyone can save money and electricity; all it requires is a bit of thought and attention. Proper separation and disposal of waste doesn't only serve to help the environment; it also helps to keep costs down. Last but not least, proper heating and airing also conserves energy.

In the following sections, we provide you with a few tips aimed at helping you to conserve energy and resources. In the appendices section you will find a leaflet with a summary of these tips, which you can keep to refresh your memory.

4.1 Rubbish separation

Rubbish removal and disposal comes at a considerable cost, which you pay for as part of your overheads' bills. Taking care to properly separate and dispose of your waste will help to keep these costs down whilst simultaneously helping the environment. Please read the following information from the City of Munich carefully:

Paper/cardboard:	Paper container in the rubbish shed
General waste:	General waste container in the rubbish shed (non-recyclable)
Glass:	Recycling point in Josef-Wirth-Weg, opposite house 2 or the recycling point in Freisinger Landstraße/Heidemannstraße
Plastics:	Recycling point in Josef-Wirth-Weg, opposite house 2 or the recycling point in Freisinger Landstraße/Heidemannstraße
Metal:	Recycling point in Josef-Wirth-Weg, opposite house 2 or the recycling point in Freisinger Landstraße/Heidemannstraße

As a Munich resident, you can dispose of bulky items (e.g. furniture) and electronic devices, free of charge, at the city recycling site (Wertstoffhof).

Nearest recycling centre:	Opening times:
Wilhelm-Wagenfeld-Str. 5 80807 Munich	Mon 10.30–19.00 h Tue–Fri 08.00–18.00 h Sat 07.30–15.00 h



4.2 Water

Water is one of our most important resources. Although this may not be immediately apparent to us in Germany, water, particularly drinking water, is not available in unlimited amounts. It is thus important that we use water wisely, and we would ask you to conserve it where possible. The less water that is used, the easier it is to re-purify the waste water and the less that has to be removed from the environment in the first place. But only this: Saving water also saves money.

Here are a few tips to help reduce water-usage:

- Turn the shower off whilst shampooing your hair and washing yourself. Only turn it on again when you need to rinse. When washing the dishes by hand, never wash them under a constantly running tap; wash them instead in a basin filled with hot water.
- Use a beaker when cleaning your teeth, rather than letting unused water run down the plug hole for minutes on end.
- Get dripping taps repaired straight away: A tap that drips once every two seconds drips around 800 litres in a year!
- If the tank of the toilet has a leak, be sure to get it repaired and please make use of the short-flush option.

By heeding these tips you can do your part to help conserve water; not to mention their importance in keeping overhead costs down for the benefit of all residents.

In order to be able to ensure excellent drinking water quality and reduce the risk of a dangerous build-up of legionella bacteria, we need your help:

- Twice a week, let all hot water taps and shower heads run until the water reaches 60°C.
- Before setting the desired water temperature for showering, run warm water through the shower head – be careful of scalding!

4.3 Electricity

Electricity and fuse boxes in apartments

In your apartment there is an un-locked fuse box, which protects the plug-sockets and lights in the rooms. The key posted next to the fuse box (see appendix) enables you to distinguish the different circuits. If necessary, you can reactivate a tripped switch yourself, by resetting the appropriate switch **aufmerksam** in the fuse box.

Saving electricity

Everyone can save electricity. It can be as easy as making sure that the light in the hall, kitchen or bathroom doesn't get left on all night; or remembering to turn off the festive Christmas lights at the window during the day or when everyone is asleep.

It also helps to put the PC in its energy-saving mode, when you take a longer break. Check the instruction manual to see how this works. Even doing without a screen saver helps to save power, which concomitantly increases the length of time for which the battery runs.

A general rule applies to all appliances: Turn it off when it's not in use. This also applies to peripheral appliances like monitors, printers and scanners. Anything in stand-by mode is silently consuming energy. Consider whether or not you really need this function with your television, stereo etc.



5 Appendices

5.1 Overview of the television channels

Appendix 1

Programme	Eingangsfrequenz (Sat-ZF)	Polarisation	Ausgangskanal
ARD	1236	HH	K 5
ZDF	1354	HH	K 6
BR	1236	HH	K 7
3-Sat	1354	HH	K 8
RTL	1588	HH	K 9
SAT 1	1944	HH	K 10
Pro 7	1944	HH	K 11
Kabel 1	1944	HH	K 12
VOX	1588	HH	S 04
RTL 2	1588	HH	S 05
N 24	1944	HH	S 06
WDR	1236	HH	S 07
MTV	1373	HV	S 08
Eurosport	1626	HV	S 09
DSF	1880	HV	S 11
Arte	0994	LH	S 12
TV 5 Monde	1729	LV	S 13
Yes Italia	1646	HV	S 14
Al Jazeera	1759	LV	S 15
Tele Madrid	1847	LV	S 16
RT	1788	LV	S 17
BBC	1847	LV	S 18
CCTV 9	1788	LV	S 19
Arirang	1759	LV	S 20
UKW	87-108		87-108
B II			

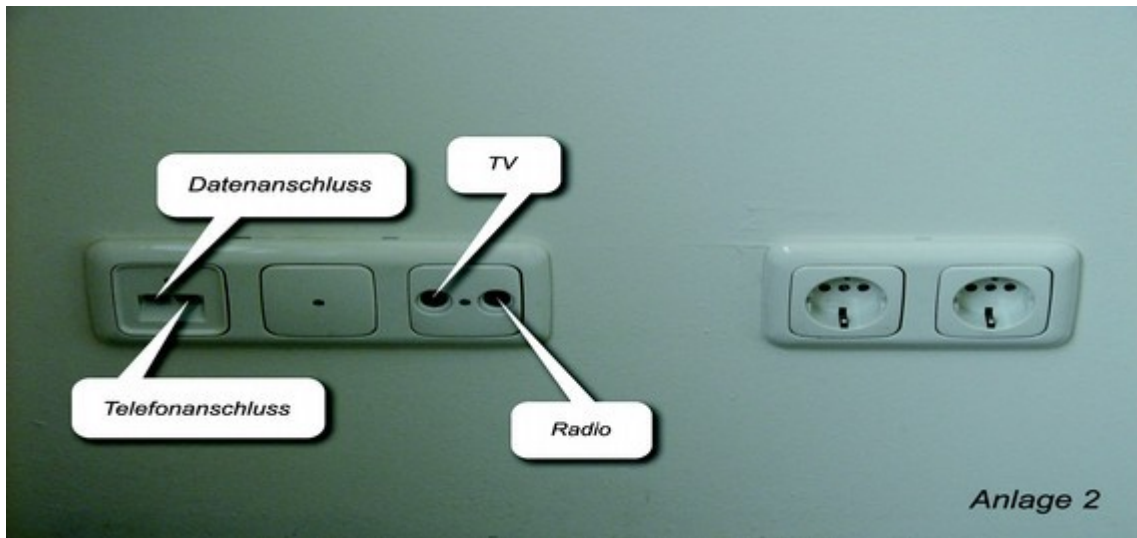
Stand:

15.12.2010



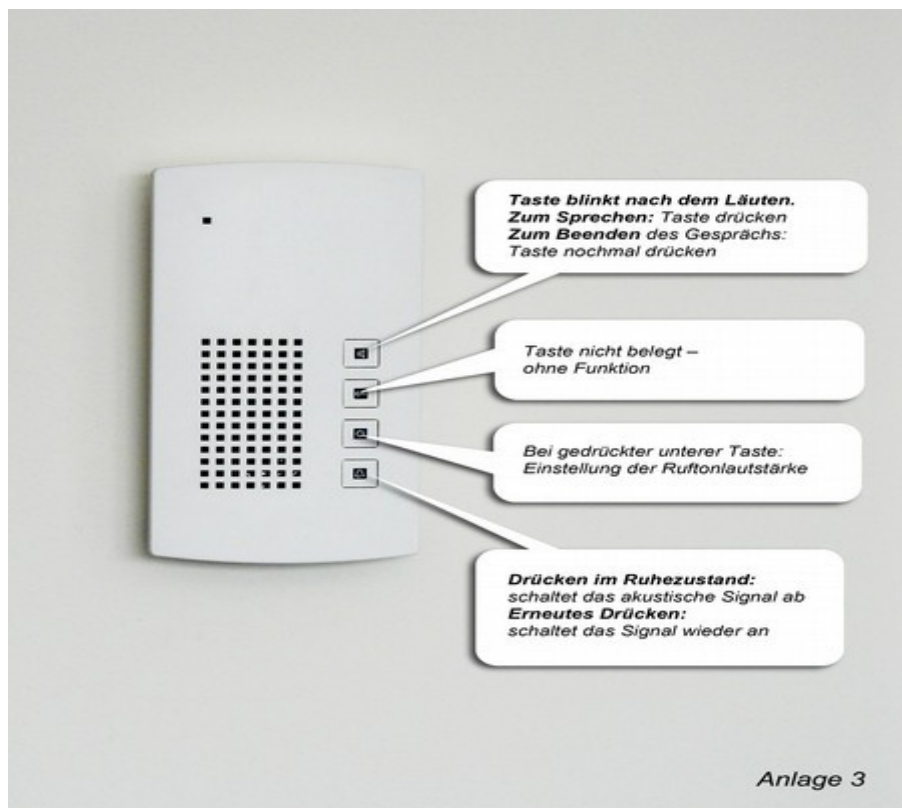
5.2 Sockets under the desk

Appendix 2: Internet connection; telephone connection; TV; Radio



5.3 Electric doorbell panel

Appendix 3





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5.4 Air vents

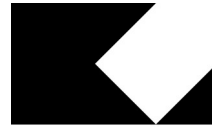
Appendix 4



5.5 Under-floor heating control

Appendix 5





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5.6 Electricity and fuse boxes in apartments

Appendix 6



5.7 Help save costs for heating, water, power, and refuse collection

Dear tenants,

In light of an increase in operating costs and for ecological reasons, we would request that you comply with the following tips. In doing so, you make a personal contribution to the responsible use of resources and help lower the operating costs of your hall of residence.

1. Heating	2. Water	3. Power	4. Waste
<p>☐ Heating and airing correctly helps save heating costs and contributes to a good room temperature and air quality.</p> <p>☐ Room temperature The correct room temperature for healthy living is between 18 and 20°C. Curtains and furniture should not be placed directly in front of radiators.</p> <p>☐ Airing rooms Rooms should be aired - even at cold outdoor temperatures - by widely opening the windows for approx. 3 minutes to ensure a good exchange of air. Please turn off the heating when you air rooms. Avoid leaving windows open constantly. This will cause ceilings and walls to cool down. When rooms are aired intermittently, the heat stored in walls and the ceiling is not lost and the fresh air in the room will warm up rapidly.</p> <p>Never air your rooms during the heating period by leaving windows tilted. Humidity from the bath, kitchen, or hall should not be allowed into the room.</p>	<p>☐ Showering When shampooing or lathering during showers, turn off the faucet and only turn back on as needed.</p> <p>☐ Tooth-brushing Use a glass of water and do not allow drinking water to flow unused from the tap and down the drain.</p> <p>☐ Washing dishes Dishes should never be washed by hand under running water.</p> <p>☐ Faucets Please have dripping faucets repaired immediately. A faucet that drips every 2 seconds wastes around 800 liters of water per year.</p> <p>☐ Toilet flushing Please watch for leaks from the toilet water tank and use the economy button on dual-flush toilets.</p>	<p>☐ Computer use Switch your computer to an energy-saving mode when you take longer breaks. Please refer to your operating system documentation for details. Do not use screen savers.</p> <p>☐ Turn off equipment As a rule: turn off all equipment when you no longer need it. This also applies to peripherals such as monitors, printers, or scanners.</p>	<p>☐ Packaging Please dispose of food packaging in the containers provided at the supermarket.</p> <p>☐ Waste separation Please separate household waste as stipulated and dispose of and recycle paper, glass, etc. separately.</p>