

## Allocation guideline for a dwelling place in residential complexes of Studierendenwerk Dortmund AöR

### 1. Applicability

This guideline defines the allocation of free dwelling places for students in the residential complexes of Studierendenwerk as well as the renewal of tenancy agreements and subletting.

### 2. Residence entitlement

Students at

- Technische Universität Dortmund
- Fachhochschule Dortmund
- Fachhochschule Südwestfalen

paying fees are entitled to reside in the Landlord's residential complexes. A number of places to be agreed with the aforementioned universities will be provided for a number of exchange programmes and sponsorship programmes. The allocation of these dwelling places is specified by the respective university and is, therefore, not part of this guideline.

Students

- who are mainly employed
- who are also PhD students, scientific assistants, trainees, etc.
- who were awarded a first career qualifying degree by a university (except for Bachelor programs followed by Master programs)
- who are enrolled as visiting students / auditors
- whose dwelling place was already cancelled by Studierendenwerk

are not entitled to reside in the Landlord's residential complexes.

### 3. Application procedure

Students applying for a dwelling place shall have access to adequate information concerning the residential complexes, rooms and/or apartments or flats and the conditions of rent.

An application is filed on-line (see site of Studierendenwerk - <http://stwdo.de>).

A student is, therefore, required to designate an e-mail account used for the application and allocation procedure. An applicant may confine his/her application to preferred student residences or a specific type. Upon receipt of the duly filled in application form a student is put on the list of applicants, receiving a corresponding confirmation. Being on the list an applicant will receive a monthly e-mail in which he/she is requested to confirm that he/she is still interested in upholding the application.

Failing such confirmation an application for a dwelling place is deemed to have been revoked. An application is not binding and does not establish a legal right to a dwelling place. An application expires

- if an applicant makes false statements
- if there is no feedback in good time
- if an applicant fails to respond to an offer for a dwelling place with the time limit set or if an applicant has refused a dwelling place three times.

In the last two cases a student may file a new application which means that the receipt of such new application is decisive for the allocation-relevant order of the receipt of an application (par. 4).

#### **4. Allocation of student residences**

Dwelling places for students are generally based on the chronological order of the receipt of an application.

When allocating a free dwelling place only those applicants will be taken into consideration whose criteria match with the dwelling place to be allocated. However, Studierendenwerk is entitled to make a different selection when allocating dwelling places if this is in the best interest of a socially stable occupancy structure and a well-balanced social and cultural situation in the residential complexes. For these reasons, the number of applicants from one nation or one ethnic group per residence may be limited in order to foster an integration of such occupants. Deciding this shall be at the sole discretion of Studierendenwerk.

When allocating adequate dwelling places the following applicants will be preferred::

- students who are severely handicapped by more than 50%,
- students with a child / children

An applicant ranked first will receive an e-mail saying that there is free dwelling place meeting the respective criteria. Within the time limit specified by Studierendenwerk an applicant is required to send an e-mail saying whether he/she is going to accept the respective dwelling place. An applicant may refuse such place twice without losing a rank on the list of applicants provided that his/her application is upheld.

#### **5. Tenancy period, renewal of agreement**

Tenancy agreements are concluded for a max. period of four years. A tenancy may be renewed by max. one year if all general conditions of a residence entitlement continue to exist. An application for renewal must be received by Studierendenwerk min. eight weeks prior to the expiration of the rental period.

Studierendenwerk will decide on an application for renewal. A renewal is excluded, if an applicant acted contrary to the contract during the dwelling period. An applicant is not entitled to a renewal of a tenancy.

#### **6. Subletting**

If a tenant does not use the rented dwelling place for more than one month, the dwelling place may be sublet as applied for and approved by Studierendenwerk. The respective sublease shall be used for subletting. A decision on subletting shall exclusively be made by Studierendenwerk.