

Directive RL 01/2017



Directive for the assignment of accommodations to students in the residential halls of the Studentenwerk Potsdam

- Procurement Directive -

To make the restricted number of accommodations in the residential halls available for as many students as possible, the period of residence is limited (principle of rotation).

This directive shall ensure the fairest possible assignment of accommodations. There is no legal claim to an assignment of an accommodation in the residential halls by the Studentenwerk Potsdam. By submitting the application to the Studentenwerk Potsdam, every applicant acknowledges these directives.

Depending on the program or university, a different arrangement can be made for program students.

§ 1 Residence entitlement

(1) Students of

- » the University of Potsdam
- » Film University Babelsberg KONRAD WOLF
- » University of Applied Sciences Potsdam
- » Brandenburg University of Applied Sciences
- » Technical University of Applied Sciences Wildau

to whom the exemptions mentioned in Section 1 (2) do not apply, are eligible for student housing.

In principle, the residence entitlement for residential halls only applies during the initial education.

(2) Not eligible for student housing are applicants who

- » are working primarily and have a regular income
- » are or will be doctoral students, doctoral candidates, PhD students or trainees at the time of the expected or desired move in date
- » had to move out of a previous accommodation because the rental relationship was terminated by the Studentenwerk Potsdam

- » have due liabilities arising from rental payment obligations or other financial liabilities toward the Studentenwerk Potsdam
 - » have already completed 10 or more semesters and/or have reached the age of 30 at the time of their application
 - » have their principal place of residence in the catchment area of their university and are able to reach their place of study by public transport within 60 minutes
 - » have been banned from entering the premises by the Studentenwerk Potsdam
 - » are or have been residing in an accommodation of the Studentenwerk Potsdam without a valid rental contract or without the consent of the Studentenwerk Potsdam
- (3) If the accommodations of the Studentenwerk Potsdam are not fully utilised by students eligible for student housing, a rental agreement limited to one semester may also be concluded with students from other institutions (unused capacities).
- (4) In case one of the reasons for exclusion listed under Section 1 (2) becomes known to the Studentenwerk Potsdam, the application will be rejected and the candidate will be deleted from the applicant database.
- (5) Applicants who reject an accommodation offered to them without important reason or who do not accept the offer within the period set will be deleted from the applicant database. Exceptions can be made after consultation.

§ 2 Application procedure

- (1) The application for the assignment of an accommodation by the Studentenwerk Potsdam can only be submitted by a fully completed online application form at www.studentenwerk-potsdam.de and should be submitted as soon as possible, regardless of whether an admission by a university (see Section 1 (1)) has already been given. The applicant will then receive an automatic confirmation message.
- (2) The information given shall be checked for completeness promptly. Once the residence entitlement is determined, the applicant will receive a written reply.
- (3) The certificate of admission or the certificate of enrolment or a corresponding proof on taking up the studies at a university in the area of responsibility of the Studentenwerk Potsdam (see Section 1 (1)) needs to be submitted to the Studentenwerk Potsdam as soon as it has been provided. Only then the application is complete and will be processed.

- (4) If the applicant is already enrolled at a university (see Section 1 (1)), a current certificate of study must be submitted.
- (5) The applicant is solely responsible for the provision of a complete application. No rental offer shall be provided by the Studentenwerk Potsdam if the application is not complete.
- (6) As soon as there is a free accommodation, the applicant shall receive an offer from the Studentenwerk Potsdam. Free accommodations are assigned according to the chronological order of the applications received. The date of receipt of the application is decisive for the order of the assignment. The confirmation period/date on the written offer should be observed. The application shall lapse after this date.
- (7) The acceptance of the offer including the quotation of the candidate number must be declared in writing (preferably per e-mail). At the same time, the applicant will be given a date up to which the rental contract has to be signed in person in the headquarters of the Studentenwerk Potsdam. The offer shall expire after this date. Individual arrangements are possible.
- (8) If the applicant accepts the offer, the reservation fee, which is the rent deposit after the conclusion of the contract, has to be credited to the bank account of the Studentenwerk Potsdam before the contract is signed. The deposit slip itself is not sufficient proof. The amount of this fee/rent deposit is defined in the General Terms and Conditions of Rental.
- (9) The application shall expire or shall not be processed if
 - » an application is in contrast with this procurement directives, particularly in case an exemption is applicable
 - » the conditions for an exemption occur or become known subsequently
 - » the information given in the application is false or incomplete
 - » documents are missing or illegible (e.g. certificate of enrolment, certificate of admission and others)

§ 3 Procurement procedure

The assignment of accommodations is usually made according to the chronological order in which the applications were received and the succession of applicants. The Department of Student Housing of the Studentenwerk Potsdam decides on the admission to a residential hall and the related conclusion of a fixed-term rental agreement.

Priority can be given to the accommodation of:

- » Students with children (only upon request and after presentation of the pregnancy record booklet/birth certificate, whereas this only applies to the designated accommodations)
- » Severely disabled students, but only upon request and after presentation of the disabled person's ID card, whereby the Studentenwerk Potsdam selects the appropriate residences.
- » Program students, as far as special conditions are met, accommodations are available and the coordination with the respective universities took place. The Studentenwerk Potsdam selects the residential halls and the housing options.
- » Students who find themselves in particular cases of hardship.

In these cases, the Studentenwerk Potsdam decides at its own dutiful discretion.

If there is a lack of demand for accommodations for wheelchair users or students with children, these can also be assigned to someone else. However, the respective tenant is obliged to clear the apartment and to move out as soon as there is a demand for these accommodations. A fixed administration fee shall not be charged for this.

§ 4 Period of residence

- (1) The maximum period of residence in the residential halls of the Studentenwerk Potsdam is governed by the General Terms and Conditions of Rental. Additionally, it forms part of the rental agreement.
- (2) In the following cases the maximum period may be exceeded by a maximum of 2 semesters:
 - » by resident tutors of the Studentenwerk Potsdam, by members of AStA/Stura
 - » in other cases of hardship at the dutiful discretion of the Studentenwerk PotsdamThe hardship provision especially applies to disabled persons and single parents as well as students, who can prove that the completion of their studies is imminent by a certificate issued by the university faculty or the examination office or who are already taking their examinations.
- (3) The application for an extension of the period of residence must be filed in writing. It has to include a detailed statement and the following documents:
 - » Certificate of study for the subsequent semester
 - » Proof of the university faculty (if applicable)
 - » Proof of a long term illness (if applicable) and others

§ 5 Change of accommodation

It is possible to move to another residential hall in the same university location once. The relevant separate application can be completed online at www.studentenwerk-potsdam.de. The accommodations are assigned according to the waiting lists. An administration fee will be charged. The tenant is responsible for his/her own accommodation in the period between moving out of the previous apartment on the date agreed upon in the rental agreement and moving into the future apartment.

§ 6 Entry into force

This Directive enters into force from 01.04.2017 and replaces the Directive No. 02/2012.

Potsdam, 10th March 2017


Peter Heiß
Geschäftsführer