

Welcome in the student accomodation



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Information brochure for Giessen, Friedberg & Fulda

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Dear students,

welcome to the residence hall of the Studentenwerk Giessen!

This brochure comprises important information about your tenancy.

You should read this brochure carefully, so that the time during and after your stay in the residence hall will not bear any unpleasant (financial) surprises.

The brochure will help you from the day you move in until the day you move out, and gives precise information about processes and behaviour in the residence hall.

Our student residence hall accommodates many different people from various countries. Depending on the cultural background there are different habits, conceptions and views. Thus, it is important to find a common way for everybody to feel comfortable. The rules in this brochure will help you go this way.

If there are any questions left, feel free to contact the Housing Administration during their office hours.

We wish you a pleasant stay and much success with your studies.

Your Studentenwerk (Office of Student Affairs) Gießen



Moving in

1.1 Moving in record and inventory sheet

From the start of the rental contract and the receipt of your deposit payment you will get your house, room and mailbox key in the Housing Administration. Moreover, you will receive other documents that prepare you for living at the residence hall and which will make the process easier for you. Among these you will find two very important documents which you must fill in as soon as you enter your room for the first time: the "Einzugsprotokoll" (**moving in record**) and the "Inventarliste" (**inventory sheet**).

Moving in record: with the moving in record you will make a note of the current state of your room. You should check whether the room is okay or whether a repair is necessary. The **moving in record** needs to be handed in at the **Housing Administration** or the **caretaker** after you completely filled it in.

Inventory sheet: here you can compare whether all the furniture and objects listed are actually in your room. If there is something on the inventory sheet that is not in your room, simply cross it out (e.g. curtains). The **inventory sheet** also needs to be handed in at the **Housing Administration** or the **caretaker** after you completely filled it in.

If you do not fill in and hand in the documents, you may not get your deposit back once you move out, since there is no way to identify which damages are new or old. Therefore, please fill in both documents carefully and hand it in at the Housing Administration or the caretaker. If you cannot meet the caretaker in person, you can put the documents into his mailbox.

1.2 Keys and key/locking card

Take care of your house and room key. If you have lost the key or the key/locking card, you must immediately inform the Housing Administration or the caretaker. If this happens at a time where the Housing Administration is closed and the caretaker is not in his office anymore, you are, of course, locked out of your room. In this case you need to call the technical emergency service:

Gießen & Friedberg: 0641 40008-555 / **Fulda:** 0160 7274026.

Unlocking the door costs 40 Euro, which you have to pay in cash.

Besides it is essential:



Living in the student residence hall

2.1 Safety

2.1.1 Fire prevention

You can help a lot to avoid fires. Primarily this applies to burning cigarettes and candles. Please pay attention to only smoke where it is allowed. Stub out your cigarettes carefully and do not just throw them away. Candles must never burn unobserved. Extinguish them when you leave the room.



The following rules are important as well:



And above all:
Never let the charcoal for waterpipes glow on the cooktops!



2.1.2 Escape and emergency routes

In case of fire it is most important to keep the escape routes free. This applies to balconies, ladders, and especially to the stairway and corridors!



The caretakers can clean up the corridors and stairways at any time without announcing it beforehand if your things are standing around. Of course you can get your things back, but you will be shared a processing fee of 25 Euro. We do not want to annoy you by this, but there are very strict requirements from the fire brigade and the fire supervision which we must adhere to. Please, in the interest of your own safety adhere to them as well.

2.2 My room

2.2.1 Furnishing

When you move into your room and furnish it you should pay attention to a couple of things to avoid getting into trouble:

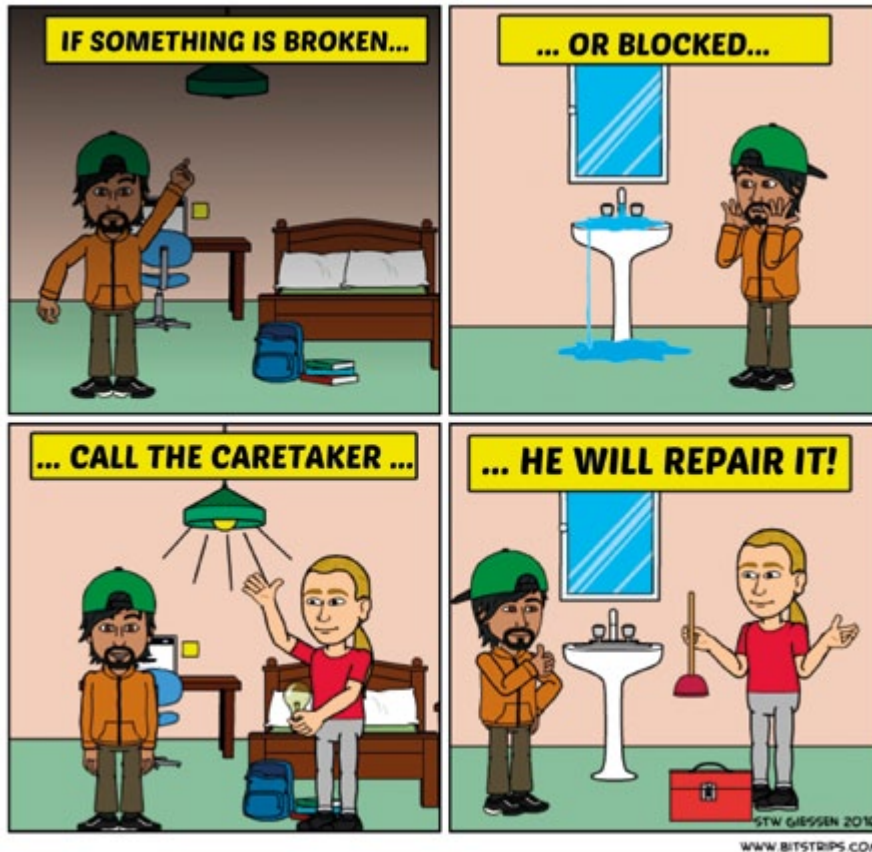


Attention!

When you move out of the residence hall you need to hand over the room in the exact same way you received it.

2.2.2 Damages in the room

If there is something damaged in your room (or the common rooms), you need to inform the caretaker immediately.



You can reach the caretaker of your residence hall via telephone. The phone number of the caretaker in charge can be found on the website of the Studentenwerk, as well as on posting notices in your residence hall.

However, it is easier to record the damage at the list „**Schadensmeldung**“/Notification list about needed repairs. This list is posted up against the caretaker's office or the foyer of the stairway. The caretaker will read your entry and take care of it as soon as possible.



How to enter a damage report online:

The link to the online damage report: <http://134.176.79.136/main.php> ^{Tip!}

There we have established the opportunity for our renters to directly report damages.

You can quickly and easily report damages to the technical service, the Housing Administration or the IT-Service-Centre. You just have to enter your last name (the first letter must be a capital letter, such as in Smith) as the user identification and the number of your contract (a 7-digit number starting with the number 50 and it can be found in your rental contract) as the password when logging in.

After that you can already write your report and post it online. If you click the button „Meldungsübersicht“ (report overview), you can check the current status of your report

(„erfasst“ (recorded), „in Bearbeitung“ (in progress) or „erledigt“ (completed).



Information about light bulbs / illuminates

You need to buy the light bulbs you need for your room from the caretaker. The caretaker also exchanges the light bulbs. The illuminates for the rooms are special and cannot be bought at retail.

2.2.3 Cleaning your room

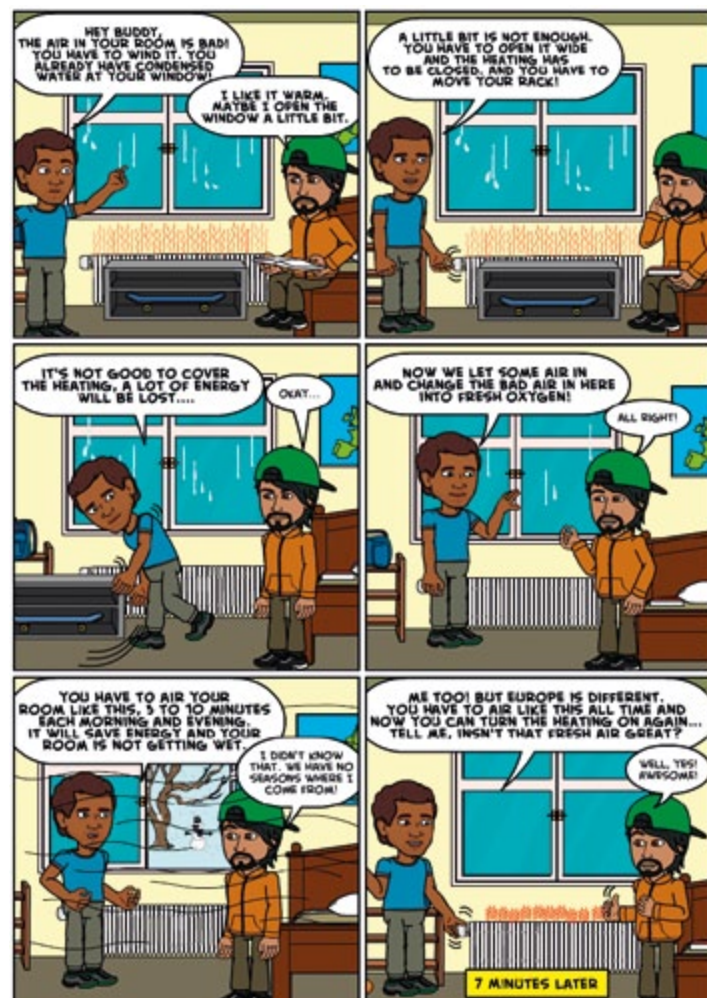
You are responsible for cleaning your room. Please keep in mind to clean it regularly.



... and of course everything else that is dirty (lamps, heating, door, tiles, etc.). Always use a cleaning agent for cleaning. For your room you usually need a bathroom, glass, and all-purpose cleaner.

2.2.4 Ventilation and heating

If you heat and ventilate properly, you can save energy and avoid damp walls in your room. Damp walls are the reason for mould formation! Please consider the following tips to avoid this:



So, **open your room on a daily basis!** This way you will save energy and avoid mould formation. However, if you see there is mould in your room, call the caretaker immediately, he will take care of it.

2.2.5 Breach of the peace

In a dormitory many people live together in a small space. That is why it is especially important to be considerate of each other. This mainly affects noise and the breach of the peace.



2.3 Common rooms

2.3.1 (Eat-in) Kitchen

If you live in a shared corridor or shared flat community, mutual consideration of and understanding for each other is the basis for living together in harmony. In order for everyone to come upon a clean kitchen, all residents of the corridor have to keep the kitchen clean:



It is very important that you stick to this and the following rules of living in a shared flat, so living together works out.

Rules of the flat

Cleanliness in the kitchen

1. Dirty dishes should be done immediately and put into the cupboard.
Dirty dishes are disposed of at the latest after two days!
2. Working surfaces, the stove, and tables must be wiped (out) after use!
3. Remove food waste from the drain after doing the dishes!
4. The refrigerator, freezer, oven, and microwave must be cleaned according to the cleaning plan!
5. Everyone does their garbage service!
6. Every corridor community decides democratically whether smoking in the kitchen is allowed or not.
7. Corridor cash box: each semester a small amount of money will be collected from each resident to buy garbage bags, dishwashing detergents, rags, and sponges.

Save energy & water

1. Close the water tap completely.
2. Turn off the light when you leave the room.
3. Ventilate and heat properly (heating on = windows closed!).
4. Please always save electricity and water!

Parties & visitors

1. If parties are held, the roommates must be informed early enough, e.g. by a notice on the kitchen door.
2. Parties during the lecture period must only be held on weekends.
3. The organiser of the party needs to ensure that the kitchen is cleaned and tidied up at the latest on the next day. They also take care that the common objects of the shared flat will not be damaged. The organiser is liable for all damages incurred!
4. Please celebrate the party only in the kitchen not on the corridor!
5. Please keep quiet during the week after 22.00.
6. Please be considerate of your roommates!

Shared corridor community

1. Mutual respect and understanding for each other are the basis for the shared corridor community.
2. Cooking and cleaning together and a like are expressly desired!
3. At least once a month a corridor meeting should be planned.

2.3.2 Common bathrooms

For the common bathrooms there are also rules which you must observe:



Important:

Please open the windows in the bathrooms after showering, so that moisture can get out and mould formation will be avoided.

2.3.3 Separating garbage and garbage service

It is your task to separate garbage in the kitchens:



All waste, except residual waste, is recycled. That is why residual waste is charged the most. Thus, your running costs can drop if you separate garbage properly.

Please pay attention to put waste in the proper container. The **residual waste** container is always **gray**, the **yellow bag** is, of course, **yellow**, **waste paper** is **blue**, and **organic (bio) waste** is **brown**. If you have no container for organic waste at your residence hall, then put it into the residual waste.

Tip!

Please always take the garbage outside in time! Especially during warm periods, the garbage must be taken out directly if it smells badly. Otherwise, it could lead to pest infestation!

There are garbage bins in the common kitchen that all residents share. Therefore, everyone who lives in a shared corridor or shared flat community has garbage service! Take this service seriously! Usually, the garbage service lasts for one week. Most corridors and shared flats have a garbage service sign, which is passed on to the next resident at the end of the week.

There are also rules for the **garbage service** that you must consider:



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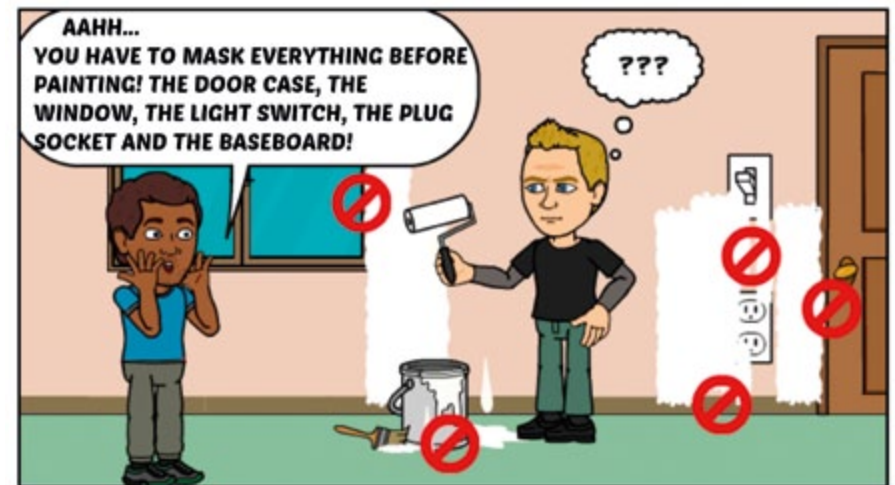
Moving out

3.1 Pre-inspection of the room

About 2–3 weeks before you'll move out, you have to arrange an appointment with the caretaker of your residence hall. At the settled time he will come to your room and you will inspect it together. Then it will be decided whether your room needs to be painted/renovated. If that is the case, you can decide whether you want to paint the room yourself or not. If you cannot or do not want to paint it yourself, a painter will take over this task – of course, you have to pay for it.

If you want to paint your room by yourself, you have to borrow a roll, brush, and paint for a small fee from the caretaker.

When you paint, the following applies:



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3.2 Cleaning when moving out

Before you move out, you will get a couple of forms at the Housing Administration. Among them you will find a „**Leistungsbeschreibung Auszugsreinigung**“ (specifications for cleaning when moving out): it describes which things you have to clean in your room. The caretaker will check your room in the course of the final walk-through. If it has not been cleaned properly, a cleaning company must clean your room. You have to pay for that and the amount will be subtracted from your deposit.

3.3 Moving out

If your room is okay, the moving in record is verified and a moving out record will be prepared. If deficiencies are determined that are not listed on the moving in record, they must be fixed, which means money will be subtracted from your deposit. You have to give your keys to the caretaker at the day of your departure. The deposit will be released, at the earliest, 8 weeks after the end of your rental contract and will be transferred to your bank account.

If your contact information and bank details have changed after moving out, please let us know early enough.

4

Internet

We provide all our student dormitory residents with internet connections that are to contribute to a successful course of study. You will receive the access data necessary for a login according to the location of your dormitory:

- in **Gießen** when enrolling at Justus-Liebig-Universität Gießen or Technische Hochschule Mittelhessen, together with your student identity card.
Exception: If you live in one of the **dormitories Leihgesterner Weg 124–134, Stephanstraße or Ludwigstraße**, you'll receive your access data together with the renting documents from the department of student housing.
- in **Friedberg and Fulda** together with the renting documents from the department of student housing.

Important!

Connecting terminal devices that could disturb the network operation is not allowed! This concerns in particular routers, access points, repeaters, switches, power-line as well as hotspot software solutions (e.g. Connectify). Therefore, providing WLAN for yourself using relevant hard- or software on the cabled connections is not allowed. Together with the HRZ, we reserve the right to block connections if this provision is violated. This will cost at least 50 Euro, which you will be charged with subsequent to the blocking.



For more information about internet at the student dormitory, please visit our website www.studentenwerk-giessen.de.

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Important telephone numbers and information**5.1 Contacts****Emergency numbers:**

Police/Emergency call: 110

Fire brigade/Ambulance: 112

Service-Phone of the Housing Administration

Hotline: 0641 40008-300

Available:

Monday to Thursday 9.00–15.00

Friday 9.00–14.30

The dial-up numbers of the individual contact person can be found on our website. You will also find the numbers of the residents advisor/counsellor and internet tutors there.

Caretakers

You can find contact details of the caretaker responsible on our website as well as on posting notices in your hall of residence.

On-call service for the technical emergency service (electricity, water, heating)

Gießen & Friedberg: 0641 40008-555

Fulda: 0160 7274026

Available:

Monday to Thursday between 15.50 and 7 o'clock

from Friday 15.50 till Monday 7 o'clock

This emergency service does NOT concern the failure of the internet!

Please note:

The key service is covered by the technical emergency service. The use of the technical emergency service for rooms (key loss) will be charged 40 Euro. This has to be paid on-site in CASH.

Residents advisor/counsellor

In some of our halls of residence, there is a residents advisor/counsellor, who supports dormitory residents in different areas concerning the shared living accommodation and provides counselling in case of problems or concerns. In particular, the flat tutor program is interesting, which is also coordinated through the residents advisor. This specially conceptualized project provides an opportunity for the residents, with help from the flat tutors, to initiate changes in their living environment. It allows for realization of small and big projects within the common flat. The residents advisor offers his support during these projects.

The following halls of residence have a residents advisor/counsellor:

- Eichendorffring, office in building Y, Tel.: 0160 7274019
- Grünberger Straße, office in building 190 on the ground floor, Tel.: 0151 17621977

WoTuPro

Another offer of the Studentenwerk is the "Wohnheimtutorenprogramm" (WoTuPro – residence hall tutor program). The tutors help you to settle in at the residence hall and with questions about your studies. In addition, the tutors organise cultural evenings, parties, excursions, and festivals. Everybody can take part in the events, also students who don't live in one of our dormitories. A good opportunity for you to make new contacts.

You can find more information on the WoTuPro website www.wotupro.de and on **Facebook**.



5.2 Where is what?

Spaces to park cars and bicycles, washing machines/dryer, music, party and sport rooms, vending machines

Giessen

Residence hall Eichendorffring

Parking spaces (7.65 Euro/month)* | bicycle boxes (5.10 Euro/month)* |
 Building C: washing room | music room | table tennis room
 Building Y: washing room | vending machines (soda, sweets, ice cream)

Residence hall Gaffkystraße

Roofed bicycle racks | washing room

Residence hall Grünberger Straße

Parking spaces | roofed bicycle racks |
 Building 190: washing room | table tennis room | vending machines (soda, sweets)
 Building 196: winter garden

Residence hall Landgraf-Ludwig-Haus

Bicycle racks | washing room

Residence hall Leihgesterner Weg 124–134

Parking spaces (16 Euro/month)* | bicycle racks and bicycle basement |
 washing room

Residence hall Leihgesterner Weg 134A– 138

Parking spaces | lockable bicycle cage |
 washing room | vending machines (snacks and soda)

Residence hall Leihgesterner Weg 140

Parking spaces | bicycle garage | washing room

Residence hall Ludwigstraße

Parking spaces | roofed bicycle racks

Residence hall Mildred Harnack-Fish-Haus

Lockable bicycle cage | washing room |
canteen & coffee bar on the ground floor

Residence hall Stephanstraße

Bicycle racks and bicycle basement |
washing room

Residence hall Unterhof

Parking spaces and underground parking |
roofed bicycle racks | bicycle boxes (5.10 Euro/month)* |
Building 1: party room | café
Building 4: table tennis room
Building 5: table tennis room | fitness room
Building 6: party room
Building 7: washing room
Building 9: music room
Building 10: washing room | children's playground

Friedberg**Residence hall In der Burg**

Parking spaces | bicycle spaces |
washing room | common room

Residence hall Steinkaute

Parking spaces (7.65 Euro/month)* | bicycle hall |
Building B: washing room

Fulda**Residence hall Campusviertel**

Building 1: parking spaces & underground parking | bicycle basement |
washing room
Building 2: parking spaces | bicycle basement | washing room | common room

Residence hall Heinrich-von-Bibra-Platz 3

Parking spaces (7.65 Euro/month)* on the nearby terrain of residence hall
Wiesenmühlenstraße or on site as private rental | bicycle basement |
washing room |

Residence hall Leipziger Straße

Bicycle basement | washing room

Residence hall Magdeburger Straße

Parking spaces, partially in a ground level garage | bicycle basement |
washing room

Residence hall Wiesenmühlenstraße

Parking spaces (7.65 Euro/month)* | bicycle basement |
Building 3: washing room

Detailed information and pictures can be found on our website
www.studentenwerk-giessen.de

Please note:

*** You can apply for a parking space or a bicycle box on our website:**
www.studentenwerk-giessen.de

5.3 Office of Student Affairs | Studentenwerk Giessen

The Studentenwerk Giessen is your partner at the university location in Giessen. As a company providing services our task consists mainly of the economic and social encouragement of students from the Justus Liebig University Gießen, the TH Mittelhessen University of Applied Sciences and Fulda University of Applied Sciences.

Advice & Service | Beratung & Service

The department Advice & Service is the first place to go when you have questions about the life as a student – it offers professional advice about all topics that the life as a student brings about. Our social advice is open from Monday to Friday 12.00 to 14.30.

University food services | Hochschulgastronomie

An empty belly doesn't study very well. Therefore, we spoil you in our canteens and cafeterias from morning to evening – of course, also while the university is not in session during holidays.

Student Housing Administration | Studentisches Wohnen

This department offers affordable accommodation for students in Giessen, Friedberg and Fulda with over 3,400 spaces. More information can be found on our website or in the course of a personal conversation from Monday to Thursday 9.00 to 15.00 and Friday from 9.00 to 14.30 at 0641 40008-300.

Student financing | Studienfinanzierung

A secure financing will form the foundation for a successful studying. We offer comprehensive advice on the issues of BAfoeG (student loans), scholarship grants, bank loans and jobs. If you want to apply for a BAfoeG student grant online, go to www.bafoeg-hessen.de and begin the application process at home.

www.studentenwerk-giessen.de

Great eating



Canteens & cafeterias from Studentenwerk Giessen

Canteens & Cafeterias in Giessen

Canteen OBS

Otto-Behaghel-Straße 27

Canteen Mildred-Harnack-Fish-Haus

Leihgesterner Weg 16

Canteen and Pastaria THM Gießen

Wiesenstraße 14

Cafeteria Café Phil

Otto-Behaghel-Straße 10

Cafeteria Café am Kunstweg

Karl-Glückner-Straße 21

Cafeteria BioMediCa

Schubertstraße 81

Cafeteria CaRe

Heinrich-Buff-Ring 44

Cafeteria JuWi

Licher Straße 68

Coffee bar cUBar

Otto-Behaghel-Straße 8

Cafeteria CampusTor

Platz der Deutschen Einheit 1

Cafeteria IFZ

Heinrich-Buff-Ring 26-32

Canteen & Cafeteria in Friedberg

Canteen THM Friedberg

Wilhelm-Leuschner-Straße 13

Coffee bar bibLounge

Wilhelm-Leuschner-Straße 13

Canteen Hochschule Fulda

Canteen Hochschule Fulda

Marquardstraße 47

Cafeteria in Wetzlar

Cafeteria Café Plus

Charlotte-Bamberg-Straße 3

All food plans can be found with mobile devices



www.studentenwerk-giessen.de/Speiseplan

You find our opening hours here: www.studentenwerk-giessen.de





STUDENTENWERK GIESSEN

Studentisches Wohnen

Otto-Behaghel-Straße 23–27

35394 Gießen

Telephone 0641 40008-300

Fax 0641 40008-309

E-Mail wohnen@studentenwerk-giessen.de

Monday till Thursday 9.00–15.00

Friday 9.00–14.30



www.facebook.com/Studentenwerk.Giessen



www.instagram.com/stwgiessen



www.twitter.com/StwGiessen



www.studentenwerk-giessen.de