

**Student Self Administration Charter
for Studierendenwerk Hamburg Residences
effective from 16.04.2008**

The residence halls are inhabited by students from many faculties, at all stages of their academic career, from Germany and all over world, studying at Hamburg Colleges, undertaking practical placements or studying as guests.

The quality characteristics of the residence halls centre on good value for money, flexible service packages, a high technological standard and environmental responsibility. Studierendenwerk offers predominantly furnished residential and working spaces with connections to internet and other media, along with a wide range of leisure opportunities.

The goal, in allocating spaces and creating a shared living environment for students, is to fulfil the expectations and wishes of both the educational institutions and the students equally, in so doing supporting both the students and their teachers. Students new to Hamburg are an important target group in this respect.

The residence halls are international and assist in creating an international culture for Hamburg tertiary educational institutions. International students are assisted by other students acting as tutors who provide a Welcome Program. Studierendenwerk encourages communication, integration and positive interaction with each other. This is supported by cooperation with student representatives and the educational institutions on the committee.

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1. Management and General Terms

- 1.1 Studierendenwerk Hamburg is the owner, administrator and operator of residential halls and residences. They are responsible for all management and administrative matters.
- 1.2 The provision of residential places is an important service for students attending Hamburg tertiary education institutions. Acceptance into a Studierendenwerk residence should meet the social requirements for studying, academic research and communal living. Common rooms are available for academic work, discussion and leisure activities.
- 1.3 Studierendenwerk management boards and committees (Managing Director, Supervisory Board and General Meetings) provide an annual plan for all Studierendenwerk residences and determine the rent and the range of services to be provided. Rent is calculated to cover costs while taking general use principles into account.

2. Student Administration

- 2.1 Active student engagement in self administration is encouraged and supported. All residents are called to participate in the creation of a communal living environment. They are entitled to vote for representatives on the Student management boards and committees.
Rent includes a Student Self Administration contribution, which may not exceed 1% of the normal rent amount.
- 2.2 The Student Self Administration body manages the internal organization of the residences and is responsible for presenting student concerns and issues to the management or responsible bodies, regardless of the authority of other committees.
- 2.3 The work of the student administration is governed by rules determined by a majority of residents. These rules must be authorised by the House Committee.
- 2.4 Student Administration must have at least the following management elements:
Residence General Meeting/ Meeting of Communal Representative and/ or Home Council/
Residential Council.
Specific operative details are governed by the regulations.

3. Residential Life and Housing Consultative Committee (Beirat Wohnen)

3.1 Members

- a) one Director from the Supervisory Board elected for a tenure of 5 years, who is also a member of the teaching staff of a Hamburg Universities.
- b) one Assistant Director from the Supervisory board elected for a tenure of 5 years, who is also a member of the teaching staff of a Hamburg Universities.
- c) one representative for each of the Student Administrative Bodies,
- d) the protector of the residences,
- e) two representatives from public life who do not form part of a Hamburg Universities may also be elected on the Residential Life and Housing Consultative Committee for a period of two years.

3.2 Tasks

- a) Make recommendations to the Supervisory Board for inclusion in the "Student Life" section of the economic plan.
- b) Provision of input on the social and living situation of students to the Supervisory Board and/ or Management.
- c) Provision of recommendations on the acceptance and extension of student residents to the Supervisory Board.
- d) Advise and provide recommendations to the Supervisory Board on regulations.
- e) Election of representatives from public life.
- f) The Director of the Consultative Committee, in collaboration with Studierendenwerk will appoint new protector where positions are to become vacant, and appoint and dismiss protector based on the recommendations of the individual Residential Life and Housing Committee.
- g) The Committee can elect four of its own members to the Mediation Committee for tenure of two years.

3.3 Process

The Committee meets once per semester when at least five members elect to do so. The meetings are open to the Universities. Meetings must be notified in writing at least two weeks prior to the selected date, and an agenda including topics open for discussion provided by the Director.

4. Central Application Approval Committee (Zentraler Aufnahmeausschuss/ZA) for all residence halls

4.1 Members

- a) one protector as Head of the Committee.
- b) two senior representatives from Studierendenwerk.
- c) two students to represent the Student Self Administration of the residence.
- e) one representative from the general Student Committee of Hamburg Universities who may not be a resident.

4.2 Tasks

The Central Application Approval Committee processes suggestions for application and extension regulations that come from the Residential Committee and provides advice to the committee within the parameters of the regulations for dealing with Special or Difficult Circumstances cases, under the supervision of the Residence Application Approval Committee (HAA). They also govern internal moves and the occupation of places within the residence and provide recommendations for an extension of stay for individual residents.

4.3 Process

Specific matters will be determined by the Studierendenwerk Supervisory Board in accordance with the acceptance and extension regulations determined by the Residential Life and Housing Committee.

5. Residence Committees (Hausausschuss/HA) in the Residences

5.1 Members

- a) one protector as Head of the Committee (chosen by the residents).
- b) two senior representatives from Studierendenwerk.
- c) two students to represent the Student Self Administration of the residence.

5.2 Tasks

- a) Approval of the Self Administration Rules and Regulations.
- b) Provide advice to the Residential Life and Housing Committee on the management of the residences, on rent calculation and the social situation of the residents.
- c) Establishment of additional guidelines for the allocation and relocation regulations of the premises.
- d) Advice on building and decorative measures on the premises and refurbishments.
- e) Mediation in cases of conflict, recommendations on rental sanctions.
- f) Proposal of protector.

5.3 Process

The House Committee meets at least once a semester. Meetings are called when at least two members of the committee nominate topics for discussion at a meeting. The House Committee may elect an Assistant Director.

The meetings are open to the whole residence, and a broad attendance should be encouraged. Members of the general public may also attend in specific circumstances.

6. Protector

- 6.1 Every Studierendenwerk residence may request a protector, the Paul-Sudeck and the Gustav-Radbruch residence may each request two. One Protector may work more than one residence.
- 6.2 Communication and quality of life for students is improved by the involvement of teaching staff in their daily life outside of the normal class environment. Protector should support and encourage exhibitions and events, discussions and community spirit for the students. They also mediate conflicts and provide advice in resolving personal difficulties.
- 6.3 Protector are selected from the individual House Committee and appointed by the Supervisory Board of the Residential Life and Housing Committee. Protector should be members of the educational staff of a Hamburg Universities. Exceptions will be decided by the Residential Life and Housing Committee.
- 6.4 A Protector is financially compensated EUR 52.00 for their efforts.
- 6.5 Protector should live on the premises, provided apartments are available for the duration of the tenure of office*).

7. Academic, Cultural and Sporting Opportunities

Studierendenwerk cooperates with the tertiary education institutions and endorses the provision of academic, cultural and sporting opportunities in all residences.

8. Decision Making

- 8.1 Decisions and amendments to these regulations are carried out through the Studierendenwerk supervisory board.
- 8.2 This Charter is valid from the 16.04.2008, and replaces the version dated 9 July 1997.

*) 11 Protector are available: Paul-Sudeck-Haus 2, Rudolf-Laun-Haus 2, Unnastr.1, Kiwittdamm 1, Burse 1, Gustav-Radbruch-Haus 2, Harburg 1, Europa-und Georgi-Haus 1. Residences without protector are rented on a short term tenancy basis to Students or international Researchers.