

## **House Policy**

For the WIST – Student Housing

**Haus Humboldt, Egger-Lienz-Gasse 3, 5020 Salzburg**

**Haus Paracelsus, Konrad-Laib-Straße 10, 5020 Salzburg**

**Haus Merian, Merianstraße 10, 5020 Salzburg**

### **1. Information to the Students**

These house rules are based on the federal law written on May 15, 1986 and instituted on September 1, 1986 and are about residence in student housing Studentenheimgesetz (StudHG) - Student Housing Act, BGL Nr. 291, which was decided on by the WIST Student Housing Council. The regulations, which constitute a component of housing use, regulate occupant cohabitation and house utilization. The policy forms an important part of the utilization contract and is valid indefinitely. In addition, the Student Housing Council refers to the careful attention of public-law, especially fire police regulations.

### **2. Common/Jointly Shared Rooms**

All rooms of the WIST housing serve as common living spaces except the following:

- a) Residents' rooms
- b) Service rooms, including all those necessary for building operations.

Common rooms are accessible at all times by all house residents. Special provisions are incumbent on the House Administration and are, if permanent, to be made known to the House Legislative Body. The closing of single rooms during vacation, on weekends, as well as during other justified exceptions, for example, sanitation, construction, etc., may only be at the disposal of the Housing Administration, unless the proprietor is otherwise contractually obligated.

Proprietor access is permitted under prior timely notification only as is referenced in the framework of the §9 Paragraph 1 of the last sentence of the Student Housing Act (StudHG). Changes to the community facilities require a hearing by the Housing Administration; purpose conversion is incumbent on the House Legislative Body.

In the common rooms, especially in the kitchen, cleanliness and order has to be taken care of. Failure thereto is a policy violation and is to be reported to the Housing Administration, in which case such violations may result in disciplinary measures.

### **3. Bodies of Resident Representation**

- a) House Legislative Body (Heimvollversammlung - HVV)
- b) House Assembly (Hausversammlung (HV)
- c) Student Council (Heimvertretung - Studentenrat)

House Legislative Body (HVV):

Consists of all residents. The HVV resides with the duties and responsibilities

You are bound to the duties and responsibilities of the House Policy. The HVV makes decisions about all possible housing affairs, to which decisions the Student Council is bound. Should the Student Council lose HVV confidence, new elections will immediately take place.

HVV deliberation is incumbent on: The Student Council  
At least 30 residents

The HVV is required to give at least 4 days advance notice (posters, etc.). HVV resolutions are valid with the presence of  $\frac{1}{2}$  of the residents, provided that an absolute majority is obtained for motions. Two-thirds of the residents must be present for the Student Council or for a council member to decline a proposal. For the acceptance of such a motion a  $\frac{2}{3}$  majority must be obtained. Representatives of the WIST are granted participation in the HVV and have the right to take the floor.

House Assembly (HV): The same rules that apply to the HVV also apply to the HV, however, it is not possible here for the WIST to dismiss representatives.

Student Council (Heimvertretung): This consists of the HVV voted representatives of all residents. This body only consists of House Representatives, who are responsible, so long as the House Regulations or a valid ruling of the HVV do not state otherwise.

Student Council Meeting (Studentenratsitzung): This is the decision-making assembly of the HV. Student Council Meetings make rulings about all house affairs, as long as there are no other regulations to the contrary. Convening a Student Council Meeting requires at least two representatives and is to be announced at least one day before the meeting occurs. The Student Council is only competent when a minimum of half of the Council is present. Acceptance of a motion is subject to the relative majority. The Student Council meeting is public, which means that the presence of all residents is permitted; however, they do not have voting rights.

#### **4. Election of the Student Council**

The Student Council can consist of 10 persons and can be voted in for a period of 1 year, provided that the voting rights of the HVV are nonexclusive, equal and confidential. Every resident has the right to campaign for a seat on the Student Council. The election has until October 20th of the winter semester to take place.

- a) The candidates must be registered on the candidate list.
- b) The registration period for the candidate list ends 3 days before the HVV election date.
- c) Subsequently the candidate list must be posted in the floor kitchens, elevator and foyer.
- d) The 10 candidates with the most votes are considered elected, whereupon the ballot must have 3 names marked.
- e) Based on nomination the Chairman of the Student Council will be elected from the same ballot.

## **5. Room Assignments**

**Student Council Meeting:** Occupancy assignments are made by the proprietor according to §11 StudHG. Room changes are possible, provided that there are no damages. This is to be determined by an inspection from a WIST representative. The House Administration can order forced relocation when based on disciplinary grounds.

### **Requirements for Single Room Assignments:**

- 1) The number of semesters that a student (i.S.d.StudGH) has already resided in the dormitory.
- 2) The assignment is further determined according to the single room waitlist, in which an individual can enroll to request a single room. The date of registration is significant.

## **6. Reception of Visitors**

The reception of visitors is permitted at any time. The resident being visited must ensure that the visitor does not disturb the community. Visitors are also subject to House Policy. The House Administration and/or Student Council reserve the right to refuse certain visitors and/or groups of visitors access to community institutions and to expel these individuals from the property.

Overnight stays by visitors are generally not allowed. Exceptions to this are to be approved by the House Administration. The charge per person per day is € 15.00. In the event of non-compliance, persons may be charged additional fees. Furthermore, this represents a blatant policy violation pursuant to § 12 Paragraph 1 of the Student Housing Act (StdHG) and is therefore a reason for contract termination.

## **7. Room Assignment Changes and the Operation of Electrical Equipment**

The room assignments may not be changed.

Since the operation of additional electrical devices increases housing costs, electrical device usage is possible only when a previous agreement with the House Administration has been made, as long as the electrical current consumption of such devices does not substantially increase energy costs. Permitted electrical devices, which are usually used in student housing, are e.g. coffee machine, television, hair dryer, etc...

## **8. Notice of Termination**

Notice of termination is referred to in § 12 of the Student Housing Act. The contract can be terminated before contract expiration by the proprietor at the earliest time being the end of the next calendar month, if:

1. the resident terminates his/her study according to § 5 Paragraph 3 (StdHG),
2. the resident of the room assignment does not claim it him/herself,
3. the social need is eliminated,
4. the resident substantially exceeds the average study duration,
5. the resident him/herself is guilty of a punishable and endangering action to the detriment of other residents or to the proprietor and its counterparts,
6. the resident in any other way blatantly offends or violates the regulation criteria or contract obligations, despite having had a written warning or threat of termination.

## **9. Final Statement**

House Policy is based on the assumption that all officials and employees of the proprietor and all functionaries and representatives of the Student Council are fundamentally interested in a mutual approach and not a bureaucratic, formalistic procedure. This also corresponds to the procedures for the enactment of the Student Housing Law, the statutes and the House Policy.

### **The Premises, areas available for resident use:**

#### **Fire Detectors**

All rooms in the dormitories (including all public areas, kitchen and hallways) are equipped with certified optical fire detectors “**ESSER by Honeywell IQ8Quad**“. These detectors react to smoke, steam and heat.

The triggered alarm is instantly being dispatched to the Salzburg Fire Department. Should an inhabitant of the dorm trigger a false alarm he/she will have to bear the costs for the firemen's operation.

#### **Fitness Room**

Fitness room use is free to all residents. The room key also unlocks this room.

#### **Grilling Area**

Use of the grilling area (by back entrance) can be used for a EUR 20,00.

#### **Roof Terrace**

Each resident can use this space. Is opened by request through home management or student council.

#### **Club Room**

Can be used for festivities (for more than 30 people) for a EUR 100,00 security deposit, which is to be given to the student council chairperson.

#### **Laundry Rooms**

The washing machines operate with the NFC payment system. Machines are to be used according to the posted instructions.

#### **Music Room**

Rooms for music practice are located in the basement. Hours for use are posted.

#### **Telephones**

Each resident can be reached in their rooms by external callers. [Number: +43 662 2063 + (1-HUMBOLDT, 2-MERIAN, 3-PARACELSUS + room number)] The internal network/room to room calls are free in charge.

#### **Bicycles**

Are to be stored in the designated bicycle parking areas. Parking bicycles in any other location, such as, leaning them against building walls, in doorways, etc. is prohibited.