

# Policy for Allocating Accommodation

## Preamble

Within the scope of its statutory responsibilities, the Studierendenwerk München Oberbayern (STW) rents out accommodation in student halls of residence. The following policy is to form the basis for renting out accommodation. It aims to allocate accommodation units transparently and in a socially well-balanced way and is to be applied especially when demand significantly exceeds available accommodation. The duration of tenancies is to be limited in order to provide as many students as possible the opportunity to be offered publicly funded accommodation, in particular at the beginning of their studies. Furthermore, a socially agreeable residential structure is taken into consideration when allocating accommodation.

By submitting an application, the applicant recognizes the policy. Students are not legally entitled to receive accommodation from the STW. If any of the following refers to the “Bundesausbildungsförderungsgesetz” (BAföG), it applies regardless of whether or not a person actually receives any BAföG funding.

Further information can be found in the FAQ section provided on the STW website ([www.stwm.de/en/accommodation-application-faq](http://www.stwm.de/en/accommodation-application-faq)).

## 1) Application Requirements

### a) Eligible Persons

In general, students who are enrolled in a regular course of study (“ordentlicher Studiengang”) at one of the following universities the STW is in charge of are authorized to live in the halls of residence:

- Ludwig-Maximilians-Universität (LMU)
- Technical University of Munich (TUM) (\*1)
- Hochschule München University of Applied Sciences (HM)
- University of Music and Theatre (HMTM)
- Munich School of Politics and Public Policy (HfP)
- International University SDI München
- Blocherer Schule
- Katholische Stiftungshochschule University of Applied Sciences (KSH)
- Rosenheim Technical University of Applied Sciences (TH Rosenheim, only for halls in Rosenheim)
- University of Applied Sciences Weihenstephan (HSWT, only for halls in Freising)
- University of Television and Film (HFF)
- Academy of Fine Arts (AdBK)
- International School of Management (ISM)
- Munich School of Philosophy (HfPh)
- Hochschule der Bayerischen Wirtschaft (HDBW), Munich Campus
- Ukrainische Freie Universität

(\*1) excl. Straubing Campus

## b) Exclusion Criteria

Persons who fulfil any of the following criteria on the date they will presumably move in or want to move in are not authorized to live in the halls of residence.

- having a monthly income which exceeds the up-to-date BAföG maximum rate by more than 30%
- having had a tenancy agreement terminated by the STW
- having been banned by the STW from entering their premises (“Hausverbot”)
- living in or having lived in an accommodation unit with no valid tenancy agreement or without the consent of the STW
- having rent arrears or other financial debts with the STW
- after having completed a first undergraduate course of study, intending to enrol in another undergraduate course of study; or after having completed a Master’s degree programme, intending to enrol in a further course of study
- doctoral candidates or PhD students
- currently having a signed tenancy agreement with the STW

Furthermore, persons who, at the time of acquiring their university entrance qualification, are registered within the catchment area of the zones M to 4 of the MVV (Münchner Verkehrs- und Tarifverbund) are not authorized to live in the halls. This does not apply for universities in Rosenheim and Freising.

## 2) Duration of Tenancies

The maximum tenancy duration is seven semesters for Bachelor, Lehramt, Diplom, Magister and Staatsexamen study programmes, and four semesters for Master study programmes. Cumulation is excluded. If students change to a new course of study, the remaining time left in their tenancy (“Restwohnzeit”) remains unchanged. The requirements for being authorized to live in the halls of residence must be fulfilled throughout the entire tenancy.

## 3) Extending Tenancies

Tenancies can be extended under special circumstances, in particular in the case of

- acute hardship (especially in the case of serious illness, death of a close relative, divorce proceedings, pregnancy and parenthood while studying),
  - exceptional student commitment,
  - evidently imminent graduation within one more semester (“Examensverlängerung”).
- “Examensverlängerung” is the last possibility of prolonging tenancies.

Permission for extending tenancies can only be granted by the STW and only for one semester at a time; each case is decided upon individually. Applicants are not legally entitled to be granted an extension of their tenancy.

The Hardship Committee (“Härtefallausschuss”) can be consulted for the assessment of hardship cases (see Item 6); a commission made up of representatives of the halls and the STW can be consulted for the assessment of exceptional student commitment.

Extending tenancies due to illness or due to imminent graduation is, in general, limited to one semester each. Extending tenancies due to exceptional student commitment is limited to a maximum of two semesters. The committee can decide to make exceptions. The deadline for applying for an additional semester is 1st June of any given year for tenancy agreements which end on 30th September or 1st December of any given year for tenancy agreements which end on 31st March. Applications are submitted via email using the available form.

#### **4) Allocation of Accommodation Units and Residential Make-Up**

In general, free accommodation units are allocated according to the chronological order in which the applications were received (waiting list). Ratios and quotas are applied for allocating accommodation in order to ensure a well-balanced residential make-up in the student hall of residence. The STW reserves the right to diverge from the waiting list in individual cases in order to ensure a socially stable residential make-up can be created and maintained.

1. Every semester, up to 10% of accommodation units are reserved for the universities' exchange programmes. These places are exempt from the allocation procedures by the STW and are directly allocated by the universities.

2. Every winter semester, a quota amounting to approx. 25% of accommodation units that have become vacant is allocated to first-semester and second-semester undergraduate students. This is to take into account the more difficult situation first-year students find themselves in of having to manage the new chapter in their lives. If demand exceeds available accommodation, decisions are made by drawing lots. The deadline for applying for one of these accommodation units is 15th August of any given year.

3. Allocating accommodation is to seek to create a balanced proportion of national and international students resulting in a ratio of 60 to 40. The ratio – with accommodation units mentioned under 4)1. deducted in advance – is essentially based on the universities' internationalisation strategies and accounts for the fact that it is more difficult for international students to cope with the German housing market. Internationals who acquired a regular university entrance qualification in Germany ("Bildungsinländer") are equal to German applicants. The allocation process intends for the individual nationalities to be well balanced.

4. Accommodation units are usually offered via a "Festanschreiben" (regular accommodation offer). It is emailed to the applicant as a PDF file, including a tenancy agreement as well as additional documents (supplementary agreement, notification regarding withdrawal). Should the accommodation unit not be accepted, the applicant's application will expire. Submitting the signed tenancy agreement as well as the direct debit authorization signed by the account holder within the stipulated period is an absolute requirement and is equivalent to accepting the accommodation offer. Should the accommodation offer not be accepted or not be accepted in time, the application will expire. In this case, a new application can be submitted; however, applicants will lose their position on the waiting list.

Due to the nature of student accommodation, there can be short-notice accommodation offers, which are sent out via a "Schnellanschreiben". In such a case, an accommodation offer is sent out to several applicants; whoever replies first, according to the principle of priority, will receive the accommodation unit. All other applicants will keep their position on the waiting list.

The tenancy is only in force once the tenancy agreement has been signed by the STW. First-time tenancy agreements are usually signed for a minimum period of one year.

## 5) Allocation of Accessible Accommodation and Accommodation for Families

Students with special needs are entitled to apply for preferential admission in suitably equipped accommodation units.

Students suffering from physical disabilities are given priority in the allocation process. The same applies to students who have a child or children. A requirement for studying parents is that all adults who are living in the same household with the child or children are enrolled at a university. Applications must include documents confirming the applicant's situation.

## 6) Hardship Cases and Hardship Committee

Special hardship can be recognized in the case of especially difficult circumstances with regard to social status, health issues and/or family conditions. The "Härtefallausschuss" (Hardship Committee) can issue a recommendation. In the case of evident hardship, applications for accommodation as well as applications for having tenancies extended can be submitted to the Hardship Committee.

The Hardship Committee is made up of representatives of students, universities and the STW. Further details are set out in the procedural rules.

## 7) Application

Applications are submitted online via the STW website ([www.stwm.de/en/accommodation/application/online-application](http://www.stwm.de/en/accommodation/application/online-application)). Applying for the winter semester is possible from the 15th of May in the year the course of study begins, for the summer semester from the 15th of November the year before the course of study begins. Students who are already enrolled can apply at any time. Applications must include the following documents: certificate of enrolment (Immatrikulationsbescheinigung), in the case of persons who are not yet enrolled the university's acceptance letter or a document confirming the application with a university, the university entrance qualification, a scan of the applicant's ID card, the completed form for personal details including in particular information on the applicant's registered address, the number of semesters the applicant has been enrolled in their current course of study when applying ("Fachsemester"), information on the campus as well as on the applicant's needs and completed study programmes. Applicants need to confirm that the provided information is correct. The certificate of enrolment or the acceptance letter needs to be submitted as soon as the applicant has received it. Three halls of residence can be selected in the application; the selection is not treated as a list of priorities.

### a) Expiration of Applications

Applications will expire without exception in the following cases:

- providing wrong or incomplete details
- missing documents
- submitting two or more applications (the first application counts)
- receiving an accommodation offer via a "Festanschreiben"
- not accepting the offered tenancy agreement within the stipulated period
- fulfilling exclusion criteria even after having applied (see Item 1b)

## **b) Changing Application Details**

Making changes to an application is possible once within the first year after having applied without affecting the applicant's position on the waiting list. Any further alteration changes the application date and thus sets back the waiting period. Making changes is impossible as soon as an applicant has received a "Festanschreiben". Applicants cannot make any changes to their application themselves, but need to send an email to [wohnen-bewerbung@stwm.de](mailto:wohnen-bewerbung@stwm.de) requesting for the changes to be made.

## **c) Waiting List and Deadlines**

The waiting list is updated on a regular basis. In order for an application to remain active, an up-to-date certificate of enrolment (Immatrikulationsbescheinigung) must be submitted for each semester. The deadline to do so is 14th November for the winter semester and 14th May for the summer semester. No information can be provided on an applicant's current position on the waiting list.

## **8) Other**

### **a) Changes to Personal Details**

Should there be any changes to personal details that are relevant for the allocation of accommodation, applicants are required to immediately communicate these changes via email, in particular any changes to an applicant's email address, phone number and bank details. The same applies for residents.

### **b) Moving**

Moving into another hall of residence or within a hall of residence is in general not possible. There may be exceptions regarding accommodation units for residents with special needs (accessible accommodation, flats for families).

## **9) Final Provision**

The policy takes effect on 1 April 2024 and is valid for all first-time tenancy agreements which are signed from that date onwards. A transitional regulation regarding tenancy extensions which applies to already existing tenancy agreements is set out in the FAQ.

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