

# AKADEMIKERHILFE

STUDENTENUNTERSTÜTZUNGSVEREIN

|            |   |   |
|------------|---|---|
|            |  <p>WIEN</p> |   |
| Eisenstadt |   | Leoben  |
| Linz       | <p><b>Residence<br/>Guide</b></p>   | Graz  |
| Salzburg   |   |  <p>KLAGENFURT</p> |
|            | Innsbruck   |   |



Dear future residents,

Akademikerhilfe Students' Support Association bid you welcome to your new residence. Living in a students residence gives you the opportunity to enjoy the community with other students as well as your private time in your own room. Arranging your everyday life together and supporting as well as appreciating each other are important cornerstones now and for your entire future life.

Our association was established in 1921 and in November 2021 we had our 100th anniversary. So the Akademikerhilfe is a reliable partner for our residents and also for our business partners. At the moment we are running residences in eight cities here and due to that we meet housing demands of students from Vienna to Innsbruck all over Austria.

We stand for a lively community which gives you the opportunity of temporary partnerships of convenience but as well you can make up friendships for life. We are happy, if you seize the chance to be part of that tradition of the residence you chose.

Finally there is nothing more left, than wishing you the best of success for your academic studies and a good start into a new academic year!

Again, we bid you welcome to your new home!

AKADEMIKERHILFE  
Studentenunterstützungsverein

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MMag. Bernhard Tschrepitsch  
Generalsekretär

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# 1. Information for living all together in the residence

You have chosen to live in one of Akademikerhilfe residences.

This residence guide should answer the FAQs as well as serve residents, who have been living here already for a long time, to look up certain issues. Just in case your questions cannot be answered here, do not hesitate to ask your residence manager on site or direct your questions to the administrative central in Vienna.

## 1.1. *Akademikerhilfe Association for supporting students*

Akademikerhilfe is a non profit association which is operating students residences all over Austria. Our team assists you in registering for a room (Studentservice), checking into the residence (residence managers on site), your monthly payment (Accounting Department), technical issues (residence tech

nicians on site) up to finally checking-out again (residence managers on site). With all that we are always concerned in meeting your demands to your full satisfaction.

Our experience is our success: Since 1921 Akademikerhilfe (short form: AH) is building, preserving and running students residences. We really appreciate that you also decided for one of our residences!

## 1.2. *Bicycle Parking*

Please only use the certain bicycle parking areas (bike racks etc).

Parking your bicycle in your room, in the floors, on the balconies, stairways or common public rooms is not allowed.

## 1.3. *Cleaning*

Basically you have to clean your room by yourself. Cleaning Service of public areas and public rooms is done by Akademikerhilfe without being an obligatory part of the housing contract and is not a service which is covered by the monthly housing fees, but it is an extra service, which is free for our residents until further notice. In case cleaning public areas need extra work and time as usual this extra costs may be forwarded to the residence community or the responsible resident(s).

Once or twice per academic year there may be announced room checks. In case the room is dirty or full of trash, a deadline will be set to clean the room. If the room is not cleaned by that deadline, the room will be cleaned by Akademikerhilfe and the resident has to cover the costs therefor.

You do not need to be on site during the announced room checks, these will also be done, when you are absent.

Whenever you check-out or you change rooms you will have to pay a cleaning fee. The current cleaning fees can be looked up under „other fees“ on our website.

## 1.4. *Contract Cancellation by resident*

All details concerning a contract cancellation you find in your housing contract under X/1.

### 1.4.1. Check-Out

After you cancelled your contract, haven't prolonged your running contract or only have a temporary contract at all, please contact your residence manager to check what needs to be done for check-out (room check, returning keys, legal deregistration etc.).

After the room check and returning the keys the check-out is done. In case of damages in the room caused by you, expenses for repairs etc. will be withdrawn from your deposit. If the costs are higher than your deposit you will be informed about the amount, which has to be paid.

## 1.5. Deposit

You have to pay a deposit. Detailed information you can find on our website [www.akademikerhilfe.at](http://www.akademikerhilfe.at) in the topic „other fees“.

Concerning the housing contract the Akademikerhilfe returns the deposit after 45 but within 60 days after contract ending, if you left your room in time and in conditions meeting our guidelines. The final cleaning fee will be withdrawn from the deposit before refunding.

Please check your bank details you forwarded to us before we return the deposit.

## 1.6. Dishes and kitchenware

Dishes, cutlery, pans and pots need to be brought by yourself.

In some residences you may order and buy a basic kitchen package. Please contact your residence manager for detailed information, if the package is available in your residence and at what price. (right at the moment available in: Graz, Klagenfurt, Linz, Leoben and Pfeilgasse 3a)

## 1.7. Electronic Devices

Only normed, proven and legal electronic devices may be used in our residences. Using devices with high energy consumption is not allowed. (Residence Statute V/5 and V/13)

## 1.8. E-Scooter, E-Bikes

It is not allowed to park E-Scooters and/or E-Bikes in the residence. Batteries must not be charged in the rooms. (also see Fire Safety Guideline)

Akademikerhilfe does not take any responsibility or liability for parked/stored bicycles.

## 1.9. Fire Alarm System / Fire Safety Guidelines

The current version of our Fire Safety Guideline is integrated part of our housing contract and needs to be followed.

Never manipulate any alarms in your room or the public areas and always keep the floors free as these serve as escape routes! (no shoes, trash, doormats, drying racks etc. on the floors)

You find our Fire Safety Guidelines on our website [www.akademikerhilfe.at](http://www.akademikerhilfe.at) on the site for „Downloads“.

„Tipps and Suggestions“ for preventing false alarms you can find in the file attached to our Fire Safety Guideline.

Please note: In case of acting against our residence rules and against our Fire Safety Guideline we forward all costs for false alarms to the residents who caused the false alarm or the residents representatives. (see Fire Safety Guideline)

### *1.10. Internet and Internet User Guideline*

The current version of our Internet User Guideline is also integrated part of our housing contract and needs to be followed.

In case you want to use/set up a WI-FI Router, please contact your residence manager or the IT-advisor of your residence. To clarify certain set ups to not interrupt the running system.

### *1.11. Inventory*

Furniture, inventory and walls may not be removed, dismantled, laminated or changed. See Residence Statute.

### *1.12. Keys*

#### *1.12.1. Losing your keys*

If you lose your keys you have to pay for the duplicates. For information about current costs for key duplicates please contact your residence manager. A notice of loss has to be made at the local authorities.

#### *1.12.2. Forgetting your keys*

If you forgot your keys at your parents' home for example or if you simply can't find the keys at the moment, you may get spare keys temporarily. If you get a spare key from your residence manager, students representatives or the residence technicians varies from residence to residence, please contact your residence manager for further information.

You have to pay a deposit for the spare keys, which equals the costs for the duplicates. When you return the spare keys you get back the deposit. If you do not return the keys within a fixed period of time (at the end of the month by latest usually) we concern the keys to be lost and the deposit will be kept for the duplicates.

#### *1.12.3. Keyservice*

Outside our office hours or if you cannot reach anybody who can open your room or hand over spare keys you have to call a keyservice at your own expenses. Contact details for a keyservice you can find on the announcement wall of your residence or in this guide in part 2.

### *1.13. Kitchens & Cooking*

Public Shared Kitchens: These kitchens are fully equipped and can be used instantly.

Private Kitchens: If you have a private kitchen, you find all devices in the list of inventory.

Please follow cleaning suggestions for kitchen-/cooking devices as read in the manuals. if you do not have manuals in your kitchen, you can get a copy of it from your residence manager.

Kitchenware, like dishes, cutlery, pots and pans, has to be brought by yourself.

If you do not have a private kitchen in your room, you must not use cooking devices in your room, as said in our fire safety guideline. If you bring your own cooking devices for your private kitchen or

the shared kitchen (like toasters, grills, raclettes, fondues etc.) please contact your residence manager before using it.

### 1.14. *Linen, Pillows, Duvets*

Usually we do not provide linens, pillows and duvets. If you do not bring your own, you may order online prior to arrival either linen or pillow and duvet or both. (Not possible in Salzburg and Eisenstadt at the moment)

Generally you may buy linen, pillows and duvets on site at any time, depending on the stock on site. Just ask your residence manager on site if you can buy it on site and how much you need to pay for it.

### 1.15. *Living and Community in the residence*

The residences of Akademikerhilfe are pretty well known for the good residence community. Therefore we provide common public rooms in your residence. Which rooms you have in your residence you can look up in this residence guideline in the part which handles details for your certain residence.

### 1.16. *Living in our residences*

By accepting the contract you also accept our rules for living in our residences, especially:

- Careful handling with our inventory: Residence Statute V/1 und V/12  
For preventing damages, furniture (like cupboards, beds, etc.) may not be shifted, removed or dismantled. Doors and furniture may not be decorated with stickers, mirrors, hangers etc. which have to be stuck or fixed onto doors and/or furniture.
- Prohibition of smoking: Residence Statute V/2
- Compliance with legal sleeping hours: Residence Statute V/4
- Parking of vehicles in or around the residence: Residence Statute V/20

### 1.17. *Online Portal – Login for residents on our website*

Please check your personal data right after checking in.

In our „Online-Portal“ you can:

- Update and organize your personal data
- Update and organize your financial residence issues
- Set a wish for changing rooms or room categories
- Do the annual housing contract prolongation
- Download the current version of your housing contract

Make sure that especially your phone number (where you may be available most likely, like your mobile phone number) and your current e-mail address are correct, as we are contacting you either by phone or e-mail in case of important or urgent issues and information. (for example: deadlines for contract extensions, information about repairworks in your room etc.)

You can get into our „Online Portal“ by visiting our website: <http://www.akademikerhilfe.at> and pressing the button "[Login](#)". Access details therefor you receive by e-mail at the check-in, by latest.

### 1.18. *Overnight Stays of non-residents*

Look up residence statute V/11b.



### **1.19. *Parking***

Your residence manager can inform you about the availability and rates of parking spaces for cars and how to rent it.

Please note: Akademikerhilfe is not taking any responsibilities or liabilities in case of parking damages or thievery.

### **1.20. *Personal Liability Insurance***

We suggest to make a personal liability insurance or an expansion of an existing liability insurance of your parents' home for your stay at the residence.

### **1.21. *Pests & Parasites***

In case of pests and parasites, which have been brought into the residence by residents (for example: moths, cockroaches, bedbugs etc.) and which make it necessary to call a exterminator, the costs will be forwarded to the responsible resident. All forwarded costs will be announced beforehand.

### **1.22. *Pets***

You are not allowed to have pets in the residence: Residence Statute V/17

### **1.23. *Post/Postboxes***

Please do always announce your room number to any person/company/department etc. wherefrom you might receive letters, so that all the letters and sendings as well as parcels contain your room number. Employees of Akademikerhilfe are not allowed to receive any parcels or registered letters for residents. So if you are not there in person when your registered letter/parcel arrives you will find the notification form for picking up or resending from the delivery service in your postbox.

In case you have a letter in your postbox which is not addressed to you, please bring it to the residence manager or put it in the residence manager's postbox.

### **1.24. *Prohibition of Smoking***

See Residence Statute V/2.

### **1.25. *Public radio and TV fees (ORF Haushaltsabgabe)***

Akademikerhilfe is paying the fees for public radio and TV so you don't need to pay these fees. In case you receive a letter saying that you need to pay the fees, please forward it to your residence manager for further steps.

### **1.26. *Reporting Act (Registration Certificate & Residence Permit)***

Due to Meldegesetz (Austrian Reporting Act) you have to register officially within three working days, you can have either primary or secondary legal residence in Austria. Legal deregistration can be done three working days before until 3 working days after check-out.

Please note: you are responsible for your legal obligations concerning the registration process!

We do not take any obligations, responsibilities or liabilities.

You can get the registration form from your residence manager on the day your contract starts. We are not allowed to hand out or sign complete registration forms prior to the contract starting date.

You are also obliged to update your data and report it to the registration centre (change of residence or also change of room)

Exceptions you find in §2 (2) Meldegesetz (Austrian Reporting Act)

Your residence manager can inform you about the nearest registration centre.

**IMPORTANT:** If you do not follow your legal obligation concerning your registration/deregistration or updating your data, you act against Austrian law and you are likely to get an administrative penalty!

When you are EU or EEA Citizen it is likely that you need an additional Registration Confirmation. EEA Countries are: Iceland, Liechtenstein, Norway or Switzerland). To find out, if you need that Registration Confirmation or if you need a Residence Permit as a non-member country citizen, you can follow the link below:

Registration Confirmation:

[https://www.oesterreich.gv.at/themen/leben\\_in\\_oesterreich/aufenthalt/4/2/Seite.120810.html](https://www.oesterreich.gv.at/themen/leben_in_oesterreich/aufenthalt/4/2/Seite.120810.html)

§§51 ff (§§ 51 ff Niederlassungs- und Aufenthaltsgesetz (NAG))

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004242>

Implementing Order of Settlement- and Residence Act (Niederlassungs- und Aufenthaltsgesetz-Durchführungsverordnung (NAG-DV))

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004470>

Residence Permit:

[https://www.oesterreich.gv.at/themen/leben\\_in\\_oesterreich/aufenthalt/3/Seite.120221.html](https://www.oesterreich.gv.at/themen/leben_in_oesterreich/aufenthalt/3/Seite.120221.html)

Aliens' Police Act (Fremdenpolizeigesetz (FPG))

(<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004241>)

§20 and §21 Settlement- and Residence Act (§20 und §21 Niederlassungs- und Aufenthaltsgesetz)

(<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20004242>)

### 1.27. *Residence Statute*

The current version of our Residence Statute is integrated part of our housing contract and needs to be followed.

You find the main part of our Residence Statute on our website [www.akademikerhilfe.at](http://www.akademikerhilfe.at) on the site for „Downloads“. It is important to know and follow it.

### 1.28. *Room Changes*

For making wishes for changing rooms please go back to the point „Online-Portal“.

### 1.29. *Students Representatives (short: HV from German Heimvertretung)*

The Students Representatives are directly elected annually by the residents of the certain residence and they represent the interests of the residents. All of you are welcome to be part of the Students

Representatives. Akademikerhilfe is always supporting our Students Representatives and assists in topics like election, constitution and conduction of business of Students Representatives.

You can look up everything concerning election, rights and obligations of the Students Representatives in the law for residences. (Look up §7 and §8 Studentenheimgesetz)

### *1.30. Studying abroad*

If possible you can have your contract being paused for studying abroad. You just need to send the confirmation/nomination letter to Akademikerhilfe Studentenservice.

For your return we try to reserve a room in one of our residences in the city you lived before. Please note that we cannot grant a certain roomtype or residence, but we always try to offer the same type of room in the same residence, you used to live before you left to study abroad.

### *1.31. Telephones*

If your room has a telephone, please look up the information in part 2 of this guide.

### *1.32. Washing Machines & Dryers*

Your residence manager will give you a washing card at the check-in, on which the washing and drying cycles are reported and laundry costs have to be paid monthly. If you lose or break the washing card you will have to pay a fee.

## **2. Your residence**

### *2.1. Ad student residence*

Canisiusgasse 16, 1090 Vienna

### *2.2. Bar (home bar/party room)*

A party room is located in the basement.

### *2.3. Bicycles (parking facilities, labeling)*

Bicycles can be parked in the inner courtyard. Akademikerhilfe accepts no liability for bicycles parked there. Please note that bicycles may not be parked in rooms, communal areas, corridors or stairwells.

### *2.4. Building services/repairs*

If a repair is needed in your room, e.g. changing a light bulb, please write it on the repair list on the notice board opposite the management office. The house technicians will take care of it as soon as possible.

### *2.5. Cleaning*

The public areas, communal kitchens and general rooms are cleaned regularly by our cleaning staff. Residents are responsible for cleaning their rooms. Four vacuum cleaners are available on the floors for this purpose. To support the residents shower and toilet are cleaned additionally by the cleaning staff every three weeks.

### *2.6. Common rooms*

There is a common room on the ground floor and a unique study room (formerly a chapel) on the first floor for all residents of the house.

### *2.7. Communal kitchens*

On the 1st, 2nd, 3rd and 4th floor there is one large communal kitchen each, which is shared by between 15 and 24 people depending on the floor. The kitchens are each equipped with a stove, oven, fridge/freezer and dishwasher.

### *2.8. Curtains*

There are curtains and side panels in all rooms.

### *2.9. Elevator/lift*

The dormitory has an elevator.

### *2.10. Fire protection*

The fire safety regulations can be downloaded from Akademikerhilfe website. It is an integral part of the contract of use.

### **2.11. Fitness room**

The fitness room in the basement is managed by the residents themselves.

### **2.12. Front gate/home entrance/home access**

The front gate can be opened with the room key.

### **2.13. Internet/WLAN**

We have LAN in the rooms and WLAN throughout the dormitory. Residents receive the access data when they move in.

### **2.14. Keys**

When you move in, you will receive two keys: firstly, your room key is also your front door key, post box key and safe deposit box key for the lockable drawer in your room, and secondly, your trolley key.

### **2.15. Kitchen equipment in the room**

This includes a microwave, two hobs, extractor fan, kitchen sink, pull-out worktop and a fridge.

### **2.16. Laundry room**

The laundry room is located in the basement. It is equipped with two washing machines and a dryer. The prices for a wash or dry cycle are displayed in the laundry room. You can obtain the laundry card from the residence management.

### **2.17. Locksmith service**

If a locksmith has to be called outside the opening hours of the residence management due to a lost key, the costs incurred shall be borne by the person responsible. Replacement keys are also subject to a charge (see notice "Loss of keys").

### **2.18. Mail/letterbox**

Each resident has his:her own post box marked with the room number.

### **2.19. Mail receiving boxes/Parcels**

There are ten post boxes on the ground floor of the student residence, e.g. if the addressee is not in the building when a large item of mail is delivered by the Austrian POST AG, the parcel can be deposited in one of the post boxes. In this case, the letter carrier will place a "yellow" notification slip (with a code to open the post box) in the relevant post box. In the case of delivery by other delivery services (e.g. DHL, dpd or GLS etc.), you will receive a notification stating where and when the parcel can be collected.

### **2.20. Moving in**

The move-in times can be found in the move-in information email which all future residents will receive in good time. The office is closed on public holidays and weekends.

### *2.21. Music room*

The student residence has an empty music room in the basement.

### *2.22. Office of the residence management/office*

The office of the residence management is located in the dormitory at Canisiusgasse 16. The residence management can be contacted by email at [canisiushaus@akademikerhilfe.at](mailto:canisiushaus@akademikerhilfe.at). The telephone number and opening hours can be found on the notice board, in the information email for moving in or on the website.

### *2.23. Public toilet*

There is a public toilet in the basement.

### *2.24. Repairs and repair reports*

If a repair is required in your room, e.g. the replacement of a light bulb, please write this on the repair list (notice board opposite the management office). The house technicians will take care of it as soon as possible.

### *2.25. Smoking area*

Smoking is permitted in the inner courtyard. The area must be left tidy and clean. Other residents or neighbors should not be disturbed.

### *2.26. Study room*

Located on the 1st floor. (formerly chapel)

### *2.27. TV set*

There is a connection for a TV set in every room.

### *2.28. Waste disposal/separation*

Waste can be separated on the ground floor: colored glass, white glass, plastic, cans, Tetrapak, paper and residual waste.

## **3. Important points in your vicinity**

Are you looking for something specific (doctors, pharmacies, bus routes or supermarkets...)? You can find information about the area on site or your home management will certainly be able to help you.