



# AKADEMIKERHILFE

STUDENTENUNTERSTÜTZUNGSVEREIN



**Eisenstadt**

**Leoben**

**Linz**

**Residence  
Guide**

**Graz**

**Salzburg**



**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 technicians 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 Students 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 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 Studierendenheim***

Rudolfinum

### ***2.2. Bicycle Storage***

Bicycle storage spaces are available in the courtyard of Rudolfinum. Akademikerhilfe assumes no liability for any damage, loss, or theft.

### ***2.3. Cleaning***

You are responsible for the cleanliness and order in your room. Dispose of your private waste from your room in the courtyard, where the waste separation containers are located. Common areas will be cleaned on working days. Always leave the common areas, in a clean and tidy condition.

### ***2.4. Communal Kitchens***

There is a shared kitchen on each floor, which you share with your floor mates. Keep the kitchen tidy and clean, clean your dishes immediately after use, put them away, and clean the surfaces so that your floor mates can cook in a clean kitchen. The kitchen areas also include the common areas. Keep the volume at room level in the common areas to avoid disturbing the neighbours in the adjacent rooms.

### ***2.5. Common Rooms***

The following common rooms are available: music room, cinema room with an 8m2 screen, party room, and fitness room. They are all managed and organized by the Students Representatives.

### ***2.6. Curtains***

The curtains in the resident rooms comply with fire safety regulations and may not be replaced.

### ***2.7. Elevator***

An elevator is available in the building.

### ***2.8. Fire Safety***

Before moving in, the fire safety regulations and the home statutes (both integral parts of the contract) must be read and the guidelines must be observed. Smoking is prohibited! For fire safety reasons, the storage of objects (doormats, garbage bags, shoes, etc.) in the corridor (i.e. escape routes) is not permitted. The use of candles, incense sticks or similar is as prohibited as the use of electrical appliances with permanently high-energy consumption, such as air conditioners and heaters. Cell phones, laptops, etc. may only be charged in presence.

### ***2.9. Fitness Room***

A fitness room, managed by the Students Representatives, is located in the basement.

## *2.10. Heating*

The heating operates with "Fernwärme" and will be activated around mid-October. You can regulate the room temperature with the thermostat on the radiator. Please do not heat with an open windows and always be energy-efficiently.

## *2.11. Internet/Wi-Fi*

You have free internet access. You need a LAN cable for the connection. The Wi-Fi is managed by students in the house. If you have problems with the internet, please contact the responsible person for the internet, listed on the students representatives list.

## *2.12. Key*

You will receive three to four keys on a ring. The largest key "KESO" locks the front door, room door, laundry room, and reading room. The "RENZ" key locks the mailbox. A small key locks the kitchen box. If you lose the key ring, you will be charged for the replacement keys. The procedure in case of key loss is posted on the ground floor. Keys must not be handed over to a third party.

## *2.13. Key service*

If you lose your key, the residence management will help you during office hours. Attention: Locksmith services are expensive! If the lock is drilled out, Akademikerhilfe will charge for the replacement of the original cylinder. However, if you urgently need to get into your room, you will find information about the locksmith service in the notice board in the entrance area.

## *2.14. Laundry Room*

The laundry room located in the basement is equipped with two washing machines and one dryer. The prices for a washing or drying cycle are displayed in the laundry room. You can obtain your washing card from the residence management. You will be billed on a monthly basis. Make sure the laundry room door is always locked.

## *2.15. Mailboxes*

For your mailing address, always include your room number next to the house number.

Surname/ First name

Mayerhofgasse 3; 1040 Vienna

Packages and letters with incomplete addresses (or missing room numbers) will be returned by the post office. For liability reasons, Akademikerhilfe employees cannot accept packages. If you are not home for a package delivery, arrange a delivery time when you will be present.

## *2.16. Mailboxes Parcel receiving boxes*

There are three yellow parcel receiving boxes next to the mailboxes on the ground floor.

## *2.17. Move-in*

To move in arrange a move-in date in time during office opening hours.

## *2.18. Music Room*

The music room is located in the basement and is organized by the Students Representatives. Please observe quiet hours and do not practice between 10:00 PM and 6:00 AM.

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

You can find the name of your residence management and the telephone number on the homepage, the notice board or the information email for moving in. You can reach the home management at the e-mail address: [rudolfinum@akademikerhilfe.at](mailto:rudolfinum@akademikerhilfe.at). The office is located in the entrance area. During office hours (see notice board), the staff at Akademikerhilfe will be glad to help you. Always sign emails or messages with your name and room number.

## *2.20. Party Room*

A party room is located in the basement and is organized by the Students Representatives.

## *2.21. Repairs repair reports*

Report any damage to electrical, furniture, heating, or plumbing immediately via email [rudolfinum@akademikerhilfe.at](mailto:rudolfinum@akademikerhilfe.at) to the office or directly to the house technician. Defective light bulbs, showerheads, and various small parts are replaced free of charge. Intentional property damage will be charged.

## *2.22. Smoking Area*

The smoking area is located in the backyard of the "Rudolfinum" and must always be kept clean.

## *2.23. Study Room*

A study room is available on the first floor. It is accessible 24/7 with your room key. Please maintain silence when entering, using, and leaving. Leave your workspace clean and empty (dispose of trash, food leftover, drink bottles, etc., and clear away all your study materials).

## *2.24. Table Tennis*

A table tennis table is available in the fitness room.

## *2.25. Windows*

For safety reasons, we request that you do not store any objects on the outside of the windowsill. These could fall and cause damage.

## *2.26. Waste Disposal/Separation*

Trash must be sorted and disposed of in the appropriate bins. Instructions for waste separation can be found in each kitchen. Trash bins are located in the courtyard. Dispose of your own waste. If you walk to the right of the house towards U1, all containers for waste separation are on the left side. The walk takes 1 minute. For questions, contact the residence management.

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

Are you looking for something specific (doctors, pharmacies, bus routes or supermarkets...)? You will find a small overview of the surrounding area in the showcase or your residence manager will be able to help you.