

ATW



A nswers

T o

W hatever...

...you need to know about living in student hostel

Albrecht-Thaer-Weg

Important telephone numbers

police: 110

fire service: 112

emergency service of
Studentenwerk: 0551/39 22 339

Dear students - welcome to ATW

This little brochure keeps some basic information about accommodation and life in ATW especially for the newcomer. But we also hope to give a little support to the ones who live here in the ATW for a longer time.

We always try to keep this brochure up-to-date; don't hesitate to express your wishes and proposals to improve things.

How you can take part in the ATW community or how you can benefit from the service the student self-administration (SV) offers, you will learn by reading this brochure.

Please check the list on page 9 - it helps you not to forget important things to do when you just have arrived in Göttingen.

The contents of this brochure were derived from the German version „ATW-ABC“. This is the fourth edition in English and it may include some mistakes. So please excuse any incorrect phrases or expressions. We would be very grateful if you had any suggestions to improve it.

We wish you a good time and hope you will enjoy living here.

Göttingen 2013

The administration and student self-administration

Table of Contents

Index.....	3
Administration office	3
Albrecht Thaer	3
ATW	3
Bank	3
Bakery	3
Bikes.....	4
Bill-boards	4
Bugs.....	4
Cars	4
Certificate of enrolment	5
Children.....	5
Children's room.....	5
Children's playground	5
Children's buggy.....	5
Children's bicycle trailer.....	5
Energy	5
Fee for radio and television	6
Foreign people	6
Homepage ATW	6
Homepage Studentenwerk	6
House 6	6
Internet	7
Key Service	7
Laundry	7
Letterbox.....	8
Maintenance/ Caretakers	8
Move-in- Checklist	9
Noise	9
Parking	9
Parking regulations	10
Postal delivery.....	10
Refurbishment when moving out	10
Repairs	11
Stores	11
Student refectory (Mensa).....	11
Student self-administration	11
SV – Organisation	12
SV – Tutors and House Speakers.....	12
Studentenwerk Emergency Service	12
Sub-tenancy	12
Telephone	12
Television	13
Water	13
Waste	13
Yellow bags	14
House rules	15
Domiciliary right.....	15
Efficient saving of energy.....	16

Index

Administrati- on office



If you have questions about living in ATW please consult the administration.

Consultation:

Monday - Friday 10:00-12:00 am

Wednesday additional 2:00-3:30 pm

According to prior telephone agreement you can make an appointment beyond regular consultation time. **(Tel.: 39-5162 and 39-10987).**

Albrecht Thaer



...lived and studied in Göttingen around the middle of the 18th century. He was a physician and economist.

ATW

...is the short form for Albrecht-Thaer-Weg. The residential accommodation is divided in ATW I (houses 6 – 14b), ATW II (houses 18 – 24) and ATW III (house 26).

Bank



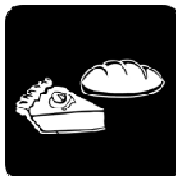
Cash points of Sparkasse you find:

- in the clinical centre
- on the main campus
- in the city

In the city you also find Deutsche Bank and Postbank. Postbank also has a branch at the station.

In the clinical centre you also find a kiosk offering flowers and sweets and a letterbox with stamp machine.

Bakery



Bakeries are:

- in Waldweg 5 (in Maxineum)
- at corner Nonnenstieg / Düstere-Eichen-Weg
- in Nikolausberger Weg

Bikes



To store your bikes please use the two wooden bike sheds on the little parking area next to house 14b, in the bike sheds next to house 6 and, under a roofing, next to house 10b. More bike store possibilities you find next to house 20, behind house 20c and in the inner courtyards of the family houses 22 and 24.

Once a semester there is a campaign to collect all bikes which aren't in use anymore or which are damaged and don't seem to have an owner. If you still use your bike please put on the handlebar a colored sticker. Sticker and announcement are hung out 2 weeks before the campaign starts.

Due to fire regulations it is strongly prohibited to place bikes in the corridors or staircases!!!

Bill-boards



...are arranged in all house entries of houses 6-14b. They give information from the administration mostly about construction works, if water or heating are shut down or if events of the student self administration take place. Information from Studentenwerk or about university cinema and other cultural student events you find in the entry of house 6 and in most house entries. In the showcase of the student self administration you find the key service and current information. The showcase is at the front of the bike shed next to house 6.

Bugs



Pests like cockroaches, moths and tiny yellow ants increasingly spread over ATW's area.

Please note:

- Do not take any cardboard boxes from the supermarket into your apartment → they might contain cockroaches.
- Do not take any furniture from the bulk rubbish areas → they often contain fleas and bugs.
- Keep your apartment clean!!! Take the rubbish down as soon as possible!!!

If you see any bugs respectively pests in your apartment, please inform the administration immediately!!!

Cars



...have to be parked only at the parking areas. Do not block access for ambulance or fire engine or any other entries and please comply with the rules of non-parking areas (p.10) at all times. Keys for the locked parking area are available at the administration. Don't forget to show your ID-card and the copy of the car title. The key costs 50 Euros bond. If interested, please contact the administration.

Certificate enrolment

of At the beginning of each semester, **do not forget** to hand in your certificate of enrolment (=Immatrikulationsbescheinigung), which states that you are enrolled at Göttingen University. Put it into the administration letterbox or hand it in personally, or send it via email: **whv5@studentenwerk-goettingen.de**. Please write down the number of your house and apartment so that your certificate can be assigned correctly. Your student card alone is not sufficient.

Children



As there are many family apartments at ATW (8, 8a, 8b, 22, 24, 26) please watch out for children when riding your bike or going by car.

Children's room

A children's room is located in house 24g. Residents of houses 22-26 can use their own house key; Families of houses 8-8b may borrow the key from the administration.

Children's playground

Children's playgrounds are behind house 8b und house 26. Next to latter there is also a football ground with football goals and a basketball basket. This area has protective fences.

Children's buggy

Due to fire regulations it is strongly prohibited to place buggies in the corridors, entrances or staircases!!! Storage possibilities are next to house 22 (garage) and in the passage between house 8 and 12. You can open the rooms with your own house key.

Children's bicycle trailer

Limited storage possibilities in winter. Keys available in administration.

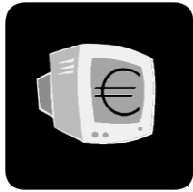
Energy



As there is a special charge for electricity consumption included in the rent, the tenant's effective consumption of electricity is calculated twice a year – 30th June and 31st December. How to save energy and water have a look at page 16 and 17!

Fee for radio and television

All information at www.rundfunkbeitrag.de or ask the administration.



Foreign people

...may always ask for help or when they have helpful suggestions. Please contact: **E-Mail: ba@atw-goettingen.de**



Homepage ATW

For current information and important news concerning the ATW, check the following homepage: www.atw-goettingen.de



Homepage Studentenwerk

On www.studentenwerk-goettingen.de/mngelmeldung.html you find an online-list to report defects in your room or apartment. Of course you may write deficiencies also in the administrations' list.

The homepage of Studentenwerk also gives other information about students' life and offers a list with the daily dishes (in German).



House 6

House 6 has two floors. You find the administration office on the first floor as well as the party room and the sale of beverages. In the basement you will find the laundry.



Internet



Instructions how to get internet access by cable and by wireless you get in the administration. For further information have a look at our homepage or visit the internet-tutors. Consultation: during term time: Monday, Wednesday, Thursday, 8-8.30pm, during non term: only Wednesday, 8-8.30pm, always in the basement of house 14b.

Key Service



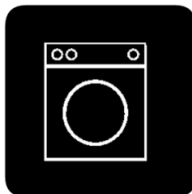
...is the service that helps you if you are locked out of your apartment.

First try to contact the administration or the caretaker. This service is free of charge.

From 8:00 pm to 12:00 pm and on weekends one of the five board members of the student self-administration (SV) is responsible. See notice board at the bike shed next to house 6 to find out who is on duty. The SV's charge for opening the door or the gate: minimum € 3.00.

From 12:00 pm to 9:00 am you might need to call the emergency line of Studentenwerk (☎ 39-22 33 9). Charge for this key service is € 50,00.

Laundry



There are washing machines and dryers in the basement of house no. 6, 12a, 18a and 24g. Please read the instructions before using the equipment. There are meters on the wall, which are connected to only one washing machine or dryer. Numbers like W2 or T1 show the matching meter and washing machine respectively dryer. Have a look at <http://atw-goettingen.de/sv:waschmaschinen:live> to see which machine is free or in use at the moment. One washing phase costs 1 Euro, the dryers cost 20 Euro-cents for 20 minutes. We recommend to save 1-Euro-coins and 20-cents-coins! Remember to clean the fluff filter of the dryer – this will reduce the costs because the dryer will operate in a better way.

In case the washing machine has not finished properly there are two washing features that are for free: extra spinning and extra rinse.

Attention!

- use only little washing powder
- handle all washing machines with care
- please don't leave your self-caused dirt

→ so we are able to keep the prices low

If anything is broken please report it via email to Waschmaschinen@atw-goettingen.de

Letterbox



Next positions are:

- Von-Sieboldt-Straße (psychiatric clinic)
- west entry of the clinical centre (with stamp-machine)
- Kreuzbergring, next to Mensa Italia
- Von-Bar-Straße / corner Gutenbergstraße

Maintenance/ Caretakers



Herr Huprich is responsible for the **houses 6 - 14b**. His office is located in the basement of house 12 a.

☎ **39-5169**

He is on duty: Monday – Thursday 7:00 am – 3:30 pm
Friday 7:00 am – 1:30 pm

Herr Wucherpfennig is responsible for the **houses 18 - 26**. You can contact him via the administration office during consultation time (see "administration").

If anything in your apartment is broken you need to put it on a **list in the administration office**. The caretaker will then deal with the problem. The tenant's attendance is not necessary. The facility manager WILL NOT deal with any problems that are not written down in the list!!!! Usually the repairs are done for free. There are some spares need to be paid like light bulbs or toilet seats (please inquire at the administration office).

Emergency repairs like pipe burst, power blackout, broken door lock have to be announced directly to the

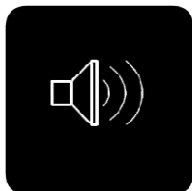
- Administration during office hours (see office hours and phone numbers, page 3), or from 7.30 am to 3.30 pm
- After 3:30 pm, on Fridays after 1:30 pm and during weekends and holidays: emergency line of Studentenwerk ☎ 39-22 33 9 (Attention! **Key service** of Studentenwerks emergency service costs 50 Euros)

Move-in-Checklist

Please think of the following things to do after moving in:

- check if your room has defects → please write a list of the defects and hand it in the administration!
- read the atw-brochure
- within the first two weeks register at the registration office (Neues Rathaus, Hiroshimaplatz 1 – 4) and hand in the confirmation of registration to the administration of ATW
- have a look at the showcase of the self administration. You find it at the bike shed next to house 6 and on our homepage: **www.atw-goettingen.de**

Noise



Please be considerate towards your neighbours and avoid noise. If you live in house no. 10, 10a, 10b or 20 remember that there are family apartments next to you and that little children need a great deal of sleep. In case of noise pollution please address to the person causing the noise first. Talking is the best way of dealing with problems.

If the problems stay, please consult the house speakers or write an email to **ba@atw-goettingen.de**.

From 10pm on music, radio, TV, conversations or having parties louder than low volume - in the rooms and especially in the courtyards or on the meadows - aren't allowed!!!

Parking



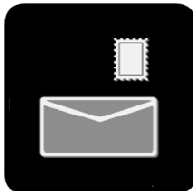
Parking space is next to house 6. Public parking area is along Albrecht-Thaer-Weg. A bigger parking area is towards clinical centre parallel to house 18. The key for the gates of the big parking space are available in the administration. Deposit: 50 Euros. Please bring a copy of your vehicle title.

Parking regulations

1.
 - 1.1. Parking only on marked areas.
 - 1.2. Parking in front of or in gateways and on turning areas is not permitted. Keep the fire lane entry always free.
2.
 - 2.1. In the courtyards and on the paths through ATW complex parking is generally not allowed. You may place your car for a short time if:
 - 2.1.1. you have to load or unload something heavy (up to 30 minutes!).
 - 2.1.2. you move in or out.
 - 2.1.3. Please don't constrain others with your car.
 - 2.2. Driving on these areas is at your own risk. Opening of the gateways to leave is being charged. (5,00€ key service of the student self-administration; 50,00€ emergency service of the Studentenwerk).
 - 2.3. Halting the car with running engines is prohibited.
 - 2.4. All vehicles (bikes, too) shall be placed without blocking the paths or entries of the houses.
3. The license/number plates of all cars have to be told to the administration in written form. Illegal parked vehicles will be towed away at the expense of the operator of this vehicle.

*Studentenwerk Göttingen
Stiftung öffentlichen Rechts
-Wohnheimverwaltung-*

Postal delivery



Your address on the incoming mail needs to be correct and complete, which is the number of your house and the number of your apartment or room. Also make sure that your name is on your letterbox. If not, inform the administration.

Ex.:

John Doe
Albrecht-Thaer-Weg 12a (choose your house number),
room/apartment No. 618 (choose your room/apartment number)
Our postal code: 37075 Göttingen
Germany

Refurbishment when moving out



The apartments are renovated by the Studentenwerk every four years. If you move out before the end of this term, and the room needs to be renovated you have to pay a part of the costs. There are specific regulations for ERASMUS-students, so best check your lease (Mietvertrag). In the family hall any renovation has to be paid by the tenants. They may wish to carry out the work themselves though.

The administration offers instruction for renovation, gives accurate cost estimate and sells low priced and high quality wall paint.

Repairs



If anything in your apartment is broken you need to put it on a **list in the administration office** or in an **online-list** (see www.studentenwerk-goettingen.de/mngelliste). Attention: to ensure a smooth workflow, there can't be made appointments. The tenant's attendance is not necessary. If external repairs are necessary, the tenant will be informed. The facility manager WILL NOT deal with any problems that are not written down in the list or online-list!!! Usually the repairs are done for free. There are some spare parts need to be paid like light bulbs or toilet seats (please inquire at the administration office).

Stores



Grocery:

- Annastraße: Rewe, Lidl
- Goßlerstraße: Aliman Markt, Rewe-Getränkemarkt, Penny
- Güterbahnhofstraße: Netto
- Weender Landstraße (Galluspark): Biomarkt, Aldi, Edeka Neukauf, Thomas Philipps

Building supplies stores

- Kaufpark in Grone: Obi
- Hannoversche Straße: Bahr

ATW-Shop (have a look at our homepage = ATW Laden)

Student refectory (Mensa)



- 5 minutes walk: Mensa Italia (Roedererstraße)
- 5 minutes by bike: Nordmensa (North Campus)
- 5 minutes by bike: Zentralmensa (Main Campus) and Turmmensa (Goßlerstraße, across the road from student hostel Burse)

Student self-administration (SV)



The SV offers a great service for the residents to feel comfortable. The whole offer (for example borrow a camera, games consoles or tools) you will find on www.atw-goettingen.de. Don't hesitate to send the responsible tutors an email with your questions!

SV – Organisation

House speakers, tutors and board members together form the "Heimrat". It holds four assemblies during term time. The "Heimrat" elects tutors, plans parties and discusses and decides about new purchases.

SV – Tutors and House Speakers

Tutors offer different services: on our homepage you can find all offers. The administration or the spokesmen of your house may help you, too.

The spokesmen are students who are elected each semester to represent the tenants of their house in the assembly of the student's self management, which is called "Heimrat". Those House Speakers may be contacted by every tenant in order to report issues to the assembly. See notice board in the entrance hall of any house to find out the representative of your house. The house speakers may help if you have questions concerning the instruction of the washing machines or if you feel annoyed by noise.

Studentenwerk Emergency Service

see also "Maintenance/Caretaker"

Emergency repairs like pipe burst, power blackout, broken door lock:

→ After 3:30 pm, after 1:30pm on fridays and during weekends or holidays: emergency line of the Studentenwerk ☎ 39-22 33 9 (Attention! **Key service** of Studentenwerks emergency service costs 50 Euros! If you are simply locked out, first try to reach the administration or the student key service, see showcase next to house 6).

Sub-tenancy



...is generally prohibited. Exceptions may be possible but need to be officially approved by the administration. If these regulations are being flouted by the tenant, the Studentenwerk is authorized to dismiss the person instantly.

Telephone



Plugs for a telephone connection are in nearly each apartment. The contracts with a telephone company are not arranged by the administration. If you are interested in a phone connection and how to get an application, please ask the administration.

Television



In every apartment or room you have access to television and radio (and internet). The reception of high definition television or via satellite is not possible.

There are more than 40 channels that can be received at present, including English, French and Spanish broadcasting stations. Receiving TV or radio signals cost fee, even if you don't have a TV or radio (new regulation). For this you have to register at the German invoicing centre for radio and television. Please register with someone who speaks German!

Water



Please rationalize the use of water. Contact immediately the caretaker if you detect a dripping water tap or faulty toilet flushing mechanisms. If the flushing tank of your apartment's toilet has a economy button, please use it.

Waste



Old batteries	Collecting box at administration	Only for batteries and rechargeable batteries
Glass	On our homepage http://atw-goettingen.de/sv:muell you find a google map with all containers near ATW	Not for porcelain, pottery and bulbs
Paper	Blue container, house 6, 10b, 26	Please pull boxes to pieces, don't leave them outside the containers!
Clothes	Container at the woodsheds next to the bike's repair room	Please put your old clothes into bags and put them into the container!
Organic waste	Green bins, house 6, 10b, 26	Please put only the organic waste into the bins and leave plastic bags in the residual waste! Not for baby diapers, plastic, metal!
Metal + plastic	Yellow bags, house 6, 10b, 26	Not for baby diapers, food, batteries, dishes,... have also a look at "yellow bags" below)
Residual waste	Big grey bins, house 6, 10b, 18 and 26	Other waste; but not for harmful substances!
Bulky waste	Assembly place behind house 18,	Please ask the administration when

at pass to parking area of hose 26

bulky waste is picked up; leave no residual waste!

Yellow bags



...for collecting metal and plastic waste. You get them:

- at the administration during consultation time
- at ATW-shop in house 10b (for consultation see homepage and postings in the house entrances' bill-boards)
- at Internet-Tutorial at the basement of house 14b (for consultation see homepage and postings in the house entrances' bill-boards)

Storing yellow bags in the house entrances, staircases is prohibited!!!

If the front containers/bins are already full, please use the other ones backwards; often they are almost empty!

Note for families:

Children younger than 10 years mustn't carry away waste alone: because of their little height they aren't able to put in the bags correctly. Often waste ends in the green area. Please make sure that the waste always gets **in** the bins, but not beside them; the waste possibly spreads on the whole area and attracts pests.



2013



House rules

for student hostel Albrecht-Thaer-Weg 6-26

These rules guarantee a pleasant coexistence of all residents. Please consider the following points:

1. Dormant season between 10pm and 8am.
2. Events and parties take place only in the party room in house 6. Please contact **fete@atw-goettingen.de**.
3. Radio, TV, music and conversations only at **low volume** and only in the rooms or apartments, not in staircases!!!
4. Every resident is responsible for his guests.
5. The furnishing and other equipment has to be treated carefully. If you detect defects, please report them immediately to the administration or the caretaker.
6. Keep your room/apartment clean. The condition of the rooms and bathrooms can be checked by the student self administration after prior agreement with the tenant.
7. Always leave public rooms clean!
8. It is prohibited to smoke in all staircases, house floors and public rooms. It is allowed to smoke in the smoking area next to the ashtrays on the stairs of house 6 - but **only if an event is going on!!!** Every resident who smokes has to care whether he or she disturbs neighbors. It is prohibited to let the smoke out of the room into the staircases or house floors. It is prohibited to throw the cigarette butts out of the window!
9. The keeping of animals is not permitted, except small animals like ornamental fishes, hamsters or small birds in suitable cages or aquariums.
10. Please read this brochure attentively. Possible disadvantages for non-compliance are borne by the tenant.
11. Cars, bikes, trailers and others have to be placed at the provided areas.

Domiciliary right

The supervision of the house rules' compliance by the tenants is incumbent upon the student self-administration.

Efficient saving of energy

Heating

The perfect room temperature is about 18° - 20°C.

- Do not put any compact furniture in front of the heater.
- Do not turn on the heater and open the window at the same time → that's just a waste of energy!
- If you are not present for a longer time, please close the window.
- In winter: you can leave the heater on a lower level to avoid a complete cooling out of the walls while you are gone out or at night.
- In winter, all doors and emergency exits of the houses should be kept close.
- Generally don't dry your clothes in your room/apartment
- Generally don't put any compact furniture or curtains in front of the heater

Ventilation

- Make sure that you are able to open the whole window. So do not put a whole lot of plants and other things on the window-sill.
- Open the whole window for 5 – 10 minutes three times a day (in the morning, at noon and in the evening) and turn off the heater while airing the room.
- Dry condensation on the window pane and frame carefully.
- Leave a space of 5 centimetres between furniture and outside wall so that the whole wall will be ventilated.
- Do not dry any washing in your apartment. This causes fungi in the rooms. There are separate room and a number of drying machines to dry laundry.
- While heating the room do not tilt the window open!!!

Light and home electronics

- Turn the lights off when you leave a room.
- Turn off the lights and all electrical devices when you leave your apartment.
- Use daylight instead of turning on the lights.
- Don't keep electrical devices in standby, prefer using switchable sockets.

Save energy with your desktop computer or laptop:

- don't use screen savers, prefer "switch off screen automatically"
- prefer switching off the computer or energy-saving mode when you don't longer use your computer
- reduce the brightness of the screen
- Don't leave any charger in the socket.

Kitchen

Washing-up

- don't clean the dishes with running water
- dripping water tap: immediately contact the caretaker, respectively write in on the list in the administration

Fridge

- don't set the temperature under 8°C
- don't put hot dishes in the fridge (formation of ice → waste of energy, higher electricity costs!)
- don't leave the door of your fridge open
- defrosting of fridge and freezer:
 1. empty fridge and freezer
 2. put cloths into fridge and freezer to absorb the water
 3. put also into the fridge a bowl with warm water and close the door
 4. check regularly if water is running out, change the cloths if necessary

Cook

- put the lid on the pot when cooking and reduce the temperature
- choose the fitting hotplate
- precook water with the water boiler (for example when you want to cook pasta or potatoes)
- use the residual heat of the hotplates and switch them off in time
- Oven: prefer air circulation, avoid the frequently opening of the door
- regularly descale your water boiler
- cook vegetables with only little water or use a pressure cooker.

Bathroom

- don't have your shower longer than a few minutes (5 minutes=75 litres of water)
- when soaping and teeth brushing turn off the water
- after taking a shower or washing your hands turn off the water
- dripping water tap or faulty toilet flushing mechanisms: immediately contact the caretaker

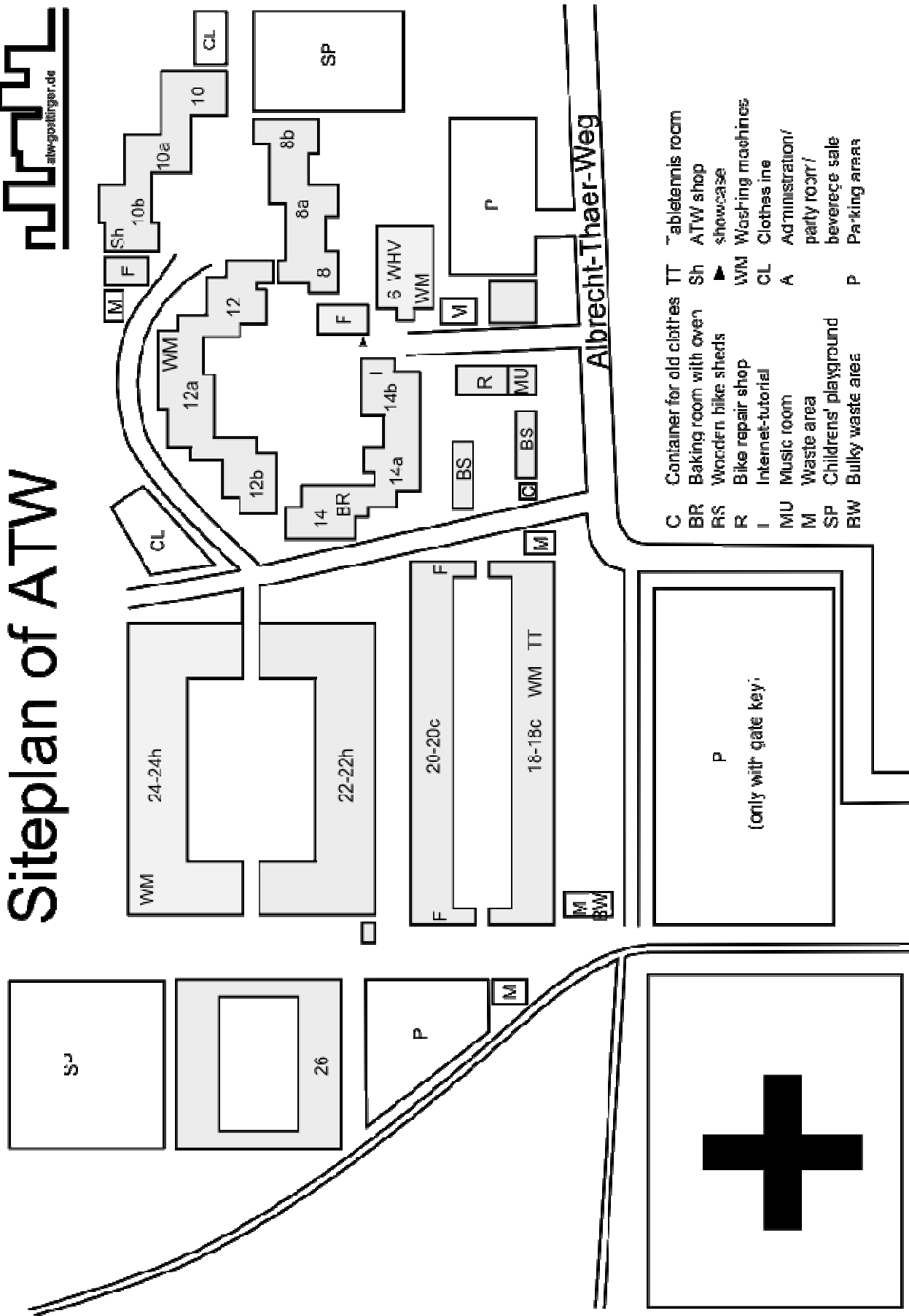
Washing machine rooms

- Run washing machine only when fully loaded
- wash at a low temperature, 30-40°C are sufficient
- Use as small an amount of washing powder as possible

Public rooms

- When you leave a room put out the lights if there isn't a motion detector.

Siteplan of ATW



- | | | | |
|----|---------------------------|----|--|
| C | Container for old clothes | TT | Table tennis room |
| BR | Baking room with oven | Sh | ATW shop |
| RS | Wardens' bike sheds | ▶ | showcase |
| R | Bike repair shop | WM | Washing machines |
| I | Internet-tutorial | CL | Clothes line |
| MU | Music room | A | Administration/ party room / beverage sale |
| M | Waste area | P | Parking area |
| SP | Childrens' playground | | |
| RW | Bulky waste area | | |