

## **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'd have any suggestions to improve it.

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

Göttingen 2016

The administration and student self-administration

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## 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.: 0551 395162 )**

### **Albrecht Thaer**



...lived and studied in Göttingen in the 18th century. He was a physician, and is also classified to be the founder of agricultural science.

### **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



For sheltering your bike, please use one of the wooden bike-sheds: There is one at the little parking area, next to house 14b, and one next to house 6, and another under a roof covering, next to house 10b. More bike-sheds you'll find next to house 20, behind house 20c, and in the inner courtyards of the family housing area 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, put a colored sticker on the handlebar please. Stickers and announcements 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 maggots, bugs and microbes.
- Keep your apartment clean!!! Take the rubbish down as soon as possible!!!

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

## Cars



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 any time.

## 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 as a student at Göttingen University. Put it into the administration's letterbox or hand it in personally, or send it via email: **wvatw@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 lend the key from the hostel 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). You can open the garage with your own house key.

Another storage for buggies is located in the passage between house 8 and 12. You need a special key from the hostel administration office.

## Children's bicycle trailer

Limited storage possibilities in winter. Keys available in administration.

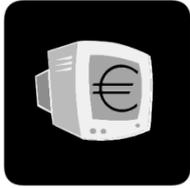
## Energy



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!

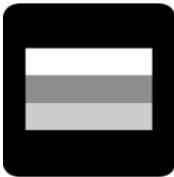
## Fee for radio and television

All information at <http://www.rundfunkbeitrag.de/>



## Foreign people

...may always ask for help or propose any helpful idea. Please contact:  
**E-Mail: [ba@atw-goettingen.de](mailto:ba@atw-goettingen.de)**



## Homepage ATW

For current information and important news concerning the ATW, check the homepage as follows: **[www.atw-goettingen.de](http://www.atw-goettingen.de)**



## Homepage Studentenwerk

On **[www.studentenwerk-goettingen.de/mngelmeldung.html](http://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 hostel administration office. 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



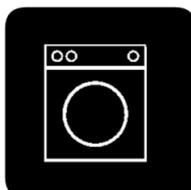
...is the service that helps you if you are locked out of your apartment.

First try to contact the hostel 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 (☎ 0551 39 22 33 9). Charge for this key service is € 50.00.

## Laundry



There are washing machines and tumble 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 you 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 a modicum of 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



Our caretakers are on duty

Monday – Thursday 7:00 am – 3:30 pm

Friday 7:00 am – 1:30 pm

If anything in your apartment is broken you need to put it on a **list in the administration office or the online-list** (see [www.studentenwerk-goettingen.de/mngelliste](http://www.studentenwerk-goettingen.de/mngelliste)).

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 hostel administration office).

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

→ Hostel administration

→ emergency line of Studentenwerk ☎ 0551 39 22 33 9  
(Attention! **Key service** of Studentenwerks emergency service costs € 50.00!)

## Move-in- Checklist

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

- Check if your room has defects → please report any defect via the form from hostel administration and return it to the hostel administration!
- Read the ATW-brochure
- Within the first two weeks register at the registration office (Neues Rathaus, Hiroshimaplatz 1 – 4)
- 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](http://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



If you need to park your car on one of the hostel parking areas, please come to the administration office and apply for it by handing in your motor vehicle registration certificate. Costs are € 12.00 per month.

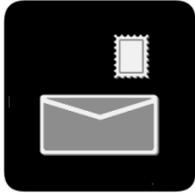
For using a car park outside the hostel parking area you have to have a permission certificate "Anwohner-Parkausweis M" by city hall, which also takes a charge.

## 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. 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 hostel administration.

### **Example:**

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

## 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](http://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).

## Smoke detector

If the device gives off a false alarm, please follow the instructions in the brochure "Smoke Alarm Service". If the fault continues, please give notice online to

<http://www.studentenwerk-goettingen.de/maengelmeldung-rauchmelder.html>

## Stores



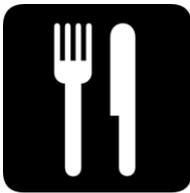
### Grocery:

- 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: Globus

## Student refectory (Mensa)



- 5 minutes to walk: Mensa Italia (Roedererstraße)
- 10 minutes by bike: Nordmensa (North Campus)
- 5 minutes by bike: Zentralmensa (Main Capus) 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](http://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 12.00 am on Fridays and during weekends or holidays: emergency line of the Studentenwerk ☎ 0551 39 22 33 9 (Attention! **Key service** of Studentenwerks emergency service costs € 50.00! If you are simply locked out, first try to contact the hostel 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 hostel administration. If these regulations are being flouted by the tenant, 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.

## Television



In every apartment or room you have access to television and radio (and internet).

The reception of high definition television and pay-tv is not possible. The installation of private satellite dishes is prohibited!

There are more than 40 channels that can be received at present, including English, French, Spanish and Arabic 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! More information on this site: <http://www.rundfunkbeitrag.de/>

## 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



|                        |  |  |
|------------------------|--|--|
| <b>Old batteries</b>   | Collecting box at hostel administration office   | Only for batteries and rechargeable batteries  |
| <b>Glass</b>           | On our homepage <a href="http://atw-goettingen.de/sv:muell">http://atw-goettingen.de/sv:muell</a> you find a google map with all containers near ATW | Not for porcelain, pottery and bulbs   |
| <b>Paper</b>           | Blue container, house 6, 10b, 26   | Please pull boxes to pieces, don't leave them outside the containers!  |
| <b>Clothes</b>         | Container at the woodsheds next to the bike's repair room  | Please put your old clothes into bags and put them <b>into</b> the container!  |
| <b>Organic waste</b>   | Green bins, house no. 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! |
| <b>Metal + plastic</b> | Yellow bins, house no. 6, 10b, 26  | Not for baby diapers, food, batteries, dishes...   |
| <b>Residual waste</b>  | Big grey bins, house no. 6, 10b, 18 and 26   | Other waste; but not for harmful substances!   |
| <b>Bulky waste</b>     | Assembly place behind house no. 18, at pass to parking area of house 26  | leave no residual waste, paper, clothes, glass!  |

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 old 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.





## 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.