

## Guidelines for the tutor program in the residential complexes of the Studentenwerk Niederbayern/Oberpfalz

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### 1. Principles of the tutor program

The tutor program is intended to promote the good coexistence of the residents in residential complexes and provide help for students by students. The tutor program is intended to strengthen the students' own initiative in shaping cooperation, in organizing events and training courses and in solving problems together.

The tutorship is an honorary position. The tutors can develop personally by exercising this honorary position as well as through further training opportunities in the social and intercultural area.

A tutoring position can be set up for approx. 110 students per residential complex (living spaces) within the framework of the available funds. In the case of smaller residential complexes, it is possible to deviate from the basic distribution key. In order to avoid excessive deviations, a tutor should be responsible for up to two residential complexes in these cases.

### 2. Responsible body of the tutor program

The Studentenwerk Niederbayern/Oberpfalz itself is responsible for the tutor program for residential complexes. It appoints the student tutors in its residential complexes in Deggendorf, Landshut, Passau and Regensburg.

### 3. Goals of the tutor program

- Information and support for all residents of a residential complex, especially students in their first semester and international students
- Promotion of community life in the residential complex
- Sensitization of all residents to intercultural issues and differences
- Promotion of environmental awareness and economical use of resources
- Cooperation in the team of tutors and with those responsible at the Studentenwerk

### 4. Tasks of the tutors

- Implementation of an information event for new residents - at the beginning of each semester - with information about the residential complex
- Implementation of an intercultural event per semester
- Organization of leisure activities
- Weekly consultation hours for residents with questions and problems about life in the residential complex
- Public relations for the tutorship and the tutors' services through notices, posts in social media and in online media
- Informing residents about environmentally relevant issues (saving energy and sorting waste, etc.)

- Participation in roundtables of the Studentenwerk

## **5. Requirements for the tutor program**

- Student status at the local university(s)
- Eligibility to live for at least one more semester in the residential complex at the time of application
- no violations of the rental agreement
- Sufficient available time budget (at least 5 hours / week)
- Knowledge of the local university organization
- good knowledge of German and English
- Ability to cooperate and communicate
- Interest in other people and cultures
- reliable and independent work

## **6. Application and selection process**

Interested students submit their application using the application form provided for this purpose (<https://www.stwno.de/de/beratung/tutorenprogramm-6>) to the currently appointed tutors by June 20th. The currently appointed tutor can also apply again.

The deadline will be announced through notices, flyers and online publications. The tutors advertise the program through notices and flyers in the residential complexes and information in online media. You will be supported by the social counselors of the Studentenwerk.

If there is currently no tutor or if a tutor is being appointed for the first time in the residential complex, applicants submit the application form directly to the social counseling staff.

The tutors will forward all applications to the social counseling staff by June 30th at the latest. You can add letters of recommendation to any application.

The employees of the social counseling select the applicant taking into account the written application, if necessary the letter of recommendation from the current tutor and if necessary with a personal interview.

## **7. Appointment, premature termination of the tutorship**

The general management appoints the tutors in writing.

The appointment is usually made for the period October 1st to July 31st of the following year.

The names are published on the homepage of the Studentenwerk Niederbayern/Oberpfalz and on a notice in the residential complex.

The tutor can resign his/her office at the end of the month at any time by giving a written declaration to the Studentenwerk Niederbayern/Oberpfalz. In the event of early departure, the tutors are called upon to recruit possible interim successors from among the residents of the house.

The appointment can be canceled prematurely by the general management for an important reason.

The appointment generally ends when you move out of the residential complex within the period of activity.

The contact persons for the tutors are the employees of the social counseling department.

At the end of the appointment, the tutors will receive a certificate of their activity and participation in further training.

## **8. Remuneration of the tutors**

The monthly remuneration amounts to 140,- € within the framework of the available funds for the duration of the appointment. The remuneration is transferred at the end of the month to an account to be specified by the respective tutor.

The Studentenwerk Niederbayern/Oberpfalz reserves the right not to pay the remuneration or only partially if the tutor violates the guidelines and/or does not carry out his/her tasks properly.

## **9. Granted funds**

To carry out the tasks, each tutor will be granted funds of up to € 125.00 in the order period after submitting a proof of use. Billing takes place semester-wise, whereby in the first semester of the appointment period no more than € 80.00 can be submitted and allocated. If the funds are used jointly, a tutor has to be named to the Studentenwerk who will keep the proof of use.

The funds are to be used economically and sparingly and may only be used for purchases that are necessary for the implementation of the tutor program

### **9.1. Material expenses**

They can be used for purchases that serve the household and are used repeatedly. Expenses for entrance fees and excursions can be subsidized appropriately. Food may only be provided to a limited extent and on special occasions (e.g. the start of the semester, Christmas events) and for speakers and guests.

### **9.2. Expenses for the tutor**

Costs that arise from further training for the tutors or the exchange of experiences can be covered from the funds available to the amount of up to 10 percent of the annual amount.

### **9.3. Ownership of procured objects**

Objects procured from the granted funds do not become the property of the tutors. They are owned by the Studentenwerk and are to be handed over to the successor. The handover must be recorded (inventory list with purchase price and purchase date); a copy of the handover protocol must be submitted to the social counseling staff together with the work and activity report.

## **10. Reports and accounts**

The tutor has to provide the social counseling staff with an interim report by February 28th and a final report by August 10th at the latest (see the form).

The final report also includes the handover protocol and the settlement of the funds.

The programs, the number of participants, the target group and the experience gained must be documented in the reports. The tutor is obliged to provide the Studentenwerk Niederbayern/Oberpfalz with information about his/her activities at any time.

For the settlement of the funds, the original receipts with the note "sachlich und rechnerisch richtig" and signed by the tutor, stuck on a DIN A4 sheet, must be submitted together with a chronological list stating the exact purpose and bank details for the transfer.

Before the end of the tutorship, tutors are obliged to have rooms or objects made available by the Studentenwerk for the purpose of exercising the tutoring activity checked by the responsible caretaker for proper condition. Only after written confirmation of the proper condition and submission of the tutor's report will the last monthly installment (usually July) of the tutor remuneration be paid.

#### **11. Entry into effect**

This guideline comes into effect on August 1st, 2016.

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Signature of the general management of the Studentenwerk Niederbayern/Oberpfalz