

Claim your extra semester

Name: _____

Dorm / room number: _____

Duty: _____

Semester: _____

Short description:

Please use this form to officially claim your extra semester at the dorm after you were in charge for a duty.

Latest hand in is two weeks after the semester ended. If you don't hand in this form, you can not claim your semester later on.

Details:

It has been a challenge that students who were signed up for a certain duty have creative interpretations of what the fulfilment of the duty includes. Some people did a lot, some just barely enough and some did very little or nothing.

We have two ways to deal with this issue:

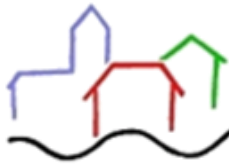
1. We (the dorm administration) employ staff to perform the tasks for us and raise the rents to cover these additional costs and every student can stay for 6 semesters

2. We find a way that the tasks in question are reliably performed by the people who sign up for them.

The expected workload is very transparently communicated and the description can be improved if necessary.

The reward (other than serving the community in a valuable way) is that students can earn the right to stay at the dorm for longer. For every duty-semester students can stay one semester longer, up to a maximum of 4 extra semesters.

To deal with the situation we decided to ask the students to individually claim their semester and to profess their support.



Evangelische Studentenheime in Kiel e.V.

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Claim semester:

Every duty involves on average 1 – 1.5 hour of work per week. This makes a total of 26 – 39 hour per semester.

<input type="checkbox"/>	I have fulfilled my duty according to the job description and expected timeframe and want to claim an extra semester
<input type="checkbox"/>	I have fulfilled my duty in part and would like to get an opportunity to fulfil my obligation and will contact the dorm administration to evaluate options for additional tasks
<input type="checkbox"/>	I have not fulfilled my duty obligations and don't want to claim an extra semester
<input type="checkbox"/>	I am interested in supporting the dorm administration with additional tasks. The payment for this would be the 'Ehrenamtszuschale' for 10 € / hour (max. 70€/month). Tasks and timeframe will be set by the administration.

Please send this form in pdf format to: wohnen@ev-studentenheime.de

For administration only:

Genehmigt:	
Abgelehnt:	
Akte:	
Datenbank:	

Every duty should average around 1 – 1,5 hours or active engagement per week, minimum of 26 hours a semester.

If not at the dorm, sick or otherwise not able to take care of the duty, it's the duty-person's responsibility to arrange for a replacement.