



# Welcome to Münster!



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## Rectorate

### International Office – Welcome Centre

Contact:

Maria Homeyer (Head of Welcome Centre)

Audrey Busch (Advisory and Support)

Carmen Fleischmann, Karin Hoof, Hendrik Steinbach (Guesthouses)

[www.uni-muenster.de/en/research/visiting\\_scholars/](http://www.uni-muenster.de/en/research/visiting_scholars/)

## Welcome!

## › Alexander-von-Humboldt-Haus ‹

Dear guest,

**The University of Münster welcomes you to its guesthouses.**

The **Welcome Centre** provides services for international academics and their host institutes. We support visiting academics and their families in managing their stay in Münster.

### Local Support

If you have any questions about your stay at the guesthouse, please contact Ms. Carmen Fleischmann or Ms. Karin Hoof.

#### Administration and Support in the guesthouses

- **Ms. Carmen Fleischmann**  
Alexander-von-Humboldt-Haus  
Europa-Haus  
Hüfferstraße 59  
48149 Münster  
Ph: +49-251-83-39951  
Mail: [carmen.fleischmann@uni-muenster.de](mailto:carmen.fleischmann@uni-muenster.de)
- **Ms. Karin Hoof**  
Alexander-von-Humboldt-Haus  
Europa-Haus  
Hüfferstraße 61  
48149 Münster  
Ph: +49-251-83-39957  
Fax: +49-251-83-39991  
Mail: [Karin.hoof@uni-muenster.de](mailto:Karin.hoof@uni-muenster.de)

#### Office hours:

Mon - Fri: Appointments by arrangement

### Coordination / Advisory

#### Head of Welcome Centre

- **Ms. Maria Homeyer**  
Welcome Centre  
Hüfferstr. 59  
48149 Münster  
Ph: +49-251-83-22600 / -39949  
Mail: [maria.homeyer@uni-muenster.de](mailto:maria.homeyer@uni-muenster.de)

Concerning further information about e.g. childcare or visa, Ms. Audrey Busch at the Welcome Centre is happy to attend you.

#### Advice & support for international academics

- **Ms. Audrey Busch**  
Welcome Centre  
Hüfferstraße 59  
48149 Münster  
Ph: +49-251-83-39953  
Mail: [audrey.busch@uni-muenster.de](mailto:audrey.busch@uni-muenster.de)

#### Open consultation hours:

Tuesday 9– 11 a.m.

Thursday 3 – 5 p.m.

Dear guest,  
please pay attention to the following issues:

### Ventilation of the apartment in order to prevent mould infestation

We would like to ask you **to air** your apartment **regularly**, especially in the period between September and March.

Please turn down the heater during your absence.

When you see water on the window or on the glass of the front door, we would be grateful if you would wipe it off.

Deficient ventilation in your apartment can lead to **mould** on the walls, in particular during the winter months. This will have an impact on your health.

### Installed smoke detector

A **smoke detector** was installed in your apartment. In case of a false alarm, to turn off the detector, **press the centre**.

Thank you in advance! Please do not hesitate to contact me if you have any questions.

C. Fleischmann

## How to use the WiFi Hotspot „GuestOnCampus“



**HOTSPLOTS** Deutsch

**Universität Münster**

**Gratis WLAN**

Ich akzeptiere die [Nutzungsbedingungen](#) von HOTSPLOTS  
Pro Kalendertag und Nutzer stehen Ihnen 1000 MB zur Verfügung.

**kostenlos einloggen**

[Impressum](#) [Datenschutz](#) [AGB](#)

You can use the WLAN hotspot (radio cell) „**GuestOnCampus**“ in every building of the university. Consequently, you can use “GuestOnCampus” in our guesthouses as well. There is **no password** required to use the service.

**1 GB** is available per terminal and per day for each user.

In order to use the hotspot you need to connect your device (mobile phone, computer, tablet, etc.) with the SSID “GuestOnCampus”. After that, you have to start your preferred web browser. When you start your browser (depending on your device also only when you call up a website), you will be automatically redirected to the login page:

After checking the terms of use (“Nutzungsbedingungen”), you can log in free of charge (“kostenlos einloggen”).

Please note, that the radio cell is **unencrypted** and the data traffic can therefore be intercepted. If you are a member of a university participating in the "eduroam", you should use the "eduroam" radio cell. As the WWU is participating, you can use the username and password you receive from your institute in order to connect with either “eduroam” or the WLAN network “wwu”.

## Foreigners' Registration Office (Amt für Ausländerangelegenheiten)

Stadthaus 2  
Ludgeriplatz 4  
(entrance Südstraße)  
48151 Münster

Postal address:  
48127 Münster

Tel. +49 (0)2 51/ 4 92-36 36  
Fax +49 (0)2 51/ 4 92-79 71

[auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)

### Office hours/ opening times:

Mondays to Fridays:  
8 am – 12 pm

Thursdays:  
3 pm – 6 pm

### Bus numbers:

1, 2, 3, 7, 9, 10, 11,  
12, 15, 16, 19 and 34

## Bicycle rental

### Radstation Münster Hundt KG

Berliner Platz 27a (am Hauptbahnhof)  
48143 Münster

Tel. +49 (0)2 51/ 4 84 01 70  
Fax +49 (0)2 51/ 4 84 01 77

[www.radstation-ms.de](http://www.radstation-ms.de)

### ADFC-Radstation Münster Arkaden

Königsstr. 7  
48143 Münster

Tel. + 49 (0)2 51/ 7 03 67 90  
Fax + 49 (0)2 51/ 7 03 67 91

E-mail: [info@radstation-ms-arkaden.de](mailto:info@radstation-ms-arkaden.de)

### Swapfiets Münster

Aegidiistraße 46  
48143 Münster

Tel. +49 322 210 98 175

<https://swapfiets.de/en/>

## TV/Radio licence fee

**ARD**  **ZDF**  **Deutschlandradio** 

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**BEITRAGSSERVICE**

**P** DV 06 0,25 Deutsche Post   Infopost

**Sie erreichen uns unter**  
**Telefon** 018 59995 0870  
**Telefax** 018 59995 0105  
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**Servicezeiten**  
Montag - Freitag 7 - 19 Uhr

**Postanschrift**  
ARD ZDF Deutschlandradio  
Beitragsservice, 50439 Köln

**Web** antworten.rundfunkbeitrag.de

**Datum** 17.06.2013

**Aktenzeichen** 465 096 933 8  
bitte immer angeben!

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**Für alle - von allen: Der neue Rundfunkbeitrag**

Sehr 

ARD, ZDF und Deutschlandradio bieten Ihnen täglich ein hochwertiges, unabhängiges und vielfältiges Programm rund um Politik, Wirtschaft, Kultur und Sport. Dieses Angebot lässt sich heute auf unterschiedlichsten Wegen empfangen - ob über Radio, TV, Computer oder Smartphone. Deshalb hat der Gesetzgeber die Rundfunkfinanzierung zeitgemäß gestaltet:

Seit 1. Januar 2013 gibt es den geräteunabhängigen Rundfunkbeitrag. Das heißt: Es ist nicht mehr entscheidend, ob und wie viele Rundfunkgeräte vorhanden sind. Pro Wohnung ist ein Rundfunkbeitrag zu zahlen.

Auf Basis gesetzlicher Bestimmungen haben wir die Adressdaten der Einwohnermeldeämter mit den bei uns angemeldeten Beitragszahlern abgeglichen. Unter Ihrem Namen konnten wir für diese Wohnung kein Beitragskonto finden.

Dear Guest,

If you receive a letter from **ARD ZDF Deutschlandradio Beitragsservice**, please do not respond to it, but bring the letter (including the answer envelope) to Ms. Fleischmann's office (Hüfferstraße 61). You can also send it per Hauspost from your institute. As a guest in one of our guesthouses, you don't have to pay the "Rundfunkgebühr", because it is already included in your rent.

**IMPORTANT: This English-language version of a rental contract has been drawn up in order to help you understand the contents of the German original. However, only the German contract is legally binding.**



Please sign and return one copy to the guesthouse office

Apartment no. **Apartment no.**  
(please include in all correspondence)

**Rental contract for guest accommodation at the  
Europa Guesthouse, Hüfferstr. 61, 48149 Münster**

between the state of North Rhine-Westphalia, represented by the University of Münster (WWU), represented by its Rector, Schlossplatz 2, 48149 Münster

and

hereafter referred to as the "landlord"

**Name**

hereafter referred to as the "tenant",

agree to conclude the following rental contract:

**§ 1**

**Object of the contract**

- (1) The landlord agrees to rent the apartment no: **number** located in the Europa Guesthouse, Hüfferstr. 61 under the conditions as specified in this rental contract for the purpose of accommodation by one person.
- (2) The apartment comprises:
  - 1 room
  - 1 kitchen/ kitchenette
  - 1 shower and toilet
  - 1 balcony



The apartment comes with Internet access and cable connection for radio and television reception.

- (3) **Smoking is prohibited in the guesthouse apartments.**
- (4) The tenant is free to use the common areas at his/her own risk. The times of usage are determined by the building management team. Further details are provided in the House Rules, which are part of this rental contract.
- (5) The tenant is given the following keys:
  - 1 key to the apartment
  - 1 key to the postbox
  - 1 key no. 51/club rooms

The tenant must replace any lost keys at his/her own expense.

- (6) The tenant is permitted to park his/her car in the parking area of the guesthouse insofar as space is available. The tenant is issued a parking permit for this purpose.

## **§ 2**

### **Rental period and termination**

- (1) The tenant is aware that the furnished apartment is offered to and intended for international researchers of the University of Münster (WWU). Therefore, it can only be used as accommodation for as long as the researcher is employed at the University of Münster. The tenant protection provisions (§ 549 (2) BGB) cease to apply upon termination of the rental contract.
- (2) The rental period begins on **Date from (move-in after 4 pm)** and ends on **Date to (move-out by 10 am)**.
- (3) The tenant may terminate the contract within the first three working days of the respective month of termination. For termination to take effect at the middle of the month, the same advance notice of termination must be given, i.e. by the 18<sup>th</sup> working day of the prior month.
- (4) In accordance with legal regulations and irrespective of prior agreements, the landlord is permitted to terminate the rental contract for good cause and upon immediate effect (i.e. without advance notice) should the tenant violate his/her contractual obligations (e.g. failure to pay rent on time, serious disturbance of other tenants, non-permissible usage of apartment, unauthorised usage by third parties).
- (5) The rental period may be extended as long as capacities are available. However, extensions may not exceed more than one year in total so that other international

guests of the University can be offered accommodation.

### § 3

#### Rental fee and utilities

- (1) The rental fee is ***amount*** euros per month, which includes the cost of utilities. Utilities include the cost of heating, water, electricity, final cleaning, Internet, cable TV, the radio licence fee and other service expenses.
- (2) Rent must be paid in advance by the 3<sup>rd</sup> working day of the month.

**Reference no.:**        *number*

- Rent can be paid by credit card or EC debit card in person at the head office at Hüfferstr. 61, 48149 Münster.
- Payment with the corresponding reference number can also be made at the University Cash Office at Röntgenstr. 17, Rm. 05, Monday and Thursday from 9 am to 12 pm (cash, EC debit card, Maestro card or credit card).
- Payment can be made by electronic transfer with the corresponding reference number to the following account of the University Cash Office:

Westfälische Wilhelms-Universität Münster  
IBAN: DE 22300 5000 000 000 660 27  
BIC: WELADED

### § 4

#### Usage of the rental rooms

- (1) The tenant is obliged to engage with the other tenants in the guesthouse in a neighbourly manner and to exercise mutual respect.
- (2) A laundry and drying room is available for usage by the tenant for the duration of the rental contract. The terms of usage are provided in the corresponding User Regulations posted in the room. The cost of using this room is included in the monthly rental fee paid by the tenant.
- (3) The tenant is obliged to treat the rooms, furnishings and common rooms with care and ensure that the rented rooms are sufficiently heated and ventilated. Further details are provided in the House Rules, which are part of this rental contract.
- (4) The tenant may only use the apartment for the purposes specified in this rental contract. Subletting the apartment or individual rooms thereof is not permitted.

- (5) The tenant is not allowed to keep pets in the apartment.

## **§ 5**

### **Maintenance, repairs and liability for damages**

- (1) The landlord is responsible for carrying out cosmetic repairs for the duration of the contract, provided the damages were not caused by the impermissible use of the apartment.
- (2) The tenant is required to notify the landlord of any damages as soon as these are noticed. The tenant is liable for any damages he/she has caused after moving into the apartment. Upon returning the apartment to the landlord, the tenant is obliged to replace any missing furniture or furnishings at his/her own expense.
- (3) If damage occurs, the tenant is required to explain why he/she is/was not responsible for the damage.
- (4) The tenant is not permitted under any circumstances to renovate, build additions or installations, or make any alterations to the rental property.

## **§ 6**

### **Entry to the rented rooms by the landlord**

The landlord or his representatives are authorised to enter the rented rooms during regular working hours with prior notice. In cases of emergency, entry is permitted at any time and without prior notice.

## **§ 7**

### **End of the rental period**

- (1) At the end of the rental period, the tenant is obliged to hand over the rented rooms in a thoroughly cleaned condition, along with all rented furnishings, equipment and keys in a contractually compliant condition.
- (2) Any equipment or furnishings added by the tenant must be removed from the rooms at the end of the rental period. Any incidental damages to the rooms must be repaired at the tenant's expense.
- (3) The building supervisor inspects the apartment when the tenant moves out. If the apartment is left in an especially soiled condition, an additional lump-sum fee can be charged to the tenant for a final cleaning.

**§ 8**

**Changes and additions to the rental contract**

Any subsequent changes or additions to this rental contract are only valid upon written consent of both rental parties.

**§ 9**

**Severability clause**

Should individual provisions of this contract become ineffective or impracticable in part or whole on account of changes to laws or for other reasons, the remaining contractual provisions shall remain in effect and the validity of the contract shall remain unaffected. Those provisions which have been rendered ineffective or impracticable should be replaced by provisions which most closely serve the intention and purpose of the invalid provisions.

If the contract is found to be incomplete, any subsequent provisions which correspond to the intention and purpose of the contract are to be recognised as if they had been originally considered and agreed upon.

In all other cases, the corresponding legal provisions apply.

Münster, ***date***  
University of Münster  
on behalf of the Rector

Münster, ***date***

p.p.

.....  
Landlord

.....  
Tenant

## Departure

If you know the exact date of your departure already, please advise us. We also need to make an appointment for the apartment check-out the last working day before you leave. Therefore please suggest a date and time.

Please make sure that you paid the total of your rent.

Furthermore I would like to ask you to carry out the following procedures on the day of your departure:

- leave the keys on the desk in your apartment
- close the windows and turn off the heater
- put the sheets and towels on the floor
- sweep the apartment
- If you have items that you cannot take back to your home country and don't want to throw away, please ask your neighbors or someone from the office if they could use them.

**Please do not leave food, empty bottles or waste in your apartment.**

Please leave the apartment until 10 am, if you leave on the 15th or the last day of the month.

In case you forget something accidentally inside the apartment, we are going to contact your host institute.

**Please also note the following suggestions:**

**Mail** - Before you move out from the guesthouse you should request to forward your mail to your new postal address, so you can keep receiving letters and parcels without any problems. The Deutsche Post offers a form that you can fill in on this website:

<https://www.efiliale.de/efiliale/nachsenden-lagern/nachsendeservice.jsp>

If you don't carry out this application, your mail will be returned to the Deutsche Post with the note "Addressee moved". In any case, please remember to inform the senders of the forwarded mail about your new address.

**Cancellation of registration at the Stadt Münster**

If you are registered at the municipality (Stadt Münster), do not forget to cancel your residence: [http://www.stadt-](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

[muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html](http://www.stadt-muenster.de/buergerservice/meldeangelegenheiten/abmeldung.html)

The form "Wohnungsgeberbestätigung", which you need to request your residence can be retrieved in our office on demand.

Sent the documents by Post to the address of the townhall:

Stadt Münster  
Amt für Bürger- und Ratsservice  
48127 Münster

**Use of your data** - We have saved the data that you indicated for your registration at our guesthouse for the time of your stay. If you do not agree with a further use, please write an email to [support.academics@uni-muenster.de](mailto:support.academics@uni-muenster.de). If you stay in Münster after leaving our guesthouse and if you would like to be informed per email about internal events as the "Monthly Academics", please let us know, too.

# Useful applications



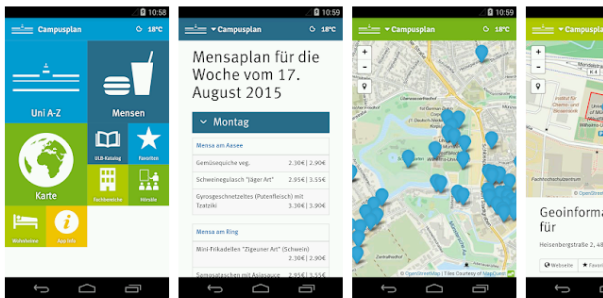
## WWU Campusplan

ifgi Institute for Geoinformatics Münster Lifestyle ★★★★★ 86

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



New to the University of Münster? Or just never heard of this or that institute?

What's the best way to the administration at the castle? Which cafeteria is closest to my position and what is on today's menu?



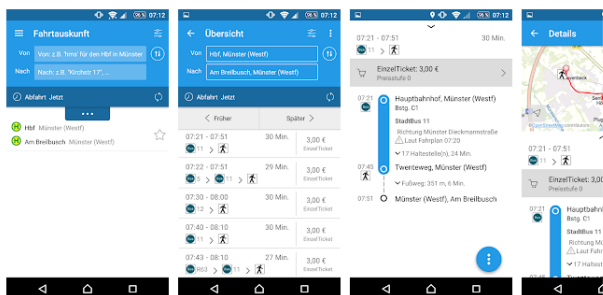
## Fahrplan MS

Stadtwerke Münster GmbH Reisen & Lokales ★★★★★ 876

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



When exactly does the bus depart? Is it too late or on time? Timetable MS knows the answer. The convenient timetable App Stadtwerke Münster is the timetable for mobile smartphones. Displayed is the exit for the city of Münster in real time. For example, for the nearest bus stop from their own location.



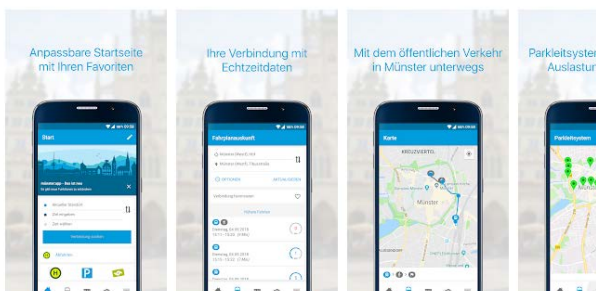
## münster:app - Fahrplanauskunft & mehr für Münster

Stadtwerke Münster GmbH Reisen & Lokales ★★★★★ 291

USK ab 0 Jahren

Zur Wunschliste hinzufügen

Installieren



The Münster: app that makes life easier in Münster. Transport links, parking capacities, Münster services for citizens and tourists, pharmacies emergency services, construction sites - all the information at hand in one app.

When comes the next bus?  
When do I put out the garbage?  
Where can I find a parking space?

## Useful links

### **University of Münster**

<http://www.uni-muenster.de>

### **International Office**

<http://www.uni-muenster.de/InternationalOffice>

### **City of Münster**

<http://www.muenster.de>

### **Busses & timetables Münster**

<https://www.stadtwerke-muenster.de>

### **German Railways**

<http://www.bahn.de>

### **Intercity Bus**

<https://www.flixbus.de/>

### **Airport Münster Osnabrück (FMO)**

<http://www.flughafen-fmo.de>

### **Bicycle rental**

<http://www.radstation-ms.de>

<https://swapfiets.de/en/>

### **Sale of used bicycles (once monthly)**

<http://fietsenboerse.de/muenster/>

**Münster Information:**

Heinrich-Brüning-Str. 9  
48143 Münster  
Mo - Fr 10 - 18 Uhr,  
Sa 10 - 13 Uhr  
Tel. 0049 (0)251 - 492 - 2710  
Fax 0049 (0)251 - 492 - 7743  
info@stadt-muenster.de

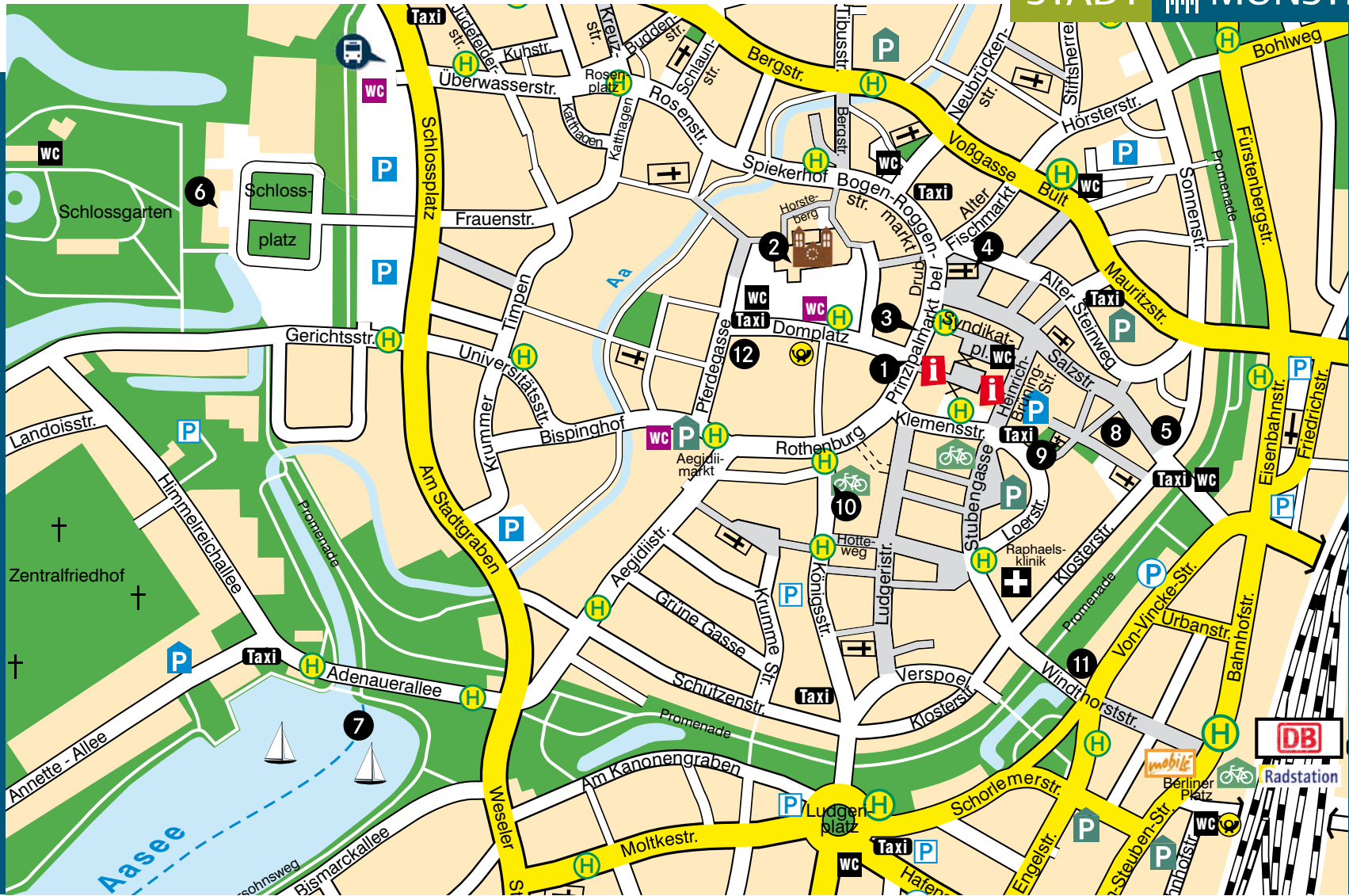
**Information  
im Historischen Rathaus:**

Prinzipalmarkt 10  
48143 Münster  
Di - Fr 10 - 17 Uhr,  
Sa, So, feiertags 10 - 16 Uhr  
Tel. 0049 (0)251 - 492 - 2724  
friedensaal@stadt-  
muenster.de

[www.tourismus.muenster.de](http://www.tourismus.muenster.de)



Fotos: Air-Klick (1/3), E. Deiters-Keul (12),  
R. Emmerich (4/5/7), Münster Marketing  
(2/6), Presseamt Münster/ B. Fischer (10)  
/A. Klausner (9), D. Wirlitsch (8/11)



1 Historisches Rathaus (Historic Town Hall)    2 St. Paulus-Dom (Cathedral)    3 Prinzipalmarkt    4 St. Lamberti (Church)    5 Stadtmuseum    6 Schloss (Residence)    7 Aasee    8 Erbdrostenhof    9 Clemenskirche (Church)    10 Kunstmuseum Pablo Picasso    11 Museum für Lackkunst    12 LWL-Museum für Kunst und Kultur



über Steinfurter Straße

BAB 1 Osnabrück/Bremen  
Münster Nord (77)  
MS-Nienberge  
B 54 Gronau, Niederlande  
**MÜNSTER OSNABRÜCK**  
INTERNATIONAL AIRPORT

- Parkplatz
- Parkplatz mit geringerer Kapazität
- Parkhaus
- Parkhaus mit Behindertenparkplatz (kostenpflichtig)
- Park + Ride-Parkplatz
- Reisebusparkplatz
- Haltestelle für Reisebusse (nur Ein- und Ausstieg)
- Fernbushaltestelle
- Bushaltestelle
- Taxi-Haltestelle
- Tourist-Information
- Krankenhaus
- Barrierefreie, öffentliche Toilette
- Öffentliche Toilette
- Radstation mit Fahrradvermietung
- Campingplatz
- Post
- St.-Paulus-Dom
- Fußgängerzone
- Umweltzone

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Grafik: Vermessungs- und Katasteramt



Münster Süd (78)  
BAB 1 Dortmund  
BAB 43 Recklinghausen

MS-Hiltrup  
MS-Amelsbüren

B 54 Hamm  
Dortmund

MS-Gremmendorf  
MS-Angelmodde

MS-Handorf  
MS-Gelmer

MS-Handorf  
MS-Gelmer

MS-Wolbeck

Telgte Warendorf

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[www.muenster-souvenirs.de](http://www.muenster-souvenirs.de)

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oder per Fax unter (02 51) 4 84 01 77

Mo - Fr 5.30 - 23.00 Uhr · Sa/So 7.00 - 23.00 Uhr  
Berliner Platz 27a · 48143 Münster · [www.radstation-ms.de](http://www.radstation-ms.de)

# Welcome Willkommen

Thank you for separating your waste and disposing of it correctly.



## Bio-waste

Collection: every week refer to the disposal calendar



These come in the brown bin:

- Flowers
- Bread and cake
- Egg-shells and bones
- Fish and meat (cooked)
- Cheese and cold meats
- compostible waste (e.g. fruit bags, paper handkerchiefs and napkins)

- Fruit
- Vegetables and salad
- Food left-overs
- Tee bags and coffee filters

These do not belong there:

- Potting soil
- Woody waste
- Cat litter
- Plastic bags
- Straw



## Recovered Paper and Cardboard

Collection: every 14 days refer to the disposal calendar



These come in the blue bin:

- Cardboard files
- Paper and envelopes
- Books and booklets
- Computer paper
- Egg-boxes and folding boxes

- Wrapping papers
- Catalogues and brochures
- Boxes
- Packing paper and corrugated cardboard
- Magazines and newspapers

These do not belong there:

- Photographs
- Drinks packaging
- Wallpaper



## Yellow Sack

Collection: every 14 days refer to the disposal calendar  
Toll-free hotline about the yellow sack: 0800/1223255



These come in the yellow sack:

- Aluminium foil
- Wrapping foil
- Drinks packaging
- Yoghurt pot
- Cans
- Margarine tubs
- Fruit and vegetable nets

- Screw-on caps and crown caps
- Shampoo bottles
- Washing-up liquid bottles
- Polystyrene
- Metal, plastic and composites packaging
- Toothpaste tubes

These do not belong there:

- Glass
- Paper
- Toys
- Pots and pans
- Nappies



## Residual Waste

Collection: every 14 days refer to the disposal calendar



These are for the grey bin:

- Ash and sweepings
- Sanitary towels and tampons
- Baking paper
- Felt-tip pens and ball point pens
- Residual fish and meat (raw)
- Gypsum and rubber
- Electric bulbs
- Cat litter and bird sand
- Ceramic and porcelain
- Candles
- Adhesive labels
- condoms
- Cleansing tissue
- Leather cuttings
- Plaster and dressing materials
- Cleaning cloths
- Vacuum cleaner bag

- Stockings
- Wallpaper
- Nappies
- Cotton wool
- Toothbrushes
- Cigarette ends and ash

These do not belong there:

- Rubble and stones
- Electrical appliances
- Problem waste

## Recovered Glass

Disposal times: Mon. - Sat. 7.00 a.m. - 8.00 p.m.  
Locations: Telephone 02 51/60 52-53



These are for the recovered glass containers:

(Sorted into white and coloured glass)

- empty glass bottles (without caps)
- empty glass receptacles (e.g. large pickled cucumber jars)



These do not belong there:

- Fireproof glass
- Window panes
- Glass bricks
- large glasses -> recycling centre
- full bottles

## Bulky Waste

Collection: 1 x per month (Only for private households)

My bulky waste collection appointment under telephone 02 51/60 52-53



These can be placed at the roadside

- Furniture and household: Beds, mattresses and slatted bases
- Ironing boards and brooms
- Three-piece suite
- Pets' cages
- Prams and pushchairs
- Suitcases (empty)
- Ladders
- Cupboards and shelving
- Airmchairs, couches, tables and chairs
- Pieces of sporting equipments
- Carpets/floor coverings (rolled or bundled)
- Clothes horses

- Garden and Balcony: Flower boxes, garden appliances
- Garden waste (in municipal sacks)
- Garden furniture
- Shrub clippings (bundles)
- Other Bulk Waste: Bicycles (with "bulk waste" note)
- Blinds and roller blinds (inside)

These will not be taken away:

- Car parts
- Bathtubs
- Electrical Appliances
- Mirrors
- Lavatories

The pickup of large electrical appliances must be registered by card. AWM will then pick them up after an appointment has been made. Small electrical appliances should be taken to the recycling yard.

## Used Clothing

Locations: Waste telephone 02 51/60 52-53



These can be placed in the used clothing container:

- Bed clothing in sacks or bags
- Bedclothes
- Trousers
- Jackets
- Coats
- Bed coverings
- Pullovers
- Shoes (in pairs)
- Table-cloths

These do not belong there:

- Residual waste
- Other waste

## Organic Waste

Collection: 1 x per month with bulky waste

My bulky waste collection appointment under telephone 02 51/60 52-53



These come in the garden waste sack:

- Garden and organic waste (in municipal sacks)
- Foliage and plants
- Lawn clippings
- Shrub clippings (bundled)

max. 25 kg

These do not belong there:

- Logs
- Roots

## Problem Waste and Pollutants

Times for handing-in at locations of the 10 recycling-centres: Waste telephone 02 51/60 52-53



These are for the recycling centre:

- Used oil
- Batteries
- Chemicals
- Paints and varnishes
- Fluorescent tubes
- Medication
- Pesticides and poisons
- Cleaning agents

- Edible oils
- Aerosols

These will not be accepted:

- Infectious waste
- Radioactive waste
- Explosives and munition

Thank you!  
Danke!

More questions?  
Waste telephone 02 51/60 52-53  
www.awm.muenster.de

Herausgeberin  
Stadt Münster  
Presse- und Informationsamt  
Abfallwirtschaftsbetriebe Münster  
Rösnerstraße 10  
48155 Münster  
Mai 2017



# German for Visiting Scholars and Postgraduates



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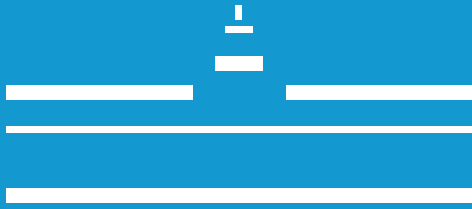
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Alexander-von-Humboldt Haus,  
Hüfferstraße 61
- › **in English, for free, all welcome!**



## House Rules

### For the Alexander-von-Humboldt-Haus / Europa-Haus

The following house rules are provided to ensure order and courtesy between the residents of the building. They specify the tenants' rights and obligations and equally apply to all residents.

#### Common rooms and facilities

- All tenants may use the **laundry and drying room**. Please read the operating instructions for the washing machine and dryer carefully.
  - The washing machine and dryer must be **turned off** after usage. The lint filter should be cleaned and the water container emptied (if applicable) after each use.
  - As an electric dryer is provided, tenants are not allowed to dry laundry or wet clothes inside their apartment.
  - The cleaning staff is responsible for cleaning the laundry room, machines and electric iron.
  - Each living unit is assigned a laundering time; please refer to the schedule posted in the laundry room. For residents of the Europa-Haus, washing machines may not be operated between 10 pm and 7 am.
- **Children** may play in the inner courtyard of the Europa-Haus and the provided sandbox as long as their play does not result in excessive noise that would disturb the other tenants. Parents whose children play in the sandbox are responsible for keeping the sandbox and the surrounding area clean and tidy. Football playing is not permitted.
- **Parking spaces** are located next to the guesthouse for usage by the tenants. These may only be used with a valid parking permit. To request a parking permit, please contact the guesthouse office. It is not permitted to wash your car in the parking lot. Oil stains, dirt and other debris caused by one's car must be removed by the tenant.
- The common rooms (laundry room, newspaper reading room) must be locked after usage.

#### Security and order

- The jointly used arcades and stairwells must be kept free of obstructions at all times. **Escape routes and emergency exits must not be blocked.** Bicycles may not be parked inside the living areas and arcades. Bicycles may only be parked in designated areas and in the provided bike stands.

- For **fire safety** reasons, it is not permitted to store highly flammable materials inside the apartments. Highly flammable material may not be taken into or stored in the basement.
- Barbecuing on the balcony is strictly prohibited.
- Tenants should avoid making unnecessary noise (slamming doors, revving engines to warm them up etc.). Tenants should respect the quiet periods between 1 pm and 3 pm and between 10 pm and 6 am.
- Tenants must **separate trash** in accordance with municipal regulations. All trash (with the exception of bulky rubbish) must be deposited in the trash bins. It is prohibited to store trash bags on the balcony or in the arcades. Packaging materials and other voluminous items should be broken down into smaller pieces before being discarded in the trash bins. For hygienic reasons, please keep the area around the trash bins clean and tidy. Make sure to close the lids of the trash bins after usage. The following bins are provided for specific types of trash:
  - **General trash (grey)** for e.g. food waste, hygiene articles, diapers, cigarette butts etc.
  - **Organic waste (green)** for e.g. vegetable and fruit parings, teabags, coffee grounds with filters, egg shells, salad waste – but no food waste and **NO PLASTIC BAGS**
  - **Paper (blue)** for e.g. newspapers, magazines, office paper, cardboard, catalogues (please break down or unfold cardboard boxes, pizza boxes, etc.)
  - **Packaging (yellow)** for e.g. plastic bottles, aluminium foil, tins, yoghurt containers, plastic packaging etc.
  - **Glass bottles and jars** should be deposited in the glass recycling containers located in the parking space on Hüfferstraße in front of building no. 54.
- All tenants are responsible for keeping their rented rooms clean. House-owned vacuum cleaners are provided in the laundry room in the basement for the purpose of cleaning apartments.
- Tenants should use water, electricity and heating sparingly. During longer periods of absence, tenants should turn down radiators and keep windows closed.
- The tenants are responsible for keeping their apartments sufficiently ventilated. During the cold season, the rooms should be aired several times a day (shock ventilation). Keeping windows constantly tipped open results in a significant loss of heat (and energy).
- It is not permitted to install private washing machines or dishwashers on the premises.
- We ask you to immediately notify the building supervisor if damages occur inside or outside the apartment.

## Violations

If the tenant is found to have violated the house rules, the landlord reserves the right to terminate the rental contract with immediate effect.