

Guidelines for the registration and mediation of external housing space through the Welcome Centre of Bielefeld University

1. Procedure

When you have filled out and submitted the online-form, we receive your data and – if they are complete – enter them into our system. Your rental offer will then be part of our data bank and we can check it for compatibility. When your rental offer matches the needs of an international scientist's enquiry, we send him or her your anonymised offer. Once he or her shows interest, we will contact you and ask, if the property is still available during the duration of the international scientist's stay. Is this the case, we will establish contact between you and the potential tenant. Contact often takes place in English. Since some of them will not yet be in Bielefeld/Germany while enquiring after your rental offer, they might not be able to come for a one-to-one interview. This means that the communication between you and the respective person will have to rely on email, Skype or telephone. Other international scientists, on the other hand, might have already arrived in Bielefeld at the point of enquiry and are ready for a viewing of your space and a one-to-one conversation. If an understanding is reached between both parties, a rental contract has to be signed after arrival in order for the tenancy to be legally valid.

2. Conditions

The mediation service offered by the Welcome Centre is free of charge. The Welcome Centre does not guarantee the success of a mediation, though the Welcome Centre always aims at successfully mediating your rental offer.

The details of the renting agreements ensue between the renting party and the tenant(s). A mediation through the Welcome Centre can only take place when a rental contract and a handover certificate are being signed and completed. The rental contracts are also exclusively and solely signed by the renting party and tenant(s), that is, the internationally mobile scientists. Bielefeld University does not assume any liability for the tenants. Discriminations of any kind are not tolerated and result in the immediate discontinuation of the mediatory relationship with the Welcome Centre.

3. Privacy Policy

Your individual-related data will be filed and processed exclusively within the context of housing space mediation through the Welcome Centre and within the purpose of mediating your rental offer

to the internationally mobile scientists. Your data will not be forwarded to or shared with any third party without your consent. Statistical evaluations only take place in an anonymised form. The statements given are voluntary, you may at any time acquire information on the filed data and revoke your consent.

The Welcome Centre Team is happy to answer any further questions:

Bielefeld University

Welcome Centre

Universitätsstraße 25/ C5-133

33615 Bielefeld

Tel.: 0521 106 12186

Fax: 0521 106 154880

Email: welcome@uni-bielefeld.de

Internet: <http://www.uni-bielefeld.de/welcome>

We thank you for your time and are looking forward to a successful cooperation.