

# TCC-ABC

The following TCC ABC serves as a **collection of rules of conduct** for interacting with fellow residents and living spaces on campus, as well as a brief overview for new residents. Some information is deliberately duplicated in order to present the most important information directly for each key point.

(Stand: 07.03.2026)

## A

### Adresse und Anreise (Address and directions)

**Albert-Schweitzer-Straße 40, 48149 Münster.** You can reach the parking lot via Fliednerstraße. Bus: The 12 and 1 stop directly at the campus at the “Universitätsklinikum” stop. The R63 and R64 also stop here (for these bus lines, however, you should check the timetable beforehand to see if the specific route stops at our location).

### Ansprechpersonen (Contact persons)

In addition to the in-house contact persons, BSW staff are also available to answer any questions you may have:

- Ms. Dorothee Schmerling, Educational Support/Coordination of Application Process; [schmerling@bistum-muenster.de](mailto:schmerling@bistum-muenster.de)
- Mr. Hoffmann, BSW Management
- Ms. Raveaux, BSW Administration, Room Booking; [raveaux@bistum-muenster.de](mailto:raveaux@bistum-muenster.de)
- Mr. Stallmeier, BSW building services; [stallmeier@bistum-muenster.de](mailto:stallmeier@bistum-muenster.de)

### Ausstattung der Gemeinschaftsküchen (Equipment in the communal kitchens)

The communal kitchens are equipped with **cupboards, a stove/oven, kettle, toaster, microwave, and refrigerators and freezers** with cooling compartments for residents. There is also a large table with enough chairs and a fully equipped living room. You will need to bring your own crockery, cutlery, glasses, etc., or discuss with your roommates how you will organize such items for your shared apartment. We recommend that you bring some basic equipment with you when you move in and discuss this with your roommates.

### Ausstattung der Zimmer (Room amenities)

All rooms are **furnished** (wardrobe, desk, bed frame). You will need to **bring a desk chair and a mattress** (ideal size 210 × 90 cm, standard size is also possible if necessary) as well as **bed linen** and everything else you need to feel comfortable. The rooms have wall rails (picture rails with hangers) on which pictures, posters, etc. can be hung. **Nails, pins, thumbtacks, etc. may not be used for hanging.** Adhesive hooks or similar items that can be removed without leaving residue are permitted. Each

room has its own bathroom with shower (see also photos on the homepage). The bathroom is usually inspected once a year. The bathroom inspection is announced in good time on the notice boards and carried out by BSW staff. The floor-to-ceiling windows are equipped with curtains (inside) and blinds or roller blinds (outside).

**Please note:** If repairs are necessary that are clearly attributable to a failure to comply with the house rules or specifications, the costs incurred will be deducted from the deposit.

### **Auszug (Moving out)**

The notice period must be observed. Notice of termination must be given via the BSW residence hall portal (<https://wohnheimverwaltung.bsw-muenster.de/login>). The resident is responsible for thoroughly cleaning the room. The move-out date must be agreed upon with a BSW employee in good time.

### **Außengelände (Outdoor area)**

**Parking bicycles in the courtyard is not permitted** (bicycle racks and the bicycle storage room are available for this purpose). Parkour and skateboarding are also prohibited in the courtyard. The outdoor area must be left clean.

## **B**

### **Badezimmer (Bathroom)**

Bathroom inspections (and smoke detector inspections) are carried out on average once per semester. They are announced in advance by the building services department on the notice boards. A committee member accompanies the inspection.

### **Bar**

Private events can be held in the bar. The room can be booked for this purpose. More detailed information can be found in the bar rules (WhatsApp group description). Once per semester, you will also be required to work a bar shift.

### **Barrierefreiheit (Accessibility)**

Our entire residence hall is barrier-free (including 17 barrier-free rooms with barrier-free bathrooms and 5 hallways with wheelchair-accessible kitchens). Elevators in each building provide access to the respective floors.

### **Beirat (Advisory board)**

The advisory board is the body in which all BSW student residences, Café Milagro, KSHG, an expert from the University of Münster or the University of Applied Sciences, and a representative of the Episcopal Vicariate General of Münster are represented. The advisory board meets once per semester and discusses fundamental and strategic matters concerning the BSW.

## **Brandschutz (Fire safety)**

For fire safety reasons, it is prohibited to store items (e.g., shoes, plants, or laundry racks) **in the hallway and stairwell.**

## **Briefkästen (Mailboxes)**

Each resident has their own mailbox. **Please label it promptly** so that your mail can be delivered to you without any problems. If you do not wish to receive advertising, you can attach a “No advertising” sign.

## **BSW**

The BSW is our landlord and, as a non-profit limited liability company, is subordinate to the diocese. The administration is responsible for all questions concerning rent and housing. The educational study advisor is the point of contact for all of us when it comes to questions about extending the lease, moving out, and current problems and activities in the building. You can also contact the educational study advisor for help with any social issues; Dorothee Schmerling will be happy to provide you with expert assistance. The managing director of the BSW is Markus Hoffmann.

# **C**

## **Campussprecher\*innen (Campus representatives)**

The two campus representatives form the bridge between BSW and the campus community. They are appointed from within the committee.

## **Campusversammlung (Campus meeting)**

The campus assembly takes place once at the beginning of the semester. **Attendance is mandatory**, and unexcused absences will be punished with a €5 fine. The assembly provides information about events on campus.

# **D**

## **Diversity**

The Tita-Cory Campus supports diversity and actively embraces it. People of different origins, cultures, religions, lifestyles, and identities are welcome here. Respectful, open, and appreciative interaction with one another forms the basis of our community life. We see diversity as an enrichment for the community and as an opportunity to learn from one another and discover new perspectives.

## **Dunstabzugshaube (Range hood)**

The range hood must always be used when cooking. It must be pulled out completely and cleaned regularly.

## E

### **E-Check (Electronic device check)**

The electrical devices provided by BSW are checked regularly. Any additional electrical devices that you have placed in the kitchen will also be checked and given a sticker.

### **E-Scooter**

Parking e-scooters on the TCC premises is prohibited.

## F

### **Fahrradraum (Bicycle storage room)**

There is a large bicycle storage room on the TCC premises, where each room is assigned a bicycle parking space. **Please only use the bicycle parking space assigned to you.** Motorcycles and scooters are not allowed in the bicycle storage room.

### **Fensterreinigung (Window cleaning)**

The windows are cleaned from the outside once a year by an external company. You are responsible for cleaning the inside of the windows yourself.

### **Fluchtwege (Emergency exits)**

Information about escape routes is posted in a central location on each floor.

### **Flursprecher\*innen (Hallway representatives)**

The hallway representatives appointed in the hallway are responsible for communication between the committee and the shared apartments. They meet with the committee once per semester.

### **Freizeitraum (Recreation room)**

The recreation room is available to all residents. Please leave it clean.

## G

### **Gästezimmer (Guest rooms)**

If you are expecting visitors, there are 5 guest rooms available, which can be booked online (<https://bsw-muenster.de/de/gaestezimmer-buchen-im-tita-cory-campus>) for a fee!

### **Gemeinschaftsräume (Group rooms)**

The group rooms on the ground floor of House D can be booked by emailing BSW at [info@bsw-muenster.de](mailto:info@bsw-muenster.de).

## **Gremium (Committee)**

The committee consists of **all house representatives from the individual houses and the educational student advisory service.**

## **Grillen (BBQ)**

Barbecue grills can be reserved from the responsible persons.

# **H**

## **Hallo sagen (Greeting)**

We greet each other on campus.

## **Haussprecher\*innen (House representatives)**

Each house **sends two representatives to the committee. These representatives take on the roles of campus representatives, tutors, and bar team members.** Each semester, one of the two house representatives is newly elected. The term of office is limited to a maximum of one year. A person may only become a house representative once.

## **Haustechnik (Building service)**

For all technical problems on campus, please contact building services. Please report any defects using the tool on the dormitory administration website.

## **Hausversammlung (House meetings)**

The house meeting always takes place at the end of the lecture period (usually in the last week of the lecture period). Among other things, the new house representatives are elected at the house meeting and residents are informed about current events on campus. Attendance is mandatory, and unexcused absences will be punished with a €5 fine.

# **I**

## **Instagram**

The TCC's Instagram account is @tita\_cory\_campus. It is managed by residents. Feel free to send the Instagram team photos of events or similar. You are also welcome to forward other ideas for the Instagram channel to those responsible.

## **Internet**

The internet connection is provided by BSW. You can find the passwords in the description of the Tita Cory Campus WhatsApp group and in the letter you received when you moved in.

# K

## Karl-Leisner Kapelle (Karl Leisner chapel)

The Karl Leisner Chapel is located on the TCC grounds and is open to all residents of the TCC.

## Kiosk

The kiosk is a public space that is also accessible to people outside the TCC. It has a coffee machine, water dispenser, and snack machine. **The tables and chairs there may not be removed. The exchange board is also located here.**

## Klingelanlage (Doorbell system)

The doorbell system is linked to your **cell phone number** so that you can respond to the doorbell even when you are not at the TCC. **To open the door, press the \* key on your cell phone's keypad.** There is also the Intratone app, which allows you to see who is ringing your doorbell.

**Please note:** If your cell phone number changes, you must notify the BSW.

## KSHG

The Catholic Student and University Community (German: Katholische Studierenden- u. Hochschulgemeinde, short: KSHG) has its premises on the ground floor of the Collegium Marianum (Frauenstr. 3-6) and a room on the Tita Cory Campus. Its program is very varied and open to everyone ([www.kshg.de](http://www.kshg.de)) – feel free to get in touch.

## Küche (Kitchen)

The shared kitchens are equipped with basic appliances (including toasters and kettles). The floors in the kitchens and common areas are cleaned once a week by an external cleaning company. **This basic cleaning does not replace the residents' responsibility to keep the kitchens clean.** The BSW checks the cleanliness of ovens and refrigerators once a year, after giving prior notice. Please discuss within your shared apartment whether there is communal crockery and cutlery or whether you need your own.

# L

## Lautstärke (Loudness)

The official quiet hours begin at **10 p.m.** Please be mindful of the noise level, especially in the evening hours, and be considerate of your roommates and neighbors. If you are hosting a party, please announce it in the general WhatsApp chat so that everyone knows who is responsible.

## M

### Müll (Trash)

Each house is equipped with a garbage room. Garbage must be sorted and disposed of here. If the garbage cans are not in the garbage room, you will find them on the street leading to the parking lot. **In this case, the garbage must be disposed of there and not placed in the garbage room.** The house community is responsible for keeping the garbage room clean. Glass must be disposed of separately in the glass containers provided by the city of Münster (e.g., on Schmeddingstraße, helicopter landing pad). For more information on bulky waste (german: Sperrmüll), see section S.

### Musikraum (Music room)

For all information about the music room, please join the corresponding WhatsApp group "Musikraum-Interessierte" (<https://chat.whatsapp.com/Kv9BCVpRDAjJixGmakdifP>). Bookings are made via the WhatsApp group.

## N

### Nachtruhe (Quiet hours)

Quiet hours are between **10 p.m. and 7 a.m.**

### Notfallnummer (Emergency number for the TCC)

Outside of BSW business hours, the emergency number **0251-495-19-999** can be called in case of emergency.

## O

### Overberg Kolleg

The Overberg College is our immediate neighbor (outside of Building D). Our campus assembly takes place in the auditorium of the Overberg College.

## P

### Pädagogische Studienbegleitung (Educational study support)

Dorothee Schmerling (email: [schmerling@bistum-muenster.de](mailto:schmerling@bistum-muenster.de)) is the educational advisor for the TCC. She is the contact person for all questions concerning moving in/extensions/moving out, etc., or restructuring within the house. You can contact her if you have financial or social problems. Discussions with her as part of educational counseling are subject to confidentiality.

## **Parkplätze (Parking spaces)**

The parking spaces behind the campus are available to residents and guests for loading and unloading. Additional parking is available in front of the UKM and on Fliedner-Straße.

## **Post und Pakete (Mai)**

**Please label your mailboxes.** When placing orders, always include your complete room number and building designation (e.g., A010) in the address.

# **R**

## **Rauchen (Smoking)**

**Smoking is prohibited inside the houses.** If smoking outside, cigarette butts must be disposed of properly.

## **Rollos (Roller blinds)**

The blinds in the rooms are intended to provide protection from the sun. **In very strong winds and very low temperatures, they automatically raise to not be damaged.** The blinds do not completely darken the room.

# **S**

## **Schließdienst (Locking service)**

The locking service ensures that the doors and windows of the TCC are closed at night. The persons responsible are not responsible for unlocking rooms in emergencies.

## **Schlüsseldienst (General keys)**

In each house, the house representatives have a master key for their house so that they can unlock rooms and shared apartments in urgent emergencies.

**Please note:** The house representatives are not required to be on campus at all times, so there is no guarantee that they will be able to unlock your door.

## **Schutzkonzept (Anti-harassment concept)**

Living on campus means living with others. An Anti-harassment concept has been developed to protect residents from harassment and abuse and to create an atmosphere of mutual respect and appreciation.

## **Schwarze Bretter (Black boards)**

On the one hand, important information is communicated via the bulletin board tool in the dormitory administration website. On the other hand, there are metal boards in the entrance area of each building where information, news, and events can be posted.

## **Staubsauger (Vacuum cleaner)**

A vacuum cleaner is available in every shared apartment. They can be found in every shared apartment. In the event of a defect, **these will not be replaced by BSW**. Please clarify internally how you will handle such cases.

## **Sperrmüll (Bulky waste)**

Bulky waste is disposed of by the city. More details can be found on the awm-Münster website. **Please place your bulky waste on the designated roadside areas on Fliednerstraße. The bus stop at the UKM is not designated for this purpose!**

## **Spielesammlung (Boardgame collection)**

There is a collection of games in the cupboards in the recreation room and bar area. The house representatives have a key for this, which can be borrowed from them.

## **Spiritual Care – Seelsorge am UKM**

The UKM spiritual care center is located next to the chapel. There is always someone available for a chat at the pastoral care center. You have the opportunity to volunteer there.

# **T**

## **Tauschregal (Exchange board)**

Located in the kiosk and available to all residents.

## **Tita Cory**

Maria Corazon Sumulong Cojuangco Aquino (born January 25, 1933 in Paniqui, Tarlac Province; died August 1, 2009 in Makati City) was a Filipino politician and President of the Republic of the Philippines from February 1986 to 1992. She was widely known as Cory Aquino or Tita Cory.

## **Türen (Doors)**

The automatic mechanism must be used for the entrance doors and you must wait for them to close to prevent unauthorized persons from entering the residential buildings. The automatic mechanism for the shared apartment doors can be activated using the red switch on the fittings next to the doors.

## **Tutorium (Tutorial)**

The tutorial organizes various events for the residents of the TCC. **Suggestions and event ideas are always welcome in consultation with the tutorial management** and can be implemented at any time by arrangement. There are also various groups that plan and carry out specific activities together. **Feel free to join the WhatsApp groups and get involved!**

## U

### **Unbefugte (Unauthorized persons)**

If you encounter unauthorized persons in your home, please ask them to leave. If the unauthorized persons do not comply, you should inform the police.

## V

### **Verlängerungsanträge (Lease extension application)**

**Anyone whose lease expires after six semesters and wishes to remain at TCC must submit an extension application.** After that, an extension application must be submitted once a year until the ninth semester of residence and every six months from the tenth semester of residence onwards. **You will be notified of this once by the BSW via the notice board in the residence hall administration office. The application must be accompanied by a brief statement of motivation. An application does not automatically lead to an extension of the lease.**

### **Verwaltung (Administration)**

The administration office is located between buildings B and C. For contact details, see above under Contact Persons.

## W

### **Waschräume (Cleaning rooms)**

Each house at TCC has two washing machines and one dryer in a room that is available for residents to use. **You can book and pay for the machines via the “WeWash” app. After use, both filters of the dryer must be cleaned.**

### **WhatsApp-Community**

Most communication between residents takes place in our WhatsApp community. If you are not yet a member of the community, please contact the flat share or the house representatives.

### **Wohnheimsverwaltungsportal (Dormitory administration website)**

The digital bulletin board can be viewed via the dormitory portal (<https://wohnheimverwaltung.bsw-muenster.de/login>), and defects in the building services can be reported there.

# Z

## **Zusammenhalt (Solidarity)**

We see the Tita Cory Campus not only as student housing, but as a vibrant community. The design of the campus and the conditions under which we live are largely determined by us. Every resident can get involved, suggest ideas, and participate in projects or activities that enrich our community life. Open communication, mutual respect, and commitment are core values that strengthen our community and make the campus a place of exchange, learning, and shared growth.

**Thank you for reading this far!**