WELCOME PACKAGE

FOR NEW EMPLOYEES OF RUHR-UNIVERSITÄT BOCHUM IN SCIENCE, THE TECHNICAL DEPARTMENT AND THE ADMINISTRATION
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Welcome
at Ruhr-Universität Bochum!

We are glad to welcome you on our campus as a new employee – also on behalf of your new colleagues. As university administration, it is one of our main concerns that you will quickly feel at home at our university and that you will easily become acquainted with your new responsibilities.

The beginning and orientation phase in a new job is always exciting and eventful: Within the next few months, you will surely meet many new people and be introduced to many new fields. Further, you will get an impression of how Ruhr-Universität Bochum “works” as an overall-organization.

In order to make the first steps in your new job easier, the RUB Administrative Department of Continuing Education and Counselling has prepared this Welcome Package that provides much useful information from A like “Accident Insurance” to Z like “Zentrale Beschaffung” (Central Procurement Office).

We cordially invite you to browse the pages of this brochure and, when necessary, to look something up at a later date. How do I make a procurement request? What will I have to do if I want to take on a side-job? Which regulations are there on drawing child allowance?

All these and many more questions will be answered in the form of some written basic information. In addition, you will find the contact details of the relevant colleagues who, in case of doubt, will be able to help you from person to person.

We hope this Welcome Package will help you make settling in at Ruhr-Universität easier.

We are glad that you will be an asset for our university and wish you a good and successful start in your new job!
FLEXIBLY MANAGEABLE WORKING HOURS

One regulation is applicable to almost all RUB employees to whom the tariff applies. For a fulltime position your weekly working hours – without breaks – amount to 39.83 hours. The weekly working hours of civil servants amount to 41 hours for a full-time position. The weekly working hours of severely disabled employees with a degree of disability of percent amount to 39 hours. Part time regulations are subject to approval of one’s superior under participation of the Human Resources Department and the staff council. However, as regards working hours different regulations apply to scientific employees and employees of the central administration.

WORKING HOURS OF SCIENTIFIC EMPLOYEES
At most, faculties, individual regulations apply. As a family-friendly university the RUB aims at designing working hours sensibly so as to encourage the compatibility of life and career and to find solutions for designing working hours according to individual needs (child care, dependants who require care).

WORKING HOURS OF ADMINISTRATIVE EMPLOYEES
Flexible working hours have been introduced at most departments of the administration. There are no core hours to the flexible working hours at the administration; rather than that, there are “service hours” employees need to observe (Mon to Thu from 9:00 to 15:00 and Fri from 9:00 to 13:00). The skeleton time within which employees can individually define the start and end of their workday is daily from 6:30 to 20:00. When required for professional reasons and upon agreement.
Each administrative employee should record his/her working hours him/herself (trust based working time) and present them to their superior for signature at the end of the month. You can use various instruments to record your working hours. These and the applicable works agreements as well as some further information are available on the web at:


WORKING HOURS OF TECHNICAL SUPPORT
For the technical area of the department 5 does not apply the flexible working hours. Here are the working hours Mondays and Tuesdays from 7:00 to 15:30 and Wednesdays, Thursdays and Fridays from 7:00 to 15:00, including a half hour for the lunch break.

YOUR CONTACT PERSON AT THE HUMAN RESOURCES DEPARTMENT:
You can basically contact the person responsible for you with any questions – his/her e-mail address and telephone number can be found in the organigram of the Human Resources Department at:


In addition, the RUB staff council and the staff council for scientific/artistic employees (WPR) offers counselling on this matter – the relevant contact details can be found in the chapter „Representing your interests“ in this Welcome Package.
OCCUPATIONAL HEALTH AND SAFETY

At our university, great attention is paid to occupational health and safety. Not only because of statutory provisions but also as part of the special attention given to its employees many measures have been developed and implemented to protect them from accidents and damages caused to their health on the job.

RESPONSIBILITIES
Superiors must ensure that the statutory provisions and regulations – e.g. labor protection laws, hazardous materials regulations and computer workstation regulations – are implemented and followed. Advice and support is provided by specialists for work safety and works doctors. But your input too, is needed when it comes to occupational health and safety. According to the labor protection, law employees must ensure their own occupational safety and health within their realm of possibilities and according to the instructions of their superiors. Potential dangers as well as safety deficiencies should immediately be reported to the respective superiors.

OUR SERVICE: FIRST AID COURSES AND FIREDRILLS
The department of occupational safety offers first aid courses and instructions on the handling of fire extinguishers. You are interested? Then please contact the secretary’s office at the department of occupational safety on 22311. Current dates and events can be found on the web as well.

INSTRUCTION OF EMPLOYEES
Superiors must inform their employees about potential dangers of their job and occupational health and safety. Such instructions must be given to the employee upon employment, changes in the field of responsibilities and when new work equipment or new technologies are introduced. They must be documented and repeated regularly.

STATUTORY ACCIDENT INSURANCE
All RUB employees are insured against accident by the ‘Unfallkasse NRW’ (work accident insurance North-Rhine Westphalia). If you should meet with an accident at work or on the journey to or from work please report it to your superior immediately. The university will then notify the Unfallkasse of the accident.

ACTION IN THE EVENT OF AN ACCIDENT, FIRE AND HOUSE ALARM
Notices providing guidelines in cases of an emergency can be found in the corridors, elevator foyers and stairways. Please make yourself familiar with the measures described there to ensure that you will be able to react quickly and properly in case of an emergency. House alarm – a long alarm tone – is sounded if, due to immediate danger, like, for example, in case of fire, the evacuation of the building should be necessary. In this case, please leave the building as quickly as possible by following the signposted escape routes. Doors along the escape routes are equipped with a panic lock or -bolt and can hence be opened without keys from the inside at any time.

CENTRAL HELPLINE (LEITWARTE)
The “Leitwarte” is the university’s central helpline. It is manned 24 hours a day and can always be reached by phone on 23333. In case of an emergency it will immediately alert the fire brigade, an emergency doctor or the police and the responsible departments/persons within the university. Technical malfunctions such as power blackouts, water mains bursts etc. can also be reported to the „Leitwarte“ which will then notify the responsible persons at department 5.
OCCUPATIONAL HEALTH CHECK-UPS
For specific tasks – e.g. the handling of hazardous materials, computer work (i.e. work that is done on screen), noise intensive tasks – preventive health check-ups might be necessary. These medical check-ups, for which you will be registered by your superior, are conducted by occupational health physicians from the ‘Arbeitsmedizinisches Vorsorgezentrum Herne’, AMVZ (Center for Preventive Occupational Health, Herne).
Prior to journeys to countries with extreme climatic conditions – like, for example, tropical regions, polar regions or great heights – advice on travel medicine can be obtained from there as well.
Please note: No ambulatory medical treatment will be conducted by the AMVZ physicians.
Further information can be obtained on 24400.

ANY QUESTIONS?
The contact persons responsible for you as well as everything worth knowing on occupational health and safety can be found on the homepage of the department of occupational safety at:

https://www.ruhr-uni-bochum.de/arbeits-und-umweltschutz/

THE PRINT OFFICE (DRUCKZENTRUM)
Our print office (Druckzentrum, building UV 01/44-46) provides the following services at low cost: making copies, creating publications, book printing, printing lecture materials, creating stamps, posters and flyers, including large quantities, (black-and-white and colour copies, with a width of up to 1.3 m).
In order to submit an order (analogous or digital) or to be supplied with materials at the print office, you will require an order form (to be handed in at the in-house finance department); you can download it in the service portal.
For this purpose, you will have to provide your finance department’s data, and may have to provide a decentralized budget against which the costs are to be offset.
You can read up on the services provided by the print office in the RUB intranet at:
http://www.druckzentrum.rub.de/intern/

You can make copies and prints of research and teaching materials in small quantities using the photocopiers available in the libraries on campus. For this purpose, you will need dedicated copy cards (so-called ServiceCards), which are likewise available at the print office.
Students and others who wish to pay cash have the option to use the Copycenter at the print office, which offers more or less the same services. All university-related orders can be processed without an order form.

ADDITIONAL INFORMATION
Office hours at the print office and Copycenter:
Mon - Thu from 8 am to 4:30 pm, Fri from 8 am to 3 pm
Phone no. print office: -24134, phone no. Copycenter: -27713
Web URL: http://www.druckzentrum.rub.de/intern/
Email: druckzentrum@uv.rub.de
HEALTHY ALL ROUND
HEALTHCARE AT THE RUB

RUB considers the creation of a healthy workplace environment, organisation and behaviour a cross-sectional task in which numerous actors are involved. It is coordinated by the administrative department for organisational and human resources development.

In order to ensure the best possible communication among all relevant divisions, the Health and Safety Control Committee has been established. The control committee is manned by advocacy groups as well as RUB organisational units that are in charge of health and safety. Information on the control committee is available at the RUB health portal at https://www.ruhr-uni-bochum.de/gesundheit/

Company physician, Dr med. Kirsten Wiegand, performs occupational health checks for RUB employees, advises occupational health & safety officers and accident control officers, and is involved in corporate integration management (BEM) and reintegration of employees after a prolonged absence due to unfitness to work.

http://www.uv.rub.de/amd/

In addition, RUB provides a wealth of health classes; read all about them at https://serviceportal.ruhr-uni-bochum.de/Begriffesammlung/Seiten/Gesundheitskurse.aspx

The university sports department, too, runs a number of health-related courses – check out the pages at http://www.hochschulsport-bochum.de/ to learn how you can attend and read all about the courses!

Moreover, the choice and the preparation of food at the Mensa, i.e. the canteen operated by the academic services office AKAFÖ, are based on the latest findings in food science. Consequently, AKAFÖ has been presented the JOB&FIT certificate by Deutschen Gesellschaft für Ernährung e.V. since 2013, and was thus the first academic services office in Germany to obtain the certification. In addition to vegetarian dishes, pasta, and a salad bar, the menu also includes a balanced meat and fish selection. You can be sure that you won’t go hungry!

https://www.ruhr-uni-bochum.de/gesundheit/

ADDITIONAL INFORMATION:
Anja Dernbach, Administrative Department for Organisational and Human Resources Development
Phone: -21195, email: anja.dernbach@uv.ruhr-uni-bochum.de

Dr med. Kirsten Wiegand, company physician
Phone: -24400, email: Betriebsarzt@ruhr-uni-bochum.de
USING PUBLIC TRANSPORT
THE RUB MAJOR CUSTOMER TICKET

Whether on your way to work or in your leisure – for quite some time now the RUB staff council has been offering you the opportunity to travel at low cost with the RUB major customer ticket.
Your advantage as an RUB employee: Due to the major customer discount you can order all VRR tickets – Ticket 2000, Ticket 1000, Bärenticket and Young TicketPlus – for a 10 % reduced price via the RUB staff council.
That means that apprentices can obtain their Young-TicketPlus with a 10 percent discount and our colleagues from 60 years of age can obtain the BärenTicket with the same discount.
All major customer tickets will be issued exclusively on your name and are thus nontransferable.
The concluded contract applies to all RUB employees, employees of the Bochum University of Applied Sciences and the RUB Akafö (Academic Support Group). You can request the ‘Firmenticket’ (company ticket) from the staff council.
https://www.ruhr-uni-bochum.de/personalrat/vorteilsangebote/

ADDITIONAL INFORMATION:
Frank Markner, Staff council
Phone: - 25424, email: Frank.Markner@uv.ruhr-uni-bochum.de

CAREER TRAINING
AND FURTHER EDUCATION AT RUHR-UNIVERSITÄT BOCHUM

At Ruhr-Universität Bochum, we attach great importance to your career training, further education, and consultancy; this is because we are aware that continuous qualifications and development of its employees constitute the key to a university’s success. Consequently, our career training and consultancy landscape is as comprehensive and diverse as the people employed at our university.

Our services include:

- The RUB’s annual career training & further education programme includes more than 200 in-house courses for all RUB employees – from career management, through “teaching and learning” classes, to IT, language, and healthcare courses.

- As RUB employee you do, moreover, have the option to attend NRW career training & further education courses offered by training institutions of North Rhine-Westphalia such as Akademie Mont-Cenis or Hochschulübergreifende Fortbildung NRW – usually free of charge.

- Individual coaching is available to members of the executive staff in administration and research; we are happy to help you get in touch with coaches outside university and advise you on financing options.

- The Research School offers structured PhD courses to all PhD students at RUB at a cross-university Graduate School. A wide range of career management services is available for postdoc researchers, including the renowned “CoachingPLUS” programme run by University Alliance Ruhr.

- Services for lecturers and tutors in the field of higher-education didactics is highly diverse, spanning the full range from specific services for individual disciplines, such as engineering sciences or medicine, through a comprehensive qualification programme in higher education didactics, to “ELearning” and scientific writing tutorials.
As part of our equal opportunities policy, we also provide a number of mentoring programmes and career training programmes for women at different stages of their academic career.

DO YOU HAVE ANY QUESTIONS?
The career training and further education portal provides answers to any questions regarding in-house courses at RUB.

ADDITIONAL INFORMATION
https://fortbildungsportal.ruhr-uni-bochum.de/

PROKIDS – DER FAMILIENSERVICE
THE COMPATABILITY OF FAMILY AND CAREER

Ruhr-Universität Bochum is committed to improving child care services for the children of its employees in several ways: Prokids – the Parents Service Bureau organizes child care during school holidays and offers placement services to help you find individual child care solutions. For the smallest, the parents initiative “Uni-Zwerge” has established short term care facilities at the university.

PROKIDS – THE SERVICES
Prokids – the Parents Service Bureau offers counselling on all questions relating to the topic compatibility of family and career. In addition, their services include:

PLACEMENT SERVICES
New in Bochum and looking for child care? The opening hours of the day care centers are totally incompatible with your job – you are looking for a day mother?

Prokids – the Parents Service Bureau helps you find child care in the Bochum area and also throughout NRW. For this purpose, Prokids closely cooperates with the company B.u.K. (company supported child care), an experienced service provider in terms of placement services. B.u.K. helps you find professionally trained day mothers, nannies and Au Pairs and provides care in cases of an emergency (e.g. illness) or during business journeys. For RUB employees the services offered by Prokids and B.u.K. are free of charge.

CARE DURING SCHOOL HOLIDAYS
In order to avoid that the school holidays become stress times for children and parents RUB has been offering a holiday program for children between 6 and 13 years of age for three years now. This programme too, is organized by Prokids – the Parents Service Bureau. With its attractive holiday programme Prokids offers child care for school kids for two weeks during the summer holidays and at least one week in the easter and fall break from 7:45 to 16:00, optionally half a day or full-time.

CARE CONSULTATION
The Prokids – Family Service offers regular and independent counseling to RUB employees who are entrusted with the care of a family member.

FURTHER INFORMATION:
Uwe Koßmann, UV 1/131;
Tel.: –27772; E-Mail: prokids@rub.de or at: www.ruhr-uni-bochum.de/prokids
**BOCHUMER UNI-ZWERGE E.**

The parents initiative the association “Bochum Uni Zwerge” offers short term care services for children between half a year and about three years of age. However, the project is only possible on the basis of the personal commitment of its users. In addition, the initiative hired four professional educators who are looking after the kids in a competent manner. “Uni-Zwerge” is located at building GA, level 02, rooms 129/130.

**FURTHER INFORMATION:**
Tel.: -22044, Opening hours: Mon to Fri 8.30 to 16:00
E-mail to the board: uni-zwerge@lists.ruhr-uni-bochum.de;
Internet: www.ruhr-uni-bochum.de/uni-zwerge/

**PREVENTING AND FIGHTING CORRUPTION**

Preventing and fighting corruption in civil service is a task all employees are called upon to participate in within the scope of their possibilities. Employees with managerial responsibility are especially appealed to.

Corruption is understood as abuse of an official function to acquire or aspire personal advantages while at the same time concealing this course of action. To ensure that all RUB employees do their job disinterestedly and incorruptibly all employees should be acquainted with the following regulations on preventing and fighting corruption; these must be observed by all of them.

Generally, accepting rewards, gifts or other advantages on the job is prohibited for all RUB employees; an exception requires explicit or general approval of one’s immediate superior. When objects or advantages are offered to a RUB employee (or to one of his/her dependants) in the context of their job from a person outside the RUB, it is the employee’s duty to immediately and unrequestedly inform his/her superior and, if he/she wishes to keep the object or if he decides to accept the advantage, to await his/her approval. If one’s superior does not give his/her approval the employee must immediately reject the benefit resp. return the object (duty to inform and reject). Accepting rewards or gifts without explicit or general approval of his/her superior is a breach of (official) duty. Any violation of this prohibition should be appropriately dealt with according to civil service employment law, disciplinary law or criminal law (where applicable, both).

„Rewards” and „gifts” are all benefits to which an employee has no legal claim and which objectively – materially or immaterially – constitute an advantage to him/her.

The distinction between a personal advantage independent from one’s position and an advantage granted in relation to one’s position depends on whether the advantage would also have been granted if an employee didn’t held that position. A relation to the position is already given if the position is decisive for offering the advantage. In principle, the value of the reward or the gift is irrelevant.

Such advantages include: An invitation to dinner/lunch, an invitation to a bar, a theatre invitation or an invitation to other events; the grant of an unusually high discount on a purchase; a too low interest bearing loan; the prize money in connection with an academic honour and an unduly high payment for minor jobs such as expert opinions, lectures or counselling services; money payments or payment of cash-like vouchers (vouchers, entrance-, telephone- or money cards); surrender of goods for private use (vehicles, construction vehicles); the placement and award of side-jobs – including jobs for an employee’s dependants; surrender of bus/train/flight tickets, travel invitations, providing and paying for board and lodging; surrender of other benefits and gifts (jewelry,birthday and Christmas presents).

The acceptance of low-value presents (e.g. mass advertising articles such as ball point pens, calendars, writing pads) or common and adequate catering for the reason of official action may be regarded as tacitly approved. However, the differences between minor and prohibited advantages may sometimes only vaguely be distinguishable such that a decision in specific cases might be difficult. In order not to arouse any suspicion it is recommended not to accept any – even minor – advantages without approval of one’s superior.
Eventually it shall be emphasized that all employees have the obligation to observe the prohibition to accept rewards and gifts. All employees should demonstrate in their behavior that they neither tolerate nor support corruption. The concrete forms of such behavior can be gathered from the code of behavior listed in the following paragraph. In case of doubt, the person concerned should discuss the matter with his/her superior or members of the staff council.

The administrative regulation on section 76 LBG as well as the circular degree by the Ministry of the Interior from 26 April 2005 (IR 12 February 2006) can be viewed at the Human Resources Department or the legal department.

**ILLNESS AND WORKPLACE ACCIDENTS**

When you fall ill you must immediately report your incapacity for work to your superior (ideally on the same day by e-mail or by telephone; the obligation to give notice and the obligation to present evidence are defined according to section 5, law on continued pay). If it is already possible a prognosis of how long you shall probably be incapable for work will surely be helpful.

If your illness continues beyond three days you must, on the following day at the latest, present a medical certificate attesting the continuation of your incapacity for work and its estimated duration. In individual cases the employer may demand the certificate even earlier. If your illness continues beyond the period certified you must immediately (by telephone or by fax etc.) inform your superior and provide an appropriate certificate later. Your superior will report your illness to the Human Resources Department (department 3) using the ‘Krankmeldung’ form (sick certificate).

When you have recovered and returned to work your superior must submit a ‘Gesundmeldung’ form (fitness for duty certificate) to the Human Resources Department.

When you are on vacation you must report an illness to your superior as well (e.g. by telephone or by fax). The presentation of a medical certificate attesting your sick days is mandatory. If specific requirements are met your vacation may be interrupted.

**WORKPLACE ACCIDENTS**

All RUB employees are insured with the ‘Landesunfallkasse Nordrhein-Westfalen’. The ‘Landesunfallkasse’ (State Accident Insurance) defines a workplace accident as follows: An insured person sustains an accident as a result of an activity that is insured, usually for professional purposes. According to the statutory accident insurance an accident is a sudden incident imposed by extraneous cause that causes a damage to one’s health.

You are covered by accident insurance even if you are away from your actual place of work, i.e. during business journeys (attention: This does not include business journeys according to the „Bundesreisekostengesetz“/ Federal and State Law on Travel Expenses!), while attending in-house events, company sports programs, while working at tele-workstations or when hauling or fixing work equipment.

Workplace and travel accidents must immediately be reported to your superior. He/she has the obligation to file a notice of accident if the accident causes incapacity for work for more than three calendar days. In addition, the RUB security representative and the works doctor must be informed. The ‘Unfallanzeige’ form (notice of accident) must be sent to the Human Resources Department. When the data and documents have been checked it will be sent to the staff council for information and for signature.

The department of occupational safety requires the notice of accident for statistical and evaluation purposes and will subsequently forward it to the work accident insurance.
CONTINUED PAY IN THE EVENT OF SICKNESS

If you should be ill for more than six weeks the regulations on continued pay in case of sickness might become important to you. More detailed regulations are defined according to sections 22, 21 TV-L. You can look them up on the intranet of the Human Resources Department at www.uv.ruhr-uni-bochum.de/dezernat3/info_tvl.html. Further information, especially on continued pay in case of sickness, vocational integration after a longer period of illness as well as on ‘betriebliches Eingliederungsmanagement (BEM)’ (company integration management) can be obtained from the Human Resources Department.

Note: These regulations on workplace accidents and continued pay in case of sickness do not apply to civil servants. Further information on the regulations applicable here can be obtained from the Human Resources Department.

YOUR CONTACT PERSON AT THE HUMAN RESOURCES DEPARTMENT:
You can basically contact the person responsible for you with all questions – his/her email address and telephone number can be found in the organigram of the Human Resources Department at:

FURTHER INFORMATION:
The sick certificate and fitness for duty certificate for RUB employees can be found on the intranet at:
http://www.uv.rub.de/dezernat3/wissenschaftliches-personal.html

RUB statutory accident insurance: Landesunfallkasse NRW, web: www.unfallkasse-nrw.de

Department of department of occupational safety
Claudia Richter
Tel.: -22311
E-mail: rub-agu@uv.rub.de

EARNING A LITTLE EXTRA
PART-TIME JOBS

As far as part-time jobs are concerned, different regulations apply for tenured and salaried employees:

If you are a tenured employee (“Beamte”) and work or volunteer part-time in addition to your employment at university, you are obliged to register your part-time job and have it approved (in accordance with §§70 sec. 2 and 68 sec. 1 LBG).

Salaried employees are obliged to register their part-time job, in compliance with TV-L regulations.

At the end of the calendar year, you will be sent a form by your HR department and will be required to disclose your income from your part-time job – regardless if the occupations in questions are subject to registration or to approval. You are obliged to list your income in the public sector as well as in the private sector.

The maximum amount for income earned part-time in the public sector is 6,000 euros per annum.

The registration and approval requirements do not apply to individuals managing private assets and to individuals pursuing freelance careers as researchers, artists or authors.

Incidentally: if you utilize university resources in your part-time occupation, you are obliged to pay usage charges. The charges amount to 5 per cent of the stipulated fee for facilities, 10 percent of the stipulated fee for personnel, and 5 per cent of the stipulated fee for materials.

The usage charges form is available for download under “forms” at the pages of your finance department:
VACATIONS AND EXEMPTION FROM WORK
HOLIDAY– EDUCATIONAL LEAVE – EXEMPTION FROM WORK

There are various types of leave for employees in civil service: Recreational leave and exemption from work are the most common ones.

VACATION
On the basis of a 5-day-week your recreational leave is 30 days each year. Besides, severely disabled persons are entitled to five days additional leave. Waiting period: The full entitlement to leave is acquired when the employment relationship has continued for at least six months. However, there are a few particularities you must take into account when you change your job or postpone your leave. If your employment relationship begins or terminates within the same year you will be granted a twelfth of your leave for the entire year for every full month the employment has already continued. In this calculation of leave days, the number of days will be financially rounded, i.e. fractional amounts up to 0.5 will be rounded down – if the rounding is 0.5 and higher, the number of days will be rounded up. Please note: The month the employment commenced must not be equated with the respective calendar month. If the six-month waiting period has not yet been completed you will be granted a twelfth of the calculated holiday for every full month the employment has already continued. Even if you should not fully make use of your entire leave within one year: Your entitlement does not become invalid so soon. However, be sure to keep in mind 31th March as deadline. Your holiday can be transferred to the following year, after this date it shall be forfeited. For civil service the appointed date is 31th December of the following year.

EDUCATIONAL LEAVE
Employees according to a collective agreement may be exempt from work for purposes of vocational or political continued training for up to five days per year (Law on Continued Training for Employees (AWbG NRW, GV 1984, p. 678). If you work more or less than five days a week your entitlement will increase or reduce accordingly. This work exemption is your ‘educational leave’. You can also collect your entitlement for two years in order to use it for a longer continued education program. The transfer must be reported to the Human Resources Department in the year the entitlement is not being used. However, the entitlement cannot be transferred for longer than two years. When your employer agrees upon an exemption from work for purposes of continued training your salary will be continued to be paid under the condition that you attend a continued education program at a recognized educational institution. If you intend to participate in a continued education program please inform the Human Resources Department at least six weeks before the program starts. For this purpose, please use the ‘Antrag auf Freistellung zum Zwecke der beruflichen und politischen Weiterbildung nach Arbeitnehmerweiterbildungsgesetz’ (Request Form for Exemption from Work for Purposes of Vocational or Political Continued Training According to the Law on Continued Training for Employees), including the dates and the title of the program. Please include the schedule of the event with the application such that its target group, its learning goals, its educational content, the agenda of the event and the fact that it is recognized become evident.
BY THE WAY:
For civil servants the Law on Continued Training Employees does not apply. However, comparable regulations according to the „Freistellungs und Urlaubsverordnung NRW“ are applicable here.

EXEMPTION FROM WORK
Apart from regular recreational leave employees may be granted an exemption from work according to section 29, TV-L. In this case, salary is continued to be paid (section 15 TV-L). A respective application must be approved by the Human Resources Department.
It can be made for reasons such as: of:
- one’s wife giving birth to a child: 1 day
- death of one’s spouse, child or parent: 2 days
- moving house to another city for organizational or company reasons: 1 day
- 25-, 40- or 50-year anniversary at the company: 1 day
- severe illness of a dependent living in the same household: 1 day
- in case of a severe illness of a child under twelve years of age special regulations apply - please ask the Human Resources Department for more information.
A similar regulation for civil servants can be found in section 33 FrUrlV NRW.

YOUR CONTACT PERSON AT THE HUMAN RESOURCES DEPARTMENT:
You can basically contact the person responsible for you with all questions – his/her email address and telephone number can be found in the organigram of the Human Resources Department at: http://www.uv.rub.de/dezernat3/organigramm/organigramm-dezernat3.pdf or http://www.uv.rub.de/dezernat3/

CHILD ALLOWANCE
PREREQUISITES AND PROCEDURES
Independently from their nationality child allowance is granted for children who reside in Germany or are permanently staying in Germany. The same holds for children who are living in an EU member state or the European Economic Area.
Child allowance is granted for children under 18 years of age.
Over 18 years of age child allowance may be continued to be paid until the age of 25 if the beneficiary attends a school education, an apprenticeship or academic studies and ranges below a certain income limit. For children over 25 years of age special regulations apply.

BENEFICIARIES
- children who are related to the applicant in the first degree (legitimate or declared to be legitimate, illegitimate and adopted children)
- children of the spouse (stepchildren) and grandchildren, provided that they live in the same household
- foster children, who have a family-like relationship to the applicant meant to endure for a longer period of time provided that they are household members and maintained on his/her own costs. A foster care relationship to the biological parents must not be held.

DISBURSEMENT
For employees in civil service and recipients of pension benefits the so-called ‘Familienkasse’ (Family Benefits Office) is the institution responsible for the determination of the benefits. In case of Ruhr-Universität Bochum the ‘Landesamt für Besoldung und Versorgung (LBV)’ (Salaries and Pensions Office) is the responsible institution.
Please be sure to enquire at the Human Resources Department and / or the ‘Landesamt für Besoldung und Versorgung (LBV)’ on which institution (LBV or, in particular cases, the employment center) is responsible for the application and disbursement in your case. The current LBV bulletin on child allowance can be found at: www.lbv.nrw.de

ONCE A YEAR
ANNUAL SPECIAL PAYMENT ACCORDING TO § 20TV-L

The so-called annual special payment is an annual payment, which has replaced the former Christmas allowance and holiday allowance. All employees who are in a permanent employment relationship on 1st December are entitled to it.

The special allowance for employees in the following salary brackets amounts to:

- E 1 to E 8: 95 percent
- E 9 to E 11: 80 percent
- E 12 to E 13: 50 percent
- E 14 to E 15: 35 percent

of the assessment base which is measured according to the salary received in the months of July, August and September (excluding overtime salaries, premiums and incentive payments). The assessment basis is defined according to the salary bracket of 1st September.

As regards the annual special payment, employees in salary bracket 13 Ü, if receiving salaries according to levels 2 and 3, are assigned to salary bracket 13, all others are assigned to salary bracket 14.

The entitlement to the annual special payment decreases by a twelfth for every month in which employees are not entitled to salary or continuation of salary by reasons of illness or leave.

However, the decrease does not apply to months in which employees did not receive salary due to periods of military service/civilian service, maternity leave, parental leave until the end of the child’s year of birth or if no additional allowance to sickness benefit has been paid due the height of the sickness benefit.

The annual special payment is disbursed along with the November salary.

BY THE WAY
For civil servants the amounts are
- till A6: 60%
- A7-A8: 45%
- from A9: 30%

For every child you will get 25.56 € additional fee.
For further information contact your responsible official.

YOUR CONTACT PERSON AT THE HUMAN RESOURCES DEPARTMENT:
You can basically contact the person responsible for you with all questions – his/her email address and telephone number can be found in the organigram of the Human Resources Department at: http://www.uv.rub.de/dezernat3/organigramm/organigramm-dezernat3.pdf
IT ALWAYS PAYS TO SAVE MONEY!
CAPITAL FORMING BENEFITS

Capital forming benefits are benefits the employer retains from your salary and invests them for your own benefit. He/she does so by transferring them to one or more investments previously concluded by the employee (section 2, sub-section 1, Fifth Law on Capital Formation). However, if particular tariff prerequisites are fulfilled – like, for example, the T-VL applicable to you – you can claim the employer’s capital forming benefits as an addition to your salary. By the way: This option is also interesting to employees in temporary employment. Capital forming benefits consist both of the employer’s contribution and an additional voluntary personal contribution. Capital forming benefits can – within the scope legally provided – be invested as payments paid into a savings account, funds or building savings agreements.

When used for certain types of investment like building saving, acquisition of interests from co-operative societies or funds saving, capital forming benefits may – with observance of income limits – be subsidized with an employee savings bonus. Capital forming benefits like building saving and the acquisition of funds or interests from co-operative societies are subsidized from the government with an employee savings bonus. You can additionally apply for the employee savings bonus at the tax office. For this purpose, please use the print form for the income tax return. There are, however, certain income limits. For single persons these amount to 17,900€, for jointly assessed spouses 35,800 € per year. You can estimate yourself on the basis of your last tax assessment, however, the allocation is made on the basis of the current one.

The savings bonus is determined by the tax office retroactively every year, however, it will only be paid after a retention period of 6 or 7 years after conclusion of the agreement. Your investment institute will certify the amount of the subsidized capital forming benefits and the termination of the retention period.

For full-time employees the employer’s contribution for all of the above-named types of investments amounts to 6.65 € per month, for part-time employees correspondingly less. Apprentices and trainees in civil service whose monthly salary, including marriage allowance, is below 971.45 € are granted 13.29 €. The employer’s contribution is subject to taxation and social insurance contribution, however, it is not subject to supplementary insurance contribution.

As regards additional personal contributions there are two possibilities: They can be made monthly in combination with the employer’s contributions or once at the end of the year. You can make as many personal contributions as you like. However, they will only be subsidized with an employee savings bonus if your employer transfers them for your benefit.

You must request that your employer transfers the capital forming benefits at the Human Resources Department. Only then the ‘Landesamt für Besoldung und Versorgung (LBV)’ will effect the remittance. For this purpose you will need a written confirmation from your bank or company certifying the type of investment you have chosen. Please submit it to the person responsible for you at the Human Resources Department or directly to the LBV. Note: Provided that you already have one you must indicate your LBV staff number.

‘ARBEITNEHMERSPARZULAGE ’ (EMPLOYEE SAVINGS BONUS)
Capital forming benefits like building saving and the acquisition of funds or interests from co-operative societies are subsidized from the government with an employee savings bonus. You can additionally apply for the employee savings bonus at the tax office. For this purpose, please use the print form for the income tax return. There are, however, certain income limits. For single persons these amount to 17.900€, for jointly assessed spouses 35.800 € per year. You can estimate yourself on the basis of your last tax assessment, however, the allocation is made on the basis of the current one.

The savings bonus is determined by the tax office retroactively every year, however, it will only be paid after a retention period of 6 or 7 years after conclusion of the agreement. Your investment institute will certify the amount of the subsidized capital forming benefits and the termination of the retention period.

‘WOHNUNGSBAUPRÄMIE ’ (HOUSING BONUS)
Independently from the employee savings bonus you may be granted a housing bonus for building savings agreements. For single persons this bonus amounts to 10 percent tops of 512 € per year (income limit: 51.200 € gross), for married couples 10 percent of 1,024 € (income limit: 51.200 € gross. The bonus can be requested with the form for the yearly abstract of accounts which is sent to you by the building society at the end of the year. Simply fill it in and return it.

Our advice: Since capital forming benefits are a highly individual issue you should contact the institutions mentioned for more detailed information.
YOUR CONTACT PERSON AT THE HUMAN RESOURCES DEPARTMENT:
You can basically contact the person responsible for you with all questions – his/her email address and telephone number can be found in the organigram of the Human Resources Department at:

GROWING OLD WITH CONFIDENCE
SUPPLEMENTARY BENEFITS FROM THE VBL

According to ‘Tarifvertrag über die betriebliche Altersversorgung der Beschäftigten des öffentlichen Dienstes / Tarifvertrag Altersversorgung – ATV (Collective Agreement on Occupational Pension for Employees in Civil Service / Collective Agreement Retirement Benefits) employees within the scope of TV-L resp. TV-Ü are insured with the supplementary benefits institution VBL.

- Scientific employees at universities or research institutions who are temporarily employed for less than 5 years may be exempt from compulsory insurance upon application.
- All employees – except of civil servants to whom different provision regulations apply – will in old age be granted supplementary benefits complementing statutory social insurance benefits.
- All employees are handed out some detailed information on VBL-Classic along with their employment documents.
- Employees in civil service may also collect additional retirement benefits = VBL-Extra.
- Please note: Counselling on this topic can be obtained directly from the VBL – for legal reasons the Human Resources Department is not allowed to offer advice.
- Registrations and deregistrations are effected by the Landesamt für Besoldung und Versorgung des Landes NRW (LBV) [Salary and Pensions Office]

FURTHER INFORMATION:
Service-Center VBL: www.vbl.de

YOUR CONTACT PERSON AT THE HUMAN RESOURCES DEPARTMENT:
You can basically contact the person responsible for you with all questions – his/her email address and telephone number can be found in the organigram of the Human Resources Department at:

Besides, the RUB Human Resources Department and the WPR offer counselling on this matter. The relevant contact information can be found in the chapter “Representing your interests” in this Welcome Package.
TOWARDS A GENDER-EQUITABLE RUB
EQUAL RIGHTS REPRESENTATIVES

Over the past few years gender equality has become an important factor of competiveness for RUB both on a national and international scale. Apart from other institutions that are working towards equal opportunities the RUB equal opportunity commissioners play a significant role in this context.

At Ruhr-Universität Bochum equal opportunities commissioners are elected for all three status groups. The full-time equal opportunities commissioner and her substitutes from the technical department and the administration and the student equal opportunities commissioner support the university in realizing the goal of an equal opportunities university. They are closely cooperating with the faculties, the rector’s department, the senate and the RUB administration while being supported by more than 60 voluntary equal opportunities commissioners from the faculties and other scientific institutions.

THEIR MAIN GOALS ARE:
- Promotion of young female researchers
- Promotion of the compatibility of work/research/study and family
- Providing information on current political developments relating to gender-equality Participation
- in tenure and employment procedures
- Working towards equal opportunities in terms of personnel politics
- Development and implementation of gender-equitable political instruments
- Promotion of women’s and gender studies
- Formulation of measures against sexualized discrimination

The equal opportunities plan, which is amended every three years, constitutes the basis for gender equality measures at RUB. In addition, individualized equal opportunities goals are agreed upon in cooperation with the 20 RUB faculties and their institutes.

In an election procedure the equal opportunity commissioners are first nominated by a female electoral college; accordingly the RUB senate appoints the full-time equal opportunities commissioner and her substitutes for a three year term of office. The student equal opportunities commissioner is appointed for a one year term of service.

EQUAL RIGHT REPRESENTATIVES
Friederike Bergstedt (Head Equal opportunity commissioner, group of scientists)
Silvia Markard (Vice Equal opportunity commissioner, group of technician and administrator)

Gleichstellungsbüro GA 8/58
Tel.: -0234/32-27837, Fax: -14354, Email: gleichstellungsbuero@rub.de
Internet: www.ruhr-uni-bochum.de/gleichstellungsbuero
REPRESENTING INTERESTS
THE RUB STAFF COUNCILS

In civil service, personal and social concerns of employees that are related to their job and their employment relationship are represented by staff councils. At our university too, the staff councils have an important function in the realization of employee participation. The members of the staff council are elected for four years. RUB would like to encourage especially motivated employees to run for membership on the staff council.

Ruhr-Universität Bochum has a staff council for technical and administrative employees that is frequently referred to as ‘RUB staff council’. In addition, the RUB staff council for scientific/artistic employees (Personarat der wissenschaftlich/künstlerischen Beschäftigten, abbr. WPR) represents the interests of scientific/artistic employees. The RUB staff council is automatically responsible for technical and administrative employees. However, the WPR can formally only act on your behalf in personal concerns if you have made an application for participation prior to the institution of a measure through the responsible department. The relevant form can be found at www.ruhr-uni-bochum.de/wpr. Please don’t hesitate to contact the WPR with any questions anytime even without previously filing an application for their participation. The RUB staff council consists of 15 members – thirteen representatives of employees according to a collective agreement and two representatives of civil servants.

The staff council for scientific/artistic employees too, consists of 15 RUB members, including employees according to a collective agreement and civil servants as well as employees in temporary and permanent employment. In both staff councils employees from numerous faculties and institutions covering a broad spectrum of experiences are represented.

Members of the staff council participate in face-to-face discussions with colleagues, superiors and the university administration and are actively involved in formal procedures of co-determination by providing information or partaking in discussions and votings.

THE STAFF COUNCILS OFFER COUNSELLING ON THE FOLLOWING FIELDS:

Human resources issues:
- employment, promotion, salary brackets
- assignment of new tasks
- transfer and secondment
- notice of warning and termination of the employment relationship

Social issues:
- benefits, bonuses etc.
- occupational health and safety; prevention of accidents
- in accordance with the service agreement for operational integration management (Betriebliches Eingliederungsmanagement, BEM), on request information and support in the BEM process as a member of the integration team
- regulation of working hours (extension, reduction, overtime)
- continued training

Organizational issues:
- changes in specific departments
- introduction of new working methods
- data protection
- organizational charts and schedules of responsibilities
- preparation of budgets and personnel programs
Besides, the staff councils are advisors to the university board and are involved in organizational and human resources development.

**STAFF COUNCILS AND HUMAN RESOURCES DEVELOPMENT**

By participating in human resources development the RUB staff councils aim at

- paving the way for improved work results
- preserving and creating qualified, future-oriented, attractive and safe jobs
- promoting team work and co-operation between the technical, administrative and scientific staff
- involving employees in reorganization processes and the structuring of their work
- communicating the ideas of RUB employees; making sure that their ideas of a reasonable design of their work environment are taken seriously.

The staff councils will always have an ear for your concerns and your ideas on how to support your colleagues.

**FURTHER INFORMATION**

RUB staff council:
https://www.ruhr-uni-bochum.de/personalrat/

RUB staff council for scientific/ artistic employees:
http://www.wpr.ruhr-uni-bochum.de/index.html.de

**FULLY INTEGRATED REPRESENTATIVES OF SEVERELY DISABLED EMPLOYEES**

Health is a highly important topic especially for severely disabled persons. How can I do my job with as few obstacles and as much pleasure as possible?

The RUB representative body of severely disabled employees provides counselling and support for severely disabled persons or equivalent persons with all questions and suggestions. Sometimes disabled persons still encounter problems on their way through the university or at their workplace. It is therefore one of the representative body’s main goals to turn RUB into a barrier free university. Obstacles at one’s workplace can most often be eliminated with financial support from regional authorities or other institutions. The RUB representative body of severely disabled employees operates on the basis of ‘Sozialgesetzbuch 9’ (SGB IX; Social Security Code) and the guidelines of the NRW Ministry of the Interior.

**WE REPRESENT:**

- severely disabled employees
- employees equal to severely disabled employees
- employees who have filed an application
- employees who intend to file an application

**OUR RESPONSIBILITIES INCLUDE:**

The supervision function: The RUB representative body of severely disabled employees has the obligation to ensure that the laws, regulations, collective agreements and works agreements applicable to severely disabled persons shall be implemented and that the employer shall carry out his duties according to SGB IX.

The provision function: The RUB representative body of severely disabled employees has the obligation to request measures for the benefit of severely disabled persons – especially preventive measures – from the responsible institutions (e.g. Equal Employment Opportunity Commission, the employment center, social insurance agencies etc.).
The intermediary function: The RUB representative body of severely disabled employees has the obligation to take suggestions and complaints from severely disabled persons and, if they seem justified, work towards a settlement of the respective issues by negotiating with the employer.

The support function: The RUB representative body of severely disabled employees has the obligation to support employees with applications to the pension office and the employment center.

The consulting function: The RUB representative body of severely disabled employees has the right to take part in all staff council meetings and the occupational safety commission in a consulting function. They have the right to request that all issues especially concerning individual severely disabled persons or severely disabled persons as a group are included in the agenda of staff council meetings.

FURTHER INFORMATION
Tel.: - 22925
E-mail: SBV: sbv@rub.de

ALWAYS “UP TO DATE”
MEDIA, PUBLIC RELATIONS AND PR

PRESS RELEASES
are published daily and keep the media up to date on current research and education, as well as on campus life at RUB. If you wish to publish a press release, please get in touch with the corporate communications department, either by phone or by email:

Corporate Communications Department
Office: Susanne Scheepers
Phone: -28830, email: dezernat8@uv.rub.de
Web URL: www.uv.rub.de/dezernat8/

MARKETING, DESIGN AND PHOTOGRAPHY
Establishing the “RUB” brand is yet another key objective of the corporate communications department. If you wish to create PR projects or campaigns or if you require photos for your institution, feel free to get in touch with Agentur der RUB. Agentur der RUB provides products and services that are subject to a charge and include campaign consultancy, as well as creative services such as the design of logos, print products and photos. If you have any questions regarding corporate design, the agency (print media) and the web team (online and screen media) are happy to help. If you require assistance with your university website, please reach out to the web team.

Christian Busche, Webteam
Phone: 25407
Email: webteam@uv.rub.de

Stefan Weituschat, Agentur der RUB
Phone: 21378
Email: agentur@uv.rub.de
CT DAS RADIO

CT das radio is the first 24 hours campus radio in Germany. It has been transmitting its program for Bochum’s four universities since November 1997 (around 40,000 students). The program can be received on UKW 90.0 MHz in Bochum and surroundings. It can also be received via cable in Bochum and Wattenscheid on 90.0 MHz and worldwide in best quality as a stereo stream at www.ct-dasradio.de. Mon to Fri during the morning shift the focus lies on entertainment and information, while the specials between 20:00 and 22:00 are dedicated to different music genres.

FURTHER INFORMATION:
CT das radio
Universitätsstraße 150, 44801 Bochum
Building ICN, level 02
Phone: 10900
Email: info@ctdasradio.de
https://www.ctdasradio.de/

BOCHUM’S STUDENTS MAGAZINE (BSZ)

BSZ is a magazine published by students, who report on student life in and around Bochum. The magazine is published biweekly, is free of charge, and is available in displays on campus, in the Mensa and in cafés.

You can find all editions as well as additional news on the website:
www.bszonline.de/

FURTHER INFORMATION
Editorial office
Phone: -26900, email: Redaktion@bszonline.de

ALWAYS WELL SUPPORTED!
TECHNICAL SUPPORT, E-LEARNING AND EVENTMANAGEMENT

MAKING CALLS
At RUB, It-Services is responsible for the maintenance, installation and de-installation of tele-communication devices. Here you find qualified help with all questions concerning telephony (telephone system, telephones, fax machines, business mobile phones, answering machines, telephone books, malfunction etc.). Furthermore, you will also be given the PIN, which is required to be able to make private calls in the first place. In addition, the private and official telephone bill is compiled here.
It-Services is also responsible for the acquisition of mobile devices and contracts. Ruhr-Universität Bochum has concluded a DFN (Deutsches Forschungsnetz / German research net) frame agreement with mobile services provider T-Mobile.
Hence, It-Services offers low cost rates for mobile phones and data cards for all RUB institutions. RUB employees who would just like to try these data cards or need them from time to time can borrow an internet-to-go device.

AUDIO VISUAL EQUIPMENT FOR LECTURE HALLS
Over the past few years, more and more rooms at RUB were equipped with multimedia devices or modernized in terms of their audiovisual equipment in this context. It was made sure that the rooms were equipped with the same devices and that these were easy to use. If you have questions on certain devices, how to use them or in the event of malfunction please contact IT-Services.
IT SUPPORT
IT-Services offers support to all RUB administrative departments in terms of the establishment, improvement and maintenance of a suitable IT infrastructure. Furthermore, they offer support to faculties who don’t have an IT support section of their own.

VIDEO CONFERENCES
Job interviews with distant applicants, project meetings with partner universities or business companies including joint presentations – there are many reasons to organize video conferences. If there just wasn’t the fear of the use of this technology.
For many years department 6 has been successfully operating a mobile video conference system. Last year three stationary systems were additionally acquired. When they have successfully been introduced conducting video conferences will be as easy as making calls.

In order to be able to access the internet via RUB from your home or through dfn@home, e.g. by using a modem, ISDN or DSL via dfn@home RUB affiliates can obtain a personal user ID from the computer center. This user ID also enables you to use WLAN at RUB and to dial in to so-called “brainports” (freely accessible network outlets on the campus or in dormitories). This also includes a personal e-mail address according to the pattern firstname.lastname@ruhr-uni-bochum.de. In addition, you can create your personal homepage. For more questions, please contact IT Services.

FURTHER INFORMATION
E-Mail: its-helpdesk@ruhr-uni-bochum.de
URL: http://it-services.ruhr-uni-bochum.de/

DESIGNING MODERN LESSONS USING E-LEARNING SUPPORT!
You would like to put your course materials online, stay in touch with students even outside of lessons, prepare online tests in order to assess their learning success or you are considering videotaping your lecture? At RUB the RUBeL-team will help you realize these plans. In addition to eLearning platforms such as blackboard and Moodle they offer other helpful technical tools and comprehensive support with all questions concerning eLearning.
Apart from weekly introductions and workshops on eLearning tools, the RUBeL-team offers many support facilities. There are, for example, student e-tutors and e-teams who are the direct contact persons in terms of eLearning at more and more RUB faculties. You have already started using eLearning tools in your course? Then the award of the eLabel might be interesting to you. In this manner, students will know at once that they can benefit from the use of eLearning tools by participating in your course.

FURTHER INFORMATION
https://www.rubel.rub.de/

UNIVERSAL – THE RUB EVENT AGENCY
UNiversaal helps RUB affiliates and RUB guests prepare and realize events of all kinds. We offer support from one single source: One contact person will assist you from the first point of contact to the event wrap-up. It is our goal that you can completely concentrate on the contents of your event. Anything else will be done by us. We’ll book the rooms and organize the technical equipment, the catering and the decoration. We would also be pleased to compile the conference materials for you and to design a cultural program. Just don’t hesitate to contact us!

FURTHER INFORMATION AND CONTACT PERSONS:
www.rub.de/universaal
Tel.: -29090
E-mail: universaal@rub.de
BON APPETIT!
EATING AND DRINKING IN AND AROUND RUB

A head cannot think straight when the stomach is empty, according to the principle of the AKAFÖ (academic services office) catering division. This applies to RUB students and employees in equal measure. This is why the AKAFÖ canteens and cafés provide meals and delicious snacks to students as well as university employees. In addition, there is even more to explore: the campus restaurant Q-West, the beach bar, Kulturcafé, the diverse cuisine at Uni-Center and more.

THE RUB MENSA

Houses a large foyer, a coffee bar, a bistro and a terrace on level 01 (same level as the main entrance). It offers delicious breakfast options, lunch, snacks, and coffee specialties, as well as everything you need to satisfy your sweet tooth. The actual canteen is located a floor below. A huge variety of regular meals, pasta, salads, and other dishes are served there on weekdays. Moreover, cafés in other university buildings supply all kinds of snacks, and the campus restaurant Q-West serves many culinary delights, including dinners.

Additional information on our opening hours and menus: www.akafoe.de

LET YOURSELF BE PAMPERED ON THE CAMPUS

A mokka after lunch?
Try these locations:

CAFÉ OLÉ

Busy stand up café at the foyer of the university administration. However, there is always the time to finish your coffee in peace! Low prices, delicious food, quick service! Vitamins also available.
Mon to Fri: 8:00 to 17:00

KULTURCAFÉ

The ‘Kulturcafé’ (Culture Café), which is run by the RUB student organization ASTA, is located obliquely opposite the university administration. It offers a multiple choice breakfast between 10:00 to 16:00, soups, snacks, bread with different dips and sometimes also a cultural program.
Mon to Fri 10:00 to 20:00, Fri 10:00 to 16:00

UNI CENTER

Only a few steps across the Uni Bridge the commercial Uni Center is located. It offers a culinary variety from German breakfast to Gyros and Kebap. In the mornings, afternoons and evenings it is the perfect place to sit back and relax after conferences and seminars.

ONLY A LITTLE FURTHER...

… in a short walking distance, if you turn right from the Uni-Center, near Buscheyplatz, another location deserves your attention.

LE CLOCHARD

is a students’ pub with an Irish flair and long opening hours, which offers exhibitions, weekly menus online, and tables in the beer garden in the summer.
Opening hours: daily from 4 pm
Additional information
Phone: 0234/ 701829, email: team@leclochard.de
Web URL: www.clochard-bochum.de
RELAXATION
CULTURE AND CREATIVE MATTERS

Art is nice but takes a lot of work as well. However, we love to do this work! For if we have fun and indulge in creative activities in our leisure we take the power gained with us into our job. Because of its international focus, the cultural program at Ruhr-Universität Bochum is quite respectable, holding something for everyone. Whether wandering through the antique art collections or strolling over the annual campus festival, meditating in the Botanical Garden or participating in the events hosted by the self-aid communication center OASE – art and culture are contagious!

BOSKOP (BOCHUM STUDENT CULTURAL COOPERATIVE)
Offers courses and workshops.
Address: Akafö Bochum, Abteilung Kultur, Sumperkamp 9-15, Zi. 422,
Tel.: -11520/21, Fax: 707627;
E-mail: boskop@akafoe.de; Internet: www.akafoe.de/kultur

BOTANICAL GARDEN:
During the summer months (April-September) 9:00 to 18:00,
during the winter months (October-March) 9:00 to 16:00;
www.boga.ruhr-uni-bochum.de/

FILMCLUB STUDIENKREIS (FILM SKF)
Tue/Thu movies for a small budget at HZO 20,
Tel.: -23364; Internet: www.ruhr-uni-bochum.de/skf/

ART COLLECTION
Including antique and modern art and a coin collection,
University library UB, level 01, entrance from Forumsplatz Süd
Tue - Fri 12:00 to 17:00, Sat/Sun 10 to 18, Tel.: -22552,
E-mail: kgi@ruhr-uni-bochum.de,
Internet: www.kgi.ruhr-uni-bochum.de/institut/kusa/kusa.htm

RUB COOKING FRIENDS,
internet: www.ruhr-uni-bochum.de/kochfreunde

OASE SELF AID AND COMMUNICATION CENTER,
Buscheyplatz 3 (near Uni-Center, daily 17:00 to 22:00,
Office hours: Mon/Tue 14:00 to 15:00, Thu 18:00 to 19:00,
Tel.: 0234/79 22 332; Bistro Mon to Fri 17:00 to 22:00
E-Mail: oase@ruhr-uni-bochum.de,
Internet: www.ruhr-uni-bochum.de/oas

‘MUSISCHES ZENTRUM’ (CENTER OF ART AND MUSIC),
MZ 0/02
Lecture period Mon to Fri 8:00 to 21:00, Sat 9:00 to 16:00
Semester break: Mon to Fri 8:00 to 18:00; Tel.: -23945, Fax: -14708
E-Mail: musis-gbf@uni-bochum.de, Internet: www.ruhr-uni-bochum.de/mz/

UNIVERSITÄTSBIBLIOTHEK (UB)
Mon to Fri 8:15 to 20:00, during the summer break open until 17:45;
Tel.: -22788; Internet: www.ub.ruhr-uni-bochum.de/
UNI SPORT BOCHUM
PHYSICAL COMPENSATION FOR YOUR EVERYDAY WORK ROUTINE

The RUB sports programs are open to all RUB employees. You can choose from 470 courses in almost 95 disciplines. Our goal is to give you the chance to indulge in physical activities to make up for your everyday work routine in your university job.

All courses can be booked online at www.hochschulsport-bochum.de. Prerequisite is the acquisition of a ‘sports card’ (costs: 36 € per semester for RUB employees). After you have bought the sports card, you can choose the courses you are interested in. A small participation fee might additionally be required for some courses.

The stated offers for the Uni sport could be also approved and deducted from your working hours. Who wants to take part at the health courses for employees at the Uni sport, can find all the information online at: https://buchung.hochschulsport.ruhr-uni-bochum.de/angebote/aktueller_zeitraum/_Gesundheitskurse_fuer_Beschaeftigte.html
All course descriptions and information on booking modalities can be found at www.hochschulsport-bochum.de.

CONTACT
Hochschulsport Bochum
Phone.: 0234-32 29430
E-Mail: hochschulsport@uv.rub.de

DISCOVERING BOCHUM
BOCHUM ONLINE SERVICES
For many people in Bochum tradition is a highly important issue. One says that prior to every home football match the east stand warms up for the actual match by singing some popular VfL songs. Apart from Herbert Grönemeyer’s “Bochum” the songs “Mein VfL” (My VfL) and „Wir sind die Fans vom VfL“ (We are the VfL fans) by Gruppe Hartmann have gained cult status. In order to find out more about Bochum simply go on the internet. Here is a selection of some interesting links:

THE BOCHUM MUNICIPAL ADMINISTRATION ONLINE:
www.bochum.de

BOCHUM ONLINE MAGAZINES:
www.bo-alternativ.de
www.mein-bochum.de
Public transport timetables:
www.vrr.de

PRESS:
www.coolibri.de (local magazine)
www.waz.de (Westdeutsche Allgemeine Zeitung)
www.westline.de/rn/index.html (Ruhr-Nachrichten)
www.stadtspiegel-bochum.de
LAST BUT NOT LEAST
MISSING SOMETHING?

Your feedback is highly welcome!

Are you missing any important information, which would have been helpful for the first months in your new job?

Please send us your suggestions!

If you have questions...

If you have an idea on how to improve this folder

If you have enjoyed reading this folder...

Please send us your feedback by e-mail to: zekiye.eken@uv.rub.de

We are looking forward to your message!