Welcome to Ruhr-Universität Bochum
Guide for International Researchers
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Ruhr-Universität Bochum

Guide for International Researchers

This guide has been compiled in collaboration with Technische Universität Dortmund and Universität Duisburg-Essen. We should also like to thank EURAXESS Germany and the Alexander von Humboldt Foundation for their contribution to content.
Welcome to UniverCity Bochum!

I hope that you, our guests, will soon feel at home here. We who are involved in municipal administration certainly want to do our best to make sure this is the case. Our colleagues at the Foreigners’ Office are cooperating closely with the Welcome Centre at Ruhr-Universität to help you deal with all the administrative matters.

You have come to Bochum to conduct research at Ruhr-Universität and to continue your education. I am very pleased about this. Your decision emphasizes what an outstanding reputation this university enjoys across the world. At the same time, your stay here gives us the opportunity to familiarise you with our town – a great place to live in one of the most vibrant and densely-packed cultural areas in the world. You will discover an enticing choice of cultural activities ranging from traditional institutions like the “Schaupielhaus” (theatre) and the “Symphoniker” (symphony orchestra) to a broad palette of free artists. Furthermore, you and your family will discover a region that is full of green spaces despite its industrial heritage. There are lots of footpaths and cycle tracks you can use to investigate our town and the Ruhr metropolitan area. Many of these paths pass by industrial buildings of historical interest which, by rather charming contrast to their original purpose, now house cultural venues. To take just one example: the “Jahrhunderthalle” (Century Hall) is a “cathedral of industrial culture” today and the major venue for the “Ruhrtriennale” festival.

The centre of Bochum with its shopping facilities and the “Bermuda Triangle”, an area of cafes, bars and restaurants that draws the crowds from well beyond the city limits, also offers you plenty of variety and, hopefully, many opportunities for enjoyable and stimulating hours.

Lastly, I should just like to mention that you are going to work in what is about to become one of the largest university towns in Germany. In total, Bochum has eight institutions of higher education with more than 56,000 students and nearly 10,000 staff. You will notice that this academic spirit does not leave the town untouched and it will certainly help to make you feel at home here.

I hope you have a very pleasant and successful stay in Bochum.

Best wishes,

Dr. Ottilie Scholz
Mayor of Bochum
Dear ladies and gentlemen and especially our international guests!

You have chosen to come to Bochum to teach and conduct research and are about to spend an extended period with us on the campus of Ruhr-Universität Bochum. I am delighted about this and hope that your stay will be successful and pleasant, both professionally and personally.

Ruhr-Universität Bochum (RUB) sees itself as a community of researcher-teachers and learners in the spirit of universitas. We consider it our duty – and one which we are more than happy to carry out – to help our guests feel at home in this community – all the more so because we are only too aware that your presence on the campus plays an important role in making RUB a more cosmopolitan and high-performance institution. This, in turn, is essential for our common task of shaping the university’s profile.

Research at Ruhr-Universität Bochum is just as high-profile and diverse as the university itself. By implementing innovative structures and formats like cross-faculty Research Departments, and especially the Mercator Research Groups, RUB has created internationally competitive tools for promoting excellent young researchers. Particularly in its interdisciplinary collaborative research areas like protein research, plasma technology, materials sciences and neuroscience or the international consortium on the history of religions, RUB has earned itself an outstanding international reputation.

The annual numbers of Humboldt Fellows and Award Winners who choose Ruhr-Universität Bochum as the destination for their research stay are also indicative of the university’s enormous international pulling-power.

I hope that you and your family will settle down very quickly at RUB and that you will be able to advance your academic projects successfully. I also hope that your stay with us at Ruhr-Universität Bochum will be most enjoyable and enriching from a personal point of view.

Yours sincerely,

Professor Dr Elmar W. Weiler  
Rector
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Ruhr-Universität Bochum (RUB) is a progressive campus university and one of the leading research universities in Germany. In just one location it uniquely spans the entire spectrum of major scientific areas. Its strengths and dynamic cohesion are the product of its mission to be a “modern universitas” (a community whose members learn from one another) and are based on values that are “people-centred – cosmopolitan – high-performance”.

Embedded in the dynamic, hospitable Ruhr Metropolitan Area at the heart of Europe, Ruhr-Universität with its 20 faculties is home to 5,600 staff and more than 42,000 students from more than 100 countries. All the major academic disciplines are united on one compact campus.

The spectrum of subjects taught at RUB covers almost all disciplines from the humanities and social sciences through the natural sciences and medicine to the engineering sciences. Thanks to the compactness of the campus and the alliance with the universities in Dortmund and Duisburg-Essen (Universitätsallianz Ruhr, UAR; see Chapter 1.2) there are almost no limits to the possible combinations of subject. Nearly all courses lead to Bachelor’s and Master’s degrees.

RUB has made an international name for itself with its excellence programmes: the research cluster RE-SOLV (Ruhr Explores Solvation) was selected as a location of excellence in chemistry, investigating processes in solvents. Cross-faculty, cross-disciplinary Research Departments, which collaborate closely amongst themselves as well as at national and international level, also enhance the profile of Ruhr-Universität. And at the international Research School we offer a structured doctoral research programme in the life sciences, natural and engineering sciences as well as the humanities and social sciences.

1.1 People-centred – cosmopolitan – high-performance
Research Departments
www.rd.rub.de/index.html.en

International Graduate Schools
www.rub.de/forschung/wissenschaftlicher-nachwuchs/promotion/graduiertenschulen/index_en

Research School
www.research-school.rub.de

Mercator Research Groups
www.rub.de/mrg/index.html.en

Welcome Centre
www.rub.de/welcome-centre/index.html.en

Our mission
And what breathes life into all of this are the people from across the globe who come together on the campus and help to shape Ruhr-Universität. The values, people-centred – cosmopolitan – high-performance, determine the essence of life at Ruhr-Universität. Being people-centred and cosmopolitan means respecting other cultures and offering guests a home. Being people-centred and high-performance means working together to develop creative potential and tackling new challenges with enthusiasm and ambition. The Ruhr-Universität Campus is a community in which the focus is firmly on people.

Working on the Research Campus

Research and teaching
At Ruhr-Universität, research and teaching are intrinsically linked. This close interrelationship also reflects the principle of universitas: a community of teachers and learners and the free and open interaction between people across subjects and hierarchies.

Research Departments
Internationally-competitive, major research fields at RUB are organised in interdisciplinary Research Departments (RD):

- Research Department Centre for Religious Studies (CERES)
- Materials Research Department
- Research Department Interfacial Systems Chemistry
- Protein Research Department
- Research Department of Neuroscience
- Research Department Plasmas with Complex Interactions
- Research Department Subsurface Modeling and Engineering

Research School
The RUB Research School (RUB-RS) is a campus-wide graduate school. It offers RUB’s doctoral students an innovative platform for practising scientific independence, international mobility and collaboration at an early stage as well as for developing interdisciplinary expertise and leadership skills whilst concentrating on their doctoral project at the same time (see Chapter 2.2).

Promotion of junior researchers
One particular focus area is the promotion of junior researchers: RUB develops novel, unique formats to smooth junior researchers’ path to cooperation and independence (such as the Mercator Research Groups).

International research
It goes without saying that RUB’s research is globally connected with an international outlook, as demonstrated by the Research Departments. Doctoral students from all over the world conduct research at several international Graduate Schools, supported by the Research School, with direct links to world-class research. The Welcome Centre provides intensive assistance for international researchers whilst preparing their stay at RUB as well as once they have arrived (see Chapter 2.1).

Research Portal
RUB’s Research Portal contains detailed, up-to-the-minute information on the university’s research profile. You can discover more about individual research projects, award-winning researchers, research alliances such as Collaborative Research Centres and research groups, coordinated EU projects, project involvement, junior researchers and research promotion.
Internationally well connected

Ruhr-Universität Bochum sees itself as part of a global community of universities. University activities are independent of national boundaries, origin and culture. Bringing together people from all over the world to achieve outstanding results.

At the heart of RUB’s strategic vision, Research Campus RUB, is its determined policy of internationalisation. RUB continues to build on its successful research and teaching strategies with a particular eye to the international dimension. At an early stage, for example, junior researchers at RUB are integrated in international research collaborations. And, in their turn, RUB’s researchers and guests from abroad participate in international activities that take place outside their immediate research areas.

International connections

RUB is a member of the Utrecht Network as well as other international networks in teaching and research. Cooperation agreements exist with numerous distinguished partner universities, which thrive on active exchange of students and researchers as well as diverse projects. In the context of the university alliance (UA Ruhr, see Chapter 1.2), RUB maintains liaison offices in New York, Moscow, Rio de Janeiro and São Paulo together with its neighbouring universities in Dortmund and Duisburg-Essen.

Equal opportunities, diversity and inclusion

Equal opportunities for women and men are a key element of the university development strategy pursued by the Rectorate of Ruhr-Universität Bochum (RUB). It sees equality as a cross-sectional task which is inherent in all its decision-making structures and administrative processes. Diversity and inclusion are also concepts that are implemented at the university as part of the mission of universitas. See Chapter 3.6 for more on this topic.

Family-friendly university

Ruhr-Universität takes special care to implement measures designed to improve the work-family balance – with considerable success: ever since 2006, RUB has officially qualified for the title “family-friendly university”. The portfolio of measures includes on-campus child care, an advisory and mediation service for parents, “ProKids – Der FamilienService”, and a fund to support single-parent students. See Chapters 2.4 and 10 for more on the topic of families.

Management and committees

The Rectorate

The Rectorate is composed of the Rector, the Registrar and three Vice-Rectors. It manages the university and determines its direction.

The Senate

The Senate is elected by the members of the university and represents all status groups within the university. It is the university’s governing body.

The Council of Deans

The Council of Deans advises the Rectorate and the University Council on fundamental matters relating to research, teaching and studying.

University Committees

Permanent committees prepare Senate decisions and advise the Rectorate, the Senate, the Deans and other institutions.

Equal Opportunities Committee

The committee advises and supports the university in all aspects of equal opportunities.

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1.2 The University Alliance Ruhr

Under the slogan “Better Together”, Ruhr-Universität Bochum, TU Dortmund University and the University of Duisburg-Essen formed the University Alliance Ruhr (UA Ruhr). Since 2007, the three major universities in the Ruhr region have been enhancing their performance by pooling their skills and strengths.

The following figures convey the diversity and the level of their combined performance: between the three universities, more than 110,000 young people and nearly 10,000 scientists study, research and work together in a range of subjects that covers all disciplines, from the humanities and social sciences to natural and engineering sciences as well as medicine. The Mercator Foundation generously supports collaboration within the University Alliance Ruhr.

Its 12 German Research Foundation (DFG) research centres, one cluster of excellence, numerous graduate schools and research groups make the University Alliance Ruhr one of the largest and most high-performance research locations in Germany. A total of 5 universities, 16 universities of applied sciences and numerous non-university research institutions demonstrate the transformation of the Ruhr region from a coal and steel district into a new and unique science region.

And the development of this science hotspot is in full swing. For example, the three universities in the Ruhr region jointly operate the Institute for Advanced Studies in the Humanities (KWI) in Essen as well as joint liaison offices in New York, Rio de Janeiro, São Paulo and Moscow. From these bases in the US, Latin America and Russia, the alliance promotes academic exchange with the Ruhr region and networking at the global level.
2.1 Welcome Centre and International Lounge

The Welcome Centre is one of the first ports of call for international researchers and their families at Ruhr-Universität Bochum. This is where you can come to find help in dealing with all the formalities that rain down on you, especially during the first few days after your arrival. But we are here for you before and after your stay as well. Our aim is to ensure that you and your host understand exactly what has to be done to prepare your visit well in advance so that you can settle in quickly once you are here.

We are a EURAXESS Service Centre and, therefore, connected with other institutions advising researchers. We shall always try to give you the most up-to-date information.

To make it easier for you to contact us, the International Lounge is open every day. This is where you will receive your Welcome Package and find someone to answer your questions.

INSIDER INFO:
You are welcome to arrange appointments with us for advisory sessions or direct dealings with the authorities.

First Steps at RUB
The International Lounge at the Welcome Centre is a dedicated drop-in centre for international researchers, their families and their academic mentors.

The lounge is a great place to hang out – you will always find someone to answer your questions about your stay at RUB. In the attractive, centrally-located room you can work, relax or chat to colleagues.

We recommend you to visit the International Lounge as soon as you arrive and register at the Welcome Centre so that you can benefit fully from the services we offer – and collect your welcome package, of course.

Welcome receptions, information evenings and many other events run by the Welcome Centre for visiting researchers and their families take place in the International Lounge.

The lounge is open to you, your family and your guests every day. It offers:

- Comfy corner couches; coffee, tea and other beverages for informal discussions or simply to relax
- Conference table for meetings of up to 12 participants
- Current German and international magazines and newspapers and a small, multilingual book swapping library
- Computer with internet access
- Information on RUB, Bochum and the area as well as current notices
- Children’s play area
- Selection of RUB souvenirs as presents or mementos

You have a question and you do not know who to talk to? Just ask us – if we are not able to help you we will try to guide you to somebody who can.

Registered on the database:

Register at the Welcome Centre in the earliest opportunity. www.rub.de/welcome-centre/index.html.en

INSIDER INFO:

See our website – always up to date!
2.2 RUB Research School

Research School supports doctoral candidates and early postdocs during their research careers at RUB.

All doctoral researchers enrolled at RUB – from the natural sciences and engineering to the life sciences, humanities and social sciences – are members of the Research School. Early postdocs are also most welcome to participate in our programme.

The Research School illustrates the research-related training offered by the faculties and research areas at RUB. Dedicated counselling offers, training in personal skills (e.g. scientific communication, proposal writing, leadership skills) and various intra- and transdisciplinary events such as Science College and Research Day support young researchers during their doctorates. In addition, we offer career guidance for a career in- and outside academia, preparing doctoral researchers and early postdocs for their next career steps.

Doctoral researchers who wish to internationalise their research project and extend their scientific network around the world can be financially supported by Research School PLUS until the end of 2017.

On the website of the Research School doctoral researchers and postdocs can find all the information about our programme and offers. You are most welcome to contact us any time during our office hours and come with your questions about starting or doing a Dr or a Ph.D at RUB.

We are looking forward to seeing you soon!

2.3 Accommodation

At Ruhr-Universität Bochum there are four guest houses providing accommodation for visiting researchers from abroad: the “International Guest House”, the “House of Nations”, the “Uni Forum” and “KUBUS”.

During your stay in Bochum we want to be sure you can live and work in a pleasant atmosphere, and these houses are one way of doing so. Two of the guest houses are located very near to the campus.

You can submit an accommodation request to us via your host department. Your mentor in the department will then book the accommodation you have chosen for you. The minimum rental period in a RUB guest house is one month, the maximum 12 months. All the apartments in the guest houses are fully furnished and the kitchens are equipped with crockery, cutlery, saucepans etc. Household equipment like an iron, vacuum cleaner and so on is also available on each floor. Furthermore, you will be provided with bedding (pillows, duvets) and bed linen (sheets and covers).
Construction work on KUBUS began in May 2009. Based on plans drawn up by Münster architects Pfeiffer, Ellermann and Preckel, it was erected within the ruins of "Haus Weitmar" which was largely destroyed in the Second World War. With a surface area of some 1,200m², spread over four floors, KUBUS hosts temporary exhibitions as well as cultural and scientific events; it also contains offices, a warehouse with a framing and restoration workshop, three exclusive guest apartments for researchers from abroad and a small bistro. KUBUS is equipped with three spacious one room apartments with a kitchenette, with shower/toilet as well as with TV, telephone and Internet access.

House of Nations

This house has 39 units, divided up into one-, two- and three-room apartments with shower/toilet. All the apartments are equipped with telephone and Internet access. There is also a common room / children’s playroom with a television, a reception area, as well as a laundry and drying room. Here, too, is a large garden with a play area (sandpit, swing) and in the summer all the apartments are provided with garden furniture for the balcony or terrace.

Uni-Forum

This house has 19 units for researchers, divided up into one-, two- and three-room apartments as well as two very large apartments, suitable for shared living, with shower/toilet. The apartments are equipped with Internet access and a laundry and drying room. Some apartments also have their own balcony or terrace. The house is located in sight of the RUB-Campus.

KUBUS

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Please note:
In addition to the rent, a security deposit equivalent to one month's rent has to be paid on arrival at the guest houses. When leaving the apartment an additional one-off charge will be made for final cleaning.

Visit the website for more information on the guest houses and photos of typical apartments.

International Guest House

This house has 15 units, divided up into one-, two- and three-room apartments with shower/toilet. All the apartments are equipped with telephone and Internet access. There is also a common television room, a lounge with an open chimney, a separate play room for children, and a laundry and drying room. In addition, there is a large garden with a play area (sandpit etc.). In the summer all the apartments are provided with garden furniture for the balcony or terrace.

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ProKids – Family Services

Family Services

ProKids – Family Services is an advisory centre and child care agency for all the staff and members of Ruhr-Universität Bochum who are about to become or have already become parents. Our aim is to promote and improve the conditions for combining family and job or family and studies at RUB.

Are you searching for someone nearby to care for your baby, toddler or child?
Are you concerned about finding someone to look after your children during the school holidays?
Do you need emergency cover because you have to give a lecture at a conference?

ProKids – Family Services is pleased to help international researchers at the university to solve the dilemma of combining career and family, and has a wide range of services to help you.

Child care agency

Together with the firm B.u.K. (“Betrieblich unterstützte Kinderbetreuung” – company-supported child care), an experienced child care agency, ProKids offers a wide range of advisory and child daycare services specifically for the staff at Ruhr-Universität. Feel free to turn to ProKids for support. If you are looking for a childminder or an au pair or you need help to find a nursery or daycare facilities, ProKids will put you in touch with B.u.K. The services provided by ProKids for RUB’s international researchers are free of charge. Due to the extra administration involved in finding an au pair, however, a percentage of the costs must be borne by the parents. The actual costs of child care must always be borne by the parents.

INSIDER INFO:
If you are unable to find suitable accommodation in Bochum you might want to look around in the neighbouring towns like Herne, Witten, Hattingen, Esch or Dormund. Thanks to the good public transport system, it is easy to commute.

Advertisements usually quote the “Kaltmiete”, which is just the rental amount. You will also have to pay “Nebenkosten” (utilities such as water, heating, electricity, telephone/Internet and tv/radio licence).

If there is an emergency and you have to find child care at short notice please contact B.u.K. directly.

B.u.K.
Tel.: 0231/3674-18/23
Fax: 0231/3674-10
Email: info@buk-fs.de

Holiday activities
Further information on holiday activities:
www.rub.de/de/prokids-ferienangebot
Holiday activities

ProKids organises highly successful holiday activities on campus for children between the ages of 6 and 13. The children of students, staff and researchers can spend two weeks during the summer holidays and one week during the Easter and autumn breaks respectively participating in a guaranteed programme of holiday activities on campus. RUB facilities are used for all-day or part-day programmes of sport, fun and games. Breakfast and lunch are provided, too.

Child care during events

If you wish to take part in certain university events (conferences, professional development activities, workshops etc.), ProKids will look after your children, provided that you register them in advance. Please contact the organiser or ProKids in good time if you require child care.

Caring for dependents

If a member of the family is in need of nursing care, this can sometimes pose a challenge for all members of the family. Here, too, ProKids can advise you on general matters relating to nursing care, care insurance benefits and care homes.

Family-friendly university

Ruhr-Universität Bochum tries to get the work-life balance right between academic training and research on the one side and private/family life on the other. And RUB has been certified as a family-friendly university. By implementing a whole host of measures for parents Ruhr-Universität has introduced a family-friendly infrastructure with professional counselling. Visit the Internet portal “Family-friendly RUB” for more information on this award and the activities of Ruhr-Universität Bochum.

2.5 Computers and Internet Access

RUB’s Internet services

In order to access many of the electronic services Ruhr-Universität offers its members you will need a personal user identity (loginID). If you are a doctoral candidate at RUB you will be given your login details at registration. Using your student ID you can access the RUBICon Portal directly to set a password. Once you have your login details you can immediately use the Internet on campus via cable or wireless.

If you are a member of staff at RUB you will be given your loginID at the service centre in the “Rechenzentrum” (Computer Centre, RZ). In order to activate your loginID you will have to go to the service centre and present photo ID, a certificate of employment and sign a declaration of intent.

INSIDER INFO:
You can find the comprehensive brochure “Family at RUB – guidance” in the International Lounge or visit www.rub.de/fgh. It includes a plan of the campus highlighting the rooms for nursing mothers and baby-changing facilities.
Email

The loginID includes a mailbox and an email address on the pattern:

firstname.familyname@rub.de

The mailbox can be accessed via the Internet or an email programme using the loginID and password.

Internet access

You can access the Internet via RUB’s data network. There are various ways of doing so:

- Access points for cables (known as HIRNPORTS) can be found throughout the university so you can use your laptop or notebook almost everywhere.
- There are two options for using wifi at RUB. You can either use an additional VPN client to access RUB wifi or connect to the Eduroam network by entering your RUB LoginID and password. You can also use the Computer Centre’s communications services via any other Internet access. However, in order to use secure resources you first have to validate yourself using special software (VPN client). The R2 will provide you with this software.
- At the university guest houses (and student residences) you can access the Internet via the university’s internal computer network (HIRN) using your loginID. Information on configuration can be obtained from the R2 service centre.

For this type of Internet access your computer will be assigned an IP address from RUB’s domain of Internet addresses. This will allow you to access certain services that are restricted for use by RUB only, e.g. the University Library databases.

You can also use the Computer Centre’s communications services via any other Internet access. However, in order to use secure resources you first have to validate yourself using special software (VPN client). The R2 will provide you with this software.

Multimedia workplaces

RUB has a number of CIP ‘islands’ where students and staff can use computer workplaces for research purposes and access the Internet.

There are also various training islands which can only be used by the members of certain departments. Please enquire with the respective departmental office about the access requirements and location of the islands.

In the International Lounge there is a fully-equipped computer with a printer and Internet access for the exclusive use of international researchers.

Email configuration and download:

- mail.rub.de/mail/anleitungen
- mail.rub.de/mail

Guide to wifi, VPN:

- noc.rub.de/web/anleitungen
- noc.rub.de/web/wlan

Service Centre at the Computer Centre (RZ)

NA 02/297
Tel.: 02 34 / 32-2 40 25
Fax: 02 34 / 32-1 43 49
Email: rz-service@rub.de
www.rz.rub.de

Opening hours

Mon – Fri: 10 am – 3.30 pm
R2 telephone service: 9 am – 6 pm

CIP Island

NA Building 04/267
Opening hours

Mon – Fri: 7.25 am – 6.45 pm
www.rz.rub.de/dienste/ausbildung/cip
2.6 Libraries

The RUB Library System

The RUB library system is an alliance of the University Library (UB) and numerous specialist libraries in the various departments. UB is RUB’s central lending library and media service facility. Approximately 86,000 electronic journals, 6,000 databases as well as 19,000 e-books can be accessed on campus, in addition to the ‘traditional’ stock of some 4.5 million printed media and over 4,000 current subscriptions to printed journals.

The University Library is located at the heart of the campus. The departmental libraries are housed in the faculty buildings and the university hospital.

Getting started

Please request an internet account from the service centre in the Computer Centre (see Chapter 2.5 “Computer Centre”). You will need your login information to do online research and use the IT infrastructure. You will be able to use our constantly growing stock of e-books, e-journals and specialist databases and do much of your work remotely without having to visit the University Library or one of the departmental libraries. If you want to access the web from your own laptop, please install OpenVPN or eduroam on your computer (https://noc.rub.de/web/anleitungen).

You will need a library card in order to borrow books and media from the University Library. Please request this card in person from the service desk at the University Library. In order to register, you must present the following documentation:

- your employment contract or certificate of employment / letter from the faculty confirming your position
- German citizens: your valid ID card (“Personalausweis”)
- International citizens: your passport and current “Meldebescheinigung” (proof of registration)

The expiry date of your library card will depend on the duration of your stay at RUB. As a rule, if you are working at RUB for a period of less than three months, you will not be eligible for a library card. This is due to our loan periods and automatic renewal system. If you absolutely need to borrow books or media for your work, please approach the Welcome Centre staff.

University Library Infrastructure Facilities

- More than 120 internet work stations
- More than 170 internet access points for laptops (network cables can be borrowed from the library)
- Wifi
- “CIP-Insel” computer cluster with work programmes and multi-format burner (Level 3, Area 5)
- Four modern, comfortable and quiet reading rooms (Level 1, Area 2 | Level 2, Area 2 | Level 3, Areas 2 and 3)
- Campus copying machine: copying, scanning, black-and-white and colour printing. Use requires a ServiceCard or a RUB student ID with credit on the copying account. The ServiceCard is available at the University Library as well as in the copy centre (SSC building)
- Two scanners, available for free
- Lockers for borrowed books and working materials

RUB Library Portal

Website: www.ub.rub.de/index.html.en
Departmental libraries: www.ub.rub.de/Fachbib/index.html.en

Contact at the University Library:
www.ub.rub.de/ansprechpartner/kontakt.html.en

University Library opening hours
Mon – Fri 8 am – midnight
Sat: 11 am – 8 pm
Sun: 11 am – 6 pm

After 10 pm and on Sundays, the library is open for work and study purposes only – no service!

Library cards are issued Mon. – Fri. 9 am 8 pm at the service desk (Level 0).

University Library Information Desk
Mon. – Fri. 9 am – 8 pm
Tel.: 02 34 / 32-2 69 29
Email: ub-information@rub.de

University Library Portal

Website: www.ub.rub.de/index.html.en
Departmental libraries: www.ub.rub.de/Fachbib/index.html.en

Contact at the University Library:
www.ub.rub.de/ansprechpartner/kontakt.html.en

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University Library Information Desk
Mon. – Fri. 9 am – 8 pm
Tel.: 02 34 / 32-2 69 29
Email: ub-information@rub.de

Personal support

For immediate assistance using the library, researching and procuring literature, please go to the University Library information desk (Level 0). If you need in-depth support researching specialist literature or you want to recommend a purchase, please contact the University Library research librarians (Fachbib).
Researching Literature on Campus

To start your search for books, media and journals in the RUB University Library System, use our new search engine-based catalogue-interface “suchen”. The benefits are its quick response time, theme-based ranking of search results, clear overview of locations and links to licensed electronic full text; refined searches using filters and drill-down option to search libraries in Bochum and the surrounding area. In addition, the old RUB OPAC remains available, as well. If you only want to search e-journals and licensed e-books use the electronic journal library Elektronische Zeitschriftenbibliothek (EZB) and our E-Book-Portal.

Research in specialist databases

The RUB University Library Portal offers easy-to-use initial access to relevant scientific electronic information sources. In the main menu, select the heading “Fachinformation” (specialist information) and then the desired specialist field. At the very top of the main page of each scientific discipline you will find a link “Fachdatenbanken” (specialist databases), which will take you to the database information system (DBIS). We differentiate between the essential top databases (upper table) and the entire DBIS stock (lower table). Databases marked "campus" or "CD-ROM" can only be accessed from within the campus network, via WiFi + OpenVPN or via eduroam (see link "external access").

Library service desk. Charges for interlibrary loans for academic purposes can be paid from the budget of your institute. Please contact the departmental office at your host institute.

Lending at the specialist libraries

The departmental libraries are generally for reference only. Books and journals are used in the library reading rooms. Some departmental libraries lend books for short periods. If you wish to borrow an item, please contact the staff at the departmental library.

Interlibrary Loans

Literature that is neither available on campus nor in other libraries in Bochum can be obtained via interlibrary loan, even from abroad, if necessary. Please ask at the information desk.

There is a charge for interlibrary loans. In order to place an order within the German interlibrary system, you must first buy a transaction number for 1.50 euro. When you place your order online, the system will ask you to enter the transaction number at the end of the ordering process. The basic fee of 1.50 euro covers the cost of the loan for one book or copies of up to 20 pages of the original. There may be additional fees in specific cases. Interlibrary loans are considerably more expensive.

Transaction numbers are available at the University Library service desk. Charges for interlibrary loans for academic purposes can be paid from the budget of your institute. Please contact the departmental office at your host institute.

Books and media from external libraries are issued to you by the University Library. Old or valuable items can only be referenced at the service desk in the reading rooms. Copies become your property.

External access to licensed databases:

www.ub.rub.de/DigiBib/fernleihe/fl-info_en.html

Specialist databases

University Library lending

Registration/library card:

www.ub.rub.de/informationen/anmeldung.html

Charges:

www.ub.rub.de/informationen/gebuehren.html

Obtaining literature

Interlibrary Loans/Log-in-page:

www.ub.rub.de/DigiBib/fernleihe.html

Interlibrary Loans/Information on ordering and delivery:

www.ub.rub.de/DigiBib/fernleihe/l-f-hl.htm

Working at the University Library

www.ub.rub.de/informationen/selbst.htm

Information on copying machines on campus:

www.ubruckerzentrum.rub.de/intern/campuskopierer.html

Catalogues

https://suchen.ub.rub.de

https://suchen.ub.rub.de/Uni-Bochum/de

https://suchen.ub.rub.de/intern/campuskopierer.html

https://suchen.ub.rub.de/Uni-Bochum/de/digiopen/index.html
3.1 Language Courses

The University Language Centre (ZFA)

The "Zentrum für Fremdsprachenbildung" (ZFA) is one of the central facilities at Ruhr-Universität Bochum providing language learning opportunities for all the members of the university. The range on offer is very wide. It includes German courses run by the Department of German as a Foreign Language, foreign language courses (general and specialised courses), tandem courses and tandem teaching as well as advice on individual language learning.

German as a foreign language

Every semester, German courses are held for international researchers and their families. The portfolio includes courses concentrating on general language, specialist courses as well as numerous targeted programmes for students, doctoral candidates and researchers from all over the world, which focus on (intercultural) communicative competence in the academic context. The way the courses are constructed and timetabled is designed to enable you to attend regularly without encroaching on your research activity.

Registration and placement tests for the courses are held at the beginning of the semester. For more details on the courses and current timetables visit the Department of German as a Foreign Language website.

Tandem language learning

Tandem language learning means that two people with different native languages cooperate in order to learn systematically with and from each other. If, for example, you want to improve your German, you can work together with someone—in addition to your language course or quite independently—who wants to learn your native language. Tandem partners can meet regularly (face-to-face tandem) or communicate at a distance by telephone, email, chat or videoconference (eTandem). You can work in tandem individually or using a task-based intensive tandem course.

Ruhr-Universität offers a number of services (organising partners, individual learning advice, online assistance etc.) to support tandem language learning. You can discover more about current offers online.
Foreign languages

If you are not only interested in improving your German, but other languages, too, you can turn to the University Language Centre (ZFA). Visit the website for the current programme which usually includes some 20 foreign languages.

There are various different ways of registering for and participating in courses: if you are enrolled as a doctoral candidate (with a student ID) you can register for any of the courses you choose.

If you are employed by Ruhr-Universität on a contract and need to use a foreign language in your work, please initially contact the Professional Development Office (IFB) which offers special language courses for RUB staff. If the foreign language you need to use in your work is not included in the offers for staff, please contact Silvia Markard at IFB.

On top of this, for a reduced fee, you are always welcome to take advantage of language learning opportunities just for the fun of it. Visit the ZFA website for registration dates and register online by clicking on “Registration for External Candidates”.

INSIDER INFO:
Twice a year, at the beginning of each semester, the Department of German as a Foreign Language publishes a brochure with the current programme for the entire year. You will find copies in the International Lounge.

Professional Development (IFB)

Ruhr-Universität Bochum aims to achieve excellence in teaching, research and continuing education. The most important element in reaching this goal is personnel. Only when the staff are motivated and qualified can the university fulfill its ambitious objectives.

This is where “RUB’s professional development” comes in: it is the way we find out about the performance and learning potential of our staff, so that we can use it and promote it in the interests of both the individual and Ruhr-Universität as a whole.

The programme offered by the Professional Development Office (IFB) is directed at everyone working at RUB, i.e. management and staff in academic, technical and administrative capacities.

This model of “one-stop professional development” guarantees a broadly-based programme of continuing education measures as well as tailored individual training and counselling.

Always in the know – RUB’s continuing education mailing list
Are you interested in receiving the latest information on continuing education events taking place at RUB?

Simply send an email to mail Kontakt Service and you will be included in the mailing list!
IFB essentials – what do we offer you?

Every year in September, IFB produces a detailed programme of continuing education opportunities that is open to all staff. Furthermore, we react to concrete enquiries, offer advice or arrange internal and external trainers to provide support on all issues relating to leadership, management, teambuilding and career planning.

For all staff at RUB there are opportunities in the fields:
- Overarching skills
- Communication at work
- Electronic data processing
- Healthcare
- Languages

For academic staff IFB has numerous offers:
- Leadership and management skills in research
- From doctorate to professorship
- Completing a doctorate successfully
- Women researchers at RUB
- Continuing education and training programme in university didactics
- Opportunities for engineering scientists
- Teaching at university – competent from the word go

For the current programme and registration form visit the IFB website.

3.3 Art and Culture on Campus

Art Collections

In 1975, RUB’s art collections, comprising ancient and modern art, were opened in the University Library building. In the Art Museum on campus outstanding works from the permanent collections as well as thematic temporary exhibitions are shown to this day. In 1990, the Modern Collection gained a second exhibition space when “Situation Kunst” (for Max Imdahl) was opened in the grounds of “Haus Weitmar” (see Chapter 4.3).


to the continuing education programme (PDF) via:
www.uv.rub.de/ifb/fortbildungsprogramm
Fine Arts Centre: music and theatre, visual arts and photography

Ruhr-Universität Bochum also has a lot going on in the fields of music and theatre as well as the visual arts and photography. The Fine Arts Centre (“Musikalisches Zentrum”, MZ) is a unique facility at German universities.

Members of the university can become actively involved in painting, sculpture and printing, photography, music for choir and orchestra or theatre productions at the “StudioBlue” stage, all under the tutelage of qualified artists and teachers. There are regular theatre performances, film and theatre festivals as well as photographic and art exhibitions. Apart from ambitious student productions, international theatre groups often give guest performances at Ruhr-Universität. Every semester, a brochure is published listing the courses in music, theatre, visual arts and photography. Apart from ambitious student productions, international theatre groups often give guest performances at Ruhr-Universität. Anyone at the university is eligible to become a member of the University Choir and University Orchestra. Rehearsals take place during term time and concerts are given at the end of the semester. The groups regularly work together with the Bochum Symphony Orchestra and other orchestras or choirs as well as with international soloists. You can join at the beginning of the semester without registering in advance. If you want to take part in the concerts you have to attend rehearsals regularly. The Collegium vocale und Collegium instrumentale also rehearse outside term time.

Visual Arts

In the visual arts section you will find opportunities to work and attend classes in drawing, painting, etching, painting and sculpture. Annual “Overview” exhibitions showcase the diversity of creative potential and expression to be found amongst the participants. Anyone can be creative; you do not have to become a professional artist.

In the Fine Arts Centre you will find the following sections:

Music
In the music section of the Fine Arts Centre there are four different groups for you to participate in: University Choir, University Orchestra, Collegium vocale Bochum and Collegium instrumentale Bochum.

Anyone at the university is eligible to become a member of the University Choir and University Orchestra. Rehearsals take place during term time and concerts are given at the end of the semester. The groups regularly work together with the Bochum Symphony Orchestra and other orchestras or choirs as well as with international soloists. You can join at the beginning of the semester without registering in advance. If you want to take part in the concerts you have to attend rehearsals regularly. The Collegium vocale und Collegium instrumentale also rehearse outside term time.

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Fine Arts Centre (MZ)
Directly at the “Uni-Brücke” (Uni Bridge)
Tel.: 0234/32-23945
Fax: 0234/32-14708
Email: mz-buero@rub.de
www.rub.de/mz

Music section
Prof. Dr. Hans Jaskulsky
Office: MZ 0/13, Sabine Hoeper
Tel.: 0234/32-22800
Fax: 0234/32-24621
Email: mz-musik@rub.de
Office hours by appointment only
www.rub.de/mz-musik

Visual Arts section
Ortrud Kabus
Tel.: 0234/32-23943
Office hours
2 pm – 3 pm and during courses
Photography section
The photography section offers seminars and workshops in various technical, creative and conceptual focus areas. You can both follow up classical photo themes or investigate the experimental world of new media images. The resulting works often flow into photography exhibitions and other projects on selected themes. The section has a large photo lab, a studio with flash equipment, projectors for various film formats, a medium and large format camera, digital camera, repro equipment and various other items of photographic equipment. The digital facilities (computers, image processing programmes, digital cameras, scanners etc.) offer plenty of opportunity for digital image processing. And if you want to check on something there is a small reference library with specialist photographic literature.

“Studiobühne”
If you are interested in practical theatre work then the theatre studio section is the place to head for. You can get involved in a “Studiobühne” production, be it as an actor, stage manager, assistant director, dramatic advisor or organiser.

Registering for all MZ sections: the programme targets students, RUB staff and, to a certain extent, external users. Registration is usually at the beginning of term.

Fine Arts Centre Theatre
RUB drama groups can put on their plays in the Fine Arts Centre Theatre. Since 1999, the “Studiobühne” has been responsible for coordinating and organising the rehearsals and performance dates. Apart from the “Studiobühne” several other student drama groups from different institutes appear there, so that during the semester there is a new production nearly every week. The venue also hosts festivals like the International Video Festival. The “Studiobühne” team helps with organisational and technical matters.

“Studienkreis Film” (SKF) – Student Cinema Club at RUB
During term time the club shows selected films at low prices twice a week, some of them in the original language with German subtitles. You can find the programme on flyers, posters and online. SKF also runs discussions and working groups and sells specialist magazines, cameras, projectors and other equipment.

“boSKop” – AKAFÖ Cultural Office
boSKop is the cultural office for Student Services (AKAFÖ). It organises lots of exciting events and offers a comprehensive programme of courses and workshops. As a member of the university you can take part in various dance classes and creative workshops, attend wine seminars or participate in improvisation theatre. In the summer semester boSKop organises the Campus RuhrComer Festival for emerging young musical talents.

Always something to see
In addition to the monthly concert series (Bochum Blues Session, JAZZ|session|BOCHUM, Folkery), the cultural office also organises many other smaller events during the semester. There are regular concerts, film nights, parties and readings, often with an international focus. Big parties are frequently held in the RUB Mensa.

Photography
Felix Freier
Tel.: 02 34 / 32-2 77 10
Fax: 02 34 / 32-1 47 08
Email: mz-foto@rub.de
www.rub.de/mz-foto

Office hours
Wed 1 pm – 2 pm during term time and by appointment

Studiobühne section
Karin Freymeyer
Tel.: 02 34 / 32-2 28 36
Fax: 02 34 / 32-1 40 10
Email: karin.freymeyer@rub.de
www.rub.de/mz

Please note: When you register you have to differentiate between the “normal” MZ courses and events and those designed for the options component (for students only; with credit points).
The organ in the "Audimax"

Every Monday during term time there is a lunchtime organ concert in the "Audimax" (Lecture Hall) from 1.15 pm – 1.45 pm: 30 minutes of music on the Klais organ to make you relax or prick up your ears. World famous organists also come to play on the Klais organ as part of the concert series "Klangwelten" (Soundscapes).

OASE – exchange, study and development centre

The “OASE”, or Oasis, is one of the facilities run by the Central Office for Student Counselling at Ruhr-Universität Bochum. It is a place of communication and mutual support that is open not only to students and members of the university but to the public, too. Self-help groups are groups of people who share the same problems or objectives.

OASE provides

- Workshops/courses by students for students to prepare for studying
- Relaxation and health courses
- Self-help groups
- Rooms for initiatives and groups
- Support in setting up new groups and initiatives
- Study rooms, i.e. a quiet atmosphere for learning and working together
- A lounge to relax, read and chat

OASE – exchange, study and development centre

Buscheplatz 3
44801 Bochum
Tel.: 02 34 / 7 92 23 32
Email: oase@rub.de

As an RUB institution, OASE is not only open to members of the university but to the general public as well.

Botanical Gardens

The Botanical Gardens, which are located directly behind the science faculty buildings, cover an area of 13 hectares and provide a contrast to the architecture of RUB. Here you can discover many different species of plant, wonderful walks and colourful flowering plants all year round both outside and in the greenhouses. The Botanical Gardens are a favourite with all the inhabitants of Bochum.

The greenhouses you will find plants from warmer climates that cannot survive the winter outside. The 17-metre high tropical greenhouse covering an area of 753 m² gives you a real feel for the luxuriance of tropical growth.

In complete contrast to the tropical rain forest, the desert house contains plant life from the subtropical arid zones.

In the extensive grounds you can visit the Chinese Garden which was given to RUB as a token of friendship by Tongji University in Shanghai in 1990. Chinese architects planned the garden and Chinese workmen built it using original building materials.

Incidentally, if you want to walk further you can continue through the Botanical Gardens along woodland paths all the way to Lake Kemnade!
3.4 University Sports

Ruhr-Universität Bochum offers a whole range of sporting options with 250 courses in 65 different disciplines to help you find a balance between work and study on the one side and active leisure time on the other. You can choose fitness with activities like aerobics or go for ball sports and dancing, health and relaxation courses, right through to water sports and individual activities like archery and climbing.

You can register for the various courses online via the University Sports website, where you will find up-to-date information, or go round to the University Sports Office yourself.

The courses are divided up into four units (“semester programme” and “holiday programme”).

In order to book courses you will need to purchase a “Sports card”. You can then book the various courses at the rates given in the fees table. You will find detailed information on how to book under “Registration”.

The courses are open to everyone, but students, staff and alumni have priority booking. Only those over 18 are eligible to participate.

The dates when the various courses are published and when booking begins can also be found on the homepage in the right-hand column.

In addition to the university sports’ programme, the Professional Development Office (IFB) offers various courses and sporting options for staff at Ruhr-Universität Bochum. These focus particularly on health and relaxation, such as Yoga, Pilates or Zumba. The IFB’s programme appears once a year and is distributed to all RUB staff. (see Chapter 3.2)

INSIDER INFO:
Find out in advance when booking opens online as some courses fill up very fast.
If you are unable to get into a particular course you can join a waiting list. You will then be informed automatically if a place becomes available and you can register for the course.

Information on IFB courses and sports programmes
www.uv.rub.de/ifb/index_en.html
Equal Opportunities

In accordance with its mission of “universitas” Ruhr-Universität seeks to establish equal opportunities in all sectors of the university. Equal opportunities are treated as a cross-sectoral responsibility and play an important role in the university’s profiling.

Equal Opportunities Office

The Equal Opportunities Office is a point of contact for students and staff where you can get information and advice as well as practical assistance if you encounter problems.

The Equal Opportunities officer and her deputy help the university to fulfil its legal obligation to achieve gender equality.

This involves:

■■ promoting women in study and work in higher education
■■ improving the compatibility of career/study and family
■■ promoting research in women’s studies and gender studies
■■ implementing gender equality in personnel policy for staff in technical and administrative as well as academic positions
■■ developing tools and measures for implementing equal opportunities in the faculties and administration

For additional information visit the website of the Equal Opportunities Office.

RUB Equal Opportunities Office

GA 8/58
Tel.: 02 34 / 32-2 78 37
Email: gleichstellungsbuero@rub.de
Office hours
Mon – Fri 9 am – 2 pm

3.6 Equal Opportunities

3.5 RUB Alumni

Anyone who has studied, taught or worked at RUB, or still does so, can become a member of the RUB Alumni. Currently, more than 15,000 individuals have decided to join RUB Alumni because they identify with the university, wish to stay in contact and are interested in receiving information and sharing ideas with RUB and each other.

We should like to invite you, as an international researcher at Ruhr-Universität, to become a member of RUB Alumni free of charge. You will then be given an “eternal” RUB email address so that all the people you meet during your stay at RUB will be able to reach you easily after you have left.

Subscribe to the quarterly Alumni Newsletter in order to discover what has been happening at RUB in the previous three months. If you wish, we will also send you our science magazine RUBIN or the campus magazine RUBENS – also free of charge – so that you can keep up to date with life on the RUB campus.

You will find much more information on the offers for alumni on the website.

RUB Alumni
Corporate Communications
Fundraising and Alumni
UV 0/20
Tel.: 02 34 / 32-2 75 12
Fax: 02 34 / 32-1 40 01
Email: alumni@rub.de
www.rub.de/alumni/index_en

3.5 RUB Alumni

3.6 Equal Opportunities

INSIDER INFO:
Depending on the issue, there are many places to go for advice. Visit www.rub.de/chancengleich/kontakt/weitere-anlaufstellen for an overview.

RUB Alumni
Corporate Communications
Fundraising and Alumni
UV 0/20
Tel.: 02 34 / 32-2 75 12
Fax: 02 34 / 32-1 40 01
Email: alumni@rub.de
www.rub.de/alumni/index_en

3.6 Equal Opportunities

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■■ implementing gender equality in personnel policy for staff in technical and administrative as well as in academic positions
■■ developing tools and measures for implementing equal opportunities in the faculties and administration

For additional information visit the website of the Equal Opportunities Office.

RUB Equal Opportunities Office

GA 8/58
Tel.: 02 34 / 32-2 78 37
Email: gleichstellungsbuero@rub.de
Office hours
Mon – Fri 9 am – 2 pm
www.rub.de/chancengleich/index_en

INSIDER INFO:
Depending on the issue, there are many places to go for advice. Visit www.rub.de/chancengleich/kontakt/weitere-anlaufstellen for an overview.
3.7 Catering and Shopping

The dining hall or “Mensa” and the cafeterias at Ruhr-Universität Bochum are operated by Student Services (AKAFÖ).

Mensa

The dining hall is located directly behind the Auditorium on the university campus. The building houses the main dining hall, the bistro (a smaller dining hall in the upper storey), a coffee bar and the International Lounge (run by the Welcome Centre, see Chapter 2.1). It is the central meeting point for RUB’s students and staff at lunchtimes.

The dining hall offers three varied catering lines to choose from. If you are short of time you can head for the fast track offering soups, oven-bakes and one-pan dishes; in the components section you can put together your own main dishes and vegetables; at the special menu bar dishes are prepared freshly in front of your eyes. At least one of the menus is always vegetarian, and there is a pasta, potato and salad bar on offer every day. The menus that change daily, the special dishes and prices are displayed on flat screens in the foyer of the dining hall and can also be viewed online. You can pay by cash or by student ID or “Mensakarte”, which can be topped up at various points in the Mensa building and Q-West.

In the “Mensa” building you will also find a bistro and a coffee bar. In addition to the standard cafeteria fare of filled rolls, cakes and drinks the bistro also offers a salad bar and a breakfast buffet. When the main “Mensa” is closed the bistro provides three different hot meals every day, including at least one vegetarian option.

GOOD TO KNOW:
The dining hall regularly serves meals using organic products, and AKAFÖ exclusively serves fair trade coffee. Furthermore, the bistro has been awarded the “Job & Fit Certificate” by the German Nutrition Society (DGE) in recognition of its implementation of state-of-the-art nutrition knowledge.

Q-West

Q-West can be found just above the Campus Center and provides food for up to 300 people throughout the day. Different cold and hot dishes, salads and puddings are offered daily, including vegetarian meals. In the serving area ("Mittagstisch") non-cash payment is obligatory. Provided that you have topped-up your credit, you can pay by student ID, Mensa card or Q-West card (the latter can be obtained in Q-West against a deposit of 5 euro). Both cards can be topped-up on the spot using a bank card or cash. At the coffee bar you can pay for snacks and drinks with cash all day. Q-West is open from Monday to Friday from 9 am to 10 pm.

Restaurant with waiter service

At the Beckmannshof in the Botanical Gardens AKAFÖ operates a restaurant with waiter service. You have to make a reservation in advance; you can then choose from two menus to serve a complete three-course meal or you can eat à la carte. Menus change daily.

AKAFÖ Student Services

Akademisches Förderungswerk AöR
Studierendenwerk
Tel.: 02 34/32-1 10 10
Fax: 02 34/32-1 40 10
Email: akafoe@akafoe.de
www.akafoe.de

Mensa menu

www.akafoe.de/gastronomie
The cafeterias at Ruhr-Universität are located in the various buildings and essentially offer filled rolls, bagels and baguettes, salads, cakes, snacks and sweets as well as hot and cold drinks.

In addition to the cafeterias, there is a coffee bar and bakery in the Campus Center as well as the “Henkelmann”. The Henkelmann is a throwback to mining days when the miners took their lunch down the mine with them in a dinner pail. You can get a Henkelmann in the GA, GB, ID and NC buildings.

In summer, a beach bar opens up in front of the GB building. Sand, deckchairs and palm trees invite you to take a break and enjoy ice cream, cocktails, beer, and barbecue specialties.

The opening times of the cafeterias and the “Mensa” differ from one building to another and change in the holidays. Visit the AKAFÖ website for additional information and the current opening times of all AKAFÖ facilities.

Shopping
Campus-Center
You will find some shops, such as bookshops and stationery shops, on campus in the Campus Center which is situated between the “Q-West” and the GA Building.

Uni Center
If you cross the university bridge with the underground station you will reach the Uni-Center. In addition to supermarkets, snack bars and restaurants you will be able to buy the other needs of everyday life. There is also a dispensing chemist, several doctors’ practices, the municipal library, a bank, a post office and a health insurance agency.

In the Uni-Center you will also find the “Bürgerbüro” which is responsible for registration matters.

INSIDER INFO: For other interesting gastronomic options: “Kulturcafé” in Studierendenhaus (SH) and “Unicenter” (Chapter 3.7).

Cafeterias can be found in the following buildings:
GA, GB, GC, ID, NA, NC, MA, SSC, Mensa (foyer), Uni Library, HZO, Campus Center Bakery (in front of Q-West), Q-West (in front of MA), Beach Bar (in front of GB), in summer only). See the site plan (inside back cover) for additional information.

Beckmannshof
www.akafo.de/gastronomien/beckmannshof

Reservations
Tel.: 02 34 / 32-1 13 81

Campus Center
www.campus-center.de

Opening hours
During term time: Mon – Fri 9 am — 5 pm, closed on Saturdays
Outside term time: Mon – Fri 9 am — 3.30 pm, closed on Saturdays

3.8 Glossary of Campus Abbreviations
In Germany, a lot of items and names are abbreviated. On campus, too, you will often be confronted with just two letters to denote an institution or building. Here we have compiled some of the most frequent abbreviations to help you on your way.

AKAFÖ
Akademisches Förderungswerk

Asta
Allgemeiner Studierendenausschuss

boSKop
Bochumer Studentische Kulturoperative

Büro
Ruh-Universität Bochum

RUB
Ruhr-Universität Bochum

UV
Universitätsverwaltung

UB
Universitätsbibliothek

SCC
Studentenverwaltung

WS
Wintersemester

Uni Library
Universitätsbibliothek

IB
Internationales Begegnungszentrum

IBZ
Internationales Begegnungszentrum

IBF
Internationale Begegnungszentrum

IFB
Interne Fortbildung und Beratung

AMA
Academisches Förderungswerk

AZM
Allgemeiner Studierendenausschuss

BoSKop
Bochumer Studentische Kulturoperative

KZ
KZ

INSIDER INFO:
For other interesting gastronomic options: “Kulturcafé” in Studierendenhaus (SH) and “Unicenter” (Chapter 3.7).

INSIDER INFO:
For other interesting gastronomic options: “Kulturcafé” in Studierendenhaus (SH) and “Unicenter” (Chapter 3.7).
Blue Square: a meeting place for town and gown

Blue Square is located in the heart of Bochum, a hands-on research and cultural centre for everyone. Apart from musical events and scientific lectures, students’ and children’s activities are also held here, and people can come and ask questions about Ruhr-Universität and its programmes. A number of conference rooms of different sizes on the upper floors can be hired for events.

“Bochumer Fenster”

Parts of RUB’s Department of Psychology, Law and the Institute for International Law of Peace and Armed Conflict, as well as several lecture halls and student working spaces can be found in the “Bochumer Fenster” (Bochum Window), near the main station.

Universitätsstraße 80/90 a

Not far from the Wasserstraße underground station in Universitätsstraße, RUB’s German as a Foreign Language Section is to be found amongst others. This is the place to attend German language courses at various different levels (see Chapter 3.1).

Am Bergbaumuseum

Very close to Bochum’s Mining Museum is the building housing the Department of Archaeology. The department and museum cooperate closely on research.
The “Ruhrgebiet” (Ruhr Area) is an urban region in the west of the Federal Republic of Germany. A total of 53 towns and municipalities combine to form a unique, seamless metropolitan area that has the feel of a single town. The Ruhr Area is not a natural region but an economic one that owes its cohesion first and foremost to its history as the largest industrial mining region in Europe. It stretches from Hamm in the northeast and Wedel in the northwest as far as Duisburg in the southwest and Hagen in the southeast. As such, the Ruhr Area covers an area of 4,435 square kilometres, roughly 13 per cent of the total area of Nordrhein-Westfalen. Just 200 years ago, the Ruhr Area was a thinly-populated rural region, but with the advent of industrialisation its rich reserves of coal soon turned it into the most important coal mining and steel region in Europe. Within a few decades, several hundred collieries had evolved and the population exploded. The heyday of the mining industry lasted from the 19th to the mid-20th centuries. Altogether, some 3,200 collieries and numerous coke ovens, ironworks and steelworks grew up, employing up to a million people.

The undiscovered metropolis

Hardly anywhere in Central Europe has changed as much over the last few decades as the Ruhr Area. In the second half of the 20th century, a period of structural change meant that most of the collieries and iron and steelworks shut down, throwing the region into serious crisis. Since then, the Ruhr Area has not only been fighting for its economic future but also for its regional cohesion. Despite this, the Ruhr Area with its 5.3 million inhabitants from more than 150 different countries is still the largest economic region in Europe and one of the most important centres of education, science and research. In place of yesterday’s mines, today’s service industries and educational establishments have found a home here. Technology, trade and service industries are the economic sectors of the future. The Ruhr Area has been a conurbation and industrial landscape for 200 years – now it is developing into a metropolis. Nowhere in Europe can you marvel at so many old buildings or gaze at so many new ones, and nowhere are they so closely intertwined. The Ruhr Area is reinventing itself – for more than 30 years now, this stolid old colossus, formed by coal and steel, has been ridding itself of its corset of hard work and industrially determined lifestyles.
Business and science

Since the 1960s, the “motor and energy supplier for the German economic miracle” has been transforming itself into a modern science and technology location. With 5 universities, a university of the arts, 5 other institutions of higher education, 4 Fraunhofer institutes and 1 Max Planck institute, and 5 members of the Leibniz Association as well as more than 250 other non-university educational, research and development institutions, today’s Ruhr metropolitan area is one of the most important science landscapes in Europe. And there is a special feature, too: wall-to-wall linkages between the many collaborations and centres of excellence in the various research areas. The Ruhr is well on the way to becoming one of the leading locations for industry and service industries in Germany. Many enterprises have set up their headquarters in one of the Ruhr cities. This is where important European stream of commerce and innovation is organised; this is where future European energy policy is shaped. New, modern branches, especially information technology, medicine and logistics, as well as energy and water management, determine the economic direction the coal-mining district is taking today.

Industrial heritage

The Ruhr Area is reinventing itself – and has covered a completely new form of culture: industrial heritage. This regional consciousness is vast and was focused on industrial locations: yesterday’s work-place – the pithead towers and blast furnaces, the slag heaps and gasometers – has become today’s monument or landmark. The buildings and factories abandoned by industry are now often used for art and culture, theatre and exhibitions and, indeed, for sport and leisure. During the summer “Hüttenbrauerei”, the Ruhr Area’s festival of arts, these venues host a top-class theatre programme with a unique atmosphere. Once a year, the “Fest der Körperlichkeit” (festival of physical completeness), the long night of industrial culture, opens the doors for one night on industrial facilities from the past and present, which become the unforgettable backdrop for productions by international artists.

In 2010, the Ruhr Area was the European Capital of Culture. Under the motto “Change through Culture – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change – Culture through Change”, it featured many projects and programmes that kicked-started sustainable change.

The Zollern Colliery in Dortmund

This magnificent art nouveau building is now a museum where visitors can get an impression of colliery life in the 19th century. And it is also possible to visit the housing estates built for the miners in the vicinity.

The Zollverein Pit in Essen

This is the “most beautiful colliery in the world” now houses the steelworks for the region, including a “path of iron” demonstration. There are fascinating exhibitions and installations shown here. There is a magnificent view over the Ruhr Area from the viewing platform on the roof.

The Oberhausen Gasometer

Built in 1929, the gasometer now houses the largest and arguably most unusual exhibition space in Europe. The inside is more than ten metres high, and fascinating exhibits and installations are shown here. The most unusual exhibition space in Europe. The inside is more than ten metres high, and fascinating exhibits and installations are shown here.

Henrichshütte Steelworks in Hattingen

The oldest blast furnace in the entire coal-mining area was operational for 150 years. Today, it is an industrial museum introducing visitors to the work and significance of the steelworks for the region, including a “path of iron” demonstration. There are also cultural programmes, special exhibitions and much, much more.

Industrial Heritage Trail

The “Industrial Heritage Trail” links the individual locations in the Ruhr Area. A 420 km route winds its various ways through the region and features themed trails and cycle trails. The anchor points of the Industrial Heritage Trail include:

World Heritage Site: the Zollverein Pit in Essen

This impressive hall was built as an exhibition space for the “1902 Düsseldorf Trade Fair. Today, it is a highly atmospheric performance centre for theatre, concerts and opera.

North Duisburg Landscape Park

The huge site of the former ironworks has now been turned into a public recreation area with climbing walls in the old ore bins and a gasometer for scuba diving. Every evening, a permanent light installation befriends the smelting works in a fascinating show of light and colour.

INSIDER INFO:

You can obtain information and maps on the Ruhr Area, the Industrial Heritage Trail, culture and leisure from the International Welcome Centre at RUB. The staff will be pleased to advise you.

INSIDER INFO:

In Bochum and the entire Ruhr Area there are plenty of places to hire bicycles which will enable you to discover the area by following some of the many cycle paths. Concessions are available for students.

Industrial Heritage Trail:

www.metropoleruhr.de/en/start
www.route-industriekultur.de

World Heritage Site: the Zollverein Pit in Essen

www.rub.de/anreise/fahrrad_en
www.rub.de/welcomecentre/bochum/bicycle.html.en
4.2 Ruhr Culture in Figures

<table>
<thead>
<tr>
<th>What</th>
<th>How many</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial heritage</td>
<td>about 3,500</td>
<td>In the entire Ruhr Area, incorporated in the Industrial Heritage Trail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visitors' Centre at the “Zollverein” world heritage site in Essen</td>
</tr>
<tr>
<td>Festivals and festivities</td>
<td>about 350 per year</td>
<td>Including the Ruhrtornade, Ruhr Festival, Ruhr Piano Festival, Ruhr Classics Festival, as well as other events in many different sectors of the arts (music, cinema, dance etc.) in the entire region</td>
</tr>
<tr>
<td>Museums</td>
<td>about 400</td>
<td>In the entire region: Ruhr Museum at the “Zollverein”, Museum Folkwang in Essen, Emil Schumacher Museum in Hagen, Dortmund U</td>
</tr>
<tr>
<td>Theatres</td>
<td>about 120</td>
<td>Including the Alto Theater and Grillo Theater in Essen, Schaustheater Bochum, Theater Duisburg</td>
</tr>
<tr>
<td>Cultural centres</td>
<td>about 100</td>
<td>In the entire region</td>
</tr>
<tr>
<td>Concert halls</td>
<td>about 100</td>
<td>Including Dortmund, Essen, Duisburg, (Musikzentrum Bochum under construction)</td>
</tr>
<tr>
<td>Musical theatres</td>
<td>2</td>
<td>Bochum, Oberhausen</td>
</tr>
</tbody>
</table>

Source: www.ruhr-tourismus.de

4.3 Bochum

Bochum is situated in the very heart of the Ruhr Area in central Nordrhein-Westfalen, not far from the state capital of Düsseldorf. With a population of some 365,000 (as of 31.12.2013) it is the sixth largest town in the Federal State and amongst the 20 largest cities in the Federal Republic of Germany. In 1905, the number of inhabitants passed the 100,000 mark, turning Bochum into a city. Bochum was once the town with the most collieries in the Ruhr Area.

From the mid-19th century, coal and steel brought the town a hundred years of prosperity. One of the main protagonists was the Bochum iron and steel company, the “Bochumer Verein”, still a leading cast steel factory, which used to be famous for producing cast steel bells.

In the post-war years, there was a tangible sense of purpose in the devastated town; the Ruhr Area was the driving force in Germany's economic miracle. Iron and steel worked to capacity, and Bochum built a new “Schauspielhaus” (theatre) on the ruins of the old one and a new main station. The effects of the crisis in the coal industry turned the 1960s into a decade of change for Bochum. The decision to set up an Opel production plant was taken, the largest German shopping centre “Ruhrpark” was built outside the urban area, Bochum Museum was opened and the first and largest university in the Ruhr Area was founded: Ruhr-Universität Bochum.
The last of the collieries was shut down in 1973. Today, Bochum is a town poised between industry, academia and culture. The result is a charming mixture of friendliness, the student scene and cutting-edge culture – unique in its variety and vitality.

UniverCity Bochum

There are eight institutions of higher education in Bochum, including Ruhr-Universität and various universities of applied sciences focusing on technical, social and arts subjects. With more than 42,000 students, Ruhr-Universität is one of the largest universities in Germany. It is also the oldest university in the Ruhr Area with a portfolio covering a broad spectrum of subjects as well as internationally renowned research and teaching on the one hand and business and industry on the other.

Bochum's largest university of applied sciences with more than 6,300 students and 450 staff. It offers degree courses in engineering and technological subjects, including those related to mining. The “Evangelische Fachhochschule Rheinland-Westfalen” is the largest institution focusing on theology, social and arts subjects as well as internationally renowned research and teaching on the one hand and business and industry on the other.

Universities of applied sciences focusing on technical, social and cultural subjects: With more than 6,300 students, Ruhr-Universität is one of the largest universities in Germany. The much-acclaimed productions of famous directors like Peter Zadek, Claus Peymann, Leander Haußmann, Peter Zadek, Claus Peymann, Leander Haußmann, Matthias Hartmann and Elmar Gersond with out- standing companies formed the basis for the excellent reputation that the theatre successfully continues to uphold.

Culture and leisure in Bochum – thrilling diversity

More than 40 stages, including the famous “Bochum Schaupielhaus” and the Bochum Symphony Orchestra as well as a host of small venues, offer plenty of choice for an evening’s entertainment. The unique German Mine Museum, the Art Museum Bochum, the Zeiss Planetarium as well as numerous smaller museums and galleries run interesting exhibitions and events. In the “Bermuda3Eck” (Bermuda Triangle), there are more than 60 pubs, bars and restaurants to choose from on the longest entertainment strip in the Ruhr Area.

Bochum Symphony Orchestra

For more than 50 years, this internationally renowned classical orchestra has been entertaining audiences with an extremely varied programme and will soon move into a permanent home. Between 2013 and 2015, a new music centre is under development in the Viktoria district of Bochum. It will house both a concert hall and space for promoting young musicians.

The “Bermuda3Eck”, a music festival that takes place every summer, is home to the BioMedicine Centre, a communal development area for health sector businesses, and the “Landeszentrum Gesundheit Nordrhein-Westfalen”, an advisory body promoting health in the state of Nordrhein-Westfalen. This integrated strategy implements the dovetailing of health policy with science, research and teaching on the one hand and business development on the other.

The “Entertainment Mile”

The international “Ruhrtriennale” festival captures the contrasts of the old and the new, of industry and culture. The “Hochschule Bochum” is one of the eight academic institutions of higher education in the Ruhr Area with a portfolio covering a broad spectrum of subjects as well as internationally renowned research and teaching on the one hand and business and industry on the other.

The “Bermuda3Eck” is the most popular pub and restaurant entertainment district in the city centre. More than 60 restaurants, bars, clubs, pubs and cafés catering for about 10,000 people constitute the most concentrated entertainment area in the region. During “Bochum Total”, a music festival that takes place every summer, the Bermuda Triangle is transformed into a gigantic amusement area.

“Starlight Express”

With an audience of more than 15 million, “Starlight Express” is Germany’s most successful and fast-paced musical. Since 1983, the performers, on roller skates, have been hurtling across the stage right down the middle of the auditorium at speeds of up to 60 kilometres per hour.

FIDENA (figure theatre of the nations), Varieté et cetera, prinz regent theater, Kultur Magazin Lothringen, The cinema Zauberkasten, Theater der Gezeiten, Kulturhaus Thalheim – lots of stages in Bochum regularly host performances and events.

The “Entertainment Mile”

The former railway station “Langendreer Bahnhof” is now a particular kind of cultural centre. The wide-ranging programme includes cabaret and comedy, music and concerts, children’s theatre, cinema, readings, events and lectures on political topics.
Art and museums in Bochum

Bochum showcases its industrial past in various industrial heritage museums. But art gets a fair showing, too. The “Kunstmuseum Bochum” (museum of art) focuses on contemporary art in both permanent and temporary exhibitions. And since amateur astronomer Heinz Kaminsky set up the “Volkssternwarte” (observatory) in 1946, Bochum has become a centre of astronomy as well. Today, there is a planetarium and an observatory in Sundern.

“Deutsches Bergbau-Museum”
The German Mining Museum in Bochum is the most important specialist museum of its kind in the world. You can visit a replica mine covering 2.5 kilometres under the museum, huge halls containing mining equipment, and see a wealth of exhibits and models. You can also take a lift up the double strut-frame headgear that has become the symbol of Bochum to enjoy a panoramic view of the area from the viewing platforms 50 and 62 metres above the museum.

Additional information on Bochum and the Ruhr Area
Bochum – official website
www.bochum.de
Ruhr Area – official website
www.metropoleruhr.de/en/start
Bochum Marketing
www.bochum-tourismus.de/en/index
German Mining Museum
www.bergbaumuseum.de/index.php/en
Art Museum Bochum
www.bochum.de/museum
Railway Museum
www.eisenbahnmuseum-bochum.de

“Zeche Hannover”
The massive brick Malkow tower is the hallmark of the industrial museum at Hannover Colliery. The “Kids’ Colliery” is the highlight for children. Here they can play at being coal miners in the gallery and pit and operate a hoist.

“Zeiss Planetarium”
At the Zeiss Planetarium in Bochum you can gaze at 9,000 stars twinkling under a 20-metre dome. Anything up to 300 people can settle down in comfortable reclining chairs to watch the formation of the universe or observe the starry sky above. The ethereal music of the spheres and special events like an eclipse of the moon are particularly popular, not least with children.

“Situation Kunst” (for Max Imdahl) in the grounds of Haus Weltmar
“Situation Kunst” (for Max Imdahl) is part of Ruhr-Universität’s art collections. The whole complex was the brainchild of the gallery-owner, Alexander von Berswordt-Wallrabe, in 1988, and it was implemented in 1990. The buildings house a permanent exhibition including significant works by contemporary artists as well as African and Asian artefacts. In 2010, KUBUS was opened, an exhibition space for temporary exhibitions.

“Kemnade House”
Kemnade House was built in the 17th and 18th centuries. Today, the castle hosts a local heritage collection including the Kortum Archive, temporary exhibitions by the Bochum Art Society as well as collections of musical instruments and East Asian art. In summer, “Kemnade International Festival” takes place in the courtyard of the moated castle. There is also a rural heritage exhibition in the Farmhouse Museum to the east of the castle.
Bochum: surprisingly green

Former industrial districts transformed into recreation areas. Bochum’s Municipal Park, numerous open spaces and lakes, meadows and woods along the banks of the Ruhr: Bochum is simply unbelievably green. You can jog until your heart’s content, rollerblade or simply relax in the sunshine in the recreational areas spread all over the town.

“Die Ruhr”
The river Ruhr, which has given its name to the entire region, meanders along the city limits in south Bochum. You can make your way on foot from Lake Kemnade via Hattingen and Dülhütten to Essen or wander in the opposite direction through the green Ruhr Valley at Witten. Alternatively, you can cycle along the “Leitpfad” – the old towpath beside the river, or cover the distance by canoe.

“Stadtpark”
Bochum’s municipal park was one of the first public parks to be opened in Germany in 1876. Beautifully designed gardens, attractive paths and a view of Bochum bathed in green from the Bismarck Tower guarantee its popularity today. There is a big children’s playground and a well-kept crazy golf course. Bochum’s Zoo is also located in the municipal park and has a pets’ corner for children.

“Westpark”
The site of the Krupp steelworks, formerly a “forbidden city”, is now a recreation area just a short walk west from the centre of town. In between the industrial sites around the “Jahrhunderthalle” a modern park has been created that amalgamates the industrial character of the place with leisure and sport facilities. At night, light installations illuminate the edge of the paths, the birches and poplar trees. It is in the Westpark that the “Erzbahntrasse” begins, the old iron ore railway line that has now become a foot and cycle path leading all the way to the Rhine-Herne Canal.

Lake Kemnade
The most popular recreation area in easy reach of Bochum is the big Ruhr reservoir in the south of the town. Unfortunately, you are not allowed to bathe, but you may surf, row or cluse across the steamer “MS Kemnade”. Many of the people who live in Bochum come here to walk and jog or to rollerblade and cycle round the lake. There are public barbeque areas, plenty of grass for lounging around, crazy golf, beach volleyball and tennis for the whole family. You can acquire a “Segelschein” (sailing licence) at the boatshed. The Heveney waterpark is situated directly on Kemnade Lake and boasts indoor and outdoor pools, waterslides and extensive sauna facilities.

Lake Kemnade
www.kemnader-see.de

Bochum Zoo
www.tierpark-bochum.de

Lake Kemnade
www.uni-bochum.de

The Botanical Gardens
Immediately behind the science faculty at Ruhr University you will find the university Botanical Gardens, covering an area of 13 hectares. The top attractions are the Chinese Garden and the Tropical Greenhouse. You can discover more in Chapter 3.3.

Lake Kemnade
www.kemnader-see.de

Bochum Zoo
www.tierpark-bochum.de

The Botanical Gardens
www.uni-bochum.de

“Die Ruhr”

Jaycees, Bochum, Germany
4
A Road Map for your Research Visit

5.1. Check List

Before you leave home

The following check list should help you with your travel preparations:

■ Decide when you are going to start work and discuss the date with your (host) institute well in advance
■ Put together the most important documents (see Chapter 5.2.)
■ Apply for your visa (and those of any members of your family accompanying you)
■ Find out about accommodation in your new place of residence
■ Arrange health insurance cover (for your marital partner and children as well)
■ If applicable, enquire about local child care/schools well in advance

When you arrive

These are the first steps you will need to take as soon as you arrive:

■ Visit your department/institute
■ Sign your lease agreement
■ Register (yourself and your family) at the local “Einwohnermeldeamt” (Residents’ Registration Office); you may apply for a “Führungszeugnis” (police clearance certificate) if you will have an employment contract or “Freizügigkeit” (freedom of movement) if you are a citizen of an EU State.
■ Open a bank account
■ Take out a health insurance (see Chapter 8)
■ Sign your employment contract, if applicable
■ Extend your visa/residence title (and those of your marital partner and children)
■ Register your child/ren at kindergarten or school
■ Set up your workplace (Internet access, library card etc.)
■ Obtain information as soon as possible on potential tax obligations and pension rights which may ensue from your employment status
5.2 Important Documents

You will usually need the following documents in order to enter the country:

■ Passports or equivalent identity documents for yourself and any members of your family accompanying you which are valid for three months longer than the entire duration of your stay in Germany
■ A visa for yourself and any members of your family accompanying you (see Chapter 6.1)
■ Letter of invitation from the university, fellowship award letter or hosting agreement
■ A biometric passport photo for your residence permit
■ Possibly additional passport photos for the various ID cards you will need during your stay (please observe the requirements for passport photos laid down by the German Foreign Office)

In many cases you will also need the following documents:

■ Birth certificates for yourself and any members of your family accompanying you (preferably including a German translation)
■ Marriage certificate (preferably including a German translation)
■ Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably including a German or English translation)
■ Vaccination certificates
■ A declaration stating particular or previous illness (possibly recent x-rays) and any current medication
■ If you intend to drive while you are in Germany: international driving licence or foreign driving licence including translation (depending on country of issue); if you wish to take your car with you to Germany you will need additional documentation (see Chapter 11.4)
■ If you conclude an employment contract with a university – depending on the type of contract – you will need additional documents; please ascertain which documents are necessary in your particular case prior to entering the country (see Chapter 7)

ADDITIONAL INFORMATION: www.euraxess.de/portal/Incoming_en.html
5.3 EURAXESS – the Network of European Mobility Centres

What is EURAXESS (Germany)?

EURAXESS is an EU-wide network providing information and advice for internationally mobile researchers. 40 countries are involved. The EURAXESS network typically comprises a central organisation in each country that coordinates the activities in that country and maintains contact with the central organisations in the other countries as well as with the European Commission. In addition, numerous universities and research institutions in all the countries cooperate at local level.

What services are on offer to mobile researchers?

■ Website www.euraxess.de/en and a helpdesk
■ Information, initial advice and mediation services for mobile researchers and those responsible for them (incoming, outgoing, returning) dealing with entry, working, social security, taxation and practical issues as well as frequently asked questions and answers
■ One of the most comprehensive funding databases for researchers in Germany
■ A free, Europe-wide job portal in which researchers can post their CVs and institutions can advertise positions vacant

Interplay between Welcome Centres at local level and EURAXESS Germany

The national EURAXESS coordinators work together with partners and research institutions in their respective countries. In Germany there are more than 70 universities and research institutions – including the universities in Dortmund, Duisburg-Essen and Bochum – which are registered as “local service points” in the EURAXESS network. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, the distribution of work is roughly as follows:

EURAXESS Germany:
■ Initial guidance for researchers on the themes mentioned above
■ Mediating contacts to individual universities and research institutions in Germany

Local service points in the EURAXESS network:
■ Dealing with individuals at the respective institution
■ Providing information on the specific institution/location
■ Mediating contacts to the responsible local organisations/institutions

Mediating contacts to partners in the EURAXESS network in other countries
■ Networking and continuing education events for “researcher advisers” at universities and research institutions in Germany (up to twice a year)
■ Networking between local service points and the Europe-wide EURAXESS network

Interplay between Welcome Centres at local level and EURAXESS Germany

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Entry and Residence

6.1. Visa and Entry

Nationals of EU States, the European Economic Area and Switzerland

If you are an EU national or come from Iceland, Liechtenstein, Norway or Switzerland you will not normally need a visa. You may enter Germany on your national identity card. If you intend to stay in Germany for more than three months you must register at the “Einwohnermeldeamt” (Residents’ Registration Office). You can also already submit proof that you fulfill the Freedom of Movement criteria (see Chapter 6.3). Swiss nationals still require a residence permit for visits of more than 3 months.

Nationals of Australia, Canada, Israel, Japan, New Zealand, Republic of Korea and the USA

If you are a national of one of these states you do not need a visa to enter Germany. However, for visits lasting more than three months you will require a residence permit which you can apply for once you have entered Germany (see Chapter 6.3).

Online application form

If you only need a visa for a short visit of up to 90 days (Schengen Visa) you can complete the application form online by accessing the address given below.

When you have filled in the form completely you must print it out and present it to the German diplomatic mission in person together with all the other application documents required.

http://visa.diplo.de
Visas last more than three months

If you are planning to stay in Germany for more than three months you must apply for a National Visa for Germany (D-Visa) from the German Embassy or Consulate while you are still in your own country or current country of residence. Please note that this applies even when you are already staying in another European Union country. If your marital partner or children are intending to join you during your research stay it is recommendable to apply for their visas together with your own, even if your family is only intending to enter the country a few weeks after you. Do not under any circumstances enter Germany on a “Visitor’s or Tourist Visa” (Schengen Visa). This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months. You would then have to return to your own country at your own expense and apply for the right visa there. The same applies to members of your family. The National Visa entitles you to stay in Germany and travel throughout the Schengen States for up to 90 days within a six-month period.

To apply for a D-Visa you will usually require the following documents:

- Passport (please ensure that your passport is valid for at least three months longer than the duration of your intended stay)
- Proof of your intended activity (e.g. fellowship, employment contract, letter of invitation or hosting agreement from the university)
- Adequate health insurance cover
- Details of proposed accommodation in Germany
- Application form (available from diplomatic missions)

Depending on the individual Embassy the documents required may differ. Please contact the respective diplomatic mission at the earliest opportunity in order to ascertain which documents you will need for your visa application. National Visas are usually issued for a period of three months. Once you have entered Germany you must present this visa to your local “Ausländerbüro” (Immigration or Foreigners’
Office) to apply for a residence permit (see Chapter 6.3.). A National Visa is linked to a specific purpose. This could be studying (e.g., a doctoral candidate on a fellowship, employment (e.g., a research associate or research (e.g., a postdoctoral researcher on a fellowship or employment contract).

Inviting visitors
If you would like to invite a guest to visit you in Germany, such as a member of your family who needs an entry visa, it will be necessary to prove in the application that sufficient financial means are available for the duration of their visit. If the guest is unable to provide this proof themselves, you can pledge to cover all the costs ensuing from the stay in Germany. You can submit this formal obligation to the Immigration Office where you will be issued with a document that the visitor can use as evidence of financial support when applying for a visa.

Office im Rathaus Bochum (Residents’ Registration Office)

Bürgerbüro im Rathaus Bochum (Residents’ Registration Office)
Rathaus Bochum
Willy-Brandt-Platz 2 – 6
44777 Bochum
Tel.: 02 34 / 9 10-19 50

Bürgerbüro Querenburg
Uni-Center
Querenburger Höhe 256
44801 Bochum
Tel.: 02 34 / 9 10-91 22

Visit www.bochum.de > Rathaus und Bürger-Service online for additional information and the addresses of the “Bürgerbüro” in other districts.

6.2 Registering at the “Einwohnermeldeamt” (Residents’ Registration Office)

Everyone who moves into a house or flat in Germany is obliged to register, including visitors who are staying for more than three months. So within a week of entering the country or moving house you will have to register yourself and any members of your family accompanying you at the Residents’ Registration Office responsible for the area in which you live. One of the questions on the registration form refers to your religious faith. The reason for this is that in Germany religious communities are entitled to use the services of the Tax Office to collect “Church Tax” (see Chapter 9.5.1).
INSIDER INFO:
Staff at the Welcome Centre can accompany you to the Residents’ Registration Office. Please ask for an appointment.

At the Residents’ Registration Office you can:

- acquire a “Meldebescheinigung”. This is a paper confirming that you have registered. You will need official proof of registration if you wish to extend your visa, for example, or open a bank account.
- acquire a “Polizeiliches Führungszeugnis” (Police Clearance Certificate). In Germany, this is required for public service employments.
- apply for a “Steuereidentifikationsnummer” (Taxpayer Identification Number). This will be sent to you by post after you have registered. If you are in employment you must then forward this number to the regional authority handling salaries and pensions (Landesamt für Beschaffung und Versorgung, LBV) via Department 3, Personnel Matters.

- register for freedom of movement (see Chapter 6.3) if you are a citizen of an EU Member State.
- acquire an “Abmeldebescheinigung”. This is a paper confirming that you are not registered in Germany anymore. You might need this to close a blocked account or to cancel a contract.

In Bochum, the Residents’ Registration Office is located in the “Bürgerbüro”. In order to register at the Residents’ Registration Office you will need:

- a registration form
- a passport or equivalent document
- for children: birth certificate in English translation

Insider Tip: If you relocate within Germany you must re-register. Please ensure that the names of all registered family members are clearly visible on the doorbell.

![Image -1x122 to 205x431]

6.3 Residence Permit

Residence title for nationals of Non-EU States

Before your entry visa runs out you must apply for a residence permit at your local “Ausländerbüro” (Immigration or Foreigners’ Office). This is issued electronically in the form of a card (eAT). If you are a national of Australia, Canada, Israel, Japan, New Zealand, Republic of Korea or the USA and not only entered the country without a visa but intend staying in Germany for a longer period of time you also have to apply for a residence permit within three months of entering the country. We recommend you to submit your application as soon as possible after having registered at the Residents Registration Office (see Chapter 6.2).
You will usually have to present the following documents to the Immigration Office:

- Completed application for a residence title (available at the Immigration Office)
- Valid passport (please ensure that your passport is valid for at least three months longer than the duration of your intended stay)
- Biometric passport photo (please observe the requirements set out by the Federal Foreign Office: www.epass.de)
- Fellowship award letter, employment contract or hosting agreement with the university (stating the amount of the monthly fellowship or salary as proof that you can support yourself financially)
- Proof of health insurance cover valid in Germany
- For marital partners/children: German or English translations of marriage and birth certificates
- Fees vary. Please ask for more details at the Immigration Office

Depending on the purpose of your stay, there are different residence titles which are associated with different rights (e.g. the right to employment). In the research field, residence titles for the following purposes are the most common:

- §16 Higher education studies, language courses, school education
- §18 Employment
- §19 Settlement permit for highly qualified foreigners
- §19a EU Blue Card
- §20 Research

Temporary residence title

It takes about three to four weeks to issue an electronic residence title. Should your residence title expire during this period, a “Fiktionsbescheinigung” (probationary certificate) must be issued. This is a temporary substitute document that is usually valid for three months.

There are three different types of probationary certificate: “Duldungsfiktion”, “Erlaubnisfiktion” and “Fortbestandsfiktion”. If you have applied for your extension in good time and now have to wait for the card to be issued, you will usually be given a “Fortbestandsfiktion” (probatory continuation) (§81 Abs.4) because your old residence permit will continue to be valid until you receive your new card.

It is possible to travel on the strength of this kind of probationary certificate and you will be allowed to re-enter Germany at any time. Whilst you are using a probationary certificate, however, it is recommendable to enquire at the foreign mission (Embassy/Consulate) of the country to which you will be travelling whether you might incur any problems with entry and exit.

Rights of free movement

States in the European Union (EU) and the European Economic Area (EEA)

If you are a national of an EU Member State, Iceland, Liechtenstein or Norway you need a recognised, valid passport or equivalent document (personal identity card) in order to enter and stay in Germany. You are not required to obtain a visa or residence title. During the first three months after entering the country you have unrestricted right of residence. After this, you will be asked to prove that you meet the Freedom of Movement criteria.

In Bochum:
The “Ausländerbüro der Stadt Bochum” is responsible for issuing residence permits, settlement permits.

Ausländerbüro der Stadt Bochum
Rathaus, Willy-Brandt-Platz 2 - 8
Immigration Office Call Centre
Tel.: 02 34 / 9 10-24 00
Visit www.bochum.de > Rathaus und Bürgerservice online > Ausländerbüro for additional information.

The German Rector’s Conference has drawn up a detailed overview of the various residence titles with regard to criteria like target group, conditions for granting a residence permit, duration/limitation, subsequent immigration of spouses and unmarried children etc. Visit www.hrk.de/hrk-international/mobility-and-mutual-recognition/mobility-of-researchers
Employment Law Regulations

As a foreigner, if you want to work in Germany you usually require a residence title which allows you to pursue gainful employment. You have to apply for it at the Immigration Office in the place you are intending to stay, often as part of the visa procedure. In many cases the Immigration Office itself then has to seek the approval of the Federal Employment Agency; however, this does not apply to academic personnel at universities and research institutes, visiting researchers or technical staff employed in a visiting researcher’s research team. These positions do not require the approval of the Federal Employment Agency. The Immigration Office itself is entitled to issue authorisation allowing you to pursue academic activity and enter this authorisation in your residence permit.

If your husband or wife is not an academic but would like to work in Germany she or he will usually require the approval of the Federal Employment Agency. You will have to apply at the Immigration Office for the type of residence permit that allows the holder to pursue gainful employment and also present a concrete job offer.

6.4 Employment Law Regulations

Academic activity during a short visit

If you work at a university in an academic capacity for no more than three months in a twelve-month period this does not count as employment in terms of the residence law. This usually means that you are not obliged to seek the approval of the Immigration Office for this activity.

Nationals of the EU and the European Economic Area

If you are a citizen of the EU, Iceland, Liechtenstein or Norway you enjoy the right of free movement for workers. You do not need approval in order to pursue gainful employment. Citizens of new EU Member States are usually only given full freedom of movement rights after a transitional period. Like nationals of third countries, they still require a residence permit which allows them to work in Germany. For academics from new Member States (with a degree from a university or university of applied sciences) special regulations may apply.

Freedom of movement applies to:
- individuals in employment (employed or self-employed)
- individuals not in employment (e.g. students)
- family members (including those from non-EU/EEA States)
- long-term residents (in residence more than five years)

If the requirements for freedom of movement are fulfilled, the right of residence exists by law. There is no specific certificate to this effect but the requirements must be fulfilled and proof presented to the Immigration Office or Residents’ Registration Office.

Settlement permit

A settlement permit is an unlimited residence permit which allows the holder to pursue gainful employment. In certain cases, if the applicant is highly qualified, a foreigner coming to Germany may be issued with a settlement permit immediately after entering the country. As a rule, however, foreigners are only entitled to a settlement permit if they have spent five years in the country. You can ask at the Immigration Office.

Freedom of movement applies to:
- individuals in employment (employed or self-employed)
- individuals not in employment (e.g. students)
- family members (including those from non-EU/EEA States)
- long-term residents (in residence more than five years)

If the requirements for freedom of movement are fulfilled, the right of residence exists by law. There is no specific certificate to this effect but the requirements must be fulfilled and proof presented to the Immigration Office or Residents’ Registration Office.
Working and Research at University

7.1 Employment Contract or Appointment

Academic employees at universities conclude employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed. Public servants’ salaries are laid down by the “Bundesbesoldungsgesetz” (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called “W”. In most Federal States academic staff are paid according to a collective pay agreement known as “TV-L”.

You will have to sign your employment contract before you officially start working. Your institute or the personnel department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in Chapters 8 and 9. Please read them carefully.

INSIDER INFO:
English versions of most of the forms are available: www uu rub de/dezernat3/ Formulare Zusatzinformationen html

The personnel department at Ruhr-Universität Bochum (Department 3) is located in the administrative building.
7.2 Visiting Fellowships

If an institute invites you to work at the university as a fellow you will become a member of the university for the duration of your stay and will be entitled to make use of the facilities and opportunities offered by the university. As such, you will be subject to the terms and regulations obtaining at your host institute. We recommend you to clarify major issues with your academic host at the earliest opportunity, such as the use of equipment and laboratories and how cooperation with other members of the academic and, if applicable, technical staff at the institute is supposed to work in practice. Please note that fellows and visiting researchers are not insured by the university. You are obliged to take out health insurance cover yourself. In addition, we recommend you to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see Chapter 8.2).

Finance and funding for research visits to Germany
Euraxess Germany maintains a comprehensive database containing more than 100 programmes offered by funding organisations in Germany. You can also find funding programmes for students, post-graduates and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD).

EURAXESS funding database
www.euraxess.de/portal/funding_database.html

DAAD funding programmes
www.daad.de/en

ELFI – Electronic Research Funding Information System
www.elfi.info/e_index.php

If you are ready to work in Germany, you will find a “Welcome pack for new employees” with the most important information on the RUB website. It includes information on the workplace, working hours, holidays, travel on university business, health and safety, acquisition etc., on employees’ contributions, interest groups, technical support and many other points.

On the RUB website you will find a “Welcome pack for new employees” with the most important information for academic staff just taking up new positions. It includes information on the workplace, working hours, holidays, travel on university business, health and safety, acquisition etc., on employees’ contributions, interest groups, technical support and many other points.

www.rub.de/welcomecentre/work/working.html.en

You are, of course, entitled to use all the facilities such as libraries, refectories, sports amenities or the International Lounge.
7.3 Intellectual Property

On principle, you should ask your host or employer about the handling of intellectual property, patents, and inventions at an early stage. At universities and research institutes there is nearly always an office responsible for the transfer of research and technology. This should be your first port of call to get advice on dealing with intellectual property, and to register patents and licenses. Here you will find information on the necessary procedures and regulations at the respective institution and also get support in carrying out the steps required to complete registration.

Where a patent is registered depends on the type of protection desired. If the German market suffices, you can approach the German Patent and Trademark Office. Protection at European level can be sought at the European Patent Office whilst the World Intellectual Property Organisation (WIPO) offers international protection of patents.
8.1 Research Visit based on an Employment Contract

If you conduct your research in Germany on the basis of an employment contract you are required to pay fixed statutory social security contributions. The employer and the employee each pay half of the contributions. Accident insurance contributions are paid entirely by the employer.

As soon as you start your new job, your host institution will take the steps necessary to register you for insurance. You can register with the “Krankenkasse” (health insurance provider) of your choice, which will then inform the other social security providers. If you do not choose a provider yourself, you will automatically be registered with a provider selected by the university. Once registration has been completed you will receive a “Versicherungsnummer” (insurance number) from the pension scheme provider. The employer is responsible for paying the contributions and will deduct the sum at source.

Health Insurance

In Germany, “Krankenversicherung” (health insurance) is mandatory. The Immigration Office requires proof that you are insured before it will issue a residence permit. There are two types of health insurance in Germany: statutory health insurance and private health insurance.

Statutory health insurance

The level of contributions to statutory health insurance providers has been standardised. The benefits of statutory health insurance are also largely standardised. There are, however, differences in additional contributions and benefits, optional premiums and customer service. As you are free to choose your statutory health insurance provider, it makes sense to compare the benefits on offer. Contributions for health insurance cover are deducted from your gross salary at source.

Statutory health insurance providers

The following statutory health insurance providers have branches in all larger German towns:

- AOK
  - www.aok.de
- BARMER DEK
  - www.en.barmer-gek.de/barmer/web/Portale/English
- DAK Deutsche Angestellten-Krankenkasse
  - www.dak.de/dak/mitglied_werden/English
- Techniker Krankenkasse
  - www.tk.de/english/610312
- List of statutory health insurance providers
  - www.gkv-spitzenverband.de/krankenkassenliste.pdf
By contrast to private insurance companies, statutory insurance providers pay the costs to the doctor or hospital directly. You merely have to present your insurance card before treatment.

If your marital partner or children are accompanying you to Germany it may be possible, under certain circumstances, to insure them on the same policy at no additional cost (family insurance). In order to benefit from this offer, the family members must be registered in Germany as their main residence.

Only in exceptionally exceptional cases and only if a social security agreement has been signed with Germany, are statutory insurance regulations obtaining in your own country may continue to be valid. Please make sure you enquire with your health insurance provider at home whether this is an option for you.

Private health insurance
In contrast to statutory health insurance, employees are not necessarily eligible for private health insurance. Eligibility is dependent on annual income. If you earn more than the annually-changing annual ceiling, you can choose between statutory and private health insurance cover. In employment contracts, private health insurance is a comprehensive insurance and should therefore not be confused with travel insurance (see Chapter 8.2).

Pension scheme
Contributions to “Rentenversicherung”, the German pension scheme, are part of statutory social security payments. The scheme protects those insured and their families if their employment capacity is endangered or reduced and when it ends due to age or death. It covers medical rehabilitation measures, professional rehabilitation, pensions due to diminished employment capacity or incapacity, old-age pensions, dependents’ pensions.

Contributions to the statutory pension scheme are deducted from salaries at source. As a rule, the employer is responsible for paying half of the contributions towards pensions, the employee the other half. You will not need to do anything about this yourself. Under certain circumstances, your payments will accrue rights towards an eventual pension; if this is not the case, you can have your contributions refunded.

Recognition of pension rights
When examining the prerequisites for entitlement, Member States of the EU, the EEA, Switzerland or Partners to the Agreement are obliged to recognise periods during which pension rights have been accrued in Germany. Periods during which pension rights have been accrued in countries which do not have a “Sozialversicherungsabkommen” (social security agreement) with Germany may not be added to the German periods in order to fulfill the prerequisites for entitlement. If you have been employed in different countries in the course of your working life and have paid contributions to the respective social security systems you should make enquiries about your entitlements with the social security providers in the individual countries well in advance.

Advice on pension schemes
Deutsche Rentenversicherung
Hauptverwaltung der Krankenkasse Bahn-See-Piperstraße 14 – 28
44789 Bochum
Tel.: 0800 / 1000-4800; 02 34 / 30 40
www.deutsche-rentenversicherung.de
> click on “Fremdsprachen” for English and other languages

List of private health insurance providers
www.pkv.de/w/files/verband/die-unternehmen-der-pkv.pdf

“Find your pension”
www.findyourpension.de
(On this portal you can find out about the pension schemes and pension institutions in the relevant countries of Europe. The website is designed for internationals mobile researchers and provides information on future pension rights you can receive in Europe.)
Pension contribution refunds
If you return to a country which does not have a social security agreement with Germany you may be eligible for a refund of the pension contributions you have paid in Germany. After a waiting period of two years, you may apply to the “Deutsche Rentenversicherung” (German statutory pension scheme) for a refund. Under certain circumstances, you can continue to pay voluntary contributions to this pension scheme after your research visit has come to an end in order to comply with the waiting period, for example, and thus become eligible for pension rights. Enquire whether a refund is possible and advisable in your particular case.

Insider Info:
You can obtain an application form for exemption from your Personnel Department.

Occupational pension
If your employment contract classifies you as a public service employee you will be included in the statutory “Versorgungsanstalt des Bundes und der Länder” (Pension Institution of the Federal Republic and the Länder, VBL) as well. Your employer will therefore register you with VBL. VBL provides old-age pensions, pensions for those unable to work due to illness or disability as well as widows’ and orphans’ pensions which also apply to registered civil partners and half-orphans.

If you are employed at a university on a fixed-term contract you can be exempted from VBL’s statutory insurance scheme. However, your employer will have to register you for VBL’s voluntary insurance scheme. In this case, it is only the employer who pays into the scheme, at a reduced premium however. This means that you can accrue pension rights without paying contributions yourself. You can only apply to the Personnel Department for exemption within the first two months of starting work. VBL will advise you on the pension rights accruing from your occupational pension scheme or, if you are covered by the statutory scheme for less than 60 months, on the possibility of having your contributions refunded.

Unemployment insurance
Unemployment insurance, called “Arbeitslosenversicherung” in German, is part of statutory social security. It provides insurance cover for jobless people to ensure that they have a secure income while they are searching for work.

If you were in work in Germany before becoming unemployed, were employed subject to statutory social security regulations for at least twelve months in the preceding two years, and are available for recruitment you will normally be entitled to German unemployment benefit. Periods of employment in other EU Member States/EEA States and Switzerland can be taken into account. Unemployment insurance is deducted from salaries at source. As an employee you do not have to do anything about it. The employer is responsible for paying half of the contribution towards unemployment insurance.

To what extent your German contribution periods will be recognised in other countries is something you will have to enquire about in the respective country.

Unemployment Insurance Agency
The “Bundesagentur für Arbeit” (German Federal Employment Agency) is the unemployment insurance provider, represented by its local employment agencies www.arbeitsagentur.de/web/content/DE

Occupational pensions
VBL. Versorgungsanstalt des Bundes und der Länder
Hans-Thoma-Straße 18
76133 Karlsruhe
Tel.: 07 21 / 9 39 89 31
Tailored information for academics on fixed-term contracts:
VBLspezial
www.vbl.de/en/products

8
Accident insurance

Statutory accident insurance

Another pillar of statutory social security is accident insurance. If you have an employment contract and suffer an accident at work or on the way to and from work, you are protected by statutory accident insurance. It also covers occupational illness. Statutory accident insurance for employees is provided by the relevant “Berufsgenossenschaft” (professional or trade association) and the contributions are paid in full by the employer. Please note that you must report an accident immediately or as quickly as possible. The requisite forms can be found on the website of the Department for Safety at Work and the Environment as well as the “Unfallkasse NRW” (statutory accident insurance provider, NRW).

Nursing care insurance

Nursing care insurance, which is directly linked to health insurance cover and automatically taken out with it, is another element of statutory social security. Nursing care insurance helps people who are in need of care and dependent on the assistance of others. It provides for domestic and in-patient care.

Contributions to nursing care insurance are deducted at source from the employee's gross salary. As a rule, the employer pays half the contributions, the employee the other half. Childless employees pay a surcharge. Contributions cannot be refunded.

Special case: public servants

Public servants are employees who are appointed under the laws governing the employment of public servants in Germany, such as professors. Due to this special employment relationship, particular regulations often apply to this group.

One of the most important differences is that public servants are exempt from statutory social security. Instead of the statutory health and nursing care insurance, part of the costs of healthcare, nursing care and births is covered by the so-called “Behilfe”, which is a form of allowance. Being a partial payment, it does not cover the costs completely. Consequently, public servants are obliged to take out additional private health and nursing care insurance. Children and marital partners who are not subject to statutory insurance can benefit from “Behilfe” as well. If, however, a public servant prefers not to be insured privately or is unable to do so for any reason, such as existing health issues, he or she can join the statutory insurance scheme on a voluntary basis. This entails waiving the right to “Behilfe”.

Forms for Unfallkasse NRW

www.unfallkasse-nrw.de/formulare/unfallanzeigen

Stabsstelle für Arbeitssicherheit und Umweltschutz

Tel.: 02 34 / 32-27070

Fax: 02 34 / 32-14233

Email: ursula.fornefeld-schwarz@uv.rub.de

www.uv.rub.de/hsi

Brochure “Gesetzlicher Unfallversicherungsschutz an Hochschulen” (Statutory Accident Insurance at Universities)


www.krankenkassen.rub.de/bv/
Previsons are also affected by the exemption from statutory social security. Traditionally, the public service working relationship was based on the assumption of tenure for life, which meant that when public servants retired they immediately received a pension. In the last few years, however, the number of public servants on fixed-term contracts (junior professors, for example) has increased, meaning that it is now possible to leave public service without pension rights. If this is the case, the former public service employer will pay retrospective insurance contributions into the "Deutsche Rentenversicherung" as though the employee had been classed as an employee and not a public servant for the entire duration. Retrospective contributions are not, however, paid into the "Versorgungsanstalt des Bundes und der Länder" (Pension Institution of the Federal Republic and the Länder, VBL).

Another difference ensuing from exemption from statutory social security is exclusion from unemployment benefit in case of unemployment following a fixed-term public service appointment. In this case (although not if the public servant leaves public service on a voluntary basis before reaching pensionable age), a transitional allowance is paid. The amount depends on the previous salary and the duration of the public service working relationship.

There are also differences between public servants and employees with regard to accidents at work. Public servants do not receive payments from the "Unfallkasse" (statutory accident insurance provider). Any measures required as a result of an accident will be covered by "Beihilfe" or the public service employer. Accidents at work or on the way to and from work should therefore be reported to the university as soon as possible.

8.2 Research Visit based on a Fellowship

Non-EU citizens

Health Insurance
If your stay in Germany is based on a fellowship and not an employment contract you will usually be exempt from statutory social security contributions. You must, however, ensure that you have adequate health insurance cover. Barring certain extremely exceptional cases, you will have to take out private insurance cover.

As private comprehensive insurances are very expensive, many providers offer special tariffs for international researchers who are only staying for the duration of a research visit. The services and tariffs contained in these contracts are different from those of private comprehensive insurances and should not be confused with them. Whilst the latter are much more comprehensive they are also considerably more expensive. It is very important to note that must costs insured for illness preceding the stay in Germany will not be covered. Provided that you respect import regulations, it may, therefore, be wise to bring any necessary medicines with you from home. Insurances also tend to exclude pregnancy, dental treatment and mental health disorders.
Accident insurance
Fellows registered at university are covered by statutory accident insurance. If, however, you are neither enrolled at a university nor have an employment contract, you may not be insured by the university and may have to arrange your insurance cover yourself. It is, therefore, advisable to find out well in advance whether statutory accident insurance applies to you.

Apart from health insurance, which is essential, it is also recommendable to take out insurance against accident and third-party liability claims. Many providers offer combined health, accident and third-party liability insurance.

Pension scheme
As you do not have an employment relationship you will usually not be liable for statutory social security payments. In order to avoid gaps in your pension contributions during the fellowship period you can pay voluntary contributions to the “Deutsche Rentenversicherung” (statutory pension scheme). The latter will advise you on the matter.

EU citizens
EU citizens should initially enquire with their health insurance provider at home whether their domestic insurance cover will continue to be valid during the stay in Germany. If this is the case, you can choose a German statutory health insurance provider as a representative to settle the costs of any doctors’ visits with your domestic provider. You will receive the same benefits from the German statutory health insurance provider for yourself and any members of your family who are also insured as you would if you were registered with a German statutory health insurance provider.

If it is not possible to continue being insured with your domestic health insurance provider you have the choice of either registering voluntarily with a statutory health insurance provider in Germany or taking out a private travel and comprehensive insurance (see above). Particularly if you are only making a short visit, you can also use your European Health Insurance Card when consulting a doctor.

However, the EHC only has limited scope which means it is advisable to take out an additional insurance if you are staying for a longer period of time. The European Health Insurance Card is, for example:

- only valid for essential medical services (the relevant doctor will decide what is essential)
- not valid for trips abroad specifically for the purpose of treatment
- not valid for the costs incurred in transporting an invalid home

European Health Insurance Card (EHIC)
To facilitate treatment during temporary visits abroad, every health insurance scheme is obliged to issue its members with a German statutory health insurance provider. In case of illness in another EU country, or in Iceland, Liechtenstein, Norway and Switzerland, medical services are provided according to the laws of the host country and reimbursed according to the charges applying there.
If your research visit to Germany is based on a fellowship, you may, under certain circumstances, be exempt from taxation under German income tax law. We recommend you to discuss this matter with the organisation that has awarded the fellowship. Furthermore, you should enquire whether the fellowship paid in Germany is subject to taxation in your own country.

The preconditions for tax exemption on fellowships in Germany are:

- The fellowship is paid from public funds or awarded by a public or non-profit agency (provided that it is recognised under German law) or by inter- or supra-governmental institutions of which the Federal Republic of Germany is a member.
- The fellowship is awarded for the purpose of promoting research or for academic or artistic educational or professional development.
- The fellowship does not exceed the amount needed to carry out the research task or to cover living expenses/training needs.
- The fellowship is granted in accordance with the regulations of the donor.
- The fellowship does not stipulate quid pro quo or the employment of the recipient.
9.2 Research Visit based on an Employment Contract

If your research visit is based on an employment con-
tact in Germany and will last more than 6 months,
your globally-earned income and assets will, as a rule, be subject to taxation in Germany.

Income Tax (Einkommensteuer)

Your employer, the university, will deduct income tax (equivalent to tax on wages) from your salary at source and pay it to the tax authorities. The amount of tax depends on factors such as income, marital status and tax bracket. Any person registered in or subject to taxation in Germany is assigned a tax ID number for tax purposes. You will receive this number by post within a few days of registering at the Residents’ Registration Office. It is valid for life. Citing your tax ID number and your date of birth, your employer will contact the tax authorities to request what is called your ELSTAM information, i.e. the information required to calculate the correct tax deduction. You can refer to your income tax statement to view your current ELSTAM data.

9.3 Double Taxation Agreements

In order to avoid a situation in which foreigners are liable to pay tax both in Germany and in their own countries, double taxation agreements have been concluded with many countries. They regulate in which country you have to pay tax.

If you stay for less than 6 months (183 days), your income will be taxed in your own country, provided that you work for a foreign employer and that a double taxation agreement has been concluded assigning the right of taxation to your own country. If any of these conditions is not met, your salary will be taxed in Germany.

The “Finanzamt Bochum-Süd” or “Finanzamt Bochum-Mitte” are the tax offices to contact about matters relating to double taxation for employees of Ruhr-Universität Bochum. These offices will review your application and confirm your tax bracket. If you have any other questions, please contact the “Finanzamt Düsseldorf” for advice.

INSIDER INFO:
Visit the website of the Federal Ministry of Finance for a list of the countries that have signed double taxation agreements with Germany: www.bundesfinanzministerium.de > English > Issues > Taxation > Double Taxation

Limited Income Tax Liability

If you have no habitual domicile in Germany and your stay does not exceed six months your tax liability in Germany is limited. You can download an application for a certificate of limited tax liability for employees: www.formulare-bfinv.de > Steuern > Lohnsteuer > Antrag auf Erteilung einer Bescheinigung für den Lohnsteuerabzug 201___ für beschränkt einkommensteuerpflichtige Arbeitnehmer

You can find more useful information (as well as forms and info sheets) on taxation and double taxation in Nordrhein-Westfalen on the website of the Oberfinanzdirektion Nordrhein Westfalen: www.ofd-rheinland.de
9.4 Tax Return

At the end of each calendar year, you may apply for an income tax adjustment ("Lohnsteuerausgleich") at your local tax office. This may entitle you to a partial refund of the tax you have paid. The necessary documents can be obtained online from the Federal Ministry of Finance or your local tax office ("Finanzamt") or town hall ("Rathaus"). You can also file your tax electronically, using a system called ELSTER ("elektronische Lohnsteuererklärung"). Please find out whether you are required to file a tax return.

If you have already returned home, you have the option of filing your tax return from your own country. It should be filed with your former local tax office by 31 May, but no later than 31 December of the following calendar year. Once the tax office has processed your return, you will receive a tax statement ("Steuerbescheid") informing you whether you will receive a refund and, if so, how much.

Often, it is worth paying a tax accountant to help you complete your tax return.

9.5 Church Tax

An unusual feature of the German tax system is its state-collected Church Tax. Under certain circumstances, religious communities can have the tax authorities collect Church Tax on their behalf. In the case of the major churches, the state collects Church Tax (8-9 percent of your income tax) together with income tax by deducting it directly from your monthly salary. This is why you are asked to state your religious affiliation when you register at the Residents’ Registration Office.

Not all religious communities collect church tax through the state, so please enquire at the Residents’ Registration Office whether Church Tax applies to you.
If you are bringing your children to Germany, you should start researching child care options as soon as possible and, if necessary, make arrangements while you are still in your own country. Even though Germany is making serious efforts to offer more child care options, places may be limited and will always require registration. There are two types of child care: facilities such as day-care centres and nursery schools, or in-home care provided by an individual.

**Day-care centres and nursery schools**

Day-care centres provide care for children from the age of three months until school age. Care is usually provided all day from 7 am to 5 pm.

Nursery schools offer care for children from the age of 2 – 3 until they reach school age. Care is usually provided from 7 am to 2 pm or 4 pm.

If you require child care, please contact the day-care centre or nursery school well in advance and register your child so that the facility can reserve a place for you. Fees are charged according to parental income and depend on the number of hours your child will spend at the facility per week. Most facilities offer lunch as well as educational programmes.

In Bochum
In cooperation with various partners, RUB offers child care and holiday programmes for RUB families. For help with child care issues, visit the ProKids office on campus, or turn to the “family-friendly university” team who will be happy to provide guidance on any other questions relating to the family and care of dependents.

**In Bochum**

In cooperation with various partners, RUB offers child care and holiday programmes for RUB families. For help with child care issues, visit the ProKids office on campus, or turn to the “family-friendly university” team who will be happy to provide guidance on any other questions relating to the family and care of dependents.

Uwe Koßmann
ProKids - Family Service
UV 2/246
Tel.: 02 34 / 32-2 77 72
Fax: 02 34 / 32-1 48 96
Email: prokids@rub.de

For more information on counselling and care services as well as life-work balance in general, please refer to Chapter 2.4

For more information on services for families, visit the City of Bochum website

www.bochum.de> Umwelt/Gesundheit/Soziales > Soziales

**Bringing Your Family on a Research Visit**
In Nordrhein-Westfalen, compulsory education starts with primary school (years 1 – 4), after which pupils have the choice between three different types of school in Germany’s multi-track educational system: Hauptschule ends after year 9 or 10 with a certificate called Hauptschulabschluss. Realschule ends after year 10 with the Realschulabschluss, Gymnasium ends after year 12 with the Abitur, which is the pre-requisite to enter a university. In addition, there are comprehensive schools as well as the new secondary schools (since 2012) which combine various types of school under one roof and issue various school leaving certificates.

State schools are free in Germany. In the field of general education, there are only a few private or international schools that charge fees. The local school authority can provide information about the particulars of the school system in your area.

The choice of school is usually made after a personal visit and consultation with a member of the school leadership team. The academic year begins after the summer holidays in August or September, depending on the federal state. In Germany, most classes are held during the morning hours. However, Nordrhein-Westfalen is currently expanding various forms of day schooling.

More information on the school system in Nordrhein-Westfalen and Germany
Education portal of the State of Nordrhein-Westfalen
www.schulministerium.nrw.de/docs/dec/hs
German Education Server
www.bildungsserver.de
Conference of German Ministers of Education
www.kmk.org/schul/home.htm
Schools in Bochum
Information by the City of Bochum
www.bochum.de/schulverwaltungsamt
School Authority (Schulverwaltungsamt)
Junggesellenstraße 8
44777 Bochum
Germany
Tel.: 02 34 / 9 10-38 63
On campus
Uwe Koßmann
ProKids – Family Service
ProKids – Family Service
UV 2/246
Tel.: 02 34 / 32-2 77 72
Fax: 02 34 / 32-2 48 96
Email: prokids@rub.de

10.2 Schools

In-home child care

In-home child care offers supervision and education mainly for children under the age of 5, which is usually provided at the home of the child-minder. Fees are charged based on parental income.

To find qualified child-minders with a valid child care permit issued by the Youth Welfare Office, please refer to the Youth Welfare Office or ProKids-The Family Service at RUB.

The easiest way to find a babysitter to mind your children for a few hours during the day or in the evening is to ask colleagues or neighbours.

Holiday child care

RUB offers their employees and students holiday child care for a limited number of children ages 6 – 13.

www.rub.de/hcp
Generally, we recommend you to submit an application and familiarise yourself in detail with the responsibilities of the Family Offices as well as your own rights. Currently, a residence permit for the purpose of (doctoral) study does not constitute eligibility for child benefit. Therefore, if you hold this kind of residence permit, you should verify whether your partner is eligible.

Parental allowance and parental allowance plus

Parental allowance and parental allowance plus are designed to compensate for loss of income after the birth of a child. The allowance and eligibility requirements vary according to the parents’ employment situation after the birth of the child, but can be combined. Germany is planning to introduce a partnership bonus that will allow the eligibility period for parental allowance to be extended yet further.

Eligibility requirements:
- Mothers and fathers are eligible for parental allowance and parental allowance plus if they
  - are entitled to pursue gainful employment,
  - care for and raise their children themselves after birth,
  - pursue gainful employment for no more than 30 hours a week,
  - live in the same home with their children and
  - are resident in or habitually reside in Germany.

Parental allowance is 65 – 67 per cent of the family’s average monthly earnings prior to the birth after deducting taxes, social insurance contributions and professional expenses. It is, however, limited to a maximum of 1,800 euro and a minimum of 300 euro. Non-working parents receive the minimum amount in addition to their previous family income. Parental allowance can be claimed by both mother and father from birth until the child reaches 14 months of age. The minimum duration is two months. Both parents can divide the period between them. The maximum claim period for any one parent is 12 months. It can be extended by two additional months if earnings cease and the partner is involved in caring for the child. Single parents who have sole custody or at least the right to determine the place of residence can receive parental allowance to compensate for their loss of earnings and, due to the absence of a partner, claim the full 14 months for themselves. Since parental allowance is paid exclusively on the basis of the child’s age in months, the amount of parental leave requested from the employer should always match the child’s age in months.

Child benefit

Parents can apply for child benefit for their children up to the age of at least 18. Under certain circumstan-
ces, foreign parents are also eligible for this benefit. Applicants are usually eligible for child benefit if they are resident in or habitually reside in Germany. If the applicant resides outside of Germany, he or she may still be eligible for child benefit if the applicant is subject to unlimited income tax liability in Germany.

Eligibility requirements:
- Mothers and fathers are eligible for parental allowance and parental allowance plus if they
  - are entitled to pursue gainful employment,
  - care for and raise their children themselves after birth,
  - pursue gainful employment for no more than 30 hours a week,
  - live in the same home with their children and
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Eligibility requirements:
- Mothers and fathers are eligible for parental allowance and parental allowance plus if they
  - are entitled to pursue gainful employment,
  - care for and raise their children themselves after birth,
10.4 Employment Opportunities for Partners

Labour legislation

Before your husband or wife starts looking for work, you should familiarise yourself with the relevant labour legislation (see Chapter 6.4). Please consult the German Consulate or local Foreign Citizens’ Office to find out whether marital partners are allowed to pursue gainful employment and which documentation you may have to submit to apply for permission.

Job offers

You will find job offers in the weekend editions of newspapers, on online portals, via advertisements on notice boards or at the employment offices of the Federal Employment Agency. EURES – The European Job Mobility Portal – contains job offers and helpful information for all who wish to take advantage of freedom of movement for workers. In Germany, EURES advisers work at the employment agency job centres.

Parental allowance plus will affect children born after 1 July 2015 and simplify the rules for parents who work part-time whilst receiving parental allowance.

Application process and deadlines: Child care allowance must be requested from the relevant local authority using a form which must be completed online and submitted bearing an original signature. The application does not have to be submitted immediately after the child’s birth. However, retroactive payments can only be made for the three months immediately preceding the beginning of the month in which the application for parental allowance was received.

Child care allowance

Parents with a child born after 1 August 2012 who are not (yet) taking advantage of their legal entitlement to early childhood education in a day-care facility or in-home day-care are eligible to apply for a child care allowance. The allowance of 150 euro per month is paid regardless of the parents’ employment situation. As a rule, child care allowance can only be paid following parental allowance, i.e. once the child is 15 months old, for a maximum duration of 22 months.

Application process and deadlines: Child care allowance must be requested from the relevant local authority using a form which must bear an original signature. Retroactive payments can only be made for the three months of the child’s life immediately preceding the month of the application.
11.1 Doctors and Pharmacies

You will find a complete list of doctors, arranged according to field of specialisation, in your local classified directory, “Gelbe Seiten” (Yellow Pages), in print or online. It is often a good idea to go to a general practitioner, often referred to as a “Hausarzt”, first of all. This doctor will then transfer you to a consultant, if necessary. You should always ring the doctor’s surgery in advance to make an appointment. In case of accident or emergency you will be given an appointment on the same day. Otherwise, you will probably have to wait a couple of days or even weeks for an appointment.

Local hospitals do not usually run surgeries for outpatients. If you are ill, your first port of call is a general practitioner. Only go to hospital if there is an emergency or you need treatment following an accident. You will need to present your health insurance card or European health insurance card, EHIC, to receive treatment. If you have private insurance cover, you will receive a bill after the visit to the doctor.

Surgery opening hours vary considerably. Most surgeries are closed at the weekend and on Wednesday afternoon.

Emergency Services

If you urgently need a doctor outside normal surgery hours, you will have to turn to the “ärztlicher Notdienst” or “ärztlicher Bereitschaftsdienst” (emergency services). You can also ring a doctor: the answering phone will usually tell you which doctor is currently on stand-by duty.

Pharmacies

You will not usually be given medicines at the doctor’s surgery. The doctor will write a prescription which you take to a pharmacy where you may have to pay towards the cost of the item. Some medicines can be purchased at the pharmacy without a prescription. If you need medicines at night or at the weekend you should enquire about the “Apotheken-Notdienst” (emergency pharmacy service). You can discover which pharmacy is open all night on which specific day in the local daily newspaper, online or on lists posted visibly at every pharmacy.
Costs of medical treatment

Statutory health insurance
If you are not a private patient your doctor will invoice your statutory health insurance provider directly. All you need to do is to present your health insurance card at the surgery. However, for some treatment and services, such as certain dental fillings, dentures, spectacles, contact lenses and particular medicines, you have to pay an additional fee even if you are not a private patient. The doctor is obliged to inform you about the costs (see Chapter 8).

Private health insurance
If you have a contract with a private health insurance provider, please enquire about the payment procedure before you consult the doctor. You may have to pay the costs for treatment and medicines yourself and then submit the invoices to the insurance provider for reimbursement. Take careful note of the conditions of your health insurance which stipulate whether the provider will reimburse your costs and at what level. Depending on your insurance premium, certain treatment may be excluded or you may be required to pay part of the costs yourself. See Chapter 8 for additional information.

11.2 Emergency Telephone Numbers

Important emergency telephone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>110</td>
</tr>
<tr>
<td>Fire</td>
<td>112</td>
</tr>
<tr>
<td>Emergency/ambulance</td>
<td>112</td>
</tr>
<tr>
<td>Poisoning</td>
<td>0228/1 92 40</td>
</tr>
<tr>
<td>Pastoral advice</td>
<td>0800/1 110 -111 (oder -222)</td>
</tr>
<tr>
<td>Central telephone number to block credit cards</td>
<td>116 116</td>
</tr>
</tbody>
</table>

Important information in emergency situations

In an emergency, please be prepared to answer the following questions:
- Who are you?
- Where has the emergency occurred (address, floor, ...)?
- What has happened?
- How many people are involved?
- What are the injuries / illness / symptoms?
- Wait for answers!
11.3 Banks and “Sparkassen”

If you are staying in Germany for an extended period, are receiving a regular salary or fellowship and have to pay rent, it is a good idea to open a current account at a bank. To do so, you will need to present your passport or identity card and confirmation from the “Einwohnermeldeamt” (Residents’ Registration Office) that you are registered. Some banks will also require you to present your residence permit from the “Ausländerbüro” (local Immigration Office) or proof that you have a regular income.

There are hardly any differences between the banks in respect of the services they offer, but there are differences in the charges you have to pay, so you should be sure to check in advance. You will be issued with a debit card called a “Euro-Cheque-Karte” (EC card) for your current account which will allow you to draw cash from a cashpoint (ATM). This service is free if you use cashpoints belonging to your own bank but incurs charges if the cashpoints are maintained by other banks. Most banks are open from Monday to Friday between 8.30 am and 4 pm.

Apart from cash, most shops, restaurants and firms accept debit and, in some cases, credit cards. In Germany, smaller sums, in cafés for example, are usually paid in cash.

Transferring money abroad can be expensive. You should enquire about the conditions with your own bank at home in advance and possibly choose a bank in Germany that cooperates with your bank at home.

11.4 Means of Transportation

Germany has a good public transport system. You can easily get almost everywhere you want to go by train or bus, tram or underground.

Deutsche Bahn

“Deutsche Bahn” (German Rail) connects all the larger and many of the smaller towns locally, regionally and long-distance. If you use the “Deutsche Bahn” on a regular basis, the purchase of a so-called “BahnCard” may pay off, because you can get discounts when booking tickets. Furthermore, there are special discounts for groups and advance bookings.

Buy your ticket before you get on the train. You can purchase tickets online, or there are ticket machines or ticket offices at the station. If you are in a hurry you can buy your ticket from the ticket collector on long-distance trains. But this is more expensive.

Please note: on local and “S-Bahn” trains you have to buy your ticket before you enter the train. There are ticket inspections on trains and buses, and travelling without a valid ticket (“Schwarzfahren” – fare dodging) might prove expensive. If you are embarking on a longer journey, particularly at the weekend, you should reserve a seat. On some routes, the trains get very full.
Local transport system
There is plenty of local transport in Germany – buses, trams and underground. During the day it is often quicker and easier to travel by bus or tram than by car, particularly in the larger towns. You can usually buy tickets at ticket machines on the platform or inside the trams and underground trains; in buses the drivers often sell tickets, too. However, what is true for one town is not necessarily true for another so you should enquire locally.

“Mehrfahrtenkarten” (multi-trip tickets) are cheaper than individual tickets and can usually be purchased at ticket machines. If you are staying in one place for a longer period and intend using public transport regularly, it may well be worth buying a weekly or monthly season ticket. They are available at the local transport company’s ticket offices which are usually situated near the railway station.

In Bochum
Bochum’s local transport system is run by BOGESTRA AG. You can find their service centre on the “Verteilerebene” of Bochum main station.

www.bogestra.de

The regional provider for local transport is the “Verkehrsverbund Rhein-Ruhr (VRR)”

www.vrr.de/en

Here you will also be able to find out about the various tickets.

Bochum itself is in price category A. If you are intending to use the bus or tram regularly in Bochum, it is worth obtaining a monthly season ticket (Ticket 1000 or 2000). For longer journeys and excursions there is a wide selection of tickets with special deals for groups and weekend trips. If you are registered as a PhD student at RUB you will receive a ticket for the local public transport.

Cycling
In many towns there is a good network of cycle paths. If you like cycling this can be a practical alternative to public transport or driving. Bicycles are also good for discovering the area in your spare time. Many of the tourist attractions in the Ruhr Area are connected by cycle paths which frequently follow former railway tracks. One such, the “Ruhrtalradweg”, follows the river for 230 km from the source in the Sauerland to the mouth at Duisburg.

Taxis
Taxis are relatively expensive in Germany and many people only use them in exceptional circumstances – at night, for example, or when they have a lot of luggage. Prices are regulated. You pay a fixed basic charge plus a specified sum per kilometre.

“Mitfahrzentrale”
One alternative to public transport, especially for long journeys, is the “Mitfahrzentrale” (car sharing agency). Drivers who are going on long journeys often register at a car sharing agency and offer to take passengers. The offers are sorted according to destination and date and you can find out about them online or by telephone.

Bicycle hire in the Ruhr Area
www.metropolradruhr.de/en
www.revierrad.de/lng.php

Taxis in Bochum
www.taxibochum.de
Tel.: 02 34 / 333 000

Mitfahrzentralen
www.mitfahrzentrale.de

Long-distance coaches
www.fernbusse.de

INSIDER INFO:
If you have an RUB email address, you can use it to register for cycle hire which will allow you to use a bicycle for one hour per day free of charge.

www.rub.de/welcomecentre/bochum/bicycle

Forgotten your ticket?
If you forget your ticket you will get an invoice from the ticket inspector which you have to pay within a fortnight. You can significantly reduce the sum on the invoice by subsequently presenting your valid ticket, e.g. weekly or monthly season ticket, to Deutsche Bahn.

Long-distance coaches are more reasonable than rail travel. A long-distance coach may take longer than a train, but the tickets are relatively cheap by comparison.
Air travel

Some airlines offer special rates on certain routes. You may well be able to fly to other European countries very reasonably, and even within Germany air travel may be cheaper than rail travel. However, on domestic routes you may not save much time if you add the time spent getting to the airport and waiting for the flight. Most large towns have good connections to the nearest airports by public transport.

Your own vehicle

Some researchers bring a car with them from home or buy one in Germany. If you are only staying up to six months this is relatively uncomplicated. If you are planning to stay for longer, however, you should consult the “Straßenverkehrsamt” (road traffic agency) on the relevant formalities.

Visit the EURAXESS Germany website for more information on taxation and insurance, the validity of your driving licence and how you can get a German driving licence.

International airports

Düsseldorf
www.dus.com/de-de

Düsseldorf-Weeze:
www.airport-weeze.de/en

Cologne Bonn
www.kln-inn-bonn-airport.de

Frankfurt
www.frankfurt-airport.com/content/frankfurt_airport/en.html

Dortmund
www.dle-travel-airport.de

Amsterdam
www.schiphol.nl

If you bring your own vehicle with you, you should not forget the following documents:

- international driving licence or a licence issued abroad; depending on country, it should include a German translation (after 6 months at the latest you will have to apply for a German driving licence)
- green insurance card (confirming German insurance cover)
- confirmation from your third-party insurance provider at home that you have not had any accidents (this should entitle you to a rebate on your German third-party insurance policy)

Automobile associations

The “Allgemeiner Deutscher Automobil-Club” (ADAC) is the largest automobile association in Germany. You can also join the “AutoClub Europe” (ACE) or the “Automobilclub von Deutschland (AvD)”. They provide services in case of breakdown. You can call them for help if you get stuck on the road somewhere. This service is usually free of charge if you are a member. Non-members have to pay.

Driving licence and vehicle registration

The agency responsible for everything to do with driving licences and vehicle registration:

Straßenverkehrsamt Bochum
Bulksmühle 17
44809 Bochum
Tel.: 02 34 / 9 10-82 00
11.5 Internet, Telecommunications, TV

TV and radio: licensing fees
Just as in other European countries, the state charges a fee for the use of radios and televisions which finances the public broadcasting services.

This fee is collected by an agency belonging to the broadcasters ARD, ZDF and Deutschlandradio. Currently, the monthly fee is 17.98 euro per household irrespective of the number of people and pieces of equipment in the household. You can find more information online by visiting the fee collection service of ARD, ZDF and Deutschlandradio.

Telephone
There are various providers operating the telephone service in Germany. Most firms offer different tariffs and services, for example various telephone, mobile and internet packages. It is worth comparing. You can register or cancel a landline in the providers’ outlets which can be found in nearly every town. Check on the various offers and tariffs – such as cheap calls abroad.

Charges for telephone calls vary significantly according to provider, time of day and distance. You can use cheaper providers on a call by call basis (by pre-dialling a specific code) from private telephones. The differences may be substantial if you are phoning abroad.

Mobile phone
There are any number of mobile phone providers with different tariffs and packages. Prepaid tariffs allow you to use a mobile and top up your credit as required without having to sign a contract. Read the small print carefully before you do sign a contract.

Internet
In order to access the internet at home you can get a DSL connection and tariff from your landline provider. You can often buy a package from your provider covering landline, internet and additional services. If you want to use wifi at home for laptops, mobiles and tablets you should ask your internet provider about a wireless router.

If you decide not to go for a landline and DSL connection, you can also access the internet using a wireless adapter, known in Germany as a “Surfstick”. They can be purchased in computer shops and supermarkets.

Prepaid phone cards
Many supermarkets in Germany sell pre-paid phone cards at reasonable prices. Most of the tariffs available at supermarkets can be purchased for short visits lasting a month.

Cheaper telephone and internet access
Using the following links you can compare the current charges levied by the various providers. As the charges are always changing it is worth taking a look every so often.

www.billiger-telefonieren.de
www.billiger-surfen.de

Searching for telephone numbers online
www.dastelefonbuch.de
www.teleauskunft.de
www.gelbeseiten.de

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www.billiger-telefonieren.de
www.billiger-surfen.de

Searching for telephone numbers online
www.dastelefonbuch.de
www.teleauskunft.de
www.gelbeseiten.de
Fines

If you exceed the lending period even by one day you will have to pay a fine. Extend the lending period in good time to avoid incurring charges.

University Library
See Chapter 2.6

Bochum Public Library
The central library is located close to the City Hall in the city centre. A district library can also be found in the Uni-Centre. www.bochum.de/stadtbuecherei

11.6 Public Libraries

Most larger towns in Germany have a “Stadtbibliothek” or “Stadtbücherei”, i.e. public libraries which are usually operated by the municipal or local authorities. They serve a general educational purpose, provide information and are a cultural facility for local residents. Apart from specialist and non-fiction works they usually have a comprehensive collection of light reading as well as books for children and young people. They often also stock light reading in foreign languages. Most libraries lend films, CDs, DVDs and games as well as books and magazines.

In order to use the library and borrow books and other media you will need a library card. You can register at the library by presenting your passport and proof that you are registered in the locality. Libraries often charge a modest fee for membership.

11.7 Religion and Public Holidays

Religion

Article 4 of the German “Grundgesetz” (Basic Law) guarantees the freedom of belief: every person is free to choose and practise his or her own religion. Equally, every person has the freedom not to practise a religion, to leave a religious community or to join another religious community.

There is no state church in Germany. The state and the churches or religious communities are not allowed to enter into institutional association; they are, however, allowed to cooperate provided that the principles of neutrality and non-discrimination are upheld. This means that churches are expected to make statements on social issues and be involved in bodies and commissions like ethics councils. The state and the churches have also come to agreements on religious instruction in state schools and the collection of church tax by state financial authorities (see Chapter 9.5). Today, some 30 per cent of the population in Germany is Roman Catholic, another 30 per cent is Protestant and roughly four per cent is Moslem. Just less than two per cent of the population belongs to other religious communities and more than 30 per cent is not affiliated to any religious group. Altogether, there are more than 160 different religious communities in Germany which contribute to the religious diversity of the country.

If you exceed the lending period even by one day you will have to pay a fine. Extend the lending period in good time to avoid incurring charges.

University Library
See Chapter 2.6

Fines

If you exceed the lending period even by one day you will have to pay a fine. Extend the lending period in good time to avoid incurring charges.

University Library
See Chapter 2.6

Information on churches and religion in Germany
www.bmi.bund.de
> Society and Constitution
> Religion and the state
Public holidays

The following public holidays are observed in the whole of Germany:

- **New Year's Day**: 1 January
- **Good Friday**: Friday before Easter
- **Easter Sunday/Easter Monday**: end March/beginning April
- **International Labour Day**: 1 May
- **Ascension Day**: Thursday, 10 days before Whit Sunday
- **Whit Sunday/Whit Monday**: June
- **German Unification Day**: 3 October
- **Christmas Eve**: 24 December (afternoon)
- **Christmas Day/Boxing Day**: 25/26 December
- **New Year's Eve**: 31 December (afternoon)

Additional public holidays in NRW:

- **Corpus Christi**: 2nd Thursday after Whitsun (June)
- **All Hallows’ Day**: 1 November

You will find an overview of the current public holiday dates and school holiday dates, organised according to Federal State, on the following websites:

- [www.feiertage.net](http://www.feiertage.net)
- [www.ferienkalender.com](http://www.ferienkalender.com)
- [www.schulferien-und-feiertage.de](http://www.schulferien-und-feiertage.de)

11.8 Good to know – A to Z of Useful Information

Addressing people: “Du” and “Sie”

The polite form “Sie” plus surname is the way you address people you do not know in Germany – officially all those over the age of 15. Many Germans who work together in the same office every day still use this form. In order to move on to the more personal “Du”, you usually wait for a suitable occasion. The “Du” is “offered” by one person to another. Traditionally, the older or more senior person makes the offer. However, younger people (up to about the age of 30) are less formal. They often use the “Du” plus first name from the very first meeting. If you are unsure, it is probably best to wait until the person you are talking to has addressed you and respond accordingly.

Electricity

German electrical power points use 220 V and 50 Hz alternating current. Euronorm plugs fit all power points. Depending on where you come from you may have to use an adapter or transformer.

Shopping

Generally, shops are open in Germany from Monday to Saturday from 9 am to 8 pm. Supermarkets and large shopping centres sometimes have longer opening hours. Smaller shops, on the other hand, often shut during the week between 6 pm and 7 pm and around lunchtime on Saturdays. All shops close on Sundays and public holidays, with the exception of bakeries which often open in the mornings on those days. You can usually find a modest selection of groceries and other articles at petrol stations which sometimes stay open 24/7.

Flea markets

A “Fluhmarkt” or “Trödelmarkt” is a market selling second-hand goods and bric-a-brac. The sellers are often private individuals and the markets are usually held on Saturdays or Sundays.

You will find an overview of the current public holiday dates and school holiday dates, organised according to Federal State, on the following websites:

- [www.feiertage.net](http://www.feiertage.net)
- [www.ferienkalender.com](http://www.ferienkalender.com)
- [www.schulferien-und-feiertage.de](http://www.schulferien-und-feiertage.de)
Cinema

In Germany, foreign films and television series are often dubbed. If there is no reference to the language in the programme you can assume that the film will be in German. However, quite a few of the smaller independent cinemas show films in the original language (OV) or in the original language with subtitles (OmU).

Purchase tax

Purchase tax, often referred to as “Mehrwertsteuer” (value added tax), has to be paid to the financial authorities on the sale of goods and services. In Germany, the rate is 19 percent. There is a reduced rate of 7 percent on foodstuffs, magazines and books as well as artistic services. Value added tax (MWSt.) is included in all stated prices and invoices.

Separating waste / recycling

Environmental consciousness in Germany is comparatively strong, an attitude that is reflected in the separation and recycling of waste. In most towns you have individual, colour-coded dustbins or skips for landfill (grey), paper (blue), plastics/composites (yellow) and compost/garden waste (green or brown). In addition, there are also public bottle banks for glass and collection points for batteries and electrical waste. Many empty bottles and cans are refundable: if you take them back to the supermarket you will be given a refund. Non-refundable bottles, like wine bottles, belong in the bottle bank.

Strikes

Trades Unions are voluntary organisations which represent the interests of workers vis-à-vis employers. If unions and employers are unable to come to an agreement, this may lead to strikes which can affect services provided by companies and public authorities.

No smoking

In Germany, smoking is prohibited in all public buildings under the authority of the state, such as stations, airports and public transport, as well as cultural, leisure and sports facilities. An exception is made for separate areas and rooms which are specifically designated. As gastronomy is not regulated by the central authorities in Germany, no-smoking rules are applied differently in the various Federal States. You are not usually allowed to smoke in restaurants and bars.

Tipping

It is usual to give a tip in restaurants and cafés and for certain other services in recognition of good service. The standard sum is about 10 percent; usually you round up the amount to be paid. If you pay in cash and do not have the right amount plus tip it is quite normal to ask the waiter or taxi driver to round the sum up to the amount you wish to pay. You can either state the amount or say how much change you want back. When you go out to restaurants or cafés with friends or acquaintances it is quite usual in Germany to ask for separate bills and pay separately.

Weather

The weather is often changeable. You have to be prepared for cold spells and rain even in summer. You are, therefore, recommended to bring at least a few warm clothes with you from home.
Before you leave Germany ...

12.1 Check List

Please bear in mind that you will have to deal with some organisational matters before you leave the country. It is usually advisable to start planning your move about three months in advance. The following timetable will help you to save time and nervous energy.

Three months to go:

- Cancel your tenancy agreement in good time.
- Cancel your contracts with local utilities providers (electricity, gas, water).
- Discuss with your landlord whether you have to do any decorating before leaving your accommodation.
- Check if in your case it is beneficial or even obligatory to make a tax declaration.
- If you have been drawing a salary from the university and have paid social security contributions, arrange an appointment with an adviser at the “Rentenversicherungsanstalt” (pension scheme) to discuss your pension entitlements.
- Check with the personnel department/your fellowship provider well in advance whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross.
- Cancel your public transport season ticket.
- Cancel any subscriptions to newspapers or journals.
- Cancel your membership in any societies, associations, clubs etc.
- If you are moving to another European country we recommend you to contact one of the EURAXESS Service Centres located there – they will be able to help you organise your research stay in your new target country.

Euraxess – contacts
www.ec.europa.eu/euraxess > Services > Contact the EURAXESS Service Centres
One month to go:

■ Cancel your registration at the “Einwohnermeldeamt” (Residents’ Registration Office).
■ If you have children, inform the school or kindergarten that you are leaving.
■ Inform your insurance companies that you are leaving.
■ If you want to sell your car in Germany or take it to your own country, you must inform the “Kraftfahrzeugzulassungsstelle” (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration).
■ Inform your telephone provider (landline, mobile, broadband).
■ Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period.
■ If required, complete a “Nachsendeantrag” (forwarding request) at the post office so that your post can be forwarded to you.
■ If you have paid for a television/radio licence for ARD, ZDF and Deutschlandradio, inform the fee collecting agency that you are leaving.
■ Take borrowed books and journals back to the university library or departmental libraries.
■ If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels.
■ Join the alumni network so that you can keep in touch with the university in future.

Moving day:

■ Note down the meter readings for electricity, gas and water in the handover report and get your landlord to sign it.
■ Check your accommodation and the staircase for damage caused by the move.
■ Depending on what you have arranged with your landlord, clean your accommodation after you have moved out.
■ Hand over the accommodation empty and return the keys to the landlord/property manager.

Forwarding service
Please enquire at the Post Office about the costs of using the forwarding service.

Sending parcels by Deutsche Post
Deutsche Post offers an international service to send parcels and packages weighing up to 31.5 kg. For information on the tariffs visit www.post.de

Fee collecting agency for ARD, ZDF and Deutschlandradio
www.rundfunkbeitrag.de

Credit on your student ID, Mensa card or Q-West card
You can have any credit refunded. Return the Mensa card and Q-West card in order to reclaim your deposit.

Cancelling your bank account
As you will probably need to use your bank account even after you have left the country, it may be recommendable not to cancel it until after the move.
Imprint

As of: April 2015. All the information contained in this Guide has been carefully researched and checked, and every effort has been made to avoid errors. Factual or printing errors may however occur.

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Plan of Ruhr-Universität Bochum

You can get a larger print-out of this plan from the International Lounge or download it from www.rub.de/lage
Guide for International Researchers

Whether you are an international scientist or scholar, visiting researcher or university teacher taking up a new position at Ruhr-Universität Bochum, this Guide is designed to help you find your feet. No matter how long you are intending to stay or whether you will be receiving a salary or a fellowship, the Guide will ensure that you get off to a good start in Bochum.

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For additional information beyond the scope of this Guide visit

www.rub.de/welcome-centre