First Steps at RUB

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.
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 momentos

Welcome Centre services:

- Advice on formalities, including visa/residence title, registration, health insurance, accompanying/supporting individuals in their direct dealings with the authorities (‘Ausländerbüro’ and ‘Bürgerbüro’ in Bochum)
- Information on finding accommodation
- Advice on family matters
- International Lounge
- Events for international researchers and their families
- Support for RUB departments and faculties hosting international researchers

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More 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 inter- 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 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).

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International Office
Ruhr-Universität Bochum
SSC 1/223
Tel.: 02 34 / 32-2 22 79
Fax: 02 34 / 32-1 46 40
Email: Beate.Seidemann@uv.rub.de
Office hours: Mon – Fri 8.30 am – 12
KUBUS

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.

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.

Arranging accommodation privately
Should the demand for apartments in the guest houses be so great that you are unsuccessful, we shall be pleased to provide information on how to find suitable accommodation on the private housing market. If you are planning an extended stay in Bochum, you should start looking for accommodation very early on. If you are coming to Bochum for a specific period of time, e.g. for a semester, you can look for a furnished flat on a short-term lease. If you intend staying in Bochum for longer, you may want an open-ended lease with a three-month period of notice.
In Germany it is very common to let accommodation unfurnished. On some search platforms you can choose the option “möbliert” (furnished). Unless a flat is specifically described as “möbliert” you can assume it will be unfurnished (no furniture or kitchen equipment).

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 room / children’s playground with a television, a reception area, as well as a laundry and drying room. Here, too, there is a large garden with a play area (sandbox, swing) and in the summer all the apartments are provided with garden furniture for the balcony or terrace.

House of Nations
This house has 95 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 playground with a television, a reception area, as well as a laundry and drying room. Here, too, there is a large garden with a play area (sandbox, swing) and in the summer all the apartments are provided with garden furniture for the balcony or terrace.

University Forum
This house has 15 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.

PLEASE NOTE:
Accommodation requests must be submitted via the department. As RUB guest houses are very popular, it is recommended to contact us as early as possible in order to get suitable accommodation.
Visit the website for more information on the guest houses and photos of typical apartments.
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, Ejder or Dortmund. 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).

Searching for accommodation via the websites mentioned is free of charge. Sometimes, however, estate agents also offer individual flats on their websites. You can also employ an estate agent to find a flat for you. You will find the relevant contact details in the so-called “Branchenbüchern” (Yellow Pages) or by searching online under “Immobilienmakler”. Estate agents take a commission if a rental agreement is signed.

Would you be happy to share a flat with others? If this is the case you can look for a room in a “WG” (house/flat share). Students, in particular, often set up WGs and search online for people to share.

ProKids – Family Services

Uwe Kähnom
UV 2/246
Tel.: 02 34 / 32-2 77 72
Fax: 02 34 / 32-1 48 96
Email: prokids@rub.de
www.rub.de/fgh

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.: 02 31 / 55 74 08-18/23
Fax: 02 31 / 55 74 08-10
Email: info@buk-fs.de

Further information on holiday activities:
www.rub.de/de/hf/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.
Email configuration and download:
- mail.rub.de/mail/anleitungen
- mail.rub.de

Accessing the Internet via the RUB data network
- noc.rub.de/web/wlan
- noc.rub.de/web/anleitungen
- noc.rub.de/web/anleitungen

Guide to wifi, VPN:
www.rz.rub.de/anleitungen

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.
- 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 RZ 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 RZ 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.
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 (specialists).

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 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 Lending

Most printed books in the University Library can be borrowed, as can many CD-ROMs and DVDs. With a few exceptions, printed journals are for reference only.

You can borrow books and media by presenting your library card at the service desk. The basic loan period is 30 calendar days, not including holidays and other days on which the library is closed. The basic loan period automatically renews twice. You can have the item renewed manually for further periods of 30 days. Books or media that are not returned on time incur a fine.

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 euros 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. International 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.

You can borrow books from the open-access holdings of the University Library. For short periods. If you wish to borrow an item, please contact the staff at the departmental library.

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.

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 searching using filters and drill-downs, option to search libraries in Bonn 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. Databases marked “overview” can only be referenced at the service desk in the reading rooms. Copies become your property.

External access to licensed databases:

[Links to databases]

Interlibrary Loans

Interlibrary Loans

Interlibrary Loans

Obtaining literature

Interlibrary Loans/Log-in-page:

[Link to Log-in-page]

Interlibrary Loans/Information on ordering and delivery:

[Link to Ordering and delivery]