First Steps at RUB
2.1 International Office

Welcome Centre

Welcome to RUB! The Welcome Centre offers advice and support services for international visiting researchers to get you off to an ideal start at RUB. In particular, the team steps in when language barriers or a lack of information about regulations and administrative procedures in Germany present problems. In order to help you find your feet as quickly as possible, we recommend all international researchers to visit the Welcome Centre at the beginning of their stay. During a personal welcome meeting you will not only be given an overview of the required formalities but also tips on other opportunities at RUB and in the region. For this, you need to register at the Welcome Centre in advance.

The Welcome Centre is a dedicated drop-in centre for international researchers, their families and their academic mentors. This is where you will receive your Welcome Package and find people to answer your questions.

INSIDER INFO:
You are welcome to arrange appointments with us for direct dealings with public authorities.
Our services:

- office hours and individual advice
- welcome meeting at the start of your visit
- advice on formalities, including visa/residence title, registration, health insurance
- accompanying/supporting you in your direct dealings with public authorities (“Ausländerbüro” and “Bürgerbüro” in Bochum)
- information on finding accommodation
- advice on family matters
- support for RUB departments and faculties hosting international researchers

Events:

So that you can connect more easily with other researchers and give you an opportunity to make social contacts we offer various event formats. Apart from our major summer and Christmas receptions, we regularly organise more modest events where you can share ideas and get to know people. We should also like to enable you and your families to become better acquainted with Bochum, the Ruhr Area and the region. We run information evenings in English on topics relevant to your stay. Visit our website for the current calendar of events and information on registering. Both you and your family are most welcome to attend!

WELCOME MEETING:

Register at the Welcome Centre at the earliest opportunity in order to benefit from the offers and make an appointment for your welcome meeting:

[public.rub.de/welcome/center](http://public.rub.de/welcome/center)
International science services

With its university-wide internationalisation strategy “Creating Knowledge Networks Internationally”, RUB is counting on its research focus as the strategic anchor for its internationalisation measures. RUB’s students and junior researchers are thus integrated in international research collaborations and activities at a very early stage. Foreign researchers are also comprehensively involved in international activities at RUB, outside their immediate research areas as well.

RUB’s internationalisation is based on dialogue and embraces all university fields and actors – from the Rectorate via the International Office and RUB Research School through to the Faculties, Research Departments and Clusters. To this end, the university establishes networks of knowledge in all fields of activity with partners across the world.

The International Office functions as a knowledge hub and is your competent partner in planning, funding and implementing internationalisation measures of all kinds, such as:

- foreign mobility for teaching and research purposes
- building and expanding international academic collaborations
- running international delegations
- internationalising teaching modules and courses
- setting-up and running international summer schools
- supporting researchers at risk
- capacity-building measures in transition and developing countries
- continuing education activities abroad
- exchange and networking on current topics relating to strategic internationalisation

Internationalisation strategy

international.rub.de/profil/internationalisierung/index.html.en

International Office services for researchers

international.rub.de/interne/index.html.en

International Office
Internationalisierung & Global Engagement
Irís Vernekohl
0234 / 32-21754
iris.vernekohl@uv.rub.de
RUB Research School – the campus-wide graduate school for doctoral researchers

Whether you are taking a part-time or full-time doctorate, RUB Research School offers doctoral candidates and postdocs in all Faculties research-based, practice-related support as well as active exchange within an interdisciplinary doctoral network. All RUB’s doctoral candidates are enrolled and thus automatically become members of RUB Research School; there is no limit to the many free opportunities from which you can benefit.

Support before, during and after your doctorate

Founded as the first, university-wide interdisciplinary graduate school in the whole of Germany, RUB Research School plays a pioneering role nationally in promoting junior researchers. With a wide-ranging workshop programme, individual counselling, regular careers and networking events as well as numerous funding opportunities at home and abroad, RUB Research School has supported doctoral candidates and postdocs in all Faculties during every phase of their doctorates for more than ten years:

- promoting personal skills
- career prospects in academia, business and society
- funding abroad
- interdisciplinary community
- confidential personal counselling

In coordination with the doctoral programmes and Faculties, RUB Research School’s established qualification opportunities support doctoral candidates in conducting their research projects and teach relevant scientific and soft skills. Special career-promotion programmes round off the portfolio: participants benefit from contacts to the most diverse companies and acquire their first profession-specific skills.

New: connected opportunities across three universities

By founding the Research Academy Ruhr in spring 2018, RUB Research School expanded beyond itself: the graduate schools of the three Ruhr universities, TU Dortmund University, the University of Duisburg-Essen and Ruhr-Universität Bochum, now offer additional connected opportunities for doctoral candidates and postdocs at all three locations.
2.3 Accommodation

At Ruhr-Universität Bochum there are four guest houses and one single-family house providing accommodation for visiting researchers from abroad.

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 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) as well as towels.
International Guest House

This house has 15 units, divided up into one-, two- and three-room apartments with shower/toilet. All the apartments have 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.

House of Nations

This house has 39 units, divided up into one-, two- and three-room apartments with shower/toilet. All the apartments have 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, there 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 with shower/toilet. Convenient position directly at the Uni Center. The university as well as a school, kindergarten, doctors and shops can easily be reached on foot.

PLEASE NOTE:

Accommodation requests must be submitted via the department. As RUB guest houses are very popular, it is recommendable to contact us as early as possible in order to find suitable accommodation.
**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 high-quality furnishings and a kitchenette. They also have a shower/toilet as well as TV and Internet access.

**Please note:**
In addition to the rent, a security deposit equivalent to one to two months’ rent has to be paid prior to arrival at all the guest houses. When leaving the apartment an additional one-off charge will be made for final cleaning.

In order to quickly and easily log into the Internet in our guest houses we recommend you apply for an eduroam account at your own university, if possible. With your login details you can then register on our system.

**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 you with 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.

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**Welcome Centre information**

[www.international.rub.de/welcomecentre/accommodation/index.html.en](http://www.international.rub.de/welcomecentre/accommodation/index.html.en)

**Your contact:**

Beate Seidemann
Student Service Centre (SSC) 1/223
02 34 / 32-2 22 79
02 34 / 32-0 22 79
Beate.Seidemann@uv.rub.de
Office hours: Mon–Fri: 9:00–12:00, closed on Wednesdays

**KUBUS**

Situation Kunst (for Max Imdahl)
Schlossstr. 13; Nevelstr. 29 c
44795 Bochum-Weitmar
situation-kunst.de/en/
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).

Do you need a flat for yourself and your family or are you coming alone and would 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.

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. Alternatively, you can employ an estate agent to search for 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.

Information on accommodation and searching for somewhere to live: studium.rub.de/en/accommodation
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 unter-stützte 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.

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

B.u.K
- 0231/55 7408-18/23
- 0231/55 7408-10
- info@buk-fs.de

ProKids – Family Services

Uwe Koßmann
- UV 2/246
- 0234/32-277 72
- 0234/32-148 96
- prokids@rub.de
- www.rub.de/familiengerecht/index.html
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.

Holiday activities
Further information on holiday activities:

www.rub.de/familiengerecht/prokids-ferienangebot
2.5 Computers and Internet Access

RUB-LoginID and password

In order to access many of the electronic services Ruhr-Universität offers its members you will need a personal user identity – the RUB-LoginID and password. If you are a student or doctoral candidate at RUB, you will be given your RUB-LoginID details at registration. Using your student ID, you can access the eCampus Webclient 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 Ruhr-Universität Bochum or certain affiliated institutions you will be given your access authorisation by the service centre at IT.SERVICES. You will be required to present a certificate of employment and photo ID. You will receive your access data on the spot.
Email configuration and download:

- Downloading emails:
  - mail.rub.de
- Settings for RUB email account:
  - rub.de/login

Accessing the Internet via the RUB data network

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

Guide to wifi, VPN:

- noc.rub.de/web/anleitungen

Service Centre at IT.SERVICES

- IA 00/95/150
- 0234 32-24025
- 0234 32-14349
- its-helpdesk@rub.de
- www.it-services.rub.de

Opening hours:

- Mon–Fri: 10:00 am – 3:30 pm

Telephone service:

- Thu: 8:00 am – 5:00 pm
- Fri: 9:00 am – 4:00 pm

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**E-Mail**

The RUB-LoginID gives you access to a mailbox and an email address on the pattern: firstname.familyname@rub.de. The mailbox can be accessed via a Webclient or an email programme. It is protected by the RUB-LoginID and password.

Visit mail.rub.de/mail for additional information.

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**Internet access**

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

- You can use your laptop or notebook almost everywhere with a cable at the free access points known as HIRN Ports (which is an abbreviation for the university's internal computing network). Visit noc.rub.de/web/anleitungen/hirn_en for instructions and additional information.

- There are two options for using wifi at RUB: RUB is a member of eduroam which means you can access the Internet via this encrypted access point. To do so you will need valid login details: noc.rub.de/web/wlan.

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**Service centre at IT.SERVICES**

The service centre is the first port of call if you have any problems using RUB's electronic services. These include email, eCampus and dial-up access to the campus-wide data network for RUB students and staff.
The second option is to use RUB-WLAN. This is an unencrypted access point and merely allows you to visit RUB webpages. In order to access the Internet freely, a VPN tunnel will need to be set up. Visit noc.rub.de/web/vpn for instructions.

In the university guest houses and student residences you can access the Internet via the university's internal computer network (HIRN) using your login details. Information on configuring your router can be obtained from the provider, Glasfaser Bochum. If you have any problems with your access data the service centre at IT.SERVICES will help.

If the dial-up is successful, 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 and electronic journals.

You can also use some of RUB’s electronic services via any other Internet access you choose. However, you will first need to set up a VPN tunnel. Visit noc.rub.de/web/vpn for additional information.
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 100,000 electronic journals (41,000 of which licensed), 10,705 databases as well as 237,000 e-books can be accessed on campus, in addition to the ‘traditional’ stock of some 4.3 million volumes (UB: 1.76 m) of printed media and over 600 current subscriptions to printed journals. [as of January 2018]

The University Library is located at the heart of the campus (see site plan). The departmental libraries are housed in the faculty buildings and the university hospital (see www.ub.rub.de/fachbib/index.html.en).

Getting started

Please request an internet account from the service centre at IT.SERVICES (see Chapter 2.5 “Computers and Internet Access”). You will need your login details 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

If you have an RUB Card:
This can be registered as a user-ID. To do so, please bring along the chipcard and a valid identity card/passport as well as current proof of registration.

If you don’t have an RUB Card:
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 there. 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”)
- Foreign 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. If you are staying for fewer than three months, please speak to UB staff.

**University Library Infrastructure Facilities**

- More than 150 internet work stations
- More than 1,300 user workplaces
- More than 170 internet access points for notebooks (network cables can be borrowed from the library)
- WiFi (eduroam)
- CIP island: computer cluster with work programmes (Microsoft, WORD, PPT) and multi-format burners (level 3, area 3)
- 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/RUB Card with credit on the copying account.
- Seven scanners, available free of charge (USB stick required)
- Lockers for borrowed books and working materials

For additional information visit:

- [www.ub.rub.de/informationen/arbeiten](http://www.ub.rub.de/informationen/arbeiten)

**Information events on searching for media and reference management**

- [www.ub.rub.de/informationen/informationsveranstaltungen.html](http://www.ub.rub.de/informationen/informationsveranstaltungen.html)
- Course requests: ub-kurse@rub.de

**Information on copiers on campus:**

- [www.druckzentrum.rub.de](http://www.druckzentrum.rub.de)
Researching Literature on Campus

To search for books and journals at RUB please use the catalogue:

The advantages: short response times, theme-based ranking of search results, clear overview of locations and links to licensed electronic full texts; refined searches using the filter THEMA.
The classic RUB OPAC is still available, as well. Via OPAC you can register on RUB’s library system if you want to order an item. For initial registration you will need your user number/RUB Card number and a password.

If you specifically want to search e-journals you can use the electronic journal library (EZB):

rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=RUBO&colors=7&lang=en

Electronic media that have been purchased or licensed (journals and books) are recorded in the catalogue; KatalogPLUS also covers papers, including in media that are not available at RUB.

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”).

Borrowing from the University Library

Most of the stocks in the University Library can be borrowed; the printed journals and many reference works cannot be borrowed and 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. This period will be automatically extended twice. If media you have borrowed are requested by someone else during the extension period, they will be recalled. You will be informed by email and then have seven days to return the item. If the item has not been requested, you can have it renewed manually for further periods
of 30 days. Books or media that are not returned on time incur a fine. You yourself are responsible for observing the loan period irrespective of the date you receive the email reminder.

All the items you borrow will be documented in your user account. You can log in to your user account in the RUB OPAC at any time using the login link (“Anmelden”). Your user number is the number on your library card starting with “108”. You can register your email address in your user account (you can also state your private email address) or we will enter your email address when you register at the library. You will receive all notifications electronically.

**Borrowing from the specialist libraries**
The departmental libraries are generally for reference only. Books and journals are read 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. The Alliance Libraries IC and IB lend their stocks on the same conditions as the University 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 fee for interlibrary loans. A loan order costs €1.50 and must be placed online: www.ub.rub.de/Digibib/fernleihe. When you have placed an order your library account will be charged €1.50. This is a processing fee and is charged irrespective of whether the item can be procured.

If you order a paper, the basic fee of €1.50 covers the cost of copies of up to 20 pages. There may be additional fees in certain cases. International interlibrary loans are considerably more expensive.

Charges for interlibrary loans for academic purposes can be transferred to the budget of your institute. Please contact the departmental office at your host institute for details. In such cases, payment is made using a transaction number which you will receive when you present the transfer form at the library service desk.

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 room. Copies become your property.

**Specialist databases**
Overview by discipline:
> www.ub.rub.de/DigiBib/fachinfo.htm

External access to licensed databases and other electronic media:
> www.ub.rub.de/DigiBib/access_engl.html

**Borrowing from the University Library**
Registration/library card:
> www.ub.rub.de/informationen/anmeldung.html

Lending/user account:
> www.ub.rub.de/informationen/ausleihe.html

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

**Obtaining literature**
Interlibrary loans/Log-in page:
> www.ub.rub.de/Digibib/fernleihe

Interlibrary loans/Information on ordering and delivery:
> www.ub.rub.de/Digibib/fernleihe/fl-info_en.html