



RUB

RUHR-UNIVERSITÄT BOCHUM

Welcome to Ruhr-Universität Bochum

Guide for International Researchers

Welcome to
Ruhr-Universität Bochum
Guide for International Researchers

**WELCOME
CENTRE**
for mobile researchers



Thomas Eiskirch
Mayor of Bochum

Welcome to Bochum UniverCity!

You, our international guests, have decided to conduct research or continue your education at Ruhr-Universität. In doing so, you have chosen a university in a region that has accomplished a structural transformation of enormous proportions in recent years. Two statistics clearly illustrate this: 50 years ago, there were still 300,000 miners in the Ruhr Area, but no students. When mining was finally wound up in December 2018, there were 300,000 students but not a single active miner.

Known as the “shooting star of academia”, Bochum plays a special role in this university landscape. More than 56,000 students are enrolled and nearly 10,000 people are employed at the nine Bochum institutions of higher education. This makes our city the largest university location in the Ruhr Metropolis and one of the “top ten university cities” in Germany. Here you will find the best conditions for conducting successful research, making contacts and experiencing the bigger picture.

I hope that you, our international guests, will soon feel at home here. To ensure that you do, we at the Municipal Administration want to play our part: in close cooperation with the Welcome Centre at Ruhr-Universität, the service staff in our Immigration

Office will be pleased to help you with all administrative matters. We also want to use your stay here to introduce you to our city as a place in which it is worth living – in one of the most interesting and compact cultural regions in the world. We have an attractive spectrum of cultural activities. Come along to the theatre or the Anneliese Brost Musikforum Ruhr, or enjoy one of the many events offered by the “independent scene”.

On top of this, you and your families will experience a region that, despite its industrial heritage, is blessed with many green open spaces. Trails and bicycle paths are a great way of discovering our city and the Ruhr Metropolis. Many of these trails pass former industrial building structures of historical interest that, in charming contrast to their original purpose, are now venues for cultural activities. One outstanding example is certainly the “Jahrhunderthalle”, the former gas power station for the furnaces of a steel works that has now become the “cathedral of industrial culture” and the main venue for the Ruhrtriennale Festival.



BOCHUM



Furthermore, Bochum's city centre with its shopping opportunities and the "Bermuda3Eck" with its cafés, bars and restaurants that draw people from well beyond the city boundaries offer you every kind of diversion and, hopefully, many enjoyable and inspiring moments.

I should like to wish you a pleasant and successful stay in Bochum.

Sincerely,

Thomas Eiskirch

Mayor of Bochum



Professor Dr. Axel Schölmerich

Rector

Dear ladies and gentlemen, dear international guests,

Welcome to Ruhr-Universität Bochum!

The more than 5,500 international students and more than 600 international PhD students who have come to Bochum to study are a huge bonus for our campus whilst every year, over 400 international researchers spend an extended period teaching or conducting research at our university. I am delighted that you have also decided to come to Ruhr-Universität and hope your stay will be both pleasant and productive. In order to support you, the **Welcome Centre** at the **International Office** is there to competently help you and your family members in every way. The brochure you are now holding is the first example of their support.

Ruhr-Universität Bochum was the first of the new universities to be founded in the Federal Republic of Germany in the 1960s. It launched its teaching and research activities in 1965 on a campus originally designed for 15,000 students. I am more than a little proud to say that, today, **43,000 students** and some **480 professors** call Bochum their academic home. All academic fields are represented in our **20 Faculties**: humanities and social sciences, natural sciences, engineering sciences and medicine. The campus boasts flat hierarchies, a high level of cooperation and a pronounced culture of dialogue that also shapes cross-cultural interaction between people in the Ruhr Area.

Ruhr-Universität is one of the most successful and respected universities in Germany. Its now well-established **Research School** for junior researchers, for example, has been involved in the Excellence Initiative since 2006 and, as of 2019, two **Clusters of Excellence** will be funded for seven years: **Solvation Science** (RESOLV) and **Cyber Security** (CASA) which work on future-looking projects in international alliances. In addition to many other research alliances, some of which are clustered in our nine high-profile **Research Departments**, certain fields, particularly in the humanities and social sciences, distinguish themselves with excellent individual research activities.

Our institutional strategy, **Creating Knowledge Networks**, precisely describes what makes our university what it is: an active member of a world-spanning academic community that thrives on an open exchange of knowledge and people who transfer their academic insights and personal experiences from one place to another. To facilitate this, our Welcome Centre serves as a special port of call for our international guests.

I should like to invite you to take full part in the life and community of our university.

Sincerely,



Professor Dr. Axel Schölmerich



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RUB

Ruhr-Universität Bochum



1.1 Creating Knowledge Networks

It is the networking between people and their expertise that makes RUB what it is.

Located in the dynamic Ruhr Metropolitan Region in the very heart of Europe, RUB with its 20 Faculties is home to some 43,000 students from more than 130 countries.

Based on its strong research core, RUB develops its networks. In doing so, it breaks down disciplinary borders and creates the conditions for cross-disciplinary and cross-generational cooperation, locally, regionally and internationally.

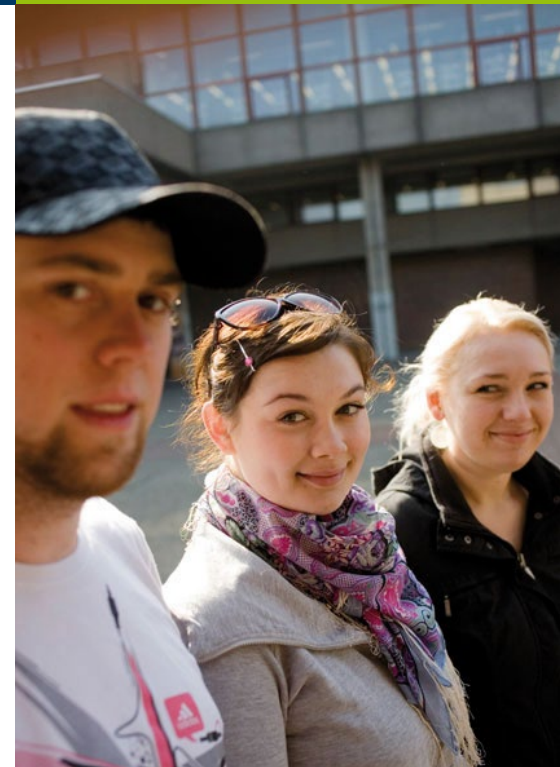
- From the Research School for doctoral candidates of all faculties to the Research Departments, the networks span the entire RUB Campus.
- The UniverCity Alliance of neighbouring universities and the City of Bochum means RUB has strong network partners in its immediate vicinity.
- The University Alliance Ruhr – together with TU Dortmund University and the University of Duisburg-Essen – is one of the largest and most high-performance academic alliances in Germany.
- RUB's knowledge networks transcend national boundaries. The university's internationalisation strategy pursues the principle of Creating Knowledge Networks.

Close linkages between disciplines on campus – from the humanities and social sciences via engineering and natural science through to life science – are the foundation for RUB's success in research: amongst others, two Clusters of Excellence in Solvation Science and IT Security. This approach has made RUB into a leading international location for research, embedded in a global network of the world's top-performing scientific institutions in their profile areas.

And the students at RUB benefit from this academic success, as well. The principle of learning through research means that they play an active part in research from the word go.

RUB fosters a policy of promoting young talent, even chaperoning young people on their path whilst they are still at school. For the entire duration of their association with RUB, junior researchers receive support in building their profiles from institutions, programmes and projects. That's what turns talent into careers.

This engagement goes well beyond the boundaries of the science system: the transfer of knowledge, technologies and insights from research to applications is a core activity. With various offers and institutions, RUB smooths the path to exchange between academia, business and society. Students with an entrepreneurial bent can test their mettle; the region benefits from collaborations with business.





Research Departments

 forschung.rub.de/en/research-departments

Internationale Graduate Schools

 forschung.rub.de/en/graduate-schools

Research School

 www.research-school.rub.de

Early career researchers

 forschung.rub.de/en/early-career-researchers

World map of collaborations

 www.international.rub.de/profil/kooperationen/weltkarte.html.en

Welcome Centre

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

Research portal

 forschung.rub.de/en

Research focus areas

In its 20 Faculties RUB covers a broad spectrum of subjects. Its top-level research is structured in internationally competitive, large-scale research areas in the form of interdisciplinary Research Departments (RD):

- Solvation Science
- IT Security
- Neuroscience
- Materials Research Department
- Center for Religious Studies
- Protein Research Department
- Plasmas with Complex Interactions
- Subsurface Modeling and Engineering
- Closed Carbon Cycle Economy

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 and has 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

People from 130 countries study, conduct research and teach at RUB – more than 6,300 international students, some 500 international doctoral candidates and several hundred additional international researchers. Every year, approximately 600 students come to RUB on a study visit whilst the same number of students from RUB complete part of their studies at partner universities around the world.

According to RUB's internationalisation strategy "Creating Knowledge Networks Internationally", research, study and teaching, promoting early career researchers, transfer and social engagement are integrated in world-spanning networks of academic cooperation and contacts, and are based on international best practice models. As a founder member of the Utrecht Network, for example, RUB – in collaboration with 30 of the most distinguished universities in Europe – campaigns for the internationalisation of universities and is active in other international university networks such as the European University Association (EUA).


In order to use networking to drive international research, teaching and transfer to an even greater extent and enhance its international visibility, RUB enters into strategic partnerships. These are collaborations based on mutual trust that benefit both parties. They have a long-term focus and are funded centrally. Strategic partnerships generate ideas and set the standards for research, teaching, promoting early career researchers, transfer and social engagement.

Under the University Alliance Ruhr (UA Ruhr, see Chapter 1.2), RUB operates Liaison Offices in New York and Moscow together with its neighbouring universities in Dortmund and Duisburg-Essen.


International profile

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

Internationalisation strategy

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

International collaborations and networks

 international.rub.de/profil/kooperationen/partner.html.en

Facts – cosmopolitan

 uni.rub.de/en





Global engagement activities

 [international.rub.de/profil/
kooperationen/projekte.html.en](https://international.rub.de/profil/kooperationen/projekte.html.en)

University without borders

 [studium.rub.de/en/
project-university-without-borders](https://studium.rub.de/en/project-university-without-borders)

Scholars at Risk Network

 www.scholarsatrisk.org

The Utrecht Network

 www.utrecht-network.org

Global social engagement

In its role as a major research and educational institution, RUB engages with the search for scientifically-based solutions to global challenges. It prepares its students and early career researchers for active participation in an international knowledge society and globalised employment market.

Moreover, it embraces its international responsibility through its commitment to sustainable, socially-equitable development. Amongst others, RUB therefore promotes activities that help to achieve the UN's Sustainable Development Goals. Research, teaching and transfer activities are, for instance, pursued with reference to socially-relevant topics of global significance such as “Digital Transformation of Economy and Society” and “Responsible Research and Innovation”.

RUB researchers are also involved in capacity building projects in various regions, which, in some cases, go back decades. They provide continuing education opportunities for local teachers in the context of transnational educational projects and adapt the contents of RUB courses to the situation in the particular target area. Now, RUB academics and their international colleagues teach side by side.

As a sustaining member of the worldwide Scholars at Risk Network and a founding member of the German Section, RUB is also actively engaged in promoting

academic freedom and supporting at-risk researchers around the globe. Furthermore, at RUB, proactive engagement to integrate students with a refugee background is a given.

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 “Creating Knowledge Networks”. 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”. Its 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

Ruhr-Universität is a corporation under German public law. It is governed by a Rectorate. Together with the other governing bodies it bears responsibility for the organisation and continued development of research and teaching at RUB.

The University Council

RUB University Council has seven external members who are leading representatives of academia, business and society. They have far-reaching powers: the Council's immediate strategic function pertains to the future development of the university; it is also responsible for supervising how the university leadership conducts its business.

The Rectorate

The Rectorate, which is composed of the Rector, the Registrar, two female and one male Vice-Rectors, manages the university. It is particularly committed to the mission of "Creating Knowledge Networks" – impartial, cross-disciplinary cooperation in global networks of knowledge.

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.



Equal opportunities


 uni.rub.de/en/equal-opportunities

Family-friendly university

 www.rub.de/familiengerecht

FACTS AND FIGURES AT RUB

Up-to-date facts and figures (student numbers, finances, staff and more):

 uni.rub.de/en/facts-and-figures



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.

Between the three universities, more than 120,000 young people and nearly 14,000 academics study, research and work together in a range of subjects that covers all disciplines, from the humanities and social sciences to the natural and engineering sciences as well as medicine. The Mercator Foundation generously supports collaboration within the University Alliance Ruhr.

Its 14 German Research Foundation (DFG) research centres, two clusters 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 six universities, 17 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.

The UA Ruhr universities pool their complementary strengths in joint research focus areas, such as solvation, materials and metropolitan research. Moreover, they operate joint institutions like the Institute for Advanced Study in the Humanities (KWI) in Essen and the Alliance for Research on East Asia Ruhr (AREA Ruhr). With their joint liaison offices in New York and Moscow, the three Ruhr universities have bases in the US and Russia to promote academic exchange with the Ruhr Area and connect the Alliance at global level.

RUB



 www.uaruhr.de/en

tu technische universität
dortmund

UNIVERSITÄT
DUISBURG
ESSEN

Offen im Denken

RUB

**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.



Welcome Centre

✉ UV Building, Room 063
 🌐 www.rub.de/welcome-centre

Contact:

@ welcome-centre@uv.rub.de

Registration:

In order to benefit from Welcome Centre services, please register at the earliest opportunity by visiting:
 🌐 public.rub.de/welcome/center

The Welcome Centre Team

Anna Gopon (Coordination)

📞 02 34 / 32-2 74 52
 @ anna.gopon@uv.rub.de

Pamela Domke (Consultation)

📞 02 34 / 32-2 54 08
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Kristin Heidorn (Consultation)

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 @ kristin.heidorn@uv.rub.de

Hanna Kloza (Temporary replacement until July 2020))

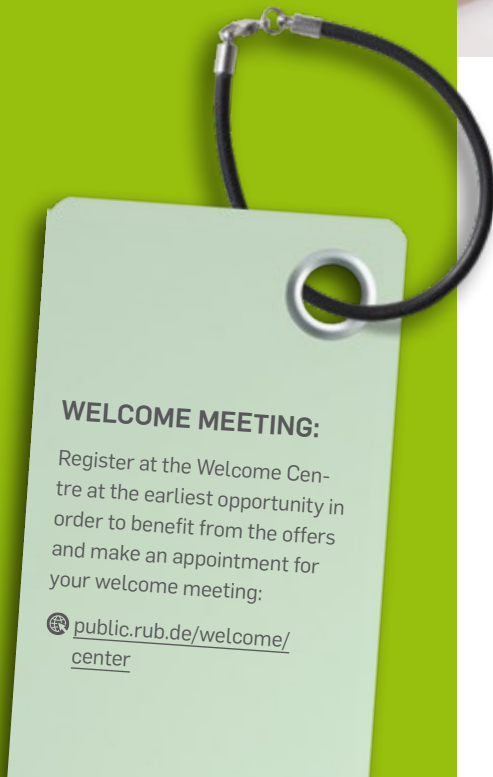
📞 02 34 / 32-2 88 24
 @ hanna.kloza@uv.rub.de

Information about consultation hours:

🌐 www.rub.de/welcome-centre

Events and networking opportunities for international researchers and their families

international.rub.de/welcomecentre/events/index.html.en



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!

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](https://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
 Iris Vernekohl
 0234 / 32-2 17 54
 Iris.vernekohl@uv.rub.de



RUB Research School

- ✉ Forum Nord-Ost 01/140
- ☎ 0234 / 32-27043
- @ research-school@rub.de
- 🌐 www.research-school.de
- 🌐 [www.research-academy-ruhr.de/
welcome.html](http://www.research-academy-ruhr.de/welcome.html)



2.2 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

✉ Auf der Papenburg 14
44801 Bochum

House of Nations

✉ Spechtsweg 20
44801 Bochum

Uni-Forum

✉ Querenburger Höhe 293
44801 Bochum

International Guest House

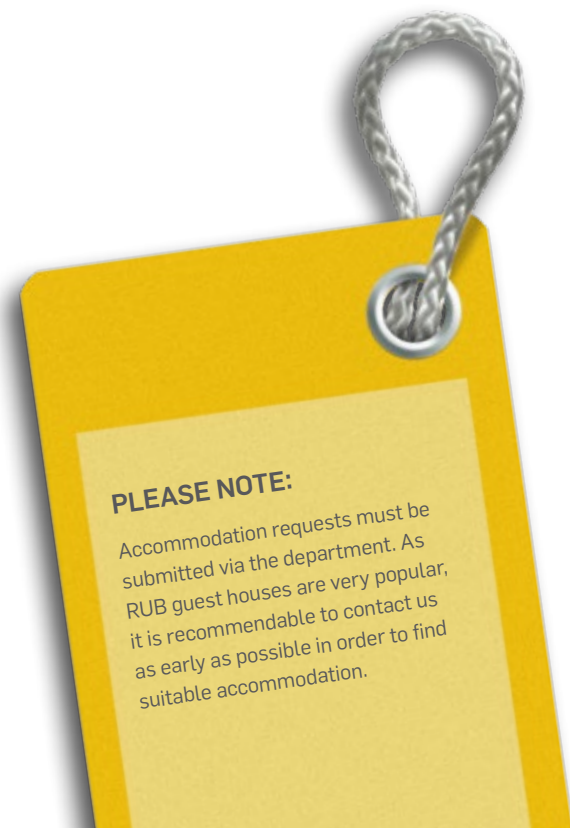
This house has 15 units, divided up into one-, two- and three-room apartments with shower/toilet. All the apartments have Internet access. There is also a common television room, a lounge with an open chimney, a separate play room for children, and a laundry and drying room. In addition, there is a large 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.

Single-family house

This house with a terrace and garden in Overbergstraße 21 is particularly suitable for a family with up to three children. On the ground floor there is a large sitting/dining room, kitchen and guest toilet. On the first floor there is a master bedroom, a second bedroom with bunk beds and a third bedroom/study with a single bed as well as a bathroom/toilet. The basement has a laundry/drying room and storage rooms. The house is completely furnished and equipped with bed linen and towels.

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.



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/

Information on accommodation and searching for somewhere to live:

 studium.rub.de/en/accommodation

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.

2.4 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.

ProKids – Family Services

Uwe Koßmann

✉ UV 2/246

☎ 02 34 / 32-2 77 72

☎ 02 34 / 32-1 48 96

@ prokids@rub.de

🌐 www.rub.de/familiengerecht/index.html

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

B.u.K

☎ 02 31 / 55 74 08-18/23

☎ 02 31 / 55 74 08-10

@ info@buk-fs.de



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

INSIDER INFO

You can find the comprehensive brochure "Family at RUB – guidance" on the webpage of the Family Services.. It includes a plan of the campus highlighting the rooms for nursing mothers and baby-changing facilities.

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.



Servicecenter von IT.SERVICES

IA 00/ 95/150

☎ 02 34 / 32-2 40 25

☎ 02 34 / 32-1 43 49

@ 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

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

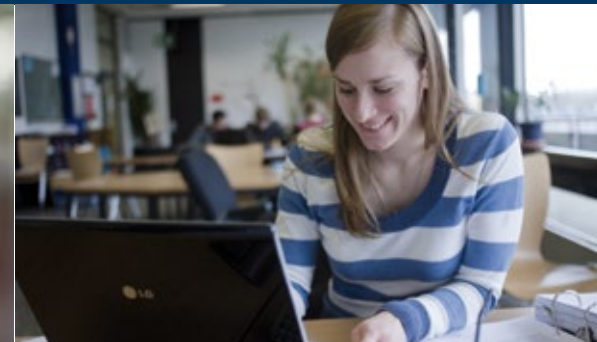
Opening hours:

 Mon–Fri: 10:00 am–3:30 pm

Telephone service:

Thu 8:00 am–5:00 pm

Fri 9:00 am–4:00 pm



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.

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.

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



- 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.

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/Funktionen.html#fachbereiche

University Library opening hours

 Mon–Fri 8:00 am – midnight


Sat: 11:00 am – 8:00 pm

Sun: 11:00 am – 6:00 pm

After 10:00 pm and on Sundays, the library is open for work and study purposes only – no service!

Library cards are issued Mon–Fri from 8:00 am to 8:00 pm at the service desk (level 0).

University Library Information Desk

 Mon–Fri 8:00 am – 6:00 pm

 02 34 / 32-2 69 29

 ub-information@rub.de

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 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

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 (noc.rub.de/web/anleitungen).

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 “Meldebcheinigung” (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

Information events on searching for media and reference management

- 🌐 www.ub.rub.de/informationen/informationsveranstaltungen.html
- @ Course requests: ub-kurse@rub.de

Information on copiers on campus:

- 🌐 www.druckzentrum.rub.de

INSIDER INFO: 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).

You are welcome to take part in a library induction session (also possible in English). Please visit the website for dates (www.ub.rub.de/informationen/informationsveranstaltungen.html#basis).





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/ft-info_en.html

RUB

Continuing Education and Leisure at RUB



3.1 Language Courses

The University Language Centre (ZFA)

The “Zentrum für Fremdsprachenausbildung” (ZFA) is one of the central facilities at Ruhr-Universität Bochum, pooling language learning opportunities for all the members of the university. The range on offer is very diverse. It includes courses in German as a Foreign Language, foreign language courses (general and specialised courses), various tandem learning opportunities as well as advice on individual language learning.

German as a foreign language (DaF)

Every semester, DaF language courses are held which are also open to international researchers and their families. The portfolio includes courses concentrating on general language, strategy training, specialist and vocational 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. In agreement with the faculties, the courses can be constructed and timetabled individually 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 DaF 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 – whose native language is German and who, in turn, would like to learn your native language. Tandem partners meet regularly (face-to-face tandem) to practise using the foreign language and expand their skills. You can work in tandem individually or in a task-based group.

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.



University Language Centre (ZFA)

- 📍 Office: Studierendenhaus
SH 2 / 207
- ☎ 02 34 / 32-2 81 82
- ✉ zfa@rub.de
- 🌐 www.zfa.rub.de/index.html.en

Tandem language learning

- ✉ Contact: Enke Spänkuch
- 🌐 www.zfa.rub.de/ils/index.html.en
- 🌐 www.zfa.rub.de/beratung/index.html.de

Department of German as a Foreign Language (DaF)

✉ Contact: Beate Hermans
– Courses for Students in International Programmes
Universitätsstr. 90, Building 1, Room 2.02

☎ 02 34 / 32-2 38 87

✉ beate.hermans@rub.de

🌐 www.daf.rub.de/index.html.en

✉ Contact: Anja Häusler
– Languages for Specific Purposes
Universitätsstr. 90, Building 1, Room 1.02

☎ 02 34 / 32-2 39 29

✉ anja.haeusler@rub.de

🌐 www.daf.rub.de/index.html.en

Foreign languages

If you are not only interested in improving your German but would like to enhance your skills in other languages, too, you can turn to the University Language Centre (ZFA). Visit the website for the current programme which includes some 20 foreign languages (www.zfa.rub.de/index.html.en).

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 after taking the placement test.

If you are employed by Ruhr-Universität on a contract and need to use a foreign language in your work, please initially contact Administrative Department 6, Organisational and Professional Development which offers special language courses for RUB staff via its professional development portal. If the foreign language you need to use in your work is not included in the offers for staff, please contact Silvia Markard (Administrative Department 6) or the ZFA directly for advice.



3.2 Professional Development at RUB

The Professional Development Portal

On RUB's professional development portal, which pools all the opportunities offered by the various institutions at RUB, you can search the topic areas and target groups for exactly what you want, select the options that suit you and register directly. You will also find additional information and contacts who will be pleased to advise you on the various topic areas.

The professional development portal offers the following:

- Leadership & Management
- Career & Development Prospects
- Communication & Cooperation
- Didactics & Methodology
- Working Techniques & Processes
- Internationality & Mobility
- Equal Opportunities & Inclusion
- Health & Safety at Work
- Digital Tools

Demand-oriented professional development

In addition, we will be pleased to advise you about professional development opportunities offered by other providers or help you to organise inhouse continuing education activities tailored to your particular needs.

Comprehensive additional information on internal professional development at RUB can be found on the portal.

The Centre for Teaching and Learning (ZfW)

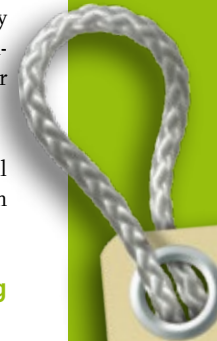
At ZfW, the focus is on the didactics of teaching and learning at RUB. We are particularly interested in how specialist knowledge and methods can be successfully taught or acquired in classroom teaching or in combination with online elements. Particular importance is placed on learning through research – RUB's guiding principle in didactics.

We use our expertise to support teachers of all status groups as well as researchers and students by providing advice, professional development and courses. We connect teachers and employ our diverse contacts to

Department of Organisational and Professional Development

✉ fortbildung@rub.de

🌐 fortbildungsportal.rub.de



ALWAYS IN THE KNOW – ZFW'S SEMINAR TICKER

Would you like to receive emails from ZfW with the latest information on free places in ZfW's professional development activities?

Simply send an email to:

✉ brigitte.kuehnemundt@rub.de

... and you will be included in the mailing list!



develop and disseminate examples of good practice. Our aim is to ensure that teaching and learning at our university are successful. Don't hesitate to approach us!

E-Learning

- Advice on Moodle, RUB's learning management system
- Advice and workshops on various e-learning tools
- Funding opportunities for e-learning projects by teachers at RUB

Didactics of Higher Education

- Didactics of Higher Education qualification programme (workshop programme)
- Coaching for professors
- Advice and information on topics within the didactics of higher education

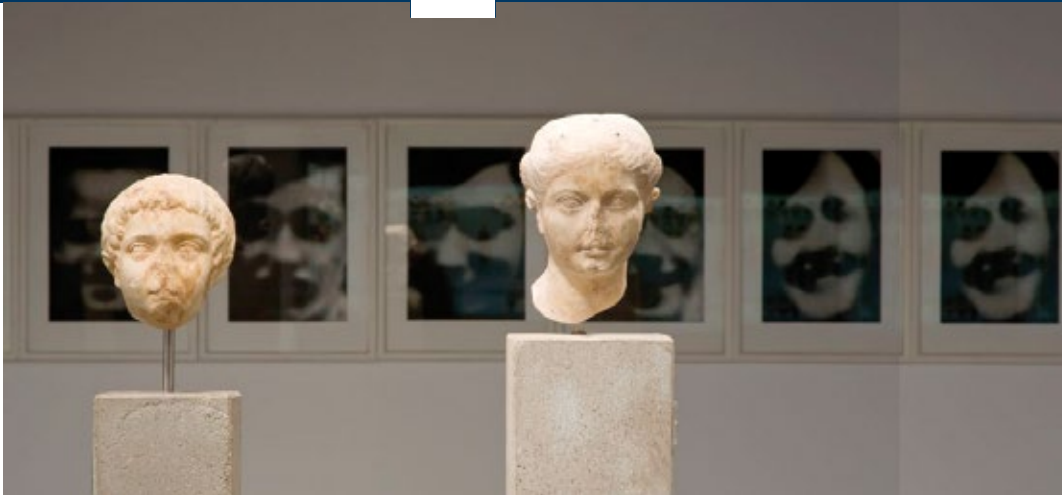
Writing Centre

- Advice on academic writing for students and researchers
- Workshops and courses on academic writing
- Advice on integrating writing in teaching

INSIDER INFO:

With the product portfolio of the firm Lynda.com, Ruhr-Universität Bochum offers you a raft of self-study videos that are a very good way of getting started, particularly with regard to various IT and computer topics. All RUB students and staff who have an RUB loginID are eligible to participate. The costs are borne centrally by RUB. For further information on registering visit IT.SERVICES

www.it-services.rub.de/services/software/lynda



3.3 Art and Culture on Campus

Our university's portfolio of cultural events is something to be proud of. Given our international background, everyone can find something to suit their taste. Whether you wend your way through the collection of ancient art, take part in activities at the Fine Arts Centre, or meditate in the Chinese Garden located in our Botanical Gardens, art and culture are infectious!

RUB's Art Collections

In 1975, RUB's art collections, comprising top-class ancient and modern art, moved to dedicated premises in the University Library building (entrance on Forumsplatz). In the Art Museum on campus, outstanding works from the permanent collections (ancient and modern) 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 Weitmar Castle (see Chapter 1).

Ruhr-Universität Bochum Art Collections. Campus Museum. Forumsplatz

Opening hours

🕒 Tue–Fri 11:00 am–5:00 pm; Sat, Sun and public holidays 11:00 am–5:00 pm.
Closed on Mondays

🌐 studium.rub.de/en/rub-art-collections

🌐 www.kusa-rub-moderne.de

"Situation Kunst" (for Max Imdahl)

📍 Nevelstr. 29c

(in the grounds of "Haus Weitmar")
44795 Bochum (Weitmar district)

Opening hours:

🕒 Wed–Fri. 2:00 pm–6:00 pm; Sat, Sun and public holidays 12:00–6:00 pm. Closed on Christmas Eve and New Year's Eve

🌐 situation-kunst.de/en/situation-kunst



Fine Arts Centre: music and theatre, visual arts and intermedial art

Ruhr-Universität Bochum also has a lot going on in the fields of music and theatre as well as the visual arts and intermedial art. The Fine Arts Centre (“Musisches Zentrum”, MZ) is a unique facility at a German university. Members of the university can become actively involved in painting, sculpture and printing, music for choir and orchestra, media art fields or in theatre productions at the “Studiobühne” stage, all under the tutelage of qualified artists and teachers. There are regular theatre performances, concerts and 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 intermedial art. You usually register for the courses at the beginning of the semester. More information can be found online or at the Fine Arts Centre itself – which, incidentally, is well worth a visit to view the temporary exhibitions in the foyer.

Fine Arts Centre (MZ)

✉ Directly at the Uni-Brücke

☎ 02 34 / 32-2 39 45

☎ 02 34 / 32-1 47 08

@ mz-buero@rub.de

🌐 www.rub.de/mz

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

Music

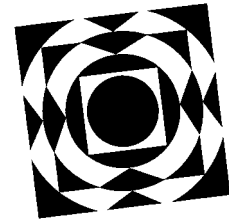
In the music section of the Fine Arts Centre students and staff can participate in various symphonic and chamber music ensembles. Every semester, the musical groups practise a repertoire in their various genres and present them at semester concerts in the Audimax or MZ. The centre also has practice rooms that can be used by singers and instrumentalists. There are, moreover, many opportunities to listen to music: every Monday during term time, Lunchtime Concerts are held featuring the big Klais organ in the Audimax. For about 30 minutes, guest organists immerse their listeners in the colourful Soundscapes produced by the queen of instruments – a wonderful oasis on campus on the first day of the university week. Every fourth Thursday in the month, Music in the Square brings chamber music to the Blue Square in the centre of Bochum.

Visual Arts

In the visual arts section you will find opportunities to work and attend classes in drawing, printing/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.

Intermedial Art

Contemporary art movements generate continuously expanding interdisciplinary interfaces. Traditional arts and new media form exciting new alliances. Intermedial art offers students and staff at RUB the opportunity to experiment with the most diverse analogue and digital art forms and to continue developing their artistic talent. The semester programme, which changes regularly, encourages you to experiment,

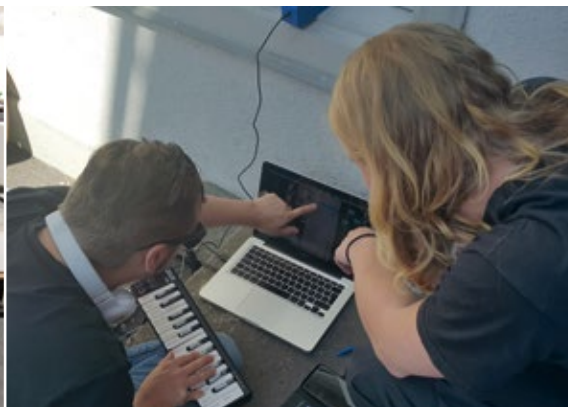


Music section

- ✉ Nikolaus Müller
Büro: MZ 0/13: Sabine Hoyer
- ☎ 02 34 / 32-2 28 00
- 🕒 Office hours by appointment only.
- 🌐 www.rub.de/mz-musik

Visual Arts section

- ✉ Ortrud Kabus
- ☎ 02 34 / 32-2 39 43
- 🌐 www.rub.de/mz-bildendekunst



Intermedial Art

- ✉ Melanie Windl
Office: MZ 0/005 or N-Süd 1/0030
- ☎ 02 34 / 32-1 92 30
- @ melanie.windl@rub.de
- 🌐 www.mz.rub.de/intermedial

Studiobühne Section

- ✉ Karin Freymeyer
- 🕒 Office hours by appointment
MZ-Room 0/11
- ☎ 02 34 / 32-2 28 36
- @ karin.freymeyer@rub.de
- 🌐 www.mz.ruhr-uni-bochum.de/theater

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).



develop and implement your own ideas, reflect on the theoretical side of artistic production and finally present the results of your creativity to a public audience. Here, both beginners and the more advanced find the right space for themselves, whether in the context of the programmes offered by the section or for their own artistic activities. The facilities include computer workplaces, studio workplaces and various types of technical equipment.

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.

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. Festivals like the "Zeitzeug Festival" also contribute to the liveliness of the venue. The "Studiobühne" team helps with organisational and technical matters.

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.

RUB Arts & Culture International

RUB Arts & Culture International is part of inSTUDIES that seeks to use artistic events on campus and in the Fine Arts Centre to help you experience RUB as a place of both international education and involvement. In the OPEN STAGE series, co-creators present their own cultural knowledge in the form of performances, lectures and sounds. This is where contribu-



tions from the RUB Arts and Culture International community involving music, dance, discussion, film and many other ideas find a platform.

AKAFÖ Cultural Office – “boSKop”

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: The Cultural Office runs many other events during the semester: improvised theatre sessions, powerpoint karaoke, pub quiz. It regularly invites you to concerts, language cafés, parties and readings, often with an international focus.

Big parties take place in the RUB Mensa at the beginning of the semester.

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 to 1:45 pm: thirty 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).

RUB Arts & Culture International

www.mz.rub.de/international/index.html.de

boSKop – AKAFÖ Cultural Office

☒ Sumperkamp 9-15 (Room 422)
44801 Bochum

☎ 02 34 / 32-1 15 20

☎ 02 34 / 32-1 40 10

✉ boskop@akafoe.de

🌐 www.akafoe.de/en/culture



OASE – a place for sharing, study and development

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

✉ Buscheyplatz 3

44801 Bochum

☎ 02 34 / 7 92 23 32

@ oase@rub.de

🌐 www.rub.de/oase

OASE – self-help and communication 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

The 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.

In 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 713 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!



Botanical Gardens:

Opening hours

- 🌍 April – October:
 - Grounds and Chinese Garden: 9:00 am – 6:00 pm
 - Greenhouses: 9:00 am – 5:00 pm
- 🌍 November – March:
 - Grounds and Chinese Garden: 9:00 am – 4:00 pm
 - Greenhouses: 9:00 am – 3:30 pm

Admission is free

🌍 www.rub.de/boga

🌍 www.rub.de/chinagarten

INSIDER INFO:

In the "Kulturcafe" in the "Studierendenhaus" directly next to the Fine Arts Centre there is plenty to do during the semester: concerts by student groups, readings, cabaret and international evenings. The programme is usually organised, amongst others, by boSKop, the cultural office of Student Services.

🌍 www.akafoe.de/en/culture



3.4 University Sports

Ruhr-Universität Bochum offers a whole range of sporting options with over 450 courses in 100 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 to train your fitness or go for ball sports and dancing, health and relaxation courses, right through to water sports and individual activities.

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.

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

INSIDER INFO:

If you want to swim, your student ID entitles you to a reduction at “Hallenbad Querenburg”.



Furthermore, University Sports operates the university's own fitness studio Unifit. In the heart of Bochum, it offers 1.100 m² of excellently-equipped gym space which can be used for individual fitness training.

In order to use the gym, you have to take part in a starter course and subsequently book a Unifit card

(12, 6 or 3 months, or a card with 10 tickets). You can register online via the Unifit website or call in at Unifit reception.

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.

University Sports Office

✉ SSC 1 / 216

☎ 02 34 / 32-2 94 30

@ hochschulsport@rub.de

🌐 www.hochschulsport-bochum.de/hochschulsport/index.html.en

Opening times

see Website

Unifit

✉ Massenbergr. 9-13

☎ 02 34 / 32-2 04 20

@ unifit@uv.rub.de

🌐 www.hochschulsport-bochum.de/unifit/index.html.en

Opening hours

See website

In addition to the University Sports programme, on its staff training portal RUB offers various courses and sporting activities for health promotion and relaxation for staff as part of its continuing education programme:

🌐 fortbildungsportal.rub.de



RUB Alumni

The RUB Alumni Network

✉ Student Service and International Office
Alumni Services
Universitätsstraße 105, 4/08

☎ 02 34 / 32-27512

☎ 02 34 / 32-14001

@ alumni@rub.de

🌐 www.rub.de/alumni/index_en.html

3.5 RUB Alumni – also for international researchers

We hope your stay at Ruhr-Universität as an international researcher will prove successful, not only professionally, but also as a personally-enriching experience. When you leave RUB to continue your career elsewhere, we will stay in contact with you. We warmly invite you to join RUB alumni – free of charge:

Enter your contact details in RUB's online alumni register and join the group "International Researchers". Then you will also be reachable – for your many colleagues and also for Ruhr-Universität.

Subscribe to the Alumni Newsletter (every three months) and, if you wish, we will also send you our science magazine Rubin or the campus magazine Rubens – 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.

3.6 Equal Opportunities

Ruhr-Universität sees equal opportunities for men and women as a cross-sectoral responsibility which plays an important role in the university's profile building. It implements equal opportunities for men and women in all sectors of the science system through an established gender equality strategy.

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 deputies 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 in academic positions
- developing tools and measures for implementing equal opportunities in the faculties and administration

For additional information visit the Equal Opportunities portal.

INSIDER INFO:

Depending on your particular issue, there are a number of places to turn to for advice. For an overview of contact points visit:

www.rub.de/chancengleich/kontakt/weitere-anlaufstellen/index_en.html



RUB Equal Opportunities Office

✉ GA 8/58

☎ 02 34 / 32-2 78 37

@ gleichstellungsbuero@rub.de

🌐 www.rub.de/chancengleich/kontakt/gleichstellungsbuero/index_en.html

🌐 uni.rub.de/en/equal-opportunities



3.7 Catering and Shopping

The dining hall or “Mensa” and the caf eterias at Ruhr-Universit t Bochum are operated by Student Services (AKAF ).

Mensa

The dining hall is located directly behind the Audimax on the university campus. The building houses the main dining hall, the bistro (a smaller dining hall in the upper storey), and a coffee bar. 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, ovenbakes 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 flatscreens 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 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.

INSIDER INFO:

The dining hall regularly serves meals using organic products, and AKAF  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.



AKAFÖ

AKAFÖ

- ✉ Student Services, public law institution
Universitätsstraße 150
44801 Bochum
- ☎ 02 34 / 32-1 10 10
- ☎ 02 34 / 32-1 40 10
- @ akafoe@akafoe.de
- 🌐 www.akafoe.de/en

Q-West

Q-West can be found just above the Campus Center and provides food for up to 300 people throughout the day. Different dishes, salads and puddings are offered daily, including vegetarian and, sometimes, vegan 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 directly). 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. After 6:00 pm, you can eat "à la card" at a 15 percent discount if you pay using your student ID. Q-West is open from Monday to Friday from 9:00 am to 10:00 pm.



Caféterias:

Caféterias can be found in the following buildings: GA, GB, GC, IB, ID, NC, MA, SSC, Mensa (foyer), Uni Library, HZO, Campus Center Bakery (in front of GA), Q-West (in front of MA). See the site plan (page 147) for additional information.

Beckmannshof

Universitätsstr. 150
44801 Bochum

 www.akafoe.de/en/catering/gastronomien/beckmanns-hof

Reservations:

 02 34 / 32-11381

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 be served a complete three-course meal or you can eat à la carte. Menus change daily.

Caféterias

The caféterias 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 caféterias, 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.

The opening times of the caféterias 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 also 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.

Campus Center

 www.campus-center.de

Opening hours

 Mon – Fri 9:00 am – 5:00 pm
Closed on Saturdays

 Outside term time
Mon – Fri 9:00 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.

RUB	Ruhr-Universität Bochum	Ruhr-Universität Bochum
UV	Universitätsverwaltung	University administration
UB	Universitätsbibliothek	University Library
SSC	Studierenden Service-Center	Student Service Centre
FNO	Forum Nord-Ost	North East Forum
HZO	Hörsaalzentrum Ost	Lecture Theatre Centre East
SH	Studierendenhaus	Students' House
SoSe	Sommersemester	summer semester
WS	Wintersemester	winter semester
UFO	Universitätsforum	University Forum
MSZ	Multimedia-Support-Zentrum	Multimedia Support Centre
VZ	Veranstaltungs-Zentrum	RUB Conference Centre
IBZ	Internationales Begegnungs-zentrum	International Meeting Centre
IFB	Interne Fortbildung und Beratung	Professional Development Office
AKAFÖ	Akademisches Förderungswerk	Academic Support Group
AStA	Allgemeiner Studierenden-ausschuss	Students' Union
boSKop	Bochumer Studentische Kulturoperative	AKAFÖ Culture Office
RZ	Rechenzentrum	Computer Centre
DaF	Deutsch als Fremdsprache	German as a Foreign Language

ZFA	Zentrum für Fremdsprachen-ausbildung	Centre for Foreign Language Training
LSI	Landesspracheninstitut	Bochum Institute of Intensive Language Training
MZ	Musisches Zentrum	Fine Arts Centre
LBV	Landesamt für Besoldung und Versorgung	State Department for Salaries and Pensions
VBL	Versorgungsanstalt des Bundes und der Länder	Pension Institution of the Federal Republic and the Länder
c.t.	cum tempore	indicates that course will begin 15 minutes after time stated
s.t.	sine tempore	indicates that course will begin at time stated
G-Gebäude	(GA, GB, GC)	G Building
	Geisteswissenschaften	Humanities
I-Gebäude	(IA, IB, IC, ID)	I Building
	Ingenieurwissenschaften	Engineering
N-Gebäude	(NA, NB, NC, ND)	N Building
	Naturwissenschaften	Natural Sciences
M-Gebäude	(MA)	M Building
	Medizin	Medicine
n. V.	nach Vereinbarung	by appointment only

3.9 RUB in town

Blue Square: a meeting place for town and gown

University hands-on: In the centre of town, Blue Square is a place where research and culture can be discovered and experienced directly. RUB pools its knowledge and expertise here in order to share them with interested local people of any age. The transfer of knowledge to society takes place face to face on a level playing field. RUB merchandise can be purchased in the store, and on the top floor – above the city's roofs – conference rooms can be hired.

“Bochumer Fenster”

The “Bochumer Fenster” (Bochum Window) is located in the former “Stadtbad-Galerie”, very near Bochum main station. Parts of RUB's Faculty of Psychology, including the Centre for Psychotherapy, the Faculty of Law as well as the Unifit gym can be found here. The Bochum Window regularly hosts events that essentially target the inhabitants of Bochum.

The Archaeology Triangle

History below ground: Bochum's culture is also found in its soil. No fewer than three institutions plumb the depths of times past: the German Mining Museum, TU Georg Agricola and RUB's Institute of Archaeological Studies study ancient cultures and the history of mining – and make them into an exciting experience for everyone.



Campus development – city centre:

 uni.rub.de/en/city-centre


Blue Square

 Kortumstr. 90
44787 Bochum
 02 34 / 32-2 17 80
 www.blue-square.rub.de

Blue Square Store

 Mon – Sat 8:00 am – 6:00 pm

Bochumer Fenster

 Massenbergstraße 9–13
44787 Bochum

RUB

**Bochum – in the Heart
of the Ruhr Area**



4.1 The “Ruhrgebiet”

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 Wesel 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 in the region 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 interwoven. 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.





Industrial Heritage Trail:

-  www.route-industriekultur.de
-  www.ruhr-tourismus.de/en

INSIDER INFO:

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

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, 15 other institutions of higher education, 4 Fraunhofer and three Max Planck institutes, and five members of the Leibniz Association as well as more than 150 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 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 streams of commerce are 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 discovered a completely new form of culture: industrial heritage. This regional consciousness is and was focused on industrial locations: yesterday’s workplace – 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 “Ruhrtriennale“, the Ruhr Area’s festival of arts, these venues host a top-class theatre programme with a unique atmosphere. Once a year, the “Extraschicht” (extra shift), 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 kick-started sustainable change in the entire region.

Industrial Heritage Trail

The “Industrial Heritage Trail” links the individual locations in the Ruhr Area. A 400 km route wends 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

The “most beautiful colliery in the world” now houses the “red dot design museum”, the “Phänomania/ Erfahrungsfeld” (experiencing science centre) and the Ruhr Museum, to name but three. In the neighbouring coke oven there is a works swimming pool and an ice rink.

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.

“Jahrhunderthalle Bochum” (Century Hall)

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

North Duisburg Landscape Park

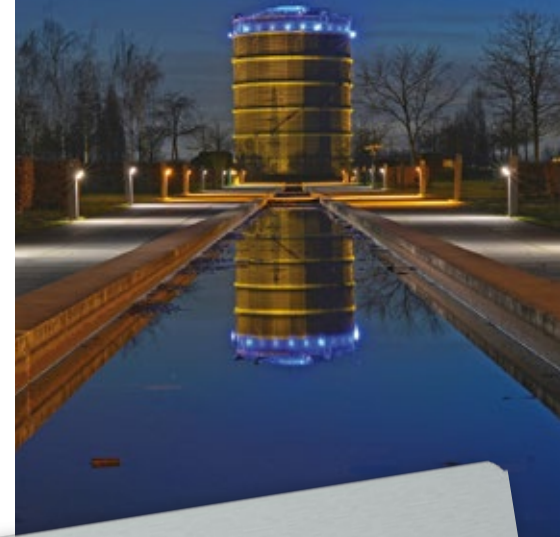
The huge site of the former ironworks has now been turned into a public recreation area with climbing walls in the old ore bins and a gasometer for scuba diving. Every evening, a permanent light installation bathes the smelting works in a fascinating show of light and colour.

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 100 metres high, and fascinating exhibitions and installations are shown here. There is a magnificent view over the Ruhr Area from the viewing platform on the roof.


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.



TIPP:

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.

 www.rub.de/anreise/fahrrad_en

 [international.rub.de/
welcomecentre/
bochum/bicycle.html.en](http://international.rub.de/welcomecentre/bochum/bicycle.html.en)



4.2 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 370,797 (as of 31.12.2018) 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 as well as 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 43,000 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 science and research. The “Hochschule Bochum” is Bochum’s largest university of applied sciences with more than 6,300 students and 450 staff. It offers degree courses in engineering and business. The “Technische Fachhochschule Georg Agricola” is a private technical university of applied sciences that has its origins in the “Bochumer Bergschule” (school of mining), founded in 1816. It offers degree courses in engineering and technological subjects, including those related to mining. The “Evangelische Fachhochschule Rheinland-Westfalen-Lippe” is the largest institution of higher education in Germany maintained by the Protestant Church. Some 2,200 students study for degrees in the social and educational fields. Furthermore, Bochum also has a drama school that is affiliated to the “Folkwang-Hochschule” (university of

the arts) in Essen, the EBZ private business school, a study centre belonging to the FOM University of Applied Sciences (economics and management) and the social security department of the Federal University of Applied Administrative Sciences. In 2010, Bochum became the site of the new Healthcare Campus North Rhine-Westphalia. In addition to the “Hochschule für Gesundheit”, the first state-funded university for healthcare professions in Germany, the campus 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.



Bochum: facts and figures

Federal State: Nordrhein-Westfalen

Administrative District: Arnsberg

Regional Association: Westfalen-Lippe,
Ruhr Region

District: Urban District

Area: 145,7 km²

Population: 370,797 (as of 31 December 2018)

Population density: 2,551 Einwohner/km²

Altitude: 43–196 m

Geographical location: 51° 29' N, 7° 13' E

Vehicle registration: BO

 www.bochum.de



INSIDER INFO:

You can get tickets for events and general information about Bochum at the "Bochum Ticketshop Tourist-info" in Hustr. 9 (100 m from the main station).

Schauspielhaus Bochum

www.schauspielhausbochum.de/en

Ruhrtriennale

www.ruhrtriennale.de/en

Culture and leisure in Bochum – thrilling diversity

More than 40 stages, including the famous "Bochumer Schauspielhaus" 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 Mining 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.

"Schauspielhaus Bochum"

Bochum's theatre is one of the most respected stages in Germany. The much-acclaimed productions of famous directors like Hans Schalla, Saladin Schmitt, Peter Zadek, Claus Peymann, Leander Haußmann, Matthias Hartmann, Elmar Goerden and Anselm Weber with outstanding companies laid the foundations for the excellent reputation the theatre successfully upholds to this day.

"Ruhrtriennale"

The international "Ruhrtriennale" festival captures the imagination again and again with its productions interweaving opera and drama with other art forms like visual arts, pop and classical music. The main venue is the "Jahrhunderthalle Bochum".

Bochum Symphony Orchestra

For more than a century, this internationally renowned classical orchestra has been entertaining audiences with an extremely varied programme. In 2016, it moved into a permanent new home. Between 2013 and 2016, the Anneliese Brost Musikforum Ruhr, which also encompasses the former St Marien-Kirche, was established in the Viktoria district of Bochum.

“Starlight Express”

With an audience of more than 14 million, “Starlight Express” is Germany’s most successful and fast-paced musical. Since 1988, 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.

... and much, much more: other venues

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

The “Entertainment Mile”

The “Bermuda3Eck” is the most popular pub and 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 amusement area in the region. During “Bochum Total”, a music festival that takes place every summer, the Bermuda Triangle is transformed into a gigantic open-air stage.

“Bahnhof Langendreer”

The former railway station “Langendreer Bahnhof” is 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.

Bochumer Symphoniker

 www.bochumer-symphoniker.de

Starlight Express

 www.starlight-express.de


“Entertainment Mile”

 www.bermuda3eck.de

Bahnhof Langendreer

 www.bahnhof-langendreer.de

Other theatres

 www.bochum.de/C125708500379A31/CurrentBaseLink/W28N8CF9607BOLDDE



Bochum and the Ruhr Area:

Bochum – official website

 www.bochum.de

Ruhr Area – official website

 www.rvr.ruhr

Bochum Marketing

 www.bochum-tourismus.de

German Mining Museum

 www.bergbaumuseum.de/index.php/en

Art Museum Bochum

 www.kunstmuseumbochum.de

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” 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”

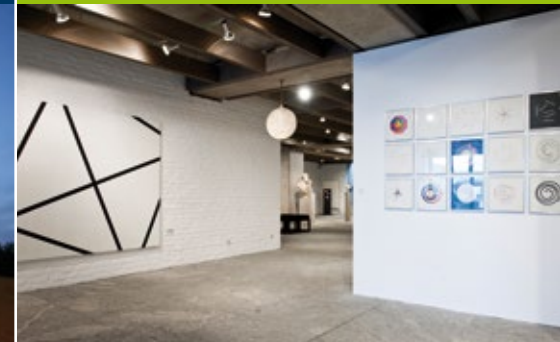
The German Mining Museum in Bochum is the most important specialist museum of its kind in the world. You can visit a replica mine covering 2.5 kilometres under the museum, huge halls containing mining equipment, and see a wealth of exhibits and models. You can also take a lift up the double strut-frame 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.

“Kunstmuseum Bochum”

At the Municipal Park in the very heart of the town you will find the Art Museum Bochum. The exhibitions change regularly and feature both photography and young, experimental art. The museum sees itself as a place of communication and as an “art workshop” with a varied supporting programme of events.

“Eisenbahnmuseum”

The Railway Museum Bochum-Dahlhausen houses a varied collection of historical steam and diesel locomotives and carriages as well as signal boxes and signalling equipment. The 180 exhibits of historical rolling stock include a number of rarities, such as the dining carriage from the famous Orient Express. During the summer an historical train runs through the Ruhr Valley to Hagen via Hattingen.



“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.

Ruhr-Universität Art Collection

See Chapter 3.3, University Institutions and Facilities, Art and Culture on Campus

“Situation Kunst” (for Max Imdahl) in the grounds of Haus Weitmar

“Situation Kunst” (for Max Imdahl) was first envisaged by the gallery-owner Alexander von Berswordt-Wallrabe as an addition to RUB’s art collections in 1988. It was opened in 1990 and has since been expanded during various building phases. The complex houses significant works by contemporary artists, African and Asian artefacts as well as landscape painting in the “Museum unter Tage” (MuT), which opened its doors in 2015. With respect to the landscape, it was built beneath the castle gardens. It is home to the permanent exhibition “Weltsichten” (World Views) and themed temporary exhibitions.

“Haus Kemnade”

Kemnade House was built in the 17th and 18th centuries. Today, it 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. There is also a rural heritage exhibition in the Farmhouse Museum to the east of the castle.

Additional information on Bochum and the Ruhr Area:

Railway Museum

eisenbahnmuseum-bochum.de/besucherinformationen/informations-in-english/index.php

Hannover Colliery

www.lwl.org/industriemuseum/standorte/zeche-hannover/english

Zeiss Planetarium

www.planetarium-bochum.de

Kemnade House

www.fv-hauskemnade.de

Iron ore railway path

www.ruhrgebiet-industriekultur.de/erzbahntrasse.html

Zoo Bochum

 www.tierpark-bochum.de

Lake Kemnade

 www.kemnader-see.de

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 Dahlhausen to Essen or wander in the opposite direction through the green Ruhr Valley at Witten. Alternatively, you can cycle along the “Leinpfad”, the old towpath beside the river, or cover the distance by canoe.

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 chug across on 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.



“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.

“Weitmarer Holz”

Incredible, but true: there is a forest in the middle of Bochum! Weitmar Wood is a favourite destination for a day out with beautiful natural forest tracks, a game reserve, children’s play areas and crazy golf. From the highest point you have a view over the Ruhr Valley stretching for miles.

The Botanical Gardens

Immediately behind the science faculty at Ruhr-Universität 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.



RUB



**A Road Map for your
Research Stay**

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)
- Make contact with the German diplomatic mission in good time to clarify immigration issues and, if applicable, 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); here you can apply, if applicable, for a “Führungszeugnis” (police clearance certificate), if you will be given an employment contract or “Freizügigkeit” (freedom of movement), if you are a citizen of an EU State.
- Open a bank account
- 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



INSIDER INFO:

Make contact with the Welcome Centre at the university at an early stage.

Contact the Welcome Centre if you would like someone to accompany you.

 [international.rub.de/
welcomecentre/
Kontaktformular
Termine.html.en](http://international.rub.de/welcomecentre/Kontaktformular_Termine.html.en)



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 other 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 (please enquire at the German Embassy in good time about the necessary formalities such as certification or 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 own car with you to Germany, you will need additional documentation (see Chapter II.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)

WELCOME CENTRE



FOR FURTHER INFORMATION:

 www.euraxess.de

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. At the moment 42 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 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
- A free, Europe-wide job portal in which researchers 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 90 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 Deutschland

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

- 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

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

EURAXESS Germany – National Coordination Point

German Aerospace Center (DLR)

☎ +49 228 / 3821-1382

@ info@euraxess.de

🌐 www.euraxess.de

RUB



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 and/or are moving into (rented) accommodation here you must register at the “Einwohnermeldeamt” (Residents’ Registration Office) and report your presence. You can also already submit the proof that you fulfil the criteria for the rights of free movement (see Chapter 6.2).

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, if you are staying more than three months or will be employed in Germany you will require a residence permit which you can either apply for once you have entered the country or in advance at the German diplomatic mission in the form of the relevant visa (see Chapter 6.3).

INSIDER INFO: 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 completed the form, you must print it out and present it to the German diplomatic mission in person together with all the other application documents required.

 visa.diplo.de



You can find a list of the countries requiring a visa (short stay) as well as the addresses of German missions abroad and information on entry regulations on the website of the Federal Foreign Office:

 www.auswaertiges-amt.de/en

Nationals of all other non-EU States

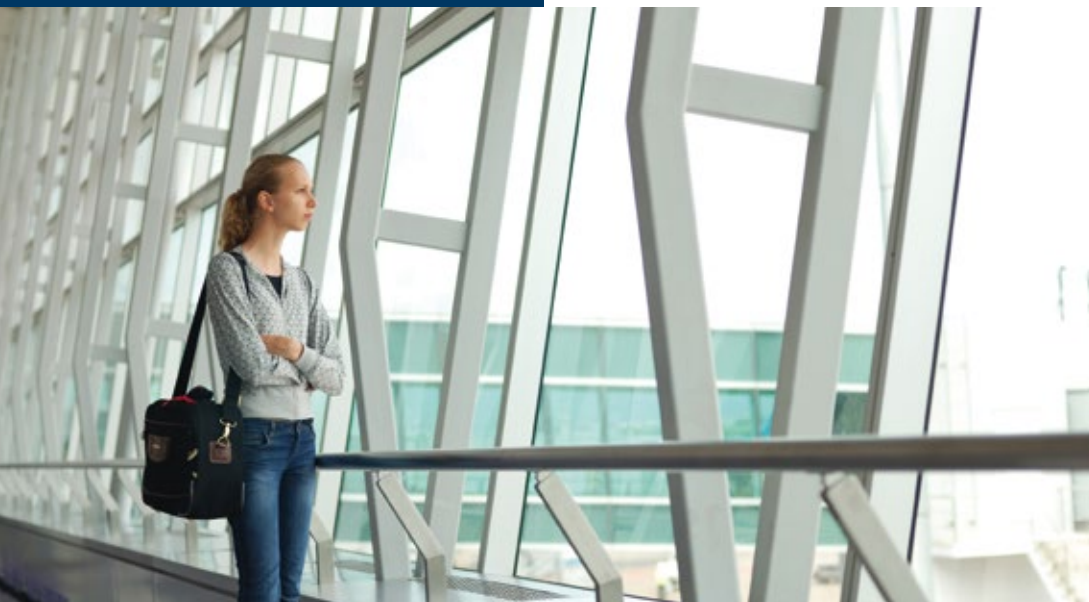
Short visits lasting up to three months

If your research stay in Germany is not scheduled to last longer than 90 days in a sixth month period, a Schengen Visa will usually be all you need to enter the country (C-Visa). However, you should bear in mind that Schengen Visas cannot be extended beyond the period of three months, nor can they be re-designated for other purposes. You will have to leave Germany at the end of three months at the latest.

In order to obtain a Schengen Visa, you will have to prove that you will be able to support yourself financially during your stay in Germany. For all Schengen States you will also be obliged to provide evidence of travel health insurance cover amounting to at least 30,000 euro. When completing the application for the Schengen Visa please make sure to state “scientific work” or “research” as the purpose of your stay. The Schengen Visa entitles you to move freely between and stay in any of the so-called Schengen States, i.e. the states that have signed the Schengen Agreement.

Visa exemptions for short visits

Nationals of some countries are allowed to enter Germany for visits of up to three months without a visa. You can find a list of these states on the website of the Federal Foreign Office. Please note, however, that you will not be able to apply for a residence title for a longer stay once you have entered Germany and that you will have to leave the country after three months at the latest. If you are planning a longer stay you must apply for a German visa that will allow you to stay in the country for an extended period while you are still in your own country or current country of residence.



Visits lasting 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 may also apply 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.

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

- Passport (please note that your stay will only be valid whilst your passport is valid)
- Proof of your intended activity (e.g., employment contract, letter of invitation or hosting agreement from the university)
- Proof that you will be able to support yourself financially if this is not evidenced by the documentation above
- Adequate health insurance cover
- Details of proposed accommodation in Germany
- Marriage and birth certificates of family members
- Application form (available from diplomatic missions)

The border-free Schengen Area:

Germany, Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.





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 to present 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.

FEE WAIVER

Fellows of German funding organisations who receive a publicly-financed fellowship – for example, Alexander von Humboldt Foundation fellows and DAAD scholarship-holders – are not required to pay fees for their visas, nor for fictional certificates, nor, in exceptional cases, for residence permits.



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 two weeks 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).

Bürgerbüro im Rathaus Bochum (Residents’ Registration Office)

✉ Rathaus Bochum
Willy-Brandt-Platz 2–6
44777 Bochum
☎ 02 34 / 9 10 -19 50

Bürgerbüro in Querenburg

✉ Uni-Center
Querenburger Höhe 256
44801 Bochum
☎ 02 34 / 9 10 -91 22

Visit

🌐 www.bochum.de > Rathaus, Bürger- und Presseservice > Online-Dienste / Formulare for additional information and the addresses of the “Bürgerbüro” in other districts.



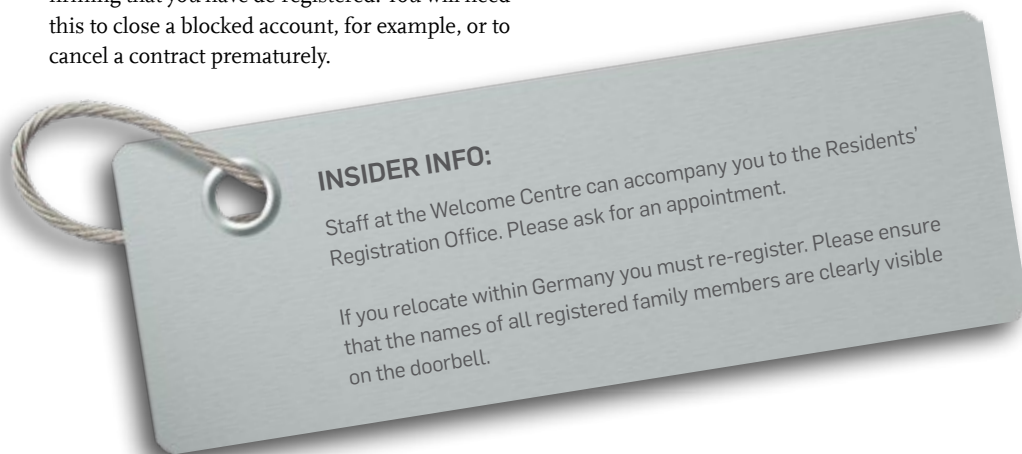
At the Residents' Registration Office, you will acquire the following:

- “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.
- “Polizeiliches Führungszeugnis” (Police Clearance Certificate): In Germany, this is required for employment in public service.
- “Steueridentifikationsnummer” (Tax 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 Besoldung und Versorgung, LBV) via Department 3, Personnel Matters.
- “Abmeldebescheinigung”: This is a paper confirming that you have de-registered. You will need this to close a blocked account, for example, or to cancel a contract prematurely.

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

- a landlord's confirmation
- a passport or equivalent document
- for children: birth certificate with German translation
- for marital partners: original marriage certificate with German translation

To access all the necessary forms for the services provided by the Bochum authorities (“Bürgerbüro”, “Ausländerbüro”, “Standesamt” etc.) please visit the online form service centre.



Stadt Bochum online form service centre:

 www.bochum.de

- > Rathaus, Bürger- und Presseservice
- > Online-Dienste / Formulare



For updated information on the whole topic of residence permits as well as FAQs you can also visit:

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


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 usually 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).

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 marital partners and unmarried children etc. Visit:

 www.hrk.de/fileadmin/redaktion/hrk/02-Dokumente/02-07-Internationales/02-07-05-Mobilitaet-und-Anerkennung/HRK_Leaflet_Residence_Permits_3_2018.pdf

INSIDER INFO:

If you need help when dealing with the various authorities, please contact the Welcome Centre. We can help you make an appointment, accompany you or translate for you.

 welcome-centre@uv.rub.de

You will usually have to present the following documents to the Immigration Office:

- Completed application for a residence title (available at the Immigration Office and online at formulardienst.bochum.de/forms/findform?shortname=FO46&formtecid=3&areashortname=AmtII)
- 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:

- Higher education studies, language courses, school education
- Visiting researcher
- Settlement permit for highly qualified foreigners
- EU Blue Card
- Research

Fiktionsbescheinigung

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

There are three different types of fictional 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” (§81 Abs.4) because your old residence permit will continue to be valid until you receive your new card.

On the strength of this kind of fictional certificate it is possible to travel, and you will be allowed to re-enter Germany at any time. Whilst you are using a fictional 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.



In Bochum:

The “Ausländerbüro der Stadt Bochum” is responsible for issuing residence permits, settlement permits as well as freedom of movement.

Ausländerbüro der Stadt Bochum

✉ Rathaus, Willy-Brandt-Platz 2–8

Immigration Office Call Centre:

☎ 02 34 / 9 10-24 00

For additional information please visit:

🌐 www.bochum.de/auslaenderbuero



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 criteria for the rights of free movement.

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, EU citizens and their families have the right of entry and residence by law.

(Source: www.duesseldorf.de/auslaenderamt/eu-service.html)

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 for advice at the Immigration Office. If you leave Germany for more than six months, a settlement permit may expire.

6.4 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 be entitled to work without the prior 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.

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 science) special regulations may apply.



RUB

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.

For new members of staff

On the RUB service portal, 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 employers' contributions, interest groups, technical support and many other points.

You are, of course, entitled to use all the facilities such as libraries, refectories, sports amenities or the Welcome Centre.

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

Department 3, Personnel Matters

www.uv.rub.de/dezernat3

www.uv.rub.de/dezernat3/TV_L/TV-L.pdf

Personnel Matters (academic staff)

Jana Kerle

0234 / 32-265 11

jana.kerle@uv.rub.de

www.uv.rub.de/dezernat3/abteilung_33.html

Welcome Pack for new employees:

serviceportal.rub.de/Begriffesammlung/Seiten/index/Themendetailseite.aspx?Thema=willkommenspaket

INSIDER INFO:

English versions of most of the forms are available to help with translation.

LBV NRW

- www.lbv.nrw.de
- international.rub.de/welcomecentre/index.html.en

EURAXESS funding database

- www.euraxess.de/funding/search

DAAD funding programmes

- www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database

ELFI – Electronic Research Funding Information System

- www.elfi.info/e_index.php

LBV NRW

The “Landesamt für Besoldung und Versorgung NRW (LBV)” is the authority responsible for calculating and paying the salaries of all employees and public servants at Ruhr-Universität Bochum, so you will receive your salary statement from the LBV directly. You can find the coordinates of people to contact on your salary statement or by using your LBV-pin number to access the LBV’s website. Here you will also find additional information on collective pay agreements, child benefit and taxation.

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).

INSIDER INFO: WHAT DO ACADEMICS EARN IN GERMANY?

For information on collective pay agreements and salary scales visit:

- oeffentlicher-dienst.info/tv-l/allg

7.3 Intellectual Property

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).

On principle, you should ask your employer or host institute about the handling of intellectual property, patents, and inventions at an early stage. As an employee you are obliged to inform your employer about inventions. At Ruhr-Universität Bochum, Section 4 in Department 1 is responsible for Transfer and Entrepreneurship. This should be your first port of call to get advice on dealing with intellectual property, and to register patents and licences. Here you will find information on the necessary procedures and regulations at RUB and also get support in carrying out the steps required to complete registration.

If your patent is registered, you will be named as the inventor and can include the patent in your publication list.

In Bochum: Department 1, Section 4 Transfer and Entrepreneurship

Section 4 – Transfer and Entrepreneurship – in Department 1 is the contact point

for all questions relating to intellectual property rights, patents and inventions

✉ Dr. Nils Elsner

@ patente@rub.de

🌐 www.worldfactory.de/en

Additional information:

🌐 www.euraxess.de/germany/information-assistance/intellectual-property-rights-ipr



INSIDER INFO:

For useful information for employees at RUB also visit

🌐 www.worldfactory.de/en

🌐 www.rub.de/angebote/beschaefigte/index_en.html

Open access RUB


Website:

 www.rub.de/oa

RUB's publication fund

 www.rub.de/oa/apply/index.html.en

Electronic publishing at RUB

 www.ub.rub.de/Informationen/publishing.html

RUB's Open Access representative

Kathrin Lucht-Roussel

 kathrin.lucht-roussel@rub.de

 02 34 / 32-2 2053

UB open access team

 oa@rub.de

Electronic doctoral and habilitation dissertations

 theses-ub@rub.de

7.4 Open Access

After signing the Berlin Declaration on Open Access in October 2003, RUB has supported the political demand for open access to academic publications online. On 6 March 2013, the RUB Senate passed a Resolution to promote Open Access and encourages all researchers to make their research findings freely available.

Funding applications

Thanks to the support of the German Research Foundation (DFG), since 2014, RUB has had a fund to promote publications in open-access journals. The University Library (UB) manages the fund. As a member of RUB and a corresponding author you are eligible to apply to the UB for funding.

Open access publishing at RUB

UB Bochum offers several central services through which scientific papers can be published as open access. Via RUB's platform, Open Journal Systems (OJS), RUB researchers can publish e-journals as open access. UB also supports the members of RUB in publishing academic series in electronic form by providing Open Monograph Press (OMP). And via RUB's Dokumentenrepositorium you can publish the full text of doctoral and habilitation dissertations electronically. Furthermore, full texts that have already been published can be made permanently accessible at no extra cost (open access second publication). In every case, the regulations governing copyright and rights of use must be respected.





Stipulations made by research funders

Many research funders aim to ensure that all the publications they fund enjoy worldwide open access wherever possible. DFG recommends publishing research results in open access journals or subsequently depositing papers that have already been published in open access repositories.

In the case of EU projects (HORIZON 2020), open access to academic publications is mandatory for all projects. In some sub-jects there is an “open research data pilot” for research data. You should take note of the stipulations when you start planning a project and factor in the possible costs of open access publications in your application.

Predatory publishing

In a statement, the Senate of the German Rectors’ Conference (HRK) has warned about the fraudulent practice of so-called predatory journals. Unlike reputable specialist journals, they rarely use peer review. The website thinkchecksubmit.org is helpful in assessing dubious offers.

UB’s OA-Team will be pleased to advise you.

Additional information on open access:

Berlin Declaration:

[openaccess.mpg.de/
Berlin-Declaration](http://openaccess.mpg.de/Berlin-Declaration)

Open Access Resolution:

[www.rub.de/oa/RUB_UB_OpenAccess-
Resolution.pdf](http://www.rub.de/oa/RUB_UB_OpenAccess-Resolution.pdf)

Applying for funding:

www.rub.de/oa/apply/index.html.en

Open Journal Systems:

ojs.ub.rub.de

Open Monograph Press:

omp.ub.rub.de

RUB Repository:

hss-opus.ub.rub.de/opus4/home

DFG:

[www.dfg.de/en/research_funding/faq/
index.html](http://www.dfg.de/en/research_funding/faq/index.html)

HORIZON 2020:

[ec.europa.eu/programmes/horizon2020/en/
h2020-section/open-science-open-access](http://ec.europa.eu/programmes/horizon2020/en/h2020-section/open-science-open-access)

HRK Statement on Predatory Publishing:

[www.hrk.de/resolutions-publications/
resolutions/beschluss/detail/state-
ment-on-predatory-publishing](http://www.hrk.de/resolutions-publications/resolutions/beschluss/detail/state-ment-on-predatory-publishing)

RUB



Social Security in Germany

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.



List of statutory health insurance providers

[www.gkv-spitzenverband.de/
krankenkassenliste.pdf](http://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.

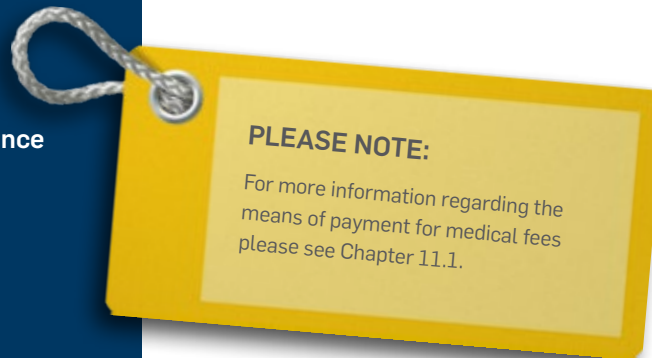
Only in extremely exceptional cases and only if a social security agreement has been signed with Germany, the health insurance regulations obtaining in your own country may continue to be valid. Please make sure you enquire with your health insurance provider at home whether this is an option for you.

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). Please note, that it might be difficult to switch to a public health insurance again, after deciding on a private health insurance.

List of private health insurance providers

 www.pkv.de/w/files/verband/die-unternehmen-der-pkv.pdf



PLEASE NOTE:

For more information regarding the means of payment for medical fees please see Chapter 11.1.

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 contribution 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 fulfil 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
Knappschaft-Bahn-See
Piperstraße 14–28
44789 Bochum
- ☎ 08 00 / 10 00-48 00; 02 34 / 30 40
- 🌐 www.deutsche-rentenversicherung.de
> click on “Fremdsprachen” for English and other languages

“FIND YOUR PENSION”

🌐 www.findyourpension.eu

On this portal you can find out about the pension schemes and pension institutions in the various countries of Europe. The website is designed for internationally mobile researchers and provides information on future pension rights you can accrue in Europe.



Occupational pensions

- ✉ VBL, Versorgungsanstalt des Bundes und der Länder
Hans-Thoma-Straße 19
76133 Karlsruhe
- ☎ 07 21 / 9 39 89 31

Tailored information for academics on fixed-term contracts: VBLspezial

🌐 www.vbl.de/en/products

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.

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 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.

INSIDER INFO:

You can obtain an application form for exemption from your Personnel Department

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, the employee the other half.

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.



German Federal Employment Agency

The “Bundesagentur für Arbeit” (German Federal Employment Agency) is the unemployment insurance provider, represented by its local employment agencies

 www.arbeitsagentur.de/en/welcome



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

publikationen.dguv.de/dguv/pdf/10002/si-8083.pdf

Stabsstelle für Arbeitssicherheit und Umweltschutz

☎ 02 34 / 32-2 70 70

☎ 02 34 / 32-1 42 33

✉ ursula.fornefeld-schwarz@uv.rub.de

🌐 www.uv.rub.de/hsi

Forms for Unfallkasse NRW

🌐 www.unfallkasse-nrw.de/service/formulare/unfallanzeigen.html

INSIDER INFO:

In the brochure “Gesetzlicher Unfallversicherungsschutz an Hochschulen” (Statutory Accident Insurance at Universities) you will find detailed information on insurance cover for various groups of people employed at universities and institutions of higher education.

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 “Beihilfe”, 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 “Beihilfe” 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 “Beihilfe”.

Pensions 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

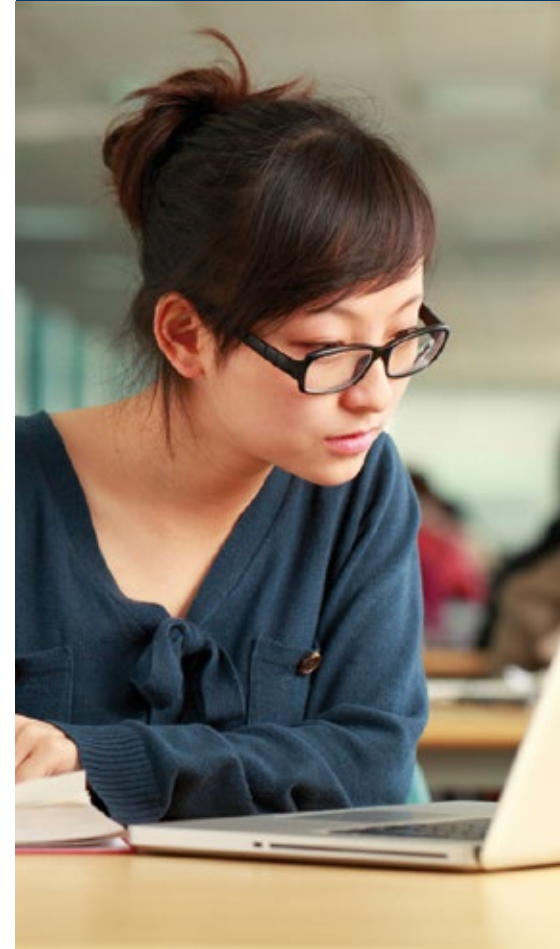
Non-EU citizens

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 most costs incurred for illness predating 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.



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

 publikationen.dguv.de/dguv/pdf/10002/sj-8083.pdf


EUIsses: Links and information on social security

 www.ec.europa.eu/social > English > Moving & working in Europe > Social security coordination

“Your Europe Advice”

Here you can access an online form to get personal advice on EU legal matters relating to living, working and travelling in the EU.

European Commission

 europa.eu/youreurope/advice

FAQs (as of October 2011)

 www.ec.europa.eu/citizensrights/front_end/docs/faq.pdf

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 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.



European Health Insurance Card (EHIC)

To facilitate treatment during temporary visits abroad, every health insurance scheme is obliged to issue its members with a European Health Insurance Card. 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.

However, the EHIC 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

Advice on pension schemes

Deutsche Rentenversicherung

✉ Hauptverwaltung der Knappschaft-Bahn-See
Piperstraße 14–28
44789 Bochum

☎ 08 00 / 10 00-48 00; 02 34 / 30 40

🌐 www.deutsche-rentenversicherung.de

> click on "Fremdsprachen" for English and other languages

Disclaimer

The insurance providers contained in the following list are known to the authors of this guide. The latter accept no responsibility for the quality or completeness of the information.

RUB

Taxation in Germany



9.1 Research Stay Based on a Fellowship

If your research stay in 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 Stay Based on an Employment Contract



If your research stay is based on an employment contract 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 in such a case. If any of these conditions is not met, your salary will be taxed in Germany.

Agreements exist with some countries which allow you to pay tax in your own country if you are a university teacher or researcher who comes to Germany for a maximum of two years (in most agreements) in

order to teach or do research at a public institution. Details can be found in the double taxation agreements for Member States of the EU and certain other countries.

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.

Finanzamt Düsseldorf-Süd

✉ Kruppstr. 110-112
40227 Düsseldorf

Ms. Andrea Waldecker

☎ Tel.: 02 11 / 77 98 37 36

Ms. Marion Bloch

☎ Tel.: 02 11 / 77 98 35 71

You can find more useful information (as well as forms and info sheets) on taxation and double taxation in North Rhine-Westphalia on the website of the Oberfinanzdirektion Nordrhein Westfalen:

🌐 www.ofd-rheinland.de

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

Finanzamt Bochum-Süd

✉ Königsallee 21
44789 Bochum
🌐 www.finanzamt-bochum-sued.de

Finanzamt Bochum-Mitte

✉ Castroper Str. 40–42
44791 Bochum
🌐 www.finanzamt-bochum-mitte.de

Limited Income Tax Liability

If you have no habitual abode 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 einkommenssteuerpflichtige Arbeitnehmer”

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 if 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 reli-

gious 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.

Further information:

-  www.bzst.de/EN
(Tax Information Centre, Bundeszentralamt für Steuern)
-  www.bundesfinanzministerium.de/Web/EN/Home/home
(Federal Ministry of Finance, Bundesfinanzministerium)
-  www.dstv.de/en/dstv-en
(Association of German Tax Accountants – tax accountant database)

RUB

Bringing Your Family on a Research Stay



10.1 Child Care

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 7:00 am to 5:00 pm.

Nursery schools offer care for children from the age of 2–3 until they reach school-age. Care is usually provided from 7:00 am to 2:00 pm or 4:00 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-home child care

In-home child care offers supervision and education mainly for children under the age of 3, 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.

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 – Der Familienservice
UV 2/246

☎ 0234/32-27772

☎ +49 (0)234/32-14896

@ 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
> Leben, Vielfalt und Menschen > Menschen

Family guide issued by the Federal Ministry of Family Affairs, Senior Citizens, Women and Youth:

🌐 www.familien-wegweiser.de

More information on the school system in Nordrhein-Westfalen and Germany:

Education portal of the State of Nordrhein-Westfalen:

www.schulministerium.nrw.de/docs/bp

German Education Server:

www.eduserver.de

Conference of German Ministers of Education:

www.kmk.org/kmk/information-in-english.html



10.2 Schools

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 prerequisite 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.



Schools in Bochum:

Information by the City of Bochum

www.bochum.de/schulverwaltungsamtsamt

School Authority (Schulverwaltungsamt):

Junggesellenstraße 8

44777 Bochum

0234/910-3863

On campus:

Uwe Koßmann

ProKids – Der Familienservice

UV 2/246

0234/32-27772

+49 (0)234/32-14896

prokids@rub.de

Bilingual Private School

www.carolinenschule.de

Contacts for child benefit

Depending on your contract and country of origin, your application may be handled by different Family or Child Benefit Offices. Please enquire whom to contact about your particular case.

LBV – NRW-Familienkasse

- Family Benefits Office -

✉ 40192 Düsseldorf

☎ 02 11 / 60 23-01

🌐 www.lbv.nrw.de/merkblaetter_vordrucke

LBV application form for child benefit:

🌐 www.finanzverwaltung.nrw.de/de/kindergeld

Family Benefits Office Bochum

✉ Universitätsstr. 66

44789 Bochum

☎ from Germany 08 00 / 4 55 55 30

☎ 02 34 / 3 05 15 37

📧 familienkasse-bochum@arbeitsagentur.de

Application form for child benefit from the Employment Office:

🌐 www.kindergeld.org/formulare.html

More information on child benefit:

🌐 www.arbeitsagentur.de

> ENG > Financial Support > Child Benefit

🌐 www.bmfsfj.de > Familie

> Familienleistungen



10.3 Family Benefits

Child benefit

Parents can apply for child benefit for their children up to the age of at least 18. Under certain circumstances, 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.

The monthly amount of child benefit varies depending on the number of children and amounts to roughly 200 €.

Application process:

The application must be submitted in writing to the respective Family or Child Benefit Office. The forms are available online.

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. If Parents decide to both work part time for four consecutive month and are working 25 to 30 hours per week, they can apply for 4 more month of child allowance plus.

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 euros and a minimum of 300 euros. 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.



In Bochum

Submit applications for parental allowance and child care allowance

Joint Pensions Office of the cities of Dortmund, Bochum and Hagen

✉ Untere Brinkstraße 80
44141 Dortmund

☎ 02 31 / 5 00

✉ elterngeldkasse@stadtdo.de

🌐 www.elterngeld.dortmund.de

🌐 www.elterngeld.dortmund.de

> Betreuungsgeld

🌐 www.elterngeld.nrw.de

More information on parental and child care allowance entitlements:

🌐 www.familien-wegweiser.de

> Familienleistung > Elterngeld

🌐 www.bmfsfj.de

> Familie

> Familienleistungen

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:

Parental allowance must be requested from the relevant local authority using a form that can be completed online and must be 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.

TAX ALLOWANCES FOR CHILDREN

In Germany, taxpayers are entitled to a tax allowance for each child. This entitlement starts with the month in which the child is born. If you have children, you can register these child allowances with the local tax authority. In most cases, this will translate into a lower tax burden. Child benefit will be offset against these tax allowances.



10.4 Employment opportunities for partners

Labour legislation

Usually Husbands or wives of researchers do not need further approving from the Foreigners Office, but please consider with your local authorities to be certain.

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.

Information and advisory offices:

EURES – The European Job Mobility Portal:


 ec.europa.eu/eures

Federal Employment Agency:

 www.arbeitsagentur.de/en/welcome

Useful online job portals:

 www.euraxess.eu > Jobs & Funding

 www.zeit.de/jobs

 www.academics.com


 www.academics.de

In Bochum

Bochum Employment Agency


 Universitätsstr. 66

44789 Bochum

 (from Germany) 08 00 / 4 55 55 00

 02 34 / 3 05 – 13 49

RUB VACANCIES:

 www.stellenwerk-bochum.de/en

RUB

Practical Everyday Information



11.1 Doctors and Pharmacies

Doctors

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 you will have to pay for the treatment at the doctor’s surgery.

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 answerphone 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.

Emergency services

General emergency practice at
St. Josef-Hospital

✉ Gudrunstr. 56

44791 Bochum

☎ 02 34 / 116 117


Emergency services for children and young
people in Bochum and Herne

🌐 www.kind-bochum.de/kind/K.I.N.D..html
> current emergency pharmacy service

Emergency pharmacy service

🌐 [www.aponet.de/service/
notdienstapothekerfinden.html](http://www.aponet.de/service/notdienstapothekerfinden.html)
> enter postal code or city > search

Hospitals and clinics in Bochum

 www.bochum.de/notfall
> Krankenhäuser und Kliniken

Searching for doctors:

 www.gelbeseiten.de

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

Police	110
Fire	112
Emergency / ambulance	112
Poisoning	0228/19240
Pastoral advice	0800/1 110 -111 (oder -222)
Central telephone number to block credit cards	116 116

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 further questions!



EMERGENCY AT RUB

Phone:

📞 02 34 / 32-2 33 33

🌐 notfall.rub.de



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 at your own bank at home in advance and possibly choose a bank in Germany that cooperates with your bank at home.



TRANSFERS WITHIN THE EU

Across Europe there is a unified procedure for cashless payments (transfers, direct debit) called SEPA (Single Euro Payments Area).



11.4 Transport

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 “Bahn Card” 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.

DB NAVIGATOR APP

The DB Navigator App tells you about all the connections offered by Deutsche Bahn. You can book your ticket using the app and receive updates on any delays.

 www.bahn.com/en/view/index.shtml
 > Booking information
 > DB Navigator App



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

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 purchasing 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. You can do all your travelling using public transport or, alternatively, by bicycle.

Transferable tickets for official journeys

RUB provides transferable tickets for official journeys by public transport within Bochum for its academic, technical and administrative staff. They are free of charge. How this works is explained here:

 www.rub.de/angebote/beschaefigte/tickets-dienstgaenge.html

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.

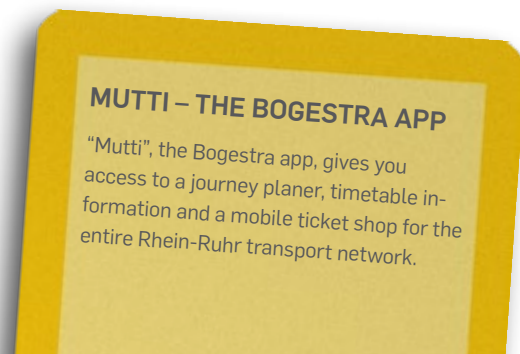
Forgotten your ticket?

If you have forgotten your ticket, the ticket inspector will issue you with an invoice 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.



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.

Long-distance coach

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.

INSIDER INFO

There are numerous metropolradruhr (nextbike) rent-a-bike stations all over Bochum and on RUB campus itself. If you have an RUB email address, you can get special rates on this service. RUB staff and students can use bike storage, get reductions at bicycle shops and benefit from other special offers for cyclists. For current information visit:

- 🌐 www.rub.de/anreise/fahrrad_en.html
- 🌐 www.rub.de/anreise/fahrradverleih_en.html

Bicycle hire in the Ruhr Area

- 🌐 www.metropolradruhr.de/en
- 🌐 www.revierrad.de/lng.php

Cycle paths in the Ruhr Area:

- 🌐 www.ruhr-tourismus.de/en/radrevierruhr.html

At RUB:

The Mobility website pools useful information for cyclists and motorists, wheelchair users as well as for those using local and long-distance transport. Plans of the campus and how to get there help you to find your way around.

- 🌐 www.rub.de/anreise/index_en.html

Mitfahrzentralen

- 🌐 www.blablacar.de

Long-distance coaches

- 🌐 www.fernbusse.de

International airports

Düsseldorf

 www.dus.com/en

Cologne/Bonn

 www.cologne-bonn-airport.com/en.html

Frankfurt

 www.frankfurt-airport.com/en.html

Dortmund

 www.dortmund-airport.com

Amsterdam

 www.schiphol.nl/en



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 with regard to the validity of your driving licence, driving a car with a foreign registration, car papers and German motor vehicle registration requirements, road tax and third-party liability insurance. 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.

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 an accident (this should entitle you to a rebate on your German third-party insurance policy)

Automobile associations

The "Allgemeine Deutsche Automobil-Club" (ADAC) is the largest automobile association in Germany. You can also join the "Auto Club Europa" (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
☎ 02 34 / 9 10-82 00

EURAXESS Germany

🌐 www.euraxess.de

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 constantly changing it is worth taking a look every so often.

 www.billigertelefonieren.de

 www.billiger-surfen.de

Searching for telephone numbers online

 www.dastelefonbuch.de

 www.teleauskunft.de

 www.gelbeseiten.de



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 €17,50 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.

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.

EDUROAM

eduroam (education roaming) is a European initiative to facilitate wireless internet access at universities. Students and university staff can use it to access the internet not only at their own universities but at other universities/organisations (during conferences, for example) that participate in the system as well.

Visit

 www.eduroam.org > Where can I eduroam

(see Chapter 2.5 for more information)



Bochum Public Library

 www.bochum.de/stadtbuecherei

Many libraries operate an online service: you can extend the lending period and use digital media. They offer ebooks, audio books, and children's media as well as magazines and newspapers.

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

You can borrow books, scientific articles and journals free of charge in the University Library.

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.





Information on churches and religion in Germany

- www.bmi.bund.de/EN
- > Community and Integration
- > Religion and the state

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 percent of the population in Germany is Roman Catholic, another 35 percent is Protestant and roughly five percent is Moslem. Just under two percent of the population belongs to other religious communities and more than 30 percent 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.



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

 www.ferienkalender.com

 www.schulferien-und-feiertage.de

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

Carnival

Particularly in the Rheinland and in Mainz, February and March are known as the "fifth season". This is when "Karneval" or "Fastnacht" is celebrated. In the strongholds of carnival most employers give their staff a couple of extra days' holiday. "Weiberfastnacht" (Women's Carnival Day) warrants an afternoon and "Rosenmontag" (Carnival Monday) an entire day.

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 “Flohmarkt” 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.





For additional information and links on life and culture in Germany visit the EURAXESS Germany website:

 www.euraxess.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.



RUB

Before you leave
Germany ...

A photograph of a row of various suitcases and bags in an airport baggage claim area. The suitcases are in various colors including yellow, grey, black, and blue. Some have straps and labels. The background is blurred, showing airport equipment and a red container.

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.
- It may be worthwhile to enlist the help of a tax accountant to complete 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 last salary/fellowship payment before you leave the country. The move and the last 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 at your new destination.



Euraxess – contacts

 euraxess.ec.europa.eu/contact-us

Forwarding service

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

 www.efiliale.de > Der Nachsendeservice

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.portokalkulator.de

Fee collecting agency for ARD, ZDF and Deutschlandradio

 www.rundfunkbeitrag.de

One month to go

- Make an appointment to 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.
- Close your bank account, if applicable
- 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.
- Cancel your registration at the “Einwohnermeldeamt” (one week before you move out)

INSIDER INFO:

Feel free to approach the Welcome Centre for advice and support.

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.



CLOSING 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 close it until after the move.

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.

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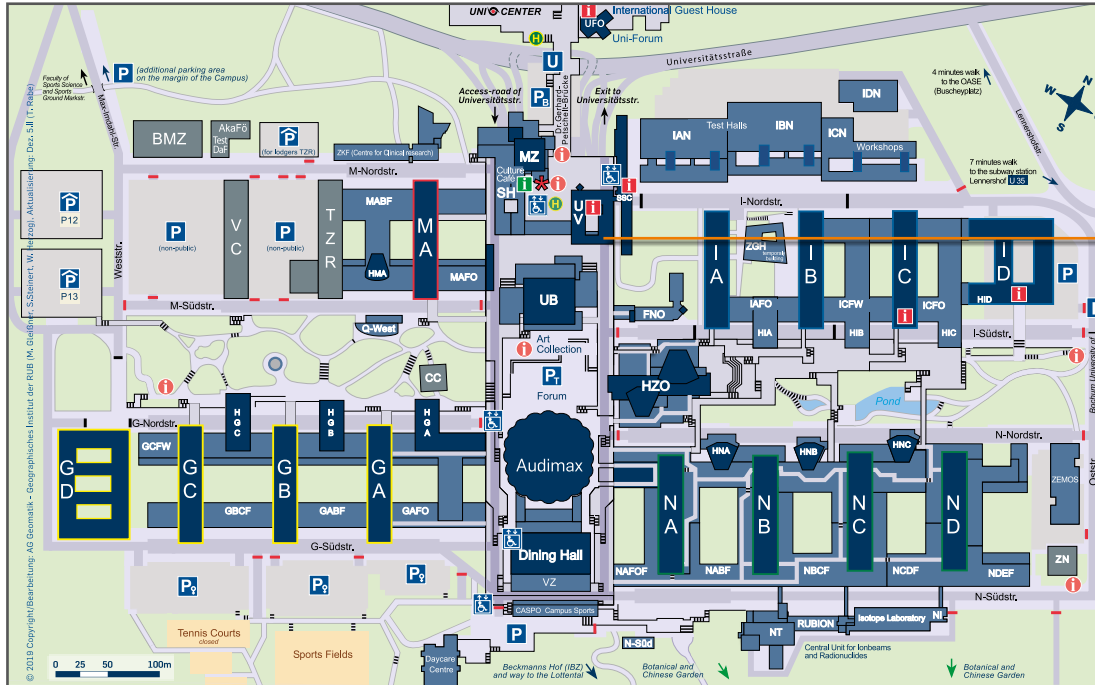
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Campus map



Plan of Ruhr-Universität Bochum

You can get a larger print-out of this plan from the Welcome Centre or download it from:

 www.rub.de/lage

- Medicine (MA)
- Engineering (IA-ID)
- Natural Sciences (NA-ND)
- Humanities (GA-GC)
- Street
- Walkway

Welcome Centre

- BMZR Centre for Biomedicine Ruhr
- CASPO Campus Sports Ground
- CC Campus Center
- FNO Forum Northeast
- HZO Lecture Hall Centre
- MSZ Multimedia Support Centre
- MZ Arts Centre
- IT.S IT.Services
- SSC Student Service Center
- TZR Technology Centre Ruhr
- UB University Library
- UV University Administration
- VC Vita Campus
- VZ Convention Centre
- ZGH Centre for Interface-Dominated High Performance Materials
- ZN Centre for Neuroinformatics

**WELCOME
CENTRE**
for mobile researchers

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

