



# Welcome to the University of Duisburg-Essen

Guide for International Researchers

UNIVERSITÄT  
DUISBURG  
ESSEN

*Offen im Denken*

# Welcome to the University of Duisburg-Essen

## Guide for International Researchers

This guide has been compiled in collaboration with Technische Universität Dortmund and Ruhr-Universität Bochum. We should also like to thank EURAXESS Germany and the German Aerospace Center (DLR) for their contribution to content.



## Dear visiting researchers,

Welcome to the University of Duisburg-Essen. I am delighted that you have chosen our university for your teaching and research visit and sincerely hope that the time you spend here will not only be successful academically, but also an enriching and enjoyable experience.

The University of Duisburg-Essen owes its existence to the merger of the two universities in Duisburg and Essen in 2003. It is thus the youngest, but also one of the ten largest universities in Germany with some 40,000 students. Furthermore, it has earned itself a place amongst the world's 100 best young universities (THE Rankings). In our eleven faculties we offer approximately 200 Bachelor's and Master's courses covering a broad spectrum of subjects. And we are strong in research, as evidenced by our five key, interdisciplinary research areas: Nano-sciences, Biomedical Sciences, Urban Systems, Change of Contemporary Societies and Empirical Research in Education.

The motto of the University of Duisburg-Essen is "Open-Minded". We have consequently chosen to follow a cosmopolitan, international course. By coming here as a visiting researcher and sharing your ideas and experience with us, you are making an important

contribution not only to research and teaching but also to our university's sense of community. And it is very important to us that you – and your families – feel at home here. We shall therefore do everything we can to make the preparations for your stay in Germany as straightforward as possible: the team at our International Office will be pleased to help you.

There is lots to discover outside the university as well: Duisburg and Essen are part of the Ruhr Metropolitan Area, which is home to some five million people, and has a wealth of cultural and leisure-time activities on offer. Follow the trail of the coal and steel industries, go to the theatre and concerts or just enjoy the many green spaces in the towns along the Rhine and Ruhr to gain your very own impression of the Ruhr Area.

With every good wish for your stay at the University of Duisburg-Essen and in our region,

**Ulrich Radtke**



**Prof. Dr. Ulrich Radtke,**

Rector of the University of Duisburg-Essen



## Welcome to Duisburg!

It is my great honour and pleasure as Mayor of Duisburg to welcome visiting researchers from all over the world to the University of Duisburg-Essen. With nearly 40,000 students attending more than 100 courses, our university is one of the largest institutions of higher education in Germany, an important driver of structural development and one of the top performers in the region. But it is not only the university that makes Duisburg an attractive, lively location, much appreciated by the overwhelming majority of its inhabitants.

I should like to invite you to use the opportunity of your stay here to get to know our city better, which does not just benefit from its central position between the idyllic Lower Rhine region, the pulsating city landscape of the Ruhr Metropolitan Area and the towns along the Rhine. Duisburg also has a great variety of cultural, sporting and leisure activities on offer, including nationally-respected institutions like the Lembruck, DKM and Küppersmühle museums, the Duisburg Philharmonic Orchestra and the Theater der Stadt Duisburg, which is one of the homes of the opera company, Deutsche Oper am Rhein.

Other must-dos on your explorations of our town include the Zoo, the Landscape Park Duisburg Nord and the Inner Harbour as well as the 200 or so hectares of the Sportpark Wedau, the Rheinpark in Hochfeld and the large-scale installation known as “Tiger and Turtle – Magic Mountain”.

To make it easier for you to find your way around, the Duisburg municipal authorities run “Call Duisburg”, a telephone service (0203 94000) where you can get general information on municipal authorities’ duties and services as well as information on various issues and topics. You can access round-the-clock information, recommendations and news relating to Duisburg on the town’s website [www.duisburg.de](http://www.duisburg.de) or the “what’s on” portal [www.duisburgnonstop.de/site\\_en/](http://www.duisburgnonstop.de/site_en/).

I am sure even this brief introduction to the life of Duisburg has given you a taster of how multifaceted and exciting the city is, and I am sure you will soon feel at home here. I wish you all the very best for a good start and successful future in Duisburg. On behalf of the entire city, allow me to welcome you to Duisburg!

Sören Link



Sören Link,

Mayor of Duisburg



## Welcome to the heart of the Ruhr Metropolitan Area!

Dear guests at the University of Duisburg-Essen,

As the Mayor of Essen I am very pleased that you have decided to choose our campus as your place of learning and research. We are curious to make your acquaintance!

The University of Duisburg-Essen is not only right up amongst the top universities in Germany, its scientific dynamism is prized across the world. In the 2015 QS University Rankings for the best universities under 50, UDE is to be found amongst the top 100.

Essen is a good place to live, learn and do research:

In addition to its university collaborations with Essen's partner cities of Nizhny Novgorod, Tel Aviv and Tampere, the University of Duisburg-Essen has connections with over a hundred partner universities. Contacts and strategic partnerships also exist with global corporations and innovative medium-sized enterprises based in Essen as well as with Essen Exhibition Centre.

The economic infrastructure of the Ruhr Metropolitan Area is wide open to the research and science conducted at the university and we are continually expanding this locational advantage. So the University of Duisburg-Essen is exactly the right place for you!

Over a period of many years, various productive collaborations have developed between the City of Essen and the university, such as the Ruhrmuseum, which is located on the spectacular UNESCO world heritage site, the Zollverein coal mine, the municipal archives and the adult education centre ("Volkshochschule Essen") as well as the Old Synagogue.

The new university quarter – "grüne mitte Essen" – has excellent transport connections, is within walking distance of the city centre with its state-of-the-art shopping centre, Limbecker Platz, a wealth of cultural activities and restaurants in the immediate vicinity as well as a network of cyclepaths and footpaths to all parts of the city and local recreational areas. Everyone can find what they need – which makes the living relaxed and tolerant.

The creative energy the two universities in Essen and Duisburg have drawn from their merger is quite unique. They have been guided by the maxim that many things are much better done together! This holds true for you, our visiting researchers, as well: here you will be integrated in first-class research teams whilst our research will benefit from your expertise and your personality.

Even if modern IT means that we can make contact with people in the farthest reaches of our planet, there is no substitute for personal experience, encounters and relations. Come and live and work with us here in our midst!

Welcome to Essen!

Ihr Thomas Kufen



**Thomas Kufen,**  
Mayor of Essen

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# University of Duisburg-Essen

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## 1.1 UDE: “Open-Minded”

The University of Duisburg-Essen (UDE) is located in the region with the highest density of institutions of higher education in all of Europe. About 40,000 students are enrolled here, well over 4,000 academic and non-academic staff are employed at our university, which is one of the largest in the country. It is also the youngest full university, created in 2003 by the merger of the universities of Duisburg and Essen, both founded in 1972. Its motto “Open-Minded” is emblematic of UDE: we think in terms of opportunities rather than limitations and promote the exchange of knowledge, perspectives and talents.

Our research and teaching are based on a wide range of subjects in eleven faculties, ranging from our well-established humanities, social sciences and economics/business administration to our reputable engineering and natural sciences, including medicine. Our broad academic spectrum straddles two campuses, each with its specific focal areas. The social sciences, natural sciences and engineering are concentrated in Duisburg, whilst humanities and life sciences as well as medicine are located in Essen. Each campus has its own economics faculty.

The range of research at UDE embraces cross-departmental clusters with defined profile areas and a broad variety of other specialised and interdisciplinary research areas. Their excellent performance manifests itself in Collaborative Research Centres, graduate schools as well as other peer-reviewed programmes and internationally renowned awards.

Our Ruhr Area alliance with the universities in Bochum and Dortmund (UA Ruhr, see Chapter 1.4) extends the range of subjects and strengthens the status of the Ruhr Area as a location for education and research.



**For an overview of research and research areas at the University of Duisburg-Essen, visit:**

-  [www.uni-due.de/en/research.php](http://www.uni-due.de/en/research.php)
-  [www.uni-due.de/imperia/md/content/dokumente/datenundfakten/daten\\_und\\_fakten.pdf](http://www.uni-due.de/imperia/md/content/dokumente/datenundfakten/daten_und_fakten.pdf)



**Petra Günther,**

Head of Department, International Office

## 1.2 International Office

Dear reader,

As head of department in the International Office, I should like to welcome you to the University of Duisburg-Essen on behalf of the entire team.

If you are coming to the University of Duisburg-Essen from abroad to do a Ph.D. or conduct research, you have certainly chosen the right place! The International Office (Akademisches Auslandsamt, AAA) is the central service hub for international relations at the University of Duisburg-Essen (UDE). As the university's competence centre for all international matters, we are here to support international students, Ph.D. candidates and researchers.

The International Office provides targeted support on a variety of important aspects related to your stay and life in a new environment. We helped put together this Guide to give you an overview of our services, prepare you for the first steps, and offer you advice and encouragement.

We support you in the preparation and implementation of your stay in Duisburg und Essen. We are happy to inform and advise international researchers as well as the departments, faculties and institutes which host them, in a joint effort to help our guests cut through red tape and deal with everyday problems. In our role as the central advisory office and the Euraxess Service Centre for internationally mobile researchers, we want to help you enjoy your stay with us at the university and in the Ruhr Metropolitan Area.

We will be pleased to answer your questions. Give us a call, email us or drop round in person. You can find us on both campuses, Duisburg and Essen. We are looking forward to meeting you and assisting you in your endeavours.

Kind regards,

**Petra Günther**



### Our welcome services at a glance:

- » Guidance on formal matters such as entry visa, residence permit, registration, health insurance
- » Preparing administrative steps (Immigration Office, Citizens' Office)
- » Information on finding accommodation
- » Advice on family matters
- » Enrolment of Ph.D. candidates
- » Information about the UDE guest card
- » Help with scholarship payments, such as DAAD etc.
- » Support for host departments, faculties and institutes

### Your contact at the Welcome Service on the Campus Essen

Ms. Stephanie Kaplinowski  
 Universitätsstr. 15  
 Room V15 S00 D07  
 45117 Essen  
 ☎ Mobil: +49 (0)170 7089433  
 @ welcome@uni-due.de

### Your contact at the Campus Duisburg (in exceptional cases)

Ms. Simone Müller  
 Geibelstr. 41  
 47057 Duisburg  
 Room SG 095  
 ☎ +49 (0)203 379-1062  
 @ welcome@uni-due.de



## 1.3 The Science Support Centre: our service for your research

The Science Support Centre (SSC) is a central facility at the University of Duisburg-Essen. It helps researchers at the university to apply for and acquire third-party funding and also provides professional support in transferring research results and marketing knowledge (inventions and patents). Our motto: “You do the research – we do the rest!”

### Research support – from idea to grant approval

The Science Support Centre informs, advises and guides researchers across the entire spectrum of national and international grant opportunities for basic and applied research. This applies to individual grants for various needs (e.g. personnel support, conferences, equipment), small and medium-sized joint projects as well as large, integrated or collaborative projects. SSC staff advise the university’s scientists on matters like grant-writing, identifying the right support programmes for their project ideas, and finding national as well as international partners.

### Science Support Centre

Head: Dr. Oliver Locker-Grütjen

+49 (0)201 183-2751

ssc@uni-due.de

In the case of multi-party projects, in particular, we provide intensive assistance and support for grant applications. The spectrum of services ranges from initial counselling through coordinating with internal and external committees, writing and compiling the grant application, budgeting and data entry for online applications all the way to the final submission of the application.

### Mediators between science and industry

In addition to our research support, we also have a department for research transfer services. We ensure compliance with legal obligations pertaining to science transfer and patenting as well as with the requirements of the state government. In addition, the department also supports cooperation between science and industry, in particular in collaborative projects such as HORIZON 2020, patent and exploitation activities, as well as marketing research results (trade fairs, support for internal events, and research publications, such as the research report and science journal UNIKATE).

## 1.4 University Alliance Ruhr

Under the motto “Better together”, Ruhr University Bochum, TU Dortmund University and the University of Duisburg-Essen have joined forces in the University Alliance Ruhr (UA Ruhr). Since 2007, the three large universities in the Ruhr Area have been pooling their skills and enhancing their performance potential.

The figures are indicative of the partners’ collective diversity and strength: more than 110,000 young people and almost 10,000 academics study, do research and work in a network that spans three universities and a broad range of subjects embracing all disciplines from the humanities and social sciences through the natural sciences and engineering to medicine. The Stiftung Mercator provides significant financial support for this collaboration within UA Ruhr.

Its eleven Collaborative Research Centres financed by the German Research Foundation (DFG), one Cluster of Excellence, numerous graduate schools and research groups make the University Alliance Ruhr one of the largest and most high-performance science locations in Germany. A total of five universities, 16 universities of applied sciences and numerous non-university research institutions bear witness to the Ruhr Area’s transformation from a former coal and steel district into a new and unique powerhouse of science.

And this powerhouse is just firing up – for instance, the three universities in the Ruhr Area operate the Institute for Advanced Study in the Humanities (KWI) in Essen and they maintain a presence in the United States, Latin America and Russia with their joint liaison offices in New York, Rio de Janeiro/São Paulo and Moscow in order to promote scientific exchange with the Ruhr Area and build a global network for the alliance.



### Universitätsallianz Ruhr

www.uaruhr.de/en

## 2.1 Ways to enrol at UDE

We appreciate your interest in pursuing your doctorate or post-doctoral studies here at UDE. In order to become a researcher at UDE, you will have to take the steps described below.



Practical Services  
at UDE

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### Contacts for prospective Ph.D. candidates at UDE

#### Campus Duisburg

Silke Heßeler  
@ silke.hesseler@uni-due.de

#### Campus Essen

Doctoral Studies in Economics, Humanities,  
Mathematics and Teacher Training  
Doctoral Studies in Medicine (Countries: A–L)  
Zakia Benaicha  
@ zakia.benaicha@uni-due.de

Doctoral Studies in Natural Sciences and  
Engineering Doctoral Studies in Medicine  
(Countries: M–Z)  
Nicole Kollek  
@ nicole.kollek@uni-due.de  
www.uni-due.de/international/promotion

### Welcome Service at UDE

#### Campus Duisburg (in exceptional cases)

Simone Müller  
☎ 0203 379-1062  
@ welcome@uni-due.de

#### Campus Essen

Stephanie Kaplinowski  
☎ 0170 708 9433  
@ welcome@uni-due.de

### Joining UDE as a prospective Ph.D. candidate

Prospective Ph.D. candidates must identify a supervisor and propose a scientific topic on their own initiative. If your proposal is accepted, you can apply at the International Office by submitting your professor's written consent to supervise your thesis.

- » Please send your online application to the International Office: <https://campus.uni-due.de/applyonline>
- » You can submit your application at any time (except graduate schools).
- » If your thesis will be in a language other than German, you will also need written confirmation from the Ph.D. Committee stating the language of your thesis.
- » You can find the research focus areas of the individual faculties here: [www.uni-due.de/en/faculties/](http://www.uni-due.de/en/faculties/)
- » For an overview of graduate schools, visit: [www.uni-due.de/de/forschung/fp\\_dfg\\_graduiertenkolleges](http://www.uni-due.de/de/forschung/fp_dfg_graduiertenkolleges)
- » As a Ph.D. candidate, you have the option of enrolling and taking advantage of the benefits of student status. For questions about enrolment, please contact Silke Heßeler at Campus Duisburg or Elke Kalle at Campus Essen. Please also see Chapter 2.2.

### Joining UDE as a post-doc

Please direct your enquiry directly to the department, institute or faculty which you are interested in joining: [www.uni-due.de/en/faculties/](http://www.uni-due.de/en/faculties/)

Once you have been accepted by the department, institute, faculty or personnel department, you will receive an official invitation or letter of acceptance from the University of Duisburg-Essen. Financial matters should be clarified prior to your stay. The letter of invitation should indicate the exact duration of your stay and the funding sources, as well as the fact that the purpose of your stay in Germany is research or gainful employment as a visiting researcher. This will facilitate your visa application. For further information, see Chapter 5 Visa and Entry as well as Chapter 7 Working and Research at University.

## 2.2 UDE ID-cards and FirmenTicket

### Staff ID for employees

Each employee receives a staff ID for the duration of his/her employment. Other “members” of the university as per article 9 paragraph 4 Hochschulgesetz (University Law) do not receive a staff ID. This applies to part-time, temporary or visiting UDE staff who do not receive any remuneration from the regional authority, Landesamt für Besoldung und Versorgung NRW (LBV).

The staff ID, which is a multi-functional chip card, serves as your

- » time-recording card (if you are on flexitime)
- » library card
- » canteen card
- » copying card
- » bus ticket for the shuttle bus between Duisburg and Essen

You will need a passport photo, an application form and confirmation of the duration of your employment. You can obtain the application form and the employment confirmation from your contact in the Personnel and Organisational Development Department (PE/OE). You will probably receive both documents when you sign your employment contract/upon your appointment.

Please note that staff IDs are only valid for the duration of the respective employment contract. If your fixed-term contract is extended, you do not have to apply for a new staff ID. Just present your existing staff ID at the Registration Office in order to have it extended until the end of your new contract.

In case of loss or damage, you can apply for a new ID.

### Staff ID application form

☎ www.uni-due.de > A-Z > Dienstaussweis  
> Download > Antrag

### Your contacts for a staff ID

#### Campus Duisburg

Enrico Lück  
SG 151  
Geibelstr. 41  
47057 Duisburg  
☎ 0203 379-2233  
☎ 0203 379-1379  
@ enrico.lueck@uni-due.de

#### Campus Essen

Regina Naber  
T03 R00 D04  
Universitätstr. 15  
45141 Essen  
☎ 0201 183-4357  
☎ 0201 183-2034  
@ regina.naber@uni-due.de



### Visitor's card for non-employees

Visiting researchers who are not employed by UDE can request a visitor's card in addition to their Uni-ID when they register at the International Office. This multi-functional card will serve as your

- » library card
- » canteen card
- » copying card
- » bus ticket for the shuttle bus between Duisburg and Essen
- » Please complete the form "Antrag auf Ausstellung eines Dienstausweises" (staff ID application) and submit it to Regina Naber at the Student Services Office on Campus Essen, indicating the date on which your stay is expected to end. If you have any questions about the visitor's card, please contact Simone Müller or Stephanie Kaplinowski.

### Student ID card

You will receive your student ID upon enrolment.

#### Campus Duisburg

Silke Heßeler  
@ silke.hesseler@uni-due.de

#### Campus Essen

Zakia Benaicha  
@ zakia.benaicha@uni-due.de  
Nicole Kollek  
@ nicole.kollek@uni-due.de

### Student ID card for Ph.D. candidates

Ph.D. candidates who enrol at UDE receive a student ID with the following functionalities:

- » library card
- » canteen card
- » copying card
- » bus ticket for the shuttle bus between Duisburg and Essen
- » public transport ticket (bus, regional trains, S-Bahn, U-Bahn) in NRW

The student ID is valid for one semester upon payment of the semester fee.



### CashCard (canteen card, print/copying card)

If you have neither a staff ID, student ID, nor a guest card, you can obtain a CashCard from Student Services Essen-Duisburg by presenting verification of your status (issued by the university or faculty) and paying a 5 euros deposit. Your faculty can issue informal confirmation of your member status and the duration of your stay. You can use this CashCard to pay at the canteens and cafeterias, vending machines as well as copying and printing stations at UDE.

### WhiteCard (printing/copying card)

WhiteCards, which can be purchased for 5 euros from vending machines in the specialist libraries GW/GSW (Campus Essen) and LK (Campus Duisburg), can only be used to pay at the copying and printing stations, not in the canteen.



### CashCards are available from

#### Campus Duisburg

Karin von Thenen  
InfoCenter  
Building MM  
Lotharstr. 23  
☎ 0203 379-4389  
@ vonthenen@stw.essen-duisburg.de  
Mon.-Thurs.: 9.00 am-1.00 pm

#### Campus Essen

Axel Kanert  
Café Giallo  
Building T01  
Segerothstr.10  
☎ 0201 183-6767  
@ kanert@stw.essen-duisburg.de  
Mon. and Thurs.: 1.00 pm-3.00 pm  
Tues. and Wed.: 9.00 am-12 noon

### INSIDER INFO:

See Chapter 2.4 for information on obtaining wireless internet access

### Application form and more information about the FirmenTicket

🌐 [www.uni-due.de/verwaltung/FirmenTicket/a\\_z](http://www.uni-due.de/verwaltung/FirmenTicket/a_z)

### Assistance with the FirmenTicket

#### Personnel and Organisational Development Department (PE/OE)

##### Campus Duisburg

Monika Büteröwe

T01 S05 B51

☎ 0201 183-2065

@ [monika.bueteroewe@uni-due.de](mailto:monika.bueteroewe@uni-due.de)

##### Campus Essen

Holger Büchte

T01 S05 B10

☎ 0201 183-2076

@ [holger.buechte@uni-due.de](mailto:holger.buechte@uni-due.de)

### VRR ticket finder

Find the right ticket for your trip with VRR in a few clicks:

🌐 [www.vrr.de/en/index.html](http://www.vrr.de/en/index.html)



### FirmenTicket

If your employment at the university will last at least a further 12 months, you may be able to use the FirmenTicket for reduced fares on public transport. After a minimum period of 12 months, you will be able to cancel the FirmenTicket at a month's notice. The FirmenTicket is based on an agreement between the University of Duisburg-Essen, the Duisburg public transport system DVG and the Essen public trans-

port system EVAG. UDE employees are eligible for reduced-price monthly tickets at various fare rates. The FirmenTicket is valid 365 days a year; you can take your bicycle at no additional charge. An extra benefit for families: after 7 pm on weekdays and all day at weekends and on public holidays, an additional adult and up to three children under 15 can travel with you for free within your fare zone.



### Application

The FirmenTicket must be purchased from the public transport company of the city where you work. Complete the application and have a staff member at the personnel department stamp it to confirm your eligibility. Then take the completed application form to the customer service centre of your local public transport company or send it by post to the service

centre of the public transport company in Duisburg or Essen. Both public transport companies operate within the Rhine-Ruhr Transport Alliance (VRR). If your application is received by DVG or EVAG by the 10th of the month, you can start using your ticket from the 1st of the following month.

### In Duisburg

#### KundenCenter DVG

Ticket sales and Lost & Found  
(near U-Bahn station Duisburg Hauptbahnhof – central train station)  
Harry-Epstein-Platz 10  
47051 Duisburg

#### Opening hours:

Mon.–Fri.: 7.00 am–6.30 pm

Sat.: 9.00 am–1.00 pm

#### Hotline:

☎ 0203 60 44 555

Mon.–Fri.: 8.00 am–4.00 pm

### Vor Ort in Essen

#### KundenCenter EVAG

Essen Hauptbahnhof (central train station)  
Info Lounge  
Lost & Found on the mezzanine level (U-Bahn)  
Berliner Platz  
45127 Essen

#### Opening hours:

Mon.–Fri.: 8.00 am–8.00 pm

Sat.: 10.00 am–3.30 pm

#### Hotline:

☎ 0201 8261357

@ [FirmenTicket@evag.de](mailto:FirmenTicket@evag.de)

### University prospectus LSF

🌐 [www.uni-due.de](http://www.uni-due.de) > Vorlesungsverzeichnis > Veranstaltungen > Sprachkurse > Deutsch als Fremdsprache

### Institute for Optional Studies

🌐 [www.uni-due.de/ios](http://www.uni-due.de/ios)

### Language tandem

For information on registration and more, visit:  
🌐 [www.uni-due.de/international/sprachtandem/start\\_en.shtml](http://www.uni-due.de/international/sprachtandem/start_en.shtml)

### Language test

On this website you can test your knowledge of German:  
🌐 [www.sprachtest.de/schnelltest-deutsch](http://www.sprachtest.de/schnelltest-deutsch)

## 2.3 Language courses

The main language of teaching and communicating in the faculties is usually German. However, numerous visiting researchers at the University of Duisburg-Essen get by very well without any knowledge of German. Please clarify what your working language will be during your stay in Duisburg-Essen prior to your arrival.

If you are interested in taking language classes to learn German from scratch or to improve your German skills, the Institute for Optional Studies (IOS) at the University of Duisburg-Essen offers a free compact course for visiting researchers. If there are enough spaces, family members may also attend this class. The courses are taught in a block format in the late afternoon. For information about the exact times and contents of the course, please refer to the university prospectus (LSF). You may register for a class by sending an email to [sprachkurse@uni-due.de](mailto:sprachkurse@uni-due.de).

In addition, the International Office can pair you with a “language tandem partner”. This tandem system gives you the opportunity to improve your language skills by interacting with native speakers without the constraints of course timetables, whilst at the same time learning interesting facts about daily and professional life as well as recreational opportunities in Germany.

Public institutions and private schools and institutes offer language courses, as well. You may also take an integration course, which leads to European language proficiency level B1.

#### INSIDER INFO: Integration course

Each city offers integration courses consisting of a 600-hour language course and a 60-hour orientation course.

For more information on German classes and integration courses in Duisburg and in Essen, visit:

🌐 [www.duisburg.de](http://www.duisburg.de)  
> Services von A-Z > S >  
Sprachkurse zur Integration  
belegen  
Essen:  
🌐 <http://old.essen.de/module/bildungsangebote/index.asp>

## 2.4 Computer and internet access

### Uni-ID – your key to online services

To be able to use online services at UDE, you will need a valid Uni-ID for authentication. Almost every member of the university has a Uni-ID, which generally serves as the user’s identifier for all of his/her services (login, email etc.).

New employees will automatically be allocated a Uni-ID. Employees who have not yet received a Uni-ID can apply for one from user management services at Centre for Information and Media Services (ZIM).

Ph.D. students receive their Uni-ID automatically upon enrolment. They are categorised as university members, which gives them access to various services.

Fellowship recipients, freelancers and Ph.D. students who are neither enrolled at nor employed by UDE can apply for a Uni-ID from user management services at ZIM.

We recommend all visiting researchers who stay for an extended period of time to register as users with ZIM. After registering successfully, you will receive your universal Uni-ID, which will give you access to various services, in particular authentication for wireless internet access on both campuses.

### Instructions for configuring your PC and mobile devices

🌐 [www.uni-due.de/zim/services/wlan/eduroam-konfiguration](http://www.uni-due.de/zim/services/wlan/eduroam-konfiguration)  
🌐 [www.uni-due.de/zim/services/wlan/en\\_gastzugang.php](http://www.uni-due.de/zim/services/wlan/en_gastzugang.php)

#### INSIDER INFO: Apply for a Uni-ID from ZIM

To obtain a Uni-ID and access the wireless network at UDE, please register with ZIM at <https://benutzerverwaltung.uni-duisburg-essen.de/registrierung>. If you already have eduroam access ([www.uni-due.de/zim/services/wlan/eduroam.shtml](http://www.uni-due.de/zim/services/wlan/eduroam.shtml)), you will not need additional wireless access.

### Information on Uni-IDs

🌐 [www.uni-due.de/zim/services/unikennung.shtml](http://www.uni-due.de/zim/services/unikennung.shtml)

### User management office

The user management office generates and manages all Uni-IDs, giving you access to all ZIM services, e.g. internet access.

#### Campus Duisburg

Mon.–Fri.: 10.00 am–12 noon

E-point, library, ground floor, LK building

☎ 0203 379-4142

@ [benutzerverwaltung@uni-duisburg-essen.de](mailto:benutzerverwaltung@uni-duisburg-essen.de)

#### Campus Essen

Mon.–Fri.: 10.00 am–12 noon

E-point, library GW/GSW, ground floor, building R09

☎ 0201 183-3015

@ [benutzerverwaltung@uni-duisburg-essen.de](mailto:benutzerverwaltung@uni-duisburg-essen.de)

#### VPN client software for download

🌐 [www.uni-due.de/zim/services/internetzugang/vpn](http://www.uni-due.de/zim/services/internetzugang/vpn)

### Email address

#### Email and notifications

Each Uni-ID is linked to an email address to which you will receive important university-related information. To access this mailbox, e.g. via the web-mail interface, you must register using your Uni-ID. UDE email addresses are structured as follows: `firstname.familyname@stud.uni-due.de`, `firstname.familyname@gast.uni-due.de`. Visitors who work at UDE for a limited period of time may register their personal email as their primary contact email.

### Internet access

#### WiFi via eduroam

You can connect with wireless internet via eduroam on both campuses of the university. You will need your Uni-ID to login via eduroam. UDE staff and students can also access the wireless networks of many other universities in Germany and abroad via eduroam using their Uni-ID.

#### Conference/event visitors at UDE

For visitors attending an event or a conference at UDE, university staff can generate temporary login credentials to access the wireless network via the user management's self-care portal. These credentials are valid for one week and cannot be extended. The owner of the credentials is the staff member who generates them. WiFi can then be accessed via eduroam.

#### Virtual Private Network (VPN)

For legal reasons, some UDE services may only be used on the university network. Members of UDE who wish to use these services from a remote location will need VPN access, which requires authentication with your Uni-ID. Pre-configured, self-extracting files to instal Cisco VPN-client software are available for download for various operating systems.

### Public workstations

#### Public computer rooms

In public computer rooms, you can use computers with various software free of charge and access the internet. In addition, the university library has computer workstations that can be used during library opening hours. The specialist libraries also have facilities to scan images and texts. You will need your Uni-ID to use these services.

The rooms in Essen are secured with a lock system that requires a magnetic key card. UDE employees can apply for a key card from the facility manager. Only room SH 212 (Duisburg) is accessible without a key card between the hours of 7.30 am and 6.00 pm.

### Online platforms

#### Moodle

Many professors/lecturers incorporate moodle into their teaching. Moodle is a place to store documents, facilitate group work or test learning progress.

#### BSCW

The BSCW server is a platform for collaborative online editing of documents.

#### Campuscloud: Sciebo

Sciebo – a combination of the words science and box – is a free cloud storage solution provided by universities for universities in NRW, offering storage, sharing and syncing of university-related data. Unlike commercial providers, the universities exclusively process the data themselves in strict adherence to German data protection legislation.

For further information and registration visit:

[www.uni-due.de/zim/sciebo](http://www.uni-due.de/zim/sciebo)



### Public work stations

#### Campus Duisburg

ZIM computer rooms: LC 036, MA 425, BA 028

Work stations to use with your own laptop: LF 051, BA 022

Computer classrooms: MC 327, MB 142

#### Campus Essen

ZIM computer rooms: T02 S00 L46, R09 R00 H02 and SH 212.

Computer work stations: PC hall R11 T08 C98; available Mon.–Fri. from 4.00 pm to 8.00 pm, unless the space is being used for an event.

### Apply for a key card

The application form is available here:

🌐 [www.uni-due.de/verwaltung/organisation/gbm\\_dokumente](http://www.uni-due.de/verwaltung/organisation/gbm_dokumente)

### Library administration

#### Campus Duisburg

Lotharstr. 65  
47057 Duisburg  
☎ 0203 379-2029

#### Campus Essen

Universitätsstr. 9–11  
45141 Essen  
☎ 0201 183-3699 oder -3700  
@ information@ub.uni-due.de

### Homepage of UB Duisburg-Essen

🌐 [www.uni-due.de/ub/en](http://www.uni-due.de/ub/en)

### Addresses and opening hours

🌐 [www.uni-due.de/ub/en/eadroeff.shtml](http://www.uni-due.de/ub/en/eadroeff.shtml)

### Training modules – face-to-face and online

🌐 [www.uni-due.de/ub/schulung/schulung](http://www.uni-due.de/ub/schulung/schulung)



## 2.5 University Library Duisburg-Essen

The University Library (UB) Duisburg-Essen is an academic library with holdings that are usually freely accessible at its various specialist libraries. The holdings comprise 2.4 million volumes, 2,300 print journals, approx. 50,600 e-books as well as some 33,700 electronic journals (as of 2015).

The UB's media are distributed amongst its various specialist libraries according to content and discipline. You can borrow a medium directly at your local campus library or order it from the other campus

using the free campus delivery service CalD. In addition to the print edition, numerous media are also available as e-versions.

The library also provides 2,300 work stations, 300 of which are equipped with computers. UB staff are available to answer any questions you may have about library and media use.

### Library card

Your staff ID or visitor's card also serves as a library card. Ph.D. students who are enrolled at UDE use their student ID. Before using it for the first time, you must present your card at a specialist library for activation.

You may also obtain a library card for an annual fee of 20 EUR at the check-out counters of the specialist libraries. Please contact the UB for further information.

### Addresses and opening hours

The various specialist university libraries on both campuses are housed in different buildings depending on the disciplines they serve:

#### Campus Duisburg

- » Specialist library Lotharstr. 65 (LK): focus on humanities, social sciences and economics, mathematics and computer science, geosciences
- » Specialist library Bismarckstr. 81 (BA): focus on electrical engineering, applied material science (formerly metallurgy)
- » Specialist library Lotharstr. 1 (MC): focus on natural sciences, mechanical engineering

#### Campus Essen

- » Specialist library GW/GSW (R09-R11): focus on humanities, social sciences, arts, linguistics and economics
- » Specialist library MNT (V15 S01 C19): focus on mathematics, natural sciences, technology
- » Specialist library for medicine (university hospital): Hufelandstr. 55

Opening hours and directions can be found on the website. Whilst opening hours may vary by location, specialist libraries are generally open Mon.–Fri. from 8.00 am–7.00 pm. Some specialist libraries stay open until 10.00 pm and at weekends.





### Search portal "Primo"

The search portal "Primo" (link on the UB website) is the central UB catalogue. In this catalogue, you can search for books, journals and other media held by the university library Duisburg-Essen. In the UB catalogue "plus Artikel" you will also find (digital) journal articles and essays licensed for use at the UB.

If you are a visiting lecturer, you have the option of making packages of digitised texts, reading lists, links

and other materials for your course available online. If your package also contains hard copies, books (as well as master copies), these materials can also be placed on a reserved shelf at one of the specialist libraries for your students' reference.

The university bibliography documents books, essays, editorships and electronic publications by members of UDE.

### Face-to-face and online training opportunities

UB Duisburg-Essen offers face-to-face training as well as online materials for self-instruction in English and German. Its three-module course on how to conduct academic searches teaches general and subject-specific basic skills: an introduction to using the library, general literature searches and inter-library loans as well as specialised literature searches. On this course, you will learn everything you need to know about using the library and your library card as well as how to search the catalogue, use data bases and enhance your research strategies.

Audio guides are available for download at numerous locations to help you find your way around the library premises and learn about the various services. We also offer training and assistance for working with literature management programmes. Please contact the experts at the library with any questions you may have about your specific discipline and research project; you will find an A to Z with the names and subject areas of staff members on the library website.

#### "Introduction to using the library" – course contents

- » catalogue search using "Primo"
- » your library account
- » extending and reserving media
- » information about the holdings and labelling system
- » how to borrow media and register

#### Self-instruction modules:

- » tutorials on the search portal Primo, the library account as well as numerous specialist data bases
- » audio-guided tours of the specialist libraries
- » Moodle course: introduction into using the library (login with your Uni-ID)



For more information, visit:

Ⓜ <http://duepublico.uni-duisburg-essen.de/semapp/index.xml>

#### INSIDER INFO:

Under the A to Z on the library website you will find all the essential information about the library and its services in German and English.

Ⓜ [www.uni-due.de/ub/en/eabisz.shtml](http://www.uni-due.de/ub/en/eabisz.shtml)



## 2.6 Sports at the university

### The university sports programme

The university offers a varied sports programme on both campuses, from ball sports via wellness, fitness, endurance and martial arts to dance and movement. The programme is open to all UDE students and staff at special and reduced rates at the university's various sports facilities. Students from other universities and non-members can also participate, provided that spaces are available. Courses run from Monday to Saturday during the day and in the evenings. Registration is usually open a week after term begins and during semester breaks. For the complete programme, go online or pick up a brochure at the AStA office or the university sports administration office.

### University Sports Administration Office

[www.uni-due.de/hochschulsport](http://www.uni-due.de/hochschulsport)

#### Campus Duisburg

Forsthausweg 2  
47057 Duisburg  
☎ 0203 379-2256  
@ hsp.duisburg@uni-due.de

#### Campus Essen

Schützenbahn 70  
45127 Essen  
☎ 0201 183-7356  
@ hsp.essen@uni-due.de

### University Sports Club (USC)

USC operates fitness studios in both Duisburg and Essen. You can register with the USC online – as you can for other university sports courses – at any time. If you would like to find out more about the USC before registering, you may also visit the locations directly for more information. The USC Duisburg and Essen offers a trial subscription, a standard subscription, a VIP subscription and a 4-week pass. In Duisburg, students, staff and visitors can also purchase a USC Fitnesscard for 14 workout sessions. Fees for the USC as well as other university sports courses are normally collected monthly by direct debit. There is no need to actively cancel a subscription, but it must be extended on time to remain active.

## 2.7 In-house training and professional development

UDE strives to excel in teaching, research and professional development. The Personnel and Organisational Development Department (PE/OE) and the Centre for University and Quality Development (ZfH) are the two central facilities at UDE for training and professional development, offering numerous continuing education opportunities.

### PE/OE In-house training programmes

PE/OE offers all UDE staff the opportunity to attend in-house training events as well as seminars from the annual course programmes of selected external providers. The in-house events are open to all staff, most of them at no charge. In the unlikely case that there is an additional charge for a course, the cost will be clearly stated in the programme. Once you have been accepted for a course, you are automatically granted leave of absence. Please register for all PE/OE in-house training events as early as possible via the online portal. Instructions for online registration are available on the website.

### ZfH professional development and counselling for teaching staff

The Centre for University Development and Quality Enhancement (ZfH) offers a rich development and counselling programme for teaching and learning at UDE: teaching staff and researchers have the opportunity to enhance their skills in module-based professional development programmes.

All coaching services for teaching staff can be found on the ZfH website. You can also view current workshops and other events on the ZfH diary.

### Online Portal

<https://sisonline.uni-due.de/default.aspx>

### Information & contact

@ fortbildungsteam@uni-due.de

#### Jutta Bonnet

☎ 0203 379-2375  
@ jutta.bonnet@uni-due.de

#### Nicole Kempgens

☎ 0203 379-1358  
@ nicole.kempgens@uni-due.de

#### Sandra Vatter

☎ 0201 183-7220  
@ sandra.vatter@uni-due.de

### Stay informed: register for PE/OE newsletter

[lists.uni-due.de/mailman/listinfo/mitarbeiterfortbildung](https://lists.uni-due.de/mailman/listinfo/mitarbeiterfortbildung)

### Centre for Higher Education Development and Quality Enhancement

@ zfh@uni-due.de  
[www.uni-due.de/zfh/about\\_us.shtml](https://www.uni-due.de/zfh/about_us.shtml)

### ZfH diary

[www.uni-due.de/zfh/events](https://www.uni-due.de/zfh/events)



## 2.8 Community outreach

In Germany and the Ruhr area we care deeply about volunteering and community outreach. Here are some opportunities to get involved at the University of Duisburg-Essen:

### UNIAKTIV

**UNIAKTIV – Centre for social learning and responsibility** – stands for active learning in higher education, combining university teaching with social responsibility. With UNIAKTIV, the University of Duisburg-Essen (UDE) facilitates a dialogue with civil society, fostering its students' and teachers' social responsibility and community involvement as an integral part of its teaching.

Based on the successful American concept of **Service Learning**, UNIAKTIV also initiates and coordinates courses to acquire, enhance or apply knowledge and key skills in the social, cultural and ecological domains. So far, more than 1,200 students and over 40 teaching staff at UDE have implemented almost 75 service learning seminars and social projects, benefiting about 200 non-profit institutions.

### UNIAKTIV

#### Campus Duisburg

Area L, LK 00  
☎ 0203 379-1338

#### Campus Essen

R13 V01 H09  
☎ 0201 183-2724

@ info@uniaktiv.org  
🌐 www.uniaktiv.org/uniaktiv/  
service-learning-news

### Initiative for Sustainability (IfN)

Students, graduates, staff and interested members of the public are invited to contribute their ideas and experience to the Initiative for Sustainability (IfN). The initiative offers all interested parties the opportunity to organise their own projects, events or lectures with the support of an experienced interdisciplinary team. IfN participants acquire and apply soft skills such as team play and organisation, communication, project management, presenting research, and most importantly, a readiness to assume responsibility.

Active IfN members meet twice a week at the IfN office at Campus Essen. If you are interested in joining or have questions or suggestions, please drop by during one of the meetings.

The IfN can issue a volunteering certificate for the period of your active membership.

### Weitblick

Weitblick is a student initiative at the University of Duisburg-Essen which champions more equitable access to education around the globe. Weitblick supports secondary and vocational education for children and young people in Germany as well as in partner projects in Bangladesh and Ghana. The activities and projects rely on the dedication and expertise of various disciplines. At Weitblick, everyone is encouraged to contribute and implement his or her ideas. Weitblick is particularly committed to transparency. The help it provides must be fully traceable to ensure that it actually gets to where it is needed.

Weitblick is represented at 15 universities throughout Germany and continuously growing.



### IfN Office

#### Campus Essen

S06 S03 C14  
Mon.: 5.30 pm–8.30 pm  
Thurs.: 2.00 pm–5.00 pm  
@ ifn@uni-due.de  
🌐 www.uni-due.de/ifn

### Weitblick

🌐 www.weitblicker.org/Stadt/Duisburg-Essen

### Your contact

Ingrid Fitzek, Equal Opportunity Officer  
 Dr Lisa Mense, Deputy Equal  
 Opportunity Officer  
 Elke Währisch-Große, Deputy Equal  
 Opportunity Officer

#### Campus Essen

Office of the Equal Opportunity Officer  
 University of Duisburg-Essen  
 Universitätsstr. 9, R13 V00 G17  
 45141 Essen  
 ☎ 0201 183-4014  
 @ gleichstellungsbeauftragte@uni-due.de

#### Office opening hours

Mon.–Thurs.: 8.30 am–4.30 pm  
 Fri.: 8.30 am–3.00 pm

#### Campus Duisburg

Equal Opportunity Office  
 Forsthausweg 2, LG 014 A  
 47057 Duisburg  
 ☎ 0203 379-1871  
 www.uni-due.de/gleichstellungsbeauftragte

## 2.9 Diversity and equal opportunities

### The Equal Opportunity Office

The Equal Opportunity Officer strives to fulfil the legal mandate to ensure equality of opportunity, supporting the university in promoting gender equality. She represents the interests of all women at the university, be they members or employees, including students, technical and administrative staff, scientists and professors. In this capacity, the Equal Opportunity Officer advises all stakeholders on matters of gender equality and supports female employees and students individually as needed.

Other important aspects of her work include developing strategies and measures to achieve gender mainstreaming as well as monitoring the progress of support and equal opportunity programmes for women.

The Equal Opportunity Officer is also involved in any staffing, social and organisational measures at the university that affect women, in particular recruitment and appointment procedures as well as staff development programmes and initiatives to improve the work-life balance of staff and students.

If you would like to get in touch, please make an appointment with the office staff.

### The UDE Gender Portal

The UDE Gender Portal is a joint project by UDE's Equal Opportunity Officer and the Centre for University and Quality Development. Employing an equality-based knowledge management approach, the portal offers a wide variety of information for teaching staff, researchers, students, administrative and leadership staff as well as other interested parties. Arranged by topic, you can find interesting gender-related material, from women's and gender studies to gender mainstreaming, equality and promoting women, as well as information on how these topics are embedded in the University of Duisburg-Essen.

Gender portal [www.uni-due.de/genderportal/international](http://www.uni-due.de/genderportal/international)

## 2.10 Alumni and supporters

Through their members, alumni and friends' associations support scientific, practice-related, social and cultural projects in teaching and research either in specific faculties or across faculties. They also liaise between academia and the community as well as between theory and practice in industry, politics and society in the region on the Rhine and Ruhr rivers.

### UDE alumni networks

As a former student, employee or researcher, the University of Duisburg-Essen is a part of your life's journey. The University of Duisburg-Essen has active alumni associations in many different disciplines. For an overview of alumni networks and friends' associations at UDE, visit: [www.uni-due.de/de/alumni/absolventennetzwerke](http://www.uni-due.de/de/alumni/absolventennetzwerke)

The purpose of this network is to keep you up to date with university-related news and events and foster a lively exchange with fellow alumni and your alma mater.

### A selection of friends' associations

#### Duisburg University Society (D.U.G.)

The Duisburg University Society (D.U.G.) is the friends' association for the Duisburg Campus of the University of Duisburg-Essen. As one of the largest associations of its kind in Germany, the D.U.G. looks back on more than half a century of commitment to the university location in Duisburg. The D.U.G. supports teaching, research and, if needed, students of all faculties – materially in the form of donations and sponsorship, and non-materially by mediating contacts with industry, business and policy-makers.



#### Duisburg University Society e.V.

Geibelstr. 41  
 47057 Duisburg  
 ☎ 0203 379-4409  
 @ dug@uni-due.de  
 www.uni-due.de/dug

#### Friends' & Supporters' Association of the University of Duisburg-Essen e.V.

Am Waldthausenpark 2 (in the IHK building)  
 45127 Essen  
 ☎ 0201 189-2224  
 @ freunde@uni-due.de  
 www.uni-due.de/freunde/



### Duisburg-Essen University Foundation

[www.uni-due.de/ue-stiftung](http://www.uni-due.de/ue-stiftung)

### EduScia – Foundation for the University of Duisburg-Essen

[www.uni-due.de/eduscia](http://www.uni-due.de/eduscia)

### Friends' & Supporters' Association (GFF)

The Friends and Supporters of the University of Duisburg-Essen promote research, teaching and learning at the university. In addition, their goal is to foster mutual understanding between science and practical application as well as between the university and the community. Members of the Friends and Supporters of the University of Duisburg-Essen (GFF) are regional businesses, university members, alumni as well as personalities from all spheres of society who feel they have a special bond with 'their' university.

### Duisburg-Essen University Foundation

The Duisburg-Essen University Foundation promotes projects that improve teaching or learning at UDE in the immediate or long term, in particular by providing scholarships for students in need.

### EduScia – Foundation for the University of Duisburg-Essen

EduScia is a non-profit foundation for the University of Duisburg-Essen. Its objective is to facilitate excellent conditions for outstanding science and research and to support exceptionally gifted young researchers.



## 2.11 Canteens and cafeterias

Student Services Essen-Duisburg offers a wide range of food and drink at its canteens and cafeterias.

The canteens mainly cater for lunch. Whether you prefer vegetarian or vegan fare, meat or fish, every day, you can choose from a wide range of varied main courses that you can combine with various side dishes. The regular menu is often complemented with ethnic or special-occasion dishes during the motto weeks.

The cafeterias offer a big selection of sandwiches and baked goods, cakes and pastries, hearty snacks, dairy products, fruit, sweets and drinks.

Wherever possible, Student Services Essen-Duisburg serve regional, seasonal and organic foods, e.g. only organic pasta and rice as used. The coffee is exclusively fair-trade-certified and usually organic, as well.



### Student Services Duisburg-Essen

[www.studentenwerk.essen-duisburg.de/nc/en/gastronomie/mensen/](http://www.studentenwerk.essen-duisburg.de/nc/en/gastronomie/mensen/)  
[www.studistory.com](http://www.studistory.com)

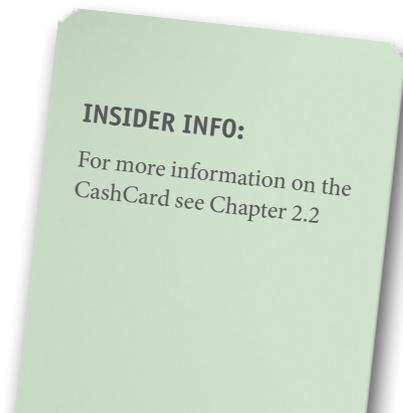
or visit Student Services on Facebook or follow on Twitter

[www.facebook.com/Studentenwerk.Essen.Duisburg](https://www.facebook.com/Studentenwerk.Essen.Duisburg)  
[www.twitter.com/Studentenwerker](https://www.twitter.com/Studentenwerker)

### Online and mobile menus

You can view the menus at any time on the website of Student Services Essen-Duisburg. Menu apps are available for iPhone and Android mobile phones:

- MyMensa
- myUDE



## Cashless payments made easy

In all the canteens and cafeterias, you can pay by simply placing your student or staff ID on the scanner. All prepaid cards are reloadable at the top-up machines near the canteens, which accept 5, 10, 20 or 50-euro notes. Alternatively, you can pay using your debit card (“EC-Karte”). Prepaid cards can also be topped-up at the cash registers in the canteens or cafeterias.

If you have neither a staff ID nor a student ID card/visitor’s card, you can obtain a CashCard from Student Services Essen-Duisburg by presenting proof of your status and paying a deposit. The CashCard is a purchase card only, to be used in the canteens, cafeterias and copying and printing stations at UDE, the Folkwang University of the Arts and the Hochschule Ruhr West – University of Applied Sciences (HRW) (see Chapter 2.2).

Please make sure there is enough credit on your card as the cash registers cannot accept any partial cash payments!

## Campus Duisburg

<b>Hauptmensa Duisburg</b>	Monday–Friday	11.15 am–2.15 pm	standard menu
	Tuesday–Thursday	11.15 am–2.15 pm	‘specials 4 you’ menu
	Monday–Thursday	2.15 pm–3.30 pm	special menu
<a href="https://studentenwerk.essen-duisburg.de/en/catering/mensen/hauptmensa-duisburg">studentenwerk.essen-duisburg.de/en/catering/mensen/hauptmensa-duisburg</a>			
<b>Library Canteen</b>	Monday–Friday	11.15 am–2.15 pm	
	<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/mensen/mensa-bibliothek">studentenwerk.essen-duisburg.de/en/gastronomie/mensen/mensa-bibliothek</a>		
<b>Bistro „insgrüne“</b>	Monday–Thursday	7.30 am–7.00 pm	
	Lunch served from	11.15 am–2.00 pm	
	Friday	7.30 am–5.30 pm	
<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/mensen/bistro-insgruene">studentenwerk.essen-duisburg.de/en/gastronomie/mensen/bistro-insgruene</a>			
<b>Café Vision</b>	Monday–Thursday	7.30 am–7.00 pm	
	Friday	7.30 am–7.30 pm	
	Saturday	10.30 am–6.30 pm	
<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-duisburg">studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-duisburg</a>			
<b>U-Café</b>	Monday–Thursday	7.30 am–7.00 pm	
	Friday	7.30 am–5.30 pm	
<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-duisburg">studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-duisburg</a>			





## Campus Essen

<b>Main Canteen Essen</b>	Monday–Thursday	11.15am–2.15 pm	standard menu
		2.15 pm–3.30 pm	special menu
	Friday	11.15 am–2.15 pm	standard menu
	<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/mensen/hauptmensa-essen">studentenwerk.essen-duisburg.de/en/gastronomie/mensen/hauptmensa-essen</a>		
<b>Hospital Canteen</b>	Monday–Friday	11.15 am–2.05 pm	standard menu
	<a href="https://studentenwerk.essen-duisburg.de/gastronomie/mensen/mensa-klinikum">studentenwerk.essen-duisburg.de/gastronomie/mensen/mensa-klinikum</a>		
<b>FCaSchü Canteen Folkwang</b>	Monday–Thursday	7.45 am–3.00 pm	
	Friday	7.45 am–2.30 pm	
	<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/mensen/caschue">studentenwerk.essen-duisburg.de/en/gastronomie/mensen/caschue</a>		
<b>Café Giallo</b>	Monday–Thursday	7.30 am–7.00 pm	
	Friday	7.30 am–5.30 pm	
	<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-essen">studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-essen</a>		
<b>Café Rosso</b>	Monday–Thursday	7.30 am–7.00 pm	
	Friday	7.30 am–5.30 pm	
	<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-essen">studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-essen</a>		
<b>Cafélyse</b>	Monday–Thursday	7.45 am–4.00 pm	
	Friday	7.45 am–2.40 pm	
	<a href="https://studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-essen/">studentenwerk.essen-duisburg.de/en/gastronomie/cafeterien/campus-essen/</a>		

### INSIDER INFO:

For detailed information about the canteen and cafeteria locations, opening hours and current menus, visit the website of Student Services Essen–Duisburg

[studentenwerk.essen-duisburg.de/en](https://studentenwerk.essen-duisburg.de/en)

## 2.12 Culture at UDE

UDE offers a wide variety of cultural events in and around the daily university routine.

### University Choir (Duisburg)

Salto Chorale, the university choir on Campus Duisburg, is always looking for new members.

### University Choir (Essen)

The university choir Essen is an ensemble for anyone who enjoys singing and wants to connect with other university members outside of the daily routine. The university choir members are motivated in other ways as well: even after a full day's work they are keen to concentrate their minds and, together with others, eager to showcase the university choir Essen every semester.

### University Orchestra

Founded as a small ensemble by the Medical School five decades ago, the university orchestra is one of Germany's top university orchestras today. With its musical highlights and hugely popular concerts, it is a staple of cultural life in Essen and Duisburg. Since 2002, the orchestra has been led by the Karajan award winner and Folkwang graduate Professor Oliver Leo Schmidt.

### Big Band(its)

The jazz orchestra of the University of Duisburg-Essen was founded in 1991 by a handful of enthusiastic students. Since 1993, the saxophonist and music teacher Nils Powilleit has been directing the band of about 20 ambitious amateur musicians. Their swinging, rocking, grooving repertoire ranges from classic swing orchestras in the style of Count Basie, Duke Ellington or Glenn Miller, via newer arrangements by Thad Jones, Bob Mintzer or Peter Herbolzheimer, to works by up-and-coming arrangers of today.

### University Choir (Duisburg)

@ unichor-duisburg@uni-due.de  
<https://myspace.com/saltochorale>

### University Choir (Essen)

@ Unichor-Essen@uni-due.de  
[www-stud.uni-essen.de/~sh1053/index.shtml](http://www-stud.uni-essen.de/~sh1053/index.shtml)

### University Orchestra

@ uniorchester@uni-due.de  
[www.uniorchester-duisburg-essen.de](http://www.uniorchester-duisburg-essen.de)

### Big Band(its)

@ info@bigbandits.org  
[www.bigbandits.org](http://www.bigbandits.org)



### glassbooth

@ jd@glassbooth.de  
 www.glassbooth.de/index.php

### Englisches Theater DUET (Duisburg University English Thespians)

@ DUET@uni-due.de  
 www.uni-due.de/duet

### only connect!

@ connect@juliestearns.com  
 www.only-connect.de

### DIE KLEINE FORM

www.uni-due.de/kleine-form

### glassbooth (independent drama group of the Universities Duisburg-Essen and Bochum)

The independent theatre “glassbooth” was established in November 2003. The idea behind glassbooth was to select unusual works that would not normally feature in the programmes of municipal or independent theatres. glassbooth is an open project that evolves and transforms with each new production by personalising the parts for individual cast members.

### English Theatre DUET (Duisburg University English Thespians)

The Duisburg University English Theatre (DUET) was launched in 1982. Based on English, American and Irish acting and directing workshops, it has been performing plays for well over 30 years. New members have joined the group and stayed for several years, or just for one single production, so change is a constant factor with DUET. The group has been very small at some times, and very large at others. People of all nationalities are welcome!

### only connect!

“only connect!” is a sophisticated student theatre company that works with creative processes that provoke, inspire and delight both actors and their audiences.

### DIE KLEINE FORM

DIE KLEINE FORM offers an entertaining snapshot of the issues and methods of the disciplines taught in Duisburg and Essen. Every other Wednesday from 1.15 pm to 2 pm, a representative of a different discipline shares insights into his/her current research field in the library conference room at Campus Essen. There is time for casual conversation and debate over coffee. The lectures are streamed online and available afterwards on demand.

### Uni-Colleg

The Uni-Colleg is a blend of easily accessible lectures, practical demos and a guided tour. Conceived 25 years ago as a way to introduce the community to the University of Duisburg, the Uni-Colleg has evolved into a casual, yet in-depth showcase of academic achievements at the University of Duisburg-Essen.

### Poet in Residence

In the US, the institution of the “poet in residence” is a staple at any university. The University of Duisburg-Essen was Germany’s first, and for a long time, only university to emulate this American idea and recruit contemporary authors as visiting lecturers to give readings and teach seminars. In 1975, the first poet in residence Martin Walser gave poetry readings in Essen, followed by many renowned authors such as Günter Grass, Jurek Becker, Volker Braun, Emine S. Özdamar and Yoko Tawada.

### Studium Generale

Each semester, the cultural programme “Studium generale & music at the uni” offers a stimulating and varied programme of events for everyone. Please see the what’s on information in the daily press and online for current events.

### Mercator Professorship

Instituted in 1997, the Mercator Professorship commemorates the academic legacy of the famous 16th-century cartographer and universal scholar from Duisburg. Previous Mercator Professors have hailed from the fields of culture, politics, business and science, amongst them former Federal President Richard von Weizsäcker, former Federal Foreign Minister Hans-Dietrich Genscher, film directors Volker Schlöndorff and Margarethe von Trotta, journalist Ulrich Wickert, sociologist Necla Kelek, publicist Dr Peter Scholl-Latour, women’s rights activist Alice Schwarzer, former Federal Supreme Court Judge Professor Dr Udo di Fabio and former President of the Council of the Lutheran Church Professor Dr Wolfgang Huber.



### Uni-Colleg

www.uni-due.de/de/uni-colleg

### Poet in Residence

www.uni-due.de/germanistik/poet/index

### Studium Generale

www.uni-due.de/de/event/studium\_generale

### Mercator-Professur

www.uni-due.de/de/mercatorprofessur



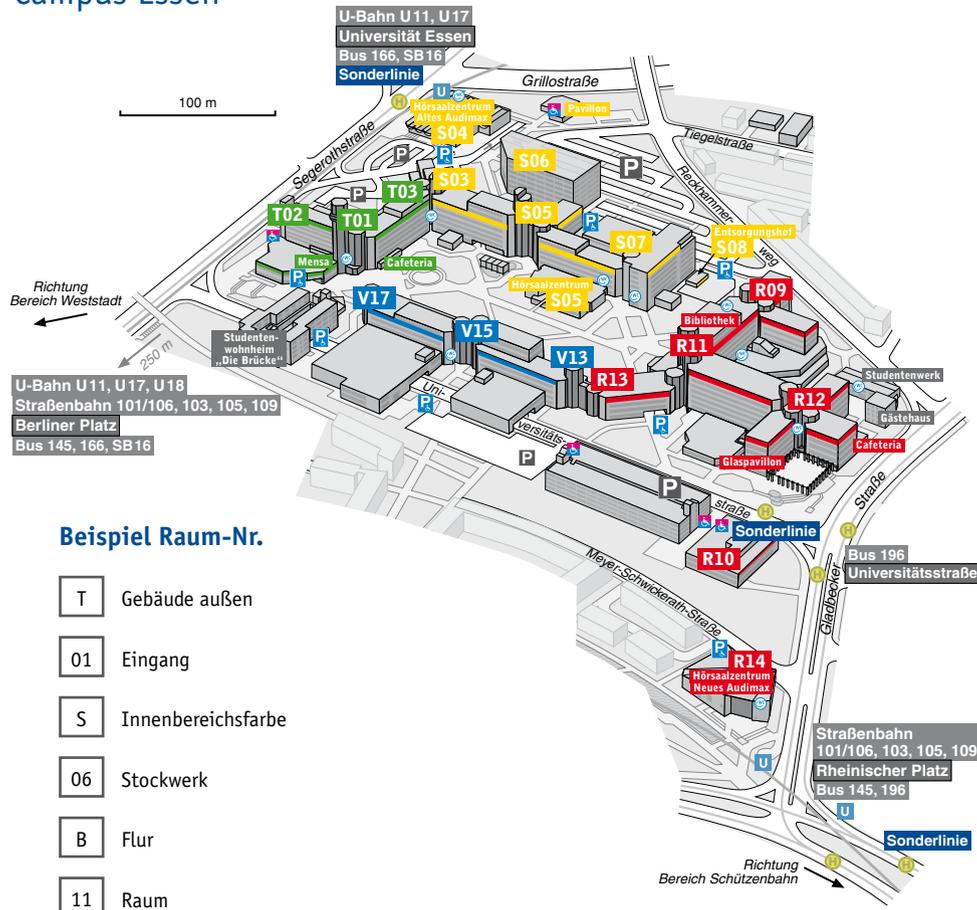


**Legende**

- T – Tannengrün  
Akademisches Beratungs-Zentrum (ABZ)  
Studierendensekretariat, Hochschulverwaltung, Mensa
- S – Sandgelb  
Bildungswissenschaften, Chemie, Biologie,  
S05 Hörsaalzentrum, S04 Hörsaalzentrum/  
Altes Audimax
- V – Veilchenblau  
Ingenieurwissenschaften, Fachbibliothek  
MNT, Geisteswissenschaften, Prüfungsämter,  
Akademisches Auslandsamt/International  
Office
- R – Rot  
Geisteswissenschaften, Wirtschaftswissenschaften,  
Bildungswissenschaften,  
Universitätsbibliothek, R14 Hörsaalzentrum/  
Neues Audimax

**Map of Campus Essen**

**Campus Essen**

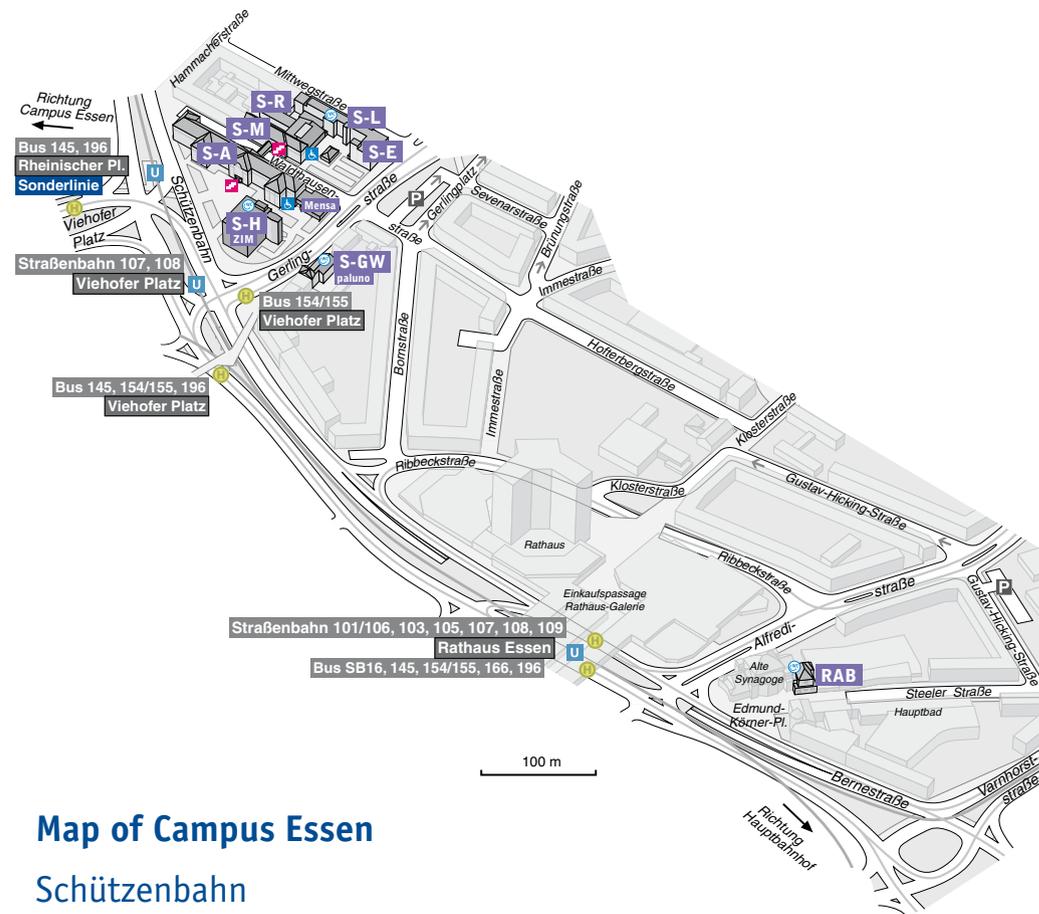


**Legende**

- Medizinmanagement, Chemie, Informatik,  
ZIM, Mensa

**Soweit nicht anders gekennzeichnet,  
sind alle Eingänge barrierefrei.**

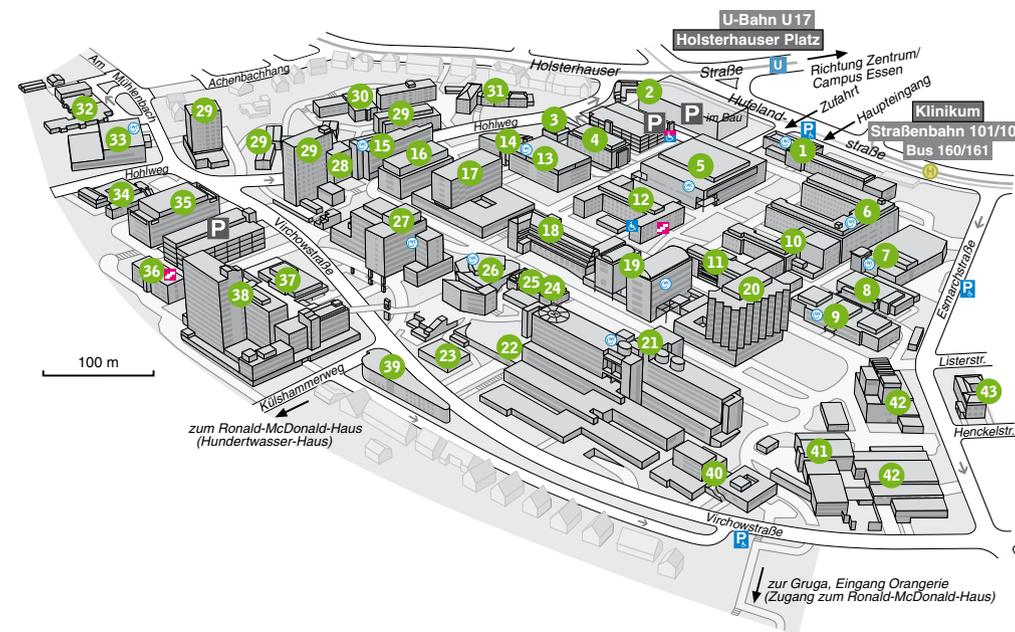
- nur Erdgeschoss barrierefrei
- nicht barrierefrei (Treppenhaus)
- barrierefreie Toiletten
- barrierefreier Parkplatz



## Legende

- 1 Patientenaufnahme, Verwaltung
- 2 Ruhrlandschule – Schule für Kranke
- 3 Kapelle
- 4 Medizinisches Forschungszentrum
- 5 Medizinisches Zentrum
- 6 Westdeutsches Herzzentrum Essen
- 7 Gastronomie
- 8 Zentrallabor
- 9 Hautklinik
- 10 Operatives Zentrum I
- 11 Sozialdienst, Krankenhaushygiene
- 12 Medizinische Klinik
- 13 Westdeutsches Tumorzentrum – Stationen
- 14 Knochenmarktransplantation
- 15 Westdeutsches Tumorzentrum – Ambulanz
- 16 Westdeutsches Tumorzentrum – Forschungsgebäude
- 17 Strahlenklinik, Nuklearmedizin
- 18 Kinderklinik
- 19 Frauenklinik
- 20 Augenklinik, HNO-Klinik
- 21 Operatives Zentrum II
- 22 Notaufnahme
- 23 Studienzentrum Bildgebende Verfahren
- 24 Dekanat
- 25 Zentrale Informationstechnik (ZIT)
- 26 Audimax, Medizinische Fachbibliothek
- 27 LVR-Klinikum Essen (Psychiatrie/Psychotherapie)

## University Hospital Essen

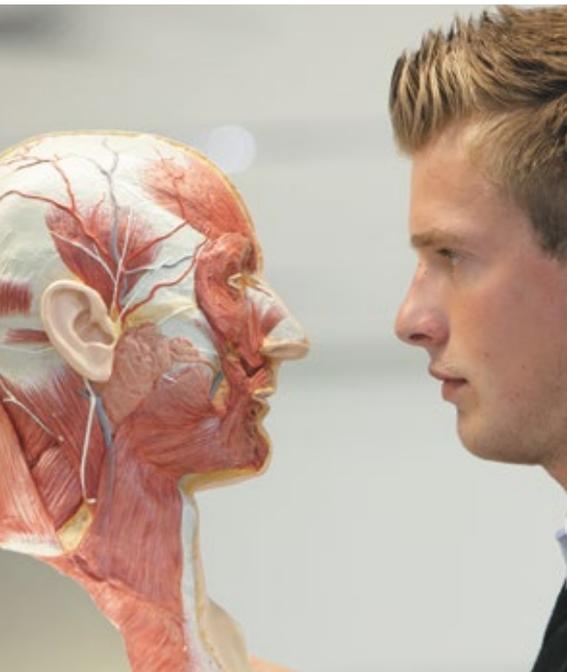


- |  |  |
|--|--|
| 28 Gästehaus   | 36 Institut für Zellbiologie (Tumorforschung)  |
| 29 Schwesternwohnheime   | 37 Mensa                                       |
| 30 Schulen für Medizinalfachberufe                                       | 38 Institutsgruppe I                           |
| 31 DRK-Schwesternschaft  | 39 Lehr- und Lernzentrum                       |
| 32 Kindertagesstätte   | 40 Institute für Pathologie, Rechtsmedizin     |
| 33 Westdeutsches Protonentherapiezentrum Essen                           | 41 Apotheke                                    |
| 34 Sozial-Pädiatrisches Zentrum, Westdeutsches Zentrum für Infektiologie | 42 Haustechnik                                 |
| 35 Robert-Koch-Haus  | 43 Betriebsarzt, Druckerei, Sicherheitstechnik |

## Index of abbreviations used at UDE

<b>AAA</b>	Akademisches Auslandsamt	International Office
<b>ABZ</b>	Akademisches Beratungs-Zentrum Studium und Beruf	Academic Counselling Centre for Study and Career Development
<b>AG</b>	Arbeitsgruppe	working group, research group
<b>AStA</b>	Allgemeiner Studierendenausschuss	Students' Union
<b>BIOME</b>	Graduate School for Biomedical Science	
<b>CENIDE</b>	Centre for Nano-Integration Duisburg-Essen	
<b>DAAD</b>	Deutscher Akademischer Austauschdienst	German Academic Exchange Service
<b>Dez</b>	Dezernat	administrative department
<b>DFG</b>	Deutsche Forschungsgemeinschaft	German Research Foundation
<b>DiM</b>	Diversity management	
<b>DuEPublico</b>	Dokumenten- und Publikationsserver der Universitätsbibliothek	University library document and publication server
<b>DUET</b>	Duisburg University English Thespians	
<b>DUG</b>	Duisburger Universitäts-Gesellschaft e. V.	Duisburg University Society, an alumni/friends organisation
<b>EduScia</b>	Stiftung für die UDE	UDE Foundation
<b>Fak.</b>	Fakultät	faculty
<b>FEE</b>	Fonds für Essener Existenzförderung	Fund for Promoting Entrepreneurship in Essen
<b>FG</b>	Forschergruppe	research group





## UDE abbreviations

Visit the following website for more abbreviations:

[www.uni-due.de/verwaltung/abkuerzungsverzeichnis](http://www.uni-due.de/verwaltung/abkuerzungsverzeichnis)

<b>GK</b>	Graduiertenkolleg	graduate school
<b>GLK</b>	Gleichstellungskommission	Equal Opportunity Commission
<b>HG</b>	Hochschulgesetz	University law
<b>HRK</b>	Hochschulrektorenkonferenz	German Rectors' Conference
<b>HSR</b>	Hochschulrat	University Council
<b>IO</b>	International Office	Akademisches Auslandsamt
<b>IOS</b>	Institut für optionale Studien	Institute for Optional Studies
<b>IRUN</b>	International Research Universities Network	
<b>KFW</b>	Kommission für Forschung, wissenschaftlichen Nachwuchs und Wissenstransfer	Commission for Research, Junior Researchers and Knowledge Transfer
<b>KHK</b>	Käte Hamburger Kolleg/ Centre for Global Cooperation Research	
<b>KI Ruhr</b>	Konfuzius-Institut Metropole Ruhr	Confucius Institute of the Ruhr Metropolitan Area
<b>LSF</b>	Lehre, Studium, Forschung	online prospectus
<b>MEDUSE</b>	Mentorinnen-Netzwerk der UDE	network of women mentors at UDE
<b>MIWF</b>	Ministerium für Innovation, Wissenschaft und Forschung	Ministry of Innovation, Science and Research
<b>OTB</b>	Online-Telefonbuch	online phone directory
<b>PE/OE</b>	Personal- und Organisationsentwicklung	Personnel and Organisational Development
<b>PO</b>	Prüfungsordnung	examination regulations
<b>PR</b>	Personalrat	Staff Council
<b>RCA</b>	Ruhr Campus Academy	Ruhr Campus Academy

<b>RCO</b>	RuhrCampusOnline	online prospectus for University Alliance Ruhr
<b>RGS Econ</b>	Ruhr Graduate School in Economics	Ruhr Graduate School in Economics
<b>RUB</b>	Ruhr-Universität Bochum	
<b>SCNR</b>	ScienceCareerNet Ruhr	
<b>SFB</b>	Sonderforschungsbereich	Collaborative Research Centre
<b>SHK</b>	Studentische Hilfskraft	student research assistant
<b>SoSe</b>	Sommersemester	summer term
<b>SSC</b>	Science Support Centre	Science Support Centre
<b>StO</b>	Studienordnung	study regulations
<b>StuPa</b>	Studierendenparlament	Student Parliament
<b>TSC</b>	Tutor Service Center international	Tutor Service Center international
<b>TUD</b>	Technische Universität Dortmund	
<b>UA Ruhr</b>	Universitätsallianz Ruhr von RUB, TUD und UDE	University Alliance Ruhr consisting of RUB, TUD and UDE
<b>UB</b>	Universitätsbibliothek	University Library
<b>UDE</b>	Universität Duisburg-Essen	University of Duisburg-Essen
<b>WHK</b>	Wissenschaftliche Hilfskraft	research assistant
<b>WM</b>	Wissenschaftliche/r MitarbeiterIn	research fellow
<b>WS</b>	Wintersemester	winter term
<b>ZfH</b>	Zentrum für Hochschul- und Qualitätsentwicklung	Centre for University and Quality Development
<b>ZIM</b>	Zentrum für Informations- und Mediendienste	Centre for Information and Media Services
<b>ZV</b>	Zentralverwaltung	Central Administration
<b>ZWW</b>	Zentrale Wissenschaftliche Werkstätten	Central scientific workshops





UNIVERSITÄT  
DUISBURG  
ESSEN

*Offen im Denken*

## 3.1 The Ruhr Metropolitan Area

The two cities of Duisburg and Essen lie at the very heart of the Ruhr, the second largest metropolitan area in Europe after London. The Ruhr Area was shaped by the mining industry and thanks to migration and the movement of people from the most diverse cultures and ethnicities has been a melting pot for centuries. This is why the people in this region have the reputation of being very open and tolerant.

With the decline of the mining industry, the Ruhr Area has undergone wide-ranging structural change which has brought about transformations, particularly in infrastructure, the economy, technology and culture. Today, the region can boast a range of cultural activities unparalleled in Europe: more than 200 museums as well as theatres, musical events, art exhibitions and industrial heritage sites.

Nowhere else in Europe will you find such a concentration of cities offering art, industrial architecture and culture in addition to entertainment, fun and a wealth of shops. There are all kinds of cultural activities and due to short distances and a good system of public transport it is easy to get from one place to another. The region's cultural appeal and diverse urban landscape were recognised by the European Union in 2010 when the Ruhr Metropolitan Area, spearheaded by Essen, was granted the honour of being the European Capital of Culture.

The Ruhr Area is not just a chain of interlocking poly-centric metropolises with diverse industrial heritage sites and a colourful cultural landscape; geographically it is also a heterogeneous natural landscape. Situated at the meeting point of the Westphalian Lowlands and the Rhenish Slate Mountains, 40 per cent of the Ruhr Area is covered by built-up areas, 40 per cent by agricultural land and 20 per cent by forests.

Untypically for an industrial region, there are many rural areas, recreational areas and lakes. Numerous gardens and parks in the region are amalgamated in the European Garden Heritage Network (EGHN). Duisburg is located at the source of the Ruhr River and was the starting point for the mediaeval Hellweg which also runs through Essen. The Ruhr Valley thus features picturesque locations which can easily be explored on foot or by bicycle.

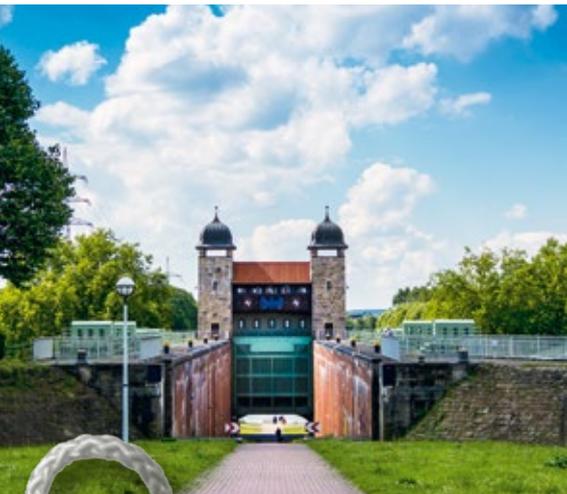
Many companies are located in the Ruhr Area as well as research centres with spin-offs and technology parks that are closely linked to enterprises in the most diverse sectors. The Ruhr Area has the most tight-knit university landscape in Europe with a total of 223,000 students.

### Garden Network

 [www.eghn.org/ruhrgebiet](http://www.eghn.org/ruhrgebiet)  
[http://project.eghn.org/downloads/EGHN\\_Route%20Ruhrgebiet.pdf](http://project.eghn.org/downloads/EGHN_Route%20Ruhrgebiet.pdf)

### Ruhr Valley

 [www.ruhrgebietsbilder.de/WASSER/ruhr\\_wasser\\_ger.html](http://www.ruhrgebietsbilder.de/WASSER/ruhr_wasser_ger.html)



### Business and science

Since the 1960s, “the motor and energy provider for the German economic miracle” has turned into a modern science and technology hub. With five universities, a university of the arts, 15 other institutions of higher education, four 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 fields. 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 metropolitan area’s festival of arts, these venues host a top-class theatre programme with a most unusual atmosphere. Once a year, the “Extraschicht” (extra shift), the long night of industrial heritage, 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” a whole host of projects and programmes were presented which have sustainably changed the whole region.

### Industrial Heritage Trail

The “Industrial Heritage Trail” links the individual sites in the Ruhr Area. A 400-kilometre route wends its various ways through the region and features themed trails and cycle paths. The anchor points of the Industrial Heritage Trail include:

#### World Heritage Site: the Zollverein Coal Mine in Essen

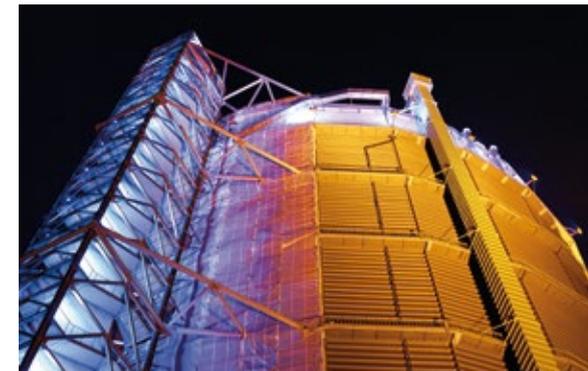
The “most beautiful colliery in the world” now houses the Red Dot Design Museum, the “Phänomania/ Erfahrungsfeld” (experiencing science centre) and the Ruhr Museum, to name but three. In the neighbouring coke oven there is a swimming pool and an ice rink.

#### 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.

### Industrial Heritage Trail

 [www.metropoleruhr.de/en/home/discovering-experiencing/industrial-heritage-trail.html](http://www.metropoleruhr.de/en/home/discovering-experiencing/industrial-heritage-trail.html)

**INSIDER INFO: Get to know the Ruhr Metropolitan Area!**

 [www.metropoleruhr.de/en/start](http://www.metropoleruhr.de/en/start)

## 3.2 Ruhr culture in figures

What	How many	Where
Industrial heritage sites	approx. 3,500	all over the Ruhr area, amalgamated into the Industrial Heritage Trail  Visitors' Centre at the World Heritage Site: the Zollverein Coal Mine in Essen
Festivals	approx. 250 per year	including Ruhrtriennale (arts festival), Ruhrfestspiele (theatre festival), Klavierfestival Ruhr (piano festival), European Classic Festival Ruhr, others in different artistic fields in the entire region (music, cinema, dance etc.)
Museums	approx. 200	in the whole region: Ruhr Museum at the Zollverein, Museum Folkwang in Essen, Emil Schumacher Museum in Hagen, Dortmunder U, Lehmbruck Museum in Duisburg
Theatre	approx. 120	including the Aalto Theater and Grillo Theater in Essen, Schauspielhaus Bochum, Theater Duisburg
Concert halls	approx. 100	including Dortmund, Essen, Duisburg, (Bochum Music Centre under construction)

Visit [www.ruhr-tourismus.de/en/](http://www.ruhr-tourismus.de/en/) for more information

### INSIDER INFO: RUHR. TOPCARD

The "RuhrTopCard" allows you free access to more than 90 attractions - not just museums, exhibitions and industrial heritage sites but also zoos, swimming pools, inland waterways and leisure parks. The card is valid for a year and allows you to visit each attraction once free of charge. Prices: 44.90 euros for adults; 34.90 euros for children (as of 2015)  
[www.ruhrtopcard.de](http://www.ruhrtopcard.de)



## 3.3 Duisburg – living between the Rhine & the Ruhr

Duisburg is a city of water with the Rhine and Ruhr rivers, the Rhine-Herne Canal, one of the biggest inland ports in the world and several lakes. It offers plenty of scope for recreation and leisure. The city furthest west in the Ruhr Area has just under 500,000 inhabitants.



### Duisburg Inner Harbour

[www.innenhafen-portal.de](http://www.innenhafen-portal.de)

### RheinPark Duisburg

[www.ruhrgebiet-industriekultur.de/hochfeld.html](http://www.ruhrgebiet-industriekultur.de/hochfeld.html)



## Leisure & recreation

### Duisburg Inner Harbour

Duisburg Inner Harbour is a combination of old storehouses and modern architecture. After a visit to the museum, the former “breadbasket of the Ruhr Area” invites visitors to enjoy a meal at one of the numerous restaurants located here and enjoy the sunset.

### RheinPark Duisburg

The park has wide-open green spaces, skater paths, climbing walls and a beach directly on the Rhine.

### North Duisburg Landscape Park (LaPaDu)

This almost globally-unique park amalgamates industrial heritage, nature and a light show in a very special way. In the disused smelting works cultural and corporate events take place. Visitors can plumb the depths of Europe’s deepest artificial diving centre, the Gasometer, or scale the heights of the climbing walls in the old ore bins and the high rope course in a former casting house. Those in search of adventure can also explore the site by taking part in various rallies or bicycle tours. From the top of “Hochofen 5” the view is amazing. In the evenings, the light installations in North Duisburg Landscape Park are particularly impressive.

### Sechs-Seen-Platte

Especially in the summer months, this recreational six lake area in the south of Duisburg entices visitors out into a greenbelt area of lakes, including an open-air swimming pool. The neighbouring Sportpark Duisburg boasts a 2,150 metre-long boat race course and one of the most modern water ski and wakeboard cable facilities as well as five- to ten-kilometre illuminated running paths. The football stadium of MSV Duisburg, the long-established local football team, can hold 31,500 spectators. With their striped jerseys, the Duisburg team is nicknamed “zebras”. Visitors can skate all year round, with or without accompanying DJ and club atmosphere, at the ice rink that is home to the local ice hockey team “Duisburg Foxes”. Adventure golf and barbeque areas to rent round off the choice of leisure facilities around the Six Lakes

### Tiger & Turtle/Magic Mountain

Tiger & Turtle/Magic Mountain is an accessible sculpture by Ulrich Genth and Heide Mutter in Duisburg’s Angerpark. Opened in 2011, the landmark is a massive sculpture resembling a roller coaster or, in this case, stroller coaster, composed of spiraling walkways. At night it is illuminated.



### Landschaftspark Duisburg-Nord (LaPaDu)

[www.en.landschaftspark.de/startseite](http://www.en.landschaftspark.de/startseite)

### Sechs-Seen-Platte

[www.seen.de/sechs-seen-platte-duisburg](http://www.seen.de/sechs-seen-platte-duisburg)

### Tiger & Turtle/Magic Mountain

[tigerandturtle.duisburg.de](http://tigerandturtle.duisburg.de)

### DITIB Merkez Mosque

[www.ditib-du.de](http://www.ditib-du.de)

### Duisburg Museum of Culture and City History

[www.stadtmuseum-duisburg.de](http://www.stadtmuseum-duisburg.de)

### Lehmbruck Museum

[www.lehmbruckmuseum.de/?lang=en](http://www.lehmbruckmuseum.de/?lang=en)

### MKM Museum Küppersmühle

[www.museum-kueppersmuehle.de/en/](http://www.museum-kueppersmuehle.de/en/)

### German Inland Waterways Museum

[www.binnenschiffahrtmuseum.de](http://www.binnenschiffahrtmuseum.de)

### Museum DKM

[www.museum-dkm.de](http://www.museum-dkm.de)

## Art & Culture

### DITIB Merkez Mosque

The DITIB Merkez Mosque is one of the largest mosques in Germany and has developed into a meeting place of cultures.

### Duisburg Museum of Culture and City History

This is where you cannot only discover more about the famous mathematician and cartographer Gerhard Mercator, who drew up the first modern atlas, but also about the history of the city of Duisburg.

### Lehmbruck Museum

Renowned as a centre of international sculpture, the Lehmbruck Museum uniquely presents the work of both the sculptor Lehmbruck and other national and international artists of the 20<sup>th</sup> century.

### MKM Museum Küppersmühle

Die ehemalige Getreidemühle ist eines der größten Privatemuseen Deutschlands und beherbergt im Innenhof mit der Sammlung Ströher eine der umfangreichsten Sammlungen deutscher Nachkriegskunst.

### German Inland Waterways Museum

It is Germany's largest museum for the history of inland water navigation – in a faithfully-restored art nouveau swimming pool located at Duisburg Inner Harbour, the largest inland port in Europe. In the former gentlemen's swimming pool there are intricate models to admire and children can take a boatman's diploma.

### Museum DKM

In its permanent exhibition, "Lines of quiet beauty", the Museum DKM brings together 5,000 years of art and culture. As well as objects, installations and contemporary paintings, a wide range of ancient Asian art is on view.



### Music & Drama at Theater Duisburg

One of the most striking buildings in Duisburg is home to the Duisburg-Düsseldorf theatre alliance. The opera house, Deutsche Oper am Rhein, was opened in 1956 and is considered one of the leading opera and ballet venues in Germany.

### Radio Museum

Here you can still find working radios going right back to 1923. For all tinkerers and radio aficionados, specialist lectures, special exhibitions and swap shops are also held.



### Music & Drama at Theater Duisburg

[www.duisburg.de/theater/start.php](http://www.duisburg.de/theater/start.php)

### Radiomuseum

[www.radiomuseum-duisburg.de](http://www.radiomuseum-duisburg.de)



### 3.4 Essen – Industrial heritage & nature

The trade fair town of Essen has a great deal to offer its nearly 600,000 inhabitants. Both the restored Cathedral Treasury and the Old Synagogue shine in new splendour. The Aalto Theatre and Essen Philharmonic Hall are two special venues. Industrial heritage sites include the Krupp family residence, Villa Hügel, the UNESCO world heritage site, the Zollverein Coal Mine and the picturesque garden city, Margarethenhöhe. Lake Baldeney and Gruga Park offer many sport and leisure opportunities.



#### Leisure and recreation in Essen

##### Lake Baldeney

In, on and around Lake Baldeney you can enjoy diverse leisure activities like tennis, golf, beach volleyball and angling. An extensive network of cycle paths invites you to discover the green Ruhr Valley by bicycle or rollerblades. The “Weiße Flotte” (White Fleet) of pleasure boats allow you to experience the lake and banks of the Ruhr from a different perspective.

##### Gruga

Covering an area of 700,000 square metres of green, Gruga Park has adventure playgrounds, a children’s zoo, a pony yard, a free-flight aviary, tropical houses in glass pyramids, a Hundertwasser house and a “Kur vor Ort” spa. A sculpture park and cultural activities make Gruga one of the most attractive urban parks in Germany.



##### Hundertwasser House

Am Rande des Grugaparks befindet sich das Hundertwasser-Haus der Ronald McDonald-Stiftung, das bei Anmeldung besichtigt werden kann. Es bietet Eltern von schwerkranken Kindern, die im Universitätsklinikum behandelt werden, zeitweise ein Zuhause.

##### Margarethenhöhe

The garden city that was designed by Georg Metzendorf and financed by the Margarethe Krupp Foundation for Housing Welfare is considered one of the most famous and attractive housing developments in the Ruhr Area and is located right next to a green lung forest area.



##### Lake Baldeney

[www.baldeneysee.de](http://www.baldeneysee.de)

##### Gruga

[www.grugapark.de/english/index.html](http://www.grugapark.de/english/index.html)

##### Hundertwasser House

[www.grugapark.de/hundertwasserhaus.html](http://www.grugapark.de/hundertwasserhaus.html)

##### Margarethenhöhe

[www.essen-margarethenhoehe.de](http://www.essen-margarethenhoehe.de)



### Aalto Musical Theatre

[www.theater-essen.de](http://www.theater-essen.de)

### Old Synagogue

[www.alte-synagoge.essen.de](http://www.alte-synagoge.essen.de)

### Deilbachhammer

[www.ruhrzeiten.de/Deilbachhammer.htm](http://www.ruhrzeiten.de/Deilbachhammer.htm)

### Cathedral Treasury

[www.domschatz-essen.de](http://www.domschatz-essen.de)



## History, museums & culture in Essen

### Aalto Musical Theatre

The theatre of “humane architecture” by the Finnish architect Alvar Aalto is the prestigious home of the Aalto Musical Theatre, the Aalto Ballet Theatre Essen and the Essen Philharmonic Hall.

### Old Synagogue

The City of Essen’s Jewish cultural institute is both a memorial and a meeting place. The architectural masterpiece is also home to a permanent exhibition on German-Jewish history as well as current political and social issues.

### Deilbachhammer

The museum landscape in Deilbachtal is composed of an area of interesting geological features such as outcrops and a remarkable number of pre- and early-industrial heritage sites which reveal the history of metal working and the development of early mining activity.

### Cathedral Treasury

Essen Cathedral is home to collections of religious art that rank amongst the most important in Germany. The Golden Madonna is the oldest-known sculpture of Mary in western art and the centerpiece of Essen Cathedral Treasury.



### Grillo Theater

The Grillo Theatre in Essen, named after the Essen industrialist who donated the building, is one of the oldest theatres in the Ruhr Area. Since 1988, it has been the main stage for the repertory company. Architecturally, the historical staircase is of particular interest.

### Kettwig: Historical Quarter

Kettwig is situated on the Ruhr. The historical centre with its timbered houses from the 17th and 19th centuries, its crooked lanes and beautiful rococo and empire doors is a favourite place to visit.



### Lichtburg

The Lichtburg is the largest historical cinema in Germany. In the listed building which holds 1,250 people you can attend concerts and readings, cabaret and theatre performances as well as watching films.

### Museum Folkwang

Founded by Karl Ernst Osthaus in 1902 as the first museum for contemporary art in Europe, Museum Folkwang has outstanding collections of German and French art of the 19th century, classical modernism and post-war art. The new wing, which was opened in 2010, was designed by the architect David Chipperfield.

### Grillo Theater

[www.theater-essen.de](http://www.theater-essen.de)

[www.schauspiel-essen.de/orte](http://www.schauspiel-essen.de/orte)

### Kettwig: Historical Quarter

[www.kettwig.de](http://www.kettwig.de)

### Lichtburg

[www.lichtburg-essen.de](http://www.lichtburg-essen.de)

### Museum Folkwang

[www.museum-folkwang.de/en/](http://www.museum-folkwang.de/en/)



### Essen Philharmonic Hall

[www.philharmonie-essen.de](http://www.philharmonie-essen.de)

### Red Dot Design Museum

[www.red-dot-design-museum.de/en/essen](http://www.red-dot-design-museum.de/en/essen)

### Ruhr Museum

[www.ruhrmuseum.de/en/home](http://www.ruhrmuseum.de/en/home)

### Unperfekthaus

[www.unperfekthaus.de](http://www.unperfekthaus.de)



### Essen Philharmonic Hall

With some of the best acoustics in Germany, Essen Philharmonic Hall in the historical “Saalbau” (opened in 1904) has also become one of the most beautiful concert halls. The Alfred Krupp Hall seats 1,900, the RWE Pavilion approximately 350 people.

### Red Dot Design Museum

Spread over five floors on the site of the World Heritage Zollverein Coal Mine, the Red Dot Design Museum houses the world’s largest exhibition of contemporary design.

### Ruhr Museum

The Ruhr Museum invites visitors to learn about multiple facets of the Ruhr Area with fascinating natural history and cultural history exhibits. Regular special exhibitions complete the portfolio.

### Unperfekthaus

In the “Unperfekthaus”, artists, founders and groups can use rooms, technology, stages etc. free of charge. In the midst of the 4,000-square-metre artists’ colony private individuals and business people also congregate for meals, seminars and discussions. Birthdays and office parties are celebrated and, if you choose, you can even stay the night here.



### Villa Hügel

Today, the former family residence of the industrialist Krupp is the seat of the Ruhr Cultural Foundation. In addition to the historical exhibition devoted to Krupp, temporary exhibitions are held and there are wonderful grounds to enjoy.

### Zollverein Coal Mine

One of the landmarks of the Ruhr Area is the listed Zollverein Coal Mine in Essen. The UNESCO World Heritage site offers visitors vivid insights into regional mining and is also a venue for top-class concerts, dance festivals, art and design exhibitions. You can discover the former coking plant and some of the pits by rental bicycle or on foot, with or without a guided tour.



### Villa Hügel

[www.villahuegel.de/en](http://www.villahuegel.de/en)

### Zeche Zollverein

[www.zollverein.de/service/english-page](http://www.zollverein.de/service/english-page)

# Formalities at a glance

UNIVERSITÄT  
DUISBURG  
ESSEN

*Offen im Denken*

## 4.1 Check lists

### Before you leave home

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

- » Decide when you are to start work and discuss the date with your (host) institute well in advance
- » Put together the most important documents (see Chapter 4.2)
- » Apply for your visa (and those of any members of your family accompanying you)
- » Arrange an appointment with your local Immigration Office (the Residents' Registration Office is responsible for EU citizens) in order to register in good time during the first week after arrival and to extend your residence permit, if necessary.
- » 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

### INSIDER INFO: Emergency contact

Please give your host institute or the International Office the name/s of the person/s in your own country who should be contacted in case of emergency. Please include their contact details and indicate which languages they speak and their relationship to you.

### Your contact at the Welcome Service on the Campus Essen

Stephanie Kaplinowski  
Universitätsstr. 15  
Room V15 S00 D07  
45117 Essen  
☎ Mobil: 0170 708 9433  
✉ welcome@uni-due.de

### Your contact on the Campus Duisburg

Simone Müller (in exceptional cases)  
Geibelstr. 41  
47057 Duisburg  
Room SG 095  
☎ 0203 379-1062  
✉ welcome@uni-due.de

### INSIDER INFO: Landlord's confirmation

In order to register in Duisburg please download the form "Wohnungsgeberbestätigung" (landlord's confirmation) from the following webpage:

» [www.duisburg.de](http://www.duisburg.de)  
» Rathaus, Politik, Bürger Service > A-Z > Anmeldung von Einwohnern mit EU bzw. ausländischer Staatsangehörigkeit

In order to register in Essen please use the following form:

» [www.essen.de](http://www.essen.de)  
» Rathaus  
» Formulare A-Z > W  
» Wohnungsgeberbestätigung



### When you arrive

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

- » Visit your department or institute
- » Sign your lease agreement
- » Ask your landlord to complete the "Wohnungsgeberbestätigung" (landlord's confirmation). You will require it at the Residents' Registration Office or Immigration Office. See INSIDER INFO for more information.
- » Register yourself (and your family) at the Residents' Registration Office if you are EU citizens or at the local Immigration Office if you are not. You may also be able to apply for a "Führungszeugnis" (police clearance certificate) and "Freizügigkeit" (Freedom of Movement) there.
- » Open a bank account
- » Take out health insurance
- » Sign your employment contract
- » Extend your residence permit (and those of your marital partner and children)
- » Register your children at kindergarten or school (Chapter 10)
- » Set up your workplace (internet access, telephone, library card etc.)
- » Obtain information as soon as possible on potential tax obligations and pension rights

## 4.2 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 5.1)
- » 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 (preferably including a German translation)
- » Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably including a German or English translation)
- » Vaccination certificates
- » A declaration stating particular or previous illness (possibly recent x-rays) and any current medication
- » If you intend to drive while you are in Germany: international driving licence or foreign driving licence including translation (depending on country of issue); if you wish to take your car with you to Germany you will need additional documentation (see Chapter 11.6)
- » 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)

### INSIDER INFO:

For further information visit  
» [www.euraxess.de](http://www.euraxess.de)





## 4.3 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. Forty 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. Since April 2015, the role of National Coordination Point for EURAXESS Germany has been adopted by the DLR Project Management Agency.

### What services does EURAXESS Germany offer to mobile researchers?

- » Website [www.euraxess.de/en](http://www.euraxess.de/en)
- » Information, initial advice and mediation services with relevant parties for mobile researchers (incoming, outgoing, returning) dealing with entry, working, social security, taxation and practical issues as well as frequently asked questions
- » Facebook-website “Euraxess Germany – Support for mobile researchers”, responses to inquiries regarding researchers’ mobility
- » a helpdesk ([info@euraxess.de](mailto:info@euraxess.de)) initial counselling and referral to the local service centres
- » A free, Europe-wide job portal in which researchers can post their CVs and institutions can advertise positions vacant

### UDE’s involvement in the EURAXESS Germany network:

The national EURAXESS coordination points work together with partners and research institutions in their respective countries. In Germany, there are approx. 80 universities and research institutions – including the universities of Duisburg-Essen, Bochum and Dortmund – which are registered as “Service Centres” in the EURAXESS network. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, the distribution of work is roughly as follows:

### EURAXESS Germany:

- » Initial guidance for researchers on the themes mentioned above
- » Mediating contacts to individual universities and research institutions in Germany
- » Mediating contacts to partner institutions 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 individual cases at the respective institution
- » Providing information on the specific institution/location
- » Mediating contacts to the responsible local organisations/institutions



### EURAXESS Germany – the National Coordination Point at the German Aerospace Center

#### European and international collaboration

Joseph-Schumpeter-Allee 1

53227 Bonn

☎ 0228 3821-1382

@ [info@euraxess.de](mailto:info@euraxess.de)

🌐 [www.euraxess.de](http://www.euraxess.de)



# Entry and Residence

## 5.1 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 move into an apartment, you must register at the "Einwohnermeldeamt" (Residents' Registration Office) after entering the country (see Chapter 5.2).

### 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 intending to stay more than three months or pursue gainful employment you will require a residence permit which you can apply for once you have entered Germany (see Chapter 5.3). Alternatively, you can apply to the German diplomatic mission abroad for the relevant visa.

### Nationals of all other non-EU States ("third-country nationals")

#### 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 redesignated 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 euros. When completing the application for the Schengen Visa please be 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.

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

<http://visa.diplo.de>



### 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 under “Overview of visa requirements/exemptions for entry into the Federal Republic of Germany” 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 applies even if you are already staying in another European Union country. If your marital partner or children are intending to spend time with you during your research stay it is recommendable to apply for their visas together with your own, even if your fam-

ily is only intending to enter the country a few weeks after you. Do not under any circumstances enter Germany on a “Visitor’s or Tourist Visa” (Schengen Visa). This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months. You would then have to return to your own country at your own expense and apply for the right visa there. The same applies to members of your family. The National Visa entitles you to stay in Germany and travel throughout the Schengen States for up to 90 days within a six month period.

You can find an overview 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.auswaertigesamt.de](http://www.auswaertigesamt.de)

### The Schengen States:

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

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

- » Passport (please ensure that your passport is valid for at least three months longer than the duration of your intended stay)
- » Proof of your intended activity (e.g. fellowship, employment contract, letter of invitation or hosting agreement from the university)
- » 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)

Depending on the individual Embassy the documents required may differ. Please contact the respective diplomatic mission at the earliest opportunity in order to ascertain which documents you will need for your visa application. National Visas are usually issued for a period of three months. Once you have entered Germany you must present this visa to your local “Ausländerbehörde” (Immigration Office) to apply for a residence permit (see Chapter 5.3.).

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 “Bürgerdienste International”. Provided that all the conditions are met you will be issued with a document that the visitor can use as evidence of financial support when applying for a visa.



#### INSIDER INFO: 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 usually required to pay fees for their visas or residence permits.

### In Duisburg und Essen

Depending on your nationality, you can complete registration formalities at the “Bürgeramt” or the Immigration Office in Duisburg and Essen.

#### Stadt Duisburg Bürgeramt

Sonnenwall 73–75  
47051 Duisburg  
☎ 0203 94000 (Call Center)  
☎ 0203 283-3417  
✉ einwohnermeldeamt@stadt-duisburg.de

#### Opening hours

Mon., Tues., Wed., Fri.: 8.00 am–4.00 pm  
Thurs.: 8.00 am–6.00 pm

#### Stadt Duisburg Ausländerbehörde (Immigration Office)

Königstr. 63–65  
47051 Duisburg  
☎ 0203 283-7246  
☎ 0203 283-7291  
✉ auslaenderbehoerde-mitte-sued@stadt-duisburg.de

#### Opening hours

Mon., Tues., Wed., Fri.: 8.00 am–4.00 pm  
Closed on Thursdays.

A lot of information can also be obtained from the Duisburg “Bürger- und Servicecenter”:  
☎ 0203 94000

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

Everyone who moves into a house or flat in Germany is obliged to register, including visitors who are staying for more than three months. So within a week of entering the country or moving house you will normally 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.).

In Duisburg and Essen, registration may be coupled with immigration formalities; depending on your nationality, different procedures must be followed:



### Nationals of EU States, the European Economic Area (EEA) and Switzerland

If the above-mentioned preconditions regarding duration of stay and moving into an apartment apply, nationals of EU States, the EEA and Switzerland register at the “Einwohnermeldeamt” (Residents’ Registration Office). The act of registration automatically authorises the right to Freedom of Movement (Freedom of Movement permits are no longer issued).

#### In order to register at the Residents’ Registration Office you will need

- » your passport or equivalent document
- » your birth certificate
- » the document “Wohnungsgeberbescheinigung” (landlord’s confirmation)

#### Nationals of all other Non-EU States, (“third-country nationals”)

Nationals of all other states must complete both registration and immigration formalities at the “Ausländerbehörde” (Immigration Office-Team: Visa Matters, Foreign Students and Experts, EU) (see Chapter 5.3)

### In order to register at the Immigration Office you will need

- » your passport
- » the document “Wohnungsgeberbescheinigung” (landlord’s confirmation)

#### In connection with registration you will be issued with the following (irrespective of whether you register at the Residents’ Registration Office or the Immigration Office):

- » “Meldebescheinigung” which confirms 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.
- » “Steueridentifikationsnummer (Taxpayer Identification Number). This will be sent to you by post after you have registered. If you are in employment you must then forward this number to the “Landesamt für Besoldung” (LBV), the regional authority handling salaries.

Irrespective of your nationality, you can apply for a “Polizeiliches Führungszeugnis” (Police Clearance Certificate), which is often required for public service appointments in Germany, after registration at the Residents’ Registration Office.

### Stadt Essen Bürgeramt

Hollestr. 3 (Gildehof)  
45127 Essen  
☎ 0201 8833-222  
☎ 0201 8833-218  
✉ buergeramt@einwohneramt.essen.de

#### Opening hours

Mon., Tues.: 8.00 am–3.00 pm  
Wed.: 7.00 am–1.00 pm  
Thurs.: 8.00 am–6.00 pm  
Fri.: 8.00 am–1.00 pm

### Stadt Essen Ausländerangelegenheiten (Immigration Office)

Schederhofstr. 45  
45121 Essen  
☎ 0201 8833-333 (appointments)  
☎ 0201 8833-788 (appointment for issue of eAT – residence permit)  
✉ auslaenderbehoerde@einwohneramt.essen.de

#### Opening hours

Mon. and Tues.: 8.00 am–1.00 pm  
and 2.00 pm–3.00 pm  
Thurs.: 8.00 am–1.00 pm and 2.00 pm–6.00 pm  
Fri.: 8.00 am–12.30 pm  
Closed on Wednesdays

### Information on residents permits in Germany

The German Rector's Conference has drawn up a detailed overview of the various residence titles with regard to criteria like target group, conditions for granting a residence permit, duration/limitation, subsequent immigration of spouses and unmarried children etc. Visit

www.hrk.de/uploads/media/HRK-Faltblatt\_Aufenthaltstitel\_1.\_Aufl.\_EN\_01.pdf



## 5.3 Residence permit

### Registration and residence title for nationals of Non-EU States

In order to fulfil the legal requirement to register (see Chapter 5.2) and before your entry visa runs out you must apply for a residence permit at your local "Ausländerbehörde" (Immigration or Foreigners' Office). This is usually issued electronically in the form of a card (eAT). If you are a national of Australia, Canada,

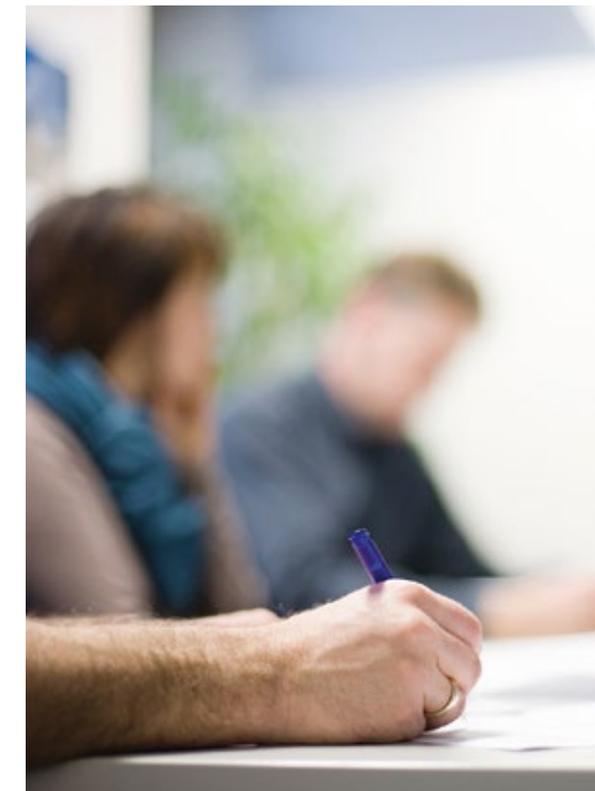
Israel, Japan, New Zealand, Republic of Korea or the USA and not only entered the country without a visa but intend staying in Germany for a longer period of time you also have to apply for a residence permit within three months of entering the country.

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

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

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

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





### Probationary certificate

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

There are three different types of probationary certificate: “Duldungsfiktion”, “Erlaubnisfiktion” and “Fortbestandsfiktion”.

If you have applied for your extension in good time and now have to wait for the card to be issued, you will usually be given a “Fortbestandsfiktion” (probationary continuation) (§81.4) because your old residence permit will continue to be valid until you receive your new card.

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

### “Freizügigkeitserlaubnis” (Freedom of Movement permission)

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

If you are a national of an EU Member State, Iceland, Liechtenstein, Norway or Switzerland 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 need Freedom of Movement permission, confirming that you fulfil the Freedom of Movement requirements.

#### Freedom of Movement applies to:

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

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

(Source: [www.duesseldorf.de/auslaenderamt/eu\\_service/](http://www.duesseldorf.de/auslaenderamt/eu_service/))

### Settlement permit

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



## 5.4 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 to enter this authorisation in your residence permit.

If your husband or wife is not an academic but would like to work in Germany she or he will usually require the approval of the Federal Employment Agency. You will have to apply at the Immigration Office for the type of residence permit that allows the holder to pursue gainful employment and also present a concrete job offer. Marital partners who hold a residence permit for the purpose of family reunification according to § 30 of the German Law on Residence are eligible to pursue gainful employment without the previous approval of the Federal Employment Agency.

### 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, European Economic Area and Switzerland

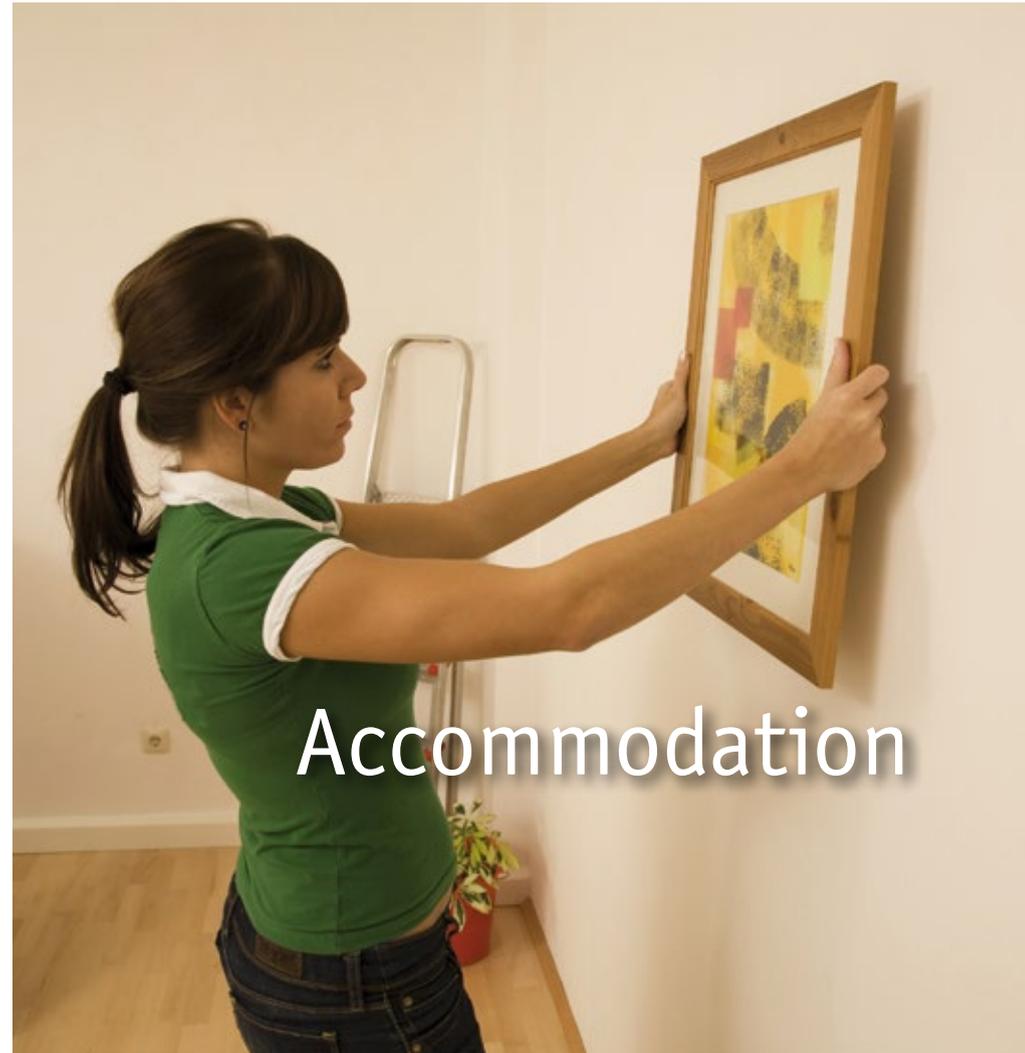
If you are a citizen of the EU, Iceland, Liechtenstein, Norway or Switzerland you enjoy the right to Freedom of Movement for workers. You do not need approval in order to pursue gainful employment. Citizens of new EU Member States are usually only given full Freedom of Movement rights after a transitional 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.



## 6.1 The rented property market

In Germany, accommodation is quite expensive, especially in larger cities. You will often have to spend up to 40% of your monthly salary/fellowship amount on rent. This is particularly true of the kind of accommodation required by visiting academics, that is, furnished or at least partly furnished, and available at short notice for a short period of time.

The relationship between supply and demand, particularly in towns with a large percentage of students, varies considerably over the course of the year. At the beginning of the semester demand is especially great.



### INSIDER INFO:

We urgently recommend you to start looking for accommodation for yourself and your family well in advance, preferably several months before the start of your visit. Unless it states that an apartment is furnished or partly-furnished in the advertisement, you must assume that the accommodation will not include any equipment or furniture.





## 6.2 Finding accommodation

If you would prefer to search for accommodation yourself, you can study the offers on the relevant online portals, in local newspapers and on notice boards around UDE. You can use all three options to post your own advertisement searching for accommodation.

You can also employ an estate agent to find an apartment for you, although you may have to pay a commission for this service. For a list of estate agents in your town, visit the “Yellow Pages” and search under “Immobilienmakler” and the name of your town:

[www.gelbeseiten.de](http://www.gelbeseiten.de) (in Germany only)



## 6.3 Local accommodation providers

The Duisburg and Essen housing markets are relatively cheap in comparison with other large cities. None the less, the accommodation on offer and the rents vary depending on the district. The following list is just a selection of providers. On the website of UDE's Support Center for (International) Engineer-

ing Students (SCIES) you will find a detailed overview of the accommodation providers in Duisburg and Essen.

[www.uni-due.de/scies/accommodation](http://www.uni-due.de/scies/accommodation)

### INSIDER INFO: Collecting the key

Please take note of check-in times as it is not usually possible to collect the key for the apartment at other times. As soon as you know when you will be arriving in Duisburg or Essen, please inform your landlord and agree on the best time for collecting the key.



Providers of furnished rooms and apartments	
Duisburg	Essen
<p><b>Guesthouses of Studierendenwerk (student services provider)</b>            Frau Vanessa Poscher            Mülheimer Str. 202, 47057 Duisburg            ☎ 0203 34699 5-32            @ poscher@stw.essen-duisburg.de            🌐 www.studentenwerk.essen-duisburg.de/en/accommodation/</p> <p>Office hours            Mon.: 9.00 am-1 pm, Tues., Thurs.: 1 pm-3.30 pm</p>	<p><b>Guesthouses of Studierendenwerk (student services provider)</b>            Herr Jörg Albrecht            Universitätsstr. 15, 45141 Essen            ☎ 0201 82010-25            @ albrecht@stw.essen-duisburg.de            🌐 www.studentenwerk.essen-duisburg.de/en/accommodation/</p> <p>Office hours            Mon.: 9.00 am-1 pm, Tues., Thurs.: 1 pm-3.30 pm</p>
<p><b>Studentenwohnheim Duisburg</b>            Holteistr. 12-14, 47057 Duisburg            ☎ 0203 356602            @ info@langemann-hausverwaltung.de            🌐 www.studentenwohnheim-duisburg.de</p>	<p><b>Kolpinghaus Altenessen</b>            Kolpingstr. 16, 45329 Essen            ☎ 0201 8067567            @ info@kolpinghaus-altenessen.de</p>
<p><b>Wohnheim Adolph Kolping</b>            Dellplatz 7, 47051 Duisburg            ☎ 0203 20179            @ wohnheim@dellplatz.de            🌐 www.studentenwohnheim.dellplatz.de/eindex.html</p>	<p><b>Kolpinghaus Essen Frohnhausen e.V.</b>            Frankfurter Str. 3, 45145 Essen            ☎ 0201 701510            @ info@kolpinghaus.de            🌐 www.essen-Frohnhausen.kolpinghaeuser.eu            &gt; English Information</p>
<p><b>Haus Lattarulo</b>            Danziger Str. 26, 47057 Duisburg            ☎ 0203 370429            @ ursula@lattarulo.de            🌐 www.wohnen-duisburg.de</p>	

Providers of furnished rooms and apartments	
Duisburg	Essen
<p><b>MWZ Mitwohnzentrale Immobilien GmbH</b>            Ruhrorter Str. 67-69            47059 Duisburg            ☎ 0203 19430            @ info@mwz-duisburg.de            🌐 https://en.immendo.de</p> <p>The "Mitwohnzentrale" (MWZ) will help you to find a furnished apartment. Please note that MWZ charges a one-off fee in addition to the monthly rent.</p>	
Providers of unfurnished apartments	
<p><b>Immeo Wohnen Service GmbH</b>            Essener Str. 66            46047 Oberhausen            ☎ 0208 970640            @ service@immeo.de            🌐 www.immeo.de</p> <p>Apartments in Duisburg and Essen can be furnished by the provider if required.</p>	
<p><b>LEG Wohnen NRW GmbH</b>            Im Schlenk 137            47055 Duisburg            ☎ 0203 997 7325            @ nL-duisburg@leg-nrw.de            🌐 www.leg-nrw.de</p>	<p><b>LEG Wohnen NRW GmbH</b>            Paul-Klinger-Str. 9            45127 Essen            ☎ 0201 810100            @ kc-essen@leg-nrw.de            🌐 www.leg-nrw.de</p>



### List of abbreviations – accommodation

If you search for your own accommodation in Germany, you will come across a lot of abbreviations in advertisements. To facilitate your search for suitable accommodation we have prepared a list of abbreviations with English translations.

<b>2-Zi-Whg</b>	2-Zimmer-Wohnung	2-room apartment
<b>Abstellk</b>	Abstellkammer	storeroom
<b>Blk/Balk.</b>	Balkon	balcony
<b>DG</b>	Dachgeschoss	under the roof/attic rooms
<b>D</b>	Diele	hall
<b>DU</b>	Dusche	shower
<b>EBK</b>	Einbauküche	fitted kitchen
<b>EFH</b>	Einfamilienhaus	single family house
<b>EG</b>	Erdgeschoss	ground floor
<b>EB</b>	Erstbezug	first tenancy
<b>G-WC</b>	Gäste-WC	separate toilet for guests
<b>HK</b>	Heizkosten	heating costs
<b>HH</b>	Hochhaus	high-rise building
<b>KM</b>	Kaltmiete	rent excl. utilities costs such as heating, cable TV, cleaning of communal areas, waste removal etc.

#### INSIDER INFO:

When searching for an apartment online, bear in mind that estate agents also offer accommodation on internet platforms. Check that you will not have to pay any additional commission to an agency before making a final decision.

<b>Kaut./Kt.</b>	Kaution	deposit
<b>Prov.</b>	Provision	commission
<b>KDB</b>	Küche, Diele, Bad	kitchen, hall, bathroom
<b>MM</b>	Monatsmiete	monthly rent
<b>NK/NBK</b>	Nebenkosten	additional costs such as heating, water, cable TV, cleaning of shared areas, waste removal etc.
<b>NR</b>	Nichtraucher	non-smoker
<b>OG</b>	Obergeschoss	floor (other than ground floor)
<b>RH</b>	Reihenhaus	terraced house
<b>Stellpl.</b>	Stellplatz	parking space
<b>TG</b>	Tiefgarage	underground parking
<b>TL</b>	Tageslicht	bathroom with natural light
<b>warm/WM</b>	Warmmiete	rent incl. all utilities costs such as heating, water, cable TV, cleaning of communal areas, waste removal etc.
<b>WBS</b>	Wohnberechtigungsschein	a voucher which authorises you to apply for a flat subsidised by the city
<b>Wfl.</b>	Wohnfläche	floor area
<b>WG</b>	Wohngemeinschaft	shared accommodation
<b>WK</b>	Wohnküche	open-plan kitchen
<b>ZH</b>	Zentralheizung	central heating

#### N.B.: Electricity charges

The charge for electricity is not included in the additional costs and must be paid to the electricity provider directly.



## Working and Research at University

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## 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.

### 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 the University of Duisburg-Essen, 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.

### LBV NRW

 [www.lbv.nrw.de](http://www.lbv.nrw.de) (in German only)



#### INSIDER INFO:

Details of your personal contact at UDE can be found in your employment contract.

### For new members of staff

On the UDE website you will find 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.

[www.uni-due.de/verwaltung/neu\\_an\\_der\\_uni](http://www.uni-due.de/verwaltung/neu_an_der_uni)

As a fellow or visiting researcher you are, of course, entitled to make use of all the facilities such as libraries, refectories and university sports amenities.



There are various types of employment contract which can be concluded with the University of Duisburg-Essen for a research stay. Depending on the kind of contract, you will need different documents and forms to commence employment. Detailed information on this can be found on the webpage of

the Personnel Department. Being a new member of staff you are sure to have a lot of questions about the organisation and workflows within the university: Where do I register an official trip and how do I render an account for it? Where can I get equipment and material for my workplace? Who will repair my computer? Whom can I contact in case of conflicts? What further training and advisory opportunities are there at the university? See the column at the side as well as Chapter 3 ("University Facilities") for information on these and other questions. Please ask your colleagues about any other standard practices in your institute.

### INSIDER INFO: What do academics earn in Germany?

For information on collective pay agreements and salary scales visit:  
[www.oeffentlicher-dienst.info/tv-l/west](http://www.oeffentlicher-dienst.info/tv-l/west) (in German only)

## 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).

### Finance and funding for research visits to Germany

There are a lot of funding programmes for foreign researchers who want to work in Germany as well as for German researchers looking to return to Germany after an extended stay abroad. If you are interested in these programmes, EURAXESS Germany maintains a comprehensive database containing more than 100 programmes offered by funding organisations in Germany. You can also find funding programmes for students, post-graduates and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD).

### EURAXESS funding database

[www.euraxess.de/portal/funding\\_database.html](http://www.euraxess.de/portal/funding_database.html)

### DAAD funding programmes

[www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/](http://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/)

### ELFI – Electronic Research Funding Information System

[www.elfi.info/e\\_index.php](http://www.elfi.info/e_index.php)

## 7.3 Intellectual Property

### Additional information:

- 🌐 [www.euraxess.de/](http://www.euraxess.de/)
- > Serviceangebote > Incoming
- > Geistiges Eigentum

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

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

### INSIDER INFO:

For further useful information for UDE employees visit:  
 🌐 [www.uni-due.de/verwaltung/beschaefigte](http://www.uni-due.de/verwaltung/beschaefigte) (in German only)



### In Duisburg and Essen:

For all issues relating to intellectual property rights, patents and inventions you should turn to the Science Support Centre at Essen Campus.

- Dr. Stefanie Peschel  
 Patents Administrator  
 V15 S01 C72
- ☎ 0201 183-3983
- @ [stefanie.peschel@uni-due.de](mailto:stefanie.peschel@uni-due.de)
- 🌐 [www.uni-due.de/ssc/patente/index.php](http://www.uni-due.de/ssc/patente/index.php)

## 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.



Social Security in  
Germany

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### List of statutory health insurances

[www.krankenkassen.de/  
gesetzliche-krankenkassen/  
krankenkassen-liste/](http://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/)

## List of private health insurance providers

[www.pkv.de/w/files/verband/die-unternehmen-der-pkv.pdf](http://www.pkv.de/w/files/verband/die-unternehmen-der-pkv.pdf)

## Advice on pension schemes

### Statutory pension scheme

Before you leave Germany at the very latest, you should contact the “Deutsche Rentenversicherung” for advice on the pension rights you have accrued in Germany and potential refunds.

## Deutsche Rentenversicherung

### In Duisburg

Hohe Straße 32  
47051 Duisburg  
☎ 0203 281901

### In Essen

Hindenburgstraße 88  
45127 Essen  
☎ 0201 189801

### Free hotline

☎ 0800 1000-4800

[www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)  
> click on “Fremdsprachen” for English and other languages

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).

## Pension scheme

Contributions to the “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.

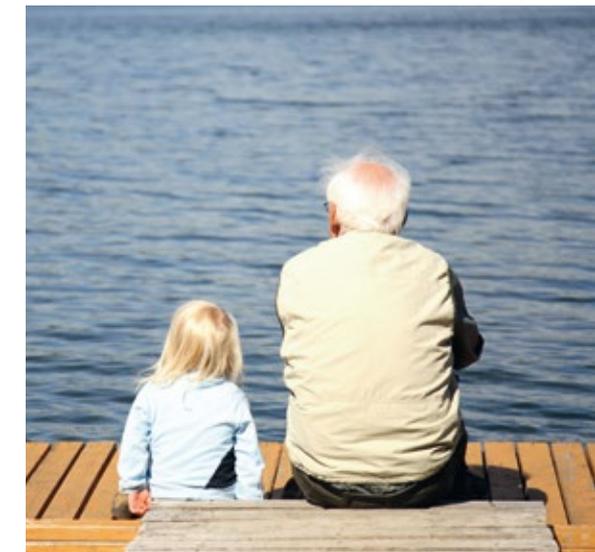
## Pension contribution refunds

If you return to a country which does not have a social security agreement with Germany you may be eligible for a refund of the pension contributions you have paid in Germany. After a waiting period of two years, you may apply to the “Deutsche Rentenversicherung” (German statutory pension scheme) for a refund. Under certain circumstances, you can continue to pay voluntary contributions to this pension scheme after your research visit has come to an end in order to comply with the waiting period, for example, and thus become eligible for pension rights. Enquire whether a refund is possible and advisable in your particular case.

### INSIDER INFO: “Find your pension”

[www.findyourpension.eu](http://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 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-Str. 19  
76133 Karlsruhe  
☎ 0721 939893-1

### Tailored information for academics on fixed-term contracts:

VBLspezial  
🌐 [www.vbl.de/en/products](http://www.vbl.de/en/products)

## 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/web/content/EN/index](http://www.arbeitsagentur.de/web/content/EN/index)

### INSIDER INFO:

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

## Occupational pension

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

If you are employed at a university on a fixed-term contract you can be exempted from VBL's statutory insurance scheme. However, your employer will have to register you for VBL's voluntary insurance scheme. In this case, it is only the employer who pays into the scheme, at a reduced premium however. This means that you can accrue pension rights without paying contributions yourself.

You can only apply to the Personnel Department for exemption within first 2 months of starting work. VBL will advise you on the pension rights accruing from your occupational pension scheme or, if you are covered by the statutory scheme for less than 60 months, on the possibility of having your contributions refunded.

## Unemployment insurance

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

If you were in work in Germany before becoming unemployed, were employed subject to statutory social security regulations for at least twelve months in the preceding two years, and are available for recruitment you will normally be entitled to German unemployment benefit. Periods of employment in other EU Member States/EEA States and Switzerland cannot 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.



## 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 "staff units": Operational Safety and Ecology & Waste Management as well as the "Unfallkasse NRW" (statutory accident insurance provider, NRW).

## Brochure "Gesetzlicher Unfallversicherungsschutz an Hochschulen" (Statutory Accident Insurance at Universities)

🌐 <http://publikationen.dguv.de/dguv/pdf/10002/si-8083.pdf> (in German only)

## Reporting an accident

If an accident occurs at work or on the way to or from work you are recommended to report it first of all to the "Stabsstelle für Arbeitssicherheit und Umweltschutz" ("staff units": Operational Safety and Ecology & Waste Management). The staff will tell you what you need to do next because accidents have to be reported to the "Unfallkasse NRW" (statutory accident insurance provider) immediately using a pre-printed form signed by a superior. The printout of the form must be handed-in to the "staff units": Operational Safety and Ecology & Waste Management.

## Forms for Unfallkasse NRW

🌐 [www.unfallkasse-nrw.de/formulare/unfallanzeigen](http://www.unfallkasse-nrw.de/formulare/unfallanzeigen) (in German only)

## In Essen

Stabsstelle für Arbeitssicherheit und  
Umweltschutz ("staff units": Operational  
Safety and Ecology & Waste Management)

Mr Jörg Grabowski

Universitätsstr. 1

Room T01 S03 B17

45141 Essen

☎ 0201 183-3628

☎ 0201 183-933628

@ joerg.grabowski@uni-due.de

🌐 www.uni-due.de > A-Z > Arbeitssicherheit und  
Umweltschutz (in German only)

## 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

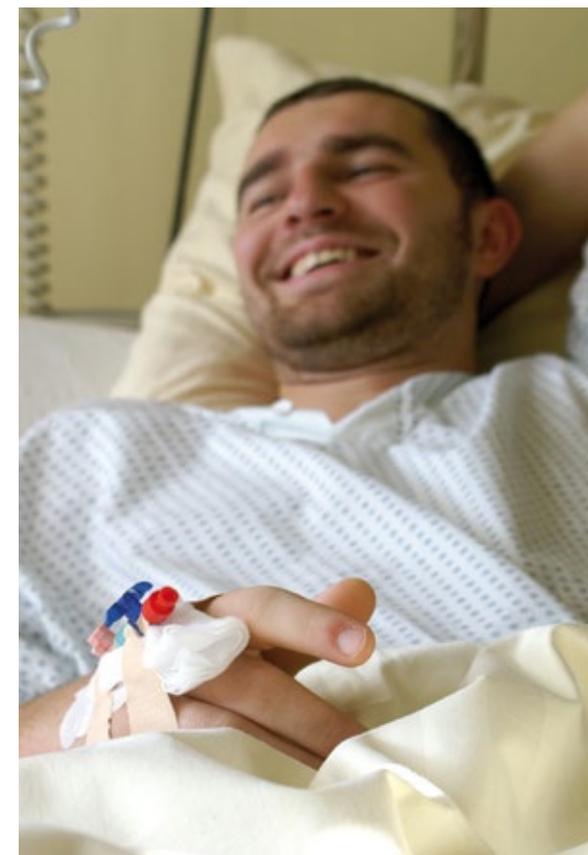
Public servants are employees who are appointed under the laws governing the employment of public servants in Germany, such as professors. Due to this special employment relationship, particular regulations often apply to this group.

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 health- and 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, s/he 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.



### Brochure "Gesetzlicher Unfallversicherungsschutz an Hochschulen" (Statutory Accident Insurance at Universities)

<http://publikationen.dguv.de/dguv/pdf/10002/si-8083.pdf> (in German only)

### EUIsses: Links and information on social security

[www.ec.europa.eu/social](http://www.ec.europa.eu/social)  
> deutsch > Koordinierung der Sozialversicherungssysteme in der EU



## 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.

#### 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.

#### 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.

### "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/index\\_en](http://europa.eu/youreurope/advice/index_en)  
> Your Europe Advice

### Advice on pension schemes Deutsche Rentenversicherung

In Duisburg  
Hohe Straße 32  
47051 Duisburg  
0203 281901

In Essen  
Hindenburgstraße 88  
45127 Essen  
0201 189801

Free hotline  
0800 1000-4800

[www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)  
> click on "Fremdsprachen" for English and other languages



### 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

### 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.

### Statutory health insurance providers

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

#### AOK

[www.aok.de/bundesweit](http://www.aok.de/bundesweit) (in German only)

#### BARMER GEK

[www.en.barmer-gek.de/barmer/web/Portale/English/Best-health-insurance/Startpage/StartPage](http://www.en.barmer-gek.de/barmer/web/Portale/English/Best-health-insurance/Startpage/StartPage)

#### DAK Deutsche Angestellten-Krankenkasse

[www.dak.de/dak/mitglied\\_werden/English-1283388](http://www.dak.de/dak/mitglied_werden/English-1283388)

#### Techniker Krankenkasse

[www.tk.de/tk/english/610312](http://www.tk.de/tk/english/610312)

### List of statutory health insurance providers

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

# Taxation in Germany

UNIVERSITÄT  
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## 9.1 Research Stay Based on a Scholarship

If your research stay in Germany is based on a scholarship, 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 scholarship. Furthermore, you should enquire whether the scholarship paid in Germany is subject to taxation in your own country.

The preconditions for tax exemption on scholarships in Germany are:

- » The scholarship is paid from public funds or awarded by a public or non-profit agency (provided that it is recognised under German law) or by international inter- or supra-governmental institutions of which the Federal Republic of Germany is a member.
- » The scholarship does not exceed the amount needed to carry out the research task or to cover living expenses/training needs.
- » The scholarship is granted in accordance with the regulations of the donor.
- » The scholarship 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 class. 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 or Immigration 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 Düsseldorf-Süd" is the tax office to contact about matters relating to double taxation for employees of the University of Duisburg-Essen. This office will review your application and confirm your tax class. If you have any other questions, please contact the "Finanzamt Düsseldorf" for advice.

### Finanzamt Düsseldorf-Süd

Kruppstr. 110–112  
40227 Düsseldorf

**Ms Andrea Waldecker**

☎ 0211 77983-736

**Ms Marion Bloch**

☎ 0211 77983-571

🌐 [www.finanzamt-duesseldorf-sued.de](http://www.finanzamt-duesseldorf-sued.de)  
(in German only)

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](http://www.ofd-rheinland.de) (in German only)

### INSIDER INFO: Double Taxation Agreements

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](http://www.bundesfinanzministerium.de)

> English > Issues > Taxation > Double Taxation

### In Duisburg

Finanzamt Duisburg-Süd  
Landfermannstr. 25  
47051 Duisburg  
☎ 0203 30010  
☎ 0800 10092675109  
☎ From abroad: 0049 203 30011200

#### General opening hours

Mon.–Fri.: 8.30 am–12.00 noon  
Tues.: also 1.30 pm–3 pm

#### Service and Information point

Mon., Wed.–Fri.: 7.30 am–12.00 noon  
Tues.: 7:30 am–4 pm

### In Essen

Finanzamt Essen-Nordost  
Altendorfer Str. 129  
45143 Essen  
☎ 0201 18940  
☎ 0800 10092675111  
☎ From abroad: 0049 201 18941220

#### General opening hours:

Mon., Tues., Thurs., Fri.: 8.30 am–12 noon  
Tues.: 1.30 pm–3 pm  
Wed.: closed all day

#### Additional service point

Mon., Tue., Thurs., Fri.: 7 am–12 noon  
Thurs. also 12 noon–6 pm

## 9.4 Tax Return

Please find out if you are required to file a 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”).

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.

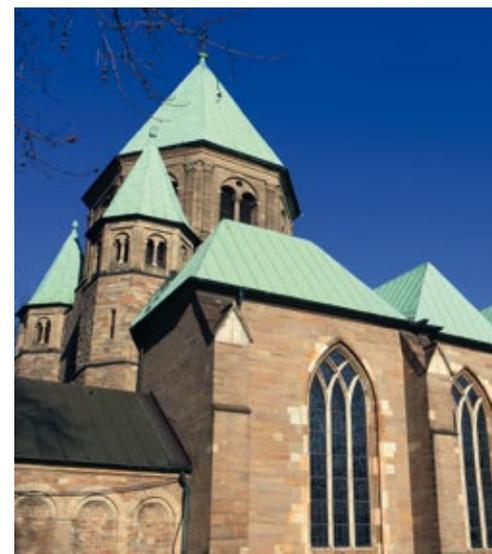
### INSIDER INFO

Search for your local tax office online:  
☎ [www.gemfa.bzst.bund.de](http://www.gemfa.bzst.bund.de)

Use the following link to access tax forms:  
☎ [www.formulare-bfinv.de](http://www.formulare-bfinv.de)  
(in Germany only)

Search for a tax accountant in the database:  
☎ [www.dstv.de/en/dstv-en](http://www.dstv.de/en/dstv-en)

The organisation “Lohn- und Einkommensteuer Hilfe-Ring” offers tax advice for its members:  
☎ [www.lhrd.com](http://www.lhrd.com) (in German only)



## 9.5 Church Tax

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



your religious affiliation when you register at the Residents’ Registration Office or Immigration 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.

Useful information on the topic of taxation in Germany:

Federal Tax Information Centre  
(Bundeszentralamt für Steuern)

☎ [www.bzst.de/EN/Home/home\\_node.html](http://www.bzst.de/EN/Home/home_node.html)

Federal Ministry of Finance  
(Bundesfinanzministerium)

☎ [www.bundesfinanzministerium.de/Web/EN/Home/home.html](http://www.bundesfinanzministerium.de/Web/EN/Home/home.html)

Association of German Tax Accountants –  
tax accountant database

☎ [www.dstv.de/en/dstv-en](http://www.dstv.de/en/dstv-en)

## 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. The child care year begins on 1st August and ends on 31st July of the following year. Once the year has begun, children can only be accepted if there are free places. There are two types of child care: facilities such as day-care centres and nursery schools/kindergarten, or in-home care provided by an individual.

The cost of child care is usually dependent on income. You will have to bear the cost yourself.

### Day-care centres and nursery schools

Day-care centres, known as Kitas, provide care for children from 3 months until school-age. Care is usually provided all day from 7 am to 5 pm.

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

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

### Kitas at UDE

The Kita "Campino" on the Duisburg Campus and the Kita "Die Brückenspatzen" on the Essen Campus each have 50 places for children from 4 months to 6-years-old. The Kitas are open from Monday to Thursday from 7.30 am to 5 pm and on Friday to 4 pm.

### Day-care centres in Duisburg

Qualified child care in day-care centres is offered by the municipality, the Catholic and Protestant Churches as well as various kinds of private agency. The following search function will help you choose a day-care centre:

[www.duisburg.de](http://www.duisburg.de) > Leben in Duisburg > Wohnort Duisburg > Kindergärten

### Day-care centres in Essen

The City of Essen provides information on child care on its website:

[www.essen.de/kitas](http://www.essen.de/kitas)

### INSIDER INFO: KiTa Finder NRW

The "KiTa-Finder NRW" (Day-care finder NRW) helps you to search specifically and comprehensively for day care for your children in your area. It provides information on all types of day-care facility and family centre in North Rhine-Westphalia.

[www.kitafinder.nrw.de](http://www.kitafinder.nrw.de)



Bringing your family  
on a research stay

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## UDE's Parental Service Office

### Campus Essen

Child care enquiries, care advice,  
DU-E-KIDS in-house care  
Frau Claudia Kippschull  
R13 V00 G25  
☎ 0201 183-4249  
@ elternservice@uni-due.de

### Campus Duisburg

If you would like to make an appointment in  
Duisburg, please phone Claudia Kippschull in the  
Parental Service Office.

### Information on offers for families made by the Youth Welfare Office:

**Family portal of the City of Duisburg:**  
🌐 [www.duisburg.de](http://www.duisburg.de) > Rathaus, Politik, Bürger  
Service > Ämter/Institute > Jugendamt

**Family portal of the City of Essen:**  
🌐 [www.essen.de/familien](http://www.essen.de/familien)

## In-home day-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. In addition to small, family-based child care, a large-scale provider can accommodate up to 9 children. 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 approach the Youth Welfare Office or other agencies.

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.

### UDE Parental Service Office

The Parental Service Office (ESB) is an advisory and service point for staff at the University of Duisburg-Essen. The university runs this service in order to help its staff combine scientific careers and employment with having a family.

ESB offers child care in the form of in-house child care at DU-E-KIDS, holiday care, finding babysitters and short-term care. It also provides advice on topics such as the reconciliation of work and family life, child care options, maternity leave, parental leave and parental allowance as well as the reconciliation of work and care.

### Emergency fund

UDE's "Emergency fund" is a form of support on offer to junior researchers during the doctoral and post-doc phase. In special situations, the cost of care needs can be reimbursed to the value of up to 50 per cent of costs incurred, or a maximum of 300 euros per application. A special situation would mean, for example, the caregiver suddenly falling ill, participation in a conference or other research-related event, an official trip, the final phase of a habilitation, doctorate or degree course, or comparable situations. Visit [www.uni-due.de/diversity/feuerwehrtopf](http://www.uni-due.de/diversity/feuerwehrtopf) for information on registering and registration forms.

## Day-care facilities

### Duisburg

Kita Campino  
Geibelstr. 57  
☎ 0203 6045610  
@ kita-du@stw.essen-duisburg.de

### Essen

Kita Brückenspatzen  
Universitätsstr. 19  
☎ 0201 231919  
@ kita-e@stw.essen-duisburg.de

Betriebskindertagesstätte des UK Essen  
Frau Sabine Gotschol  
Am Mühlenbach 7  
☎ 0201 723-2468  
@ sabine.gotschol@uk-essen.de

## Day care

DU-E-KIDS  
Frau Regina Hausdorf  
Kammerstr. 206-208  
☎ 0203 9355407  
☎ Mob.: 0176 53421274  
@ du-e-kids@uni-due.de

DU-E-KIDS  
Universitätsstr. 9  
Building R13 V00  
☎ 0203 9355407  
☎ Mob.: 0176 53421274  
@ du-e-kids@uni-due.de

Campuskids  
Inge Vietor  
Mülheimer Str. 202  
☎ 0203 34699550  
@ tagespflege-du@stw.essen-duisburg.de

Tiegelkids  
Eva Baecker  
Tiegelstr. 21  
☎ 0201 36598529  
@ tagespflege-e@stw.essen-duisburg.de

## Short-term care

Short-term care requirements can be assessed and possibly arranged at the Duisburg Campus.

Frau Nina Abedini  
Universitätsstr. 9  
R13 V00 G23  
☎ 0201 183-4716  
@ kinderbetreuung@uni-due.de

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

🌐 [www.familien-wegweiser.de](http://www.familien-wegweiser.de)

### More information on the school system in North Rhine-Westphalia and Germany:

#### Education portal of the State of North Rhine-Westphalia:

[www.schulministerium.nrw.de](http://www.schulministerium.nrw.de)

#### German Education Server:

[www.bildungsserver.de](http://www.bildungsserver.de)

#### Conference of German Ministers of Education:

[www.kmk.org](http://www.kmk.org) > Bildung/Schule

### In Duisburg

#### Information and search engine – City of Duisburg:

[www.duisburg.de](http://www.duisburg.de) > Wirtschaft, Bildung, Branchen > Bildung > Staatliche Schulen

### In Essen

#### Information – City of Essen:

[www.essen.de](http://www.essen.de) > Kultur und Bildung > Schulen

#### Contact:

Schools

☎ 0201 8840302

@ info@schulen-in.essen.de

## 10.2 Schools

In Germany it is compulsory to attend school between the ages of 6 and 15 although the school systems in the various federal states can differ. In North-Rhine-Westphalia, compulsory education starts with primary school (Years 1–4), after which pupils have the choice between 3 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 or 13 with the "Abitur". In addition, there are comprehensive schools which cover all stages of secondary education (all school-leaving certificates) as well as new secondary schools, which were introduced in 2012, and combine various types of school under one roof. They also issue various school-leaving certificates. Secondary schools do not have a sixth form of their own but officially cooperate with at least one sixth form at a grammar school, comprehensive school or college. Colleges are a form of vocational school that can be attended after Year 10. Students are trained in selected vocational fields and can take the "Fachhochschulreife", a qualification entitling them to study at a university of applied science.

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, North Rhine-Westphalia is currently expanding diverse forms of day schooling.

#### INSIDER INFO: Local Integration Centres NRW

The Local Integration Centres (KI) are responsible, amongst other things, for supporting children and young people from immigrant families. They will be happy to advise you on schooling for your child/ren.



#### INSIDER INFO: School holiday child care at UDE

During the Easter, summer and autumn holidays the Parental Service Office offers a varied programme of holiday activities. The children of university employees at UDE and Essen University Hospital between the ages of 5 and 15, who have already started school, are eligible to participate. The activities take place on the Essen Campus from 8 am to 4 pm. Children can also be registered to participate by the day.

☎ 0201 183-2692

@ ferienfreizeit@uni-due.de

### Local Integration Centres NRW

#### Contact in Duisburg

Gerd Daniel

Alter Markt 23

47051 Duisburg

☎ 0203 2838144 (appointments and advice)

@ g.daniel@stadt-duisburg.de

🌐 [www.kommunale-integrationszentren-nrw.de/duisburg](http://www.kommunale-integrationszentren-nrw.de/duisburg)

#### Contact in Essen

Frau Heike Kampmann (appointments)

☎ 0201 8888-468

Herr Marc Bendig (advice)

Hollestraße 3, 5th floor, room 5.29

45127 Essen

☎ 0201 8888-474

#### Office hours

Mon., Thurs., Fri.: 9.00 am–1.00 pm

Wed.: 12.00 am–3.00 pm

🌐 [www.essen.de/interkulturell](http://www.essen.de/interkulturell)

🌐 [www.kommunale-integrationszentren-nrw.de/essen](http://www.kommunale-integrationszentren-nrw.de/essen)

### Local contacts for questions about child benefit

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

#### LBV NRW – Family Benefit Office

☎ 0211 602301

Postal address: 40192 Düsseldorf

🌐 [www.lbv.nrw.de/kindergeld](http://www.lbv.nrw.de/kindergeld)

LBV application for child benefit:

🌐 [www.lbv.nrw.de/merkblaetter\\_vordrucke](http://www.lbv.nrw.de/merkblaetter_vordrucke)

#### Hotline of the Family Benefit Offices in NRW

☎ 0800 4555530 (child benefit and children's allowance)

☎ 0800 4555533 (payment dates)

Mon.–Fri.: 8.00 am–6.00 pm

#### City of Duisburg

Family Benefit Office Krefeld

Philadelphiastr. 2

47799 Krefeld

@ [familienkasse-krefeld@arbeitsagentur.de](mailto:familienkasse-krefeld@arbeitsagentur.de)



## 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, s/he 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 is currently 190 euros for the first and second child, 196 euros for the third child and 221 euros for the fourth and each additional child.

### 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.

### Maternity Rights and Parental Leave

Employees are entitled to take parental leave before their child's third birthday. Parental Leave enables you to care for your child.

Pregnant employees are given maternity rights. This includes maternity protection leave which begins 6 weeks before the birth and ends 8 weeks after the birth. This protection is regulated by law in Germany and the mother is not allowed to work during this time. Your position will be held open for you so that you can return to your work after the end of the maternity protection leave. For further information on maternity rights and parental leave, please contact the Personnel Department.



### Cities of Essen and Mülheim

Family Benefit Office Oberhausen

Mülheimer Str. 36

46045 Oberhausen

#### Application form for child benefit from the Employment Agency (Arbeitsagentur):

🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) > Schnellzugriff > Formulare > Kindergeld

#### More information on child benefit:

🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) > ENG > Benefits > Child Benefit

🌐 [www.bmfsfj.de](http://www.bmfsfj.de) > Familie > Leistungen und Förderung

**In Duisburg:****Submit applications for parental support to:**

Youth Welfare Office Duisburg  
Ludgeristr. 12  
47057 Duisburg  
☎ 0203 2836999  
@ jugendamt@stadt-duisburg.de

**Office hours:**

Mon., Thurs.: 8.00 am–3.00 pm

**INSIDER INFO: 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.

**Parental allowance and parental allowance plus**

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

**Eligibility requirements:**

Mothers and fathers are eligible for parental allowance and parental allowance plus if they

- » are entitled to pursue gainful employment
- » care for and raise their children themselves after birth
- » pursue gainful employment for no more than 30 hours a week
- » live in the same household with their children
- » are resident in or habitually reside in Germany

Parental allowance is 65–67 per cent of the 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 2 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.

Parental allowance plus, which refers to children born after 1st July 2015, simplifies the rules for parents who work part-time whilst receiving parental allowance. Parental allowance plus compensates for



the lost portion of income, limited to half of the monthly parental allowance that a parent would be entitled to if he or she did not work at all. However, one month of regular parental allowance translates into two months of parental allowance plus, meaning that the eligibility period for parental allowance can be doubled. Single parents can take advantage of Parental allowance plus in the same way (as well as the partnership bonus, if applicable).

**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 3 months immediately preceding the beginning of the month in which the application for parental allowance was received.

**In Essen:**

Submit applications for parental support to:  
Pensions and Social Security Office for Mülheim,  
Essen, Oberhausen  
Kurfürstenstr. 33  
45138 Essen  
☎ 0201 8850501

**Office hours:**

Mon., Tues.: 8.30 am–12.30 pm, 2.00pm–3.00pm  
Thurs.: 8.30 am–12.30 pm, 2.00pm–4.00pm  
Fri.: 8.30 am–12.30 pm

**Additional information on eligibility for parental allowance:**

- ☎ [www.elterngeld.nrw.de](http://www.elterngeld.nrw.de)
- ☎ [www.familien-wegweiser.de](http://www.familien-wegweiser.de)  
> Stichwortverzeichnis > Elterngeld
- ☎ [www.bmfsfj.de](http://www.bmfsfj.de) > Familie > Leistungen und Förderung

### Dual Career Service

The person responsible for appointments in the Personnel and Organisation Department is your contact.

#### List of job portals

[www.uni-due.de/verwaltung/dualcareerservice](http://www.uni-due.de/verwaltung/dualcareerservice)  
> Stellensuche

#### Information and support:

##### EURES – The European Job Mobility Portal:

[www.ec.europa.eu/eures](http://www.ec.europa.eu/eures)

##### Federal Employment Agency:

[www.arbeitsagentur.de](http://www.arbeitsagentur.de)

##### Useful online job portals:

[www.euraxess.eu](http://www.euraxess.eu) > Jobs

[www.zeit.de/jobs](http://www.zeit.de/jobs)

[www.academics.com](http://www.academics.com)

[www.academics.de](http://www.academics.de)



## 10.4 Employment opportunities for partners

### Labour legislation

Before your husband or wife starts looking for work, you should familiarise yourself with the relevant labour legislation (see Chapter 5,4). Please consult the German Consulate or local Immigration Office

to find out whether marital partners are allowed to pursue gainful employment and which documentation you may have to submit to apply for permission.

### Dual Career Service

UDE would like to take account of dual career partnerships when conducting appointment negotiations. The Dual Career Service is a contact point offering information for dual career couples because it is easy to lose one's bearings on the open market for jobs. We will help your partner to find employment and provide information and advice on follow-up opportunities in his/her previous professional field.

Please be aware that the Dual Career Service cannot guarantee to find you a job. It will, however, point you in the right direction so that you can quickly find your own way around and settle down in the Ruhr Area.

### 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.

#### INSIDER INFO: Job offers at UDE

Dr Iris Schopphoven-Lammering will be pleased to inform you and your partner about job opportunities at UDE:

☎ 0203 379-3655

@ abz.stellenmarkt@uni-due.de

🌐 [www.uni-due.de/stellenmarkt](http://www.uni-due.de/stellenmarkt)

### In Duisburg:

#### Federal Employment Agency Duisburg

Wintgensstr. 29–33

47058 Duisburg

☎ 0800 4555500

#### Office hours

Mon.–Wed.: 7.30am–12.30 pm

Thurs.: 7.30am–6.00 pm

Fri.: 7.30am–12.30 pm

### In Essen:

#### Federal Employment Agency Essen

For visitors:

Berliner Platz 10

45127 Essen

☎ 0800 4555500

#### Office hours

Mon., Tues.: 8.00 am–3.30 pm

Wed., Fri.: 8.00 am–12.30 pm

Thurs.: 8.00 am–6.00 pm

# Living in Germany



UNIVERSITÄT  
DUISBURG  
ESSEN

*Offen im Denken*

## 11.1 Doctors and health

If you need to consult a doctor in Germany you can ask your colleagues for a recommendation. 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 known as a “Hausarzt”, first of all. This doctor will then refer you to a consultant, if necessary. You should always ring the doctor’s surgery in advance to make an appointment. In case of an 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, especially with a dentist or consultant.

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 have to pay for your treatment and any medication and will be reimbursed later.

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

### Emergency Services – doctors

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.

### Emergency Services – pharmacies

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

#### Doctor

☎ 116117

#### Dentist in Duisburg

☎ 0203 9841478

#### Dentist in Essen

☎ 0201 9464376

#### Poisoning hotline

☎ 0228 19240

#### Pharmacy

🌐 [www.apotheke.com](http://www.apotheke.com) > Apothekennotdienst  
> enter postal code or city > search

### Hospitals and clinics in Duisburg

[www.duisburg.de](http://www.duisburg.de) > Leben in Duisburg  
> Wohnort Duisburg > Krankenhäuser

### Hospitals and clinics in Essen

[www.essen.de](http://www.essen.de) > Gesundheit > Krankenhäuser

## 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, you will usually 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. See Chapter 8 for additional information.

## 11.2 Emergency telephone numbers

### Important emergency telephone numbers

Police	110
Fire	112
Emergency / ambulance	112
Poisoning	0228/1 92 40
Pastoral counselling	0800/1 110 -111 (oder -222)

### Important information in emergency situations:

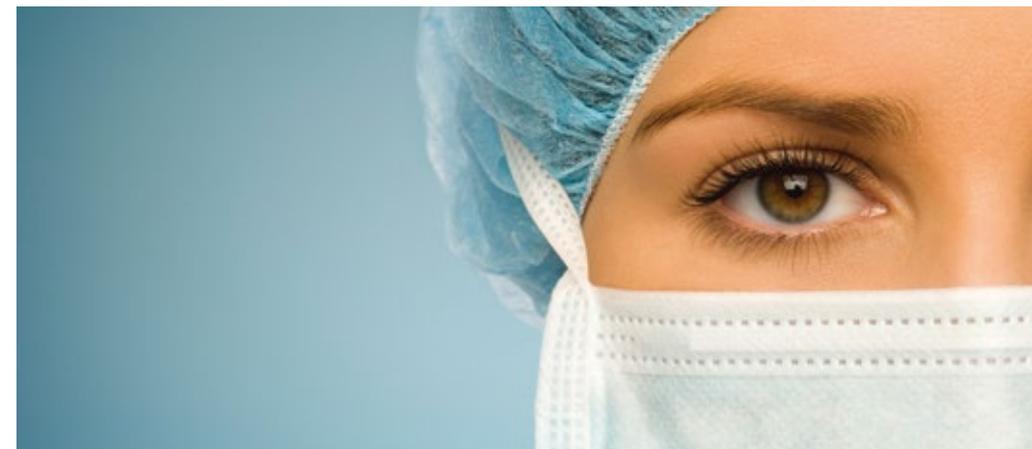
In an emergency, please be prepared to answer the following questions:

- » Who are you?
- » Where has the emergency occurred (address, floor, ...)?
- » What has happened?
- » How many people are involved?
- » What are the injuries / illness / symptoms?
- » Wait for answers!



### Searching for doctors:

[www.gelbeseiten.de](http://www.gelbeseiten.de) (in German only)





### Central hotline to block credit cards

☎ 116116

## 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. You can do so at the branch of any bank or “Sparkasse”. You will need to present your passport or identity card and confirmation from the “Einwohnermeldeamt” (Residents’ Registration Office or Immigration Office) that you are registered. Some banks will also require you to present a valid residence permit 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 often incurs charges if the cashpoints are maintained by other banks. Most banks are open from Monday to Friday between 8.30 am and 4.00 pm.

Money transfers abroad can be expensive. You should enquire at your own bank at home in advance about the relevant conditions and possibly choose a German bank that cooperates with your bank at home.

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.

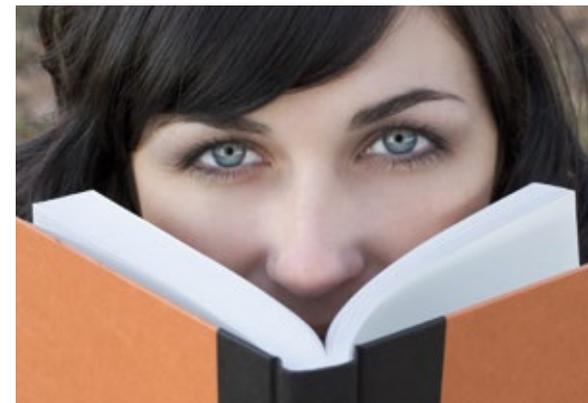
### Transfers within the EU

On 1 February 2014, a unified procedure for cashless payments (transfers, direct debit) called SEPA (Single Euro Payments Area) was launched across Europe. SEPA is used for euro payments in the 28 EU States, Iceland, Liechtenstein, Monaco, Norway, San Marino and Switzerland. When making cross-border payments between the 34 SEPA countries, you currently have to state the BIC (Business Identifier Code) as well as the IBAN (International Bank Account Number). As of 1 February 2016, you will no longer be required to state the BIC, even for cross-border payments.

## 11.4 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.



### Fines

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

### University Library

You can borrow books, academic articles and journals free of charge from the University Library.

### Stadtbibliothek Duisburg

Düsseldorfer Str. 5-7  
47051 Duisburg  
🌐 [www.duisburg.de/stadtbib](http://www.duisburg.de/stadtbib) (in German only)

### Stadtbibliothek Essen

Hollestr. 3 (Gildehof)  
45127 Essen  
🌐 [www.stadtbibliothek-essen.de](http://www.stadtbibliothek-essen.de) (in German only)

In addition to the central libraries in the city centres, there are also branch libraries in various parts of Duisburg and Essen.



### Bicycle hire in the Ruhr Area

- [www.metropolradruhr.de/en](http://www.metropolradruhr.de/en)
- [www.revierrad.de/lng.php](http://www.revierrad.de/lng.php)

### Long-distance coaches

- [www.fernbusse.de](http://www.fernbusse.de) (in Germany only)



## 11.5 Public 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.

### 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.

### 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.

### Deutsche Bahn

“Deutsche Bahn” (German Rail) connects all the larger and many of the smaller towns locally, regionally and long distance.

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 costly. 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.



**INSIDER INFO:**

“Deutsche Bahn” has a lot of special offers and deals. There are additional concessions for groups and advance bookings. If you often travel by fast train, it may be worth purchasing a “BahnCard” (railcard). With the “BahnCard 50” and the “BahnCard 25” you can save 50% and 25% respectively on the standard price of any ticket for a whole year. Depending on the level of discount, a railcard costs between 25 euros and 255 euros.

### 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.de](http://www.bahn.de)
- > Fahrplan & Buchung
- > Mobile Service & Apps
- > DB Navigator (in German only)

## In Duisburg and Essen: buses, trams and underground

Duisburg und Essen have a very good public transport system with buses, trams and underground. You can get information on timetables and prices from the regional transport provider, "Verkehrsbund Rhein-Ruhr" (VRR). The providers of local transport in Essen und Duisburg, EVAG (Essener Verkehrs-AG) and DVG (Duisburger Verkehrsgesellschaft AG) have service centres at the main stations in Essen and Duisburg.

### For further information visit:

- [www.evag.de/startseite.html](http://www.evag.de/startseite.html)
- [www.dvg-duisburg.de](http://www.dvg-duisburg.de)
- [www.vrr.de](http://www.vrr.de)

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

Duisburg and Essen are in price Category A. If you are intending to use the bus or tram regularly 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 easily do all the travelling you want by public transport during your stay or, alternatively, use a bicycle.

## Local transport system

There is plenty of public 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.

## 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.

All taxis are fitted with a taximeter which runs during the entire journey and shows the total price when you reach your destination. It is usual to round up the sum as a tip.



## "Mitfahrzentrale" (Carpooling)

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. You pay a charge based on distance to the driver. Please note that you use car-sharing agencies at your own risk. They do not usually accept liability for the quality or reliability of the car-share or for any damage incurred.

## 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.

### Forgotten your ticket?

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

## Taxi Duisburg

- [0203 333 333](tel:0203333333)
- [0203 333 030](tel:0203333030)
- [www.taxi-duisburg.net](http://www.taxi-duisburg.net)

## Taxi Essen

- [0201 19410](tel:020119410)
- [0201 86655](tel:020186655)
- [www.taxiessen.de](http://www.taxiessen.de)

## "Mitfahrzentrale" (Carpooling)

- [www.mitfahrzentrale.de/index.php?landnr=D&lang=GB](http://www.mitfahrzentrale.de/index.php?landnr=D&lang=GB)
- [www.mitfahrgelegenheit.de](http://www.mitfahrgelegenheit.de) (in German only)

## International airports

- Amsterdam:
  - [www.schiphol.nl/index\\_en](http://www.schiphol.nl/index_en)
- Düsseldorf:
  - [www.dus.com/de-de](http://www.dus.com/de-de)
- Düsseldorf-Weeze:
  - [www.airport-weeze.de/en](http://www.airport-weeze.de/en)
- Cologne Bonn:
  - [www.koeln-bonn-airport.de/index.php?id=1&L=1](http://www.koeln-bonn-airport.de/index.php?id=1&L=1)
- Frankfurt:
  - [www.frankfurt-airport.com/content/frankfurt\\_airport/en](http://www.frankfurt-airport.com/content/frankfurt_airport/en)
- Dortmund:
  - [www.dortmund-airport.com/f2a0c5cf806929ea/passengers-visitors](http://www.dortmund-airport.com/f2a0c5cf806929ea/passengers-visitors)

### 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 all 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.

Allgemeiner Deutscher Automobil-Club (ADAC):

☎ 0180 2222222

Auto Club Europa (ACE):

☎ 0180 2343536

AvD emergency:

☎ 0800 9909909

Autoversicherer Zentralruf (insurance provider index):

☎ 0800 2502600



## 11.6 Your own vehicle

Having your own car allows you freedom and flexibility despite the sometimes heavy traffic on motorways, especially during rush hour, at the weekends and holidays.

Some researchers bring a car with them from home or buy one in Germany. If you are only staying up to 6 months this is relatively uncomplicated. There should be no problem about the validity of your

driving licence or whether you have a foreign number plate and car papers or even about German licensing laws, vehicle 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 any accidents (this should entitle you to a rebate on your German third-party insurance policy)

### INSIDER INFO: Driving licence and vehicle registration

The agency responsible for everything to do with driving licences and vehicle registration is the "Straßenverkehrsamt".

### Straßenverkehrsamt Duisburg:

Ludwig-Krohne-Str. 6

47058 Duisburg

@ strassenverkehrsamt@stadt-duisburg.de

#### Opening hours:

#### Licensing:

Mon.–Thurs.: 8.00 am–4.00 pm

(applications until 1.00 pm only)

Fri.: 8.00 am–1.00 pm

#### Driving licence authority:

Mon.–Fri.: 8.00 am–1.00 pm

or by appointment: Mon.–Thurs.: 1.30 pm–4.00 pm

🌐 <https://duisburg.de/vv/32/2/index.php>

### Straßenverkehrsamt Essen:

Kaiser-Otto-Platz 1–5

45276 Essen

☎ 0201 883-3999

@ kfz@einwohneramt.essen.de

#### Opening hours:

Mon.–Fri.: 8.00 am–12.00 noon

🌐 [www.essen.de](http://www.essen.de) > Rathaus > Ämter von A–Z

> Kraftfahrzeugzulassungen und Fahrerlaubnisse



## 11.7 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 euros 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.

### Paying licensing fees

In the university guest houses, licensing fees are already included in the rent. If you rent privately you will need to register online with the fee collection service of ARD, ZDF and Deutschlandradio.

[www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de) (in German only)

### Skype, WhatsApp, Viper

Mobile apps like Skype, Viper and WhatsApp allow you to send messages and telephone abroad on the internet free of charge. Why not try the app "my UDE"?

### Telephone

There are numerous 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.

### Mobile phone

There are various mobile phone providers with different tariffs and packages, including the most popular prepaid and flat rate tariffs. Prepaid tariffs allow you to use a mobile and top up your credit as required without having to sign a contract. A flat rate means you pay a certain sum every month which effectively allows you to use all the services (call, mobile internet, messaging) the provider offers as often as you like. Be sure to read the small print carefully before signing 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.

### Finding telephone numbers

Everyone who is registered in the phone book can also be found online – or you can ring Directory Enquiries (this service incurs charges and can be quite expensive):

For telephone numbers in Germany: 11880

For telephone numbers abroad: 11890

In the classified directory, the so-called Yellow Pages, you can find the telephone numbers of doctors, pharmacies, shops, restaurants, craftsmen and much, much more.

### Prepaid phone cards with flat rate option

Many supermarkets in Germany sell pre-paid phone cards which you can combine with their own cheap flat rates. Most of the tariffs available at supermarkets can be purchased for short visits lasting a month.

### Cheaper telephone and internet access

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

[www.billigertelefonieren.de](http://www.billigertelefonieren.de) (in German only)

[www.billiger-surfen.de](http://www.billiger-surfen.de) (in German only)

### Searching for telephone numbers online

[www.dastelefonbuch.de](http://www.dastelefonbuch.de) (in German only)

[www.teleauskunft.de](http://www.teleauskunft.de) (in German only)

[www.gelbseiten.de](http://www.gelbseiten.de) (in German only)

### 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](http://www.eduroam.org) Where can I eduroam for more information.



### Information on churches and religion in Germany

- www.bmi.bund.de > Themen
- > Politik und Gesellschaft
- > Kirchen und Religionsgemeinschaften

## 11.8 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 three percent is Muslim. Just less than 2 percent of the population belongs to other religious communities and roughly 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.

## 11.9 Public holidays

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

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

### Additional public holidays in NRW:

Corpus Christi .....	<b>2<sup>nd</sup> Thursday after Whitsun (June)</b>
All Hallows’ Day .....	<b>1 November</b>

### 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.



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

- www.feiertage.net
- www.ferienkalender.com
- www.schulferien-und-feiertage.de



## 11.10 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. “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 “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.

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

[www.euraxess.de/portal/home\\_en](http://www.euraxess.de/portal/home_en)

### 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).

### 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.



### 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.

### 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.



### Value Added 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 food, magazines and books as well as artistic services. Value added tax (MWSt.) is included in all stated prices and invoices.

### 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.

### 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.

### 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.

### Waste separation / 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 non-recyclables (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.

### Understanding time

Every year, the clocks are put forward for summer time and back for winter time. On the last Sunday in March, the clocks go forward by one hour and on the last Sunday in October they go back by one hour. A special feature of German universities is the so-called “academic quarter”: lectures often begin a quarter of an hour later than the time stated on the timetable. Thus, a lecture announced for 8.00 am c.t. (cum tempore – with time) actually only begins at 8.15 am. If a lecture is scheduled to begin at 8.00 am on the dot, it will be announced as 8.00 am s.t. (sine tempore – without time).



# Before you leave Germany ...

UNIVERSITÄT  
DUISBURG  
ESSEN

*Offen im Denken*

## 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:

### 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 advisable to consult a tax accountant about completing your tax declaration.
- » If you have been earning 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. Also check your pension entitlements with the "Versorgungsanstalt des Bundes und der Länder (VBL)".
- » Check with the personnel department/your fellowship provider well in advance whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross.
- » Cancel your public transport season ticket.
- » Cancel any subscriptions to newspapers or journals.
- » Cancel your membership in any societies, associations, clubs etc.
- » If you are moving to another European country we recommend you to contact one of the EURAXESS Service Centres located there – they will be able to help you organise your research stay in your new target country.



### EURAXESS Service Centres

 [www.ec.europa.eu/euraxess](http://www.ec.europa.eu/euraxess) > Services

### Forwarding service

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

🌐 [www.efiliale.de](http://www.efiliale.de) > Nachsenden lassen  
(in German only)

### 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](http://www.portokalkulator.de) (in German only)

### Credit on your CashCard and deposit on your WhiteCard

You can have your deposit and any remaining credit refunded if you return your cards to the cash desk at the Mensa and cafeterias.

### One month to go:

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

### 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.



#### TIPP: Cancelling your bank account

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

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# Guide for International Researchers

Whether you are an international scientist or scholar, visiting researcher or university teacher taking up a new position at the University of Duisburg-Essen, 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 Duisburg and in Essen.

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