

Information for Visiting Foreign Scholars

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In all of the following entries we have done our best to obtain the latest information available and to present it in readable form. Nevertheless, it must be understood that this information cannot be guaranteed for its accuracy since, among other reasons, it is subject to changes that may have occurred since publication of this brochure. If you should encounter any errors or would like to suggest any additions, we will be grateful for them: *IO*, Simone Müller, Tel: +49 (0)203 379 1062, email: welcome@uni-due.de.

The service providers or the brand names here listed are known to the International Office. However, the International Office of the University of Duisburg-Essen guarantees neither the quality of the products mentioned or recommended nor the completeness of the references.

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First Things First

Warm welcome to Duisburg and Essen!

We in the International Office at the University of Duisburg-Essen are happy to welcome you! Our university is known for its international outlook, open approach, and support of global knowledge exchange – we are excited that you will be joining our community and hope to help you feel at home during your stay

Prior to any period spent abroad it's natural that you will have many professional, financial, and organisational questions about your visit. To help you prepare and to give you a reference while in Germany we have put together this brochure for you, filled with answers to "Frequently Asked Questions" about things like visas, insurance, and even things to do in the area. Although probably not everything in this brochure is personally relevant, we hope you can think of this brochure like you think of a large telephone book: You may never need all of it, but it's nice to have it handy, just in case.

What should you do if you have other questions? We would recommend you check first with the institute supervising your stay and colleagues there, since they can provide first-hand experience and tips. And, for questions that they are unable to answer, please feel free to contact us! We would also invite your Duisburg-Essen colleagues to let us know if something more should be added: Suggestions, additions and updates to this brochure are always welcome.

The Most Important Steps for Post-docs

- Please direct your **enquiries** directly to the head of department, institute or faculty of **your scientific interest** (see also 1.1). The International Office will gladly help with your enquiries.
- You should make sure that your **plans** are financially feasible within any specified period of time.
- It is advisable to wait until you receive an official **written invitation** or **hosting agreement**¹ from the University of Duisburg-Essen before applying for a visa; the invitation should include the exact period of the visit and, for nationals of non-EU or non-EEA countries (Iceland, Liechtenstein, and Norway), stipulate the purpose of your stay in Germany. Such a document considerably facilitates the process of receiving a visa.
- If you are a citizen of a non-EU or a non-EEA country, be sure to give yourself plenty of time (up to several months) for the **visa** application (see 1.6 and Chapter 3) after you receive the written invitation.
- Visiting scholars should make sure they have sufficient **health insurance** to cover their stay in Germany (see 1.7 and 5.6).

The Most Important Steps for Doctoral Students

- Doctoral students engaged in research will be normally advised by the admissions section of the **International Office**. For the application procedure please visit web page http://www.uni-due.de/international/en_graduate_students.shtml.
- You should make sure that your **plans** are financially feasible within any specified period of time.
- After receiving the **admission letter** you can apply for **visa** and can enter the country as student with the 'student residence permit', called in German "*Aufenthaltstitel zum Zweck des Studiums*".
- Being registered as a student you can obtain a reasonably priced **health insurance** in Germany (see 1.7 and 5.6).

¹ Hosting agreement for the implementation of a research project, called "Aufnahmevereinbarung", more information see chapter 3 and website http://www.bamf.de/clin_092/nn_442512/DE/Migration/Forschungseinrichtungen/Aufnahmevereinbarung/aufnahmevereinbarung-inhalt.html

1. Prior to Travel

1.1 Information on Germany

You can find **General Information on Germany** at the following Web sites:

- <http://www.deutschland.de/home.php?lang=2&>
- <http://www.handbuch-deutschland.de/>
- The brochure 'Willkommen in Deutschland' is accessible at:
http://www.bmi.bund.de/Internet/Content/Common/Anlagen/Broschueren/2006/WiD_Hauptteil_de,templateId=raw,property=publicationFile.pdf/WiD_Hauptteil_de.pdf.
- Germans in daily life:
http://www.humboldt-foundation.de/en/programme/betreuung/rat/13_index.htm

You can also find great **Information on the research environment in Germany** at the German Academic Exchange Service (*DAAD*), the National Coordination Point at the Alexander von Humboldt Foundation (now *EURAXESS*, formerly *ERA-MORE* or *ERA-Career*), and the *Marie Curie Network* are the best known organisations providing free information to international scholars.

Information on the research environment in Germany is available at:

- http://www.eracareers-germany.de/portal/main_page_in.html
- http://www.eracareers-germany.de/portal/other_tips_in.html
- <http://www.daad.de/deutschland/forschung/forschungslandschaft/04668.en.html>
- http://www.wissenschaft-weltoffen.de/index_html?lang=en
- <http://www.research-in-germany.de/>
- <http://ec.europa.eu/euraxess/>

1.2 The University of Duisburg-Essen: Research strengths

The University of Duisburg-Essen is located in the heart of the most active university landscape in Europe, called "Germany's Academic Triangle". Our neighbours include the University of Düsseldorf (25,000 students), thirty kilometres to the south, and the Ruhr University Bochum (32,000 students) and Technical University of Dortmund (over 25,000 students) ten and thirty kilometres to the east, respectively. Roughly 32,000 students are currently registered in Duisburg-Essen, served by a team of more than 4,500 academic and non-academic staff. Duisburg-Essen is simultaneously the largest university in the area and the newest, having been founded in 2003 by the merger of the universities in Duisburg and Essen, which had originally been two independent universities.

This merger creates a unique opportunity for us. First, there is the broad spectrum of disciplines in research and teaching now available in our eleven faculties. This spans the well-established faculties of humanities (sometimes called the 'mind sciences'), social sciences and business faculties, to the prestigious engineering sciences, natural science faculties and the Medical School. Then, there is our unique feature of having two campuses, one campus in the city of Duisburg and the other campus in the city of Essen. The social sciences, natural sciences and engineering sciences are concentrated in our Duisburg campus, whereas humanities, life sciences and medicine are concentrated in our Essen campus. The faculties of mathematics and business are located on both campuses.

What are we known for? Across both campuses we have five research strongholds: 1) Fundamentals and Applications of Nanotechnologies, 2) Genetical Medicine and Medical Biotechnology, 3) Empirical Research in Education, 4) Urban Systems, Logistics and Transport, and finally, 5) Change of Contemporary Societies. In each of these areas - and in the many cross-over points among them - our faculties are becoming known as emerging leaders. For example, the medical faculty has assumed a central position in cardiovascular disease research and treatment, oncology and transplant medicine. The close cooperation between medicine and biology, physics, chemistry and engineering in

biotechnology, especially in the development of human bio-materials, such as bone replacements or artificial tissue, has been a wide-ranging cross-disciplinary success.²

As further examples: Our program in logistics has been ranked as Germany's #1 logistics program. And, our well-established program in Educational research and teacher training has resulted in the 'NRW Centre for Teacher Training (ZLB)', funded by the prestigious German Research Foundation. This Centre researches educational planning, politics, and quality development in German schools and institutes of higher education.³

To learn more about the other research projects and strongholds at the University of Duisburg-Essen take a look at <http://www.uni-due.de/forschung/>. Additional information on the University's academic profile is located at <http://www.uni-due.de/universitaet/profil/>.

1.3 The Ruhr Area—the University's Surroundings

When you step foot in the Ruhr area you are walking on soil that is rich with coal, stories, characters, and history – miners and nuns, soccer and beer, working-class intellect and down-to-earth humour. The area is woven together by the Ruhr River, which threads its way through Duisburg (population of about 500,000 people) and Essen (roughly 580,000) toward Bochum and Dortmund. With 5.3 million people in total, the Ruhr area is the third largest conurbation in all of Europe – only London and Paris are larger.

Nowadays the flair of the area is strongly influenced by the amount of students and scholars – it is the most active academic spot in Europe, called "Germany's Academic Traingle", as the Ruhr area is the most densely populated landscape of institutions of higher learning in Europe, with over 170,000 students living and working together.

But the area has long been known for its innovative spirit and interesting mix of people. For over two hundred years the Ruhr Area was the heart of German coal and steel manufacturing. The workers who once powered the area flowed in from all over Europe, looking for jobs, and with such a mixture of cultures, they learned that working well together meant needing to depend and rely on one another. As a result, people from the region are known for being open and tolerant, character traits proudly expressed in their interesting dialect, direct way of talking, and special type of humour.

In the mid-1900s the story of the Ruhr area took a twist. The coal and steel industry began to decline and people in the Ruhr area were faced with the question of what to do with all the old factories and steel mills dotting the landscape. Instead of tearing the structures down they decided to do something different: they gave them a new purpose. Now, you can go rock climbing on the side of an old factory, watch a concert in an old board room, listen to a symphony or go to an art exhibit in a coal mine. Take a look at what visiting students named as their top favourite things in the Ruhr area: <http://conruhr.org/page/104227/>.

In fact, the region boasts cultural activities unmatched in any other area of Europe: more than 200 museums, as well as theatres, popular and classical musical events, opera, world-class ballet, art exhibitions, a rich café and pub nightlife, movie theatres, memorials to the culture of industry, bike tours, lakes, nature parks, and, of course, its sports teams, including internationally competitive football clubs.

Due to its cultural attractions, unique outlook, and the variety of the urban culture the EU's choosing the Ruhr Area (featuring the city of Essen) as a "European Capital of Culture" for 2010. In anticipation of this international occasion, exciting projects and an extensive programme of activities are planned. You can learn more about these by visiting <http://en.kulturhauptstadt-europas.de/>

The Ruhr area is not only known for its culture, but also its connection to industry, with 10 of Germany's largest businesses headquartered in the city of Essen. At the University of Duisburg-Essen our research centres are often closely connected to subsidiary developments and technology parks in various branches of commerce. To learn more about businesses in the area, you can visit: <http://www.i-r.de/Internet/EN/>

² http://www.uni-due.de/pressestelle/dokumente/Hochschulportrait_2004_06_16.pdf, slightly altered

³ <http://www.uni-essen.de/agklemm/wir/index.php> altered

1.4 Language Proficiency

Before arriving at the University of Duisburg-Essen it would be good to check with the department with whom you are working about their language requirements. The language of instruction as well as the lingua franca in our faculties is normally German. However, in almost all of Germany you will find that people are fluent in English and our numerous visiting scholars manage quite well with little or no knowledge of German.

If you are interested in language courses in which you can learn or improve your German, you can take advantage of the courses offered at the University. There are also private language schools nearby. At the beginning of each University language course a placement test is given that determines the course in which students will be enrolled. Additional information can be found at: <http://www.uni-duisburg-essen.de/international/deutschkurse.shtml>. In addition, the section of the German Department 'German as a Second/Foreign Language' (*Deutsch als Zweit-/Fremdsprache, DaZ/DaF*) offers language courses. Registration in person is necessary. A summary of these courses can be found in: <http://www.uni-essen.de/daz-daf/sprachen/deutschkurse.htm>.

Moreover, language courses are offered by public institutions such as RAA, 'Adult Education Programmes' (i.e., Volkshochschule www.vhs-duisburg.de/ and www.vhs-essen.de/) or private schools and institutions, such as Berlitz or Inlingua. Additional possibilities can be found at: http://www.eracareers-germany.de/portal/sprach-kurse_in.html.

Course offerings in several languages are listed in the Course Catalogue (*Vorlesungsverzeichnis*) at: <http://www.uni-duisburg-essen.de/vv/>.

1.5 Living Accommodations

It is wise to begin looking for a place to stay in Germany as early as possible while still at home. Your host faculty here in Duisburg-Essen may be able to aid you in this search.

Accommodations in University facilities are limited. In addition to the student hostels/dormitories, the Student Services (*Studentenwerk*) offers furnished flats in the vicinity of the University reserved for the academic faculty (www.studentenwerk.essen-duisburg.de).⁴ The monthly rent in the rooming houses in Duisburg for a 30 m² (single) is about 350 euros, in Essen 450 euros. Somewhat larger flats (doubles) can be rented from 500 to 700 euros a month. In addition, two student hostels associated with our University's Hospital in Essen-Holsterhausen rent rooms.

Renting private flats is aided by consulting ads in local papers (e.g., *Stadtanzeiger*) that are delivered free of charge to every household in the city. The Wednesday and (especially) the Saturday editions of the regional daily newspapers *WAZ* (*Westdeutsche Allgemeine Zeitung*) and *NRZ* (*Neue Ruhr Zeitung/Neue Rhein Zeitung*) are full of ads for flats and rooms for rent. The points to be considered in looking for living accommodations have been compiled by the Alexander von Humboldt Foundation and appear in the Internet.⁵

In Duisburg and Essen housing companies offer flats in different parts of the cities. The flat market (chiefly the commercial market for flats) for the University can be found at: <http://forum.uni-due.de/viewforum.php?f=96>. The Student Union (AStA: *Allgemeiner Studierendenausschuss*) provides information at: http://www.asta-due.de/cms2/index.php?option=com_content&task=category§ion-id=4&id=24&Itemid=44.

If you are looking for a temporary room or flat, it is recommended that you look for one at a so-called *Mitwohnzentrale*⁶ ('centre for shared accommodations') as a temporary tenant (www.zwischenmiete.de)⁷.

⁴ <http://studentenwerk.essen-duisburg.de/modules.php?op=modload&name=News&file=article&sid=23>

⁵ http://www.humboldt-foundation.de/de/programme/betreuung/rat/04_01_b.htm

⁶ <http://www.mwz-duisburg.de/> und <http://www.essen.de/Deutsch/Tourismus/Hotels/Mitwohn.asp>

Very often in such rental agreements, a one-time deposit equivalent to two months' rent is required, which will be refunded when the flat is vacated in good condition.

1.6 Visa and Travel

Before travelling to the Federal Republic of Germany, it is very often necessary to apply for a visa in your own country. The kind of visas and the documentation required in obtaining one are covered in paragraph 3.2. The addresses of German diplomatic missions abroad are covered in paragraph 3.4.

Unless you have made special arrangements with your host, it is recommended that you plan your arrival on a working day, whenever possible between 8:00 (a.m.) and 4:00 (p.m.). Normally, your host institute will welcome you at the University in either Duisburg or Essen. Your host will then have the opportunity to start the first formalities and to provide you with a brief tour of the facilities. On weekends or holidays, on the other hand, the University is often not occupied and it may be difficult to meet your host.

1.7 Health Insurance

In Germany health insurance for visiting scholars and accompanying family members is compulsory. The insurance must cover medical treatment of acute illnesses and accidents in Germany. As early as possible before departure for Germany (especially for citizens of a non-EU or non-EEA country), it is absolutely necessary for you to make inquiries and arrange for health insurance before you come to Germany so that you will have adequate health insurance coverage right from the beginning. One excellent way to go about this investigation is to consult the following website: http://www.eracareers-germany.de/portal/krankenversicherung_in.html; see also 5.6.

1.8 Check List of Essential Documents

Foreign documentation must be presented in German or English translation, along with either the original or a properly notarised copy. You must also have available:

- the written invitation
- the offer of employment or proof of financial support
- C.V.
- birth certificate
- valid passport
- 4 photographs (at least two of which must be facial passport photos in the format of 35x45 mm)
- proof of a university degree (bachelor's degree, master's degree, Ph.D., M.D., etc.)
- recommendation from employer or other references
- proof of health insurance
- where applicable:
 - marriage certificate and excerpts from a family register or other proof of parentage
 - birth certificates of children;
 - proof of severe disability;
 - certificate of financial support.

1.9 Packing your Bag

Cash

It is not common in Germany to pay for small purchases with a credit card; moreover, many businesses, or even public authorities, do not accept credit cards. For this reason it is advisable at the beginning to carry 100 or 150 euros in cash to cover initial expenses.

⁷ For commercial bargains, see also <http://www.interlodge.de/> und http://www.duisburgnonstop.de/site_de/index.php?page=hotel&PHPSESSID=df7bc8348ad805f7ffc5d3fdadb56c66

Coins are worth their weight in gold when you need to leave your luggage in lockers at airports or train stations or to make telephone calls from public telephones, pay for taxis or local trains and the like. It is convenient to cover somewhat larger expenses (usually up to an including 200 euros) with a so-called EC-/Maestro Card (not to be confused with the credit card, EuroCard/MasterCard), which you can obtain by opening a giro bank account. The EC Card can also be used as a cash card. You can deposit a small amount of money onto the card at an ATM. This comes in handy when buying stamps or tickets for local transportation from vending machines. Once you have an EC card, which assumes a certain amount of money on deposit at your bank or some personal credit your bank may extend you, life functions very smoothly. But Germany is still largely a cash-country, much more so than neighbouring EU countries.

Weather in Germany

In the Ruhr Area weather is often referred to as 'mild', which means in practice that the summers can be warm or sometimes even very warm, with temperatures up to 25-30° C between May and September, but the average is between 18 and 22° C; It would be good to bring an umbrella and some warm clothes during these times, just in case. Fall and winter feature more rain and wind storms bringing temperatures right around 0° C, sometimes to 10 °C below zero. Spring weather can be chilly also; In paragraph 1.3 it was mentioned that Ruhr area folk tend to be very direct, so we will be direct here regarding the weather: We are used to rain in the Ruhr area. In no month, in no year, can a guarantee of dry weather be made. Three consolations: the area is very green and fertile, there is usually not a lot of snow, and the weather is much worse in the UK!

Electricity

The electric current is AC and has a frequency of 50 Hertz (Hz), and electric appliances run at 220-230 volts. The sockets in the walls require round two-pin plugs or Euro-norm plugs that are cheap and available in many local stores; other appliances can be run on adapters.

2. Contacts at the University of Duisburg-Essen

2.1 International Office/Akademisches Auslandsamt (IO/AAA)

The International Office (IO) deals with international relations between universities on the university level and regulates all matters arising in this connection. We are your central contact and will gladly help you during your stay:

Campus	Contact Addresses	Other Contact Info	People
Duisburg	International Office Geibelstr. 41, building SG Ground floor, office 095 D-47048 Duisburg	Email: simone.mueller@uni-due.de Internet: http://www.uni-due.de/international/	Ms. Simone Müller Tel: +49-(0)203 379 1062 Fax: +49-(0)203 379 3705
Essen	International Office Universitätsstr. 2, building T03 Ground floor, office 10 D-45141 Essen	Email: ira.terwyen@uni-due.de Internet: http://www.uni-due.de/international/	Ms. Ira Terwyen Tel: +49-(0)201 183 2032 Fax: +49-(0)201 183 2257

2.2 Academic Staff at the University of Duisburg-Essen

Faculty contacts can be located in the following Web sites:

Research: <http://www.uni-duisburg-essen.de/forschung/>

Research area: <http://www.lsf.uni-due.de/lsf/rds?state=change&type=5&moduleParater=prjschwpktSearch&nextdir=change&next=search.vm&subdir=prjschwpkt&purge=y&category=forschung.search&topitem=projects&subitem=searchprjtopics>

Faculty: <http://www.uni-duisburg-essen.de/fachbereiche/>

People: <http://www.uni-duisburg-essen.de/suche/>

3. Residence Regulations

Up-to-date information can be accessed at: http://www.eracareers-germany.de/portal/arbeiten_in.htm.

3.1 EU Citizens

Citizens from EU-member countries and the European Economic Area (EU plus Iceland, Liechtenstein and Norway) do not require official permission for a stay in Germany. They are simply required to register with the local authorities (*Bürgerämter/Bezirksämter*, see 5.5). Nor is a work permit necessary.

For citizens of countries newly admitted to the EU, provisional regulations are still in effect that may curtail free access to the German labour market. More exact information is available at: www.auswaertiges-amt.de. Exceptions are citizens from Malta and (Greek) Cyprus, who have enjoyed free access to the labour market since entering the EU.

With respect to mandatory health insurance, EU-citizens require no additional German insurance, merely the European Health Insurance Card (EHIC) or corresponding documentation from their country.

3.2 Non-EU Citizens: Residence Titles

On January 1st, 2005, the Immigration Law (*ZuWG*) went into effect. The old residence regulations, of Byzantine complexity (five different titles) were replaced by three residence titles that allow a stay in Germany: the visa, the residence permit and the settlement permit. An overview can be found at http://www.eracareers-germany.de/portal/visum_und_einreise_in.html or http://www.auswaertiges-amt.de/diplo/en/Willkommen_inD/EinreiseUndAufenthalt/Visabestimmungen.html.

A relaxation of the admission procedures for foreign scholars was effected by the law of August 28th, 2007, governing the EU regulations for residence and political asylum ('Right of Residence for Students and Graduates'). Because the precise regulations were not yet available as we went to press, more specific information on these matters cannot be provided at this time.

3.2.1 The Visa

Not all foreign researchers require a visa. EU or EEA nationals are not subject to any entry restrictions. Nor are those from Australia, Canada, Israel, Japan, New Zealand, South Korea, Switzerland and the USA, since they may acquire a residence permit after entry. This regulation also applies to scholars from Andorra, Honduras, Monaco and San Marino as long as they do not intend to engage in gainful employment.

In addition, there is a group of countries whose citizens may enter the country for three months without a visa, are not eligible for a work permit and must leave the country after expiration of this period. The visit cannot be extended and a re-entry into the country is possible only with a national visa (see immediately below). The German Foreign Office has compiled a list of countries affected by this regulation, which can be consulted at the following Web site: <http://www.auswaertiges-amt.de/-diplo/de/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html>.

Under certain circumstances the so-called '**Schengen Visa**' also permits a restricted stay in the area of the countries which are a party to the so-called "Schengen acquis" or agreement on freedom to travel and the elimination of physical borders between European countries. These countries are Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxemburg, Netherlands, Norway, Portugal, Sweden and Spain; most likely as of 31. 12. 2007 also the Czech Republic, Estonia, Hungary, Latvia,

Lithuania, Malta, Poland, Slovakia, and Slovenia. (This is really a tourist visa limiting the time spent in the countries affected by the Schengen Agreement to a maximum of ninety days; its issuance, normally not extendable, is subject to certain conditions.) Be sure to investigate in good time whether your planned long-term stay in Germany can take place without a hitch

For all visiting scholars who plan to stay in Germany for an extended period of more than three months or wish to engage in gainful employment, a so-called **national visa** is necessary along with a residence permit designed to allow acceptance of gainful employment. This visa must be applied for at a German embassy or consulate in your own country before entering Germany. You can obtain information on individual travel regulations, general questions on visas and visa forms at your local German diplomatic mission⁸ or the Foreign Office at: <http://www.auswaertiges-amt.de/diplo/de/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html#t4>.

If you are a resident in Germany and receive a job offer which your current residence title does not allow you to accept, you are normally required to apply to a German consulate or embassy for a new residence title that allows you to take up gainful employment as a visiting scholar. This application can only be made in a country in which you are legally permitted to reside. This means that you will have to leave the EU and perhaps even return to your native country to apply.

3.2.2 The Residence Permit

Visiting scholars whose stay in Germany is limited in time (in the UK this is called 'limited leave to remain') receive a **residence permit** (*Aufenthaltserlaubnis*) of limited duration that serves the purpose of their activities. A prerequisite for receiving the residence permit is an entry with the necessary visa; the purpose of the visit must be documented in the visa application. The granting of permission can be limited as to time and area.

The permission to pursue gainful employment is subject to various criteria: in some cases the Federal Employment Office must approve the permission, whereas in other cases merely satisfying local authorities will suffice. The essential point is that a concrete offer of employment must accompany an application for a work permit.

3.3.3 The Settlement Permit

A settlement permit (*Niederlassungserlaubnis*) guarantees permanent residence (and in the UK is called 'indefinite leave to remain'). Highly qualified employees can be granted a settlement permit right from the beginning of their stay in Germany. Explicitly included in this provision are teaching personnel and scholars with exceptional academic credentials (see § 19 *AufenthG*). A settlement permit automatically enables the holder to accept gainful employment and cannot be limited by additional restrictions. Accompanying family members of holders of this permit or those who enter Germany subsequently are entitled to pursue gainful employment (see § 29 *AufenthG*).⁹

3.3 Written Invitation

In order to apply for a residence title, an official written invitation to visit an institution in Germany is necessary. It is important that:

- the status of the visiting scholar/researcher is clearly recognisable,
- the period of the planned visit is precisely specified,
- the purpose of the visit is to pursue gainful employment and,
- if relevant, the terms of the financing of the employment are specified.

⁸ <http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite.jsp> (Investigation of diplomatic missions by country from A to Z)

⁹ <http://www.uni-essen.de/prwiss/akt/2005-10-24%20Forscher-Merkblatt-1.pdf>

3.4 German Diplomatic Missions Abroad in the Internet

The German Foreign Office has compiled a list of all German missions abroad; you can access the relevant diplomatic mission in your country:

General: http://www.aufenthaltstitel.de/stichwort/auslandsvertr_derbrd.html

Online: <http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/03-WebseitenAV/Uebersicht.html>

3.5 Extension of the Residence Permit

The residence permit can be extended if the purpose of the visit and the conditions governing the initial granting of the permit remain unchanged. The application must be made to the Foreigners' Registration Office (*Ausländerbehörde* or *Ausländeramt*) in a timely fashion. After three years, and at the latest five years, a right to convert the residence permit to a settlement permit is guaranteed when certain necessary conditions (§ 9 *ZuWG*) are met.

3.6 Conditions for Subsequent Immigration of Family Members

In principle later immigration of a visiting scholar's family members for the purpose of reuniting the family is possible if you qualify for a residence permit (*Aufenthaltserlaubnis*) or a settlement permit (*Niederlassungserlaubnis*), the living quarters are adequate to house the additional family members, they possess adequate health insurance and are sufficiently supported financially.

The proper permit for the visiting scholar's spouse is the residence permit (*Aufenthaltserlaubnis* as defined in §§ 27, 29, 30 *AufenthG*). Subject to the residence status of the visiting scholar already residing in Germany and the planned period of the stay, the spouse arriving later will be granted a residence permit. If the visiting scholar possesses a residence permit of at least one year or a settlement permit, the spouse must be granted a residence permit. If, however, the visiting scholar has been granted a residence permit of less than one year, the spouse arriving subsequently may be granted a residence permit, which is a decision within the discretion of the Foreigners' Registration Office.

Unmarried minor children younger than 16 are permitted to join the visiting scholar. Children between 16 and 18 can be granted a residence permit when the prospects of integration are favourable (among other prerequisites competence in German) or in the event of hardship.

4. Research and Employment at the University of Duisburg-Essen

4.1 Work Permit

The Immigration Act that went into effect on January 1st, 2005 enables certain applicants to obtain a work permit in combination with a residence permit (see paragraph 3.2 above). An overview is provided at http://www.eracareers-germany.de/portal/arbeiten_in.html. It is highly recommended that the visiting scholar should enter Germany with a residence permit that explicitly includes employment as a visiting scholar.

Should your residence permit not enable you to accept gainful employment, such a permit can subsequently be granted by the Federal Employment Agency. If a statutory regulation covers your case, you may be able to accept gainful employment without the approval of the Federal Employment Agency. In addition, citizens of countries that have established bilateral agreements with Germany can pursue gainful employment without a corresponding residence permit. In well-founded cases a residence permit can be granted for highly qualified employment when the activity serves a public interest, especially a regional, economic or political interest in the labour market, a situation that applies most often to applicants with excellent academic qualifications.

If from the outset your residence permit precludes accepting gainful employment, you are normally required to apply to a German consulate or embassy for a residence

permit that will allow you to accept an offer of employment (as a visiting scholar). The application can only be made in a country in which you are legally permitted to reside; this means that you will have to leave the EU and perhaps even return to your native country to apply.

4.2 Employment Status at the University of Duisburg-Essen

When you begin employment at the University of Duisburg-Essen, the administrative Dezernat 4 (Department for Human Resources and Organisation), the subject area 4.1 (Personnel Matters for Professors, Professional Matters) and the subject area 4.2 (Personnel Matters for Academic Staff Members not of Professorial Rank and Other Employees) will assist you. Contact details can be found at the following websites: http://www.uni-due.de/zentralverwaltung/dez4_1_0.shtml or http://www.uni-duisburg-essen.de/zentralverwaltung/dez4_2_0.shtml.

The Department of Human Resources will advise you on tax matters and social security, and the payment of salary will be handled by the *Landesamt für Besoldung und Versorgung* (LBV='Regional Authority for Compensation and Retirement': <http://www.lbv.nrw.de>).

Upon beginning your employment you will receive information concerning your university ID. The card, resembling a bank card, contains an integrated library card and a dining hall card for use in the dining halls and cafeterias sponsored by Student Services on both campuses.

Scholarship holders should register directly at the International Office (IO).

4.3 Taxes and Social Security

As this is a very complex subject and liable to regular changes, the International Office regards it as inadvisable to provide any information on the subject. But we will help you to choose the proper contacts, especially with regard to the following matters:

- a pre-employment medical examination,
- wage tax card and tax liability,
- exemption from tax liability and
- retroactive back payment.

Information on taxes can be obtained at: http://www.eracareers-germany.de/portal/steuern_in.html.

Social security in Germany includes:

- health insurance (see 5.6.1)
- retirement insurance
- accident insurance (see 5.6.2)
- long-term care insurance and
- unemployment insurance.

It is possible that bilateral agreements between your country and Germany concerning social security and taxation are in force. An overview of this information can be obtained in the German Retirement Insurance-Federation (*Deutsche Rentenversicherung-Bund*).¹⁰ The Department of Human Resources will gladly help with any problems you may encounter with your employment at the University.

Additional information is available at: http://www.eracareers-germany.de/portal/sozialversicherung_in.html.

4.4 Scholarships and Financial Assistance

If you happen to be engaged in research at the University of Duisburg-Essen without being employed here, there are various possibilities for financial support.

One possibility is to apply for support from the DAAD (the German Academic Exchange Service). You should bear in mind that the application usually must be made while you are still residing in your native country. Information specific to country, deadlines, places and counselling can be obtained at <http://www.daad.de/stipendien/>. An overview of scholarships and other financial support is available at <http://www.daad.de/deutschland/foerderung/stipendiendatenbank/00462.de.html>.

Applications for research grants are available at: http://www.eracareers-germany.de/portal/stipendiensuche_in.html and <http://www.daad.de/deutschland/download/03118.de.html>.

Information especially for members of the health professions and artists can be found at: <http://www.daad.de/deutschland/04719.de.html>.

The European Researcher's Mobility Portal ERA-MORE provides additional information as to how your stay could be financially supported: http://www.eracareers-germany.de/portal/foerdermoeglichkeiten_in.html (see scholarship data bank, which also contains information on financial support by the Alexander von Humboldt Association).

Ms. Terwyen of the International Office (IO) will be glad to help you with questions about financial support: ira.terwyen@uni-due.de, Tel: +49(0)201 183 2032.

The Faculties of Education, Humanities and Social Sciences have formed the 'Dok-Forum', a group of young scholars supportive of people currently working on their doctorates: http://www.uni-due.de/de/campusaktuell/2007/2007_12_doktorandentag.php.

5. After Arriving in Germany

5.1 Travel to Duisburg und Essen

While not all roads lead to Duisburg and Essen, both cities are readily accessible from airports in the area. Rail and bus transportation can easily be planned via the Internet. Both cities are served by the rail networks IC/EC and ICE. The German Railway (*Deutsche Bahn*) provides comprehensive travel information at www.bahn.de. The excellent public transportation in the Ruhr Area is provided by the *Verkehrsverbund Rhein-Ruhr* (VRR: 'The Rhine-Ruhr Public Transportation Union'). Current schedule information can readily be accessed at www.vrr.de. Information on public transportation systems and their services is provided at <http://ruhrpilot.de>.

5.1.1 The Düsseldorf Airport (DUS)

The airport in Düsseldorf has its own train station from which you can travel directly to the Essen or Duisburg main train stations (*Hbf*).

After arrival at the airport, a shuttle service, the 'SkyTrain', takes you directly to the train station.

You can then make use of the local trains (VRR) such as the regional express/*Regionalbahn* (RE/RB) and the so-called *S-Bahn* (S1) to Duisburg with a ticket in the price class B (4.10 euros), travel time of about ten minutes, and to Essen a ticket in the price class C (9.10 euros), with a travel time of about twenty-five minutes via a regional express train.

Tickets are available from the ticket machines in the train station. Here your coins will come in handy, since the machines do not always take bank notes. If you are travelling with several persons, you can use the day-ticket all day for the price class you select for up to five persons. If you have an EC-/Maestro Card that also functions as a cash card, you can use this card to buy tickets at a ticket machine provided that you have previously loaded it at an ATM. **Very important:** the VRR-tickets must be validated (stamped) before entering the trains; usually this can be done at the orange stamping machines in the train station just before proceeding to the platform and not in the trains. **Failure to validate a ticket before entering a train can result in a stiff fine, not the recommended way to start your stay in Germany.**

5.1.2 The Cologne (*Köln-Bonn*) Airport (*CGN*)

The airport in Cologne-Bonn also has direct access to trains (*Deutsche Bahn, DB*). An overview of train schedules is available in the Internet.¹¹

The main train stations in Duisburg and Essen are best reached with an Intercity-Express (ICE) from the main train station in Cologne. The trip takes about an hour and costs about 20 euros.

5.1.3 The *Frankfurt am Main* Airport (*FRA*)

The airport in Frankfurt is well integrated into the rail network, so that Duisburg and Essen are reachable by an ICE train in less than two hours. A one-way ticket costs between 60 and 70 euros; a ticket booking and seat reservation are recommended: www.bahn.de. In addition, some airlines offer reduced rail tickets in a Rail&Fly¹² package.

5.1.4 The Amsterdam Schiphol Airport (*AMS*)

The Amsterdam Airport, Schiphol, provides an alternative to those discussed above. Many international carriers fly to Amsterdam. Duisburg and Essen are reachable within two or three hours with an ICE, and the ticket is cheaper than that from Frankfurt, about 40 euros. The *Deutsche Bahn* (www.bahn.de) provides complete information. But be sure to check whether your residence title allows you to travel through the Netherlands to reach Germany.

5.2 From the Main Train Stations to the Campuses

Three different busses connect the main train station in Duisburg and Campus Duisburg, numbers 923, 924 and 933; get off at the stop '*Universität*'. The tram line 901 will also take you to Campus Duisburg; get off at the stop '*Zoo/Uni*'.

The Essen Campus is reached from the main train station in Essen by the tram lines numbers 105 and 101; get off at the stop '*Rheinischer Platz*'; or take the underground (U-Bahn), U11 and U17, and get off at '*Universität*' or '*Berliner Platz*'.

Destinations to other institutes belonging to the University can be found on the general map in the attachment to the brochures, at www.uni-due.de/universitaet/plaene/.¹³ You can plan your arrival at the university with public transportation at the following Web site: www.vrr.de. Within one city one price level will be charged, which is fare zone A.

We very much hope that you arrive safe and sound (and not too much out of breath) at the University of Duisburg-Essen!

5.3 Check List of Red Tape

Unfortunately, at the beginning of your stay, you must take care of a number of bureaucratic procedures (commonly called 'red tape' in English). When problems arise, you can always seek help from the head of your department or the institute that is serving as your host. The International Office will, of course, help you where it can.

	EU Nationals	Non-EU Nationals
Registration requirement: in-person registration at the Office of Residents' Registration (Einwohnermeldeamt) within seven days after arrival	DU: Bezirksamt E: Bürgeramt MH: Ausländeramt	By appointment DU, MH: Ausländereehörde Essen: direct
In some cases application for residence	Not necessary	Ausländerbehörde (DU, E)

¹¹

<http://reiseauskunft.bahn.de/bin/bhftafel.exe/dn?evald=8003330&boardType=dep&time=00:00&productsDefault=1111101&start=yes>

¹² http://www.airportcity-frankfurt.de/cms/default/rubrik/10/10074.rail_fly.htm

¹³ For a complete overview, the flyer 'Wegweiser' can also be downloaded as a PDF-file http://www.uni-due.de/imperia/md/content/pressestelle/campi_plan.pdf.

and work permits		Ausländeramt (MH)
Health Insurance	EHIC Card	Private or statutory health insurance
Signing of employment contract on the first day of employment (in Dezernat 4.1 or 4.2) Necessary documents: statement guaranteeing employment, passport (with visa endorsement), personal information form		
Setting up of a banking account (Giro)		
Optional: Registration with Guest Management of the University of Duisburg-Essen (Online User Registration; see 5.8)		

5.4 Office of Residents' Registration for EU-citizens

5.4.1 Registration Requirement

If you are a national of an EU member state, you are not required to register with the Foreigners' Registration Office, but rather—just like every German—with the local Office of Residents' Registration (Einwohnermeldeamt or Citizens' Office (*Bürgeramt*), also Local Authority (*Bezirksamt*),) within one week in your new place of residence; an exception is the city of Mülheim, where you should register centrally with the Foreigners' Registration Office. For Duisburg and Essen, make sure which local authority is responsible for your place of residence.

5.4.2 Contact Addresses

Bezirksamt Duisburg (DU)	Bezirksamt Mitte Sonnenwall 73-75 47051 Duisburg Tel: +49(0)203 94000 Fax: +49(0)203 283 2856 bza.mitte@stadt-duisburg.de	Office Hours: Mon-Fr 8:00 - 16:00 Thurs 8:00 - 18:00 http://www.duisburg.de/95/index.php
Bürgeramt Essen (E)	Bürgeramt Innenstadt, Gildehof Hollestr. 3 45127 Essen Tel: +49(0)201 88 33222 Fax: +49(0)201 88 33223 buengeramt@einwohneramt.essen.de	Office Hours: Mon-Wed 8:00 - 15:00 Thurs 8:00 - 18:00 Fr 8:00 - 13:00 http://www.essen.de/Deutsch/Rathaus/Aemter/Ordner_0513/RAA/Anlaufstellen.asp
Ausländeramt Mülheim/Ruhr (MH)	Ausländeramt Heinrich-Melzer-Str. 1 45468 Mülheim an der Ruhr Tel: +49(0)208 455 3200 Fax: +49(0)208 455 3299 amt32@stadt-mh.de	Office Hours: Tues+Thurs 8:00 - 12:30 Thurs 14:00-18:00 and by appointment http://www.muelheim-ruhr.de/cms/ansprechpartner_und_oeffnungszeiten1.html

5.5 Foreigners' Registration Office (for non-EU and non-EEA citizens)

After your entry into Germany you must register your new place of residence within seven business days. In Essen this means that you must appear during office hours in the Foreigners' Registration Office within this time frame, but in Duisburg or Mülheim it is sufficient during this period to make an appointment to register. The responsible authority for your registration is the aliens authorities for the area in which you reside.

NB: An EEA national is a citizen of Iceland, Liechtenstein, or Norway.

5.5.1 Contact Addresses

Foreigners' Registration Office	Address	Jurisdiction	Appointments
For a breakdown of Duisburg city areas: http://www.duisburg.de/leben/die_stadtbezirke.php			
Foreigners' Registration Office Duisburg Centre/ South (DU)	Sittardsberger Allee 14 (Buchholz) 47249 Duisburg auslaenderbehoerde-mitte-sued@stadt-duisburg.de Office Hours: Mon-Wed., Fr 8:00-16:00	no subdivision	Central Reception Tel: +49(0)203 283 7246
Foreigners' Registration Office Duisburg North (DU)	Duisburger Str. 213 (Hamborn) 47049 Duisburg auslaenderbehoerde-nord@stadt-duisburg.de Office Hours: Mon-Wed., Fr 8:00-16:00	no subdivision	Central Reception Tel: +49(0)203 283 5568
Foreigners' Registration Office Duisburg West (DU)	Bismarckplatz 1 (Homburg) 47198 Duisburg auslaenderbehoerde-west@stadt-duisburg.de Office Hours: Mon-Wed., Fr 8:00-16:00	no subdivision	Central Reception Tel: +49(0)2065 905 8364 +49(0) 203 283 8364
Foreigners' Registration Office Essen (E)	Schederhofstr. 45 2nd-4th Floors 45121 Essen auslaenderbehoerde@einwohneramt.essen.de Office Hours: Mon, Tues, Thurs 08:00-13:00 Mon-Tues 14:00-15:00 Thurs 14:00-18:00 Fr 08:00-12:30 Closed on Wednesday http://www.essen.de/Deutsch/Rathaus/Aemter/Ordner_0513/RAA/Anlaufstellen.asp	Division according to Home Country Turkey, Armenia, China, Georgia, Iraq, Iran, Pakistan, Syria Europe (excluding East Europe), Africa, America, Australia, Lebanon, Sri Lanka East Europe, Asia (all other countries)	Mr. Klingberg Tel: +49(0)201 8833 317 Substitute: Ms. Ennemann Tel: +49(0)201 8833 318 Mr. Stratenwerth Tel: +49(0)201 8833 325 Substitute: Ms. Knoblauch Tel: +49(0)201-8833 330 Mr. Bremen Tel: +49(0)201 8833 351 Substitute: Mr. Heyne Tel: +49(0)201 8833 361
Foreigners' Registration Office Mülheim/Ruhr (MH)	Ausländeramt Heinrich-Melzer-Str. 1 45468 Mülheim an der Ruhr Office Hours: Tues + Thurs 08:00-12:30 Thurs 14:00-18:00 or by appointment: Mon, Wed and Fr 8:00-12:30	Division according to first letter of family name	For contacts see: http://www.muelheim-ruhr.de/cms/ansprechpartner_und_oeffnungszeiten1.html

5.5.2 Residence Permit (Non-EU and Non-EEA Citizens)

The Foreigners' Registration Office must be visited in person to register in order to obtain either a residence permit or a settlement permit; details may be obtained at 3.2. The nature of the residence title depends upon the purpose of the stay in Germany.

Documents to be brought along:

- a valid passport
- 2 current facial photographs (for the requirements see http://www.bundesdruckerei.de/de/buerger/2_1_b/2_1_2_b.html)
- Proof of compulsory or private health insurance
- a lease (room/flat of at least 12 square metres per adult)

- a contract with the University or proof of independent financial support while in Germany
- sufficient cash for the residence permit (50-60 euros)
- if necessary the originals documenting marriage status
- if necessary the original birth certificate
- for doctoral candidates: proof of enrolment and proof of financial independence

You must fill out the registration form for the registration authorities (local authorities for citizens of EU countries; Foreigners' Registration Office for non-EU/non-EEA citizens) in person in the appropriate office. You will receive this form for your residence permit directly from the office in question.

5.5.3 Extension of Residence Permit (for non-EU/non-EEA nationals)

If you are registered with the Foreigners' Registration Office and have received a residence permit that enables you to engage in the activities of a visiting scholar (reduced permission), you must apply in due time before the expiration of your visa for an extension of your residence permit; incidentally, the deadline for the extension applies for all three types of residence title (see 3.2). If you have any questions, contact the Foreigners' Registration Office where you originally registered.

5.6 Personal Insurance

5.6.1 Health Insurance

Some form of health insurance is required for all visiting researchers and accompanying family. This health insurance must cover the treatment of acute illnesses and accidents in Germany. The Foreigners' Registration Office requires such proof of insurance before a residence title can be granted.

It is recommended that before coming to Germany you contact an insurance company, so that all the important questions can be answered prior to your arrival and you are adequately covered from your first day in Germany. Coverage of known illnesses that predate your arrival in Germany will not usually be covered by such health insurance.

In Germany there are a number of statutory and private health insurance plans that you may choose from. If your stay in the country is as a recipient of a grant or scholarship, you must insure yourself with a private insurance company. The monthly premium depends upon your income.

In special circumstances your insurance in your home country will cover doctors' and hospital costs during your stay here. Check with your insurance company at home and have them document the coverage, should it apply, in writing.

If you are employed by the University of Duisburg-Essen, you will be covered by a statutory health insurance that you may choose yourself. Once again the monthly premium depends upon your income (and is between 12% and 15% of your gross income). Half of the premium is paid by your employer, and the other half is deducted directly from your salary and paid to your insurance company. As various insurance companies offer different degrees of coverage, it pays to shop around. Here your colleagues can prove helpful. We might also point out that one of the benefits of the red tape involved in getting you plugged into the system is that once you are part of the system, it really saves time and provides a large measure of real security. Germans often complain about the bureaucracy in the country, but, for the most part, it really does work. Have patience!

You can very readily insure your spouse and your children with one of the statutory insurance companies as long as all family members so insured are registered in Germany (see 5.4.1, 'Registration Requirement') and live in the same household. If the spouse jointly receiving health insurance earns more than 345 euros a month, she or he must obtain her or her own insurance coverage (according to 'family insurance': *Familienversicherung § 10, SGB V*).¹⁴

5.6.2 Accident/Casualty Insurance

In the case of accidents at work, you are insured by virtue of your status as an employee with the employers' liability insurance (*Berufsgenossenschaft*). Your employer will register you automatically so that you need not concern yourself with this detail. As the recipient of a grant or scholarship, you are insured while at the University. Likewise, children in day care and school are also insured automatically.

If in addition you desire to be privately insured, you must take out this insurance yourself.

5.6.3 Personal Liability Insurance

Personal liability insurance basically guarantees coverage for damages that are caused in the private domain by negligence on the part of the insured or by persons also covered by the insurance. German law requires the payment of compensation in the event that you or your children or your animal(s) cause damage or harm to others.

5.6.4 Personal Supplementary Insurance

In addition to statutory health insurance, private health insurance can also be taken out that will cover costs that the state insurance does not cover, e.g., certain hospital costs (choice of hospital, private or semi-private rooms, treatment by the chief physician) or for outpatient treatment (such as glasses, partial or complete dentures, massages, and so on).

Basic information on all forms of insurance is provided by the Association of Insured Persons: www.bunddersicherten.de.

5.7 Opening a Banking Account

While you live and work in Germany, a bank cheque account called a 'Girokonto' (*Giro* means 'circuit': money circles through your account, never seeming to stop long) is indispensable. It is recommended that you open such an account as soon after your arrival as possible. This will prevent additional fees when withdrawing money and will simplify paying bills and meeting daily expenses. Monthly payments such as income (pay checks, child support payments from the state) and bills (rent, telephone, other utilities) are normally handled through this bank account. This account allows you to apply for an EC-/Maestro Card, with which you can withdraw money at many cash points (even in foreign countries within Europe) and use for payment in many businesses, such as supermarkets, filling stations and a host of others. You can also load the card and use it as a cash card to pay for train tickets (as mentioned above under 5.1.1) at VRR vending machines.

Check out the possibilities and conditions for opening such an account: <http://www.eracareers-germany.de/portal/girokonto.html>. The *Sparkasse*, *Postbank* and the *Deutsche Bank* are virtually everywhere in every city and easy of access, with the *Sparkasse* being virtually ubiquitous. Each bank offers different conditions that depend on a customer's monthly income and the amount of transactions in the account. Here, as in many other matters in business, shopping around before deciding on a bank is a good idea. Ask your colleagues in the University for their advice.

To open an account you should have the following documents with you:

- passport
- registration form
- residence title (from the Foreigners' Registration Office)

If you do not yet have your residence permit, a signed lease usually constitutes sufficient documentation. Proof of employment is also a good idea.

Important! When you complete your stay in Duisburg or Essen, do not immediately close your account. Many transactions (return of deposits on your flat or room, refunds of income tax or social security, etc.) can only be taken care of when you still have a current German bank account.

5.8 Guests Services

Almost every member of the University has a university ID number (the matriculation number) that generally speaking is used as identification for user services, such as logins, email, and so on. Employees with a contract at the University of Duisburg-Essen can apply for one at the Centre for Information and Media Services (ZIM)¹⁵; doctoral candidates receive a university ID number automatically at registration.

For all other visitors the International Office recommends that they register as users at <https://benutzerverwaltung.uni-duisburg-essen.de/registrierung>. Following your registration you will receive a University ID number that will enable you to access various services, especially the authentication for WLAN on the campus.

There are two additional and optional advantages to registering. If you so desire, you can receive, at no charge, a Guest ID Card with an integrated library ID and a dining hall card (which guarantees reduced prices in the dining halls and cafeterias run by Student Services). This card can be obtained at the Student Office (*Einschreibungs- und Prüfungs-wesen* formerly *Studierendensekretariat*).

In addition to the Guest Card you can also make your presence at the University known locally. Certain data of your choice—only at your express permission—can be made public on the Web site of the Press Office (Office of Public Relations); an example of such a page can be found at http://imperia.uni-due.de/universitaet/gaeste/zu_gast.shtml#.

6. On Campus—Infrastructure

6.1 Active Directory

The following URLs provide a summary of Web sites that offer an initial orientation to the campuses in Duisburg and Essen:

Current Info	http://www.uni-duisburg-essen.de/aktuelles/
Faculties	http://www.uni-duisburg-essen.de/fachbereiche/
Research	http://www.uni-duisburg-essen.de/forschung/
Research Support	http://www.uni-duisburg-essen.de/fft/
Intellectual Property	http://www.eracareers-germany.de/portal/geistiges_eigentum_in.html
Maps & Such	http://www.uni-due.de/universitaet/plaene/
Route Planner	http://ruhrpilot.de
Service	http://www.uni-duisburg-essen.de/service/
Catalogue LSF	http://www.lsf.uni-due.de/
Course Catalogue	http://www.uni-duisburg-essen.de/vv/

6.2 University Library (UB)

There is a university library on each campus (UB: <http://www.ub.uni-duisburg-essen.de/>), which depending upon the subject is housed in various buildings:

Campus Duisburg	Campus Essen
<i>Bibliotheksverwaltung Lotharstr. 65 (LK)</i>	<i>Bibliotheksverwaltung Universitätsstr. 9-11 (R11)</i>
<ul style="list-style-type: none"><i>Fachbibliothek Lotharstr. 65 (LK) and AV-Medienstelle</i> Emphasis on humanities, social sciences and	<ul style="list-style-type: none"><i>Fachbibliothek Geistes- und Gesellschaftswissenschaften (R11)</i><i>Fachbibliothek Naturwissenschaften</i>

¹⁵ http://www.uni-due.de/imperia/md/content/zim/services/benutzerverwaltung/antrag_uni_kennung.doc

<p>economics, mathematics and informatics</p> <ul style="list-style-type: none"> • Fachbibliothek Bismarckstr. 81 (BA) Emphasis on electrical engineering, applied engineering materials (formerly metallurgy) • Fachbibliothek Lotharstr. 1 (MC) Emphasis on natural sciences, mechanical engineering 	<p>(S05)</p> <ul style="list-style-type: none"> • Fachbibliothek Ingenieurwissenschaften (V15) • Fachbibliothek Medizin Universitätsklinikum, Hufelandstr. 55 • Außenstelle Institut für Experimentelle Mathematik Ellernstr. 29, 45326 Essen • Außenstelle Musik Henri-Dunant-Str. 65, 45131 Essen
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Opening hours and locations can be found on the homepage <http://www.ub.uni-duisburg-essen.de/biblio/adroeff.shtml>. In some cases the opening hours vary, but during the core hours, 9:00 to 19:00, all of the libraries are open.

You will receive an integrated **Library ID** with your University ID or Guest ID (see 5.8), doctoral candidates with their student IDs. Before using it the first time, you must have it activated in a specialised library (Fachbibliothek). Note that in order to use the libraries on both campuses, the access rights of your library ID must be activated on both campuses.

An alternative is to apply directly for a library card (free) during opening hours at the check-out desk in an appropriate library; you must have a valid personal ID or a passport or a valid residence title (see 5.4.1). Library IDs are issued only in the following libraries: on the Duisburg campus in the Main Building LK, on the Essen campus in the library for humanities and social sciences (R11) and the library for medicine (Audimaxgebäude/Klinikumgelände, Hufelandstr. 55, 45147 Essen).

6.3 Dining Halls/Refectories and Cafeterias

Opening Hours

Campus Duisburg	Campus Essen
Main Refectory Building MM (Lotharstr. 23 - 25) Mon-Thurs 11:15-14:15 Fr 11:15-14:00	Main Refectory and Restaurant (Segerothstr. 10) (Building T01) Mon-Thurs 11:15-14:15 Fr 11:15-14:00
Dining Hall Library Building LA (Lotharstr. 65) Mon-Thurs 11:15-14:15 Fr 11:15-14:00 (closed during semester breaks)	Refectory Klinikum (Virchowstr. 174) Mon-Thurs 11:15-14:00
Dining Hall Bismarck Building BA (Bismarckstr. 81) Mon-Fr 11:15-14:00	Refectory Folkwang Hochschule (Klemensborn 39) Mon-Fr 11:45-14:15 (closed in the summer-semester break)

Meals

Every day three meal choices with different side dishes, and including a vegetarian dish, are on offer. The meals are a bargain priced between 4 and 5 euros. In addition, in the main cafeteria a daily salad bar and, in alternating weeks, a vegetable or pasta bar that costs 0.70 euros per 100 grams are available. Quark and yoghurt dishes round out the choices.

Campus Essen also offers two additional meals in the 'Mensa' Restaurant.

In Duisburg you can choose between six different meals with various side dishes. The main cafeteria and the library cafeteria, sited close together, offer different menus. On Tuesdays and Thursdays in the winter you can choose between various stews (*Eintopfgerichte*), a hearty delicacy served throughout Germany. The main cafeteria also serves 'Specials4You', apparently (regardless of the excellence of the cuisine) an attempt to undermine the English department's valiant attempts to teach students proper English.

The weekly menu is displayed at various centrally located positions on the campuses and online at: www.studentenwerk.essen-duisburg.de.¹⁶

¹⁶ <http://studentenwerk.essen-duisburg.de/modules.php?op=modload&name=News&file=article&sid=1>

Cafeterias

In addition to the main cafeteria (the Mensa), several cafeterias located centrally on both campuses serve food all day long.¹⁷ They offer a rich assortment of sandwiches and baguettes, baked goods, cold and warm drinks, sweets, and short orders of various kinds. Thus, rumours of starvation among students and employees while at the University are, like the accounts of Mark Twain's death during his lifetime, as he himself noted, largely exaggerated.

Refectory/Dining Hall Card

In the dining halls and cafeterias you can pay cash or with a prepaid dining hall card. If you pay with the card, you receive a 10% discount in the dining halls and cafeterias run by the Student Services. The card can be issued to all the employees of the University (an ID from the human resources department (*Personaldezernat*) is therefore necessary when applying for the card) and is valid only during the duration of the holder's employment.

- The card for employees (also valid as a University ID and an integrated library ID) can be applied for during office hours at any of the Registrar's Offices (*Einschreibungs- und Prüfungswesen*, Dez 3.1). The card is free and you require simply a personal photograph in 4 x 3 cm format.
- Doctoral candidates receive a student ID with the integrated refectory card and library ID at registration.
- The new 'Guest ID Card' (*Gastkarte*, see 5.8) has the same function.
- Or you can apply at Student Services for a White Card, which requires a refundable deposit (when returned) of €5.

Additional information on the refectory card¹⁸ from Student Services can be obtained at www.studentenwerk.essen-duisburg.de.

6.4 Centre for Information and Media Services (ZIM)

The Centre for Information and Media Services (*ZIM*) is responsible for the operation and planning of the University's central information and communications infrastructure, especially its technical aspects. Here you can apply for a University email address and order software and handbooks. In addition, *ZIM* sponsors courses and instruction for user programmes and provides public computer work stations designed not only for individuals but also for seminars. Additional information:

Campus Duisburg

Lotharstr. 65
47057 Duisburg

Telephone: +49(0)203 379 4230
Fax: +49(0)203 379 4366
Email: hrz@uni-duisburg-essen.de
Room: LE 117

Campus Essen

Schützenbahn 70
45127 Essen

Telephone: +49(0)201 183 2890
Fax: +49(0)201 183 3960
Email: hrz@uni-duisburg-essen.de
Room: SH 309

Homepage: <http://www.uni-duisburg-essen.de/zim/>

6.5 Media Support Services

If you need media support for your projects or teaching, the *ZIM* can help. The media support spectrum ranges from films, digital video material and audio documentation through Web animation to the creation of interactive media (e.g., two-way communication). In addition, the Centre lends available media technology for the

¹⁷ For the location and business hours, see [http://studentenwerk.essen-
duisburg.de/modules.php?op=modload&name=News&file=article&sid=9](http://studentenwerk.essen-duisburg.de/modules.php?op=modload&name=News&file=article&sid=9)

¹⁸ [http://studentenwerk.essen-
duisburg.de/modules.php?op=modload&name=News&file=article&sid=12](http://studentenwerk.essen-
duisburg.de/modules.php?op=modload&name=News&file=article&sid=12)

classroom, supports special events, and provides special multimedia seminar rooms, such as computer laboratories or multimedia and audio-visual production facilities. They also provide additional instruction in modern multimedia software, such as 'Flash', 'Photoshop' and 'Adobe Premiere', and promote the active participation of students in these workshops.¹⁹

You can visit the ZIM at the following e-Points.²⁰

Duisburg Campus

Building LK (Library)

on the ground floor

Mon-Thurs 10:00-17:00

Fr 10:00-15:00

Tel: +49(0)203 379 4242

Essen Campus

Building R09 (Library GW/GSW)

on the ground floor

Mon-Thurs 10:00-17:00

Fr 10:00-15:00

Tel: +49(0)201 183 4444

6.6 Sports at the University (HSP)

The sports facilities and activities at the University are wide-ranging, including many kinds of ball games, health-promoting activities, fitness- and stamina-promoting activities, the martial arts, dance and exercise programs. These are intended for the students and employees of the University and take place in the sports facilities on University grounds. Special conditions apply to, and reduced fees are sometimes charged for these activities. Courses are offered usually during the work week between 17:00 and 22:00. The complete programme is on display at <http://www.uni-due.de/hochschulsport/> or as a brochure in the Student Union Office or in the office of the University sports department:

Duisburg: Lotharstr. 65, LD 113, Tel: +49(0)203 379 2256

Essen: Henri-Dunant-Str. 65, Tel: +49(0)201 183 7356

6.7 Cultural Activities

There is a multiplicity of cultural activities on both campuses²¹ that you are free to take part in or simply to enjoy:

- *Essen Student Orchestra*
- *University Chorus (Duisburg)*
- *University Chorus (Essen)*
- *University Orchestra (Essen)*
- *Student Orchestra (Essen)*
- *Kammerchor Salto Chorale*
- *Big Band(its)*
- *Englisches Theater DUET (Duisburg University English Thespians)*
- *glassbooth (Theatre Group)*
- Radio Duplex (Duisburg)
- Radio DUE (Essen)
- *Film Club*
- Campus Festival (in summer both in Duisburg und Essen)²²

Moreover, each semester there are numerous lecture series available to the public. Up-to-date information can be found at www.uni-duisburg-essen.de/aktuelles/events.shtml and in the university events calendar www.uni-duisburg-essen.de/presse/veranstaltungen/kalender.shtml.

Die Kleine Form²³

can be understood as a 'midday snack', Wednesdays between 13:15 and 14:00 in the library lecture room in Essen. Short lectures and pointed discussions bring together all the academic disciplines in which teaching and research are carried out on the Essen Campus.

¹⁹ http://www.mz.uni-duisburg-essen.de/start_1.html - altered

²⁰ <http://www.uni-due.de/zim/soforthilfe/e-point/>

²¹ http://www.uni-duisburg-essen.de/studium/sport_musik_theater.shtml

²² <http://www.campusfest-duisburg.de/> und <http://www.campusfest-essen.de/>

²³ http://www.uni-duisburg-essen.de/zim/muk/kl_form/

Poet in Residence²⁴

In 1975 the first 'Poet in Residence' Martin Walser delivered a series of lectures in Essen. Since then, other well-known authors, such as Nobel Prize winner Günter Grass, Jurek Becker, Cees Nooteboom and Keto von Waberer, have been guests at the University. For each of the last thirty years the German department has invited an author who in addition to lectures and readings conducts a writing workshop with and for students.

Studium Generale²⁵

The cultural programme 'Studium Generale' consists of interesting and diversified activities from the various areas of the University of Duisburg-Essen. It is part of the tradition of the cultural programme to offer insight into the various fields of the teaching spectrum and to stimulate the dialogue between the differing subjects. This group includes the Uni-Colleg (a course of lectures originating in Duisburg delivered by University personnel open to the general public), the Philosophical-Medical Seminar and the 'Kleine Form'. In addition, there are the concerts by the University Choir, the Big Band and other ensembles.

Mercator Professorship²⁶

The Mercator Professorship was established a few years ago to mark the twenty-fifth anniversary of the Gerhard Mercator University. The central criteria displayed by the recipient of the professorship are a cosmopolitan outlook and innovative contributions to the discussion of important issues of our time. Since its inception the Mercator Professorship has been able to attract exceptional personalities from public life to participate in this prestigious lecture series. The recipients to date were the former Federal Minister Hans-Dietrich Genscher, Siegfried Lenz, Prof. Jan Philipp Reemtsma, Prof. Jutta Limbach, Volker Schlöndorff, Ulrich Wickert, Daniel Goeudevert, Walter Kempowski and Richard von Weizsäcker.

²⁴ <http://www.uni-due.de/poet/>

²⁵ <http://www.uni-due.de/oeffentlichkeitsarbeit/studiumgenerale.shtml>

²⁶ http://www.uni-duisburg-essen.de/presse/events/mercatorprofessur_2005.shtml

Religious Organizations

Additional activities are organised by the **Protestant Student Congregation (ESG)** and the **Catholic University Congregation (KHG)**. The precise programme of both organisations for the semester, including religious activities, lectures, discussions of current topics of interest and social activities, are readily available in both buildings and on each of the campuses.

Campus Duisburg

Katholische Hochschulgemeinde (KHG)

St. Anna-Weg 5
47057 Duisburg
Tel: +49(2)03 358707

<http://www.khg-duisburg.de/>

Evangelische Studenten- und Studentinnengemeinde (ESG)

Holteistr. 80
47057 Duisburg
Tel: +49(0)203 353927

<http://www.esg-duisburg.de/>

Campus Essen

Katholische Hochschulgemeinde (KHG)

Universitätsstr. 19
45141 Essen
Tel: +49(0)201 313210

<http://www.khg-essen.de/>

Evangelische Studenten- und Studentinnengemeinde (ESG)

Universitätsstr. 19
45141 Essen
Tel: +49(0)201 239737

<http://www.esg-essen.de/>

7. Off Campus—Life in Duisburg and Essen

7.1 Life in the Ruhr Area

In addition to being the third largest conurbation in Europe, the Ruhr Area, with its 5.3 million people from 140 nations, constitutes one of the most varied cultural regions in Europe. Under the title 'Wandel durch Kultur—Kultur durch Wandel' ('Change through Culture—Culture through Change') the Ruhr Area, on behalf of fifty-three urban centres and municipalities, received the award 'European Capital of Culture 2010' <http://www.kulturhauptstadt-europas.de/>.

Nowhere else in Europe can such a density of cities offering a comparable variety of art, industrial architecture, cultural activities, entertainment, leisure activities and shopping be found. The various cultural activities are all geographically accessible via a well developed public transportation system.

Information on both Duisburg and Essen can be accessed at www.duisburg.de and www.essen.de, www.ruhrgebiettouristik.de and the Ruhr Area in general at www.revierkoenig.de/, www.dieruhr.de/, <http://www.tour-de-ruhr.de/>, www.kulturratgeber.de.

In addition, a great deal of information can be obtained in the following tourist agencies on the cities, the region, excursion sites and cultural activities:

Tourist Information Duisburg
Königstr. 86
47051 Duisburg
Telephone: +49(0)203 28544 0
www.duisburg-information.de

Touristikzentrale
Am Hauptbahnhof 2
45127 Essen
Telephone: +49(0)201 887 20 48
www.essen.de

7.1.1 Culture

As a city on the water, including the Rhine River, the Ruhr River, the Rhine-Herne Canal and several lakes, Duisburg is not only the largest inland port in Europe but also a centre for recreational activities in and around the water. The harbour itself, rebuilt to include the so-called 'gastronomic mile', plus the former smoky and dusty coal mining grounds now converted into an adventure park in the Landschaftspark Nord ('Duisburg North Country Park'), embodies the marvellous transformation of a contemporary Ruhr Area city.

Numerous museums and the Duisburg Zoo have made Duisburg one of the area's most popular excursion sites, frequented not only by foreign tourists but by native residents in and outside the Area.

The City of Essen, whose Gruga sports and concert centre serves as a mecca for exhibition planners and visitors, has much in addition to attract the visitor and resident alike: the Domschatz (literally: the "cathedral treasure") has been recently renovated, as has the Alte Synagoge, now a museum documenting Jewish history in Essen during the Third Reich. (The synagogue is also scheduled for further renovations beginning in September 2008.) The Aalto Theatre and the newly constructed *Philharmonie* provide Essen with two special concert halls and theatres. The city's industrial monuments include the Krupp family home (the Villa Hügel, now a museum and site of intimate concerts), the UNESCO Cultural Heritage Site 'Zeche Zollverein' (a disused coal mine) and the historical housing estate Margarethenhöhe. The Baldeneysee (a large lake created by damming the Ruhr River as a water purification project in 1931) and the Gruga Park provide many opportunities for leisure activities in and around the water, such as sailing, hiking, and bicycle riding. However, swimming in the Ruhr or Lake Baldeney is prohibited.

The search engine www.meinestadt.de permits the active search for daily activities of all kinds. The Ruhr Guide (www.ruhr-guide.de) expands the search beyond city boundaries. The following Web site can be consulted for theatre programmes, concert halls, or special historical sites: www.ruhrlink.de.

In addition, in cafés and pubs numerous free activity calendars and monthly magazines (*Coolibri*, *Heinz*) report on new restaurants, small art exhibits and large parties and events.

7.1.2 Geography

The Ruhr Area is not just an agglomeration of polycentric large cities with diverse historical industrial sites and different cultural traditions, but, in addition, a geographically mixed natural area. At the interface between the Westphalian Lowland Plains, the Lower Rhine Embayment and the Rhenish Shield, the area is comprised of about 40% of land occupied by buildings, 40% agricultural land use and 20% forest regions.

This percentage is rather untypical for an industrial region, in which, moreover, a great deal of countryside, several recreational regions and numerous lakes are located close to large cities.²⁷ Many allotment gardens and parks are integrated into the European Garden Heritage Network (EGHN): <http://www.eghn.org/ruhrgebiet>. Duisburg is located at the mouth of the Ruhr, and both Duisburg and Essen were the starting point for the medieval 'Hellweg' (a road guaranteed open for the passage of trade). In short, the Ruhr Area²⁸ has several picturesque points of interest that can be reached on foot or explored with a bicycle (www.ruhrtal.de/). Such a varied landscape accounts for the surprise expressed by many first-time German visitors who know the region only from its outdated reputation as the 'Ruhrpott' (related to a German term for a coal mine).

7.2 Accompanying Family

The More the Merrier: for families with children a variety of forms of financial aid, such as child support payments, parental allowances or educational benefits, is available in support of children under three years of age whose parents either do not work more than thirty hours per week or earn a substandard income.²⁹

7.2.1 Child Support Payments

Child support payments are designed to guarantee a minimum welfare level for children. For the first three children a monthly sum of 154 euros is guaranteed, and for each additional child a sum of 179 euros per month is paid. The payments are maintained until a child reaches the age of eighteen and, in addition, under certain circumstances may be

²⁷ http://de.wikipedia.org/wiki/Kategorie:See_im_Ruhrgebiet

²⁸ http://www.ruhrgebietsbilder.de/WASSER/ruhr_wasser_ger.html

²⁹ An overview at http://www.eracareers-germany.de/portal/beihilfen_fuer_familien.html

continued until the age of twenty-five. The local authority (the National Employment Agency) has more exact information on these matters.

Child support can be applied for by:

- citizens of EU-member states as well as of Iceland, Liechtenstein, Norway and Switzerland who reside permanently in Germany;
- non-EU or non-EEA Citizens residing permanently in Germany in possession of a settlement permit or a residence permit that allows gainful employment;
- citizens of Serbia, Montenegro, Bosnia and Herzegovina, Macedonia, Morocco, Tunisia and Turkey in conformity with bilateral agreements, as long as citizens of these countries are employed or receive unemployment compensation.

Labour-contract workers or employees who have been temporarily transferred to work in Germany by their employers based abroad have no claim to child support payments. Child support must be applied for in writing to your local social security office. Certain information that you provide in the application must be supported by official documents or certificates that will be returned to you if so specified. Copies must be in pristine condition and must leave no doubt that they conform to the originals. Birth certificates must be presented in the original or as photocopies that are officially notarised.

Contact:

Employment Agency Duisburg

Department of Child Benefits
Wintgensstrasse 29-33
47058 Duisburg
Tel: +49(0)203 302 280

Employment Agency Essen

Family Benefits
Berliner Platz 10
45127 Essen
Tel: +49(0)201 181 8585

7.2.2 Day-care

Organising day care in Germany might be not easy. Finding a spot for your child will be quite challenging since too few public facilities are available, especially for children under three years of age. The expansion of day care centres by 2010 and the right to day care for a child (of at least three years of age) has been made into law, but unfortunately spots are not yet guaranteed, so it will be important to organise matters personally and with some patience.

The city youth welfare agencies will help you in the search for the appropriate placing of your child:

Youth Welfare Agency Duisburg

Kuhstr. 6
47049 Duisburg
Tel: +49(0)203 283 3484
Fax: +49(0)203 283 4120
Email: jugendamt@stadt-duisburg.de

Office Hours:
Mon-Fr 8:00-16:00

<http://www.duisburg.de/51/index.php>

Youth Welfare Agency Essen

Haus am Theater
I. Hagen 26
45121 Essen
Tel: +49(0)201 8851 001
Fax: +49(0)201 8851 125
Email: info@jugendamt.essen.de

Office Hours:
Mon 8:30-12:30 and 14:00-15:00
Wed and Fr 8:30-12:30
<http://www.use24.essen.de/WebPortal/Agency/CityHall.aspx>

Personal ads by small groups or childminders are available at: http://rhein-ruhr.opusforum.org/rrg/_di/kib/ for Duisburg and http://rhein-ruhr.opusforum.org/rrg/_es/kib/ for Essen. Of course, the recommendations and experiences of your colleagues are indispensable.

On both campuses Student Services maintains a small day-care centre:

Campus Duisburg

In the day-care centre “Campino—the Campus Kids,” which is open from 8:00 until 16:00 on Mondays through Thursdays, and on Fridays until 14:30, there is room for fifteen children between four months and six years of age. The crèche DU-E-Kids provides child care by the hours for children under the age of three.³⁰

In the kindergarten St. Anna (Geibelstrasse) there is additional room provided by Student Services reserved for twenty-five children between three and six years of age whose parents are students.³¹

Campus Essen

In the day-care centre the “Brückenspatzen” there are two groups of fifteen children between four months and six years of age and a group of twenty children between three years and school age. The centre is open on Mondays and Thursdays from 7:30 until 17:00, Fridays until 15:30. Additional possibilities can be found in the Internet.³²

The churches have organised several kindergartens. It is best to visit them in person and become acquainted with the child care in crèches (under three years of age), kindergartens (mostly three to six years), day-care centres, and a type of day-care centre (*Hort*) which also looks after children of school age during the afternoons. Many schools of all varieties also offer day-care programs during the afternoons. In addition to church-sponsored and state facilities that are financially subsidised, there are increasingly more private initiatives from parents.

The costs for child care, between 60 and 80 euros per month (more if noon-time meals are included), usually depend upon the income of the parents and must be borne by them.

7.2.3 Schools

In Germany school attendance is compulsory for all children between six and fifteen years of age. Schools are divided into the primary school (the first to the fourth school years), at the conclusion of which three main school types are available, depending on a child's school performance: the so-called ‘Hauptschule’, attended until the ninth or the tenth class that then concludes with a certificate; the ‘Realschule’ up to the tenth class that finishes with the middle-school certificate, and the ‘Gymnasium’ that is concluded at the end of the thirteenth class with the ‘Abitur’, a certificate that is the prerequisite for, and a guarantee of, university admission. (The Abitur is currently under revision, and sometimes it is concluded after the twelfth class.) A fourth school type, the comprehensive school, combines all three school types; the pupils are organised on the basis of their school performance into one of three tracts more or less corresponding to the three school divisions just described.

No fees are charged for the attendance of public schools in Germany. Private schools or international schools that charge fees are the exception. The local school board will gladly provide information on the situation where you live. The choice of school usually is made after a personal visit to the school and interviews with the school administration. The school year begins after the summer holidays between July and September; instruction in German schools occurs almost exclusively in the mornings (although the new wind of full-day schools, to the consternation of many a youngster, is blowing).³³

³⁰ <http://www.kinderbetreuung-hochschulen.nrw.de/hochschulen.php?stadt=12>

³¹ http://www.kinderbetreuung-hochschulen.nrw.de/einrichtung.php?e_id=60

³² <http://www.kinderbetreuung-hochschulen.nrw.de/hochschulen.php?stadt=13>

³³ Source: http://www.eracareers-germany.de/portal/schulen_in.html

Schulverwaltungsamt Stadt Essen

Gildehof (6th and 7th floors)
Hollestr. 3
45127 Essen

Office Hours

Mon, Tues, Thurs 8:30-12:30 and 14:00-15:00
Fr 8:30-12:30 and 13:30-14:30

<http://www.use24.essen.de/WebPortal/Agency/CityHall.aspx>

Schulverwaltungsamt Stadt Duisburg

Memelstr. 25 - 33
47049 Duisburg
schulverwaltungsamt@stadt-duisburg.de

Office Hours

Mon-Fr 8:00-16:00

<http://www.duisburg.de/vv/40/1/102010100000085833.php>

Schulamt für die Stadt Mülheim an der Ruhr

Bahnstr. 25
45468 Mülheim an der Ruhr

By appointment only

Tel: +49(0)208 455 4580

<http://www.muelheim-ruhr.de/shared/anbieter.php?fuid=6a1d18fe59e6cf0d22bc48d74e554ad6&artikeluid=suchen>

The Department for the Assistance of Children and Youth of Immigrant Families/RAA (Local Chapter) aids international families and unbureaucratically places children in schools that have special classes for children of immigrant families. They receive instruction in German and are integrated as quickly as possible into normal school classes.

An overview and contacts: <http://www.raa.de/>; for contacts in Duisburg see <http://www.raa.de/raa-duisburg.html> and in Essen <http://www.raa.de/raa-essen.html>.

7.3 Social Networks and Mobility

7.3.1 Communications

You will be able to apply for a conventional telephone (what the telephone people call a 'landline') for your flat. The private company *Deutsche Telekom* is now responsible for the telephone lines formerly belonging to a state monopoly. (The transition from public to private has not always been accomplished without a problem arising here and there.) In addition, there are also other private companies (Arcor, Versatel, etc.) to choose from. If you wish to use the Internet at home and you find the standard modem too slow, you can apply for an ISDN system or a so-called DSL connection, both of which speed things up. But beware: there are large differences in costs for hardware and monthly costs in the various choices offered by the telephone companies; getting things started is not without problems. The Internet facilities at the University, on the other hand, are free of cost and trouble and for its personnel accessible from outside.³⁴ Many members of the University are not online at home.

If your service is provided by *Telekom*, you can make national and international calls by means of a call-by-call service. By pre-dialling a usually five-digit number, calls are cheaper and are billed monthly by *Telekom*. (It is advisable to make a limited number of

³⁴ <http://www.uni-due.de/zim/services/internetzugang/#aussern>

calls in the first month or so as a means of testing how your telephone habits match your exchequer.) The following Web site provides information on the various services (e.g., www.billiger-telefonieren.de, www.teltarif.de etc.).

Despite the ever-expanding number of cell phones (in German they are called 'Handy', plural 'Handys'), there are still public telephone boxes/booths, which almost always require prepaid telephone cards that can be readily purchased in *Telekom* shops, at the post office, in tobacco or stationery shops and kiosks (so-called *Buden*).

The use of cell phones in Germany is relatively expensive in comparison with other European countries. (You would never guess this from the large number of school-aged children walking down the street with their Handys pressed against their ears, chatting away as if they had all the money in the world.) Regardless of whether your use of a cell phone is contractual or by prepaid card, you should check out the rather rich landscape of prices (with your own private telephone connection: T-Mobile, Vodafone, E-Plus und O2). As always, your colleagues can help you here.

7.3.2 Doctors' Offices, Hospitals and Emergencies

You can reach emergency services and the fire department by dialling 112 on any telephone or cell phone; an emergency doctor and an ambulance are also reachable at 19222.

The local hospitals do not have regular surgery hours for the public. The first port of call in case of illness is usually the GP/family doctor. Only in the case of a serious emergency should you proceed directly to the hospital.

Any medical treatment requires you to produce your insurance card or the European insurance card (EHIC). Privately insured patients are treated and then billed. Non-privately insured patients pay 10 euros quarter-yearly at their doctor's office before treatment is administered; if needed, your family doctor will readily write you a referral to a specialist (of the same price range)³⁵ so that you need pay only one quarterly fee. Preventive medical examinations, other types of screenings, and active immunisations are not covered by this fee.

7.3.3 Public Transportation

The Ruhr Area enjoys an excellent public transportation system. Regional rapid, express and commuter trains (*S-Bahnen*) link the cities in the Area. Like the trams, undergrounds and buses within the city, these trains can also be used with the same train ticket.

The price class 'A' is valid in the greater city area of Duisburg or Essen. For trips of three or four stations maximum, there is a ticket for short trips (*Kurzstrecke*); the destinations that can be reached with this kind of ticket are displayed on a notice board at each stop. The route between Duisburg and Essen requires a class 'B' ticket. If you use trains regularly, a monthly ticket (*Ticket1000* or *Ticket2000*) is recommended. There are also tickets for four journeys or daily tickets for all price classes that can be used by up to five persons. (Information at www.vrr.de.)³⁶ Doctoral candidates, after paying the semester and social fees, can use the student ID obtained at registration as a ticket,³⁷ employees have the opportunity to purchase the job ticket (<http://www.uni-due.de/firmenticket/>).

Tickets can be purchased at vending machines or at designated sales points. Be sure that you stamp your ticket using one of the orange machines at the beginning of the platform just before you enter a train. In trams and undergrounds (but not in the *S-Bahn*) these machines are inside the trains. No tickets can, on the other hand, be bought in any of these trains. **In the absence of a ticket or one that has not been stamped, you will be dealt with as a 'fare dodger' and fined 60 euros.**

³⁵ <http://de.wikipedia.org/wiki/Praxisgeb%C3%BChr#Zuzahlungspflicht>

³⁶ http://www.vrr.de/de/tickets_und_tarife/vielfahrer/index.html

³⁷ http://www.asta-due.de/cms2/index.php?option=com_content&task=view&id=10&Itemid=30&lang=de

7.3.4 Driver's License and Your Own Automobile

For a visit of less than six months, bringing your own automobile is relatively uncomplicated. Should you stay longer than one year, however, time-consuming and costly bureaucratic hurdles must be cleared in order to maintain your driver's license and car registration and to deal with car taxes and insurance.³⁸ If you possess a valid driver's license, it is most likely valid in Germany for six months. Valid driver's licenses are:

- one issued in one of the EU member states (without a German translation),
- one issued in the following countries (without a German translation): Andorra, Cyprus, Hungary, Hong Kong, Monaco, New Zealand, Norway, San Marino, Senegal and Switzerland
- one currently valid and issued abroad with an accompanying German translation (the translation of the foreign license can be done by a German diplomatic mission, an automobile car club in your home country or in Germany (e.g., *ADAC*, ARCD, AVD, etc.) or
- an international driver's license.

You must be certain to apply three months before the expiration of the deadline for a conversion of your license to a German driver's license, for otherwise the validity of your driving privileges will elapse.

Driving while under the influence of alcohol is severely punished in Germany, up to the loss of the driver's license. At 0.05% blood alcohol content (BAC) and above, you are in violation of the law and will face rather stiff fines if apprehended. Driving at or over 0.08% will result in immediate loss of the driver's license for several months and an even stiffer fine. Should you be involved in a traffic accident, you will be facing charges of varying degrees starting at 0.03%! Be careful: 0.4 l of beer, 0.2 of a litre of wine or 4 cl of high proof alcohol generally produce a BAC of 0.03 percent, depending on your weight. Sensible drivers do not drink at all several hours before driving.

In Deutschland seat belts are required for all occupants of the car. Should anybody in the car not be wearing a seat belt, the driver is subject to a fine of 30 euros. Telephoning while driving is not allowed without a so-called 'hands free' set.

If you are involved in an accident, you must remain at the scene until the police arrive. Hit-and-run driving is severely punished in Germany. Have the damages carefully recorded by the police and then report the accident to your insurance company. Any time you cause damage with a moving vehicle to any property, it counts as an accident and must be reported.³⁹

7.3.5 Social and Legal Counselling

Contact the 'Sozialberatungsstellen' of Student Services (*Studentenwerk*) for counselling on social matters at <http://isos.studentenwerk.essen-duisburg.de/soziales/persoенliche-beratung/sozialberatung> as well as legal advice at <http://isos.studentenwerk.essen-duisburg.de/soziales/persoенliche-beratung/beratungshilfe>. The legal advice division of the Student Union (Asta) is located at <http://www.asta-due.de/> under the heading 'Service'.

8. Before Returning Home

Before returning home you would normally close your **cheque account**, but not when certain payments into it have not yet been made, such as refunds on deposits, taxes or social security payments, because these can only be paid into a German bank account. It is advisable to alert your bank to your impending departure and follow their advice on closing the account.

You must also register your impending departure at the **Foreigners' Registration Office** or the **Office of Residents' Registration** (wherever you first registered, see 5.4.2 or 5.5.1).

³⁸ Source: http://www.humboldt-foundation.de/de/programme/betreuung/rat/08_03.htm

³⁹ Source: http://www.humboldt-foundation.de/de/programme/betreuung/rat/08_index.htm

Be sure also to cancel in due time (within the cancellation period) whatever **contracts** you may have made while here, such as those for telephones, insurance, day care, membership in German clubs and institutions, and so on.

Don't forget: the **University libraries** are always happy to have books returned. There is a German saying "Wiedersehen macht Freude" which means 'Reunions are happy occasions'.

Have a wonderful stay!