

Welcome to
Julius-Maximilians-Universität Würzburg

Guide

for international researchers,
guest professors, post-doctoral
and doctoral researchers



Julius-Maximilians-

**UNIVERSITÄT
WÜRZBURG**



**WELCOME
CENTRE**





Welcome to Julius-Maximilians-Universität Würzburg Greetings from the President and Vice President for International Affairs

**Dear colleagues and
guests from around the world,**

We are delighted that you have decided to conduct your research or teaching at the University of Würzburg and would like to welcome you to our Alma Mater.

Our university, founded in 1403, not only has a long tradition and a variety of subjects, but also offers many innovative research projects and international cooperation opportunities. International university rankings, its many special research fields, Graduate Schools and research teams prove its academic reputation.

Academic exchange and dynamic contact with excellent international researchers is essential for the success of any university. Therefore, we would like to say how pleased we are that you have decided to come to our university.

International mobility is connected with exciting new experiences and enriching contacts but – at least at the beginning of a stay abroad – also with some organisational challenges.

The goal of this welcome guide is to make your stay easier by giving you an overview of the various consulting and service offers at the university. Nevertheless, if you have further questions or should problems arise, please do not hesitate to contact our Welcome Centre. The staff will be more than happy to give you advice and to help you settle into your new city and to feel at home at our university. That way you can concen-

trate on your work and research while also finding time to enjoy the many leisure and cultural activities which make life in Würzburg and Mainfranken so enjoyable.

Networking as well as life-long friendships should not only be established but also cultivated and maintained. We would like to invite you to join our “Alma Julia” and become a member of our Alumni Network and the associated Alumni Society. Through this network you will always be up-to-date with important activities and new projects at the university and you can maintain contact with colleagues on a long-term basis.

I wish you and your family a successful and enriching time at the University of Würzburg and in our beautiful city.

Prof. Dr. Alfred Forchel
President of the
University of Würzburg

Prof. Dr. Phuoc Tran-Gia
Vice President of the
University of Würzburg
for International Affairs

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Welcome Centre

The Welcome Centre is the central point of service at the University of Würzburg for newly appointed professors, international postdocs and guest professors before and during their stay.

The Welcome Centre would like to make it easier for you to settle into Würzburg, have a good start at your job and feel comfortable at the University. As a family friendly university we consider the promotion of a good work-life balance very important. The Centre therefore offers assistance for you and your family in dealing with general administrative and practical issues relating to your employment and your move to Würzburg. The staff will also gladly help with individual concerns.

Advisory and Support Services

Searching for a Flat

The Welcome Centre can help you in your flat search with information on the local housing market. Even though the staff cannot offer any relocation services, they can help to establish contact to landlords and assist you with arranging a place to stay for your first few days in Germany.

Information on Childcare

The staff is well connected with local childcare facilities and schools and can give advice on different offers and registration procedures.

Information on Würzburg

The Centre provides information on life in Würzburg, leisure opportunities and cultural events.

Help with Administrative Matters

The staff can help you with administrative ques-

tions and provide information on the following topics:

- ▶ Signing up for health insurance
- ▶ Opening a bank account
- ▶ Applying for a residence and work permit, bringing family to Germany
- ▶ Applying for statutory benefits (e.g. child benefits)

Accompaniment to the Local Authorities

In case of problems, complex questions or language difficulties, someone from the Welcome Centre can accompany you to the local authorities.

Information on Language Classes

The Centre can inform you of language classes, relevant events and networking opportunities.

Support for Dual Career Questions

The staff offers support for the partners of newly appointed professors by facilitating orientation on the local labour market. They cannot offer any placement services, but are happy to provide information on potential employment opportunities and establish contact to regional companies.

Online registration

In order to enable the Welcome Centre to support you efficiently, they need your input. If you are an international scientist coming to Germany from abroad, please send them an e-mail with your questions well before the start of your stay and register with the Welcome Centre online at:

- ▶ www.uni-wuerzburg.de/welcomecentre
- ▶ In case of questions contact: welcomecentre@uni-wuerzburg.de

The medieval Fortress Marienberg located on the shore of the river Main



The University of Würzburg: A history of success

The University has a long tradition dating back as far as 1402 and was the sixth institution of higher education to be founded in the German-speaking regions of Europe. Many eminent scholars and scientists, including 14 Nobel Laureates, have researched and taught in Würzburg. Among those are Rudolf Virchow, Carl von Siebold, Franz Brentano, Wilhelm Conrad Röntgen and Klaus Klitzing, to name just a few.

Having grown over more than six centuries, the University of Würzburg offers a wide range of subjects. In addition to the classic four – medicine, theology, philosophy and law – far more than 200 degree programmes are offered now. Recent ones include Nanostructure Technology, Biomedicine, Modern China, Digital Humanities, Human Factors in Computing Systems, and Museology.

The University comprises ten faculties:

Catholic Theology

Law

Medicine

Liberal Arts: Literatures, Languages and Cultures, Historical Sciences, Geography

Human Sciences

Biology

Chemistry and Pharmacy

Mathematics and Computer Science

Physics and Astronomy

Business Management and Economics

Newly-designed degree programmes, a steadily growing influx of students and many new research activities continue to drive the growth of the institution's infrastructure. In 2011, the University expanded to include the newly set-up Campus Nord, a 39-hectare area next to Hubland Campus.

Research Centres as a Trademark

As early as the 1990s, the University began founding cross-faculty research centres and opening up new research areas and possibilities for innovative degree programmes. These interdisciplinary centres, for example the Research Centre for Infectious Diseases and the Biocentre, have become internationally prominent trademarks of the University of Würzburg. The scientific standing of the University also shows in its numerous collaborative research activities funded by the German Research Foundation (DFG): Würzburg scientists have continuously been able to raise funding for collaborative research centres, research training groups and research units against tough competition. In 2002, the University of Würzburg launched one of the three Centres of Excellence funded by the DFG across Germany: the Rudolf Virchow Centre/Centre for Experimental Biomedicine. Those activities have pushed the University into the top tier of German academic research institutions. On an international level, the University also ranks among the top in many scientific disciplines including biology, chemistry, medicine, physics and psychology.

The Old University – home of the Faculty of Law



Promoting the Next Generation

The University regards the promotion of junior academics as an essential responsibility. Establishing its Graduate Schools in 2006 constituted another milestone in this endeavour. These institutions provide doctoral candidates and post-docs with the appropriate structures and formats to continue and enhance their training and education.

University Hospital: Excellent Medical Care and Top-Level Research

Medical education, research and the treatment of patients are so closely intertwined here that the patients always profit from the latest developments in medical therapy. The hospital placed

9 out of 2,000 hospitals throughout Germany (FOCUS Ranking, 2013). Every year, the University Hospital provides in-patient treatment for around 55,000 people and sees 230,000 out-patients. A new Centre for Operative Medicine (ZOM) was opened on the expanded Medical Campus in 2004. This was followed in 2009 by the new Centre for Internal Medicine (ZIM). Many more new buildings such as the Comprehensive Heart Failure Centre are under construction or in the planning phase.

1

1.1. Checklist

1. Clarify the specifics of your job with your host Institute
2. Newly appointed professors, guest professors and international post-doctoral researchers, please register online with the Würzburg University Welcome Centre
3. Put together the most important documents you will need to apply for a visa (if applicable) and to arrange your employment contract (including potential translations and certified copies)
4. Apply for a visa (if applicable): The application process can take weeks or even months. It is strongly recommended to apply for a visa for yourself, and any family members accompanying you, as soon as possible.
5. Inform yourself on applying for and receiving health care
6. Find accommodation in Würzburg
7. If your children are accompanying you contact the Campus-Kinderhaus and register online
8. Get in touch with a tutor if you need help in the first few days of your stay in Germany
 - ▶ Newly appointed professors from abroad are invited to contact the Welcome Centre and arrange an individual appointment.
 - ▶ International doctoral and post-doctoral researchers can also use the services of the International Office, such as the tutoring service, instead of the Welcome Centre. You will find information regarding all of these topics in the following chapters.

1.2. Cost of Living

The cost of food, clothing, cultural events and gastronomy in Germany is comparable with the European average.

▶ **Current prices to be expected in Würzburg:**
www.expatisan.com/cost-of-living/wuerzburg

International students or doctoral researchers can manage with a monthly budget of € 800 to € 1000, assuming they are content with moderately priced accommodations, e.g. shared flats or subsidized student accommodations.

▶ **More on students' monthly expenses:**

www.study-in.de/en/ ▶ plan your stay ▶ money & costs ▶ cost of living

If you are an International researcher with higher qualification levels you should however plan for much more, especially if you would like to bring your family with you. Additional costs, among other things, should be included for:

- ▶ A larger flat, possibly a house
- ▶ Cost for public transportation or a private car
- ▶ Higher health care costs

1.3. Employment Contract

It is essential to discuss the starting date and duration of your research stay, as well as the necessary steps to conclude an employment contract, with your host institute. Contact the person responsible for you at the personnel department as soon as possible before your departure in order to clarify which documents, in which form, are required. You will have to fill in and submit some documents before your arrival in Würzburg so that upon arrival you can sign the employment contract. It is very important that you do

not arrive on the day your work officially begins. You should plan to arrive at least a week in advance in order to take care of all required paperwork and formalities so that your first day of work goes smoothly and trouble-free.

You should have the following documents either as an officially certified copy or as the original with single copies. If the documents are in languages other than German or English, they must be translated by an official translator.

- ▶ University diplomas such as Bachelor, Master etc.
- ▶ Doctoral Degree Certificate
- ▶ Habilitation Certificate (if applicable)
- ▶ Proof of work experience with exact dates and classifications in order to account for time spent in public service
- ▶ Marriage certificate and birth certificate of children (if applicable)
- ▶ Criminal Record category "O" (German categorisation): Employees in public service must prove before beginning employment that they do not have any previous convictions. If necessary, such a certificate must be obtained from the responsible authority in the home country and translated into either German or English if not already in one of these languages. The confirmation cannot be older than three months at the start of employment.

The personnel department also normally requires the following information. It can however be acquired and handed in after arrival in Germany:

- ▶ Proof of health insurance (see chapter 1.6.)
- ▶ Social security card or proof of application (see chapter 1.6.)

▶ Occupational medical examination ("Einstellungsuntersuchung"): The examination is conducted free of charge by the University's Medical Services ("Betriebsärztlicher Dienst"), Josef-Schneider-Straße 2, Building D4.

Additional forms must be filled in which you will receive from the personnel department. The institutes, personnel department and Welcome Centre will gladly help you through the process.

Please note: The personnel department will compare foreign degrees to their German equivalents to determine your eligibility for a position and your salary. In the case of doctoral researchers, their admission to the academic program also depends on those documents. Here the screening is done by the International Office. The reference used for such comparisons is the database "ANABIN" (only in German: anabin.kmk.org). If a foreign degree cannot be found in the database, it must be reviewed by the Central Office for Foreign Education in Bonn which usually takes many weeks. Under certain circumstances this could delay the enrolment of doctoral researchers. Regarding international researchers with an employment contract, immediate employment is still possible in such cases. The categorisation into the proper salary group is however only possible after all certificates and pieces of information have been submitted. Potential financial loss up until this point will be retroactively paid once all certificates have been received.

In addition to the university degree, previous work experience also plays an important role in categorising you into a specific salary group. Copies of all past employment contracts at home

and abroad are required. Alternatively, a certificate from your past employers with original signature and seal listing your previous activities (duration, salary and how many hours per week) is also considered sufficient.

1.4. Important Documents

In addition to the required certificates and documents listed in chapter 1.3., you should also put together the following documents as soon as possible. They will be important for either your visa application, the application for your residence and work permit or for both.

1. Passport, valid for the entire duration of your stay
2. Entry visa (also for your family members)
3. Invitation letter from your host institute which precisely explains which activities you will be doing at the University and in what form you will be remunerated and insured. The invitation letter should have the following information:
 - ▶ Your complete name with date of birth and ideally passport number
 - ▶ The exact duration of your planned stay
 - ▶ The type of research project
 - ▶ Confirmation that a workplace and equipment will be made available
 - ▶ The nature of the employment contract or other forms of remuneration (fellowship)
 - ▶ Information on salary group and number of working hours (if applicable)
 - ▶ Statement on how social security and health insurance will be provided

4. Verification regarding financing your stay
 - ▶ Invitation letter, afterwards employment contract
 - ▶ or confirmation from your scholarship provider regarding the length and monthly amount of your scholarship
5. Confirmation from your health insurance that you are insured for the complete duration of your stay in Germany (in English or German)

New employees usually travel to Germany with a travel health insurance and obtain health insurance from a German provider, if they enter into a regular employment contract with the University, within the first few days after arrival.
6. Multiple biometric passport photos
7. Copies (and when necessary translations) of insurance documents
8. Immunisation record, if available, as well as other important medical documents and records regarding medication currently being taken (if necessary)
9. Internationally recognised driving license (if applicable)
10. Some cash and ideally a credit card for the first couple of days

1.5. Visa

The Difference Between a Visa and a Residence Permit

A visa allows you to travel to Germany and is usually limited to 90 days. For an employment contract and longer stays, non-EU citizens must apply for a work and residence permit at the Department for Nationality Issues and Foreigner

Affairs (“Ausländerbehörde”) responsible for your area in Germany before your visa expires (see chapter 2.4.). This is also necessary for international employees who do not need a visa to travel to Germany.

Applying for a Visa

A visa can be applied for at all German consulates and embassies worldwide. The application process can last months and this should be calculated in when planning your stay. The following is usually needed for the application:

- ▶ Passport
- ▶ Multiple passport photos (up-to-date)
- ▶ Application form
- ▶ Confirmation of employment and proof of income in your home country
- ▶ Documents which verify the reason for your stay in Germany and how it will be financed, e.g. letter of invitation (see chapter 1.4.) from the University, confirmation from your scholarship provider etc.
- ▶ Proof of health insurance
- ▶ Consular fees (variable)

However, what is required can vary. Clarify this before your appointment in order to avoid a prolonged waiting time.

Please note: You must apply for a national visa (D visa). With this visa you can also travel to other countries in the Schengen area for 90 days. You should under no circumstances travel to Germany with a tourist visa (“Schengen visa”, type C). You are not allowed to work with a tourist visa and it cannot be converted into a residence or work permit in Germany. You would risk having

to travel back to your home country in order to start the application process over.

- ▶ **Country specific visa requirements:** Federal Foreign Office: www.auswaertiges-amt.de/EN
 - ▷ Entry & Residence ▷ Visa regulations ▷ Overview of visa requirements and exemptions
- ▶ **List of German missions abroad:** www.auswaertiges-amt.de/EN/ ▷ Foreign & European Policy ▷ Bilateral relations ▷ German missions abroad: Countries A to Z

1.6. Social Security and Insurances

1.6.1. General Information on Social Security

Social security in Germany is based upon the principle of solidarity and is mostly compulsory. The system protects against possible risks due to unemployment, illness or old age and comprises the following elements:

- ▶ Health insurance
- ▶ Nursing care insurance (“Pflegeversicherung”). For the event that you need assistance in old age or need to go to a nursing home)
- ▶ Unemployment insurance
- ▶ Accident insurance (at work)
- ▶ Pension scheme

International Researchers with an Employment Contract

As a JMU employee, insurance is compulsory as soon as you enter into a contract beyond the limit of marginal employment (€ 450 per month). When you enter into an employment contract you are automatically registered with the necessary social insurance providers. After you have cho-

sen a health insurance, they will be informed of the start of your employment by the personnel department. The health insurance provider then informs the other social insurance providers. Once the registration process has been completed you will receive your insurance number (“Versicherungsnummer”) from the provider handling the pension scheme as well as a booklet proving that you are insured (“Versicherungsnachweise”) which you must give to the personnel department. The University is responsible as the employer for paying the contributions. Your contribution is based upon your income and is directly deducted from your salary. The contributions amount to around 20% of your gross salary.

Stay with a Scholarship

In the case of a scholarship without entering into an employment contract, you are generally exempt from compulsory social security payments. Health insurance is however an exception and even as a scholarship holder you must still organise coverage for yourself.

► Further Information on Social Security in Germany

- All five branches of social security: German Social Insurance, www.deutsche-sozialversicherung.de/en
- Federal Ministry of Labour and Social Affairs brochure “Social Security at a Glance”: www.bmas.de/EN ▷ services ▷ publications ▷ social security at a glance
- European Commission brochure on your social security rights: ec.europa.eu/social/main.jsp?catId=858&langId=en ▷ Germany

- Information on transferring claims abroad or from other countries: EURAXESS: www.euraxess.de/en ▷ Services ▷ Outgoing Researchers ▷ Social Security

1.6.2. Health Insurance

Everyone living or working in Germany must have health insurance. It must be proven that at least out-patient medical treatment and hospital costs are covered by a health insurance company and certain medical check-ups are included. Therefore you must show proof of health insurance valid in Germany before obtaining a residence permit or signing an employment contract.

Short Stay

In the case of a shorter research stay of up to three months without an employment contract, a normal travel health insurance is generally sufficient. This is however not enough to submit to the Department for Nationality Issues and Foreigner Affairs (“Ausländerbehörde”) when applying for a residence permit.

Research with Employment Contract

If you have an employment contract with the University, you will have to sign up for statutory health insurance with one of the public health insurances, offering full medical treatment. If needed, this can be expanded through private supplementary insurances which offer coverage for additional services such as dental prostheses, financing glasses and contact lenses, covering the costs of special treatment methods, treatment by the head doctor or a private room in the hospital.

Only if you exceed a yearly gross salary of € 56,250 (as of 2016, assessment ceiling changes annually), can you choose between the government-regulated public health insurance (GKV, see 1.6.2.1.) or a private health insurance from a German or international insurance company (PKV, see 1.6.2.2.).

Research Stays Financed Through Scholarships or Own Funds

If you are financing your research stay either with a scholarship or your own funds you are not publicly insured through the University. You must search for private insurance. There are many private providers which are specialised in the needs of mobile researchers.

In certain cases existing health insurance in the home country could cover the required services. Clarify the requirements with the German Embassy and your health insurance company. If the insurance is sufficient, you will need official proof from your health insurance in German or English which states which services are included and that the insurance is valid for Germany and the complete duration of your stay.

There are some health insurance providers specialised in covering international researchers, students, visiting professors etc. which you can easily find online.

International Doctoral Researchers on Scholarships or Own Funds

Some healthcare providers offer student healthcare for enrolled doctoral researchers. This can seem very attractive as the monthly premium is low. Doctoral researchers are however legally not

entitled to student healthcare. Do not sign up for student healthcare. In the worst case scenario you must later pay for medical treatments and hospital stays on your own.

1.6.2.1. Government Health Insurance System/ Statutory Health Insurance (GKV)

In Germany there are more than 130 public health insurance companies which are part of the government health system. All providers charge a fixed percentage (about 15%) of the monthly gross salary up to an income threshold of roughly € 4,240 (as of 2016). Beyond the threshold the premium stays constant. Around 90% of all Germans are members of one of the statutory insurance companies. Services are largely fixed for statutory health insurance but the provider can be freely chosen. It is worth comparing the providers as differences exist regarding supplementary services, packages and customer service. Additionally governmental nursing care insurance is mandatory. It costs € 93 per month, half of which is paid by the employer.

Check if your home country has a social security agreement with Germany. You can also ask your host institute or the Welcome Centre for help with finding a health care provider.

► **Information on the German health system:** www.make-it-in-germany.com ▷ Living ▷ Healthcare

► **Comparison of public health care companies in Bavaria** (only in German): www.gesetzlichekrankenkassen.de/preise/bayern/bayern.html

1.6.2.2. Private Health Insurance (PKV)

In Germany there are more than 40 companies which offer private health insurance. Services and premiums vary. However, they usually offer more services and a wider range of treatment methods than the GVK. If you have a private health insurance you have to pay for your treatment on your own first and will only be reimbursed by your PKV after you have sent the bill. Furthermore you must pay the insurance individually for all family members (in contrast to family insurance with the GKV) and pay the amounts even when you are temporarily not working (e.g. during family leave).

The premiums are not dependent on your salary but rather on factors such as age and pre-existing conditions, as they are not based on the solidarity principle. If you are young and healthy, premiums are likely to be lower than for public health insurance. A private health insurance might thus be an attractive option for healthy young researchers coming on their own with a fellowship or using their own funds.

Once you are privately insured it can be difficult to return to statutory health insurance. As of a certain age or due to a chronic illness a private insurance provider can deny you coverage. Bear in mind that the process of acceptance can generally last longer due to medical examinations prior to signing a contract.

► **Overview of all private health insurance companies in Germany:** www.krankenkassen.de ▷ Private Krankenversicherung ▷ List: Private Krankenversicherungen

The website is only available in German but it is easy to navigate to the page with the list of

providers. You can always ask the Welcome Centre or your host institute for help.

1.6.3. Possible Supplementary Insurances

In addition to the compulsory insurances there is a large variety of voluntary insurances. The following insurances are not compulsory but are considered “must haves” or at least useful to various degrees depending on your own personal risk profile. Because almost everyone has these insurances, the premiums are low. Certain agencies specialise in the needs of international researchers and offer individual packages tailored to your needs. The liability insurance (“Haftpflichtversicherung”) is also recommended for shorter stays. If you would like to drive your own car you will need to take out additional mandatory liability insurance for motor vehicles (Kfz-Haftpflichtversicherung). In any case, when taking out insurance you should choose policies which can be terminated yearly.

Must have

► (Third-party private) Liability Insurance (“Haftpflichtversicherung”): Covers physical injury or material damage to others caused by you. Please note: most private liability insurances do not cover damage caused at work. If you work with expensive equipment, e.g. in a lab, it is advisable to cover that risk through an additional workplace liability insurance.

Potentially useful

► Household Contents Insurance/Home Insurance (“Hausratsversicherung”): Protects your



The Residence Palace with its Square and Court Garden is a UNESCO World Heritage Site

furniture and household-equipment against fire, water damage or burglary

► Private Accident Insurance/Accidental Death and Disablement Insurance (“Private Unfallversicherung”): Not to be confused with health insurance, which covers treatment. This one covers for example income losses to you or your family caused by accidents outside of the workplace (e.g. sporting accidents).

► Disability Insurance/Income Protection (“Berufsunfähigkeitsversicherung”): Protection in the case that you can no longer work (e.g. due to back problems, burnout or severe illness which permanently limits employment)

► Life insurance: Will give financial aid to your surviving dependents

► Legal Assistance Insurance (“Rechtsschutzversicherung”): Provision of legal advice and lawyers in the case of a legal dispute

1.7. Finding Accommodation

Würzburg is a popular student city meaning that searching for a flat often takes longer and you should plan many months in advance. It is especially difficult for international researchers looking for a furnished flat close to Campus Hubland, the city centre or the University Hospital to find suitable offers early enough. As the majority of landlords in the area prefer to rent their flats unfurnished and long-term, for shorter stays you must plan on spending more time looking for accommodation. This is especially the case during the time before the start of a new semester. It is recommended that you arrive early in order to personally visit and view the flats.

The majority of rental advertisements in newspapers and local online portals in Germany are in German – even if the landlord speaks English. A list with key expressions and the most common abbreviations and acronyms relating to the features and description of flats, houses and the rental terms and conditions can be found in the back of the brochure. This list might make it easier for you to find a suitable flat.

Flats in neighbouring cities and communities are often easier to find and more cost effective. It is however recommended beforehand to check if there is public transportation available or if a car is required in order to reach the University.

According to law any potential broker fees have to be paid by the landlord. Be aware that you might still encounter situations in which brokers try to charge you some additional fees.

There are many websites online where you can look for accommodation in Würzburg. The majority of these websites are however in Ger-

man. The Welcome Centre and your host institute can help you in your search for housing with tips and information in the first few days or weeks. They can also send you information in advance to help you before your arrival. If you have questions regarding the various neighbourhoods and areas in Würzburg and their accessibility, they can also assist in answering these questions. In the case of language difficulties the Welcome Centre can establish the first contact with a potential landlord.

1.7.1. University Guesthouse

The flats at the University International Guesthouse are fully furnished and centrally located. Each flat has one to two rooms, a bathroom and a kitchenette. Flats can be rented for a maximum of six months. If you are interested in staying in the University International Guesthouse ask as soon as possible as the guest flats must be booked many months in advance. A binding booking must be made through your host institute.

► Further information:

www.uni-wuerzburg.de/en ► Visitors, the city and the region ► Visitors ► Guesthouse

1.7.2. Siebold Collegium

The Siebold-Collegium – Institute for Advanced Studies (SCIAS) and its fellows (along with their families) are housed in the Welz Haus. It is situated in a very quiet yet central area of Würzburg (Klinikstraße 6). Its location is ideal to explore the city as many points of interest are within walking distance. The house contains 20 flats for one to three people, discussion/meeting areas, a small lecture hall, a kitchen/dining hall and

The “Welz House”: meeting point for international guests



Bild: Daniel Peter

other facilities. The entire building is a non-smoking area. The flats are fully furnished, of various sizes and each contains a bathroom/shower and a kitchenette. The monthly rent includes internet access, use of shared facilities, electricity and heating costs and also covers the weekly joint fellow dinners and free access to all events taking place at the Welz Haus.

► For more information, and in case of questions:

<https://www.uni-wuerzburg.de/scias>

2

2.1. Checklist

For international researchers with an employment contract

- ▶ Register your new place of residence at the Citizens' Office ("Bürgerbüro") within two weeks after your arrival in Germany
- ▶ Open up a bank account at a German bank
- ▶ Sign up for health insurance
- ▶ Sign your employment contract at the personnel department
- ▶ Apply for your work and residence permit at the Citizens' Office Department for Nationality Issues and Foreigner Affairs ("Ausländerbehörde") before your visa expires
- ▶ Make a decision regarding the supplementary company pension scheme ("Betriebliche Altersvorsorge" (VBL)) within two months after starting your job
- ▶ Obtain a Job Ticket for public transportation if necessary
- ▶ Enrol at the University if you are an international doctoral researcher

The following sections provide information on those steps.

2.2. Registration at the Citizens' Office ("Bürgerbüro")

In Germany every citizen must register their residence when they move to a new city. If you are planning a stay of six months or longer in Würzburg you are required to register within two weeks. If you do not have your own accommodations or address upon arrival it is also possible to register with the address of your temporary ac-

commodation. A change of address is possible at any time thereafter.

Registration is easy and free of cost:

You will need:

- ▶ Passport
- ▶ Confirmation from landlord that you are accepted as a renter ("Wohnungsgeberbestätigung des Vermieters")
- ▶ Registration form

If you live in the University Guesthouse, the confirmation from the landlord is normally sent from the Guesthouse directly to the Citizens' Office.

You can either make an appointment online or go to the Citizens' Office, take a number and wait. The last numbers are given out half an hour before closing time. The Welcome Centre and your host institute can help download the required forms.

In general, if you live within the city limits, the Citizens' Office is responsible for registration:

- ▶ **Online Registration for an Appointment:**
www.wuerzburg.de/en ▶ Residents ▶ Würzburg Citizen's Office (Bürgerbüro) ▶ book your appointment online

- ▶ **Address**
Bürgerbüro der Stadt Würzburg
Rückermainstraße 2
97070 Würzburg

buergerbuero@stadt.wuerzburg.de
Opening Hours vary throughout the week. Check on the internet before you intend to go there!

The Town Hall "Grafeneckart" is one of Würzburg's historic highlights



If you live in one of the surrounding towns or villages such as Gerbrunn, Veitshöchheim or Rottendorf, you must register with the responsible county administration office (“Landratsamt”).

► **Address**

Landratsamt Würzburg
Zeppelinstraße 15
97074 Würzburg
poststelle@lra-wue.bayern.de
www.landkreis-wuerzburg.de

Registration for shorter stays:

For research stays of less than six months you may not have to register. A registration is only necessary if:

- You need a tax identification number
- You have to apply for a residence or work permit. This is usually the case for researchers from non-EU countries who will be in Germany for longer than 90 days, and who have not directly received a residence permit from the German Embassy in their home country for the complete duration of their stay.

2.3. Setting up a Bank Account

Before signing an employment contract you will usually need an account from a German financial institution so that your salary or scholarship can be transferred. The conditions for opening an account are similar at the majority of banks. It is however useful to compare the account management fees at the various banks.

The majority of branches offer consultation in English but an appointment should be made in

advance. The Welcome Centre will gladly help you set up an appointment.

In order to open a bank account you will need the following:

- Passport
- Proof from the Residents’ Registration Office (“Bürgerbüro”) that you registered

With your account you will receive an EC Card. With this card you can pay with at almost all stores and restaurants and you can use it at your bank’s cash machines free of charge. Taking out money from cash machines operated by other banks is possible but usually involves a fee.

Short Research Stays:

If you are a visiting professor and only researching or teaching at JMU for a short period of time, especially if you come on a fellowship, it might not be necessary or even possible to open a German bank account. Please ask the Welcome Centre for advice.

2.4. Applying for a Residence and Work Permit

Citizens from outside the EU must apply for a residence permit if their planned stay is longer than the duration allowed (usually 90 days) on the visa granted by the Embassy. Work and residence permits can be applied for at the Würzburg Citizen’s Office (“Bürgerbüro”) at the Department for Nationality Issues and Foreigner Affairs (“Ausländerbehörde”).

The application usually has two steps:

1. Consultation: After you have registered with the Residents’ Registration Office at the Citizen’s

Office you can go to the referred department, without an appointment, with your documents. It is essential to do this at least eight weeks before your visa or residence permit expires. This includes applying for an extension or renewal. You will be given all of the required application forms, your documents will be reviewed and you will be informed of which certificates or documents you may still need. The following documents are usually required:

- Passport
- One biometric passport photo
- The application form completely filled in
- Verification regarding financing your stay, e.g. employment contract or confirmation from your scholarship provider
- Verification of what you will be doing during your stay, e.g. employment contract (certificate from your employer in case your employment contract is not yet ready), research agreement
- Proof of health insurance
- Proof of sufficient accommodation (“ausreichendem Wohnraum”) through proof of

accommodation (“Wohnungsnachweis”: this lists the exact size of your accommodation). Finally you will receive an appointment for the actual application procedure.

2. Actual Application: At this appointment you will apply for your work and residence permit. There are various types of residence permits. The type of permit you will receive is based upon several factors, for example your employment contract and income, your field of research or work or the duration of your stay. The staff at the Department for Nationality Issues and Foreigner Affairs will advise you regarding this.

If you have questions or problems the Welcome Centre is always available to help. They can help you fill in the application and, upon request, accompany you to your appointment.

If you do not live in Würzburg, but in one of the surrounding areas such as Gerbrunn, Veitshöchheim or Rottendorf, you must apply for your work and residence permit with the responsible county administration office (“Landratsamt”) (see chapter 2.2.)

Please note the definition of sufficient accommodation “ausreichendem Wohnraum”:

You and every family member over six years of age must each have 12 m² and every family member under six years of age must each have 10 m² available to them. Additional rooms such as the kitchen, bathroom, WC and hallway must be accessible to everyone.

► **Costs for applying for a work and residence permit (as of 2016)**

- Valid up to one year: € 100
- Valid for more than one year: € 110
- Extension of up to three months: € 65
- Extension of more than three months: € 80

► **Address**

Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten
Rückermainstrasse 2
97070 Würzburg
ausland@stadt.wuerzburg.de

► **Information on residence permits**

- **EURAXESS:**
www.euraxess.de/en/ ▷ Services ▷ Incoming Researchers ▷ Visa and entry
- **German Rectors' Conference:**
www.hrk.de/home/ ▷ HRK International ▷ Mobility and Mutual Recognition ▷ Mobility of Researchers ▷ Leaflet in English

shorter than five years, you can have yourself exempted from VBLklassik within two months after the start of your contract. In this case the employer will take on a different supplementary pension scheme (VBLextra) with which you are entitled to a pension without any waiting period or minimum working time. You will receive all of the necessary information including the application documents from the personnel department.

► **Further information on the VBLklassik and VBLextra tariffs:**

VBL: www.vbl.de ▷ English top right corner

► **General information on German pension scheme:**

EURAXESS: www.euraxess.de/en/ ▷ Services ▷ Incoming Researchers ▷ Social Security ▷ Pension Scheme

► **Pension systems worldwide and application procedures for researchers who are entitled to a pension in multiple countries:**

www.findyourpension.eu

2.5. Company Pension Scheme (VBL)

For all public employees there is a mandatory company pension scheme which supplements the general state pension scheme. It is provided by the Federal and State Government Employees Retirement Fund ("Versorgungsanstalt des Bundes und der Länder" (VBL)) and partially paid for by your employer and yourself, respectively. This scheme will automatically come into effect once you sign a contract (VBLklassik). Receiving any benefits however depends on having worked in the public sector in Germany for at least five years. Therefore, if your employment contract is

2.6. Job Ticket

Using public transportation as a University employee

As a University employee you are entitled to receive a Job Ticket, the "Mobil-Firmen-Abo", which makes using public transportation in Würzburg cheaper. As soon as you receive your Novell user account you can download the application form from the Intranet and register for the Mobil-Firmen-Abo.

The Mobil Firmen-Abo is not transferable. You can however take family members with you at certain times free of charge. The Job Ticket is

valid for one year and is automatically renewed for another 12 months if it is not cancelled in writing in time according to current terms and conditions.

If an employee however leaves their job before the end of the fiscal year or could not use the ticket because of a longer stay abroad or illness, the costs for the ticket can be partially reimbursed.

► **For more information on the Job Ticket and to get the application form please contact:** Unit 4.1 at the Service Centre Human Resources: go.uniwue.de/job-ticket

Using public transportation as a doctoral researcher

If you are enrolled for your PhD at the University, your student card can also be used as a semester ticket. With your card you can use all public transportation within the city and to certain neighbouring areas free of charge.

► **Range of the semester ticket:**

www.studentenwerk-wuerzburg.de/en/ ▷ Money ▷ Save Money ▷ Semester Ticket ▷ Würzburg

2.7. Rental Contract

A rental contract is legally binding once the tenant and landlord have signed it and should therefore be thoroughly scrutinised beforehand. If you have difficulty understanding the contract, please ask your host institute or the Welcome Centre for help.

The rental contract is usually drawn up in German and contains information on the rental price

and additional costs, the duration of the lease, cancellation period and obligations such as repairs and renovations. Possible increases in the rental price will also be mentioned.

The rent must be promptly transferred to the landlord's bank account usually at the beginning of the month. Payment in cash is not normally possible.

Additional Costs

Pay special attention to what is included in the additional costs. In the majority of cases you will pay monthly for the additional costs which are calculated based upon the size of the flat and the number of people living there. At the end of the year the exact amount of water, heating etc. that was used will be determined. If you have used less than what was calculated for the year you will receive money back, if you used more you will have to pay the difference.

Deposit

Most landlords require a security deposit equivalent to 2-3 months of rent. If you caused any damage to the flat beyond normal wear and tear – sometimes a matter of dispute – the landlord can keep a part of the deposit when you move out. If everything is in good order, you get back the complete deposit. Therefore, it is crucial that all existing defects in the flat be documented in a report drawn up when the flat is being handed over to you. That report avoids that you are held responsible for pre-existing defects when you move out. There are various options for paying the deposit. Ask the Welcome Centre for assistance.

Bird's eye view: the Fortress on Marienberg Hill



Bild: Elmar Hahn

Renovations

Larger renovations and repairs are paid by the landlord. Inform your landlord of damages right away so that repairs can be taken care of immediately. Smaller cosmetic repairs are however the responsibility of the tenant. This is also mentioned in the rental contract. For unfurnished flats with an open-ended rental period the tenant is often required to paint the flat either when moving in or moving out.

Cancellation period and duration of rental

The majority of rental contracts are open-ended and have a cancellation period of three months. Exceptions must usually be made in writing. Shorter rental and cancellation periods are often

made for furnished temporary accommodations. A minimal duration of how long one can rent may be made on a case by case basis.

Practical tips

In order to avoid conflicts with the landlord or a premature cancellation of the lease it is recommended to inform yourself in detail on the "house rules" ("Hausordnung"). They might include:

- ▶ Avoid noise during midday and after 10:00 in the evening
- ▶ Properly heat and air out the rooms in order to avoid mould growth
- ▶ Proper waste separation
- ▶ Take on specific tasks together with the other

tenants in the building (by arrangement), e.g.: cleaning the staircase or lawn work. Often a caretaker is however responsible for these tasks whose services are then part of the additional costs.

2.8. Phone and Internet

If you are not living in a Guesthouse or residence hall in which the costs for the internet and telephone are included in the utility costs, you have to find a telephone and internet provider on your own and arrange the contract. You can choose from a variety of services and numerous providers, resulting in different costs. You have to carefully select the right package. For example, international calls and calls from a landline phone to a mobile phone are usually not included in flat rate offers. Pay attention to the contract cancellation period. Contracts that can be cancelled monthly are usually more expensive but you should avoid contracts for 12 or 24 months.

Using your home address you can go through the websites of the various providers online and check which rates and surfing speeds are available in your area. Contracts can be arranged online or through a telephone hotline. The required equipment will be sent to you through the mail with a onetime fee. A technician can be called upon if problems arise.

There are many sites online where you can compare the various telephone and internet providers. Popular internet providers in Germany are also easily found online.

Mobile phone contracts

For your mobile telephone you can either enter into a contract or use a prepaid sim card. Rates with a contract might be cheaper if you are a heavy user, but they often have a minimum period of 24 months. For shorter stays in Germany a prepaid card is recommended. They can be bought directly from the shops of the various mobile phone providers, in many supermarkets and from electronics shops. As special rates for calling abroad vary from provider to provider it is worth comparing them beforehand.

2.9. Taxes

2.9.1 Tax Identification Number

Approximately one to three weeks after registering at the Resident's Registration Office ("Bürgerbüro") you will receive your tax identification number. You must then send this to the personnel department. This number is valid for life. Your tax number and additional tax information ("Steuermerkmale") is located on the top right hand side of your pay slip ("Lohnabrechnung"). As those who are married with partners in Germany and employees with children can apply to receive certain reductions and tax allowances ("Steuerfreibeträge"), it is important to make sure that all of your information is correctly recorded. If this is not the case please contact the personnel department.

2.9.2. Tax Obligation

Every person in Germany who performs any activity ("Tätigkeit") for which they are paid must also pay income taxes. The amount depends on the income. Simply not knowing the regulations will

not protect you from prosecution if you inadvertently pay too little or no taxes at all.

Researchers with an Employment Contract

If you enter into an employment contract with the University, you will be subject to taxation in Germany and the income tax will automatically be deducted from your salary.

Visiting Professors with a Shorter Stay

Visiting professors, who are only at the University for a few weeks or months and are remunerated for their work, are often exempt from paying income tax. This is regulated in double taxation agreements in order to avoid that your income is taxed in two countries. Make sure to inform yourself of the agreement between Germany and the country in which you currently reside. If an agreement exists which allows you to pay tax in your own country, the personnel department will fill in a form for you exempting you from paying taxes.

- ▶ **Information on Double Taxation Agreements:**
Federal Ministry of Finance:
www.bundesfinanzministerium.de/Web/EN
▷ Issues ▷ Taxation ▷ Double Taxation

International Researchers with a Scholarship

Scholarships are usually tax exempt. There can however be exceptions, therefore it is important to ask your scholarship provider.

Seek Professional Advice

In case of doubt, the “Betriebsstättenfinanzamt” is the only authority which can give you legally binding information on your tax liability in Ger-

many. This information can be requested free of charge. Also it is highly recommended to go to a private tax consultant if you are not sure of your liability, or entitlements, and need help working through the tax system in Germany.

2.9.3. Changing Your Tax Bracket

If you have an employment contract with the University and your spouse comes with you to Germany, you can possibly claim certain tax benefits and change your tax bracket. This is particularly advantageous if your spouse earns less or has no income while in Germany. You must fill in and submit the form “Antrag auf Steuerklassenwechsel bei Ehegatten/Lebenspartnern” (changing tax bracket with spouse/partner) in order to change your tax bracket. You can go directly to the tax office and apply for the tax bracket change upon presentation of your passport and tax identification number (“Steueridentifikationsnummer”). If you need assistance the Welcome Centre can set up an appointment or accompany you there. For more information on bringing your family to Germany and other family benefits and allowances see chapter 2.10.

2.10. Bringing Family

2.10.1. Applying to Bring Your Family

The possibilities and requirements for bringing family are dependent upon the type of residence permit and the reason why the family member is in Germany. Usually foreign nationals in Germany with either a residence permit, a settlement permit, the right of permanent residence in the EU or an EU Blue Card can bring their spouses/

partners and under-age children. Before entry, a visa for bringing family must be applied for at the responsible German diplomatic mission.

The following documents are generally required:

- ▶ Passport
- ▶ A copy of the passport and residence permit of the person already living in Germany
- ▶ Marriage certificate (original and a certified translation and if necessary legalisation/apostille)
- ▶ Birth certificate for the children and adults (original and a certified translation and if necessary legalisation/apostille)
- ▶ Proof of insurance, financing and accommodation (see chapter 1)

▶ Proof of basic knowledge of the German language (level A1, European Reference Framework) where this can reasonably be expected
Please inquire as early as possible at the responsible German diplomatic mission as the duration of the process and required documents can vary greatly and may take several months. For every application process health insurance, adequate living space and sufficient means of financial support for the spouse and children in Germany must be guaranteed.

Regarding other family members such as parents or siblings, there is only a right to bring them in cases of exceptional hardship. Please ask the Welcome Centre or your host institute for help if you are in doubt. They can help direct you to the correct authorities.

Special note for international doctoral researchers:

You should take into consideration that the right to bring family and other advantages such as applying for family benefits with a residence permit under § 16 (for students) is considerably limited. In the case of bringing a spouse the marriage must have already taken place at least two years before applying, or the residence permit of the spouse already living in Germany must have been issued at least two years before application. In case of doubt you can speak with someone from the Department for Nationality Issues and Foreigner Affairs (“Ausländerbehörde”) to see if you could possibly receive a different type of residence permit. Doctoral researchers with an employment contract can usually receive a permit under § 18 (for employees). Under certain conditions doctoral researchers with a scholarship can qualify for a residence permit under § 20 (for researchers). The host institute must however verify if the requirements for a research agreement can be fulfilled.

2.10.2. Applying for Parenting Benefit (“Elterngeld”)

If you have a child in Germany you can apply for “Elterngeld”. This is however only for the parent who stops working and takes family leave in order to take care of the child. “Elterngeld” is only allocated for a maximum of 14 months after the child has been born. The parents can decide how to divide up the family leave among themselves. In addition there is “Elterngeld Plus” for parents working part-time: it is less, but paid out over a longer period of time. The payable amount depends on many factors and can vary between a minimum of € 150 a month under “Elterngeld Plus” and € 1,170 a month under “Elterngeld”.

2.10.3. Applying for Child Benefit (“Kindergeld”)

If your child is living with you in Germany you can receive child benefits from the time your child is born until the end of their 18th year, even longer under certain circumstances. For every child you will receive € 190 (as of 2016) every month. The amount increases from the third child on. If your child is living abroad or is receiving similar benefits from abroad, you cannot apply for child benefits in Germany.

Special note for international doctoral researchers:

If you have a student visa under § 16 you are not normally entitled to apply for parenting and child benefits. Make sure to seek consultation and information early on. however verify if the requirements for a research agreement can be fulfilled.

For researchers without an employment contract

The application for child benefits is processed by the Family Office of the Federal Employment Agency. You can find more information on the requirements as well as application forms on the website for the Federal Employment Agency: www.arbeitsagentur.de/web/content/EN/

For researchers with an employment contract

If you have an employment contract with the University, the Bavarian Regional Financial Authority (“Bayerische Landesamt für Finanzen”) is responsible for the disbursement.

► Application for child benefits:

Familienkasse Aschaffenburg
Hofgartenstr. 14-16
63739 Aschaffenburg
Phone: +49 (0)800/45 55530
Familienkasse-Aschaffenburg@arbeitsagentur.de

For the application you will need proof of when your child came to Germany and was registered at the Citizen’s Office (“Bürgerbüro”) as well as the tax identification number of the child. Both parents must sign the application. If you have any questions the Welcome Centre will be happy to help.

The Institute of Computer Science located on Campus Hubland South



2.11. Driving Licence

International researchers from countries in the European Union or European Economic Area

A driving licence from a EU member state or an EEA state is valid in Germany. You have to carry the national licence with you when driving, your international driving licence is not sufficient.

Non-EU citizens planning a short stay

A driving licence from any other country is only valid for six months after arrival in Germany. If you will not take up residence in Germany for longer than 12 months, this time can be extended for another six months upon application.

Non-EU citizens planning a stay of 12 months or longer

For longer stays you will need a driving licence issued in Germany. To convert your licence into a German licence, it must be valid and obtained before your entry into Germany. Conversion depends on equivalence of the licence. You may have to take a theory or driving exam. The Citizen’s Office (Bürgerbüro) is the place to apply for a conversion.

► **Information:** Federal Ministry of Transport and Digital Infrastructure: [www.bmvi.de/EN/Transport and Mobility ▷ Transport ▷ Driving licence ▷ Validity of foreign driving licences in the Federal Republic of Germany](http://www.bmvi.de/EN/Transport%20and%20Mobility/Transport/Driving%20licence/Validity%20of%20foreign%20driving%20licences%20in%20the%20Federal%20Republic%20of%20Germany)

3

3.1. Service Centre International Affairs

3.1.1. International Students Office

While international professors and post-doctoral researchers are supported by the Welcome Centre, the International Students Office takes care of international Bachelor and Master students. The office is the first point of contact for students from other countries who want to study in Würzburg. The staff is dedicated to looking after incoming students and to giving advice via e-mail, over the phone or directly in their offices.

The International Students Office does not restrict its help to matters directly concerned with students' university courses. It also helps them find solutions to different problems and puts them in touch with the right people. Questions that might arise are: How do I open bank account? How can I obtain health insurance? Am I allowed to work to help finance my studies? Where can I apply for a student grant? What is the best way to look for accommodation? The office helps students get started.

The International Students Office is also responsible for the enrolment of international doctoral researchers. It evaluates the foreign degrees of the candidates in order to determine if they are equivalent with European degrees.

► **Further information on the International Office and its services:**

www.international.uni-wuerzburg.de/en

3.1.2. Tutoring Services

The International Students Office is supported by a strong network of around 50 German and international students – tutors – who speak various languages and provide international stu-

dents with help and advice. Along with the Letter of Admission, all new students receive an information leaflet from the tutors. They can also look for their “own” personal tutor on the internet. This might be someone who lives in the same hall of residence, who has the same mother tongue or who is studying the same subject. They often meet new arrivals at the train station and take them to their accommodation. They help with any necessary paperwork such as enrolment at the University or applying for a residence permit, accompany the new students to official offices such as the town hall and give basic information on life in Würzburg.

The primary target group of the Tutoring Service is international students. Doctoral researchers who are part of one of the Graduate Schools at the University of Würzburg can however also benefit from the service and should get in touch with their respective Graduate School for more information.

► **Further information:** go.uni-wue.de/tutors

3.2. Office of the Women's Representative

3.2.1. Counselling Services

The University Women's Representative, together with the Women's Representatives in the various faculties, is the contact person for questions dealing with equal opportunity. She is a voting member in all committees and advises the university board on questions of equality.

Further areas of responsibility are:

► Involvement in the process of appointing professors with the goal of increasing the proportion of women in such positions

International atmosphere on Campus



- Support for female academics and students
- Counselling with regard to funding opportunities in the qualification phase
- Compatibility between academic life and family
- Support for career planning
- Confidential counselling on sexual discrimination and harassment
- Help in finding solutions to conflicts at the workplace
- **E-Mail:** unifrauenbeauftragte@uni-wuerzburg.de
- **Website** (only in German): www.frauenbuero.uni-wuerzburg.de

3.2.2. Gender Consulting in Research Networks of the German Research Foundation (DFG)

For male and female researchers who are part of DFG-funded research networks, there are a variety of support services offered which are financed through DFG equal opportunity funds. Many services are offered in English.

The Service Centre for Gender Consulting in the Office of the Women's Representative offers support in planning and implementation of equality policies in close cooperation with the career development programme Scientia and the University Family Services.

Workshops and coaching are regularly offered for young female researchers. The workshops are predominantly offered in English and are orient-

ed around different career stages, for example “Leadership and supervisory work in international research teams” for female post-doctoral researchers.

Researchers with family obligations are supported through various measures to help with the compatibility of work and family life. The establishment of a home office, financing family leave replacement and assistants or arranging childcare during conferences or outside of normal day care hours can be supported.

► **Contact:**

Anna-Lena Vallentin

Phone: +49 (0)931/31 88968

anna-lena.vallentin@uni-wuerzburg.de

3.3. Office of Family Support

The University has been certified as a family-friendly workplace (“Familiengerechte Hochschule”) since 2008. It continues putting considerable effort into enlarging its family-friendly measures and support infrastructures.

The Office of Family Support (OFS) is the main point of contact for questions related to combining studying and working with family responsibilities. The team at the OFS offers individual consultation, a wide range of information and support, organises and arranges childcare and promotes a family centred study and work environment. In terms of childcare provision, the OFS looks at individual needs and tries to help families find the right type of child care in Würzburg. Furthermore, the OFS offers a list of caregivers and in-home providers for individual care arrangements.

3.3.1. University Daycare Centre “Campus Kinderhaus”

The Campus Kinderhaus (CKH) of the University of Würzburg is located at Campus Nord in the Child and Family Centre. The CKH accommodates 120 children from 10 months up to 6 years of age. It is operated by the protestant Church St. Johannis but is open to children of all religious denominations. The childcare facilities are available to all members of the University however employees have priority.

The main language spoken in the CKH is German. However, many international researchers send their children to the “Campus-Kinderhaus” which gives it an international atmosphere. The staff is accustomed to communicating with children and families from all over the world. Moreover, parents are asked to accompany their children during the first days (up to 2-3 weeks – depending on the child and their parents) for a few hours to ensure that they have enough time to become familiar with their new surroundings.

You can apply for a spot at the “Campus-Kinderhaus” at any time. As childcare is subsidized by the state, only 20% of the full cost has to be covered by the parents’ financial contribution. The only precondition for this reduced price is that applicants are registered with the Citizens’ Office (see chapter 2.2.).

Please note: If you are planning a shorter research stay at JMU, the Campus Kinderhaus will not be an option for you. Your child must be signed up for a minimum of six months to receive a spot.

► **The monthly costs** (only in German):

www.familienservice.uni-wuerzburg.de

Children welcome! The University offers daycare for babies and toddlers



▷ Kinderbetreuung ▷ Campus-Kinderhaus ▷ Vormerkung und Kosten

► **The reservation form:**

www.familienservice.uni-wuerzburg.de ▷ Kinderbetreuung ▷ Campus-Kinderhaus ▷ Vormerkung und Kosten ▷ Vormerkung Campus-Kinderhaus am Hubland English version

► For more information or in case of questions, feel free to contact the CKH directly:

Phone: +49 (0)931/31 88922 or

+49 (0)931/31 80648

unikita@uni-wuerzburg.de

3.3.2. Short-term Daycare “Zwergenstube”

The “Zwergenstube” is a playroom which offers flexible hourly short-term day care for babies and toddlers between the ages of two months and two years. Parents can work knowing that their children are being looked after by qualified personnel. Its main goal is to help students with babies to continue their studies without being forced to take a longer break. Parents can book two-hour care-blocks for their children. You must sign up at least 48 hours in advance. A moderate fee is charged per two hour block and you can book up to 8 blocks (or 16 hours) per week.

► **Current opening hours:**

www.familienservice.uni-wuerzburg.de ▷ Kinderbetreuung ▷ Zwergenstube

Please note: The costs for the flexible daycare offered by “Zwergenstube” as well as the holiday programme are tax-deductible. For families with low income or parents taking part in a professional training, there are opportunities to cover the costs in total.

3.3.3. Babysitter Service

The Office of Family Support is supported by a network of 50-60 babysitters who study at the university. Upon request, the Office can find a student babysitter for your child. You can register on the webpage and the staff will then suggest available babysitters to you and establish contact:

► **Online Registration** (only in German):

www.familienervice.uni-wuerzburg.de ►

Kinderbetreuung ► Babysitter-Vermittlung

The student babysitters are trained and insured. You have to pay at least the statutory minimum wage but the payment per hour can be negotiated individually depending on the tasks and the number and age of the children. The University only establishes contact and is not involved in this process.

The babysitters can be booked for private reasons as well as university events and conferences. If you are a member of a DFG-project, it might be possible to finance your childcare via the central equal opportunity funds.

3.3.4. Holiday Programmes

During every Bavarian school holiday (except Christmas), the office of family support offers full daycare and leisure opportunities on Campus for pupils between the ages of six and twelve. Dur-

ing the summer holidays children under 6 years who will start school in September can also take part in the programme. There is a fee which includes supervision of the children, insurance, lunch and materials for arts and crafts, entrance fees and train tickets for trips when necessary. For some activities some knowledge of German may be necessary to attend.

► **More information on services, fees and registration** (only in German):

go.uniwue.de/hopr

Childcare for shorter research stays during summer holidays

Please note that it will be extremely difficult to find daycare for your small children if you plan to come with your family for a shorter research stay during the summer. In August all schoolchildren are on summer break and most day-care centres for smaller children are closed. The University offers summer programmes for schoolchildren from 6-12 years. The city of Würzburg as well as different youth organisations offer summer programmes and workshops for children but under very similar conditions. Most private day care services and many student babysitters are on holiday as well.

You can find nice holiday activities and small entertainment programmes for children at public playgrounds which will give your child the opportunity to play with other children, but it will be difficult to find consistent childcare which enables you to conduct full-time research during the summer.

3.4. Student Services

The goal of the “Studentenwerk Würzburg”, Student Services, is to support the everyday needs of students. Next to being in charge of the canteens and student residences, they also offer legal advice, social counselling, student finance advice and other consulting services. It is important however to note that Student Services is not a part of the University. It is an independent organisation with its own management, rules, forms etc.

► **More information:**

www.studentenwerk-wuerzburg.de/en

3.4.1. University Canteens

There are seven canteens (“Mensa”, “Mensateria” or “Burse”) throughout the city near the major locations of the university. Meals can either be paid for with your JMU-Card (see chapter 3.10.2.) or in cash. Guests at the University have to pay a bit more at the canteen than members.

► **University canteens and their locations**

City centre

- Burse Würzburg (Am Studentenheim 1)
- Mensa am Studentenheim (Am Studentenheim 1)

Campus Hubland (South)

- Mensa am Hubland (Campus Hubland Süd, next to the main library)
- Restaurant Frankenstube (part of the canteen, Hubland Süd)

Campus Hubland (North)

- Mensateria (Campus Nord, past the library just over the bridge)

University Hospital

- Mensa Josef-Schneider-Straße (Uniklinikum)

Röntgenring

- Mensa Röntgenring (Röntgenring 12)

Menus are updated daily along with ingredients and allergy warnings so that you know exactly what is being served.

► **Menus and opening hours:**

www.studentenwerk-wuerzburg.de/en

3.4.2. Discounts for Visiting Guest Researchers

Visiting guest professors or researchers without an employment contract or a JMU Card can receive a chip card for the University canteens which entitles them to get the same discounts as regular university employees. The card can be obtained at the Student Services’ main cash desk (“Hauptkasse im Studentenheim”) for a security deposit of €10 with a written statement from the respective department proving the guest researcher’s status.

3.5. University of Würzburg Graduate Schools

There are four Graduate Schools under the University of Würzburg Graduate School (UWGS) system covering all of the research areas at the University: Life Sciences, Science and Technology and Humanities as well as Law, Economics and Society. They all provide structured doctoral training. Individual training plans are developed depending on the doctoral researcher’s academic background and research project. The large selection of advanced professional training courses and mentoring offers (see 3.7.) are open to doctoral researchers at the graduate schools, but visiting doctoral or post-doctoral researchers may only take part in certain courses.

The University Campus bridge am Hubland connects “Campus North” and “Campus South”



- ▶ Check with the **respective Graduate School’s office** or contact the UWGS: uwgs@uni-wuerzburg.de

The most comprehensive offer is provided by the Graduate School of Life Sciences (GSLs). Transferable skills courses offered cover a broad range of topics such as:

- ▶ oral presentation
- ▶ job interviews
- ▶ good scientific practice and scientific writing
- ▶ poster design
- ▶ statistical data analysis etc.
- ▶ **Current and upcoming transferable skills courses:**

go.uniwiue.de/tskills

In addition, the GSLs offers a PostDoc Plus Programme which is tailored to the needs of post-doctoral researchers and junior principal investigators.

The workshops cover topics such as:

- ▶ grant writing
- ▶ project management
- ▶ leadership (supervising students and professional personnel selection)
- ▶ conflict management
- ▶ financial management
- ▶ career building etc.
- ▶ **Current and upcoming PostDoc Plus workshops:** go.uniwiue.de/postdocplus

3.6. Career Services and ProfiLehre

All enrolled doctoral researchers may participate in the courses offered by Career Services. These courses are however mostly offered in German only.

▶ **Career Service:**

www.career-service.uni-wuerzburg.de/en

Doctoral researchers all the way to faculty members can also benefit from professional training regarding all aspects of teaching (in German only).

▶ **ProfiLehre:**

www.profilehre.uni-wuerzburg.de

3.7. Mentoring Programmes

The University offers a variety of mentoring programmes for students, doctoral researchers, post-doctoral researchers and those striving towards a Habilitation. The goal of each programme is to promote young scientists and scholars in their career plans inside and outside of the university. There are also mentoring programmes centred specifically on young female researchers to help them improve their strengths, work on their weaknesses and prepare them for careers in fields dominated mostly by men in leadership positions. The structure, duration, and content of each programme vary depending on the field but each has the following components:

- ▶ Peer mentoring groups where young scientists and scholars meet with and help each other set goals and make plans
- ▶ Individual mentoring with a mentor already working in the current or prospective field of the mentee
- ▶ Workshops and training programmes to help

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the mentees acquire important skills and work on their own strengths

- Networking opportunities

3.7.1. Mentoring Programmes for Male and Female Researchers

Mentoring med Peer

This two year programme is a cooperation of the Faculty of Medicine and the University Hospital. Its target group is doctors and clinician scientists striving for a scientific career at the University Hospital or in basic research institutions of the medical faculty working towards a Habilitation. It centres around the idea of networking and working together. Colleagues at similar stages in their career meet regularly in interdisciplinary small groups. They discuss and plan individual steps along their career paths as well as possible cooperation and they exchange personal experiences. Peer groups can also invite individual mentors who then advise them on specific topics or help with concrete questions on the structures and rules in academic life.

- **More information:**

go.uniwiue.de/peer

Alumni Mentoring

Alumni voluntarily work one-on-one with students, doctoral researchers or young graduates in this mentoring programme. Through their various experiences alumni can help the mentees choose the path that is right for them, give them tips on the various fields or how to start a career abroad and simply listen and offer advice. Participation in the programme is voluntary and free. In order to become a part of the programme you

must register with the Alumni network under go.uniwiue.de/registration. Once you have registered you will be asked to answer a few questions in order to find the best mentor for you. During the first meeting you can decide if you and your mentor are a good fit and discuss how you would like to arrange the meetings. The programme lasts for a year and has a kick-off and feedback stage.

- **More information:**

Alumni Uni Würzburg
Sanderring 2
97070 Würzburg
Phone: +49 (0)931/31 83150
alumni@uni-wuerzburg.de
www.alumni.uni-wuerzburg.de/en

3.7.2. Mentoring Programmes for Female Researchers

Mentoring Med and Mentoring med Plus

Mentoring Med is for female doctoral researchers and lasts two years. It follows the same structure as Mentoring med Peer (3.7.1.) except the mentoring is one-on-one. Mentoring med Plus is for women working towards a Habilitation and focuses on the process of becoming a professor. For more information or questions please see the website listed above under Mentoring med Peer.

Scientia Mentoring: Career development for young female researchers

Scientia Mentoring includes two programmes: Mentoring Natural Sciences and Mentoring Humanities and Social Sciences. The two programmes focus on doctoral researchers, post-doctoral researchers and those working on their Habilita-

Work with scientists and scholars from all around the world



tion, and who are aspiring for leadership positions within and outside of the university. Young female researchers can systematically plan their career path within a time period of 18 months through personal meetings with experienced leaders from the fields of research and the corporate world.

- **More information** (in German only):

go.uniwiue.de/scientia

Mentoring Life Sciences

This programme organised by the Graduate School of Life Sciences aims to support young female scientists on their way towards the upper echelons of academia. In courses and workshops doctoral researchers learn to appreciate

their strengths and mitigate the weaknesses women typically struggle with in science. Experienced scientists of both genders act as personal mentors and help with guidance in phases of uncertainty or doubt.

- **More information:**

go.uniwiue.melisc

3.8. Research Funding Support: SFT and RAC

The University of Würzburg has two major research funding support institutions, the SFT (Servicezentrum Forschung und Technologietransfer) and the RAC (Research Advancement Centre).

The SFT advises individual researchers seeking research funding from various sources. In

one-on-one consultations, scientists, especially in early career stages, are advised on funding sources and on general aspects of their career strategy. This includes, among other things, advice on opportunities for obtaining research awards. The SFT team cooperates closely with relevant experts and services at the University or with institutions on regional, national and international levels. The SFT has a particular emphasis on funding schemes of the European Union. In addition, the SFT is responsible for all aspects of intellectual property and technology transfer, firstly through licensing, and secondly through the support of entrepreneurs founding a start-up company based on university IP.

The RAC focusses on the development and implementation of strategic and capacity-building activities with the ultimate goal to facilitate research excellence. Its work concentrates on national funding agencies and foundations. In the following areas of expertise, the RAC offers services to individual faculty members, teams of researchers, university administration and the university board:

Strategic Research Advancement

- i.a. analyses and advice on strategic research development at JMU

Communication of Research and Research Opportunities

- i.a. processing and provision of proposal/award related metrics; collection and dissemination of funding information to faculty and administrators.

Enhancement of Collaboration

- i.a. coordination of multi- and cross-disciplinary research initiatives, organization of catalytic research events, development and/or coordination of resources and tools to promote collaboration both within and beyond the university.

Proposal Support

- i.a. proposal development support for large as well as individual grants, acting as liaison with funding agencies during the proposal development process, coordination of proposal reviews prior to submission, analysis of proposal reviews and provision of feedback.

► More information:

- SFT www.sft.uni-wuerzburg.de
- RAC www.uni-wuerzburg.de/rac

3.9. Language Centre

The Language Centre (Zentrum für Sprachen, ZFS) offers language courses for all university members. These offers include German as a Foreign Language, E-learning, tandem learning through the face 2 face programme and self-learning material at the media library.

3.9.1. German as a Foreign Language

Courses at all levels of language proficiency are offered. They enable employees and their families, foreign applicants, doctoral students, and visiting researchers to either prepare for the German Language University Entrance Examination or simply to perfect their language skills. Begin-

The Language Centre: German courses in an international atmosphere



ning with level B1, you may attend special courses on conversation, writing, listening comprehension, pronunciation or presentation. There are also online courses available.

There are two forms of German courses: a short but very intensive full day course of about three weeks during the semester break (not compatible with research) or courses during the semester which last approximately 14 weeks and are scheduled to be compatible with your work. The intensive courses are open and free for individuals enrolled at the University (exceptions may apply), whereas semester courses are generally also open to international employees and their families (for a fee). In order to take part in a German course you must preregister online with the Language Centre. Once

you arrive in Würzburg you must take a placement test to determine your proficiency level. Without the test you will not be admitted. Joining a course in the middle of the semester is not possible.

It is recommended to contact the course coordinator for “German as a Foreign Language” prior to coming to Würzburg.

► Contact:

info.deutschkurse@uni-wuerzburg.de

► **Further information** on the Language Centre and the Department of German as a Foreign Language: go.uniwiue.de/germancourses

► **Relevant deadlines and the link for the registration process** are announced on this page one or two months prior to the start of each new semester: go.uniwiue.de/coursereg

3.9.2. Face 2 Face Programme and the Mediothek

If you already have some knowledge of German and would like to brush it up, the programme face 2 face may be an option for you. The Language Centre will try to find a tandem partner for you who you can then meet with once or twice a week to practice your German. It is especially easy for English native speakers to find a tandem partner as many people want to practice English and are happy to teach some German in return.

If you cannot participate in a German language course or the face 2 face programme, the self-instruction material at the Mediothek may be an alternative. The Mediothek is open from Monday to Friday. Here you can find language and grammar books, magazines, DVDs and online learning material. The centre also offers language software so you can study on your own. Just ask one of the employees at the service desk for help.

- ▶ **More information** in English on the face 2 face programme and the Mediothek:
Ms Karen Zhuber-Okrug
karen.zhuber@uni-wuerzburg.de

3.10. Computer Centre

The Computer Centre is the central point of contact for all IT services on campus. The centre is responsible for a variety of tasks ranging from systems administration and development via networks, communication and multimedia services to IT support and education. The following services are of major importance for all members of the University.

3.10.1. JMU User Account (Novell) and E-Mail

A JMU user account is the first step in being able to:

- ▶ Use the internet and computers on campus
- ▶ Receive a university e-mail address and access your e-mail
- ▶ Apply for the JMU Card (see below)
- ▶ Get access to network drives locally and through remote access

Procedure for international researchers entering an employment contract with the University:

Once you sign an employment contract with the University, you automatically receive a JMU account as well as an e-mail address, a GroupWise mailbox and a VoIP telephone number. A letter with your username and password will be sent to your office address. The JMU account is valid for the whole duration of your employment contract.

Procedure for guest researchers without an employment contract (external funding, scholarships, own resources)

In order to get a user account, your department must fill in a written request which you must then sign. Contact the department secretary for more details.

Procedure for enrolled international doctoral researchers

International doctoral researchers automatically receive a student user ID and an e-mail address upon enrolment. This address is formatted as "...@stud-mail.uni-wuerzburg.de". If you would rather have a regular e-mail without "stud-mail", please ask your department secretary for a regular account. Once you have a JMU user account

you are eligible to use the Computer Centre services. Off-campus, you can access your e-mail account as well as network drives through various types of remote access. Check the Computer Centre homepage for details.

▶ Available services:

www.rz.uni-wuerzburg.de/en/services

3.10.2. JMU Card

The JMU card is a multifunctional ID card for employees and students (also called "Student ID") that can combine any or all of the following functions (based upon your requirements):

- ▶ access to electronically locked areas such as computer lounges
- ▶ library card
- ▶ time recording for staff working flexible hours
- ▶ electronic purse
- ▶ semester ticket for public transport (only in case of enrolled doctoral researchers)

If you wish to use the payment function of the card, for example at one of the university canteens or to print something at a computer lounge, you must add money to the card. You can do this at any of the cash-to-chip machines at the University.

Doctoral researchers receive the card upon enrolment, employees must apply through the Computer Centre under the following link: econ-trol.rz.uni-wuerzburg.de. Apart from your JMU account login data you will need a digital version of a recent passport picture. The Welcome Centre or your host institute will gladly assist you through the process. The JMU card will be mailed directly to you. After you have received your JMU Card you must activate it at any one of the validation stations on campus.

Please note: You only have full access to all discounts and functions of the JMU Card if you are either an enrolled doctoral researcher or if you have signed an employment contract with the University. As a guest researcher without a contract you can receive a **guest card** from your department which, however, only functions as an electronic purse.

3.10.3. Computer Courses and Online Resources

The Computer Centre also offers a variety of courses. The courses range from learning how to use PowerPoint and Excel to analytic software such as SPSS. Video tutorials on the various topics are also available for download.

▶ More information:

go.uni-wue.de/it-training

3.10.4. IT Support

In case you encounter problems with software or hardware which cannot be solved by the FAQ section on the website, you can contact the Centre by e-mail any time. A telephone hotline is available from Monday to Thursday from 9:00 am to 4:30 pm and from 9:00 am to 1pm on Friday.

- ▶ Phone: +49 (0)931/31 85050
- ▶ hotline@rz.uni-wuerzburg.de
- ▶ www.rz.uni-wuerzburg.de/en

3.11. University Library

The library ensures the supply of information for research, teaching and studying at the University.

Its catalogue covers the holdings of the central library as well as the holdings of all departmental libraries and can be searched online. You will find detailed information, in German and in English, on using the library on its website. Video tutorials provide a quick introduction to the library's services.

Approximately half of the books and journals of the central library, and almost the complete holdings of the departmental libraries, are available in reading rooms that are open to the public. These holdings can be used on-site free of charge and without a library card.

You will find scanning stations in the central library and in some departmental libraries. If you have a JMU card (see chapter 3.10.2.) you may also use the multifunctional copiers at 15 different library locations to copy, scan and print. However, you can also buy a copy card at the central library's loan desk.

The library provides its digital resources (electronic journals and newspapers, electronic books and databases) from any computer connected to the University's network. You will however need a JMU account to log into the university network (see chapter 3.10.1.). With this account it is even possible to use the library's electronic media from anywhere in the world via VPN access. Ask for assistance to set up VPN access.

► **Library Website:** www.bibliothek.uni-wuerzburg.de/en/homepage

► **Video tutorials:** go.uni.wue.de/lib-tutor

3.11.1. Ordering and Borrowing Media (loan service for faculty)

Most items from the central library can be borrowed with the exception of all printed journals. Holdings of the departmental libraries are non-lending collections and must be used on-site. Older media and valuable or rarely used media are shelved in closed stacks and can be ordered via the catalogue to the reading rooms of the central library. Some of these media can also be borrowed.

A library card is required if you wish to order or borrow media. As a staff member you have a JMU card that you may activate as your library card through the IT Centre's web portal eControl. If you have a student ID card it will automatically work as a library card.

Scientists who reside in Würzburg at the invitation of a department may use the library's loan service for faculty. If you plan on staying at the University for a full semester, it would be appropriate to apply for a temporary personal account (library card) through the department. Scientists who are only staying for a few weeks should use the loan service for faculty through an already existing account (library card) for working and project teams.

The loan service for faculty offers considerable advantages such as a longer lending period and the possibility to borrow books from departmental libraries. An internal delivery service can deliver books and copies of journal articles to locations outside Hubland Süd Campus. Ask the library for help with filling in an application for the loan service for faculty.

With a library card you can also request literature that is not available in Würzburg through in-

A quiet place for studying: the central University Library



Get some exercise at the University's sports facilities



terlibrary loan. You may also order copies of journal articles, or copies from other media, for a fee.

Please make sure to return borrowed media by the due date to avoid overdue fees.

- **More information** on acquiring and activating a library card:
go.uni-wue.de/lib-card

3.12. Sport and Fitness

If you are looking for some physical activity to help balance out your workday, the University has many different opportunities for you. From the fitness centres, individual and team sports to yoga and dancing there is something for everyone. The fitness centres and courses are open to all members of the University (full-time students, employees and guests).

3.12.1 Sports Centres and Facilities

There are two University sport centres:

- **Sportzentrum Am Hubland, Unterer Hublandweg**

The sport centre is equipped with a multipurpose hall, fitness centre, tennis courts, beach volleyball court, street soccer arena, an outdoor fitness tower and other outdoor facilities. In addition there is someone available a few days a week to help you with your individual needs and questions.

- **Sportzentrum, Mergentheimer Str. 76** (tram stop "Judenbühlweg" or "Steinbachtal")
At this sports centre there is a gym, swimming pool, gymnastics hall, sauna, weight room, climbing wall and cardio room.

The Welcome Centre or your host institute can inform you of the opening hours.

3.12.2. Courses

Each semester there are a wide range of courses offered by qualified and professional instructors. The courses are in the areas of fitness and strength training, health, individual sports such as mountain climbing or tennis, martial arts, swimming, group sports such as football or basketball, dancing and water sports such as rowing.

The Welcome Centre or your host institute can help you go through the list of available courses and dates.

3.12.3. Costs and Registration

To use the offers provided by the Sport Centre you need to be enrolled or have a regular employment contract with the University. However, as a guest scientist you can also participate and use the facilities if you decide to become a member of a supporter' association "Verein zur Förderung des Hochschulsports". The annual membership fee is € 25.

A special sport ID is required to use the facilities and to take part in courses. The sport ID can be purchased from either sport centre during certain hours. The basic cost varies depending on whether you are a student or employee/guest. There are additional costs if you would like to use special equipment or facilities, such as rowing boats, the fitness centre, the swimming pool or tennis courts.

The Welcome Centre or your host institute can help inform you on where and when a sport ID can be purchased and the costs.

- For **more information** contact the Department for Collegiate Sports:
hochschulsport@uni-wuerzburg.de

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4.1. Public Transport

4.1.1. Trains and Long-Distance Buses

All major cities can be reached easily by train or long-distance buses. For the trains you can buy tickets online or at the counter and ticket machines at the station. Buying a ticket early in advance can save you money (“Sparpreis”). No tickets can be bought on the train. Long-distance bus tickets are usually purchased online at least one day in advance. There are various long-distance bus options which can be found online. A good option for exploring Bavaria is the Bavaria-Ticket (“Bayern-Ticket”). This ticket can be used for a whole day on almost all regional trains, buses and trams in Bavaria and costs only € 23. For an additional € 5 per person up to five people can be added to the ticket.

- ▶ **Information and booking for Deutsche Bahn** (available in English): www.bahn.de
- ▶ **Information on the “Bayern-Ticket”:** www.bahn.de ▷ Change to English version ▷ Offers ▷ Overview of our regional offers ▷ Länder-Tickets ▷ Bavaria-Ticket

4.1.2. Buses and Trams

Würzburg has a reliable network of trams and buses which run all over the city and to neighbouring towns and villages. Schedules differ on weekends. The tram and bus schedules for each line are displayed directly at each stop and are available online.

For all enrolled doctoral researchers, the JMU Card serves as a semester ticket and can be used on all bus and tram lines within, and beyond, the city limits (see chapter 2.6.). Employees cannot use their employee ID for the buses and trams but may apply for a Job Ticket which is valid for one year (see chapter 2.6.).

- ▶ **Schedules for local buses and trams (“Verkehrsverbund Mainfranken”):** www.wvv.de ▷ Mobilität ▷ Fahrplanauskunft ▷ PDF-Fahrpläne ▷ hier
Please Note: Although this link is in German it is easy to use as long as you know the bus or tram number you are looking up or the name of your destination, starting location or the stop in Würzburg. Important vocabulary: Startort = Starting location, Ziel = Destination, Haltestelle = Name of stop, Alle Linien = All lines; Suchen = Search
- ▶ **Journey planner:** www.bayern-fahrplan.de/en

Main bus station	Starting Point	Lines	Direction	Stop(s)
Campus Hubland (by bus)	Main bus station	14	Gerbrunn	Philosophisches Institut, Am Hubland, Mathem. Institut
		114	Hubland	Philosophisches Institut, Universitätszentrum
		214	FHWS	Philosophisches Institut, Hubland Mensa, Äußeres Hubland
	Sanderring	10	Campus Nord	Äußeres Hubland, Hubland Mensa, Am Hubland; Campus Nord bus stops: Emil-Fischer-Straße, Bibliothekszentrum, Sprachenzentrum
Wittelsbacherplatz (by bus)	Main bus station	114	Hubland Universitätszentrum	Wittelsbacherplatz
	City Centre, Barbarossaplatz	6	Gartenstadt Keesburg	Seinsheimstraße
University Hospital (by tram)	City centre or train station	1	Grombühl/	Uni-Klinikum Bereich D, Robert-Koch-Straße Uni-Klinikum Bereich B/C
		5	Uni-Klinikum	

4.1.3. Connecting to the University

No matter where your office or lab is located, there will be a bus or a tram to connect you to the different university locations and the city.

4.2. Events and Leisure Time Activities

There is always something to do in Würzburg, be it attending one of the folk festivals, catching a play at the Mainfranken Theatre or simply enjoying a glass of wine. Throughout the summer season the city is very busy with a variety of music, art and wine festivals every week from April through October. Also every November/December the Würzburg Christmas Market takes place. It is one of Germany’s most picturesque and enchanting Christmas Markets.

If you would appreciate some downtime away from the city, Würzburg also has many outdoor activities to offer. Würzburg has an 18-hole golf course about 10 minutes by car from the city which is listed as one of the “Leading Golf Courses of Germany”. If you are an avid runner there are many trails in and around Würzburg as well as the Residence Run in April and the iWelt-Marathon and half marathon in June. There are also excellent paths for walking or cycling along the Main River. The 600-km-long Main River Bicycle Trail is one of the most popular long-distance bicycle trails in Germany. On a warm day or evening you can also simply lounge on the banks of the river and have a barbecue or take a swim in authorised areas.

Examples of popular annual events:

- ▶ International Spring Festival (May)
- ▶ Africa Festival (May or June)
- ▶ Mozart Festival (June)
- ▶ Kiliani Folk Festival (July)
- ▶ Hafensommer Würzburg (July or August)
- ▶ Street Music Festival (September)
- ▶ Museum Festival at Fortress Marienberg (September)
- ▶ Theatre Festival at Mainfranken Theatre (September)
- ▶ Jazz-Festival (October)
- ▶ Honky Tonk Festival (November)
- ▶ Würzburger Bachtage (November)
- ▶ Night of open wine cellars (November)
- ▶ Christmas Market (December)
- ▶ **Information on events:**
www.wuerzburg.de/en ▶ Visitors

4.3. “Foreign Scientist Uni Würzburg” Association

Having just arrived in Würzburg you may be interested in joining a group of fellow researchers and scientists through the association “Foreign Scientist Uni Würzburg”. This group of enthusiasts organises cultural and social programmes regularly throughout the year. The activities range from excursions to nearby points of interest, going to the theatre together, meeting for a potluck dinner or organising presentations by fellow scientists or scholars. Joining this group is a great way to meet other people and to get to know your new home.

- ▶ **More information** on the association and its programmes:
go.uniwue.de/for-sci

- ▶ Also check out their Facebook page “Foreign Scientist Uni Würzburg”!

4.4. Museums, Galleries, Music and Theatres

4.4.1. Museums and Galleries

With its 16 museums and galleries Würzburg is not only a favourite destination for those interested in historical architecture, but also art and culture.

The University itself runs several museums which are unique in Germany. The Martin von Wagner Museum is located in the south wing of the Residence Palace (UNESCO World Cultural Heritage Site) and is renowned for its collection of antiquities and works of art from around the Mediterranean dating from the third century B.C.E. to the Late Antique. It also includes a renowned collection of priceless Greek vases. The “modern” collection focuses on paintings and sculptures from the 15th to 19th centuries including a collection of sculptures by Tilman Riemschneider. Hand drawings and prints comprise the Graphic Art Collection, which includes works by the Tiepolo family and copperplate etchings and woodcuts by Albrecht Dürer. Anyone interested in valuable and rare minerals should not miss out on the University’s Mineralogical Museum. With over 500 square meters of exhibition space, the museum offers a diverse collection dating back to the 18th century. The museum is located in the Mineralogy building on the Hubland campus. Another University Museum worth visiting is the Adolf-Würth-Centre for History of Psychology. The main mission of the Centre is to collect and preserve the heritage of the develop-

City map of Würzburg



One of Würzburg's cultural highlights is the annual "Mozartfest"



Bild: Einar Hahn

ment of the science and subject of psychology and to make its findings available to researchers and the public all over the world. The Centre owns a collection of historical apparatuses and instruments, numerous sound and film documents and many other documents and estates.

Other museums worth visiting in Würzburg:

- ▶ Mainfränkisches Museum at the Fortress Marienberg which houses the world's largest collection of works by the medieval sculptor and woodcarver Tilman Riemenschneider.
- ▶ Museum Kulturspeicher with 3500 sqm of exhibition space in a restored, historical grain storage building. The most popular collection is the Peter C. Ruppert Collection of European Concrete Art after 1945.
- ▶ The museum and treasury in the Cathedral features around 700 art pieces from the last 1000 years as well as burial objects, gold jewellery and liturgical vestments from the 11th to 20th centuries.
- ▶ Röntgen Memorial where the X-rays were discovered by Wilhelm Conrad Röntgen in 1895.
- ▶ Siebold Museum which houses permanent and traveling collections, most notably the estate of the local physician and Japan researcher Philipp Franz von Siebold.
- ▶ The Jewish Information Centre and the Jewish Museum Shalom Europa detail the Jewish history of Würzburg and Lower Franconia and feature grave stones and items illustrating traditional Jewish lifestyles and survival in the past 900 years.
- ▶ VKU-Galerie Spitäle where contemporary artists exhibit their works in a late Gothic chapel.

- ▶ BBK Gallery offers an independent forum for contemporary art
- ▶ The Swimming Art Exhibition "Kunstschiiff Arte Noah" is a renovated, former cargo ship, permanently docked in Würzburg housing changing exhibitions of contemporary artists.
- ▶ **"Must See Section" of the city of Würzburg homepage:**
www.wuerzburg.de/en ▶ Visitors ▶ Must sees
- ▶ **Information on museums:**
www.wuerzburg.de/en ▶ Visitors ▶ Museums, Galleries

4.4.2. Classical Music

For those who enjoy music Würzburg is a great place to live, work or visit. The University has an Academic Orchestra and more than 100 students and alumni of Julius-Maximilians-Universität, the University of Music and the University of Applied Sciences Würzburg-Schweinfurt together form the renowned Monteverdi Choir. The Choir has developed a wide concert repertoire, and has won numerous awards.

For those interested in seeing international artists, Würzburg offers a wide range of concerts and festivals (see chapter 4.2.). The famous Mozart Festival and the Bach Days are two popular examples of annual classical music events.

4.4.3. Theatres

There are 11 theatres sprinkled across the city and there is something for everyone. It is important to note however that most performances are in German. The Mainfranken Theatre, Würzburg's largest playhouse, is located in the heart of the city and offers a diverse programme, from opera

and musicals to ballet and plays. The Bockshorn Theater is one of Germany's most important cabaret stages offering a wide and entertaining palette of revue, comedy, theatre, cabaret and musical performances. There are also puppet theatres for the young and young at heart: The Kasperhaus, Plastisches Theater Hobbit and Theater Spielberg. The Theater Augenblick is a unique experience. Individuals with handicaps work as actors and actresses. Stereotypes between handicapped and non-handicapped people are dissolved in a very light-hearted way. The Theater Tanzspeicher Würzburg is the only theatre for contemporary dance in southern Germany. The theatre presents works from newcomers and renowned choreographers.

► **Information on the various theatres, prices and schedules:**

www.wuerzburg.de/en/ ▷ Visitors ▷ theatres

► Tourist Information next to the marketplace ("Falkenhaus") sells tickets for many concerts, plays and events in Würzburg.

Tourist information:

Phone +49 (0)9 31 37 2398

Ticket Service:

Phone +49 (0)9 31 37 2436

4.5. Tourist Destinations

Here you will find a very small collection of suggestions for activities in your free time. Many of the links are only available in German but through the pictures you can gain an idea of what is offered. The list is non-exhaustive and is merely intended to give you a taste of what there is to do in the region.

Tourist Destinations in the Region:

- **Veitshöchheim** can be reached by boat from Würzburg, a most recommended way to approach the summer palace of the Würzburg Prince-Bishops and the famous Rococo garden.
 - www.schloesser.bayern.de ▷ Top right corner EN (for English) ▷ Choose Veitshöchheim
- **Sommerhausen** is a charming village is located only 10 km from Würzburg. Whether during the summer for a hike through the vineyards or in the winter for a visit to its historical Christmas market it is worth a visit.
 - www.sommerhausen.de ▷ Click on the symbol for English on the left side
- **Miltenberg** has – among other interesting things to see and do – a Christmas Market every weekend located at the historical marketplace "Schnatterloch".
 - www.miltenberg.info/en/
- **Bamberg** is a city of many attractions: Bamberg Cathedral, the old court, the Altenburg castle, St. Michael monastery or the New Residence of the Prince-Bishops with its rose garden. Bamberg is also referred to as "Little Venice" and houses the "Lorscher Arzneibuch" which is part of the UNESCO's Memory of the World Programme. Large portions of Bamberg are protected as world heritage sites as they represent central European cities and how they were developed through unique medieval structures.
 - www.bamberg.info ▷ Top right corner click on the German flag and change to English
- **Rothenburg ob der Tauber** features historical streets, museums and churches with altars of

Beautiful landscape next to Randersacker



Bild: Eimer Hahn

high historical and artistic value. The city is worth seeing in summer and in winter. In addition to the historical festivals for Pentecost and the "Rothenburger Märchenzauber" (magic fairy tales) in November, the city has a wide range of offers for the whole family for every season.

- www.tourismus.rothenburg.de ▷ Top right corner click on the British flag for English

Hiking Trails in the Region

- **Hafenlohrtal in Spessart** (only in German): www.naturpark-spessart-erleben.de; www.hafenlohr.de

- **Schwarzes Moor and Kreuzberg at the Rhön Biosphere Reserve:**

www.rhoenline.de (caves, castles, ruins, museums and nature trails)

- **Schwanberg** (only in German): www.vgn.de ▷ Freizeit ▷ Wandern ▷ Rund um den Schwanberg ▷ herunterladen (PDF)

- **Staffelberg** – Also known as "Franconia's mountain" (only in German): www.staffelberg.de

- **Volkach and the Main River Loop:** www.volkach.de ▷ Top right corner English

- **Fränkische Schweiz** (only in German): www.fraenkische-schweiz.com ▷ Erleben ▷ Aktiv ▷ Wandern

Checklist: Before Departure

5

1. Give notice to the Citizens' Office ("Bürgerbüro")

If you are moving to another German city you have to register your new residence there. There is no need to inform the Citizens' Office of the city you leave.

If you are leaving Germany and returning to your home country, you must personally go to the responsible Residents' Registration Office at the Citizens' Office to give notice and hand in the required forms.

- ▶ **Required forms** (in German); Ask for help to be sure you are filling in the correct form(s):

www.wuerzburg.de ▶ BürgerInnen ▶ Serviceleistungen nach Lebenslagen ▶ Anmeldung, Abmeldung, Ummeldung

2. End your rental contract on time

In the case of an unlimited rental contract, the notice period is usually three months if no other agreement has been made. Some landlords are willing to end the rental contract sooner if new tenants are found in time and the landlord does not experience any financial loss. When you move out, the flat will be inspected for damage you may have caused during your stay. If everything is fine, your security deposit will be reimbursed in full (see chapter 2.7).

Inform the University Welcome Centre of your move. If required they can arrange contact to other international researchers who may be interested in taking over your flat and/or furniture that you do not wish to take with you.

3. Cancel other subscriptions and contracts on time

For example

- ▶ Mobile and home phone contract as well as internet connection: The usual length of a contract for the internet is 12 or 24 months if you do not live in a Guesthouse or have not taken on an existing contract from the previous tenants. Contact your provider regarding the period of notice. The period of notice for mobile phone contracts varies depending on the provider. Please note that mobile phone contracts are often extended automatically if they are not cancelled on time.
- ▶ Job Ticket ("Mobil-Firmen-Abo") can be cancelled until the 31st of July of each year. The cancellation must be in written form. If you do not meet this deadline your Job Ticket will be automatically extended for another 12 months.
- ▶ Newspapers and Journals
- ▶ Insurances (Home Insurance, Liability Insurance etc.)

4. Close your bank account

This can be done without prior notice.

5. Become a member of the University Alumni Network!

See chapter 6 to find out how.

Have a safe trip home and hopefully you will have plenty of wonderful memories to take with you!

Open-air feeling at the Old Harbour



Bild: Einar Hahn

6

Since its founding in 1402, countless scholars and scientists have developed a part of, or their whole, academic career here. Today, approximately 120,000 Alumni are living and working all over the world and the University would like to have a long-lasting, personal and scientific relationship with them all. We would therefore like to invite you to join the international Alumni Network “Alumni Uni Würzburg – Netzwerk mit Zukunft!”. With currently more than 23,000 members in over 90 countries, the foundations have been laid for a strong, lively and diverse network.

By registering to become a member of the Alumni Network you open the door to many possibilities:

- ▶ Maintain contact with old friends and colleagues and develop new ones
- ▶ Stay in touch with the University
- ▶ Take part in the Alumni mentoring programme
- ▶ Get invited to class, semester and regional group meetings in and outside of Würzburg
- ▶ Get invited to various events
- ▶ Receive the quarterly newsletter
- ▶ Receive information on famous Alumni

In addition to registering with the Alumni Network (completely free of charge), you can also become a member of the Alumni Association and receive an Alumni ID. The annual membership fee is only € 25 and perks include:

- ▶ Würzburg city tours free of charge
- ▶ Employee prices and conditions for: use of the fitness facilities, participation in further education offers and meals in the canteen
- ▶ Invitations to special events
- ▶ Special rates at Würzburg’s largest wineries
- ▶ And much more!

▶ **More information** on the Alumni Network:
www.alumni.uni-wuerzburg.de/en/

▶ **Register** to become the newest member of the alumni network:
go.uni-wue.de/registration

▶ **Membership Alumni Association:**
www.alumni.uni-wuerzburg.de/en/ ▶ Become a Member of the Alumni Association

▶ **Contact**
Alumni Uni Würzburg
Sanderring 2
97070 Würzburg
Phone +49 (0)931/31 83150
alumni@uni-wuerzburg.de

Traditional German Christmas Market in the city centre of Würzburg



Bild: Elmar Halin

List of terms often found in advertisements for rent or purchase of flats or houses

German term and abbreviation	English equivalent
1. Obergeschoss (1.OG)	first floor
2 ZKB	2 rooms plus kitchen and bathroom
2. Obergeschoss (2. OG)	second floor
Abstellraum	storage room
Altbau	older building
Angebot	offer
Anzahlung	down payment
Ausstattung	appointments (facilities/ furniture)
Backofen	oven
Bad(ezimmer)	bathroom
Badewanne	bath tub
Balkon	balcony
barrierefrei	handicapped access
Baujahr (BJ)	year the house was built
bezugsfertig (bezugsf.)	ready for occupancy
Dachgeschoss (DG)	attic floor
Doppelhaushälfte (DHH)	semi-detached house
Dreifamilienhaus (3FH)	3-family house
Dusche (DU)	shower
Eigentumswohnung	condo/condominium
Einbauküche (EBK)	built-in kitchen
Einfamilienhaus	single-family house
Einliegerwohnung (ELW)	small apartment in a house/ granny flat
Elektro Heizung (E.-Hzg.)	electric heating
Erdgeschoss (EG)	ground floor
erlaubt (erl.)	permitted, allowed

German term and abbreviation	English equivalent
Erstbezug (EB)	first occupancy (new)
Fahrradraum/Fahrradkeller	bike storage
Ferienhaus (FeHa)	vacation house
Festpreis (FP)	fixed price
Flur	hallway
frei ab	available as of
frei ab sofort	available immediately
freistehend	free-standing/non attached
Garage	garage
Garten	garden
Gartenmitbenutzung	shared garden
gehoben (geh.)	above average
gepflegt (GEPFL.)	well-cared for
Haustiere	pets
Jahresmiete (JM)	annual rent
jährlich	annual
Kabelanschluss	cable connection
Kaltmiete (KM)	cold rent/rent excluding service charges
Kaufpreis (KP)	selling price
Kaution/2 MM Kaut.	security/security deposit of 2 months' rent
Keller	basement, cellar
kinderfreundlich	kids welcome
Kinderzimmer	children's room
Kochnische	kitchenette
Kochnische	kitchenette
Küche	kitchen

Hotel Würzburger Hof



Würzburgs feines Privathotel



hotel-wuerzburgerhof.de

Barbarossaplatz 2 · 97070 Würzburg · Telefon: 0931/53814

eMail: info@hotel-wuerzburgerhof.de



mainpost.de

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German term and abbreviation	English equivalent
Kühlschrank	refrigerator
Laminat	laminated
Makler	real estate agent
Mehrfamilienhaus (MFH)	multi-family building
Mehrwertsteuer (Mwst.)	value added tax (VAT)
Miete	rent
Mietvertrag	rental contract/lease agreement
möbliert (MÖBL.)	furnished
Nach Vereinbarung (n.V.)	as agreed
Nebenkosten (NK)	incidental expenditures/additional costs, such as heating ("Heizung"), water ("Wasser"), stairwell cleaning ("Treppenhausreinigung"), waste collection ("Müllabfuhr") etc.
Neubau	modern building
neuwertig (neuw.)	like new
Nichtraucher	non-smoker
Obergeschoss (OG)	upper floor
Parkett	parquet flooring
Parkplatz	parking space
Provision	commission
provisionsfrei	no commission fee
Quadratmeter (qm or m ²)	square metres
Raum Würzburg	in the Würzburg area/region
Reihenhaus (RH)	town house
renoviert/saniert	renovated/remodeled
ruhig (RUH.)	quiet
Schöne Aussicht	great view

German term and abbreviation	English equivalent
Spülmaschine	dishwasher
Stadtteil	part of town
Telefonanschluss	phone connection
Teppichboden	carpeted floor
Terrasse	terrace
Tiefgaragenstellplatz	parking space in an underground car park
Trockner	dryer
Umzugsunternehmen	relocation services
unmöbliert	unfurnished
Verhandlungsbasis (VB)	negotiable
Verkehrsanbindung	transport connection
Vermieter	landlord
voll möbliert	fully-furnished
Warmmiete (WM)	warm rent/rent including heating
Waschmaschine	washing machine
WC	water closet/toilet
WLAN	Wifi
Wohnbezirk/Stadtviertel	district/location
Wohneinheit (WE)	living unit
Wohngemeinschaft (WG)	shared flat/flat-sharing community
Wohnzimmer	living room
Zentrale Lage	central location
Zentralheizung (ZH)	central heating
Zimmer	room(s)
zuzüglich (zzgl.)	not including/plus
Zweifamilienhaus (zFH)	2-family house

Association for foreign guests at the University of Würzburg

The group for the support of international scientists and scholars has been active since 1984. It provides a platform for international researchers from all faculties to meet local Würzburg families as well as other guest researchers from many different countries. The members are always happy to help the University's guests get settled in Würzburg and set the foundation for a rewarding experience in Germany.

The group meets every second Wednesday at the cafeteria of the University's international guesthouse. In addition, the association regularly organises visits to museums, galleries or concerts in Würzburg as well as day trips to other attractions in the region. If there is anything specific our international guests would like to see or do, we look forward to their suggestions.

People of many different nationalities take part in the activities – they are also welcome to bring their partners and children. Many of our guests have enjoyed the participation in these activities and still talk about their wonderful experiences. They stay in touch with the group after they have returned to their home countries and visit every time they return to Würzburg. All new visitors receive a warm welcome and can always find a sympathetic ear.

For more details, please refer to:
www.uni-wuerzburg.de/en/fuer/gaeste_stadt_region/gaeste/akado/

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