

# Welcome to TU Dortmund University

Guide for International  
Researchers



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## Guide for International Researchers

This guide has been compiled in collaboration with Ruhr University Bochum and University of Duisburg-Essen. We should also like to thank EURAXESS Germany and the Alexander von Humboldt Foundation for their contribution to content.

## Welcome to TU Dortmund University!

Dear ladies and gentlemen and  
especially our international guests!

I am delighted that your research work or teaching has brought you to TU Dortmund University. We are a university of about 34,200 students and 6,200 staff. On the two parts of our campus, which are connected by the overhead railway "H-Bahn", 16 faculties are engaged in research, teaching and learning. They are supported by a service-oriented administration which will be pleased to help you at any time.

Internationalisation is a big theme at TU Dortmund University, which is why the university leadership is particularly committed to it. Our UA Ruhr Liaison Office in New York and our many international research collaborations and student exchanges are indicative of the importance the university ascribes to the issue of internationalisation. However, the idea really takes on life with the scientists and scholars from all over the world who come to our campus to work and do research! So this is another reason why we are so pleased that you decided to opt for TU Dortmund University.

**PROF. DR. DR. H.C. URSULA GATHER**  
Rector



It is particularly important to us that you should feel at home on campus and in Germany so that you can spend your time at TU Dortmund University as effectively and profitably as possible. This Guide will help you. It provides information on TU Dortmund University as well as contacts here and also includes other important aspects of your stay in Germany.

Please do not hesitate to contact the various people named in the Guide. Your special port of call for any questions or problems is the International Office, which will be pleased to assist you.

I hope your stay at TU Dortmund University will get off to a really good start – enjoy your time here in Germany!

Your sincerely,

Prof. Dr. Dr. h.c. Ursula Gather  
Rector





**ULLRICH SIERAU**

Lord Mayor of Dortmund

## Welcome to Dortmund!

You have decided to spend the next part of your academic career at TU Dortmund University. In the name of the citizens of Dortmund as well as the City Council, I should like to welcome you – whether you are planning an extended stay or just a short visit. With a population of about 600,000, Dortmund is a lively city in the Ruhr Metropolitan Area and also the most densely populated. More than 180,000 of our inhabitants have a migration background and hail from some 172 nations. This makes Dortmund one of the most multifaceted and international cities in Westphalia.

With its six universities and more than 19 scientific institutions, Dortmund is also an attractive science location. The Master plan “Science City Dortmund”, developed by the City Council and science stakeholders, brings together all the actors in science, business, culture and urban society to continue developing Dortmund as a science city by means of concrete joint projects. I am delighted that your activities at TU Dortmund University will enrich the academic community in our city.

I should like to invite you to get to know the many different facets of our city: you can go to the theatre and museums – including the “Dortmunder U” that is housed in an old brewery. With great engagement, the Dortmund universities have turned the university floor in the Dortmunder U into the showcase for the city’s universities. Enjoy the events at the opera house, the concert hall and the “Westfalenhallen” as well as the myriad of smaller cultural venues in the city. Extensive parks and Lake PHOENIX, which has been created on the site of a former steelworks, allow you to relax or participate in active leisure pursuits. And one experience not to be missed is the black and yellow action in the football stadium or in Dortmund’s numerous pubs when BVB 09 is playing (at home).

I wish you all the very best for a pleasant stay. You can be sure that the City Administration in Dortmund will do everything in its power to support you and make you feel at home here.

Yours sincerely,

Ullrich Sierau  
Lord Mayor of Dortmund



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# TU Dortmund University



## 1.1 | Communicative – Innovative – Unique

Since it was founded some 50 years ago, TU Dortmund University has been cultivating its own special profile. Thanks to the uniquely organised interplay of its 16 faculties, ranging from science and engineering to social sciences and cultural studies, it has generated an academic spirit of genuine interdisciplinarity, interaction, communication and cooperation.

The university currently has about 34,200 students and 6,200 members of staff, including 300 professors. It is Dortmund's largest educational and research institution as well as one of the city's major employers.



### TU DORTMUND UNIVERSITY

[www.tu-dortmund.de](http://www.tu-dortmund.de) > English

### History of TU Dortmund University

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
> Zahlen, Daten, Fakten > Chronik

### Statutes of TU Dortmund University

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
> Zahlen, Daten, Fakten  
> Dokumente > Grundordnung



## Research

Research at TU Dortmund University excels nationally and internationally, in particular in its four profile areas:

In the profile area “Production and Logistics”, TU Dortmund University researchers develop innovative concepts for materials processing and create management models for commodity flow and production processes in cooperation with experts at the Fraunhofer Institute for Material Flow and Logistics.

The second profile area “Chemical Biology and Biotechnology” thrives on the collaborative efforts of several strong partners: Germany’s largest Faculty of Biochemical and Chemical Engineering, the Dortmund-based Max Planck Institute of Molecular Physiology and the Faculty of Chemistry and Chemical Biology as well as other institutions.

In the third profile area “Modeling, Simulation and Optimisation of Complex Processes and Systems”, computer science, mathematics, statistics, engineering and economics work together to model technical processes and economic developments.

Our fourth profile area “Youth, School and Education Research” gives widely acclaimed impetus to national and international educational policy.

## Teaching

Our comprehensive portfolio of courses includes about 80 degree programmes. In addition to the classical canon of subjects, we also offer numerous innovative and interdisciplinary courses.

Our new degree course “bioengineering”, for example, is as unique and novel in Germany as our degree courses in spatial planning, statistics, journalism and rehabilitation sciences. The “Dortmund Model of Civil Engineering” uses teaching projects to train students of architecture and civil engineering together. Furthermore, TU Dortmund University is one of only a few universities in Germany offering the full range of teacher training, encompassing 30 subjects for all types of school.

TU Dortmund University is a bricks and mortar university which incorporates e-learning as a meaningful addition to its standard courses. Depending on the subject, teaching employs a broad variety of different formats – ranging from large-scale lectures, via interactive seminars and lab experiments, to one-to-one music lessons.

## Overarching strategies

### Support for junior researchers

Each year, more than 250 junior researchers obtain their Ph.D. from TU Dortmund University. As an investment in the future of science, the university considers it part of its mission to provide the best possible conditions for training young researchers through structured Ph.D. programmes and graduate schools as well as a variety of other services.

### Internationalisation

TU Dortmund University has a global mind-set with numerous international programmes to promote academic and student exchange. One in nine students hails from abroad. In addition, joint liaison offices promote the University Alliance Ruhr on three continents (see Chapter 1.3). To complement our international collaborations, our concept of “Internationalization at Home” provides opportunities to experience internationalism right here on the campus, for example at our International Meeting Center or in degree courses taught in English.

### Gender and Diversity Management

It is TU Dortmund University’s strategic objective to recognise personal and cultural diversity, ensure equal opportunities and prevent discrimination of any kind. The university therefore implements measures and structures to achieve gender equality, cultivate a family-friendly university, support university members with disabilities and chronic conditions, and more.

## Campus

TU Dortmund University has a main campus (North Campus) and an adjacent site (South Campus), which are connected by an automatic suspension railway system called “H-Bahn”. The university also maintains an inner-city presence at its “Campus Stadt”, located on the university floor of the Dortmunder U building.

Teaching and research facilities, student residences and other university-related infrastructure, including green spaces, are located between the districts of Barop and Eichlinghofen in the immediate vicinity of the TechnologieZentrumDortmund.

Many everyday errands can be done right on campus, which has branches of the two banks Sparkasse and Volksbank, insurance offices and a bookshop as well as several copy shops and a travel agency.

The campus has good public transport connections with destinations such as Dortmund city centre and the main railway station.







## TU DORTMUND UNIVERSITY LEADERSHIP

### TU Dortmund University Council

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
 > Organisation > Hochschulleitung  
 > Hochschulrat

### Rectorate of TU Dortmund University

[www.tu-dortmund.de](http://www.tu-dortmund.de) > English  
 > Organization > Rectorate

### Senate of TU Dortmund University

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
 > Organisation > Hochschulleitung  
 > Senat

## 1.2 | Organisation

### University leadership & bodies

#### University Council

The University Council advises the Rectorate and supervises its governance. Its main tasks include participating in the University Election Assembly to elect members of the Rectorate and endorsing the draft of the university's agreement with the federal state of NRW as well as the economic plan. Members of the University Council are not members of TU Dortmund University.

#### Rectorate

The Rectorate governs the university. Its main executive tasks cover continuous university development planning, including the courses of study, research focus areas and university organisation. In this capacity, the Rectorate follows Senate-approved planning principles and takes account of the faculties' development plans. The Rectorate is composed of the Rector, Chancellor and Pro-rectors.

#### Senate

Four university groups are represented in the Senate: university teachers, academic staff, technical and administrative staff, and students. Amongst other tasks, the Senate participates in the University Election Assembly to elect the members of the Rectorate and issues a statement on the annual Rectorate's Report.

#### Faculty Conference

The Faculty Conference advises the Rectorate and the University Council on matters pertaining to research, art, teaching and studies if they affect the entire university or its central facilities, or are otherwise of fundamental importance. The Faculty Conference is composed of the Deans.

#### General Students' Committee (AStA)

The General Students' Committee AStA represents the student body at the university and is thus effectively the "student government". Its representatives are elected by the student parliament. AStA offers a variety of services such as counselling on BAföG (student loans), and legal and social matters, as well as an online housing and job agency and reduced-price copying facilities.

### Faculties

The 16 faculties at TU Dortmund University encompass science and engineering as well as social sciences and cultural studies. The faculties cooperate extensively on both research and teaching.

- Faculty of Mathematics
- Faculty of Physics
- Faculty of Chemistry and Chemical Biology
- Faculty of Computer Science
- Faculty of Statistics
- Faculty of Biochemical and Chemical Engineering
- Faculty of Mechanical Engineering
- Faculty of Electrical Engineering and Information Technology
- Faculty of Spatial Planning
- Faculty of Architecture and Civil Engineering

- Faculty of Business and Economics
- Faculty of Education, Psychology and Sociology
- Faculty of Rehabilitation Sciences
- Faculty of Human Sciences and Theology
- Faculty of Cultural Studies
- Faculty of Arts and Sports Sciences

### Central scientific institutions

The central scientific institutions provide various services for research and teaching across disciplines and faculties:

- Center for Teacher Training (DoKoLL)
- Social Research Center Dortmund (sfs)
- Center for Synchrotron Radiation (DELTA)
- Center for Higher Education (zhb)



### ASTA AT TU DORTMUND UNIVERSITY

[www.asta-dortmund.de](http://www.asta-dortmund.de)

### FACULTIES AT TU DORTMUND UNIVERSITY

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
 > English > Faculties

### CENTRAL SCIENTIFIC INSTITUTIONS AT TU DORTMUND UNIVERSITY

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
 > English > Faculties  
 > Central Scientific Institutions

## TU DORTMUND UNIVERSITY ADMINISTRATION

[www.tu-dortmund.de/uni/Verwaltung](http://www.tu-dortmund.de/uni/Verwaltung)

## PERSONNEL REPRESENTATION AT TU DORTMUND UNIVERSITY

[www.tu-dortmund.de](http://www.tu-dortmund.de)

> Organisation > Personalvertretungen

## REPRESENTATIVES & OMBUDSPERSONS AT TU DORTMUND UNIVERSITY

[www.tu-dortmund.de](http://www.tu-dortmund.de)

> Organisation

> Beauftragte & Vertrauenspersonen



### University administration

The university administration carries out TU Dortmund University's planning, administrative tasks and legal business. It also conducts the administrative business of the university's institutions and bodies. The university administration is headed by the Chancellor, who is also a member of the Rectorate.

### Departments

- Department 2: University Development and Organization
- Department 3: Human Resources and Legal Affairs
- Department 4: Student Services
- Department 5: Finance and Procurement
- Department 6: Construction and Facility Management

### Offices

- Office 1: University Communications
- Office 2: Research Support Services
- Office 3: University Marketing
- Office 4: International Office
- Office 5: Internal Auditing
- Office 6: Controlling and Risk Management
- Office 7: Occupational Safety, Environmental and Health Protection
- Office 8: German and European Education and Higher Education Policy
- Office 9: Data Protection, Committees, Allowances

## Representation

TU Dortmund University has various representatives, delegates and ombudspersons to represent the interests of its members and to assist them on questions of employment law, equal opportunities and data protection.

### Personnel representatives

Generally, the Staff Councils monitor whether all members of a given department are treated fairly and equitably. Staff Councils can request certain measures for the benefit of the institution and its members. They ensure compliance with any current legislation and regulations, collective bargaining agreements, works agreements and administrative orders that are designed to protect employees.

Academic staff at TU Dortmund University is represented by:

- Staff Council for scientific and artistic staff
- Representation of scientific staff (for any matters relating to university policy)

### Representatives & ombudspersons

The following representatives and ombudspersons can be contacted at TU Dortmund University:

- Central Equal Opportunity Officer
- Psychological counselling for staff
- Data Protection Officer
- Anti-corruption and Compliance Officer
- Representative of the severely disabled
- Senate representative for students with disabilities



## AFFILIATED INSTITUTES

- 🌐 [www.isas.de/en](http://www.isas.de/en)
- 🌐 [www.ifado.de](http://www.ifado.de) > English
- 🌐 [www.ffg.tu-dortmund.de](http://www.ffg.tu-dortmund.de) > English
- 🌐 [www.ftb-net.com](http://www.ftb-net.com)
- 🌐 [www.stadtbaukunst.de](http://www.stadtbaukunst.de)

## ASSOCIATED RESEARCH INSTITUTES

- 🌐 [www.baua.de/en](http://www.baua.de/en)
- 🌐 [www.Impl.fraunhofer.de/en](http://www.Impl.fraunhofer.de/en)
- 🌐 [www.isst.fraunhofer.de/en](http://www.isst.fraunhofer.de/en)
- 🌐 [www.ils-forschung.de](http://www.ils-forschung.de) > English
- 🌐 [www.invite-research.com/en](http://www.invite-research.com/en)
- 🌐 [www.logistikcampus.tu-dortmund.de](http://www.logistikcampus.tu-dortmund.de)
- 🌐 [www.mpi-dortmund.mpg.de/en](http://www.mpi-dortmund.mpg.de/en)

## WINDO E.V.

Together with the Dortmund University of Applied Sciences and Arts and TU Dortmund University, most institutes are members of windo e.V., an association of science institutions in Dortmund.

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



# 1.3 | Non-university Environment

## Affiliated and associated research institutes

### Affiliated institutes

- Leibniz Institute for Analytical Sciences (ISAS)
- Leibniz Research Centre for Working Environment and Human Factors at TU Dortmund University (IfADo)
- Research Association for Gerontology/Institute for Gerontology at TU Dortmund University (FfG)
- German Institute for Civic Art (DIS)
- Research Institute for Technology and Disability (FTB)

### Associated research institutes

- Federal Institute for Occupational Safety and Health (BAuA)
- Fraunhofer Institute for Material Flow and Logistics (IML)
- Fraunhofer Institute for Software and Systems Engineering (ISST)
- Research Institute for Regional and Urban Development (ILS)
- INVITE GmbH
- LogistikCampus
- Max Planck Institute of Molecular Physiology (MPI)

## TechnologieZentrumDortmund

Located in the immediate vicinity of the campus, the TechnologieZentrumDortmund and Germany's most successful technology park demonstrate how knowledge can be transferred to industry and business via a highly effective commercial application of scientific ideas.

## University Alliance Ruhr (UA Ruhr)

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

The figures are indicative of the partners' collective diversity and strength: 120,000 young people and 1,200 professors study, do research and work in a network that spans three universities and a broad range of subjects embracing all disciplines, including the humanities and social sciences, the natural sciences and engineering as well as medicine. The Stiftung Mercator provides support for this collaboration within UA Ruhr.

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

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

## TECHNOLOGIEZENTRUMDORTMUND

- 🌐 [www.tzdo.de/en.htm](http://www.tzdo.de/en.htm)

## UNIVERSITY ALLIANCE RUHR

- 🌐 [www.uaruhr.de/en](http://www.uaruhr.de/en)



## ASSOCIATION OF FRIENDS OF TU DORTMUND UNIVERSITY

 [www.freunde-tu-dortmund.de](http://www.freunde-tu-dortmund.de)



### Association of Friends of TU Dortmund University

Amongst the many friends of TU Dortmund University are about 650 very special ones: as members of the Association of Friends of TU Dortmund University, they support the university's projects and activities in many ways. This non-profit community has been serving and supporting the construction and expansion of the university from the very beginning. Whether it is running the Helmut Keunecke House

(see Chapter 7), conferring the annual "best student" awards or supporting scientific conferences and international exchange: many activities at TU Dortmund University would not be possible without the help of the Association of Friends of TU Dortmund University. Guido Baranowski has been president of the society since 2016. Honorary chairman is Prof. Bodo Weidlich.

## Alumni

TU Dortmund University fosters contact with former university members in a decentralised manner through its faculties' alumni associations. Former international students and scientists stay in touch via the centrally-run network "Alumni International".

### Alumni associations

Even after graduation, when former students have evolved into teachers, engineers, executives or marketing managers, staying in touch with their faculty can be a worthwhile investment – whether it is to reconnect with former fellow students, to pursue continuing education or to keep abreast of the latest scientific insights.

With their various activities, alumni associations are the home of all former Dortmund students who wish to maintain academic contact with their former faculty.

### Alumni International


Internationally, TU Dortmund University stays connected with former international students, researchers and friends of the university across faculties, thus fostering their bond with TU Dortmund University even after their stay in Germany has come to an end – which in turn helps promote internationalism in our academic collaboration.

The project "Alumni International" continuously develops our worldwide network with the support of the University Alliance Ruhr's three liaison offices in the USA, Russia and Brazil. This not only strengthens the alumni's bond with the university, but also allows them to maintain and expand existing and new networks amongst themselves.

We publish a regular bilingual newsletter that keeps readers up-to-date on current developments at TU Dortmund University whilst our website offers a variety of online services. In addition, we support alumni in their own local endeavours as "Alumni Ambassadors" in their own countries.



## ALUMNI ASSOCIATIONS AT TU DORTMUND UNIVERSITY

 [www.tu-dortmund.de](http://www.tu-dortmund.de)  
> Freunde und Förderer  
> Alumni > Alumni Vereine

## ALUMNI INTERNATIONAL AT TU DORTMUND UNIVERSITY

 [www.aaa.tu-dortmund.de](http://www.aaa.tu-dortmund.de)  
> English > Alumni



# First Steps at TU Dortmund University



## 2.1 | International Office

The International Office is responsible for TU Dortmund University's international relations which involves a variety of activities.

### Support

The International Office is the point of contact for international teaching staff and researchers at TU Dortmund University. International students interested in studying or work placements at the university can contact the International Office for information on admission requirements and procedures, most of which are managed by the office. For international members of the university who are already on campus, the International Office offers a wide variety of support and integration measures. In addition, the office advises and supports Dortmund-based students who plan to study or go on work placements abroad. All TU Dortmund University employees can approach the office for information about the various opportunities for funding international exchange.

The International Office will be happy to answer any questions you may have prior to and during your stay. Contact the office for information on relevant events and visit our website for more information for international academics.

### International alliances

The International Office manages and fosters TU Dortmund University's partnerships with international universities for the entire university or for specific faculties, including student and academic staff exchange and joint research activities. The office is also the point of contact for the UA Ruhr liaison offices in New York City, Moscow and Rio de Janeiro/São Paulo.

Visit the International Office website to find out more about existing partnerships and opportunities to build new ones.



### INTERNATIONAL OFFICE AT TU DORTMUND UNIVERSITY

✉ North Campus  
Emil-Figge-Str. 61  
44227 Dortmund  
🌐 [www.aaa.tu-dortmund.de](http://www.aaa.tu-dortmund.de) > English

### Contact for international researchers

Lina Dohmeyer  
Room: 208b  
☎ 0231 755-3667  
@ [lina.dohmeyer@tu-dortmund.de](mailto:lina.dohmeyer@tu-dortmund.de)  
🌐 [www.aaa.tu-dortmund.de/researchers](http://www.aaa.tu-dortmund.de/researchers)

## INTERNATIONAL MEETING CENTER (IBZ) AT TU DORTMUND UNIVERSITY

📍 North Campus  
Emil-Figge-Str. 59  
44227 Dortmund

### Contact IBZ

Jane Artmann  
Emil-Figge-Str. 61  
Room: 207b

☎ 0231 755-6351  
@ jane.artmann@tu-dortmund.de  
🌐 [aaa.tu-dortmund.de](http://aaa.tu-dortmund.de) > English  
> International Meeting Center



### International events/International Meeting Center (IBZ)

TU Dortmund University's International Meeting Center is a hub of internationalism, networking and exchange right on campus. Thanks to the great dedication of students and the support of the Association of Friends of TU Dortmund University as well as many other supporters the International Meeting Center was completed and had its grand opening in December 2009.

The International Office coordinates events at the IBZ and organizes its own international events and encounters: join us at the IBZ for the International Reception at the beginning of each winter semester, the International Career Fair in the summer, or other fun events such as Eat & Read each Wednesday.

And of course, you can book the IBZ for your own (international) event.

## 2.2 | UniMail and UniCard (Personal)

### UniMail Account

All TU Dortmund University staff and students (with the exception of guest students) receive a UniMail account when they start work or enrol. This includes a personal TU email address (firstname.lastname@tu-dortmund.de) as well as access to TU Dortmund University's wireless internet network and important online services for staff and students, such as the ServicePortal and the course and examination administration portals (see Chapter 2.3).

To take full advantage of your UniMail access, you must first activate your account on the IT & Media Center website (ITMC). UniMail can be used with an email programme or as a web mailer, which gives you access to your email account anytime, anywhere.

### UniCard/UniCard Personal

TU Dortmund University has introduced the UniCard for students (student ID) and staff (UniCard Personal). It serves as a student or staff ID as well as a library card, copy card and H-Bahn ticket. In addition, it features a standardised chip that allows you to make cashless payments, e.g. in the refectory.

You can apply for a UniCard or a UniCard Personal via the TU Dortmund University ServicePortal (see Chapter 2.3), which can be accessed by members of TU Dortmund University using their UniMail login credentials. To apply, you will need to upload a passport photo file or take your picture with a webcam. Once your application has been successfully submitted, a confirmation email will be sent to your TU email address. Your UniCard will be ready for collection at the university library within a few days. You will have to present valid ID.



### ACTIVATING YOUR UNIMAIL ACCOUNT

🌐 [service.tu-dortmund.de/freischaltung](http://service.tu-dortmund.de/freischaltung)

### APPLYING FOR A UNICARD/ UNICARD PERSONAL

🌐 [www.service.tu-dortmund.de/en](http://www.service.tu-dortmund.de/en)  
> Login (with your UniMail credentials)  
> Quicklinks > UniCard

### UNICARD/UNICARD PERSONAL COLLECTION

📍 University Library at  
TU Dortmund University  
North Campus  
Vogelpothsweg 76  
44227 Dortmund  
☎ 0231 755-2414  
@ [unicard.service@tu-dortmund.de](mailto:unicard.service@tu-dortmund.de)



## IT & MEDIA CENTER AT TU DORTMUND UNIVERSITY

ITMC staff is available at two locations on North Campus: Otto-Hahn-Straße 12 and Emil-Figge-Straße 50 (EF 50).

### Service Desk

- 📍 North Campus  
Otto-Hahn-Straße 12  
Room: E.037  
44227 Dortmund
- ☎ 0231 755-2444
- 🌐 [www.itmc.tu-dortmund.de](http://www.itmc.tu-dortmund.de)  
> Kontakt > Service Desk

### Opening hours

- 🕒 Monday–Thursday 7.30 am–5.30 pm  
Friday 7.30 am–4.00 pm
- ✉ [service.itmc@tu-dortmund.de](mailto:service.itmc@tu-dortmund.de)

### Equipment Loan

- 📍 North Campus  
Emil-Figge-Straße 50  
Room: 0.222  
44227 Dortmund
- ☎ 0231 755-2163 and -2142
- 🌐 [www.itmc.tu-dortmund.de](http://www.itmc.tu-dortmund.de)  
> Direkt zu > Ausleihe

## 2.3 | IT, Media and Online Services

### IT & Media Center (ITMC)

The IT & Media Center is your one-stop service provider for all things IT-related at TU Dortmund University. It plans and operates all overarching IT and electronic media services as well as the IT security framework at the university.

In addition to maintaining the university's IT networks and computers, ITMC's products and services include the UniCard, a comprehensive inventory of technical equipment that can be borrowed by students and teaching staff, and administration of the UniMail email service.

Members of TU Dortmund University can borrow a variety of media equipment (speakers, projectors, computers etc.) for their events from ITMC. The equipment must be reserved online and you will need to present your UniCard or other valid ID in order to collect it.

The Service Desk is the central point of contact for any questions relating to ITMC services.

### ServicePortal

For one-stop, personalised access to all electronic services, go to [www.service.tu-dortmund.de/en](http://www.service.tu-dortmund.de/en).

The portal offers services related to teaching, research, library, media, IT and organisation – for example, you can apply for your UniCard (Personal), request professional travel or take leave via the ServicePortal. It also provides access to the course information and examination administration portals (e.g. LSF, Moodle, BOSS).

The central administration, ITMC and the university library are continuously working to expand these services and improve the user experience.

### Course and examination administration

TU Dortmund University provides various online services to assist with course administration and examination organisation.

#### LSF

LSF (which stands for “Teaching-Learning-Research”) is a portal for students, prospective students, university teachers and staff. LSF also includes the course catalogue, which can be browsed by various criteria, contains detailed course information and allows you to register for courses online. You can also create your own personalised course calendar, and teachers can create and update teaching modules.

#### Moodle

Moodle (which stands for “Modular Object-Oriented Dynamic Learning Environment”) is TU Dortmund University's central internet-based learning platform. The old platform EWS is scheduled to be phased out by the end of 2017. Moodle offers a variety of functionalities to support bricks-and-mortar courses and is also optimised for use with smart phones and tablets. It is connected with LSF, which means courses can easily be transferred to Moodle and students do not have to re-register.



## SERVICEPORTAL AT TU DORTMUND UNIVERSITY

- 🌐 [service.tu-dortmund.de/en](http://service.tu-dortmund.de/en)  
> Login (with your UniMail credentials)

## COURSE AND EXAMINATION MANAGEMENT AT TU DORTMUND UNIVERSITY

- 🌐 [service.tu-dortmund.de/en](http://service.tu-dortmund.de/en)  
> Teaching > Learning Management

## UNIVERSITY LIBRARY AT TU DORTMUND UNIVERSITY

☎ North Campus  
Vogelpothsweg 76  
44227 Dortmund

### Service Centre

☎ 0231 755-4001  
🌐 [www.ub.tu-dortmund.de](http://www.ub.tu-dortmund.de)  
> English > Library Use

### Central library

Monday–Friday 7.00 am–01.00 am  
Saturday & Sunday 9.00 am–01.00 am  
Closed on public holidays

Please note that services are limited  
after 6.00 pm (weekdays) and after 4.00 pm  
(Saturdays)

🌐 [www.ub.tu-dortmund.de](http://www.ub.tu-dortmund.de)  
> English > Library Use  
> Servicezeiten in der Zentralbibliothek

### Specialist libraries

🌐 [www.ub.tu-dortmund.de](http://www.ub.tu-dortmund.de) > English  
> Library Use > Bereichsbibliotheken

### Guided tours and courses

🌐 [www.ub.tu-dortmund.de](http://www.ub.tu-dortmund.de) > English  
> Library Use > Tours and Training

### Lending periods

🌐 [www.ub.tu-dortmund.de/service/leihfristen.html](http://www.ub.tu-dortmund.de/service/leihfristen.html)

## 2.4 | Libraries



The Dortmund University Library provides TU Dortmund University with literature and information. It is a central service facility, offering a variety of information and services. In accordance with TU Dortmund University's teaching and research mission, it has a special focus on technology, natural sciences, educational science, cultural studies as well as economics and social sciences.

The library consists of a central lending library, three reference libraries featuring subject-specific literature as well as the information centre "Technology and Patents" and the TU Dortmund University archives.

Lending periods vary by location (central or specialist library), the status of the user (student or staff), as well as whether the item has already been reserved by another user. The standard lending period for the central library is 28 days, which may be automatically renewed multiple times; the holdings of the specialist libraries can only be borrowed overnight or for the weekend. Special conditions apply for professors and academic/artistic staff at TU Dortmund University.

### Borrowing items from the library

Members of TU Dortmund  
University use their UniCard  
as a library card.

## 2.5 | Information for Families

At TU Dortmund University, the term "family" does not refer to a formal structure, but rather a community of people who take long-term responsibility for each other. This applies principally to students or employees who are parents/single parents or who take care of relatives or partners who are elderly or have special needs (regardless of gender). TU Dortmund University's family-friendly concept is designed to benefit all modern family formats and to help TU's students and staff pursue their studies or careers whilst taking responsibility for children and family members in need of assistance.

After passing an audit for the designation "family-friendly university" from 2008-2014, TU Dortmund University signed the "Family at the University" charter in May 2015, thus becoming a member of the best-practice association of the same name.

Families at TU Dortmund University have access to a large day-care facility and holiday childcare. The "Campus Familienbüro" (Campus Family Office) on campus provides information about family life in Dortmund as well as nursing care counselling for members of the university who care for a loved one. Quiet rooms and changing tables are available at various locations. University members with children meet up regularly at the "Elterncafé" (Parents' Café).

For an overview of the various contact points and support services, visit the family portal on the TU Dortmund University website. For more information, see Chapter 11.



## OFFICE FOR EQUAL OPPORTUNITY, FAMILY AND DIVERSITY AT TU DORTMUND UNIVERSITY

☎ Department Human Resources and  
Legal Affairs (Department 3)  
North Campus  
Emil-Figge-Straße 66  
44227 Dortmund

### Contact

Jeannette Kratz  
Room: E 10  
☎ 0231 755-6912  
☎ 0231 755-54 56  
@ [jeannette.kratz@tu-dortmund.de](mailto:jeannette.kratz@tu-dortmund.de)  
🌐 [www.tu-dortmund.de/familie](http://www.tu-dortmund.de/familie)



# Continuing Education and Leisure at TU Dortmund University



## 3.1 | Continuing Education and Language Courses

### Center for Higher Education (zhb)

The Center for Higher Education (Zentrum für Hochschulbildung, zhb) is divided into the four service sections, "Academic Teaching and Faculty Development", "Continuing Education", "Foreign Languages" and "Disability and Studies" which offer a varied programme of seminars, coaching and training. Three university chairs, which conduct extensive research on the topics offered, are closely associated with the sections. Those participating in zhb events thus benefit directly from the most recent research outcomes.

The Department of **Foreign Languages** at the Center for Higher Education offers students at TU Dortmund University courses in "Modern Foreign Languages", "German as a Foreign Language" (DaF), and "Ancient Languages". The Foreign Languages Section also provides opportunities for independent learning, and it is possible to acquire various language certificates such as the "German language test for access to universities for foreign applicants" (DSH) and "UNicert", a foreign language certificate for the higher education sector.

In zhb's Department of **Academic Teaching and Faculty Development** (HDZ) teaching and learning are the subject of continuing education and advisory activities. Students, tutors and university teachers are all invited to choose from the diverse portfolio of continuing education courses. Students and university teachers can learn how to improve their own teaching and learning performance, and use the time at their disposal more intensively.

### CENTER FOR HIGHER EDUCATION (ZHB) AT TU DORTMUND UNIVERSITY

[www.zhb.tu-dortmund.de](http://www.zhb.tu-dortmund.de) > English

#### Department of Academic Teaching and Faculty Development (HDZ)

[www.zhb.tu-dortmund.de/hd](http://www.zhb.tu-dortmund.de/hd) > English

#### Department of Foreign Languages

[www.zhb.tu-dortmund.de/fs](http://www.zhb.tu-dortmund.de/fs) > English

#### Department of Continuing Education (ZfW)

[www.zhb.tu-dortmund.de/wb](http://www.zhb.tu-dortmund.de/wb) > English

#### Department of Disability and Studies (DoBuS)

[www.dobus.tu-dortmund.de](http://www.dobus.tu-dortmund.de)





### INSIDER INFO

In cooperation with the International Office, the Department of Foreign Languages usually offers a programme of German courses for international doctoral candidates funded by the DAAD.

📧 [aaa.tu-dortmund.de](http://aaa.tu-dortmund.de) > English  
> International Students  
> PhD Students

The Department of **Continuing Education** (ZfW) offers an extensive programme of high-quality courses for professionals. The formats range from one-day seminars to qualifying Master's courses, targeting in particular educational leaders, school teachers, managers and works councils from companies as well as employees of TU Dortmund University.

The Department of **Disability and University Studies** (DoBuS) offers advice and concrete services for students and teaching staff with the aim of creating equitable conditions for chronically ill and disabled students to study. In ongoing projects building blocks for a "University for All" are developed and evaluated.

## 3.2 | Culture and Media

### tu | kultur

Whether as part of research projects and teaching modules or in the form of concerts, exhibitions, festivals and many other events – in all its facets, TU Dortmund University's cultural life is firmly established. If you keep your eyes open as you move around campus you can discover cultural activities in the most unexpected places. The International Meeting Center might turn into a concert hall or the Rudolf Chaudoire Pavilion into the venue for a reading.

However, tu | kultur also extends well beyond the campus. Children participating in TU Dortmund University's "KinderUni", for example, can often be found in various churches in Dortmund where they can investigate the art treasures at events specially designed for children.

### TU | KULTUR

🌐 [www.tu-kultur.de](http://www.tu-kultur.de)

**Contacts for TU Dortmund University's activities on the university's floor in the Dortmund U**

Prof. Dr. Klaus-Peter Busse

☎ 0231 755-2979

☎ 0231 755-6237

@ [klaus-peter.busse@tu-dortmund.de](mailto:klaus-peter.busse@tu-dortmund.de)

Candan Bayram

University Marketing

☎ 0231 755-4811

☎ 0231 755-4819

@ [candan.bayram@tu-dortmund.de](mailto:candan.bayram@tu-dortmund.de)

## CAMPUS NEWSPAPER “UNIZET” & SCIENCE MAGAZINE “MUNDO”

✉ University Communications  
Lena Reil  
South Campus  
Baroper Straße 285  
Room: 13  
44227 Dortmund  
☎ 0231 755-5449  
☎ 0231 755-4664  
@ presse@tu-dortmund.de

## “NRWISION” TEACHING CHANNEL Editor-in-chief

✉ Stefan Malter  
c/o TU Dortmund University  
North Campus  
Otto-Hahn-Straße 20  
44227 Dortmund  
☎ 0231 755-8388  
☎ 0231 755-8381  
@ stefan.malter@nrwision.de  
🌐 [www.nrwision.de](http://www.nrwision.de)

Many of TU Dortmund University’s cultural activities take place on the university’s floor in the “Dortmunder U” building. The “Campus City” (“Campus Stadt”) offers students and staff the opportunity to show visitors how varied the connections between science and culture can be.

In order to drive this interaction, the tu | kultur team was set up, a group of experts with an open ear for ideas, initiatives and projects revolving around the theme of culture. The team deals with applications for funding from the culture budget to promote public outreach events and also helps plan and design activities for the university’s floor in the “Dortmunder U”.

## Media

### unizet

What’s new on campus at TU Dortmund University? The university newspaper “unizet” has been regularly delivering news, reports and features on research, teaching and administration since 1980. “unizet” promotes internal communications between members of the university, fosters contact with alumni and is a source of information for the local press. If you have a suggestion for an article in your field, the editors will be pleased to hear from you by phone or email.

### mundo

“mundo” (Lat.: in the world) is TU Dortmund University’s science magazine. Each issue focuses on a certain theme, providing insights into the world of science at TU Dortmund University whilst not just addressing specialists. The information, reports and features are, therefore, presented in a way that makes complex scientific relationships easy to understand. The “minimundo” section is designed to spark young readers’ curiosity in scientific topics.



## nrwision

Since 2009, the teaching channel, “nrwision”, has been on air. The programme is both varied and creative: film and television makers from across North Rhine-Westphalia, including budding media professionals, amateur film-makers, active citizens’ desks and many training newsrooms at universities and colleges in NRW participate with their own productions. nrwision is funded by the Media Authority of North Rhine-Westphalia. Responsibility for the programme lies with the Institute for Journalism at TU Dortmund University which develops and operates the teaching channel under the leadership of Professor Michael Steinbrecher. As part of the curriculum, this is where students learn about working on an editorial desk. nrwision also provides opportunities to develop skills behind and in front of the camera. The teaching channel team is also supported by trainees at TU Dortmund University. Prospective media designers in sound and image ensure that nrwision’s television programme is broadcast and disseminated without any hitches – not just across NRW on digital TV but also around the clock on nrwision iPlayer with thousands of broadcasts, films and features for all tastes!



## OTHER MEDIA

### TU app

🌐 [www.tu-dortmund.de](http://www.tu-dortmund.de)  
> Medien > TU-App

### Student magazine:

**pflichtlektüre & pflichtlektuere.com**  
🌐 [www.pflichtlektuere.com](http://www.pflichtlektuere.com)

### Student radio: eldoradio\*

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

### TV training newsroom in the Institute for Journalism: do1.tv

🌐 [www.do1.tv](http://www.do1.tv)





### UNIVERSITY SPORTS AT TU DORTMUND UNIVERSITY

North Campus  
Emil-Figge-Straße 68  
44227 Dortmund

#### University Sports Office

G3, ground floor  
0231 755-3796  
0231 755-5282  
info.hsp@tu-dortmund.de  
[www.hsp.tu-dortmund.de](http://www.hsp.tu-dortmund.de) > English



## 3.3 | University Sports

Students and staff at TU Dortmund University and FH Dortmund benefit from a whole range of university sports with over 65 different types of sport from "A for Aikido" to "Z for Zumba" as well as some 150 courses. This comprehensive programme covers specific sports, health-related courses, fitness, sports for fun and competitive sporting disciplines. In addition to the courses, the health and fitness centre houses a modern fitness studio ("Fitnessförderwerk") where students and staff can keep fit directly on campus.

In order to take part in nearly all the courses on offer and register for the register-only courses you will need a "sports card" which can be purchased via the university sports website using direct debit or from



the University Sports Office by debit card. You can find the entire sports programme in a brochure or online under University Sports. Most sports facilities are located on TU Dortmund University's North Campus around the Sports Building on Otto-Hahn-Straße (entrance 27).

The website contains all the important information about university sports, events, competitions and course availability. If you click on "Anmeldung" (registration) you will find a detailed description of how to acquire a personal sports card as quickly as possible. Registration for university sports always starts at the beginning of the semester and the university holidays.

## 3.4 | Regular Events

### Summer Celebration

Shortly before the end of the summer semester, TU Dortmund University holds its summer fete. On this day, all the students, staff and friends of TU Dortmund University and their families can enjoy a varied programme stretching from Martin-Schmeißer-Platz to Emil-Figge-Straße.

### International Reception

The International Reception is held every year in autumn and is traditionally the occasion for the university management to officially welcome new, international members of the university to TU Dortmund University in a relaxed atmosphere. Interested German and international researchers and students have an opportunity to share ideas and make contacts. To receive your personal invitation, contact the International Office.

### Open Day

On one Saturday in autumn TU Dortmund University showcases itself in all its diversity. Visitors can choose from a wealth of opportunities to get to know all 16 faculties and peek behind many doors.

### Annual Anniversary Celebration

On 16 December, TU Dortmund University celebrates the anniversary of its foundation. Award ceremonies form the heart of the celebrations, which are held at the invitation of the Rectorate and the Association of Friends of TU Dortmund University. There is also a varied stage programme.



### EVENTS AT TU DORTMUND UNIVERSITY

[www.tu-dortmund.de](http://www.tu-dortmund.de)  
> Veranstaltungen  
[www.aaa.tu-dortmund.de](http://www.aaa.tu-dortmund.de)  
> English > Events



## CATERING

### North Campus

North Campus Main Refectory

- ☑ Monday–Thursday 11.30 am–2.15 pm  
Friday 11.30 am–2.00 pm

Galerie

- ☑ Monday–Thursday 7.30 am–4.45 pm  
Friday 7.30 am–4.00 pm

Vital

- ☑ Monday–Friday 9.00 am–2.30 pm

food fakultät

- ☑ Monday–Thursday 7.30 am–10.00 pm  
Friday 7.30 am–9.00 pm  
Saturday 10.00 am–3.00 pm  
(during the semester)

Café Che

- ☑ Monday–Thursday 8.15 am–3.00 pm  
Friday 8.15 am–2.00 pm

### South Campus

South Refectory

- ☑ Monday–Thursday 11.30 am–2.30 pm  
Friday 11.30 am–2.30 pm

Archeteri@

- ☑ Monday–Thursday 7.30 am–4.00 pm  
Friday 7.30 am–3.30 pm

## 3.5 | Catering

On campus at TU Dortmund University you can find the most diverse selection of places to eat run by “Studierendenwerk Dortmund”.

### Lunch

Some facilities focus on serving lunches. In the main university refectory, which includes the restaurant “Calla” and “Vital” on the North Campus, and the south refectory, you can choose from various menus with vegetarian options and, in some cases, self-service buffets.

### Snacks

In addition, you can also find “Galerie” and the “food-fakultät” on the North Campus and “Archeteri@” on the South Campus which offer a selection of snacks, rolls, salads, pastries as well as hot dishes all day until the early evening.

### Concessions

In order to benefit from concessions for students and staff, you have to show a UniCard (students) or UniCard Personal (employees). Otherwise you will have to pay the amount charged to visitors. You can pay everywhere in cash or with the UniCard/UniCard Personal, provided that the chip has been activated and you have enough credit (see Chapter 2.2).

Eating at the refectory is free for children under the age of ten, if the adult accompanying the child purchases a complete lunch and the child has a TU Dortmund University children’s ID.



3

### Menus

- 🌐 [www.stwdo.de/gastronomie/speiseplaene](http://www.stwdo.de/gastronomie/speiseplaene)
- 📱 TU app (see Chapter 3.2)

### STUDIERENDENWERK DORTMUND AÖR

- 📍 North Campus  
Vogelpothsweg 85  
44227 Dortmund
- ☎ 02 31 755-35 00
- 🌐 [www.stwdo.de](http://www.stwdo.de)

### Studierendenwerk Dortmund

“Studierendenwerk Dortmund” is the service provider for more than 57,000 students at the universities in Dortmund, Hagen, Meschede, Iserlohn, Soest and Lüdenscheid. It is particularly well-known as a provider of varied and cheap university catering. However, it also advises and assists students in how to finance their studies. In addition to these activities, “Studierendenwerk Dortmund” runs the “4 Jahreszeiten” day care facility and also builds and operates cheap living accommodation for more than 2,800 students in student residences.



# Dortmund and the Ruhr Area



## 4.1 | Dortmund

Big, green, hospitable and gregarious: the City of Dortmund has a lot to offer.

Being the biggest city in the Ruhr Area, Dortmund is the hub of business and trade in the region and also an example for structural change: today, the former industrial site has become a science city and a centre for services and future technologies – TU Dortmund University and the neighbouring “TechnologieZentrumDortmund” play no small role in this development. In Dortmund, research and business work hand-in-hand and allow the interweaving of theory and practice.

About 600,000 inhabitants ensure that Dortmund is a diverse and lively metropolis. In an area that is already well connected, Dortmund boasts an excellent transport infrastructure – and yet is still a green city: almost half of the urban area is given over to green sites and parks. Some of the largest and nicest of these are the Westfalenpark, which hosts the electronic music festival “Juicy Beats” each summer, and the Romberg-Park with the neighbouring zoo. A very popular meeting place with a beer garden and petanque courts is the Westpark near the Kreuzviertel, a favourite residential and nightlife area – and a prominent address amongst academics.

Culture also plays an important role in Dortmund. The most recent, shining example is the “Dortmunder U”, an elaborately redeveloped fermenting and storage silo formerly belonging to the Dortmunder Union brewery, which is now a centre for art and creativity. The name of the TU’s own part of the building “Campus Stadt” indicates that the university is represented in the city. Anyone on a tour of discovery around town will soon encounter the numerous interesting industrial monuments. Particularly recommendable are the Zollern Colliery and the Hansa Coking Plant.

For those interested in culture, the highlights include the Opera House, the Theatre and the Concert Hall in the heart of the city. The unique acoustics in the Concert Hall not only attract opera stars but also ensure that pop concerts enjoy their own special atmosphere. When it comes to bigger events and concerts, the Westfalenhalle is the place to be. International artists and bands of all kinds also regularly tread the boards of the Freizeitzentrum West (FZW), near the main station.

### MORE INFORMATION

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







One topic that is very important and brings everyone together in Dortmund is football. BVB, which regularly qualifies for the Champions League, has also thrilled the town in recent years by becoming German League champions in 2011 and taking the double, Championship and Cup, in 2012. In 2009, the British newspaper "The Times" dubbed Signal Iduna Park "the world's best football stadium" in which every home game is an experience guaranteed to send shivers down the spine. So existing and prospective football fans will definitely get their money's worth. And Dortmund teams and individuals have made a

name for themselves in other sports, too, such as the world-class German rowing eight and the basketball team of SVD 49 Dortmund.

For all of those who prefer to take part in sports themselves, the city has a wide variety of leisure and sporting activities on offer: altogether, there are nearly 600 sports clubs, numerous sports halls, eleven swimming pools, a mountain bike arena, three indoor climbing walls, a good network of cycle paths and several fitness fun sports facilities in Dortmund.

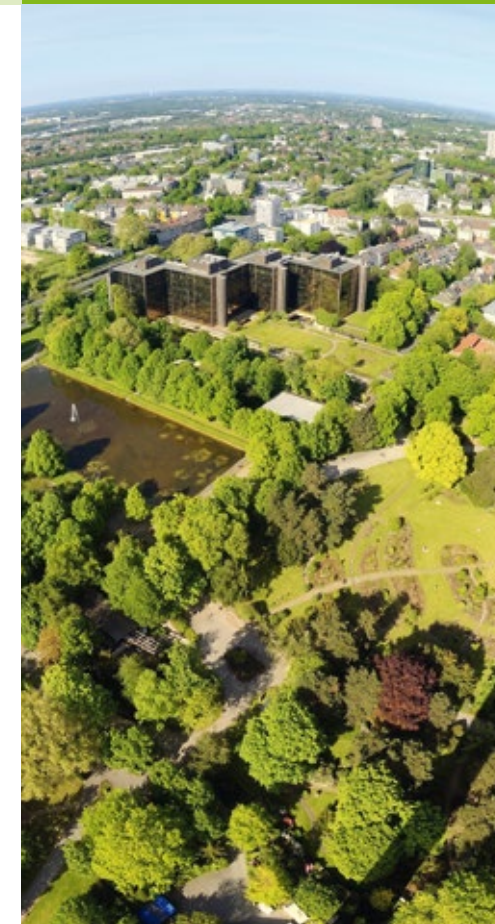
## 4.2 | The Ruhr Area

The "Ruhrgebiet" (Ruhr Area) is an urban region in the west of the Federal Republic of Germany. A total of 53 towns and municipalities combine to form a unique, seamless metropolitan area that has the feel of a single town. The Ruhr Area is not a natural region but an economic one that owes its cohesion first and foremost to its history as the largest industrial mining region in Europe. It stretches from Hamm in the northeast and Wesel in the northwest as far as Duisburg in the southwest and Hagen in the southeast (see page 13). As such, the Ruhr Area covers an area of 4,435 square kilometres, roughly 13 per cent of the total area of Nordrhein-Westfalen.

Just 200 years ago, the Ruhr Area was a thinly-populated rural region, but with the advent of industrialisation its rich reserves of coal soon turned it into the most important coal mining and steel region in Europe. Within a few decades, several hundred collieries had appeared and the population exploded. The heyday of the mining industry lasted from the 19th to the mid-20th centuries. Altogether, some 3,200 collieries and numerous coke ovens, ironworks and steelworks grew up, employing up to a million people.

### The undiscovered metropolis

Hardly anywhere in Central Europe has changed as much over the last few decades as the Ruhr Area. In the second half of the 20th century, a period of structural change meant that most of the collieries and iron- and steelworks in the region shut down, throwing the region into serious crisis. Since then, the Ruhr Area has not only been fighting for its economic future but also for its regional cohesion. Despite this, the Ruhr Area with its 5.3 million inhabitants from more than 150 different countries is still the largest economic region in Europe and one of the most important centres of education, science and research. In place of yesterday's mines, today's service industries and educational establishments have found a home here. Technology, trade and service industries are the economic sectors of the future. The Ruhr Area has been a conurbation and industrial landscape for 200 years - now it is developing into a metropolis. Nowhere in Europe can you marvel at so many old buildings or gaze at so many new ones, and nowhere are they so closely interwoven.







### Business and science

Since the 1960s, the “motor and energy supplier for the German economic miracle” has been transforming itself into a modern science and technology location. With five universities, a university of the arts, 16 universities of applied sciences, four Fraunhofer and three Max Planck institutes, and five members of the Leibniz Association as well as more than 150 other non-university educational, research and development institutions, today’s Ruhr metropolitan area is one of the most important science landscapes in Europe. And there is a special feature, too: wall-to-wall linkages between the many collaborations and centres of excellence in the various research areas.

The Ruhr Area is well on the way to becoming one of the leading locations for industry and service industries in Germany. Many enterprises have set up their headquarters in one of the Ruhr cities. This is where important European streams of commerce are organised; this is where future European energy policy is shaped. New, modern branches, especially information technology, medicine and logistics as well as energy and water management determine the economic direction the coal-mining district is taking today.

### Industrial heritage

The Ruhr Area is reinventing itself – and has discovered a completely new form of culture: industrial heritage. This regional consciousness is and was focused on industrial locations: yesterday’s workplace – the pithead towers and blast furnaces, the slag heaps and gasometers – has become today’s monument or landmark. The buildings and factories abandoned by industry are now often used for art and culture, theatre and exhibitions and, indeed, for sport and leisure.

During the summer “Ruhrtriennale”, the Ruhr Area’s festival of arts, these venues host a top-class theatre programme with a unique atmosphere. Once a year, the “Extraschicht” (extra shift), the long night of industrial culture, opens the doors for one night on industrial facilities from the past and present which become the unforgettable backdrop for productions by international artists. In 2010, the Ruhr Area was the European Capital of Culture. Under the motto “Change through Culture – Culture through Change”, it featured many projects and programmes that kick-started sustainable change in the entire region.

### Industrial Heritage Trail

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

#### World Heritage Site: the Zollverein Pit in Essen

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

#### The Zollern Colliery in Dortmund

This magnificent art nouveau building is now a museum where visitors can get an impression of colliery life in the 19<sup>th</sup> century. And it is also possible to visit the housing estates built for the miners in the vicinity.

#### Jahrhunderthalle Bochum (Century Hall)

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



### FURTHER INFORMATION ON THE INDUSTRIAL HERITAGE ROUTE

-  [www.route-industriekultur.de](http://www.route-industriekultur.de)
-  [www.metropoleruhr.de/en](http://www.metropoleruhr.de/en)





#### North Duisburg Landscape Park

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

#### The Oberhausen Gasometer

Built in 1929, the gasometer now houses the largest and arguably most unusual exhibition space in Europe. The inside is more than 100 metres high, and fascinating exhibitions and installations are shown here. There is a magnificent view over the Ruhr Area from the viewing platform on the roof.

#### Henrichshütte Steelworks in Hattingen

The oldest blast furnace in the entire coal-mining area was operational for 150 years. Today, it is an industrial museum introducing visitors to the work and significance of the steelworks for the region, including a "path of iron" demonstration. There are also cultural programmes, special exhibitions and much, much more.

#### INSIDER INFO:

In Dortmund and the entire Ruhr Area there are plenty of places to hire bicycles, which will enable you to discover the area by following some of the many cycle paths.

## 4.3 | Ruhr Culture in Figures

What	How many	Where
Industrial heritage	approx. 3,500	In the entire Ruhr Area, incorporated in the Industrial Heritage Trail; Visitors' Centre at the "Zollverein" world heritage site in Essen
Festivals and festivities	approx. 250 per year	Including the "Ruhrtriennale", Ruhr Theatre Festival, Ruhr Piano Festival, Ruhr European Classics Festival, as well as other events in many different sectors of the arts (music, cinema, dance etc.) in the entire region
Museums	approx. 200	In the entire region: Dortmunder U, Ruhr Museum at the "Zollverein", Museum Folkwang in Essen, Emil Schumacher Museum in Hagen,
Theatres	approx. 120	Including the Theater Dortmund, Aalto-Theater and Grillo Theater in Essen, Schauspielhaus Bochum, Theater Duisburg
Cultural centres	approx. 100	In the entire region
Concert halls	approx. 100	Including Dortmund, Bochum, Essen, Duisburg
Musical theatres	2	Bochum, Oberhausen

Source: [www.ruhr-tourismus.de/en](http://www.ruhr-tourismus.de/en)



#### RUHR.TOPCARD

The "RuhrTopCard" allows you free access to more than 90 attractions - not just museums, exhibitions and industrial heritage but also zoos, swimming pools, inland waterways and leisure parks. The card is valid for a calendar year and gives you one-time free entry to each attraction. Prices: EUR 54 for adults; EUR 35 for children (as of 2017).

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

# A Road Map for your Research Stay



## 5.1 | Check List

### Before you leave home

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

- Decide when you are going to start work and discuss the date with your (host) institute well in advance.
- Put together the most important documents (see Chapter 5.2).
- Apply for your visa (and those of any members of your family accompanying you).
- Find out about accommodation in your new place of residence.
- Arrange health insurance cover (for your marital partner and children as well; see Chapter 9).
- If applicable, enquire about local child care/schools well in advance.

### When you arrive

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

- Visit your department/institute.
- Sign your lease agreement.
- Register (yourself and your family) at the local "Einwohnermeldeamt" (Residents' Registration Office, EU citizens only) or the "Ausländerbehörde" (Foreigners' Registration Office, non-EU citizens) – see also Chapter 6; you may apply for a "Führungszeugnis" (police clearance certificate) if you will have an employment contract.
- Open a bank account.
- Sign your employment contract, if applicable.
- Extend your visa/residence title (and those of your marital partner and children).
- Register your child/ren at kindergarten or school.
- Set up your workplace (Internet access, library card etc.).
- Obtain information as soon as possible on potential tax obligations and pension rights which may ensue from your employment status.

### INSIDER INFO:

Make contact with TU Dortmund University's International Office (e.g. for temporary access to TU Dortmund University's wireless network). Just visit [www.aaa.tu-dortmund.de/researchers](http://www.aaa.tu-dortmund.de/researchers)



## 5.2 | Important Documents

**You will usually need the following documents in order to enter the country:**

- Passports or equivalent identity documents for yourself and any members of your family accompanying you which are valid for three months longer than the entire duration of your stay in Germany
- A visa for yourself and any members of your family accompanying you (see Chapter 6)
- Letter of invitation from the university, fellowship award letter or hosting agreement
- A biometric passport photo for your residence permit
- Possibly additional passport photos for the various ID cards you will need during your stay (please observe the requirements for passport photos laid down by the German Foreign Office)

**In many cases you will also need the following documents:**

- Birth certificates for yourself and any members of your family accompanying you (preferably including a German translation)
- Marriage certificate (preferably including a German translation)
- Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably including a German or English translation)
- Vaccination certificates
- A declaration stating particular or previous illness (possibly recent x-rays) and any current medication
- If you intend to drive while you are in Germany: international driving licence or foreign driving licence including translation (depending on country of issue); if you wish to take your car with you to Germany you will need additional documentation (see Chapter 12).
- If you conclude an employment contract with a university – depending on the type of contract – you will need additional documents; please ascertain which documents are necessary in your particular case prior to entering the country (see Chapter 8).



### Welcome pack for new staff at TU Dortmund University

When they sign their contracts all new members of staff receive an information pack and a getting-started file. It includes information on the workplace (working hours, holidays, travel on university business, health and safety, acquisition etc.), on employers' contributions, interest groups, technical support and many other points. You can also view the content online by visiting

🌐 [www.pe.tu-dortmund.de/download/startmappe.pdf](http://www.pe.tu-dortmund.de/download/startmappe.pdf)

For Starter Pack information in English visit the homepage of the International Office.

🌐 [aaa.tu-dortmund.de/researchers](http://aaa.tu-dortmund.de/researchers)

## EURAXESS GERMANY

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

## 5.3 | EURAXESS

### What is EURAXESS (Germany)?

EURAXESS is an EU-wide network providing information and advice for internationally mobile researchers. 40 countries are involved. The EURAXESS network typically comprises a central organisation in each country that coordinates the activities in that country and maintains contact with the central organisations in the other countries as well as with the European Commission. In addition, numerous universities and research institutions in all the countries cooperate at local level.

### What services are on offer to mobile researchers?

- Website [www.euraxess.de](http://www.euraxess.de) and a helpdesk
- Information, initial advice and mediation services for mobile researchers and those responsible for them (incoming, outgoing, returning) dealing with entry, working, social security, taxation and practical issues as well as frequently asked questions and answers
- One of the most comprehensive funding databases for researchers in Germany
- A free, Europe-wide job portal in which researchers can post their CVs and institutions can advertise positions vacant

### Institutional interplay at local level – EURAXESS Germany

The national EURAXESS coordinators work together with partners and research institutions in their respective countries. In Germany there are more than 70 universities and research institutions – including TU Dortmund University, Ruhr University Bochum and the University of Duisburg-Essen – which are registered as “local service points” in the EURAXESS network. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, the distribution of work is roughly as follows:

#### EURAXESS Germany

- Initial guidance for researchers on the themes mentioned above
- Mediating contacts to individual universities and research institutions in Germany
- Mediating contacts to partners in the EURAXESS network in other countries
- Networking and continuing education events for “researcher advisers” at universities and research institutions in Germany (up to twice a year)
- Networking between local service points and the Europe-wide EURAXESS network

#### Local service points in the EURAXESS network

- Dealing with individuals at the respective institution
- Providing information on the specific institution/location
- Mediating contacts to the responsible local organisations/institutions



# Entry and Residence



## 6.1 | Visa and Entry

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


If you are an EU national or come from Iceland, Liechtenstein, Norway or Switzerland you will not normally need a visa. You may enter Germany on your national identity card. If you intend to stay in Germany for more than three months and move into a flat (share) you must register at the "Einwohnermeldeamt" (Residents' Registration Office) after entering the country (see Chapter 6.2).

### Nationals of Australia, Canada, Israel, Japan, New Zealand, Republic of Korea and the USA

If you are a national of one of these states you do not need a visa to enter Germany. However, for visits lasting more than three months or for the purpose of employment you will require a residence permit. You can either apply for this once you have entered Germany (see Chapter 6.3) or before you do so by applying to the German diplomatic mission for the relevant visa.

#### Online application form

If you only need a visa for a short visit of up to 90 days (Schengen Visa) you can complete the application form online by accessing the address given below. When you have filled in the form completely you must print it out and present it to the German diplomatic mission in person together with all the other application documents required.

 <http://visa.diplo.de> > English



You can find a list of the countries requiring a visa (short stay) as well as the addresses of German missions abroad and information on entry regulations on the website of the Federal Foreign Office.  
🌐 [www.auswaertiges-amt.de/EN](http://www.auswaertiges-amt.de/EN)

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

Short visits lasting up to three months

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

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

Visa exemptions for short visits

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



Visits lasting more than three months

If you are planning to stay in Germany for more than three months you must apply for a National Visa for Germany (D-Visa) from the German Embassy or Consulate while you are still in your own country or current country of residence. Please note that this applies even when you are already staying in another European Union country. If your marital partner or children are intending to spend time with you during your research stay it is recommendable to apply for their visas together with your own, even if your family is only intending to enter the country a few weeks after you. Do not under any circumstances enter Germany on a “Visitor’s or Tourist Visa” (Schengen Visa). This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months. You would then have to return to your own country at your own expense and apply for the right visa there. The same applies to members of your family. The National Visa entitles you to stay in Germany and travel throughout the Schengen States for up to 90 days within a six month period.

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

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

THE SCHENGEN STATES

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







Depending on the individual Embassy the documents required may differ. Please contact the respective diplomatic mission at the earliest opportunity in order to ascertain which documents you will need for your visa application. National Visas are usually issued for a period of three months. Once you have entered Germany you must present this visa to your local "Ausländerbehörde" (Foreigners' Registration Office) to register and apply for a residence permit (see Chapter 6.3.). A National Visa is linked to a specific purpose. This could be studying (e.g. a doctoral candidate on a fellowship), employment (e.g. a research associate) or research (e.g. a postdoctoral researcher on a fellowship or employment contract).

#### Inviting visitors

If you would like to invite a guest to visit you in Germany, such as a member of your family who needs an entry visa, it will be necessary to prove in the application that sufficient financial means are available for the duration of their visit. If the guest is unable to provide this proof themselves, you can pledge to cover all the costs ensuing from the stay in Germany. You can submit this formal obligation to the "Bürgerdienste International" where you will be issued with a document that the visitor can use as evidence of financial support when applying for a visa.

#### Fee waiver

Fellows of German funding organisations who receive a publicly-financed fellowship – for example, usually Alexander von Humboldt Foundation fellows and DAAD scholarship-holders – are not required to pay fees for their visas or residence permits, provided that they submit the relevant confirmation.



## 6.2 | Registering at the "Einwohnermeldeamt" (Residents' Registration Office)

Everyone who moves into a house or flat in Germany is obliged to register, including visitors who are staying for more than three months. So within a week of entering the country or moving house you will usually have to register yourself and any members of your family accompanying you at the Residents' Registration Office responsible for the area in which you live. One of the questions on the registration form refers to your religious faith. The reason for this is that in

Germany religious communities are entitled to use the services of the Tax Office to collect "Church Tax" (see Chapter 10.5.).

In Dortmund it may be the case that registering your place of residence is part of the same procedure as registering under immigration law. Therefore depending on your nationality, the procedure may vary.

#### IN DORTMUND

In all matters relating to registration in Dortmund you can go to the "Bürgerdienste National" Service Centre in the centre of town or to one of the district administrative offices.

#### City of Dortmund – Bürgerdienste National Service Centre

☎ Südwall 2–4  
44122 Dortmund  
☎ 0231 50-13331 or -13332

For additional information and the addresses of the district administrative offices visit the City of Dortmund website.

🌐 [www.buergerdienste.dortmund.de](http://www.buergerdienste.dortmund.de)

The "doline" Service-Center can also provide a variety of different information.

☎ 0231 50-0

If you visit the City of Dortmund website you will find many forms referring to the city's services.

🌐 [www.dortmund.de](http://www.dortmund.de)  
> Rathaus & Bürgerservice > Formulare

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

If you are a national of a state in the EU, the European Economic Area or Switzerland, provided that you fulfil the above-mentioned requirements with regard to the duration of your stay and your accommodation – you will register at the “Einwohnermeldeamt” (Residents’ Registration Office). This registration will automatically entitle you to freedom of movement (A “Freizügigkeitsbescheinigung” – Freedom of Movement Certificate – is no longer issued.).

In order to register at the Resident’s Registration Office you will need:

- “Wohnungsgeberbestätigung” (landlord’s confirmation)
- a passport or equivalent document

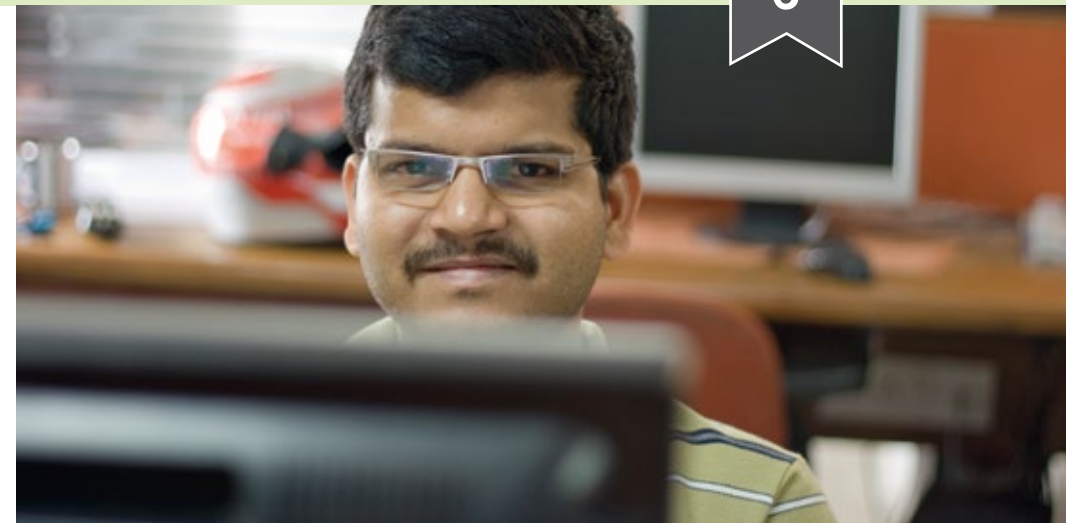
### Nationals of all other non-EU States (third-country nationals)

With regard to nationals of all other states, registering your place of residence is part of the same procedure as registering under immigration law and is done at the “Ausländerbehörde” (Foreigners’ Registration Office) (Team: visa matters, foreign students and experts, EU) (see Chapter 6.3).

At registration you will receive the following, irrespective of whether you register at the Residents’ Registration Office or the Foreigners’ Registration Office:

- “Meldebescheinigung” (certificate of registration), which you will need in order to extend your residence permit, for example, or to open a bank account.
- “Steueridentifikationsnummer” (Tax Identification Number), which will be sent to you by post after registration. If you are in employment you must then forward this number to the regional authority handling salaries and pensions (“Landesamt für Besoldung”, LBV).

After registering, you can apply for a “Polizeiliches Führungszeugnis” (Police Clearance Certificate) at the Residents’ Registration Office – irrespective of your nationality. In Germany, this is required for public service employments.



## 6.3 | Residence Permit

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

In order to fulfil your obligation to register (see Chapter 6.2) and before your entry visa runs out you must apply for a residence permit at your local “Ausländerbehörde” (Foreigners’ Registration Office). This is usually issued electronically in the form of a card (eAT). If you are a national of Australia, Canada, Israel,

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

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

🌐 [www.hrk.de/?id=1358](http://www.hrk.de/?id=1358)

#### INSIDER INFO:

You can make an appointment at the service centre by phone or online.  
🌐 [www.buergerdienste.dortmund.de](http://www.buergerdienste.dortmund.de) > Kontakt  
📞 0231 50-11150

If you relocate within Germany you must re-register. Please ensure that the names of all registered family members are clearly visible on the doorbell.



## IN DORTMUND

The City of Dortmund immigration authorities have a team that specifically deals with visa matters, international students and experts as well as EU-immigrants. In addition to the information provided in this guide, it is important to take note of the information published on the relevant websites.

### Fees

Fees for the various services provided by the Foreigners' Registration Office may vary. Please ask for more details at the Foreigners' Registration Office.

You will usually have to present the following documents to the Foreigners' Registration Office:

- Completed application form
- "Wohnungsgeberbestätigung" (landlord's confirmation)
- Completed application for a residence title (available at the Foreigners' Registration Office)
- Valid passport (please ensure that your passport is valid for at least three months longer than the duration of your intended stay) as well as a copy of your passport, visa and proof of entry
- Biometric passport photo (please observe the requirements set out by the Federal Foreign Office)
- Fellowship award letter, employment contract or hosting agreement from the university (stating the amount of the monthly fellowship or salary as proof that you can support yourself financially)
- Proof of health insurance cover valid in Germany
- For marital partners/children: German or English translations of marriage and birth certificates

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

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

### Probationary certificate

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

There are three different types of probationary certificate: "Duldungsfiktion", "Erlaubnisfiktion" and "Fortbestandsfiktion". If you have applied for your extension in good time and now have to wait for the card to be issued, you will usually be given a "Fortbestandsfiktion" (probationary continuation)(§81.4) because your old residence permit will continue to be valid until you receive your new card.

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

### "Freizügigkeitserlaubnis" (Freedom of Movement permission)

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

If you are a national of an EU Member State, Iceland, Liechtenstein, Norway or Switzerland you need a recognised, valid passport or equivalent document (personal identity card) in order to enter and stay in Germany. You are not required to obtain a visa or residence title.

During the first three months after entering the country you have unrestricted right of residence. After this, you will need Freedom of Movement permission, confirming that you fulfil the freedom of movement requirements.

Freedom of movement applies to:

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

If the requirements for freedom of movement are fulfilled, the right of residence exists by law. There is no specific certificate to this effect but the requirements must be fulfilled and proof presented to the Residents' Registration Office (Source: [www.duesseldorf.de/auslaenderamt/eu-service](http://www.duesseldorf.de/auslaenderamt/eu-service)).

### Settlement permit

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



## CITY OF DORTMUND FOREIGNERS' REGISTRATION OFFICE

### "Team Visa-Angelegenheiten, ausländische Studierende und Fachkräfte, EU"

✉ Stadthaus Dortmund  
(buildings B, C and F)  
Access to Berswordthalle  
via Kleppingstraße 37  
44137 Dortmund

Additional information and forms

✉ [ordnungsamt.dortmund.de](http://ordnungsamt.dortmund.de)  
> Ausländerwesen  
> Visa-Angelegenheiten, ausländische Studierende und Fachkräfte, EU

### “Das Akademische Viertel”

A special feature of German universities is the so-called “akademisches Viertel” - literally: “academic quarter. It means that seminars and lectures often begin a quarter of an hour later than stated in the university calendar. They are then marked “c.t.” (cum tempore). If they begin on the hour they will be labelled “s.t.” (sine tempore).



## 6.4 | Employment Law Regulations

As a foreigner, if you want to work in Germany you usually require a residence title which allows you to pursue gainful employment. You have to apply for it at the Foreigners' Registration Office in the place you are intending to stay, often as part of the visa procedure. In some cases the Foreigners' Registration Office itself then has to seek the approval of the Federal Employment Agency; however, this does

not apply to academic personnel at universities and research institutes, visiting researchers or technical staff employed in a visiting researcher's research team. These positions do not require the approval of the Federal Employment Agency. The Foreigners' Registration Office itself is entitled to issue authorisation allowing you to pursue academic activity and enter this authorisation in your residence permit.

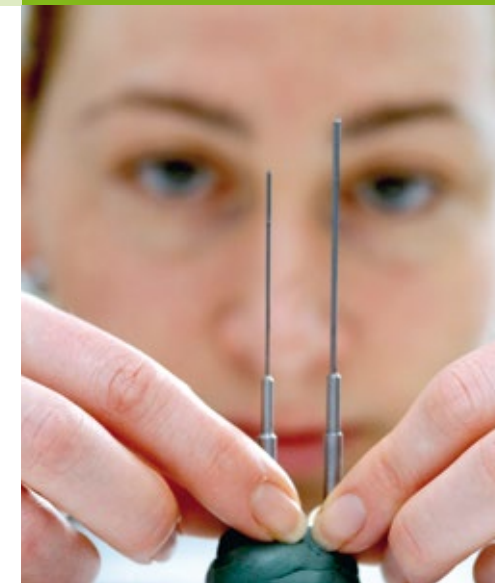
If your husband or wife is not an academic but would like to work in Germany she or he will usually require the approval of the Federal Employment Agency. You will have to apply at the Foreigners' Registration Office for the type of residence permit that allows the holder to pursue gainful employment and also present a concrete job offer. Marital partners who are in possession of a residence permit stating family reunification (according to § 30 of German residence law) may pursue gainful employment without seeking advance approval from the Federal Employment Agency.

### Academic activity during a short visit

If you work at a university in an academic capacity for no more than three months in a twelve-month period this does not count as employment in terms of the residence law. This usually means that you are not obliged to seek the approval of the Foreigners' Registration Office for this activity.

### Nationals of the EU, European Economic Area and Switzerland

If you are a citizen of the EU, Iceland, Liechtenstein, Norway or Switzerland you enjoy the right to freedom of movement for workers. You do not need approval in order to pursue gainful employment. Citizens of new EU Member States are usually only given full freedom of movement rights after a transitional period. Like nationals of third countries, they still require a residence permit which allows them to work in Germany. For academics from new Member States (with a degree from a university or university of applied science) special regulations may apply.





# Accommodation



## 7.1 | The Rented Property Market

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

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

The Dortmund rented property market is relatively reasonable in comparison with other large cities. Nevertheless, there are considerable differences in the availability and cost of accommodation in the various parts of town.

We urgently recommend you to start looking for accommodation for yourself and your family well in advance, preferably several months before the start of your visit.

### INSIDER INFO:

Unless it states that an apartment is furnished or partly-furnished in the advertisement, you must assume that the accommodation will not include any equipment or furniture.



## IN DORTMUND

### Helmut-Keunecke-Haus (guest house)

Baroper Straße 233  
44225 Dortmund

### Contact at TU Dortmund University

Luise Henkel  
0231 755-8181  
luise.henkel@tu-dortmund.de  
[www.freunde-tu-dortmund.de/gaestehaus](http://www.freunde-tu-dortmund.de/gaestehaus)

The International Office provides additional information on searching for accommodation in Dortmund.

[www.aaa.tu-dortmund.de/accommodation](http://www.aaa.tu-dortmund.de/accommodation)



## 7.2 | Finding Accommodation

### Guest house

The Association of Friends of TU Dortmund University (see Chapter 1.3) runs the “Helmut-Keunecke-Haus” in Dortmund-Barop. This guest house for international researchers (and their families) working at TU Dortmund University has 14 apartments ranging

from 20 m<sup>2</sup> to over 110 m<sup>2</sup>. You can apply for one of these apartments through the institution hosting you, stating the size of apartment you require and the dates of your stay.



### Arranging accommodation privately

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

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

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



### INSIDER INFO:

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





List of abbreviations – accommodation

If you search for your own accommodation in Germany you will come across a lot of abbreviations in advertisements. To facilitate your search for suit-

able accommodation we have prepared a list of abbreviations with English translations.

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

Keine zusätzl. Prov.		no additional commission
KDB	Küche, Diele, Bad	kitchen, hall, bathroom
MM	Monatsmiete	monthly rent
NK / NBK	Nebenkosten	additional costs such as cleaning of communal areas, waste removal etc.
NR	Nichtraucher	non-smoker
OG	Obergeschoss	top floor
RH	Reihenhaus	terraced house
Stellpl.	Stellplatz	parking space
TG	Tiefgarage	underground parking
TL	Tageslicht	bathroom with natural light
warm/WM	Warmmiete	rent incl. all utilities costs such as cleaning of communal areas, waste removal etc.
Wfl.	Wohnfläche	floor area
WG	Wohngemeinschaft	shared accommodation
WK	Wohnküche	open-plan kitchen
ZH	Zentralheizung	central heating

# Work and Research



## 8.1 | Employment Contract or Appointment

Academic employees at universities conclude employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed. Public servants' salaries are laid down by the "Bundesbesoldungsgesetz" (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called "W". In North Rhine-Westfalia academic staff are paid according to a collective pay agreement known as "TV-L".

You will have to sign your employment contract before you officially start working. Your institute and the Human Resources Department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in Chapters 9 and 10. Please read them carefully.

### INSIDER INFO:

For information on English-language handouts explaining the forms visit the International Office website  
[www.aaa.tu-dortmund.de/researchers](http://www.aaa.tu-dortmund.de/researchers)

### HUMAN RESOURCES AND LEGAL AFFAIRS DEPARTMENT (DEPARTMENT 3)

In Department 3.1 (university teachers, public servants, associated areas) staff in Section 1 are responsible for public servants.

In Department 3.2 (collective agreements and other staff) responsibility is broken down according to Faculties and can be found at

[www.tu-dortmund.de/uni/Verwaltung](http://www.tu-dortmund.de/uni/Verwaltung)  
 > Dezernate > Dezernat 3 > Abt. 3.2  
 > Aktivitäten der Abteilung

For further information on the fields of responsibility and people to contact in the Human Resources and Legal Affairs Department visit

[www.tu-dortmund.de/uni/Verwaltung](http://www.tu-dortmund.de/uni/Verwaltung)  
 > Dezernate > Dezernat 3

### WELCOME AGENCY – "EXPAT SERVICE CENTER DORTMUND"

The Welcome Agency – "Expat Service Center Dortmund" under the direction of Asita Weissenberger is run by Wirtschaftsförderung Dortmund (City of Dortmund Economic Development Agency) and takes care that e.g. new professors settle well in Dortmund. The target group will be personally informed about the services.



## STARTER PACK AND WELCOME EVENT FOR NEW MEMBERS OF STAFF


On the TU Dortmund University website you will find a "Starter Pack" to download with the most important information on starting work (see chapter 5.2).

 [www.pe.tu-dortmund.de/download/startmappe.pdf](http://www.pe.tu-dortmund.de/download/startmappe.pdf)

For Starter Pack information in English visit the homepage of the International Office.

 [aaa.tu-dortmund.de/researchers](http://aaa.tu-dortmund.de/researchers)

Our regular annual welcome event for new staff, which is currently held in October, will introduce you to some of TU Dortmund University's central academic and service facilities, the central administration, staff representatives as well as other ombudspersons. You will also have the opportunity to ask for advice and go on a tour of TU Dortmund University's campus. To discover the next date, please visit

 [www.zhb.tu-dortmund.de/wb](http://www.zhb.tu-dortmund.de/wb)  
> TU-interne Weiterbildung  
> Arbeitsplatz Hochschule

### LBV NRW

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

### LBV NRW

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

As a new member of staff you are bound to have lots of questions about organisation and procedures within the university. You will find information on these matters in the side columns in Chapters 2 and 3. Otherwise, please ask your colleagues about standard practice in institution.



## 8.2 | Visiting Fellowships

If an institute invites you to work at the university as a fellow you will be subject to the terms and regulations obtaining at your host institution. We recommend you to clarify major issues with your academic host at the earliest opportunity, such as the use of equipment and laboratories and how cooperation with other members of the academic and, if applicable, technical staff at the institution is supposed to work in practice. Please note that fellows and visiting researchers are not insured by the university. You are obliged to take out health insurance cover yourself. In addition, we recommend you to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see Chapter 9).

### Finance and funding for research visits to Germany

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

### EURAXESS FUNDING DATABASE

 [www.euraxess.de](http://www.euraxess.de)  
> Jobs & Funding > Find Funding

### DAAD FUNDING PROGRAMMES

 [www.daad.de/en](http://www.daad.de/en) > Information for Foreigners > Finding scholarships

### ELFI – ELECTRONIC RESEARCH FUNDING INFORMATION SYSTEM

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



## TU>STARTUP – CENTER FOR ENTREPRENEURSHIP & TRANSFER

[www.startup.tu-dortmund.de](http://www.startup.tu-dortmund.de)  
 > Schutzrechte und Transfer  
 > Schutzrechte

## RULES OF GOOD SCIENTIFIC PRACTICE

[www.tu-dortmund.de](http://www.tu-dortmund.de) > English  
 > Research > Good Scientific Practice



## 8.3 | Intellectual Property

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

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



## ADDITIONAL INFORMATION

[www.euraxess.de](http://www.euraxess.de)  
 > Information & Assistance  
 > Intellectual Property Rights



# Social Security



## 9.1 | Research Stay Based on an Employment Contract

If you conduct your research in Germany on the basis of an employment contract you are required to pay fixed statutory social security contributions. The employer and the employee each pay half of the contributions. Accident insurance contributions are paid entirely by the employer.

Your host institution will take the steps necessary to register you insurance. You can register with the “Krankenkasse” (health insurance provider) of your choice, which will then inform the other social security providers. If you do not choose a provider yourself, you will automatically be registered with a provider selected by the university. Once registration has been completed you will receive a “Versicherungsnummer” (insurance number) from the pension scheme provider. The employer is responsible for paying the contributions and will deduct the sum at source.

### Health insurance

In Germany, “Krankenversicherung” (health insurance) is mandatory. The Foreigners’ Registration Office requires, amongst other things, proof that you are insured before it will issue a residence permit. There are two types of health insurance in Germany: statutory health insurance and private health insurance.

### Statutory health insurance

The level of contributions to statutory health insurance providers has been standardised. The benefits of statutory health insurance are also largely standardised. There are, however, differences in additional contributions and benefits, optional premiums and customer service. As you are free to choose your statutory health insurance provider, it makes sense to compare the benefits on offer. Contributions for health insurance cover are deducted from your gross salary at source.

By contrast to private insurance companies, statutory insurance providers pay the costs to the doctor or hospital directly. You merely have to present your insurance card before treatment.

### DISCLAIMER

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

### STATUTORY HEALTH INSURANCE PROVIDERS

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

#### AOK

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

#### BARMER

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

#### DAK-Gesundheit

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

#### Techniker Krankenkasse

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

### LIST OF STATUTORY HEALTH INSURANCE PROVIDERS

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

## LIST OF PRIVATE HEALTH INSURANCE PROVIDERS

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



If your marital partner or children are accompanying you to Germany it may be possible, under certain circumstances, to insure them on the same policy at no additional cost (family insurance). In order to benefit from this offer, the family members must be registered in Germany as their main residence.

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

### Private health insurance

In contrast to statutory health insurance, employees are not necessarily eligible for private health insurance. Eligibility is dependent on annual income. If you earn more than the annually-changing annual ceiling, you can choose between statutory and private health insurance cover. In employment contracts, private health insurance is a comprehensive insurance and should therefore not be confused with travel insurance (see Chapter 9.2).

## Pension scheme

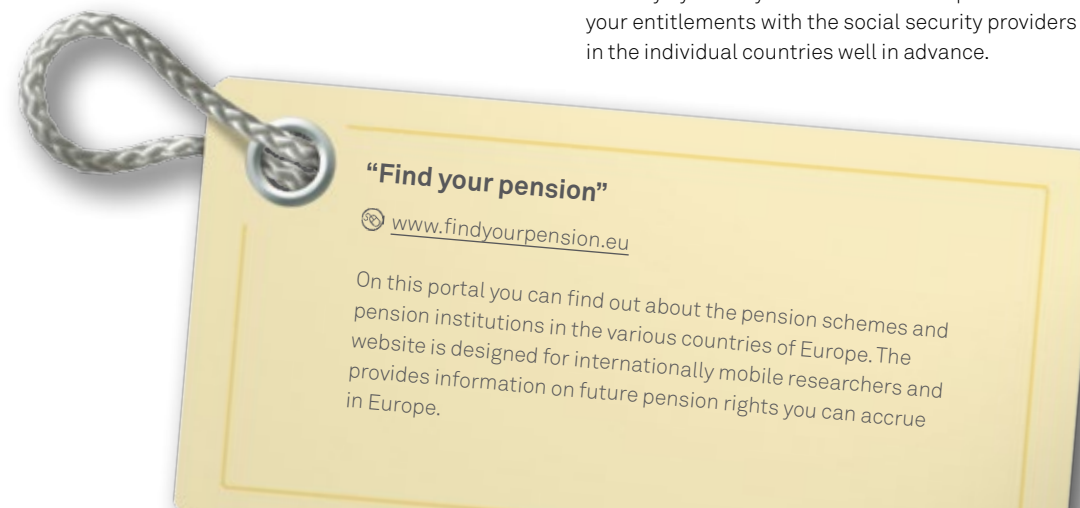
Contributions to “Rentenversicherung”, the German pension scheme, are part of statutory social security payments. The scheme protects those insured and their families if their employment capacity is endangered or reduced and when it ends due to age or death. It covers medical rehabilitation measures, professional rehabilitation, pensions due to diminished employment capacity or incapacity, old-age pensions, dependents' pensions.

Contributions to the statutory pension scheme are deducted from salaries at source. As a rule, the employer is responsible for paying half of the contribution towards pensions, the employee the other half. You will not need to do anything about this yourself.

Under certain circumstances, your payments will accrue rights towards an eventual pension; if this is not the case, you can have your contributions refunded.

### Recognition of pension rights

When examining the prerequisites for entitlement, Member States of the EU, the EEA, Switzerland or Partners to the Agreement are obliged to recognise periods during which pension rights have been accrued in Germany. Periods during which pension rights have been accrued in countries which do not have a “Sozialversicherungsabkommen” (social security agreement) with Germany may not be added to the German periods in order to fulfil the prerequisites for entitlement. If you have been employed in different countries in the course of your working life and have paid contributions to the respective social security systems you should make enquiries about your entitlements with the social security providers in the individual countries well in advance.





## ADVICE ON PENSION SCHEMES

### Statutory pension scheme

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

### Deutsche Rentenversicherung

 Hoher Wall 5  
44137 Dortmund  
 0800 1000480-70 (from Germany)  
0231 20647-0  
 0231 20647-100  
 [ab-dortmund@drv-westfalen.de](mailto:ab-dortmund@drv-westfalen.de)  
 [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)  
> click on “Fremdsprachen” for English and other languages





## OCCUPATIONAL PENSIONS

### VBL. Versorgungsanstalt des Bundes und der Länder

✉ Hans-Thoma-Straße 19  
76133 Karlsruhe  
☎ 0721 9398931

Tailored information for academics  
on fixed-term contracts:

### VBLspezial

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

### Pension contribution refunds

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

### Occupational pension

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

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

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

#### INSIDER INFO:

You can obtain an application form for exemption from the Human Resources and Legal Affairs Department or the ServicePortal.

### Unemployment insurance

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

If you were in work in Germany before becoming unemployed, were employed subject to statutory social security regulations for at least twelve months in the preceding two years, and are available for recruitment you will normally be entitled to German unemployment benefit. Periods of employment in other EU Member States/EEA States and Switzerland can be taken into account.

Unemployment insurance is deducted from salaries at source. As an employee you do not have to do anything about it. The employer is responsible for paying half of the contribution towards unemployment insurance, the employee the other half.

To what extent your German contribution periods will be recognised in other countries is something you will have to enquire about in the respective country.



### GERMAN FEDERAL EMPLOYMENT AGENCY

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

🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) > English



## REPORTING AN ACCIDENT

If an accident occurs at work or on the way to or from work, employees should contact the "Referat Arbeits-, Umwelt- und Gesundheitsschutz" (Department for Occupational Safety, Environmental and Health Protection). Students should report an accident at work or on the way to or from work (in connection with their course of study) to the "Studierendenwerk Dortmund". The staff will tell you what you need to do next because accidents have to be reported to the "Unfallkasse NRW" (statutory accident insurance provider) immediately using a pre-printed form signed by a superior. The print-out of the form must be handed-in to the "Referat Arbeits-, Umwelt- und Gesundheitsschutz" (Department for Occupational Safety, Environmental and Health Protection).

Public servants should initially address issues concerning accidents at work to the Human Resources and Legal Affairs Department, Section 3.1.

## Accident insurance

### Statutory accident insurance


Another pillar of statutory social security is accident insurance. If you have an employment contract and suffer an accident at work or on the way to and from work, this is the relevant insurance. It also covers occupational illness. Statutory accident insurance for employees is provided by the relevant "Berufsgenossenschaft" (professional or trade association) and the contributions are paid in full by the employer. Please note that you must report an accident immediately or as quickly as possible. The requisite forms can be found on the website of the "Referat Arbeits-, Umwelt- und Gesundheitsschutz" (Department for Occupational Safety, Environmental and Health Protection) as well as the "Unfallkasse NRW" (statutory accident insurance provider, NRW).

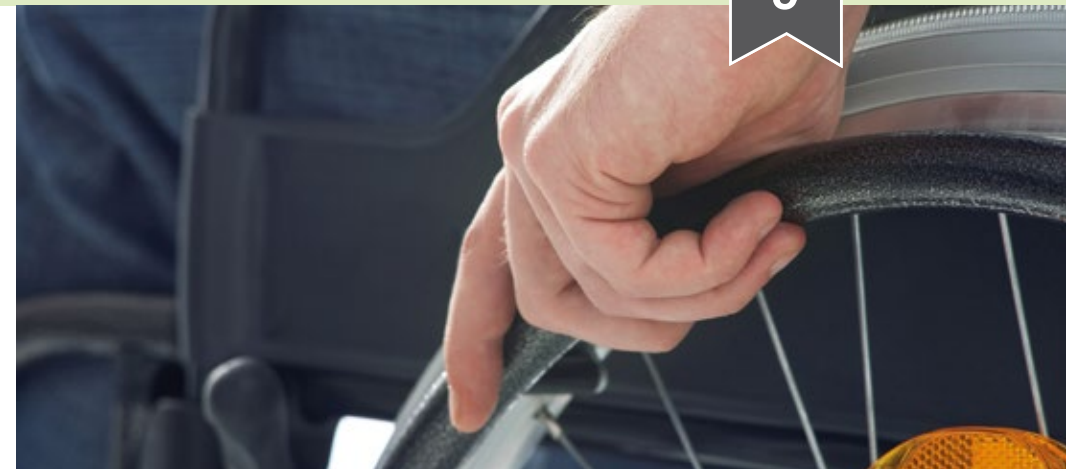
### Statutory accident insurance at TU Dortmund University

By law, those employed at TU Dortmund University are insured with the "Unfallkasse NRW" against accidents (at work or on the way to and from work). This applies to those studying at TU Dortmund University as well. Accident insurance covers the results of accidents that have a causal connection with the course of study at TU Dortmund University. Public servants ("Beamte/Beamtinnen") are insured against accidents at work under the Law on Public Servants ("Landesbeamtengesetz").

### INSIDER INFO:

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

 <http://publikationen.dguv.de/dguv/pdf/10002/si-8083.pdf>



## Nursing care insurance

Nursing care insurance, which is directly linked to health insurance cover and automatically taken out with it, is another element of statutory social security. Nursing care insurance helps people who are in need of care and dependent on the assistance of others. It provides for domestic and in-patient care.

Contributions to nursing care insurance are deducted at source from the employee's gross salary. As a rule, the employer pays half the contributions, the employee the other half. Childless employees pay a surcharge. Contributions cannot be refunded.

## Special case: public servants

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

One of the most important differences is that public servants are exempt from statutory social security. Instead of the statutory health and nursing care insurance, part of the costs of healthcare and births is covered by the so-called "Beihilfe", which is a form of allowance. Being a partial payment, it does not cover the costs completely. Consequently, public servants are obliged to take out additional private health and nursing care insurance. Children and marital partners who are not subject to statutory insurance can benefit from "Beihilfe" as well.

## FORMS FOR UNFALLKASSE NRW

 [www.unfallkasse-nrw.de/formulare](http://www.unfallkasse-nrw.de/formulare)  
> Unfallanzeigen

## REFERAT ARBEITS-, UMWELT- UND GESUNDHEITSSCHUTZ (DEPARTMENT FOR OCCUPATIONAL SAFETY, ENVIRONMENTAL AND HEALTH PROTECTION)

### First Aid/Accident Notification

Andreas Rabe  
☎ 0231 755-3308  
@ andreas.rabe@tu-dortmund.de  
 [www.arbeitsschutz.tu-dortmund.de](http://www.arbeitsschutz.tu-dortmund.de)  
> Erste Hilfe / Unfall > Unfallmeldung





If, however, a public servant prefers not to be insured privately or is unable to do so for any reason, such as existing health issues, he or she can join the statutory insurance scheme on a voluntary basis. This entails waiving the right to “Beihilfe”.

Pensions are also affected by the exemption from statutory social security. Traditionally, the public service working relationship was based on the assumption of tenure for life, which meant that when public servants retired they immediately received a pension. In the last few years, however, the number of public servants on fixed-term contracts (junior professors, for example) has increased, meaning that it is now possible to leave public service without pension rights. If this is the case, the former public service employer will pay retrospective insurance contributions into the “Deutsche Rentenversicherung” as though the employee had been classed as an employee and not a public servant for the entire duration. Retrospective contributions are not, however, paid into the “Versorgungsanstalt des Bundes und der Länder” (Pension Institution of the Federal Republic and the Länder, VBL).

Another difference ensuing from exemption from statutory social security is exclusion from unemployment benefit in case of unemployment following a fixed-term public service appointment. In this case (although not if the public servant leaves public service on a voluntary basis before reaching pensionable age), a transitional allowance is paid. The amount depends on the previous salary and the duration of the public service working relationship.

There are also differences between public servants and employees with regard to accidents at work. Public servants do not receive payments from the “Unfallkasse” (statutory accident insurance provider). Any measures required as a result of an accident will be covered by “Beihilfe” or the public service employer. Accidents at work or on the way to and from work should therefore be reported to the university as soon as possible.

## 9.2 | Research Stay Based on a Fellowship

### Non-EU citizens

#### Health insurance

If your stay in Germany is based on a fellowship and not an employment contract you will usually be exempt from statutory social security contributions. You must, however, ensure that you have adequate health insurance cover. Barring certain extremely exceptional cases, you will have to take out private insurance cover.

As private comprehensive insurances are very expensive, many providers offer special tariffs for international researchers who are only staying for the duration of a research visit. The services and tariffs

contained in these contracts are different from those of private comprehensive insurances and should not be confused with them. Whilst the latter are much more comprehensive they are also considerably more expensive. It is very important to note that most costs incurred for illness predating the stay in Germany will not be covered. Provided that you respect import regulations, it may, therefore, be wise to bring any necessary medicines with you from home. Insurances also tend to exclude pregnancy, dental treatment and mental health disorders.

#### INSIDER INFO:

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

<http://publikationen.dguv.de/dguv/pdf/10002/si-8083.pdf>



### EULISSES: LINKS AND INFORMATION ON SOCIAL SECURITY

[www.ec.europa.eu/social](http://www.ec.europa.eu/social) > English  
> EU Social Security Coordination

### “YOUR EUROPE ADVICE”

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

#### European Commission


 [www.europa.eu/youreurope/advice](http://www.europa.eu/youreurope/advice)

#### FAQs (as of October 2011)

 [www.ec.europa.eu/citizensrights/front\\_end/docs/faq.pdf](http://www.ec.europa.eu/citizensrights/front_end/docs/faq.pdf)

### ADVICE ON PENSION SCHEMES

#### Deutsche Rentenversicherung

 Hoher Wall 5  
44137 Dortmund  
 0800 1000480-70 (from Germany)  
0231 20647-0  
 0231 20647-100  
 [ab-dortmund@drv-westfalen.de](mailto:ab-dortmund@drv-westfalen.de)  
 [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)  
> click on “Fremdsprachen”  
for English and other languages

#### Accident insurance

Fellows registered at university are covered by statutory accident insurance. If, however, you are neither enrolled at a university nor have an employment contract, you may not be insured by the university and may have to arrange your insurance cover yourself. It is, therefore, advisable to find out well in advance whether statutory accident insurance applies to you.

Apart from health insurance, which is essential, it is also recommendable to take out insurance against accident and third-party liability claims. Many providers offer combined health, accident and third-party liability insurance.

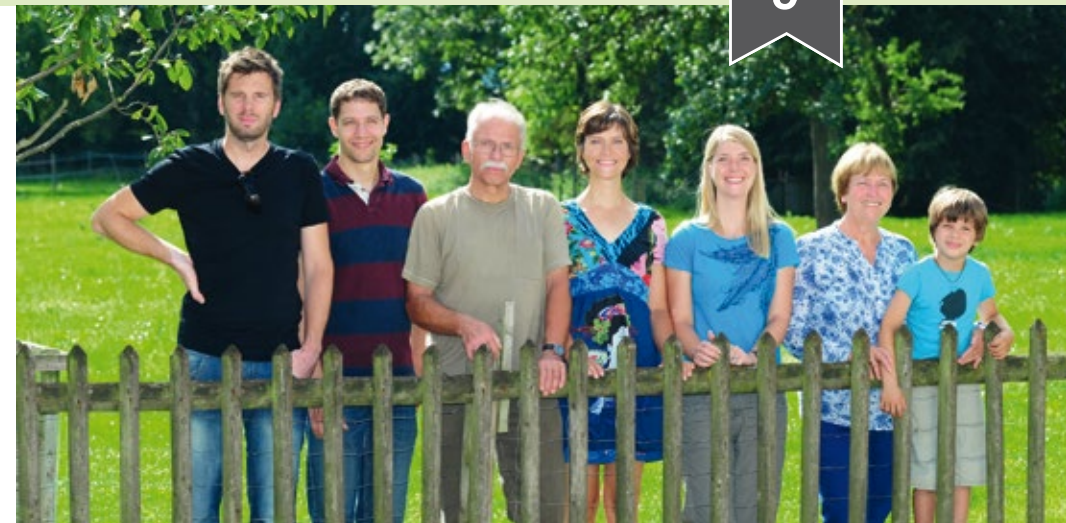
#### Pension scheme

As you do not have an employment relationship you will usually not be liable for statutory social security payments. In order to avoid gaps in your pension contributions during the fellowship period you can pay voluntary contributions to the “Deutsche Rentenversicherung” (statutory pension scheme). The latter will advise you on the matter.

#### EU citizens

EU citizens should initially enquire with their health insurance provider at home whether their domestic insurance cover will continue to be valid during the stay in Germany. If this is the case, you can choose a German statutory health insurance provider as a representative to settle the costs incurred in connection with any doctors' visits with your domestic provider. You will receive the same benefits from the German health insurance provider for yourself and any members of your family who are also insured as you would if you were registered with a German statutory health insurance provider.

If it is not possible to continue being insured with your domestic health insurance provider you have the choice of either registering voluntarily with a statutory health insurance provider in Germany or taking out a private travel and comprehensive insurance (see page 89). Particularly if you are only making a short visit, you can also use your European Health Insurance Card when consulting a doctor.



#### European Health Insurance Card (EHIC)

To facilitate treatment during temporary visits abroad, every health insurance scheme is obliged to issue its members with a European Health Insurance Card. In case of illness in another EU country, or in Iceland, Liechtenstein, Norway and Switzerland, medical services are provided according to the laws of the host country and reimbursed according to the charges applying there.

However, the EHIC only has limited scope which means it is advisable to take out an additional insurance if you are staying for a longer period of time. The European Health Insurance Card is, for example:

- only valid for essential medical services (the relevant doctor will decide what is essential)
- not valid for trips abroad specifically for the purpose of treatment
- not valid for the costs incurred in transporting an invalid home

#### DISCLAIMER

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

#### STATUTORY HEALTH INSURANCE PROVIDERS

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

##### AOK

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

##### BARMER

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

##### DAK-Gesundheit

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

##### Techniker Krankenkasse

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

#### LIST OF STATUTORY HEALTH INSURANCE PROVIDERS

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



# Taxation



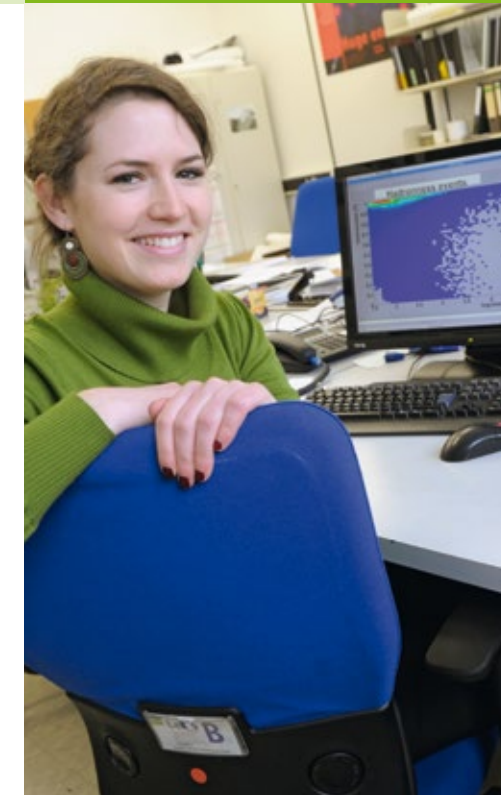
## 10.1 | Research Stay Based on a Fellowship

If your research stay in Germany is based on a fellowship, you may, under certain circumstances, be exempt from taxation under German income tax law. We recommend you to discuss this matter with the

organisation that has awarded the fellowship. Furthermore, you should enquire whether the fellowship paid in Germany is subject to taxation in your own country.

The preconditions for tax exemption on fellowship in Germany are:

- The fellowship is paid from public funds or awarded by a public or non-profit agency (provided that it is recognised under German law) or by inter- or supra-governmental institutions of which the Federal Republic of Germany is a member.
- The fellowship is awarded for the purpose of promoting research or for academic or artistic educational or professional development.
- The fellowship does not exceed the amount needed to carry out the research task or to cover living expenses/training needs.
- The fellowship is granted in accordance with the regulations of the donor.
- The fellowship does not stipulate quid pro quo or the employment of the recipient.



## 10.2 | Research Stay Based on an Employment Contract

If your research stay is based on an employment contract in Germany and will last more than 6 months,

your globally-earned income and assets will, as a rule, be subject to taxation in Germany.

### Income tax (Einkommensteuer)

Your employer, the university, will deduct income tax (equivalent to tax on wages) from your salary at source and pay it to the tax authorities. The amount of tax depends on factors such as income, marital status and tax bracket. Any person registered in or subject to taxation in Germany is assigned a tax ID number for tax purposes. You will receive this number by post within a few days of registering at the Residents' Registration Office or the Foreigners' Registration Office. It is valid for life.

Citing your tax ID number and your date of birth, your employer will contact the tax authorities to request what is called your ELSTAM information, i.e. the information required to calculate the correct tax deduction. You can refer to your income tax statement to view your current ELSTAM data.



## 10.3 | Double Taxation Agreements

In order to avoid a situation in which foreigners are liable to pay tax both in Germany and in their own countries, double taxation agreements have been concluded with many countries. They regulate in which country you have to pay tax.

If you stay for less than 6 months (183 days), your income will be taxed in your own country, provided that you work for a foreign employer and that a double taxation agreement has been concluded assigning the right of taxation to your own country in such a case. If any of these conditions is not met, your salary will be taxed in Germany.

Agreements exist with some countries which allow you to pay tax in your own country if you are a university teacher or researcher who comes to Germany for a maximum of two years (in most agreements) in order to teach or do research at a public institution. Details can be found in the double taxation agreements for Member States of the EU and certain other countries.

The "Finanzamt Düsseldorf-Süd" is the tax office to contact about matters relating to double taxation for employees of TU Dortmund University. This office will review your application and confirm your tax bracket. If you have any other questions, please contact the "Finanzamt Düsseldorf" for advice.

### FINANZAMT DÜSSELDORF-SÜD

Kruppstr. 110 – 112  
40227 Düsseldorf

Andrea Waldecker  
0211 77983-736

Marion Bloch  
0211 77983-571

[www.finanzamt-duesseldorf-sued.de](http://www.finanzamt-duesseldorf-sued.de)

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

[www.ofd-rheinland.de](http://www.ofd-rheinland.de)





### LIMITED INCOME TAX LIABILITY

If you have no habitual abode in Germany and your stay does not exceed six months your tax liability in Germany is limited.

You can download an application for a certificate of limited tax liability for employees.

🌐 [www.formulare-bfinv.de](http://www.formulare-bfinv.de) > Steuern > Lohnsteuer > "Antrag auf Erteilung einer Bescheinigung für den Lohnsteuerabzug 201\_ für beschränkt einkommensteuerpflichtige Arbeitnehmer"

You can also submit the application to your contact in Department 3 (Human Resources and Legal Affairs Department; see Chapter 8).

## 10.4 | Tax Return

At the end of each calendar year, you may apply for an income tax adjustment ("Lohnsteuerausgleich") at your local tax office. This may entitle you to a partial refund of the tax you have paid. The necessary documents can be obtained online from the Federal Ministry of Finance or your local tax office ("Finanzamt") or town hall ("Rathaus"). You can also file your tax electronically, using a system called ELSTER ("elektronische Lohnsteuererklärung").

Please find out whether you are required to file a tax return.

If you have already returned home, you have the option of filing your tax return from your own country. It should be filed with your former local tax office by 31 May, but no later than 31 December of the following calendar year. Once the tax office has processed your return, you will receive a tax statement ("Steuerbescheid") informing you whether you will receive a refund and, if so, how much.

Often, it is worth paying a tax accountant to help you complete your tax return.

### INSIDER INFO:

Search for your local tax office online

🌐 [ias.fin-nrw.de/ddvs/auskunft.faces](http://ias.fin-nrw.de/ddvs/auskunft.faces)

Use the following link to access tax forms

🌐 [www.formulare-bfinv.de](http://www.formulare-bfinv.de)

Search for a tax accountant in the database

🌐 [www.dstv.de/en/dstv-en](http://www.dstv.de/en/dstv-en), [www.dstv.de/suchservice](http://www.dstv.de/suchservice)

The organisation "Lohn- und Einkommensteuer Hilfe-Ring" offers tax advice for its members

🌐 [www.lhrd.com](http://www.lhrd.com)

### FURTHER INFORMATION

🌐 **Tax Information Centre,**  
**Bundeszentralamt für Steuern**  
[www.steuerliches-info-center.de/EN](http://www.steuerliches-info-center.de/EN)

🌐 **Federal Ministry of Finance,**  
**Bundesfinanzministerium**  
[www.bundesfinanzministerium.de](http://www.bundesfinanzministerium.de)  
> English

🌐 **Association of German Tax Accountants**  
**– tax accountant database**  
[www.dstv.de](http://www.dstv.de) > English

## 10.5 | Church Tax

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

Not all religious communities collect church tax through the state, so please enquire at the Residents' Registration Office or the Foreigners' Registration Office whether Church Tax applies to you.

# Bringing Your Family on a Research Stay



## 11.1 | Child Care

If you are bringing your children to Germany, you should start researching child care options as soon as possible and, if necessary, make arrangements while you are still in your own country. Even though Germany is making serious efforts to offer more child care options, places may be limited and will always require registration. There are two types of child care: facilities such as day-care centres and nursery schools, or in-home care provided by an individual.

### Day-care centres and nursery schools

Day-care centres provide care for children from the age of three months until school-age. Care is usually provided all day from 7 am to 5 pm.

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

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

### AT TU DORTMUND UNIVERSITY

In cooperation with various partners, TU Dortmund University operates a large day care facility for the children (under the age of three) of researchers who are involved in DFG projects, as well as holiday child care for older children (ages 6–13), open to all members of the university. Both are right on campus. Our Family Service includes the “Campus Familienbüro” (Campus Family Office), which offers advice on child care in Dortmund, advice on reconciling family, work and university studies as well as advice on nursing care. There are quiet rooms and baby changing rooms in various locations as well as a parent-child room in the central library. We also hold regular parent cafés.

#### Contact

Jeannette Kratz  
Office for Equal Opportunity, Family and  
Diversity at TU Dortmund University  
Department 3  
☎ 0231 755-6912  
@ jeannette.kratz@tu-dortmund.de

For events and other information, please visit the TU Dortmund University family portal.  
🌐 [www.tu-dortmund.de/familie](http://www.tu-dortmund.de/familie)

For more information on counselling and care services as well as life-work balance in general, please refer to Chapter 2.5.



## INFORMATION FOR FAMILIES PROVIDED BY THE CITY OF DORTMUND

Family portal of the City of Dortmund  
 [www.familie.dortmund.de](http://www.familie.dortmund.de)

## FAMILY GUIDE ISSUED BY THE FEDERAL MINISTRY OF FAMILY AFFAIRS, SENIOR CITIZENS, WOMEN AND YOUTH

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



### In-home child care

In-home child care offers supervision and education mainly for children under the age of 3, which is usually provided at the home of the child-minder. In addition to small, family-based child care, a large-scale provider can accommodate up to nine children. Fees are charged based on parental income.

To find qualified child-minders with a valid child care permit issued by the Youth Welfare Office, please refer to the Youth Welfare Office or other agencies.

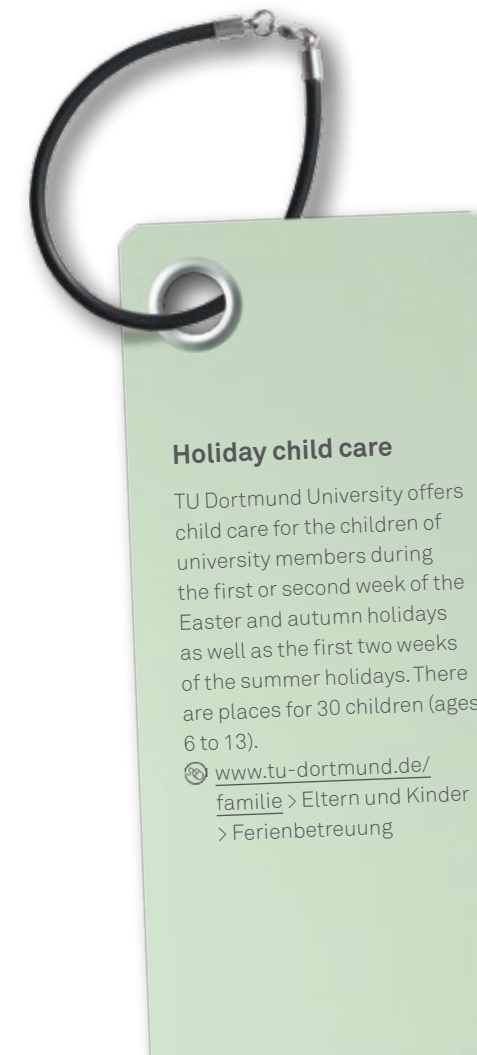
The easiest way to find a babysitter to mind your children for a few hours during the day or in the evening is to ask colleagues or neighbours.

## 11.2 | Schools

In North Rhine-Westphalia, compulsory education starts with primary school (years 1-4), after which pupils have the choice between three different types of school in Germany's multi-track educational system: "Hauptschule" ends after year 9 or 10 with a certificate called "Hauptschulabschluss". "Realschule" ends after year 10 with the "Realschulabschluss", "Gymnasium" ends after year 12 with the "Abitur", which is the prerequisite to enter a university. In addition, there are comprehensive schools as well as the new secondary schools (since 2012) which combine various types of school under one roof and issue various school-leaving certificates.


State schools are free in Germany. In the field of general education, there are only a few private or international schools that charge fees. The local school authority can provide information about the particulars of the school system in your area.

The choice of school is usually made after a personal visit and consultation with a member of the school leadership team. The academic year begins after the summer holidays in August or September, depending on the federal state. In Germany, most classes are held during the morning hours. However, North Rhine-Westphalia is currently expanding various forms of day schooling.




### Holiday child care

TU Dortmund University offers child care for the children of university members during the first or second week of the Easter and autumn holidays as well as the first two weeks of the summer holidays. There are places for 30 children (ages 6 to 13).

 [www.tu-dortmund.de/familie](http://www.tu-dortmund.de/familie) > Eltern und Kinder > Ferienbetreuung


## MORE INFORMATION ON THE SCHOOL SYSTEM IN NORTH RHINE- WESTPHALIA AND GERMANY

Education portal of the State  
of North Rhine-Westphalia  
 [www.schulministerium.nrw.de](http://www.schulministerium.nrw.de)


German Education Server  
 [www.eduserver.de](http://www.eduserver.de)

Standing Conference of the Ministers  
of Education and Cultural Affairs  
 [www.kmk.org](http://www.kmk.org) > EN

### SCHOOLS IN DORTMUND

Information provided by the  
City of Dortmund  
 [www.schule.dortmund.de](http://www.schule.dortmund.de)

Contact point for the City of Dortmund:  
Department of Schools - Service Centre for  
Education

 Königswall 25-27  
44137 Dortmund

 0231 50-10747

 [dlzb@dortmund.de](mailto:dlzb@dortmund.de)

 [www.dlzbildung.dortmund.de](http://www.dlzbildung.dortmund.de)

### AT TU DORTMUND UNIVERSITY

The TU Dortmund University Campus Family Office provides information on day schools ("Offene Ganztagschulen", OGS) in Dortmund. At OGS, primary school children are supervised after classes in the afternoon. This includes lunch, homework supervision, recreational activities and other educational support options.

#### Campus Family Office

☎ North Campus  
Emil-Figge-Str. 66  
Room: E10  
☎ 0231 755-6912  
@ campus.familienbuero@tu-dortmund.de

#### Tax allowances for children

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



## 11.3 | Family Benefits

### Child benefit

Parents can apply for child benefit for their children up to the age of at least 18. Under certain circumstances, foreign parents are also eligible for this benefit.

Applicants are usually eligible for child benefit if they are resident in or habitually reside in Germany. If the applicant resides outside of Germany, he or she may still be eligible for child benefit if the applicant is subject to unlimited income tax liability in Germany.

The monthly amount of child benefit is currently 192 euros for the first and second child, 198 euros for the third child and 223 euros for the fourth and each additional child.

#### Application process

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

Generally, we recommend you to submit an application and familiarise yourself in detail with the responsibilities of the Family Offices as well as your own rights. Currently, a residence permit for the purpose of (doctoral) study does not constitute eligibility for child benefit. Therefore, if you hold this kind of residence permit, you should verify whether your partner is eligible.

### Maternity leave and parental leave

Pregnant women who are in employment are entitled to maternity leave. This begins six weeks before the due date and ends eight weeks after birth. Maternity leave is laid down under German law; during this period, pregnant women and nursing mothers are not allowed to work.

As an employee, you have the right to take parental leave up until your child's third birthday. Parental leave affords you the opportunity to look after your child yourself.

If you have any other questions, please contact the Human Resources and Legal Affairs Department (see Chapter 8.1) or TU Dortmund University's Family Service (see Chapter 11.1).

### Parental allowance and parental allowance plus

Parental allowance and parental allowance plus are designed to compensate for loss of income after the birth of a child. The allowance and eligibility requirements vary according to the parents' employment situation after the birth of the child, but can be combined. In addition a partnership bonus allows the eligibility period for parental allowance to be extended yet further.

#### Eligibility requirements

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

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

### CONTACTS FOR QUESTIONS ABOUT CHILD BENEFIT

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

#### LBV – NRW

Family Benefits Office  
40192 Düsseldorf  
☎ 0211 6023-07  
🌐 [www.finanzeverwaltung.nrw.de/de/de/kindergeld](http://www.finanzeverwaltung.nrw.de/de/de/kindergeld)

#### LBV application form for child benefit

🌐 [www.finanzeverwaltung.nrw.de/de/de/vordrucke](http://www.finanzeverwaltung.nrw.de/de/de/vordrucke) > Vordrucke für den Bereich Kindergeld

#### Family Benefits Office of North Rhine-Westphalia East

Postal address  
44117 Dortmund

#### Visitors' address

☎ Steinstraße 39,  
44147 Dortmund  
☎ 0800 4555530 (from Germany)  
@ familienkasse-nordrhein-westfalen-ost@arbeitsagentur.de  
🌐 [www.familienkasse.de](http://www.familienkasse.de)



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

- 🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) > English
- > Information about financial supports
- > Child Benefit > Child Benefit Forms

More information on child benefit

- 🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de)
- > English > Information about financial supports > Child Benefit
- 🌐 [www.bmfsfj.de](http://www.bmfsfj.de)
- > English > Families

## IN DORTMUND

Submit applications for parental allowance

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

- ✉ Untere Brinkstraße 80
- 44141 Dortmund
- ☎ 0231 500
- @ [elterngeldkasse@stadtdo.de](mailto:elterngeldkasse@stadtdo.de)
- 🌐 [www.elterngeld.dortmund.de](http://www.elterngeld.dortmund.de)

More information on parental allowance entitlements

- 🌐 [www.familien-wegweiser.de](http://www.familien-wegweiser.de)
- > Stichwortverzeichnis E > Elterngeld
- 🌐 [www.bmfsfj.de](http://www.bmfsfj.de) > Themen
- > Familie > Familienleistungen

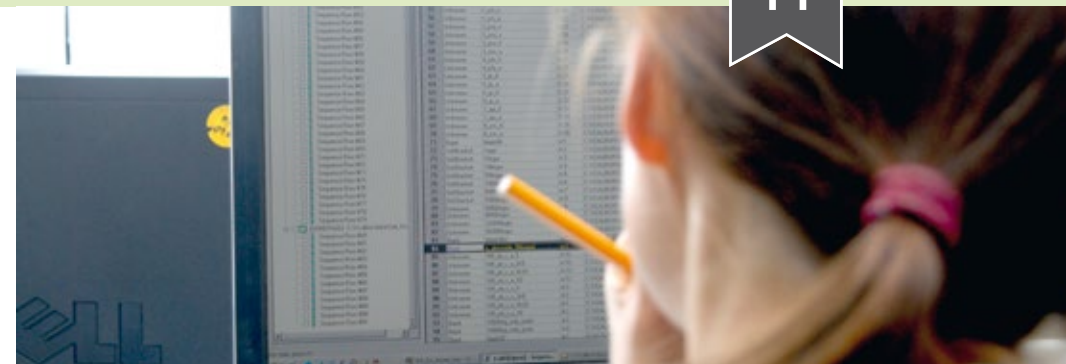
**Parental allowance** is 67% of the family's average monthly earnings prior to the birth after deducting taxes, social insurance contributions and professional expenses. It is, however, limited to a maximum of 1,800 euros and a minimum of 300 euros. Non-working parents receive the minimum amount in addition to their previous family income. Parental allowance can be claimed by both mother and father from birth until the child reaches 14 months of age. The minimum duration is two months. Both parents can divide the period between them. The maximum claim period for any one parent is 12 months. It can be extended by two additional months if earnings cease and the partner is involved in caring for the child. Single parents who have sole custody or at least the right to determine the place of residence can receive parental allowance to compensate for their loss of earnings and, due to the absence of a partner, claim the full 14 months for themselves. Since parental allowance is paid exclusively on the basis of the child's age in months, the amount of parental leave requested from the employer should always match the child's age in months.

**Parental allowance plus** will affect children born after 1 July 2015 and simplify the rules for parents who work part-time whilst receiving parental allowance.

### Application process and deadlines

Parental allowance must be requested from the relevant local authority using a form that can be completed online and must be submitted bearing an original signature.

The application does not have to be submitted immediately after the child's birth. However, retroactive payments can only be made for the three months immediately preceding the beginning of the month in which the application for parental allowance was received.



## 11.4 | Employment Opportunities for Partners

### Labour legislation

Before your husband or wife starts looking for work, you should familiarise yourself with the relevant labour legislation (see Chapter 6). Please consult the German Consulate or local Foreigners' Office to find out whether marital partners are allowed to pursue gainful employment and which documentation you may have to submit to apply for permission.

### Job offers

You will find job offers in the weekend editions of newspapers, on online portals, via advertisements on notice boards or at the employment offices of the Federal Employment Agency. EURES – The European

Job Mobility Portal – contains job offers and helpful information for all who wish to take advantage of freedom of movement for workers. In Germany, EURES advisers work at the employment agency job centres.

### INSIDER INFO:

- TU Dortmund University vacancies
- 🌐 [www.tu-dortmund.de](http://www.tu-dortmund.de) > Jobs & Karriere
- Dual Career Service at TU Dortmund University
- 🌐 [www.tu-dortmund.de/familie](http://www.tu-dortmund.de/familie) > Dual Career
- Dual Career Netzwerk Ruhr (DCN Ruhr):
- 🌐 [www.dcnruhr.de](http://www.dcnruhr.de)

## INFORMATION AND ADVISORY OFFICES

**EURES – The European Job Mobility Portal**

- 🌐 [ec.europa.eu/eures](http://ec.europa.eu/eures) > EN

**Federal Employment Agency**

- 🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) > English

**Useful online job portals**

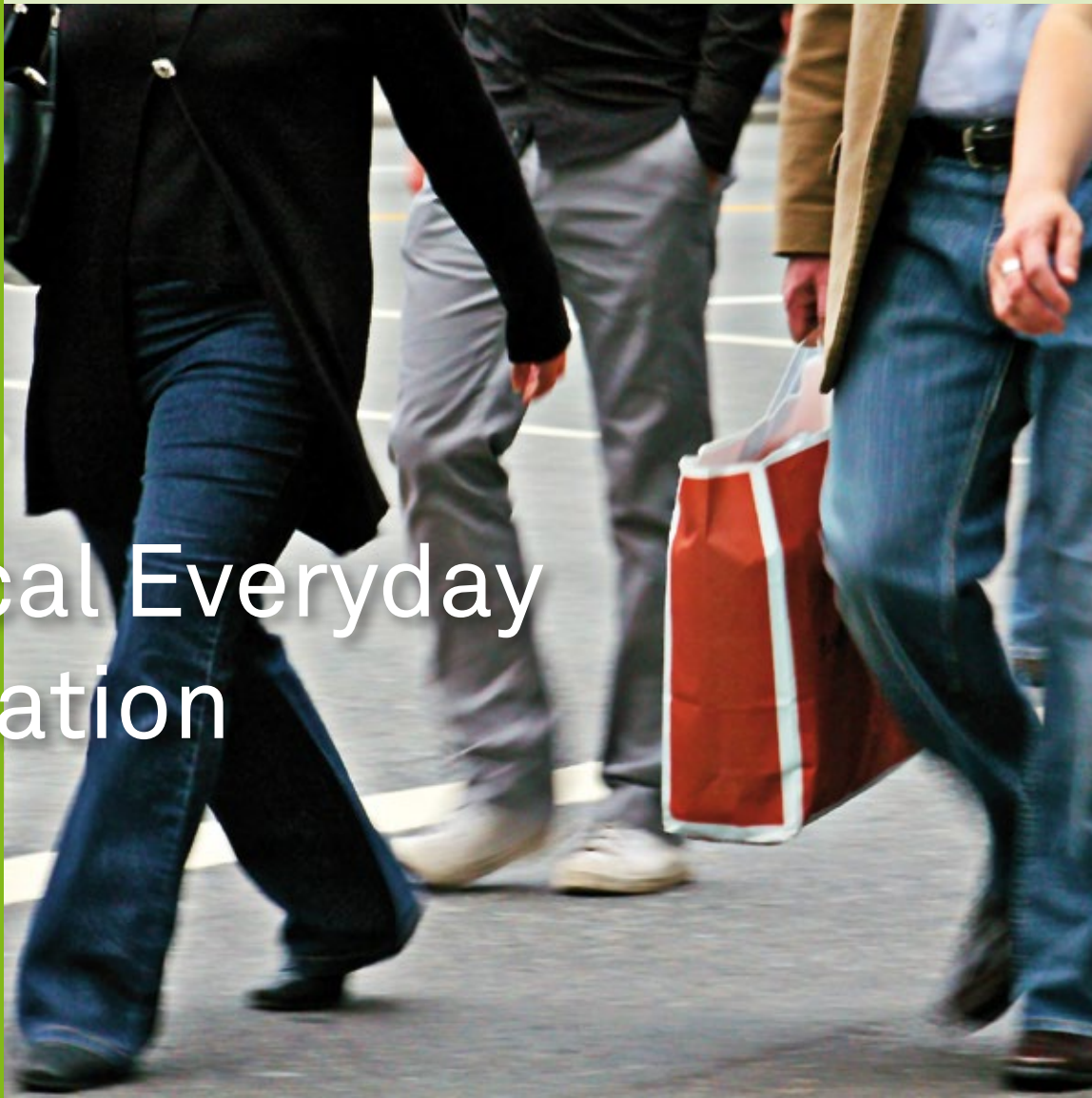
- 🌐 [euraxess.ec.europa.eu/jobs/search](http://euraxess.ec.europa.eu/jobs/search)
- 🌐 [www.zeit.de/jobs](http://www.zeit.de/jobs)
- 🌐 [www.academics.com](http://www.academics.com)

## IN DORTMUND

**Dortmund Employment Agency**

- ✉ Steinstr. 39
- 44147 Dortmund
- ☎ 0800 4555500 (from Germany)
- 🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) > English
- > Dienststellen vor Ort

# Practical Everyday Information



## 12.1 | Doctors and Pharmacies

You will find a complete list of doctors, arranged according to field of specialisation, in your local classified directory, "Gelbe Seiten" (Yellow Pages), in print or online. It is often a good idea to go to a general practitioner, often referred to as a "Hausarzt", first of all. This doctor will then transfer you to a consultant, if necessary. You should always ring the doctor's surgery in advance to make an appointment. In case of accident or emergency you will be given an appointment on the same day. Otherwise, you will probably have to wait a couple of days or even weeks for an appointment.

Local hospitals do not usually run surgeries for outpatients. If you are ill, your first port of call is a general practitioner. Only go to hospital if there is an emergency or you need treatment following an accident. You will need to present your health insurance card or European health insurance card, EHIC, to receive treatment. If you have private insurance cover, you will receive a bill after the visit to the doctor.

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

### Emergency services

If you urgently need a doctor outside normal surgery hours, you will have to turn to the "ärztlicher Notdienst" or "ärztlicher Bereitschaftsdienst" (emergency services). You can also ring a doctor: the answerphone will usually tell you which doctor is currently on stand-by duty.

### SEARCHING FOR DOCTORS

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

### HOSPITALS AND CLINICS IN DORTMUND

[www.dortmund.de](http://www.dortmund.de) > Leben in Dortmund  
> Gesundheit > Krankenhäuser

### EMERGENCY SERVICES

#### Emergency medical service

116117  
 Weekdays: 6 pm–8 am (the following day)  
Wednesday and Friday afternoons:  
1 pm–8 am (the following day)  
Saturday, Sunday and public holidays:  
8 am–8 am (the following day)

#### Emergency services for children and young people in Dortmund

0231 953-21700  
0231 50 29 800  
 Saturday, Sunday, public holidays and Wednesday afternoon





EMERGENCY PHARMACY SERVICE

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

Pharmacies

You will not usually be given medicines at the doctor’s surgery. The doctor will write a prescription which you take to a pharmacy where you may have to pay towards the cost of the item. Some medicines can be purchased at the pharmacy without a prescription.

If you need medicines at night or at the weekend you should enquire about the “Apotheken-Notdienst” (emergency pharmacy service). You can discover which pharmacy is open all night on which specific day in the local daily newspaper, online or on lists posted visibly at every pharmacy.

Costs of medical treatment

Statutory health insurance

If you are not a private patient your doctor will invoice your statutory health insurance provider directly. All you need to do is to present your health insurance card at the surgery. However, for some treatment and services, such as certain dental fillings, dentures, spectacles, contact lenses and particular medicines, you have to pay an additional fee even if you are not a private patient. The doctor is obliged to inform you about the costs (see Chapter 9).

Private health insurance

If you have a contract with a private health insurance provider, please enquire about the payment procedure before you consult the doctor. You may have to pay the costs for treatment and medicines yourself and then submit the invoices to the insurance provider for reimbursement. Take careful note of the conditions of your health insurance which stipulate whether the provider will reimburse your costs and at what level. Depending on your insurance premium, certain treatment may be excluded or you may be required to pay part of the costs yourself. See Chapter 9 for additional information.

12.2 | Emergency Telephone Numbers

Important emergency telephone numbers

Police .....	110
Fire .....	112
Emergency/ambulance .....	112
Poisoning .....	0228 19240
Pastoral advice .....	0800 1110 -111 (or -222)
Central telephone number to block credit cards .....	116 116

Important information in emergency situations

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

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



## 12.3 | Banks and “Sparkassen”

If you are staying in Germany for an extended period, are receiving a regular salary or fellowship and have to pay rent, it is a good idea to open a current account at a bank. To do so, you will need to present your passport or identity card and confirmation from the Residents' Registration Office or the Foreigners' Registration Office that you are registered. Some banks will also require you to present your residence permit or proof that you have a regular income.

There are hardly any differences between the banks in respect of the services they offer, but there are differences in the charges you have to pay, so you should be sure to check in advance. You will be issued with a debit card called a “Euro-Cheque-Karte” (EC card) for your current account which will allow you to draw cash from a cashpoint (ATM). This service is free if you use cashpoints belonging to your own bank but incurs charges if the cashpoints are maintained by other banks. Most banks are open from Monday to Friday between 8.30 am and 4 pm.

Apart from cash, most shops, restaurants and firms accept debit and, in some cases, credit cards. In Germany, smaller sums, in cafés for example, are usually paid in cash.

Transferring money abroad can be expensive. You should enquire about the conditions with your own bank at home in advance and possibly choose a bank in Germany that cooperates with your bank at home.

### Transfers within the EU

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



## 12.4 | Means of Transportation

Germany has a good public transport system. You can easily get almost everywhere you want to go by train or bus, tram or underground.

### Deutsche Bahn

“Deutsche Bahn” (German Rail) connects all the larger and many of the smaller towns locally, regionally and long-distance. “Deutsche Bahn” has a lot of special offers and deals. If you use the “Deutsche Bahn” on a regular basis, the purchase of a so called “BahnCard” may pay off, because you can get discounts when booking tickets. Furthermore, there are special discounts for groups and advance bookings.

Buy your ticket before you get on the train. You can purchase tickets online, or there are ticket machines or ticket offices at the station. If you are in a hurry you can buy your ticket from the ticket collector on long-distance trains. But this is more expensive.

Please note: on local and “S-Bahn” trains you have to buy your ticket before you enter the train. There are ticket inspections on trains and buses, and travelling without a valid ticket (“Schwarzfahren” - fare dodging) might prove expensive. If you are embarking on a longer journey, particularly at the weekend, you should reserve a seat. On some routes, the trains get very full.

### DB Navigator App

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

[www.bahn.de/apps](http://www.bahn.de/apps)



## IN DORTMUND

Dortmund's local transport system is run by the Dortmunder Stadtwerke (DSW21). You will find a service centre in the centre of Dortmund.

### DSW21-Service Centre Petrikirche

📍 Kampstraße 46  
44137 Dortmund  
🌐 [www.bus-und-bahn.de](http://www.bus-und-bahn.de)

The regional provider for local transport is the "Verkehrsverbund Rhein-Ruhr (VRR)".

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

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

Dortmund itself is in price category A. If you are intending to use the bus or tram regularly in Dortmund it is worth purchasing a monthly season ticket (Ticket 1000 or 2000). For longer journeys and excursions there is a wide selection of tickets with special deals for groups and weekend trips. If you are registered at TU Dortmund University you will receive a ticket for the local public transport.

## Local transport system

There is plenty of local transport in Germany – buses, trams and underground. During the day it is often quicker and easier to travel by bus or tram than by car, particularly in the larger towns. You can usually buy tickets at ticket machines on the platform or inside the trams and underground trains; in buses the drivers often sell tickets, too. However, what is true for one town is not necessarily true for another so you should enquire locally.

"Mehrfahrtenkarten" (multi-trip tickets) are cheaper than individual tickets and can usually be purchased at ticket machines. If you are staying in one place for a longer period and intend using public transport regularly, it may well be worth buying a weekly or monthly season ticket. They are available at the local transport company's ticket offices which are usually situated near the railway station.

## Cycling

In many towns there is a good network of cycle paths. If you like cycling this can be a practical alternative to public transport or driving. Bicycles are also good for discovering the area in your spare time. Many of the tourist attractions in the Ruhr Area are connected by cycle paths which frequently follow former railway tracks. One such, the "Ruhrtalradweg", follows the river for 230 km from the source in the Sauerland to the mouth at Duisburg.

## Taxis

Taxis are relatively expensive in Germany and many people only use them in exceptional circumstances – at night, for example, or when they have a lot of luggage. Prices are regulated. You pay a fixed basic charge plus a specified sum per kilometre.

### Forgotten your ticket?

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

## BICYCLE HIRE IN THE RUHR AREA

🌐 [www.metropolradruhr.de](http://www.metropolradruhr.de) > en  
🌐 [www.revierrad.de](http://www.revierrad.de) > English version

## CYCLE PATHS IN THE RUHR AREA

🌐 [www.ruhr-tourismus.de/en/bike-tour.html](http://www.ruhr-tourismus.de/en/bike-tour.html)

## TAXIS IN DORTMUND

☎ 0231 14 44 44  
🌐 [www.taxi-dortmund.de](http://www.taxi-dortmund.de)

## "MITFAHRZENTRALE"

🌐 [www.blablacar.co.uk](http://www.blablacar.co.uk)

## LONG-DISTANCE COACHES

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

## INTERNATIONAL AIRPORTS

Dortmund:

🌐 [www.dortmund-airport.com](http://www.dortmund-airport.com)

Düsseldorf:

🌐 [www.dus.com/en](http://www.dus.com/en)

Düsseldorf-Weeze:

🌐 [www.airport-weeze.de/en](http://www.airport-weeze.de/en)

Cologne Bonn:

🌐 [www.koeln-bonn-airport.de](http://www.koeln-bonn-airport.de) > EN

Frankfurt:

🌐 [www.frankfurt-airport.com](http://www.frankfurt-airport.com) > EN

Amsterdam:

🌐 [www.schiphol.nl](http://www.schiphol.nl)

## "Mitfahrzentrale"

One alternative to public transport, especially for long journeys, is the "Mitfahrzentrale" (car sharing agency). Drivers who are going on long journeys often register at a car sharing agency and offer to take passengers. The offers are sorted according to destination and date and you can find out about them online or by telephone.

## Long-distance coach

Long-distance coaches are more reasonable than rail travel. A long-distance coach may take longer than a train, but the tickets are relatively cheap by comparison.

## Air travel

Some airlines offer special rates on certain routes. You may well be able to fly to other European countries very reasonably, and even within Germany air travel may be cheaper than rail travel. However, on domestic routes you may not save much time if you add the time spent getting to the airport and waiting for the flight. Most large towns have good connections to the nearest airports by public transport.

## AUTOMOBILE ASSOCIATIONS

The "Allgemeine Deutsche Automobil-Club" (ADAC) is the largest automobile association in Germany. You can also join the "Auto Club Europa" (ACE) or the "Automobilclub von Deutschland (AvD)". They provide services in case of breakdown. You can call them for help if you get stuck on the road somewhere. This service is usually free of charge if you are a member. Non-members have to pay.

## DRIVING LICENCE AND VEHICLE REGISTRATION

The agency responsible for everything to do with driving licences and vehicle registration are the "Bürgerdienste der Stadt Dortmund" which can be found both in the centre of town and in the various districts.

### Bürgerdienste - Service Centre "Innenstadt"

☎ Südwall 2-4  
44122 Dortmund  
☎ 0231 50-13332  
✉ buergerdienste@stadtdo.de  
🌐 [www.buergerdienste.dortmund.de](http://www.buergerdienste.dortmund.de)  
> Dienstleistungszentrum

### Your own vehicle

Some researchers bring a car with them from home or buy one in Germany. If you are only staying up to six months this is relatively uncomplicated. If you are planning to stay for longer, however, you should consult the "Straßenverkehrsamt" (road traffic agency) on the relevant formalities.

Visit the EURAXESS Germany website for more information on taxation and insurance, the validity of your driving licence and how you can get a German driving licence.



### If you bring your own vehicle with you, you should not forget the following documents:

- international driving licence or a licence issued abroad; depending on country, it should include a German translation (after 6 months at the latest you will have to apply for a German driving licence)
- green insurance card (confirming German insurance cover)
- confirmation from your third-party insurance provider at home that you have not had any accidents (this should entitle you to a rebate on your German third-party insurance policy)



### FEE COLLECTING AGENCY FOR ARD, ZDF AND DEUTSCHLANDRADIO

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

### CHEAPER TELEPHONE AND INTERNET ACCESS

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

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

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

### SEARCHING FOR TELEPHONE NUMBERS ONLINE

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

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

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

### PREPAID PHONE CARDS

Many supermarkets in Germany sell prepaid phone cards at reasonable prices. Most of the tariffs available at supermarkets can be purchased for short visits lasting a month.



## 12.5 | Internet, Telecommunications, TV

### TV and radio: licensing fees

Just as in other European countries, the state charges a fee for the use of radios and televisions which finances the public broadcasting services.

This fee is collected by an agency belonging to the broadcasters ARD, ZDF and Deutschlandradio. Currently, the monthly fee is 17.50 euro per household irrespective of the number of people and pieces of equipment in the household. You can find more information online by visiting the fee collection service of ARD, ZDF and Deutschlandradio.

### Telephone

There are various providers operating the telephone service in Germany. Most firms offer different tariffs and services, for example various telephone, mobile and internet packages. It is worth comparing. You can register or cancel a landline in the providers' outlets which can be found in nearly every town. Check on the various offers and tariffs – such as cheap calls abroad.

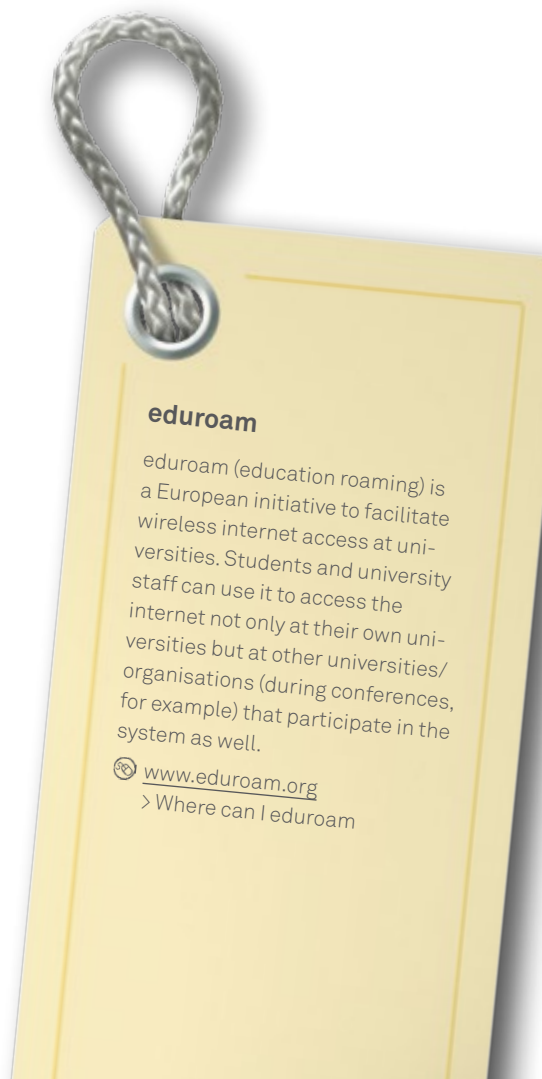
### Mobile phone

There are any number of mobile phone providers with different tariffs and packages. Prepaid tariffs allow you to use a mobile and top up your credit as required without having to sign a contract. Read the small print carefully before you do sign a contract.

### Internet


In order to access the internet at home you can get a DSL connection and tariff from your landline provider. You can often buy a package from your provider covering landline, internet and additional services. If you want to use wifi at home for laptops, mobiles and tablets you should ask your internet provider about a wireless router.

If you decide not to go for a landline and DSL connection, you can also access the internet using a wireless adapter, known in Germany as a "Surfstick". They can be purchased in computer shops and supermarkets.



### eduroam

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

 [www.eduroam.org](http://www.eduroam.org)  
> Where can I eduroam



## STADT- UND LANDESBIBLIOTHEK DORTMUND (DORTMUND LIBRARY)

☎ Max-von-der-Grün-Platz 1–3  
44137 Dortmund  
🌐 [bibliothek.dortmund.de](http://bibliothek.dortmund.de)

In addition to the central library in town, there are branch libraries in various parts of Dortmund.

### Fines

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

### University Library

See Chapter 2.4

## 12.6 | Public Libraries

Most larger towns in Germany have a “Stadtbibliothek” or “Stadtbücherei”, i.e. public libraries which are usually operated by the municipal or local authorities. They serve a general educational purpose, provide information and are a cultural facility for local residents. Apart from specialist and non-fiction works they usually have a comprehensive collection of light reading as well as books for children and young people. They often also stock light reading in foreign languages. Most libraries lend films, CDs, DVDs and games as well as books and magazines.

In order to use the library and borrow books and other media you will need a library card. You can register at the library by presenting your passport and proof that you are registered in the locality. Libraries often charge a modest fee for membership.



## INFORMATION ON CHURCHES AND RELIGION IN GERMANY

🌐 [www.bmi.bund.de/EN](http://www.bmi.bund.de/EN)  
> Society and the Constitution  
> Religion and the state



## 12.7 | Religion and Public Holidays

### Religion

Article 4 of the German “Grundgesetz” (Basic Law) guarantees the freedom of belief: every person is free to choose and practise his or her own religion. Equally, every person has the freedom not to practise a religion, to leave a religious community or to join another religious community.

There is no state church in Germany. The state and the churches or religious communities are not allowed to enter into institutional association; they are, however, allowed to cooperate provided that the principles of neutrality and non-discrimination are upheld. This means that churches are expected to make statements on social issues and be involved in bodies and commissions like ethics councils.


The state and the churches have also come to agreements on religious instruction in state schools and the collection of church tax by state financial authorities (see Chapter 10.5).

Today, some 30 percent of the population in Germany is Roman Catholic, another 30 percent is Protestant and roughly four percent is Moslem. Just less than two percent of the population belongs to other religious communities and more than 30 percent is not affiliated to any religious group. Altogether, there are more than 160 different religious communities in Germany which contribute to the religious diversity of the country.





You will find an overview of the current public holiday dates and school holiday dates, organised according to Federal State, on the following websites.

-  [www.feiertage.net](http://www.feiertage.net)
-  [www.ferienkalender.com](http://www.ferienkalender.com)
-  [www.schulferien-und-feiertage.de](http://www.schulferien-und-feiertage.de)

## Public holidays

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

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

**Additional public holidays in NRW:**

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

## Carnival

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

# 12.8 | Good to Know – A to Z of Useful Information

## Addressing people: "Du" and "Sie"

The polite form "Sie" plus surname is the way you address people you do not know in Germany - officially all those over the age of 15. Many Germans who work together in the same office every day still use this form. In order to move on to the more personal "Du", you usually wait for a suitable occasion. The "Du" is "offered" by one person to another. Traditionally, the older or more senior person makes the offer. However, younger people (up to about the age of 30) are less formal. They often use the "Du" plus first name from the very first meeting. If you are unsure, it is probably best to wait until the person you are talking to has addressed you and respond accordingly.

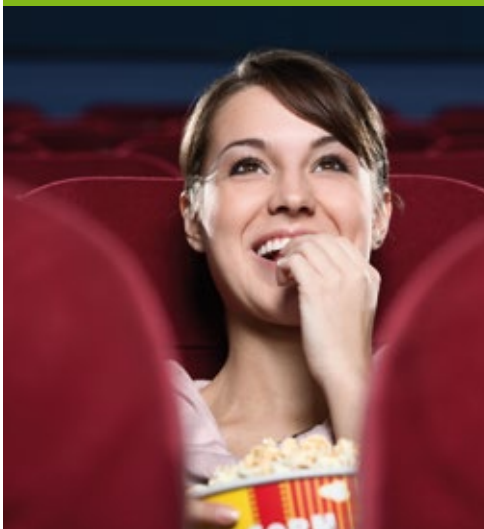
## Cinema

In Germany, foreign films and television series are often dubbed. If there is no reference to the language in the programme you can assume that the film will be in German. However, quite a few of the smaller independent cinemas show films in the original language (OV) or in the original language with subtitles (OmU).

## Electricity

German electrical power points use 220 V and 50 Hz alternating current. Euronorm plugs fit all power points. Depending on where you come from you may have to use an adapter or transformer.





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

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

### Flea markets

A “Flohmarkt” or “Trödelmarkt” is a market selling second-hand goods and bric-a-brac. The sellers are often private individuals and the markets are usually held on Saturdays or Sundays.

### No smoking

In Germany, smoking is prohibited in all public buildings under the authority of the state, such as stations, airports and public transport, as well as cultural, leisure and sports facilities. An exception is made for separate areas and rooms which are specifically designated. As gastronomy is not regulated by the central authorities in Germany, no-smoking rules are applied differently in the various Federal States. You are not usually allowed to smoke in restaurants and bars, but they often have separate rooms for smokers.

### Purchase tax

Purchase tax, often referred to as “Mehrwertsteuer” (value added tax), has to be paid to the financial authorities on the sale of goods and services. In Germany, the rate is 19 percent. There is a reduced rate of 7 percent on foodstuffs, magazines and books as well as artistic services. Value added tax (MWSt.) is included in all stated prices and invoices.

### Separating waste/recycling

Environmental consciousness in Germany is comparatively strong, an attitude that is reflected in the separation and recycling of waste. In most towns you have individual, colour-coded dustbins or skips for landfill (grey), paper (blue), plastics/composites (yellow) and compost/garden waste (green or brown). In addition, there are also public bottle banks for glass and collection points for batteries and electrical waste. Many empty bottles and cans are refundable: if you take them back to the supermarket you will be given a refund. Non-refundable bottles, like wine bottles, belong in the bottle bank.

### Shopping

Generally, shops are open in Germany from Monday to Saturday from 9 am to 8 pm. Supermarkets and large shopping centres sometimes have longer opening hours. Smaller shops, on the other hand, often shut during the week between 6 pm and 7 pm and around lunchtime on Saturdays. All shops close on Sundays and public holidays, with the exception of bakeries which often open in the mornings on those days. You can usually find a modest selection of groceries and other articles at petrol stations which sometimes stay open 24/7.

### Strikes

Trades Unions are voluntary organisations which represent the interests of workers vis-à-vis employers. If unions and employers are unable to come to an agreement, this may lead to strikes which can affect services provided by companies and public authorities.

### Tipping

It is usual to give a tip in restaurants and cafés and for certain other services in recognition of good service. The standard sum is about 10 percent; usually you round up the amount to be paid. If you pay in cash and do not have the right amount plus tip it is quite normal to ask the waiter or taxi driver to round the sum up to the amount you wish to pay. You can either state the amount or say how much change you want back. When you go out to restaurants or cafés with friends or acquaintances it is quite usual in Germany to ask for separate bills and pay separately.

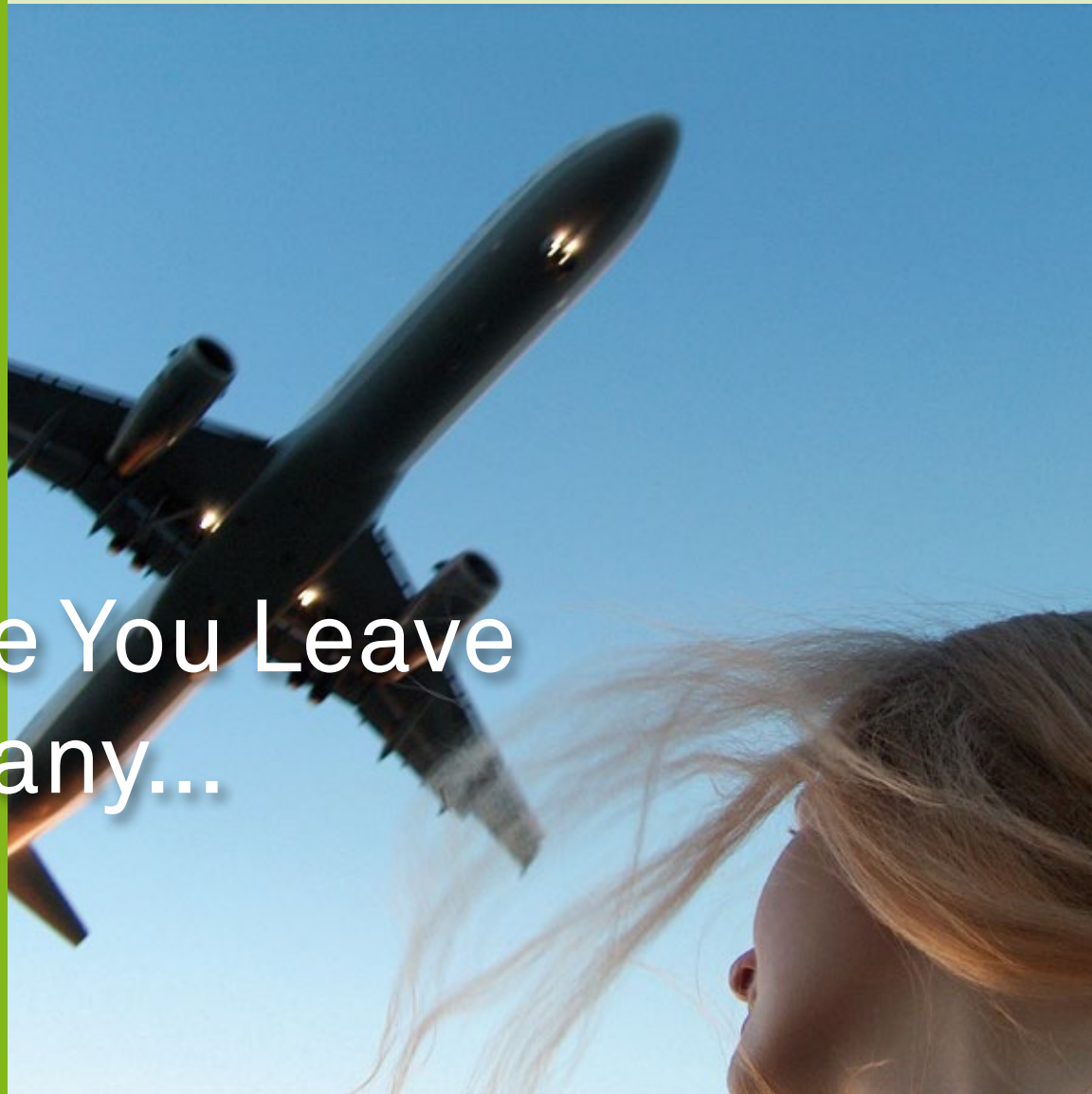
### Weather

The weather is often changeable. You have to be prepared for cold spells and rain even in summer. You are, therefore, recommended to bring at least a few warm clothes with you from home.





# Before You Leave Germany...



## 13.1 | Check List

Please bear in mind that you will have to deal with some organisational matters before you leave the country. It is usually advisable to start planning your move about three months in advance. The following timetable will help you to save time and nervous energy.

### Three months to go:

- Cancel your tenancy agreement in good time.
- Cancel your contracts with local utilities providers (electricity, gas, water).
- Discuss with your landlord whether you have to do any decorating before leaving your accommodation.
- Check if in your case it is beneficial or even obligatory to make a tax declaration.
- If you have been drawing a salary from the university and have paid social security contributions, arrange an appointment with an adviser at the "Rentenversicherungsanstalt" (pension scheme) to discuss your pension entitlements.

- Check with the Human Resources Department/ your fellowship provider well in advance whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross.
- Cancel your public transport season ticket.
- Cancel any subscriptions to newspapers or journals.
- Cancel your membership in any societies, associations, clubs etc.
- If you are moving to another European country we recommend you to contact one of the EURAXESS Service Centres located there – they will be able to help you organise your research stay in your new target country.



### EURAXESS – CONTACTS

🌐 [euraxess.ec.europa.eu/  
choose-your-country](http://euraxess.ec.europa.eu/choose-your-country)

### FORWARDING SERVICE

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

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

### SENDING PARCELS BY DEUTSCHE POST

Deutsche Post offers an international service to send parcels and packages weighing up to 31.5 kg. For information on the tariffs visit

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

### CREDIT ON YOUR UNICARD

If you no longer need your UniCard, you can have any credit refunded at the InfoPoint in the Mensa foyer.

### One month to go:

- Cancel your registration at the “Einwohnermeldeamt” (Residents’ Registration Office). The “Wohnungsgeberbestätigung” (signed by the landlord) might be needed for this.
- If you have children, inform the school or kindergarten that you are leaving.
- Inform your insurance companies that you are leaving.
- If you want to sell your car in Germany or take it to your own country, you must inform the “Kraftfahrzeugzulassungsstelle” (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration).
- Inform your telephone provider (landline, mobile, broadband) that you are leaving.
- Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period.
- If required, complete a “Nachsendeantrag” (forwarding request) at the post office so that your post can be forwarded to you.
- If you have paid for a television/radio licence for ARD, ZDF and Deutschlandradio, inform the fee collecting agency that you are leaving ([www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)).
- Take borrowed books and journals back to the university library or departmental libraries.
- If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels.
- Join the alumni international network so that you can keep in touch with the university in future (see Chapter 1.3).

### Moving day:

- Note down the meter readings for electricity, gas and water in the handover report and get your landlord to sign it.
- Check your accommodation and the staircase for damage caused by the move.
- Depending on what you have arranged with your landlord, clean your accommodation after you have moved out.
- Hand over the accommodation empty and return the keys to the landlord/property manager.



### Cancelling your bank account

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



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# Imprint

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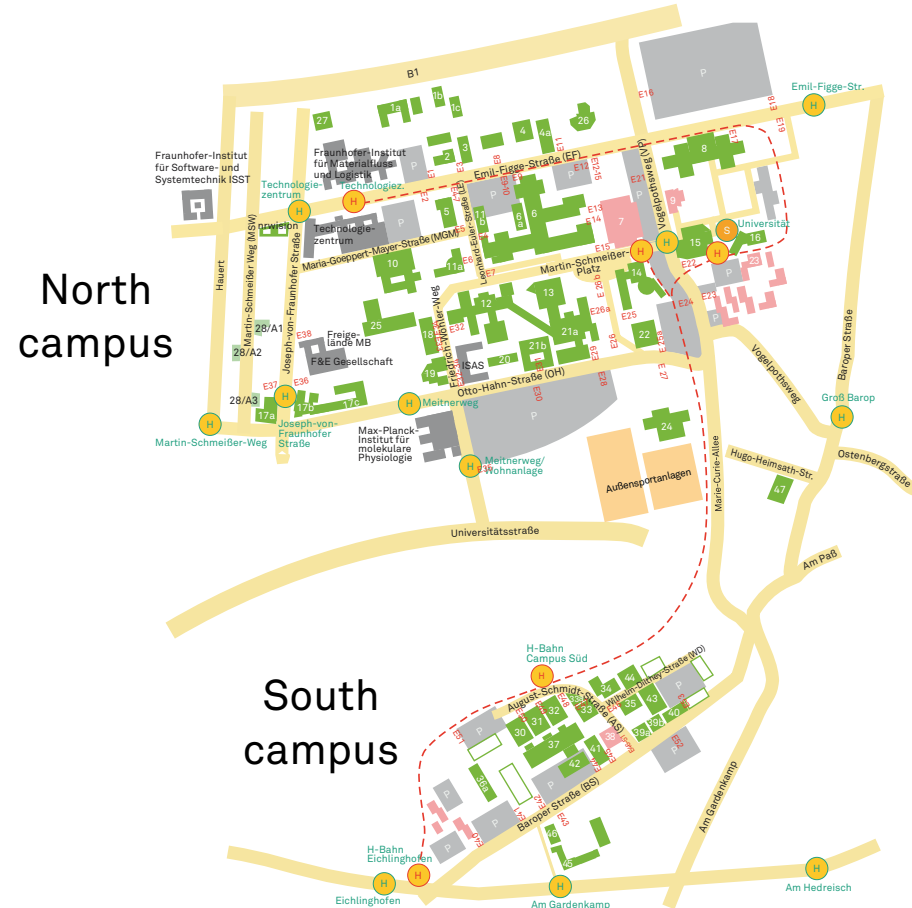
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## KEY

AS	August-Schmidt-Straße
BS	Baroper Straße
EF	Emil-Figge-Straße
FWW	Friedrich-Wöhler-Weg
JF	Joseph-von-Fraunhofer-Straße
LE	Leonhard-Euler-Straße
MGM	Maria-Goeppert-Mayer-Straße
MSW	Martin-Schmeißer Weg
OH	Otto-Hahn-Straße
VP	Vogelpothsweg
WD	Wilhelm-Dilthey-Straße
P	Parking places
H	H-Bahn (suspended monorail) stop
H	Bus and railway stop
A1-A3	Rentals

## Campus Map of TU Dortmund University



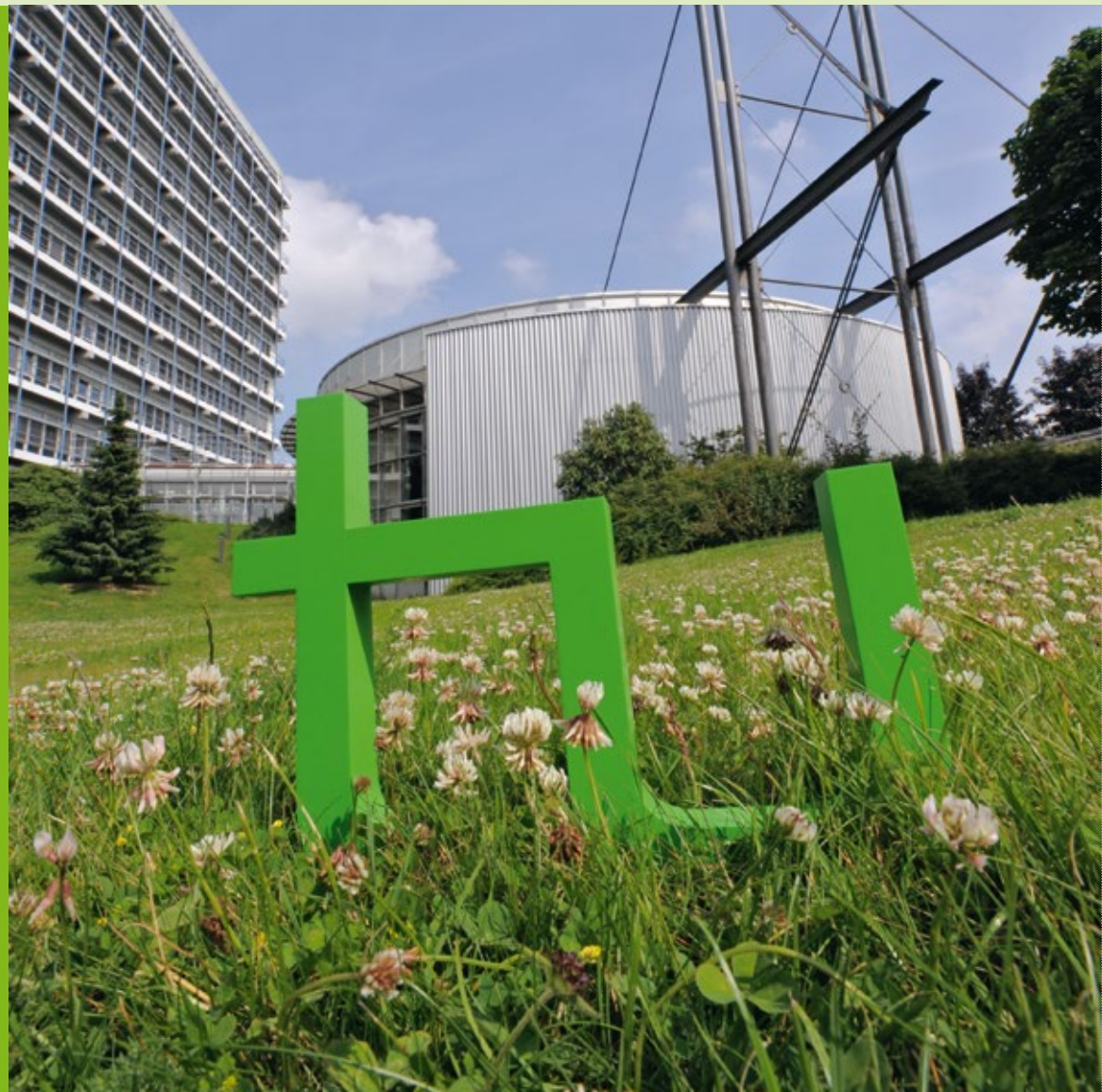
## North campus

- 1a. Mathematics, rehabilitation sciences (Pav. 10: EF 73)
- 1b. Hall for fluid-energy machinery (EF 71b)
- 1c. Office of occupational safety, environmental and health protection (EF 71a)
2. Control room, block-type thermal power station (EF 71c)
3. Dept. 6 - THB (EF 71)
4. Dept. 4: student services, international office, zhb (EF 61)
- 4a. International meeting center (IBZ) (EF 59)
5. Hall of mechanical engineering (LE 1)
6. Biochemical and chemical engineering, mechanical engineering, electrical engineering and information technology, office of equal opportunity, family and diversity, gender equality office, disabled staff representative, university sports (EF 68/70)
- 6a. Scientific staff council, technical and administrative staff council, JAV, dept. 6.1 (EF 72)
7. Studierendenwerk Dortmund, main refectory (VP 85)
8. Education, psychology and sociology, rehabilitation sciences, human sciences and theology, cultural studies, arts and sports sciences, ITMC, AStA, DoKoLL, zhb // dobus (EF 50)
9. University center, teaching editorial office journalism (VP 74)
10. Physics - DELTA (MGM 2)
- 11a. Mechanical engineering I (LE 5)
- 11b. Mechanical engineering II (LE 2)
12. Chemistry and chemical biology, business and economics, electrical engineering and information technology, mechanical engineering, central copy center (OH 6)
13. Lecture hall building II (OH 4)
14. Audimax, mathematics, statistics, business and economics (VP 87)
15. Library (VP 76)
16. Statistics, Center for Higher Education (zhb), institute for school development research (IFS) (CDI-building: VP 78)
- 17a. Computer science (OH 16)
- 17b. Computer science (OH 14)
- 17c. ITMC, computer science (OH 12)
18. Electrical engineering and information technology (FWW 4)
19. Electrical engineering, institute of robotics research (OH 8)
20. Business and economics (Pav. 11: OH 6a)
- 21a. Physics, electrical engineering and information technology, business and economics (OH 4)
- 21b. New building chemistry-physics (OH 4a)
22. Erich Brost Institute (OH 2)
23. Campus Treff (VP 120)
24. Arts and sports sciences, Fitnessförderwerk (OH 3)
25. Seminar building (FWW 6)
26. Day care center HoKiDo (EF 57)
27. LogistikCampus (JF 2-4)
28. A1-A3 Dept. 5 (MSW 12, 13, 16), business and economics (MSW 12)

- 29a. Test center for High-Voltage Direct-Current Transmission (HGÜ) (under construction), (EF)
- 29b. Test area HVDC (EF)

## South campus

30. Spatial planning (GB III: AS 10)
31. Architecture and civil engineering (GB II: AS 8)
32. Spatial planning, architecture and civil engineering (GB I: AS 6)
33. Lecture halls, rectorate, chancellor, office of German and European education and higher education policy, office of data protection, committees, allowances, internal auditing (HG I: AS 4)
- 33a. Model-making workshop (AS 4a)
34. Dept. 2, dept. 5, office of controlling (WD 2)
35. Dept. 3 (AS 1)
- 36a. Mechanical engineering III (BS 303)
37. Experiment hall (BS 299)
38. Archeteria, south refectory (AS 2)
- 39a. Office of university communications, office of university marketing (BS 285)
- 39b. Office of research support services (BS 283)
41. Rudolf Chaudoire pavilion (BS 297)
42. Warehouse (BS 299)
- 42b. Experiment hall (under construction)
43. Dept. 3 (Pav. 8: WD 1)
44. Pav. 2a (WD 2a)
45. Dörstelmann building, AStA (Pav. 1: BS 322)
46. Pav. 7: BS 322
47. Helmut Keunecke Haus/guest house (BS 233)





## Guide for International Researchers

Whether you are an international scientist or scholar, visiting researcher or university teacher taking up a new position at TU Dortmund University, this Guide is designed to help you find your feet. No matter how long you are intending to stay or whether you will be receiving a salary or a fellowship, the Guide will ensure that you get off to a good start in Dortmund.

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For additional information beyond the scope of this Guide visit

**[www.tu-dortmund.de](http://www.tu-dortmund.de) & [aaa.tu-dortmund.de](http://aaa.tu-dortmund.de)**