

Welcome to Julius-Maximilians-Universität Würzburg

## Welcome Centre

International reference guide



Julius-Maximilians-

**UNIVERSITÄT  
WÜRZBURG**



**WELCOME  
CENTRE**

# Guide

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

*Science for Society*



UNIVERSITÄT

MOLANUS

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PARK  
SCHEIN  
AUTOMAT  
Parkraum 2 204

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**Welcome to  
Julius-Maximilians-Universität Würzburg  
Greetings from the President and  
the Vice President for Internationalisation**

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

We are delighted that you have decided to join the Julius-Maximilians-University (JMU) of Würzburg for your research or teaching purposes and warmly welcome you to our Alma Mater. Founded in 1402, JMU is one of the oldest universities in Germany. The University's original motto 'Veritati', which committed us to the pursuit of truth, is still part of our mission statement today. We see research and teaching as a responsibility towards the concerns of society.

Today, JMU is a comprehensive university with a broad and innovative range of subjects. Our goal is to excel in research and teaching in all our subject areas and to encourage interdisciplinary work. Trust, appreciation, and constructive communica-

tion constitute the pillars of our university culture. We welcome you to become part of this University, part of our 'Würzburg Spirit'! Together we can strengthen our excellence in research and teaching and successfully master the challenges our world faces today.

International contacts and academic exchange are essential for our university and researchers.

With this 'Welcome Guide', we would like to make your move to Würzburg as smooth and pleasant as possible. The University of Würzburg offers a lot of advice and services in this regard. If you have any further questions or problems, the Welcome Centre will be glad to help. We wish you and your family a successful and enriching time at the University of Würzburg and in our beautiful city.



Prof. Dr. Paul Pauli  
President of the  
University of Würzburg



Prof. Dr. Doris Fischer  
Vice-President for  
Internationalisation and  
Alumni of the University  
of Würzburg



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The President: Prof. Dr. Alfred Forchel

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# DAAD

# The Welcome Centre

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

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

## Advisory and Support Services

### Searching for a Flat

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

### Information on Childcare

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

### Information on Würzburg

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

### Help with Administrative Matters

The staff can help you with administrative ques-

tions and provide information on the following topics:

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

### Accompaniment to the Local Authorities

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

### Information on Language Classes

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

### Support for Dual Career Questions

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

### Online registration

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

- ▶ [www.uni-wuerzburg.de/welcomecentre](http://www.uni-wuerzburg.de/welcomecentre)
- ▶ In case of questions contact: [welcomecentre@uni-wuerzburg.de](mailto:welcomecentre@uni-wuerzburg.de)

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



Bild: Jakob Dąbrowski



# The Julius-Maximilians-Universität: A history of success

The Julius-Maximilians-Universität (JMU) has a long tradition dating back as far as 1402 and was the sixth institution of higher education to be founded in the German-speaking regions of Europe. Many eminent scholars and scientists, including 14 Nobel Laureates, have been working during their professional career at JMU. Among those are Rudolf Virchow, Carl von Siebold, Franz Bretano, Wilhelm Conrad Röntgen, Klaus von Klitzing and Harald zur Hausen, to name just a few. Having grown over more than six centuries, the JMU of Würzburg offers a wide range of subjects. In addition to the classic four – medicine, theology, philosophy and law – far more than 200 degree programmes are offered now. Recent ones include Nanostructure Technology, Biomedicine, Modern China, Digital Humanities, Human Factors in Computing Systems, and Museology.

The university comprises ten faculties:

Catholic Theology

Law

Medicine

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

Human Sciences

Biology

Chemistry and Pharmacy

Mathematics and Computer Science

Physics and Astronomy

Business Management and Economics

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

## Research Centres as a Trademark

In the 1990s already the university began founding cross-faculty research areas and opening up new research areas and possibilities for innovative degree programmes. These interdisciplinary centres, for example the Research Centre for Infectious Diseases and the Biocentre, have become internationally prominent trademarks of the University of Würzburg. The scientific standing of the university also shows itself in its numerous collaborative research activities funded by the German Research Foundation (DFG): Würzburg scientists have continuously been able to raise funding for collaborative research centres, research training groups and research units against tough competition. In 2002, the University of Würzburg launched one of the three Centres of Excellence funded by the DFG across Germany: the Rudolf Virchow Centre/Centre for Experimental Biomedicine. Furthermore, the University of Würzburg established collaborations with renowned research facilities like the Fraunhofer institutes and the Max Planck society. The Helmholtz institute for RNA based infection Research (HIRI), founded 2017, is situated at the university hospital and sets an example for the numerous inter-institutional collaborations.

All those activities have pushed the university into the top tier of German academic research

The Old University – home of the Faculty of Law



institutions. On an international level, the university also ranks among the top in many scientific disciplines including biology, chemistry, medicine, physics and psychology. New buildings such as the Institute for Topological Insulators (ITI) set new milestones in the excellence strategy of the university.

### **Promoting the Next Generation**

The university regards the promotion of junior academics as an essential responsibility. Establishing its graduate schools in 2006 constituted another milestone in this endeavour. These institutions provide doctoral candidates and post-docs with the appropriate structures and formats to continue and enhance their training and education. New facilities like the Graduate School for Life Sciences (GSLS), inaugurated 2018 on Campus Hubland Nord, provide optimal educational and learning requirements.

### **University Hospital: Excellent Medical Care and Top-Level Research**

Medical education, research and the treatment of patients are so closely intertwined here that the patients always profit from the latest developments in medical therapy. The hospital has been placed 14 out of 2,000 hospitals throughout Germany (FOCUS Ranking, 2018). Every year, the University Hospital provides in-patient treatment for around 55,000 people and takes care of 230,000 out-patients. A new Centre for Operative Medicine (ZOM) was opened on the expanded Medical Campus in 2004. This was followed in 2009 by the new Centre for Internal Medicine (ZIM) and the Comprehensive Heart Failure Cen-

tre in 2017. Many more buildings are under construction or being planned.

### **Success in the Excellence Strategy**

The aim of the Excellence Strategy is to strengthen Germany's position as an outstanding place for research in the long term and further improve its international competitiveness. It continues the development of German universities successfully begun with the Excellence Initiative by supporting research of the highest standard, enhancing research profiles, and facilitating cooperation in the research system. Würzburg has successfully applied for one of the most competitive excellence cluster and established the Dresden-Würzburg Center for Topological Quantum Matter Research in cooperation with TU Dresden.



The Institute for Molecular Infection Biology (IMIB) and the Rudolf Virchow Center (RVZ) of JMU: At this place the Helmholtz Institute for RNA-based infection Research (HIRI) was established in May 2017 as a partnership between the Helmholtz Centre for Infection Research (HZI) and JMU.



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### 1.1. Checklist

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

### 1.2. Cost of Living

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

▶ **Current prices to be expected in Würzburg:**

[www.expatisitan.com/cost-of-living/wuerzburg](http://www.expatisitan.com/cost-of-living/wuerzburg)

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

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

[www.study-in.de/en](http://www.study-in.de/en) ▷ plan your stay ▷ money & costs ▷ cost of living

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

- ▶ A larger flat, possibly a house
- ▶ Public transportation or a private car
- ▶ Higher health care

### 1.3. Employment Contract

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

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

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

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

The Service Centre Human Resources also normally requires the following information, which,

however, can also be acquired and handed in after the arrival in Germany:

- ▶ Proof of health insurance (see chapter 1.6.)
- ▶ Social security card or proof of its application (see chapter 1.6.)
- ▶ Occupational medical examination (“Einstellungsuntersuchung”): The examination is conducted free of charge by the university’s Medical Services (“Betriebsärztlicher Dienst”), Josef-Schneider-Straße 2, Building D4.

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

**Please note:** The Service Centre Human Resources will compare foreign degrees with their German equivalents to determine your eligibility for a position and your salary. The admission of doctoral researchers to the academic programme also depends on these documents. Here the screening is done by the International Office. The reference used for such comparisons is the database “ANABIN” (only in German: [anabin.kmk.org](http://anabin.kmk.org)). If a foreign degree cannot be found in the database, it must be reviewed by the Central Office for Foreign Education in Bonn, which usually takes many weeks. Under certain circumstances this could delay the enrolment of doctoral researchers. Regarding international researchers with an employment contract, immediate employment is still possible in such cases. The categorization into the proper salary group is however only possible after all certificates and pieces of information have been submitted. Potential



# 1

financial loss up to this point will be retroactively paid once all certificates have been received.

In addition to the university degree, previous work experience also plays an important role in categorising you into a specific salary group. Copies of all past employment contracts at home and abroad are required. Alternatively, a certificate from your past employers with original signature and seal listing your previous activities (duration, salary and hours per week) is also considered sufficient.

### 1.4. Important Documents

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

- ▶ The nature of the employment contract or other forms of remuneration (fellowship)
  - ▶ Information on salary group and number of working hours (if applicable)
  - ▶ Statement on how social security and health insurance will be provided
4. Verification regarding financing your stay
    - ▶ Invitation letter, afterwards employment contract
    - ▶ or confirmation from your scholarship provider regarding the length and monthly amount of your scholarship
  5. Confirmation from your health insurance that you are insured for the complete duration of your stay in Germany (in English or German)  
New employees usually travel to Germany with a travel health insurance and obtain health insurance from a German provider, if they enter into a regular employment contract with the university, within the first few days after arrival.
  6. Multiple biometric passport photos
  7. Copies (and, if necessary, translations) of insurance documents
  8. Immunisation record, if available, as well as other important medical documents and records regarding medication currently being taken (if necessary)
  9. Internationally recognized driving license (if applicable)
  10. Some cash and ideally a credit card for the first couple of days

1. Passport, valid for the entire duration of your stay
2. Entry visa (also for your family members)
3. Invitation letter from your host institute which precisely explains which activities you will be doing at the university and in what form you will be remunerated and insured. The invitation letters should include the following information:
  - ▶ Your complete name with date of birth and ideally passport number
  - ▶ The exact duration of your planned stay
  - ▶ The type of research project
  - ▶ The confirmation that a workplace and equipment will be made available

## 1.5. Visa

### The Difference between a Visa and a Residence Permit

A visa allows you to travel to Germany and is usually limited to 90 days. For an employment contract and longer stays, non-EU citizens must apply for a work and residence permit at the Foreigners' Registration Office ("Ausländerbehörde") responsible for your area in Germany before your visa expires (see chapter 2.4.). This is also necessary for international employees who do not need a visa to travel to Germany.

### Applying for a Visa

A visa can be applied for at all German consulates and embassies worldwide. The application process can last months and this should be taken into account when planning your stay. The following documents are usually needed for the application:

- ▶ Passport
- ▶ Multiple passport photos (not older than 4 weeks)
- ▶ Application form
- ▶ Confirmation of employment and proof of income in your home country
- ▶ Documents which verify the reason for your stay in Germany and how it will be financed, e.g. letter of invitation (see chapter 1.4.) from the university, confirmation from your scholarship provider etc.
- ▶ Proof of health insurance
- ▶ Consular fees (variable)

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

**Please note:** You must apply for a national visa (D visa). With this visa you can also travel to other countries in the Schengen area for 90 days. You should under no circumstances travel to Germany with a tourist visa ("Schengen visa", type C). You are not allowed to work with a tourist visa and it cannot be converted into a residence or work permit in Germany. You would risk having to travel back to your home country in order to start the application process over again.

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

## 1.6. Social Security and Insurances

### 1.6.1. General Information on Social Security

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

- ▶ Health insurance
- ▶ Nursing care insurance ("Pflegeversicherung". In case you need assistance in old age or need to go to a nursing home)
- ▶ Unemployment insurance
- ▶ Accident insurance (at work)
- ▶ Pension scheme

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### International Researchers with an Employment Contract

As a JMU employee, insurance is compulsory as soon as you enter into a contract beyond the limit of marginal employment (€ 450 per month). When you enter into an employment contract, you are automatically registered with the necessary social insurance providers. After you have chosen a health insurance, they will be informed of the start of your employment by the Service Centre Human Resources. The health insurance provider then informs the other social insurance providers. Once the registration process has been completed, you will receive your insurance number (“Versicherungsnummer”) from the provider handling the pension scheme as well as a booklet proving that you are insured (“Versicherungsnachweisheft”), which you must give to the Service Centre Human Resources. As your employer the university is responsible for paying the contributions. Your contribution is based upon your income and is directly deducted from your salary. The contributions amount to around 20% of your gross salary.

### Stay with a Scholarship

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

#### ► Further Information on Social Security in Germany

- All five branches of social security: German Social Insurance  
[www.deutsche-sozialversicherung.de/en](http://www.deutsche-sozialversicherung.de/en)

- Federal Ministry of Labour and Social Affairs brochure “Social Security at a Glance”:  
[www.bmas.de/EN](http://www.bmas.de/EN) ▷ services ▷ publications ▷ social security at a glance
- European Commission brochure on your social security rights: [ec.europa.eu/social/main.jsp?catId=858&langId=en](http://ec.europa.eu/social/main.jsp?catId=858&langId=en)  
▷ Germany
- Information on transferring claims abroad or from other countries:  
EURAXESS: [www.euraxess.de/en](http://www.euraxess.de/en) ▷ Services  
▷ Outgoing Researchers ▷ Social Security

### 1.6.2. Health Insurance

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

### Short Stay

In the case of a shorter research stay of up to three months without an employment contract, a normal travel health insurance is generally sufficient.

### Research with Employment Contract

If you have an employment contract with the university, you will have to sign up for statutory health insurance with one of the public health insurances, offering full medical treatment. If needed, this can be expanded through private supplementary insurances which offer coverage for additional services such as dental prostheses,



financing glasses and contact lenses, the costs of special treatment methods, treatment by the head psychologist/psychiatrist or a private room in the hospital.

Only if you exceed a yearly gross salary of € 60,750 (as of 2019, assessment ceiling changes annually), you can choose between the government-regulated public health insurance (GKV, see 1.6.2.1.) or a private health insurance from a German or international insurance company (PKV, see 1.6.2.2.).

### **Research Stays Financed Through Scholarships or Own Funds**

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

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

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

### **International Doctoral Researchers on Scholarships or Own Funds**

Some healthcare providers offer student healthcare for enrolled doctoral researchers. This might seem very attractive as the monthly premium is low. Doctoral researchers are, however, legally not entitled to student healthcare. Do not sign up for student healthcare. At the worst, you must later pay for medical treatments and hospital stays yourself.

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

In Germany, there are more than 130 public health insurance companies which are part of the government health system. All providers charge a fixed percentage (about 15%) of the monthly gross salary up to an income threshold of roughly € 4,426 (as of 2018). Beyond the threshold the premium stays constant. Around 90% of all Germans are members of one of the statutory insurance companies. Services are largely fixed for statutory health insurance but the provider can be freely chosen. It is worth comparing the providers as differences exist regarding supplementary services, packages and customer service. Additional governmental nursing care insurance is mandatory. Half of the costs are taken on by the employer.

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

- ▶ **Information on the German health system:**
  - [www.make-it-in-germany.com](http://www.make-it-in-germany.com) ▷ Living
  - ▷ Healthcare

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- ▶ **Comparison of public health care companies in Bavaria** (only in German):  
[www.gesetzlichekrankenkassen.de/preise/bayern/bayern.html](http://www.gesetzlichekrankenkassen.de/preise/bayern/bayern.html)

### 1.6.2.2. Private Health Insurance (PKV)

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

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

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

- ▶ **Overview of all private health insurance companies in Germany:**

[www.krankenkassen.de](http://www.krankenkassen.de) ▶ Private Krankenversicherung ▶ Liste: Private Krankenversicherungen

The website is only available in German but it is easy to navigate to the page with the list of providers. You can always ask the Welcome Centre or your host institute for help.

### 1.6.3. Possible Supplementary Insurances

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

#### Must have

- ▶ (Third-party private) Liability Insurance (“Haftpflichtversicherung”):  
Covers physical injury or material damage to others caused by you. Please note: most private liability insurances do not cover damage caused at work. If you work with expensive

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



equipment, e.g. in a lab, it is advisable to cover that risk through an additional workplace liability insurance.

### Potentially useful

- ▶ Household Contents Insurance/Home Insurance (“Hausratversicherung”): Protects your furniture and household equipment against fire, water damage or burglary
- ▶ Private Accident Insurance/Accidental Death and Disablement Insurance (“Private Unfallversicherung”):  
Not to be confused with health insurance, which covers treatment. This one covers, for example, income losses to you or your family caused by accidents outside of the workplace (e.g. sporting accidents).
- ▶ Disability Insurance/Income Protection (“Berufsunfähigkeitsversicherung”):  
Protection in case you can no longer work (e.g. due to back problems, burnout or severe illness which permanently limits employment)
- ▶ Life Insurance:  
Will give financial aid to your surviving dependents
- ▶ Legal Assistance Insurance (“Rechtsschutzversicherung”):  
Provision of legal advice and lawyers in the case of a legal dispute

# 1

### 1.7. Finding Accommodation

Würzburg is very popular with students. As a consequence finding a flat may take some time, and you should plan many months in advance. It is especially difficult for international researchers looking for a furnished flat close to Campus Hubland, the city centre or the University Hospital to find suitable offers early enough. As the majority of landlords in the area prefer to rent their flats furnished and on a long-term basis, for shorter stays you must allow for spending more time looking for accommodation. This is especially the case during the time before the start of a new semester. You are recommended to arrive early in order to visit and view flats in person.

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

Flats in neighbouring cities and communities are often easier to find and less expensive. You are, however, recommended to check beforehand if public transportation is available or if you need a car in order to reach the university.

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

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

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

#### 1.7.1. University Guesthouse

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

##### ► Further information:

[www.uni-wuerzburg.de/en/home](http://www.uni-wuerzburg.de/en/home) ▷ Guests and Visitors ▷ Guest House

#### 1.7.2. Siebold Collegium

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

The “Welz House”: meeting point for international guests



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

► **For more information, and in case of questions:**

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



# 2

### 2.1. Checklist

For international researchers with an employment contract

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

The following sections provide information on those steps.

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

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

Registration is easy and free of cost

#### **You will need:**

- ▶ Passport
- ▶ Confirmation of the landlord that you are accepted as a tenant ("Wohnungsgeberbestätigung des Vermieters")
- ▶ Registration form

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

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

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

#### ▶ **Online Registration for an Appointment:**

[www.wuerzburg.de/en](http://www.wuerzburg.de/en) ▶ Residents ▶ Würzburg Citizen's Office (Bürgerbüro) ▶ book your appointment online

#### ▶ **Address**

Bürgerbüro der Stadt Würzburg

Rückermannstraße 2

97070 Würzburg

[buergerbuero@stadt.wuerzburg.de](mailto:buergerbuero@stadt.wuerzburg.de)

Opening Hours vary throughout the week.

Check on the internet before you intend to go there!

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

The Town Hall “Grafeneckart” is one of Würzburg’s historic highlights



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### ► Address

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

### Registration for shorter stays:

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

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

### 2.3. Setting up a Bank Account

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

The majority of branches offer consultation in English but an appointment should be made in advance. The Welcome Centre will gladly help you set up an appointment.

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

- Passport

- Proof from the Citizen's Office ("Bürgerbüro") that you have registered

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

### Short Research Stays:

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

### 2.4. Applying for a Residence and Work Permit

Citizens from outside the EU must apply for a residence permit if their planned stay is longer than the duration allowed (usually 90 days) on the visa granted by the Embassy. Work and residence permits can be applied for at Würzburg Citizens's Office ("Bürgerbüro"), Department for Foreigners' Registration Office ("Bürgerbüro") at the Foreigners' Registration Office ("Ausländerbehörde").

### The application usually implies two steps:

**1. Consultation:** After you have registered with the Residents' Registration Office at the Citizen's Office, you can go to the Foreigners' Registration Office at its office hours, without an appointment, with your documents. Alternatively, you can schedule an appointment at <http://>

[www.wuerzburg.de/r\\_409095](http://www.wuerzburg.de/r_409095). It is essential to do this at least eight weeks before your visa or residence permit expires. You have to apply for an extension or renewal. You will be given all the required application forms, your documents will be reviewed and you will be told which additional certificates or documents you might need. The following documents are usually required:

- ▶ Passport
- ▶ One biometric passport photo (not older than 4 weeks)
- ▶ The application form completely filled in
- ▶ Verification regarding financing your stay, e.g. employment contract or confirmation from your scholarship provider
- ▶ Verification of what you will be doing during your stay, e.g. employment contract (certificate from your employer in case your employment contract is not yet ready), research agreement
- ▶ Proof of health insurance
- ▶ Proof of sufficient accommodation (“ausreichendem Wohnraum”) through proof of accommodation (“Wohnungsnachweis”: this lists the exact size of your accommodation).

Finally you will receive an appointment for the actual application procedure.

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

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

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

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

You and every family member over six years of age must each have 12 m<sup>2</sup> and every family member under six years of age must each have 10 m<sup>2</sup> available to them. Additional rooms such as the kitchen, bathroom, WC and hallway must be accessible to everyone.

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► **Costs for applying for a work and residence permit (as of 2018)**

- Initial permit (duration-independent): € 100
- Extension of up to three months: € 96
- Extension of more than three months: € 93

► **Address**

Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten  
 Rückermainstrasse 2  
 97070 Würzburg  
[ausland@stadt.wuerzburg.de](mailto:ausland@stadt.wuerzburg.de)

► **Information on residence permits**

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

**2.5. Company Pension Scheme (VBL)**

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

the start of your contract. In this case the employer will take on a different supplementary pension scheme (VBLextra) which entitles you to a pension without any waiting period or minimum working time. You will receive all of the necessary information including the application documents from the the Service Centre Human Resources.

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

VBL: [www.vbl.de](http://www.vbl.de) ▷ English top right corner

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

EURAXESS: [www.euraxess.de/en](http://www.euraxess.de/en) ▷ Information and Assistance ▷ Social security ▷ Pension scheme

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

[www.findyourpension.eu](http://www.findyourpension.eu)

**2.6. Job Ticket**

**Using public transportation as a university employee**

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

The Mobil-Firmen-Abo is not transferable. At certain times, however, you can take family members with you free of charge. The Job Ticket is valid for one year and is automatically renewed for another 12 months if it is not cancelled in writing in time according to current terms and conditions.



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

- ▶ **For more information on the Job Ticket and how to get the application form please contact:** Unit 4.1 at the Service Centre Human Resources: [go.uniwiue.de/job-ticket](http://go.uniwiue.de/job-ticket)

### **Using public transportation as a doctoral researcher**

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

- ▶ **Range of the semester ticket:**  
[www.studentenwerk-wuerzburg.de/en](http://www.studentenwerk-wuerzburg.de/en) ▷ Money  
▷ Save Money ▷ Semester Ticket ▷ Würzburg

### **2.7. Rental Contract**

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

The rental contract is usually drawn up in German and contains information on the rental price and additional costs, the duration of the lease, cancellation period and obligations such as repairs and renovations. Possible increases in the rental price will also be mentioned.

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

### **Additional Costs**

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

### **Deposit**

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

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Bird's eye view: the Fortress on Marienberg Hill



Bild: Eimer Mahn

### Renovations

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

### Cancellation period and duration of rental

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

made for furnished temporary accommodations. A minimal duration of rent may be agreed upon as may be the case.

### Practical tips

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

- ▶ Avoiding noise during midday and after 10:00 in the evening
- ▶ Proper heating and airing of the rooms in order to avoid the formation of mould
- ▶ Proper waste sorting
- ▶ Performing specific tasks together with the other tenants in the building (by arrangement),

e.g.: cleaning the staircase or lawn work. Often, however, a caretaker is responsible for these tasks whose services are then included in the additional costs.

## 2.8. Phone and Internet

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

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

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

## Mobile phone contracts

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

## 2.9. Television license fees (“Rundfunkbeitrag”)

If you are registered as resident in Germany, you have to pay a mandatory licence fee for public service broadcasting, which offers a diversity of programmes on television, on the radio, online and in media libraries. As a general rule one residence – one fee. For € 17.50 per month, the licence fee covers all public service programmes on all distributive channels. You will be informed by the public service broadcasters and will get an invoice every three months.

More information at: <https://www.rundfunkbeitrag.de/welcome/englisch>

## 2.10. Taxes

### 2.10.1 Tax Identification Number

Approximately one to three weeks after registering at the Citizen’s Office (“Bürgerbüro”) you will receive your tax identification number. You must then send this to the Service Centre Human Re-

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sources. This number is valid for life. Your tax number and additional tax information (“Steuermerkmale”) are to be found on the top right hand side of your pay slip (“Lohnabrechnung”). As those who are married with partners in Germany and employees with children can apply to receive certain reductions and tax allowances (“Steuerfreibeträge”), it is important to make sure that all of your information is correctly recorded. If this is not the case, please contact the Service Centre Human Resources.

### 2.10.2. Tax Obligation

Every person in Germany who performs any activity (“Tätigkeit”) for which they are paid must also pay income tax. The amount depends on the income. Simply not knowing the regulations will not protect you from prosecution if you inadvertently pay too little or no taxes at all.

#### Researchers with an Employment Contract

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

#### Visiting Professors with a Shorter Stay

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

own country, the Service Centre Human Resources will fill in a form for you exempting you from paying taxes.

#### ► Information on Double Taxation Agreements:

Federal Ministry of Finance:

[www.bundesfinanzministerium.de/Web/EN](http://www.bundesfinanzministerium.de/Web/EN)

▷ Issues ▷ Taxation ▷ Double Taxation

#### International Researchers with a Scholarship

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

#### Seek Professional Advice

In case of doubt, the “Betriebsstättenfinanzamt” is the only authority which can give you legally binding information on your tax liability in Germany. This information can be requested free of charge. It is also highly recommended to go to a private tax consultant if you are not sure of your liability, or entitlements, and need help working through the tax system in Germany.

### 2.10.3. Changing Your Tax Bracket

If you have an employment contract with the university and your spouse comes with you to Germany, you may be entitled to claim certain tax benefits and to change your tax bracket. This is particularly advantageous if your spouse earns less or has no income while in Germany. You must fill in and submit the form “Antrag auf Steuerklassenwechsel bei Ehegatten/Lebenspartnern” (changing tax bracket with spouse/partner) in order to change your tax bracket. You can go directly to the tax office and apply for the tax bracket change upon presentation of your pass-

port and tax identification number (“Steuer-identifikationsnummer”). If you need assistance, the Welcome Centre can set up an appointment or accompany you there. For more information on bringing your family to Germany and on other family benefits and allowances see chapter 2.11.

## 2.11. Bringing Family

### 2.11.1. Applying to Bring Your Family

The possibilities and requirements for bringing family are dependent upon the type of residence permit and the reason why the family member is in Germany. Usually foreign nationals in Germany with either a residence permit, a settlement permit, the right of permanent residence in the EU or an EU Blue Card can bring their spouses/partners and under-age children. Before entry, a visa for bringing family must be applied for at the responsible German diplomatic mission.

#### **The following documents are generally required:**

- ▶ Passport
- ▶ A copy of the passport and residence permit of the person already living in Germany

- ▶ Marriage certificate (original and a certified translation and, if necessary, legalization/apostille)
- ▶ Birth certificate for the children and adults (original and a certified translation and if necessary legalization/apostille)
- ▶ Proof of insurance, financing and accommodation (see chapter 1)
- ▶ Proof of basic knowledge of the German language (level A1, European Reference Framework) where this can reasonably be expected

Please inquire as early as possible at the responsible German diplomatic mission because the process of acquiring these documents can vary greatly and may take several months. For every application process health insurance, adequate living space and sufficient means of financial support for the spouse and children in Germany must be guaranteed.

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

#### **Special note for international doctoral researchers:**

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



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## 2.11.2. Applying for Parenting Benefit (“Elterngeld”)

If you have a child in Germany you can apply for “Elterngeld”. This, however, is only for the parent who stops working and takes family leave in order to take care of the child. “Elterngeld” is only allocated for a maximum of 14 months after the child has been born. The parents can decide how to split the family leave among themselves. In addition, there is “Elterngeld Plus” for parents working part-time: it is less, but paid out over a longer period of time. The payable amount depends on many factors and can vary between a minimum of € 150 a month under “Elterngeld Plus” and € 1,800 a month under “Elterngeld”.

## 2.11.3. Applying for Child Benefit (“Kindergeld”)

If your child is living with you in Germany you can receive child benefits from the time your child is born until the end of their 18<sup>th</sup> year, under certain circumstances even longer. For every child you will receive € 204 (as of 2019) every month. The amount increases from the third child on. If your child is living abroad or is receiving similar benefits from abroad, you cannot apply for child benefits in Germany.

## For researchers without an employment contract

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

## For researchers with an employment contract

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

### ► Application for child benefits:

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

<https://www.arbeitsagentur.de/en/welcome>

For the application you will need proof of your child’s arrival in Germany and his/her registration at the Citizen’s Office (“Bürgerbüro”) as well as the child’s tax identification number. Both parents must sign the application. If you have any questions, the Welcome Centre will be happy to help.

### Special note for international doctoral researchers:

If you have a student visa under § 16, you normally are not entitled to apply for parenting and child benefits. Make sure to seek consultation and information early on.

The Institute of Computer Science located on Campus Hubland South



## 2.12. Driving Licence

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

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

### Non-EU citizens planning a short stay

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

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

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

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

# 3

### 3.1. Service Centre International Affairs

#### 3.1.1. International Students Office

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

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

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

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

<https://www.uni-wuerzburg.de/en/international/home>

#### 3.1.2. Tutoring Services

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

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

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

► **Further information:** <https://www.uni-wuerzburg.de/en/international/home> ▷ Study in Würzburg ▷ Find assistance

### 3.2. Office of the Women's Representative

#### 3.2.1. Counselling Services

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

## International atmosphere on Campus



### Further areas of responsibility are:

- ▶ Involvement in the process of appointing professors with the goal of increasing the proportion of women in such positions
- ▶ Support for female academics and students
- ▶ Counselling with regard to funding opportunities in the qualification phase
- ▶ Compatibility between academic life and family
- ▶ Support for career planning
- ▶ Confidential counselling on sexual discrimination and harassment
- ▶ Help in finding solutions to conflicts at the workplace

### ▶ E-Mail:

[unifrauenbeauftragte@uni-wuerzburg.de](mailto:unifrauenbeauftragte@uni-wuerzburg.de)

### ▶ Website (only in German):

[www.frauenbuero.uni-wuerzburg.de](http://www.frauenbuero.uni-wuerzburg.de)

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

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

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

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Workshops and coaching are regularly offered for young female researchers. The workshops are predominantly offered in English and are oriented around different career stages, for example “Leadership and supervisory work in international research teams” for female post-doctoral researchers.

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

► **Contact:**

Anna-Lena Vallentin

Phone: +49 (0)931/31 88968

[www.frauenbuero.uni-wuerzburg.de](http://www.frauenbuero.uni-wuerzburg.de) ▷ Gender Consulting für DFG-Forschungsverbände

### 3.3. Office of Family Support

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

The Office of Family Support (OFS) is the main point of contact for questions related to combining studying and working with family responsibilities. The team at the OFS offers individual consultation, a wide range of information and support, organizes and arranges childcare and promotes a family-centred study and work environment. In terms of childcare provision, the OFS looks at individual needs and tries to help families find the

right type of childcare in Würzburg. Furthermore, the OFS offers a list of caregivers and in-home providers for individual care arrangements.

#### 3.3.1. University Day Care Centre “Campus Kinderhaus”

The Campus Kinderhaus (CKH) of the University of Würzburg is located at Campus Nord in the Child and Family Centre. The CKH accommodates 120 children from 10 months up to 6 years of age. The childcare facilities are available to all members of the university, however, employees have priority.

The main language spoken in the CKH is German. However, many international researchers send their children to the “Campus Kinderhaus” which gives it an international atmosphere. The staff is accustomed to communicating with children and families from all over the world. Moreover, parents are asked to accompany their children during the first days (up to 4-6 weeks – depending on the child and their parents) for a few hours to ensure that that the children have enough time to become familiar with their new surroundings.

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

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



Children welcome! The university offers day care for babies and toddlers



- ▶ **The monthly costs** (only in German):  
[www.familienservice.uni-wuerzburg.de](http://www.familienservice.uni-wuerzburg.de)  
▷ Campus-Kinderhaus ▷ Vormerkung und Kosten
- ▶ **The reservation form:**  
[www.familienservice.uni-wuerzburg.de](http://www.familienservice.uni-wuerzburg.de) ▷ Kinderbetreuung ▷ Campus-Kinderhaus ▷ Vormerkung und Kosten ▷ Vormerkung Campus-Kinderhaus am Hubland English version
- ▶ For more information or in case of questions, feel free to contact the CKH directly:  
Phone: +49 (0)931/31 88922 or  
+49 (0)931/31 80648  
[unikita@uni-wuerzburg.de](mailto:unikita@uni-wuerzburg.de)

### 3.3.2. Babysitter Service

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

The student babysitters are well reputed but need a separate insurance for their task. Therefore it is mandatory to register your babysitter at the mini-job centre. You have to pay at least the statutory minimum wage but the payment per hour can be negotiated individually depending on the tasks, the number and the age of the children. The university only establishes contact and is not involved in this process. Caregivers can be

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booked for private reasons as well as for university events and conferences. If caregivers are desired during events, the Office establishes the contact, employs the staff and covers insurance for both the employees and the children.

If you are a member of a DFG-project, it might be possible to finance your childcare via the central equal opportunity funds.

► **More information on registration:**

[www.familienservice.uni-wuerzburg.de](http://www.familienservice.uni-wuerzburg.de)

▷ Betreuungsservice ▷ Kinderbetreuung  
PRIVAT/UNI-EVENTS

<https://www.minijob-zentrale.de>

### 3.3.3. Holiday Programmes

During every Bavarian school holiday (except Christmas), the office of family support offers full day-care and leisure opportunities on Campus for pupils between the ages of six and twelve. During the summer holidays children under 6 years who will start school in September can also take part in the programme. There is a fee which includes supervision of the children, insurance, lunch and materials for arts and crafts, entrance fees and train tickets for trips when necessary. For some activities to attend some knowledge of German may be necessary.

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

[www.familienservice.uni-wuerzburg.de](http://www.familienservice.uni-wuerzburg.de)

▷ Campus Camp

### Childcare for shorter research stays during summer holidays

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

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

### 3.4. Student Services

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

► **More information:**

[www.studentenwerk-wuerzburg.de/en](http://www.studentenwerk-wuerzburg.de/en)

### 3.4.1. University Canteens

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

#### ► University canteens and their locations

##### City centre

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

##### Campus Hubland (South)

- Restaurant Frankenstube (part of the canteen, Hubland Süd)

##### Campus Hubland (North)

- Mensateria (Campus Nord, past the library just over the bridge)
- Interimsmensa – Didactic and Language Center

##### University Hospital

- Mensa Josef-Schneider-Straße (Uniklinikum)

##### Röntgenring

- Mensa Röntgenring (Röntgenring 12)

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

#### ► Mensus and opening hours:

[www.studentenwerk-wuerzburg.de/en](http://www.studentenwerk-wuerzburg.de/en)

### 3.4.2. Discounts for Visiting Guest Researchers

Visiting guest professors or researchers without an employment contract or a JMU Card can receive a chip card for the university canteens which entitles them to get the same discounts as

regular university employees. The card can be obtained at the Student Services’ main cash desk (“Hauptkasse im Studentenheim”) for a security deposit of € 10 with a written statement from the respective department proving the guest researcher’s status.

### 3.5. University of Würzburg Graduate Schools

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

#### ► Check with the **respective graduate school’s office** or contact the UWGS:

[uwgs@uni-wuerzburg.de](mailto:uwgs@uni-wuerzburg.de)

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

- oral presentation
- job interviews
- good scientific practice and scientific writing
- poster design
- statistical data analysis etc.

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The University Campus Bridge connects “Campus Hubland North” and “Campus Hubland South”



Bild: Daniel Peter

► **Current and upcoming transferable skills courses:**

[go.uni-wue.de/tskills](https://go.uni-wue.de/tskills)

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

**The workshops cover topics such as:**

- grant writing
- project management

- leadership (supervising students and professional personnel selection)
- conflict management
- financial management
- career building etc.

► **Current and upcoming PostDoc Plus workshops:**

<https://www.graduateschools.uni-wuerzburg.de/life-sciences> ▷ Postdocs ▷ PostDoc Plus Program

### 3.6. Career Services and ProfiLehre

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

#### ► **Career Service:**

[www.career-service.uni-wuerzburg.de/en](http://www.career-service.uni-wuerzburg.de/en)

Doctoral researchers as well as faculty members can also benefit from professional training regarding all aspects of teaching.

With an eye toward the opportunities and challenges of globally oriented teaching and learning ProfiLehre provides lecturers at JMU a diverse program to aid them in optimising their teaching strategies. Both local and international members of a teaching faculty may enroll for our English talks and workshops or apply for individual coaching and advisement. The work unit credits thus obtained are recognised for the acquisition of the University Teaching Certificate of the Bavarian Universities.

#### ► **ProfiLehre: Internationalisation of Teaching and Learning**

Learn more: [go.uniwue.de/enitlinfo](http://go.uniwue.de/enitlinfo)

Contact us: [profilehre@uni-wuerzburg.de](mailto:profilehre@uni-wuerzburg.de)

### 3.7. Mentoring Programmes

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

- Peer mentoring groups where young scientists and scholars meet and help each other set goals and make plans
- Individual mentoring with a mentor already working in the current or prospective field of the mentee
- Workshops and training programmes to help the mentees acquire important skills and work on their own strengths
- Networking opportunities

#### 3.7.1. Mentoring Programmes for Male and Female Researchers

##### **Mentoring med Peer**

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

#### ► **More information:**

<https://www.med.uni-wuerzburg.de/fakultaet/karriere/mentoring-med-peer>

##### **Alumni Mentoring**

Alumni voluntarily work one-on-one with students, doctoral researchers or young graduates in this mentoring programme. Through their various experiences alumni can help the mentees to guide them or to give them tips on the various career fields both at home and abroad. In addition, they can simply listen and offer advice. Participation in the programme is voluntary and

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free. In order to become a part of the programme you must register with the Alumni network under [go.uniwue.de/registration](http://go.uniwue.de/registration). Once you have registered you will be asked to answer a few questions in order to find the best mentor for you. During the first meeting you can decide if you and your mentor to make a good match and discuss how you would like to arrange the meetings. The programme lasts for a year and has a kick-off and feedback stage.

► **More information:**

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

### 3.7.2. Mentoring Programmes for Female Researchers

#### **Mentoring Med and Mentoring med Plus**

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

#### **Scientia Mentoring: Career development for young female researchers**

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

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

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

[www.frauenbuero.uni.wuerzburg.de](http://www.frauenbuero.uni.wuerzburg.de) ▷ SCIENTIA Mentoring

#### **Mentoring Life Sciences**

This programme organized by the Graduate School of Life Sciences aims to support young female scientists on their way towards the upper echelons of academia. In courses and workshops doctoral researchers learn to appreciate their strengths and mitigate the weaknesses women typically struggle with in science. Experienced scientists of both genders act as personal mentors and help with guidance in phases of uncertainty or doubt.

► **More information:**

<https://www.graduateschools.uni-wuerzburg.de/life-sciences> ▷ Doctoral researchers  
▷ Training ▷ MENTORING Life Sciences

### 3.8. Research Funding Support: SFT and RAC

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

The SFT advises individual researchers seeking research funding from various sources. In one-on-one consultations, scientists, especially



Work with scientists and scholars from all around the world



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

The RAC focusses on the development and implementation of strategic and capacity-build-

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

#### **Strategic Research Advancement**

- e.g. analyses and advice on strategic research development at JMU.

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## Communication of Research and Research Opportunities

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

## Enhancement of Collaboration

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

## Proposal Support

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

### ► More information:

- SFT [www.sft.uni-wuerzburg.de](http://www.sft.uni-wuerzburg.de)
- RAC [www.uni-wuerzburg.de/rac](http://www.uni-wuerzburg.de/rac)

## 3.9. Language Centre

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

### 3.9.1. German as a Foreign Language

Courses at all levels of language proficiency are offered. They enable employees and their families, foreign applicants, doctoral students, and visiting researchers to perfect their language skills. Beginning with level B1, you may attend special courses on conversation, writing, listening comprehension, pronunciation or presentation. There are also online courses available.

There are two forms of German courses: a short but very intensive full day course of about three weeks during the semester break (not compatible with research) or courses during the semester which last approximately 14 weeks and are scheduled to be compatible with your work. All courses are generally open to international employees and their families (for a fee). In order to take part in a German course you must preregister online with the Language Centre. Once you arrive in Würzburg you must take a placement test to determine your proficiency level. Without the test you will not be admitted. Joining a course in the middle of the semester is not possible.

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

### ► Contact:

[zfs.daf@uni-wuerzburg.de](mailto:zfs.daf@uni-wuerzburg.de)

- **Further information** on the Language Centre and the Department of German as a Foreign Language: [go.uni.wue.de/germancourses](http://go.uni.wue.de/germancourses)



- **Relevant deadlines and the link for the registration process** are announced on this page one or two months prior to the start of each new semester: [go.uni-wue.de/courseg](https://go.uni-wue.de/courseg)

### 3.9.2. Face 2 Face Programme and the Mediothek

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

If you cannot participate in a German language course or the face 2 face programme, the

self-instruction material at the Mediothek may be an alternative. The Mediothek is situated on Campus Hubland Nord at the ZfS and is open from Monday to Friday (during the semester: 9:00 am to 18:00 pm/out of semester: 10 : 00 am to 4:00 pm). Here you can find language and grammar books, magazines, DVDs and online learning material. The centre also offers language software so you can study on your own. Just ask one of the employees at the service desk for help.

- **More information** in English on the face 2 face programme and the Mediothek:  
Ms Karen Zhuber-Okrug  
Didactic and language center, EG, Room 054  
<https://www.uni-wuerzburg.de/en/zfs/startseite>

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### 3.10. Computer Centre

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

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

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

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

#### **Procedure for international researchers entering an employment contract with the university:**

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

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

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

#### **Procedure for enrolled international doctoral researchers**

International doctoral researchers automatically receive a student user ID and an e-mail address upon enrolment. This address is formatted as “...@stud-mail.uni-wuerzburg.de”. If you would rather have a regular e-mail without “stud-mail”, please ask your department secretary for a regular account. Once you have a JMU user account you are eligible to use the Computer Centre services. Off-campus, you can access your e-mail account as well as network drives through various types of remote access. Check the Computer Centre homepage for details.

#### ▶ **Available services:**

[www.rz.uni-wuerzburg.de/en/services](http://www.rz.uni-wuerzburg.de/en/services)

#### 3.10.2. JMU Card

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

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

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

Doctoral researchers receive the card upon enrolment, employees must apply through the

Computer Centre under the following link: [econ-trol.rz.uni-wuerzburg.de](https://econ-trol.rz.uni-wuerzburg.de). Apart from your JMU account login data you will need a digital version of a recent passport picture. The Welcome Centre or your host institute will gladly assist you through the process. The JMU Card will be mailed directly to you. After you have received your JMU Card you must activate it at any one of the validation stations on campus.

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

### 3.10.3. Computer Courses and Online Resources

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

► **More information:**

<https://www.rz.uni-wuerzburg.de/en/services/training-courses>

### 3.10.4. IT Support

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

4:30 pm and from 9:00 am to 1:00 pm on Friday.

- Phone: +49 (0)931/31 85050
- [hotline@rz.uni-wuerzburg.de](mailto:hotline@rz.uni-wuerzburg.de)
- <https://www.rz.uni-wuerzburg.de/en/home>

### 3.11. University Library

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

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

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

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

The library provides its digital resources (electronic journals and newspapers, electronic books and databases) from any computer connected to the university's network. You will however need a JMU account to log into the university network (see chapter 3.10.1.). With this account it is even possible to use the library's electronic

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media from anywhere in the world via VPN access. Ask for assistance to set up VPN access.

- ▶ **Library Website:** <https://www.bibliothek.uni-wuerzburg.de>
- ▶ **Video tutorials:** <https://www.rz.uni-wuerzburg.de/en/helpdesk/erklaervideos>

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

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

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

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

The loan service for faculty offers considerable advantages such as a longer lending period and the possibility to borrow books from departmental libraries. An internal delivery service can

deliver books and copies of journal articles to locations outside Hubland Süd Campus. Ask the library for help with filling in an application for the loan service for faculty.

With a library card you can also request literature that is not available in Würzburg through interlibrary loan. You may also order copies of journal articles, or copies from other media, for a fee.

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

- ▶ **More information** on acquiring and activating a library card:  
<https://www.uni-wuerzburg.de/verwaltung/personal/aufgaben/jmu-personalkartenbuero>

### 3.12. Sport and Fitness

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

#### 3.12.1 Sports Centres and Facilities

There are two university sports centres:

- ▶ **Sportzentrum Am Hubland, Unterer Hublandweg**

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



A quiet place for studying: the central University Library



# 3

Get some exercise at the university's sports facilities



- ▶ **Sportzentrum, Mergentheimer Str. 76** (tram stop “Judenbühlweg” or “Steinbachtal”)

At this sports centre there are a gym, a swimming pool, a gymnastics hall, a sauna, a weight room, a climbing wall and a cardio room.

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

### 3.12.2. Courses

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

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

### 3.12.3. Costs and Registration

To use the offers provided by the Sport Centre you need to be enrolled or to have a regular employment contract with the university. However,

as a guest scientist you can also participate and use the facilities if you decide to become a member of the support association “Verein zur Förderung des Hochschulsports”. Required is an annual membership fee of € 25 plus 10-40 € in each semester for a participation stamp, depending – among others – on your choice of the different sport facilities.

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

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

- ▶ For **more information** contact the Department for Collegiate Sports:

[hochschulsport@uni-wuerzburg.de](mailto:hochschulsport@uni-wuerzburg.de)

# 4

### 4.1. Public Transport

#### 4.1.1. Trains and Long-Distance Buses

All major cities can be reached easily by train or long-distance buses. For the trains you can buy tickets online or at the counter and ticket machines at the station. Buying a ticket early in advance can save you money (“Sparpreis”). No tickets can be bought on the train. Long-distance bus tickets are usually purchased online at least one day in advance. There are various long-distance bus options which can be found online. A good option for exploring Bavaria is the Bavaria-Ticket (“Bayern-Ticket”). This ticket can be used for a whole day on almost all regional trains, buses and trams in Bavaria and costs only € 25. For an additional € 6 per person up to five people can be added to the ticket.

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

#### 4.1.2. Buses and Trams

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

For all enrolled doctoral researchers, the JMU Card serves as a semester ticket and can be used on all bus and tram lines within, and beyond, the city limits (see chapter 2.6.). Employees cannot

use their employee ID for the buses and trams but may apply for a Job Ticket which is valid for one year (see chapter 2.6.).

- ▶ **Schedules for local buses and trams (“Verkehrsverbund Mainfranken”):**

[www.vvv.de](http://www.vvv.de) ▷ Mobilität ▷ Fahrplanauskunft  
▷ PDF-Fahrpläne ▷ hier

**Please Note:** Although this link is in German, it is easy to use as long as you know the bus or tram number you are looking up or the name of your destination, starting location or the stop in Würzburg. Important vocabulary: Startort = Starting location, Ziel = Destination, Haltestelle = Name of stop, Alle Linien = All lines; Suchen = Search

- ▶ **Journey planner:**

[www.bayern-fahrplan.de/en](http://www.bayern-fahrplan.de/en)

#### 4.1.3. Connecting to the university

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

## Public transport: important connections from and to the universities' facilities

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

### 4.2. Events and Leisure Time Activities

Würzburg offers a wide range of leisure activities, be it attending one of the folk festivals, watching a play at the Mainfranken Theatre or simply enjoying a glass of wine. Throughout the summer season (every week from April-October), the city is very busy with a variety of music, art and wine festivals. Also every November/December the Würzburg Christmas Market takes place. It is one of Germany's most picturesque and enchanting Christmas markets.

If you would appreciate some downtime away from the city, Würzburg also has many outdoor activities to offer. Würzburg has an 18-hole golf course about 10 minutes by car from the city which is listed as one of the "Leading Golf Courses of Ger-

many". If you are an avid runner, there are many trails in and around Würzburg as well as the Residence Run in April and the iWelt-Marathon and half marathon in May. There are also excellent paths for walking or cycling along the Main River. The 600-km-long Main River Bicycle Trail is one of the most popular long-distance bicycle trails in Germany. On a warm day or evening you can also simply lounge on the banks of the river and have a barbecue or take a swim in authorised areas.

#### Examples of popular annual events:

- ▶ International Spring Festival (May)
- ▶ Africa Festival (May or June)
- ▶ Mozart Festival (June)
- ▶ Kiliani Folk Festival (July)

- ▶ Hafensommer Würzburg (July or August)
- ▶ Street Music Festival (September)
- ▶ Museum Festival at Fortress Marienberg (September)
- ▶ Theatre Festival at Mainfranken Theatre (September)
- ▶ Jazz-Festival (October)
- ▶ Honky Tonk Festival (November)
- ▶ Würzburger Bachtage (November)
- ▶ Night of Open Wine Cellars (November)
- ▶ Christmas market (December)
- ▶ **Information on events:**  
[www.wuerzburg.de/en](http://www.wuerzburg.de/en) ▶ Visitors

#### 4.3. “Foreign Scientist Uni Würzburg”

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

- ▶ **More information** on the association and its programmes:  
<https://www.uni-wuerzburg.de/en/welcomecentre/> ▶ Information for International Employees ▶ Contact and Socializing
- ▶ Also check out their Facebook page “Foreign Scientist Uni Würzburg”!

#### 4.4. Museums, Galleries, Music and Theatres

##### 4.4.1. Museums and Galleries

With its 16 museums and galleries Würzburg is a favourite destination not only for those interested in historical architecture, but also for aficionados of art and culture. The university itself runs several museums which are unique in Germany. The Martin von Wagner Museum is located in the south wing of the Residence Palace (UNESCO World Cultural Heritage Site) and is renowned for its collection of antiquities and works of art from around the Mediterranean dating from the third century B.C.E. to the Late Antiquity. It also includes a renowned collection of priceless Greek vases. The “modern” collection focuses on paintings and sculptures from the 15<sup>th</sup> to 19<sup>th</sup> centuries including a collection of sculptures by Tilman Riemenschneider. The Graphic Art Collection comprises hand drawings and prints including works by the Tiepolo family and copper-plate etchings and woodcuts by Albrecht Dürer. Anyone interested in valuable and rare minerals should not miss the University’s Mineralogical Museum. With over 500 square meters of exhibition space, the museum offers a diverse collection dating back to the 18<sup>th</sup> century. The museum is located in the Mineralogy building on Hubland campus. Another university museum worth visiting is the Adolf-Würth-Centre for the History of Psychology. The main mission of the Centre is to collect and preserve the heritage of the development of the science and the subject of psychology and to make its findings available to researchers and the public all over the world. The Centre owns a collection of historical apparatuses and instruments, numerous sound and film documents and many other documents and estates.



## City map of Würzburg



### Hotels, Inns and Guest Houses in Würzburg

- |                                   |   |
|-----------------------------------|---|
| 67 Pension Achtzimmer             | 6 Maritim Hotel Würzburg                |
| 27 Hotel Alter Kranen             | 66 Hotel Melchior Park                  |
| 17 Top-Hotel Amberger             | 40 Mercure Hotel Würzburg am Mainufer   |
| 38 B & B Hotel                    | 14 Novotel Würzburg                     |
| 24 Burkardushaus                  | 12 Popular City Hotel                   |
| 35 Hotel Am Congress Centrum      | 77 Gasthof Ab ins Postkutschlerl        |
| 64 Appart Hotel International     | 21 Best Western Premier Hotel Rebstock  |
| 70 Hotel Brehm                    | 2 Hotel Regina                          |
| 3 Central Hotel                   | 33 Hotel Residence                      |
| 74 Chalet im Steinbachtal         | 5 Pension Siegel                        |
| 16 City Hotel Würzburg            | 15 Fränkisches Hotel Zur Stadt Mainz    |
| 31 Hotel Dortmunder Hof           | 65 Schönstattzentrum Marienhöhe         |
| 70 Hotel Fischzucht               | 54 Schlosshotel Steinburg               |
| 22 Hotel Franziskaner             | 32 City Partner Hotel Strauss           |
| 48 GHOTEL hotel & living Würzburg | 23 Nichtraucher-Hotel Till Eulenspiegel |
| 29 Hotel Greifensteiner Hof       | 20 Hotel Wolfisch                       |
| 41 Hotel Grüner Baum              | 25 Hotel Zum Winzermännle               |
| 62 Gasthaus Zum Hirschen          | 75 Ringhotel Wittelsbacher Höh          |
| 36 Hotel Ibis Würzburg City       | 8 Hotel Würzburger Hof                  |
| 58 Hotel Lindleinmühle            | 73 Best Western Hotel Würzburg-Süd      |

### Accommodations in the Franconian Wine Country

- |   |
|---|
| 84 Akzent Hotel am Bach, Dettelbach                     |
| 84 Hotel Franziskaner, Dettelbach                       |
| 86 Hotel Kapellenberg, Eibelstadt                       |
| 91 Landgasthof Badischer Hof, Großrinderfeld-Gerchsheim |
| 93 Akzent Hotel zum Schwan, Helmstadt                   |
| 92 Hotel Waldeck, Kist                                  |
| 83 Gasthaus zum Schwan, Kürnach                         |
| 100 Main Hotel Eckert, Margethöchheim                   |
| 88 Best Western Hotel Polisina, Ochsenfurt              |
| 85 Gasthof Bären, Randersacker                          |
| 85 Gästehaus-Café Demling, Randersacker                 |
| 85 Hotel-Gasthof Krone, Randersacker                    |
| 85 Hotel-Wein-Gasthof Löwen, Randersacker               |
| 87 Hotel Sonnengarten, Sommerhausen                     |
| 108 Weingut Schwab, Thüngersheim                        |
| 107 Hotel Am Main, Veitshöchheim                        |
| 107 Hotel Müller Café & Wein, Veitshöchheim             |
| 107 Hotel Weisses Lamm, Veitshöchheim                   |
| 107 Hotel & Weinrestaurant Spundloch, Veitshöchheim     |

# 4

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



Bild: Einar Hahn

Other museums worth visiting in Würzburg:

- ▶ Museum für Franken – Staatliches Museum für Kunst- und Kulturgeschichte in Würzburg at the Fortress Marienberg which houses the world's largest collection of works by the medieval sculptor and woodcarver Tilman Riemenschneider.
- ▶ Museum Kulturspeicher with 3500 sqm of exhibition space in a restored, historical grain storage building. The most popular collection is the Peter C. Ruppert Collection of European Concrete Art after 1945.
- ▶ The Museum at the Cathedral (Museum am Dom) features around 700 art pieces from the last 1000 years as well as burial objects, gold jewellery and liturgical vestments from the 11<sup>th</sup> to 20<sup>th</sup> centuries.
- ▶ Röntgen Memorial where the X-rays were discovered by Wilhelm Conrad Röntgen in 1895.
- ▶ Siebold Museum which houses permanent and traveling collections, most notably the estate of the local physician and Japan researcher Philipp Franz von Siebold.
- ▶ The Jewish Information Centre and the Jewish Museum Shalom Europa detail the Jewish history of Würzburg and Lower Franconia and feature grave stones and items illustrating traditional Jewish lifestyles and survival in the past 900 years.
- ▶ VKU-Galerie Spitäle where contemporary artists exhibit their works in a late Gothic chapel.
- ▶ BBK Gallery offers an independent forum for contemporary art.
- ▶ The Swimming Art Exhibition “Kunstschiff Arte Noah” is a renovated, former cargo ship per-

manently docked in Würzburg. It houses changing exhibitions of contemporary artists.

- ▶ **“Must See Section” of the city of Würzburg homepage:**

[www.wuerzburg.de/en](http://www.wuerzburg.de/en) ▷ Visitors ▷ Must sees

- ▶ **Information on museums:**

[www.wuerzburg.de/en](http://www.wuerzburg.de/en) ▷ Visitors ▷ Museums, Galleries

#### 4.4.2. Classical Music

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

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

#### 4.4.3. Theatres

There are 11 theatres scattered across the city and there is something for everyone. It is important to note, however, that most performances are in German. Mainfranken Theatre, Würzburg's largest playhouse, is located in the heart of the city and offers a diverse programme, from opera and musicals to ballet and plays. Bockshorn Theater is one of Germany's most important cabaret stages offering a wide and entertaining palette of revue, comedy, theatre, cabaret and musi-

# 4

cal performances. There are also puppet theatres for the young and the young at heart: Kasperhaus, Plastisches Theater Hobbit and Theater Spielberg. The theater “Augenblick” is a unique experience. Individuals with handicaps work as actors and actresses. Stereotypes between handicapped and non-handicapped people are dissolved in a very light-hearted way. Tanzspeicher Würzburg is the only theatre for contemporary dance in southern Germany. It presents works from newcomers and renowned choreographers.

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

[www.wuerzburg.de/en/](http://www.wuerzburg.de/en/) ▷ Visitors ▷ theatres

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

Tourist information:

Phone +49 (0)931/37 2335

Ticket Service:

Phone +49 (0)9 31/37 2436

## 4.5. Tourist Destinations

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

### Tourist Destinations in the Region:

► **Veitshöchheim** can be reached from Würzburg by boat, a most recommended way to approach the summer palace of the Würz-

burg Prince-Bishops and the famous Rococo garden there.

► [www.schloesser.bayern.de](http://www.schloesser.bayern.de) ▷ Top right corner EN (for English) ▷ Choose Veitshöchheim

► **Sommerhausen** is a charming village located only 10 km from Würzburg. Whether during the summer for a hike through the vineyards or in the winter for a stroll through its historical Christmas market – it is always worth visiting.

► [www.sommerhausen.de](http://www.sommerhausen.de) ▷ Click on the symbol for English on the left side

► **Miltenberg** has – among other interesting things to see and do – a Christmas market every weekend during Christmas time located at the historical marketplace “Schnatterloch”.

► [www.miltenberg.info/en](http://www.miltenberg.info/en)

► **Bamberg** is a city of many attractions: The Cathedral, the Old Court, Altenburg castles, St. Michael Monastery or the New Residence of the Prince-Bishops with its rose garden. Bamberg is also referred to as “Little Venice” and houses the “Lorscher Arzneibuch” which is part of the UNESCO’s Memory of the World Programme. Large parts of Bamberg are protected as world heritage sites as they represent central European cities and illustrate their development through unique medieval structures.

► [www.bamberg.info](http://www.bamberg.info) ▷ Top right corner click on the German flag and change to English

► **Rothenburg ob der Tauber** features historical streets, museums and churches with altars of high historical and artistic value. The city is worth seeing in summer and in winter. In addition to the historical festivals for Pentecost and the “Rothenburger Märchenzauber”



Beautiful landscape next to Randersacker



(magic fairy tales) in November, the city has a wide range of offers for the whole family for every season.

- ▶ [www.tourismus.rothenburg.de](http://www.tourismus.rothenburg.de) ▶ Top right corner click on the British flag for English

#### Hiking Trails in the Region

- ▶ **Hafenlohrtal in Spessart** (only in German): [www.naturpark-spessart-erleben.de](http://www.naturpark-spessart-erleben.de); [www.hafenlohr.de](http://www.hafenlohr.de)
- ▶ **Schwarzes Moor and Kreuzberg at the Rhön Biosphere Reserve:** [www.rhoenline.de](http://www.rhoenline.de) (caves, castles, ruins, museums and nature trails)
- ▶ **Schwanberg** (only in German): [www.vgn.de](http://www.vgn.de) ▶ Freizeit ▶ Wandern ▶ Rund um den Schwanberg ▶ herunterladen (PDF)
- ▶ **Staffelberg** – Also known as “Franconia’s mountain” (only in German): [www.staffelberg.de](http://www.staffelberg.de)
- ▶ **Volkach and the Main River Loop:** [www.volkach.de](http://www.volkach.de) ▶ Top right corner English
- ▶ **Fränkische Schweiz** (only in German): [www.fraenkische-schweiz.com](http://www.fraenkische-schweiz.com) ▶ Erleben ▶ Aktiv ▶ Wandern

## Checklist: Before Departure

# 5

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

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

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

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

[www.wuerzburg.de](http://www.wuerzburg.de) ▶ BürgerInnen ▶ Serviceleistungen nach Lebenslagen ▶ Anmeldung, Abmeldung, Ummeldung

### 2. End your rental contract on time

In the case of an unlimited rental contract, the notice period is usually three months if no other agreement has been made. Some landlords are willing to end the rental contract sooner if new tenants are found in time and the landlord does not experience any financial loss. When you move out, the flat will be inspected for damage caused during your stay. If everything is fine, your security deposit will be reimbursed in full (see chapter 2.7). Inform the Welcome Centre of your move. If required, it can arrange contact to other international researchers who may be interested in taking over your flat and/or furniture that you do not wish to take with you.

### 3. Cancel other subscriptions and contracts on time

For example

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

### 4. Close your bank account

This can be done without prior notice.

### 5. Become a member of the University Alumni Network!

See chapter 6 to find out how.

**Have a safe trip home, we hope you will have plenty of wonderful memories to take with you!**



Open-air feeling at the Old Harbour



Bild: Einar Hahn

# 6

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

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

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

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

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

▶ **More information** on the Alumni Network:

[www.alumni.uni-wuerzburg.de/en](http://www.alumni.uni-wuerzburg.de/en)

▶ **Register** to become the newest member of the alumni network:

[go.uni-wue.de/registration](http://go.uni-wue.de/registration)

▶ **Membership Alumni Association:**

[www.alumni.uni-wuerzburg.de/en](http://www.alumni.uni-wuerzburg.de/en) ▶ Become a Member of the Alumni Association

▶ **Contact**

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

Traditional German Christmas market in the city centre of Würzburg

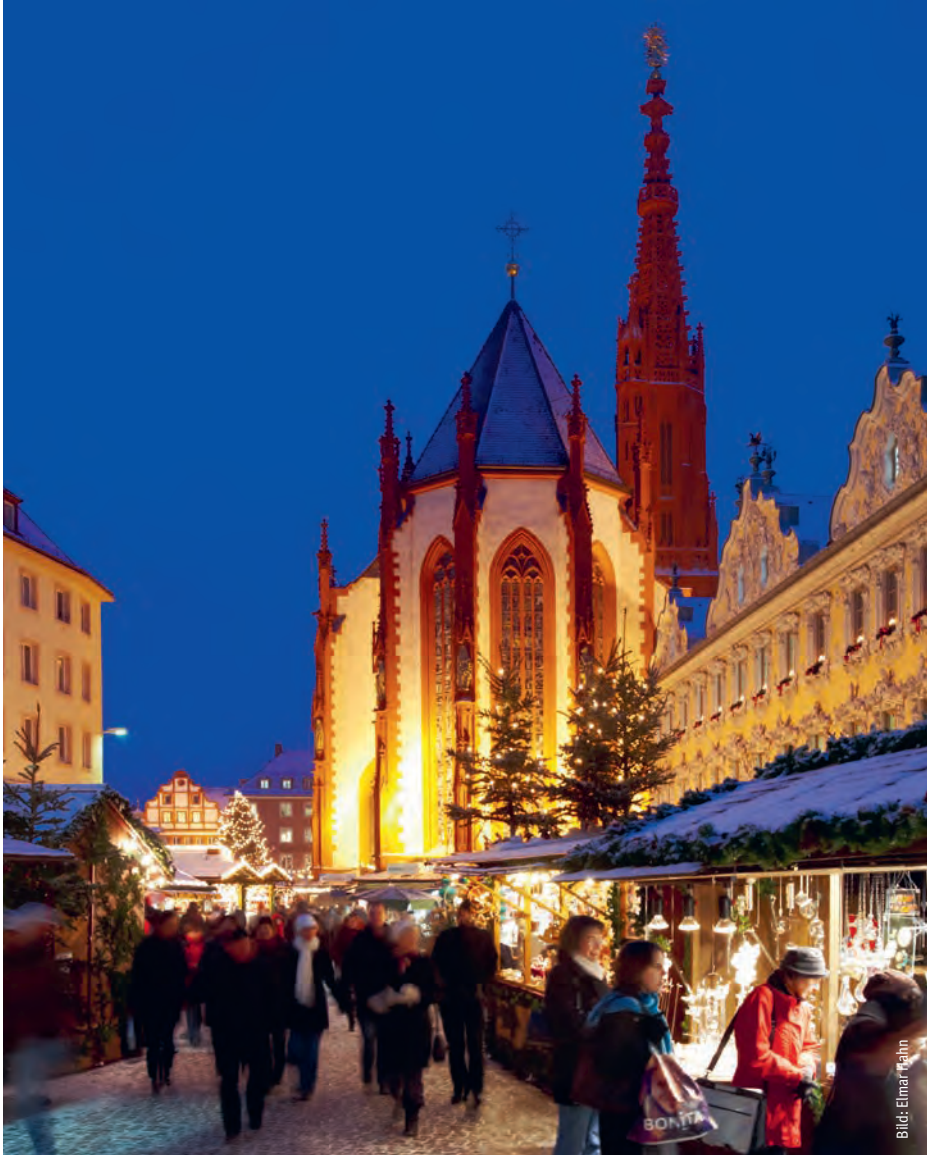


Bild: Elmar Klein

# Appendix

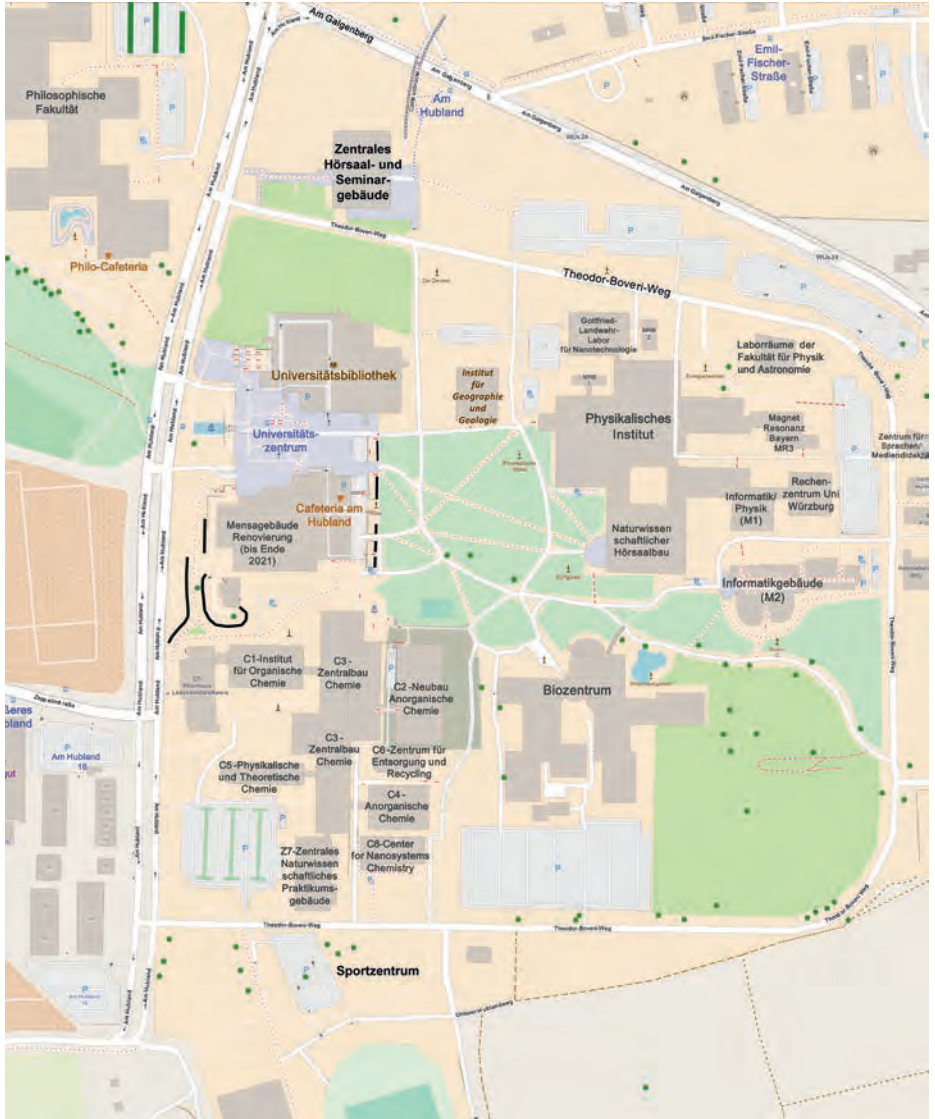
## Campus Hubland Nord



<https://www.openstreetmap.org>

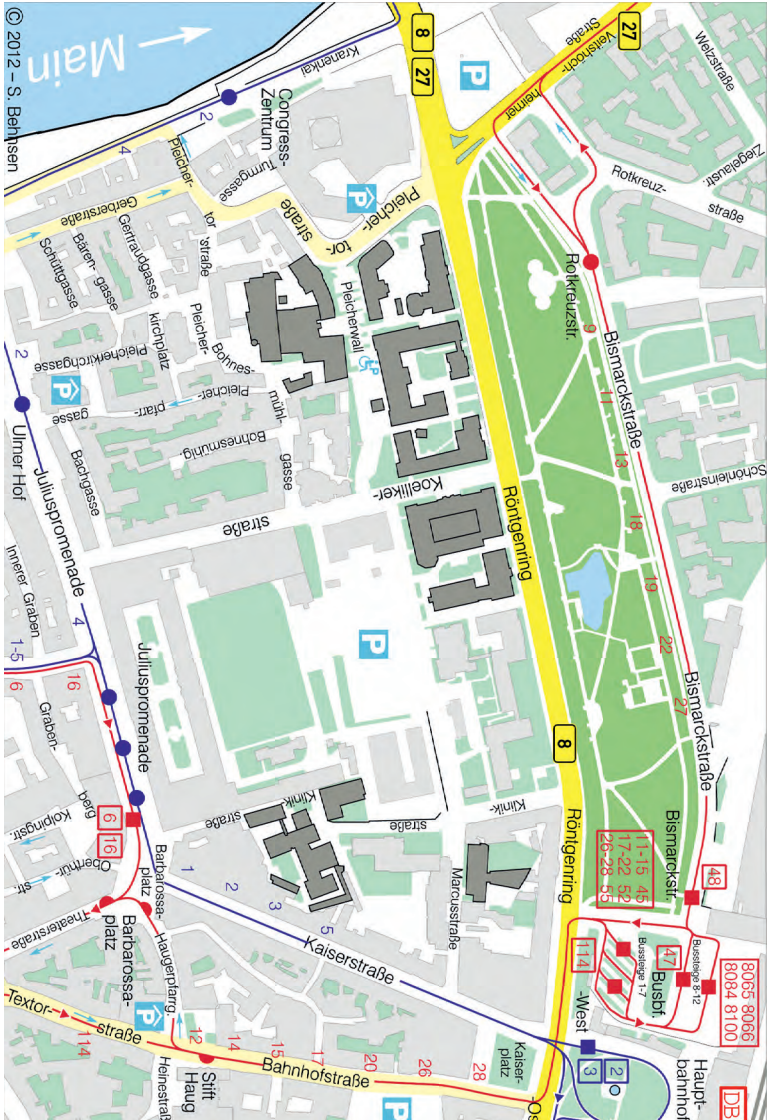


## Campus Hubland South



<https://www.openstreetmap.org>

# University Röntgenring



<https://www.uni-wuerzburg.de/sonstiges/lageplan/lageplaene-zum-download/>



# University Sanderring



<https://www.uni-wuerzburg.de/sonstiges/lageplan/lageplaene-zum-download/>

# Universtiy Hospital Grombühl



<https://www.uni-wuerzburg.de/sonstiges/lageplan/lageplaene-zum-download/>

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

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

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

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

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



# Hotel Würzburger Hof



*Würzburgs feines Privathotel*



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## “Foreign Scientist Uni Würzburg” for international guests at the University of Würzburg

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

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

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

All new visitors receive a warm welcome and can always find a sympathetic ear.

For more details, please refer to:  
<https://www.uni-wuerzburg.de/universitaet/gaeste-stadt-region/gaeste/akado/>

### Contact

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<https://www.uni-wuerzburg.de/en/welcome-centre/> ▷ Information for International Employees  
▷ Contact and Socializing





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