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SERVICE
POINT



INFORMATION BROCHURE FOR INTERNATIONAL DOCTORAL CANDIDATES

Doctoral Training at Heidelberg University –
Important Information for International Doctoral Candidates



HEIDELBERG
UNIVERSITY



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Important information regarding the internet sites listed in this brochure

Throughout this brochure, we have provided the web addresses of the German language versions of all internet sites. We have done this in order to keep the addresses as simple as possible. **An English language version of many web sites is available simply by clicking on the “English” button.** This is true of the entire Graduate Academy internet site as well as many of the Heidelberg University web sites.

Preface

Dear Doctoral Candidates!

Thank you for your interest in doctoral training at Heidelberg University! We have put together this brochure to help you understand the issues surrounding doctoral training and to get you off to a good start on the path to your doctorate. The brochure outlines the necessary administrative procedures and provides information about academics and life at the University and in Heidelberg, including issues such as financing your doctoral training, health insurance and professional development.

At the beginning of the brochure, you will find a checklist that gives an overview of the administrative steps you must follow in order to begin your doctorate in Heidelberg. You can use the check-off boxes next to each step to keep track of which tasks you have already completed and which steps and deadlines are still outstanding. Each chapter contains the relevant contact information, addresses and office hours that pertain to the subject covered in the chapter and at the end there is space for you to make your own notes.

We are also happy to advise you personally in the Service Point on all of the topics covered in this brochure. Our contact information and office hours are given on page 13.

We hope that this information brochure is helpful to you in planning and organizing your doctoral training and we wish you every success!

The Graduate Academy Service Point

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Task:

The information is in:

Step 3

 Admission as a doctoral candidate to the faculty

Chapter 3

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- Completed form "Annahme als Doktorand / Admission as a doctoral candidate"
- Certified copy (copies) of your university diploma(s)
- Supervisor's acceptance letter
- Description and exposé of your planned dissertation project
- Curriculum vitae
- Statement of other current or previous attempts to obtain a doctorate
- Proof of language proficiency, if applicable

Documents to be submitted by candidates in a structured doctoral program: Please contact the administrative office of your program for the relevant information.

Step 4

 Admission and registration at Heidelberg University (through the central University administration)

Chapter 4

Documents to be submitted for admission to the University:

- Completed form "Application form for admission as a PhD student at Heidelberg University"
- Document "Annahme als Doktorand / Admission as a doctoral candidate"
- Certified copy of your secondary school leaving certificate (e.g. High School Diploma, *Attestat*, *Matura* etc.) including transcripts*
- Certified copy (copies) of your university diploma(s) including transcripts*
- A passport photo
- Proof of sufficient financial resources and/or proof of receipt of a fellowship

* Translations of the original document into German, English or French are acceptable

Task:

The information is in:

Documents to be submitted for registration:

Chapter 4

- Completed form "Admission and Immatriculation at Heidelberg University"
- Proof of health insurance or exemption from health insurance with a state-regulated health insurance provider
- Personal identity card and/or passport containing the required visa
- Proof of sufficient financial resources or proof of receipt of a fellowship
- Confirmation by the doctoral committee of exemption from language proficiency requirements, if applicable
- For doctoral candidates from PR China, Mongolia and Vietnam: *fr2* Certificate (original)

The Graduate Academy Service Point

The staff of the Graduate Academy Service Point is happy to assist you with all the issues that we cover in this brochure as well as with any other general questions having to do with doctoral training at Heidelberg University.

You can reach us by email or telephone or drop by in person during our office hours.



The staff of the Service Point:
Janelle Ramaley, Katja Götzen and Chiara Rottaro

Contact information

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Internet: www.graduateacademy.uni-heidelberg.de

Office Hours

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.
and by appointment

Visitors' Address

Service Point

Heidelberg University Graduate Academy

2nd floor, room 253

Kettengasse 12

69117 Heidelberg

Mailing Address

Seminarstr. 2

69117 Heidelberg

We look forward to hearing from you!

Introduction: Doctoral Training in Heidelberg

In order to successfully plan and organize your doctoral training, we recommend that you follow the steps outlined in this information brochure. Regardless of whether you choose to pursue *individual doctoral training* or to take part in a *structured doctoral program*, the fundamental prerequisites for becoming a doctoral candidate are the **acceptance letter from your future doctoral supervisor** and the **admission as a doctoral candidate to the appropriate faculty**. These two documents are particularly important as they represent the binding confirmation that both your supervisor and the faculty from which you will ultimately receive your doctorate are prepared to support your doctoral work until its completion.

Individual doctoral training vs. doctoral training within a structured doctoral program: what are the differences?

Individual doctoral training is the classical model for obtaining a doctorate in Germany. Doctoral candidates who choose this model are not required to participate in a structured program of courses and workshops in addition to working on their doctoral theses. Since 1989, German universities have been offering an additional model of doctoral training – structured doctoral programs, otherwise known as graduate schools, research training groups or research schools (*Graduiertenschulen, Graduiertenkollegs, Promotionskollegs*). Within this model, the structured programs of courses and workshops that the doctoral candidates participate in are a vital component of the doctoral training. A further difference between the two models is that doctoral candidates who apply for a place within a structured doctoral program must generally pass through a multistage application procedure. Finally, these doctoral candidates are often supervised by several people on a supervisory committee rather than by only one doctoral supervisor, as is the case in individual doctoral training.

In addition to these academic differences, doctoral training within a structured program is in some cases subject to different administrative procedures. These differences will be explained in the coming chapters.

Individual doctoral training: the supervisor's acceptance letter and admission as a doctoral candidate to the faculty

If you choose to pursue individual doctoral training, you must take the initiative to find a doctoral supervisor and obtain an acceptance letter from him or her. You must also apply for admission as a doctoral candidate to the appropriate faculty. These two documents are vitally important for your doctoral training and we recommend that you ask your potential supervisor and the Dean's Office (*Dekanat*) of the appropriate faculty as early as possible for information about the admissions requirements and procedures in that faculty. After receiving these two documents, you should follow the steps as they are listed in the checklist at the beginning of this brochure.

Please take careful note of any admissions or matriculation deadlines and do not hesitate to contact your Dean's Office or the Graduate Academy Service Point.

Doctoral training within a structured doctoral program: the supervisor's letter of acceptance and admission as a doctoral candidate to the faculty

Candidates who are accepted into a structured doctoral program after a multistage application procedure generally do not need to locate a doctoral supervisor. Instead, these candidates usually automatically receive an acceptance letter from one of the professors working in the research group. If you are interested in being supervised by one particular professor in the group, you can generally indicate this preference on your application for admission.

With regard to your admission as a doctoral candidate to the faculty, we recommend that you inquire as early as possible at the administrative office of your program about how your specific program handles the admissions procedures. Please be sure to pay careful attention to any admissions or matriculation deadlines and do not hesitate to ask your program's administrative office or your Dean's Office for assistance.

Basic prerequisites for doctoral training

A doctorate consists of a written academic thesis (dissertation) and an oral examination¹. Doctoral candidates who successfully complete the dissertation and oral examination are granted the academic degree of “*Doktor*” for independent academic achievement. The basic prerequisites for doctoral training at Heidelberg University are:

1. The completion of a university degree, generally with good or very good results. Information about the concrete requirements can be obtained from the Dean’s Office of the appropriate faculty.

One of the following university degrees² is usually required:

- » Master
- » Magister
- » Diplom
- » Staatsexamen
- » An equivalent university degree from a German or foreign university

2. The ability to sustain work on a particular topic, to independently pursue academic research and to work independently over a longer period.

Doctoral disciplines

In principle, you can pursue a doctorate in any of the subjects or disciplines offered at Heidelberg University. The following internet sites provide information about these subjects:

¹ The oral examination can take the form of a disputation or *Rigorosum* (viva voce) depending on the faculty in which you are pursuing your doctorate. Your faculty’s requirements can be found in the faculty’s doctoral regulations (*Promotionsordnung*).

² Please note that, in some cases, participation in additional courses or the successful completion of an examination may be required in addition to your university degree. Please inquire as early as possible about any such additional requirements in the Dean’s Office of the appropriate faculty. For more information, please read chapter 3 “*Admission as a Doctoral Candidate to the appropriate Faculty*”.

www.uni-heidelberg.de/studium/interesse/faecher

www.uni-heidelberg.de/fakultaeten

Detailed information about finding a supervisor in your research area or discipline can be found in the chapter 1 “*The Supervisor’s Acceptance Letter*” on page 22.

Doctoral regulations and legal guidelines

The specific conditions and admissions requirements pertaining to doctoral training are set down by the individual faculties in their doctoral regulations. The doctoral regulations also outline the language requirements candidates must fulfill and the exceptions, if any, that can be made to these requirements. The regulations also determine in which language the doctoral dissertation may be written.

German language versions of the doctoral regulations can be found on the Graduate Academy internet site at:

www.graduateacademy.uni-heidelberg.de/promotion/ordnungen_en.html

English language versions of the doctoral regulations are available from the Dean’s Offices of some of the faculties. Please be aware that the English translations are provided for informational purposes only; only the German language versions of the doctoral regulations are considered to be legally correct and binding.

Duration of doctoral training

Doctoral candidates are expected to complete their training within 3–5 years, depending on their discipline and their personal situation. In the recommendations for young researchers made in 2005, Heidelberg University set the goal of shortening the duration of doctoral studies:

“The efforts at improvement must include the goal of creating conditions in which doctoral training can generally be concluded within three years at the most.”

Addresses of the Dean's Offices at Heidelberg University

Dean's Office of the Faculty of Theology

Hauptstr. 231, 69117 Heidelberg

Tel: +49 (0)6221/54 - 3334

Fax: +49 (0)6221/54 - 3372

Email: dekanat@theologie.uni-heidelberg.de

Internet: www.theologie.uni-heidelberg.de

Office hours: Mon–Thurs 9 a.m. – 1 p.m.

Dean's Office of the Faculty of Law

Friedrich-Ebert-Anlage 6–10, 69117 Heidelberg

Tel: +49 (0)6221/54 - 7631 or - 7630

Fax: +49 (0)6221/54 - 7654

Email: dekanat@jurs.uni-heidelberg.de

Internet: www.jura-hd.de

Office hours: Wednesday 3:30 – 4 p.m.

(Please contact the secretary ahead of time for an appointment)

Dean's Office of the Medical Faculty of Heidelberg

Im Neuenheimer Feld 672, 69120 Heidelberg

Tel: +49 (0)6221/56 - 2709

Fax: +49 (0)6221/56 - 5404

Email: Dekanat@med.uni-heidelberg.de

Internet: www.medizinische-fakultaet-hd.uni-heidelberg.de

Dean's Office of the Medical Faculty of Mannheim

Theodor-Kutzer-Ufer 1–3, 68167 Mannheim

Tel: +49 (0)621/383 - 2527

Fax: +49 (0)621/383 - 3802

Email: beate.schmitt@dekan.ma.uni-heidelberg.de

Internet: www.ma.uni-heidelberg.de

Dean's Office of the Faculty of Philosophy

Voßstr. 2, building 37, 69115 Heidelberg

Tel: +49 (0)6221/54 - 2329

Fax: +49 (0)6221/54 - 3635

Email: philosophische-fakultaet@uni-hd.de

Internet: www.philosophische-fakultaet.uni-hd.de

Dean's Office of the Faculty of Modern Languages

Voßstr. 2, building 37, 69115 Heidelberg

Tel: +49 (0)6221/54 - 2891

Fax: +49 (0)6221/54 - 3625

Email: neuphil-fak@uni-hd.de

Internet: www.uni-heidelberg.de/fakultaeten/neuphil

Office hours: Mon – Fri 10 a.m. – 12 p.m.

Dean's Office of the Faculty of Economics and Social Sciences

Bergheimer Str. 58, 69115 Heidelberg

Tel: +49 (0)6221/54 - 3445

Fax: +49 (0)6221/54 - 3496

Email: wiso-dekanat@urz.uni-heidelberg.de

Internet: www.uni-heidelberg.de/fakultaeten/wiso

Dean's Office of the Faculty of Behavioural and Cultural Studies

Voßstr. 2, building 37, 1st floor, room 115b, 69115 Heidelberg

Tel: +49 (0)6221/54 - 2894

Fax: +49 (0)6221/54 - 3650

Email: dekanat@vercult.uni-heidelberg.de

Internet: www.vercult.uni-heidelberg.de

Office hours: Mon – Fri 10 a.m. – 12 p.m.

Dean's Office of the Faculty of Mathematics and Computer Science

Im Neuenheimer Feld 288, 69120 Heidelberg

Tel: +49 (0)6221/54 - 5758

Fax: +49 (0)6221/54 - 8312

Email: dekanat@mathi.uni-heidelberg.de

Internet: www.mathematik.uni-heidelberg.de

Dean's Office of the Faculty of Chemistry and Earth Sciences

Im Neuenheimer Feld 234, 69120 Heidelberg

Tel: +49 (0)6221/54 - 4844

Fax: +49 (0)6221/54 - 4589

Email: dcg@urz.uni-heidelberg.de

Internet: www.uni-heidelberg.de/fakultaeten/chemgeo

Dean's Office of the Faculty of Physics and Astronomy

Albert-Ueberle-Str. 3–5, 2nd floor east, 69120 Heidelberg

Tel: +49 (0)6221/54 - 9298

Fax: +49 (0)6221/54 - 9347

Email: dekanat@physik.uni-heidelberg.de

Internet: www.physik.uni-heidelberg.de

Dean's Office of the Faculty of Biosciences

Im Neuenheimer Feld 234, 69120 Heidelberg

Tel: +49 (0)6221/54 - 5648

Fax: +49 (0)6221/54 - 4953

Email: dekanat-bio@urz.uni-heidelberg.de

Internet: www.uni-heidelberg.de/fakultaeten/biowissenschaften

Chapter 1: The Supervisor's Acceptance Letter

The acceptance letter is the written confirmation from a University professor that he or she will supervise your doctoral training and dissertation until their completion. This chapter will explain for both individual doctoral training (pages 22 – 24) and doctoral training within a structured doctoral program (page 25) which steps you should take to obtain an acceptance letter from a professor.

Individual doctoral training: your acceptance letter

a) What you need to know about the supervisor's acceptance letter

Generally, professors, assistant professors (*Privatdozenten*) or, in special cases, research group leaders (*Nachwuchsgruppenleiter*) are authorized to supervise doctoral candidates within their discipline. The supervisor must accept your suggested dissertation topic and confirm in a letter of acceptance that he or she is willing to assume the supervision of your doctoral training and dissertation.

The acceptance letter is written and issued by the supervisor and generally contains the following information:

- » the full name and birthdate of the doctoral candidate
- » the working title of the planned dissertation
- » the date on which supervision of the doctoral project will begin
- » an explicit declaration that the supervisor will supervise the doctoral candidate with the chosen dissertation topic throughout the duration of his or her doctoral training



..... Important information regarding the choice of a supervisor

Please note that no professor is obligated to accept you as a doctoral candidate, even if you fulfill all the formal admissions requirements.



Important information for international doctoral candidates requiring a visa

The acceptance letter enables you to travel to Germany with the corresponding visa (see Chapter 2 “*Entering and Residing in Germany*” on page 27). However, it does not qualify you to begin doctoral training at Heidelberg University. To do this, you need to be admitted as a doctoral student to the appropriate University faculty. For more information about this procedure, please read Chapter 3 “*Admission as a Doctoral Candidate to the Appropriate Faculty*” on page 40).

b) Language of the Dissertation

If you would like to write your dissertation in a language other than German or an otherwise prescribed language, you must obtain the agreement of your supervisor and the Dean’s Office of your faculty. You can find information about the language options permitted by each faculty in the doctoral regulations of that faculty. German language versions of the doctoral regulations are available at: www.graduateacademy.uni-heidelberg.de/promotion/ordnungen_en.html

c) Hints for making contact with potential supervisors

In order to identify potential supervisors for your doctorate, we recommend that you first gather information about the research areas of the various professors working in your discipline. To do this, you can begin by looking at the website of the appropriate faculty (www.uni-heidelberg.de/fakultaeten) to find out which institute(s) deals with your research interests. **Please be aware that the websites of many faculties and institutes provide information only or primarily in German.**

On the institute web sites you can click on headings such as “Research” (*Forschung*) or “Groups” (*Lehrstühle*) to find out more about the research groups or areas of the institute. By clicking on “Faculty”, “Staff” or “People” (*Mitglieder, Mitarbeiter, Personen*) you can get to the personal homepages of the various professors in the institute. The heading “Publications” (*Publikationen*) will take you to lists of the

professors' publications. The web sites of the faculties and institutes vary greatly in their structure, in the information provided and in the amount of information that is available in English. Although it may appear at first glance that a site is completely in German, by clicking through to the level of the individual research groups or to the professors' own homepages, you can, in many cases, find a great deal of information in English. To be successful in finding a supervisor, you will need to invest quite a bit of time, patience and persistence in the search. As soon as you have chosen a professor whom you believe to be suited to act as your doctoral supervisor, you can make contact with him or her, for example, by email.

You can also look for a supervisor at other (central) academic facilities belonging to Heidelberg University or at external academic facilities that cooperate with the University, such as the various Max Planck Institutes, the German Cancer Research Center (abbr.: *DKFZ*), the European Laboratory for Molecular Biology (abbr.: *EMBL*), the *Hochschule für Jüdische Studien* (University for Jewish Studies), etc. There is an English language list of the University's central academic facilities at the following link: www.uni-heidelberg.de/einrichtungen/wissenschaftliche

At the moment, the University web site provides only a German language list of the external academic facilities in Heidelberg. However, in many cases the individual facilities, whose homepages can be reached through the following link under the heading "*Wissenschaftliche Institutionen*", have translated their web sites into English: www.uni-heidelberg.de/einrichtungen/partner



Important information regarding the search for a potential supervisor

Please be aware that due to the high number of inquiries that we receive, the Graduate Academy or other University offices can not initiate contact on your behalf with potential supervisors.

Doctoral training within a structured doctoral program: your acceptance letter

Upon being accepted by a structured doctoral program (e.g. graduate school or research training group), you will generally also receive an acceptance letter from your future doctoral supervisor. However, as the admissions procedures of the programs vary, we strongly recommend that you ask at the administrative office of your program about how this procedure will be handled in your case. You can find information about the usual contents of an acceptance letter on page 22.

Information about the various structured doctoral programs at Heidelberg University is available here:

www.graduateacademy.uni-heidelberg.de/schulen

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding the supervisor's acceptance letter:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 2: Entering and Residing in Germany

2.1 Entering and residing in Germany

If you are planning to pursue your doctorate at Heidelberg University, one of your first steps should be to look into the entrance (visa) requirements for traveling to Germany that apply to your personal situation. In principle, every international doctoral candidate requires a visa to enter and stay in Germany; however, the type of visa required will depend on your country of origin. The following section provides information about which entry requirements are applicable to which countries, about the visas accepted for doctoral studies at Heidelberg University and about residence permits for Germany. Another important issue dealt with in this chapter is the proof of sufficient financial resources (*Finanzierungsnachweis*), which is often a vital prerequisite for receiving a visa.

Citizens of the European Union (EU) and the European Economic Area (EEA)

If you are a citizen of the European Union (EU)³ or the European Economic Area (EEA)⁴, your personal identification card (or comparable proof of identity) is sufficient for entry into Germany. Please be aware, however, that to stay for a longer period in Germany, you also need to have your passport with you.

³ The countries belonging to the EU are Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Great Britain, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the Republic of Slovenia, Romania, the Slovak Republic, Spain and Sweden.

⁴ The countries belonging to the EEA are the above-mentioned EU countries as well as Iceland, Liechtenstein and Norway.

Special Regulations for citizens of particular countries

Citizens of the countries listed below can enter Germany and stay for a period of three months without a visa. For a stay of longer than three months, citizens of these countries must, however, apply for a residence permit. The countries in this group are Andorra, Australia, Canada, Honduras, Israel, Japan, Monaco, New Zealand, the Republic of Korea, San Marino, Switzerland and the United States of America.

Citizens of all other countries (so-called third countries)

Citizens of so-called third countries are required to possess a visa in order to enter Germany. This may be, for example, an applicant visa (*Visum zur Studienbewerbung*) or a doctoral training visa (*Visum zur Promotion*). Both visas are accepted for doctoral training at Heidelberg University. The following sections explain these two visas as well as the residence permit (*Aufenthaltsurlaubnis*).

Applicant Visa (*Visum zur Studienbewerbung*)

The applicant visa allows the holder to enter Germany for the “purpose of studying” as well as for the “purpose of doctoral training”. **Applicants who plan to carry out their doctoral training at Heidelberg University but have not yet been accepted as a doctoral candidate can apply for this visa** (please see chapter 4 “Admission and Matriculation (Registration) as a Doctoral Candidate at Heidelberg University” on page 47 for more information about admission to Heidelberg University). This visa is valid for three months and gives you the opportunity to obtain information about doctoral training at the University and/or to fulfill some of the necessary prerequisites for acceptance as a doctoral candidate, for example obtaining the necessary language proficiency. It is possible to extend the visa to a maximum of 6 months. If you are accepted as a doctoral candidate during this time, you can apply for a residence permit, which is required for an extended stay in Germany.

Applying for an applicant visa:

The application documents required for this visa vary according to your country of origin. Because there can be long waiting periods during the application procedure, we strongly recommend that you ask at the embassy or consulate in your home country as early as possible for information about the application documents and procedure. If you have already received a confirmation or letter of admission as a doctoral candidate, you can apply directly for a doctoral training visa.

Doctoral training visa

This visa allows the holder to enter Germany for the purpose of carrying out doctoral training at a particular university, e.g. Heidelberg University. **You can apply for this visa if you have already received a supervisor's acceptance letter or admission as a doctoral candidate to Heidelberg University.** The doctoral training visa is generally issued for a period of three months: Before it runs out you will need to apply for a residence permit for the remainder of your stay in Germany. Please be sure to apply for your residence permit at the local foreigners' office (*Ausländeramt*) within plenty of time before your visa becomes invalid.

Applying for a doctoral training visa:

The following documents must be submitted to apply for a doctoral training visa:

- » Your supervisor's acceptance letter and/or admissions letter (*Zulassungsbescheid*) from Heidelberg University (issued by the central University administration)
- » Additional written confirmation from the supervisor that the proposed doctoral project is of academic or scientific interest and relevance
- » Proof of sufficient financial resources (see page 31)
- » Proof of health insurance

You can apply for **both visas** (the applicant visa and the doctoral training visa) at the German embassy or consulate abroad in your home country. You can find more information about the German missions abroad, including their web sites, on the web site of the German Federal Foreign Office (*Auswärtiges Amt*):
www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp

Residence Permit (*Aufenthaltserlaubnis*)

Doctoral candidates who do not come from one of the EU or EEA countries must apply for a residence permit before their entrance visa expires. Applications must be submitted to the foreigners' office (*Ausländeramt*) located in the candidate's place of residence in Germany. The residence permit is generally valid for one year and can be extended for a maximum of two more years if the candidate's doctoral work is progressing according to plan and the candidate continues to have sufficient financial resources. The processing fee for a residence permit can be up to 50 Euro.

Applying for a residence permit

The following documents must be submitted to apply for a residence permit:

- » Application form for a residence permit (*Antrag auf Erteilung einer Aufenthaltserlaubnis*). This form is available at the foreigners' office.
- » Admissions letter (*Zulassungsbescheid*) **and/or** proof of matriculation (*Immatrikulationsbescheinigung*) from Heidelberg University, indicating the subject of the doctoral training (original and copy), **and/or** employment contract with Heidelberg University
- » proof of health insurance (original and copy)
- » 2 biometric passport photos
- » passport (original and copy)
- » proof of sufficient financial resources (see the following section)

Depending on the requirements of the foreigners' office at which you apply, additional documents may be required.

Proof of sufficient financial resources

Before beginning your doctoral training at Heidelberg University, you must demonstrate to your German embassy or consulate or to the local foreigners' office that you are able to finance your training. Generally, the proof of sufficient financial resources must be submitted with the original visa application but in some cases it may not be required until the application is submitted for a residence permit. You can demonstrate that you have sufficient resources to finance your doctoral training in the following ways:

- » by proving that you will receive a grant or fellowship (including the amount and duration of the funding) **or**
- » by demonstrating the income and assets of your parents **or**
- » by providing a security according to § 68 AufenthG **or**
- » by depositing a security into a blocked bank account in Germany from which only one twelfth of the deposited amount may be paid out per month **or**
- » by undertaking a bank guarantee for the planned duration of your doctoral training or at least an annually renewable bank guarantee. This guarantee must be undertaken at a bank in Germany or at a bank that is allowed to do business in Germany.

For doctoral candidates from the European Union it is generally sufficient for the candidate to confirm in writing that he or she has access to sufficient financial resources.

You can find more information about living expenses in Heidelberg in chapter 8 "Life in Heidelberg" on page 78.

2.2 Registration at the appropriate local administration office (*Bürgeramt*)

Within seven days after arriving in Germany, you are obligated to register your place of residence at the local administration office (*Bürgeramt*) in the area of Heidelberg in which you live or will be living, or, if you live outside of Heidelberg, in the town or city in which you live.

The addresses and business hours of Heidelberg's local administration offices are listed at the end of this section.

Registering your place of residence

In order to register your place of residence you must show or submit the following documents:

- » your passport
- » the name and address of your landlord
- » proof of your membership at Heidelberg University, i.e. proof that you are a doctoral candidate at Heidelberg University (e.g. supervisor's acceptance letter, admission letter, employment contract with Heidelberg University)
- » proof of receipt of a fellowship or grant, if applicable
- » current student identification card, if applicable

Addresses and business hours of Heidelberg's local administration offices (*Bürgeramt*)

Please check which local administration office is responsible for the area of Heidelberg (*Stadtteil*) in which you live or will be living.

Bürgeramt Altstadt

Marktplatz 10 (Rathaus)

Tel: +49 (0)6221/5813 - 90 or - 91 or - 92

Fax: +49 (0)6221/5813 - 94

Email: Buergeramt-Altstadt@Heidelberg.de

Business hours:

Mon 8 a.m. – 12 p.m., Tues – Wed 8 a.m. – 4 p.m.,

Thurs 8 a.m. – 6 p.m., Fri 8 a.m. – 12 p.m.

Bürgeramt Emmertsgrund/Boxberg

Dienstleistungszentrum in Emmertsgrundpassage 17

Tel: +49 (0)6221/8968 - 80 and - 81

Fax: +49 (0)6221/385430

Email: Buergeramt-Emmertsgrund@Heidelberg.de

Business hours:

Tues, Thurs, Fri 8:30 a.m. – 4 p.m., Wed 8:30 a.m. – 6 p.m.

Bürgeramt Handschuhsheim

Dossenheimer Landstr. 13

Tel: +49 (0)6221/409065

Fax: +49 (0)6221/473011

Email: Buergeramt-Handschuhsheim@Heidelberg.de

Business hours:

Tues, Wed, Fri 8 a.m. – 4 p.m., Thurs 8 a.m. – 6 p.m.

Bürgeramt Kirchheim

Schwetzingen Str. 20

Tel: +49 (0)6221/78 - 1088 and - 1532

Fax: +49 (0)6221/78 - 0441

Email: Buergeramt-Kirchheim@Heidelberg.de

Business hours:

Tues, Wed, Fri 8:30 a.m. – 4 p.m., Thurs 8:30 a.m. – 6 p.m.

Bürgeramt Mitte

(Stadtteile: Bergheim, Weststadt, Südstadt)

Bergheimer Str. 69

Tel: +49 (0)6221/58 - 4798

Fax: +49 (0)6221/58 - 4915

Email: Buergeramt@Heidelberg.de

Business hours:

Mon, Fri 8 a.m. – 12 p.m., Tues and Thurs 8 a.m. – 4 p.m.

Wed 8 a.m. – 5:30 p.m.

Bürgeramt Neuenheim

Lutherstr. 18

Tel: +49 (0)6221/471709

Fax: +49 (0)6221/410287

Email: Buergeramt-Neuenheim@Heidelberg.de

Business hours:

Tues 8:30 a.m. – 6 p.m., Wed, Thurs, Fri 8:30 a.m. – 4 p.m.

Bürgeramt Pfaffengrund

Sperberweg 24

Tel: +49 (0)6221/77 - 5081 and - 5165

Fax: +49 (0)6221/77 - 5267

Email: Buergeramt-Pfaffengrund@Heidelberg.de

Business hours:

Tues 8:30 a.m. – 6 p.m., Wed, Thurs, Fri 8:30 a.m. – 4 p.m.

Bürgeramt Rohrbach

Rathausstr. 43

Tel: +49 (0)6221/315129

Fax: +49 (0)6221/332793

Email: Buergeramt-Rohrbach@Heidelberg.de

Business hours:

Tues 8:30 a.m. – 6 p.m., Wed, Thurs, Fri 8:30 a.m. – 4 p.m.

Bürgeramt Wieblingen

Mannheimer Str. 259

Tel: +49 (0)6221/83 - 3437

Fax: +49 (0)6221/83 - 3336

Email: Buergeramt-Wieblingen@Heidelberg.de

Business hours:

Tues, Wed, Fri 8:30 a.m. – 4 p.m., Thurs 8:30 a.m. – 6 p.m.

Bürgeramt Ziegelhausen

Kleingemünder Str. 18

Tel: +49 (0)6221/80 - 0161 and - 2046

Fax: +49 (0)6221/80 - 4499

Email: Buergeramt-Ziegelhausen@Heidelberg.de

Business hours:

Tues, Wed, Fri 8:30 a.m. – 4 p.m., Thurs 8:30 a.m. – 6 p.m.

2.3 Working during your doctoral training

If you would like to work while carrying out your doctoral training, you must first be aware of the legal regulations that pertain to your situation. The following section outlines which regulations pertain to the citizens of which countries and which jobs at the University require the approval of the foreigners' office.

Doctoral candidates from the European Union (EU), European Economic Area (EEA) and Switzerland

Doctoral candidates from the EU, the EEA and Switzerland who would like to work in Germany do not need a work permit. However, there are special regulations for citizens from the new EU member states⁵ (except for Malta and Cyprus). For a transitional period, these doctoral candidates have the same status as those from the so-called third countries (you can find a list of all the EU or EEA member states in the footnotes 3 and 4 on page 27).

Doctoral Candidates who are not from the European Union (EU), the European Economic Area (EEA) or Switzerland

Doctoral candidates who are not from the EU, the EEA or Switzerland are subject to the so-called 90 day regulation which states that they are permitted to work a maximum of 90 full days per year

⁵ The EU member states since 2004: Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, the Republic of Slovenia and the Slovak Republic
The EU member states since 2007: Bulgaria and Romania

(= more than 4 work hours per day) or 180 half days per year (= maximum of 4 work hours per day). Employment which would exceed these limits must be approved by the foreigners' office at which you are registered and in some cases also by the Federal Agency for Employment (*Bundesagentur für Arbeit*).

Employment at Heidelberg University

Employment as a research assistant (*wissenschaftlicher Angestellter/Mitarbeiter*) at the University in connection with your doctorate must be entered in your residence permit by the foreigners' office. Employment as a graduate assistant (*wissenschaftliche Hilfskraft*) at the University does not require an entry in your residence permit.

Addresses and business hours of the foreigners' offices (*Ausländeramt*) in Heidelberg and the surrounding area

The foreigners' office that is responsible for you is the one in the city or municipal area in which you live or will be living.

City of Heidelberg

Amt für Öffentliche Ordnung/Ausländeramt
Bergheimer Str. 69, 69115 Heidelberg
Tel: +49 (0)6221/58 - 17520
By advance appointment only

Leimen

Ausländeramt
Rathausstr. 6-8, 69181 Leimen
Tel: +49 (0)6221/704 - 0
Email: stadt@leimen.de

Business hours:

Wed, Thurs Fri 8 a.m. – 12 p.m., Tues 2:30 – 6:30 p.m.

Landratsamt Rhein-Neckar-Kreis

Kurfürstenanlage 38-40, 69115 Heidelberg

Tel: +49 (0)6221/522-1478

Business hours:

Tues and Fri 8 a.m. – 12 p.m.

Wed 2 – 4:45 p.m.

The Landratsamt Rhein-Neckar-Kreis is responsible for the following cities and towns

Bammental, Brühl, Dossenheim, Edingen-Neckarhausen, Eberbach, Eppelheim, Epfenbach, Eschelbronn, Gaiberg, Helmstadt-Bargen, Heddesbach, Heddesheim, Heiligkreuzsteinach, Hemsbach, Hirschberg, Ilvesheim, Ketsch, Ladenburg, Laudenbach, Lobbach, Malsch, Mauer, Meckesheim, Neckargemünd, Neckarbischofsheim, Nußloch, Ofersheim, Plankstadt, Reichartshausen, Sandhausen, St. Leon-Rot, Schönau, Schönbrunn, Schriesheim, Walldorf, Wilhelmsfeld, Wiesenbach, Waibstadt

City of Mannheim

Ordnungsamt, Ausländeramt

K7, 2nd floor, 68159 Mannheim

Tel: +49 (0)6221/293-4080

By advance appointment only

City of Ludwigshafen

Ausländeramt Ludwigshafen

Marienstr. 8, 67063 Ludwigshafen

Tel: +49 (0)621/504-2054

Business hours:

Mon, Tues, Thurs, Fri 8 a.m. – 12 p.m., Thurs also 2 – 6 p.m.

City of Wiesloch

Ausländeramt

Marktstr. 13

69168 Wiesloch

Tel: +49 (0)6222/84231

Business hours:

Mon, Wed, Fri 8 a.m. – 12 p.m., Wed also 2 – 6 p.m.

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding the entrance regulations for Germany:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 3: Admission as a Doctoral Candidate to the Appropriate Faculty

Admission as a doctoral candidate to the appropriate faculty is the second important step toward beginning your doctoral training at Heidelberg University. During the admissions procedure, your previous university degrees and your planned doctoral project will be examined by a doctoral committee to determine if they fulfil the requirements of the faculty. By subsequently admitting you as a doctoral candidate, the faculty commits itself to support your dissertation until its completion. This commitment remains unchanged even if your supervisor leaves the University or ceases to supervise your project. The admissions procedures vary according to the faculty in which you will pursue your doctorate and according to whether you are carrying out individual doctoral training or are participating in a structured doctoral program. The procedures are outlined in the following sections.

Individual doctoral training: admission as a doctoral candidate

Generally, if you are carrying out your doctoral training individually, you must apply for admission as a doctoral candidate at the appropriate faculty⁶ yourself. The admissions requirements as well as the documents that must be submitted with your application depend on the faculty; therefore, the list provided in the following section can serve only as a general guideline. We strongly recommend that early on in the process you ask at the Dean's Office of your faculty about the requirements that you must fulfil and about the application procedure.

Please note that in some cases, admission may be conditional upon the fulfilment of other requirements such as passing a particular examination or successfully completing a particular course.

⁶ The addresses of all the faculties at Heidelberg University as well as the corresponding Dean's Offices are listed on page 18 – 20.

Application documents

Please be aware that the documents required in the application procedure can vary from faculty to faculty. Typically, the following documents must be submitted:

- » the completed form “Admission as a Doctoral Candidate” (“*Annahme als Doktorand*”). This form is available from the Dean’s Office of your faculty.
- » your supervisor’s acceptance letter (*Betreuungszusage*) (see Chapter 1, page 22)
- » proof of a completed university degree according to the requirements of the faculty (generally your university diploma and transcript)
- » your planned dissertation topic and a short exposé of the dissertation
- » a curriculum vitae outlining your personal and academic background
- » a declaration of any other previous or current attempts at completing doctoral training
- » proof of language proficiency, if applicable

In general, applicants are informed in writing if they have been admitted to the faculty as a doctoral candidate.

Important information regarding the faculties’ deadlines



Please be aware that the admissions procedure (processing and evaluation of applications) generally takes place only at certain times during the year. Therefore, you should ask as early as possible in your faculty about possible application and processing deadlines.

Doctoral training within a structured doctoral program: admission as a doctoral candidate

Within the framework of a structured doctoral program, application for admission as a doctoral candidate must be made to the doctoral committee of the appropriate faculty. Some programs, like the graduate schools, have their own admissions procedures and sometimes also their own application forms. Therefore, we advise you to find out from the administrative office of your program as early as possible about the admissions procedures that apply to you.

Proof of Language Proficiency

An important prerequisite for pursuing a doctorate at Heidelberg University is excellent language skills usually either in German or in English. These skills are essential in the following situations:

- » communication with your supervisor or within the research group about your dissertation
- » participation in courses, workshops and/or colloquia
- » writing your dissertation
- » the final oral examination

The doctoral regulations of every faculty set down the requirements for any **other** language proficiency (e.g. German or Latin) specific to that faculty that is necessary for admission as a doctoral candidate. Therefore, we recommend that you obtain information early on from your faculty about the language skills required in your case.

Proof of proficiency in German

There are three different scenarios that can arise with regard to proof of German language proficiency. Please be aware that it may be necessary either for admission to the faculty or for admission and/or registration at the University to submit proof of your language skills (detailed information about admission and registration at the University as well as the necessary application forms can be found in the next chapter on page 47).

Case A: According to the doctoral regulations of your faculty, you are exempt from German language proficiency requirements

Important only for admission and/or registration at the University (through the central University administration), not in the faculty:

If you are exempt from German language proficiency according to the doctoral regulations of your faculty, you must include in your application for admission to the University a written confirmation from the doctoral committee that your written dissertation and your oral examination can be carried out in a language other than German.

Case B: You are required to prove your proficiency in German and already possess the necessary certificates

Important for your "Admission as a Doctoral Candidate at the faculty" and for admission and/or registration at the University:

If you are required to prove your language proficiency, you must submit the necessary certificates with your application for admission both in the faculty and through the central University administration. Please make sure that your language certificates meet the requirements set down in the doctoral regulations of your faculty.

Case C: You are required to prove your proficiency in German but do not yet possess the necessary certificates

Usually the following certificates are sufficient for proving language skills:

- » the *Große* or *Kleine Sprachdiplom* issued by the Goethe Institute **or**
- » the *Zentrale Oberstufenprüfung (ZOP)* issued by the Goethe Institute **or**
- » the *Deutsche Sprachdiplom der Kultusministerkonferenz – II. Stufe* **or**
- » proof of successful completion of the *Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen der Bundesrepublik Deutschland* **or**
- » proof of successful completion of the *TESTDAF* **or**
- » proof of successful completion of the *Deutsche Sprachprüfung für den Hochschulzugang (DSH)* **or**
- » proof of successful completion of a written examination in German as part of your secondary school leaving certificate as far as this is provided for in the framework of bilateral agreements with other countries

Information about 1) the type of language certificate accepted by your faculty and 2) the required grades or points that you must acquire in the language examinations can be found in the appropriate doctoral regulations.

Please be aware that you need to allow for sufficient time to acquire any necessary language skills (depending on your personal situation this could take 1–2 semesters) and that this is time that can not be spent on your dissertation. Therefore, we advise you whenever possible to begin learning any required languages in your home country before coming to Germany. After having acquired the necessary proficiency, please follow the procedure outlined in case B on page 43.

German courses at the *Internationales Studienzentrum (ISZ)* of Heidelberg University

You can take German courses (intensive or part-time evening courses) in Heidelberg at the *Internationales Studienzentrum*. Please be aware that there are application deadlines for participating in the courses. You can find out more about the available courses and the deadlines at:

www.uni-heidelberg.de/zentral/isz

Your obligation to provide information about changes to your planned doctoral project

You are obligated to inform the Dean's Office of your faculty about any fundamental changes to your doctoral project. Such changes could be:

- » change of topic
- » change of supervisor
- » abandonment of your doctoral project
- » extension of the time necessary to complete your doctorate (generally the doctoral regulations allow three years to complete a doctorate with the possibility of an extension to five years)

The Dean's Office will then inform you about any necessary formalities arising from your new situation.

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding admission to your faculty as a doctoral candidate:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

A series of horizontal gray lines for writing, with a black and silver pen and a red scribble at the bottom right.

Chapter 4: Admission and Matriculation (Registration) as a Doctoral Candidate at Heidelberg University (through the Central University Administration)

As soon as you have been granted admission as a doctoral candidate by your faculty, you have fulfilled the subject-specific requirements for pursuing a doctorate at Heidelberg University. If you are an international doctoral candidate and need a visa or a residence permit, it is usually advantageous to be registered at the University because your proof of registration can facilitate the application process for a visa or residence permit. The procedure for admission and registration⁷ outlined below is identical for individual doctoral training and for doctoral training within a structured doctoral program.

As a doctoral candidate you are not required to pay tuition fees. Registration at Heidelberg University, however, obligates every doctoral candidate to pay an administration and student services fee of 104 Euro (as of February 2009) every semester (see page 53).

Advantages of registering at the University as a doctoral candidate

Registration at the University entitles you to:

- » use the services of the *Studentenwerk* (student services organization) such as the accommodations services, the CampusCard, and the child care facilities. More information about these services is available on pages 70, 79 and 88.
- » use public transportation at discounted prices. Further information can be found on page 82.

⁷ At the time at which this brochure was written, international doctoral candidates were required to be admitted by the central University administration and to register at the University, with the exception of those candidates with an employment contract with the University. Because of changing legal regulations, this obligation to register at the University may be revoked as of March 1st, 2009. Please verify with the Dean's Office of your faculty whether, under the new regulations, you are still required to be registered at the University.

- » use the services of the University Computer Center (*Universitätsrechenzentrum/URZ*), such as having a University email address. More information, in German only, can be found at: www.urz.uni-heidelberg.de
- » use the University library free of charge. More information can be found at: www.ub.uni-heidelberg.de/service/einsteiger/ubfuereinsteiger.html
- » obtain “*Endnote*”, a bibliography management program, free of charge from the Graduate Academy
- » apply for some grants and fellowships, such as the doctoral fellowship of the LGFG or the Graduate Academy grants. More information can be found in this brochure on page 96.

1. Admission to Heidelberg University

Before registering, you must first be admitted to the University through the central University administration.

The following documents are required in order to apply for admission to the University:

- » the document “*Annahme als Doktorand*” (Admission as a doctoral candidate) issued by your faculty or the admissions document from your structured doctoral program that certifies that you have also been admitted by your faculty
- » the completed form “Application form for admission as a PhD student at Heidelberg University”
- » a certified copy⁸ of your secondary school leaving certificate that qualifies you for university study. Except in the case of documents in

⁸ Copies can be certified in your home country by the German embassy or consulate or by a certified translator or a notary in Germany or abroad. You can find more information about the German missions abroad at: www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp

English or French, a certified translation into German of this document must also be submitted.

- » certified copies of all of your higher education degrees (from universities, colleges, academies etc.), including the transcripts for each semester or year. Except in the case of documents in English or French, certified translations into German of these documents must also be submitted.
- » a passport photo (max. 4 x 5 cm)
- » proof of sufficient financial resources or proof of receipt of a grant or fellowship (copies do not have to be certified)
- » written confirmation from the doctoral committee of your faculty that you are exempt from German language proficiency requirements, if applicable (you can find more information about language requirements on page 42)

Any current semester or semesters that you have already completed at a German university must be accounted for by submitting the appropriate matriculation certificates (originals or certified copies).

You can apply for **admission** (*Zulassung*) either personally or in writing at the *Studentensekretariat für ausländische Studierende* (international students administration office) in the central University administration:

Heidelberg University International Office (*Akademisches Auslandsamt*)

Studentensekretariat für ausländische Studierende

Ground floor, room 22–27

Seminarstr. 2

69117 Heidelberg

Tel: +49 (0)6221/54 - 5454

Email: studium@uni-heidelberg.de

Office hours:

Mon – Fri 10 a.m. – 12 p.m., Mon and Thurs 1 – 3 p.m.

You will receive your admissions letter (*Zulassungsbescheid*) about two to three weeks after submitting your application with the necessary documentation. Receipt of the admissions letter enables you to register at Heidelberg University.

2. Matriculation (Registration) at Heidelberg University

Doctoral candidates who have been admitted to the University must then register **personally** at the International Office within the applicable registration deadlines. All the documents that you submitted as certified copies with your application for admission (school and university diplomas) must now be presented in original form.

Similar to admission, registration at Heidelberg University is carried out at the *Studentensekretariat für ausländische Studierende* (see above for the address).

The following documents must be submitted in order to register:

- » the completed form “Admission and Immatriculation at Heidelberg University”
- » proof of health insurance with a state-regulated insurance company (*gesetzliche Krankenkasse*) or proof of exemption from health insurance with a state-regulated insurance company (you can obtain more information about this in chapter 5 “Health and Liability Insurance for International Doctoral Candidates” on page 55)
- » your personal identity card or passport containing the required visa (more information about the visas accepted by Heidelberg University for doctoral candidates can be found in chapter 2 “Entering and Residing in Germany” on page 27)
- » for doctoral candidates from the People’s Republic of China, Mongolia and Vietnam: the original APS Certificate⁹

⁹ The *Akademische Prüfstelle* (abbr.: APS, Academic Evaluations Center) is a facility of the German embassy in Peking and Ulan Bator. The APS checks the academic qualifications and the proof of academic achievement of Chinese, Mongolian and Vietnamese doctoral candidates and students. After successful verification (fees are charged for this!), the APS issues a certificate to the applicant. Certificates are valid without limitations. For more information about APS certificates please contact the Graduate Academy Service Point. Contact information for the *Akademische Prüfstelle* in Peking and Ulan Bator: *Akademische Prüfstelle/Academic Evaluation Center (APS)*, German Embassy, Beijing Chaoyang District, Dongsanhuan Beilu 8, Landmark Tower 2, room 0311, 100004 Beijing, PR China/ Deutsche Botschaft Ulan Bator, Strasse der Vereinten Nationen, PF: 708, Tel: +976-99225839, fax: +976-11-323905, Email: aps-ulan@mongol.net, business hours: Fri 9 – 10:30 a.m

Registration without the document “*Annahme als Doktorand*” or for a short stay in Heidelberg (“visiting doctoral candidate”)

If there is a delay in receiving the document “*Annahme als Doktorand*” from your faculty or if you are planning to stay only for a short time as a guest at Heidelberg University, you can be admitted and register at the University as a so-called **short-term student in preparation for a doctoral degree**. You need the following documents to do this:

For admission

All the documents listed on page 48. **Instead of the “*Annahme als Doktorand*” you must submit your supervisor’s acceptance letter.**

For registration

All the documents listed on page 51.

As soon as you receive the official confirmation of your admission as a doctoral candidate to the faculty you can re-register as a regular doctoral candidate at the *Studentensekretariat für ausländische Studierende*. As a **visiting doctoral candidate** you do not need the document “*Annahme als Doktorand*”; instead you remain registered as a short-term student in preparation for a doctoral degree for your entire stay at the University.

This procedure allows you to have the status of doctoral candidate for all further administrative procedures, it entitles you to make use, for example, of the services of the *Studentenwerk* and it facilitates your application for a residence permit. **As a short-term student in preparation for a doctoral degree you are not required to pay tuition fees. Please read, however, the section about other registration costs on the following page.**

Administration and student services fees

Doctoral candidates do not have to pay tuition fees. Registration at Heidelberg University, however, obligates every doctoral candidate or short-term student in preparation for a doctoral degree to pay an administrative fee of 40 Euro and a student services fee of 64 Euro (as of February 2009) every semester. You receive a bank transfer form for the payment of these fees when you register. You can take advantage of the services granted by registration only after the University has received the fee payment. More information about these fees, in German only, is available at:

www.uni-heidelberg.de/studium/interesse/gebuehren

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding admission and registration at the University:

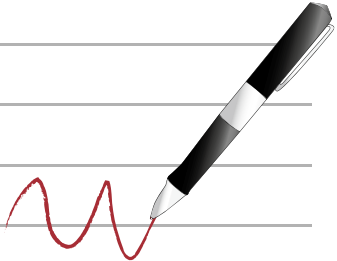
Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday	10 a.m. – 12 p.m.
Monday and Thursday	1:30 p.m. – 3:30 p.m.
and by appointment	

Further information about the Service Point can be found on pages 12 and 13.



Chapter 5: Health Insurance and Liability Insurance for International Doctoral Candidates

This chapter provides an overview of the health insurance system in Germany as well as your choices for health and liability insurance as a doctoral candidate.

5.1 Health insurance in Germany

Health insurance reimburses the policyholder for the costs of regular medical check-ups and for medical treatment during illnesses and after accidents. Depending on the insurance company, the policyholder is reimbursed for part or all of the costs. The health insurance system is legally regulated by the *Sozialgesetzbuch 5* (abbr.: *SGB 5*, Social Insurance Code). According to this law, every resident of Germany must have health insurance.

There are many health insurance companies in Germany, and each has its own rules and regulations regarding the acceptance of new policyholders. For both state-regulated and private health insurance companies, acceptance as a policyholder and the amount of the premiums are generally dependent on whether you are employed and what type of income you have (e.g. whether you have an employment contract or a scholarship). Other factors relevant to health insurance are your age, gender, home country, state of health and possibly the length of your planned stay in Germany. Depending on their own regulations, individual health insurance companies may look at still more criteria when determining whether they will accept a new policyholder and how high the premiums will be. Therefore, when looking for health insurance, it is advisable to ask for quotations from several companies and to compare the services they offer. Because the policies, terms and conditions do vary strongly from company to company, please be aware that the information provided in this chapter will not apply to every person's situation and can be used only as a guideline.

The following sections provide information about state-regulated and private health insurance companies.



Important information regarding your health insurance policy from your home country

If you are covered by health insurance in your home country, we advise you to inquire whether and under what conditions your health insurance coverage would extend to your stay in Germany.

5.1.1 State-regulated health insurance

State-regulated health insurance is the standard type of health insurance in Germany. The purpose of state-regulated health insurance companies is to guarantee the existence of state-regulated health insurance in compliance with the provisions of the Social Insurance Code. Policyholders can be either obligatory or voluntary members of a state-regulated health insurance company; the differences between these two types of membership are explained below.

Obligatory membership in a state-regulated health insurance company

All international students who are living and employed in Germany (i.e. have entered into an employment contract with Heidelberg University, another scientific institution, or a private employer) and whose income is below the legally stipulated income limit¹⁰ are obligated to join a state-regulated health insurance company. For obligatory members of a state-regulated health insurance company, the costs of the insurance are shared by you and your employer. The premium is made up of a payment by the employee, which is deducted from your pre-tax income and is automatically taken out of your salary, and a payment by the employer.

Voluntary membership in a state-regulated health insurance company

International doctoral candidates who are not employed have the option of becoming voluntary members of a state-regulated health insurance company. In general, this is possible only if you have previously had health insurance coverage in some form of state-regulated health

¹⁰ This limit is the same for all state-regulated health insurance companies and is recalculated each year. You can find out the limit directly from any insurance company.

insurance system either in your home country or in Germany. You should ask the state-regulated health insurance company that you choose whether the period in which you were previously insured in your home country can be recognized and thus if you are eligible to become a voluntary member. Several factors influence the monthly premium you must pay; therefore, we recommend that you make inquiries at several insurance companies and compare the conditions they offer.

Insurance coverage from a state-regulated health insurance company begins at the start of the semester, or, at the earliest, on the day of your registration as a doctoral candidate. As no insurance coverage exists between the time you enter Germany and the time of your registration, we recommend that you take out separate insurance, e.g. a travel insurance policy, to cover this period. Please note, however, that a travel insurance policy is **not** suitable for long-term residence in Germany. For relevant information on this topic see page 59.

5.1.2 Private health insurance

International doctoral candidates who do not have an employment contract or who have not been previously insured either by a health insurance company in their home country or in Germany must take out private health insurance. The acceptance criteria for private health insurance depend on several factors, e.g. your age, gender, home country, state of health, and the length of your stay in Germany. These factors also influence the monthly premiums that you will pay to the private health insurance company. As the premiums can vary greatly from one company to another, we once again recommend that you make inquiries at several private health insurance companies regarding their acceptance criteria and the services they provide and then compare the offers. You should also inquire about special rates which might apply to you as an international doctoral candidate.

Insurance coverage for policyholders of a private health insurance company begins on the date on which the contract is signed.

Rates

State-regulated health insurance companies

For the state-regulated health insurance companies, your degree represents a preliminary professional qualification; thus, doctoral candidates **generally** do not qualify for the low student rate in accordance with legal regulations. The monthly premium is approximately 130 – 180 Euro.

Private health insurance companies

The monthly premium for private health insurance is approximately 115 – 200 Euro.



Important information about choosing a health insurance company

When choosing a health insurance company, it is important to inquire which conditions apply to you. After you have established whether you will apply for private or state-regulated health insurance, you should compare the services that several health insurance companies offer you in return for the monthly premium so that you can choose the health insurance company that is best suited to you, your wishes and needs.

More information on health insurance companies is available from the Graduate Academy Service Point.

Important information regarding health insurance at registration



All doctoral candidates must submit an insurance certificate (*Versicherungsbescheinigung*) from a state-regulated health insurance company in order to register at the University. This certificate states whether the doctoral candidate is insured or is exempt from being insured with a state-regulated health insurance company. You may obtain this insurance certificate at any state-regulated health insurance company by presenting your insurance card or a confirmation that you have private health insurance.

5.2 Travel health insurance

We strongly advise you against taking out travel health insurance instead of a health insurance policy from a state-regulated or private health insurance company. Travel health insurance is not suited to the long-term residence in Germany that is required by your doctoral training. It is suitable only for short stays or for the transitional period before your state-regulated or private health coverage goes into effect **because it does not extend to check-ups, dental care, or services in case of serious illness.**

5.3 Liability insurance in Germany

We strongly recommend that you take out personal liability insurance at the very latest upon your arrival in Heidelberg. This insurance will pay for damages that you might cause to others, for example, causing an accident due to carelessness while cycling. Please inquire whether any liability insurance you have in your home country is also valid in Germany.

Additional information on companies offering liability insurance is available from the Graduate Academy Service Point.

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding health and liability insurance:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 6: Financing your Doctoral Training

In this chapter you will find information about financing your doctoral training. In principle, there are three main funding models – employment as a research assistant at the University or at your research facility, a doctoral fellowship, or employment outside of the University or other academic facilities.

In all three cases, we advise you to first consider which funding model best fits the way that you work. Do you work more effectively in a group? Do you require a lot of time on your own to develop your thoughts? Do you have enough self-discipline and time management skills to effectively use the free time offered by a doctoral fellowship? Would being employed part-time leave you enough time to work on your dissertation? The choice of financing is very important in planning your doctoral training; therefore, it is necessary to consider at the outset what type of financing would work best for you in order to ensure that you will be able to complete your dissertation.

You can find an overview of various sources of financing on the Graduate Academy web site:

www.graduateacademy.uni-heidelberg.de/finanzierung

1. Research positions

Doctoral candidates holding research positions at the University are generally research assistants (*wissenschaftlicher Angestellter/Mitarbeiter*) or graduate assistants (*geprüfte wissenschaftliche Hilfskraft*). You can ask your supervisor or at the institute of your choice about any open positions. You can also search for such positions on the internal University job market at:

www.uni-heidelberg.de/stellenmarkt

2. Doctoral Fellowships

You can find a general overview of fellowships on the Graduate Academy web site at:

www.graduateacademy.uni-heidelberg.de/finanzierung/stipendien.html

a) Fellowships provided by the state of Baden-Württemberg

(*Landesgraduiertenstipendien*)

Every year Heidelberg University awards fellowships within the funding program sponsored by the state of Baden-Württemberg (*Landesgraduiertenförderung – LGFG*). More information is available at:

www.graduateacademy.uni-heidelberg.de/stipendien/lgfg.html

b) Organizations for the promotion of young talent

(*Begabtenförderungswerke*)

Eleven organizations for the promotion of young talent award fellowships to doctoral candidates in all disciplines. More information is available at:

www.stipendiumplus.de

c) Smaller, specialized funding agencies can be found at:

www.stiftungsindex.de/sfoerderung.htm

d) Fellowships especially for international doctoral candidates

We recommend that you also research funding possibilities in your home country or at the German missions abroad. You can also obtain valuable information from the German Academic Exchange Service (*Deutscher Akademischer Austauschdienst – DAAD*), which is the most important funding agency for international doctoral candidates who would like to come to Germany for their doctoral training.

Further information about the DAAD is available at:

www.daad.de

www.daad.de/deutschland/foerderung/stipendiendatenbank/00462.en.html
(scholarship database)

e) Fellowships through a graduate school or research training group

It is possible to apply for a fellowship through a graduate school or research training group. These are research groups of varying sizes in which professors, doctoral candidates and postdocs work together in a particular research area. You can obtain an overview of the graduate schools and research groups at Heidelberg University at: www.graduateacademy.uni-heidelberg.de/schulen

f) Fellowships especially for female researchers

You can find information on funding especially for female researchers on the web site of the Heidelberg University Equal Opportunities Office (*Gleichstellungsbüro*). The staff of the Equal Opportunities Office advises female researchers about various funding programs, including those for female researchers with families:

www.uni-heidelberg.de/gleichstellungsbeauftragte

www.uni-heidelberg.de/gleichstellungsbeauftragte/aktivitaeten/wissenschaft_familie.html

Hints for applying for a doctoral fellowship

In your search for a doctoral fellowship, it is a good idea to apply to funding agencies that could have a particular interest in supporting your dissertation project because of your research area or your personal situation.

It is very important to prepare your application carefully and thoughtfully – to include all the important information about your planned doctoral work and to tailor the contents of your application to the interests and requirements of each individual funding agency. It is a good idea to speak to someone at each agency about the application procedure and the agency's organizational or funding culture before finalizing your application. The following are examples of documents that can be required in fellowship applications:

- » a working title for your dissertation
- » an exposé of the planned work
- » a time schedule for completing your dissertation

Important information regarding fellowship applications



Please be aware that the application deadlines vary greatly among the various funding agencies. The evaluation process is also handled differently by every agency and can take on average between 3 to 6 months to complete.

3. Employment outside the University or other academic facilities

Employment outside the University or other academic facilities could be a position in private industry that also allows you enough time to work on your dissertation. For the long-term planning of your doctoral training, please take into consideration that you will most likely need considerably more time to complete your dissertation if you are also employed at the same time. You can find information about jobs on the open job market at:

www.graduateacademy.uni-heidelberg.de/finanzierung/stellenmarkt.html

Important information regarding work permits for international doctoral candidates



Before investigating employment options, please verify your legal situation with regard to working in Germany. Please read the information in chapter 2.3 “Working during your doctoral training” on page 35.



Reference works on funding for doctoral training

The following books (in German only) provide information about funding opportunities for doctoral training and research in Germany:

Herrmann, Dieter/Spath, Christian: "Forschungshandbuch 2008/2009: Förderprogramme und Förderinstitutionen für Wissenschaft und Forschung", Alpha Verlag, 2008.

Herrmann, Dieter/Verse Herrmann, Angela: "Geld fürs Studium und die Doktorarbeit: Wer fördert was?", Eichborn Verlag, 2005.

You are welcome to come and use both of these books at the Graduate Academy Service Point.

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding the financing of your doctoral training:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 7: Finding Accommodations in Heidelberg

The search for a room or apartment in Heidelberg can be difficult, especially for a newcomer, because there is a shortage of accommodations and the accommodations that exist are generally expensive. Thus, it is important for you to know a pool of people and organizations that can help with your search. Sources include the *Studentenwerk*'s residence halls and accommodations service as well as the accommodations service of the *Akademisches Auslandsamt* (AAA – International Office). In addition, you can look for a room or apartment on the private accommodations market. Below, you will find useful addresses and links (e.g. from daily newspapers or accommodation search engines on the Internet), organized according to short-term and long-term accommodations.

Helpful hint for doctoral candidates who do not speak German

For doctoral candidates who do not speak German, we recommend the *Studentenwerk* residence halls and their private accommodations service at the InfoCafé International (ICI)¹¹ as well as the International Office's accommodations service as the employees there can assist you in English with your search for a room or apartment.

¹¹ The address of the ICI is on page 70.

Short-term accommodations

Jugendherberge (youth hostel)

Tiergartenstr. 5, 69120 Heidelberg

Tel: +49 (0)6221/6511 - 90

Fax: +49 (0)6221/6511 - 928

Email: jh-heidelberg@t-online.de or

info@jugendherberge-heidelberg.de

Internet: www.jugendherberge-heidelberg.de

Gästezimmer-Zentrale (private accommodations agency)

Häusserstr. 44, 69115 Heidelberg

Tel/Fax: +49 (0)6221/160363

Email: info@Gaestezimmer-Zentrale.de

Rooms are rented on a daily, weekly or monthly basis.

Mitwohnzentrale (agency for rooms in private houses)

Rheindammstr. 46, 68163 Mannheim

Tel: +49 (0)621/19445

Fax: +49 (0)621/8282331

Email: heidelberg@homecompany.de

Internet: www.heidelberg.homecompany.de

These private rooms are let for short periods only.

Please note that additional fees may be charged.

Tourist Information/Hotels

Willy-Brand-Platz 1, 69115 Heidelberg

(at the Hauptbahnhof, i.e. the main train station)

Tel: +49 (0)6221/19433

Fax: +49 (0)6221/1388111

Email: info@cvb-heidelberg.de

Internet: www.cvb-heidelberg.de

Here you can view a list of all hotels, their prices, locations and rooms.

Long-term accommodations

Residence halls operated by the Studentenwerk Heidelberg

Studentenwerk Heidelberg

Wohnheimverwaltung (administration office) Marstallhof 1,

Ground floor, room 003,

69117 Heidelberg

Tel: +49 (0)6221/54 - 2706

Fax: +49 (0)6221/600567

Business hours: Wed. 12:30 – 3:30 p.m., Fri. 9 a.m. – 12 p.m.,

Email: wohnen@stw.uni-heidelberg.de

Internet: www.studentenwerk.uni-heidelberg.de

click on "Student housing"

Application deadline for room in a student residence hall:

February 1st for the summer semester, August 1st for the winter semester

Hint:

For information on obtaining a room in a student residence hall, you are most likely to reach the employees of the Residence Hall Administration by telephone outside of their business hours.

Accommodations service of the *Studentenwerk*

The accommodations service of the *Studentenwerk* offers rooms and apartments leased out by private persons.

InfoCafé International – ICI

in the *Triplex-Mensa* (Triplex dining hall) (with entrances in Grabengasse and in Sandgasse)

Grabengasse 14

69117 Heidelberg

Opening hours:

Mon – Thur. 10 a.m. – 3 p.m., Fri. 10 a.m. – 2 p.m.

You can view the rooms or apartments offered by ICI online at www.studentenwerk.uni-heidelberg.de or in the display cases in the *Triplex-Mensa* (Triplex dining hall) or in the *Zentralmensa* (central

dining hall) in *Neuenheimer Feld*. The procedure is as follows:

- » Write down the code numbers of the rooms/apartments that interest you
- » Go to the accommodations service desk and show your student identification or *Zulassungsbescheid* (admission letter from the University), pay a fee of 10 Euro
- » Have the address, telephone number and name of the landlord printed at the desk
- » Contact the landlord and make an appointment to view the room or apartment

Important information regarding the accommodations service at the ICI



You cannot receive information on rooms and apartments by telephone or by letter; you must appear at the ICI in person.

Akademisches Auslandsamt (International Office)

Accommodations service:

Seminarstr. 2, room 032, 69117 Heidelberg

Tel: +49 (0)6221/54 - 2497

Email: aaazimmer@zuv.uni-heidelberg.de

Opening hours:

Mon, Wed, Thur, Fri 10 a.m. – 12 p.m.

Tue 2 p.m. – 4 p.m.

Private residence halls**Albertus-Magnus-Studentenwohnheim in Heidelberg/Neuenheim**

Keplerstr. 66, 69120 Heidelberg

Tel: +49 (0)6221/470868

Fax: +49 (0)6221/402313

Email: info@amh-heidelberg.de

Internet: www.amh-heidelberg.de

Friedrich-Hauss-Studienzentrum, Studentenwohnheim

Heidelberger Str. 32a, 68198 Schriesheim

Tel: +49 (0)6203/63192

Fax: +49 (0)6203/65033

Email: info@fhsz.de

Internet: www.fhsz.de

Studentenwohnheim Allianz Ring/Lessingstrasse

Ringstr. 35-41, 69115 Heidelberg

Tel: +49 (0)6221/29662 (office in Ringstr. 37)

Studentenwohnheim Hauhecke

Sandwingert 2, 69123 Heidelberg

Tel: +49 (0)6221/602032 (administration in Rohrbacherstr. 12)

Studentenwohnheim Hirsch

Hauptstr. 62, 69151 Neckargemünd

Tel: +49 (0)6223/92 - 1812

Fax: +49 (0)6223/92 - 1815

Email: studentenwohnheim-hirsch@web.de

Studentenwohnheim Heinrich-Fuchs-Straße

Heinrich-Fuchs-Str. 44, 69126 Heidelberg

Tel: +49 (0)7041/819816 or

+49 (0)6221/332926 (Ms Dimt, caretaker)

Email: info@heinrich-fuchs-strasse.de

Internet: www.studentenwohnheim-heidelberg.de

**Wohnheime der SRH-Gruppe
(Residence halls operated by the SRH Group)**

Kranichweg 51, 69123 Heidelberg

Tel: +49 (0)6221/884368

Email: info@srh.de

Internet: www.srh.de

Residence halls operated by church organizations**Evangelisches Studentenwohnheim der Keller-Thoma-Stiftung**

Bergstr. 53, 69120 Heidelberg

Tel: +49 (0)6221/484262

Fax: +49 (0)6221/5860417

Email: keller-thoma@gmx.de

Internet: www.keller-thoma.de

Ökumenisches Studentenwohnheim

Plankengasse 1-3, 69117 Heidelberg

Tel: +49-(0)6221/54 - 3341

Fax: +49 (0)6221/54 - 3259

Email: oek.inst@urz.uni-heidelberg.de

Internet: www.uni-heidelberg.de/institute/fak1/oek
click on "Wohnheim / Student Hall"

Private landlords

Below you will find additional addresses of private landlords, links to search engines on the Internet and the addresses of daily and weekly papers where you can find advertisements for accommodations.

Apartments for families

Bauhütte Heidelberg

Schillerstr. 26/1, 69115 Heidelberg

Tel: +49 (0)6221/9027 - 0

Fax: +49 (0)6221/9027 - 10

Email: info@bauhuetten-heidelberg.de

Internet: www.bauhuetten-heidelberg.de

Conrad-Bender-Haus

Rohrbacherstr. 91, 69115 Heidelberg

Tel.: +49 (0)6221/20789

Fax: +49 (0)6203/83393

Email: alfred.becht@t-online.de

Gasthaus für Akademiker

Cambridge Court

Apartment for doctoral candidates, lecturers and professors

Rohrbacherstr. 69/1, 69115 Heidelberg

Tel: +49 (0)6223/5243

Email: cambridgecourt@gmx.de

Internet: www.cambridgecourt.de

Theologisches Studienhaus

Neuenheimer Landstr. 2, 69120 Heidelberg

Tel: +49 (0)6221/1378 - 70

Fax: +49 (0)6221/1378 - 799

Email: sekretariat@morata-haus.de

Internet: www.theologisches-studienhaus.de

Links to search engines on the Internet

www.alles.quoka.de/heidelberg

www.baz-medien.de

www.morgenweb.de/anzeigen/immobilien/index.html

www.wg-gesucht.de

www.wg-welt.de

www.wochen-kurier-online.de

www.rnz.de (click on "Aktuelle Anzeigen lesen")

www.studenten-wg.de

www.vierwaen.de

www.zimmer69.de

Daily and weekly newspapers with advertisements for accommodations

BAZ (Badische Anzeigen Zeitung)

Herzogstr. 10, 68723 Schwetzingen

Tel: +49 (0)6202/9400

Email: webmaster@badische-anzeigen-zeitung.de

Internet: www.baz-medien.de

Rhein-Neckar-Zeitung (RNZ)

Hauptstr. 23, 69117 Heidelberg

Tel: +49 (0)6221/519251

Email: rnz-anzeigen@rnz.de

Internet: www.rnz.de

(click on "Aktuelle Anzeigen lesen")

Real estate advertisements (*Vermietungen*): Wednesdays and Saturdays

Sperrmüll Zeitung

Gaußstr. 41, 68623 Lampertheim

Tel: +49 (0)6206/9383

Email: webmaster@sperrmuell.de

Internet: www.alles.quoka.de/heidelberg

On Tuesdays and Fridays, advertisements are accepted free of charge

Wochen-Kurier

Märzgasse 20, 69117 Heidelberg

Tel: +49 (0)6221/138380

Email: redaktion@wochen-kurier-online.de

Internet: www.wochen-kurier-online.de

Schwarzes Brett (bulletin board)

An additional useful tool in the search for accommodations are the *Schwarze Bretter* (bulletin boards), which are generally centrally located in the various institutes and university buildings and provide space for people offering or looking for various items and services, including inexpensive apartments offered by private households. Bulletin boards can be found in most cafeterias, departments, institutes, libraries and copy shops.

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding your search for accommodations:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.
and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 8: Life in Heidelberg

The following chapter provides information about the cost of living in Heidelberg, about the services provided by the *Studentenwerk* (student services organization) and about the possibilities for buying used bicycles or renting bicycles. In this context, we would also like to inform you of an event which is a part of the cultural program organized by the *Akademisches Auslandsamt* (International Office)¹²:

Orientation week for international students and doctoral candidates, organized by the *Akademisches Auslandsamt* (AAA)

Each semester before lectures begin, the AAA puts on an orientation event especially for international first-year students and doctoral candidates. The goal of this orientation is to familiarize the participants with life in Heidelberg and at their institute. In addition to tours of the institutes and libraries, the orientation week will help you make initial contact with other doctoral candidates. You are requested to register for the orientation week at the AAA, where you will also receive the current program.

8.1 Cost of living in Heidelberg

As a single person living in Heidelberg in the federal state of Baden-Württemberg, you must budget for approximate expenses of at least 700 Euro per month (or approximately 8,400 Euro per year). This cost of living estimate includes estimated rental costs¹³, utility costs (e.g. electricity and heating costs, where applicable, waste disposal services, etc.), food, fees and other necessary expenses, **all at a minimum level**, for your monthly expenses will depend not only on your fixed costs but also on your lifestyle. If you have a family and/or children, your living expenses will be higher.

¹² The contact information for the International Office is on page 50.

¹³ Please note that the monthly costs for a room in Heidelberg can vary greatly, meaning that your monthly expenses will be significantly reduced if you are able to find inexpensive accommodations.

Additional fixed costs which you must pay once per semester (twice per year) as a doctoral candidate **registered** at Heidelberg University are the administrative and *Studentenwerk* fees:

- » *Studentenwerk* fee: 64 Euro per semester (as of February 2009)
- » administrative fee: 40 Euro per semester (as of February 2009)

You will find additional information in German on the administrative and *Studentenwerk* fees at:

www.uni-heidelberg.de/studium/interesse/gebuehren

Doctoral candidates do not pay general tuition fees.

8.2 Inexpensive food and drink, use of libraries, photocopying: the *Studentenwerk's* CampusCard

Requirement: registration at Heidelberg University

The CampusCard is a chip card for cashless payment and is only issued to students and doctoral candidates registered at the University. You will receive discounted student prices at the following facilities only if you pay using a CampusCard:

- » in the *Studentenwerk* dining halls and cafés (the addresses and opening hours of the dining halls and cafés are listed at the end of this section on page 81)
- » at the vending machines in the dining halls and cafés
- » at the *Universitätsbibliothek* (university library) (note on the use of the library: if you also wish to use your CampusCard as your identification card for the university library, you must obtain it directly from the library)
- » at the *Universitätsrechenzentrum* (URZ/university computing center)
- » at many copy machines in the University's institutes (the price per copy is often lower than in the copy shops)
- » at washing machines and dryers in the *Studentenwerk* residence halls

Fees and deposit

The CampusCard is available for a 5 Euro deposit at the InfoCafé International (ICI) and in the *Studentenwerk* information centers. The deposit will be refunded when you return your card undamaged.

Charge up your CampusCard using cash, a debit card or credit card

You can charge up your CampusCard with cash or by way of a transfer from your debit card or credit card at all service stations in the dining hall foyers. Twenty Euro is the minimum sum that can be transferred from a debit card or credit card.

You can check the balance on your CampusCard using the reading devices located at the entrances of the food distribution areas in the dining halls.

You will find additional information on the CampusCard at:

www.studentenwerk.uni-heidelberg.de

click on "Finance" and "CampusCard"



Important information in case you lose your CampusCard

Should you lose the card or should it stop working, contact the employees of the InfoCenter. Please write down the registration number of your CampusCard; there is a chance that your card will be identified and returned to you only if you are able to present this number.

Addresses and opening hours of the *Studentenwerk* dining halls and cafés

Dining halls operated by *Studentenwerk* Heidelberg

zeughaus-Mensa im Marstall (buffet)

Marstallhof 3, 69117 Heidelberg

buffet: Mon – Sat 11:30 a.m. – 10 p.m.

Triplex-Mensa at Uniplatz

Universitätsplatz 14 (Grabengasse), 69117 Heidelberg

Mon – Fri 11:30 a.m. – 2 p.m.

Zentralmensa INF 304

Im Neuenheimer Feld 304, 69120 Heidelberg

Mon – Fri 11:30 a.m. – 2 p.m.

Cafés operated by *Studentenwerk* Heidelberg

zeughaus-Bar im Marstall

Marstallhof 3, 69117 Heidelberg

Mon – Sat 10 a.m. – 1 a.m.

Marstallcafé & Lesecafé

Marstallhof 5, 69117 Heidelberg

Mon – Fri 9 a.m. – 11 p.m., Sat 2:30 p.m. – 11 p.m.

eat & meet at Uniplatz

Universitätsplatz 14 (Grabengasse), 69117 Heidelberg

Mon – Thur 8 a.m. – 3 p.m., Fri 8 a.m. – 2 p.m.

InfoCafé International – ICI (Triplex-Mensa)

Universitätsplatz 14, 69117 Heidelberg

(Grabengasse / back entrance: Sandgasse 7)

Mon – Thur 10 a.m – 2:30 p.m., Fri 10 a.m. – 2 p.m.

Botanik (INF 304)

Im Neuenheimer Feld 304 (Zentralmensa), 69120 Heidelberg

Mon – Thur 8 a.m. – 12 a.m. , Fri. 8 a.m. – 10 p.m.

InternetC@fé (INF 304)

Im Neuenheimer Feld 304 (Zentralmensa), 69120 Heidelberg

Café Juristisches Seminar

Friedrich-Ebert-Anlage 6–10, 69120 Heidelberg

Mon – Thur 10 a.m. – 3 p.m., Fri 10 a.m. – 1 p.m.

Please note that the opening hours may be different when the university is not in session. You will find relevant information on *Studentenwerk* notices.

8.3 Travel by bus, train and tram in Heidelberg: your student identity card and semester ticket

Requirement: registration at Heidelberg University

Student identity card

The student identity card that you will receive when you register (see the chapter “Admission and Matriculation (Registration) as a Doctoral Candidate at Heidelberg University” on page 47) permits you to travel by bus, train and tram free of charge, beginning at 7 p.m. daily. However, this travel is free of charge only in the price zones (*Waben*) 125, 105, 135 and 145, which cover the following areas: Heidelberg, Eppelheim, Dossenheim/Schriesheim and Leimen/Sandhausen/Nußloch.

The semester ticket

If you wish to make use of public transportation at all times and in the entire region served by *Verkehrsverbund Rhein-Neckar (VRN)* (the transport association of the Rhein-Neckar district) in addition to the services to which you are entitled as the holder of a student identity card, you may purchase a semester ticket. It is available at the *Studentenwerk* Info Centers and at VRN’s customer service offices at Bismarckplatz and at the main train station¹⁴.

¹⁴ You can find an overview of the entire area served by the VRN (map of the price zones) at: www.vrn.de/fahrausweise/wabenplan/

Validity of the semester ticket

Each ticket is valid for one semester (summer semester: March 1st – August 31st, winter semester: September 1st – February 28/29th).

Price

116.35 Euro (as of February 2009)

You will find additional information on the semester ticket at:

www.studentenwerk.uni-heidelberg.de

Click on "Finance" and "Semesterticket"

Important information regarding the validity of the semester ticket



The semester ticket is only valid when accompanied by a current student identity card. It is **non-transferable!**

8.4 Second-hand and rental bicycles

If you live in Heidelberg, you may find it convenient to travel by bicycle, as most of the university buildings and other central features of the city can be easily reached this way. Below you will find a list of addresses where you can purchase second-hand bicycles or buy them at auction, where you can rent bicycles and/or have your bicycle repaired. At the end of this chapter, you will also find the address of URRmEL, a bicycle repair shop at Heidelberg University. The following list does not imply any recommendation and is **not** guaranteed to be complete.

Used bicycles

ADFC-Gebrauchtradmarkt (ADFC Used Bicycle Market), information offered by the ADFC Infoladen, tel: +49 (0)6221/23910; sale of used bicycles twice a year at the beginning of each semester at Marstallhof

Etc. Bike-Service Ziegler, Ladenburger Str. 24 (rear building), Heidelberg-Neuenheim, tel: +49 (0)6221/402921; purchase and sale of used bicycles

Erni Zweirad, Im Schaffner 38, HD-Pfaffengrund,
tel: +49 (0)6221/700618; sale of used bicycles; in some cases, you
can use your old bicycle as partial payment when buying a new bicycle

Fahrradstation Mannheim/Biotopia, Heinrich-von-Stephan-Str. 2,
(at *Mannheim Hauptbahnhof* (main train station)),
tel: +49 (0)621/1223077, sale of refurbished used bicycles

**Bicycle auctions at the lost and found service (*Fundbüro*) of the
municipal authorities (*Ordnungsamt*)** at Bergheimer Str. 69,
approximately twice a year, information in daily newspapers (RNZ)

Heidelberger Dienste, Bergheimer Str. 26, tel: +49 (0)6221/1410 - 0,
bicycle auctions (generally in April, July and September)

Heidel-bike, Rohrbacherstr. 13-15, tel: +49 (0)6221/23170,
used bicycles upon request, bicycle repair

Madame Vélo, Alte Eppelheimer Str. 31 (behind Landfried-Passage),
tel: +49 (0)6221/168261. Purchase and sale, repair service, small
advertisements at: www.madame-velo.de

Radhof Bergheim (an ecological and social welfare project)
at Bergheimer Straße 101 in the rear building.
tel: +49 (0)6221/6599452, www.vbi-heidelberg.de; also, private
bicycle flea market twice a year in the backyard (on the first Satur-
day in May and in October, 10 a.m. – 1 p.m)

Rad-Point Reiher, sale of used bicycles
Bürgerstr. 21a (*Kirchheim*); tel: +49 (0)6221/785578;
business hours: Mon – Fri 10 a.m. – 1 p.m. and
3 p.m. – 6:30 p.m., Sat 10 a.m.. – 1 p.m.

Sezai Çiftçi, Marstallstr. 3 (*Altstadt*); tel: +49 (0)6221/20926;
mobile 0173-9393590; business hours: Mon – Fri 8:45 a.m. –
1 p.m. and 2 p.m. – 7 p.m., Sat 9 a.m. – 2 p.m.;
sale of used bicycles

SperrMüll, publication of small advertisements free of charge, ap-
pears Tuesdays and Fridays (place an advertisement by phone:

tel.: +49 (0)621/782091 or on the Internet: www.quoka.de/heidelberg; you can place an advertisement looking for a (used) bicycle or look for a (used) bicycle in the advertisements.

Bicycles for rent

AEGEE rents bicycles to international students (however, stock is limited to a total of 20 bicycles). Fee is 15 Euro per semester (50 Euro deposit). More information at:

www.aegge.uni-hd.de/service/rentBike.php

Bike-Service Ziegler (see above) rents bicycles for approximately 7.50 Euro per day

Optik Dieterich Friedrich-Ebertplatz 1, tel: +49 (0)6221/97230 city bicycles for short periods, free of charge (you must leave your student identity card as a deposit)

Radhof Bergheim (see above) rents bicycles for 6 Euro per day, 20 Euro per weekend, 30 Euro per week; special prices for longer periods. Information at:

www.fahrrad-heidelberg.de/php/fahradverleih.php?4

Rudi's Radladen Mühlgasse 2 (Neckargemünd) offers a variety of everyday bicycles (3-gear bicycles and mountain bikes for 9.50 Euro per day or 30 Euro per week), children's bikes and special bicycles, such as tandems, and is able to provide rental bicycles for groups of up to 50 people. tel. +49 (0)6223/71295; www.rudis-radladen.de

Bicycle repair at URRmEL

Requirement: registration at Heidelberg University

URRmEL (*Universitäre RadReparaturwerkstatt mit EigenLeistung*) is a bicycle repair shop at Heidelberg University which is run by students and financed by the *Studentenwerk* and by donations. At URRmEL, students and doctoral candidates can repair and maintain their bicycles themselves. URRmEL provides a wide variety of tools, includ-

ing special tools which are often needed, and URRmEL's employees are happy to help with the repairs. It is easiest to contact URRmEL's employees by email. Please do not forget to inquire whether the business hours are different when the university is not in session.

URRmEL

Im Neuenheimer Feld 161
69120 Heidelberg

Email: urrmel@urz.uni-heidelberg.de

Opening hours: Tue and Thur 4 p.m. – 8 p.m. (when the University is in session)

Thur 2 p.m. – 8 p.m. (when the University is not in session)

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding the topics covered in this chapter:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 9: Child Care

Child care in Heidelberg

Doctoral candidates with children have a choice of several types of child care. The *Studentenwerk* provides child care in day care centers and preschools and offers accommodations suitable for families as well as information about financial assistance and important contact addresses.

In addition, the City of Heidelberg offers a variety of child care options, including a number of international day care centers. Child care services in Heidelberg vary from district to district. Thus, if you would like to place your child in a child care facility run by the City of Heidelberg, it is advisable to take this factor into account when you are looking for accommodations.

Child care offered by the *Studentenwerk* Heidelberg (fees are charged)

Day care centers run by the *Studentenwerk* Heidelberg

Requirement: registration at Heidelberg University

Contact

Ulrike Hollerbach
Humboldtstr. 21
69121 Heidelberg

Tel: +49 (0)6221/585515
Email: kita@stw.uni-heidelberg.de

Office hours: Wed 2 p.m. – 4:30 p.m., Fri 9 am. – 12 p.m.
and by appointment

Internet: www.studentenwerk.uni-heidelberg.de
Click on "Students with Kids"

Heidelberg University Kinderhaus (supporting organisation: *Studentenwerk Heidelberg*)

Requirement: registration or employment contract with Heidelberg University

Heidelberg University Kinderhaus offers comprehensive child care services on campus (Im Neuenheimer Feld) for children whose parents conduct research or work at the University or the Medical Center of Heidelberg University. The opening hours of the day care and preschool are flexible and adapted to the requirements of working at the University. The services are for children of all ages.

Heidelberg University Kinderhaus office
Hauptstr. 126
69117 Heidelberg

Tel: +49 (0)6221/54 - 3923

Fax: +49 (0) 6221/54 - 7271

Email: Kinderhaus@uni-heidelberg.de

Opening hours: Mon – Fri 8 a.m. – 12 p.m.

Internet: www.uni-heidelberg.de/einrichtungen/kinderhaus

Important information on fees for child care offered by the *Studentenwerk*



Unlike the Kinderhaus of Heidelberg University, the day care centers run by the *Studentenwerk* offer especially low fees for doctoral candidates registered at the University.

Child care offered by the City of Heidelberg (fees are charged)

Contact

Frau Bischof
Friedrich-Ebert-Platz 3
69117 Heidelberg

Tel: +49 (0)6221/58 - 31510 and - 31520

Fax: +49 (0)6221/58 - 48510

Email: jugendamt@heidelberg.de

Opening hours:

Tue and Fri 8 a.m. – 12 p.m. Thur 1:30 p.m. – 4 p.m. and by ap-
pointment

Detailed information is available at:

www.heidelberg.de/servlet/PB/menu/1088907/

The staff of the Graduate Academy Service Point will be happy to help you with any questions regarding child care:

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Our office hours:

Monday through Thursday 10 a.m. – 12 p.m.

Monday **and** Thursday 1:30 p.m. – 3:30 p.m.

and by appointment

Further information about the Service Point can be found on pages 12 and 13.

Chapter 10: Resource Materials for Planning and Organizing your Doctoral Training

Pursuing a doctoral degree is a large, multidimensional project that will pose many challenges to you as a doctoral candidate. On the one hand, you will have the opportunity to utilize and improve the skills you have acquired so far in your field; on the other hand, obtaining a doctorate involves difficulties, large and small, which are not always evident at the outset but that must ultimately be overcome. Consulting various handbooks and guides to doctoral training can be a good way to familiarize yourself with the challenges and tasks of obtaining a doctorate and to acquire strategies and structures for dealing with them.



Recommended reading:

The following lists do not imply any recommendation and are **not** guaranteed to be complete.

Books in English

While the books listed here are not directed at the German system of doctoral training, they do contain ideas and advice applicable to doctoral candidates and doctoral training in almost any education system.

Bolker, Joan: "Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising and Finishing Your Doctoral Thesis", Holt Paperbacks, 1998.

Feibelman, Peter: "A PhD Is Not Enough: A Guide to Survival in Science", Basic Books, 1993.

Gosling, Barbara and Noordam, Bart: "Mastering Your PhD: Survival and Success in the Doctoral Years and Beyond", Springer, 2006.

Phillips, Estelle and Pugh, Derek: "How to Get a PhD: A Handbook for Students and Their Supervisors", Open University Press, 2005.

Rugg, Gordon and Petre, Marian: "The Unwritten Rules of PhD Research (Study Skills)", Open University Press, 2004.

Books in German

Gunzenhäuser, Randi/Haas, Erika: „Promovieren mit Plan: Ihr individueller Weg: von der Themensuche zum Dokortitel“, UTB, 2006.

Knigge-Ilner, Helga: „Der Weg zum Dokortitel: Strategien für die erfolgreiche Promotion“, Campus Sachbuch, 2004.

Koepernik, Claudia u.a.: „GEW-Handbuch Promovieren mit Perspektive: Ein Ratgeber von und für DoktorandInnen“, Bertelsmann, 2005.

Messing, Barbara/Huber, Klaus-Peter: „Die Doktorarbeit – Vom Start zum Ziel: Lei(d)tfaden für Promotionswillige“, Springer, 2007.

Nünning, Ansgar/Sommer, Roy (Hg.): „Handbuch Promotion: Forschung - Förderung - Finanzierung“, Metzler, 2007.

Rückert, Hans-Werner: „Schluss mit dem ewigen Aufschieben: Wie Sie umsetzen, was Sie sich vornehmen“, Campus Verlag, 2006

Stock, Steffen u.a.: „Erfolgreich promovieren: Ein Ratgeber von Promovierten für Promovierende“, Springer, 2006.

Thomas-Johaentges, Ursula: „Praxishandbuch Seminar-, Examens- und Doktorarbeit. Sprachliche, zeitliche und emotionale Blockaden des wissenschaftlichen Schreibens erfolgreich überwinden“, Books on Demand, 2008.

Vollmer, Hans-Ulrich: „Die Doktorarbeit schreiben: Strukturebenen – Stilmittel – Textentwicklung“, Wissenschaft & Praxis, 2008.

You are welcome to come and use the German titles at the Graduate Academy Service Point.

Chapter 11: Services Offered by the Graduate Academy

What is the Graduate Academy?

The Graduate Academy is the central coordinating body for all general, non-subject related advising, support and development services for Heidelberg University doctoral candidates and postdocs. The Graduate Academy is supported by funding from the Excellence Initiative.

What services does the Graduate Academy offer?

Support and advising

The staff of the Graduate Academy Service Point is happy to answer questions and advise you on all topics covered in this brochure as well as on other general issues having to do with doctoral training. The contact information for the Service Point is found on page 13.

Professional development seminars for doctoral candidates

We offer courses and seminars, tailored particularly to doctoral candidates, to help you obtain and develop the professional skills you will need as you continue your academic career. The seminar program includes courses in English and German on a wide range of topics:

- » Project Management
- » Presenting Research
- » Scientific/Academic Writing
- » Communication Skills
- » Cross Cultural Competence
- » English Language Courses
- » German Language Courses

and many more.

There is more information about the seminar program and registering for courses on our web site at:

www.graduateacademy.uni-heidelberg.de/workshops/training_qualifikation.html

Graduate Academy fellowships and grants

The Graduate Academy awards various grants aimed at supporting doctoral training:

1. Doctoral fellowships funded through the *Landesgraduierertenförderungsprogram – LGFG* (Funding program of the state of Baden-Württemberg)

Purpose: Fellowships to pursue a doctorate

Term: up to three years

Amount: currently 820 Euro per month

This amount may be increased in 2010

Application: once a year

More information is available at:

www.graduateacademy.uni-heidelberg.de/stipendien/lgfg.html

2. Excellence Initiative: Dissertation Grants

Purpose: Grants to complete a dissertation

Term: max. of 6 months up to the submission of the dissertation to the faculty

Amount: up to 1,000 Euro per month

Application: once a year

More information is available at:

www.graduateacademy.uni-heidelberg.de/stipendien/abschluss.html

3. Excellence Initiative: Travel Grants

Purpose: Grants for research trips and for participation in conferences and workshops in Germany and abroad

Amount: up to max. 1,500 Euro per trip

Application: four times a year

More information is available at:

www.graduateacademy.uni-heidelberg.de/stipendien/reisekosten.html

4. Excellence Initiative: Publication Grants

Purpose: Grants for the publication of dissertations

Amount: up to max. 3,000 Euro

Application: once a year

More information is available at:

www.graduateacademy.uni-heidelberg.de/stipendien/druckkosten.html

Networking

The Graduate Academy Get-Together for Doctoral Students

We invite doctoral candidates from all disciplines to participate in our monthly Get-Together. German and international participants have the opportunity to socialize, to exchange information and experiences and to expand their academic horizons. We hope to provide orientation and support for your doctoral training as well as for navigating the University and life in Heidelberg. The Get-Together takes place every first Monday of the month and advance registration is not necessary.

Dates

The Get-Together takes place every first Monday of the month at 8 p.m. in the *zeughausbar* at Marstall.

Contact

Graduate Academy Service Point

Tel: +49 (0)6221/54 – 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Interdisciplinary Doctoral Colloquium for Women (IDK)

The colloquium is an open, interdisciplinary discussion platform that enables women to present their doctoral projects in the form of introductory, progress and final reports and to discuss their current research. The colloquium also gives participants the opportunity to motivate each other and to exchange information about admissions requirements, working methods, funding opportunities, networking, publishing etc. In addition to the presentations made by doctoral

candidates, external speakers are invited on a regular basis to give presentations on topics such as fellowships, careers in academics and in industry, publishing etc.

Further information about the colloquium and the current program is available at:

www.graduateacademy.uni-heidelberg.de/interdisz/idk.html

Contact

Stephanie Marchal and Ilka Link

Email: idk@zuv.uni-heidelberg.de

The Graduate Academy Newsletter

The Graduate Academy Newsletter provides information about fellowships, grants and prizes, doctoral initiatives, the services of the Graduate Academy and other news of interest to doctoral candidates and postdocs at Heidelberg University.

You can subscribe to the Graduate Academy Newsletter on the homepage of the Graduate Academy (top right):

www.graduateacademy.uni-heidelberg.de

Bibliography Management Program "Endnote"

Matriculation at Heidelberg University is required

The bibliography management program Endnote enables users to directly search online databases and to manage text information, pictures, and the automatic creation of bibliographies. As a doctoral candidate matriculated at Heidelberg University, you can obtain the program free of charge at the Graduate Academy Service Point. If you are interested, simply drop by the Service Point during our office hours and **bring the following documents with you:**

- » your **current** proof of matriculation (student card or *Stammdatenblatt*)
- » a picture identification card, e.g. your personal identity card
- » especially for medical students: students in the Medical Faculty who are completing their dissertation while still pursuing their *Staats-examen* degree must submit a copy of their doctoral supervisor's acceptance letter (*Betreuungszusage*).

Training courses in German: *"Effiziente Verwaltung von Literaturangaben mit Endnote für Doktoranden"*

The University Library offers two-hour introductory training courses in German on Endnote.

Dates and registration at:

www.ub.uni-heidelberg.de/schulung

Scroll down and click on *"Veranstaltungen für Doktoranden"* and then on *"Termine und Anmeldung"*.

We invite you to take advantage of all of the services offered by the Graduate Academy!

Feel free to contact the Graduate Academy Service Point about all general questions having to do with doctoral training at Heidelberg University:

Office hours

Monday through Thursday	10 a.m. – 12 p.m.
Monday and Thursday and by appointment	1:30 p.m. – 3:30 p.m.

Visitors' Address

2nd floor, room 253
Kettengasse 12
69117 Heidelberg

Tel: +49 (0)6221/54 - 3958

Email: graduateacademy@zuv.uni-heidelberg.de

Internet: www.graduateacademy.uni-heidelberg.de

Mailing Address

Seminarstr. 2
69117 Heidelberg