

Welcome to the Philipps-Universität Marburg

Guide for International Researchers

Welcome to the Philipps-Universität Marburg

Guide for International Researchers

This Guide would not have been possible without the help of many people and we should like to thank them all. We are particularly indebted to the Alexander von Humboldt Foundation for its generous support.

**WELCOME
CENTRE**
for mobile researchers



Contents

	Impressum, Photo Credits	7
	Words of Welcome by the Lord Mayor	8
	Words of Welcome by the President	9
	Advice and Services for International Scientists and Scholars	10
	EURAXESS – the Network of European Mobility Centres	12
1	The Town of Marburg	14
1.1	Welcome to Marburg	15
1.2	A Brief History of the Town	17
1.3	Places of Interest in Marburg	19
1.4	Events in Marburg	21
2	Philipps-Universität Marburg	24
2.1	“Other towns have a university, Marburg is a university.”	25
2.2	The History of Philipps-Universität	28
2.3	Marburg Gallery of the Famous	31
3	University Facilities and Institutions	32
3.1	Language Courses	33
3.2	Libraries	35
3.3	The “Mensa” and Cafeterias	37
3.4	Computers and Internet Access	40
3.5	University Sport	43
3.6	Art, University Museums and Music	45
3.7	Equal Opportunities Representative	51
3.8	Personnel Development	52
3.9	Alumni Club	53

4	A Road Map for your Research Visit	56
4.1	Check List	57
4.2	Important Documents	58
5	Entry and Residence in Germany	60
5.1	Visa and Entry	61
5.2	Registering at the Residents' Registration Office	65
5.3	Extending a Visa and Applying for a Residence Permit	66
5.4	Employment Law Regulations	68
6	Work and Research at University	70
6.1	Employment Contract or Appointment	71
6.2	Visiting Fellowships	73
6.3	Intellectual Property	74
7	Accommodation in Germany	76
7.1	The Housing Market in German Towns	77
7.2	Searching for Accommodation	78
8	Social Security in Germany	80
8.1	A Brief Introduction	81
8.2	Health Insurance	83
8.3	Pension Scheme	89
8.4	Unemployment Insurance	91
8.5	Accident Insurance	92
8.6	Nursing Care Insurance	93

9	Taxation in Germany	94
9.1	Research Visit Based on a Fellowship	95
9.2	Research Visit Based on an Employment Contract	96
9.3	Double Taxation Agreements	97
9.4	Tax Return	98
9.5	Church Tax	99
10	Research Visit with a Family	100
10.1	Childcare	101
10.2	Schools	102
10.3	Benefits for Families	104
10.4	Employment Opportunities for Partners	107
11	Living in Germany	108
11.1	Doctors and Health	109
11.2	Emergency Telephone Numbers	111
11.3	Banks and “Sparkassen”	112
11.4	Public Libraries	113
11.5	Public Transport	114
11.6	Your Own Vehicle	118
11.7	Radio, Television, Telephone and Internet	120
11.8	Religion	122
11.9	Public Holidays	123
11.10	Good to Know – A to Z of Useful Information	124
12	Before you leave Germany ...	126
12.1	Check List	127
	Index	130

Impressum

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Please see page 134 for details



**Egon Vaupel**

Lord Mayor of Marburg

Words of Welcome by Egon Vaupel, Lord Mayor of Marburg

Marburg is a university town. The Welcome Centre will demonstrate how closely linked Philipps-Universität and the town actually are.

In my role as Lord Mayor of the university town of Marburg I am delighted that lots of scientists and scholars come to Marburg. You will all become citizens of our town, if only for a time. We shall do our best to help you feel at home in Marburg as quickly as possible.

The Welcome Centre will support you and advise you on all the personal matters that are important for your stay in Marburg. Our role as representatives of the town is to help you with the practical, everyday things like accommodation, childcare and schools. And we are more than happy to do so.

Philipps-Universität shapes the life of the town of Marburg. But Philipps-Universität also needs a dynamic town in order to be attractive for teachers and learners alike. The town and the university know this and are therefore working together constructively to achieve it.

The guests of the university are also the guests of the town. And to all of you I say: Welcome to Marburg!

A handwritten signature in blue ink, reading "Egon Vaupel". The signature is fluid and cursive.

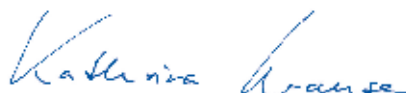
Egon Vaupel

Words of Welcome by Katharina Krause, President of Philipps-Universität Marburg

Science can only succeed if it is integrated internationally. The university in Marburg is proud of being a research centre with a long tradition and many international connections. In the increasingly global competition for science it is both our wish and our duty to keep extending these links. For this reason we are delighted when foreign scientists and scholars make their way to Marburg. However brief or long your association with Marburg may be, whether you are involved in research or teaching, we want to make you feel welcome in the town, not only as an academic but personally, too. The service required to help you integrate outside the lab or classroom should be of the same high quality as the science itself.

Thus I am delighted to be able to recommend our Welcome Centre as the place to turn to on all non-academic matters arising from your arrival and stay at Philipps-Universität. The staff at the Welcome Centre will do everything in their power to make your road to Marburg and your stay here as unbureaucratic and pleasant as possible. In this context, we highly appreciate the supportive attitude shown by Marburg municipal authorities in their cooperation with the Welcome Centre. Together we are pleased to be able to welcome you to Philipps-Universität Marburg and the town of Marburg.

Sincerely,

A handwritten signature in blue ink that reads "Katharina Krause". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Prof. Dr. Katharina Krause



Prof. Dr. Katharina Krause

President of Philipps-Universität Marburg

Philipps

Universität
Marburg

Advice and Services for International Scientists and Scholars



Welcome Centre at Philipps-Universität Marburg

The university has set up a service point for internationally mobile researchers in order to make your stay with us as pleasant as possible for you and your family.

We are here to help you with all the necessary formalities and advise you on matters of everyday life in Germany. Our portfolio of services includes:

- Internet portal in German and English
- Helping you find accommodation
- Check lists for preparing your stay and negotiating the first few days after arrival
- Advice on formalities (visa, registration, health insurance)
- Supporting you in your dealings with the authorities
- Helping you find a kindergarten or school for your children
- Excursions and events for visiting scientists and scholars
- German courses

On our website you will find regularly updated information and links which should help you to organise your stay and manage everyday life. We also post information on current events and offers.

Please do not hesitate to turn to the Welcome Centre if you have any questions, problems, wishes or suggestions. You can reach us by email, telephone or in person.

Welcome Centre at Philipps-Universität Marburg

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EURAXESS – the Network of European Mobility Centres

What is EURAXESS (Germany)?

EURAXESS is an EU-wide network providing information and advice for internationally mobile researchers. 35 countries are involved. The EURAXESS network typically comprises a central organisation in each country that coordinates the activities in that country and maintains contact with the central organisations in the other countries as well as with the European Commission. In addition, numerous universities and research institutions in all the countries cooperate at local level. In Germany the role of “National Coordination Point for EURAXESS Germany” has been adopted by the Alexander von Humboldt Foundation.

What services are on offer to mobile researchers?

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



Alexander von Humboldt
Stiftung/Foundation

Interplay between Welcome Centres at local level and EURAXESS Germany:

The national EURAXESS coordinators work together with partners and research institutions in their respective countries. In Germany there are more than 40 universities and research institutions – including the Welcome Centre in Marburg – which are registered as “local service points” in the EURAXESS network. For their part, the partners at universities and research institutions have agreed to support the researchers at their institutions. In practice, work is roughly distributed as follows:

EURAXESS Germany at the Alexander von Humboldt Foundation:

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

Local service points in the EURAXESS network:

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

EURAXESS Germany/ National Coordination Point at the Alexander von Humboldt Foundation

📍 Jean-Paul-Str. 12
53173 Bonn

☎ Tel.: 02 28 / 8 33-0

@ Email: info@avh.de

🌐 www.euraxess.de/portal/home_en.html

Welcome Centre

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The Town of Marburg



1.1 Welcome to Marburg

We are delighted to welcome you to the university town of Marburg with its historic old town nestled between the river Lahn and the castle and its attractive surrounding countryside. You will soon notice that Marburg and Philipps-Universität are closely linked with one another.

The old town has made its mark on Marburg. It was here that the town's 750th anniversary was celebrated in 1972, although the castle and market town are much older. Indeed, in 1140 the town minted its own coin, the "Marburger Pfennig". Today, too, this venerable university town spans the bridge between past and present. A town, in which you still get a feel of the Middle Ages: whether you wander through the narrow alleys of Marburg's upper town, admire the crooked timbered houses below the "Landgrafenschloss" (Landgrave's Castle) or spend a while on the historic "Marktplatz" (town square), you feel as though you have been transported back to mediaeval times. The Russian poet

Boris Pasternak who spent a semester studying in Marburg in 1912, put this feeling into words: "If it were but a town! But it is a mediaeval fairytale." As you walk through the upper town you will soon see what Boris Pasternak meant.



Welcome Centre



It is not for nothing that the Upper Town – the old town between the river Lahn and the castle – has the name it does: the road climbs up steeply to the historic town square and then there are lots of steps leading up to the castle. From the top you have a wonderful view over the Old Town, the Lahn Valley and the early Gothic Church of St. Elisabeth, one of the town's landmarks. Despite this, the vast numbers of students mean that Marburg is still a young town with a vibrant educational and cultural life. The 20,000 students from all over Germany account for a quarter of the population and certainly shape the townscape.

As a result, Philipps-Universität Marburg is the largest employer in the town, followed by the privatised "Universitätsklinikum Gießen und Marburg" (university hospital) and the former "Behringwerke" which now partly belong to the international concerns CSL Behring and Novartis Vaccines. The "Deutsche Blindenstudienanstalt – Blista" (German Academy for the Blind) comes in fourth place and is the only dedicated grammar school for the blind and visually impaired starting from Year Five in Germany. As such, the town has been confronted with the special problems faced by blind and visually-impaired people for decades and has always tried to find solutions. In Marburg, for example, there are not only tours of the town especially for blind people but there is also a plan of the town in Braille.

1.2 A Brief History of the Town

The most recent research has shown that the original foundations of the castle complex date back to the 9th/10th centuries. However, the town only really started to become important in 1228 when Elisabeth of Thüringen, widow of the Landgrave of Thüringen, moved to Marburg. She built a hospital at great personal sacrifice and dedicated herself to caring for the sick and infirm. Although she died at the age of 24 (1231), she is still considered to be one of the most important people ever to have been active in Marburg. Many legends exist about her saintliness and, indeed, she was canonised in 1235. The "Deutscher Orden" (Teutonic Order) started constructing a church over her grave the same year which became one of the most beautiful Gothic buildings in Germany. Pilgrims from all over Europe came to visit the saint's grave and helped Marburg to become a flourishing town.

With short interruptions, Marburg was the residence of the Landgrave of Hessen from 1248 to 1604. This was where Sophie of Brabant, the daughter of St. Elisabeth, and her three year-old son Heinrich allowed the citizenry to pay homage to them in 1248, laying the foundation stone for the State of Hessen.

At the time of the Reformation in 1527, Landgrave Philipp the Magnanimous founded the second Protestant university in Marburg (the first Protestant university had existed in Liegnitz in Silesia from 1526 to 1530). Since then, the university has been the town's most important economic factor. Marburg has the university to thank for its importance. After the annexation of the Electorate of Hessen by Prussia in 1866, the university experienced a stormy upturn which brought about enormous growth in the town. Within a few years and decades, the population increased three-fold and the number of students ten-fold. By 1929, Marburg had 26,000 inhabitants including more than 4,000 students.



Welcome Centre



①

Insider Info:

The town hall bell on the Renaissance gable of the "Rathaus" (Town Hall) is also something of a Marburg landmark. Why don't you go round there on the hour and hear for yourself ...



②



③

After the Second World War in 1945, the town was surrendered to US troops without fighting and accepted a large number of refugees. Only since then have a considerable number of smaller and medium-sized industrial enterprises grown up.

1972 saw the beginning of the first phase of restoring the old town, a process which has continued systematically since then. Numerous prizes and awards are indicative of its exemplary success. Historical buildings are no longer demolished, but carefully restored. This is evident in the growing number of refurbished timbered houses to be seen around the town.

One of the major tasks of the day is to promote the town as a shopping centre and business location, particularly for companies involved in new technologies. Furthermore, it is necessary to consolidate research and teaching as well as health provision at the Gießen-Marburg University Hospital, which is a product of the merger and privatisation of the university clinics in Gießen and Marburg. The productive symbiosis of university and town is demonstrated by a number of facts. With very few exceptions the research and technology potential of Philipps-Universität, for example, embraces all the important areas of future technology.



Philipps-Universität Marburg

1.3 Places of Interest in Marburg

"Elisabethkirche"

The Church of St. Elisabeth is Marburg's most famous building and a magnet for visitors, be they pilgrims, tourists or the people of Marburg themselves. The church was actually dedicated to Our Lady because it was originally built in the 13th century by the extremely powerful and affluent "Deutscher Orden" (Teutonic Order) which always consecrated its churches to its own patron saint, the Virgin Mary. However, in the minds of the population the central function of the church was never that of a monastery church but rather the burial place of St. Elisabeth (1207-1231, canonised 1235) and the pilgrimage church over the saint's grave. In time, the name Church of St. Elisabeth established itself.

"Landgrafenschloss"

The Landgrave's Castle, which now belongs to Philipps-Universität, is one of the main attractions amongst the places of interest in Marburg. The oldest parts of the building visible from the outside date back to the 13th century. The first Landgrave Heinrich I of Hessen, grandson of St. Elisabeth, built his residence here. The most recent building is the "Wilhelmsbau" (Wilhelm's Tract), the foundation stone of which was laid in 1493. Today, its five floors house the "Universitätsmuseum für Kulturgeschichte" (University Museum for Cultural History). In the basement of the west wing visitors can still find remains of the old castle foundations from the 9th and 10th centuries.

Impressions of Marburg

- ① Historic Town Hall
- ② "Spiegelslustturm" (viewing tower)
- ③ View over the river Lahn to the town centre
- ④ Church of St. Elisabeth
- ⑤ Landgrave's Castle
- ⑥ Steinweg
- ⑦ Old University (next page)

Welcome Centre

**"Rathaus"**

The Town Hall long ago got too small to accommodate all the nearly 1,000 employees working for the municipal administration. But the historic Town Hall (built between 1512 and 1527) and the town square are still the hub of urban life. Tradition has it that the town square in Marburg was the site of the founding of the State of Hessen in 1248. On the death of Heinrich Raspe IV, the last of his dynasty, Sophie of Brabant, the oldest daughter of St. Elisabeth, is supposed to have been standing at the fountain on the town square when she proclaimed her four year-old son Heinrich Landgrave. After tortuous struggles about inheritance, Heinrich actually did become the ruler of Hessen, taking the title of Landgrave in 1292. By so doing, Heinrich I, who was always known as "the Child", made Marburg into his residence.

"Alte Universität"

The foundations of the Dominican Monastery that was established in 1291 are certainly old, and it was on them that the edifice now known as the "Old University" was built in neo-Gothic style towards the end of the 19th century. But this had been a centre of learning since 1527 when Philipp the Magnanimous, Landgrave of Hessen, established the oldest newly-founded Protestant university to have survived to this day. He designated the Dominican Monastery to be its first building.

"Kaiser-Wilhelm-Turm" aka "Spiegelslustturm"

It is the highest point in Marburg, has a wonderful view and can be seen from afar: Marburg's Kaiser Wilhelm Tower or "Spiegelslustturm" is now one of the favourite destinations in Marburg. This is a result of the engagement of the landlord of the café and cultural centre located there, the "MOBiLO e.V." project (employment for people with mental health disorders).

The tower gained an added attraction in the anniversary year of St. Elisabeth when a 1.4 ton, 8 metre diameter light installation in the form of a heart entitled "Siebensiebenzwölfnullsieben" (Sevenseventwelzevroseven) was mounted on the tower.

Entry prohibited before your first exams!

Student legend has it that no student should climb "Spiegelslustturm" and enjoy the view until he or she has taken their first exams otherwise they will never manage to pass a degree in Marburg. Every six months, freshers are let in on this secret at the induction week so that no-one who has just arrived in Marburg should make this fatal mistake.



1.4 Events in Marburg

True to the motto "Study Marburg!" there is a lot to do here. Take a look at the official Marburg website or get hold of a copy of the free town magazine Express which comes out every Thursday and can be found in pubs, bars and even shops. Here you can regularly find out about the highlights of the Marburg event calendar.

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Insider Info: "Der Hessentag"

At "Hessen Day" (which lasts longer than one day) the State of Hessen presents itself. The entire Federal State gives its best with the focus on cultural exhibitions and presentations. The festival takes place in June each year in a different town in Hessen and draws crowds of more than a million visitors.

March

"Marburger Frühling"

During the "Marburg Spring" you will find all sorts of different flower decorations all over the town from the "Nordstadt" to the "Oberstadt", from "Weidenhausen" to the "Südviertel". The festival lasts a week and also features street artists and music groups.

Mano-Festival (Marburg-Northampton Festival)

During this festival lots of pubs briefly change into music bars. Local bands play as well as groups from Marburg's partner towns Northampton (UK) and Poitiers (France).

April

"Maieinsingen"

Seeing in, or rather, singing in the month of May – this is what you do on the night of 30 April to 1 May at the town square in Marburg. Traditional folk songs are part of the musical programme and there are plenty of stalls selling drinks and sausages to keep you going until well after midnight.

June

"SportDies"

Sport, fun and games are what "SportDies" is all about. The university sports festival has established a firm place for itself in Marburg's events calendar. Every year, for one day towards the end of the summer semester sport rules the university town on the river Lahn. Students and staff can compete against each other or just take part in various activities.

"Uni-Sommerfest"

The University Summer Fete takes place every summer and attracts as many as 14,000 visitors. Apart from a host of live bands, DJs keep the dance floors pulsating around the "Auditoriengebäude" (lecture hall building) and the "Stadthalle" (civic centre).

July

"3 Tage Marburg"

For three days Marburg turns into a bustling market when the town provides a varied programme of entertainment for adults and children. Four different stages host all kinds of different bands and music groups. On Sunday, the shops stay open all day and there is a traditional dragon boat race on the river Lahn to entice the crowds to Marburg. The highlight of the festivities is a firework display at the castle.

August

"Mittelalterliches Spectaculum"

At the Mediaeval Market in the castle grounds you will discover traditional crafts as well as mediaeval-style taverns where you can slake your thirst or still your hunger.

September

"Weidenhäuser Höfefest"

The oldest district in Marburg–Weidenhausen – with its historic and restored timbered houses opens up its back courtyards to visitors once a year. The festivities include a varied programme for young and old.

October

"Elisabethmarkt"

Marburg's Elisabeth Market is always held on the second weekend in October. A bustling market can be found in the town centre with various items of entertainment for the visitors. On Sunday, the shops open from midday to 6 pm.

"Entenrennen"

The Weidenhausen Duck Race gets everyone out. It is a charity event involving a vast number of squeaky plastic ducks racing down the river Lahn. You can buy

your duck(s) in advance from stalls and shops by making a donation. On the day of the race the fastest duck and its owner win.

November

"Kunsthawerkermarkt"

Every year, at the Stadthalle (Marburg civic centre) there is an Art and Crafts Market. With some 100 artists and craftspeople from the entire country taking part, the market is the largest of its kind in the region.

"Marburg B(u)y Night"

As well as having an opportunity to go shopping all over town until midnight, there is also a light show on this evening. At 6 pm, the Lord Mayor switches on the lights from a point on the town square. Lots of buildings and bridges are then artistically illuminated.

December

"Weihnachtsmarkt" and "Adventsmarkt"

During Advent, the Christmas Market around the Church of St. Elisabeth and the Advent Market at the town square invite you to sample mulled wine and punch. Apart from offering a variety of potential Christmas presents there is a programme of entertainment to help you get into the Christmas spirit.



Welcome Centre

Philipps

Universität
Marburg

Philipps-Universität Marburg



2.1 “Other towns have a university, Marburg is a university.”

You will soon realise how aptly this bon mot describes the relationship between the town of Marburg and Philipps-Universität. The university inhabits 300 buildings in more than 100 locations. With some 3,500 employees (of whom about 400 are lecturers) it is the largest employer in the town. Approximately 20,000 students are registered at Philipps-Universität – in a town with a total population of just 79,000.

Philipps-Universität Marburg is the oldest university founded as a Protestant institution in the entire world and one of the universities most steeped in tradition in Germany. When Landgrave Philipp the Magnanimous founded the university in 1527, he also laid the foundation stone for a cosmopolitan university with students and visitors from all over the world - which means that scholars have been researching and teaching here for almost five centuries.

With 16 different faculties Philipps-Universität Marburg offers a broad spectrum of subjects with a wealth of potential combinations. Medicine is the largest faculty, but the humanities and natural sciences, together with a host of so-called “minor subjects” ranging from ancient oriental studies to religious science shape the

character of Philipps-Universität. The university subscribes to the classic university model offering a broad spectrum of subjects because it is convinced that the advancement of learning is not possible within individual disciplines but ensues from the interaction as well as the thematic and methodological cross-fertilisation between subjects and subject cultures. Consequently, the university strives both to ensure the preconditions for outstanding research and teaching in the individual disciplines and to create favourable conditions for interdisciplinary cooperation.



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For more information on the high-security laboratory visit the website of the Medical Faculty:

 www.uni-marburg.de/fb20/virologie

Science and Research

With regard to the issues of the day, from nanotechnology to life sciences, Marburg voices have always been heard and continue to do so. Philipps-Universität is renowned for its research in material sciences, optodynamics, tumour research, microbiology, neuroscience, peace and conflict research as well as in other branches of the natural sciences, humanities and medical disciplines. The university has a reputation for outstanding success in the field of research, an impression confirmed by the fact that it gained a top place amongst the universities in Hessen in raising third-party funding and that its academics have been awarded major honours, starting from the first Nobel Prize for Medicine to the current count of eleven Leibniz Prize winners.

The town with its green surroundings offers its students very pleasant working conditions. The university buildings are concentrated in two locations: the theoretical disciplines are in the town centre whilst most of the natural sciences and mathematics are situated in the Lahn Hills, six kilometres outside the town. For the last two years, this has also been the location of the university hospital and the new building of the Max Planck Institute for Terrestrial Microbiology as well as the Biomedical Research Centre.

Some examples of research focus areas:

The opening of the new high security laboratory at Philipps-Universität Marburg (BSL-4-Laboratory) continues the tradition of examining and investigating highly pathogenic viruses in humans. Virology has been a focus of research at the university since 1901. And since the outbreak of the Marburg Virus in 1967, research has also been conducted into imported viruses. The laboratory investigations concentrate on the one hand on diagnosing imported infections (Lassa, Marburg, Ebola), new highly-pathogenic viruses (like SARS-CoV in 2003) and viruses that can be used for bioterrorist purposes. On the other hand, viruses are examined with regard to their reproductive mechanisms in order to develop strategies for the prevention and therapy of the diseases they cause. The aim of the work in the high-security laboratory is to investigate viruses for diagnostic, therapeutic and preventative purposes.

Since the opening of the interdisciplinary Centre for Near and Middle Eastern Studies (CNMS) in 2006, Philipps-Universität has become the focus of Oriental Studies in Hessen. The university has an ongoing tradition of Oriental Studies going back a century when the Oriental Department was established. With a total of eight professors, a large number of staff and broadly-based networking CNMS bundles expertise in the most diverse fields such as language, history, literature, religion, archaeology, geography, politics, social sciences and economics. This combination guarantees that the region becomes comprehensible and accessible in its holistic entirety.

Furthermore, Germany's largest current research project in the humanities is based at the university in Marburg. This innovative project entitled "regionalsprache.de" (regional language) at the "Deutscher Sprachatlas" (Linguistic Atlas of Germany) Research Centre demonstrates the exceptional status of humanities research at Philipps-Universität. Over a period of 19 years, the university will receive funding totalling approx. 14 million euro. Starting in 2008, the Linguistic Atlas of German Research Centre has become a central research platform for regional languages in German.

The aim of the project is to collate and analyse in detail the regional language variants in Germany. The data, together with all the previous scientific findings in the field of dialectology, will be posted on an interactive online research platform available to anyone. Thanks to sophisticated language technology methods it will be possible for science to document and analyse linguistic change online for the first time. This will allow the systematic analysis of the change in the spoken language over a century.

Specialist coordination and cooperation with other institutions of higher education in Hessen, especially the neighbouring universities in Gießen and Gießen-Friedberg, plays an increasingly important role. Following the cooperation agreement signed by the universities in central Hessen in 2005, the preconditions have been created for continuing to extend cooperation in research and teaching as well as in management and administration.



To discover more about CNMS visit the university website:

 www.uni-marburg.de/cnms

For more information on the Linguistic Atlas of Germany and the entire project visit:

 www.uni-marburg.de/fb09/dsa

and

 www.regionalsprache.de

Welcome Centre



2.2 The History of Philipps-Universität

1527

In the course of the Reformation the university is founded by the 23 year-old Landgrave Philipp the Magnanimous as a Protestant university.

1541

The new university moves into the secularised monasteries (today: "Alte Universität" – Old University).

1788

Establishment of a chemical laboratory and the foundation of one of the first "Gebärkliniken" (childbirth clinics) in Germany

1866

The annexation of Hessen by the Prussians brings about an upturn for the now renamed Royal Prussian University. In the period up to 1900, student numbers increase four-fold from 257 to 930, the number of chairs goes up from 51 to 81 and the urban population doubles to 14,000.

1901

The first Nobel Prize for Medicine is awarded to the Marburg Professor of Medicine, Emil von Behring. He uses the prize money to found the "Behring-Werke", until the end of the 20th century one of the largest producers of vaccines.

1908

The first 22 women enrol at Philipps-Universität.

1917

Foundation of the "Deutsche Blindenstudienanstalt" (German Academy for the Blind) in Marburg to prepare blind people for university entrance; to this day, Philipps-Universität has more visually impaired students than anywhere else in the country.

1927

On the university's 400th anniversary, the "Marburger Universitätsbund" (university association) endows the "Ernst von Hülsen-Haus", home to the arts.

1933 – 1945

Expulsion of 30 unwanted lecturers on racial or political grounds

1944/45

Roughly a quarter of the university destroyed by bombing

1946

Marburg Castle handed over to the university

1972

Student numbers at Philipps-Universität reach the 10,000 mark; from the 1990s, they remain relatively stable at about 19,000.

1977

On the 450th anniversary of the university the “Marburger Universitätsbund” endows the “Musizierhaus” (Music Centre) in the Old Botanical Gardens

1999

First International Summer University (ISU) in Marburg (Joint initiative of the Hessen State Ministry of Higher Education, Research and the Arts and all the universities in the Federal State). The very first holiday courses take place in Marburg in 1896.

2001

Beginning of second phase of hospital construction with Biomedical Research Centre, Medical Library and Mother-Child Centre

2002

Philipps-Universität takes the lead nationally by appointing the first 15 junior professors in Germany.

2005

Amalgamation of the university hospitals in Marburg and Gießen; the university’s family-friendly policies are recognised and certified in the “Audit Familiengerechte Hochschule” (family-friendly university audit).

Philipps-Universität is one of the five German universities rewarded for its exemplary implementation of European mobility programmes. The first events in the “Chemikum” (experimental chemistry for young and old) take place.

**Insider Info:**

On certain days, the Marburg “Chemikum” opens up especially equipped laboratories for the public to observe or join in. For more information on the 90 or so experiments and experimental lectures visit:

www.chemikum-marburg.de

Welcome Centre

**2007**

Decision by the Hessen university building programme HEUREKA: the natural sciences and life sciences are to be concentrated on the “Lahnberge Campus”; the humanities and social sciences on the “Firmanei Campus”. The latter bundles the humanities institutions, which were previously located around the whole town and in the faculty building in the Wilhelm-Röpke-Straße, on the site of the former hospital building at the Church of St. Elisabeth; a decisive element in this plan is the construction of a new central library building on the site of the former Gynaecological Clinic. The departments of physics and pharmacy are scheduled to move from their current sites (Renthof and Ketzerbach) to the “Lahnberge”.

A new building will be constructed for the chemistry department.

Opening of the Welcome Centre for foreign researchers; furthermore, inauguration of the high-security laboratory in virology

2008

Start of “SciMento-hessenweit”. This special funding programme involving five Hessen universities aims to help female doctoral students and postdocs in the natural sciences and engineering to adopt a more targeted approach to careers in academia and science management.


Opening of the Marburg University Research Academy (MARA): the academy bundles all the opportunities for promoting junior researchers during their doctorates and the postdoctoral phase through to professorships.

2009

Beginning of construction work on the new, 110 million euro building for the chemistry department, and selection of architect’s design for the new central university library

Insider Info:

For registration and information on the programme of the Hessen International Summer University at Philipps-Universität Marburg visit:

 www.uni-marburg.de/isu

2.3 Marburg Gallery of the Famous

The names of Marburg academics are not only associated with milestones in the natural sciences and medicine but also with important schools of thought in the history of ideas. Amongst these famous names are the inventor of the steam engine, Denis Papin, the philosopher of the Enlightenment, Christian Wolff, whose lectures on all fields of learning drew students to Marburg from home and abroad and the polymath, Johann Heinrich Jung, aka Stilling, founding member of the Institute of Political Science. The law historian, Friedrich Carl von Savigny, started his career in Marburg; others, like the chemist Robert Bunsen, were famous even before they arrived here.

Other great thinkers include the neo-Kantian philosopher, Hermann Cohen, the physicist, Karl-Ferdinand Braun, inventor of the Braun tube, and the geophysicist Alfred Wegener, who developed the theory of continental shift while he was at Marburg. Emil von Behring, founder of serum therapy, was a professor at Marburg when he was awarded the Nobel Prize for Medicine (1901) and used the prize money to start his own pharmaceutical company. Equally influential were the existential philosopher, Martin Heidegger, and the New Testament scholar, Rudolf Bultmann, the leading exponent of the demystification of Christianity.

Of the enormous circle of Marburg students who went on to become famous special mention should be given to the composer, Heinrich Schütz, the Russian polymath and subsequent founder of Moscow State University, Michail Lomonossow (who married a woman from Marburg in 1740), the Brothers Grimm, who, although originally law scholars, “discovered” what came to be German studies, the Spanish philosopher Ortega y Gasset, the poets, Boris Pasternak and Gottfried Benn, as well as the pioneer of standard German orthography, Konrad Duden.

Other famous Marburg students include the chemist, Otto Hahn, the surgeon, Ferdinand Sauerbruch, the theologian, Karl Barth, and the politicians, Wilhelm Liebknecht, Rudolf Breitscheid and Gustav W. Heinemann, a friend of the subsequently world-famous political economist, Wilhelm Röpke. Amongst the first women who were admitted to study at the university post-1908 were the writer, Gertrud von Le Fort, and the political theorist, Hannah Arendt.

Gallery of the Famous

Denis Papin (1647 – 1712)
 Christian Wolff (1679 – 1754)
 Michail Lomonossow (1711 – 1765)
 Friedrich Karl von Savigny (1779 – 1861)
 Brothers Grimm: Wilhelm (1786 – 1859) and
 Jacob Grimm (1785 – 1863)
 Robert W. Bunsen (1811 – 1899)
 Wilhelm Liebknecht (1826 – 1900)
 Konrad Duden (1829 – 1911)
 Ferdinand Braun (1850 – 1918)
 Emil von Behring (1854 – 1917)
 Philipp Scheidemann (1865 – 1939)
 Rudolf Breitscheid (1874 – 1944)
 Gertrud von Le Fort (1876 – 1971)
 Otto Hahn (1879 – 1968)
 José Ortega y Gasset (1883 – 1955)
 Rudolf Bultmann (1884 – 1976)
 Gottfried Benn (1886 – 1956)
 Martin Heidegger (1889 – 1976)
 Boris Pasternak (1890 – 1960)
 Wilhelm Röpke (1899 – 1966)
 Gustav Heinemann (1899 – 1976)
 Hannah Arendt (1906 – 1975)
 Wolfgang Abendroth (1906 – 1985)
 Jürgen Habermas (geb. 1929)
 Ernst – Otto Czempiel (geb. 1927)

You can take a look at the list of the 100 most important individuals associated with Philipps – Universität by visiting:

 www.uni-marburg.de/profil/Geschichte/ahnen

Welcome Centre



University Facilities and Institutions



3.1 Language Courses

Learning German is an opportunity to gain insights into the culture of your host country and the mentality of its inhabitants. This is the reason why the first item we have chosen to tell you about is how you can extend your knowledge of German or start learning it from scratch when you come to Marburg:

Philipps-Universität Marburg has a “Sprachenzentrum” (Language Centre) offering a wide range of courses in seven languages: German as a foreign language, English, French, Italian, Russian, Spanish and Chinese. The spectrum ranges from beginners' courses to extra classes in specialist language or academic writing skills. Most courses are held during the semester and take place once or twice a week. There are also intensive courses in the university holidays. You will find more information online.

As an alternative or in addition to the language courses you can use the Language Centre as a self-learning centre. 14 computer workplaces are available and you can set your own pace using interactive teaching software, audio material, videos etc. There is always someone on duty to help you if you have any questions or technical problems. The self-learning centre is open to all the members of Philipps-Universität free of charge. You will merely need a student or staff account with the University Computer Centre and a user-ID which you will be given after you have attended an induction session. The dates of the next induction sessions and information on registering can be found on the Internet.

Insider Info:

If you have teaching experience in your own language, are staying in Marburg for a longer period and would be interested in teaching your (specialist) language, please don't hesitate to tell one of the staff at the Language Centre!

Language Centre (Sprachenzentrum)

✉ **Dr. Susanne Duxa**

Biegenstraße 12 / Room 29, 35032 Marburg

☎ Tel.: 0 64 21 / 28-2 13 24

@ Email: duxa@staff.uni-marburg.de

🌐 www.uni-marburg.de/sprachenzentrum/lehrangebot

Self-Learning Centre

🌐 www.uni-marburg.de/sprachenzentrum/selbstlernzentrum

Welcome Centre




Uni-Tandem

 www.uni-marburg.de/sprachenzentrum/selbstlernzentrum/tandem

Preparatory College (Studienkolleg Mittelhessen)

 **Dr. Günter Schäfer-Pohlmann**
Bunsenstraße 3, 35032 Marburg

 Tel.: 0 64 21 / 2 82 62 71

 Email: g.schaerer-pohlmann@studienkolleg-mittelhessen.de

 www.uni-marburg.de/studienkolleg


Another option for learning languages at your own speed and free of charge is the UNI-TANDEM system. This means that two people who wish to learn each other's languages get together, such as a German doctoral student who wants to reactivate his or her French and a French visiting researcher who wants to improve his or her German. You meet regularly and devote half your time to one language and the other half to the other. There is a contact point at the self-learning centre where you can search for a partner and get advice on language learning in pairs without a teacher.


There is also a preparatory centre at Philipps-Universität Marburg. The "Studienkolleg Mittelhessen" (Preparatory College of Central Hessen) conducts preparatory language and specialist preparatory work with foreign students who wish to study at one of the three universities in Central Hessen (Philipps-Universität Marburg, Justus Liebig University Gießen, Fachhochschule Gießen-Friedberg University of Applied Sciences). Here they can take both the language and specialist examinations required for university entrance.

Insider Info:

If you are a member of the teaching staff at Philipps-Universität you are entitled to a personal departmental identity card which will allow you to borrow books for more than four weeks. Please register at the circulation desk in the University Library.

For a summary of the most important information on the library system and all it has to offer, compiled especially for teaching staff and researchers, visit the UB online:

 www.uni-marburg.de/bis/inflehr

 www.uni-marburg.de/bis/infwiss

3.2 Libraries

University Library

At Philipps-Universität Marburg there is a central library (known as UB for short) and about 50 decentralised Departmental Libraries. The UB is the central lending library and service facility housing the library stacks, circulation desk, collection of teaching books as well as numerous places to read or work at a computer.

The stocks of the library and information systems are contained in chronologically-ordered central catalogues. In OPAC (Online Public Access Catalogue) you will find not only the current stocks but ever more old stocks, too. OPAC offers very convenient ways of searching for the media in the library systems and an integrated reservation system.

The central catalogue (1930 – 1973) is a digital card index with various direct, targeted search options. It contains books, maps, music and microfilm from this period which are not to be found in OPAC, but no journals. These are all to be found in OPAC, albeit not chronologically.

The central catalogue (– 1929) and the catalogues of dissertations, school and university papers (– 1986) are digital card indexes which only offer the option of sorting through the entries.

You can also turn to MARLA, the “Marburger Literatursuche- und Bestellportal” (Marburg literature search and reservation portal). MARLA helps you to search and order either locally, or in combination with OPAC, the central catalogue (1930 – 1973) or even other catalogues in the region. In addition, it also gives you the option to conduct a regional or supra-regional search or to order via interlibrary loan.

Philipps-Universität Marburg

University Library (Universitätsbibliothek Marburg)

📍 Wilhelm-Röpke-Straße 4, 35039 Marburg

☎ Tel.: 0 64 21 / 2 82 51 30

Fax: 0 64 21 / 2 82 65 06

@ Email: auskunft@ub.uni-marburg.de

🌐 www.uni-marburg.de/bis

🕒 Opening times:

Information Centre at the
Universitätsbibliothek (UB)
Mo. – Fr. 8:00 am – 6:00 pm

Reading and computer rooms
Mo. – Su. 8:00 am – midnight

OPAC search

🌐 www.uni-marburg.de/bis/ > OPAC (1974-)

Welcome Centre



Departmental Libraries

For more information about the Departmental Libraries in Marburg visit:

www.uni-marburg.de/bis/ueber_uns/dezbib

Information and reading cards

For further information and the form to apply for a reading card visit:

www.uni-marburg.de/bis > Service > unter "Ausleihe"

Your user data give you constant access to the current status of any reservations you have made through OPAC as well as the books you currently have on loan. You can extend loans online. The borrowing period is four weeks and you can extend for two further periods of four weeks. In order to borrow books you will have to apply for a reading card. Students and members of the university, as well as anyone who is living, working or studying in Hessen for a period of at least three months, is eligible to be given a reading card. You must be over 16.

You can apply for a reading card for the UB online using the form "Antrag auf einen Leseausweis". It is free of charge and can be collected immediately from the circulation desk on the ground floor of the University Library during opening hours (Monday to Friday, 8 am - 6 pm). To do so, you will just need your identity card or passport. If you lose your reading card please report the loss at the circulation desk in the University Library immediately.

If you are only intending to stay in Marburg for a few days or weeks in Marburg you can order books and journals using the computers in the Reading Room stating a reading card number without having to register in advance. You can then collect the books by presenting your identity card or passport at the Reading Room. Please note that these books can only be read in the Reading Room.

Departmental Libraries

The "Bereichsbibliotheken" are spread around the entire town. Parts of the humanities, economics and social sciences stocks can be found in the "Lahntal" (Lahn Valley), that is in the town centre. The Departmental Libraries for the natural sciences and medicine are located both in the valley / town centre and in the "Lahnberge" (Lahn Hills).

In these libraries you will usually find specialist literature. The libraries tend to be reference libraries, which means that the stocks are on open stacks but may not be borrowed.

Please note that the Departmental Libraries have different user regulations and registration formalities. The opening times are different, too.

3.3 The “Mensa” and Caféterias

Mensa

The two refectories or “Mensen” (singular “Mensa”) in Marburg are the central meeting points for students and staff at Philipps-Universität. During the semester, both refectories provide five different midday meals at reasonable prices. Apart from a wide selection of cold and hot meals and drinks, you can enjoy organically-sourced food and products certified “Geprüfte Qualität – Hessen” (Hessen quality tested). If you do not eat meat there is always a vegetarian option.

The **Mensa Erlenring** has space for 500 diners and is situated in the Lahn Valley. South of the hospital in the Lahn Hills you will find the **Mensa Lahnberge**. Here there is seating for 580 on different levels.

During the semester break the serving times and options vary at both refectories. The Mensa Erlenring then opens from 12 noon to 2 pm; the Mensa Lahnberge from 11.30 am to 2 pm. Please look out for the relevant notices.



Philipps-Universität Marburg



Mensa Erlenring

- 🕒 **Serving times during the semester:**
Mo. – Th. 11:30 am – 2:15 pm,
2:15 pm – 5:30 pm in the Bistro
(Level 0 in the refectory building, Mensa Erlenring)
Fr. 11:30 am – 2:00 pm
- 🕒 **Evening meal:**
Mo. – Fr. 5:50 pm – 8:00 pm in the Bistro
(Level 0 in the refectory building, Mensa Erlenring)
Sa. 12:00 noon – 2:00 pm in the Bistro
(Level 0 in the refectory building, Mensa Erlenring)

Mensa Lahnberge

- 🕒 **Serving times during the semester:**
Mo. – Th. 11:30 am – 2:15 pm,
Fr. 11:30 am – 2:00 pm

Welcome Centre

You can obtain a Ucard

- at the Info-Point in the “Studentenhaus am Erlenring 5” between 11:00 am – 2:15 pm (12:00 noon – 2:00 pm during the university holidays)
- at the special cash desk in the Mensa Lahnberge
- temporarily at the cash desks in the cafeterias

Insider Info:

You can use your Ucard in the University Library in lieu of a reading card. All you need to do is get the card activated once you are there.

Mensa Erlenring

Studentenwerk
Erlenring 5, 35037 Marburg

Tel.: 0 64 21 / 2 96-0
Fax: 0 64 21 / 2 96-2 52

Email: info@studentenwerk-marburg.de

www.studentenwerk-marburg.de/essen-trinken.html

Caféterias

In the Lahn Valley there are also five caféterias offering breakfasts, snacks and, in some cases, hot lunches.

- **Bistro** (in the “Studentenhaus am Erlenring” on level 0)
- **Café Si** (coffee shop in the entrance hall of the “Studentenhaus” on level 1)
- **Café Leonardo** (on the ground floor of the “Hörsaalgebäude” at Biegenstraße 14)
- **Automatencafé** (in the Humanities Building in Wilhelm-Röpke-Straße), frequently referred to as “Café Stammheim”
- **Biergarten** (at the Mensa Erlenring, however only on nice summer evenings and in the run-up to Christmas)

There are two caféterias in the Lahn Hills:

- **Cafeteria Lahnberge** (in the “Studentenzentrum” in the “Lahnbergen”)
- **Mo’s Diner Lahnberge** (in the “Mehrzweckgebäude” in Hans-Meerwein-Straße)

Please note that you can only pay by “Ucard” in the refectories. In the caféterias you can also pay cash.

If you belong to the authorised user-group (students, employees of the university, university hospital and student services) you can obtain a Ucard by paying a 5 euro deposit. Please bring identification with you confirming your eligibility.

You must have credit on your Ucard in order to use it. You can purchase credit

- at one of the machines in the “Studentenhaus am Erlenring” or Mensa Lahnberge
- at the cash desks in the caféterias
- at the special cash desks in the Mensa Erlenring and the Mensa Lahnberge

If you no longer need your Ucard, simply return it to the Info-Point in the “Studentenhaus am Erlenring 5”. Your deposit and any unused credit will be refunded.

“Das Frühstücksmobil”

Breakfast comes by bus to the decentralised university buildings which have no cafeteria of their own run by student services. The Breakfast Bus offers fresh coffee, muffins, savoury filled bagels, baguettes, croissants and rolls as well as hot soup, burgers and schnitzel. You can also opt for sweets, milk and dairy products and fresh fruit.



Philipps-Universität Marburg

Breakfast Bus (“Frühstücksmobil”)

For the current timetable of the Breakfast Bus visit student services online:

 [www.studentenwerk-marburg.de/
essen-trinken/fruehstuecksmobil.html](http://www.studentenwerk-marburg.de/essen-trinken/fruehstuecksmobil.html)

Welcome Centre



3.4 Computers and Internet Access

The Hochschulrechenzentrum (University Computer Centre - HRZ) is one of the central university facilities for information processing and communications technology (IuK). HRZ provides IuK services for students, staff and university partners. The computer rooms and computer workplaces in the libraries, as well as the lecturers' computers in many lecture theatres and seminar rooms, are all operated from the University Computer Centre. Generally, you can work at any of the freely-available computer workplaces with Internet access to be found in more than 40 locations around the town. Here you will find wired LAN and wireless WLAN connections to use with your own laptop. The computer rooms and libraries have different opening hours; the large computer room in the University Library is open at the weekend until midnight. The HRZ contact point at the UB is open from Monday to Friday from 4 pm to 9 pm and from 12 noon to 4 pm at the weekend.


Internet

You will need a personal account in order to use the computers in the computer rooms, libraries and lecture theatres as well as for wired and wireless access. Every student is given an account at registration. The same applies to those living in the guest houses belonging to Philipps-Universität: the caretaker will give you the access data and explain the user options. As a rule, professors and university staff still have to apply for an Internet account. You will need the form "Internet-Zugang für Professoren und Mitarbeiter" (Internet access for professors and staff) which you can download in PDF format.

You can use Adobe Reader to fill in the PDF form directly and then print it out and send it by internal mail or fax to the HRZ. The application must be completed and signed by the future user (applicant) as a first application. To prove your identity, please indicate whether you have already been included in the online lists. If not, please ask the Dean of the faculty or your superior to confirm that you are a professor/member of staff at Philipps-Universität.

Insider Info:

Use the following link to access the form "Internet-Zugang für Professoren und Mitarbeiter" (Internet access for professors and staff):

 www.uni-marburg.de/hrz/formulare/staff-antrag

Using the data you provide, the University Computer Centre will generate an Internet account for you. You will be sent confirmation by internal mail stating your user name and the initial password for the account as well as the most important data needed to configure your internet applications.





Once you have an Internet account you will also be allocated an “official” email address which you should use for communication within the university. Messages from the university will be sent to this address. It is possible to have communications redirected to your personal email address, but you have to ensure that they can be delivered safely.

Most of the workplace computers in university offices are integrated in the local Windows domains of the departments and institutions; in order to register Windows on a computer you will need an additional user account for this Windows domain which is separate from your Internet account. As soon as you have registered successfully you will have access to the Internet and will be able to use all anonymous services, such as surfing the web, without an Internet account. In nearly all the departments and institutions staff are on duty who will help you access the local IT resources. If you cannot find anyone, please turn to the Helpdesk at the HRZ.

Training

The HRZ's website provides answers to lots of questions on using computers and the Internet. In addition, the HRZ offers training workshops for various target groups, and some of the workshops can be accessed online for self-training purposes. Continuing education opportunities are currently available in the context of internal university continuing education measures for staff. There is a training centre at the HRZ with special equipment for IT training sessions which can be used by all departments and institutions during teaching sessions.

University Computer Centre (Hochschulrechenzentrum)

-  **Hochschulrechenzentrum (HRZ) /
Room 04A15**
Hans-Meerwein-Straße , 35032 Marburg
-  Tel.: 0 64 21 / 28-28 28 2
-  Email: helpdesk@hrz.uni-marburg
-  www.uni-marburg.de/hrz

For additional contact and advisory points belonging to the University Computer Centre visit:

-  www.uni-marburg.de/hrz/anlaufstellen

For all the important information on using the Internet services at Philipps-Universität visit:

-  www.uni-marburg.de/hrz/internet

To find out what is currently on offer at HRZ visit:

Workshops

-  www.uni-marburg.de/hrz/schulung/

Welcome Centre



Access to the Ilias Learning Platform

 <https://ilias.uni-marburg.de>

“Lernplattform Ilias”

The Ilias learning platform bundles important functions for online-supported learning in a standardised user-interface. It can be used for online-based and online-supported teaching sessions. Your access to Ilias is linked to the Internet access for students and staff. Lecturers who want to establish courses or groups in Ilias will need author's rights which can be requested informally by email. Please use your university address as sender as requests from external mail addresses cannot be processed for security reasons.

If you have any other questions or wish to report a fault, you can turn to the Helpdesk at the HRZ. Here you can reach someone from Monday to Friday from 9:00 am to 6:00 pm by calling Tel.: 0 64 21 / 28-2 82 82. If you go round the HRZ there will be someone on duty at the Helpdesk from Monday to Thursday from 10:00 am – 4:00 pm and on Friday from 10:00 am – 2:30 pm.



3.5 University Sport

If you are interested in taking part in competitive sport or just keeping fit in Marburg, we recommend you to take a look at the wide range of opportunities on offer at the University Sports Centre. Several gymnasiums and outdoor pitches, a club house at "Edersee" (a lake), a boathouse on the river Lahn and a number of tennis courts all invite you to get active. Being the largest sports provider in Marburg, it is possible to attend tailor-made classes.

The first week of the semester is a "taster week". You have the opportunity to find out about all the various offers and try out different sports. Some types of sport organise extra information events. During university holidays the Sports Centre offers a special programme which is posted online at the beginning of the semester.

There are two ways of registering and paying for courses which incur charges:

- from the second week of the semester all day online; for any courses incurring charges by direct debit (you have to print confirmation of registration yourself)
- in the third week of the semester by going round to the office personally to register for any places left in the courses incurring charges, irrespective of course times and locations

You will need to produce confirmation that you are eligible: staff should present proof of employment (e.g. a copy of the current university prospectus or telephone lists, a copy of the letterhead of a pay slip) or a sports card for employees. This card will be issued by the office at the Sports Centre on production of proof that you belong to the university (application by email, telephone or post, or by internal mail). External users can register for any free places in the courses from the third week of the semester onwards but have to pay higher fees.



University Sports Centre

📍 Am Plan 3, 35037 Marburg

☎ Tel.: 0 64 21 / 28-2 39 74
Fax: 0 64 21 / 28-2 65 44

@ Email: koegel@staff.uni-marburg.de

🌐 www.uni-marburg.de/zfh

🕒 **Office opening hours:**
Mo. 3:00 pm – 5:00 pm
Tue. – Thu. 10:30 am – 12:30 pm

Welcome Centre

**University Museums
(Museen der Universität Marburg)**

For links to the individual museums at Philipps-Universität visit:

www.uni-marburg.de/einrichtungen/museen



3.6 Art, University Museums and Music

Art and University Museums

Philipps-Universität Marburg has diverse collections which can only be mentioned briefly at this point. You will find more information on the Philipps-Universität website.

Of all the many museums and public collections at Philipps-Universität, the University Museum is the largest. It is housed in two different buildings, one devoted to fine art, the other to cultural history.

“Ernst-von-Hülse-Haus” incorporating the University Museum of Fine Arts

In the “Ernst-von-Hülse-Haus” that was given to the university as a museum building on the occasion of its 400th anniversary in 1927, you will discover paintings, graphic art and sculpture from the last four hundred years. The building is home to both art and music research and the “Universitätsmuseum für Bildende Kunst” (University Museum of Fine Arts).

In the “Ernst-von-Hülse-Haus” there are also collections of ancient art and plaster casts belonging to the Archaeological Institute. The largest collection of its kind in Hessen, it contains more than 1,500 exhibits of original ancient Greek and Roman art and some 570 accurate plaster casts of ancient Greek and Roman sculpture.

“Landgrafenschloss” incorporating the University Museum for Cultural History

The Landgrave’s Castle, which belongs to Philipps-Universität, is the other location of the university museums. In the “Wilhelmsbau” (Wilhelm’s Tract) you can visit the “Universitätsmuseum für Kulturgeschichte” (University Museum for Cultural History). The collections include early and pre-history, church history, regional political history, as well as the urban culture and rural life of the region.

Insider Info:

If you buy a combined ticket for both university museums in the Ernst-von-Hülse-Haus and the Landgrave’s Castle you will only pay a single entrance fee.

Philipps-Universität Marburg

Ernst-von-Hülse-Haus

- 📍 Biegenstraße 11, 35037 Marburg
- ☎ Tel.: 0 64 21 / 28-2 23 55
- ✉ Email: museum@verwaltung.uni-marburg.de
- 🌐 www.uni-marburg.de/uni-museum

🕒 Opening times:

Tu. – Su. 11:00 am – 1:00 pm and
2:00 pm – 5:00 pm

Landgrafenschloss

- 📍 Schloss 1, 35037 Marburg
- ☎ Tel.: 0 64 21 / 28-2 23 55
- ✉ Email: museum@verwaltung.uni-marburg.de
- 🌐 www.uni-marburg.de/uni-museum

🕒 Opening times:

Tu. – Su. 10:00 am – 6:00 pm
(April to October)
Tu. – Su. 10:00 am – 4:00 pm
(November to March)

If you want to find information on current exhibitions at the university museums visit:

- 🌐 www.uni-marburg.de/uni-museum
- > Informationen für Besucher
- > Sonderausstellungen

Welcome Centre

Mineralogical Museum (Mineralogisches Museum der Philipps-Universität)

✉ Firmaneiplatz, 35037 Marburg

☎ Tel.: 0 64 21 / 28-2 22 44

🌐 www.uni-marburg.de/fb19/minmus

🕒 **Opening times:**

We. 10:00 am – 1:00 pm and

3:00 pm – 6:00 pm

Th. – Fr. 10:00 am – 1:00 pm

Sa. – Su. 11:00 am – 3:00 pm

Museum of Medical History (Museum Anatomicum)

(Institute for Cytobiology, top floor,
entrance via the courtyard of the Anatomical
Institute)

✉ Robert-Koch-Straße 6, 35037 Marburg

☎ Tel.: 0 64 21 / 28-6 70 88 oder 28-6 70 11

🌐 www.uni-marburg.de/fb20/evbb

🕒 **Opening times:**

Every first Saturday in the month from
10:00 am – 12:00 noon (tours with student
guides) for groups, also by telephone
appointment



“Mineralogisches Museum” (Mineralogical Museum)

There are 60,000 minerals, 55,000 rock samples, 15,000 uncut precious stones and 150 meteorites in the collection at the Mineralogical Museum. 3,000 of them are exhibited. It is the largest mineralogical collection in Hessen and enjoys the reputation of being one of the most important specialist museums in Germany.

“Museum Anatomicum” (Museum of Medical History)

The historic anatomical teaching collection includes a huge store of anatomical, embryological and comparative anatomical specimens from two centuries.



“Religionskundliche Sammlung” (Religious Collection)

The Religious Collection was started by the Marburg theologian and religious philosopher Rudolf Otto in 1927. It is one of the few museums in the world to present the diversity of religions by exhibiting objects and pictorial material. Members of the university and the public are welcome to visit and take guided tours to experience this diversity. The exhibition rooms contain numerous cult figures, pictures and icons, scrolls, ritual objects and domestic altars as well as various models and replicas. In addition to the permanent exhibition regular special exhibitions are held.

“Völkerkundliche Sammlung” (Ethnological Collection)

This collection comprises 5,000 objects and 1,000 mounted images from all over the world, compiled from many collections belonging to ethnologists and private collectors.


“Chemikum Marburg”

Chemical experiments for young and old: on certain days (currently one week twice a year), the Marburg “Chemikum” opens up especially equipped laboratories for the public to observe or join in experiments. You can conduct 90 or so experiments with qualified assistants to help you, if needed. Special experiments are offered for blind and visually-impaired people.

Please register in advance if you would like to take part in a chemistry session. Visitors who only want to listen to the experimental lectures do not need to register.

Inside Info:

The Welcome Centre regularly organises guided tours of the university museums and collections. These events are announced well in advance on the Welcome Centre's website:

 www.uni-marburg.de/international/welcome

Philipps-Universität Marburg

Religious Collection (Religionskundliche Sammlung)

 Landgraf-Philipp-Straße 4, 35037 Marburg

 Tel.: 0 64 21 / 28-2 24 80

 www.uni-marburg.de/relsamm

Opening times:


Mo.- Th. 9:00 am–5:00 pm,
Fr. 9:00 am–2:00 pm

Ethnological Collection (Völkerkundliche Sammlung)

Kugelhaus

 Kugelgasse 10, 1. Stock, 35037 Marburg

 Tel.: 0 64 21 / 28-2 31 11

 www.uni-marburg.de/fb03/ivk/vk/sammlung

Opening times:

Tu., Th., Fr. 10:00 am–12:00 noon,
We. 1:00 pm–3:00 pm

Chemikum Marburg

 Hans-Meerwein-Straße, 35032 Marburg

 Tel.: 0 64 21 / 28-2 52 52

 www.chemikum-marburg.de/

Operating times:

[> www.chemikum-marburg.de](http://www.chemikum-marburg.de)
Öffnungszeiten

Welcome Centre

Botanical Gardens (Botanischer Garten der Philipps- Universität Marburg)

 **Dr. Andreas Titze**
Karl-von-Frisch-Straße, 35032 Marburg

 Tel.: 0 64 21 / 28-2 15 07

 Email: titze@staff.uni-marburg.de

 www.uni-marburg.de/botgart

Opening times:

The opening times of the New Botanical Gardens are different in summer and winter. At the Botanical Gardens in the Lahn Hills the summer season begins on 1 April. The gardens are then open every day from 9 am to 6 pm until 31 October.

Admission costs 2 euro per person and 1 euro for school students, school classes, students and severely disabled people. Children under 14 accompanied by an adult are free of charge. The office will be pleased to tell you about the current prices for annual subscriptions.

“Botanischer Garten” (The Old and New Botanical Gardens)

The Botanical Gardens at Philipps-Universität – the listed “Alter Garten am Pilgrimstein” in the middle of town and the “Neuer Garten” in the Lahn Hills – demonstrate their importance for science and research by organising regular events and attractions for visitors of all ages.


The Old Botanical Gardens are a popular destination for locals, university staff, students and visitors from elsewhere. They have been located here in the same spot for nearly 200 years, although the history of the Botanical Gardens in Marburg goes back much further. When the New Botanical Gardens were established in the Lahn Hills in the 1970s, the abundant plant population was transferred from the old gardens to the new. However, for anyone who loves nature it is still worth taking a stroll through the Old Botanical Gardens, at the start of spring, for example, when the all the bulbs are out and the grass is just a mass of beautiful colour.

In the New Botanical Gardens there is a “Grüne Schule”, a green classroom where children and young people can take part in events tailored to their age group which introduce them to the world of botany. They can experience the different outdoor sections featuring particular tree species, Alpine plants and rocks as well as useful plants and medicinal plants. And they can follow the “Indian trail” and discover lots of useful things about medicinal plants.



Insider Info:

For the current programme of the green classroom visit:

 [www.uni-marburg.de/
botgart/gruene_schule](http://www.uni-marburg.de/botgart/gruene_schule)



Philipps-Universität Marburg

Special events in the Botanical Gardens

For information on the events taking place regularly in the Botanical Gardens visit:

 www.uni-marburg.de/botgart/aktuelles/events

Please note that during special events admission charges may vary. Please enquire in advance!

Welcome Centre

Uni-Chor (University Choir)

Contact: Wolfgang Schult

- ✉ Lindenstraße 3,
35684 Dillenburg-Frohnhausen
- ☎ Tel.: 0 27 71 / 3 47 29
- @ Email: wschult@t-online.de
- 🌐 <http://stud-www.uni-marburg.de/~Unichor/uniCHOR.html>

Chor Philologia Cantat (Choir)

Contact: Professor Isabel Zollna

- ✉ Wilhelm-Röpke-Straße 6, 35032 Marburg
- ☎ Tel.: 0 64 21 / 28-2 45 70
- @ Email: zollna@staff.uni-marburg.de
- 🌐 www.uni-marburg.de/fb10/chor

SSO Marburg e.V.

c/o Musikwissenschaft

- ✉ Biegenstraße 11, 35037 Marburg
- ☎ Tel.: 0 64 21 / 2 04 70 25
- @ Email: sso@ssso-marburg.de
- 🌐 www.sso-marburg.de



Music

There are lots of opportunities to participate in musical activities at Philipps-Universität, too.

“Uni Chor”

The university choir is largely composed of (former) students of all disciplines. But it is expressly open to anyone interested in singing in a choir. Potential new members can audition at the beginning of each semester.

“Chor Philologia Cantat”

The university’s Philologia Cantat Choir specialises in choral works in Romance languages but you do not have to speak any of these languages to join. The choir is open to anyone who wants to sing. The choir meets once a week at Wilhelm-Röpke-Straße 6 in Tower D (Room 512). You can find out more from the website of the Foreign Languages Faculty (FB10).

“Studenten-Sinfonie-Orchester e.V.”

Marburg Student Symphony Orchestra (SSO) is a society organised independently of the university. Apart from giving concerts at the end of the semester, the orchestra also performs at the Marburg three-day festival “3TM”, plays at concerts for children and the New Year’s Concert in Marburg civic centre and has become a firm feature of Marburg’s musical culture. Small chamber groups in various combinations can be engaged to play at all kinds of events.

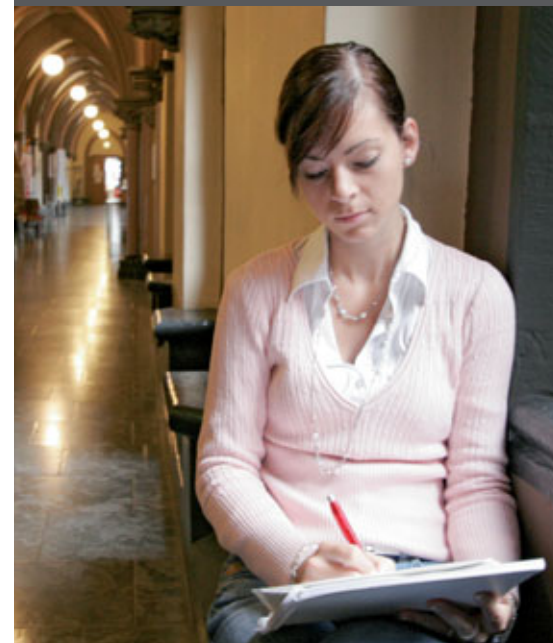
New members are always welcome and you can come for a taster session at the beginning of the semester.

3.7 Equal Opportunities Representative

At Philipps-Universität Marburg there are two “Gleichstellungsbeauftragte” or representatives engaged in promoting the interests of the women working and studying at the university. They are supported by women’s representatives in the faculties. Since the summer semester of 1995, there have been one or more equal opportunities representatives at nearly every faculty at Philipps-Universität. They are elected by the women’s full session in the respective faculty and appointed by the Dean. The faculty equal opportunities representative is the immediate contact person for all the women working and studying in the faculty. Female students and staff can turn to her with any questions and complaints; she will always try to find solutions and is bound by confidentiality.

Furthermore, in agreement with the central equal opportunities representative, the faculty representative attends faculty meetings and is involved in appointment procedures at all levels.

In addition, the “Frauenbüro” (Women’s Office) organises events and exhibitions on various topics, as well as workshops and continuing education sessions.



Women's Representatives (Frauenbeauftragte der Universität Marburg)

Dr. Silke Lorch-Göllner and Dr. Ingrid Rieken

📍 Biegenstraße 10, 35037 Marburg

☎ Tel.: 0 64 21 / 2 82 61 87

Fax: 0 64 21 / 2 82 21 01

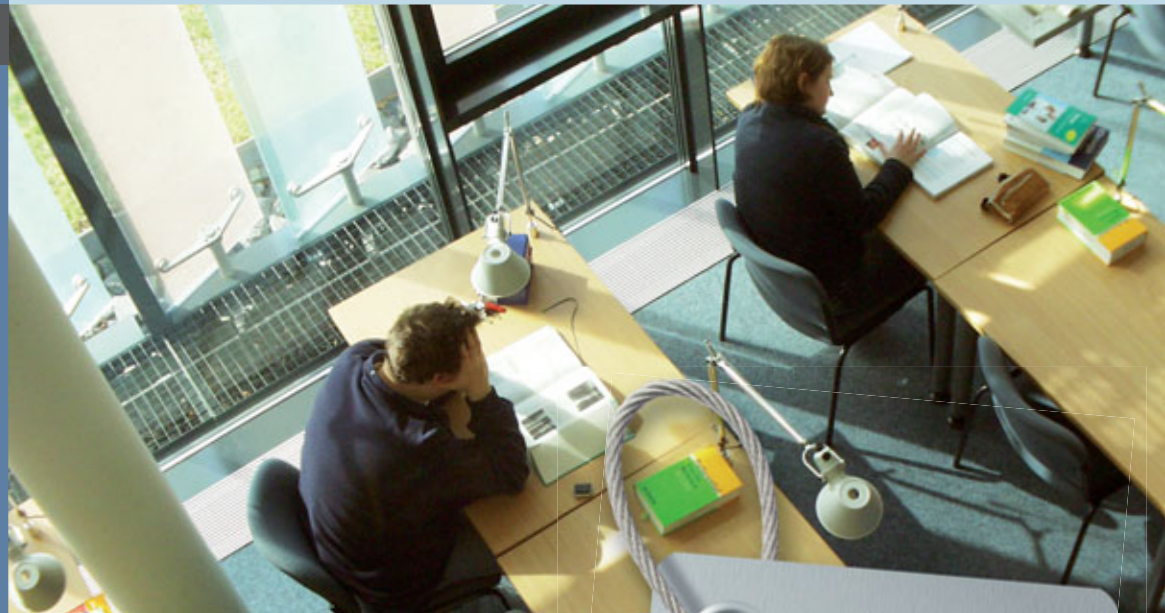
@ Email: frauenb@verwaltung.uni-marburg.de

🌐 www.uni-marburg.de/personal/frauen

Welcome Centre

**Continuing and in-service education
at Philipps-Universität Marburg****Elke Sippel**Personnel Department,
Biegenstraße 10, 35032 Marburg

Tel.: 0 64 21 / 28-2 61 22

Email: sippel@verwaltung.uni-marburg.de

3.8 Personnel Development

Philipps-Universität offers a range of continuing education and in-service education opportunities for its staff. Contact Elke Sippel for more information or visit the university website.

**Insider Info: Continuing and
In-Service Education**

Visit the university's website for information on the continuing and in-service education opportunities:

🔗 www.uni-marburg.de > Personal >
Informationen der Personalabteilung
> Fortbildung

**Office of Marburger
Universitätsbund e.V. (alumni)**

✉ Rosemarie Pawlazik

Bahnhofstraße 7, 35037 Marburg

☎ Tel.: 0 64 21 / 28-2 40 90

✉ Email : unibund@staff.uni-marburg.de🌐 www.uni-marburg.de/uni-bund**Alumni Associations at Philipps-
Universität Marburg**

Individual faculties at Philipps-Universität also have their own alumni associations:

**Freundeskreis Marburger Theologie e.V.
(theology)**

✉ Lahntor 3, 35032 Marburg

☎ Tel.: 0 64 21 / 28-2 24 41

✉ Email: mail@marburger-theologie.de🌐 www.marburger-theologie.de

3.9 Alumni Club

The “Marburger Universitätsbund” (university association) is an association of friends and sponsors of Philipps-Universität Marburg. It aims to create a forum uniting students, current members and alumni irrespective of their subjects or when they were associated with the university. To this end, the association organises academic lectures and events and distributes the “Marburger Unijournal” four times a year to keep you

abreast of developments at Philipps-Universität. It addresses all those associated with the university, be they academic staff, students, employees or alumni, members of the association, friends and sponsors or, of course, interested members of the general public. Furthermore, as a member of the Alumni Club you enjoy certain privileges, like special rates for using the sports and study centre in Kleinwalsertal in Austria.



Welcome Centre

**Alumni Associations at
Philipps-Universität Marburg**

Vereinigung medizinischer, humanbiologischer, zahnmedizinischer und pharmazeutischer Alumni/Alumni Medizin Marburg e.V. (medicine, human biology, dental medicine, pharmacology)

✉ **Manfred Saipt**
Baldingerstraße, 35032 Marburg

☎ Tel.: 0 64 21 / 5 86-62 02

@ Email: Alumni@med.uni-marburg.de

🌐 <http://alumni.med.uni-marburg.de>

**Alumni des Instituts für Erziehungs-
wissenschaften (educational studies)**

✉ Institut für Erziehungswissenschaft der
Philipps-Universität Marburg
Wilhelm-Röpke-Straße 6b, 35032 Marburg

☎ Tel.: 0 64 21 / 28-2 47 03

@ Email: erzwinst@staff.uni-marburg.de

🌐 www.uni-marburg.de/fb21/erzwiss/alumni


**Vereinigung wirtschaftswissenschaftlicher
Absolventen der Philipps-Universität Alumni
Marburg e.V. (economics)**

✉ **ALUMNI Marburg e.V.**
c/o Dekanat Wirtschaftswissenschaften
Universitätsstraße 25, 35032 Marburg

@ Email: team@alumni-marburg.de

🌐 www.alumni-marburg.de





BASIC INFORMATION FOR YOUR RESEARCH VISIT

Welcome Centre



A ROAD MAP FOR YOUR RESEARCH VISIT



4.1 CHECK LIST

BEFORE YOU LEAVE HOME

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

- Decide when you are going to start work and discuss the date with your (host) institute well in advance
- Put together the most important documents (see chapter 4.2.)
- Apply for your visa (and those of any members of your family accompanying you)
- Find out about accommodation in your new place of residence
- Arrange health insurance cover (for yourself, your marital partner and children)
- If necessary, enquire about local childcare/schools well in advance

WHEN YOU ARRIVE

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

- Visit your department/institute
- Sign your lease agreement
- Register (yourself and your family) at the local “Einwohnermeldeamt” (Residents’ Registration Office)
- Open a bank account
- Sign your employment contract if applicable; in order to be able to do this you will have to apply for a “Führungszeugnis” (certificate of good conduct) and a “Lohnsteuerkarte” (income tax card) at the Residents’ Registration Office
- Extend your visa/residence title (and those of your marital partner and children)
- Register your child/ren at kindergarten or school
- Set up your workplace (Internet access, library card etc.)
- Obtain information as soon as possible on potential taxation obligations and pension rights which may ensue from your employment status



Insider Info: Welcome Centre

Make contact with
the Welcome Centre
at your university
at the earliest opportunity!



Passport photograph requirements laid down by the German Foreign Office:

www.epass.de

4.2 IMPORTANT DOCUMENTS

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

- Passports or equivalent identity documents for yourself and any members of your family accompanying you which are valid for the entire duration of your stay in Germany
- A visa for yourself and any members of your family accompanying you (see chapter 5.1)
- Letter of invitation from the university or fellowship award letter
- A biometric passport photo for your residence permit; possibly other passport photos for the various ID cards you will need during your stay (please observe the requirements for passport photos laid down by the German Foreign Office)


In many cases you will also need the following documents:

- Birth certificates for yourself and any members of your family accompanying you (preferably in German translation)
- Marriage certificate (preferably in German translation)
- Certified copies of your doctoral certificate or any other certificates awarded for academic degrees (preferably in German or English translation)
- Vaccination certificate
- A declaration referring to particular or previous illness (possibly recent x-rays) and any current medication
- If you intend to drive while you are in Germany: international driving licence or foreign driving licence including translation (depending on country of issue); if you wish to take your car with you to Germany you will need additional documentation (see chapter 11.6)
- If you sign an employment contract with a university – depending on the type of contract – you will need additional documents; please ascertain which documents are necessary in your particular case prior to entering the country

WELCOME CENTRE

University Medical Service at Philipps-Universität

If you sign an employment contract at Philipps-Universität Marburg you will be asked to make an appointment at the "Betriebsärztlicher Dienst" (University Medical Service). You can ring the following number for an appointment:

 Tel.: 0 64 21 / 58-6 36 76



Welcome Centre

Philipps

Universität
Marburg

ENTRY AND RESIDENCE IN GERMANY




5.1 VISA AND ENTRY

In order to enter Germany you usually need a visa and, for a longer stay, a residence permit. You should apply to the German Embassy or a German Consulate in your own country or current country of residence for your visa at the earliest possible opportunity. Depending on the duration and purpose of your stay you will need a Schengen Visa (research visit lasting up to three months) or a National Visa (research visit lasting more than three months).

If your marital partner or children are intending to accompany you it is recommendable to apply for everyone at the same time even if they are only going to join you in Germany at a later date. Please note that many Visa Sections only accept applications if you have made an appointment in advance, and that processing applications can take several weeks. So do make an appointment as soon as possible and enquire which documents you have to bring with you.

Depending on your country of origin and the length of your stay the entry regulations differ. In this chapter we have bundled the information relating to specific countries to make it easier for you to follow. If in doubt, however, be sure to approach a German diplomatic mission to find out whether you need a visa or not. This is the only place you will be able to obtain legally binding information.

Visit the website of the Federal Foreign Office for the addresses of diplomatic missions and information on entry requirements:

 www.auswaertiges-amt.de

Insider Info: Fee remission

If you are in receipt of a publicly-funded fellowship from a German funding organisation, such as the Alexander von Humboldt Foundation or the DAAD, you are exempt from paying fees both for your visa and your residence permit.

Welcome Centre



Insider Info: Online application form

If you only need a visa for a short visit of up to 90 days (Schengen Visa) you can complete the application form on the Internet by accessing the address given below. When you have filled in the form completely you must print it out and present it to the German diplomatic mission in person together with all the other application documents required. As yet, it is not possible to apply for longer visits online.

<http://visa.diplo.de>

NATIONALS OF EU STATES, THE EUROPEAN ECONOMIC AREA AND SWITZERLAND

If you are an EU national or come from Iceland, Liechtenstein, Norway or Switzerland you will not normally need a visa. You may enter Germany on your national identity card. If you intend to stay in Germany for more than three months you must register at the “Einwohnermeldeamt” (Residents’ Registration Office) and obtain a “Freizügigkeitsbescheinigung” (Freedom of Movement Certificate) or a residence permit if you are a national of the Swiss Confederation (see chapters 5.2 and 5.3).

NATIONALS OF AUSTRALIA, CANADA, ISRAEL, JAPAN, NEW ZEALAND, REPUBLIC OF KOREA AND THE USA

If you are a national of one of these states you do not need a visa to enter Germany. However, for visits lasting more than three months you will require a residence permit which you can apply for once you have entered Germany (see chapter 5.2. and 5.3.).

NATIONALS OF ALL OTHER NON-EU STATES

Short visits lasting up to three months

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

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

Visa exemptions for short visits:

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

Visits lasting more than three months

If you are planning to stay in Germany for more than three months you must apply for a National Visa for Germany (D-Visa) while you are still in your own country or current country of residence. Please note that this applies even if you are already staying in another European Union country.

Do not under any circumstances enter Germany on a “Visitor’s or Tourist Visa” (Schengen Visa). This type of visa cannot be extended and only entitles you to stay in Germany for a maximum of three months. You would then have to return to your own country at your own expense and apply for the right visa there. The same is true for members of your family. The National Visa only entitles you to stay in Germany. If you intend to travel to other Schengen States during the first three months of your stay, to attend a conference for example, you should state this in your visa application. In this case you may be issued with a so-called hybrid visa (Category C+D Visa).



Table of countries whose citizens require a visa (short visits)

www.auswaertiges-amt.de
 > Welcome to Germany > Coming to or staying in Germany > Visa regulations

The Schengen States:

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

Welcome Centre



Which universities are licensed to participate in Researcher Visa procedures?

Philipps-Universität Marburg is in the process of applying for a licence.

Table of institutions currently licensed to conclude Hosting Agreements

- 🌐 www.bamf.de > Approval of research facilities > List of approved research facilities

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

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

Depending on the individual Embassy the documents required may differ. Please contact the relevant diplomatic mission at the earliest opportunity in order to ascertain which documents you will need for your visa application.

National Visas are usually issued for a period of three months. Once you have entered Germany you must present this visa to your local “Ausländerbehörde” (Immigration or Foreigners’ Office) to apply for a residence permit (see chapter 5.3.).

Researcher Visa according to § 20:

When the immigration laws were reformed in 2007, a new residence title was introduced especially for researchers known as a “Researcher Visa” or “Researcher” residence permit (§ 20 Residence Law).

A Researcher Visa has several advantages, not least for researchers who bring their families with them. It is designed to simplify entry and residency issues, expedite procedures and facilitate mobility within the EU. It makes it easier for marital partners to obtain a work permit.

Only specially licensed universities and research institutes are eligible to participate in this process. In order to obtain a Researcher Visa foreign researchers and host universities still have to conclude a Hosting Agreement in which, according to the law, certain conditions like minimum salary have to be fulfilled. If you are eligible for this process your host institute will send you a Hosting Agreement which you can then present when you apply for a Researcher Visa at the German diplomatic mission responsible for your area or at the local Immigration Office when you apply for a “Researcher” residence permit.

5.2 REGISTERING AT THE RESIDENTS' REGISTRATION OFFICE

Everyone who moves into a house or flat in Germany is obliged to register. So within a week of entering the country you and any family members accompanying you will have to register at the "Einwohnermeldeamt" (Residents' Registration Office) responsible for the area in which you live.

One of the questions on the registration form refers to your religious faith. The reason for this is that in Germany religious communities are entitled to use the services of the Tax Office to collect "Church Tax" (see chapter 9.5.).

At the Residents' Registration Office you will be given:

- "Meldebescheinigung": This is a paper confirming that you have registered. You will need official proof of registration if you wish to extend your visa, for example, or open a bank account.
- "Lohnsteuerkarte": This is an income tax card and you will need it if you have an employment contract with a university and intend to draw a salary.

Transferring/cancelling registration

If you move house during your stay you will have to go to the local Residents' Registration Office at your new place of residence to transfer your registration, i.e. to register your new address.

When you leave Germany at the end of your research visit you must cancel your registration at the Residents' Registration Office.

In Marburg:

The Marburg Residents' Registration Office is located in the "Stadtbüro", a local authority dealing with citizens' affairs.

In order to register you need:

- a **registration form** (available at the "Stadtbüro")
- your **identity card or passport**
- your **tenancy agreement**

Stadtbüro Marburg

📍 Frauenbergstr. 35
35039 Marburg

☎ Tel.: 0 64 21 / 20 18 01 or 20 18 02

✉ stadtbuero@marburg-stadt.de

Opening times:

🕒 Mo. – Wed.: 8:00 am – 5:00 pm
Thu.: 8:00 am – 6:00 pm
Fr.: 8:00 am – 12:00 noon

For further information on the services offered by the "Stadtbüro" in Marburg please visit:

🌐 www.marburg.de/en/24679

Insider info:

If you are a registered (doctoral) student, the first time you register at the "Stadtbüro" you will currently receive 100 euro and a booklet of welcome vouchers from the Marburg authorities.

Welcome Centre

**In Marburg:**

The “Ausländerbehörde der Stadt Marburg” is responsible for issuing residence permits. EU citizens who are intending to stay in Marburg for more than three months can also obtain their “Freizügigkeitsbescheinigung” (Freedom of Movement Certificate) from this authority.

5.3 EXTENDING A VISA AND APPLYING FOR A RESIDENCE PERMIT

Before your entry visa runs out you must apply for a residence permit at your local “Ausländerbehörde” (Immigration or Foreigners’ Office).

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

We recommend you to submit your application as soon as possible. You will usually have to present the following documents to the Immigration Office:

- Completed application for a residence permit (available at the Immigration Office)
- Valid passport (please note that it must be valid for the entire duration of the proposed stay)
- Biometric passport photo (please observe the requirements set out by the Federal Foreign Office: www.epass.de)
- Fellowship award letter, employment contract or hosting agreement with the university (stating the amount of the monthly fellowship or salary as proof that you can support yourself financially)
- Proof of health insurance cover valid in Germany
- For marital partners/children: certified German or English translations of marriage and birth certificates
- “Anmeldebescheinigung” (proof of registration) from the Residents’ Registration Office
- Fees: a maximum of 60 euro for the initial permit, 30 euro for extensions (children only pay half the standard fees)

Insider info:

If you would like assistance in dealing with these matters do not hesitate to approach the Welcome Centre. We shall be pleased to arrange for student tutors who will accompany you and translate for you, if necessary.

“FREIZÜGIGKEITSBESCHEINIGUNG” (FREEDOM OF MOVEMENT CERTIFICATE)

If you are a national of the EU, the EEA or Switzerland and intend to spend more than three months in Germany you will need a Freedom of Movement Certificate. In some places this is issued by the Residents' Registration Office, in others by the Immigration Office. In order to obtain a Freedom of Movement Certificate you will usually need the following documents:

- Completed “Aufenthaltsanzeige für Staatsangehörige der EU und der EWR-Staaten” form (available at the Immigration Office)
- Passport or identity card
- “Anmeldebestätigung” (proof of registration) from the Residents' Registration Office
- Proof of activity (e.g. employment contract, fellowship award letter, certificate from the host institute)
- Proof of health insurance cover
- For family members: marriage certificate, birth certificate
- Biometric passport photo (please observe the requirements set out by the Federal Foreign Office: www.ePASS.de)

BY THE WAY: SETTLEMENT PERMIT

A settlement permit is an unlimited residence permit which allows the holder to pursue gainful employment. In certain special cases, a foreigner coming to

Germany may be issued with a settlement permit if the applicant is highly qualified. As a rule, however, foreigners are only entitled to a settlement permit if they have spent five years in the country. The Immigration Office is the authority responsible.

According to German immigration law the following people are defined as “highly qualified”:

- Academics who are especially highly qualified or possess knowledge in a field of particular importance
- Academic teaching staff in leading positions (e.g. chairholders and institute directors)
- Researchers in leading positions (e.g. leaders of scientific projects or independent research groups)

If you fall into any of these categories you can apply for a settlement permit. There are no special forms, but you should submit the same documents you need for a residence permit. In addition, you will require a statement from the university confirming that you are a highly qualified academic, a copy of your tenancy agreement and proof of how much rent you currently pay. You will also have to demonstrate that you are able to communicate in German by attending an informal interview at the Immigration Office.

If a settlement permit is issued, marital partners are given a residence permit which allows them unrestricted employment opportunities. It is issued without recourse to the Federal Employment Agency which means that it is not necessary to check whether other people should be given priority on the employment market.

Immigration Office (Ausländerbehörde der Stadt Marburg)

📍 Frauenbergstrasse 35, 1. Stock
35039 Marburg

✉ ordnung@marburg-stadt.de

Opening times:

🕒 Mo., Wed., Fr.: 8:00 am – 12:00 noon
Thu.: 3:00 pm – 6:00 pm

You can also reach the staff at the Immigration Office by phone:

☎ Surnames beginning A – E
Tel.: 0 64 21 / 2 01-4 68
Surnames beginning F – G
Tel.: 0 64 21 / 2 01-3 20
Surnames beginning H – M
Tel.: 0 64 21 / 2 01-4 66
Surnames beginning N – T
Tel.: 0 64 21 / 2 01-5 16
Surnames beginning U – W
Tel.: 0 64 21 / 2 01-7 57
Surnames beginning X – Z
Tel.: 0 64 21 / 2 01-4 38

Visit the website of the Immigration Office for more information:

🌐 www.marburg.de/en

5.4 EMPLOYMENT LAW REGULATIONS

As a foreigner, if you want to work in Germany you usually require a residence title which allows you to pursue gainful employment. You have to apply for it at the Immigration Office in the place you are intending to stay, often as part of the visa procedure. In many cases the Immigration Office itself then has to seek the approval of the Federal Employment Agency; however, this does not apply to academic personnel at universities and research institutes, guest researchers or technical staff employed in a guest researcher's research team. These positions do not require the approval of the Federal Employment Agency. The Immigration Office itself is entitled to issue authorisation allowing you to pursue academic activity and enter this authorisation in your residence permit.

Academic activity during a short visit

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

If your husband or wife is not an academic but would like to work in Germany she or he will usually require the approval of the Federal Employment Agency. You will have to apply at the Immigration Office for the type of residence permit that allows the holder to pursue gainful employment and also present a concrete job offer. The Immigration Office will forward the application internally to the Employment Agency which will check whether there are German nationals or other EU citizens who should be given priority. This can take several weeks or even months.

In some cases, researchers' husbands or wives are also eligible for a residence permit which allows them to work without the approval of the Employment Agency. This obtains if the researcher has been issued with a settlement permit according to § 9 or §19. If you have been issued with a residence permit according to § 20 it is also easier for your marital partner to obtain a work permit: he or she is entitled to take up employment once the Federal Employment Agency has checked that he or she will not be employed under less favourable conditions than a comparable German employee. However, it will not be necessary to check whether other employees should be given priority on the employment market.

Nationals of the EU, EEA and Switzerland

If you are a citizen of the EU, the EEA or Switzerland you enjoy the right to freedom of movement for workers. You do not need approval in order to pursue gainful employment.

Citizens of the new EU Member States (with the exception of Cyprus and Malta) still do not enjoy full freedom of movement rights and, just like nationals of third countries, still require permission to work in Germany. Since 1 January 2009, special regulations have been in place for academics (with a degree from a university or university of applied science). They have opened up the German employment market by waiving the issue of priority.



Welcome Centre



WORK
AND RESEARCH
AT UNIVERSITY

6.1 EMPLOYMENT CONTRACT OR APPOINTMENT

Academic employees at universities conclude employment contracts with the university which state the salary scale and conditions of employment. In Germany, however, many professors and academic staff are public servants, and they are appointed.

Public servants' salaries are laid down by the "Bundesbesoldungsgesetz" (the law regulating the salaries of public servants) and the corresponding regulations of the respective Federal State. The salary scale for professors is called "W". In most Federal States academic staff are paid according to a collective pay agreement known as "TV-L".

You will have to sign your employment contract before you officially start working. Your institute or the personnel department will tell you in advance which forms and documents have to be submitted in order to draw up the contract. As an employee you will usually be required to pay tax and social security contributions. This is dealt with in chapters 8 and 9. Please read them carefully.

Personnel Department (Personalabteilung)

The personnel department at Philipps-Universität Marburg is located in the administrative building in Biegenstraße 10.

📍 www.uni-marburg.de/administration
> Verwaltung > Dezernat 2 > Personal-
abteilung

Insider info: What do academics earn in Germany?

For information on collective pay agreements and salary scales visit:

- 📍 www.academics.com > Jobs and Careers > Salary
- 📍 www.oeffentlicher-dienst.info
- 📍 www.hochschulverband.de/cms1/english.html

Welcome Centre



If you are a fellow or visiting researcher you are, of course, entitled to use all the facilities such as libraries, refectories or sports amenities. So far, Philipps-Universität Marburg does not issue a special identity card for visiting researchers. However, on request, your institute will be pleased to give you a letter confirming the duration of your research stay which you can present if required..

As a new member of staff you are bound to have lots of questions about organisation and workflow at the university: Where do I go to register travel on university business and how do I claim expenses? How do I get hold of material and equipment for my workplace? Who will repair my computer? Who can help me in case of conflict? What opportunities are there for continuing education and consultancy at the university?

You can find information on these and other questions in the column at the side and in chapter 3 (Facilities and Institutions at the University). To discover how other matters are dealt with at your particular institute it is best to ask your colleagues.



Insider info: The academic quarter

One peculiarity of German universities is the so-called "academic quarter": lectures often begin a quarter of an hour later than the time stated on the timetable. These lectures are usually marked "cum tempore" (c.t.) by contrast with those that begin on the hour which are marked "sine tempore" (s.t.).

6.2 VISITING FELLOWSHIPS

If an institute invites you to work at the university as a fellow you will become a member of the university for the duration of your stay and will be entitled to make use of the facilities and opportunities offered by the university. As such, you will be subject to the terms and regulations obtaining at your host institute. We recommend you to clarify issues like the use of equipment and laboratories and how cooperation with other members of the academic and, if applicable, technical staff at the institute is supposed to work in practice with your academic host at the earliest opportunity.

Please note that fellows and visiting researchers are not insured by the university. You are obliged to take out health insurance cover yourself. In addition, we recommend you to take out accident and third-party liability insurance cover. Many insurance companies offer appropriate insurance packages (see chapter 8).

FINANCE AND FUNDING FOR RESEARCH VISITS TO GERMANY


There are a number of funding programmes for foreign researchers who want to conduct research in Germany as well as for German researchers who want to return to Germany after spending an extended period abroad. If you are interested in these programmes, EURAXESS Germany maintains a comprehensive database containing more than 80 programmes offered by funding organisations in Germany.

You can also find funding programmes for students, post-graduates and post-docs in the scholarship database run by the German Academic Exchange Service (DAAD).

Philipps-Universität Marburg


In Marburg:

The personnel department at Philipps-Universität Marburg regularly organises continuing education courses for (new) members of staff. Thanks to cooperation between the universities in Marburg and Gießen and the Gießen-Friedberg University of Applied Sciences, staff at all three universities are entitled to sign up for the courses offered by the others.

 www.uni-marburg.de/personal
> Information der Personalabteilung
> Fortbildung

For further information please contact:

Frau Sippel


 Tel.: 0 64 21 / 28-2 61 22

 elke.sippel@verwaltung.uni-marburg.de

EURAXESS Funding Database


 www.euraxess.de/en > Funding database

DAAD funding programmes

 www.daad.de/en > Information for Foreigners > Support > Scholarship database

ELFI – searching for research funding

ELFI is a service point for ELectronic research Funding Information in the German-speaking world. ELFI maintains a database that collates and organises information on research funding which is then made available to academics, research officers, students and companies online.

 www.elfi.info

Welcome Centre

In Marburg: Research and Transfer Section

For all issues relating to intellectual property rights, patents and inventions you should turn to the “Referat für Forschung und Transfer” (Research and Transfer Section):

**Philipps-Universität Marburg
Referat für Forschung und Transfer**

📍 Biegenstraße 10, 35037 Marburg

☎ Tel.: 0 64 21 / 28-2 69 38

✉ Email: forschung@staff.uni-marburg.de

🌐 www.uni-marburg.de/forschung-en

6.3 INTELLECTUAL PROPERTY

On principle, you should ask your host or employer about the handling of intellectual property, patents, and inventions at an early stage. When doing so, you should bear in mind that since 2002, the law on employees’ inventions (“Arbeitnehmererfindungsgesetz”) has changed significantly: all inventions by members of institutions of higher education have to be reported to the employer.


At universities and research institutes there is nearly always an office responsible for the transfer of research and technology. This should be the first place you go to get advice on handling intellectual property and to register patents and licences. Here you will be able to get information on the necessary procedures and regulations at the respective institution and also get support in carrying out the steps required to complete registration.

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



Intellectual property rights

German Patent and Trade-Mark Office:

 www.dpma.de/english

European Patent Office:

 www.epo.org


World Intellectual Property Organisation (WIPO):

 www.wipo.int

German Research Foundation:

 www.dfg.de/en

IP rights in EU projects:

 www.ipr-helpdesk.org

Recommendations of the German Research Foundation on Professional Self Regulation in Science

At institutions of higher education and research institutes in Germany it is usual to comply with the German Research Foundation's (DFG) "Recommendations on Professional Self Regulation in Science", which seek to safeguard good scientific practice.

 www.dfg.de/en

Insider infos: Office hours and Appointments

In Germany most university teachers and other personnel have office hours during which they are available for consultation (for students, for example). These hours are usually posted on the website and hung up on their office doors. "N.V." ("nach Vereinbarung") means that you have to make an individual appointment. These office hours are dedicated to consultancy.

If you are unable to keep to the official office hours you should ask for an appointment at another time.

If an office door is left open this often indicates that you are welcome to enter outside office hours even if you do not have an appointment.

Welcome Centre

Philipps

Universität
Marburg

ACCOMMODATION IN GERMANY

7.1 THE HOUSING MARKET IN GERMAN TOWNS

There is a shortage of housing in Germany which means that accommodation is expensive, at least in the larger places. You often have to spend 40% of your monthly salary/fellowship on rent. This is particularly true for the kind of accommodation visiting researchers usually require: furnished or at least partly furnished, readily available and on a short lease. The relationship between supply and demand, particularly in towns where there are large numbers of students, changes radically in the course of the year. At the beginning of the semester the demand for accommodation is particularly high.

We urgently recommend you to start looking for accommodation for yourself and your family in Germany as soon as possible, preferably several months before you begin your stay.



Insider Info:

If an advertisement does not mention that the accommodation is furnished or partly furnished, you must assume that it will not contain any equipment or furniture.

Philipps-Universität Marburg


In Marburg: Guesthouses


Philipps-Universität Marburg has two guesthouses for visiting researchers.


The guesthouse in the Old Botanical Gardens is designated for visits lasting up to a few weeks. The building is very central and has seven single and three double rooms.

The guesthouse in "Hansenhäuser Weg" is intended for visits lasting up to two years and is suitable for families. It has 52 units, mostly two-room apartments, but there are also three-room apartments and even a four-room flat. The apartments are only available to postdocs and academics with the relevant academic qualifications and their families.

For further information please contact:


 **Sandra Fischer**
Gästehausverwaltung
(guesthouse administration)
 Philipps-Universität Marburg
 Biegenstraße 12
 35037 Marburg

 Tel.: 0 64 21 / 28-2 61 10

 Sandra.Fischer@verwaltung.uni-marburg.de

Welcome Centre

For general information on accommodation in Germany (search criteria, lease, advertisements, deposits, handing over property) visit the EURAXESS Germany website:

 www.euraxess.de/en

7.2 SEARCHING FOR ACCOMMODATION

GUESTHOUSES

At some universities there are guesthouses for international visiting researchers. As there is huge demand for accommodation in these guesthouses you should make enquires at the earliest opportunity.

PRIVATE ACCOMMODATION

If you want to search for accommodation privately, you can consult the following websites:

- www.homecompany.de
- www.immobilienscout24.de
- www.immowelt.de
- www.quoka.de
- www.zwischenmiete.de

It is worth reading the advertisements in the local newspaper and checking the notice boards at the university for offers. You can also post your own advertisement on the websites mentioned above, for example, or in local newspapers and on notice boards. Furthermore, you can enlist the help of an agency to find accommodation. You should note, however, that in Germany it is usually the tenant/purchaser who pays the agent's commission. A list of estate agents at your place of residence can be found in the Yellow Pages:

- www.gelbeseiten.de
(enter 'Immobilienmakler' and the name of the town)

LIST OF ABBREVIATIONS FOR ACCOMMODATION SEARCH

If you want to search for accommodation in Germany privately you will discover that advertisements contain a lot of abbreviations. To help you search more efficiently we have compiled a list of abbreviations with English translations:

Insider Info:

If you decide to search for accommodation using Internet providers please remember that agents use the Internet, too. Check that you will not have to pay any additional agency fees or commission before you decide to go for an offer.

2-Zi-Whg	2-Zimmer-Wohnung	2-room apartment
Abstellk	Abstellkammer	storeroom
Blk / Balk.	Balkon	balcony
DG	Dachgeschoss	under the roof/ attic rooms
D	Diele	hall
DU	Dusche	shower
EBK	Einbauküche	fitted kitchen
EFH	Einfamilienhaus	single family house
EG	Erdgeschoss	ground floor
EB	Erstbezug	first tenancy
G-WC	Gäste-WC	separate toilet for guests
HK	Heizkosten	heating costs
HH	Hochhaus	high-rise building
KM	Kaltmiete	rent excl. utilities costs such as heating, cable TV, cleaning of communal areas, waste removal etc.
Kaution		deposit
Keine zusätzl. Prov.		no additional commission
KDB	Küche, Diele, Bad	kitchen, hall, bathroom
MM	Monatsmiete	monthly rent
NK/NBK	Nebenkosten	additional costs such as heating, cable TV, cleaning of shared areas, waste removal etc.
NR	Nichtraucher	non-smoker
OG	Obergeschoss	top floor
RH	Reihenhaus	terraced house
Stellpl.	Stellplatz	parking space
TG	Tiefgarage	underground parking
TL	Tageslicht	bathroom with natural light
warm/WM	Warmmiete	rent incl. all utilities costs such as heating, cable TV, cleaning of communal areas, waste removal etc.
Wfl.	Wohnfläche	floor area
WG	Wohngemeinschaft	shared accommodation
WK	Wohnküche	open-plan kitchen
ZH	Zentralheizung	central heating

Philipps-Universität Marburg



In Marburg: Searching for Accommodation

The 'Oberhessische Presse' and the 'MAZ' (Mittelhessische Anzeigen Zeitung) are two of the local newspapers/advertising papers with the largest distribution in which you can find housing advertisements for Marburg and surrounding areas. You can purchase them at kiosks and supermarkets. The 'Express' (local magazine) appears every Thursday. It is free and can be found in all public places in town (e.g. in cafés and bars).

It is often worth taking a look at the website of the local papers for current accommodation offers:

- www.op-marburg.de
- www.maz-verlag.de
- www.marbuch-verlag.de

If you are looking for a room in shared accommodation in Marburg, the following websites may be useful:

- www.studentenwerk-marburg.de/wohnen/privatzimmerboerse.html
- www.wg-gesucht.de/en/

Welcome Centre

Philipps

Universität
Marburg

SOCIAL SECURITY IN GERMANY



8.1 A BRIEF INTRODUCTION

German “Sozialversicherung” (social security) is a statutory insurance system providing cover for potential risks such as illness, unemployment, old age, accidents at work and dependency on nursing care.

It comprises five areas:

- Health insurance
- Pension scheme
- Unemployment insurance
- Accident insurance
- Nursing care insurance

Research visit based on a fellowship:


Fellowships are usually exempt from statutory social security payments, with the exception of health insurance which even fellows are required to have (see chapter 8.2). Please note that you will not be insured through the university and are required to arrange all insurance matters yourself. Apart from health insurance which is essential, it is also recommendable to take out insurance against accidents and third-party liability claims.

The information on pension schemes, unemployment, accident and nursing care insurance contained in chapters 8.3 to 8.6 is essentially of importance to those employed by a university and not of relevance to fellows.



Insider Info:

For detailed information on many different aspects of social security in Germany visit:

 www.deutsche-sozialversicherung.de/en

Welcome Centre



Research visit based on an employment contract:

If you conduct your research in Germany on the basis of an employment contract you are required to pay fixed statutory social security contributions. The employer and the employee each pay half of the contributions (approximately 20% of your gross salary each). Accident insurance contributions are paid entirely by the employer.

As soon as you take up your position, your host institution will take the steps necessary to register you for insurance. You will be registered with the “Krankenkasse” (health insurance provider) of your choice which will then inform the other social security providers. Once registration has been completed you will receive a “Versicherungsnummer” (insurance number) and a “Versicherungsnachweisheft” (insurance booklet) from the pension scheme provider. The employer is responsible for paying the contributions and will deduct the sum at source.

Transfer of rights:

Citizens of EU Member States, EEA States and Switzerland are covered by an EU regulation on the rights and transferability of social security entitlements within the European Union. The EEC regulations stipulate two basic principles:

1. You are insured in the country you work in
2. You are only subject to the legislation of one Member State

8.2 HEALTH INSURANCE

In Germany “Krankenversicherung” (health insurance) is mandatory for all researchers and family members accompanying them. You will need proof that you are insured in order to obtain a residence permit and conclude an employment contract. The policy must at least cover medical treatment in the event of serious illness or accidents.

It is advisable to make contact with the insurance provider of your choice before entering Germany so that any problems can be dealt with in advance, and you are covered by insurance from the very first day. It may be worth taking out travel insurance for the first few days in Germany, too.

First of all, you should check whether your insurance at home covers medical and hospital costs incurred during your stay in Germany. If this insurance cover is not adequate you will have to take out an additional insurance policy.

If your stay in Germany is scheduled to last so long that you are required to become resident in Germany, please note the following: You are required to possess health insurance cover from an insurance provider licensed in Germany if you are not covered by statutory health insurance or entitled to allowances for members of the civil service. For the duration of your stay in Germany your foreign health insurance cover can be switched to the tariff for the qualifying period.

There are two kinds of health insurance in Germany: statutory health insurance and private health insurance. Which one you can choose depends on whether you will be working in Germany on the basis of a fellowship or an employment contract.



Disclaimer:

The insurance providers cited in this chapter are known to the Welcome Centre. However, the Welcome Centre can accept no responsibility for the quality or completeness of the information.

Welcome Centre

**Research visit based on a fellowship:**

If you stay in Germany privately or funded by a fellowship you have no alternative but to take out private health insurance cover.

Research visit based on an employment contract:

If you work on the basis of an employment contract then as a matter of principle you are subject to statutory German health insurance.

However, where there is a “Sozialversicherungsabkommen” (Social Security Agreement) in place between Germany and your own country the health insurance regulations of that country may continue to be applicable. Your health insurance provider or social security authority at home will confirm this for you by issuing a form headed E 101. On the basis of Form E 101 you will continue to be subject to your national health insurance regulations and not to compulsory German health insurance.

As an employed person, if you do not possess Form E 101 then you will be subject to compulsory German health insurance. Your level of income will determine whether you must obtain private or statutory health insurance.

Up to a gross salary of 48,600 euro (upper income limit) you must be insured by a statutory health insurance company.

If your gross annual salary regularly exceeds 48,600 euro, you are free to choose between a statutory health insurance provider and a private health insurance company. This means that you may opt either for a statutory or for a private health scheme. You must inform your employer which health insurance company you have chosen. It is the employer's task to register new employees with the health insurance company. The latter then forwards the registration to the other social security providers.

STATUTORY HEALTH INSURANCE PROVIDERS

The level of contributions to statutory health insurance providers has been standardised. The standard rate is 14.9 % (as of 01.07.2009), of which the employer pays 7% and the employee 7.9%. Contributions for health insurance cover are deducted from your gross salary at source.

The benefits of statutory health insurance are, for the most part, also standardised. There are differences in customer service, additional benefits and optional premiums. You are free to choose your statutory health insurance company. A comparison of the different insurance benefits is therefore still worthwhile.

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

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

Travelling abroad in Europe if you are a statutory health insurance user

Every statutory health insurance provider is required to issue its members with a European Health Insurance Card (EHIC). This facilitates your path to treatment during a temporary visit abroad in Europe. Statutory health insurance users are entitled to medical treatment in case of injury or acute illness in the EU Member States as well as in Iceland, Liechtenstein, Norway and Switzerland. This means you have a right to the treatment that is medically necessary during your stay.

You are entitled to the same medical treatment in the host country as the residents of that country themselves. The costs are covered by your statutory health insurance provider and will be paid at the same rate as they would if they had been incurred at home; any excess costs must be paid by you, the patient.

Statutory Health Insurance Providers

You are free to choose your own statutory health insurance provider, so it is worth comparing the benefits.

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

AOK

 www.aok.de

BARMER Ersatzkasse

 www.barmer.de

DAK - Deutsche Angestellten-Krankenkasse

 www.dak.de

GEK Gmünder Ersatzkasse

 www.gek.de

IKK Hessen


 www.ikk.de

Techniker Krankenkasse

 www.tk-online.de

For the addresses and contacts of local branches visit the website of the Welcome Centre.

A complete list of all the statutory health insurance providers can be found at:

 www.gkv-spitzenverband.de

> Gesetzliche Krankenversicherung

> Alle gesetzlichen Krankenversicherungen

Welcome Centre

We therefore urgently recommend you, whether you are travelling privately or officially, always to take your European Health Insurance Card or a provisional insurance certificate with you when you travel to countries in the European Economic Area (EEA) or Switzerland. It may be advisable to take out additional, private travel insurance to cover the costs of return transportation and potential price differences between the cost of treatment in the host country and in Germany.

PRIVATE HEALTH INSURANCE

By contrast to statutory health insurance cover, private health insurance premiums are not income-related but dependent on various criteria that influence the risk such as age, gender, profession, state of health and the particular kind of health insurance cover you want. The more comprehensive the package, the more expensive it becomes. Private patients receive personal invoices; you must pay them yourself and then submit them to your insurance company for refund.

If you are suffering from an illness or condition prior to coming to Germany you should stock up with the necessary medication in your own country because illnesses predating the visit to Germany are not usually covered by the German insurance company, and you would have to pay for any ensuing costs yourself. Pre-natal care and childbirth are also excluded from private health insurance policies if the expectant mother has become pregnant before entering Germany. Study the premiums and benefits carefully. If in doubt, speak to your insurance company before you start treatment, particularly if this involves a stay in hospital, to check exactly what costs will be refunded.



SPECIAL CASE: EU CITIZENS

The following information applies to citizens of EU States, as well as citizens of Iceland, Liechtenstein, Norway and Switzerland, who are spending time abroad.

Health insurance during short visits


If you are insured privately or are covered by statutory insurance you may make use of the health services in other EU States, as well as in Iceland, Liechtenstein, Norway and Switzerland, and have the costs reimbursed by your health insurance provider. In cases of out-patient treatment, you can choose whether you wish to be treated in Germany or in another Member State. If you consult a doctor or use other medical services within the European Union you will initially have to pay the costs of the treatment on the spot and then submit the receipts to your insurance provider in your own country. The costs will then be reimbursed at the same level as they would if they had been incurred for treatment at home; any excess costs must be borne by patients themselves.

In the case of hospital treatment in another Member State, the agreement of the health insurance scheme must be obtained in advance. This may only be refused if you could obtain the same or equally effective treatment at the same general standard of medical knowledge in good time at a hospital in Germany.


Extended health insurance cover comes into force if you are covered by statutory health insurance and you and your family are only staying in another country on a temporary basis - on holiday or business. In case of illness you are eligible for services that are necessary medically, including hospital treatment.

Private Health Insurance Companies

For a list of private insurance companies visit:

 [www.pkv.de/verband/
mitgliedsunternehmen](http://www.pkv.de/verband/mitgliedsunternehmen)

Some companies offer special product packages for foreign researchers and fellows only staying in Germany for a certain period of time. You can usually purchase these packages online while you are still at home. Visit the Welcome Centre's website for the list of known providers offering special packages:

 [www.uni-marburg.de/international/
welcome](http://www.uni-marburg.de/international/welcome) > Formalities

Welcome Centre



The European Health Insurance Card (EHIC)

To facilitate treatment during temporary visits abroad, every health insurance scheme is obliged to issue its members with a European Health Insurance Card. In case of illness in another EU country, or in Iceland, Liechtenstein, Norway and Switzerland, medical services are provided according to the laws of the host country and reimbursed according to the charges applying there: by presenting the card, patients are eligible both for services which are free of charge in the host country as well as for free medical treatment. Costs for services which usually incur charges in the host country will be covered by the health insurance scheme on presentation of the insurance card.

However, the EHIC only has limited scope. It is valid:

- for temporary visits abroad
- for necessary medical services
- not for trips abroad specifically for the purpose of treatment
- not for the costs incurred in transporting an invalid home

EU Citizens: extended visits abroad

An extended visit abroad is one that lasts longer than a holiday or business trip or attending a conference, such as a guest professorship or research visit for a semester or a year. If you are staying abroad within the European Union, or in Iceland, Liechtenstein, Norway and Switzerland, instead of the European Health Insurance Card, the following applies:

If you are entitled to statutory health insurance at home, then your domestic health insurance provider will issue Form E106 on request. Form E106 entitles you and your family members to register with a German health insurance scheme. The German health insurance scheme will then provide all the services to which a German user would also be entitled. The German health insurance scheme will subsequently invoice your domestic health insurance provider for their costs.

If you are entitled to statutory health insurance in Germany and some members of your family have remained in your own country then the German health insurance provider will issue Form E109 on request. Form E109 allows those members of your family who have stayed at home to make use of the services of the statutory health insurance scheme without having to pay contributions. The domestic health insurance provider will subsequently invoice the German health insurance scheme for their costs.

8.3 PENSION SCHEME

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

Contributions to the statutory pension scheme are deducted from salaries at source. You do not have to worry about them. As a rule, the employer is responsible for paying half of the contribution towards pensions, the employee the other half. The employer registers his employee with the respective health insurance provider who then automatically forwards the registration to all the other social security providers.

RECOGNITION OF PENSION RIGHTS:

When examining the prerequisites for entitlement, Member States of the EU or Partners to the Agreement have to recognise periods during which pension rights have been accrued in Germany. Periods during which pension rights have been accrued in countries which do not have a “Sozialversicherungsabkommen” (social security agreement) with Germany may not be added to the German periods in order to fulfil the prerequisites for entitlement. It is definitely worth informing yourself beforehand about the regulations valid in your country.

If you have been employed in different countries in the course of your working life and have paid contributions to the respective social security systems you should make enquiries about your entitlements with the social security providers in the individual countries well in advance.

On principle, it is not foreseen that a single pension, comprising all the periods covered, should be paid by any one country. There are just a few exceptions aimed at avoiding mini-pensions.



Welcome Centre

Advice on pension schemes

Statutory pension scheme

We urgently recommend you to contact the “Deutsche Rentenversicherung” for advice on the pension rights you have accrued in Germany and potential refunds of contributions before you leave Germany at the very latest. The Welcome Centre will be pleased to arrange an appointment for you with an adviser from the German statutory pension insurance scheme.

Deutsche Rentenversicherung

☎ Softwarecenter 5a (ehemalige Jägerkaserne),
35037 Marburg

☎ Tel.: 0 64 21 / 97 11 00

☎ www.deutsche-rentenversicherung-hessen.de

Occupational pensions

☎ VBL. Versorgungsanstalt des Bundes
und der Länder
Hans-Thoma-Straße 19, 76133 Karlsruhe

☎ Tel: 01 80 / 5 67 77 10

☎ Email: kundenservice@vbl.de

☎ www.vbl.de

For tailored information for academics on fixed-term contracts visit:

☎ www.vbl.de > English > Products > Download: VBL spezial for employees with a short-term scientific position in academia or research

Your pension scheme contributions will remain valid in every country in which you have been covered and have paid contributions until you have reached pensionable age according to the laws of the respective country. All social security providers award pensions on the basis of their own national legislation. This could mean that you might receive various different pensions.

PENSION CONTRIBUTION REFUNDS

If you return to a country which does not have a social security agreement with Germany you can apply for a refund of the pension contributions you have paid in Germany. After a waiting period of two years, you may apply to the “Deutsche Rentenversicherung” (German statutory pension insurance scheme) for a refund. Visit their website for more information on which contributions can be refunded.

OCCUPATIONAL PENSIONS

If you are classified as a public service employee according to your employment contract you will usually be included in the statutory “Versorgungsanstalt des Bundes und der Länder” (Pension Institution of the Federal Republic and the Länder, VBL). VBL provides occupational pensions. The contributions to be paid by employees under the statutory scheme are fixed at a certain percentage.

If you are employed at a university on a short-term academic contract you can be exempted from the VBL’s statutory insurance scheme. However, your employer will have to register you for the VBL’s voluntary insurance scheme. In this case, it is only the employer who pays into the scheme, at a reduced premium. You can apply for exemption at the Personnel Department within two months of starting work.



8.4 UNEMPLOYMENT INSURANCE

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

If you were in work in Germany before becoming unemployed, were employed subject to statutory social security regulations on 360 days in the preceding three years, and are available for recruitment you will normally be entitled to German unemployment benefit. Periods of employment in other EU Member States/EEA States and Switzerland cannot be taken into account.

Unemployment Insurance is deducted from salaries at source. You do not have to worry about them. As a rule, the employer is responsible for paying half of the contribution towards unemployment insurance, the employee the other half. The employer registers his employee with the respective health insurance provider who then automatically forwards the registration to all the other social security providers.

Fellowships are usually exempt from compulsory social security payments.

To what extent benefits accrued in Germany will be recognised by unemployment insurance providers in other countries must be ascertained in the respective country. If you are returning to a country which does not have a social security agreement with Germany it will not be possible to receive German unemployment benefit there.

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



Welcome Centre

Accidents at work

All accidents must be reported to the Personnel Department immediately. Accidents at work also refer to accidents that occur on the way to work and back. The necessary forms can be obtained from finance offices in the individual departments. Alternatively, you can turn to Vera Payer and Hans Bachmann in the Personnel Department.

Vera Payer

📍 Biegenstraße 10, Room 03032

☎ Tel.: 0 64 21 / 28-2 61 36

✉ Email: payer@verwaltung.uni-marburg.de

Hans Bachmann

📍 Biegenstraße 10, Room 03029

☎ Tel.: 0 64 21 / 28-2 61 15

✉ Email: bachmaha@verwaltung.uni-marburg.de

You can also download the form from the Internet at:

🌐 www.unfallkasse-hessen.de
> Service > Unfallanzeigen >
„allgemeiner Unfall“

8.5 ACCIDENT INSURANCE

Another pillar of statutory social security is “Berufsunfallversicherung” (insurance against accidents at work). Every employed person is protected by statutory accident insurance. It covers accidents that happen at the workplace or on the way to and from the workplace. It also covers occupational illness. It does not cover private accidents.

If you do not have accident insurance and have an accident, the costs of treatment will be paid by the health insurance provider. However, after serious accidents the differences begin to emerge. Particularly if expensive rehabilitation measures are required, health insurance providers often refuse to cover the costs for these measures at all, or are only prepared to take on a percentage of the costs.

By contrast to the health insurance providers, the “Berufsgenossenschaften”, (professional or trade associations) which are the providers of statutory accident insurance, usually pay for all the treatment and rehabilitation measures, provided that they are medically necessary. In cases of invalidity or death, the accident insurance pays an invalidity pension or dependent’s pension.

Employees are entitled to statutory insurance provided by the relevant professional association; the contributions are paid by the employer in full.



8.6 NURSING CARE INSURANCE

Another element of statutory social security is “Pflegeversicherung” (nursing care insurance). It is directly linked to health insurance cover and automatically taken out with it. Nursing care insurance is designed for people who are in need of care and dependent on the assistance of others. It provides for domestic and in-patient care.

Contributions to nursing care insurance are deducted at source from the employee’s gross salary. As a rule, the employer pays half the contributions, the employee the other half. Childless employees pay a surcharge of 0.25% of their gross salary on top of this. The employer registers his employee with the respective health insurance provider who then automatically forwards the registration to all the other social security providers.

Additional private insurance

Apart from statutory social security there are also numerous private insurances which you can take out to insure against all manner of risks. In Germany third-party liability insurance is very common because anyone can be held responsible for damage inflicted on others, and parents are responsible for damage caused by their children. Therefore it is usual to take out a private (family) third-party liability insurance policy to protect against claims for damage caused unintentionally. The number of additional insurances you consider necessary depends very much on your own attitude towards safety issues, your personal situation and the length of your visit. If you are moving to Germany for an extended period you may want to consult the “Verbraucherzentrale” (consumer advice centre) to enquire which insurances are usual in Germany and what you should look out for when making a decision.



Welcome Centre

Philipps

Universität
Marburg

TAXATION IN GERMANY

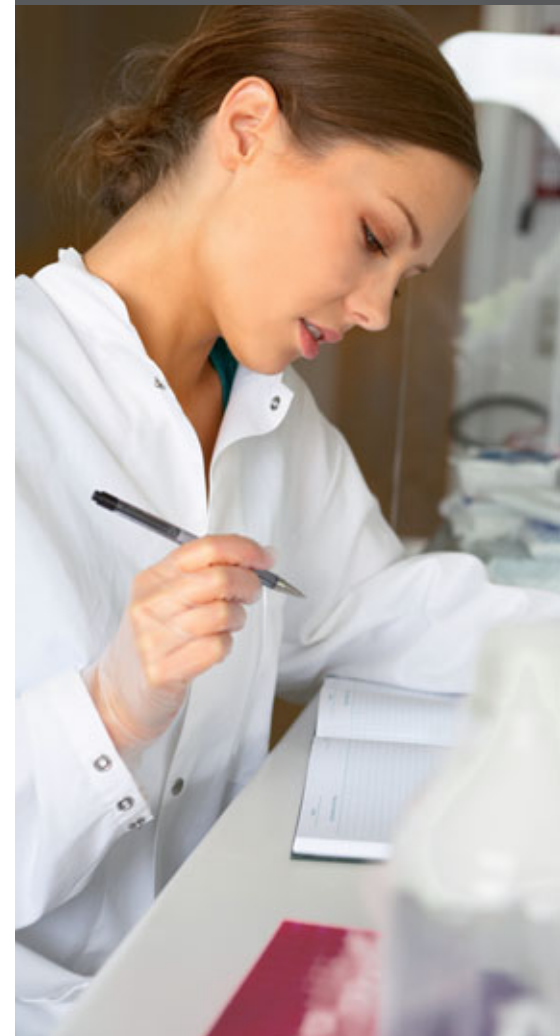


9.1 RESEARCH VISIT BASED ON A FELLOWSHIP

If your research visit to Germany is supposed to take place in the framework of a fellowship you may, under certain circumstances, be exempt from taxation under German income tax law. It is certainly worth consulting the organisation which has awarded the fellowship on this point. Furthermore, you should find out whether the fellowship paid in Germany is subject to taxation in your own country.

The preconditions for tax exemption on fellowships in Germany are:

- award from public funds or via a public or non-profit agency (recognised under German law)
- sponsoring research or academic or artistic training or continuing education
- no higher than the amount required to fulfil the research task or to cover living and training needs
- grant according to the regulations of the donor
- no quid pro quo requirement or employment of the recipient



9.2 RESEARCH VISIT BASED ON AN EMPLOYMENT CONTRACT

If your research visit is based on an employment contract in Germany and will last more than 6 months you will effectively be liable to taxation in Germany on your globally-earned income and assets.

INCOME TAX

Income tax is deducted from your salary at source and paid to the state directly by your employer, i.e. the university. The amount of taxation depends on income, marital status and tax bracket. When you first start work and at the beginning of every subsequent calendar year, you will have to hand a “Lohnsteuerkarte” (tax card) in to your employer. It contains personal details that are relevant for taxation, such as whether you are married and have children. You can obtain this card from the “Einwohnermeldeamt” (Residents’ Registration Office) in your place of residence. However, an electronic system is currently being developed: in future, every person registered will be issued with a life-long ID number. You will usually be sent this number by post a few days after registering at the Residents’ Registration Office. During the transition period, a paper tax card will still be issued; it will probably be abolished completely in 2011 and replaced by the “Steuer-Identifikationsnummer” (tax identification number).

Insider Info: Tax card


You can obtain a “Lohnsteuerkarte” (tax card) from the Residents’ Registration Office provided that you have a residence permit for at least six months. If you are only going to work in Germany for a shorter period you should submit an application for “beschränkt einkommensteuerpflichtige Arbeitnehmer” (employees subject to limited tax liability) to the respective Tax Office (see page 197).

9.3 DOUBLE TAXATION AGREEMENTS

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

If you stay in Germany for less than 6 months, your income will be taxed in your own country provided that you work for a foreign employer and that the double taxation agreement assigns the right of taxation to your own country. If one of these conditions is not met, your salary will be taxed in Germany. Agreements exist with some countries stating that university teachers and researchers who come to


Germany for a maximum of two years to work on research at a public research institution may pay their taxes in their own countries. Details can be found in the double taxation agreements between the Member States of the EU and other countries.




Visit the website of the Federal Ministry of Finance for a list of the countries that have signed double taxation agreements with Germany:
www.bundesfinanzministerium.de > Wirtschaft und Verwaltung > Steuern > Internationales Steuerrecht > Staatenbezogene Informationen


In Marburg: Double taxation

You can download the application form for employees subject to unlimited tax liability from the website of the Ministry of Finance in Hessen:


 www.formulare-bfinv.de
(Use the form search to find the relevant application.)

If you are a member of staff and live in the Marburg municipal area you can address any questions you have about double taxation to the “Finanzamt Marburg-Biedenkopf” (local tax office).

 **Finanzamt Marburg-Biedenkopf**
Robert-Koch-Straße 7
35037 Marburg

 Tel.: 0 64 21 / 6 98-0

For further useful information, forms and leaflets on the topic of taxation and double taxation visit the website of the “Oberfinanzdirektion Frankfurt” (regional tax office):

 www.oberfinanzdirektion-frankfurt.de

9.4 TAX RETURN

At the end of each calendar year you may apply to the tax office at your place of residence for a “Lohnsteuer-ausgleich” (income tax adjustment).

This may entitle you to a partial refund of tax paid. The necessary documents can be obtained from the local “Finanzamt” (tax office) or “Rathaus” (town hall).


You can also submit a tax return from your own country if you have already returned home. It must reach the local tax office by May of the following year; at the very latest by 31 December. When the tax office has processed the tax return you will receive a “Steuerbescheid” (tax statement) informing you whether and to what extent tax will be refunded.

It may be worth paying a “Steuerberater” (tax accountant) to help you complete your tax return.




Insider Info:

You can search for your Tax Office online:

 <http://gemfa.bzst.bund.de>

You will find a database of tax accountants online:

 www.dstv.de/suchservice

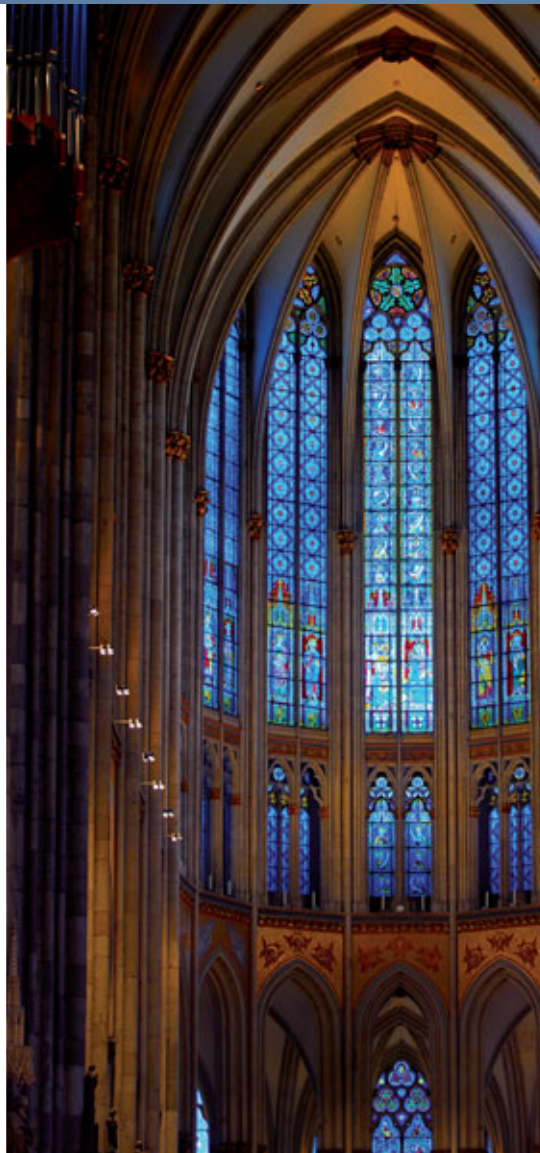
Advice, though only for members, is also available from the “Lohn- und Einkommensteuer Hilfe-Ring” (income tax advisory service):

 www.lhrd.com

9.5 CHURCH TAX

An unusual feature of taxation in Germany is state-collected “Kirchensteuer” (church tax). Under certain circumstances, churches can have their tax collected for them by the tax office. In the case of the major churches, church tax (roughly 9% of income tax) is collected by the state together with income tax and automatically deducted from your monthly salary. This is the reason why you are asked to state your religion when you register at the Residents’ Registration Office.

If you belong to the Roman Catholic Church, the Lutheran Church, the Reformed Protestant Church, the Jewish Community or certain Protestant Free Churches you are required to pay church tax in Germany. This does not apply, however, if you belong to the Anglican Church or the Orthodox Church. If in doubt, ask for advice at the Residents’ Registration Office.



For useful information on the subject of taxation in Germany visit:

- www.steuerliches-info-center.de/en
(Federal Central Tax Office)
- www.bundesfinanzministerium.de
(Federal Ministry of Finance)
- www.dstv.de/
(German Association of Tax Advisers – tax accountant database)

Welcome Centre



RESEARCH VISIT WITH A FAMILY



10.1 CHILDCARE

KINDERGARTENS, DAYCARE CENTRES, NURSERIES

If you are bringing your children with you to Germany you should look into the question of childcare at the earliest opportunity and probably take steps to find a place for your children while you are still at home.

For children from three to six there are kindergartens. These are voluntary and usually only open in the mornings from about 8 am to midday. As a rule, they do not serve a midday meal.

If you are looking for daycare for your child, you need to enquire about a "Tagesstättenplatz" (daycare place) which would either be at a "Kindertagesstätte" (daycare centre - Kita) or a "Ganztagskindergarten" (full-day kindergarten). They both provide daycare including a midday meal, usually for pre-school children from three onwards.

In some towns there is a serious lack of childcare places, especially in daycare centres, and you may have to join a waiting list.

Children under three are cared for at nurseries which often also offer daycare including a midday meal. However, in many towns there is a severe shortage of places. So, once again: try to organise childcare at the earliest opportunity.

The costs of childcare vary according to the services provided (midday meal, children under three etc.). Furthermore, in state facilities they are income-related.

CHILDMINDERS

Childminders, in German "Tagesmütter" or "Tageseväter" (day mothers or day fathers), provide individualised care and have more flexible hours. They usually look after several children at a time in their own homes. Childminders are trained and must have an official "Pflegerlaubnis" (licence) from the local "Jugendamt" (child and youth welfare services). You can find the names of childminders in small ads in the newspaper or ask the child and youth welfare services.

The best way of finding babysitters to look after your children for a few hours during the day or in the evenings, is to ask colleagues or neighbours.

Philipps-Universität Marburg

Childcare Forum (Marburger Kinderbetreuungs Börse)

The "Marburger Kinderbetreuungs Börse" (childcare forum) is a collaborative forum operated by the Marburg-Biedenkopf district authorities, the town of Marburg, the association of childminders in Marburg and the region, and the Protestant adult education centre. You can approach them for advice on childcare and the various offers in the region.

Landratsamt Marburg-Biedenkopf

Im Lichtenholz 60, 35043 Marburg-Cappel

Tel.: 0 64 21/ 4 05 15 66

Email: kindertagespflege@marburg-biedenkopf.de

Welcome Centre

**In Marburg: Childcare**

For additional information on childcare options visit the Marburg official website:

www.marburg.de > Service & Rathaus
> Service A-Z > K > Kinderbetreuung in
Marburg von A-Z

Additional information on childcare:

“Familien-Wegweiser” - directory for families produced by the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth:

www.familien-wegweiser.de

“Deutscher Bildungsserver”
(The German Education Server):

www.bildungsserver.de/start_e.html

10.2 SCHOOLS

All children living in Germany are required to attend school between the ages of 6 and 15. The first stage of school is called “Grundschule” (Years 1-4). After this, there is a choice between three different types of school: “Hauptschule”, which continues until Year 9 or 10 and leads to a general school leaving certificate, called “Hauptschulabschluss”; “Realschule”, which continues until Year 10 and culminates in an intermediate school leaving certificate, known as “Realschulabschluss”; “Gymnasium”, which continues until Year 12 and leads to the senior school leaving certificate, or “Abitur”, which is also the entrance qualification for higher education. Apart from these, there is also the “Gesamtschule”, a comprehensive school combining the three types of school under one roof where pupils are divided into groups according to their performance.

Attendance at state-run schools in Germany is free of charge. You do, however, have to pay for some of the books and teaching material as well as for excursions. There are only very few private or international fee-paying schools. The local “Schulamt” (education authority) can provide information on the situation in your area. You usually decide which school to choose after a visit and an interview with the headteacher. Depending on the Federal State, the school year nor-

mally begins after the summer holidays between July and September. At most schools in Germany lessons only take place in the morning.

At present, however, many Federal States are reorganising and turning schools into day schools. There are various different day school models and different focus areas. In some schools it is compulsory to attend all day, in others, known as “Offene Ganztagschulen” (open day schools), afternoon school is voluntary. All day schools provide a midday meal on the days they are open all day. Parents are expected to pay income-related contributions for full-day options. An additional charge is made for midday meals.



Insider Info: Holiday programmes

Visit the following website for information about parent-child activities and childcare programmes during the holidays offered by Philipps-Universität

🌐 www.uni-marburg.de/familywelcome
> Audit > Ferienbetreuung

Philipps-Universität Marburg

In Marburg: Schools

Some schools in Marburg provide bilingual teaching in certain subjects as well as intensive and booster classes in German as a second language. You can find a list of all the schools in Marburg on the town's official website:

🌐 www.marburg.de > Service & Rathaus
> Service A-Z > S > Schule

The "Staatliches Schulamt" (local education authority) advises teachers, parents and school students on all everyday matters.

📞 **Staatliches Schulamt**
Robert-Koch-Straße 17, 35037 Marburg

☎ Tel.: 0 64 21 / 61 65 00

✉ Email: poststelle@mr.ssa.hessen.de

🌐 www.schulamt-marburg.bildung.hessen.de

Additional information on the German school system:

"Deutscher Bildungsserver"
(The German Education Server):

🌐 www.bildungsserver.de/start_e.html

"Kultusministerkonferenz"
(Conference of Ministers of Education and Cultural Affairs):

🌐 www.kmk.org/information-in-english.html

EURAXESS Germany:

🌐 www.euraxess.de/en > Services
> Incoming > Schools

Welcome Centre



In Marburg: Contacts for questions relating to child allowance

For staff at Philipps-Universität Marburg:

The amount of child allowance to which the staff at Philipps-Universität are entitled is calculated by the “Hochschulbezügestelle” in Kassel, a central office for the universities in Hessen. Here you can find application forms for child allowance online; alternatively, turn to the finance offices in the individual departments at Philipps-Universität. If you have any issues with child allowance, please contact the central office directly.

Hochschulbezügestelle

Universität Kassel

Wilhelmshöher Allee 64–66, 34119 Kassel

Email: bhf@uni-kassel.de

You will find the telephone numbers of the administrator responsible for you on your salary statement.

www.uni-kassel.de > Service und Einrichtungen > Hochschul-Bezügestelle (BHF)

10.3 BENEFITS FOR FAMILIES

CHILD ALLOWANCE

Parents are eligible to apply for “Kindergeld” (child allowance) for children up to at least the age of 18. Under certain circumstance foreign parents are also entitled to child allowance.

Child allowance is usually paid when the applicant is domiciled or normally resident in Germany. Applicants resident abroad may be eligible for child allowance if they are subject to unlimited tax liability in Germany - i.e. the bulk of their income is exclusively earned in Germany.

Child allowance is currently 164 euro per month for the first and second child, 170 euro for the third child and 195 euro for each additional child. The amounts may be increased in 2010.

Applications must be made in writing to the local “Familienkasse” (family office).

EU / EEA citizens:

If you are a citizen of a Member State of the EU, the EEA States, or Switzerland you may receive child allowance irrespective of whether you have a settlement permit or a residence permit. The same applies if you are a national of Serbia and Montenegro, Bosnia-Herzegovina, Morocco, Tunisia or Turkey on the

basis of the respective bilateral agreements, provided that you are liable to pay contributions for unemployment benefit under the terms of your employment in Germany.

If you are working on the basis of a service contract or have been sent to Germany on temporary assignments by employers resident abroad you are not eligible for child allowance even if you have a settlement permit or residence permit for the purpose of gainful employment.

Non-EU citizens:

Foreigners living permanently in Germany are eligible to receive child allowance if they have a valid settlement permit or residence permit for specific purposes. One of these purposes is to pursue research according to §20. Foreigners who have a residence permit for the purpose of study or doctoral study (§16) are not entitled to receive child allowance.

PARENTAL ALLOWANCE

The legislation on “Bundeselterngeld- und Elternzeitgesetz - BEEG” (parental allowance and parental leave) came into force on 1 January 2007. It superseded the former Federal Family Allowance in respect of births occurring during and after 2007. **Hence the information given below only applies to births occurring after 31.12.2006.**

Parental allowance compensates for loss of income following the birth of a child. After deducting taxes, social security payments and tax allowances, it amounts to 67% of the average monthly income available prior to birth, or a maximum of 1,800 euro, or a minimum of 300 euro. Non-working parents receive the minimum amount in addition to the family income. Parental allowance is paid to the father and mother for a maximum of 14 months. They are eligible to split the period between them. Neither parent may claim for more than 12 months. A further 2 months may be paid if income is lost during this period and the partner is involved in caring for the child. Single parents drawing parental allowance to compensate for loss of income are eligible for the full 14 months parental allowance.

Eligibility:

Mothers and fathers are eligible for parental allowance if

- they care for and educate their children themselves after birth
- they are not employed for more than 30 hours per week
- they live together with their children in one abode
- they are resident or have their habitual place of residence in Germany

Under certain circumstances, parental allowance may also be paid in respect of employment abroad.


In Marburg: Contact for questions relating to child allowance

For those who do not draw their salary from the “Bezugestelle” (central office):


The family office in Bad Hersfeld is usually responsible.

Familienkasse Bad Hersfeld


Vitalisstraße 1, 36251 Bad Hersfeld

 Tel.: 0 18 01 / 54 63 37

Fax: 0 66 21 / 20 93 02


 Email: Familienkasse-BadHersfeld@arbeitsagentur.de

Application form for child allowance from the “Arbeitsagentur”:

 www.arbeitsagentur.de > Formulare
> Formulare für Bürgerinnen & Bürger
> Kindergeld

Additional information on child allowance:

Bundesagentur für Arbeit:

 www.arbeitsagentur.de > Bürgerinnen & Bürger > Familie und Kinder > Finanzielle Hilfen > Kindergeld

Welcome Centre

In Marburg: Applying for parental allowance

If you live in Marburg, the authority responsible for parental allowance is the "Hessisches Amt für Versorgung und Soziales" in Gießen:

- 📍 **Hessisches Amt für Versorgung und Soziales**
Südanlage 14 A, 35390 Gießen
- ☎ Tel.: 06 41 / 79 36-5 01
Fax: 06 41 / 7 93 64 00
- ✉ Email: postmaster@havs-gie.hessen.de

There is a service point where you can get advice and submit applications in Marburg itself:

- 📍 **Stadtbüro/Ordnungsamt**
Frauenbergstraße 35, 35039 Marburg
- ☎ Tel.: 0 64 21 / 2 01-7 81
- 🌐 www.marburg.de > Service & Rathaus
> Service A-Z > Familie, Jugend, Soziales
> 3-Themenbereich Familie

Basic information on parental allowance is also available from the Equal Opportunities Department at the municipal authorities:

- 📍 **Gleichberechtigungsreferat**
Rathaus, Markt 1, 35037 Marburg
- ☎ Tel.: 0 64 21 / 2 01-3 77
Fax: 0 64 21 / 2 01-7 60
- ✉ Email: gleichberechtigungsreferat@marburg-stadt.de

Application and deadlines:

Application for "Elterngeld" (parental allowance) must be made in writing to the office responsible for parental allowance in the Federal States. Each parent may apply for parental allowance for him- or herself. The application does not necessarily have to be submitted immediately after birth. Retrospective payments are, however, only made for the last 3 months prior to the month in which the application for parental allowance was made.

EU / EEA citizens:

If you are a citizen of a Member State of the EU, the EEA States, or Switzerland you are usually eligible for parental allowance if you are employed in Germany or if you are not employed but live in Germany.

Non-EU citizens:

Other foreigners are eligible for parental allowance if their residence in Germany is deemed permanent according to the type of residence title they possess and their access to the employment market. If you hold a settlement permit you automatically fulfil this requirement. If you hold a residence permit you only fulfil the requirements if you are also entitled to take up employment in Germany or have already worked here legally. Foreign parents who hold a residence permit for the purpose of studying or only in connection with a work permit for a specified maximum period are not eligible to receive parental allowance.

Insider Info: Tax allowances for children

If you are a Tax-payer in Germany you are entitled to a "Kinderfreibetrag" (tax allowance) for dependent children. This entitlement starts in the month in which the child is born.

If you have children you can have the children included on your "Lohnsteuerkarte" (tax card) at the "Finanzamt" or "Einkommensteueramt" (Tax Office or Residents' Registration Office). This usually means that you will pay less tax. If you take advantage of the tax allowances, this will be offset against child allowance.

10.4 EMPLOYMENT OPPORTUNITIES FOR PARTNERS

EMPLOYMENT LAW REGULATIONS

If you are accompanying your husband or wife to Germany and intend to search for a job, please take note of the employment law regulations (see chapter 5.4). Enquire at the German foreign mission or your local “Ausländeramt” (Immigration Office) whether your marital partner is eligible to engage in gainful employment and what documents may be required to do so.

JOB OFFERS

You will find job offers in the weekend editions of newspapers, online, on notice boards or through the employment agencies belonging to the “Bundesagentur für Arbeit” (Federal Employment Agency). Job offers and useful information for anyone wishing to take advantage of the free movement of labour can be found at EURES – The European Job Mobility Portal. EURES staff work at the job centres in the local employment agencies in Germany.

Insider Info:

Job offers at Philipps-Universität Marburg:

www.uni-marburg.de/personal/stellen

Philipps-Universität Marburg

Information and advice:

EURES – The European Job Mobility Portal:

<http://ec.europa.eu/eures>

Bundesagentur für Arbeit:

www.arbeitsagentur.de

Useful online job portals:

www.euraxess.eu > Jobs

www.zeit.de/jobs

www.academics.com

www.academics.de

<http://jobsuche.monster.de>

In Marburg:

Agentur für Arbeit Marburg

Afföllerstraße 25, 35039 Marburg

Tel: 01801 / 555111

Email: Marburg@arbeitsagentur.de

www.arbeitsagentur.de > Partner vor Ort
> Hessen > Marburg > Agentur

Welcome Centre

Philipps



Universität
Marburg

LIVING IN GERMANY



II.I DOCTORS AND HEALTH

If you need to consult a doctor in Germany you can ask your colleagues or acquaintances for a recommendation. You will find a list of all the doctors, listed according to field of specialisation, in your local classified directory, “Gelbe Seiten” (Yellow Pages). It is often advisable to consult a general practitioner, known as a “Hausarzt”, who will transfer you to a specialist if necessary.

You should always ring the doctor’s surgery in advance to make an appointment. In case of accident or emergency you will be given an appointment immediately or on the same day. Otherwise you will probably have to wait a couple of days or even weeks for an appointment, particularly with dentists or specialists.

Opening hours at doctors’ surgeries vary considerably. At the weekends surgeries are usually shut but emergency and stand-by services are available at night and during the weekend.

EMERGENCY SERVICES

If you urgently need a doctor at night, during the weekend or on a public holiday, you will have to turn to the “ärztlicher Notdienst” or “ärztlicher Bereitschaftsdienst” (emergency services).

You can find the telephone numbers in the column on the right or on the Internet. You can also ring a doctor: usually the answering machine will contain a message telling you which doctor is currently on stand-by duty.

PHARMACY SERVICE

If you need medication at night or out of hours during the weekend you should enquire about the “Apotheken-Notdienst” (pharmacies that are open all night). You can discover which pharmacy is open all night on which specific day in the local daily newspaper or on the Internet. Furthermore, every pharmacy has a list on its door informing you which pharmacies are open through the night.

Philipps-Universität Marburg

Emergency services, at night and weekends:

Emergency doctor in Marburg

☎ Raiffeisenstraße 6
35043 Marburg

☎ Tel.: 0 64 21 / 1 92 92

Dental emergency service for Marburg town and area

☎ Tel.: 0 64 28 / 44 63 44

All-night pharmacies:

You can find out which pharmacies in Marburg are open all night by visiting the following website:

☎ www.marburg.de > Service A-Z
> Apothekennotdienst

Poison emergency service for Marburg and Hessen:

☎ Tel.: 0 61 31 / 1 92 40

Emergency medical service:

Universitätsklinikum Gießen and Marburg GmbH (University Hospital)

☎ Tel.: 0 64 21 / 58-6

Emergency numbers

In case of accident or acute emergencies ring:

☎ **112** (doctor and fire brigade)

☎ **110** (police)


Welcome Centre

In Marburg: Important telephone numbers

Searching for doctors in Marburg:


You can find the addresses and telephone numbers of doctors and dentists in Marburg in the first part of the telephone directory or in the Yellow Pages.

You can conduct a detailed search for a doctor on the website of the Association of Statutory Health Insurance Physicians Hessen:


 www.kvhessen.de > Arztsuche

In Marburg there are plenty of opportunities to get help and advice. In personal crisis situations, for example, you can contact:


Pastoral Advice Service (24/7)

 Tel.: 08 00 / 1 11 01 11

Psychological Services providing advice on all educational, marital and family matters

 Tel.: 0 64 21 / 2 78 88

Addiction and Drug Advice (Protestant Church)

 Tel.: 0 64 21 / 2 60 33

COSTS OF MEDICAL TREATMENT

Statutory health insurance

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

There is a further additional charge known as the „Praxisgebühr“ (practice fee). Once every three months you are required to pay a single fee of 10 euro for consulting the doctor. You will be asked to pay at reception on your first visit and will be given a receipt which you can present if you need to consult the same doctor again in the same three-month period. If you wish to consult another doctor during the same three-month period you should ask the first doctor for a referral, otherwise you will have to pay another 10 euro to this doctor, too.

Private health insurance

If you have a contract with a private health insurance provider you will usually have to pay the costs for treatment and medication yourself and then submit the invoices to the insurance provider for reimbursement. Take careful note of the conditions of your health insurance which stipulate whether the provider will reimburse your costs and at what level. Depending on your insurance premium certain treatment may be excluded, or you may be required to pay part of the costs yourself.

II.2 EMERGENCY TELEPHONE NUMBERS

Important emergency telephone numbers

Police	110
Fire	112
Emergency/ambulance	112
Poisoning	0551 / 19 240
	0551 / 38 31 80

Vehicle breakdown

Allgemeiner Deutscher Automobil-Club (ADAC):	0180 / 2 22 22 22
Auto Club Europa (ACE):	0180 / 2 34 35 36
Vehicle insurance – call centre	0180 / 25 026
Pastoral advice service	0800 / 111 0111

Lost or stolen credit card?

Central blocking number for credit cards	116 116
Visa (International)	069 / 79 20 1333 900 974 445
MasterCard (International)	069 / 75 76 10 00 900 971 231
American Express	069 / 97 97 40 00
EC-cards	01805 / 021 021
Eurocard (International)	069 / 79 33 19 10 001 / 31 42 75 66 90
Diners Club (International)	069 / 26 03 50 0180 / 2 34 54 54



Important information in emergency situations:

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



EMERGENCY NUMBER

In life-threatening situations:

☎ Telephone: 112

Welcome Centre



II.3 BANKS AND “SPARKASSEN”

If you are staying in Germany for an extended period, are receiving a regular salary or fellowship and have to pay rent, it is a good idea to open a current account at a bank at the earliest opportunity. You can open a current account at a bank or “Sparkasse” (savings bank). To do so, you will need to present your passport or identity card and confirmation from the “Einwohnermeldeamt” (Residents’ Registration Office) that you are registered. Some banks will also require you to present your residence permit from the “Ausländeramt” (local Immigration Office).

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

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

Apart from cash, most shops, restaurants and firms accept debit and credit cards. Smaller sums, in cafés, for example, are usually paid in cash.

What is a “Sparkasse”?

“Sparkassen” or savings banks are public financial institutions. Their profits are not distributed amongst shareholders but are designated to be used for the general good. One of the tasks of the “Sparkassen” is to promote medium-sized enterprises by granting them credit. Just like private banks, “Sparkassen” offer the full portfolio of banking and other financial services.

II.4 PUBLIC LIBRARIES

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

books and magazines. In order to use the library and borrow books and other media you will need a library card. You can register at the library by presenting your passport and proof that you are registered in the locality. Registration itself is free of charge; libraries often charge a modest fee for borrowing books and other media.



Philipps-Universität Marburg



In Marburg: Stadtbibliothek

Opening hours:

- ☑ Mo., Tu., Th. and Fr. 2:00 pm – 6.30 pm
- ☑ We. 10:00 am – 1:00 pm

You can extend loans by telephone during opening hours by ringing:

- ☎ Tel.: 0 64 21 / 20 12 48

Stadtbücherei Marburg

- 📍 Ketzlerbach 1, 35037 Marburg
- ✉ Email: stadtbuecherei@marburg-stadt.de
- 🌐 www.stadtbuecherei-marburg.de

Welcome Centre

Deutsche Bahn

Journey planner, prices
and online booking:

 www.bahn.de/international



II.5 PUBLIC TRANSPORT

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

Lots of towns also have a sophisticated network of bicycle lanes – if you enjoy cycling it can be a useful alternative to public transport.

DEUTSCHE BAHN

“Deutsche Bahn” (German Rail) connects all the larger and many of the smaller towns locally, regionally and long-distance.

“Deutsche Bahn” has a lot of special offers and deals. With the “BahnCard 50” and the “BahnCard 25” you can save 50% or 25% on the standard price of any ticket for a whole year. Furthermore, there are special discounts for groups and advance bookings.

Buy your ticket before you get on the train. You can purchase tickets online, or there are ticket machines or ticket offices at the station. If you are in a hurry you can buy your ticket from the ticket collector on long-distance trains. But this is more expensive. Please note: on local, regional and “S-Bahn” trains you have to buy your ticket before you enter the train. Make sure you always have a valid ticket. There are ticket inspections on trains and buses, and travelling without a valid ticket (“Schwarzfahren” – fare dodging) might prove expensive.

If you are embarking on a longer journey, particularly at the weekend, you should reserve a seat. On some routes the trains get very full.

LOCAL TRANSPORT SYSTEM

There is plenty of local transport – buses, trams and underground – in Germany. Particularly in the larger towns, during the day it is often quicker and easier to travel by bus or tram than by car.

You can buy tickets at ticket machines on the platform or inside the trams and underground trains; in buses the drivers often sell tickets, too. However, what is true for one town is not necessarily true for another so you should enquire locally. “Mehrfahrtenkarten” (multi-trip tickets) are cheaper than individual tickets and can usually be purchased at ticket machines. If you are staying in one place for a longer period and intend using public transport regularly, it may well be worth buying a weekly or monthly season ticket. They are available at the local transport company’s ticket offices which are usually situated near the railway station.

Philipps-Universität Marburg


In Marburg: Rhein-Main-Verkehrsbund / RMV


RMV is the local transport company in Marburg which runs a good bus service. Information on timetables and prices is available at the Marburg RMV Mobility Centre

RMV-Mobilitätszentrale Marburg

Stadtwerke Marburg

Universitätsstraße 1, 35037 Marburg

 Tel.: 0 64 21 / 20 52 28

 www.stadtwerke-marburg.de > Mobilität

In addition, you can also visit RMV’s website for information about connections and departure times in the entire Rhein-Main region:

 www.rmv.de

Welcome Centre

Taxis in Marburg**City Taxi**

☎ Tel.: 0 64 21 / 5 11 11

Uni Car

☎ Tel.: 0 64 21 / 4 77 77

Yellow Car

☎ Tel.: 0 64 21 / 1 44 44



TAXIS

Taxis in Germany are relatively expensive and many people only use them in special situations – at night, for example, or when they have a lot of luggage. Prices are regulated. You are charged a basic price plus a charge per kilometre. All taxis have a taxi meter which runs during the entire journey and registers the price at the end. It is usual to give the taxi driver a tip by rounding up the amount.

“MITFAHRZENTRALE”


One alternative to public transport, especially for long journeys, is the “Mitfahrzentrale” (car sharing agency).


Drivers who are going on long journeys often register their journeys at car sharing agencies and offer to take passengers. These offers are sorted according to destination and date, and you can find out about them online or by telephone. You pay a fixed sum based on distance to the driver directly. Please note that you use car sharing agencies at your own risk. The agencies themselves cannot usually guarantee the quality or reliability of the arrangement or accept liability.

AIR TRAVEL

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

Mitfahrzentralen

 www.mitfahrzentrale.de

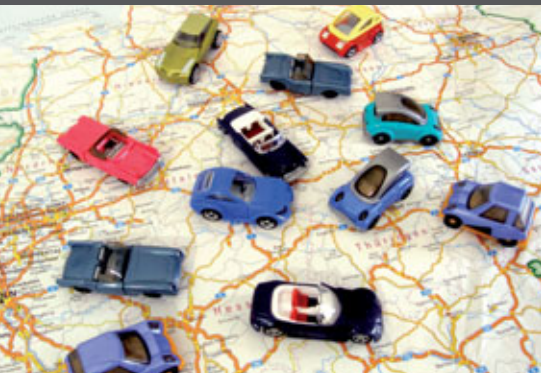
 www.mitfahrgelegenheit.de

From Marburg to the airport:

There are regular connections from Marburg to Frankfurt main station. From there you can get to the airport quite easily by train or “S-Bahn”.

Please note that the airport described by Ryanair as ‚Frankfurt-Hahn‘ is actually 120 km outside Frankfurt and therefore not very close to Marburg.

Welcome Centre



Automobile associations

The “Allgemeine Deutsche Automobil-Club” (ADAC) is the largest automobile association in Germany. You can also join the “Auto Club Europa” (ACE) or the “Automobilclub von Deutschland (AvD)”. They provide services in case of breakdown. You can call them for help if you get stuck on the road somewhere. This service is usually free for members; non-members have to pay. For emergency phone numbers see chapter 11.2.

EURAXESS Germany

www.euraxess.de/portal/own_car.html

11.6 YOUR OWN VEHICLE

Having your own car guarantees you maximum freedom and flexibility despite the heavy traffic and frequent traffic jams in towns, on the motorways, during rush hour, at weekends and holiday times.

Many researchers bring their cars with them from home or buy one in Germany. If you are only staying up to six months this is relatively easy. There are no problems about the validity of your driving licence or whether you have a foreign number plate and car papers or even about vehicle tax and third-party liability insurance.

However, many researchers stay longer and then you have to face costly, time-consuming bureaucratic challenges in order to comply with the regulations on driving licences and registration. And you also have to deal with vehicle taxation and insurance. Do think carefully whether it is really worth your while to bring your own car with you to Germany.

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

In Marburg: driving licence and vehicle registration

The authority responsible for everything to do with driving licences (including the transcription of foreign licences) is:

Fahrerlaubnisbehörde Marburg Central Office

- 📍 Im Lichtenholz 60, 35043 Marburg
- ☎ Tel.: 0 64 21 / 4 05 16 51 or
Tel.: 0 64 21 / 4 05 16 56
- ☎ Fax: 0 64 21 / 4 05 15 79
- 🌐 www.marburg-biedenkopf.de
> Auto & Verkehr

Opening hours:

- 🕒 Mo. – Fr. 7:00 am – 2:00 pm
- Sa. 8:00 am – 12:00 noon

Kfz-Zulassungsbehörde Marburg-Biedenkopf (vehicle registration)

- 📍 Hauptstelle Marburg
Im Lichtenholz 60, 35043 Marburg
- ☎ Tel.: 0 64 21 / 4 05 16 10 oder
0 64 21 / 4 05 16 11
- ☎ Fax: 0 64 21 / 4 05 15 79
- 🌐 www.marburg-biedenkopf.de
> Auto & Verkehr > Kfz-Zulassung

Opening hours:

- 🕒 Mo. – Fr. 7:00 am – 2:00 pm
- Sa. 8:00 am – 12:00 noon

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


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

Welcome Centre



Comparing charges

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

 www.billigertelefonieren.de

 www.billiger-surfen.de

II.7 RADIO, TELEVISION, TELEPHONE AND INTERNET

RADIO AND TELEVISION LICENSING FEES

Just as in other European countries, the state charges a fee for the use of radios and televisions which finance the public broadcasting stations. It is usually collected by a fee-collecting agency known as the “Gebühreneinzugszentrale” (GEZ). If you have a radio or television you must register with GEZ. Visit GEZ online for more information or call round your local post office.

TELEPHONE AND INTERNET

“Deutsche Telekom” operates the telephone service in Germany. Apart from Deutsche Telekom there are now numerous other providers which might be more reasonable. Most firms offer various options and services, for example different telephone and Internet packages. It is worth comparing. You can register or cancel a Telekom landline at “T-Punkte” (telephone shops) which can be found in nearly every town.

Charges for telephone calls vary significantly according to provider, time of day and distance. You can use cheaper providers on a call by call basis (by pre-dialling a specific code) from private telephones. The differences may be substantial if you are phoning abroad.

There are also a number of mobile providers offering different options and services. Most firms also have shops in the majority of large towns. Check on the length of the contract before you sign it. **w**

Searching for telephone numbers

Anyone who is registered in the Telephone Book is also traceable online. Alternatively, you can ring directory enquiries (This service incurs charges and can be expensive.):


For domestic telephone numbers:	II 8 33
For domestic telephone numbers in English:	II 8 37
For foreign telephone numbers:	II 8 34

In the classified directory or so-called “Gelben Seiten“ (Yellow Pages) you will find the telephone numbers of doctors, pharmacies, shops, restaurants, plumbers, electricians and many others.

Registering televisions and radios at the GEZ

At the guesthouses the fees are included in the rent. If you have private accommodation and your own television or radio you will have to register them at the “Gebühreneinzugszentrale” (GEZ) and pay the fees.


Gebühreneinzugszentrale

 www.gez.de

Telephone Book

 www.telefonbuch.de

Yellow Pages

 www.gelbe-seiten.de

If you move into a guesthouse belonging to Philipps-Universität, the telephone in your apartment will be connected when you arrive. You can either pay your bill by bank transfer or pay the caretaker directly.

Welcome Centre



Churches in Marburg

For information on churches in Marburg, what they do and how you can reach them visit the official Marburg website:

www.marburg.de > Service A-Z
> Kirche in Marburg

Information on the church and religion in Germany

www.bmi.bund.de > Themen
> Politik und Gesellschaft
> Kirchen und Religionsgemeinschaften

II.8 RELIGION

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

There is no state church in Germany. The state and the churches or religious communities are not allowed to enter into institutional association; they are, however, allowed to cooperate provided that the principles of neutrality and non-discrimination are upheld. This means that churches are expected to make statements on social issues and be involved in bodies and commissions like ethics councils. The state and the churches have also come to agreements on religious instruction in state schools and the collection of church tax by state financial authorities (see chapter 9.5). As a result, there is not a strict division of church and state in the secular sense in Germany.

Today, some 30 percent of the population in Germany are Roman Catholics, another 30 percent are Protestants. Roughly four percent of the population come from Moslem countries, about two percent belong to other religious communities and roughly 34 percent are not affiliated to any religious group. Altogether, there are more than 160 different religious communities in Germany which contribute to the religious diversity of the country.

II.9 PUBLIC HOLIDAYS

THE FOLLOWING PUBLIC HOLIDAYS ARE OBSERVED IN THE WHOLE OF GERMANY:

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

THE FOLLOWING PUBLIC HOLIDAYS ARE ONLY OBSERVED IN CERTAIN FEDERAL STATES:

Epiphany	6 January
Corpus Christi	2nd Thursday after Whitsun (June)
Assumption Day	15 August
Reformation Day	31 October
All Hallows' Day	1 November
Repentance Day	3rd Wednesday in November

KARNEVAL

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



Visit the following websites for an overview of the current public holiday dates and school holiday dates organised according to Federal State:

www.feiertage.net

www.ferienkalender.com

www.schulferien-und-feiertage.de



II.10 GOOD TO KNOW – A TO Z OF USEFUL INFORMATION

ADDRESSING PEOPLE: “DU“ AND “SIE“

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

CINEMA

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

ELECTRICITY

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

NO SMOKING

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

PURCHASE TAX

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

SEPARATING WASTE / RECYCLING

Environmental consciousness in Germany is comparatively acute. One of the ways it expresses itself is in the separation and recycling of waste. In most towns you have individual, colour-coded dustbins or skips for paper (blue), plastics/composites (yellow) compost/garden waste (green or brown) and landfill (grey). In addition, there are also public containers for glass, batteries and electrical waste. Lots of drinks bottles are refundable: if you take the bottles back to the supermarket you will be given a refund. Non-refundable bottles, like wine bottles, belong in the glass container.

SHOPPING

Generally, shops are open in Germany from Monday to Saturday from 9 am to 8 pm. Supermarkets and large shopping centres sometimes have longer opening hours. Smaller shops, on the other hand, often shut during the week between 6 pm and 7 pm and around lunchtime on Saturdays. All shops are shut on Sundays and public holidays. Bakeries are an exception. They often open in the mornings on these days. At petrol stations and kiosks you can usually find a modest selection of groceries and other articles during the night and the entire weekend.

TIPPING

It is usual to leave a tip in restaurants and cafés. Hairdressers and taxi drivers as well as others who provide a service usually receive a tip, too, in recognition of good service. The standard sum is about 10 percent; usually you round up the sum owed. If you pay in cash and do not have the right amount plus tip it is quite normal to ask the waiter or taxi driver to round the sum up to the amount you wish to pay. You can either state the amount or say how much change you want back. When you go out to restaurants or cafés with friends or acquaintances it is quite usual to ask for separate bills in Germany.

WEATHER

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



For additional information on life and culture in Germany, including links, visit the EURAXESS Germany website:

www.euraxess.de/portal/other_tips_in.html

Welcome Centre



BEFORE YOU
LEAVE GERMANY ...


12.1 CHECK LIST

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

THREE MONTHS TO GO:

- Cancel your tenancy agreement in good time
- Cancel your contracts with local utilities providers (electricity, gas, water)
- Discuss with your landlord whether you have to do any decorating before leaving your accommodation
- It may be advisable to consult a tax accountant about completing your tax declaration
- If you have been drawing a salary from the university and have paid social security contributions, arrange an appointment with an adviser at the “Rentenversicherungsanstalt” (Pensions Service) to discuss your pension entitlements
- Check with the personnel department/your fellowship provider well in advance whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross
- Cancel your public transport season ticket
- Cancel any subscriptions to newspapers or journals
- Cancel your membership in any societies, associations, clubs etc.
- If you are moving to another European country we recommend you to contact one of the EURAXESS Service Centres located there – they will be able to help you organise your research stay in your new target country.

EURAXESS Service Centres

 www.euraxess.eu



Welcome Centre



ONE MONTH TO GO:

- Cancel your registration at the “Einwohnermeldeamt” (Residents’ Registration Office)
- If you have children, inform the school or kindergarten that you are leaving
- Inform your insurance companies that you are leaving
- If you want to sell your car in Germany or take it to your own country, you must inform the “Kraftfahrzeugzulassungsstelle” (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration)
- Inform your telephone provider
- Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period
- If required, complete a “Nachsendeantrag” (forwarding request) at the post office so that your post can be forwarded to you
www.efiliale.de > Nachsendeservie
- If you have paid for a television licence inform the “Gebühreneinzugszentrale” (GEZ - fee collecting agency) that you are leaving
www.gez.de

- Take borrowed books and journals back to the university library or departmental libraries
- If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels
- Join the alumni network so that you can keep in touch with the university in future
- As you will probably need to use your bank account right up to the last minute, we recommend you not to cancel it until shortly before the move

MOVING DAY:

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



AUF WIEDERSEHEN
IN DEUTSCHLAND!

INDEX

A

abbreviations 78, 79
 Academic Quarter 72
 Accident at work 92
 Accident insurance 81, 82, 92
 Accommodation 76, 77, 78, 79
 Account 57, 112, 128
 Agent 78
 Agentur für Arbeit 91, 107
 Alexander von Humboldt Foundation 12, 13, 61
 Alumni 53, 54
 Apartment 77, 78, 79
 Appointment 71, 75

B

Babysitter 101
 Bank 57, 112, 128
 Berufsunfallversicherung 92
 Botanical Gardens 29, 48, 49, 77
 Breakfast Bus 38, 39

C

Cafeteria 37, 38, 39
 Car 116, 118, 119, 128
 vehicle 118, 119, 128
 Car sharing agency 117
 Check List 57, 58, 127, 128
 Before you leave home 57
 When you arrive 57
 Before you leave Germany 127
 Chemikum 47
 Child allowance 104, 105
 Childcare 57, 101, 102
 Childcare Forum 101
 Childminder 101
 Children 11, 48, 57, 101, 102, 103, 128
 Choir 50
 Philologia Cantat 50
 University Choir 50
 Church 16, 19, 23, 65, 99, 110, 122
 Church tax 99
 Collective pay agreement 71
 Continuing education 41, 52

D

Daycare centre 101
 Day schools 102
 Deutsche Bahn 114, 115
 Doctor 109, 110
 Double taxation agreement 97
 Driving licence 58, 118, 119

E

Education authority 103
 Einwohnermeldeamt 57, 62, 65, 96, 106, 112, 128
 Emergency 109, 111
 Emergency doctor 109
 Emergency number 111
 Employment 67, 68, 71, 91, 96, 107
 Employment contract 68, 71, 96
 Employment opportunities 107
 Entry 60, 61
 Equal Opportunities Representative 51
 Ernst-von-Hülse-Haus 45
 Ethnological Collection 47
 EU citizen 62, 63, 68, 69, 82, 87, 88, 90, 104, 106
 EURAXESS 12, 13, 73, 78, 103, 107, 118, 125, 127,

F

Family 100, 102, 104, 105
 Federal Employment Agency 67, 68, 91, 107
 Fellowship 61, 73, 81, 84, 91, 95
 Finance 73
 Funding for research visits 73
 Foreigners' Office 64, 66, 67
 Immigration Office 64, 66, 67, 68, 107, 112
 Freizügigkeitsbescheinigung 62, 66, 67
 Funding database 12, 73
 Funding programmes 73

G

Gebühreneinzugszentrale 120, 121, 128
 GEZ 120, 121, 128
 Gender Equality Representative 51
 Equal Opportunities 51, 106
 General practitioner 109, 110
 German Academic Exchange Service 73
 German classes 33
 German Rail 115
 German Research Foundation 75
 Green School 48, 49
 Guest house 40, 77, 78, 121

H

Health Insurance 57, 63, 64, 66, 67, 73, 81, 82, 83, 84, 85, 86, 87, 88, 110,
 Private Health Insurance 83, 84, 85, 86, 87, 93, 110
 Statutory Health Insurance 83, 84, 85, 87, 88, 110
 Health insurance card 85, 88
 European Health Insurance Card (EHIC) 85, 86, 88
 Holidays 123
 Hospital 109

I

Ilias 42
 Illness 81, 83
 injury 85
 Immigration Office 64, 66, 67, 68, 107, 112
 Foreigners' Office 64, 66, 67
 Income tax 95, 96, 98, 99
 Injury 85
 Illness 81, 83
 Insurance
 Health Insurance 57, 63, 64, 66, 67, 73, 81, 82, 83, 84,
 85, 86, 87, 88, 110,
 Private Health Insurance 83, 84, 85, 86, 87, 93, 110
 Third-party liability insurance 73, 81, 93, 118, 119, 128
 Travel health insurance 63
 Insurance against accidents at work 81, 92
 Insurance number 82
 Intellectual Property 74, 75
 Internet 40, 41, 42, 120
 Invention 74

J

Job offers 107

K

Kindergarten 101

L

Landgrave's Castle 15, 19, 45
 Landgrafenschloss 15, 19, 45
 Language Centre 33
 Sprachenzentrum 33
 Language Courses 33
 Lease agreement 57
 Library 29, 34, 35, 36, 38, 40, 113, 128
 Departmental Libraries 35, 36
 Public Library 113
 University Library 34, 35, 36, 38, 40
 UB 35, 36

M

Marital partner 57, 61, 64, 66, 67, 68, 85, 107
 Medical treatment 110
 Medication 58, 86, 109, 110
 Meldebescheinigung 65, 66
 Mensa 37, 38
 Mineralogical Museum 46
 Museum 19, 44, 45, 46, 47
 Chemikum 47
 Ethnological Collection 47
 Mineralogical Museum 46
 Museum of Medical History 46
 Religious Collection 47
 University Museums 19, 44, 45, 46, 47

N

Nursing care insurance 81, 93

O

Occupational pensions 90
 OPAC 35, 36
 Orchestra 50

P

Parental allowance 105, 106
 Patent 74, 75
 Pension 81, 89, 90, 92, 127
 Occupational pensions 90
 Pension contributions 90
 Pension rights 57, 89, 90
 Pension scheme 81, 89, 90
 Personnel Department 52, 71, 73
 Personalabteilung 52, 71, 73
 Pharmacy 109
 Preparatory College 34
 Studienkolleg Mittelhessen 34
 Public holidays 123
 Public library 113
 Public servant 71
 Public transport 114, 115, 117

R

Radio and television licensing fees 120
 Refectory 37, 38
 Religious Collection 47
 Research and Transfer Section 74
 Researcher Visa (§ 20) 64
 Residence Permit 61, 62, 64, 66, 67, 68
 Residents' Registration Office 57, 62, 65
 Rhein-Main-Verkehrsbund 115
 RMV 115

S

Salary scale 71
 Savings bank 112
 Schengen 61, 62, 63
 Schengen States 63
 Schengen Visa 61, 62, 63
 Scholarship database 73
 School 11, 16, 48, 57, 102, 103, 128
 Self-Learning Centre 33
 Selbstlernzentrum 33
 Settlement permit 67, 68, 104, 106
 Social security 12, 71, 80, 81, 82, 84, 86, 89, 90
 Social security agreement 84, 89, 90, 91
 Sport 22, 43
 Stadtbüro 65, 106

T

Taxation 12, 90, 94, 95, 96, 97, 98, 99
 Tax accountant 98, 99, 127
 Tax card 65, 96, 106
 Tax exemption on fellowships 95
 Tax return 98
 Telephone 110, 111, 120, 121, 128
 Third-party liability insurance 73, 81, 93, 118, 119, 128
 Train 114, 115
 Transfer of research and technology 74
 Travel health insurance 63

U

Ucard 38
 Unemployment benefit 91, 104
 Unemployment insurance 81, 91
 Uni-Tandem 34
 Universitätsbund 28, 29, 53
 University Computer Centre 40, 41
 HRZ 40, 41, 42
 University Library 30, 35, 36, 38, 128
 UB 35, 36
 University Museums 19, 44, 45, 46, 47
 University Sports Centre 43
 ZfH 43

V

VBL 90
 Vehicle 118, 119, 128
 Car 116, 118, 119, 128
 Vehicle registration 119
 Visa 61, 62, 63, 64, 66
 Hybrid visa 63
 National Visa 61, 63, 64
 D-Visa 63, 64
 Researcher Visa 64
 Schengen Visa 61, 62, 63

W

W-Besoldung
 salary scale for professors 71
 Welcome Centre 8, 9, 11, 13, 30, 47, 57, 66, 85, 87, 90
 WLAN 40

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