

Information
for Guest PhD Students in the University of Regensburg
in the framework of the ESF project
'Innovative Doctoral Studies in a Knowledge Based Society'
of Babeş-Bolyai University, Cluj-Napoca

Winter Term 2010/11

Welcome to Regensburg! This brochure is intended to help you when planning your stay in Regensburg and to facilitate your first steps after you came to Regensburg.

In Chapter 1 you will receive a first **impression of the city and the university**.

Chapter 2 contains information concerning **the preparation of your stay** and your **journey to Regensburg**.

The focus of Chapter 3 is on the basic **administrative procedures** you'll have to run through after arriving in Regensburg (*Health Insurance and Foreigners' Registration Office*)

In Chapter 4 you will learn how **enrolment** in the university works.

The final Chapter 5 gives you **information about additional activities** such as *German Language courses, intercultural seminars or social activities* for international PhD students.

CONTENTS

- 1. Regensburg – The City and the University..... 3**
 - a) General Information..... 3
 - b) Contact at the University..... 4

- 2. On the Way to Regensburg..... 4**
 - a) Before Departure..... 4
 - b) Trip to Regensburg..... 5

- 3. Dealing with Authorities..... 6**
 - a) Health Insurance..... 6
 - b) Foreigners’ Registration Office..... 6

- 4. Application and Enrolment at the University 7**
 - a) Before your Stay: Application for Admission 7
 - b) After your Arrival: Enrolment 8

- 5. Other Aspects of your Stay 9**
 - a) Accommodation 9
 - b) German Language Courses 9
 - c) Intercultural Seminar..... 9
 - d) Getting in Touch with Others 10
 - e) Religious Communities 10
 - f) Child Care 10
 - g) Research Centres 11

1. Regensburg – The City and the University

a) General Information

It is one of the main aspects of the university's appeal that it is situated within the attractive city of Regensburg (about 135.000 inhabitants). Various famous landmarks, such as the medieval Stone Bridge (Steinerne Brücke) across the Danube River and the Gothic cathedral St Peter's can literally tell their tales from 2000 years of history. In July 2006, Regensburg was awarded the UNESCO distinction „World Heritage“. This title recognizes the unique character of the medieval city centre and its magnificent architecture. The cityscape testifies to the economic and cultural flourishing and to the political power of the city during the High Middle Ages.

Over the course of the centuries, the old town could escape destruction nearly completely. Next to a most careful renovation and an intelligent way of traffic planning, this factor contributes to making the city centre a space brimming with life, where people live, work, shop and go out. The city is also said to be the one that features the highest concentration of sidewalk cafés, restaurants and pubs in Germany. A large number of visitors are attracted by various musical and cultural festivals throughout the whole year.

Moreover, the city is located within some charming surroundings. Amongst others, the Danube valley and the Bavarian Forest are great destinations for trips around the city. Furthermore, Regensburg has also established itself as a vivid economic centre – a development in which the university also has had its share. It is partly due to the rootedness of the university within social and economic life and partly due to the settlement of many new industrial and technological enterprises that the city has experienced a boom during the last years and can now exhibit a productivity rate that is among the highest in Germany and a constant increase in population.

The University of Regensburg, established in 1962, is situated on a modern campus in the Southern outskirts of the city. At the moment, there are 17.000 students enrolled, among them approximately 1.300 international students. There are eleven faculties in the university, which offer a large spectrum of courses of study. There are generous parkways between the buildings, which create a fruitful atmosphere for studying; by means of the local bus services, it is easy to reach the campus from the city centre and other districts.

b) Contact at the University

Dr. Mihai Márton
Assistant Coordinator of the project

Contact:
Chair in History of South Eastern and Eastern Europe, building PT, room 3.1.86
Tel. 0941/943-3559
e-mail: mihai.marton@geschichte.uni-regensburg.de
Office hours: Mon 10am-12noon and by appointment

Sandra Roth, M.A.
Tutor for international PhD students

Contact:
International Office, administration building, room 0.12
Tel. 0941/943-2382
e-mail: tutor.phd@uni-regensburg.de
Office hours: Mon 12-3:30pm, Wed 2pm–6pm and by appointment

2. On the Way to Regensburg...

a) Before Departure

Important documents

Before starting on your trip to Regensburg, please check the following:

- When will your passport/ ID card expire? (It has to be valid until the end of your stay in Regensburg)
- Do you have enough money with you to cover your expenses during your first days in Regensburg?
- Are your travel documents complete?
- Have you paid all the fees that were mentioned in your letter of acceptance?
- If you need to take any medicines on a regular basis or suffer from chronic diseases, please bring a statement from your doctor, in case you need to see a doctor here.
- Do you have proof of your health insurance? (EHIC = European Health Insurance Card or any proof of health insurance from your home country) → see Chapter 3.
- Please bring at least 2 passport-sized photos, at least one of them has to be **biometric** (for registration in the Foreigners' Registration Office)

b) Trip to Regensburg

You can reach Regensburg by plane, by train, by overland bus or by car.

Regensburg does not have an airport. The nearest airports are located in **Munich** or **Nuremberg**. There are trains regularly operating between these airports and Regensburg.

Website of the German Railway Company (*Deutsche Bahn*) containing information on timetables, connections and prices: www.bahn.de

Coming from **Munich**, there are two options for getting to Regensburg:

Shuttle Service:

There is a shuttle service called "Airportliner", which will carry you directly to any address in Regensburg from Munich Airport.

Airportliner

<http://www.airportliner.com>.

Costs: 38,- Euro

Reservation required! (at least three days in advance)

Bus and train:

Travelling by train from Munich Airport to Regensburg, you do **not** need to travel via Munich Central Station! Just take Bus No. 635 outside the central building (*Zentralgebäude*) of the airport, which will take you to Freising train station (the trip will take approx. 20 minutes). Here you change for the train to Regensburg. All trains operating between Munich and Regensburg have a scheduled stop in Freising.

Costs: Combination of bus and train amounts to 19 Euro.

From **Nuremberg** airport, you can take the subway to the central station (line: U2 direction Röthenbach). There are trains to Regensburg operating hourly.

Costs: Subway approx. 1,70 Euro, train 18 Euro.

Overland busses from Romania:

Two major Romanian overland bus companies, ATLASSIB und EUROLINES, offer regular connections from Cluj-Napoca to Regensburg, which are usually cheaper than flight tickets or railway connections.

Further information:

www.atlassib.ro

www.eurolines.ro

3. Dealing with Authorities

a) Health Insurance

It is a prerequisite for enrolment in the university to have contracted health insurance. Moreover, it is mandatory to show a sufficient proof of health insurance for the duration of the stay in Regensburg in order to be able to register with the Foreigners' Registration Office.

Romania has a **social insurance agreement** with Germany. If you have statutory health insurance there, you do not have to take out health insurance in Germany. After arriving in Germany, please go to a public health insurance company (please take your EHIC – European Health Insurance Card with you!). They will issue a certificate you need to submit upon enrolment. If you are still younger than **30 years**, you can alternatively contract public student health insurance.

If you do not have a Romanian health insurance and cannot contract German public health insurance, you need to contract **private health insurance**. For enrolment, you will additionally need a certificate of a public health insurance company stating that you have private insurance.

You can obtain information regarding private health insurance from Dr. Mihai Márton or Sandra Roth.

Some public health insurance companies in Regensburg:

Techniker Krankenkasse (TK)

Josef-Engert-Str. 9 (in BioPark at the university)

Tel. (0941) 40 96 206

Mon - Thu 11am-3pm and by appointment

AOK- Die Gesundheitskasse

Bruderwöhrdstr. 9, Tel.: (0941) 7 96 06 0, Fax: (0941) 79606212

Mon - Wed 8am-4.30pm, Thu 8am-5.30pm, Fri 8am-3pm

Barmer Ersatzkasse, Regensburg branch

D.-Martin-Luther-Str. 8, Tel. (0941) 58 32 - 0

Mon - Wed 8.30am-3.30pm, Thu 8.30am-6.30pm, Fri 8.30am-1pm

b) Foreigners' Registration Office

All foreigners (including EU citizens!) have to register with the Foreigners' Registration Office **within 3 months** from their arrival.

Everybody moving into a room or apartment has to give notice of his address within **7 days** and it is also mandatory to announce any changes in address.

Address of the Foreigners' Registration Office:

D.-Martin-Luther-Str. 3 (bus stop: *Dachauplatz*)

Office hours: Mon-Fri: 8am-12noon, Thu: 8am-1pm and 3-6pm

Which documents are required of EU citizens?

- Passport or ID card
- 1 Form: „Aufenthaltsanzeige EU“
- 1 Form: „Anmeldung bei der Meldebehörde“ (registration of apartment)
- There are no fees for EU citizens!

You can obtain these forms in the Foreigners' Registration Office, in International Office (room 0.16) or online:

<http://www.regensburg.de/rathaus/dienstleistungen/formularcenter/12591>

Information concerning right of residence for international students can be downloaded here:

<http://www-auslandsamt.uni-regensburg.de>

→ *Download*

→ *PhD Students and Guest Researchers*

→ *Overview of legal regulations*

4. Application and Enrolment at the University

a) Before your Stay: Application for Admission

It is due to administrative reasons that PhD students from Cluj will be enrolled as exchange students in the University of Regensburg. Please fill in the application for admission and send it to the following address (Please also enclose a copy of your passport):

Universitaet Regensburg
Studentenkanzlei
Universitaetsstrasse 31
93051 Regensburg

You can download the form (Application for Admission) here:

(There will be a new form starting January 2011!!!)

→ *Download*

→ *Exchange Students*

→ *Application for Admission*

(in the line „Field of Study“ please indicate the word „Promotion“ (PhD) additionally to your filed of study)

b) After your Arrival: Enrolment

When does enrolment take place?

On your letter of acceptance, which will be sent to you automatically after the University of Regensburg has received your application documents, you will find information about the dates of enrolment.

Where do you have to go?

- ⇒ Enrolment will be in the **Studentenkanzlei** (administration office, „Verwaltungsgebäude“, room 0.10).
- ⇒ Before enrolment, you will have to have transferred the semester fees (approx. 90€). Please read your letter of acceptance carefully on this issue. There, it will be indicated how much you will have to pay and to which bank account the money has to be transferred. After processing the money for transfer, it will take approx. one week until the registration office has received your money. Only then is it possible for you to enrol.

Do you have questions concerning enrolment?

Please consult the Studentenkanzlei (registration office):

- ⇒ *Ms. Klara Kreuzer*
room 0.10 (administration office, „Verwaltungsgebäude“), Tel.: 943- 23 77
Office hours: Mon - Fri: 8.30-11.30 am, Thu: additionally 1-3pm
e-mail: klara.kreuzer@verwaltung.uni-regensburg.de

What do you have to bring along for enrolment?

- ⇒ your letter of acceptance
- ⇒ the statement from the German public health insurance company
- ⇒ your passport
- ⇒ your bank statement or any certificate from your bank stating that you transferred the semester fee

During enrolment, you will receive your **student ID** (which also serves as your ticket for the *busses* in the city and as your *library card*) and a sheet containing your university **e-mail address** and information about how to use the **computers** in the university.

5. Other Aspects of your Stay

a) Accommodation

The International Office will help PhD students from Cluj finding an apartment. If you have any questions, please contact Dr. Mihai Márton.

b) German Language Courses

If you have no previous knowledge at all or a basic level of knowledge:

The international office organizes beginners' courses every semester (up to level B1) especially intended for PhD students. These courses take place twice a week in the evening (after 5pm). Please ask Sandra Roth for details about these offers.

If you have intermediate or advanced knowledge of German (more advanced than B1 level)

There are courses offered by German as a Foreign Language on intermediate or advanced levels. Exchange students are also welcome to participate if there are any free spaces and they have the required level.

Further information:

<http://www.uni-regensburg.de>

→ *Einrichtungen: Sprachenzentrum*

→ *Deutsch als Fremdsprache*

The courses offered by German as a Foreign Language take place during daytime. Other than with the courses especially for PhD students, there are no evening courses. If your research does not permit visiting courses during daytime, you can take courses with local private language schools.

Addresses can be obtained here:

<http://www-auslandsamt.uni-regensburg.de>

→ *International PhD Students*

→ *Application*

→ *Language Requirements*

c) Intercultural Seminar

Every winter semester, the International Office offers a seminar on intercultural encounter for PhD students in order to help them familiarize with their new surroundings. Guests from Cluj are very welcome to participate. In 2010, the dates for the seminar will be December 10 to 12 in *Kolpinghaus* in Regensburg. Further information is available from Sandra Roth.

d) Getting in Touch with Others

If you are interested in getting to know PhD students from many different countries and academic areas, please contact Sandra Roth. She organizes various activities, trips and events for international PhD students in Regensburg.

e) Religious Communities

There is a Romanian-Orthodox church in Regensburg. There is also a Hungarian Catholic priest near Regensburg, who also provides parochial care and custody to people living in Regensburg.

1. Romanian-Orthodox church

Parohia Regensburg
Biserica St. Matei,
Ostengasse 29-31,
Regensburg

Preot Alexandru Câmpeanu
Karthäuserstr. 7,
93051 Regensburg
Tel/Fax: (0)941-97094

2. Catholic priest

Plébános Ft. Bereczki Béla
Hungarian Catholic Mission
Tuchergartenstr. 2/A
90571 Schwaig
Tel: 0911-5075796

Reformed Church services in Hungarian are held only in Munich:

Office: Zsuzsanna and Klaus Dieter Hierl
Telephone 089 / 6011335
Email: info@reformatus-muenchen.de

f) Child Care

Guest PhD students planning to stay in Regensburg with small children might have a possibility of getting a place in the crèche ("Krabbelstube") for students' children, which is cheaper than regular options for child care. Still, advance notification is required (at least 6 months in advance) and we cannot guarantee there will be a place.

Further information:
Krabbelstube Campuskinder

Albertus-Magnus-Straße 16
Tel. (0941) 9 43 - 24 63

If you need information about further possibilities of child care, please contact to the family services of the university – it is strongly recommended to establish contact as soon as possible.

Verwaltungsgebäude Zi. 1.60d
Tel. (0941) 9 43 - 2323
<http://www.familienservice.uni-regensburg.de/>

g) Research Centres

The *Wissenschaftszentrums Ost- und Südosteuropa* (WiOS) (The Research Centre for Eastern and South Eastern Europe in Regensburg) is one of the most important auxiliary academic establishments for research on Eastern and South-eastern Europe in the German-speaking countries. One of WiOS' institutes, the Südost-Institut (Institute for South East European Studies), has been involved with Southern Europe's past and present since it was founded in 1930. The institute accommodates one of the best libraries on Eastern and South-eastern Europe within the borders of Europe.

Contact:

Wissenschaftszentrum Ost und Südosteuropa Regensburg
<http://www.wios.de>
Landshuter Str. 4
93047 Regensburg

Südost-Institut
<http://www.suedost-institut.de>
Landshuter Str. 4
93047 Regensburg