



DOCTORAL STUDIES AT HEIDELBERG UNIVERSITY

INFORMATION BROCHURE FOR INTERNATIONAL DOCTORAL CANDIDATES

ADMISSION AS
A DOCTORAL
STUDENT

ACCEPTANCE
LETTER

FINANCING
YOUR DOCTORAL
STUDIES

ENROLLING AT
THE UNIVERSITY

NETWORKS
AND
PARTNERSHIPS

LIVING AND
WORKING IN
HEIDELBERG

DOCTORAL
FELLOWSHIPS
AND GRANTS

SERVICES
PROVIDED BY
THE GRADUATE
ACADEMY

TRANSFERABLE
SKILLS

DOCTORAL STUDIES AT HEIDELBERG UNIVERSITY

IMPRINT

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CONTENTS

Preface

Contact us

Checklist 9

Overview 15

Doctoral studies in Heidelberg

Chapter 1 20

Finding a doctoral supervisor

Chapter 2 24

Language requirements and courses

Chapter 3 27

Regulations for entering and living in Germany

Chapter 4 35

Admission to the faculty

Chapter 5 37

Admission and enrolment at the university

Chapter 6 43

Research visits

Chapter 7	48
Insurance for international doctoral students	
Chapter 8	52
Financing your doctoral studies	
Chapter 9	56
Living and working in Heidelberg	
Chapter 10	69
Networks and partnerships	
Chapter 11	72
Services provided by the Graduate Academy	

PREFACE

Dear doctoral students,

Thank you for your interest in doctoral studies at Heidelberg University. We have put together this brochure to help you understand the issues surrounding doctoral studies and to get you off to a good start on the path to your doctorate.

The brochure outlines the necessary administrative procedures (chapters 1, 4 and 5), provides information about language requirements (chapter 2), visas and residence permits (chapter 3) and about short research visits to the University (chapter 6). You will also find information in the brochure about insurance and funding (chapters 7–8) and about life in Heidelberg (chapter 9). In chapters 10 and 11, we provide information about the services of the Graduate Academy and other facilities for doctoral candidates.

There is a checklist at the beginning of the brochure that gives an overview of the administrative steps necessary to begin your doctoral training in Heidelberg. You can use the list to check off the tasks you have already completed and to keep track of which steps and deadlines are still outstanding.

At the end of each chapter we have listed the relevant contact information and addresses for that topic. Of course, we are also happy to assist you personally in the Service Centre. Our contact information and office hours are found in the box to the left.

We would like to encourage you to take full advantage of the services offered by the Graduate Academy. Feel free to come to us for general advising, for information about fellowships and grants or for assistance in writing your research proposal. Make use of our academic writing support service and take part in our seminar programme for doctoral students. In Chapter 11 of the brochure you will find detailed information about all of these services.

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

The Graduate Academy
Service Centre

CONTACT US

Graduate Academy Service Centre

We are happy to help you with any of the topics covered in this brochure as well as with other general questions about doctoral studies in Heidelberg. You can reach us by email or telephone or you can come by the Service Centre during our office hours to speak to us in person.

For further information about the services provided by the Graduate Academy, please see chapter 11.

We look forward to hearing from you!

Heidelberg University Graduate Academy

Phone: +49 (0) 6221 54-19765

Email: graduieretenakademie@zuv.uni-heidelberg.de

■ www.graduateacademy.uni-heidelberg.de

Service Centre Altstadt

Seminarstr. 2
1st floor, room 135
69117 Heidelberg

Office hours:
Mon to Thurs 10 am–12 pm
Mon and Wed 1 pm–3 pm
and by appointment

Service Centre INF

Im Neuenheimer Feld 304
Ground floor of the central cafeteria
69120 Heidelberg

Office hours:
Wed 10 am–12 pm

CHECKLIST BEFORE COMING TO GERMANY

STEP	TASK	Info
1	<input type="checkbox"/> FINDING A DOCTORAL SUPERVISOR	Chapter 1
2	<input type="checkbox"/> REGULATIONS FOR ENTERING AND LIVING IN GERMANY <p>Documents for a student application visa</p> <p>The documents required differ depending on the applicant's country of origin. Please consult the German foreign mission in your home country about the procedures applicable in your case.</p> <p>Documents for applying for a student visa</p> <ul style="list-style-type: none"> <input type="checkbox"/> application form for a visa (available at the German foreign mission in your home country), <input type="checkbox"/> letter of admission to the University (Zulassungsbescheid) (or a document stating that you will receive your letter of admission soon) <input type="checkbox"/> proof of health insurance, <input type="checkbox"/> proof of financial resources for the duration of the stay, <input type="checkbox"/> if applicable, further documents, depending on the requirements of the German foreign mission in your home country. 	Chapter 3

CHECKLIST AFTER ARRIVING IN GERMANY

STEP	TASK	Info
3	<p data-bbox="204 638 594 662"><input type="checkbox"/> AFTER ARRIVING IN GERMANY</p> <p data-bbox="267 732 770 756">Documents for registering your place of residence</p> <ul data-bbox="204 768 873 984" style="list-style-type: none"><li data-bbox="204 768 873 821"><input type="checkbox"/> registration form (available at the Bürgeramt – Local Administration Office),<li data-bbox="204 833 638 857"><input type="checkbox"/> passport or personal identification card,<li data-bbox="204 868 873 922"><input type="checkbox"/> confirmation form signed by your landlord (available at the Bürgeramt – Local Administration Office),<li data-bbox="204 933 873 984"><input type="checkbox"/> if required, proof of your affiliation with the University, of financial support and/or of health insurance.	Chapter 3

STEP

TASK

Info

4

Documents for applying for a residence permit

- application form for a residence permit (this form is available from the Ausländerbehörde - Foreigners' Registration Office),
- registration certificate from the Bürgeramt (Local Administration Office),
- proof of health insurance,
- proof of financial resources for the duration of the stay,
- passport,
- 2 biometric passport photos,
- a fee of ca. 100 Euro.
- For a residence permit according to §16 AufenthG: letter of admission (Zulassungsbescheid) from Heidelberg University. The letter of admission from the faculty (Annahme als Doktorand) is not sufficient.
- For a residence permit according to §18 AufenthG: proof of employment (employment contract) or offer of employment (invitation letter or written confirmation of employment offer from the host institute at the University).
- If applicable, further documents (depending on the requirements of the Foreigners' Registration Office).

Chapter 3

CHECKLIST IMPORTANT FORMAL STEPS

STEP	TASK	Info
5	<ul style="list-style-type: none"> <li data-bbox="192 634 575 659"> <input type="checkbox"/> ADMISSION TO THE FACULTY <li data-bbox="265 695 477 719"> heiDOCS registration <li data-bbox="192 727 580 751"> <input type="checkbox"/> Creating your online doctoral file <li data-bbox="265 829 819 854"> Application documents for individual doctoral students <li data-bbox="192 862 831 919"> <input type="checkbox"/> application form “Antrag auf Annahme als Doktorand”, letter of acceptance and/or doctoral agreement, <li data-bbox="192 927 831 984"> <input type="checkbox"/> proof of a completed university degree (as a rule, certified copies of the university diploma), <li data-bbox="192 992 735 1016"> <input type="checkbox"/> topic and short summary of the doctoral project, <li data-bbox="192 1024 431 1049"> <input type="checkbox"/> curriculum vitae, <li data-bbox="192 1057 790 1081"> <input type="checkbox"/> declaration regarding past or current doctoral studies, <li data-bbox="192 1089 684 1114"> <input type="checkbox"/> if applicable, proof of language proficiency. <li data-bbox="265 1154 867 1211"> Application documents for doctoral students in a structured doctoral programme <li data-bbox="192 1219 859 1276"> <input type="checkbox"/> Please ask your programme coordinator ahead of time about the procedures applicable to your programme. 	Chapter 4

6

□ ADMISSION AND ENROLMENT AT THE UNIVERSITY

Chapter 5

Application documents

- form “Application form for admission as a PhD student”,
- letter of admission issued by your faculty (Annahme als Doktorand),
- certified copies of your secondary school leaving certificate (e.g. Abitur, high school diploma, Attestat, Matura etc.) including transcripts of records, (a certified translation of these documents into German or English is also required if the originals are not in German),
- certified copies of all of your university diplomas (Bachelor, Master), including transcripts of records for each semester or year of study, (a certified translation of these documents into German or English is also required if the originals are not in German),
- proof of sufficient financial resources,
- passport photo (4 cm x 5 cm),
- copy of your passport (if applicable with study visa),
- proof of German language proficiency or confirmation from your faculty that proficiency in German is not required,
- if applicable, proof of any time spent at a German university as well as proof that you are no longer registered at that university (Exmatrikulationsbescheinigung).

STEP

TASK

info

7

- **Enrolment documents**
- letter of admission to the University (Zulassungsbescheid),
- enrolment form “Application for immatriculation at Heidelberg University”,
- proof of health insurance with a state health insurance company or proof of exemption from state health insurance,
- passport photo (4 cm x 5 cm),
- personal identification card or passport containing a residence,
- any other documents listed on the “Zulassungsbescheid”.

Chapter 5

OVERVIEW

DOCTORAL STUDIES IN HEIDELBERG

In the following chapters, we will deal in detail with the individual steps that must be completed in order to begin a doctoral project (chapters 1–5), we will talk about important aspects of financing your doctoral studies (chapters 7–8) and we will provide information about support services for doctoral students (chapters 9–11). First, however, we would like to give an overview of the issues to be considered when planning your doctoral studies.

Prerequisites

In order to pursue doctoral studies at Heidelberg University you must fulfill the following requirements:

1. The completion of a university degree with very good or good results

Information about the concrete requirements can be obtained from the Dean's Office of the appropriate faculty. In general, one of the following degrees is required:

- Master,
- Magister,
- Diplom,
- Staatsexamen,
- an equivalent university degree from, a German or foreign university.

There is a list of the Dean's Offices of all faculties with addresses and contact information at the end of this chapter.

2. The ability to independently pursue academic research and to sustain interest and work on a particular topic over an extended period

A doctorate consists of a written academic thesis (dissertation) and an oral examination, either in the form of a disputation or a rigorosum (viva voce). Doctoral candidates who successfully complete the dissertation and the oral examination are granted the academic degree of doctor for independent academic achievement.

Duration of doctoral training

In general it takes three to five years to complete a doctorate. In the recommendations for young researchers made in 2005, Heidelberg University set the goal of shortening the duration of doctoral studies: "The efforts at improvement must include the goal of creating conditions in which doctoral training can generally be concluded within three years at the most."

Doctoral disciplines

You can pursue doctoral studies in any of the subjects offered at Heidelberg University. The following websites offer information about these subjects:

- www.uni-heidelberg.de/courses/prospective/index.html
- www.uni-heidelberg.de/faculties/

Helpful information about finding a supervisor in your research field can be found in chapter 1 “Finding a doctoral supervisor”.

Doctoral regulations

The specific regulations and admission requirements pertaining to doctoral studies are set down by the faculties in their doctoral regulations. These also outline the language requirements that doctoral candidates must fulfil and determine in which languages the doctoral dissertation may be written. All of the doctoral regulations can be found on the Graduate Academy website at:

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

Letter of acceptance from a supervisor and admission to a faculty

In order to begin working on your doctoral project, you must first obtain a letter of acceptance from your doctoral supervisor (chapter 1) and you must be awarded admission as a doctoral student to the appropriate University faculty (chapter 2). With these two documents, your supervisor and your faculty pledge to supervise your doctoral project until its completion. Additionally, you gain access to various services provided by the University (e.g. the library) only after you have been admitted by a faculty.

Individual doctoral studies vs. a structured doctoral programme

Individual doctoral training is the traditional model for obtaining a doctorate in Germany. Pursuing doctoral training through a structured doctoral programme is an alternative route that was introduced in Germany in the early 1990s. Such programmes are offered through graduate schools, research schools and research training groups of various sizes in which doctoral students work in groups with professors and other researchers. There is an overview of the structured doctoral programmes at Heidelberg University here:

- www.graduateacademy.uni-heidelberg.de/schulen/index_en.html

Individual doctoral studies offer a large amount of freedom in the planning and carrying out of the doctorate and thus demand a great deal of independence and organisational ability. Structured programmes, on the other hand, involve a greater degree of supervision and structured support provided through such measures as second supervisors or TACs (thesis advisory committees), supervisory agreements, regular progress and feedback meetings as well as specific methods courses or seminars for acquiring additional professional qualifications.

Good Academic Practice

A doctoral project must adhere to all of the rules of good academic practice, for example in dealing with intellectual property or citation practices. The rules of good academic practice can be found in the doctoral regulations as well as here:

- www.uni-heidelberg.de/university/profile/academic_practice/

Contacts in the faculties

The Dean's Office of each faculty has an office or a staff member responsible for the administration and regulation of doctoral training in that faculty. The following pages contain a list of the Dean's Offices and their addresses.

Important

The current contact person for doctoral studies in the faculties can be found at:

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

Dean's Office of the Faculty of Biosciences

Im Neuenheimer Feld 234
69120 Heidelberg
Phone: +49 (0) 6221 54-5648
Email: dekanat-bio@urz.uni-heidelberg.de
■ www.uni-heidelberg.de/fakultaeten/biowissenschaften

Dean's Office of the Faculty of Chemistry and Geosciences

Im Neuenheimer Feld 234
69120 Heidelberg
Phone: +49 (0) 6221 54-4844
Email: dcg@urz.uni-heidelberg.de
■ www.chemgeo.uni-hd.de

Dean's Office of the Faculty of Law

Friedrich-Ebert-Anlage 6–10
69117 Heidelberg
Phone: +49 (0) 6221 54-7631, -7630
Email: dekanat@jurs.uni-heidelberg.de
■ www.jura.uni-heidelberg.de

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

Im Neuenheimer Feld 205
69120 Heidelberg
Phone: +49 (0) 6221 54-5758
Email: dekanat@mathi.uni-heidelberg.de
■ www.mathinf.uni-heidelberg.de

Dean's Office of the Faculty of Medicine, Heidelberg

Im Neuenheimer Feld 672
69120 Heidelberg
Phone: +49 (0) 6221 56-22707
Email: dekanat@med.uni-heidelberg.de
■ www.medizinische-fakultaet-hd.uni-heidelberg.de

Office for Doctoral Affairs
Phone: +49 (0) 6221 / 56-22709/6865/22712
Fax: +49 (0) 6221 / 56-33 657
Email: med.promotion@med.uni-heidelberg.de
■ www.medizinische-fakultaet-hd.uni-heidelberg.de/Promotionsbuero.111446.0.html

Dean's Office of the Faculty of Medicine, Mannheim

Theodor-Kutzer-Ufer 1–3
68167 Mannheim
Phone: +49 (0) 621 383-9770
Email: beate.schmitt@medma.uni-heidelberg.de
■ www.umm.uni-heidelberg.de

Dean's Office of the Faculty of Modern Languages

Voßstraße 2, Gebäude 37
69115 Heidelberg
Phone: +49 (0) 6221 54-2891
Email: neuphil-fak@uni-hd.de
■ www.uni-heidelberg.de/fakultaeten/neuphil

**Dean's Office of the Faculty of
Philosophy**

Voßstraße 2, Gebäude 4370
69115 Heidelberg
Phone: +49 (0) 6221 54 -2325, -2329
Email: philosophische-fakultaet@uni-hd.de
■ www.philosophische-fakultaet.uni-hd.de

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

Bergheimer Str. 58, Gebäude 4310
69115 Heidelberg
Phone: +49 (0) 6221 54 -3445
Email: dekanat@wiso.uni-heidelberg.de
■ www.uni-heidelberg.de/fakultaeten/wiso

**Dean's Office of the Faculty of Physics
and Astronomy**

Im Neuenheimer Feld 226
69120 Heidelberg
Phone: +49 (0) 6221 54 -19648
Email: dekanat@physik.uni-heidelberg.de
■ www.physik.uni-heidelberg.de

Dean's Office of the Faculty of Theology

Hauptstraße 231
69117 Heidelberg
Phone: +49 (0) 6221 54 -3334
Email: dekanat@theologie.uni-heidelberg.de
■ www.theologie.uni-heidelberg.de

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

Voßstr. 2, Gebäude 37
69115 Heidelberg
Phone: +49 (0) 6221 54 -2894
Email: dekanat@verkult.uni-heidelberg.de
■ www.verkult.uni-heidelberg.de

CHAPTER 1

FINDING A DOCTORAL SUPERVISOR

Every doctoral student at Heidelberg University must have an academic supervisor. This supervisor provides advice and support in the following areas:

- choosing a topic and methodology,
- planning the project,
- writing and revising the dissertation,
- pursuing additional professional skills and qualifications.

The supervisor's acceptance letter (Betreuungszusage) is the written confirmation from a professor that he or she will take on the academic supervision of your doctoral studies. It is a letter of intent only; it does not entitle you to do your doctoral degree at the University. Permission to carry out your doctoral studies is granted only by admission as a doctoral student to one of the University faculties (see chapter 4).

This chapter provides information about finding an academic supervisor for your doctoral studies, either as an individual doctoral student or within a structured doctoral programme.

Important

Please note that professors are not obligated to take on doctoral students, even if the individual candidates fulfil the formal requirements.

Individual doctoral training: supervisor and doctoral agreement

Your academic supervisor can be a professor, associate professor or a junior group leader in your subject area. With the acceptance letter, he or she confirms the doctoral topic and formally assumes the role of supervisor.

In some cases a supervisor will write the acceptance letter himself or herself; however, some faculties provide a form for this purpose on their websites. In either case, the supervisor's acceptance usually contains the following information:

- full name and birth date of the doctoral student,
- starting date for the supervision of the doctoral project,
- the confirmation that the professor is prepared to supervise the doctoral student for the entire length of the doctoral training.

The doctoral agreement is based on the supervisor's acceptance letter and may, in some cases, replace this letter. The doctoral agreement sets down the details of the planned doctoral project such as the duration of the project, the reporting schedule, the resources that are to be made available, any additional qualifications the doctoral student should attain etc. The doctoral agreement form can be found on the website of your faculty.

The doctoral agreement is the first step in applying for admission as a doctoral student to your faculty. Then, after finalising the doctoral agreement with your supervisor and before applying for admission to the faculty, you must register with heiDOCS, the web portal for doctoral students you must register with heiDOCS, the web portal for doctoral students. Finally, within six weeks of signing the doctoral agreement, you have to submit your complete application to the faculty. Further information about this procedure is given in chapter 4 and is available from the Dean's Office of your faculty.

Hints for contacting a supervisor

We recommend that you allow yourself plenty of time to find a doctoral supervisor. The individual websites of the University's research groups and professors provide information about their current research topics as well as their contact information.

The first step is to identify the department or institute in which your intended research field is located. You can start with the list of University faculties:

■ www.uni-heidelberg.de/faculties/

You may also search for research groups and professors in:

- the University's various central research institutions:
 - www.uni-heidelberg.de/institutions/research/central
- at external research institutes that cooperate with the University:
 - www.uni-heidelberg.de/institutions/non_university.html
- or in interdisciplinary research alliances:
 - www.uni-heidelberg.de/institutions/research/interdisciplinarily_research_alliances.html

The websites of some faculties and institutes are available only in German.

In such cases, you can use the following terms to search for more information about professors and research fields:

- Research groups (Forschungsgruppen or Lehrstühle),
- Research areas (Forschungsgebiete),
- Research (Forschung),
- Faculty, Staff, Members (Mitarbeiter, Mitglieder, Personen),
- Publications (Publikationen).

When you have located professors or research groups that match your research interests, you can contact them to introduce yourself and your planned project. It is also helpful to have a short description of your project available.

Important

Please be aware that the Graduate Academy and other University offices are not able to make contact with potential supervisors on your behalf.

Deadlines for applying for admission to a University faculty

After you have received a letter of acceptance from your doctoral supervisor, you should apply for admission as a doctoral student to the appropriate University faculty (see chapter 4) as soon as possible. Please note that some faculties have deadlines for submitting the application for admission. Additionally, you gain access to many University facilities only after being admitted to the faculty.

Important: Visa

You should submit your supervisor's letter of acceptance to the German embassy or consulate in your home country when you apply for a visa. If your supervisor has also offered you a paid doctoral position, you should submit this offer of employment with your visa application.

Supervisor in a structured programme

Structured doctoral programme often advertise their doctoral positions (both paid and unpaid) online and in academic journals. Applicants take part in a multi-level selection process that may include contact with possible supervisors and the discussion of possible doctoral topics. Acceptance in a structured doctoral programme is generally accompanied by a supervisor's acceptance letter. However, you should inquire of the programme coordinator whether this is true in your case.

Current postings

There is a list of current postings for doctoral fellowships and positions in structured doctoral programmes at Heidelberg University on the website of the Graduate Academy:

- www.graduateacademy.uni-heidelberg.de/stipendien/strukturiert/index_en.html (Please be aware that this list is not exhaustive.)

Service Centre of the Graduate Academy

Please contact the Graduate Academy Service Centre if you have any further questions:

Phone: +49 (0) 6221 54 - 19765

Email: graduieretenakademie@zuv.uni-heidelberg.de

- www.graduateacademy.uni-heidelberg.de/index_en.html

Our office hours:

Mon to Thurs 10 am–12 pm

Mon and Wed 1 pm–3 pm

and by appointment

CHAPTER 2

LANGUAGE REQUIREMENTS AND COURSES

Language requirements

In most cases, the primary language used at Heidelberg University is German; however, the University offers an increasing number of courses and services in English. Depending on the research field, many researchers and labs also work in both German and English. Therefore, you will need very good German or English language skills in order to carry out your doctoral studies at the University and to successfully:

- communicate with your supervisor and your research group,
- write your dissertation,
- defend your thesis.

Even if you plan to write your dissertation in English, we strongly recommend that you learn some German in order to master daily life more easily and to increase your chances on the employment market in Germany after completing your doctoral studies.

The language of your dissertation

The doctoral regulations of each faculty determine the languages in which a dissertation may be written. In many subject areas, the languages permitted are Ger-

man, English and French. If you would like to write in a language not specified in the doctoral regulations, you must receive the permission of both your supervisor and the Dean of your faculty. In most cases, the deciding factor is whether both the supervision and the evaluation of your dissertation can be carried out successfully in the chosen language. The doctoral regulations are available here:

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

Important

If you choose not to write your dissertation and defend your thesis in German, you do not necessarily have to demonstrate proficiency in German in order to enrol at the University. To be exempt from the German language proficiency requirement, you must submit written confirmation from your supervisor (or in some cases from the doctoral committee of your faculty) that you are carrying out your doctoral studies in a language other than German with your application for admission/enrolment to the University (see chapter 5).

The doctoral regulations also set down what other, if any, language proficiencies (e.g. Latin or other ancient languages) you must have in order to be admitted as a doctoral student to the faculty. There is further information about admission to the faculty as a doctoral student in chapter 4.

Important

If proficiency in other languages is required for admission to the faculty, please include any relevant certificates or documentation in your application for admission.

Proof of German language proficiency

If you are writing your dissertation in German, you will need to demonstrate your proficiency in German if you wish to enrol at the University (see chapter 5). You must submit written proof of the completion of 1000 to 1200 hours of German lessons at a recognised language school (refer to the blue section) or you can take the German language exam DSH-2 "Deutsche Sprachprüfung für den Hochschulzugang - Stufe 2" after applying for admission to the University. For more information see:

- www.isz.uni-heidelberg.de/e_pruef_dsh.html

Exemption from the DSH-2 German language exam

You can be exempted from the DSH-2 exam if you submit one of the following certificates with your application for admission:

- the "Deutsche Sprachdiplom der Kultusministerkonferenz - Zweite Stufe",
- the "Große / Kleine Deutsche Sprachdiplom" from the Goethe Institut,
- the "Zentrale Oberstufenprüfung (ZOP)" from the Goethe Institut,
- the Goethe certificate C2, issued after 1 January 2012,
- the TestDaF ("Test Deutsch als Fremdsprache") with results of at least TDN 4 on all individual sections,
- the certificate from the "Feststellungsprüfung" (Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen der Bundesrepublik Deutschland),
- a certificate according to a bilateral agreement with another country.

Language courses

German courses at Heidelberg University

The Graduate Academy cooperates with the Internationales Studienzentrum to offer German courses for international doctoral students. The courses are held every semester beginning in either mid-April or mid-October. You can register online about one month before the courses begin:

- www.graduateacademy.uni-heidelberg.de/workshops/ga/index_en.html

German courses at private language schools

There is a list of private language schools offering German courses on the website of the Welcome Centre:

- www.zuv.uni-heidelberg.de/md/zuv/international/gaeste/deutschkurse_in_hd.pdf

Other languages

You can take courses in languages other than German at the University's central language laboratory (Zentrales Sprachlabor - ZSL). Information about the courses, the fees and the schedules is available here:

- www.uni-heidelberg.de/zsl

Important

When planning your doctoral studies, please make sure to take into account any additional time you might need to improve your language skills.

Language services in German and English

The Graduate Academy offers language support services to doctoral students who are not writing their dissertations in their native language. You can submit one of your own texts of not more than 3000 words in German or English. A native speaker will proofread it for grammar, spelling, punctuation, and conventions of the respective language and comment on strategies to improve your written language skills. More information is available here:

- www.graduateacademy.uni-heidelberg.de/servicestelle/korrektur_service_englisch.html

CHAPTER 3

REGULATIONS FOR ENTERING AND LIVING IN GERMANY

After deciding that you would like to come to Germany for your doctoral studies, please check the immigration regulations that apply to you. The rules governing your entry into Germany and your stay here will depend on your citizenship.

Citizens of countries belonging to the European Union (EU)¹ and the European Economic Community (EEC)²

fall under the principle of freedom of movement. You and your families can enter and stay in Germany without a visa or residence permit. After arriving in Germany, you must register your place of residence at the Local Administration Office (Bürgeramt) in the city in which you live. See page 32/33 for more information.

Citizens of Switzerland need only to apply for a declaratory “residence permit for Swiss citizens” after arriving in Germany. Information about this application is available from the applicable Foreigners’ Registration Office (Ausländerbehörde), the addresses of which are found on page 32/33. After entering Germany, you must register your place of residence at

the Local Administration Office (Bürgeramt) in the city in which you live. See page 32/33 for more information.

Citizens of all other countries must, with a few exceptions,³ apply for an entrance visa before coming to Germany. You can apply for a visa for a longer stay in Germany at the applicable German foreign mission (embassy or consulate) in your home country. There is a list of German foreign missions here:

- www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html

Within a week of arriving in Germany you must register your place of residence at the Local Administration Office (Bürgeramt) of the city in which you live. Before your visa expires, usually within three months, you must apply for a residence permit at the applicable Foreigners’ Registration Office (Ausländerbehörde). There is information about applying for a residence permit on page 29.

¹ EU member states are Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom (as of 2016).

² The member states of the EEC are the EU member states as well as Iceland, Liechtenstein and Norway.

³ Exception to this rule are citizens of Australia, Israel, Japan, Canada, New Zealand, South Korea and the United States of America. The same applies to citizens of Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino if they wish to apply for a residence permit for the purpose of studying after arriving in Germany.

The residence permit gives you permission to remain in Germany for a limited time. The kind of residence permit issued will depend on your individual situation. There is an overview of possible residence permits for researchers here (as of 2016):

- www.hrk.de/fileadmin/_migrated/content_uploads/HRK_Faltblatt_Aufenthaltstitel_2._Aufl_EN.pdf

In almost all cases, doctoral students receive a residence permit either according to §16 AufenthG (for the purpose of studying) or according to §18 AufenthG (for the purpose of working).

The residence permit according to §16 AufenthG is generally issued to doctoral students who are receiving a fellowship or who are funding their doctoral studies privately. A residence permit for the purpose of studying can be issued for a minimum of one year and a maximum of two years. The permit can be extended if you do not complete your studies within the given time period but expect to finish within a reasonable amount of time.

The residence permit according to §18 AufenthG is generally issued to doctor-

al students who have an employment contract with the University or with an external research institution for at least 20 hours per week (part time 50%).

Please note

If you have a residence permit according to §18 AufenthG, you cannot enrol at the University. In this case, it is possible to gain access to University services on the basis of your admission as a doctoral student to a University faculty (see chapter 4).

In rare cases, a doctoral student may also be eligible for a residence permit according to §20 AufenthG. In order to apply for this residence permit, your host institute in Heidelberg must contact the Heidelberg University Welcome Centre:

- www.uni-heidelberg.de/institutions/administration/international/welcomecentre.html

Before coming to Germany

If you need a visa to enter Germany, please make sure to obtain the visa that corresponds to the purpose of your stay here. You must enter with the correct visa in order to later obtain a residence permit to stay here for the duration of your doctoral studies. If you enter Germany on a tourist visa, you will not be issued a residence permit and will have to return to your home country.

A student application visa allows you to enter the country before you have been admitted to Heidelberg University (see chapter 5). You must apply for this visa at the German foreign mission (embassy or consulate) in your home country. This visa is valid for three months and can be extended for an additional six months at the most. If, during this period, you receive your admission as a doctoral student, you can apply for a student residence permit.

A student visa can be issued only if you have already been admitted to the University. You must apply for this visa at the German consulate or embassy in your home country. The visa is generally valid for three months.

A work visa can be issued if you have a concrete job offer from an employer in Germany. You must apply for this visa at the German consulate or embassy in your home country.

After arriving in Germany

Registering your place of residence

By law, every person who plans to spend a length of time in Germany must register their place of residence at the appropriate Local Administration Office (Bürgeramt). You must register within a week of arriving.

Registration takes place at the Local Administration Office in the district or city in which you will be living and is free of charge. There is a list of all Local Administration Offices (Bürgerämter) in Heidelberg. Their addresses and contact information can be found on the Heidelberg city website:

- www.heidelberg.de/english/Len/Home/City+HallAdministrative+offices+_Buergeraemter_.html

Documents required for registration

- registration form (available at the Administration Office),
- passport or personal identification card,
- confirmation form signed by your landlord (available at the Administration Office),
- possibly proof of your affiliation with the University or of your financial support or health insurance.

After registering, you will receive a certificate of registration. Please make sure not to lose this document as you will need it for other administrative tasks, such as applying for a residence permit or a bank account.

Applying for a residence permit

You must apply for your residence permit in writing at the appropriate Foreigners' Registration Office (Ausländerbehörde). The locations of these offices in Heidelberg and the surrounding area are listed at the end of this chapter.

The fee charged for a residence permit for one year is 100 Euro; a residence permit for more than one year costs 110 Euro (as of 2017).

Application for a residence permit according to §16 or §18 AufenthG⁴

- application form for a residence permit (this form is available from the Foreigners' Registration Office),
- registration certificate from the Local Administration Office,
- proof of health insurance,
- proof of financial resources for the duration of the stay,
- passport,
- 2 biometric passport photos.
- **For a residence permit according to §16 AufenthG:** letter of admission (Zulassungsbescheid) from Heidelberg University. The letter of admission from the faculty (Annahme als Doktorand) is not sufficient.
- **For a residence permit according to §18 AufenthG:** proof of employment (employment contract) or offer of employment (invitation letter or written confirmation of employment offer from the host institute at the University).

Hint

Submit photocopies of your documents with the application form and take the originals of the documents with you to your personal appointment.

⁴ No guarantee is provided for the completeness of this information. Please inquire at the applicable Foreigners' Registration Office about additional required documents.



Hint

The website of the city of Heidelberg provides detailed information about applying for a residence permit:

- www.heidelberg.de/english,Len/Home/City+Hall/Registration.html

Proof of financial resources

In order to receive a visa before entering Germany, you must demonstrate that you are able to finance your doctoral studies and thus your stay in Germany for at least one year. The minimum monthly amount that you will need is 670 Euro;⁵ therefore, you will need to demonstrate that you have access to at least 8.040 Euro for the first year of your doctoral studies. If family members come to Germany with you, you will need a larger sum of money.



Methods of proving sufficient financial resources

- approval letter stating the amount and duration of the scholarship,
- salary statement or statement of income,
- statement of parent's income and assets,
- letter of commitment according to §68 AufenthG: a letter in which a third party assumes responsibility for your financial support during your stay,
- payment of a security of at least 8.040 Euro into a blocked account in Germany,
- bank guarantee that is renewed annually.

Working during your doctoral studies

If you would like to be employed during your doctoral studies, you must first determine which employment regulations pertain to your situation. This will depend on your citizenship.

Citizens of the EU and EEC as well as Switzerland do not need a work permit; they have the same access to the employment market as German citizens.

⁵ This is based on the highest level of support granted through the federal financial aid system BAföG.

Citizens of non-EU and non-EEC countries must have a residence permit that allows them to pursue employment. Depending on the residence permit and the type of employment, it may be necessary to obtain the permission of the Foreigners' Registration Office and/or the Federal Employment Agency. Employment is not permitted with a student application visa.

With a residence permit according to §16 AufenthG for the purpose of studying employment is permitted if it does not exceed 120 whole days or 240 half days per year. In this case, it is not necessary to obtain permission from the Foreigners' Registration Office or the Federal Employment Agency. In addition, you can be employed part-time as an academic assistant (geprüfte wissenschaftliche Hilfskraft) without a limitation on the working hours and without obtaining permission from the Foreigners' Registration Office or the Federal Employment Agency. However, you must inform the Foreigners' Registration Office about your employment.

With a residence permit according to §18 AufenthG for qualified employment you can be employed in the position approved by the Foreigners' Registration Office (in general at the University or an external research institute) without limitation. It is not necessary to obtain the permission of the Federal Employment Agency.

⁶ Heidelberg University issues contracts to academic assistants for a maximum of 85 hours per month.

Addresses and working hours of the Foreigners' Registration Offices in Heidelberg and the surrounding areas

The Foreigners' Registration Office that is responsible for you is determined by your place of residence.

If you live in the city of Heidelberg:

Bürgeramt der Stadt Heidelberg
Zuwanderungs- und
Ordnungsangelegenheiten
Bergheimer Str. 147 (Landfriedgebäude)
69115 Heidelberg
Phone: +49 (0) 6221- 58 17520
Email: buergeramt@heidelberg.de
■ www.heidelberg.de/buergeramt
► Zuwanderungs- und Ordnungsangelegenheiten (German only)

The Foreigners' Registration Office has a service point with open office hours for general information. For specific questions about your situation or to apply for or renew a residence permit, please make an appointment with your case worker.

If you live in one of the smaller towns surrounding Heidelberg:

Landratsamt Rhein-Neckar-Kreis
Ausländeramt
Kurfürstenanlage 38-40
69115 Heidelberg
Phone: +49 (0) 6221 - 522 1478
Email: auslaenderamt@rhein-neckar-kreis.de

The municipalities served by the Landratsamt are listed here:

■ www.rhein-neckar-kreis.de/Lde/1877852.html
(German only)

The Foreigners' Registration Office does not have open office hours. Please call ahead to make an appointment.

If you live in Mannheim:

K7, 68159 Mannheim
Phone: +49 (0) 621 - 293 3221
Email: auslaenderbehoerde@mannheim.de
■ <https://www.mannheim.de/buergersein/zuwanderung-integration-und-einbuengerung> (German only)

It is recommended that you make an appointment with the Foreigner's Registration Office in advance in order to avoid a long wait.

If you live in Ludwigshafen:

Ausländerbehörde/Bereich Bürgerdienste

Marienstr. 8

67063 Ludwigshafen

Phone: +49 (0) 621 - 504 3297

Email: aufenthaltsrecht@ludwigshafen.de

- www.ludwigshafen.de/buerger-nah/buergerservice/dienstleistungen-a-z/detail/services-detail/aufenthalt-studenten-und-wissenschaftler/
(German only)

The Foreigners' Registration Office does not have open office hours. Please make an appointment in advance with your case worker. Case workers are assigned according to the first letters of your last name. A list of the case workers and their contact information is available on the above website under "Kontakt".

Contact

If you have questions about entering or living in Germany, please feel free to contact us!

Graduate Academy Service Centre

Phone: +49 (0) 6221 - 54 - 19765

Email: graduieretenakademie@zuv.uni-heidelberg.de

- www.graduateacademy.uni-heidelberg.de

Or you can also contact:

Heidelberg University International Office

Akademisches Auslandsamt

Frau Gabriele Monzel

Seminarstr. 2

69117 Heidelberg

Phone: +49 (0) 6221 - 54 - 2171

Email: monzel@zuv.uni-heidelberg.de

CHAPTER 4

ADMISSION TO THE FACULTY

After finding a doctoral supervisor, being admitted to the appropriate faculty at the University is the second necessary step towards beginning your doctoral studies. During the admissions process, the doctoral committee will review your previous university degrees and your doctoral project to ensure that they fulfil the faculty's prerequisites.

If your previous university degree is not equivalent to a German degree or if you are doing your doctoral studies in a subject area that differs from your previous studies, the doctoral committee may require you to do some additional coursework or pass an examination before granting you admission to the faculty.

The final admission to the faculty is issued in writing – the so-called “Annahme als Doktorand”. With this document, the faculty is committed to supporting your doctoral project until its completion and will assist you, for example, if you need to find a new supervisor.

The “Annahme als Doktorand” grants you official status at the University and

gives you access to University services. It also allows you to apply to the University and to enrol as a doctoral student. Enrolment, however, is not obligatory (see chapter 5).

Admission as an individual doctoral student

If you are carrying out your doctoral studies on an individual basis, you must apply for admission to your faculty yourself.

heiDOCS: Your Online Doctoral File

The University has developed a web portal for doctoral students (heiDOCS) with which you begin the registration process and which will accompany you throughout your doctoral studies. The portal also helps you to stay informed about services for doctoral students at the University. Before submitting your application to the faculty, you must register in the heiDOCS portal and create your online doctoral file.

heiDOCS web portal:

- www.uni-heidelberg.de/university/heidocs/

After registering in the portal, you must submit the documents listed below to the Dean's Office of your faculty. There is more information about applying for admission on the websites of the faculty (see pages 18/19).

More information:
 Doctoral Students' Office
 Phone: +49 (0) 6221 54-3847
 Email: zdb@uni-heidelberg.de

Application documents

- application form “Antrag auf Annahme als Doktorand” (this form is available in the Dean's Office of the faculty or on many of the faculties' websites),
- Letter of acceptance from the doctoral supervisor and/or doctoral agreement
- proof of a completed university degree (as a rule, certified copies of the university diploma),
- topic and short summary of the doctoral project,
- curriculum vitae,
- declaration regarding past or current doctoral studies,
- if applicable, proof of language proficiency.

Deadlines

Please note that applications are processed only at certain times during the semester. We recommend that you apply for admission promptly after receiving the acceptance letter from your supervisor. Some faculties require that you submit your application within a few weeks of beginning your doctoral project.

Admission through a structured doctoral programme

Even if you have been admitted to a structured doctoral programme, you must nevertheless be granted admission to the appropriate University faculty. In many but certainly not all cases, this application is taken care of by your chosen programme. Therefore, you should ask your programme coordinator ahead of time about the procedures applicable to your programme.

Changes in your project

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

- change of topic,
- change of supervisor,
- discontinuation of your doctoral studies,
- extension of your doctoral studies.

Dean's Offices

The addresses and contact information for the Dean's Offices are found in the chapter “Overview” on pages 18 and 19 of this brochure.

The staff members responsible for doctoral studies in the Dean's Offices of the faculties are listed here:

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

CHAPTER 5

ADMISSION AND ENROLMENT AT THE UNIVERSITY

After you have received the letter of admission (Annahme als Doktorand) from your faculty, you can apply for admission to the University and then enrol as a doctoral student.¹ This is a two-step process. Enrolment is voluntary for doctoral students.

Important

In general, the Foreigners' Registration Office (Ausländerbehörde) requires that doctoral students who have a residence permit according to §16 AufenthG enrol at the University.

Advantages of enrolment

- access to services provided by the student services organisation Studierendenwerk, such as housing in the student dormitories, the CampusCard, child care services, legal and psychological counselling etc.,
- discounted use of public transportation: Semesterticket or CampusCard (evenings, weekends and holidays),
- access to the University Computer Centre services,
- complete accident insurance coverage (for more information about insurance, see chapter 7).

There is an overview of all the services available through enrolment at the end of this chapter.

Application and enrolment periods

Admission and enrolment are possible during the following periods:

- from the beginning of December to mid-April for the summer semester,
- from the beginning of May to mid-October for the winter semester.

In some cases, it is possible for international doctoral students to apply and enrol outside of the above time periods.

¹ If you are coming to Heidelberg only for a short research visit, please see chapter 6.

Applying for admission to the University

The first step towards enrolment is to apply for and be granted admission to the University. The following is a list of the documents necessary to apply for admission. The application form is found in the download centre on the University website under “International students: Information, forms and fact sheets”.

- www.uni-heidelberg.de/courses/download/download.html

Dual citizens

If you are a dual citizen of Germany and another country, the enrolment regulations for German citizens apply to you. In this case, please consult our “Informationsbroschüre für Deutsche Doktoranden” for information about the appropriate enrolment procedures. This information is also available on the Heidelberg University website:

- www.uni-heidelberg.de/studium/

Application documents

- form “Application form for admission as a PhD student”,
- letter of admission issued by your faculty (Annahme als Doktorand),
- certified copies of your secondary school leaving certificate (e.g. Abitur, high school diploma, Attestat, Matura² etc.) including transcripts of records,
- certified copies of all of your university diplomas (Bachelor, Master), including transcripts of records for each semester or year of study,
- proof of sufficient financial resources,³
- passport photo (4 cm x 5 cm),
- copy of your passport (if applicable with study visa),
- proof of German language proficiency or confirmation from your faculty that proficiency in German is not required,
- if applicable, proof of any time spent at a German university as well as proof that you are no longer registered at that university (Exmatrikulationsbescheinigung).

Important

If your school and/or university diplomas are not in German or English, you must provide a certified translation of these documents into one of these two languages.

You can submit the complete application either by regular mail:

Postal address

Ruprecht-Karls-Universität Heidelberg
Dezernat Internationale Beziehungen
Postfach 10 57 60
69047 Heidelberg

² Certified copies can be issued in your home country by your school or university, by German embassies and consulates or by a certified translator or notary.

³ Doctoral students from the EU or EEA do not need to provide proof of sufficient financial resources.

Or you can hand it in in person at the admissions and enrolment office for international students (Studentensekretariat für ausländische Studierende):

Visitors' address

Zulassungsstelle und Sekretariat
für ausländische Studierende
Seminarstr. 2, room 22-27
69117 Heidelberg
Phone: +49 (0) 6221 - 54 - 5454

Office hours:

Mon, Tues, Thurs, Fri 10 am–12 pm
Wed 1:30 pm–3:30 pm

After a processing period of approximately 3–4 weeks, you will receive your **letter of admission (Zulassungsbescheid)** by regular mail. This letter gives you permission to enrol at the University and informs you about:

- the time period during which you must appear in person to enrol,
- any additional documents you must bring with you for enrolment, such as proof of German language proficiency.

Please note that this letter of admission is only valid for the semester for which it is issued. If you wish to enrol during a later semester, you will first have to re-apply for admission.

Applying for admission without the letter of admission from your faculty

If you have not yet received the letter of admission from your faculty (Annahme als Doktorand), you may apply and enrol for “short term studies in preparation for a doctorate”. You may remain enrolled with this status for a maximum of two semesters. In order to apply, please submit the application as outlined above but substitute the letter of acceptance from your supervisor for the letter of admission from the faculty.

Important

As soon as you have received the letter of admission from your faculty, please submit it to the Studentensekretariat für ausländische Studierende along with the appropriate form (“Change of major/minor”) in order to change your status.

Enrolling at the University

Once you have received the letter of admission from the University (Zulassungsbescheid), you can enrol in person within the time period indicated in the letter at the admissions and enrolment office (Studentensekretariat für ausländische Studierende) at the visitors' address given above.

Enrolment documents

- letter of admission to the University (Zulassungsbescheid),
- enrolment form “Admission and Immatriculation at the University of Heidelberg”,
- proof of health insurance with a state health insurance company or proof of exemption from state health insurance,⁴
- passport photo (4 cm x 5 cm),
- personal identification card or passport containing a residence permit for the purpose of studying (if applicable),⁵
- any other documents listed on the “Zulassungsbescheid”.

You will receive your multifunctional student identification card after registration.

Fees and re-registration

Doctoral students are not required to pay tuition fees at Heidelberg University. However, if you enroll at the University, you will have to pay a semester fee that covers administrative costs, costs for student services and student representatives. The total fee is currently 152.30 Euro per semester (as per October 2017).

In order to remain enrolled at the University, you must re-register each semester by paying the fee described above.

The time periods for re-registration are as follows:

- June 15 to July 15 for the winter semester,
- January 15 to February 15 for the summer semester.

Contact

Phone: +49 (0) 6221 54 -19765
 Email: graduertenakademie@zuv.uni-heidelberg.de
 ■ www.graduateacademy.uni-heidelberg.de

Office hours:
 Mon to Thurs 10 am–12 pm
 Mon and Wed 1 pm–3 pm
 and by appointment

⁴ Proof of exemption from state health insurance can be obtained from any state health insurance company by showing proof of your private health insurance coverage.

⁵ There is more information about the visas and residence permits that are suitable for studying at the University in chapter 3.

Access to central facilities and services at Heidelberg University

In the following table you can see to which services and facilities you have access based either on your admission to a faculty (Annahme als Doktorand) or your enrolment status.

	Enrolment as a doctoral student	Admission as a doctoral student to a faculty
CampusCard	multifunctional CampusCard: full access to services and mobility	Guest card/Mensakarte: payment function without price reduction
University library (borrowing privileges, electronic media)	access with CampusCard	access with an additional library card
Computer centre (email, wifi)	access with CampusCard	access through a project number (apply at your institute's IT office)
Semesterticket	also: CampusCard mobility function on evenings and weekends	
Cafeterias	payment with the CampusCard, student price reduction	payment with guest card, no price reduction
University Sports Centre	access with CampusCard	access with an additional ID card
Accident insurance	full coverage	limited coverage
Student dormitories		
Private Housing Service of the Studierendenwerk		

CHAPTER 6

RESEARCH VISITS

Doctoral students can come to Heidelberg University to carry out a short-term research project as part of their doctoral studies at their home university. If you are enrolled as a doctoral student at your home university, there are two ways in which you can take advantage of the University facilities:

- (I) Research visit as a visiting scholar,
- (II) Research visit with enrolment in “short-term studies”.

This chapter will give you an overview of both possibilities.

Letter of acceptance/invitation

Please note that in both of the above cases you will need to find a professor at Heidelberg University who agrees to supervise your research visit and who will issue you a letter of invitation or acceptance. Please see chapter 1 for more information about finding a supervisor.

(I) Research visit as a visiting scholar

Coming to Heidelberg University as a visiting scholar is an option for international doctoral students who do not need a visa or residence permit or who are coming to Heidelberg for only a short time (less than three months). Registration is uncomplicated and free of charge.

Criteria for registration as a visiting scholar

- You have an invitation letter from a professor or institute at Heidelberg University,¹
- you do not have an employment contract with Heidelberg University,
- you are not registered as a doctoral student at one of the University faculties,
- you are not enrolled as a doctoral student at Heidelberg University.

¹ Researchers at external institutions such as the German Cancer Research Center, Max-Planck Institutes or EMBL cannot register as a visiting scholar.

If you meet the above criteria, you can register online on the website of the Welcome Centre and will then receive a visiting scholar card. This card confirms your association with the University and allows you to obtain user cards for the various University facilities, such as the library, the cafeterias and the sports centre.

For further information, please go to:

- www.uni-heidelberg.de/einrichtungen/zuv/international/Gastwissenschaftler-Ausweis_engl.html

(II) Research visit with enrolment in “short term studies”

International doctoral students who plan to visit Heidelberg for longer than three months and who need a visa or a residence permit can enrol at the University for “short-term studies”. To obtain this status, it is necessary to go through the regular admission and enrolment procedure, including the verification of your university degrees. You can remain enrolled with this status for a total of two years.

Enrolment has certain financial advantages, including eligibility to buy a “Semesterticket“ for the public transportation system and to apply for a room in a student dormitory. Thus, in some cases, enrolment is also attractive for doctoral students from the EU, the EEC and Switzerland.

Application and enrolment periods

Admission and enrolment are possible during the following periods:

- from the beginning of December to mid-April for the summer semester,
- from the beginning of May to mid-October for the winter semester.

Exceptions can sometimes be made in order to allow international doctoral students to apply and enrol outside of the above time periods.

The following steps are necessary for application and enrolment for “short-term studies”:

1. Letter of acceptance

You need the written confirmation from a professor at Heidelberg University that he or she will supervise your research project at the University during your visit (the so-called letter of acceptance). If you do not need German language proficiency for your project, the professor should confirm this in the letter. The letter should also indicate the length of your research visit in semesters.

2. Admission to Heidelberg University

In order to later enrol, you must first apply for and be granted admission to the University. The following is a list of the documents necessary to apply for admission. The application form is found in the download centre on the University website under “International students: Information, forms and fact sheets”.

- www.uni-heidelberg.de/courses/download/download.html

Application documents

- form “Application form for admission as a PhD student”, please note on the form that you are applying for “short-term studies in preparation for a doctorate”,
- letter of acceptance from the supervisor of your research project at Heidelberg University indicating the length of your research visit,
- certified copies of your secondary school leaving certificate (e.g. Abitur, high school diploma, attestat, Matura etc.) including transcripts of records,
- certified copies of all of your university diplomas (Bachelor, Master) including transcripts of records for each semester or year of study,
- copy of your current enrolment certificate as a doctoral student from your home university,
- proof of sufficient financial resources,³
- passport photo (4 cm x 5 cm),
- copy of your passport (if applicable with study visa),
- proof of German language proficiency or confirmation in your letter of acceptance that proficiency in German is not required,
- if applicable, proof of any time spent at a German university as well as proof that you are no longer registered at that university (Exmatrikulationsbescheinigung).

² Certified copies can be issued in your home country by your school or university, by German embassies and consulates or by a certified translator or notary.

³ Doctoral students from the EU or EEC do not need to provide proof of sufficient financial resources.

Important

If your school and/or university diplomas are not in German or English, you must provide a certified translation of these documents into one of these three languages.

You can submit the complete application either by regular mail:

Postal address

Ruprecht-Karls-Universität Heidelberg
Dezernat für internationale Beziehungen
Postfach 10 57 60
69047 Heidelberg

or in person at the admissions and enrolment office for international students (Studentensekretariat für ausländische Studierende).

Visitors' address

Zulassungsstelle und Sekretariat
für ausländische Studierende
Seminarstr. 2, Raum 22-27
69117 Heidelberg

Phone: +49 (0) 6221 54 - 5454

Office hours:

Mon, Tues, Thurs, Fri 10 am–12 pm

Wed 1: 30 pm–3:30 pm

After a processing period of approximately 3–4 weeks, you will receive your letter of admission (Zulassungsbescheid) by regular mail. This letter gives you permission to enrol at the University and informs you about:

- the time period during which you must appear in person to enrol,
- any additional documents you must bring with you for enrolment, such as proof of German language proficiency.

Please note that this letter of admission is only valid for the semester for which it is issued. If you wish to enrol during a later semester, you will first have to re-apply for admission.

3. Enrolment at Heidelberg University

Once you have received the letter of admission from the University (Zulassungsbescheid), you can enrol in person within the time period indicated in the letter at the admissions and enrolment office (Studentensekretariat für ausländische Studierende) at the visitors' address given above.

Enrolment documents

- letter of admission to the University (Zulassungsbescheid),
- enrolment form “Admission and Immatriculation at the University of Heidelberg”,
- proof of health insurance with a state insurance company or proof of exemption from state health insurance,⁴
- passport photo (4 cm x 5 cm),
- personal identification card or passport containing a residence permit for the purpose of studying (if applicable),⁵
- any other documents listed on the Zulassungsbescheid.

You will receive your multifunctional student identification card after enrolment.

Fees and re-registration

Visiting doctoral students or those enrolled for “short-term studies in preparation for doctoral studies” are not required to pay tuition fees at Heidelberg University. However, if you enroll at the University, you will have to pay a semester fee that covers administrative costs, costs for student services and student representatives. The total fee is currently 152.30 Euro per semester (as of October 2015).

In order to remain enrolled at the University, you must re-register each semester by paying the fee described above. The time periods for re-registration are as follows:

- June 15 to July 15 for the winter semester,
- January 15 to February 15 for the summer semester.

⁴ Proof of exemption from state health insurance can be obtained from any state health insurance company by showing proof of your private health insurance coverage.

⁵ There is more information about the visas and residence permits that are suitable for studying at the University in chapter 3.

CHAPTER 7

INSURANCE FOR INTERNATIONAL DOCTORAL STUDENTS

Health insurance

Health insurance covers the costs for preventative medical check-ups as well as for medical treatment in the case of illness or accidents. Depending on the policy, health insurance provides either full or partial coverage.

Everyone who lives in Germany or visits for an extended period is obligated by law to have health insurance coverage. For this reason, you will receive a visa and a residence permit and will be allowed to enrol at the University only if you can demonstrate that you have adequate health insurance.

In general there are two kinds of health insurance in Germany: health insurance provided by state-regulated providers and insurance provided by private health insurance companies.

In most cases, the kind of insurance that you have is determined by how you fund your stay in Germany. Therefore, you will most likely not be able to choose

freely between having state-regulated or private insurance. For this reason we have organised this chapter according to doctoral students who have an employment contract and those who have an alternative form of funding.

Important

If you have health insurance in your home country, you should first determine whether and to what extent this insurance will cover you while you are in Germany.

Health insurance from other EU countries and from countries with which Germany has a social security agreement may be valid in Germany.

Doctoral students with an employment contract

Any doctoral student who has an employment contract, either with Heidelberg University or with an external employer, will automatically be insured with a state-regulated health insurance provider (gesetzliche Krankenkasse).

This is called obligatory insurance (Pflichtversicherung). You may choose your health insurance provider on your own; however, it is not possible to be insured with a private health insurance company.

In the case of obligatory insurance, both the employer and the employee pay into the health insurance coverage and the payments are automatically deducted from your monthly salary.

Doctoral students without an employment contract (with a fellowship or private funding)

If you have a doctoral fellowship or are financing your doctoral studies privately, you might be able to choose between two health insurance options:

- voluntary health insurance coverage with a state-regulated provider,¹
- coverage with a private health insurance company.

Voluntary coverage with a state-regulated provider (Freiwillige Versicherung bei einer gesetzlichen Krankenkasse)

If you can demonstrate that you have had health insurance coverage in a state-regulated health insurance system

in the past, you may be able to apply for coverage in Germany with a German state-regulated provider.

Recognition of past health insurance coverage

If you have been insured in the past through a state-regulated health insurance system as opposed to having private health insurance coverage, you can inquire at the state-regulated provider of your choice in Germany as to whether they will recognise this coverage. If so, you can take out voluntary insurance coverage with this provider.

Generally, you will be able to obtain voluntary coverage with a state-regulated provider only if you were insured in the state-regulated system in Germany before beginning your doctoral studies. In most cases, international doctoral students who have come to Germany for the first time will not qualify for this kind of insurance.

¹ "Voluntary" means that you have the choice between a private health insurance company and a state-regulated provider, as opposed to the obligatory insurance described above. Thus you can voluntarily choose a state-regulated provider.

Private health insurance coverage

You must take out health insurance with a private company if you do not have an employment contract in Germany or have not been insured in the past in a state-regulated insurance system. Private health insurance coverage and premiums depend on criteria such as your age, gender and the state of your health.

The costs for private health insurance as well as the coverage provided vary greatly from company to company. Therefore, we recommend that you contact several companies and compare the conditions and the coverage offered. You can also ask if the companies offer any special rates for doctoral students.

Coverage

Because your health insurance coverage will not begin until you have finalised your employment contract or your insurance contract, it is a good idea to have additional coverage such as travel health insurance to cover the time between your arrival in Germany and the start of your German health insurance. Please note, however, that travel health insurance does not provide adequate coverage for a longer stay in Germany.

Third-party liability insurance

We strongly recommend that you take out third-party liability insurance during your stay in Germany. Liability insurance covers accidental or unintentional damage you might cause to another person or their property.

Accident insurance

All members of the University are automatically covered by state-regulated accident insurance for accidents that occur in the workplace or on the way to or from the workplace. State-regulated accident insurance also covers occupational illness. Only doctoral students who are enrolled at the University (§ 2, Par. 1, Nr. 8c SGBVII) and those who have an employment contract with the University (§2 Par. 1, Nr. 1 SGB VII) have full insurance coverage.

Doctoral students who are registered in their faculty but not enrolled at the University have **limited accident insurance coverage**. They are covered while working at the University. This includes activities that fall into the field of responsibility of the University such as participation in lectures and classes or working in the University library.

They are, however, not covered on the way to or from the University or when taking part in University sports activities.

The Unfallkasse Baden-Württemberg is the accident insurance provider for Heidelberg University. Accident reports must be made through the student services organisation, the Studierendenwerk.

Further information is available here:

- www.uk-bw.de (in German only) or
- www.dguv.de

CHAPTER 8

FINANCING YOUR DOCTORAL STUDIES

Being able to support yourself financially throughout your doctoral studies is important to the success of your project; therefore, we strongly recommend that you secure your funding as early as possible.

Funding

It is important to know that you will not automatically receive funding for your project when you are admitted to your faculty as a doctoral student or when you register at the University. Additionally, not all structured doctoral programmes provide funding for their members. In most cases, especially in the humanities and the social sciences, doctoral students must find their own sources of funding.

In this chapter, we will provide information about the most basic forms of funding:

- academic employment at the University or at external research organisations,
- non-academic employment,
- doctoral fellowships.

When considering how to fund your doctoral studies, you should think about how you prefer to work academically: do you prefer to have complete freedom in how

you plan and use your time or do you find it helpful when a certain amount of structure is imposed on you externally? Will you be able to maintain work on your dissertation if you also have external obligations? Will having duties outside your doctoral studies help you to use your time more efficiently? Answering such questions can help determine what kind of funding best suits your working habits.

For more information about funding see the Graduate Academy website:

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

Academic employment

You can be employed at the University or at an external research institution as a research associate (wissenschaftlicher Mitarbeiter) or academic assistant (wissenschaftliche Hilfskraft). Such positions generally involve research and teaching duties. You can ask your supervisor and at your host institute about open positions. You can also search for positions on the websites of the individual institutes and on the University website:

- www.uni-heidelberg.de/jobs/index.html

Non-academic employment

It is also possible to work outside of the University. Please be aware that if you are employed outside of your doctoral project, you may need more time to complete your doctoral studies because you will have less time to spend on your dissertation. There is a list of job search sites on our website:

- www.graduateacademy.uni-heidelberg.de/stellen/index_en.html

Work permit

Please make sure to check which employment regulations apply to you. This will depend on your residence permit. Please see chapter 3 for information on this subject.

Doctoral fellowships

A fellowship provides a great deal of freedom to work on your dissertation. However, you should be aware that with a fellowship, you make no payments into the social security system and therefore must arrange and pay for your health insurance separately.

If you are interested in a fellowship, you should first research what is available in your home country through programmes offered by your government, the German

embassy and other funding agencies such as the DAAD (German Academic Exchange Service). Information about the fellowships offered by the DAAD as well as other funding agencies is available through the DAAD scholarship database:

- <https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

The **Begabtenförderungswerke** are 13 funding organisations supported by the Federal Ministry of Education and Research that provide fellowships to students and young researchers. Doctoral students in all subject areas can apply to these organisations for funding.

- www.stipendiumplus.de/en/dein-plus/stipendiumplus-who-we-are.html

Other funding organisations

There are many private funding organisations in Germany that offer doctoral fellowships or other funding for doctoral projects, often with a subject-based focus. You can search for doctoral fellowships in Germany using the following funding databases:

- www.scholarshipportal.eu
- www.mystipendium.de
- www.stipendienlotse.de
- www.elfi.info¹

¹ The ELFI database is only accessible from computers that are part of the University system.

- www.daad.de
- <https://www.daad.de/deutschland/promotion/phd/de/13306-phdgermany-datenbank/>²

Hints for your funding search

Focus your search on funding organisations or programmes that could have a special interest in supporting your doctoral project either because of your topic or your own background. Feel free to contact the organisations personally to ask about the organisations' culture and the application procedures. Assemble your application carefully and tailor it to the requirements and interests of each organisation separately. Be prepared to provide the following documents, among others, in an application:

- working title of your project,
- synopsis of your project,
- time and work schedule for the project.

Service of the Graduate Academy

The Graduate Academy is happy to advise you on preparing the research proposal for your fellowship applications (see chapter 11). If you wish to take advantage of this service, please contact us in advance by email: graduateacademy@zuv.uni-heidelberg.de

Deadlines

Please be aware that application procedures and deadlines vary greatly among the funding organisations. On average, it will take between three and six months to receive the results of an application.

Fellowships and grants available through Heidelberg University

There are a few funding opportunities available to doctoral students through the University. The most important of these are listed below. Detailed information about the grants, including the application requirements and deadlines are available on our website:

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

Doctoral fellowships funded through the Landesgraduieretenförderung programme

are awarded once a year by the Graduate Academy.

Completion grants

for either five or six months are available twice a year through the Graduate Academy to support the final phase of the doctoral dissertation.

² PhDGermany Database includes PhD offers (job positions, programme announcements) from German universities.

Travel grants

are awarded twice a year by the Graduate Academy. These grants support attendance at national and international conferences and workshops as well as research visits to German and international research institutions.

Fellowships in structured doctoral programmes

Graduate schools, structured doctoral programmes and research groups often provide fellowships to their doctoral students. Information about such fellowships is found on the websites of the individual groups and programmes. A list of the structured programmes at Heidelberg University can be found at:

- www.graduateacademy.uni-heidelberg.de/schulen/index_en.html

Fellowships for female researchers

The equal opportunities office at Heidelberg University provides information about funding programmes for women in academia and helps families at the University to combine academic careers and family life. The website is:

- www.uni-heidelberg.de/gleichstellungsbeauftragte/index_en.html

Literature and guidebooks (in German)

- Deutsche Forschungsgemeinschaft: Funding Atlas 2012 - Key Indicators for Publicly Funded Research in Germany, WILEY-VCH Verlag, 2013. Online: www.dfg.de/sites/flipbook/funding_atlas_2012/#/2/
- Herrmann, Dieter / Spath, Christian: Handbuch Drittmittelförderung 2012/2013: Förderinstitutionen und -programme, Forschungsstipendien und Wissenschaftspreise, Alpha Verlag, 2012.
- Herrmann, Dieter / Verse-Herrmann, Angela: Geld fürs Studium und die Doktorarbeit: Wer fördert was?, Stark Verlag, 2006.
- Huemer, Birgit et al.: Abstract, Exposé und Förderantrag: Eine Schreibanleitung für Studierende und junge Forschende, Böhlau Verlag, 2012.
- Nünning, Ansgar / Sommer, Roy (eds.): Handbuch Promotion: Forschung – Förderung – Finanzierung, J.B. Metzler Verlag, 2007.

Some of the above books are available in the Graduate Academy Service Centre. There is a list of more guidebooks in chapter 11.

CHAPTER 9

LIVING AND WORKING IN HEIDELBERG

Heidelberg University has an excellent academic reputation nationally and internationally and the city of Heidelberg has one of the highest standards of living in Germany. Therefore, it is not surprising that Heidelberg attracts doctoral students from all over the world. This chapter provides information about living in Heidelberg and working at the University as well as about services available to international doctoral students. The topics covered include:

- Special services for international students,
- Living in Heidelberg,
- CampusCard,
- Food and drink,
- Libraries,
- Internet,
- Mobility,
- Sports,
- Academic and professional development,
- Doctoral training with children,
- Doctoral training with a disability.

Special Services for International Doctoral Students

Services provided by the International Relations Office

The International Relations Office provides services and organises events that help international students to get settled in Heidelberg, to make contact with other students and to get to know the region. For more information about all services provided by the International Relations Office please see:

- www.uni-heidelberg.de/courses/contact/aaa/aaa_services.html

Orientation week takes place every semester shortly before classes begin.

The aim of the programme is to introduce students and doctoral students to the University, to the individual institutes and to facilities such as the library and the computer centre. Orientation week also provides a good opportunity to meet other doctoral students.

The excursion programme offers international students the chance to take part in a large number of excursions in Heidel-

berg, Baden-Württemberg and other parts of Germany.

The buddy programme creates opportunities for international and intercultural exchange among German and international students. The programme is currently offered in thirteen subject areas: American studies, English, economics, German as a foreign language, history, computer science, mathematics, physics, medicine (Medical Faculty Heidelberg), law, sociology, translation and interpretation and dentistry.

The “buddies” help new students and doctoral students to familiarise themselves with the University and the city and to deal with various administrative issues.

More information is available at:

- www.uni-heidelberg.de/courses/undergraduates/arrival/Buddy-Programm_en.html

Services provided by the Welcome Centre

The excursion and buddy programme organised by the Welcome Centre is open to all registered international scholars. International doctoral students who are carrying out short-term research in Heidelberg but not completing their doctoral training here can register at the Welcome Centre and take part in their programmes (see chapter 6).

More information is available at:

- www.uni-heidelberg.de/institutionen/administration/international/welcomecentre.html

Services provided by the Studierendewerk (Student Services Organisation)

The Studierendewerk also provides a lot of useful information to international students, especially for those newly-arrived in Heidelberg. Please note that the Studierendewerk’s services are only available to students who are enrolled at the University.

This “**International Students Online**” website is a good source of information in English that can help you to prepare your trip to Heidelberg and, once here, to find your way around the University. More information is available at:

- www.studentenwerk.uni-heidelberg.de/en/international

International doctoral students can book the **ServicePackage** in the category “**HighTechPlusSuperior**” in advance before coming to Germany. The package consists of accommodations in a dormitory room for one semester, the Semesterticket for the public transportation system, an excursion package, events and other services. Optional services are health insurance coverage and the pick-up service at the Frankfurt

Airport (Frankfurt am Main). The application deadlines for the ServicePackage are 15 July for the winter semester and 1 January for the summer semester.

More information is available at:

Phone: +49 (0)6221-54-2653

Email: wohnen@stw.uni-heidelberg.de

■ www.studentenwerk.uni-heidelberg.de/en/servicepacket

Living in Heidelberg

Cost of living

In 2012 the deutsches Studentenwerk calculated that students need approximately 800 Euro per month to cover their living costs. Of course, your cost of living will also depend on your lifestyle and where you live. Rents in the small towns surrounding Heidelberg are generally lower than in Heidelberg itself, where you will have to pay between 300 Euro and 400 Euro per month for a room or apartment. More information is available at:

■ www.internationale-studierende.de/en/prepare_your_studies/

Housing

Finding housing in Heidelberg can be difficult as rents are high and there is a chronic shortage of suitable apartments and rooms. We hope that the following information is helpful to you in your housing search.

Short-term accommodations

During your first few days in Heidelberg, you can stay at the youth hostel or obtain addresses of guest houses and other hostels from the tourist information office.

International Youth Hostel Heidelberg
Tiergartenstr. 5
69120 Heidelberg

Phone: +49 (0) 6221 651190

Email: info@jugendherberge-heidelberg.de

■ www.jugendherberge.de/en/youth-hostels/heidelberg%20international10/portrait

Tourist Information

Willy-Brandt-Platz 1 (outside the main train station)

69115 Heidelberg

Phone: +49 (0) 6221 58 - 44444

Email: touristinfo@heidelberg-marketing.de

■ www.heidelberg-marketing.de

Long-term accommodations

For long-term housing you have the choice between a student dormitory or a room or apartment on the private market. There are student dormitories that are run by the Studierendenwerk as well as some run by private institutions.

At Heidelberg University

The Studierendenwerk manages a number of student dormitories and also offers a housing service for the private market. Please note that there are not enough student dormitory rooms to house all of the students at Heidelberg University.

You can apply for a room in the **Studierendenwerk** dormitories here:

Marstallhof 1, ground floor, room 003
69117 Heidelberg.
Phone: +49 (0)6221 54 - 2706
Email: wohnen@stw.uni-heidelberg.de
■ www.studentenwerk.uni-heidelberg.de/en/living_online_application

Important

Only students who are enrolled at the University are allowed to live in the Studierendenwerk dormitories. You may apply for a room before enrolling; however, you must submit proof of enrolment within one month after moving in to your room.

The **Studierendenwerk private housing service** provides information and housing offers on the private market. The advertisements can be viewed online or in the display cases in both University cafeterias.

Online advertisements are available at:

■ www.studentenwerk.uni-heidelberg.de/en/living_online_private_rooms

The display cases are found in the Triplex cafeteria in the city centre and in the central cafeteria in Neuenheimer Feld.

- Triplex cafeteria:
InfoCenter
Grabengasse 14
69117 Heidelberg
- Central Cafeteria:
InfoCafé International
Im Neuenheimer Feld 304
69120 Heidelberg

Finding private housing step by step

- Check out the housing advertisements online or in the display cases,
- note the advertisement numbers,
- go to the housing service counter and show your student ID card,
- get a print-out of the address, telephone number and name of the landlord,
- contact the landlord and make an appointment to see the apartment.

The International Relations Office private housing service also provides a list of rooms and apartments available on the private housing market. You can visit the housing service at:

Zimmervermittlung des AAA
Seminarstr. 2, room 032
69117 Heidelberg
Phone: +49 (0)6221 54 - 2497
Email: aaazimmer@zuv.uni-heidelberg.de

Other sources of housing

There are also lists of privately run dormitories as well as other private housing providers on the websites of the Studierendenwerk and the Graduate Academy:

- www.studentenwerk.uni-heidelberg.de/en/living_private_housing
- www.graduateacademy.uni-heidelberg.de/leben/wohnen_en.html

Hint: Bulletin Boards

You will often find notices of apartments or rooms to rent on the bulletin boards (Schwarze Bretter) in the institutes, libraries and sports centre.

Registering your place of residence

You must register your new address at the appropriate Residents' Registration Office (Bürgeramt) (see chapter 3) within two weeks of moving in. You must also do this if you change addresses while living in Heidelberg.

License Fee for Public Broadcasting Services (formerly known as GEZ)

Every household in Germany must pay a license fee of 17.50 Euro per month to support public broadcasting services. This includes apartments, dormitory rooms, houses etc. The fee is independent of the number of inhabitants and

broadcasting devices (radios, televisions, computers, tablets, smartphones etc.) in the household. Please make sure to register within one month of moving in to your new room or apartment; failure to register and pay the license fee will result in monetary fines and legal problems. Please make sure to respond to any correspondence you receive from the “Beitragsservice von ARD, ZDF und Deutschlandradio”. If you need assistance with the correspondence, you are welcome to contact the Graduate Academy Service Point. You can find detailed information about the license fee here:

- www.rundfunkbeitrag.de/e175/e198/Informationsflyer_Buergerinnen_und_Buerger_englisch.pdf

The CampusCard: One Card, Many Functions

You can obtain a **multifunctional CampusCard** by enrolling at the University. The CampusCard can be used:

- as a student identification card,
- as a library card at the University library,
- to access services at the library and computer centre that require a login,
- to access and pay for services at the sports centre,
- as a payment card for student services such as the cafeterias, the photocopy

machines, the washing machines in student dormitories, at the central language laboratory etc.,

- as a free pass for the public transportation system (within a limited area) on weekdays after 7 pm and all day on weekends and holidays.

More information is available at:

- www.uni-heidelberg.de/courses/undergraduates/onlineservice/student_id.html

CampusCard

Please note down the registration number of your CampusCard in a safe place. If you lose your card, you will need this number to apply for a replacement card.

Doctoral students who choose not to enrol at the University can obtain a guest card with limited functions. This card is available from the Studierendenwerk InfoCenter or InfoCafé International if you show your letter of admission from your faculty (Annahme als Doktorand) and pay a security deposit of 5 Euro. This limited guest card can be used only as a payment card.

Food and Drink

The Studierendenwerk's four cafeterias and nine cafés provide a large variety of meals at reasonable prices. The addresses, opening hours and menus are available at:

- www.studentenwerk.uni-heidelberg.de/en/eat_drink

Libraries

The University Library (Universitätsbibliothek – UB) consists of a main library in the city centre close to Universitätsplatz and a branch library in Neuenheimer Feld 368. The holdings of these two main libraries as well as the individual libraries in the institutes (books, journals, videos, electronic media) are catalogued in the online catalogue HEIDI. Doctoral students who are not enrolled can obtain a blue library card free of charge by showing their letter of admission from the faculty (Annahme als Doktorand) at the lending desk (Ausleihe). Doctoral students who are enrolled at the University must activate their CampusCard for use at the library online:

- www.ub.uni-heidelberg.de/Englisch/service/anmeldung.html

UB – main library

Plöck 107-109

69117 Heidelberg

Phone: +49 (0) 6221 54 - 2568, - 2586

UB – branch in Neuenheimer Feld

Im Neuenheimer Feld 368

69120 Heidelberg

Phone: +49 (0) 6221 54 - 4265, - 4263

More information is available at:

- www.ub.uni-heidelberg.de/Englisch/Welcome.html

The bibliography management

programmes Endnote and Citavi are provided free of charge by the University Library to doctoral students who are enrolled at the University. The programmes can be used to manage references and images, to research directly in online databases and to automatically create bibliographies. The University Library regularly offers training workshops for both programmes.

You will need your University ID number or your HEIDI ID number in order to download the programmes.

More information is available at:

- www.graduateacademy.uni-heidelberg.de/endnote/index_en.html
- www.ub.uni-heidelberg.de/Englisch/schulung/literaturverwaltung/

Internet

The **University Computer Centre** (Universitätsrechenzentrum – URZ) provides numerous services which you can access with your university email address and your university ID number (user identification number). All doctoral students who are enrolled at the University receive their ID number automatically when their ID cards are issued. The ID number is also found on the student ID card (CampusCard).

Doctoral students who are not enrolled at the University do not receive a user ID. Those who are only registered at their faculty can ask the staff member of their institute who is responsible for IT to apply to the Computer Centre for a project number on their behalf.

The services provided by the Computer Centre include access to the computer pool at the Computer Centre, on campus WiFi, software training workshops and software licenses at reduced prices.

More information is available at:

- www.urz.uni-heidelberg.de/ (German)

Eduroam is a service that provides students and researchers at participating institutions with internet access on campus and while visiting other participating institutions worldwide.

More information is available at:

- www.urz.uni-heidelberg.de/

Mobility

The **multifunctional CampusCard** you obtain when you enroll at the University also serves as a free pass for the public transportation system (Verkehrsverbund Rhein-Neckar – VRN) within a limited area on weekdays after 7 pm and all day on weekends and holidays.

More information is available at:

- www.uni-heidelberg.de/courses/undergraduates/onlineservice/student_id.html

For more information about the VRN transportation network, tickets and timetables please see:

- www.vrn.de

The **VRN Semesterticket** can be purchased by all doctoral students who are enrolled at the University. The Semesterticket is valid for six months as of the date of purchase in the entire region covered by the VRN with the exception of the Westpfalz. You can purchase the

Semesterticket at the VRN service centre across from the main train station, at the Studierendenwerk InfoCenter or InfoCafé International or online at:

- <https://tickets.nmv-online.de/>

Important

Please note that the Semesterticket is only valid in combination with your CampusCard and can be used only by the card owner.

The **Jobticket** can be obtained by almost all University employees, including doctoral students who have a contract with the University as a research associate (wissenschaftlicher Angestellter) or as an academic assistant (wissenschaftliche Hilfskraft). Because the Jobticket is valid for a year, the employment contract must also run for at least twelve months. The Jobticket can be used in the entire region covered by the VRN.

More information:

- www.zuv.uni-heidelberg.de/bau/parkraum/beschaefigte.html (German)
- www.vrn.de/vrn/tickets/zeitkarten/berufstaetige/job-ticket/index.html (German).

Carsharing is available in Heidelberg through the Stadtmobil-Gruppe. The holders of annual or six-months passes from the VRN are eligible for a reduction in the registration fee and security deposit. More information:

- www.stadtmobil.de/english/

The **women's night taxi** allows women who live in Heidelberg to take a taxi between 11 pm and 6 am anywhere within the Heidelberg city limits for a flat rate of 9 Euro. Tickets must be obtained in advance from the Local Administration Office (Bürgeramt) and are valid for up to four eligible users travelling in the same direction.

More information:

- www.heidelberg.de/frauennachttaxi (German)

Bicycling is a popular mode of transport in Heidelberg – you can reach practically any destination in the city, including all parts of the University, by bike. It is possible to take your bike free of charge on the bus or tram on weekdays after 9 am and on weekends all day.

Information about buying a second hand bicycle is available at:

- www.uni-heidelberg.de/research/international/heidelberg/downloads.html
- ▶ Second hand bicycles

VRNnextbike

The public transportation company VRN offers bikes for rent in Heidelberg, Mannheim, Ludwigshafen und Speyer. There are many rental stations located throughout these cities, usually close to bus or tram stops. The rental bikes can be returned to any station within the area served by the VRN. There is more information about the VNRnextbike service at:

- www.vrnnextbike.de/en/

The self-help workshop URRmeL

provides tools and instructions to students who want to repair their bicycles themselves.

More information at:

- www.urrmel.uni-hd.de (German)

Sports

The courses provided by the university sports centre

are open to all doctoral students. If you are enrolled at the University, you can access and pay for the courses with your CampusCard. Doctoral students who are registered at their faculty can obtain a pass for the sports centre by showing their letter of admission from the faculty (Annahme als Doktorand) and paying a fee of 5 Euro. More information:

- www.hochschulsport.issw-hd.de/ (German)

Courses and training

There are many opportunities at the University for doctoral students to take courses and improve their qualifications. Below we outline some of the services that you can take advantage of.

Transferable Skills Programme

Every semester the Graduate Academy offers a course programme tailored to the needs of doctoral students covering a variety of key competencies and professional qualifications.

More information about the programme is available in chapter 11 of this brochure or online at:

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

Career Service

The Career Service advises students and doctoral students about career opportunities and helps them to discover their own professional competencies.

More information is available at:

- www.uni-heidelberg.de/studium/imstudium/careerservice/

Tutorials and courses at the University library (UB)

The library offers both online and classroom courses in a variety of subjects. As a doctoral student you might be

interested in topics such as academic citing practices, literature management with Endnote or Citavi or copyright law. Information and online registration are available at:

- www.ub.uni-heidelberg.de/cgi-bin/kurse/schulungen.cgi?aktion=list;sprache=ENG
- www.ub.uni-heidelberg.de/Englisch/schulung/fortgeschrittene/Welcome.html

Central Language Laboratory (Zentrales Sprachlabor)

Language courses provided by the Central Language Laboratory are open to doctoral students. Information about the courses, fees and deadlines are found at:

- www.uni-heidelberg.de/zsl/

Academic instruction

The department for academic instruction (Hochschuldidaktik) offers a series of courses aimed at helping young researchers to improve their teaching skills. The programme comprises a number of modules, taught in German, which lead to the certificate called “Baden-Württemberg-Zertifikat für Hochschuldidaktik”. A fee is charged for the programme.

More information is available at:

- www.uni-heidelberg.de/slk/angebot/lehre.html (German)
- www.hdz-bawue.de/ (German)

Professional development programme for University faculty and staff

The University provides professional development and continuing education courses to its staff free of charge. Doctoral students who are employed as research associates (wissenschaftliche Angestellte) or academic assistants (wissenschaftliche Hilfskraft) with a contract of at least 80 hours per month can take part in the programme with the support of their supervisor.

More information:

- www.weiterbildung.uni-hd.de/

Doctoral students with children

If you have children, you can take advantage of the child care services provided by the Studierendenwerk and by the city of Heidelberg. The Studierendenwerk also has some housing available especially for families and single parents. In order to use the Studierendenwerk services, doctoral students must either be enrolled at the University or have an employment contract with the University.

The **Service for Families**, part of the Office of Equal Opportunities, is the central advising office for questions regarding childcare, family issues and balancing a family and a career.

Service for Families
 Hauptstr. 126
 69117 Heidelberg
 Phone: +49 (0) 621 54 - 3923
 Email: service-fuer-familien@uni-heidelberg.de
 ■ www.uni-heidelberg.de/einrichtungen/kinderhaus/index_en.html

Children's Centre of Heidelberg University (Kinderhausbüro)

The Children's Centre offers childcare services covering a variety of ages and hours. Long-term, full-day childcare is available at the Crèche / Kinderkrippe 685, the Day Care Centre / Kindertagesstätte INF 159, and the Kids-Club INF 370. There is a separate holiday care programme to cover school vacations and holidays, a congress programme to assist visiting scholars attending a conference in Heidelberg and even a backup service for short-term emergencies.

The childcare services are all located on the campus in Neuenheimer Feld and have flexible hours that suit the working hours at the University. Further information is available either from the Children's Centre or from the childcare administration office of the Studierendenwerk:

Children's Centre of Heidelberg University (Kinderhausbüro)

Hauptstr. 126
 69117 Heidelberg
 Phone: +49 (0) 621 54-3923
 Email: kinderhaus@uni-heidelberg.de
 ■ www.uni-heidelberg.de/einrichtungen/kinderhaus/index_en.html

Important

The Studierendenwerk offers particularly reasonable prices to doctoral students who are enrolled at the University.

Childcare office (Kita-Verwaltung) of the Studierendenwerk

Marstallhof 1, EG, Zi. 004
 69117 Heidelberg
 Phone: 06221 54 - 3498
 Email: kitav@stw.uni-heidelberg.de
 ■ www.studentenwerk.uni-heidelberg.de/en/kids

Childcare services by the city of Heidelberg

The city of Heidelberg also offers a wide range of childcare services.

Kinder- und Jugendamt
 Friedrich-Ebert-Platz 3
 69117 Heidelberg
 Phone: +49 (0) 6221 58-31510 / -31520
 Email: jugendamt@heidelberg.de
 ■ www.heidelberg.de/english/Len/Home/Study+and+Research/Child+care.html

Doctoral students with disabilities or chronic illness

The office for students with disabilities or chronic illness is happy to advise doctoral students about such issues as barrier-free access to campus buildings and access to technical aids and assistants. The office also provides information about barrier-free housing and living with a disability or chronic illness in general in Heidelberg.

Office for students with disabilities or chronic illness

Universität Heidelberg
 Seminarstraße 2
 69117 Heidelberg
 Phone: +49 (0) 6221 54 - 2362 / - 3840
 Email: handicap@zuv.uni-heidelberg.de
 ■ www.uni-heidelberg.de/studiummit-handicap (German)
 Please make an appointment!

CHAPTER 10

NETWORKS AND PARTNERSHIPS

Heidelberg University strives to provide its young researchers with the best possible conditions for interdisciplinary networking and research collaborations. In this chapter, we will present some of these opportunities for interdisciplinary exchange.

Heidelberg Graduate School for Humanities and Social Sciences (HGGS)

In the HGGS, several university faculties cooperate to offer doctoral students a structured and interdisciplinary doctoral programme. The graduate school welcomes doctoral students carrying out their training on an individual basis as well as those working in a research training group. The programme offered by the HGGS upholds the freedom traditionally enjoyed during a doctoral project in the humanities or social sciences and combines this with a structured framework.

Upon being accepted into the HGGS, you have access to fellowships, workshops and an interdisciplinary course programme that complements your training. The working languages of the graduate school are German and English.

More information:

- www.hggs.uni-heidelberg.de/index-eng.html

Marsilius Kolleg

The Marsilius Kolleg is a Center for Advanced Study for interdisciplinary basic research. It promotes exchange among various academic cultures and initiates and carries out interdisciplinary research projects.

You can complement your doctoral training by participating in the Marsilius Study Programme, which is open to all interested students, or you can apply to take part in the International Marsilius Academies. These international meetings for junior researchers focus on various aspects of an interdisciplinary topic and can be a good opportunity for networking.

More information:

- www.marsilius-kolleg.uni-heidelberg.de/index_en.html

Interdisciplinary Doctoral Colloquium for Women (IDK)

The IDK is an open, interdisciplinary platform in the humanities and social sciences through which women can present and discuss their doctoral projects in various forms. The IDK also provides opportunities to discuss and exchange ideas about financing, publication options, work methods and other topics. External speakers are invited to give presentations on selected topics. The working languages of the IDK are German and English.

More information:

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

HAIsociety

The Heidelberg Alumni Association is one of the oldest in the country and has been a forerunner for alumni work in the international arena. HAIsociety maintains both national and international alumni initiatives as well as alumni networks for specific research disciplines.

More information:

- www.alumni.uni-heidelberg.de/en/index.html

The Heidelberg Media Network

Researchers and interested students at Heidelberg University have formed an interdisciplinary network to carry out research projects involving media, communication and culture.

More information:

- <http://hdmedia.hypotheses.org>

Network Art and Cultures

The Network Art and Cultures is a collaboration among Heidelberg University, the Centre for European History and Cultural Studies and external cultural institutions such as the regional office for cultural heritage preservation, the regional art association and various museums and archives in Heidelberg and the surrounding area.

More information:

- www.uni-heidelberg.de/fakultae-ten/philosophie/zegk/iek/nkk/

Research Network Language and Knowledge

This research network is a collaboration of linguists and other scientists from various

countries whose goal it is to investigate the linguistic constitution of technical objects and facts from a specifically linguistic point of view.

More information:

- <http://en.sprache-und-wissen.de/>

Network for Geoinformation in the Rhein-Neckar Metropolitan Region (GeoNet.MRN)

GeoNet.MRN is an alliance of universities, research institutes, businesses and other organisations related to geoscience and geoinformation in the Rhein-Neckar region.

More information:

- www.geog.uni-heidelberg.de/forschung/gis_geonetmrn_en.html

Networks in the field of astronomy

The Centre for Astronomy of Heidelberg University (ZAH) provides information about national and international networks in the field of astronomy.

More information:

- <https://zah.uni-heidelberg.de/zah-institutes/ari/projects/national-and-international-networks>

EMBO Young Investigators

This three-year programme gives young group leaders (Postdocs), who have been chosen by EMBO, the opportunity to benefit from a broad network of scientists and to make new contacts. EMBO Young Investigators receive a range of financial and practical benefits.

More information:

EMBO

Meyerhofstraße 1

69117 Heidelberg

Phone: 06221 889-1112

- www.embo.org/funding-awards/young-investigators

CHAPTER 11

SERVICES PROVIDED BY THE GRADUATE ACADEMY

The Graduate Academy

In cooperation with the faculties, graduate schools, research training groups and professors at the University, the Graduate Academy works towards ensuring the high quality of doctoral training in Heidelberg and increasing the attractiveness of the University to top-level, young international researchers. Therefore, we provide a number of services to doctoral students at Heidelberg University related to general advising, financial assistance and academic and professional development. These services are outlined here.

More information:

- www.graduateacademy.uni-heidelberg.de/index_en.html

Advising and support

In our Service Centre we can assist you with all of the topics covered in this brochure as well as with other general questions about doctoral training in Heidelberg. Our contact information and office hours are listed at the end of this chapter and at:

- www.graduateacademy.uni-heidelberg.de/servicestelle/index_en.html

Academic Writing Support

If you are writing your dissertation in English as a non-native speaker, you can submit a text of up to 3.000 words to our Academic Writing Support service. The staff will proofread your text and give you pointers about improving your writing skills.

More information:

- www.graduateacademy.uni-heidelberg.de/servicestelle/korrekturservice_englisch.html

Textkorrektur und Sprachberatung

If you are writing your dissertation in German as a non-native speaker, you can submit a text of up to 3.000 words to our service Textkorrektur und Sprachberatung. The staff will proofread your text and give you pointers about improving your writing skills.

More information:

- www.graduateacademy.uni-heidelberg.de/servicestelle/korrekturservice_englisch.html

Writing a Research Proposal

Your research proposal is an outline and plan for your doctoral project. You will need a research proposal in order to finalise the project with your supervisor, to apply for admission to the faculty and to apply for fellowships and grants. We would be happy to advise you about the standard specifications for writing such a proposal.

Please make an appointment with us:

Email: graduierakademie@zuv.uni-heidelberg.de

Transferable Skills Programme

The Graduate Academy provides a course programme aimed at helping doctoral students to obtain key competencies and relevant professional skills. The courses are offered in cooperation with the Department of Key Competencies as well as with internal and external trainers. Our course programme is open to all doctoral students who have been officially admitted by a faculty at Heidelberg University. You can register online; a small fee is charged for most courses. You will find the current course programme at:

■ www.graduateacademy.uni-heidelberg.de/workshops/ga/index_en.html

Newsletter

The Graduate Academy newsletter provides information for doctoral students about current fellowships and prizes, about initiatives for and by doctoral students, about services offered by the Graduate Academy and other university facilities as well as about other news pertaining to doctoral training. You can subscribe to our newsletter on our website:

■ www.graduateacademy.uni-heidelberg.de/index_en.html

Ombudsperson

The position of ombudsperson was created in order to provide confidential advising and mediation to doctoral students in cases of conflicts arising from their work on the doctoral project. The positions are filled by two professors emeriti at the University – one professor from the life and natural sciences and one from the humanities and social sciences. More information and contact details can be found at:

■ www.graduateacademy.uni-heidelberg.de/service/stelle/ombudsperson_en.html

Guidebooks for Doctoral Training

Doctoral training can be a challenging project. You need both excellent academic qualifications and good project and time management skills. In order to provide some assistance in managing this project, we have put together a list of German and English guidebooks to doctoral training and thesis-writing. We have a collection of some of these guidebooks at our office. Literature about financing your doctoral training can be found in chapter 8.

- Davis, Martha et al.: Scientific papers and presentations, Elsevier Academic Press, 2012.
- Gosling, Patricia / Noordam, Bart: Mastering your PhD: survival and success in the doctoral years and beyond, Springer, 2011.
- Gunzenhäuser, Randi / Haas, Erika: Promovieren mit Plan: Ihr individueller Weg: von der Themensuche zum Dokortitel, UTB, 2006.
- Knigge-Ilner, Helga: Der Weg zum Dokortitel: Strategien für die erfolgreiche Promotion, Campus, 2009.
- Koepernik, Claudia et al. (ed.): GEW-Handbuch Promovieren mit Perspektive: Ein Ratgeber von und für DoktorandInnen, Bertelsmann, 2006.
- Murray, Rowena: How to write a thesis, Open University Press, 2006.
- Stock, Steffen et al. (ed.): Erfolgreich promovieren: Ein Ratgeber von Promovierten für Promovierende, Springer, 2009.

If you have any questions, please contact us!

Heidelberg University Graduate Academy

Phone: +49 (0) 6221 54 - 19765

Email: graduiertenakademie@zuv.uni-heidelberg.de

■ www.graduateacademy.uni-heidelberg.de



Service Centre Altstadt

Seminarstr. 2

1st floor, room 135

69117 Heidelberg

Office hours:

Mon to Thurs 10 am–12 pm

Mon and Wed 1 pm–3 pm

and by appointment

Service Centre INF

Im Neuenheimer Feld 304

Ground floor of the central cafeteria

69120 Heidelberg

Office hours:

Wed 10 am–12 pm