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Akademisches Auslandsamt / International Office
Neuer Graben 27, D-49074 Osnabrück

International Student Advisor, room 19/E07

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http:// www.uni-osnabrueck.de

Office hours: Mon, Wed 14:00 – 15:30
 Tue, Thu 10:00 – 12:00

This brochure was put together with great care. However, despite our best efforts errors cannot be ruled out and we provide no guarantee for the information in the brochure.

If in doubt, please get in touch with the appropriate institution.

revised: July 2011

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Welcome to the University of Osnabrück!

Living in Germany and studying at the University of Osnabrück may at first seem somewhat difficult to international PhD students. For this reason, the International Office has written a brochure containing useful information to familiarise you with your new surroundings and to help you become acquainted with life in Osnabrück.

Not only does this brochure contain important information about the formalities you need to complete before you come to Osnabrück, it will also be of assistance to you throughout your stay. Besides information on everyday life as a PhD student, you will also find advice on how to spend your free time in Osnabrück – e.g. university sports or cultural events – as well as useful addresses and telephone numbers.

If you have any further questions, please refer to the following site:

www.uni-osnabrueck.de/standard_en/3802.html

or contact the International Office at any time. We are always ready to advise you on a one-to-one basis and provide any other help you may require.

We wish you a successful and memorable stay in Osnabrück!

Staff of the International Office

1 The University of Osnabrück, past and present

Studying with excellent tutoring services and living like among friends: the University of Osnabrück offers its approx. 10,000 students both these aspects. The university, founded in 1973, is located in the historical centre of the city, its attractive focal point being the prince-bishop's palace. The Humanities and Social Sciences moved into the inner city, whereas the Natural Sciences, Computer Sciences, Cognitive Science and Mathematics are located at the Westerberg, one of Osnabrück's most beautiful areas.

But first of all, let us look back: Since its foundation nearly 40 years ago the University of Osnabrück has developed into an attractive and innovative university. It is characterised by a wide range of modern courses as well as recognised international research achievements. Co-operation across the disciplines plays an important role in this success.

However, scientific research at the University of Osnabrück is not an end in itself – the results shape teaching. This is also shown in the five interdisciplinary institutes: “Migration Research and Intercultural Studies”, “European Studies”, “Cognitive Science”, “Environmental Systems Research” and “Early Modern History”, which are widely known across Germany's borders. In addition, a number of graduate colleges and doctorate schools provide extensive scientific mentoring. Also the 2008 established Centre for Islamic studies with the degree course of Islamic Religious Education offers excellent pioneer work.

With approx. 2.000 employees and a budget of about 100 million euro, the University of Osnabrück is one of the largest employers in the region and an important economic factor. Its research results do not remain in the ivory tower of science – they benefit the region with regard to economic, technical and cultural development. Numerous cooperative projects with businesses, institutes and communities have resulted from these endeavours. The University of Osnabrück also offers inhabitants of the city and region a wide variety of lectures, exhibits and concerts. At the same time, citizens are invited to actively participate in academic life by attending classes or enrolling to the “University for mature students”.

The University of Osnabrück is represented not only in the region but also worldwide. It maintains partnerships with over 90 institutions of higher education abroad, for example in Australia, China, Costa Rica, France, Great Britain, Japan, Canada, Russia, Switzerland and the USA. It also goes without saying that various departments maintain connections with a variety of academic institutions in many countries.

2 Structure of the University of Osnabrück

Individual fields of study at the University of Osnabrück are combined to various schools, which are responsible for research and teaching. The schools at the University of Osnabrück are listed below:

- FB 01 – School of Social Sciences
- FB 02 – School of Cultural and Geo Sciences
- FB 03 – School of Education and Cultural Studies
- FB 04 – School of Physics
- FB 05 – School of Biology/Chemistry
- FB 06 – School of Mathematics/Computer Sciences
- FB 07 – School of Linguistics and Literature
- FB 08 – School of Human Sciences
- FB 09 – School of Business and Economics
- FB 10 – School of Law

Within the schools there are also several institutes. Interdisciplinary studies are offered at the following institutes:

- Institute for Cognitive Sciences
- Institute for Cultural History of the Early Modern Era
- Institute for Migration Research and Intercultural Studies
- Institute for European Studies
- Institute for Environmental Systems Research

Graduate and doctoral programmes round off this spectrum:

- PhD Program of the Ministry of Science and Culture of Lower Saxony (MWK): “Cognitive Science”
- MWK-PhD Program „Erinnerung - Wahrnehmung - Bedeutung: Musikwissenschaft als Geisteswissenschaft“
- MWK-PhD Program: „Theorie und Methodologie der Textwissenschaften und ihre Geschichte“
- MWK-PhD Program „Membranen und zelluläre Kommunikation“
- Graduate College: Adaptivity in Hybrid Cognitive Systems
www.cogsci.uni-osnabrueck.de

- Graduate College: Cell and tissue differentiation from an integrative perspective
www.biologie.uni-osnabrueck.de/GraduiertenkollegUosBio
- Graduate College: Kombinatorische Strukturen in Algebra und Topologie
E-mail: wbruns@uni-osnabrueck.de
- Graduate College: Islamische Theologie
Prof. Dr. Bülent Ucar und Prof. Dr. Rauf Ceylan
www.irp.uni-osnabrueck.de

Management and Administration

The central organs of the university are the Presidium and the Senate, organs of the schools, the Dean's Office and the School Council.

The University is managed by the Presidium, which consists of the President, two full-time Vice-Presidents and one part-time Vice-President. The President represents the university externally, is chairman of the Presidium and lays down the guidelines for the Presidium.

The Senate passes the University's resolutions, exercising its self-administrative rights. Furthermore, it comments on self-administrative matters and exercises a comprehensive right to receive information from the Presidium. The Senate is made up of various groups (professors, academic staff, students, administrative and technical staff).

The Dean's Office, led by the Dean, is responsible for running the individual schools at the University of Osnabrück. The Dean is elected by the School Council, which is also an organ made up of different groups. The Dean represents the school within the university.

The responsibilities of self-administration at the university are observed by several other bodies and committees.

The student body, an independent organisation, is made up of all students enrolled at the university. The student parliament (StuPa) is the students' most important organ. Here their interests in higher education policy, social and cultural issues are represented. Their members are democratically elected each year by the students. The StuPa's

main tasks are the election of the General Students Committee (AStA) and deciding upon the students' budget. At the school level, the departmental student organisation (*Fachschaft*) represents students' interests.

The AStA implements the StuPa's decisions and carries out administrative work. Furthermore, the AStA has, e.g. an advisory service for problems concerning grants and studying or legal issues, and organises political and cultural events.

The **AStA** can be found at the following address:

| | | |
|--------------------|--|---------------|
| Adress: | Alte Münze 12 (next to main university library) 49074 Osnabrück | |
| Tel: | +49 541 969 4872 | |
| Fax: | +49 541 969 4808 | |
| E-mail: | asta@uni-osnabrueck.de | |
| http:// | www.asta.uos.de | |
| Office hours: | Mon - Fri | 10.00 – 13.00 |
| | Tue also | 13.00 – 15.00 |
| Semester holidays: | Tue | 10.00 - 13.00 |
| | Thu | 10.00 - 13.00 |

3 Advisory services and application procedure

3.1 Student Information Center Osnabrück (StudiOS)

You can find all important administrative offices for students and applicants in one building.

At the central information desk (**Info-Point**) you can find answers to many of your questions. If necessary you will be directed to the responsible persons.

You can reach the Info-Point under the e-mail address studios@uni-osnabrueck.de.

Furthermore you have the possibility to receive information on the phone. The staff of the **Info-Line** (+49 541 969 7777) answers your questions or helps you to get in touch with the appropriate contact person.

The Info-Point and Info-Line are open from Monday till Thursday from 09:00 till 16:00 and Fridays from 09:00 till 14:00. The departments have unitary opening hours: Monday and Wednesday from 14:00 till 15:30 and Tuesday and Thursday from 10:00 till 12:00. Individual opening hours are available from the websites of the different institutions.

You will find the following offices in the StudiOS building:

The **Central Student Counselling Service** (ZSB) offers general information about study possibilities in Osnabrück.

You will get help in the **Admissions Office** concerning the application procedure for studies and the registration formalities.

At the **Bafög-Office** students have the possibility to apply for a study funding.

The **International Office** (AAA) helps and advises all international students and visiting academics in different fields.

The **Zentrum für Lehrerbildung** (ZLB) coordinates the internships in schools and is contact point for those who want to become school teachers.

The **Koordinationsstelle Professionalisierungsbereich** organises a special qualifying program for students of the 2-subjects-bachelor.

In the **University's Centre for Sports** you will find a wide range of sports offers after a stressful day.

Das **Mehr-Fächer-Prüfungsamt (PATMOS)** offers information concerning the exam administration and organisation in the 2-subjects Bachelor and Master programs.

Information is also available from the **Protestant Student Congregation (ESG)** und die **Catholic University Congregation (KHG)**.

The **UNISHOP** is also part of StudiOS; a wide range of clothes, stationery as well as gifts is offered there. The UNISHOP is open from Monday to Thursday from 11:30 till 14:30 and on Friday from 11:30 till 14:00.

3.2 Research Support Officer

The research support officer at the University of Osnabrück gives advice on how to apply for external PhD scholarships. She identifies national and international research sponsors and opportunities across all active disciplines especially for PostDocs and Senior Scientists. Please note that internal PhD fellowships are directly managed by the Schools and Graduate Colleges of University of Osnabrück.

Research support officer: Dr. Barbara Schwerdtfeger
 Address: Schloss (east wing)
 Room 13/E08
 Tel: +49 541 969 4115
 Fax: +49 541 969 4860
 E-mail: forschung@uni-osnabrueck.de
 http:// www.uni-osnabrueck.de/2041.html

Office hours: on appointment

3.3 International Office

Besides the Research Support Officer the **International Office** is an important contact point for international PhD students. The International Office offers information and service for international students, international doctoral students as well as international guest professors.

The International Student Advisor's office provides support, advice, and information for international students and guests, on issues such as social and leisure activities, accommodation, scholarships, hardship funds, etc. It also organises events and excursions, and endeavours to facilitate contacts between German and international students and guests.

The **International Student Advisor** is available at the following address:

Address: Neuer Graben 27 (StudiOS building)
 Room 19/E07
 Tel: +49 541 969 4765
 Fax: +49 541 969 4495
 E-mail: karoline.bachteler@uni-osnabrueck.de
 http:// www.uni-osnabrueck.de/321.html

Office hours: Mon, Wed 14.00 – 15.30
 Tue, Thu 10.00 – 12.00

3.4 Zentrum für Promovierende Osnabrück (ZePrOs)

ZePrOs is the contact point for all PhD students at the University of Osnabrück. It aims to support PhD students by offering workshops on key competences, establishing contacts with organisations from the public and private sector, building up a doctoral network and of course by offering individual consultations.

PhD students using the ZePrOs offers can therefore improve their chances of a successful launch into a career.

More information about ZePrOs is available from the Administrative Coordinator Marion Fiolka Dörpmund.

Address: Kolpingstr. 7
 Room 01/307
 Tel.: +49 541 969 6221
 Fax.: +49 541 969 16221

E-mail: marion.fiolka-doerpmund@uni-osnabrueck.de
 http:// www.uni-osnabrueck.de/14673.html

Office hours: on appointment

3.5 Application procedure

Ways of Earning a PhD

There are three different ways of achieving a PhD at the University of Osnabrück. However in each case you must have a professor who is willing to supervise your work. Basically, you can write your dissertation as part of a *Graduiertenkolleg* (graduate college), in a doctoral program, or in the traditional German way, without any additional coursework. Some applications can be made directly to the academic staff running the doctoral programme whereas others should be addressed to the Students Office. Please consult the relevant web site for further details.

Graduate Colleges

In graduate and doctoral colleges, you are supervised along with other doctoral candidates who are researching related topics. Classes relevant to your topic are offered. As a member of a graduate college, you are often provided with financial support, but that means that new students are only occasionally accepted.

Doctoral Programs

The University also offers doctoral programs, without financial support through the program, for which students may register every year. Here you will be supervised and attend seminars along with other doctoral candidates, whose research is in similar areas.

Often particular rules apply for applicants interested in these graduate colleges and doctoral programs. For more information, please see the programs' websites.

PhD without a Program

Even if there is no doctoral program for your topic, it is still possible to achieve a PhD. First, you must find an appropriate mentor. If a professor is ready to supervise your dissertation, you can apply for admittance as a doctoral candidate. In order to become a doctoral candidate, you will need a statement from a professor who will supervise you. This means that you will only be admitted if you have already found a professor who is willing to supervise your research.

The first thing to do is to contact a professor in the faculty you are interested in, and send him or her a letter describing the reasons why you wish to earn an advanced degree, together with your curriculum vitae, copies of your transcripts, and a summary of your project.

When you have found a professor willing to supervise your work, you can fill out the admissions application (*Antrag auf Zulassung zum Studium*). The application form can be found in the download-area for international students. For winter semester admissions, please submit applications by **July 15**. For summer semester admissions, the application deadline is **January 15**.

Please submit the following documents along with your application:

- Notarized copies of your diploma and transcripts in your own language, as well as in either German or English. You must also include your secondary school diploma and transcripts, as well as your college degree and transcripts (Bachelor's and Master's degrees or diplomas). In some cases, you must submit the results of an admissions test;
- your professor's agreement to supervise you;
- Proof of German-language skills. If your dissertation is to be written in another language you do not need to demonstrate German language proficiency. In this case, your professor must confirm his or her permission to write your dissertation in a language other than German.

Address: University of Osnabrück
Admissions Office / Studierendensekretariat
D-49069 Osnabrück

Please see also: www.uni-osnabrueck.de/standard_en/2062.html

3.6 Academic counselling

During your stay at the University of Osnabrück your mentor will assist you in planning and organising your PhD. Regular meetings with your mentor should be organised to ensure your research is going in the right direction.

4 Entry requirements to Germany

Citizens of EU countries, of EFTA countries (Iceland, Lichtenstein, Norway, Switzerland) and of those countries that have signed agreements with the Federal Republic of Germany (this includes Australia, Canada, Israel, Japan, New Zealand, the USA and the Republic of Korea) do not require a visa to enter Germany. After arrival in Osnabrück, all students must apply for a residence permit from the local Foreigners' Office.

You should therefore apply to the German embassy or consulate in your home country well in advance (approx. three months before your planned departure). The following documents are required to obtain a visa:

- a valid passport
- a document from the University of Osnabrück acknowledging your admission to the University
- proof of financial resources/funding or scholarship (at least €659 per month, 7908,- per year).

To enter Germany a student visa is required. Please do not under any circumstances enter Germany on a tourist visa (for Schengen countries), because this cannot be transformed into a student visa!

To simplify your preparations we have put together a **check list** entitled "**Before travelling to Osnabrück**"; see **appendix**

5 Entering Germany – steps towards Matriculation

5.1 Welcoming Programs

In Osnabrück you have the chance to take part in the 'Welcoming Programs' offered by the International Office. These programs consist of two parts: the Welcoming Family Program and the Doktorandentandem.

Within the Welcoming Family Program you will be put in contact with a family or a single person from Osnabrück who will support you during the first stage of your stay in the city. This support can take on different forms, depending on the needs of each applicant. You can thus choose to be picked up from the railway station or the airport, to get into contact with people outside of the University and to find a contact person for organizational questions and issues related to everyday life. You will be introduced to life in Osnabrück and get an insight into the German culture and way of life. More information:
www.uni-osnabrueck.de/AAADokumente/InfoIntGuests.pdf

Within the program Doktorandentandem you will get in touch with another doctoral student from Osnabrück. The program aims to support the contacts between international and German PhD students.

The co-ordinator of the Welcoming Programs, Bettina Shamsul, will be happy to assist you with any queries you may have.

Tel: +49 541 969-4722
 E-Mail bshamsul@uni-osnabrueck.de

5.2 Welcome Week and pick-up service

At the beginning of each semester the International Office offers a Welcome Week in order to help you to become acquainted with the city and university during the Welcome Week. You also have the opportunity to get to know other international and German students. We organise events in and around Osnabrück.

The Welcome Week comprises:

- international breakfast
- lunch at the canteen
- introduction to central services: the Student Welfare Services (*Studentenwerk*), the Central Student Counselling Service, the University Sports Centre
- introduction to German and other foreign language courses
- guided tour of the university library
- help with formalities in small groups (opening a bank account, payment of the social contribution, health insurance, etc.)
- assistance with the formalities for the Admissions Office, receipt of student card
- assistance with the formalities for the Foreigners' Office
- a pub tour
- a day-trip, usually to Cologne or Hamburg

The application form for the International Welcome Week is available at: www.uni-osnabrueck.de/standard_en/920.html

5.3 Health Insurance

As a PhD student you usually have to take out private health insurance; it is only possible to take out statutory health insurance if you have an employment contract and are subject to social insurance contribution.

The Foreigners' Registration office only accepts private health insurance which offers the same health services as the statutory health insurance. Private health insurance companies in Germany are bound to offer the same services like statutory health insurances (*Versicherungsgesetz* § 192, §193).

For further details and information please contact the International Office.

5.4 Matriculation

Matriculation takes place after your arrival in Osnabrück. The following documents are required:

- written proof (receipt) that the semester social contributions (currently €252.57 or €177.27 for recipients of a German scholarship out of public funds) have been paid
- one passport-sized photograph.
- other documents, if stated in the admission letter

5.5 Registration

Students need to register with the Foreigners' Office within one week of their arrival in Germany. If you plan to reside in the city of Osnabrück itself, registration with the Foreigners' Office takes place together with your application for a residence permit during the Welcome Week with the International Office.

For this you need copies of your passport, copy of your admission letter, health insurance policy, enrolment certificate, and – for non-EU students - proof of finance, copy of your visa (if applicable) and one passport photo. Your initial visa, which is usually only valid for a short period of time, between four weeks and three months, enables you to enter the country.

5.6 Residence permit

After the registration with the Foreigners' Office EU and EFTA students will receive their *Freizügigkeitsbescheinigung* (confirmation of freedom of movement).

Non-EU students will receive a residence permit, which gives them the right to reside and study in Germany for two years at the most. The residence permit is issued as a credit card-sized card, your fingerprint and together your photo and personal details will be saved on a chip inside the card.

When the permit needs to be extended the Foreigners' Office will check if the purpose of residence in Germany is still valid. Extensions are usually made each time for up to two years. After having finished your studies, you can apply for a residence permit in order to search a job. This residence permit will be valid for one year at the most.

To simplify your preparations we have prepared a **check list** for you entitled "After arrival in Osnabrück", see **appendix**

5.7 Re-registration and academic leave of absence

PhD students who wish to continue studying at the University of Osnabrück must re-register in due time (01-28 February for the following summer semester, 01-31 July for the following winter semester). For re-registration students receive a money transfer form for the payment of the fees together with the student identity card and the matriculation certificate from the Admissions Office. Payment of the fees before the end of the registration period is sufficient for re-registration. The new student card and semester ticket will then be delivered via mail.

Students who need or want to take an academic leave of absence due to medical or other reasons (e.g. study abroad, pregnancy) must apply for an academic leave of absence. The academic leave of absence application form can be obtained from the Admissions Office. Normally no courses or exams may be taken during the student sabbatical.

6 Academic studies - Practical information

6.1 Libraries

The library of the University of Osnabrück is divided into the central library "Alte Münze" and several specialist branches.

Central library "Alte Münze" and reading rooms for Philology/Cultural Sciences

Address: Alte Münze 16/Kamp
49074 Osnabrück
Tel: +49 541 969 4488
Fax: +49 541 969 4482
Lending: +49 541 969 4316
E-mail: info@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 22:00
Sat 11:00 – 16:00
Lending hours: Mon-Thu 09:00 – 18:00
Fri 09:00 – 16:00

Departmental library of Natural Sciences/Mathematics

Address: Albrechtstraße 28, 1st floor
49076 Osnabrück
Tel: +49 541 969 2543
Fax: +49 541 969 2597
Lending: +49 541 969 2544
E-mail: infon@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 09:00 – 21:00
Sat 11:00 – 16:00
Lending hours: Mon-Thu 09:00 – 18:00
Fri 09:00 – 16:00

Departmental library of Social Sciences

Address: Seminarstraße 33
49074 Osnabrück
Tel: +49 541 969 4578
Fax: +49 541 969 4482
Lending: +49 541 969 4577

E-mail: info@ub.uni-osnabrueck.de
 Opening hours: Mon-Fri 09:00 – 21:00
 Lending hours: Mon-Thu 09:00 – 18:00
 Fri 09:00 – 16:00

Departmental library of Law and Economics

Address: Heger-Tor-Wall 14
 49078 Osnabrück
 Tel: +49 541 969 6209
 Fax: +49 541 969 6186
 Lending: +49 541 969 6100
 E-mail: infojw@ub.uni-osnabrueck.de

Opening hours: Mon-Fri 08:00 – 00:00
 Sat 08:00 – 00:00
 Sun 10:00 – 00:00
 Lending hours: Mon-Thu 09:00 – 18:00
 Fri 09:00 – 16:00

Institute-based libraries have their own opening hours. They are usually Mon-Fri 10:00 – 12:00 and 14:00 – 16:00.

6.2 Internet access, Cip-Pools

Internet access at the main library

Students can use the computers in the foyer of the main library to send e-mails.

One or two computers are usually also available at the departmental libraries for sending e-mails.

Internet access at the schools

Each school has a Cip pool where students can use the internet for research purposes and for sending e-mails. For access to the Cip pool you require user permission, which you receive together with your matriculation documents. For further information please visit the homepage of the university Computer Centre:
www.rz.uni-osnabrueck.de/Ueber_Uns/Benutzerkonto/index.htm

6.3 University internet portal: myUOS

myUOS combines the internet services at the University of Osnabrück to a personal students' portal. Students have the possibility to access Stud.IP (registration for courses), Webmail (with university e-mail address), their library account as well as the examination administration with one click and do not have to log in separately.

6.4 University canteens and cafés

The canteens and cafés offer inexpensive dishes for students. The fact that the canteen of the *Studentenwerk* Osnabrück was voted "German Canteen of the Year 2001" and has won the first prize for organic food in 2008 demonstrates that the food is not only reasonably priced but also very delicious.

There is usually a choice of two main courses (one of which is normally vegetarian) and a salad bar.

Meals cost between € 1.50 and € 2.50. Breakfast and snacks are obtainable from the cafés of the *Studentenwerk* Osnabrück. Evening meals are not available.

Canteen and café "Schlossgarten"

Address: Ritterstraße 10
 49074 Osnabrück

Opening hours: Mon - Fri 11:45 – 14:15
 (canteen) Sat 12:00 – 13:00

Opening hours: Mon - Thu 09:00 – 15:00
 (cafeteria) Fri 09:00 – 14:35

Opening hours: Mon - Fr 11:00 – 18:30
 (coffee lounge)

Canteen and coffeebar "Westerberg"

Address: Albrechtstraße 28
 49076 Osnabrück

Opening hours: Mon - Fri 11:30 – 14:15
 (canteen)

Opening hours: Mon - Thu 09:00 – 18:30
(coffeebar) Fri 09:00 - 16:30

Cafeteria Biology

Address: Barbarastraße 11
49076 Osnabrück

Opening hours: Mon - Fri 09:30 - 14:00

6.5 Language courses

We very much recommend participation in a language course to make your life at a German university easier.

Each semester the Language Center offers continuous language courses which are designed to

- improve your knowledge of German
- help you find orientation if you have initial problems with your studies
- introduce you to forms of learning and teaching at the University of Osnabrück and, in particular, to methods used in academic work
- help you overcome learning barriers specifically related to your field of study
- introduce you to special terminology used in the different fields of study (e.g. law, social sciences, etc.)

German classes that take place during the semester are introduced during Welcome Week. Further information can be found on the notice board at the Language Center (*Sprachenzentrum*):

Address: Kolpingstr. 7
D-49074 Osnabrück
Please contact Dr. Christiane Beinke.
Tel: +49 541 969 4977
Fax: +49 541 969 14977
E-mail: christiane.beinke@uni-osnabrueck.de
<http://www.uni-osnabrueck.de/12207.html>

6.6 Vocational qualifications

A variety of institutions at the University of Osnabrück offer a wide range of workshops and seminars for you to obtain vocational qualifications. Please refer in particular to the current programs of:

:verona: www.uni-osnabrueck.de/2311.html

Equal Opportunity Office: www.uni-osnabrueck.de/14437.html

Computer Center: www.rz.uni-osnabrueck.de

6.7 Sports

Every semester the **University's Center for Sports** promotes an extensive program of competitive and recreational sporting activities. The program containing further details can be obtained from

Address: Zentrum für Hochschulsport der Universität
(ZfH)
Neuer Graben 27 (StudiOS building)
49074 Osnabrück

Tel: +49 541 969 4048, -4800
Fax: +49 541 969 4862
E-mail: wwwzfh@uni-osnabrueck.de
<http://www.zfh.uni-osnabrueck.de>

Office hours: Tue, Thu 09:30 – 12:30
14:00 - 16:00
Wed 09:30 – 12:00

6.8 Cultural programme for international PhD students

In order to help you get used to your new surroundings and to get to know the region, the "**JOIN OS**" program (www.join-os.de) run jointly by the Osnabrück institutions of higher education, offers a wide range of activities, such as

- Visits to the theatre
- Visits to museums
- Excursions (e.g. to Hamburg, Cologne, Bremen or other interesting destinations)

German and international students are very welcome to participate!

There are also a number of further possibilities to get in touch with other students, e.g. foreign clubs, university sport, music ensembles, student working groups, university political groups, amateur dramatics groups, etc. You're bound to find something to suit your tastes and requirements!

International conversation groups

JOIN OS also offers you the chance to concentrate on a specific region or language better in one of the six international conversation groups. The conversation groups are open to all German and international students who are interested in getting to know a particular culture better in a laid-back environment.

The following conversation groups are currently run at the University:

- German-Chinese Conversation Group
- German-East European Conversation Group
- German-English Conversation Group
- German-Italian Conversation Group
- German-Spanish Conversation Group
- German-Turkish Conversation Group

The groups meet regularly throughout the semester. The International Office can inform you about the dates and location for each semester.

Tandem language learning

Learning languages "in tandem" is when two native speakers of different languages teach each other their mother tongue.

For further information about this program please contact the Language Center (www.uni-osnabrueck.de/13136.html) or write an e-mail to tandemservice@uni-osnabrueck.de

Student chaplaincies

Both the Protestant and the Catholic Churches have established students' chaplaincies in Osnabrück. One key area of their work is facilitating meetings between international and German students. Both chaplaincies are open to people of all faiths and backgrounds.

The programs of events are obtainable from the respective chaplaincies.

Evangelische Studierendengemeinde (ESG)

Address: An der Katharinenkirche 4
49074 Osnabrück
Tel: +49 541 683362
Fax: +49 541 684482
E-Mail: kontakt@esg-osnabrueck.de
anne.hunfeld@diakonie-os.de
Office hours: Thu 14.30– 17.00 (Hunfeld)
in the StudioS building, room 119
(phone: 0541 969 6040)
Chaplain: Ute Schneider-Smietana
Contact person for international students: Anne Hunfeld

Katholische Hochschulgemeinde (KHG)

Address: Lohstraße 16
49074 Osnabrück
Tel: +49 541 3507110
Fax: +49 541 3507119
E-mail: info@khg-os.de
<http://www.khg-os.de>
Chaplains: Susanne Wübker, Birgit Hosselmann
Office hours: Tue 12:30 – 14:00 (Hosselmann);
Wed 13:00 – 14:30 (Wübker)
in the StudioS building, room 119
(phone 0541 969 6040)
The secretary's office is open:
Mon - Thu 09:00 – 12:00

6.9 Cultural events and student activities

Music ensembles

If you are interested in music then you will find several opportunities such as

- the University Choir
- the Chamber Choir

- the Chamber Orchestra
- the Collegium musicum
- the University Big Band

Rehearsals are published in the calendar.

Student film clubs

A student initiative shows dubbed films (EW-building, Seminarstraße 20) every Monday and Tuesday during the lecture period.

Further information can be found at www.unifilm.uni-osnabrueck.de

Uni-Funk Osnabrück

The Uni-Funk Osnabrück offers students interested in media the opportunity to produce and broadcast radio shows. The studio is located in the building of the canteen "Schlossgarten".

For further information please contact the Uni-Funk office:

Address: Alte Münze 12
49074 Osnabrück
E-mail: info@unifunk.de

AEGEE Osnabrück

AEGEE stands for the "Association des États généraux des Étudiants de l'Europe". It is an organisation enabling young Europeans to meet and become acquainted with each other's cultures. AEGEE organises a wide variety of conferences meetings and other activities throughout the year.

If you would like to contact the Osnabrück branch of AEGEE, please visit them in their office:

Address: AEGEE-Osnabrück e.V.
Kolpingstraße 7 (Room 01/114)
49074 Osnabrück
Fax: +49 541 969 4717
E-mail: aegee@uos.de

Debating club

Each week, the Osnabrück debating club offers debates on current political and social topics, modelled on English and American debating societies.

Contact and more information: www.debattierclub-osnabrueck.de

Weltenwanderer – Zirkel für phantastische Spiele e.V.

The "Weltenwanderer" club meets regularly to play role games. Those interested can refer to www.wv-verein.de/home/impressum.php

Amateur dramatics societies

Besides the university's Theatre Working Group there are several other amateur dramatics societies at the University, e.g. an English-speaking troupe.

Further information on the various societies can be found in the brochure issued by AStA and on the university notice boards.

6.10 Studying with children

Students with children can get information and counselling from Uni-BambinOS at the *Gleichstellungsbüro* (Equal Opportunity Office).

Address: Neuer Graben 19/21, room 03/334
Tel: +49 541 969 4686
Fax: +49 541 969 14487
E-mail: bambinos@uni-osnabrueck.de
http:// www.uni-osnabrueck.de/14104.html

7 Finances

7.1 Expenses

Around €660 a month is required for living in Osnabrück and for paying for the following necessities (all costs are estimates):

- **books, photocopying and study material:**
around €50 per month
- **rent:**
about €250 per month
- **health insurance:**
approx. €80 per month
- **meals:**
Inexpensive lunch (ca. €2 daily) is available at the student restaurant (Mensa) run by Student Services. In addition, between €100 and €150 is required every month to prepare further meals at home.
- **student contributions (social fee):**
€252, 57 per semester (€177,27 for recipients of German scholarships out of public funds)

7.2 Opening a bank account

It is strongly recommended that you open a bank account in Germany in order to pay the rent and take care of other financial issues. The advantage of having an account is that you can make reasonably priced money transfers.

By showing your matriculation certificate, your passport and your residence permit most banks will allow you to open a student account for which monthly fees are not usually charged.

7.3 Scholarships

The Research Support Officer and the International Office offer advice on scholarships for international PhD students.

For a summary of scholarships and scholarship providers please refer to

- www.uni-osnabrueck.de/standard_en/2352.html
- www.stiftungsindex.de
- www.funding-guide.de.

Furthermore, the Research Support Officer issues a brochure entitled "Osnabrücker Förderfibel für Promovierende" containing information on obtaining a scholarship. For more information, please contact:

Dr. Barbara Schwerdtfeger
Research Support Officer
Office for Academic Planning and Support
Room 13/E08 (Schloss, east wing)
University of Osnabrück
49069 Osnabrück
Tel: +49 (0)541 969 4115
Fax: +49 (0)541 969 4860
forschung@uni-osnabrueck.de

7.4 Gainful employment

International students who do not come from an EU country or who come from one of the "new" EU countries (members since 2007) are generally only allowed to work 90 full or 180 half days a year without a work permit. If you wish to work longer hours a work permit is required. For more information please contact:

| | |
|----------|--|
| Address: | Bundesagentur für Arbeit Johannistorwall 56 49080 Osnabrück |
| Tel: | +49 1801 555111 |
| E-Mail: | osnabrueck@arbeitsagentur.de |
| http:// | www.arbeitsagentur.de |

Students from EU countries (with the exception of EU accession countries— membership since 2007) may work as much as German students.

Income tax card and €400 jobs

Almost all student jobs require an income tax card (*Lohnsteuerkarte*), which can be obtained from the Tax Office. An exception to this rule are the so-called €400 jobs: If you earn less than €400 per month, you are not required to pay income tax. However, you still need an income tax card in order to register your job with the authorities.

Adresse: Finanzamt Osnabrück-Stadt (Tax Office)
Süsterstraße 46/48
49074 Osnabrück
Tel: +49 541 354 – 0
Fax: +49 541 35 43 12

How can I find a job?

Besides advertisements in the university and the local press you can try the job agency of the Bundesagentur für Arbeit.

Working as an academic assistant

Positions to work as an academic assistant at the University of Osnabrück are sometimes available. Please talk to your mentor or the dean's office about such job opportunities. You do not usually need a work permit for this kind of job, since it is usually assumed that the work is closely linked to your PhD. Please note, however, that you do require an income tax card.

8 Living in Osnabrück

8.1 Student halls of residence

International PhD students can apply for a place in the residence halls directly at the Student Welfare Services (*Studentenwerk*). They offer inexpensive lodgings for about 2,000 students. The rent ranges from €150 to €250 per month for a room in a student hall of residence. The Student Welfare Office also offers a range of different apartments and individual flats for affordable prices.

If you wish to apply for a room or an apartment or would alternatively like to get further information about private accommodation you should contact:

Address: Wohnraumzentrale des Studentenwerks
Ritterstrasse 10
49074 Osnabrück
Tel: +49 541 33107 0 (switch-board)
E-mail: wohnen@studentenwerk-osnabrueck.de
http:// www.studentenwerk-osnabrueck.de

Please note that a room in one of the halls of residence of the Student Welfare Services can only be rented for 6 or 12 months at a time, i.e. either from 1 October to 31 March (winter semester) or from 1 April to 30 September (summer semester) or from 1 October to 30 September (entire academic year).

The deposit to be paid on your room after your arrival in Osnabrück is currently €400. It will be fully repaid if the hall's caretaker confirms that your room is in proper condition at the time of your departure.

If you discover you cannot study in Osnabrück as planned, but you have already signed the rental agreement, you must inform the Student Welfare Services immediately. The International Office and Student Welfare Services will then attempt to find a new tenant for your room.

We wish to point out, however, that you will have to pay for any loss of rent due while the Student Welfare Services endeavour to find a new tenant!

8.2 Housing market

Due to a high demand at the beginning of the semester the places in the residence halls are taken quite quickly.

New students must take into account that they might have to wait before being offered a room in one of the halls of residence. Therefore you should start your search for accommodation in good time (see below) and be ready for compromises, i.e. to accept unattractive lodgings for your first period of stay in Osnabrück.

You should start your search at an early date, at the latest after receiving your letter of admission. If necessary, you may have to consider renting a room before semester begins, just to ensure you have a room. There is always a very high demand for rooms at the beginning of the academic year. The high demand in the city often leads also to higher rents. Since students at the University of Osnabrück can use public transport in and around Osnabrück for free, you should also consider renting outside the city.

You may also like to consider contacting Osnabrück landlords and housing associations together with other students, in order to obtain a larger which you could share with other students. This can be beneficial not only from a financial point of view. Ensure that each person living in the shared flat receives his/her own individual housing contract.

You can also advertise for a room in the "Neue Osnabrücker Zeitung" at www.neue-oz.de or at the University of Osnabrück's virtual notice board at www.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php.

Below you will find further tips and addresses to help you find accommodation.

Other halls of residence

Besides the housing complexes run by the Studentenwerk Osnabrück, the Hermann-Ehlers-Haus, Martinsburg 29, 49078 Osnabrück, also rents accommodation to students, phonr: +49 541 46018 (Frau Stefanie Huy). Application forms can be found at www.whok-studentenwohnheim.de/?inc=os_aktuelles&n=4

Newspapers and Internet

Please check the housing advertisements in the local press on Wednesdays and Saturdays or otherwise place an advert in the paper yourself:

| | |
|-----------------|---|
| Address: | Neue Osnabrücker Zeitung (NOZ) Große Straße 17-19 49074 Osnabrück |
| Tel: | +49 541 310-0 |
| Advertisements: | +49 541 310 310 |
| http:// | www.neue-oz.de |

You can also ask for the housing part of the "NOZ" to be sent to your home address: telephone subscription service: +49 541 310580.

You can also try the following papers, which are distributed free of charge to all households:

- 1) On Wednesdays and Sundays the "Osnabrücker Nachrichten" appears, Erich-Maria-Remarque-Ring 14, 49074 Osnabrück, Tel: +49 541 94040 0, Fax: +49 541 94040 33 (Advertisements).
- 2) On Sundays the "Osnabrücker Sonntagszeitung" appears, Seminarstraße 35, 49074 Osnabrück, Tel: +49 541 5 80 58-200, Fax: +49 541 5 80 58-199, e-mail: anzeigen@os-sonntagszeitung.de; www.os-sonntagszeitung.de

On the University's **bulletin board** (www.uni-osnabrueck.de/SchwarzesBrett/schwarzesbrett.php) you can also find housing advertisements, mostly by groups sharing an apartment.

Notice Boards

There are numerous notice boards in the departments and canteens, on which you can also hang posters.

Housing associations

The company WGO also offers housing facilities without a fee. However, a membership fee is charged.

Address: Wohnungsbaugenossensch. Osnabrück eG
Katharinenstraße 10
49074 Osnabrück
Tel: +49 541 335340
Fax: +49 541 3353444
http:// www.wgo24.de

Housing agencies

The following housing agencies help people find apartments and rooms for a commission:

Zweitraum Osnabrück, Am Pappelgraben 9, 49080 Osnabrück, Tel: +49 541 22466, www.zweitraum-osnabrueck.de

Short-stay periods

The following offer beds for short-stay periods:

- 1) Penthouse Backpackers, Möserstr. 19, 49074 Osnabrück, Tel: +49 541 6009606, e-mail: info@penthousebp.com;
- 2) Jugendgästehaus, Iburger Straße 183A, 49084 Osnabrück, Tel: +49 541 54284, Fax: +49 541 54294, E-Mail: osnabrueck@jugendherberge.de

It is recommended to make a reservation by phone. A youth hostel membership card is required for the *Jugendgästehaus*. This card is valid in 40 countries, and costs € 12.50 for students under 27 years and € 21 for those over 27.

9 Religion

In Osnabrück there are not only several Christian communities, but also other religious communities. Here you can find some addresses:

Buddhistisches Zentrum Osnabrück

Adresse: Lohstraße 24
49074 Osnabrück
Tel: 05 41 / 20 23 91 93
Fax: 05 41 / 20 23 91 94
E-Mail: osnabrueck@diamondway-center.org
http:// www.buddhismus-mitte.de/osnabrueck

Jüdische Gemeinde Osnabrück K.d.ö.R.

Address: In der Barlage 41/43
49078 Osnabrück
Tel.: 0541 4842-0
Fax: 0541/ 434701
E-Mail: info@juden-in-osna.de

Islamisches Zentrum für Begegnung, Erziehung und Kultur

Address: Goethering 14
49074 Osnabrück
Tel: 0541 28199
Fax: 0541 188280

The addresses of other mosques in Osnabrück are available here: www.osnabrueck.de/5825.asp

10 Travelling by train, bus, car, bike or plane

10.1 Travelling by public transport

Part of the semester contribution that students pay at the beginning of each semester goes towards the semester ticket. This means that you can use the following public transport systems free of charge:

- all buses in the city and district of Osnabrück, as well as on certain lines to neighbouring communities (also to North Rhine-Westphalia)
- many local train connections (see back side of student card)

10.2 Travelling by train

Travelling by train in Germany is relatively expensive. There are, however, special offers for those who book well in advance.

For further information, please visit the Ticket Office at Osnabrück main train station (Theodor-Heuss-Platz) or www.bahn.de. You can search for train connections within the whole of Germany on the internet.

As mentioned above, your semester ticket enables you to visit neighbouring cities and the surrounding areas free of charge.

Tel: 0180 5 99 66 33 (Information/ Reservation/ Hotline)
www.bahn.de/p/view/buchung/fahrplan_buchung.shtml

10.3 Travelling by bus

The Stadtwerke Osnabrück issue a booklet containing a complete timetable of the buses running in Osnabrück. This booklet is available free of charge from the service centre of the Stadtwerke Osnabrück.

Address: Mobilitätszentrale der Stadtwerke
 Neumarkt 9/10
 49074 Osnabrück
 Tel: +49 541 2002 2211
 Office hours: Mon - Fri 07:00 – 18:00
 Sat 09:00 – 13:00
 http://: www.stadtwerke-osnabrueck.de

10.4 Travelling by car

Agency for arranging lifts

Agencies for arranging lifts are a cheap alternative to travelling by train. By paying towards fuel costs, you are permitted to travel in that person's car. A fee is also payable to the agency.

It is important to arrange the price with the driver before travelling and to ask the agency how many passengers the driver is permitted to carry.

http:// www.mitfahrzentrale.de
www.mitfahrgelegenheit.de

Taxi services

| | |
|--------------------|--|
| City Car OS | 0541 27781 |
| City Cab Osnabrück | 0541 22499 |
| Mini Car OS | 0541 27027 |
| Women's night taxi | 054175007550 (www.osnabrueck.de/29088.asp) |

10.5 Driving license

Driving licenses from EU countries as well as Iceland, Liechtenstein, and Norway are fully valid with no restrictions in Germany. All other driving licenses are generally valid for six months. After this period, you may only drive with a German license that you have to apply for from Stadthaus Osnabrück (municipal office). You should apply to transfer your driving license into a German one as early as possible, and at least three months before it becomes invalid. Questions regarding whether you can drive in Germany with an international driving license and under which conditions you can transfer your license into a German one will need to be clarified on the basis of the country in which your license was issued. You can obtain precise information from the „Team Führerscheine“ at Stadthaus.

Address: Team Führerscheine
 Stadthaus 1
 Natruper-Tor-Wall 2
 49076 Osnabrück
 Tel: +49 541 323-3339

Office hours: Mo – Fr 8.30 - 12
 Thu 14 - 17.30
 http:// www.osnabrueck.de/6165.asp

10.6 Travelling by bike

Osnabrück is a cyclist's city: you can reach the university from all directions quite quickly, sometimes even quicker than by bus. In addition, the city's hinterland offers a network of bike paths for cycle tours. We therefore recommend that you bring a bike to Osnabrück or buy a second-hand one upon your arrival.

Buying a bike

If you wish to buy a second-hand bike, there are several possibilities:

- auction bike sales at the lost property office of Osnabrück (Tel: 0541 323-2471) twice a year
- bike shops
- flea markets

Bike repairs

The students' union (AStA) organizes a bike garage where you can obtain help in repairing your bike. Since it is not a bike shop you must bring your own spare parts.

Office hours: Mon, Tue, Thu 14:00 – 17:00
 www.asta.uni-osnabrueck.de/fahrradwerkstatt.html

10.7 Travelling by plane

The next airport is the Münster/Osnabrück international airport (FMO).
 Information: +49 2571 94 3360
 http:// www.fmo.de

11 Health

In Germany there is a division between general practitioners (*Hausärzte*) and specialists (*Fachärzte*), e.g. cardiologists or orthopaedists. Normally if you have health problems you will first see a general practitioner. If you may have a special need of examination or treatment s/he will then refer you to a specialist.

Persons with private health insurance do not have to pay the *Praxisgebühr* (surgery fee: 10 EUR per quarter), but they have to pay all invoices by themselves before getting the money back from the health insurance company.

You can find information and addresses of general practitioners and specialists in Osnabrück in the Yellow Pages or at:

http:// www.marktplatz-osnabrueck.de/Marktplatz-Osnabrueck/Home/Branchenbuch/Gesundheit-Soziales.aspx

If you need special information please contact the International Office:

Tel: +49 541 969 4722
 E-Mail: bshamsul@uni-osnabrueck.de

Emergency calls/emergency services

Police: 110

Emergency ambulance
 and fire services: 112
 Rescue coordination center: 0541 19222

Doctor on call: 0541 961111
 Chemist
 (after-hours service): www.apotheken.de
 ("Notdienstapotheken")

In the local press you will find information about the medical emergency services.

Chemists near the university

Address: Hirsch-Apotheke

Tel: Große Straße 46
49074 Osnabrück
0541 23772

Address: **Martini-Apotheke**
Martinistraße 19
49080 Osnabrück
Tel: 0541 41414

Address: **Bären-Apotheke**
Große Str. 5
49074 Osnabrück
Tel: 0541 20239527

An overall view of the chemists on duty is displayed at every chemist.

Hospitals

Address: **Klinikum Osnabrück GmbH**
Am Finkenhügel 1
49076 Osnabrück
Tel: 0541 405 0

Address: **Marienhospital**
Johannisfreiheit 2-4
49074 Osnabrück
Tel: 0541 326 0

Address: **Paracelsus Klinik**
Am Natrupe Holz 69
49076 Osnabrück
Tel: 0541 966 0

12 Cultural Offers in Osnabrück

12.1 Libraries

City library (including foreign language library)
Address: Markt 1
49074 Osnabrück
Tel: +49 541 323 2007
http://www.osnabrueck.de/8203.asp

Lending hours: Tue - Fri 10:00 – 18:00
Sat 10:00 – 13:00

Music library

Address: Markt 1
49074 Osnabrück
Tel: +49 541 323 4425
http://www.musikbibliothek-osnabrueck.city-map.de/city/db/013401091100.html

Lending hours: Tue - Fri 11:00 – 13:00
14:00 – 18:00
Sat 10:00 – 13:00

Diocesan library

Library containing theological literature and regional literature with 60,000 volumes.

Address: Große Domsfreiheit 5-6
49074 Osnabrück
Tel: +49 541 318470
Thu 14:00 – 18:00
www.bistum-osnabrueck.de/bildung/dioezesanbibliothek.html
Lending hours: Mon, Tue 09:00 – 13:00
Wed, Fri 14:00 – 17:00

State archives of Lower Saxony

The archives of the City of Osnabrück and of the Historic Association are kept here.

Address: Schloßstraße 29
49074 Osnabrück
Tel: +49 541 33162 0
http:// www.osnabrueck.de/8209.asp

Office hours: Mon, Wed, Fri 08:00 – 16:00
Tue, Thu 08:00 – 18:30

12.2 Museums

Felix Nussbaum House

The Felix Nussbaum collection is housed in a very interesting building. It was designed by the famous American architect, Daniel Libeskind, and opened in 1998. The close connection between the architecture and the works of the artist enables visitors to get an impression of the life and suffering of the Jewish painter, who was born in Osnabrück in 1904 and murdered at Auschwitz in 1944.

Due to renovation the Felix Nussbaum House is closed from July 2010 to April 2011.

Address: Lotter Straße 2
49078 Osnabrück
Tel: +49 541 323 2207, -2237
http:// www.osnabrueck.de/fnh/10508.asp

Opening hours: Tue - Fri 11:00 – 18:00
Sat, Sun 10:00 – 18:00

Historico-Cultural Museum

Osnabrück Historico-Cultural Museum has an extensive collection in the fields of archaeology, crafts and design, urban history and everyday culture, as well as an impressive collection of graphics with over 200 works by Albrecht Dürer.

Due to renovation the Historico-Cultural Museum is closed from July 2010 to April 2011.

Address: Lotter Straße 2
49078 Osnabrück
Tel: +49 541 323 2237
http:// www.osnabrueck.de/10523.asp

Opening hours: Tue - Fri 11:00 – 18:00
Sat, Sun 10:00 – 18:00

Natural Science Museum am Schölerberg

The emphasis of these exhibits is on geology (geology of the Osnabrück hilly region/sunk ecological systems) and biology (representation of typical habitats in the Osnabrück region). There are also exhibitions on zoology and botany.

The gardens surrounding the museum have been designed from an ecological point of view.

Address: Am Schölerberg 8
49082 Osnabrück
Tel: +49 541 560030
http:// www.osnabrueck.de/mas

Opening hours: Tue 09:00 – 20:00
Wed - Fri 09:00 – 18:00
Sat 14:00 – 18:00
Sun 10:00 – 18:00

Planetarium (inside the Natural History Museum)

Address: Am Schölerberg 8
49082 Osnabrück
Tel: +49 541 5600351
Presentations: Tue 19:30
Sun 17:00

Cathedral treasure vault / Diocesan Museum

The Diocesan Museum was founded in 1918. It contains a rich inventory of high qualitative sculptures, painting and religious textiles, as well as religious furniture from the cathedral and the diocese from the 13th to the 20th century.

Address: Domhof 12
49074 Osnabrück
Tel: +49 541 318 481
www.bistum-osnabrueck.de/kultur/dioezesanmuseum.html

Opening hours: Tue – Sun 10:00 – 18:00

Dominikanerkirche Art Gallery

The Osnabrück Dominikanerkirche Art Gallery is a medieval monastery from the 13th/14th century. Since 1992 it has served as an exhibition centre and discussion forum for contemporary art. It is one of the most beautiful and highbrow exhibition halls in the North of Germany. The exhibitions focus on staged, spatial presentations.

Address: Hasemauer 1
49074 Osnabrück
Tel: +49 541 323 2190
http:// www.osnabrueck.de/6687.asp

Opening hours: Tue - Fri 11:00 – 18:00
Sat, Sun 10:00 – 18:00
(only during exhibitions)

Museum of Industrial Culture

This museum, which is housed in the former Piesberg coal mine, shows the development of Osnabrück from an agricultural smallholding city of the 18th century to the modern industrial and commercial location of the present. The museum focuses on the 19th century. Besides a permanent exhibition focussing on the central themes of "Coal-mining", "The legend of steam", "Early factories" and "Early industrialisation", temporary exhibitions on regional industrial history are also presented. Visitors can also travel in a glass lift to a depth of 30 metres below ground to view an exposed historical tunnel.

The Piesberg is surrounded by a 5 km trail, giving visitors a fascinating insight into the complex structure of "Man-Nature-Technology". There is also a 13 km circular bike path, enabling cyclists to "experience" the industrial landscape of the Piesberg.

Address: Fürstenauer Weg 171
49090 Osnabrück
Tel: +49 541 122447
http:// www.industriekultur-museumos.de

Opening hours: Wed - Sun 10:00 – 18:00

12.3 Theatres

Städtische Bühnen

The Städtische Bühnen Osnabrück has two stages: the Stadttheater next to the cathedral and the smaller emma-Theater at Lotter Straße 6: Both theatres cover the genres of drama, music (opera, operetta, musical) and dance. There are a number of special rates for students, e.g. the StudentenCard. Exact information on the program and current rates can be obtained from the theatre.

Address: Städtische Bühnen Osnabrück
Domhof 10/11
49074 Osnabrück

Box office hours: Tue - Fri 10:30 – 18:30
Sat 10:30 – 14:00

Telephone reservations: Tue - Fri 11:00 – 18:00
Sat 11:00 – 14:00

Reservations: +49 541 76 000 76
Fax: +49 541 76 000 77
E-mail: info@theater.osnabrueck.de
E-mail box office: karten@theater.osnabrueck.de
http:// www.theater-osnabrueck.de

Tickets are also available around the clock on the internet at www.theater-osnabrueck.de.

die probebühne e.V

The probebühne e.V. is an amateur theatre. Performances are given on Fridays at 8.00 pm.

Address: die probebühne e.V.
Wiesenstr. 1
49074 Osnabrück
Tel: +49 541 22666

Advance booking: Mon, Thu: 19:00 – 20:00 at the Probebühne
Tue -Thu: 09:30 – 18:00 at the Tourist Information office in Bierstraße
http:// www.probebuehne.de

Lagerhalle

The program at the Lagerhalle covers a wide variety of genres: film (frequently in the original language), live music, theatre and cabaret. Informative events on certain socio-political subjects also take place there.

The monthly program is available at the student canteen.

Address: Lagerhalle
Rolandsmauer 26
49074 Osnabrück
Tel: +49 541 33874 0
http:// www.lagerhalle-osnabrueck.de

OsnabrückHalle

The OsnabrückHalle is a large, modern event and congress centre, where concerts, presentations, conferences, congresses, exhibitions, fashion shows and other events take place.

Address: Schloßwall 1-9
49074 Osnabrück
Tel: +49 541 3490 0 (switch-board)
Fax: +49 541 3490 18
Tel: +49 541 3490 24 (advance booking)
E-mail: willkommen@osnabrueckhalle.de
http:// www.osnabrueckhalle.de

Concert ticket sales

Osnabrück does not have a concert hall where international rock and pop-stars regularly play. If you wish to go to a concert in one of the neighbouring cities, however, such as Hannover or Bremen, you can buy tickets at ticket agencies in Osnabrück.

Announcements of other events

The Press Office of the University of Osnabrück issues a free calendar of events every two months, containing presentations, concerts and other events at the university. The calendar is available from the International Office or online (www.uni-osnabrueck.de/3720.html).

The City of Osnabrück also issues a free monthly official calendar publicising events in and around Osnabrück.

This brochure can be obtained from the Tourist Information Office, Bierstraße 22/23 (Tel: 0541 323 2202), as well as from other institutions (e.g. at banks).

The "Neue Osnabrücker Zeitung" (NOZ) also informs readers about events under the heading "Was ist los in Osnabrück" in the local section.

There are also various different magazines published monthly (e.g. Stadtblatt) with calendars of events for young people. These can be bought or obtained from almost all kiosks and pubs.

12.4 Cinemas

The current cinema program can be found in the Wednesday edition of the free newspaper "ON – Osnabrücker Nachrichten", as well as in a number of pamphlets published by the cinemas, which can also be found in the canteen.

Commercial cinemas

Address: **Cinema Arthouse**
Erich-Maria-Remarque-Ring 16
49074 Osnabrück
Tel: +49 541 600650
http:// www.cinema-arthouse.de

Address: **Filmtheater Hasetor**
Hasestr. 71
49074 Osnabrück
Tel: +49 541 23777
http:// www.cinema-arthouse.de

Address: **Ufa-Film-Passage**
Johannisstr. 113
49074 Osnabrück
Tel: +49 541 28888
http:// www.ufapassage.de

Address: **CineStar am Hauptbahnhof**
Theodor-Heuss-Platz 6-9

Tel: 49074 Osnabrück
+49 541 33037 10
http:// www.cinestar.de

Films at the University

Uni-Film

Every Monday and Tuesday the student initiative "Uni-Film" screens films in a lecture hall of the EW Building (Seminarstraße 20, Room E10). Programs can be found throughout the university.

Cine Latino

During the semester the Institute of Romance Studies shows films in the Spanish original version. The entrance is free; the program is available at the notice boards in the Institute.

13 Useful hints

13.1 Shopping

There are a lot of inexpensive supermarkets in Osnabrück which offer a vast choice of goods. Usually the basic food costs the same everywhere. It won't take you long to find out your best local shop. If in doubt, ask members of the International Office or other students. Please note: supermarkets do not open on Sundays.

13.2. Public Holidays

Public institutions like schools, universities, libraries or shops are closed on public holidays:

- New Year's Day (01 January)
- Good Friday and Easter Monday (date varies)
- Labour Day (01 May)
- Ascension Day(date varies)
- Whit Monday (date varies)
- Day of German Unification (03 October)
- Christmas and Boxing Day (25 und 2. December)

13.3 Postal services

Post offices in the city:

Wittekindstraße 5-8 (near the university, opposite Galeria Kaufhof)

Theodor-Heuss-Platz 6-9 (Main post office next to the central station with night desk)

Addresses of other offices and information about office hours can be found on the internet at www.deutschepost.de.

13.4 Telephoning

Public telephones

Nowadays pay phones are quite rare in Germany. Most public telephones are operated with phone cards which can be bought from post offices, kiosks, and filling stations.

Private telephone connection

The German telecommunications market was liberalized in 1998. Nevertheless the former government-owned Deutsche Telekom is still the largest provider. Tariffs vary according to the time of day and the distance of calls.

There are numerous other companies that offer very cheap rates, particularly for distance calls and calls abroad. By using the "Call by Call" service you can pre-dial numbers to use particular companies.

For further information about cheap telephone rates please visit www.billiger-telefonieren.de or www.teltarif.de.

Phone books and Yellow Pages

Telephone books for all regions of Germany can be found in most post offices. The Yellow Pages are also useful for finding other services, including the numbers of medical services and the municipal authorities.

13.5 International Student Card

When travelling abroad, an international student card can give you reductions, e.g. to museums, cheaper travel, etc.

AStA's International Student Card

The AStA issues an International Student Card free of charge. The card, however, is not accepted everywhere. Please visit the AStA during their office hours. All you need is a passport photo.

International Student Identity Card (ISIC)

The ISIC is the only internationally recognised student identity card. It costs €12,- and can be purchased from STATravel travel agency (Neumarkt 11) and the AStA at Hochschule. For further information please access www.isic.de.

14 Ending your doctoral studies

At the end of your doctoral studies in Osnabrück you need to ex-matriculate at the Students Office. Ex-matriculation means that the student officially leaves the university. Ex-matriculation occurs:

- at the request of the student,
- when the student has passed or failed their PhD,
- following incorrect re-registration.

After completion of your PhD, the residence permit usually becomes invalid, regardless of the date on the permit.

After completion of your PhD, your residence permit can be extended up to a period of one year in order to give you the opportunity to look for a suitable job. During this time you are allowed to work as much as a student (90 days or 180 half days).

After completion of your PhD you are advised to consult the Foreigner's Office immediately to discuss your departure or your wish to extend your residence permit.

Besides ex-matriculating, there are a number of other formalities that need to be completed before your departure. Please refer to the **check list** entitled "**Before departure**" in the **appendix**

If interested, you can register in the Alumni database of the University of Osnabrück (www.alumni.uni-osnabrueck.de) and the Germany Alumni Portal (www.alumniportal-deutschland.org).

15 Important addresses and phone numbers

Emergency calls/emergency services

| | |
|---|--|
| Police: | 110 |
| Emergency ambulance and fire services: | 112 |
| Rescue coordination center: | 0541 19222 |
| Doctor on call: | 0541 961111 |
| Chemist (after-hours service): | www.apotheken.de ("Notdienstapotheken") |

In the local press you will find information about the medical emergency services

Police headquarters

| | |
|----------|---|
| Address: | Polizeiinspektion Osnabrück Kollegienwall 6-8 49074 Osnabrück |
| Tel: | 0541 327-0 |

Foreigners' Office

| | |
|---------------|--|
| Address: | Stadthaus 1 Natruper-Tor-Wall 2 49076 Osnabrück |
| Tel: | +49 541 323 4610 |
| Office hours: | Mon, Fri 08:00 – 12:00 Tue 08:00 – 16:00 Thu 08:00 – 19:00 Wed closed |

Advice centres

| | |
|-----------------|--|
| AIDS help line: | 0541 801024 www.aidshilfe-osnabrueck.de |
| Family advice: | 0541 1818070 www.awo-os.org |
| Women's advice: | 0541 803405 |

| | |
|------------------------|--|
| Women's help line: | 0541 8601626 www.frauenberatung-os.de |
| Pregnancy counselling: | 0541 23907 (pro familia) www.osnabrueck.de/9336.asp |
| Addiction counselling: | 0541 940100 www.suchtberatungsstelle.de |
| Samaritans: | 0800 1110 111 oder -222 |

Lost property offices

| | |
|--------------------|---|
| City of Osnabrück: | 0541 323 -2471 or -3028 |
| Fundbüro Uni OS: | Porter's office in the EW Building (Seminarstr. 20) |

If you have lost items on public transport you can also ask at the transport services (busses: Stadtwerke Osnabrück; trains: Deutsche Bahn AG, Westfalenbahn or NordWestBahn GmbH).

Information

| | |
|-----------------------------------|-------|
| Information national: | 11833 |
| Information national (in Turkish) | 11836 |
| Information national (in English) | 11837 |
| Information international: | 11834 |
| www.telefonbuch.de | |
| www.gelbeseiten.de | |

Appendix

I. Before travelling to Osnabrück

- Find out about the **possibilities and requirements for PhD studies** at the University of Osnabrück.
- Get in touch with a **professor** who is willing to supervise your work in Osnabrück. Send a letter briefly explaining your aims, curriculum vitae, certified copies of university diplomas and a synopsis of your PhD topic. In the letter you should explain the reasons for choosing the professor.
- As soon as you have found a supervising professor, complete your **application for admission** to the University of Osnabrück and send it together with the appropriate, certified certificates to the University's Registrar's Office (Neuer Graben 27, 49074 Osnabrück, StudiOS building, ground floor). The application deadlines are 15 January for the summer semester and 15 July for the winter semester.
- Citizens of countries which do not belong either to the EU or the EFTA need in general a **residence permit** in order to stay in Germany. This can be applied for after your arrival in the country. More detailed information on this subject can be obtained from the respective German consulates in your home country. Further to this, citizens of some countries require a **visa** in order to enter Germany. If you need a visa, we advise you to apply for it well in advance of your planned arrival in Germany, so as to avoid problems.
- Complete the application form for **accommodation** in student housing, if desired. Send the form together with a photo and 10€ to the Student Welfare Services (Studentenwerk, Ritterstraße 10, 49074 Osnabrück, Tel.: 0541 33107-30) of the University of Osnabrück.
- Obtain travel insurance from an insurance company of your home country or from a German insurance company. Take out a private **health insurance** after your arrival in Osnabrück.
- Obtain passport photos.
- Bring your **letter of admission** to the University of Osnabrück (Zulassungsbestätigung) with you, along with certified translations of your marriage certificate and birth certificates of your children, if applicable.
- Please bring with you **sufficient funding** (at least 1000€) for extra costs that are incurred at the beginning of your stay (rent, deposit on room, health insurance, semester contribution).
- If you want to join the **guest family program** fill out the questionnaire and send it back to the International Office. Your guest family will get in touch with you before your travel to Osnabrück.

II. After arrival in Osnabrück

- Open a **bank account**.
- Take out **health insurance** with a private insurance company. You are strongly recommended to take out an accident and private liability insurance coverage for the duration of your stay in Germany.
- Go to the University's Admissions Office ("Studierendensekretariat"), to enrol and to obtain your **student card**. Take the following documents with you:
 - bank receipt of your semester contribution
 - one passport photo
 - if applicable: certified copies / originals of university diplomas etc.

After completing the previously mentioned formalities you will receive both your student card and your enrolment certificates.
- Register with the **Foreigners' Office** of the city of Osnabrück ("Ausländerbehörde"). The city of Osnabrück's Foreigners' Office can be found at the following address: Stadthaus 1, Natrupe-Tor-Wall 2, 49074 Osnabrück, phone: 0541 323-4610. You need the following documents:
 - enrolment certificate
 - health insurance policy
 - one passport photograph (only necessary for non-EU students)
 - a copy of your admission letter
 - a copy of your passport (all pages containing printed information)
 - a copy of how you finance your studies (only necessary for non-EU students)
 - a copy of your visa (only for non-EU students, if applicable)
 - a copy of your scholarship confirmation (if applicable)

III. Before departure from Osnabrück

- If you live in university accommodation, consult the instructions regarding your hall of residence and what to do before departing from Osnabrück. Please make an appointment with your caretaker in good time. People living in private accommodation should contact their landlord in good time.
- Cancel your health insurance coverage in good time.
- Announce your departure from Osnabrück with the Foreigners' Office.
- Go to the University's Admissions Office in order to be exmatriculated. The appropriate forms can be found there.
- Close your bank account.
- Enter your details in the University of Osnabrück's Alumni database (www.alumni.uni-osnabrueck.de) and the Germany Alumni Portal (www.alumniportal-deutschland.org).