



Student Handbook

Welcome to Bielefeld

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1. GENERAL INFORMATION & CONTACTS

Bielefeld University combines classical academic tradition with innovative research and teaching. It was founded as a new type of university in 1969 with the aims of re-establishing the unity between research and teaching advocated by Humboldt, and of opening up the frontiers between the disciplines. The university has succeeded in maintaining and developing essential elements of this reform concept despite a considerable increase in student numbers. Bielefeld University has attained an outstanding position among national and international academic institutions on the strength of its research achievements and unique courses of studies, its technology transfer and further education programs.

Bielefeld University concentrates its teaching and research on a series of classical academic disciplines in 13 faculties comprising the Natural Sciences, the Humanities, and the Social Sciences. The faculties are the "basic units of research and teaching". The faculties offer a variety of attractive, modern, interdisciplinary and internationally oriented courses of studies.

The faculties consider it of vital importance that the teaching offered by their staff is based on the academics' own research. Bielefeld University regards the research-linked training of students as one of its strengths. The interdisciplinary orientation of Bielefeld University allows students to observe during the course of their studies the development of interdisciplinary research, thus enriching their learning processes. There are now approximately 17 500 students who can choose their subjects from a wide variety of options and study in the internationally recognized Bachelor and Master Degree courses. New programmes have been introduced: Media Design and Computer Science, Interdisciplinary Media Studies, Text Technology, Public Health, Applied Computer Sciences in the Natural Sciences, Bioinformatics and Genome Research,

Biophysics, Nano Sciences, Biochemistry, Molecular Biotechnology, Environmental Sciences, Clinical Linguistics, Political Science. This demonstrates the flexibility of the University in keeping pace with social and scientific developments. When the Bachelor and Master degree courses were introduced, a special resource was established: "Professional Orientation and Key Competences" giving all our students the chance to acquire professionally relevant skills during the course of their studies. The optional additional course "Europe Intensively" provides knowledge and skills for the European job market. A further option is provided by the project "Students and the Working World" which prepares them for employment in the private sector. This is also the aim of the Writing Laboratory, which serves as an advice centre for academic writing, and the Campus Radio, which gives training for work in the field of the media. Those students approaching the end of their studies can seek advice from our Career Service, which establishes contact with companies through the annual Job Fair for graduates.

The QEM international Office:

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Office: W10-100
Phone: +49 (0)521-106-5642
E-Mail: qem-bielefeld@wiwi.uni-bielefeld.de

2. FORMALITIES

2.1. Residence permit

Foreigners who do not need a visa but intend to stay for longer than three months have to apply for a residence permit at the local office for foreign affairs within the first few days of their stay.

Citizens of the EU and the European Economic Area (EEA) do not need a residence permit if staying in Germany for less than three

months. For stays exceeding that period a residence permit is mandatory. Therefore an application to the authorities must be made prior to the expiration of those first three months.

Registration with the local council

Like all residents in Germany foreign students and trainees have to register with the Residents' Registration Office (Einwohnermeldeamt) in the town or region where you've taken up residency. Registration must take place within the first ten days of your stay in Germany. In order to do this you will need your passport, your rent contract and your visa (if applicable). Upon registration you will receive a residence confirmation slip. Application for a residence permit must be addressed to the immigration authorities of the place of residence. In case of an application in Bielefeld, applicants turn to:

Bürgeramt / Abteilung
Ausländerangelegenheiten
Neues Rathaus
Postfach 100 111
33501 Bielefeld
Tel. 0521/ 510
Fax. 0521/ 51 6195.

Please do not forget to inform the Registration Office of any change of address and of your departure when leaving Germany for good.

2.2. Health Insurance

The recipients of the Erasmus Mundus Scholarship are covered by the ACE Europe Insurance. Follow the link to find out more:

<https://www.marshconnect.eu/emis2MC.htm>

Other students will have to produce a proof of health insurance at the time of enrollment at the university. This is usually the document E 111 or E 128 or the European Health Insurance Card (EHIC) which the student brings with him/her from the home country. It is issued by your national insurance company or

government health body. Paying patients are requested to submit an adequate proof of health insurance as well. The evidence of health insurance has to be submitted to one of the health insurance companies in Bielefeld (addresses are listed below). The health insurance company provides full health insurance to the holders of a "Formblatt" or an EHIC. Paying patients are exempted from health-insurance regulations. Costs that arise due to illness have to be settled with the national insurance company or government health body at home.

Students from countries that haven't entered into a so-called "social insurance agreement" with Germany have to take out health insurance in Bielefeld. At the moment the costs amount to approximately 55 Euros per month for students (see addresses below).

Students who are older than 30 years or who studies longer than 14 semesters are not obliged to take out health insurance. But it is strongly recommended to do so.

Important! It is necessary to produce the proof of health insurance issued by the local insurance company in Bielefeld when you enroll.

The health insurance companies:

- a) Allgemeine Ortskrankenkasse (AOK Student Service), Universitätsstraße 25, 33615 Bielefeld;
- b) Barmer Ersatzkasse (BEK), Nikolaus-Dürkopp-Str. 16, 33602 Bielefeld;
- c) Deutsche Angestellten-Krankenkasse (DAK), Feilenstraße 5, 33602 Bielefeld;
- d) Techniker-Krankenkasse (TK), Paulusstraße 3, 33602 Bielefeld;
- e) TK Campus Team Uni Bielefeld, C0-255.

2.3. Bank account

The QEM Master has an agreement with the Bank CIC (Crédit Commercial et Industriel) to open a Bank account to our students. The opening of a Bank account at CIC is only mandatory for students having an Erasmus Mundus scholarship. (the account should be open in Paris during the Welcome week). There are two stages for the opening of an account:

-Pre-opening of the account and Account number. This can be done online before the arrival in Paris. Accepted students need to upload on their personal web page the files which are asked on the online platform (Passport, Visa, Travel ticket, Photo...) and need to fill all the information asked in the personal web page (passport, permanent address, arrival...). When this information is complete the Bank will be asked to pre-open a Bank account and the information about your account number will be available on your personal web page. For the following step, you will need to treat directly with the Bank.

-Opening of the account and means of payment. To have your bank account effectively open, you need to go to the Bank (with your passport), and there is no way to avoid being physically present for this meeting. The Bank will give you your means of payment (checks, visa card) and internet access to manage your account. You should ask an appointment directly to the Bank (by phone or e-mail: see below) and this can be done as soon as you have your account number on your personal web page. All information you want to know about your account (fees, transfer to or from foreign countries...) should be asked to the Bank.

-Information on the Bank CIC-Crédit

Industriel et Commercial: <https://www.cic.fr/fr/>
CIC - Agence Paris Bac
2 Boulevard Raspail, 75007, Paris

Access: Metro: Rue du Bac (line 12), Bus: Bac-Saint Germain (lines 63, 68, 69, 83, 84, 94)

Contact:

PAQUIS Catherine
Email : paquisca@cic.fr
Phone: +33 8 20 010 041
Fax: +33 1 44 39 34 23

3. STUDYING AT BIELEFELD UNIVERSITY

3.1. Registration

For application of admission at the University, please fill the Application form.

You should indicate on the document that you are a student of the Erasmus Mundus QEM Program and send it by May 31st at latest and all the necessary documents back to

Mr Oliver Drees, Studierendensekretariat,
Universität Bielefeld, International Office
Postfach 10 01 31, D 33501 Bielefeld
or by Email: oliver.drees@uni-bielefeld.de
Phone: +49 (0)521 106-4075
Room: C0-140
Consultation hours: Monday - Friday 9.30 am - 12.00 pm, Thursday 1.30 pm - 3.30 pm

For further questions please contact Mr Oliver Drees directly.

Upon the arrival you should register at the University and pay the registration fees (approximately 150 Euros per Semester, ("Sozialbeitrag + Semesterticket").

4. GENERAL PRACTICAL INFORMATION

4.1. Accommodation

Accommodation in a student residence will be provided by the International Office. A University residence is a 16 m one-room

apartment. It includes a small bathroom and a small kitchen. The apartment will be ready-furnished. Cutlery, dishes, two bedcovers, sheets and pillows are given. The monthly rent is about 232 Euro.

To apply for an apartment, please contact Ms Jessica Koppelman:
Wohnraumvermittlung
Phone: + 49(0)521-106-2487
Room: DO-138
Office hours: Monday 14-16, Thursday, 10-12
e-mail: wohnen-io@uni-bielefeld.de

4.2. Travel Information & Public Transportation

Approaching Bielefeld by airplane:

The nearest airports are: Paderborn Airport, Hannover Airport, Düsseldorf Airport

Approaching Bielefeld by train:

From the Central Railway Station ("Hauptbahnhof"): - tram route ("Stadtbahn") 4;

From Jahnplatz - tram route ("Stadtbahn") 4.

Approaching Bielefeld by car:

Take the motorway A 2 exit "Bielefeld-Mitte" or "Bielefeld Sennestadt", then follow the street signs towards "Zentrum" (city centre). From the "Jahnplatz" onwards, the university is signposted.

Public Transportation in Bielefeld:

As soon as you have received your student card you can use trams and busses of the VOW (Verkehrsgemeinschaft Ostwestfalen Lippe), the VGL (Verkehrsgemeinschaft Lippe) and the MRV (Minden-Ravensberger Verkehrsgemeinschaft) for free as well as the DB trains that go up to 50 km round Bielefeld (2nd class) in connection with the

"Semesterticket". As a result you can travel for free to bigger cities like Münster, Osnabrück, Hamm or Paderborn.

Our tip: Those who like to ride bicycles are advised to bring along their own bike. Second-hand bikes are available for a good price. The traffic unfortunately is dominated by cars but more and more bicycle lanes are being built - furthermore, you will soon find out about the relatively car-less hidden paths.

4.3. Cost of living

You should reckon with a sum of 550 Euros per month to cover all your living expenses, including rent (150-250 Euros/month) and health insurance (50 Euros/month).

4.4. Cafeterias

In the Mensa student cafeteria you can have a food for the price from 1,25 Euros to 2,10 Euros. It is only open from Monday to Friday for the lunchtime. You need your student card (Service-Karte des Studentenwerks) to pay for the food.

4.5. Services and facilities

The close contact between students and staff on the one hand, and the many services and facilities, which are easily accessible to the students, on the other hand, is characteristic of the university.

- the Library, which is one of the most modern in Germany and particularly convenient for the user;
- the Faculty of Linguistics and Literature offers students numerous courses in many European and a few non-European languages. Additionally, German language courses for exchange students are offered in cooperation with the Akademisches Auslandsamt (=AAA). In addition to this, there is "punktUm" - counselling and

training for international students concerning German as a scientific language, writing and communicating;

- a comprehensive Sports Programme is available every term;
- the Computing Service ("HRZ") provides computing facilities for all students, which includes text and data processing as well as internet;
- the Audio-Visual Centre ("AVZ") records and partly stores films, documentaries and news programmes (also foreign ones, when they can be received). Copies can be provided for scientific purposes. Moreover, audio-visual equipment can also be lent out for seminars.

All departments and services of the university, i.e. faculties, libraries, and administrative machinery, are housed under one roof. The faculties, the lecture theatres (H1-H16) and the university cafeterias can easily be reached from the central hall. In the hall there are also several small shops, a cash dispenser, a post-office, and a restaurant.

4.6. Non academic activities

To study in a foreign country, you must at first get used to the new conditions. In order to make things easier for you, not only in administrative but also in social matters, some organisations organise social events and excursions. The Akademisches Auslandsamt offers two or three-day-trips and tours around the area. At the beginning of the year a skiing-holiday takes place. Throughout the term the so-called "IBZ-Abend" provides opportunities for foreign and home students to cook, to dance, to have a nice chat, and to play games together. On some Thursdays the "IBZ-Abend" has a special, national, theme - the programme is available in the AAA - and you are also invited to introduce your country to your fellow-students, if you would like to. Further activities are developed by the "ERASMUS-Initiative" of Bielefeld

University, which is supported by former and future German ERASMUS students. This "shadow-students" programme provides student tutors who take care of newly-arrived ERASMUS students during the first part of their stay in Bielefeld. Also, you are cordially invited to join meetings and excursions which are organized by the "ERASMUS-Initiative".

Other institutions offering events, meetings and excursions:

- Internationaler Studierendenrat (International Students' Association);
- Evangelische Studentengemeinde (Protestant Students' Association);
- Katholische Hochschulgemeinde: (Catholic Students' Association);
- Verein zur Förderung ausländischer Studenten in Bielefeld e.V. (Society for the Support of Foreign Students in Bielefeld).

4.7. Living in Bielefeld

Bielefeld is the biggest city within the region of East Westphalia ("Ostwestfalen-Lippe") and with its 330.000 inhabitants is the region's economic and cultural centre.

In the past, the city was well known for its linen trade; later, in the 19th century, it became famous for its flourishing textile and engineering industries (e.g. sewing machines, bicycles) as well as for its printing works.

The city's cultural life - although not comparable to big cities such as Berlin or Hamburg - is many-sided. There are excellent art exhibitions in the Kunsthalle, numerous music and theatre venues, and many cinema programmes. Through these endeavours, and particularly through its operatic productions, Bielefeld has rightly received wider acclaim.

Bielefeld is situated on the edge of the Teutoburger Wald, and therefore offers many attractive walks and hikes. There are also many possibilities for a good week-end out: the castle of Detmold and the Detmold Westfälisches Freilichtmuseum (open-air museum) are easy to reach by train or car; so is Münster with its historic old town and numerous castles surrounded by water ("Wasserschlösser") nearby; Hameln - the "Rattenfänger"-Town; the palaces and castles along the river Weser dating from the times of the Weserrenaissance and Lemgo with its Hexenbürgermeisterhaus (a medieval town hall) is also worthwhile a visit.

5. USEFUL LINKS

International Student Center:

<http://www.uni-bielefeld.de/International/Students/>

German Academic Exchange Service (DAAD):

<http://www.daad.de/deutschland/index.en.html>

German diplomatic representation:

<http://www.auswaertiges-amt.de/diplo/en/Startseite.html>

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