

INFORMATION AND ADVICE FOR INTERNATIONAL PhD STUDENTS



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG



December 2015

This brochure makes no claim to be complete. If something is missing from your point of view, please investigate by yourself or inform the International Office or MIPS, the network for PhD students. We would be grateful for additions and tips.

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Auswärtiges Amt

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Deutscher Akademischer Austauschdienst
German Academic Exchange Service

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www.mips.ovgu.de → En → Links → Brochure

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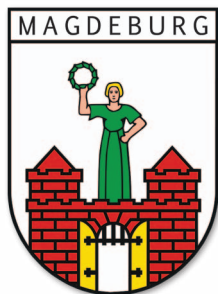
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I. Magdeburg: City of Otto



Magdeburg, the capital of Saxony-Anhalt, has a 1,200 year old history. Under the name “Magadoburg”, the city was mentioned for the first time in the year 805. Due to its strategic favorable location at the river Elbe, the city was already an important junction for military and commerce at that time. The name of the city can be also clearly detected in the symbolism of the coat of arms from the 13th century: a maid (Magd) on a castle (Burg).

The city’s landmark, however, is the cathedral, which is considered to be the first gothic building in Germany. The erection of the foundations was ordered by the first German emperor Otto I (912-973), who was also the founder of the Holy Roman Empire. At this time, Magdeburg was the flourishing center of entire Middle and Eastern Europe. Under Otto’s reign, Magdeburg became the home of imperial palace and archbishopric. He presented the city to his English wife Editha (910-946) as dowry. After her death, Editha was entombed in Magdeburg’s monastery church, the later cathedral, where Otto was also laid to rest beside her almost 30 years later.



Another name saint of the city is Otto von Guericke (1602 – 1686) who discovered air pressure and proved it with the world-famous Magdeburg hemispheres. Von Guericke is considered a pioneer of experimental physics, not least because of his groundbreaking inventions of the air pump and the barometer. Von Guericke’s impact goes way beyond science though. Even as diplomat and politician, Magdeburg’s son was historic impotence. In the Thirty Years War (1618-1648), the protestant city won notoriety when in 1631 it was almost completely destroyed by the troops of the Catholic general Tilly. Two thirds of the population lost their lives. In 1648, as mayor of Magdeburg, von Guericke took part in the negotiations for the Treaty of Westphalia which heralded the end of the darkest chapter of the Early Modern Age in Europe.

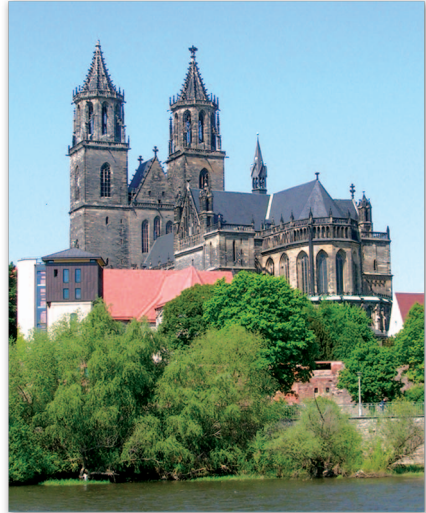
Magdeburg was almost completely destroyed a second time. Due to the strategic location at the river Elbe and its arms production, the city became the target of air raids by the Allied Forces in World War II (1939-1945). Before the war, Magdeburg developed to an important industrial city with the focus on heavy machinery construction. The original cityscape with its countless churches and many magnificent Baroque buildings were lost by the bombing. After the war, when Magdeburg became the district capital in the German Democratic Republic, numerous of prefabricated-slab buildings typical for the “Soviet architecture” emerged in the inner city. These buildings still predominate a large part of the city center.

Since the reunification in 1990, Magdeburg has been the capital of the new federal state of Saxony-Anhalt. The City is perfectly connected to the rail network of Deutsche Bahn and to the motorway A2

and A14. Due to this convenient location, you can reach important cities and their air and seaports in all cardinal directions within three hours maximum: Berlin, the German capital, as well as the cities of Halle, Leipzig, Dresden, Braunschweig, Hannover, Bremen and Hamburg.

Magdeburg is a medium-sized city and has about 232,600 inhabitants. The city has a well-built public tram and bus network which makes it possible to reach all destinations in the city quickly and easily. In addition, Magdeburg provides ideal opportunities for cyclists because almost the whole area of the city can be explored on an extended cycle path.

With Otto von Guericke University (OVGU), founded in 1993, the University of Applied Sciences Magdeburg-Stendal as well as the Max-Planck-Institute for Dynamics of Complex Technical Systems, Fraunhofer Institute for Factory Operation and Automation IFF and Leibniz-Institute for Neurobiology Magdeburg offers excellent possibilities for research and innovation.



Magdeburg is a modern city investing in its future. After the German reunification, many new buildings have emerged in Magdeburg. The restoration of historical buildings has given the city a new character. The city has changed rapidly.

Numerous parks and green areas are stretched throughout Magdeburg, one of the greenest cities in Germany. The most well-known and popular are the Rotehorn Park on an island in the middle of the river Elbe and the Herrenkrug Park, which was designed at the beginning of the 19th century as a local holiday spot for the population. The park's creator, the renowned landscape architect Peter Joseph Lenné (1779-1866), worked after the model of English landscape gardens. Immediately connected to the park, where several open-air events take place during the summer, is a horse racing track and a golf course. The close river Elbe and the cycling path offer additional ideal opportunities to explore and enjoy the vicinity.

More information can be found under: www.magdeburg.de
www.wikipedia.org → En → search for „Magdeburg“

All year round, Magdeburg offers a variety of events of cultural highlights. Here is a small selection:

Hochhauslauf (Building Run-up): Athletic competition for everyone who wants to climb up Campus Tower.

Telemann-Festtage (Telemann Festival): Concert series in honor of the composer Georg Phillip Telemann (1681-1767) who was born in Magdeburg.

Irish Folk Festival: Artists from around the world perform live Irish folk music at FestungMark, a former Prussian fortress at the historic city wall.

RoboCup German Open: International competition in the field of mobile robotics, such as robots playing soccer, search and rescue robots as well as service robots.

Campus Days: Information event for potential university students, that lets you have a close encounter with Otto von Guericke University, Hochschule Magdeburg-Stendal and the city.

Spectaculum Magdeburgense: Medieval festival with knights, squires, damsels, jugglers, minstrels, tradesmen and craftsmen for several days at FestungMark.

Stadtfest (City Festival): Customarily at Whitsun, fair for the whole family along the shopping mile Breiter Weg.

Lange Nacht der Wissenschaft (Long Night of Science): Scientific institutions in the city present issues of science and research easily comprehensible up into the night.

New Orleans Jazz Festival: Music event at Herrenkrugpark with international distinguished Jazz artists.

Fête de la Musique: Most distinct artists present their own music live on stages throughout the city.

Ballonglühén (Balloon Glowing): Family event at Elbauenpark which, at nightfall, ends with the glowing of hot-air balloons in unison to music.

Kaiser-Otto-Fest (Emperor Otto Festival): In honor of the first Roman-German emperor, Otto the Great, the city celebrates for a whole weekend in Domviertel (cathedral district) a medieval festival with several hundred actors and artists.

Magdeburger Domfestspiele (Magdeburg Cathedral Festival): Various music and theater performances which take place in the cathedral for several days.

Rathausfest (Town Hall Festival): Public fair at Alter Markt (old market square) on October 3, the Day of German Reunification.

Magdeburger Marathon: Athletic competition of the marathon and half marathon range for any interested runner or walker.

Weihnachtsmarkt (Christmas Market): During the Advent season, typical German Christmas market around the town hall and at Alter Markt (old market square) with fairy tale lane and historic Christmas attractions.

Six Reasons to Pursue a Doctoral Degree at Otto von Guericke University Magdeburg:

Optimal Size of Town

The capital of Saxony-Anhalt is rather convenient in terms of its size: neither too big and, therefore, not anonymous so that you can't get lost, nor too small so that there's always entertainment. The distances in the city are short - you can reach any destination quickly. With about 19,000 students at university and college there is an active student scene.

Affordable

In Magdeburg it can be studied favourably. The prices for accommodations and services in Saxony-Anhalt are relatively low in a nationwide comparison. By bike or with the cheap semester ticket one can be very mobile in Magdeburg. Additionally there is a 160 Euro influx Bonus for matriculated graduate students after the registration of primary residence in Magdeburg.

Best Conditions for Studying at OVGU

The Otto von Guericke University offers excellent study conditions: renowned professors, a super supervisory relationship, newest equipment, advanced library, short distances on campus, strong support for postgraduates with families. The OVGU cooperates with many renowned research institutions and large enterprises and is therefore very practically orientated. Numerous sports facilities of the sports center may help you not only to keep the mind fit, but also stay healthy. The university is also very international: approximately 16% of the students come from abroad. The part of international PhD-students is as high as around 30%.

Natural Environment

Magdeburg is one of the greenest cities in Germany. Many parks, partially quite close to University and the bank of the river Elbe are very popular. Doing sports, having barbecue, playing guitar or just resting in the sun and chatting - especially in the summer months - attracts everyone to the parks, the river or to one of the numerous lakes.

Favorable Location

Magdeburg is very favorable located. Due to this convenient location, you can reach many places in Germany quickly and easily. That means you will have best conditions to get to know the culture and history of Germany and to figure your leisure time in an interesting and varied way.

Night and Cultural Life

Countless cafes and pubs on the Hasselbachplatz downtown leads to, that you will find especially in the evening life many offers to meet people and having fun. These offers are not only on former industrial sites, at the old city walls or on the Elbe bank - there are many opportunities to have a good time. But also in the field of art and culture Magdeburg has a lot to offer: the Opera House, many theaters, cultural centers, cinemas and museums offer a wide range of events of all kinds.

II. Otto von Guericke University Magdeburg (OVGU)

1. About the University



Welcome to Otto von Guericke University Magdeburg (OVGU). We are pleased that you are interested in pursuing or have decided to pursue a doctoral degree at OVGU. This brochure will help you to manage all administrative matters to get admission as a doctoral student at Magdeburg University. In addition, you will get a lot of practical advice, which will make your life in Germany and particularly Magdeburg easier.

The University is named after Otto von Guericke (1602 - 1686), the renowned son of Magdeburg. For his groundbreaking research on the vacuum, he is well-known far beyond Germany's borders. OVGU was founded in 1993 and is thus one of the youngest universities in Germany. It has evolved from the former Otto von Guericke University of Technology, the Teachers Training College and the Magdeburg Medical Academy. With nine faculties, the university has gained in importance as a notable institution of teaching and research. About 14,427 students are enrolled at the moment, approximately 2,297 of them are international students. From the roughly 757 doctoral students are almost 227 students from abroad, who primarily work and do research in the fields of engineering (Process and Systems Engineering, Electrical Engineering, Electrical Engineering and Information Technology, Mechanical Engineering) and natural sciences.

With 95 courses of study (Bachelor + Master + Medicine), OVGU provides a range of education opportunities in different fields and different options of specialization. Correspondingly, there is a great variety of possible combinations among the faculties' range of offerings. The favorable study conditions and facilities include modern laboratories and clinics with high-end computer technology. Conditions like an optimal ratio between teaching staff and students, a thorough technical education at a high theoretical level, as well as proximity to practice, are advantages which make studying at the OVGU a multi-faceted and most rewarding experience. For example, cultural highlights include performances by the University Choir, UniBigBand, student's cabaret, exhibitions on and around the campus, guest lectures and the "Otto von Guericke Lectures".

2. Academic System



The academic system is significant for those doctoral students who need to take additional courses and exams or have to provide evidence of academic achievements.

An academic hour lasts 45 minutes. Usually lectures, seminars, practical courses and tutorials are held in two consecutive academic hours.

At OVGU, an academic year is divided into two semesters: winter and summer semester. At the end of each semester, the students are required to turn in papers or take written or oral exams for lecture courses. Some seminars may not have final examinations.

The registration for the exams must be carried out in a specific period of time. Thereby, deadlines have to be kept. We recommend to read the conditions of study and examination regulations carefully that are given out by the examination offices. We also suggest to visit the information events of the faculties at the beginning of the studies.

3. Academic Calendar

Winter Semester:	October 1 – March 31	Summer Semester:	April 1 – September 30
Classes Start:	Early October	Classes Start:	Early April
Classes Conclude:	March	Classes Conclude:	Mid-July
Exams:	Early February	Exams:	July
Semester Break:	March	Semester Break:	August – September

4. Faculties

OVGU has 9 faculties (www.ovgu.de → En → University → Faculties):

- **Faculty of Humanities, Social Sciences and Education (FHW)**
www.hw.ovgu.de
- **Faculty of Economics and Management (FWW)**
www.fww.ovgu.de
- **Faculty of Mathematics (FMA)**
www.math.ovgu.de
- **Faculty of Natural Sciences (FNW)**
www.fnw.ovgu.de
- **Faculty of Computer Science (FIN)**
www.cs.ovgu.de
- **Faculty of Mechanical Engineering (FMB)**
www.fmb.ovgu.de
- **Faculty of Electrical Engineering and Information Technology (FEIT)**
www.eit.ovgu.de
- **Faculty of Process and Systems Engineering (FVST)**
www.fvst.ovgu.de
- **Faculty of Medicine (MED)**
www.med.ovgu.de

All faculties, except the Faculty of Medicine are situated on campus at Universitätsplatz. The campus of the Faculty of Medicine is located at Leipziger Straße in the southern part of Magdeburg.

III. Applying for a Doctoral Program

The application for a doctoral degree is with the exception of the application at the Faculty of Economics and Management always possible. The following deadlines apply at the Faculty of Economics and Management: October 30th each year for the summer semester; April 30th each year for winter semester for the English PhD program.

To be admitted to a doctoral program, it is required to provide evidence of a graduation from a German university which could be either a master's degree, diploma or state examination. An equal graduation from a recognized foreign university will be also accepted. Further requirements can be found in the regulations for doctoral programs of each faculty.

To apply for a doctoral program, the following is usually requested:

1. Applications for general admission as a doctoral student,
2. Application for admission as a doctoral student, if enrollment is desired,
3. Proof of the successful university graduation in the form of officially certified copies of the grade report and graduation diploma as well as their certified translations, in case the documents are not submitted in German or English,
4. Curriculum vitae in tabular form,
5. Depiction of previous academic achievements and explanations to the preparatory work for the scientific project,
6. Statement of a professor of Otto von Guericke University Magdeburg to supervise the scientific project,
7. In case of applicants from China, Vietnam or Mongolia, an additional check of the certificates of academic achievement needs to be asked for from the Academic Offices (Akademische Prüfstelle/ APS) of the German Embassies in Beijing, Hanoi or Ulan Bator. Information can be found on the following web pages.
 - for China: www.aps.org.cn
 - for Vietnam: www.hanoi.diplo.de (Kultur, Presse, Bildung und Wissenschaft → Studieren in Deutschland → Akademische Prüfstelle Hanoi (APS))
 - for Mongolia: www.ulan-bator.diplo.de (Kultur, Bildung, Wissenschaft → Studieren und forschen in Deutschland → APS (Akademische Prüfstelle))

The candidate should be certain about the field of study in which s/he wants to write her/his dissertation. This will mainly depend on the emphases in her/his preceding studies. After that, s/he should try to contact an academic supervisor who represents the favored field of study in order to find

out whether the lecturer is willing to supervise the dissertation. Professors are not obliged to admit an applicant, even if the candidate meets the requirements mentioned. To contact the relevant lecturer or to answer general questions, the speakers of each faculty's dean will be available. Details about the contact person can be obtained from the internet:

www.ovgu.de → En → Education → Being a graduate → Doctoral Candidates

The information about the professors and their research profiles can be found at:

www.ovgu.de → Forschung → Professoren.

You should also consider looking for information at the Research Portal of Saxony-Anhalt:

www.forschung-sachsen-anhalt.de

After the equivalence of the university graduation is verified by the Department of Academic Affairs (Dezernat Studienangelegenheiten), the council of the relevant faculty decides on the admission of a doctoral student.

Address: Ms Benziger
Otto von Guericke University Magdeburg
Department of Academic Affairs
Sachgebiet Promotion/Langzeitstudiengebühren
Universitätsplatz 2
Building 06, room 106
39106 Magdeburg

Phone: +49 (391) 67 58839

E-mail: sina.benziger@ovgu.de

The equivalence test for the Faculty of Medicine for Dr. med. and Dr. rer. medic. is made by the international office of the Faculty of Medicine:

Address: Ms Sasaki-Sellmer
Otto von Guericke University Magdeburg
International Office
Leipziger Str. 44
House 02, room 224
39120 Magdeburg

Phone: +49 (391) 67 15143

E-mail: stefanie.sasaki-sellmer@med.ovgu.de

The time needed for the completion of the doctoral degree ranges — depending on the field of study and topic of the dissertation — from three to five years.

The doctoral accomplishments consist of

- the doctoral thesis (dissertation),
- the public defense of the dissertation (disputation)
- the publication of the dissertation.

IV. Funding your PhD

1. OVGU Doctoral Scholarship

On the basis of the Graduate Scholarship Act (GradFG) of the state of Saxony-Anhalt, OVGU annually allocates doctoral scholarships to particularly qualified doctoral students. An application is only possible after a successful graduation from a university.

The following application documents have to be submitted to the office of the dean of the relevant faculty:

1. An application for doctoral scholarship. The form has to be requested from the Department of Academic Affairs (Dezernat Studienangelegenheiten) or it can be obtained from the internet (in German only): www.ovgu.de → Studium → Nach dem Studium → Doktoranden → Promotion und Habilitation → Graduiertenförderung,
2. Curriculum vitae in tabular form,
3. Depiction of previous academic achievements and explanations to the preparatory work for the doctoral project,
4. Working plan in terms of content (content description of the project and the way of proceeding) and time (detailed schedule),
5. The statement of a professor or lecturer of OVGU to supervise the scientific project,
6. Report of the supervisor of the dissertation and an additional professor or lecturer on the existence of the qualified preconditions for the support of the applicant and the scientific importance of the research project,
7. Proof of income conditions (the calendar year of the application is determinative),
8. Proof of the successful graduation from a university (officially certified copies of the grade report and graduation diploma),
9. Check of the equivalence of the university graduation by the Department of Academic Affairs,
10. In case of applicants from China, Vietnam or Mongolia, an additional check of the certificates of academic achievement needs to be asked for from the Academic Offices (Akademische Prüfstelle/APS) in Beijing, Hanoi or Ulan Bator. Information can be found on the web pages of the German embassies in Beijing, Hanoi or Ulan Bator (see III.7.).

The allocation of the doctoral scholarships usually takes place twice a year, namely due on January 1 and July 1. To secure a corresponding processing time, the applications for financial support have to be submitted with the complete application documents by:

October 15 for a support period from January 1 and

April 15 for support period from July 1

to the relevant deans' offices of the faculties. Parallely, the application documents for points 1 to 7 have to be emailed as PDF files to the Department of Academic Affairs (Promotion/Langzeitstudiengebühren): heidrun.woelke@ovgu.de.

2. Excerpts from Graduate Scholarship Act (Graduiertenförderungsgesetz Grad FG)

§2 Support of Doctoral Projects

- (1) Benefits can be received when showing a particular ability for scientific work by outstanding achievements in one's studies and examinations, preparing for a doctoral program at a university in Saxony-Anhalt after graduation from a university and not having a doctoral degree. The scientific project is expected to be an important contribution to scientific research. The applicant has to be supervised by lecturer of a university in Saxony-Anhalt who is authorized to be in charge of doctoral projects.
- (2) As long as and as far as the admission to a doctoral program does not require a graduation from a university, someone can also be supported, according to section 1, who has not graduated from a university and is pursuing to graduate with a doctoral degree.

§5 Kind and Scale of Support

- (1) The benefits are granted as subsidies. They are grants within the meaning of budgetary law.
- (2) The scholarship consists of 1. basic amount and 2. child care bonus. The child care bonus can only be granted once a month for each child.
- (3) According to §10 section 1 of the decree, the scholarship is added to the income of the person who receives a scholarship and to that of his or her spouse or his or her registered cohabitee.
- (4) For the support of the doctoral project or the artistic developing project, special grants for material expenses (with the exception of printing costs) as well as travel expenses can be given, if these expenditures are necessary for the preparation of the doctoral project or for carrying out the artistic developing project and paying the expenses cannot be demanded.
- (6) There is no claim to receiving payment.

§6 Length of Support

- (1) As a rule, the scholarship should be applied for immediately after graduation from a university or a teacher training proceeding the graduation. The university can defer the decision for a year at the most, if the applicant should be given an opportunity to provide first research results for the better assessment of the project.
- (2) At first, the scholarship will be granted for a period up to one year. Before the passing of the period of approval, it has to be determined, whether a further support is justified. The support ends after two years. In exceptional cases, an extension up to another year can occur, if this is necessary concerning topic and conception of the project or the person who receives the scholarship is not responsible for the delay of the completion of the project.

§7 Exclusion of Support in Case of Different Occupation

A support according to this act is excluded

1. During a training or a professional introduction, as long as this training is not solely interrupted for the purpose and length of the preparation for the doctoral project or of the carrying out the artistic developing project;
2. During an occupation which exceeds the limit of 6 hours per week or 8 hours per week if contentual reference to the scientific work is given.

§9 Continuation of Project, Revocation of Support

- (1) The person who receives a scholarship reports to the university in intervals of every six months about the state of the project. The report has to be submitted via the supervising lecturer.
- (2) The university determines whether the person who receives the scholarship especially endeavors to the realization of the purpose of granting. If facts show that this is not the case, the university revokes the notification of approval with effect to the future. Were these facts already available in the preceding period of approval, the notification of approval of the relevant period can also be retrospectively revoked; in this case, the benefits already granted have to be reimbursed.

3. Financial Support by DAAD

The German Academic Exchange Service (Deutscher Akademischer Austauschdienst/DAAD) offers different scholarships to international doctoral students for a research project at a German university. It is crucial, whether the applicant seeks to pursue his doctoral degree in his home country or in Germany.

Depending on the research project and its planning, the period of support usually ranges from 1 to 3 months or several years. For a complete doctoral program in Germany, the length comes to three years. If international graduates still need to acquire the requirements for a doctoral program in Germany, the support can be extended for 1 year. The carrying out of the complete doctoral project will only be

supported, if there are particular reasons such as the lack of comparable possibilities for research and supervision in the home country.

Apart from the monthly scholarship installment, which depends on the level of education of the applicant, DAAD also pays travel and baggage expenses and a subsidy for health insurance. In case of a stay of more than 6 months, financial assistance for studies and research and, if necessary, subsidies for rent and family will be granted.

The allocation of a research scholarship is not age-restricted. Applicants who are already staying in Germany for more than 15 months at the time of the beginning of the scholarship cannot be taken into consideration. The application should be submitted in time, i.e. about 1 year before the beginning of the doctoral program.

Further information concerning application requirements and documents as well as the necessary forms is available on the DAAD home page:

www.daad.de → Information for Foreigners → PhD and Research → Doing your PhD in Germany → Funding Opportunities.

www.phdgermany.de

4. Other Means of Financial Support

Apart from the above mentioned possibilities of graduate grants, there are other ways to find a scholarship. The internet data bases listed in the following offer a variety of financial support for PhD students.

Federal Ministry of Education and Research (Bundesministerium für Bildung und Forschung)

www.stipendienlotse.de

www.stipendiumplus.de

www.research-in-germany.de → Info for PhD Students → Financing and Funding

German Research Foundation (Deutsche Forschungsgemeinschaft)

www.dfg.de → En → Research Funding → Funding Programmes

Further online platforms:

www.e-fellows.net

www.mystipendium.de

These and other links can be found at the webpage of the Otto-von-Guericke Graduate School (OVG GS): www.grs.ovgu.de → En → Doctorate → Jobs and Scholarships

5. Contracts of Employment

Doctoral students can also finance their living with a job. Please note that the employment contract needs to be signed by an institute of the university, Max-Planck-Institute for Dynamics of Complex Technical Systems, Fraunhofer Institute for Factory Operation and Automation IFF or another research institute.

Please note, that you can get a visa under §16 (1) or §18 of the Act on the Residence (Aufenthaltsgesetz). As long as your primary aim of staying in Germany is your PhD, (§16 (1)), your contract must have a line “die Gelegenheit zur Promotion wird gegeben” (has an opportunity to do a PhD) and the work has to be scientifically connected with the doctoral project.

If you have come to Germany as a scientific employee or get a contract of employment after getting your Master degree, you can also get a permit of residence under §18 of the Act on the Residence. This gives you some benefits, e.g. you can get child benefit and have a possibility to apply for an unemployment benefit I. This is also relevant for the Blue Card EU for high qualified workers under §19a of the Act on the Residence.

In all other cases, the regulations of the alien laws is applicable, i.e. you are allowed to work for 120 days or 240 half days per year only. Please check in advance, what regulations apply to you according to your visa / your scholarship.

V. Organizing your Entry and Stay in Magdeburg

In the following pages, 8 steps will be explained that have to be completed successively.

1. Visas

Visa for Study Purposes / PhD Purposes

In most cases, the only way to gain entrance to Germany to take part in a doctoral program is to get a student visa (for PhD purposes). If you enter Germany with a normal tourist visa or without a visa at all, the Aliens Office will not issue you a residence permit (for PhD purposes).

Exceptions:

Citizens of the EU and of the EEA (Norway, Liechtenstein, Iceland) are allowed to enter Germany without a visa. After the entry, you must register oneself at the Residents Office. Citizens of Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand and the USA can enter Germany without a visa as well. After the entry, a residence permit for the purpose of study must be requested at the Aliens Office in Germany. Furthermore, citizens of Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino can also enter without a visa as long as no gainful employment is taken up.

You have to apply for a student visa (for PhD purposes) at the German Embassy in your home country. The letter of admission from Magdeburg University and proof of sufficient funds for financing at least 1 year of study in Germany (at the moment € 659** per month), must be submitted with the visa application. Since the application process may take 3 weeks to 3 months, we recommend that you submit your application to the German Embassy in your country as early as possible.

The visa you get from the German Embassy is only valid for a limited period of time (usually for 3 months). Thus, it has to be changed into a residence permit for the full period of studies after you arrived in Magdeburg (see V.8.).

Student Applicant Visa

If you had not been in contact with a German university from your country, the student applicant visa grants you the opportunity to enter Germany without having formally applied or having been admitted to an institution of higher learning. The stay as applicant is limited to a maximum of 9 months. In the German Embassy you will get a visa for 3 months. In Germany, this visa can be changed into a residence permit for application at the Aliens Office for further 6 months. During this time you can collect the information needed about studying in Germany and see that you meet the requirements for getting admitted to the doctoral program. If you meet all requirements you will get a residence permit for the purpose of doctoral studies. The previous final degrees must be submitted to the German Embassy of your home country and funds of € 659** per month sufficient for 1 year must be proven if you apply for this visa.

** From 2016 you need at least € 735 per month or € 8820 per year.

2. Arrival in Magdeburg

Arrival by Plane

The closest international airports are in Leipzig, Berlin and Hannover. From there, but also from all other German airports, you can reach Magdeburg conveniently by train or by bus.

Arrival by Train

With the train service of Deutsche Bahn you can get to Magdeburg main train station (Hauptbahnhof) by Intercity IC/ICE (express train) or Regionalbahn RE/RB/Hex (non-express train). Further information regarding timetables and fares can be found at: www.bahn.de.

Arrival by Bus

If using the bus to Magdeburg, you will arrive at central bus station (Zentraler Omnibusbahnhof/ZOB), which is located next to the main train station. Information concerning the timetable can be found on the internet at: www.zob-md.de.

www.busliniensuche.de – intercity bus trips

www.insa.de – regional transport in Saxony-Anhalt

From the Central Train and Bus Station to the University

After arriving in Magdeburg by train, you have the possibility to go by tram or by taxi to the university.

If you want to go by taxi, you can get one directly in front of the central station, or you call the taxi company under the phone number:

+49 (391) 73 73 73 or +49 (391) 400 45 885

Campus at the Universitätsplatz can be reached from the main station by foot within 15 minutes.

Near the main train station there are 3 tram stops „Hauptbahnhof“, „City Carré“ and „Damaschkeplatz/ZOB“. From there, you can reach the stop “Universität” by tram line 8 (direction Neustädter See) or tram line 1 (direction Lerchenwuhne).

If you need to get to the campus of the Faculty of Medicine, you will have to take a bus or go by tram with one change. Please take a look at www.insa.de for details.

Further options for trip planning:

www.google.de/maps/

www.map.de

www.here.com

Campus navigation could be help for orientation and could be find at:

www.ovgu.de → Universität → Im Portrait → Adresse und Anreise

The information service and security are located in the building 9 at the main campus of OVGU.

3. Permanent Residence

In order to receive a residence permit for the purpose of taking part in a doctoral program, it is indispensable to have a permanent residence. There are different possibilities to find a permanent address: accommodation at a dormitory, leasing an apartment of a housing company or private landlord, by yourself or in an apartment-sharing community. Advice concerning housing in Magdeburg can be found at VI.1 (Accommodation).

4. Compulsory Registration / Registration Law

International doctoral students whose residence in Magdeburg lasts more than 3 months must register their residence at the Residents Office (Bürgerbüro). For the registration you will need your passport and tenancy contract.



The registration must be carried out personally at the Residents Office (Bürgerbüro) and should be done within the first 2 weeks after you moving into a flat in Magdeburg.

If you move within Germany (even within the dormitory), you must inform the Residents Office about your new address. If moving within Germany, the official notification at the old place of residence is not necessary.

There are several Residents Offices in Magdeburg. Further information and addresses at:
www.magdeburg.de → BürgerService → BürgerBüros.

You can reach all of the Residents Offices by tram.

BürgerBüro Ost by tram line 4. Get off at stop "Jerichower Platz".

BürgerBüro Nord by tram lines 1, 8, 9 und 10. Get off at

stop "Kastanienstr."

Warning! By appointment only!

BürgerBüro Süd by tram line 9. Get off at stop „Weinbrennerallee“ or „Reform“.

BürgerBüro Mitte by tram lines 2, 5, 9, 10. Get off at stop „Domplatz/Volksbank“.

Warning! It is expected, that the address of the BürgerBüro Mitte changes in February 2016! The new address is: Kantstraße 3 in the City Carré. BürgerBüro Mitte can be reached with tram lines 1, 4, 6, 8. The stop is „City Carré“. Alternativ you can use lines 3 and 8 and get off at the „Hauptbahnhof“ station.

The BürgerBüro will be situated in the 2nd floor next to the „Spiele Max“.

Opening hours:	Mon:	8 a.m. – 3 p.m.
	Tue, Thu:	9 a.m. – 6 p.m.
	We:	noon – 3 p.m.
	Fri:	8 a.m. – noon
	Sat: (only BürgerBüro Mitte and on appointment only):	8 a.m. – noon
		The office is closed the first Wednesday each month.

We recommend to make an appointment online, to reduce the waiting times:
www.magdeburg.de → BürgerService → Terminreservierung.

Become a Magdeburg Resident: “Cash for Stay and Studies”:

Students, whose residence will last at least for 2 years, will be financially supported by the city of Magdeburg with € 160. The first € 70 will immediately be granted when registering the main place of residence in Magdeburg. The further payments of € 50 and € 40 will be made in yearly installments. The payments will only be made after the application.

Please note that the advances paid have to be reimbursed if the main place of residence will be given up before the end of the supported period of time. Further information can be found on the internet at www.magdeburg.de → BürgerService → Ausgewählte Themen → Magdeburger werden, studieren und kassieren.

5. Opening a Current Bank Account

In order to make bank transfers (rent, semester fees, health insurance) and to receive grants or money transferred from abroad, you need to open a current account at a bank. For this, you need the letter of admission from the university, the receipt from the Residents Office as well as your passport. The different banks offer various services at various prices; some offer free accounts for students. Therefore, it is a good idea to talk to experienced students or make a comparison of prices yourself before you choose your bank.

Here are the addresses of some of the main banks in Magdeburg:

Stadtsparkasse Magdeburg Alter Markt 12	Deutsche Postbank AG Breiter Weg 203	Commerzbank AG Breiter Weg 200
Targobank Breiter Weg 23	Deutsche Bank Otto-von-Guericke-Str. 12	Volksbank Magdeburg eG Breiter Weg 212

Many banks open an account only if you stay longer than 6 months in Germany.

Caution! If you withdraw money from cash machines of another bank, extra service fees may apply.

6. Health Insurance

For the length of your stay in Germany, you need to have a health insurance. Due to this, every international doctoral student has to become a member of a health insurance. The choice — private or compulsory — is binding. Doctoral students can only become a member of a compulsory health insurance, if they can prove a preceding period of coverage (after their studies in Germany) or if they have a contract of employment. The membership fee of compulsory health insurances depends on the income; it is about 15% of the gross income. The employee pays approximately 8% and the employer app. 7%. For doctoral students with a scholarship, the insurance costs app. € 160 per month.

Here you can find more about health insurance in Germany:

www.germanyhis.com

www.make-it-in-germany.com → En → For qualified professionals → Living → Healthcare

www.1averbraucherportal.de → Versicherung

IKK gesund plus

Otto-von-Guericke Str. 88
Ph.: +49 (391) 534 26 40
www.ikk-gesundplus.de
info@ikk-gesundplus.de

Barmer GEK

Breiter Weg 30,
Ph.: +49 (800) 333 10 10
www.barmer.de
service@barmer-gek.de

DAK

Erzbergerstr. 2
Ph.: +49 (391) 66 247 80
www.dak.de
service726300@dak.de

Allgemeine Ortskrankenkasse (AOK)

Lüneburgerstr. 4
Ph.: +49 (800) 226 57 26
www.aok.de
service@san.aok.de

Kaufmännische Krankenkasse (KKH)

Breiter Weg 173
Ph.: +49 (391) 597 68 920
+49 (800) 55 48 64 05 54
www.kkh.de
service@KKH.epost.de

Techniker Krankenkasse (TK)

Olvenstedter Str. 66
Ph.: +49 (800) 285 85 85
www.tk-online.de
www.tk.de/magdeburg
magdeburg@tk.de

Taking out a private health insurance is also possible. Please note that private health insurances provide all services of basic medical care of which a member of a compulsory health insurance is allowed to take advantage according to §11 sec. 1–3 of the Social Security Code V (Sozialgesetzbuch/SGB). This fact has to be explicitly confirmed by the private health insurances. Otherwise there can be problems with the Aliens Office.

Care Concept AG

Postfach 30 02 62
53182 Bonn
Ph.: +49 (800) 9773500
www.care-concept.de
info@care-concept.de

Mawista GmbH

Albstr. 26
73240 Wendlingen
Ph.: +49 (702) 446951-0
www.mawista.com
info@mawista.com

Dr. Walter GmbH

Produkt: EDUCARE24
www.dr-walter.com

Würzburger VS AG

www.wuerzburger.com

Should special questions arise or particular requests are made to private health insurances, the following company can be contacted as well:

Junghanns Consulting GmbH & Co. KG

Kometenweg 69
Ph.: +49 (391) 620 11 81
www.vsmakler-md.de
firma@vsmakler-md.de

The company works with the following insurances:

- DKV VS AG,
- Hanse Merkur Reiseversicherung AG
- DKV Globality Health (for long-term students)

You can contact **Ms Böhme** (g.boehme@vsmakler-md.de).

In the Yellow Pages you can find further information concerning other private health insurances.

Citizens from EU members or other countries which have a corresponding agreement with Germany, do not need to take out an additional health insurance in Germany. As far as you own the European health insurance card (EHIC), you can go directly to a physician. However, the EHIC covers only cases of illness (no medical checkups).

7. Enrollment of a Doctoral Students

The enrollment for a doctoral program should usually be made for 6 semesters, however, it can be extended to 10 semesters maximum. The enrollment takes place at the Department of Academic Affairs (Dezernat Studienangelegenheiten):



Address for Visitors:

Otto von Guericke University Magdeburg
Department of Academic Affairs
Office
Promotion/Langzeitstudiengebühren
Building 6, room 105
Ms Wölke
Universitätsplatz 2
39106 Magdeburg

Phone: +49 (391) 67 52284

E-mail: heidrun.woelke@ovgu.de

Office Hours:

Mon, Tue, Thu: 10 a.m. – noon

Tue, Thu: 1 p.m. – 3 p.m.

Wed, Fri: no office hours

For enrollment you need to provide the following documents:

1. Letter of admission from the university,
2. Passport (original and a copy),
3. Requested certificates according to letter of acceptance,
4. Proof of health insurance,
5. Receipt of the payment of the semester fee,*
6. Passport photo,
7. Enrollment application,
8. Leaflet for Foreign Students.

For enrollment of students at the Faculty of Medicine Mrs. Selder-Radke is responsible.

Address for visitors:

Otto von Guericke University Magdeburg
Faculty of Medicine
Dean's office (Studiendekanat)
House 2, room 203
Leipziger Str. 44
39120 Magdeburg

Phone: +49 (391) 67 15764
E-mail: studiendekanat@med.ovgu.de

After 10 semesters exmatriculation takes place. Accordingly you lose your student status. As a result, for example, you lose the chance to stay in the dormitory of the Studentenwerk. However, your PhD work can be continued.

*Explanation Regarding the Semester Fee

Before enrollment, a semester fee of € 94,50 (from SS2016) has to be paid. The fee includes a certain amount for the semester ticket. The semester ticket is marked on the student card and enables the use of trams, busses and ferries of Magdeburger Verkehrsbetriebe (MVB) for 6 months without additional costs. Besides, the semester fee contains an amount for the Student Council and a social amount for the Student Union (Studentenwerk).

The semester fee can be paid cash at the Cashier's Office (Kasse) of the university.

Address: Cashier's Office
Building 06, room 22
Universitätsplatz 2
39106 Magdeburg
Ph.: +49 (391) 67-52115

Opening Hours: Mon to Thu: 10 a.m. – 11.30 a.m. and 1 p.m. – 2 p.m.
Fri: 10 a.m. – 11.30 a.m.

It is also possible to transfer the semester fee from your personal bank account to the account of the university below.

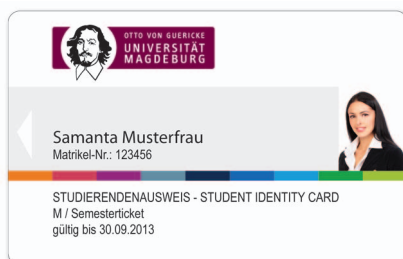
Payee: Otto-von-Guericke-Universität Magdeburg
IBAN: DE19 810 000 00 00 810 015 36
BIC: MARKDEF1810
Name of Bank: Deutsche Bundesbank Magdeburg
Purpose: SS20161BEWIMM0000000000 XXXX YYYY

SS2016 means „Summer semester 2016“. After BEWIMM the entry of the application number without spaces follows. Replace XXXX with your name and YYYY with your surname.

7.1 UniCard

During enrollment, every doctoral student gets the UniCard. This smart card is the student ID and also the semester ticket which is valid for 1 semester. In addition, you need the UniCard for the following functions:

- Library ID and key for library locker,
- Cashless payment in the cafeteria (Mensa) and for copies at the university computer center,
- Operation of washing machines and dryers in the dormitories of the Studentenwerk.



Addresses of the validation stations and other useful information about student ID can be found on: www.ovgu.de → En → Education → Being a student → UniCard.

7.2 Re-Registration

It is necessary for every proceeding semester that each doctoral student has to re-register within a specific period of time of the current semester. With this, you inform OVGU that you will be also a doctoral student in the next semester.

The period of time for re-registration will be given with your enrollment documents. For every re-registration, you need to turn in the form "Bestätigung für die Rückmeldung als Doktorand/in" at Dezernat für Studienangelegenheiten, building 6, room 105. The form is available at the following web address: www.ovgu.de → Education → Being a graduate → Doctoral Candidates → Re-registration.

After submitting the form, you also have to independently re-register online by direct debit via the internet portal LSF. If the transfer of the semester fee has not been done within the re-registration period, you have to pay dues (€ 10.30 at the moment).

LSF is a service and information system for students. Here you will find information about your course of study and be able to generate the necessary documents: lsf.ovgu.de (! without "www.").

Only after these 2 steps, the enrollment documents can be printed in the LSF portal and the UniCard be updated at a validation station for the new semester.

8. Right of Residence / Legal Regulations

Depending on the home country, different legal regulations apply to doctoral students from various countries. We differentiate:

1. Doctoral students from the EU, of the EEA and Switzerland (cf. information on freedom of movement),
2. Doctoral students who need for the entry a visa for study/PhD purposes according to §16 or for research according to §20 of the Residence Act, and
3. Doctoral students who can enter without a visa, as for example doctoral students from Australia, Israel, Japan, Canada, the Republic of Korea, New Zealand and the USA (these can definitely enter without a visa), as well as citizens from Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino (these can enter without a visa as long as no gainful employment is taken up).

Doctoral students of the latter 2 categories have to apply for a residence permit for the purpose of a doctoral program or research at the Aliens Office at their place of residence.

The Aliens Office (Ausländerbehörde) in Magdeburg is located between Hasselbachplatz and Domplatz. You can reach it by the tram lines 2, 5, 9 and 10. You have to get off at stop "Domplatz/Volksbank".

Address for visitors: Residents Office, Aliens Office / Bürgerservice, Ausländerbehörde
Breiter Weg 222
39104 Magdeburg

Phone: +49 (391) 115 (Hotline)
Phone: +49 (391) 5404389 (outside open hours!)
E-mail: Abh@ewo.magdeburg.de

Office hours: Mon, Fri: 8 a.m. – noon
Tue: 9 a.m. – noon, 2 p.m. – 5.30 p.m.
Thu: 9 a.m. – noon
Wed: closed

For a visit of the Aliens Office an appointment is required. You can easily get one online at: www.magdeburg.de → Services → Online appointment scheduler.
Also a telephone reservation via the hotline +49 (391) 115 is possible.

Residence Permit for Doctoral Program

The residence permit has to be achieved after the arrival in Germany and 5-7 weeks before the expiration of the entrance visa or for the citizens who entered without a visa, before the end of the first 3 months. This should be done after the aforementioned steps (see points 1 to 7) have been carried out.

You have to bring the following documents in the original and copy:

- Passport with valid visa,

- Passport photo with biometric criteria (www.biometrisches-passbild.net),
- Proof of enrollment and student ID (UniCard), or a writing from the university's International Office,
- Proof of health insurance,
- Proof of funds to finance your living,
- Receipt of registration from the Residents Office,
- Tenancy agreement,
- Application for the granting of a residence permit,
- Money for paying fees (also EC-cards are accepted).

Application for the granting of a residence permit can be found at the Aliens Office or at the homepage of Magdeburg (in German): www.magdeburg.de → BürgerService → Formulardepot → Formulardepot Ausländerangelegenheiten → "Antrag auf Verlängerung der Aufenthaltserlaubnis"(extension) or "Antrag Aufenthaltserlaubnis"(1. application).

According to §82 sec. 1 AufenthG (Residence Act) foreign-language documents (except passport) have to be submitted in the original and in a German translation. Documents like birth certificate, marriage certificate, etc. have to be translated by a certified translator. It is sufficient for other documents (also the formal obligation with verification of credit worthiness), if the documents are translated and the accuracy of the translation is confirmed by OVGU.

The Residence Office issued after entry usually a residence permit for 1 year. The fee is currently € 50. For the electronic residence permit (EAT), which allows a stay of up to 2 years, the initial application fee is € 110 and extension costs € 80. Students who are supported by a German university or scientific organizations (e.g. DAAD) are exempted from the fee.

The residence permit is given for a specific purpose (PhD studies) and is limited in time to the duration of the promotion. After the first year the Aliens Office issue the residence permit usually for 2 years, if the student confirms that he has sufficient financial resources. If the student enters with the family, appropriate financial resources for the family members must be proven. For doctoral students, the total length of stay is up to 10 years. Other study periods at German universities within the same stay in country (the same visa) are credited.

If you want to change either the university or the subject within the university, you have to inform the Aliens Office early enough, i.e. before the change.

A residence permit for doctoral students is only valid for the doctoral study, and does not give you permission to work in Germany. However, international doctoral students have the right to take up work for a maximum of 120 days or 240 half days per year without applying for an additional work permit. The doctoral student has also the right to work as a student in part-time work. A work period of up to 4 hours counts as a half day. A work permit can only be given, if you are able to provide a contract of employment as a research assistant (see V.1.). A Blue Card can be requested in the presence of a work contract (www.bamf.de → Migration to Germany → Working in Germany → Citizens of third countries → The EU Blue Card). Please get advices for this.

Proof of Funds

In order to get a visa and residence permit in Germany, you must document that you have sufficient funds to finance your living here. Currently, the minimum amounts to € 659 per month or € 7,908 per year. From 2016 this sum may increase to app. € 735 per month or app. € 8,820 per year.

With your application for a student visa for entering Germany, you must document sufficient funds for living in Germany for 1 year (a safety minimum of € 7,908). After you have arrived in Germany, your residence permit will only be issued for the time for which you can document sufficient funds, and for a maximum period of 2 years.

The following documents count as proof of sufficient funding:

- A savings account with a blocking note,
- A formal obligation with verification of financial standing according to §68 of the Residence Act for the whole study period, made by a third person before an authority for foreigners or a diplomatic representation,
- Proof of a scholarship from an approved organization,
- A bank guarantee,
- Proof of income or assets of the parents (legal certification)*,
- Contract of employment as research assistant at the university or a research institute.

*If you want to prove your funds by income and assets of your parents, please make sure that the details can be verified in Germany. Contradictory statements will be overruled. The Aliens Office is not obliged to detect facts from abroad which concern the private circumstances of the doctoral student.

As doctoral student you will need a sum of approximately € 900 per month. It is based on the following expenses:

- Dormitories or private accommodation: € 190 – € 350
- Health insurance: ca. € 70 – € 250
- Semester fee (once per semester): € 94.50
- Radio contribution: € 17.50

You will have additional expenses for food, phone, books, travelling, clothing, etc.

Information about radio contribution:

www.rundfunkbeitrag.de → Informationen in weiteren Sprachen → English.

Stay and Residence of EU Citizens and Citizens from EEA Members

EU citizens and citizens from EEA members (Norway, Liechtenstein, Iceland as well as Switzerland) can enter Germany without a visa and must register personally at Residents Office (Bürgerbüro).

The following documents must be presented:

- A valid identity document (passport or identity card)
- A biometric photo (www.biometrisches-passbild.net)
- The tenancy agreement
- The apartment donor certificate ("Wohnungsgeberbestätigung")

Further information and current news can be found online at:

www.magdeburg.de → BürgerService → Ausländerbehörde (in German).

VI. Practical Hints

1. Accommodation

Youth hostel

If you have not been successful in finding a place to stay before your arrival in Magdeburg, it is possible to get accommodation at a fair price in the youth hostel. You will find it about a 5 minutes' walk from the main train station. Lodging in a shared room currently costs € 22.50 per night, including breakfast and bed linen. Accommodation in a single room costs € 33 per night. Additionally, you have to pay an annual member fee which costs € 12 per year. If you show your letter of admission from OVGU, this annual fee will not be charged. An extra charge of € 3 per night is applied for the guests within 27 years old and older not accompanying minors. Check-in is open during 3 p.m.-10 p.m. If you arrive later than that, it is possible to arrange for check-in until midnight. Further information can be found at following address: www.jugendherberge-magdeburg.de.

Address: Leiterstr. 10
39104 Magdeburg
Phone: +49 (391) 5321000
E-mail: sachsen-anhalt@jugendherberge.de

University Guest Room

The OVGU's guest floor can be an alternative to the youth hostel. This facility is located on the campus in building 18 at Universitätsplatz. The reception is located in building 18, room 339.

Contact: Ms Birgit Beck
Phone: +49 (391) 67 514 67
E-mail: Birgit.Beck@ovgu.de
Office hours: Mon – Fri: 07.30 a.m. – 3.30 p.m.

Previously registered guests receive their room keys outside the office hours at the building 9 (information and security office). An identification document must be provided.

Additional information can be found at www.ovgu.de → Campus+City → Wohnen → Gästezimmer.

Dormitories of the Student Union (Studentenwerk)

Prospective international doctoral students who wish to get a room in the dormitories should apply the Student Union (Studentenwerk) as early as possible. The application form for the accommodation in dormitory can be submitted via an online form:

www.studentenwerk-magdeburg.de/en/ → accommodation → accommodation-request.

The application can be submitted to the Student Union as soon as the application for admission to a doctoral program at the university has been turned in. Admission to the university is required for a tenancy agreement.



The number of rooms on campus is limited. Your application does not guarantee you a room. First applicants have the best chances to receive a place. Therefore it is sensible to apply for a place in dormitory as early as possible and if possible to arrive in Germany before the semester starts.

The room equipment varies. The Student Union offers furnished and unfurnished rooms and apartments. The furnished

rooms offer only a minimal of furniture. Pillows and covers can be given out upon request. The students have to care of dishes, bed linen and curtains.

The apartments or rooms of the Student Union are in close proximity to the campus. The room size ranges from 12 and 38 m². Depending on size and fittings, the rent varies between € 170 and € 300 per month. Furthermore, a security deposit of approximately € 160 has to be paid upon signing the contract.

Address for Visitors: Dormitory 7, Room 343 and 344
J.-G.-Nathusius-Ring 5
39106 Magdeburg



Postal Address: Studentenwerk Magdeburg
Institution under Public Law
Postfach 4053
39015 Magdeburg

Contact: Mr Bock, Phone: +49 (391) 6711550
Ms Koitsch, Phone: +49 (391) 6711549

E-mail: wohnen@studentenwerk-magdeburg.de

Webpage: www.studentenwerk-magdeburg.de

Office hours: Mon, Tue, Thu, Fri: 10 a.m. – noon
Tue: 1 p.m. – 6 p.m.
Wed: by appointment

Arrival at Caretaker

We recommend to arrive in Magdeburg within the office hours of the caretaker (janitor).

Office hours: Mon, Thu: 1 p.m. – 2 p.m.
Tue: 4 p.m. – 6 p.m.

Address for Visitors: Dormitory 7, Rooms 313, 314, 315, 346
J.-G.-Nathusius-Ring 5
39106 Magdeburg

Further contact information can be found at: www.studentenwerk-magdeburg.de → Accommodation → Contact Person.

Accommodation on the campus (GRUNDTEC)

The company GRUNDTEC Bauregie GmbH rents student accommodation on the campus in Campus House (Ernst-Lehmann-Str. 2) and in Campus Tower (Universitätsplatz 1). For renting, a valid proof of studies, which has to be shown at the signing of the lease, is required, e.g.

- Student ID-card,
- Enrollment documents
- Institute invitation etc.

In addition, a valid personal ID is necessary for the submission.

Both dormitories are newly refurbished and equipped with elevators. The rooms are fitted with a tiled bathroom, a kitchen unit (including e-hob, fridge, sink and wall cupboard), furniture, TV and Internet connection. However, the students have to care about dishes and linens by themselves.

The size of the apartments and rooms ranges from 16 to 41 m². Depending on size and furnishings, the rent varies between € 250 and € 420 per month. Furthermore, a security deposit of € 300 to € 440 must be paid upon conclusion of the rental contract. The price includes all additional costs incl. electricity, heating, water and cable TV. Internet charges are not included in the rent. Detailed information on the apartments can be found on the homepage.

Address: GRUNDTEC Bauregie GmbH
Campus Tower, Universitätsplatz 1
Webpage: www.studenten-wohnen.net

Private Accommodations

The Student Union Magdeburg (Studentenwerk) is working in cooperation with other companies offering apartments and rooms in shared apartments. The current partners of the Student Union are available at www.studentenwerk-magdeburg.de → Accommodation → Cooperation Partner.

- **Wohnungsbaugesellschaft Magdeburg mbH (WOB AU)**

Address: Universitätsplatz 13
39106 Magdeburg
Phone: +49 (391) 6104444
E-mail: info@wobau-magdeburg.de
Webpage: www.wobau-magdeburg.de

- **MWG-Wohnungsgenossenschaft eG Magdeburg**

Address: Letzlinger Str. 5
39106 Magdeburg
Phone: +49 (391) 5698-444
E-mail: kontakt@MWG-Wohnen.de
Webpage: www.mwgwohnen.de

You can also certainly look at the private market in your search for housing. Therefore you can search in the local newspaper “Magdeburger Volksstimme” or at the online apartment exchange (in German): www.volksstimme.de, www.immobilienscout24.de, www.wg-gesucht.de.

Offer of the city: www.magdeburg.de/Wohnungsfinder.

Another possibility to find accommodation is posting an ad yourself, either in the newspaper or at one of the infoboards on campus. It is also possible to get together with other students and start a “WG” (Wohngemeinschaft), namely you share an apartment with others in one of Magdeburg’s popular quarters.

At the beginning of the semester (SS: March-April / WS: September-October) International Office hires student assistants, who help international students to find accommodation. Contact is via the E-mail address wohnung.aka@gmail.com possible.

Tenancy Agreement

When renting an apartment, you get a tenancy agreement (Mietvertrag). It contains the particular information about the apartment (e.g. the amount of rent, the size of the apartment, room quantity). The lease also determines the rights and obligations of the tenant and the landlord (period of notice, pets,

etc.). By signing it, both sides agree to the contract terms. Most landlords insist that you have a current bank account (Girokonto). The rent is then automatically withdrawn from your account every month.

We recommend you to document all defects in the apartment precisely and report them in writing to the landlord as soon as possible (preferably before signing the contract).

Rental Rate

Rental rate (Miete) is amount paid to the landlord every month. The amount of money, received by landlord for the permission to live in his apartment, is called basic or cold rate (Kaltmiete). In addition to "Kaltmiete" there are utilities (Nebenkosten or Betriebskosten) which are charges for garbage collection, street and house cleaning, heating and water.

"Kaltmiete" plus "Nebenkosten" amount to "Warmmiete" (warm rent). Some of the additional charges depend on personal usage such as heating. The others depend on the size of the apartment. Electricity, telephone and gas are normally supplied not from the landlord, but directly from the providers (e.g. SWM (Städtische Werke Magdeburg) provides electricity and gas). Contracts are signed directly with the individual company.

Charges for electricity and gas are monthly calculated in a lump sum. Once a year, the tenant gets an exact annual statement, the bill of utility cost (Betriebskostenabrechnung). With this, accrued differences are settled. You normally get Betriebskostenabrechnung not for the current year, but the previous (e.g. in October 2016 you will get the bill for the year 2015). Hence, it is important to leave your new address for the landlord if you move out.

Usually, the rent in the dormitory is "Pauschalmiete". It's a warm rent, in which all extra charges, including electricity, are already comprised.

Hints on the subjects "Cost savings of water / electricity / heating" can be found here:
www.verbraucherzentrale.de, www.mieterbund.de, www.stromspar-check.de (in German).

Deposit

Often, the tenant has to pay a security deposit (Kaution) to the landlord. The amount of the deposit is usually 1 or 2 month the rate of cold rent. It may not exceed 3 cold rates. The deposit has to be placed in a bank account with interest. The tenant receives the deposit plus interest after moving out of the apartment as long as this is done according to the terms of the tenancy agreement. However the landlord is allowed to deduct money from the deposit to pay for any repairs to the apartment. The tenant has to be informed about this in written form with a listing of all ascertained defects.

Caretaker (Hausmeister), House Management (Hausverwaltung)

In houses with a number of tenants, there is usually a “house management” and/or “caretaker”. A caretaker and the house management are responsible for organizational measures and repairs within the house or the apartments.

Termination of Tenancy Agreement and Tenant Protection

There are certain periods of notice valid for tenants. These are defined in the tenancy agreement or in rental law. When signing a lease, it is necessary to pay attention to the period of notice. At indefinite lease, the notice period usually is 3 months. Due to the protection of tenants (Mieterschutz), the landlord cannot terminate the tenancy agreement without a reason. If a conflict arises with your landlord you should seek legal advice:

- Verbraucherzentrale (consumer office)
- Mieterbund (tenants' association)

For contact details please see. VII. 8. „Social consultation / Legal consultation“.

Furniture

Second-hand furniture can be purchased at the following shops at very reasonable prices:

Help 2007 e.V.
Mittagstraße 1a,
Ph.: +49 (391) 5978863
E-mail: info@help2007.de
www.help2007.de

GISE – Gebrauchtmöbelfundus
Karl-Schmidt-Str. 45,
Ph.: +49 (391) 4095-107
www.gise-recycling.de → Gebrauchtmöbelfundus
E-mail: info@gise-md.de

An- & Verkauf Aus Zweiter Hand
Große Diesdorfer Str. 64
Ph.: +49 (391) 7314331
www.auszweiterhand-md.de

An- & Verkauf tip-top Möbel
Lübecker Str. 87
Ph.: +49 (391) 5619276
www.tip-topmoebel.de

Many advertisements of furniture and furnishings can also be found online (often cheaper than at the dealer):

www.ebay-kleinanzeigen.de → Magdeburg
www.facebook.com/groups/ikusmd.sh/ - IKUS Second Hand Group

Furthermore furniture can be bought at big furniture shops:

Höffner

Am Pfahlberg 8
www.hoeffner.de

Mon – Sat: 10 a.m. – 8 p.m.

Sconto

Am Pfahlberg 9
www.sconto.de

Mon – Sat: 10 a.m. – 8 p.m.

Roller

Olvenstedter Graseweg 37
www.roller.de

Mon – Sat: 9 a.m. – 8 p.m.

SB-Möbel Boss

Saalestr. 8
www.moebel-boss.de

Mon – Fri: 10 a.m. – 8 p.m.
Sat: 10 a.m. – 6 p.m.

POCO-Domäne

Wasserkunststraße 11 www.
poco.de

Mon - Fri: 9.30 a.m. - 7 p.m.
Sat: 09.30 a.m. – 6 p.m.

Porta

Salbker Chaussee. 65
www.porta.de

Mon – Sat: 10 a.m. – 8 p.m.

Delivery / Furniture Transportation

Most of the furniture shops have also their delivery services. Delivery costs usually around € 50. Much cheaper is to rent a car or to order a cargo taxi (from € 15).

www.mein-lastentaxi.com – prior arrangement required.

www.studitransporter.de

www.teilauto.net

Some furniture stores or construction markets rent vans.

Laundry, Washing Machines, Launderettes

You will find the washing machines in the basement in each dormitory on campus. For only € 2 you can run a washing program. To use the dryer, you need to pay € 1.20. Payment can be made mostly with the UniCard. You have to bring the necessary washing powder with you.

If you don't have your own washing machine, offer launderettes their services. There is also washing powder there. Prices for the use of a washing machine differ from one launderette to another. Moreover, there are also textile cleaning, which can clean the clothes and linens.

Addresses of launderettes can be found online (in German):

www.dasoertliche.de or www.gelbeseiten.de → Magdeburg → Textilreinigung / Waschsalon / Wäscherei.

Waschsalon Callehn Gabriele

Otto-Baer-Str. 1 A,
Ph.: +49 (391) 621 99 99

Waschsalon Fincke Petra

Lemsdorfer Weg 12
Ph.: +49 (391) 622 13 29

Karutz Textilreinigung
Breiter Weg 11 a
Ph.: +49 (391) 543 09 06
www.karutz-textilreinigung.de

Wäscherei Berg Klaus
Ernst-Lehmann-Str. 17
Ph.: +49 (391) 563 96 64

2. Personal Liability Insurance

International graduate students are advised to take out a private liability insurance. Wherever you go, you run the risk of damaging something or injuring someone. Traffic accidents or minor accidents of pure misfortune happen faster than you think. When you have bad luck it can sometimes get very expensive, as you are liable for the damages. In such cases, you are lucky if you have a liability insurance policy, which covers the resulting costs. The insurance is not particularly expensive and is available from regular insurance companies. It usually costs between € 5 and € 10 per month.

Further Information at: www.make-it-in-germany.com/en → For qualified professionals → Living → Insurance → liability insurance

Huk 24 – Online-Versicherung
www.huk24.de

Debeka
Domplatz 10–11
Ph.: +49 (391) 56900
www.debeka.de
Magdeburg@debeka.de

Allianz
Erzbergerstr. 2
Ph.: +49 (391) 5974870
www.allianz.de

DBV
Gerhard-Hauptmann-Str. 47
Ph.: +49 (391) 7331953
www.dbv.de

**R + V Versicherungen
Kühn & Ramdohr GbR**
Freiherr-vom-Stein-Str. 13
Ph.: +49 (391) 7319255
www.kuehn-ramdohr.ruv.de

ÖSA Versicherungen
Am Alten Theater 7
Ph.: +49 (391) 7367367
www.oesa.de
service.magdeburg@oesa.de

3. Shopping Facilities

City Carré and Allee Center are 2 huge shopping malls where you can discover numerous shops.

City Carré is located at Kantstr. 5A opposite the main train station. There are clothing shops, a toy market, a perfumery, a pharmacy, a supermarket etc. You can reach City Carré with tram lines 1, 3, 4, 6 and 8.

Allee-Center is situated on the corner of Ernst-Reuter-Allee and Breiter Weg. You can find here an electronic store, a big pharmacy, a bookstore, countless clothing shops and shoe stores etc. Tram lines 1, 2, 4, 5, 6, 8, 9 and 10 go to Allee-Center.



At Breiter Weg, there is also a big department store (Karstadt), where you can find clothing, watches and jewellery, kitchenware, household and electronic appliances books and games as well as sport utilities. Karstadt can also be reached with tram lines 1, 2, 4, 5, 6, 8, 9 and 10.

Furthermore, the entire Breiter Weg (from the Opera House to Hasselbachplatz) is fitted with numerous various shop.

In the outskirts of Magdeburg, you can find even larger shopping malls, e.g., Flora Park, and Börde Park. More information you can get on the following pages: www.florapark-center.de, www.boerdepark.de (in German).

Food Stores near the University

Following shops are located near the main campus:

NP

Jakobstr. 13
This shop is near the campus.

Mon – Fri: 5 a.m. – midnight
Sat: 5 a.m. – 8 p.m.

NP

Rogätzer Str. 5 a
This shop is near the campus.

Mon – Fri: 7 a.m. – 9 p.m.
Sat: 7 a.m. – 8 p.m.

Netto

Ernst-Reuter-Allee 11
(Allee Center)

Mon – Thu, Sat: 8 a.m. – 8 p.m.
Fri: 8 a.m. – 10 p.m.

Rewe

Ernst-Reuter-Allee 11
(Allee Center)

Mon – Thu, Sa: 7 a.m. – 8 p.m.
Fri: 7 a.m. – 10 p.m.

Aldi

Rogätzer Str. 27

You can buy cheap products of high quality here
Mon – Fri: 8 a.m. – 8 p.m.
Sat: 8 a.m. – 4 p.m.

Kaufland

Lübecker Straße 122 and Kantstr. 5 (City Carré)

Kaufland is a large supermarket with a diverse range
Mon – Fri: 7 a.m. – 10 p.m.
Sat: 7 a.m. – 8 p.m.

Perfetto

Breiter Weg 128 (Karstadt)

Perfetto offers various international and exquisite specialties.
Mon – Thu, Sat: 8 a.m. – 8 p.m.
Fri: 8 a.m. – 10 p.m.

Not far from the campus of Faculty of Medicine are the following food stores:

<p>Edeka Sammelweisstraße 13 Mo – Sa: 7 a.m. – 8 p.m.</p>	<p>Lidl Salbker Str. 2 Mo – Sa: 8 a.m. – 8 p.m.</p>
<p>Aldi Leipziger Chaussee 23 Mo – Sa: 8 a.m. – 8 p.m.</p>	<p>Rewe Hopfenbreite 63 Mo – Fr: 7 a.m. – 10 p.m. Sa: 7 a.m. – 8 p.m.</p>

Online shopping

Online purchases can be paid according to the rules applied by the dealer with credit cards, PayPal, bank transfer or cash on delivery (usually with additional fee).

To find cheap deals and analyze customer reviews, you can use the following pages:

www.guenstiger.de

www.preis.de

www.preissuchmaschine.de

www.billiger.de

www.idealo.de

www.check24.de/preisvergleich/

4. Post, Phone and Internet

Deutsche Post 

Letters, Parcels, Postage

The letter or parcels transportation costs are regulated according their size and weight. These costs are called “Porto”. Post stamps are available in every post office, in vending machines and in some newspaper or tobacco shops.

Almost all items sent by the postal service – from postcards to parcels – have to be stamped. The imprint “Postage paid by addressee” (“Porto zahlt Empfänger”) means that no stamp must be affixed. The costs of particular letter or package can be found in fee list, which you can get at the post office, or refer to the Internet: www.deutschepost.de.

The closest post office near the University is located at Universitätsplatz 11.

Post offices near the Faculty of Medicine campus:

Salbker Str. 8 - Presse Tabak Lotto Kiosk

Sammelweisstraße 13 - Presse Sound & Soft GmbH

Telephoning

There are 2 ways to make phone calls in Germany: By using a “landline” (Festnetz) or by using a “mobile phone”(Handy). The landline provides the phone line within apartment, which can be used to make phone calls, send or receives faxes or to go on the internet.



In most apartments a landline connection already exists. To use this connection, an account at a telephone company is required. Telephone companies are, for instance Telekom or MDCC.

Deutsche Telekom
Uniplatz 10
Ph.: +49 (391) 54480
www.telekom.de

MDCC Magdeburg-City-Com GmbH
Weitlingstr. 22
Ph.: +49 (391) 5874000
www.mdcc.de

Mostly you will be offered product packages: Internet + Phone + TV + Mobile- Phone.

However, it may take up to 2 months until you can actually claim this offer. In addition, a contract is required (usually for a minimum of 12 months) in such case.

You can look for fares at following webpages (in German): www.teltarif.de, www.billiger-telefonieren.de.

Telephoning from the University of

You don't need any area code to reach intern phone numbers of the university. You can just select last 5 digits.

To call to the phone numbers outside the university preselect 0.

For Berlin it would be e.g. 0-030- xxx –xxx –xxx.

For Magdeburg you don't need the area code of the city e.g. 0- xxx –xxx –xxx.

Warning! Only business calls from the University are allowed!

Telephoning Abroad

Most telephone calls abroad can be made from your own telephone. First, the digits 00 must be dialed, then the country code, the local dialing code (without the initial 0) and then the telephone number itself.

Rates for making call-by-call to countries abroad can be found on the internet at:

www.telefontarifrechner.de (in German).

You can also make calls at low prices worldwide from telephone shops:

Medientreff zone! Gareisstr. 15 www.medientreff-zone.de	City Center Magdeburg Ernst-Reuter-Allee 30	Internet-Telecafé Kodat Breiter Weg 39
Internetcafé Matrix Lübecker Straße 23a	City Tele Café Raiffeisenstr. 30	

Mobile Phones

Mobile phones are called in Germany "Handy". There are many vendors that offer different prices, phones and conditions. Contracts for the cell phone use cannot be terminated at short notice. Contracts normally run for 12 or 24 months. Attention! A contract has to be cancelled 3 months before the contract ends. If the contract is not cancelled it will be prolonged again by 6 or 12 months depending on network provider. Often the extension offers of the providers are much more expensive than a new conclusion of a contract. To conclude a contract, you will often be asked for an ID, bank account details and registration form.

It is also possible to buy a "prepaid phone card" (available at various phone companies and supermarkets). These phone cards are rechargeable after having purchased them at a grocery store, in many tobacco stores or using a bank machine. You pay for calls in advance. Making phone calls with prepaid cards are usually more expensive than calls with mobile phones tied to a contract. However, in this case the monthly fee is eliminated. The prepaid card is inserted into a cell phone and activated within one day. You can buy a prepaid card at the supermarket without a passport and registration form.

There are providers whose tariffs are especially favorable for calls abroad:
www.blau.de, www.mobilka.de, www.ortelmobile.de.

Internet Access

For the first few weeks after your arrival until you are enrolled, you can get a temporary Internet access (guest access) from the University Computer Center (Universitätsrechenzentrum = URZ). With this access, you can use the wireless campus network (with own laptop or mobile phone). In order to obtain such access, you have to present your identity card in the URZ and a letter confirming that you intend to do a doctorate at the OVGU (e.g. the invitation of your institution). More: see VII.5.

You will receive a student account after enrollment, which entitles you to log on to all computers of OVGU. It is also possible to use Wi-Fi.

If you are invited as an employee of OVGU, you can immediately apply for a staff account in URZ.

An alternative way to get an Internet connection - especially for work outside the campus - offer the "surf sticks" - mobile routers that are connected via a USB connection to the computer. In the surf stick a SIM card is inserted, therefore you can have Internet access anywhere, where mobile network coverage exists: www.surfstick.net (in German).

5. Public Transport

If you do not use car or bike in Magdeburg, the best is to go by tram or bus. Magdeburg has a very well developed public transportation system. Each place in the city can be reached by tram or bus run by Magdeburger Verkehrsbetriebe (MVB). Students can use their student ID for bus and tram because it is also the semester ticket.



Further information regarding route network and timetable can be found online at the Magdeburger Verkehrsbetrieben: www.mvbnet.de (in German).

Moreover, you can find necessary information at: www.insa.de.

6. Garbage

Due to environmental reasons, it is common in Germany to separate garbage into different groups and not throw it all in the same bin. Usually, there are different colored bins in each apartment block and on campus. Paper and cardboard, glass, packaging ("green dot"), food waste (called "bio-waste" which is processed into compost) are collected separately. Finally, there is non-recyclable trash (Restmüll) which combines all other types of rubbish that do not fall into the other categories.

Disposing his garbage wrong, one is risking a penalty and contributes to the service charge increase. Disposal of unsorted (residual waste) and incorrectly sorted waste costs most.

There are certain rules:

Yellow container (Gelbe Tonne):

All recyclable packaging belong in the recycling bin or yellow container.

That belongs into the yellow recycling bin („Gelbe Tonne“):

- Metal cans
- Plastic packaging and bags
- Plastic bottles for detergents and cosmetics
- Cartons with metal or plastic sheet (e.g. milk and juice)
- Foams from fruit and vegetable containers
- Styrofoam packaging

By no means, paper, pottery and glass do not belong into the yellow container.

Blue container (Blaue Tonne): paper and cardboard (e.g. newspapers, boxes etc.).

Brown container (Braune Tonne): food wastes ("bio garbage"), kitchen wastes.

Black container (Schwarze Tonne): Non-recyclable trash (Restmüll), everything which does not belong to the other containers.

Glass container: bottles and glasses are brought to large containers. They have to be separated by color (white, green, brown) when thrown into the containers. Please, read the instructions on the containers. By no means, do not throw in any pottery or special glass!

CAUTION! Many bottles and jars have deposit in Germany. This is the sign for returnable bottles. On some bottles there is instead of this sign a word “Mehrwegflasche” (returnable bottle) or “Pfandflasche” (deposit bottle) or “Pfandglas” (deposit glass). Such bottles can be returned to the supermarket (at the vending machine or the employees of the supermarket) to get back the deposit (the money).



Energy-saving lamps may pollute the environment by heavy metals and toxic substances. Therefore, these lamps have to be carefully taken to a collection point where the lamps are properly disposed. The collection points can be found e.g. in the supermarkets.

Bulk Garbage (Sperrmüll):

Each household in Magdeburg can order a pick-up of bulky waste twice a year at no extra charge. It is permitted to register and provide bulk garbage of 2 m³ (including electrical appliances and scrap) for each pick-up. All parts that are to be collected should be itemized when registering.

There are following ways to apply for this service:

- By postcard: back cover of the garbage calendar
- By Phone: +49 (391) 5404719
- By Internet: www.magdeburg.de (in German) → Bürger + Stadt → Verwaltung + Service → Eigenbetriebe → Städtischer Abfallwirtschaftsbetrieb → Sperrmüll anmelden

The household waste disposal service (Abfallwirtschaftsbetrieb) then informs about the collection date by postcard. This will be scheduled 2 to 4 weeks after registration.

The registered bulk garbage must be parked at the edge of the pavement by 7.15 a.m., however, at the earliest on the evening before. Please make sure that no one will be impeded or bothered, the road will be clean and a quick pickup will be possible. Only registered waste will be collected. Illegal disposal of waste by other households is prohibited and will be legally pursued.

Address: Städtischer Abfallwirtschaftsbetrieb
Abfallberatung (Advisory Service)
Sternstraße 13

Phone: +49 (391) 5404666

E-mail: abfallberatung@sab.magdeburg.de

Webpage: www.magdeburg.de (in German) → Bürger + Stadt → Verwaltung + Service → Eigenbetriebe → Städtischer Abfallwirtschaftsbetrieb

What does Bulk Garbage include?

Bulk garbage includes that kind of waste which does not fit in a 60 liters-bin due to size or weight such as small pieces of furniture, carpets, floor coverings, lamps, mattresses, baby carriages, tricycles, etc.

Scrap metal (e.g. bicycles, slatted frames, scrap like big pots and cookers) and household appliances, for instance washing machines, spin dryers, refrigerators, TV sets and electronic scrap like radios, computers, coffee makers, hair dryers and other small electronic equipment will be collected as well.

It does NOT include: motorcycles, automotive parts, car tires, car batteries, heating systems, pipes, iron girders, windows, doors, garden waste, packaging materials, household waste or textiles packed in bags or cartons, construction waste as well as items that are greater than 2.20 m x 1.50 m x 0.75 m or heavier than 75 kg. Containers with DANGEROUS content do not belong in the garbage! Such parts and materials must be brought to the recycling center and disposed there.

More detailed information can be obtained in the waste consulting of the municipal waste disposal service.

7. Canteens / Cafeterias / Cafés



On campus, there are several facilities for students to get a meal or to have a snack:

- Canteen with 2 dining halls (Mensa) on campus, building 27,
- Cafeterias buildings 16 and 18,
- Cafeteria, building 40, Zschokkestr. (Faculty of Humanities, Social Sciences and Education (FHW)),
- Café inside university library, building 30,
- Canteen on the medical campus, house 41.

Around noon, the main dining hall and the one on the medical campus serve a selection of warm meals. In the cafeteria in building 40, warm meals are served during the time of classes. The remaining cafeterias complete the offers of the main cafeterias by a wide range of snacks, sandwiches, coffee, cake, dairy products and a lot more. In order to pay for the food in the dining halls or cafeterias, you need the UniCard (see V.7.1.), but cash is also accepted.

8. Leisure and Sports

The Big Band as well as the cabaret "Prolästerrat für Studienangelegenheiten" give students and doctoral students the opportunity to be culturally active next to their studies and PhD projects.

The university's sports center is open to all students. There are more than 80 different courses including fitness training, ball games, dance courses, health and rehabilitation sports, water sports, martial arts and individual sports. For some courses you have to pay.



The registration for each course is possible only via internet. In order to sign up for the preferred course, you have to get registered at the following address: www.spoz.ovgu.de.

The notification should be made in good time before the semester begins.

Contacts:

Sports Center Ms Kerstin Baltzer
building 27, Mensa East Entrance, room 207
Phone: +49 (391) 671 88 51
E-mail: kerstin.baltzer@ovgu.de
Webpage: www.spoz.ovgu.de

Big Band Ms Evelin Eins
+49 (391) 67 18 944
E-mail: evelin.eins@ovgu.de
Webpage: www-e.uni-magdeburg.de/bigband

Universitätschor Mr Erik Bäneck
Phone: +49 (170) 411 00 90
E-mail: mail@unichor-magdeburg.de
Webpage: www.unichor-magdeburg.de

Kabarett "Prolästerrat" Mr Marko Pohlodek and Mr Thomas Duckstein
Phone: +49 (391) 6716080
E-mail: m.pohlodek@mdcc-fun.de, thomas.duckstein@ovgu.de
Webpage: www.ovgu.de/prolaesterrat

In addition, the city of Magdeburg offers a wide range of cultural diversity including theaters, cabarets, cinemas, museums as well as galleries. You can find on the following pages information about the cultural events:

DATES: www.dates-md.de (in German)
Urbanite: www.urbanite.de/magdeburg (in German)
Also at the city website: www.magdeburg.de → En → Tourism & Leisure

Most museums in Magdeburg are open Tuesday to Sunday from 10 a.m. to 5 p.m. and offer a very rich range of topics:

- The Museum of Culture and History focuses especially on the history of the city and its region,
- The Museum of Natural History mainly displays the contemporary state of Saxony-Anhalt,
- The art museum Kloster Unser Lieben Frauen exhibits particularly sculpture of the 20th century,
- The Otto von Guericke Museum at Lukasklause (Guericke Center) presents life and work of the renowned mayor of Magdeburg,
- The Museum of Technology illustrates technological development of last centuries in Magdeburg and surroundings.

Theater / Opera

Magdeburg Opera House



The opera house is centrally located and easily accessible at Universitätsplatz. It offers a wide range of operas, operettas, dramas, ballets, philharmonic concerts and contemporary stage performances. There are also numerous small events and open air performances during the summer. Tickets can be booked online: www.theater-magdeburg.de.

Students can purchase a last minute ticket. 10 minutes before the performance starts, you can get the ticket for only € 8.

This applies to operas, operettas, musicals and ballet (premières, guest performances and special events are excluded), if the performance is not sold out.

Other Theaters

Oper, Philharmonie, Ballett Magdeburg
Opernhaus
Universitätsplatz 9
Phone: +49 (391) 5406555
www.theater-magdeburg.de

Schauspiel Magdeburg
Schauspielhaus
Otto-von-Guericke-Str. 64
Phone: +49 (391) 5406555
www.theater-magdeburg.de

Puppet Theater Magdeburg

Warschauer Str. 25
Phone: +49 (391) 5403310
www.puppentheater-magdeburg.de

Theater an der Angel

Zollstr. 19
Phone: +49 (391) 5556555
www.theater-an-der-angel.de

Cinemas

Cinemaxx Magdeburg

Kantstr. 6
Phone: +49 (1805) CINEMAXX
or +49 (1805) 246 36 299
www.cinemaxx.de

CineStar Magdeburg

Am Pfahlberg 5
Phone: +49 (1805) 11 88 11
or +49 (391) 255 25 22
www.cinestar.de

Studiokino

Moritzplatz 1a
Phone: +49 (391) 256 49 25
www.studiokino.com

Oli Lichtspiele

Olvenstedter Str. 25
Phone: +49 (171) 317 54 84
www.oli-kino.de

Museums

Museum of Cultural History Museum of Natural Science

Otto-von-Guericke-Str. 68–73
Phone: +49 (391) 540 35 01
www.khm-magdeburg.de

Otto-von-Guericke-Museum (also called „Lukasklause“)

Schleiufer 1
Phone: +49 (391) 56 390 980
www.ovgg.ovgu.de

Museum of Technology Magdeburg

Dodendorfer Str. 65
Phone: +49 (391) 622 39 06
www.technikmuseum-magdeburg.de

Memorial Place Moritzplatz Magdeburg, for the victims of political tyranny 1945-1989

Umfassungsstr. 76
Phone: +49 (391) 244 55 90
www.stgs.sachsen-anhalt.de/gedenkstaette-moritzplatz-magdeburg/

Museum of Art „Kloster Unser Lieben Frauen“

Regierungsstr. 4 – 6
Phone: +49 (391) 56 50 20
www.kunstmuseum-magdeburg.de

Cultural Centers

Cultural Center Moritzhof (Theater, Cinema, Concerts, Exhibitions)

Moritzplatz 1
Phone: +49 (391) 257 89 32
E-mail: info@moritzhof-magdeburg.de
www.moritzhof-magdeburg.de

KONGRESS&KULTURWERK-fichte Magdeburg

Fichtestr. 29a / Sudenburger Wuhne
Phone: +49 (391) 62 34 20
E-mail: info@kulturwerk-fichte.de
www.kulturwerk-fichte.de

9. Health

Emergency Services

If urgent medical treatment at night or at the weekend is necessary, you can go to the emergency practice or to a hospital emergency room, you can call an ambulance or call the home visit service.

General emergency phone numbers in Germany are:

110 (Police) or

112 (fire rescue / emergency medical service).

General medical emergency service, pediatric emergency service, eye emergency service, ear, nose and throat emergency service, surgery (Medico-Soziales-Zentrum):

+49 (391) 62-79-600

Mon, Tue, Thu: 6 p.m. – midnight

Wed, Fri: 2 p.m. – midnight

Sat, Sun, holidays: 7 a.m. – midnight



You can go there with tram lines 6 and 9 or with buses 52 and 54. Tram stop is "Raifeisenstr."

Dental emergency (Zahnärztlicher Notdienst) service (via radio taxi):

+49 (391) 56-56-56

Public Insurance house call service:

+49 (391) 6216777

Mon - Thu: 6 p.m. – 7 a.m.

Fri - Mon: 2 p.m. – 7 a.m.

These and much more help offers you can find online:

www.info-netz-magdeburg.de → Hilfen in Notfällen und Krisensituationen (in German).

Hospitals

With the exception of some private clinics, all hospitals are available for insured patients. Usually, patients are referred to a hospital by a doctor. The health insurance companies cover the cost of insured of public health insurance or the insurance fund. Privately insured must clarify the cover for the medical costs with their private health insurance prior to arrival in the hospital. However, patients must participate in the costs. In an emergency, you can also visit a hospital emergency room.

**University Hospital
Central service**

Phone: +49 (391) 6701
www.med.uni-magdeburg.de

**City Hospital of Magdeburg
Krankenhaus Olvenstedt**

Birkenallee 34
Phone: +49 (391) 7910
www.klinikum-magdeburg.de

Clinical center St. Marienstift

Harsdorfer Str. 30
Phone: +49 (391) 72627
info@st-marienstift.de
www.st-marienstift.de

Pfeiffer Foundation

Pfeifferstr. 10
Phone: +49 (391) 85050
info@pfeiffersche-stiftungen.de
www.pfeiffersche-stiftungen.de

Physicians

Besides general practitioners there are specialists (eye specialists, dermatologists, etc.). Usually you have a general practitioner as family doctor. He will transfer his patients to the relevant specialist. You can go directly to a specialist for certain complaints also. Doctors determine consultation hours (Sprechstunden) in which they treat their patients. It is advisable to make appointments, because the waiting times are usually relatively long. In sharp pain is also treated without appointment. In case you do not have an appointment, arrive to the doctor best at the beginning of the consultation hours.

Names and addresses of the physicians are listed in the local telephone directory, they are classified in "Yellow Pages" according to their specialization. On the Internet you can search on the following pages for a doctor (in German):

www.jameda.de
www.med-kolleg.de
www.sanego.de

www.arztsuche.kvsa.de/arztsuche
www.zahnarzt-notdienst.de

Furthermore, it is a good idea to get preventive medical checkups at regular intervals. This applies to regular medical examinations for infants, to dental care and to preventive checkups of men and women from the age of 35 upwards. Doctors, health insurance companies and the public health department will inform you about the details.

Additional Payment Ruling for People with Compulsory Health Insurance

An **additional payment for prescription medicines and dressing materials** must be made, which is 10% of the price, but at least € 5 and a maximum of € 10 per item. Children up to 18 years do not pay any copayments.

Examples:

The medication costs € 10. An additional payment is the minimum of € 5. A medication costs € 75. The additional payment amounts to 10% of the price, namely € 7.50. A medication costs € 120. The additional payment is limited to a maximum of € 10.

Additional payments in hospitals are 10 € per day, but limited to 28 days per calendar year. Children up to 18 years are exempt from charges. An average hospital stay lasts 9 days.

Services which Are not Covered by Health Insurance

In principle, **non-prescription drugs** are not covered by compulsory health insurance.

Exceptions:

The treatment of serious illnesses when such medication is commonly used in therapy. This medication is subject to additional payment of 10% of the price, but not less than € 5 and not more than € 10. At any rate, additional payment will not exceed the actual cost of the medication.

Further exceptions:

Prescriptions for children under the age of 12, adolescents with developmental disorder.

In general, health insurances do not cover the costs for **eyeglasses and contact lenses**. But there are occasional exceptions. Demands worthwhile.

Exception:

Children and adolescents up to age 18 as well as severely visually impaired individuals are eligible for benefits from the health insurances.

Additional health insurances (the example for dental treatment)

In many cases, it is worthwhile to take out additional insurance. Whether that is recommendable for you, please ask your doctor.

We show an example of supplementary insurance for dental treatment. For denture costs of several thousand euros may occur. Your health insurance will only cover part of these costs. If you take out a supplementary insurance that costs an average of € 8-25 monthly, this can cover 30 to 100% of the cost of dentures.

For more explanation watch at the offering from DAK: www.dak.de → Benefits → Teeth.

Possibilities to reduce insurance costs in the statutory health

1) Higher subsidy by bonus booklet (Bonusheft)

Take advantage of the opportunity for free dental check-ups at least once a year, better still half a year. So, your dentist can detect and treat dental disease as early as possible. Costs will be taken by your health insurance.

If you need denture (inlay, crown, bridge, denture, implant), then your regular check-ups will also pay off financially for you. If you can prove dental examinations check-ups for the past 5 years, your fixed subsidy increases by 20% (30% at 10 years).

It's worth to bring from your home country an acknowledgment of regular dental examinations incl. their certified translation into German and submit it to your insurance company.

Translation can also be made in Germany:

www.justiz-dolmetscher.de → En → Search for translators and interpreters

2) Family insurance in the statutory health insurance

If you get married in Germany or enter the country with your family not all family member have to pay the health insurance contributions. As a rule, only the family members that have an income are going to pay the contributions. The other family members will have “family insurance”. They enjoy full insurance protection, but do not pay contributions.

3) Bonus program

Many health insurance companies offer incentive programs. Ask your health insurance.

Pharmacies and Medication

In Germany, medication can only be bought at pharmacies (Apotheken). Most of the medication require a prescription (Rezept) from a doctor. These prescription drugs need to be written down on the prescription by the doctor. The prescription has to be taken to the pharmacy by the patient. The pharmacist hands out the medication when the patient has made the fixed additional payment (see above).

In Magdeburg, there is always at least one pharmacy open during the day and at night (Notdienst). The addresses of the pharmacies that are open on specific days are listed in the local newspaper “Volksstimme” under “Apotheken-Notdienst”. In addition, each pharmacy always has a sign to tell customers which pharmacy is open on which day. Addresses of pharmacies for emergencies can also be obtained from the internet, e.g. at www.aponet.de.

10. Beware Subscriptions!

Act with caution if anybody wants to offer or sell something on the street, on campus (in front of the library) or there is a door-to-door salesman on your doorstep. Often, these people get in the door by pretending that they make a scientific survey or work for a social organization. You are asked to sign a sheet of paper. Please, **DO NOT** sign anything on the street or at the door. Mostly, you make a newspaper subscription or a contract with a telephone company (possibly without your knowledge) for which you have to pay. Even do not sign if you feel pestered and you want to get rid of the person at all costs.

You should be equally cautious, if someone wants to sell something to you on the telephone. It is best to hang up immediately.

If something described still have happened, you can possibly visit the consumer advice center for help (see point VII. 8).

VII. Contact and Service

1. International Office

For international applicants, the International Office (Akademisches Auslandsamt) is the first and most important place of contact. The staff is happy to provide information and to answer questions concerning study and doctoral programs such as options, requirements and applications as well as legal and social issues.

In addition, the International Office organizes the support of international students and doctoral students. In this context, assistance is provided by both networks for foreign students and PhD students:

MIPS (Magdeburg International PhD Students)

IKUS (InterKulturelle Studenten)

These two initiatives arrange and carry out events and support the students and doctoral students in finding solutions to problems.



Address: Otto von Guericke University Magdeburg
International Office
Building 18
Universitätsplatz 2
39106 Magdeburg

Postal Address: Otto-von-Guericke-Universität Magdeburg
Akademisches Auslandsamt
Postfach 4120
39016 Magdeburg

If you have questions concerning study or doctoral study programs and their requirements, admission, social or legal questions, please contact Mrs. **Eva Böhning** (room 150).

Phone: +49 (391) 67 18429
E-mail: eva.boehning@ovgu.de
Homepage: www.ovgu.de → En → International → Stuff → Eva Böhning

Since the campus of the Faculty of Medicine is located in the south of Magdeburg, there is a branch office of the International Office on the medical campus. If you have questions about the medical doctoral program, please contact Ms. **Stefanie Sasaki-Sellmer**.

Address: Otto von Guericke University Magdeburg
Faculty of Medicine
Akademisches Auslandsamt/ International Office
House 2, room 224
Leipziger Str. 44
39120 Magdeburg

Phone: +49 (391) 67 15143
E-mail: stefanie.sasaki-sellmer@med.ovgu.de
Homepage: www.med.uni-magdeburg.de/en → Course of Studies → International Office

2. Networks

MIPS (Magdeburg International PhD Students)

In order to advance the social and academic integration of young scientists at OVGU, there is MIPS, the network for international PhD students. MIPS maintain support and advice before, during and after the PhD program for PhD students and postdocs. In addition, MIPS promotes the contact to other like-minded people in scientific and personal terms through colorful activities.

MIPS is organized by MIPS-Active. This group consists of interested foreign and German doctoral students who voluntarily meet and plan the





MIPS program on a regular basis. Everyone can join in.

The program of the network comprises e.g. trips, sport events, cultural activities, seminars and social gatherings. Further details and notifications about upcoming events can be obtained from the MIPS newsletter. This and the network membership can be requested by email. References to the contact person and weekly office hours can be found on the homepage.

MIPS is funded by the DAAD – STIBET PhD student program with resources by the German Federal Foreign Office (Auswärtiges Amt).

DAAD



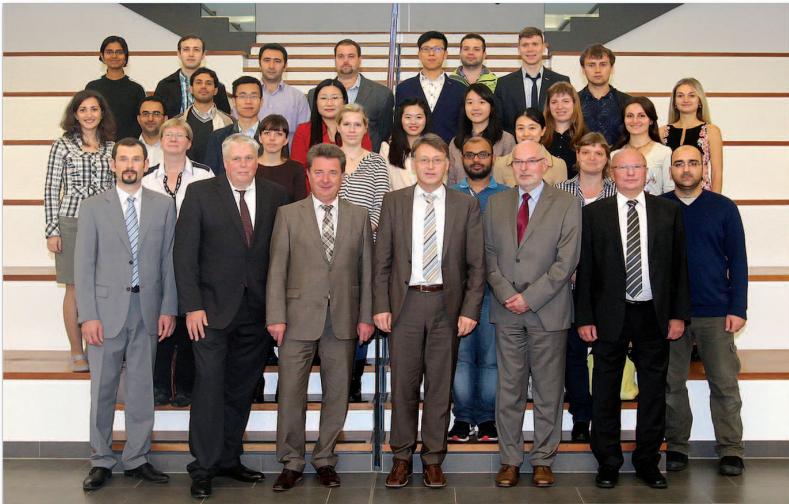
Auswärtiges Amt

Address: Otto von Guericke University Magdeburg
International Office
Building 18, Room 151
Universitätsplatz 2
39106 Magdeburg

Phone: + 49 (391) 67-11432 (only during office hours)

E-mail: mips@ovgu.de

Homepage: www.mips.ovgu.de



IKUS (InterKulturelle Studenten)



IKUS is a group of students at OVGU which supports international students and guests of Magdeburg University. Most IKUS members are volunteers.

IKUS wants to help foreign students to get settled in Magdeburg smoothly. If you have any problems or questions with finding a place to live, the Aliens Office or the bank, do not hesitate to ask IKUS.

In addition to the practical assistance of new students, IKUS also tries to facilitate contact between German and foreign students. Therefore IKUS offers a comprehensive program of events. These activities are open to all students.

In dormitory Walther-Rathenau Str. 19, side entrance, IKUS runs IKT ("InterKultiTreff"). Most IKUS activities as well as the office hours are held at IKT.

Office hours are held regularly during the semester. Due to the changing timetables of the IKUS members, office hours change every semester. You will find the latest office hours on the internet. During the office hours, you can also reach IKUS via telephone. During the semester holidays you can get help and arrange appointments via email.



Phone: +49 (391) 67-51575
E-mail: ikus@ovgu.de
Homepage: www.ikus.ovgu.de/ikus/en

3. Otto-von-Guericke Graduate School

The Otto von Guericke Graduate School (OVG GS) regards itself as a service facility for all doctoral students at OVGU and their supervisors. Under the umbrella of OVG GS, services which contribute to the enhancement of the general framework for successful PhD projects are combined. Thus, OVG GS offers e.g. advanced training courses in scientific work in the different academic disciplines. Contact person is Ms Dr. Barbara Witter, the coordinator of the Graduate School.

Address: Otto-von-Guericke Graduate School
Geschäftsstelle / Office
Building 18, Room 255
Universitätsplatz 2
39106 Magdeburg

Phone: +49 (391) 67 18 930
E-mail: barbara.witter@ovgu.de
Homepage: www.grs.ovgu.de

On the graduate school homepage you will find a lot of useful links for example about scholarships for PhD students: www.grs.ovgu.de → En → Doctorate → Jobs and Scholarships.

The graduate school offers a newsletter with interesting and useful information for PhD students. We recommend you to subscribe for this newsletter: www.grs.ovgu.de → En → Newsletter → Subscription.

4. Language Center

To start a doctoral project at OVGU you need sufficient knowledge of German and English language. Necessary knowledge = level B2 of the common European Framework program or higher. For many English PhD projects you need the agreement of your supervisor and of Faculty Council.

More information about the Common European Framework of Reference for Languages (CEFR): www.wikipedia.org → En → search for "CEFR".

In German it will be called "Gemeinsamer europäischer Referenzrahmen" or „GER“.

For a successful doctoral thesis and if you want to stay afterwards in Germany it is very useful to know both languages. It is recommended to start learning German in the very beginning of your stay here.

Offers at OVGU:

An overview of all language courses offered at the OVGU language center you will find at: www.sprz.ovgu.de → Fremdsprachen (only German).

For most courses you have to pay a fee.

a) Language courses

Especially for the need of international doctoral students, free language courses are also held for learning German or other languages. These courses are offered on level A1 to C1 and have a range of 2 to 8 hours per week.

The German intensive courses range from language proficiency levels B2 to C1. These courses occur usually on weekdays from 9 a.m. to 1 p.m. and last 2 – 4 months per level.

The DSH tests (language tests for potential international students) are held 3 times a year: in February/ March, July and September.



Address: Sprachenzentrum
Zschokkestr. 32
Building 40C,
39104 Magdeburg

Office Hours: Thu: 1 p.m. – 3 p.m.

Phone: +49 (391) 67 56 516 or 67 56 518 or 67 56 519

Webpage: www.sprz.ovgu.de → Fremdsprachen → Deutsch als Fremdsprache → Ansprechpartner

For all language courses (with exception of the intensive courses), the enrollment is normally made online via the SPRZ Moodle portal (moodle-n.ovgu.de/sprz) at the beginning of each semester (October and April). In order to get registered via the portal, you need an activated university account.

b) Language Tandem

An excellent possibility to learn a language is tandem learning. A language tandem means when 2 native speakers of different languages meet, in order to teach their native language to each other. Furthermore you can learn a lot about the culture and home country of the other person and may find a new friend. When you both meet, time will be shared equally so that both parties benefit from each other. Both partners learn from the native language of the other one, inform each other about contemporary issues and mutually correct their mistakes.



The OVGU language center connects students interested in a *Face-to-Face-Tandem* and *E-mail-Tandem*. Registration: www.sprz.ovgu.de → Tandem → Anmeldung.

How to Pursue a Doctoral Degree at Otto von Guericke University Magdeburg

Please use the advisory service for Tandem, if you have found a language partner. The language center offers introductory classes at the beginning of each semester. There you will get tips for a well-working language tandem, materials and assistance will be introduced and you can test the method straight away. Maybe you will find a tandem partner during this class.

E-mail: tandem@ovgu.de

German course at the Max-Planck Institute:

If you do your PhD thesis at the Max-Planck Institute in Magdeburg you can participate in the German course the MPI offers for all their employees and their partners.

Offers in the City of Magdeburg:

In the Language-Café, organized by the "Auslandsgesellschaft Sachsen-Anhalt e.V." ("Foreign society club") in "EineWelt Haus" ("OneWorld House") you can also find Tandem partners and practice various languages: www.agsa.de.

Language schools in Magdeburg:

VHS – Volkshochschule
www.vhs.magdeburg.de

Berlitz:
www.berlitz.de

ARA-Sprachschule
www.ara-sprachschule.de

**EBG - Europäisches
Bildungswerk für Beruf und
Gesellschaft gGmbH**
www.ebg.de → Standorte
→ Sachsen-Anhalt →
Magdeburg Erwachsenen-
bildungszentrum

**Wirtschafts- und Sprachen-
schule R.Welling
Magdeburg GmbH**
[www.nestor-bildung.de/
magdeburg](http://www.nestor-bildung.de/magdeburg)
info@welling-magdeburg.de

**UNIKOM Sprachen &
Seminare**
www.unikom-md.de

Further Information: www.magdeburg.de → Bürger + Stadt → Leben in Magdeburg → Integrationsportal → Angebote → Deutschkurse (nicht BAMF gefördert).

Online Language Offers:

The following websites provide information if you want to learn German:

www.deutsch-uni.com

www.duolingo.com

www.goethe.de

www.ich-will-deutsch-lernen.de

www.dw.com Deutsche Welle – Germany's international broadcaster

www.deutsch-als-fremdsprache.de → Diskussionsforen (Here tandem partners, pen pals and chatters can meet and improve their German skills)

International Tandem Network from Bochum University: www.slf.ruhr-uni-bochum.de/etandem/

Possibilities to improve your English online:

www.englisch-lernen-online.de and www.englisch-lernen-im-internet.de

www.englisch-hilfen.de

www.learnenglish.de and www.learn-english-online.org

www.english-daily.com and www.english-portal.com

5. Computer Center

Through enrollment, all doctoral students receive a computer account and an E-mail address. You can sign up for the use of an account at the office in building 26.1. (Universitätsrechenzentrum) room 003. You have to bring your student ID card.

Newly enrolled students can activate their account online:

wext.ovgu.de (without „www.“!)



Office Hours:

Mon – Fri: 8 a.m. – 11 p.m.

Sat: 10 a.m. – 6 p.m.

Phone: +49 (391) 67 18 888

E-mail: it-service@ovgu.de

Homepage: www.urz.ovgu.de

Updated opening hours you can find here:

www.urz.ovgu.de → Das URZ → Öffnungszeiten (only German)

The computer center provides numerous services: email, software licenses, internet access in the student dormitories and courses. Here you can also use computers and printers.

Detailed information about the various services you can find online: www.urz.ovgu.de → Unsere Leistungen (only German).

6. Libraries

University Library

The University Library (Universitätsbibliothek) is located on campus in building 30, close to the canteen.

How to Pursue a Doctoral Degree at Otto von Guericke University Magdeburg

As a modern and comfortable facility, the library provides extensive services to students and scientists.

If you want to sign up at the University library you have to bring your passport, student ID or certificate of enrollment and your tenancy agreement.

Further information about the University Library are provided on the homepage:
www.ub.ovgu.de/ub/en → new here? (some information only in German)

Your student ID card is also the user card for the library.

Opening hours: Mon – Fr: 8 a.m. – 11 p.m.
Sat: 10 p.m. – 18 p.m.
Phone: +49 (391) 67 58 640 (Office)
+49 (391) 67 52 925 (Loan)
Homepage: www.ub.ovgu.de

In the evening after 7 p.m. some services are not available anymore. During the semester breaks the opening hours might be different. You may find the current opening hours on the homepage.

OVGU employees can use the interlending service for free (exc. for international interlending).



It is not allowed to bring bags into the library. There are lockers in the basement which can be locked with your student ID card.

Medical Central Library (Medizinische Zentralbibliothek)

The medical central library is on the campus of the faculty of medicine at Leipziger Str. 44, house 41.

Opening hours: Mon – Fri: 8 a.m. – 9 p.m.
Sat: 10 a.m. – 6 p.m.
Phone: +49 (391) 67 14 308 (Info Point)
+49 (391) 67 14 305 (Loan)
+49 (391) 67 14 300 (Office)
Homepage: www.mzb.ovgu.de (only German)

For the medical library you have to register separately. The same rules as for the University Library registration apply.

During the semesters breaks the opening hours might differ. You can find the current opening hours online.

City Library

The city library (Stadtbibliothek) is a public facility of the city of Magdeburg with a diverse range.

At the main library and the 3 district libraries, there are about 400,000 books, newspapers, magazines, CDs, videos, audio books, cassettes, DVDs, records, scores and maps concerning information, education, entertainment and recreation available.

Moreover, the city library contains an international library. **There is a wide range of media for learning foreign languages.** The library is also an important contact point for foreign guests who want to read literature in their native language. Further information can be found online: www.magdeburg-stadtbibliothek.de (only German).



Zentralbibliothek

Breiter Weg 109

Phone: +49 (391) 540 48 84
stadtbibliothek@magdeburg.de

Mon – Fri: 10 a.m. – 7 p.m.
Sat: 10 a.m. – 1 p.m.

Bibliothek Flora-Park

Olvenstedter Graseweg 37
Phone: +49 (391) 7219550
florabibo@web.de

Mon – Fri: 10 a.m. – 6 p.m.
Sat: 10 a.m. – 4 p.m.

Bibliothek Reform

Otto-Baer-Str. 6

Phone: +49 (391) 613151
bibliothek.reform@web.de

Mon & Fri: 1 p.m. – 5 p.m.
Tue: 1 p.m. – 6 p.m.
Thu: 10 a.m. – noon & 1 p.m. – 6 p.m.

Bibliothek Sudenburg

Halberstädter Str. 55

Phone: +49 (391) 615084
bibliothek.sudenburg@web.de

Mon & Fri: 1 p.m. – 5 p.m.
Tue: 1 p.m. – 6 p.m.
Thu: 10 a.m. – noon & 1 p.m. – 6 p.m.

7. Family-Friendly University

OVGU is a University who welcomes students and employees with children. Services for families provided by the university can be found on the website: www.ovgundfamilie.ovgu.de (only German).

Campus Nursery for flexible child care

Students and university staff looking for child care for a short period of time can take their child to the campus nursery (CampusKinderzimmer) run by the student union (Studentenwerk). A qualified child care worker will look after the child for a few hours. For students, this service is free and staff members can use it for a small fee.

There is a Campus nursery on the main campus as well as one on the medical campus.

Opening hours: Mon – Fri: 4 p.m. – 9 p.m.



Kindergarten CampusKids for regular child care

The Students Union in Magdeburg runs since 2012 a kindergarten with 4 groups and around 70 children. A cook provides healthy food for the children.

Opening hours: Mon – Fri: 7 a.m. – 5 p.m.

In both institutions children from ages of 2 months to 6 years can be signed up. To sign up please fill out the forms on the homepages.

Address:

Main Campus	CampusKinderzimmer (Campus nursery) and KiTa CampusKids J.-G.-Nathusius-Ring 5 Student doritory 7, ground floor 39106 Magdeburg
Medical Campus	CampusKinderzimmer (Campus nursery) Fermersleber Weg 45b Student doritory, flat 101 39112 Magdeburg
E-mail:	campuskinderzimmer@studentenwerk-magdeburg.de campuskids@studentenwerk-magdeburg.de
Homepage:	www.campuskinderzimmer.de or www.studentenwerk-magdeburg.de → Campuskinderzimmer

Visit the university homepage for more information and services:
www.ovgundfamilie.ovgu.de (only German)

Kindergarden of the City of Magdeburg

You can find information about the kindergardens of the city of Magdeburg on this website (only German):
kitaplatz.magdeburg.de (without „www.“!)

You can also get information at the child welfare service of the city of Magdeburg:

Address: Wilhelm-Höpfner-Ring 4
39116 Magdeburg
Phone: +49 (391) 540 31 31
Homepage: www.magdeburg.de → Bürger + Stadt → Leben in Magdeburg
→ Kinder, Jugend, Familie (only German)

8. Social Consultation / Legal Consultation

Social consultation:

The social consultant Frau **Montoya Martinez**, gives information and guidance concerning public social law. She will help you to solve problems with public authorities, financial problems or insurance issues. She will also inform students with special needs such as pregnant, disabled or ill students about the assistance offered at the university. You can get from her free meal vouchers for the dining hall (Mensa). If needed, she will make appointments for you with other consultants and services and even accompany you there.

Postal Address: Studentenwerk Magdeburg
Sozial- und Beratungsdienst
Postfach 4053
39015 Magdeburg

Address for Visitors: J.-G.-Nathusius-Ring 5
Dormitory 7, room 50

Phone: +49 (391) 6711562
E-mail: Sozialer.Beratungsdienst@studentenwerk-magdeburg.de
Homepage: www.studentenwerk-magdeburg.de → social issues & counselling → social counselling

Further social services you can also find here:

www.info-netz-magdeburg.de → Beratungs-, Hilfs-, Informationsangebote (only German).

Legal consultation:

1) Legal consultation of the Students Union

Sometimes, questions or problems can arise which require professional advice by a lawyer. The Student Union also provides a qualified contact for such situations. Students can consult attorney Dr. Lüderitz on the 1st and 3rd Thursday of each month from 3 to 5 pm in the advisory center of the student union on dormitory 7 (room 51). An appointment in advance is not necessary.

During the semester break you can call directly Dr. Lüderitz's office in Liebknechtstr. 30 and make an appointment on your own. Phone: +49 (391) 7317450. For the consultation you have to bring your student ID and your passport.

Internet: www.studentenwerk-magdeburg.de → social issues & counselling → Legal Counseling

2) Consumer Advice Center (Verbraucherzentrale) Sachsen-Anhalt Local Office Magdeburg

Address: Breiter Weg 32
39104 Magdeburg
Phone: +49 (391) 5 43 99 79
Homepage: www.vzsa.de/magdeburg (only German)

The counseling costs between € 5 and € 15.

3) Legal counseling specialized on Tenancy Law: Mieterverein Magdeburg u.U.e.V.

Address: Otto-v.-Guericke Straße 6
39104 Magdeburg
Phone: +49 (391) 5 61 91 55 / 5 41 01 09
E-mail: info@mvmd.de
Homepage: www.mvmd.de (only German)

To use the counseling service you have to become a member (around € 80 per year).

4) Interesting Websites related to Legal Issues:

www.bundesjustizamt.de and especially www.gesetze-im-internet.de.
But also: www.anwalt.de, www.anwaltauskunft.de, www.arbeitsrecht.de,
www.justiz.sachsen-anhalt.de/justiz-sachsen-anhalt/ (only German)

5) Further Support you can find here:

www.info-netz-magdeburg.de → Beratungs-, Hilfs-, Informationsangebote (only German).

9. Student Council / Student Representatives

The student Council (Studierendenrat) is the highest student board at OVGU. The members of the council are elected by the students and represent all students at Magdeburg University.

Within the faculties the Students Representatives (Fachschaftsraete) speak for the students. The Students Council and the Student Representatives take care of all matters concerning living and studying in Magdeburg. This includes the support of student initiatives with money or other means and organizing parties and other activities for students.



Address for Visitors:	Building 26 (entrance Hörsaal 1, turn left and take the first door on the right)
Phone:	+49 (391) 6718971
E-mail:	stura@ovgu.de
Homepage:	www.stura-md.de/en

The students council consists of several independent units:
www.stura-md.de → StuRa → Referate (only German).

Student Representatives:

Electrical Engineering and Information Technology www.farafeit.de	Process and Systems Engineering www.farafvst.ovgu.de	Computer Science www.farafin.de
Natural Sciences www.farafnw.de	Economics and Management www.farawiwi.de	Mathematics www.faramath.ovgu.de
Mechanical Engineerin www.farafmb.ovgu.de	Humanities www.fasrafhw.de	Medicine www.fara-med.de

VIII. Completion of Doctoral Program

For the last time you have to overcome official and formal obstacles before leaving the university.

1. End of Doctoral Project / Removal from the University's Register

If you have successfully completed your doctoral degree or if you want to drop out of the doctoral program, you have to deregister from the university (Exmatrikulation). For this, you will get the form "Antrag auf Exmatrikulation" at the department Studienangelegenheiten, office Promotion/Langzeitstudiengebuehren (building 6, room 105) or at the International office (building 18, room 150). You can also download the form from the internet:

www.ovgu.de → Studium → Nach dem Studium → Doktoranden → Anträge (only German).

All authorities and institutions mentioned on the form have to give their approval by signing the document. With the day of exmatrikulation, the residence permit expires automatically. Thus we recommend to visit the international office well enough in advance of the end of your doctoral project. They will give you advice about the legal consequences. Since April 1st, 2006, OVGU is obliged to inform the Aliens Office about any Exmatrikulation of foreign students.

2. Finding a Job in Germany

If you plan to stay in Germany after finishing your thesis, the following institutions can help you finding a job:

1. Otto-von-Guericke Graduate School (OVG-GS)

www.grs.ovgu.de → career

2. Career Service Center at OVGU

www.ovgu.de → Career Service

3. Employment office

Internet: www.arbeitsagentur.de → Dienststellen vor Ort → PLZ 39106 (only German)

Address: Hohepfortestr. 37
39104 Magdeburg

Phone: 0800 4 5555 00 (free)

Office Hours: Mon, Wed, Fri: 8 a.m. – 1 p.m.
Tue: 8 a.m. – 4 p.m.
Thu: 8 a.m. – 6 p.m.

4. **GWM (Gesellschaft für Wirtschaftsservice Magdeburg mbH)**

Internet: www.gwm-magdeburg.de → Absolventen- und Praktikantenvermittlung

The GWM Gesellschaft fuer Wirtschaftsservice Magdeburg mbH (Society for Business Service) is a service founded by the city of Magdeburg for companies in this region. It is specialized in the fields of mechanical engineering, recycling management and environmentally-friendly technologies. The GWM can connect graduates with companies.

We recommend starting look for a job at least 6 months before finishing your thesis.

3. **Cancellation at Residents and Aliens Office**

Depending on the reasons for ending your PhD project, you have to take different things into consideration.

In case of a dropout, the department Studienangelegenheiten will inform the Aliens Office after the completed Exmatriculation. Due to this, the Aliens Office needs to be informed before Exmatriculation about the further intentions of the doctoral student as far as a continuing stay in Germany is planned.

In case of a successful completion of the doctoral project, the following has to be taken care of:

After the date of your doctoral defense (Verteidigung) will be announced, it is necessary for the further stay to inform the Aliens Office about your intentions and to apply accordingly:

1. Application for the extension of the residence permit: as long as you intend to look for a job (change to paragraph 16 (4)), or
2. Application for granting a residence permit: as long as a specific job offer is available (change to paragraph 18).

You can apply at the Aliens Office either by personal interview (most preferred) or in the written form via email, fax or letter. Corresponding forms can be obtained from the International Office or on the homepage of the city of Magdeburg: www.magdeburg.de → Buerger+Stadt → Verwaltung + Service → online services → Formulardepot (only German).

After the successful defense of the dissertation, the Examination Office and the dean's office issue the doctoral certificate. You then have to submit your obligatory copies. You will be informed by E-mail or letter when and where the doctoral certificate will be handed over to you. The International Office will notify the Aliens Office of that date.

If you will have applied for the extension or granting of a residence permit only in written form, then you will have 4 weeks to get an interview at the Aliens Office, starting from the day you received the doctoral certificate. Authorized is only the Aliens Office in the city of your residence. Within aforementioned 4 weeks, you should also take care of your exmatriculation if you had been enrolled.

Provided that you will have completed your stay in Germany and you intend to return to your home country, you have to inform the relevant Residents Office (BuergerBuero) about it. To do this you have

to fill out the form "Abmeldung ins Ausland" and get a confirmation from your landlord. This can be either done personally 2 or 3 days before your departure or by sending it via mail to the BürgerBuero or hand it to Ms. Boehning at the International Office.

The form „Abmeldung ins Ausland“ is available in the Buergerbuero or online: www.magdeburg.de → Bürgerservice → Formulardepot → Pass- und Meldewesen → Abmeldung ins Ausland (only German).

The completed form can be sent by mail or handed in personally to Ms. Boehning at the International Office, building 18, room 150. You will find the address and office hours of the Residents Office under V.4.

An extra notice of departure at the Aliens Office is not necessary. The Residents Office will inform the Aliens Office ex officio.

4. Cancellation of Tenancy Agreement

In case you intend to leave Magdeburg, please keep in mind to cancel your tenancy agreement on time. The period of notice for a room in the dormitories is two months to the end of the month. The period of notice for an apartment on the private market is, if not specified otherwise in your contract, 3 months in most cases. The cancellation has to be made in written form, e.g. if you want to cancel your apartment until September 30, the notice of cancellation must be submitted to the landlord until June 30 the latest.

5. Cancellation of Mobile Phone Contract

Similarly, keep in mind to cancel your mobile phone contract on time. The contract must be cancelled in written form 3 months before ending. If you do not cancel the contract, it will be prolonged about 6 to 12 months depending on provider and network.

If you have to end your stay in Germany abruptly and you are moving to a non-EU country, you have the possibility to cancel your contract earlier. To do that you have to give the provider a written explanation and a confirmation from the BuergerBuero or a confirmation from your new employer.

6. Cancellation of Health Insurance

After your exmatriculation, OVGU is obliged to inform your health insurance company that you have finished your studies. In order to avoid any trouble with the health insurance company (supplementary claims of health insurance contributions), we recommend that you inform the health insurance company yourself. For this purpose, you will need the certificate of your exmatriculation.

7. Cancellation of Current Bank Account

Before you departure to your home country, you should also take care of the cancellation of your current bank account. Often the bank charges you a monthly fee for running the account. If you don't cancel the bank account this fees can sum up and you might have to pay them once you reenter Germany if you forget to close the account.

8. Alumni

We hope that your stay at our university has left you with lasting impressions and that you were able to gain important experience. With all our heart we wish that the memories of your time at OVGU remain vivid alive. Your experience while staying at our university is very important for us. Therefore, we would be pleased to hear from you soon. You will find further information about Magdeburg Alumni International and how to become a member at: www.ovgu.de → Alumni.



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Universitätscampus University Campus

UNIVERSITÄT MAGDEBURG
VON ERICKE



Die aufgeführten Zahlen sind die Gebäudenummern.
The mentioned numbers are building numbers.