

# Handbook for SpaceMaster students

Winter semester 2010/2011

Julius-Maximilians-  
**UNIVERSITÄT  
WÜRZBURG**



# WELCOME TO THE UNIVERSITY OF WÜRZBURG



Dear student,

We are pleased that you have been selected for the SpaceMaster course and we look forward to welcoming you here.

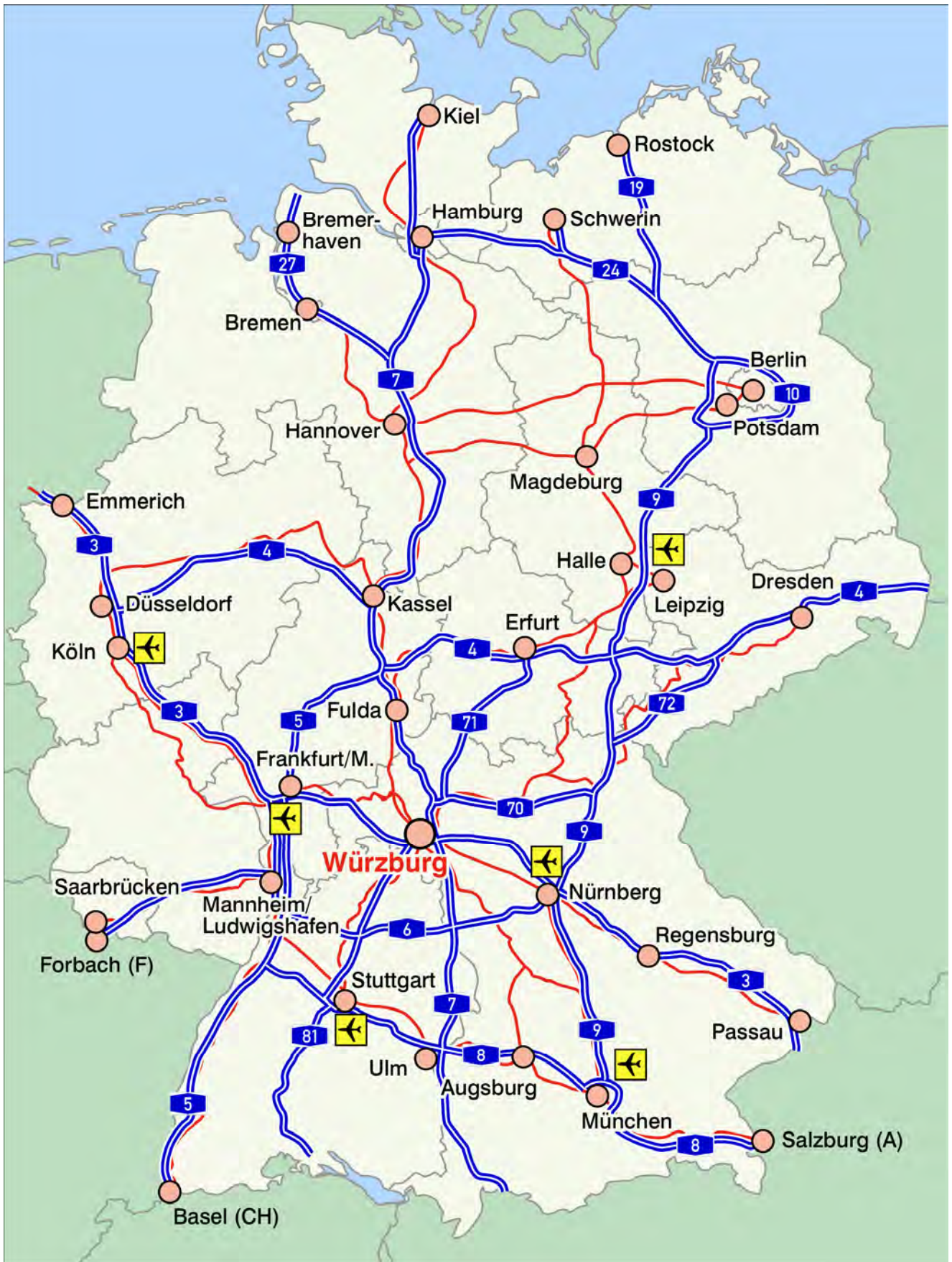
The following information is intended to help you plan your stay and make the most of the time you spend at the University. Please read the information carefully.

We hope that your stay will be a rewarding experience both academically and in terms of your personal life and development and we wish you an enjoyable and successful stay at the University of Würzburg.

We look forward to welcoming you soon at the University of Würzburg.

Your team at the  
International Office





„Map: Sascha Behnsen“

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Check list

**BEFORE YOU LEAVE**

<input type="checkbox"/>	Apply for place in hall of residence
<input type="checkbox"/>	Apply for visa, if necessary
<input type="checkbox"/>	Check how long passport is valid
<input type="checkbox"/>	Obtain evidence of health insurance
<input type="checkbox"/>	Check whether you need additional insurance (p.e. liability insurance)
<input type="checkbox"/>	Pack originals of education certificates (e.g. Bachelor Degree)
<input type="checkbox"/>	Obtain proof of financial resources for studies
<input type="checkbox"/>	Have passport photographs taken
<input type="checkbox"/>	Transfer the money for the semester contribution (can also be done when you arrive in Germany)

**WHEN YOU ARRIVE IN WÜRZBURG:**

<input type="checkbox"/>	Register with authorities
<input type="checkbox"/>	Apply for residence permit
<input type="checkbox"/>	Open bank account
<input type="checkbox"/>	Collect enrolment form from the International Office
<input type="checkbox"/>	Transfer the money for the semester contribution ( if not done already)
<input type="checkbox"/>	Present evidence of your health insurance cover to one of the statutory health insurance companies (gesetzliche Krankenkasse). They will give you the proof of health insurance form (Krankenversicherungsnachweis) that you require to register both with the authorities and the University.

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In compiling the above information we have endeavored to ensure that all the details are correct. However, there might have been changes which occurred after going into print. Please do not hesitate to tell us and let us know if there is other information you would like to have covered in this brochure.

Akademisches Auslandsamt (AAA) / International Office

April 2010

## PREPARING YOUR STAY

### BEFORE YOU LEAVE HOME

#### Visa application

Before you leave your home country, you will probably first have to apply for a student visa at the German embassy or consulate.

Students from EU countries, EFTA countries and Australia, Canada, Israel, Japan, New Zealand, South Korea, Switzerland and the United States do not need a visa to enter Germany. You can skip this section

If you are a citizen of a country outside the European Union and are applying to study in Germany, you will need to apply for a visa from the appropriate consulate or embassy of the Federal Republic of Germany in your home country.

More information can be obtained at:

[www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html](http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/Visabestimmungen.html)

It provides detailed visa information in German, English, French, Spanish and Arabic. It also offers application forms and a directory of embassies and consulates in your home country.: [www.auswaertiges-amt.de/diplo/en/Infoservice/FAQ/Studium/Uebersicht.html](http://www.auswaertiges-amt.de/diplo/en/Infoservice/FAQ/Studium/Uebersicht.html)

Please do not enter Germany on a tourist visa. A “tourist visa” cannot be converted into a “student visa” and as a tourist, you are not eligible to study in Germany.

As processing the visa tends to take some time, you should enquire well in advance about what documents you require and apply for the visa in good time.

For the continuation of studies in the second semester students must apply for a Swedish visa at a Swedish Embassy in Germany. Again this will take time - so please start early! Do not worry about your visa for Sweden before having settled down in Germany.

#### German habits - Do's & Don'ts

The first days in a new country can be daunting for a student. “Different countries, different habits.” It means to accept that people do things differently than other people. Not better, not worse, just differently. When you live as in another country, or even when you visit this country only for a short period, knowing some habits can help you to lessen the cultural shock. [www.study-in.de/en/leben/nuetzliche-tipps-fuer-jeden-tag/dos-donts--12000](http://www.study-in.de/en/leben/nuetzliche-tipps-fuer-jeden-tag/dos-donts--12000)

#### Application for a room at the Halls of Residence

The Studentenwerk Würzburg is responsible for ten dormitories located throughout the city. It is possible to rent single rooms (with shared kitchen and bathroom), single apartments or rooms in shared apartments, in which up to four students share a kitchen and bathroom. All rooms and apartments are furnished apart from crockery, cutlery, bed linen and towels. Rents range from € 175,00 to € 268,00 per month, depending on the size of the room/apartment and its equipment. In some halls of residence the Studentenwerk can also provide you with bedding and bed linen, kitchen utensils, dishes and cutlery for a small fee. For more information see: [www.studentenwerk-wuerzburg.de/Infos/Ausland/haushaltpaket.pdf](http://www.studentenwerk-wuerzburg.de/Infos/Ausland/haushaltpaket.pdf)

With your admission you will get the application form for a place in a student hall of residence from the International Office by mail. Even there is usually a queue time of one or two semester, every SpaceMaster student is guaranteed accommodation in a hall of residence provided that he or she sends the application form and transfers a deposit of € 300,00 to reach the Studentenwerk by the following dates at the latest:

## Deadline for applications and deposit

- 15 June 2010

### Important – please note:

Places in halls of residence are allocated for a **period of six months**. It is **not** possible to rent the accommodation for a shorter period even if you leave middle of February. Thus the rent is payable for the whole length of the lease, independent of any scholarship a student may have been awarded. Students who are taking part in an **intensive language course before the beginning of the lecture period** can rent their accommodation a month earlier, in other words for a total of seven months. Please tick the designated box when filling out your accommodation form.

Please list the halls of residence according to preference. Your first choice should be given the number “1”, your second choice “2” and so on. If you have no special preference you will be waitlisted for the next available place at any student hall. The Studentenwerk will try to ensure places for participants in an orientation programme in September.

Students will be allocated places in halls of residence according to their preferences and depending on availability. The Studentenwerk Würzburg will make every attempt to take the wishes of the student into account. The student does not have a right to a particular hall of residence or a particular type of accommodation (e.g. individual apartment or room in a shared flat), a particular price range or size of room. We regret that students are not permitted to move from one hall to another. A place in a hall of residence cannot be guaranteed if the application form and the deposit arrive after the 15 June 2010.

In the event that you are unable to rent the room, please inform the Studentenwerk immediately. In order to allow the room to be reoccupied promptly, please notify the Studentenwerk at least two weeks prior to the beginning of the rental contract. Failure to do so will either result in a subtraction of any lost rent from the security deposit or will be billed directly.

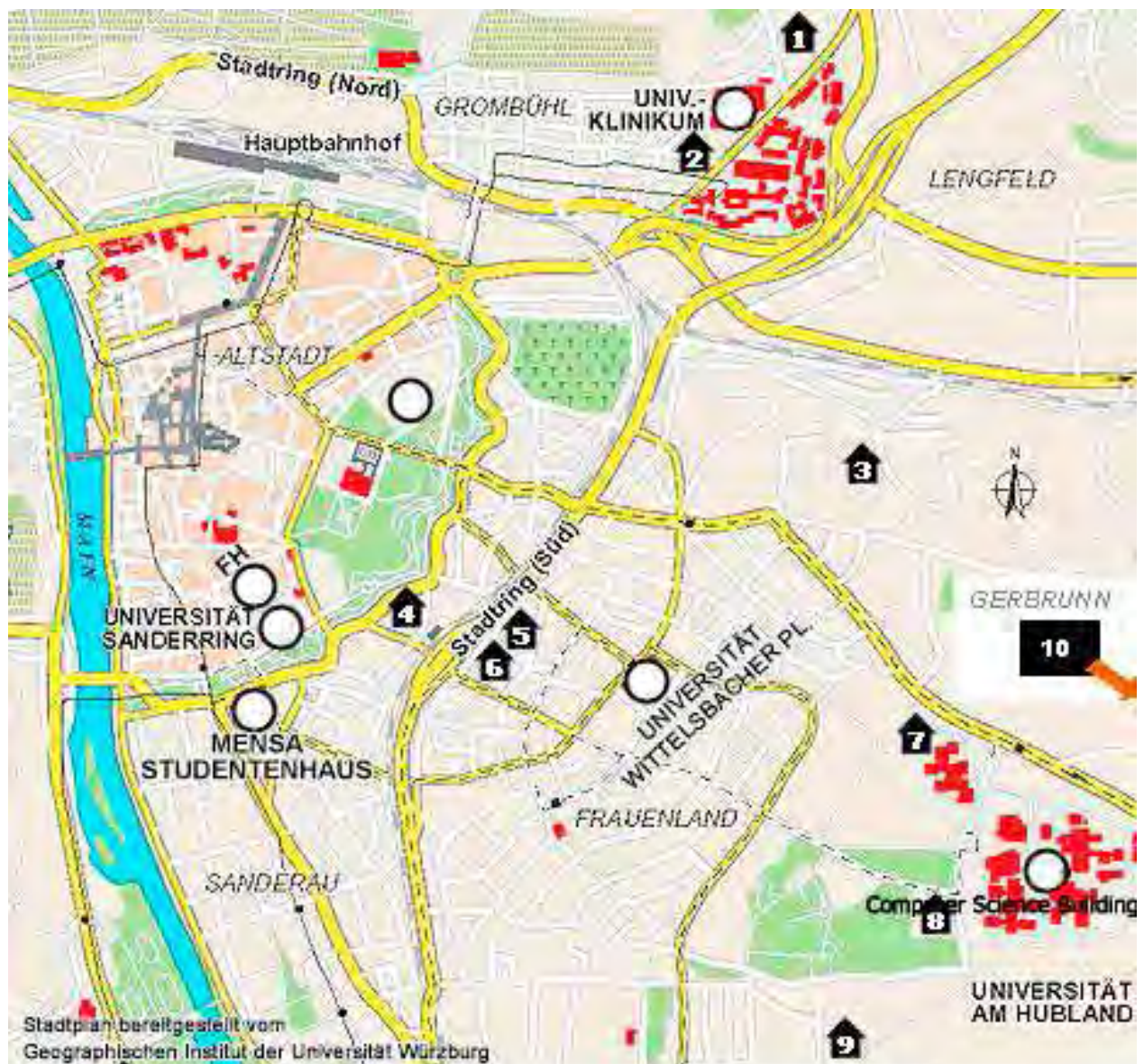
## Scholarships

If you are not an Erasmus Mundus scholarship holder then please ask for information about scholarship opportunities in your home country. For example, scholarships offered by home governments or home educational institutions.

The German Academic Exchange Service (DAAD) provides scholarships for foreign candidates to undertake full time master studies in Germany. More information about scholarships can be found at:

[www.funding-guide.de](http://www.funding-guide.de)  
[www.stipendienlotse.de](http://www.stipendienlotse.de)  
[www.bayhost.de](http://www.bayhost.de)

## Residence Halls of the Studentenwerk Würzburg



- 1 Straubmühlweg 11
- 2 Josef-Schneider-Str. 9
- 3 Leo-Weismantel-Str.1
- 4 "Internationales Haus", Friedenstr. 2
- 5 "Haus Berlin", Göbelslehenstr.2
- 6 Zürnstr. 2

- 7 Am Galgenberg 52
- 8 Am Hubland 16
- 9 Peter-Schneider-Str . 3,5,7,9
- 10 Casteller Platz, Gerbrunn
- Hubland Campus,Computer Science Building

## ©WOHNHEIM STRAUBMÜHLWEG

Straubmühlweg 11  
97078 Würzburg (Grombühl)  
Rent: 196–202 €

The quiet location and countryside provides a perfectly undisturbed and comfortable study atmosphere. Additionally, the edge-of-town location and various sport facilities close by make it appealing.



## ©WOHNHEIM JOSEF-SCHNEIDER-STRASSE

Josef-Schneider-Straße 9  
97078 Würzburg (Grombühl)  
Rent: 175–191 €

Ideal for students studying medicine since the residence hall is just opposite the Uni-Clinic (Luitpold Hospital). Limited parking spaces, however, the tram connections (Line 1 and 5) are nearby.



## ©WOHNHEIM LEO-WEISMANTEL-STRASSE

Leo-Weismantel-Straße 1  
97074 Würzburg (Frauenland)  
Rent: 198–234 €

Conveniently situated near the university's Hubland campus. The bus line 28 (Stadtmitte) is at your doorstep. The futuristic design of the building has given the residence hall plenty of nicknames in the past.



## ©WOHNHEIM FRIEDENSTRASSE (INTERNATIONALES HAUS)

Friedenstraße 2,  
97072 Würzburg (near city centre)  
Rent: 201–259 €

Near the city centre. Good bus connections (Line 6 and 16 to City Centre)  
The inner city is 10 minutes away on foot.



## ©WOHNHEIM GÖBELSLEHENSTRASSE (HAUS BERLIN)

Zürnstraße 1/3/5/7/9  
97074 Würzburg (Frauenland)  
Rent: 192–229 €

Located near the city centre. Good bus connections (Line 6 and 16 to City Centre).



## ⑥WOHNHEIM ZÜRNSTRASSE

Zürnstraße 2  
97074 Würzburg (Frauenland)  
Rent: 227 € - 243 €

Located near the city centre. Good bus connections (Line 6 and 16 to City Centre).



## ⑦WOHNHEIM AM GALGENBERG

Am Galgenberg 52  
97074 Würzburg (Frauenland)  
Rent: 193–209 €

For more information: [www.galgenberg.net](http://www.galgenberg.net)

Ideal for students at Hubland campus and with the bus services (Line 14 and 10) you are quickly in the city. The next supermarket is only 5 minutes walk away. Lastly, the place is surrounded with lots of greenery.



## ⑧WOHNHEIM AM HUBLAND

Am Hubland 16  
97074 Würzburg (Frauenland)  
Rent: 186–189 €

For more information: [www.hubland-wohnheim.de](http://www.hubland-wohnheim.de)

Ideal for students at Hubland campus and you are quickly in the city with the bus (Line 10). The residence hall is also in the direct vicinity of the new University-Sportscentre with numerous sport activities on offer. A supermarket is right next door. Lastly, the place is surrounded with lots of greenery.



## ⑨WOHNHEIM PETER-SCHNEIDER-STRASSE

Peter-Schneider-Straße 3,5,7,9  
97074 Würzburg (Frauenland)  
Rent: 250 €

Ideal for students at Hubland campus, just 10 minutes walk away from campus and the new Sportscentre of the university. Good bus connection (Line 6) and shopping facilities nearby.



## ⑩WOHNANLAGE CASTELLER PLATZ

Casteller Platz 3-4/  
Bertha-von-Suttner-Straße 1-3,  
97218 Gerbrunn  
Rent: 226–268 €



This residence hall is conveniently situated near the university's Hubland campus. The bus services Line 14 and 34, bus-stop Casteller Platz, provide a direct route from the city to Hubland likewise into the city centre and to the central train station. Good shopping facilities and supermarkets in Gerbrunn.

## Contact details of the Studentenwerk Würzburg

Studentenwerk Würzburg  
Am Studentenhaus 1  
D-97072 Würzburg

wohnen@studentenwerk-wuerzburg.de

[www.studentenwerk-wuerzburg.de](http://www.studentenwerk-wuerzburg.de)

Search for the keyword „**Wohnen**“ and you will find all relevant information regarding housing, prices, location, etc.

## Other dormitories

If you don't want to take that offer from the Studentenwerk please look for accommodation in one of the private dormitories. You have to contact these organisations on your own. The International Office is not allowed to make contracts for accommodation.

### **Studentenburse e.V., [www.bruno-werk.de/studentenwohnheime.php](http://www.bruno-werk.de/studentenwohnheime.php)**

1. **Edith-Stein-Haus**, Martin-Luther-Str. 13, 97070 Würzburg,  
Rent: about 143 – 176 €, Single rooms, shared bathroom and kitchen  
Phone: 0049 931- 1 71 69
2. **Thomas-Morus-Burse**, Hofstallstr. 4 a, 97070 Würzburg,  
Rent: about 199 – 229 €, Single rooms, shared bathroom and kitchen  
Phone: 0049 931-511 08 / Fax 0049 931-353 5307
3. **Karls-Burse**, Peter-Schneider-Str. 1, 97074 Würzburg,  
Rent: about 200,00 €, appartement, kitchenette, bathroom  
Phone: 0049 931- 720 69
4. **Christopherus-Haus**, St.-Benedikt-Str. 16, 97072 Würzburg,  
Rent: about 169 – 196 €, single rooms, shared bathroom and kitchen  
Phone: 0049 931-30 41 86 20
5. **Ferdinandeum-Studentenwohnheim in Würzburg e.V.**,  
Schlörstr. 2, 97074 Würzburg  
Phone: 0049 931- 79 75 33 / Fax 0049 931- 7 97 53 40  
Rent: Single rooms about 207 – 303,00 € shared bathroom and kitchen  
Appartement about 282-320,00 €

### **Studentenwohnheim des BLLV e.V., Marianhillstraße 6, 97074 Würzburg**

[www.blvwh-wue.de/](http://www.blvwh-wue.de/)

Phone 0049 931-78 41 845 , E-Mail: [verwaltung@blvwh-wue.de](mailto:verwaltung@blvwh-wue.de)

Rent: Single room about 185-200 € shared bathroom and kitchen

Appartement: 215,00 € bathroom, kitchenette

**Wohnheim Adam-Stegerwald-Haus**, Gneisenastr. 24 A-D, 97074 Würzburg  
Contact: Förderkreis dt. Studenten e.V., Neue Str. 34, 91054 Erlangen, Phone: 0049 9131-22 033  
Rent: 128,00 € single rooms and shared rooms  
<http://uploader.wuerzburg.de/asw/>

### **"Studentenhaus zwischen Uni und FH Würzburg"**

Ottostr. 12+14, 97070 Würzburg  
Phone: (+49) 931/ 20 50 668  
E-mail: [hergenroether@hergenroether-immo.de](mailto:hergenroether@hergenroether-immo.de),  
[www.studentenhaus-wuerzburg.de/](http://www.studentenhaus-wuerzburg.de/)  
1-room apartments, shared spaces for 2 - 6 occupants

### **Other contacts when looking for housing**

[www.wuewowas.de](http://www.wuewowas.de)  
[www.mainpost.de](http://www.mainpost.de)  
[www.homecompany.de](http://www.homecompany.de)  
[www.wg-gesucht.de](http://www.wg-gesucht.de)  
[www.studenten-wg.de](http://www.studenten-wg.de)

### **Classified Ads in Print Media or Their Online-Portals:**

Main-Post (Wed + Sat), wob (Wed + Sat), Markt am Sonntag

## **ARRIVAL IN WÜRZBURG**

The airport closest to Würzburg is Frankfurt/Main. A direct high-speed IC/ICE train from the airport to Würzburg leaves every hour (travel time approx. 80 minutes). At the airport follow the signs to the long-distance station (Fernbahnhof) for IC/ICE connections. The train timetable is available at: [www.airportcity-frankfurt.de](http://www.airportcity-frankfurt.de)

Würzburg is a large rail centre and can easily be reached from all directions. Train timetables and other information about trains and fares can be found at: <http://www.bahn.de>

Once you arrive at the train station in Würzburg, the various university buildings and student halls of residence are easy to reach by bus or by tram.

If you are coming to Würzburg by car, you can obtain maps of Würzburg and the surrounding area at: [www.uni-wuerzburg.de/lageplan](http://www.uni-wuerzburg.de/lageplan)

It is easy to get to Würzburg from Frankfurt Airport. InterCity trains to Würzburg Hauptbahnhof (Würzburg Central Station) run every hour (approx. 80 min travelling time).

Information about timetable and tickets see also: [www.bahn.de/international/view/en/home/info/service\\_information.shtml](http://www.bahn.de/international/view/en/home/info/service_information.shtml)  
[www.bahn.de/international/view/en/home/info/ticket\\_booking.shtml](http://www.bahn.de/international/view/en/home/info/ticket_booking.shtml)

An overview of the public transport in Würzburg can be found at: [www.vvm.de/vvm/fahrplan/linienetz/index.html](http://www.vvm.de/vvm/fahrplan/linienetz/index.html).

A small city map will be sent to you along with your documents for the admission. City map online: [stadtplan.wuerzburg.de/Wuerzburg/seite.php](http://stadtplan.wuerzburg.de/Wuerzburg/seite.php)

## How and when can you move into the hall of residence?

Students who have reserved a room from the Studentenwerk can normally collect their key from the janitor of their hall of residence Monday through Thursday between 7.30 a.m. and 4 p.m. and on Fridays between 7.30 a.m. and 1 p.m. (except on public holidays). When planning your journey, please ensure that you arrive in time to collect your key.

If you arrive outside the office hours, weekends, or holidays, you can arrange for a tutor to pick up your key and pass it on to you. Please see "Where can I turn for help..." for more information on tutors.

## Where can you find accommodation for one or two nights?

If you are unable to arrive in time to pick up your key, or have to travel on the weekend or on a public holiday, you can stay in a youth hostel, Jugendgästehaus der Stadt Würzburg. Bring your Youth Hostels Association Card with you. Bed and breakfast costs € 21.40 per night, plus approx. € 3 if you do not have a membership card.

Address of the **youth hostel** in Würzburg:

JugendgästehausTel.:

Burkarderstr. 44

97082 Würzburg

+49/(0)931/4 25 90

[jhwuerzburg@djh-bayern.de](mailto:jhwuerzburg@djh-bayern.de)

<http://www.jugendherberge.de/jh/bayern/wuerzburg/index.shtml.en>

An independent **Hostel for Backpackers** also offers cheap accommodation. It's across from the main station.

[www.babelfish-hostel.de](http://www.babelfish-hostel.de)

Tel.: +49/(0)931/3040430

Haugerring 2

97070 Würzburg

[info@babelfish-hostel.de](mailto:info@babelfish-hostel.de)

The tourist office Congress & Tourismus Zentrale will also assist you in finding accommodation in hotels and guest houses but prices are generally well above those of the youth hostel:

Tel: +49/(0)931/37 23 35

[tourismus@wuerzburg.de](mailto:tourismus@wuerzburg.de)

[www.wuerzburg.de/tourismus](http://www.wuerzburg.de/tourismus)

## Where can I turn to for help during the first few days?

### International tutors

There are a number of Würzburg students, who work as tutors and who will be pleased to help you with your arrival in Würzburg. Tutors will help you move into the hall of residence, assist you with the various bureaucratic hurdles and registration and generally make you feel at home. A list of names and addresses of these tutors will be sent with your letter of admission, so that you can get in touch with them before you leave home. You can also find this list online at:

[www.international.uni-wuerzburg.de/studium\\_in\\_wuerzburg/tutoren/](http://www.international.uni-wuerzburg.de/studium_in_wuerzburg/tutoren/)

You can also enlist the help of the staff at the International Office who are familiar with the problems international students have to face.

Please keep in mind that you will be arriving during the semester break and so not every tutor will be available.

## UPON ARRIVAL IN WÜRZBURG

Once you are in Würzburg you will have to register with the authorities before you can enrol at the University. We suggest that you take the following steps:

Step 1	CHECK IN AT YOUR HALL OF RESIDENCE	Please check your leasing contract about where to get the keys for the apartment etc. You can always call a tutor for help. Please note that the semester break is between August and September and not all the tutors will always be available during that time.
Step 2	REGISTRATION IN THE CITY OF WÜRZBURG	<p>Upon arrival you must <b>register at the city's registration office</b> with the address which will be valid during your stay in Germany. It applies to everyone who lives in Germany, citizens and foreign residents alike. Without official registration of your local address you can't get a <a href="#">residence permit</a>. Nor can you complete your <a href="#">enrollment at the university</a> or do other official things that require proof of residence.</p> <p>Students living in Würzburg should register with the Meldestelle (Registration authority) in room 34 of the town hall, opening hours            Mon.: 8:00–13:00, Tue.: 8:00–16:00 Wed.: 8:00–13:00 Thu.: 8:00–18:00, Fri.: 8:00–12:00.</p>
Step 3	RESIDENCE PERMIT  <b>Not applicable for EU-citizens!</b>	<p>Students without a visa or with a limited visa, require a residence permit issued by the city of Würzburg or the county in which you are residing. Since your visa is only temporary, it must be replaced in your passport by a residence permit. Even students who do not require a visa nevertheless must have a residence permit.</p> <p>Students from the United States, Australia, New Zealand, Japan, Canada, the Republic of Korea, Israel as well as Switzerland who are entering Germany without a visa have to fill out a residence permit application ("Antrag auf Erteilung der Aufenthaltserlaubnis"), which can be obtained at the local foreigner's registration authority, within 3 months after entering the country.</p> <p>Students from all other nations must obtain a student visa in their home country before they enter Germany. Once in Germany, they must complete a residence permit application ("Antrag auf Erteilung der Aufenthaltsbewilligung"), which can be obtained at the local foreigner's registration authority. Non-EU-citizens will receive a residence permit for their respective programme.</p>

Step 3		<p>For students who live in Würzburg: Room 11 in the town hall (students and visiting academics)</p> <p>Opening hours: Mon.: 8:00–13:00, Tue.: 8:00–16:00, Wed.: 8:00–13:00, Thu.: 8:00–18:00, Fri.: 8:00–12:00</p> <p>To apply for a residence permit, show the following documents at the foreigner’s registration authority:</p> <ul style="list-style-type: none"> <li>• Registration Certificate from Registration Authority (Meldebescheinigung)</li> <li>• Passport</li> <li>• Letter of Admission from the University of Würzburg</li> <li>• 1 passport photograph</li> <li>• Possibly a Bank Certification Statement or other proof of adequate funding</li> <li>• Evidence of health insurance or your student-ID</li> </ul>
Step 4	BANK ACCOUNT	<p>It is necessary to open up a bank account for your stay in Germany. This will facilitate the transfer of your monthly rent, semester fees, etc.</p> <p>Many banks offer student bank accounts free of charge. You will need your letter of admission or student ID to open an account.</p>
Step 5	HEALTH INSURANCE	<p><b>Health insurance coverage is mandatory for all students in Germany– nationals or foreigners. Without proof of coverage, no German university will enroll you.</b></p> <p>It is quite possible that your insurance policy in your home country is also valid. This is the case for public health insurance providers in <b>EU member states</b>, Iceland, Liechtenstein, Macedonia, Norway and Switzerland. Germany has signed social insurance agreements with these countries to ensure cross-border coverage. With your European Health Insurance Card (EHIC), you are also insured in Germany. You should bring it with you proof of health insurance to be presented to a German health insurance company for verification.</p> <p>In some circumstances, <b>health insurance from private providers</b> in other countries may also be recognised in Germany. Students who already have private health insurance in their home countries which also covers health care in Germany should bring a letter or form from their insurance company confirming that they have health care cover. Enquire at your health insurance provider for more information. If your private insurance policy is recognised, you will need confirmation from one of the statutory health insurance companies in Germany that you are exempt from mandatory public health insurance coverage. Only with this letter of confirmation will you be permitted to enrol at university. Furthermore, you will not be able to switch to a public health insurance provider for the duration of your studies.</p>

Step 5		<p>All other students must insure themselves with one of the statutory health insurance companies or a private medical insurer. A number of insurance companies have stands in the entrance hall of the New University during enrolment.</p> <p><b>Note: the plastic health insurance card is not regarded as sufficient evidence that you have health cover.</b></p> <p>Students who are over 30 years old are no longer entitled to insure themselves at the “Gesetzliche Krankenkasse” and must obtain private health insurance or provide a certificate of exemption from mandatory health insurance from a state health insurance provider.</p> <p><b>Please note that student health insurance cover only becomes effective with the commencement of the semester. If you plan on being in Germany before the semester starts (e.g. for a language course), remember to take out private health insurance for the relevant period.</b></p>
Step 6	<p><b>SEMESTER FEES</b> - Semesterbeitrag-</p>	<p>The semester fee includes various fees and contributions for each semester and may vary from term to term. The exact amount will be part of the Letter of Admission.</p> <p>Currently the semester fee of € 591.60 comprises (Status: Feb 2010):</p> <ul style="list-style-type: none"> <li>• Student service contribution: 42.00 €</li> <li>• Semester ticket: 44.60 €</li> <li>• Tuition: 500,00 €</li> <li>• Deposit for a the University Chip Card: 5,00 €</li> </ul> <p>All fees are due prior to enrolment where a proof thereof needs to be presented.</p>
	<p><b>MODE OF PAYMENT</b></p>	<p>Please remit the money by using <b>bank transfer</b>. Payment by credit card, cheque or PayPal will not be accepted.</p>
Step 7	<p><b>ENROLLMENT FORM</b></p>	<p>You will get the <b>Antrag auf Einschreibung – enrolment form – from the International Office.</b></p>
Step 8	<p><b>ENROLLMENT/ STUDENT ID</b></p>	<p>Now you can enrol at the University. Please make sure you have all the documents that are listed on your letter of admission. Your letter of admission will also tell you on which days you can enrol.</p> <p>You register (<b>Einschreibung</b>) in rooms 111 and 112, Referat für Studienangelegenheiten, Neue Universität, Sanderring 2.</p> <p>Please note the <b>opening hours</b> of the <b>International Office</b>, the <b>Referat für Studienangelegenheiten</b> (Student Registration Office):</p> <p>Mon.- Fri. 8:00 to 12:00, and Wed. 14:00 to 16:00</p> <p>Once enrolled, you will receive your student ID along with your public transportation ticket (<i>Semesterticket</i>).</p>

## Class Schedule

All information can be found at:

[http://www.spacemaster.uni-wuerzburg.de/student\\_information/current\\_students/](http://www.spacemaster.uni-wuerzburg.de/student_information/current_students/)

### First two weeks in October:

Preparation courses to refresh background knowledge in math, physics, electronics etc. For **detailed** information also see:

[http://www.spacemaster.uni-wuerzburg.de/student\\_information/prospective\\_students/introduction\\_program/](http://www.spacemaster.uni-wuerzburg.de/student_information/prospective_students/introduction_program/)

## Welcome Ceremony

A few days before the official start of semester, the International Office offers a welcome ceremony including a guided city tour to all international students.

After experiencing an interesting guided tour through the city of Würzburg, you will meet, among others, the University's President, the "Studentenwerk", the students' union and the team at the International Office. You will have the opportunity to talk to the representatives and tutors while enjoying snacks, Franconian wine and other beverages.

## Academic Calendar 2010/2011

winter term	1. October – 31. March
lectures	18. October 2010 – 12. February 2011

## FAQ

### Exemption from the tuition fees

Students can apply for an exemption from the tuition fees if they meet one of the following requirements:

**1. Students, who, at the beginning of the semester are caring for and raising a child aged 10 or under, or have a disabled child living with them.**

Please bring the following documents:

- registration papers for Würzburg or the town of residence in the form of the so-called "Haushaltsbescheinigung", which is a confirmation of members in the household **and**
- the child's original birth certificate or a certified copy of the adoption papers,
- **and/or** a copy of the notice of assessment of the child's disability, including any statements or advice of change to the degree of disability of the child from the appropriate social security authorities.

**2. Students who have two or more siblings and whose parents receive public child benefits ("Kindergeld") for at least three children, and/or students belonging to a European Union nation who receive similar benefits in their home country.**

Please bring the following documents:

- copies of original birth certificates,
- and, if relevant, a copy of either the following:
- change of name certificate, if applicant or parent have different surnames,
- marriage certificate
- a current statement from from the family benefits office ("Familienkasse") or payroll office ("Bezügestelle")

### 3. Students who have a sibling studying at another German or European university and paying tuition fees there.

European students who receive an Erasmus mobility grant should contact the International Office.

## MUCK-Chipcard

This card works like a debit card and can be used e.g. at the print and copy stations throughout the university and at the cafeterias and refectories of the *Studentenwerk*. Students receive this card either when enrolling (payment of 5,00 € deposit along with the Semesterbeitrag necessary) or by paying the deposit at the main cashier of the Studentenwerk.

## Internet-Access

When enrolling, all students receive an email address and login for University computers. The Computer Centre is located on the Hubland campus. It offers a comprehensive range of services to all members of the University. There are 10 computer labs where students have access to more than 100 PCs, to printers, scanners and other hardware as well as software programmes for all kinds of applications. In addition, the computer centre offers classes about various programs and computer-related topics free of charge. Many departments have their own computer pools with Internet access for student use. A number of modems and ISDN connections allow students to log on to the Internet either from the computer labs or directly from home. There is more information about the computer centre at: [www.rz.uni-wuerzburg.de](http://www.rz.uni-wuerzburg.de)

## University Library

The library system of the University of Würzburg includes the central library which is located on the Hubland campus, three branch libraries and a number of departmental libraries. The library is both a lending as well as a reference library and houses approximately 3.3 million copies of media of all kinds, most of which are directly accessible to the user. An **introductory course** on how to use the library is offered on a regular basis, and more frequently at the beginning of each semester. The courses as well as the information leaflets and brochures which are also available in English are extremely useful to new students. For more information about the library and its services, see the Internet: [www.bibliothek.uni-wuerzburg.de](http://www.bibliothek.uni-wuerzburg.de)

## Semester ticket

The semester ticket entitles the student to free public transport on local buses and trams. It is valid for all lines of the Mainfranken public transportation network in the city and the district of Würzburg.

## Start of the semester in Kiruna

For detailed information please contact

Dr. Victoria Barabash  
Coordinator of the Erasmus Mundus Master  
Course

[victoria.barabash@ltu.se](mailto:victoria.barabash@ltu.se)

Phone: +46 (0) 980 79024/Fax: +46 (0) 980  
79190

Department of Space Science  
Luleå University of Technology  
Rymdcampus 1  
SE-981 92 Kiruna  
Sweden

## LEISURE IN WÜRZBURG

The **University Sports Centre** is open to students of all faculties. Check online to see what sports and activities are being offered and to find out about registration deadlines:

[www.uni-wuerzburg.de/sportzentrum/](http://www.uni-wuerzburg.de/sportzentrum/)

The International Office offers a **programme of excursions** every semester together with the Student Representative Body. At the beginning of each semester there is a reception for all the international students at which the semester programme is presented and the organisers are introduced. The International Office also publishes a brochure containing all the information you require which can also be found online: [www.international.uni-wuerzburg.de/studium\\_in\\_wuerzburg/semesterprogramm/](http://www.international.uni-wuerzburg.de/studium_in_wuerzburg/semesterprogramm/)

Students who are interested in music can join a **choir** or one of the university's two **orchestras**. The Arts Faculty has several **student theatre** groups who perform plays in a number of different languages.

You can also participate in music and theatre at either of the student organisations, **the Lutheran Student Society (ESG) and the Catholic Student Society (KHG)**. They offer a manifold programme of regular activities, talks and get-togethers to all students – regardless of their religion. Further information may be obtained at:

[www.wuerzburg.de/esg/programm/index.html](http://www.wuerzburg.de/esg/programm/index.html) , [www.khg-wuerzburg.de](http://www.khg-wuerzburg.de)

Outside the university there is an additional wealth of cultural activities in the city of Würzburg. The **Mainfranken Theatre** stages not only traditional and modern drama, but also opera and ballet. There are also a number of smaller theatres which provide a wide range of interesting productions. [www.theaterwuerzburg.de/](http://www.theaterwuerzburg.de/)

**Concerts and music festivals** are important in the cultural life of a city which has its own music conservatory. Apart from classical concerts, the culmination of which is the annual Mozart Festival, two major annual Open Air Festivals are held in Würzburg every summer. The first is the **Africa Festival** which is unique in Germany with its music, bazaar and unbeatable atmosphere and the second is **"Umsonst und Draußen"** (Outside and Free of Charge) with all kinds of pop music, a bazaar and an art tent.

[www.africafestival.org](http://www.africafestival.org), [www.umsonst-und-draussen.de/](http://www.umsonst-und-draussen.de/)

Würzburg contains a large number of buildings that are of great **architectural and historical interest** such as the Residence, the Fortress and the Old Main Bridge. Museums and art galleries display artefacts from the past and important works of art such as the masterpieces of the sculptor Tilman Riemenschneider in the Mainfranken Museum, the Röntgen Memorial House, or the collection "Concrete Art in Europe after 1945" which can be seen together with the city's art collection in the Kulturspeicher (Culture Warehouse) on the banks of the river Main. There you will also find the cabaret "Bockshorn". Worth seeing is also the Museum of "Diözese Würzburg" and the Martin-von-Wagner Museum. Go see for yourself!

A number of **cinemas** ensure that Würzburg has a wide choice of films to go to. Every year in January there is an International Film Weekend and both the university and the adult education centre offer special film seminars. [www.filmwochenende.de/](http://www.filmwochenende.de/)

And don't forget all the **restaurants** with local and international cuisine, student **pubs** and music **bars**, wine restaurants, beer gardens, discos and clubs as well as the wine and town festivals which add to the flair of Würzburg. [wuerzburg.bewegungsmelder.de](http://wuerzburg.bewegungsmelder.de)

## PRACTICAL HINTS

### Important telephone numbers

country/area code for Würzburg	<b>0049(0)931</b>
Universität Würzburg (Vermittlung - switchboard)	<b>31-0</b>
Stadtverwaltung Würzburg (city council)	<b>37-30</b>
Fundamt (lost property office)	<b>37-3481</b>
Fremdenverkehrsamt (tourist information)	<b>37-3335</b>
Polizei (police)	<b>110</b>
Notarzt (paramedics)	<b>1 92 22</b>
Feuerwehr (fire services)	<b>112</b>

### Authorities and Offices

An overview of the list of authorities/offices and their competencies can likewise be found in the telephone book for Würzburg or at

<http://www.wuerzburg.de/de/kultur-bildung/studiereninwuerzburg/index.html>

### Banks

#### Opening a bank account

Banks offer almost equivalent benefits, however the account keeping fees may differ. As a student you can apply to be exempted from paying these fees, although this may occur automatically just by presenting your student ID card. Usually you must place a request with your financial institution. To open an account you must submit your passport or identity card.

#### Important Terms and Vocabulary

**Überweisung (money transfer):** used to transfer money from one account to another.

**Dauerauftrag (Standing Order):** for regularly recurring payments of a set sum, such as rent or insurance. This sum is deducted automatically from your account on an agreed date and transferred to the account of the recipient.

**Lastschrift (Direct Debit):** practical method if you have recurring payments that vary in size, such as the telephone, gas and electric bills. You give the recipient a direct debit authorisation (*Einzugsermächtigung*) which authorises the deduction of respective amounts from your account.

**EC-Karte (cash card):** payment in the appropriate national currency in the states of the European Union. Once you have opened your account your bank will issue you an EC-card if you wish, which takes about a week. On the application form you will have to prove that a certain sum of money goes into your account regularly.

**Kreditkarte (Credit card):** Credit cards (Eurocard, Visa, MasterCard, and American Express) may not be accepted in all department stores or restaurants. Your bank can advise you in detail about the right credit card for you. If you lose your credit card you should report it to your credit institution immediately and have the card blocked ("Karte sperren").

**Zentrale Sperr-Hotline: 116 116**

## Bicycles

Advertisements for second hand bikes can be found in the local classifieds

<http://www.wob-online.de/>

[http://www.wuewowas.de/kle/avk\\_suche.php](http://www.wuewowas.de/kle/avk_suche.php)

or in the local newspapers "Main-Post" [www.mainpost.de](http://www.mainpost.de).

## Buses and Trains

### **Deutsche Bahn AG**

Information about ticket prices for students and other discounts is available at the Deutschen Bahn located at Würzburg's Central Station at [www.bahn.de](http://www.bahn.de).

### **Buses and Tram**

Every student receives a *Semesterticket* along with their certificate of enrolment. The semester ticket allows unlimited travel on the city's public transport system for one semester.

Timetables: [www.wvv.de/wsb/fahrplan/](http://www.wvv.de/wsb/fahrplan/)

Network maps: [www.wvv.de/vvm/fahrplan/linienetz/index.html](http://www.wvv.de/vvm/fahrplan/linienetz/index.html)

### **Tramlines**

Line 1 (Sanderau-Hauptbahnhof-Grombühl)

Line 2 (Hauptbahnhof-Zellerau)

Line 3 (Heuchelhof / Heidingsfeld / Hauptbahnhof)

Line 4 (Sanderau-(Hauptbahnhof)-Zellerau)

Line 5 (Rottenbauer-Heuchelhof-Heidingsfeld-Hauptbahnhof-Grombühl)

### **Bus routes**

Linie 10 (Sanderring-Studentenhaus – Wittelsbacher Platz - Hubland)

Linie 14 (Würzburg/Busbahnhof – Philosophiegebäude/Hubland – Hubland/ZSM)

Linie 114 (Busbahnhof – Wittelsbacherplatz – Hubland)

Linie 34 (Heidingsfeld-Sanderau – Uni-Zentrum – Lengfeld)

## Carpooling Agency

Carpoolers use pool member's private cars, or a jointly hired vehicle, for private shared journeys. It reduces the costs involved by sharing cars, sharing rental charges and taking in multiple passengers. Therefore carpooling is often cheaper than travelling on public transportation. Contact your nearest carpooling agency to become a member or enquire about rides to the requested destination on the preferred date and time. Usually the agency will set the overall price of the journey (cost for each passenger) depending on the distance of the journey and fuel trends.

Mitfahrzentrale Würzburg, Bahnhofsvorplatz, Tel. 19 440

[www.wuerzburg.de/mitfahrzentrale/](http://www.wuerzburg.de/mitfahrzentrale/)

Sometimes public student notices of carpooling can be found on notice boards in the Foyer of the Mensa at Hubland campus.

## Climate

The summer months in Unterfranken (Lower Franconia) usually range from 20-30°C. In autumn the temperatures during the day vary between 15-25°C, whereas the nights are relatively cooler. The winter is mild compared to other German regions. In the months of January and February the average temperatures fall to 0°C or slightly below freezing point. Heavy rains in winter compensate for the moderate snowfall.

## Cost of Living

Naturally, the cost of living depends strongly on personal requirements. However, you should count on monthly costs of approx. 700 € (including the rent).

## Doctors and Hospitals

The point of entry to medical care is normally the general practitioner or specialist. You usually have to make an appointment at the doctor's office beforehand. If you have acute pain or have had an accident then you should let yourself be treated immediately or at least be treated on the same day. You can refer to the yellow pages (gelbe Seiten) in which doctors can be found by specialty. In Germany there are different types of hospitals: public state hospitals, private hospitals and hospitals run by non-profit organisations.

If you are in need of medical help, the primary emergency services number is: **1 92 22**

## Electricity

The standard voltage in Germany is 220 V, 50 Hz. (AC: alternating current). The power sockets are compatible with flat, two-pole domestic AC power plugs or adapters.

## Food/Supermarkets

Supermarkets and other grocer's shops in the proximity of your residence and in the city are listed in the yellow pages (Gelbe Seiten). According to experience large supermarket chains like Tegut, Lidl, Aldi, Norma, Real etc. are particularly favourable and cheap. Increasingly, special foods, e.g. Asian or Arab food, can be found in supermarkets. In Würzburg there are a great number of specialised shops, for example Arab, Chinese, Japanese, Korean, Persian, Russian or Turkish supermarkets.

[www.gelbeseiten.de/.../wuerzburg/lebensmittel-wuerzburg.htm](http://www.gelbeseiten.de/.../wuerzburg/lebensmittel-wuerzburg.htm)

## Krabbelstube (child care centre): Note to students with children

If you have little children and are a student then you can opt to have your children supervised and cared for by one of the existing child care groups (studentische Krabbelstube). More information can be obtained here:

[http://www.familienservice.uni-wuerzburg.de/studieren\\_mit\\_kind/](http://www.familienservice.uni-wuerzburg.de/studieren_mit_kind/)

## Pharmacies

In Germany, you can get medicine from chemists/pharmacies (Apotheke). There are basically three types of medicine: prescription drugs, pharmacy-only medicine and over-the-counter pharmaceutical products. Prescription medicines are issued only if you have a prescription from a qualified physician. Prescription medicines are paid for directly by you, depending on its costs. With private insurance, you pay for medication and then send receipts to your insurer for reimbursement. Irrespective of your insurance scheme, you will always need to pay the whole cost for non-prescription drugs. For emergencies, there is always at least one pharmacy open nights and on weekends. See your nearest pharmacy, the daily newspaper "Main-Post" or [www.apotheken.de/](http://www.apotheken.de/) for further details.

## Post

When receiving letters and packages/parcels it is important that your name can be read clearly on your mailbox. Usually, in the case of receiving packages/parcels, a notification card is placed in your mailbox and you may fetch your package/parcel on the next day at the post office. The costs for sending letters and parcels can be found on the Internet: [www.deutschepost.de](http://www.deutschepost.de). Packages/parcels are given at the parcel counter. Within Germany you will find the desired postal zip codes in the postal zip code book published by the German post office or under [www.postdirekt.de/plzserver/](http://www.postdirekt.de/plzserver/).

## Public Holidays

### **National holidays:**

01.01.(New Year's Day), Good Friday, Easter Monday, 01.05. (Labour Day), Ascension Day, Whit-Monday, Corpus Christi, 03.10. (German Unity Day), 24.12. (Christmas Eve), 25.12. (Christmas Day), 26.12. (Feast of St. Stephen).

### **Public holidays in Bavaria:**

06.01. (Epiphany), Rose Monday/ Fasching Tuesday (carnival festivities), 15.08. (Assumption Day), 01.11. (All Saints).

## Semester Program of the International Office

Together with the Student Representatives' Council (Sprecherrat), the International Office regularly offers a semester program of various events and excursions. In mid-October for the Winter semester, and in late April for the Summer Semester, you will find it on the site given below:

[www.international.uni-wuerzburg.de/studium\\_in\\_wuerzburg/semesterprogramm/](http://www.international.uni-wuerzburg.de/studium_in_wuerzburg/semesterprogramm/)

## BEFORE YOU LEAVE WÜRZBURG IN FEBRUARY

### BEFORE LEAVING TO KIRUNA, YOU SHOULD CONSIDER THE FOLLOWING:

In principle it is just the reverse of everything you did upon arrival.

For your guidance here is a checklist with tasks before you travel to Kiruna:

- pick up the certificates (**Leistungsscheine**) in room B 200  
These are very **important documents!** Keep them filed for documentation!  
You need to sign that it has been handed out to you
- make sure conditions are complied with the Studentenwerk (accommodation)  
Keep in mind, that
  - your deposit cannot be returned before clearance
  - leave your new address with the Studentenwerk to make it easier to return the deposit.
  - read your contract for reference
- unregister at the municipal Foreign Department (Rathaus, Meldestelle)  
**Notice of departure:**  
Meldestelle in room 34 of the town hall, opening hours Mon.: 8:00–13:00, Tue.: 8:00-16:00 Wed.: 8:00-13:00 Thu.: 8:00-18:00, Fri.: 8:00-12:00  
it is vital to have the document if you come back
- decide if you wish to keep your bank account  
if not, close the account  
but **not before** you have paid the **remaining rent** to the Studentenwerk
- check if your health insurance is valid for Sweden  
those with the ERASMUS insurance are on the safe side anyway
- return all books you may have borrowed from the library  
if you do not, you will have to pay for them
- removal from the register of students  
Please note the opening hours of the International Office,  
the Referat für Studienangelegenheiten (Student Registration Office) :  
Mon.- Fri. 8.00 to 12.00, and Wed. 14.00 -16.00
- Return your University chip card  
To get your deposit of 5,00 €, please return your university chip card (MUCK-Karte) to the Studentenwerk either at the Stadtmensa (Am Studentenhhaus, main cashier 9.00 -13.00 Uhr) or at the Foyer of the Hublandmensa (11.00 - 13.30 Uhr)
- those who come back to Würzburg for their second year, can re-register for the second semester at the University of Würzburg and take leave of absence  
should have in mind to apply for their return visa in Sweden in time

## FINAL REMARKS

The University of Würzburg would like your stay here to be a great success and a contribution to your academic progress as well as your personal development. We hope that you will make the most out of the opportunities offered to you and we will do our best to assist you with any questions you may have.

Do not hesitate and ask for help when you have questions. We are here to help you or will find someone who can assist you.

We hope you will enjoy your stay at the University of Würzburg. Your feedback or any comments are welcome, so that we can further improve our service. Just send us an email, call or stop by.

## CONTACT INFORMATION

### For questions about the SpaceMaster programme please contact:

Lehrstuhl Informatik VII  
Julius-Maximilians-Universität Würzburg  
Professor Dr. Klaus Schilling  
Heidi Schaber  
(local admin. coordinator)  
Am Hubland Informatikgebäude, B 200  
97074 Würzburg  
Phone:++49 931/31 86682

[space@informatik.uni-wuerzburg.de](mailto:space@informatik.uni-wuerzburg.de)  
[www.spacemaster.uni-wuerzburg.de/](http://www.spacemaster.uni-wuerzburg.de/)



### For questions about the accommodation please contact:

Studentenwerk Würzburg  
Am Studentenhaus 1  
97072 WÜRZBURG  
GERMANY

Phone: ++49 931/8005 0

Fax: ++49 931/8005 407

[wohnen@studentenwerk-wuerzburg.de](mailto:wohnen@studentenwerk-wuerzburg.de)  
[www.studentenwerk-wuerzburg.de](http://www.studentenwerk-wuerzburg.de)

### For questions concerning enrolment please contact:

#### International Office

#### Frau Shahmary (Room 102)

*Postal Adress: Sanderring 2, D-97070 Würzburg*

*Central Office (visitors address):Hörleingasse 1, D-97070 Würzburg*

Phone: 0049/931/31-82663

[ursula.shahmary@uni-wuerzburg.de](mailto:ursula.shahmary@uni-wuerzburg.de)  
[www.international.uni-wuerzburg.de](http://www.international.uni-wuerzburg.de)

Street map: [www.uni-wuerzburg.de/sonstiges/elmut/map/sanderring/](http://www.uni-wuerzburg.de/sonstiges/elmut/map/sanderring/)

Office Hours:

Mon-Fri: 8-12

Wed: 8-12 and 14-16

Bus Services:

take Line 16 till the bus-stop "Ottostraße" or Lines 41, 42, 48, 50 and 51 till the bus-stop "Neue Universität".

Bus Schedules:

[www.vvm.de/vvm/fahrplan/fahrplanauskunft/index.html](http://www.vvm.de/vvm/fahrplan/fahrplanauskunft/index.html)

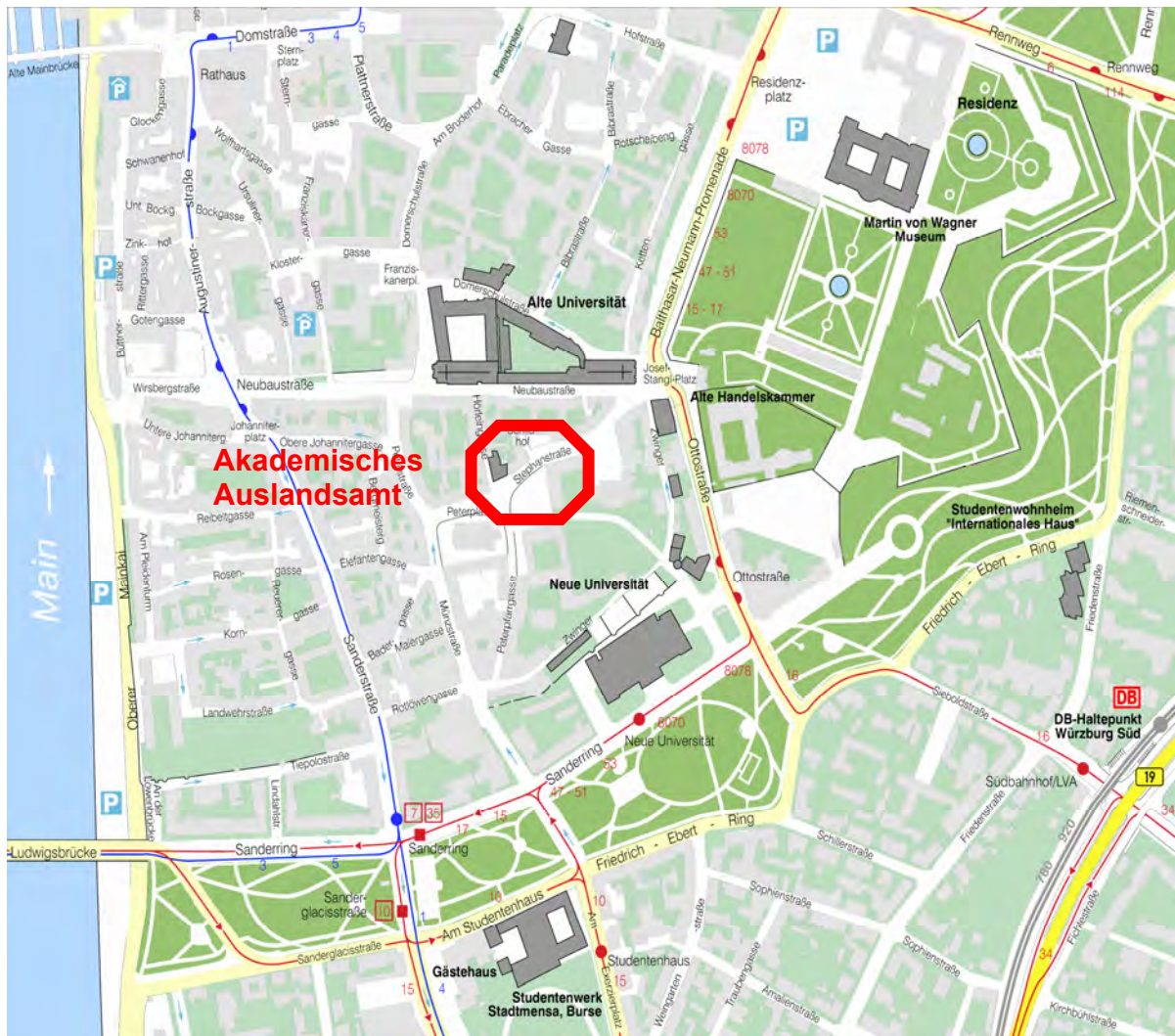
Tram Line Connections:

1, 3, 4 and 5 till "Neubaustraße", ca. 500m

Deutsche Bahn AG:

DB train station "Südbahnhof" ca. 500m away from our headquarters.

[www.db.de](http://www.db.de):



„Map: Sascha Behnsen“