



Handbook for international doctoral candidates

WWU Münster
Graduate Centre

Welcome!

We are honoured to welcome you in the beginning of your scientific path as a researcher at Westfälische Wilhelms-Universität Münster!

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WWU Münster



Est. in 1780

15 faculties

45.721 students

4220 doctoral students
700 international

5th biggest university in Germany

30 structured doctoral programmes (Graduate Schools)

2 Clusters of excellence- unique interdisciplinary research groups

Close collaboration with renown research institutions and business partners

Many supporting insitutions within university for international reserachers

The WWU Graduate Centre's offer for doctoral candidates

The Graduate Centre is a central supporting institution for all doctoral students and postdocs.

In our offer you can find:

Welcome
Info Kick Off for new
doctoral candidates
(October & April)

Advisory service on
all non-academic
issues

Academic skills
trainings

Social and networking
events

Soft skills and career
development
workshops

Scholarships

These activities include, for example, cultural evenings, city tours and joint visits to the theatre or museum.

Also projects like eco-community garden “InchbyInch” are to let you grow your roots in Münster and Germany.

Check our [website](#) for a current dates and registration.

Dates and Calender

Winter semester

- Starts: 1st of October
- Finishes: 31st of March
- Enrolment: from 15th of August till 15th of November

Summer semester

- Starts: 1st of April
- Finishes: 30th of September
- Enrolment: from 15th of February till 15th of May



Münster is in the Nordrhein-Westfalen Region and some of **bank holidays** are different within Germany. Here is a list of free days in our region

WWU Service Institutions

<u>Graduate Centre</u>	first point of contact for international PhD candidates: advice service, workshops, social events.
<u>PhDs representatives</u>	the most important task as representatives is to represent the interests of specific groups towards the rectorate, the departments, institutes and other institutions.
<u>WWU IT</u>	is responsible for all aspects of IT infrastructure, for communication and media technology as well as for media competence. WWU IT provides information on how to use the university's Wi-Fi .
<u>Safir</u>	provides help with looking for scholarships and writing grants' proposals.
<u>Die Brücke</u>	is a place for intercultural exchange (mainly for BA and MA students).
<u>ULB</u>	The ULB is the university central library. You can find further help on literature research there.
<u>HSP</u>	University sports facilities offers access to the gym, pool, other indoor and outdoor facilities, as well as huge variation of sport courses (volleyball, tennis, Zumba or chess).
<u>Mensa</u>	There are several canteens within the city campus of Münster.
<u>Welcome Centre</u>	Support institution for international researchers from post-doc level and provide short stay university accommodation, organizes social international events.
<u>Childcare Servicebüro Familie</u>	Provides information on childcare, schools and financial support for families. Service available for WWU employees only.

Enrolment

So you have now successfully completed online enrolment form and sent required documents to WWU by post. You will get your confirmation of the enrolment (either PDF or via post). Within two weeks you will receive a letter with further instructions and your WWU login details. To finish the process, now you need to:

1. Pay a semester fee (approx. 300€)

- Go to www.uni-muenster.de/stu and log in (account details on the back of the paper)
- Choose “Studiumsverwaltung” (Administration of Study) at the left navigation, then “Bezahlen und Rückmelden” (Payment and Re-Registration). Now you will see how much you need to transfer, the payment details and a 13-digits reference number. You can also make international bank transfer or use safe online money services. Make sure that you transfer enough money to cover currency rates. **REMEMBER!** Repeat this step each semester on time

2. Upload your photo here

Once you have done this, shortly you will get your Student ID card by post to your correspondence address.

Only then you are fully enrolled at the university.

Getting Started

The student ID card can be used for the following purposes:

Student ID card

By presenting your student ID card, you identify yourself as a student of the University of Münster. Your student ID also entitles you to concessions at public facilities, such as the municipal swimming pools.

Library user ID card

Your student ID also doubles as a library user ID for use at the University Library (ULB). On the back of your student ID card, you will find your personal ULB user number printed under the bar code. For security reasons, this ULB user number must be activated one time only. You activate your by simply logging in to [WWU Self-Service portal](#)

Copy card

With your student ID card, you can print and make copies on any of the 300 multifunctional devices available in the University's libraries, institutes and central buildings.

Mensa card

Your student ID lets you purchase meals and beverages at all dining halls and bistros at the University at the student rate.



Visa

To enter Germany for a purpose of doing a doctoral study (Studium) from most non- EU countries, the student visa is required.

Apply for a visa once you get acceptance letter, but make sure you have all required documents, which are listed on the German embassies website.

Usually, you would need to provide:

1. Acceptance letter from the university – signed and stamped the supervision agreement (Betreuungszusage) serves as the confirmation of acceptance.

2. Officially translated and certified copies of master and bachelor degrees

3. Proof of sufficient funds

4. Proof of health insurance (either public health insurance “gesetzliche Krankenversicherung” or a private health insurance

* Applying for a student visa from some countries might require additional document “Zulassung für Studium” which can be issued upon request by WWU Student Admission Office studierendensekretariat@uni-muenster.de (attach copies and translation of master and bachelor degrees)

You would need to have **10.000€** secured on the blocked account or a proof of receipt recognized scholarship, alternatively work contract at the university

If you have a private health insurance you need to provide a Certification about the exemption of mandatory health insurance from a public health insurance company e.g. TK, AOK for the enrolment at University of Münster

For more information on visa requirements and an application process [here](#).

Doctoral study + work = visa

If you are going to do doctoral study in Münster and:

- You have scholarship (for example DAAD)
- You are self- financing your stay
- or you have been offered a contract at the university in order to start your PhD

You should apply for a student visa (§ 16)

If you have student visa/ residence permit §16 you can work at the university without any time restrictions.

If you want to work outside the university (in the private companies, cafes, etc.) you are **limited to 120 full working days or 240 half days**.

If you want to work more, you need to apply for a work permit in [Ausländerbehörde](#)

If you are coming to Münster and:

- You are visiting researcher within your PhD abroad
- You are invited by the professor to work as a „test“ before PhD
- You have been offered different contract as a researcher at the university **not** related to your PhD

You should apply for a research visa (§18d)

Here you can find information about **research visa and short research stay visa**. In order to apply for this visa, you need to ask your hosting professor for “Aufnahmevereinbarung”.

Formalities after arrival

Registration in the city

- After your arrival in Germany, you must register with the Local Citizens' Office within 7 days and provide your address to the office. Schedule an appointment online.
- Where: Citizens Office - Central Office
Stadthaus 1 - Stadthausaal
Klemensstraße 10
48143 Münster
- Take with you: personal ID/passport & confirmation from the landlord
"Wohnungsgeberbescheinigung" available here

Residence permit

- If you come to Germany on visa, you need to apply for a residence permit in Münster within **90 days after arrival**.
- For this, you need to book an appointment via online system here and prepare all requested documents. Find further information on our website.
- Needed documents:

Open bank account

- You will need a German bank account for example to pay your rent or university fees.
- Research in internet, which bank fits your needs. Most of them offer free bank accounts for students.
- Make an appointment and bring: Passport/ID card, certificate of enrolment, your residence permit card (if you already have), confirmation of your registration in the city, bill with your name and address
- Make sure you get EC card (payment card assigned to saving account)

Insurances in Germany

Health insurance in Germany

Everyone who lives in Germany is obligated by law to have health insurance coverage

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

In most cases, the type of insurance is determined by how you fund your stay in Germany. Therefore, you will most likely not be able to choose freely between having public or private insurance.

Further information [here](#) and [here](#)

If you have a valid health insurance from another EU country or a private health insurance, you should contact any public health insurance provider and ask to issue a certificate that you are exempted from mandatory health insurance (needed for enrolment).

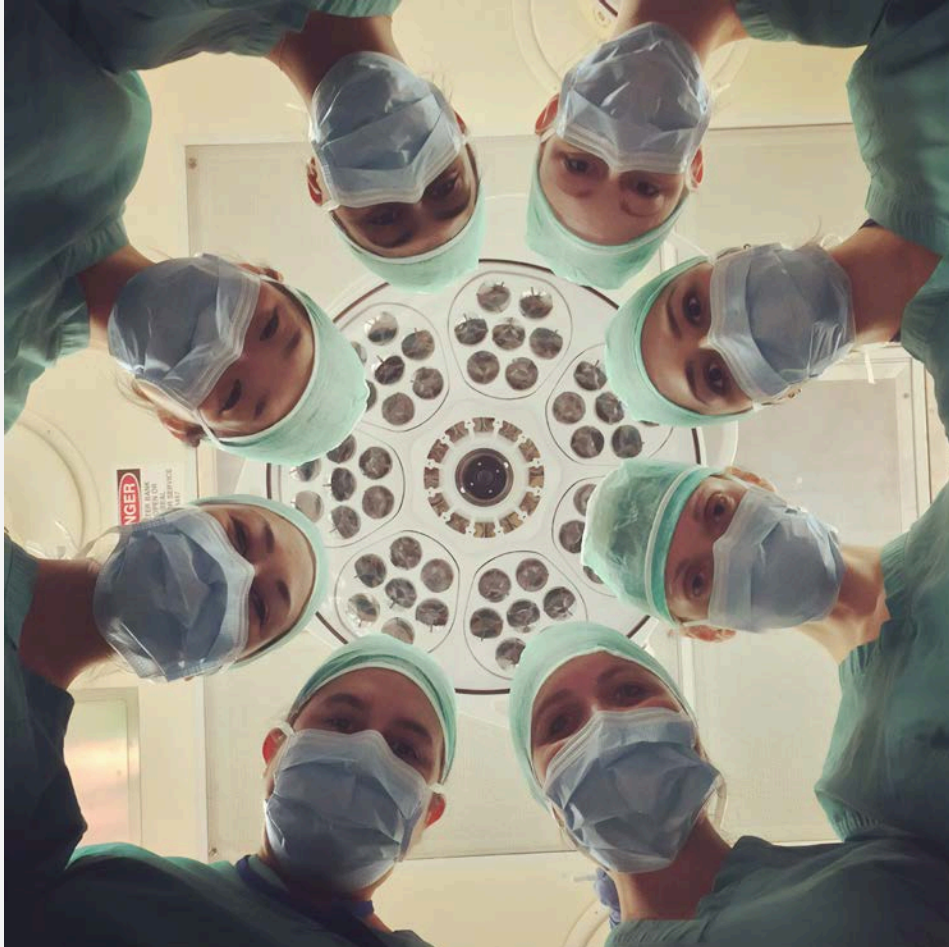
Personal liability insurance

In Germany, people are liable for accidents and damages they cause. Even though, the liability insurance is optional, it is regarded as very important and useful. DAAD scholarship holders receive this insurance automatically. Further information [here](#).

Accident insurance

Accidents which cause you damages such as disability and prevent you to work can be covered by an accident insurance. Read more about by clicking [here](#).

Medical care in Germany



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The health system in Germany helps you out in many ways:

- For medicine without prescription you can ask for advice at a local pharmacy. Yet, some medicine need prescription. Therefore, it is recommended to have a general practitioner (Hausarzt or Allgemeinmediziner) for any cases concerning your well-being.
- Your general practitioner (Hausarzt) can send you for a check to the specialist (e.g. orthopedist, cardiologist...). To get to this specialist doctor, you will get an referral (Überweisung).
- In order to find an English speaking Hausarzt you may use this [website](#) and select “Fremdsprachenkenntnisse” in further settings.

Emergency numbers:

- Fire department/Ambulance - call 112
- Police - call 110

Costs of living

Estimated costs:

- ✓ € 300-450 for a room
- ✓ € 100 for health insurance
- ✓ € 160 for food
- ✓ € 65 for leisure activities
- ✓ € 24 for books
- ✓ € 48 for clothing
- ✓ € 17,50 Broadcasting fee (compulsory)
- ✓ € 14,50 for Telephone/Internet

€ 853 per month are approx. needed for living expenses. However, the costs can vary depending on your personal expenses.

Please also keep in mind, that you have to pay a social contribution every semester around € 300.

Also the costs right after your arrival are higher: e.g. the deposit for your room, buying/renting a bike, kitchen equipment etc.

More information [here](#)

Accommodation

Start looking for an accomodation BEFORE leaving home, as soon as possible!
Münster is famous for too many students too little flats.

Doctoral candidates at Münster University may apply for an apartment:

- in the student halls of residence
- or in the University's Guest Houses (maximum of rental period: 1 year)

If you would rather rent privately, be it the whole apartment or a room in a shared flat search on:

- the Black Board of the students' union executive committee (AStA) of the University of Münster
- Check our **guide** with tips on **how and where** to look in the German housing market.

Further information is provided by:

- the city of Münster
- WWU Graduate Centre: internationals.gc@uni-muenster.de

Transportation



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The most popular transportation within Münster is the **bicycle**. Make sure to purchase a bike with functioning lights and brakes. You can find many second-hand bicycles on social media, in the local newspaper nadann and on ebay-kleinanzeigen.de



Münster is easily reachable by plane. The nearest airports are: Münster, Dortmund, Düsseldorf and Cologne.



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Once enrolled at WWU, you will be able to use regional trains and busses in North Rhine-Westphalia with your semester ticket **for free!** The Semesterticket is not valid on high-speed trains (IC and ICE). You simply log in to WWU Self-Service portal, download your ticket and print it.

Learn to speak German

- Even after you have enrolled and commenced your doctoral study, you can continue taking German courses
- Subject-related German courses are offered at the Language Centre (Sprachen Zentrum) at the University of Münster
- German courses for all international doctoral candidates are free of charge.
- Prior to the enrolment for the course, you need to make a C-Test at our Language Centre. For a date check here: C-TEST

If you are interested in more intensive learning courses within a shorter period, private language courses may be interesting for you:

Wissenschaftliche Internationale Partnerschaften WiPDaF e.V.

<https://www.wipdaf-deutschkurse-muenster.de/>

Volkshochschule Münster

<https://www.stadt-muenster.de/vhs/jahresprogramm.html>

Dolmetscher Institut Münster

<http://www.di-muenster.de/integrationskurse.php>

Inlingua

<http://www.inlingua-muenster.de/startseite.html>

Kapito

<http://www.kapito.com/de/home.html>

Lernstudio Barbarossa

<http://www.lernstudio-barbarossa.de/muenster-mitte/erwachsenenbildu...>

Münster after work / study

How to get informed about upcoming events

[nadann](#)

[City of Münster](#)

Social media

Cinema & Theater

[Cineplex](#)

[Cinema & Kurbelkiste](#)

[Theater](#)

Best of Münster

[Botanical Garden](#)

[LWL Museum](#)

[Local market on Wed + Sat](#)

Dissertation and Defense

Doctoral candidates demonstrate their ability in scientific research by a written doctoral thesis or cumulative thesis.

- The thesis must satisfy specific formal criteria, which are defined in the **examination regulations** of the relevant departments.
- It is recommended to have a closer look on the examination regulations to be informed about the rights and duties as a doctoral candidate.
- The thesis does not have to be written in German, since you and your supervisor can agree on another language by arrangement.
- The doctoral examination process includes an oral examination, the *disputation*, which takes between one and two hours.

Publishing

- In Germany, the doctoral title is only awarded to the candidate, once the thesis has been published. Information on publishing at the University of Münster may be found here: <https://www.uni-muenster.de/Publizieren/> [de]

Cumulative thesis

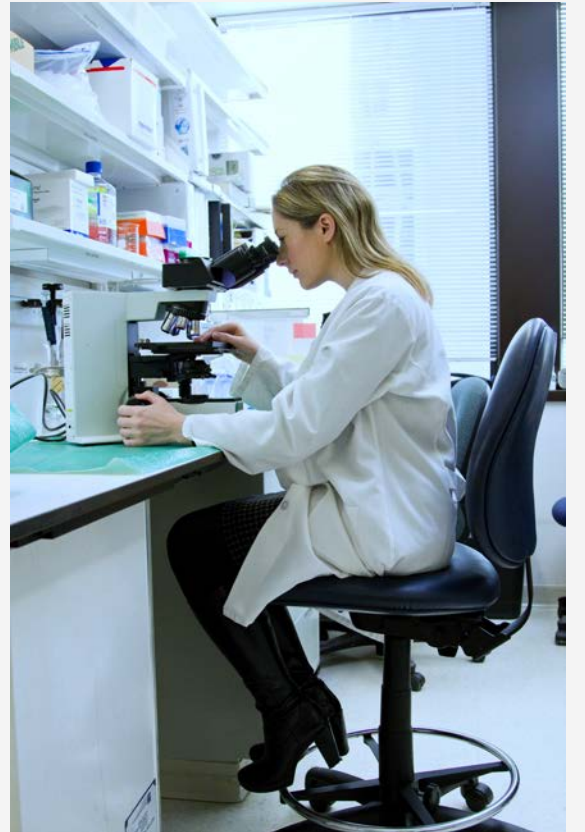
- Some departments at the University of Münster allow doctoral candidates to complete their doctorate by combining several essays published in prestigious specialist journals. This is called a cumulative thesis and is an alternative to a single monograph and mostly common in the natural sciences or in medicine.

Good scientific practice

Based on a Senate resolution, the University of Münster issued a code of ethics on 7 January 2002, entitled "Rules of good scientific practice", which obliges researchers and academic staff of the University to exercise fairness and honesty in academic work. Generally, the rules of good scientific practice are:

1. to conduct the work according to academic and scientific conventions
2. to provide correct information
3. to safeguard intellectual property
4. to do nothing that hinders or undermines the research activities of other academics.

Further information: <https://www.uni-muenster.de/Senat/en/kodex.html>



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For further questions please contact:

WWU Graduate Centre

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Gefördert vom DAAD aus Mitteln des Auswärtigen Amtes (AA)

DAAD



Bundesrepublik Deutschland
Auswärtiges Amt