



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG

MAGDEBURG INTERNATIONAL
PHD STUDENTS



INFORMATION AND ADVICE
FOR INTERNATIONAL PHD STUDENTS



December 2022

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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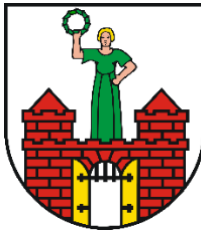
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I. Magdeburg: City of Otto

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 an imperial palace and an archbishopric. He presented the city to his English wife Edith (910–946) as a dowry. After her death, Edith was entombed in Magdeburg’s monastery church, the later cathedral, where Otto was also laid to rest beside her almost 30 years later.



Another famous person 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 of historic importance. 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 had

developed into an important industrial city with the focus on heavy machinery construction. The original cityscape with its countless churches and many magnificent baroque buildings was lost by the bombing. After the war, when Magdeburg became the district capital in the German Democratic Republic, numerous prefabricated-slab buildings typical for “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 major directions within three hours maximum: Berlin, the German capital, as well as the cities of Halle, Leipzig, Dresden, Brunswick, Hanover, Bremen, and Hamburg.

Magdeburg is a medium-sized city and has about 240,000 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 best-known and most popular ones 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, is a horse racing track and a golf course, where several open-air events take place during the summer. The adjacent river Elbe and cycling paths offer additional ideal opportunities to explore and enjoy the vicinity.

More information is available here: www.magdeburg.de

1. Events in Magdeburg

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

- **Campus Days:** Information event for potential university students that lets you have a close encounter with Otto von Guericke University, University of Applied Science Magdeburg–Stendal and the city. (Date: Beginning of June)
- **Fête de la Musique:** A variety of artists present their own music live on stages throughout the city. (Date: in June)
- **Hochhauslauf (Skyscraper run):** Athletic competition for everyone who wants to climb up Campus Tower. (Date: in April)
- **Irish Folk Festival:** Artists from around the world perform Irish folk music live at FestungMark, a former Prussian fortress at the historic city wall. (Date: in April)
- **Kaiser–Otto–Fest (Emperor Otto Festival):** In honor of the first Roman–German emperor, Otto the Great, the city celebrates a medieval festival for a whole weekend in the Domviertel (cathedral district) with several hundred actors and artists. (Date: end of August)
- **Lange Nacht der Wissenschaft (Long Night of Science):** Scientific institutions in the city present issues of science and research easily comprehensible well into the night. (Date: in the summer semester)
- **Magdeburger Firmenstaffellauf (Company relay race):** a yearly event in the Elbauenpark where many teams from companies in Magdeburg compete in a relay race. (Date: in July)
- **Magdeburger Domfestspiele (Magdeburg Cathedral Festival):** Various music and theater performances that take place in the cathedral for several days. (Date: in May)
- **Magdeburg Marathon:** Athletic competition of the marathon and half marathon range for any interested runner or walker. (Date: in October)
- **New Orleans Jazz Festival:** Music event at Herrenkrugpark with international distinguished Jazz artists. (Date: in June)
- **Rathausfest (Town Hall Festival):** Public fair at Alter Markt (old market square) on October 3, the Day of German Reunification.
- **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. (Date: in April/May)

- **Spectaculum Magdeburgense:** Medieval festival with knights, squires, damsels, jugglers, minstrels, tradesmen and craftsmen for several days at FestungMark. (Date: Whitsun)
- **Stadtfest (City Festival):** Customarily at Whitsun, fair for the whole family along the shopping mile Breiter Weg.
- **Telemann–Festtage (Telemann Festival):** Concert series in honor of the composer Georg Phillip Telemann (1681–1767) who was born in Magdeburg. (Date: March)
- **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. (Date: advent time)

2. 6 Reasons for Pursuing a Doctoral Degree in Magdeburg

Optimal Size of Town

The capital of Saxony–Anhalt is rather convenient in terms of 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 the university and the university of applied science there is an active student scene.

Affordable

In Magdeburg, it can be studied inexpensively. The prices for accommodation 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 moving bonus for enrolled graduate students after the registration of primary residence in Magdeburg. You can find more information on the homepage of the [Ottostadt Magdeburg](#).

Excellent Conditions for Studying at OVGU

The Otto von Guericke University offers excellent study conditions: renowned professors, an outstanding supervisory relationship, newest equipment, advanced library, short distances on campus, and 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 to not only keep the mind fit but also stay healthy. The university is also very international: approximately 28.5% of the students come from abroad. The ratio of international PhD-students is as high as around 39.5%. The Graduate Academy is your central service point: <https://www.ga.ovgu.de/en/>.

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

Night and Cultural Life

You can find countless cafes and pubs at the Hasselbachplatz. These offers are not only on former industrial sites, at the old city walls or on the Elbe river bank – there are many opportunities to have a good time. Nonetheless, Magdeburg also has a lot to offer in the field of art and culture: the Opera House, many theaters, cultural centers, cinemas and museums offer a wide range of events of all kinds.

You can find an overview of current events in the free magazine [Dates](#) or on the homepage of the [Magdeboogie](#). The magazine [Ottokar](#) mainly informs about events for families and children.

II. Otto von Guericke University Magdeburg

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 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), a 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. Approximately 13,143 students are enrolled at the moment. 3,756 of them are international students (in winter semester 2021/2022). From the roughly 653 doctoral students 258 students come 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 more than 100 study programs (Bachelor + Master), 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 OVGU a multi-faceted and most rewarding experience.

With performances by the university choir, theater projects by various institutes, student cabaret, exhibitions, guest lectures and the "Otto von Guericke Lectures," you can also experience a variety of cultural highlights at OVGU.

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.

Registration for the exams must be carried out in a specific period of time. You must adhere to these deadlines. We recommend reading the conditions of study and examination regulations carefully that are given out by the examination offices. We also suggest visiting the information events of the faculties at the beginning of your studies.

The Graduate Academy offers many interesting courses that can support you in your development as a scientist during your doctorate.

3. Academic Calendar

Winter term: October 1 – March 31		Summer term: April 1 – September 30	
Classes start:	Early October	Classes start:	Early April
Classes conclude:	End of January	Classes conclude:	Mid July
Examination period:	February	Examination period:	July
Spring break:	March	Summer break:	August – September

4. Faculties

OVGU consists of 9 faculties (www.ovgu.de/en → University → Faculties):

- **Computer Science (INF)** <https://www.inf.ovgu.de/en/>
- **Economics and Management (WW)** <https://www.fww.ovgu.de/en/>
- **Electrical Engineering and Information Technology (EIT)** <https://www.eit.ovgu.de/en/>
- **Humanities, Social Science & Education (HW)** <https://www.hw.ovgu.de/en/>
- **Mathematics (MATH)** <https://www.math.ovgu.de/en/>
- **Mechanical Engineering (MB)** <https://www.fmb.ovgu.de/>
- **Medicine (MED)** <http://www.med.uni-magdeburg.de/en/>
- **Natural Science (NAT)** <https://www.fnw.ovgu.de/en/>
- **Process and Systems Engineering (VST)** <https://www.fvst.ovgu.de/en/>

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

You can find the guide „Campusfinder“ for your orientation on campus here:

www.ovgu.de → University → In Profile → [Address and Arrival](#)

The Service for Information and Security is located in building 9 on the main campus.

III. Applying for a Doctoral Program

The application for a doctoral degree is possible year-round with the exception of the application at the Faculty of Economics and Management. The following deadlines apply at the Faculty of Economics and Management: October 30 each year for the summer semester; April 30 each year for winter semester for the English-language 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 degree 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 (only required from applicants with a foreign university degree or foreign citizenship),
2. Application for admission, with note if enrolment is not desired,
3. Registration as a doctoral student in accordance with the Higher Education Statistics Act (Hochschulstatistikgesetz, HSatG)
4. Proof of 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,
5. Curriculum vitae in tabular form,
6. Summary of previous academic achievements and explanations of the preparatory work for the scientific project,
7. Supervisory statement of a professor of Otto von Guericke University Magdeburg for the scientific project,
8. In case of applicants from China or Vietnam 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 Peking or Hanoi. Information can be found on the following web pages.
 - China: <https://www.aps.org.cn/>
 - Vietnam: <https://vietnam.diplo.de/vn-vi> (Botschaft & Generalkonsulat → Deutsche Botschaft Hanoi → Akademische Prüfstelle (APS) in Vietnam)
 - India: <https://aps-india.de/>

The candidate should be certain about the field of study in which they want to write their dissertation. This will mainly depend on the emphases in their preceding studies. After that, they 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 online: www.ovgu.de → Study → After Graduation → [Matriculation for Doctoral Candidates](#).

The information about the professors and their research profiles can be found at: www.ovgu.de → Research → Research Profile → [Professors](#).

You should also consider looking for information at the Research Portal of Saxony-Anhalt: <https://forschung-sachsen-anhalt.de/>

For general advice on pursuing a doctorate in Magdeburg, please contact the Graduate Academy, <https://www.qa.ovgu.de/en/>

Recommendations of the Graduate Academy on the supervision agreement in accordance with the Higher Education Act of the State of Saxony-Anhalt ("Hochschulgesetz LSA") can be found at: www.grs.ovgu.de → Doctorate → Formal Issues @ OVGU → [Supervision Agreement](#)

After the equivalence of your university degree is verified by the Department of Academic Affairs (Dezernat Studienangelegenheiten), the council of the relevant faculty decides on the admission of a doctoral student. The equivalence check for the Faculty of Medicine for Dr. med. and Dr. rer. medic. is done by the international office of the Faculty of Medicine.

	Department of Academic Affairs (excluding MED)	International Office of the Faculty of Medicine
Address:	Frau Christin Lobe Otto-von-Guericke-Universität Dezernat Studienangelegenheiten Studierendensekretariat (Promotion) Universitätsplatz 2 building 06, Room 105 39106 Magdeburg	Frau Saskia Schulze Otto-von-Guericke-Universität Akademisches Auslandsamt Leipziger Str. 44 building 02, Room 224 39120 Magdeburg
Phone:	+49 (391) 67 52284	+49 (391) 67 15143
Email:	Christin.lobe@ovgu.de	Saskia.schulze@med.ovgu.de aaa@med.ovgu.de

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

The doctoral examination requirements consist of

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

Doctoral students who are conducting a research stay at OVGU as part of a dissertation in their home country can also be enrolled.

For the application to carry out a research stay, the following is usually required:

1. Application for admission for a temporary research stay,
2. Application for admission, if enrolment is desired,
3. Registration as a doctoral student in accordance with the Higher Education Statistics Act (Hochschulstatistikgesetz, HSatG),
4. Proof of successful completion of higher education in the form of officially certified copies of the certificates and the certificates of completion of higher education as well as their official translations, if the certificates and proofs are not submitted in German or English language,
5. Curriculum vitae in tabular form,
6. Presentation of previous scientific achievements and explanation of preliminary work for the project,
7. The declaration of willingness of a professor or of university or private lecturers of OVGU to take over the academic supervision.

IV. Funding your Doctoral Studies

1. OVGU Doctoral Scholarship

Based on 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 successfully completing a relevant degree at a university.

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

- An application for the doctoral scholarship. The form has to be requested from the Department of Academic Affairs (Dezernat Studienangelegenheiten) or it can be obtained online (in German only): www.ovgu.de → Studium → Abschluss und Karriere → Vom Master zur Promotion → [Anträge](#)
- Curriculum vitae in tabular form,
- Presentation of previous academic achievements and explanations of the preparatory work for the doctoral project,
- Outline in terms of content (content description of the project and the way of proceeding) and time (detailed schedule),
- statement of a professor or lecturer of OVGU to supervise the scientific project,
- 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,
- Proof of income conditions (the calendar year of the application is determinative),
- Proof of successful graduation from a university (officially certified copies of the grade report and degree diploma),
- Check of the equivalence of the university degree by the Department of Academic Affairs,
- In case of applicants from India, China or Vietnam, an additional check of the certificates of academic achievement needs to be asked for from the Academic Offices (Akademische Prüfstelle/APS) in New Delhi, Beijing or Hanoi. Information can be found on the web pages of the German embassies New Delhi, Beijing or Hanoi (see III.7.).

The allocation of the doctoral scholarships usually takes place twice a year, namely on January 1 and July 1. To ensure 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. In addition, the application documents for points 1 to 7 have to be emailed as one PDF file (no individual files) to the Department of Academic Affairs (Promotion): christin.lope@ovgu.de.

2. Excerpts from the Graduate Scholarship Act (Graduiertenförderungsgesetz GradFG (Auszüge))¹

§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 a professor of a university in Saxony-Anhalt who is authorized to be in charge of doctoral projects.

§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. childcare supplement.The childcare bonus can only be granted once a month for each child.
 3. supplement for the severely disabled.
- (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

¹ Source: Gesetz zur Förderung des wissenschaftlichen und künstlerischen Nachwuchses:
<https://www.landesrecht.sachsen-anhalt.de/bsst/document/jlr-GradFGSTrahmen>

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) The scholarship is granted for a period of up to three years. An extension up to another year can be made if
 1. such is necessary according to the theme and the layout of the project or
 2. the completion of the project itself
 - a) for reasons for which the scholarship holder is not responsible, or
 - b) delayed for other special reasons, for example because of an employment prohibition under the Maternity Protection Act or because of care for one or more children.

Sentence 2 applies accordingly to scholarship holders with disabilities or chronic illnesses; they should be granted a disadvantage compensation.

§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 the 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 from 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 grant allows for up 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, the 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 are available on the DAAD home page: www.daad.de/en/ → Study & research in Germany → Doing a PhD and Research in Germany → Doing your PhD in Germany → [Finance your PhD](#).

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 databases listed in the following offer a variety of financial support for PhD students.

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

- [Stipendiumplus](#)

- www.research-in-germany.de → PhD → [Funding programmes](#)

German Research Foundation (Deutsche Forschungsgemeinschaft)

- www.dfg.de/en → Research Funding → [Funding at a Glance](#)

Further online platforms:

- www.e-fellows.net
- www.mystipendium.de/

These and other links can be found at the webpage of the Graduate Academy (OVG GA): www.grs.ovgu.de/ → Doctorate → Your place for a doctorate → [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.

It should be noted that in this case, residence is granted based on §16b, §18b Residence Act (Aufenthaltsgesetz). As long as your primary aim of staying in Germany is your PhD, (§16b), your contract must have a line “die Gelegenheit zur Promotion wird gegeben” (has the 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 §18b 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 unemployment benefit I. This is also relevant for the Blue Card EU for highly qualified workers according to §18b paragraph 2 Residence Act.

In all other cases, the regulations of the migration laws apply, 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.

It is very important that you also inform the Foreigners' Registration Office when you complete or discontinue your doctoral project, because the residence title is linked to the doctoral degree.

V. Organizing Your Travel and Stay in Magdeburg

The following pages explain the 8 most important steps that have to be completed for a stay in Magdeburg.

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 Foreigners 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 at the Citizens' 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 your arrival, a residence permit for the purpose of study must be requested at the Foreigners' 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 (11,208 EUR per year in 2022), 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 3–6 months). Thus, it has to be changed into a residence permit for the full period of studies after you arrive in Magdeburg (see V.8.).

Student Applicant Visa

If you have 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 education. The stay as an 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 Foreigners' Office for another 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. Previous final degrees must be submitted to the German Embassy of your home country and funds of 10,332 EUR per year sufficient for 1 year must be proven if you apply for this visa.

Further information regarding visas: www.daad.de/en → Study & research in Germany → Plan your studies → [Applying](#)

2. Arrival in Magdeburg

Arrival by Plane

The closest international airports are in Frankfurt am Main, Berlin and Hamburg. The somewhat smaller airports of Leipzig and Hanover are also very conveniently located. 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). Tickets can be purchased online before the journey. The purchased tickets must either be printed out before the journey begins or can be downloaded as a mobile ticket in the Deutsche Bahn app. Buying a Flexpreis ticket is worth considering. Flexpreis tickets are not tied to a specific train. They can be used on all trains on the booked route on the valid day. This is particularly practical if your flight to Germany is delayed. If you plan to travel more frequently with Deutsche Bahn in the future, the BahnCard25 or BahnCard50 is also worth considering. These grant you either a 25% or a 50% discount on your train journeys. However, the BahnCard is charged as a subscription (a one-off annual sum depending on the amount of the discount; the BahnCard is then valid for one year) and **must also be cancelled again**. Further information regarding timetables and fares can be found at: <https://www.bahn.com/en>

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 on timetables and bus companies can be found on the Internet:

- www.busliniensuche.de- intercity bus trips

- <https://global.flixbus.com/>- intercity bus trips
- www.insa.de - regional transport in Saxony-Anhalt

Arrival by Carpool

A carpooling service can also be used to travel to the city. This means that a person travelling by car who still has free seats in the car offers them online so that other people can travel with them. Offered routes can be viewed online at <https://www.blablacar.de/>.

By the way: If you ever want to travel by car in Germany yourself, please bear in mind the legal traffic regulations and other important rules. You will find information on this on the following page: [German Road Safety](#)

From the Central Train and Bus Station to the University

After arriving in Magdeburg by train, you have the possibility to go the university by tram or by taxi. The university's main campus is only 25 minutes from the train station in walking distance.

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

You can also reach the main campus in 15 minutes by tram. The tram stop "Hauptbahnhof Ost" is located near the main station. To get to the main campus, take the tram to the stop "Universität". To get to the Medical Faculty campus, take tram line 3 (direction Leipziger Chaussee) and line 9 (direction Reform) to the stop "Universitätsklinikum". Use the page www.mvbnet.de for exact information.

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 Citizens' Office (Bürgerbüro). For the

registration, you will need your passport and tenancy contract and the landlord's confirmation of residence (Wohnungsgeberbescheinigung).

The registration must be carried out personally at the Citizens' Office (Bürgerbüro) and should be concluded **within the first 2 weeks after you move into a flat** in Magdeburg. If you move within Germany (even within the dormitory), you must inform the Citizens' Office about your new address. If moving within Germany, the official notification at the old place of residence is not necessary.

There are several Citizens' Offices in Magdeburg. **Register for an appointment online before your visit to one of the offices.** Opening hours for the offices are: Monday, Tuesday and Friday, 8 a.m. to noon, and Tuesday and Thursday, 8 a.m. to 5.30 p.m. Bürgerbüro Mitte is open on Saturday from 8 - 12 a.m., but for visitors with appointment only.

Further information regarding opening hours and appointment services are available on the Citizens' Offices' website: www.magdeburg.de → Bürger + Stadt → Verwaltung + Service → [BürgerService](#).

Directions to the Citizens' Offices by Tram:

- Bürgerbüro Nord (Lübecker Str. 32): take tram line 1, 8, 9, or 10 and get off at "Kastanienstraße".
- Bürgerbüro Süd (Salbker Chaussee 67) take tram 9 and get off at „Bördepark-Ost“.
- Bürgerbüro Mitte (Leiterstrasse 2a/Entrance in the middle of the pedestrian area opposite the youth hostel) take tram 1, 2, 5 or 9 and get off at „Leiterstraße“.

Become a Citizen of Magdeburg: "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 following 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 online at www.magdeburg.de → Home → Study and Science → Studying in Magdeburg → [Study at the university and receive money](#)

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 Citizens' 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:

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

Attention!

- Many banks open an account only if you stay longer than 6 months in Germany.
- If you withdraw money from cash machines of another bank, extra service fees may apply.
- If your giro card is ever stolen or lost, notify your responsible bank or the central blocking emergency number (telephone number: 116 116) immediately. You should then report the theft or loss to the police immediately.

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 provider. 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 for compulsory health insurances depends on the income. Both, employer and employee pay about half of the insurance. Doctoral students with a scholarship or who pay for their studies privately, pay for a "voluntary insurance which costs app. €200 per month, depending on public or private

insurance membership. **Please note:** A voluntary membership requires previous insurance and a residence permit for at least 1 year and 1 day.

German Compulsory Health Insurances

Allgemeine Ortskrankenkasse (AOK)	Barmer GEK	DAK
Lüneburger Str. 4 Tel.: +49 (800) 226 57 26 www.aok.de service@san.aok.de	Breiter Weg 30 Tel.: +49 (800) 333 10 10 www.barmer.de/en service@barmer-gek.de	Erzbergerstr. 2 Tel.: +49 (391) 66 247 80 www.dak.de service726300@dak.de
IKK gesund plus	Kaufmännische Krankenkasse (KKH)	Techniker Krankenkasse (TK)
Otto-von-Guericke Str. 88 Tel.: +49 (391) 534 26 40 www.ikk-gesundplus.de info@ikk-gesundplus.de	Breiter Weg 173 Tel.: +49 (391) 597 68920 www.kkh.de/englisch service@KKH.epost.de	Olvenstedter Str. 66 Tel.: +49 (800) 285 85 85 www.tk.de service@tk.de

More information about the German health insurance system and further recommendations are available here:
www.academics.de/ratgeber/krankenversicherung-akademiker.

It is also possible to choose a private health insurance. 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 Foreigners' Office.

German Private Health Insurers

Care Concept AG Postfach 30 02 62 53182 Bonn Tel.: +49 (0)228 977 35 – 0 www.care-concept.de info@care-concept.de	INTER Versicherungsgruppe –Only for medical students up to 35 years of age. –With application min. 2 years residence permit www.makler.inter.de
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Ottonova

<https://www.ottonova.de/expats>

Dr. Walter GmbH

Produkt: EDUCARE24

www.dr-walter.com/en/

Würzburger VS AG

www.wuerzburger.com

In the [Yellow Pages](#), you can find further private health insurance companies.

Citizens from EU member states or other countries that 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).

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

Consultancy for Detailed Questions Regarding Health Insurance

Junghanns Consulting GmbH & Co. KG

Kometenweg 69

39118 Magdeburg

Tel.: +49 (391) 620 11 81

www.vsmakler-md.de

firma@vsmakler-md.de

This firm represents:

- DKV VS AG,
- Hanse Merkur Reiseversicherung AG
- DKV Globality Health
(Langzeitstudenten)

Consultation:

Mrs. Böhme g.boehme@vsmakler-md.de

7. Enrolment as a Doctoral Student

The enrolment for a doctoral program should usually be made for 6 semesters, however, it can be extended to 12 semesters maximum. The enrolment takes place at the Department of Academic Affairs (Dezernat Studienangelegenheiten). Doctoral students at the Faculty of Medicine need to contact Frau Sara Hlavacova.

Every semester, students need to submit the form of confirmation of further studies. With this document, doctoral students and their supervisor confirm that the doctoral studies are extended. From the 7th semester onwards, an additional

explanatory statement must be added. The form of proposition and further information is available here: www.ovgu.de → Study → After Graduation → [Matriculation for Doctoral Candidates](#).

With the end of the 12th semester, doctoral students are automatically de-registered from the study program. Accordingly, the student status is lost and as a result, you lose the chance to take advantage of all discounts and permissions, e.g. stay in the dormitory of the Student Services. However, you may continue with the thesis.

Enrolment is always voluntary (an exception is usually only the receipt of a scholarship). However, the advantages of enrolment are, for example, the low-cost use of public transport in Magdeburg (the fee for this is included in the semester fee) or the discounted use of the cafeteria services.

For enrolment, you need to provide the following documents:

1. Letter of admission from the university,
2. Passport with valid visa (original and a copy),
3. Requested officially certified copies of certificates according to the letter of acceptance,
4. Proof of health insurance *1,
5. Receipt of the payment of the semester fee,*2
6. Passport photo,
7. Enrolment application or registration as a doctoral student in accordance with the Higher Education Statistics Act (HStatG) (the registration application must always be submitted to the respective faculty, regardless of enrolment),
8. Leaflet for Foreign Students.

Please send the documents to:

Otto-von-Guericke-Universität Magdeburg
Dezernat Studienangelegenheiten
z. Hd. Christin Lobe
Postfach 4120
39016 Magdeburg

Department of Academic Affairs

**Department of Academic
Affairs at the Faculty of
Medicine**

Address: Frau Christin Lobe

Frau Sara Hlavacova

	Otto-von-Guericke-Universität Dezernat Studienangelegenheiten Studierendensekretariat Promotion/Graduiertenförderung Universitätsplatz 2 building 06m, Room 105 39106 Magdeburg	Otto-von-Guericke-Universität Studiendekanat Leipziger Str. 44 building 02, Room 226 39120 Magdeburg
Phone:	+49 (391) 67 52284	+49 (391) 67 15764
Email:	christin.lope@ovgu.de	studiendekanat@med.ovgu.de
Office hours:	Mon, Tue, Thu: 10.00–12.00 Tue, Thu: 13.00 – 15.00	Mon, Tue, Thu, Fri: 10.00– 12.00 Tue, Thur: 13.00 – 16.00

*1 Note on proof of health insurance

No later than the date on which you enrol, we require an electronic notification regarding your insurance status from your health insurance provider.

Please contact your health insurance provider in this regard and provide them with our reference number H0001216 for the automatic exchange of data during the student enrolment process. Your health insurance provider will then send the necessary notification to Otto von Guericke University Magdeburg.

It is also possible to submit a hard copy of the proof of private health insurance.

*2 Explanation Regarding the Semester Fee

Before enrollment, a semester fee of €129.50 (winter term 2022/23) has to be paid. The fee includes the fee for the semester ticket. The semester ticket is printed on the student ID card and enables you to use of trams, busses and ferries of Magdeburger Verkehrsbetriebe (MVB) for 6 months without additional costs. Additionally, the semester fee contains a contribution to the Student Council and a social contribution to the Student Services (Studentenwerk).

The semester fee is usually deducted from your account by SEPA direct debit. You can find more information at: www.ovgu.de → Study → After Graduation → [Matriculation for Doctoral Candidates](#). Enrolment takes place via the myovgu portal. Information on the process can be found at: www.ovgu.de → Study → Organisation of Your Stay → [Enrolment](#). However, re-registration via the portal is only possible during

the re-registration period. After this period has expired, re-registration can only be made via bank transfer. In addition, a late fee will be charged.

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 terminals for the student ID and further information are available here: www.ovgu.de → Study → First-Year Orientation → First Steps → [Unicard](#)

Tip: Many institutions (e.g. theaters, cinemas, museums, swimming pools etc.) offer student discounts. This means that students have to pay less than so-called full-paying customers do. It is therefore important to carry your student ID with you at all times.

Re-registration

It is necessary for every new semester to re-register within a specific period of time of the previous semester. With this, you inform OVGU that you will continue your doctoral studies in the next semester. The period of time for re-registration will be given with your enrolment documents.

For re-registration from the 7th semester of studies on, 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 here: www.ovgu.de → Study → After Graduation → [Matriculation for Doctoral Candidates](#).

After submitting the form, you also have to re-register online independently by paying the semester fee via direct debit at the myovgu.ovgu.de portal. Here you can obtain information on your study progress and generate the required documents.

If the transfer of the semester fee has not been made within the re-registration period, you have to pay late fees (€10.30 at the moment). Payment of the semester fee is then only possible via bank transfer.

Only after these 2 steps, the enrollment documents can be downloaded from 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 between:

1. Doctoral students from the EU, of the EEA and Switzerland (cf. information on freedom of movement),
2. Doctoral students who require a visa for entry for study purposes/doctoral studies according to §16b or for research according to §18d 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 in the last 2 categories must apply for a residence permit for the purpose of their doctorate at the Foreigners' Office (Ausländerbehörde) at their place of residence. The application for the residence permit or the extension is currently only possible by letter. After the documents submitted have been checked, you will be given an appointment to appear at the Foreigners' Office to submit your fingerprints and pay the fees. The Foreigners' Office in Magdeburg is located between Hasselbachplatz and Domplatz and can be reached by tram lines 2, 5, 9 and 10. The stop to get off is "Domplatz".

Contact Information of the Foreigners Office (Ausländerbehörde)

Address: BürgerService, Ausländerbehörde
Breiter Weg 222
39104 Magdeburg

Phone: +49 (391) 115 (City Administration Hotline)
+49 (391) 5404389 (not available during office hours!)

Email: Studium-ausbildung@ewo.magdeburg.de (for stay on base of §16b Aufenthaltsgesetz)
erwerbstaetigkeit@ewo.magdeburg.de (for stay on base of §18b Aufenthaltsgesetz)

Office hours: Mon, Fri: 8.00 – 12.00
Tue: 8.00 – 12.00, 14.00 – 17.00
Wed, Thu: 8.00 – 12.00

Residence Permit for Doctoral Program

The residence permit has to be obtained after your arrival in Germany and 8 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 completing the steps listed above (see points 1. to 7.) currently by email and in paper form.

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

- Passport with valid visa
- Passport photo with biometric criteria (<https://www.biometrisches-passbild.net/>),
- Proof of enrolment and student ID (UniCard), or a writing from the university's International Office,
- Proof of health insurance,
- Proof of funds to finance your living for the first year,
- Receipt of registration from the Citizens' Office,
- Tenancy agreement or tenancy certificate (the size of the flat or room must be stated),
- Application for the granting of a residence permit,
- Money for paying fees (also EC-cards are accepted): Initial application after entry from abroad = 100€, extension of residence permit = 93€ (this fee is waived for scholarship holders who are sponsored by a German university or scientific organisation)

The application form for a residence permit can be found at the Foreigners' Office or at the homepage of Magdeburg (in German): www.magdeburg.de → BürgerService → Formulardepot → Formulardepot Ausländerangelegenheiten → [Antrag befristeter Aufenthaltstitel](#)

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.

After your arrival, the Citizens' Office usually issues a residence permit for 1 year. The current fee for issuing the electronic residence permit (eAT) is €100. Students who are supported by a German university or scientific organizations (e.g. DAAD) with a scholarship are exempt from the fee.

The residence permit is given for a specific purpose (PhD studies) and is limited in time to the duration of the studies. After the first year, the Foreigners Office usually issues the residence permit for 2 years if the student confirms that they have sufficient financial resources. If the student enters with their family, appropriate financial resources for all family members must be demonstrated. For doctoral students, the total length of stay is up to 10 years. Other study periods at German universities within the same stay in the 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 Foreigners Office early enough, i.e. before the change but no later than 2 weeks after 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 also has 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 granted 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/en → Topics → Migration and Residence → Immigrants from third countries → The information collection on migration → [The EU Blue Card](#)). Please ask for advice.

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 €934 per month or €11,208 per year.

The following documents count as proof of sufficient funding:

- Savings account with a blocking note,
- 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 Foreigners Office is not obligated to enquire about facts from abroad which concern the private circumstances of the doctoral student.

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

- Dormitories or private accommodation: €250 – €350
- Health insurance: ca. €110 – €250
- Semester fee (once per semester): €129.90
- Broadcasting license fee: €18.36 (www.rundfunkbeitrag.de → Other languages → [English](#))
- Further expenses for food, telecommunication, books, travel, clothing etc.

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 the Citizens' Office (Bürgerbüro).

The following documents must be presented:

- A valid identity document (passport or identity card)
- A biometric photo
- The landlord's confirmation of residence ("Wohnungsgeberbestätigung")

Further information and current news can be found online at www.magdeburg.de/en
→ Citizenportal → Migrants + refugees → [Foreigners' Office and citizen office](#)

VI. Practical Tips

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 €28.50 per night, including breakfast and sheets. Accommodation in a single room costs €40.50 per night. Additionally, you have to pay an annual member fee, which costs €7 for adults under 27 and €22.50 for adults over 27 years of age. If you show your letter of admission from OVGU, this annual fee will not be charged. Check-in is open 3 –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 the following address: www.jugendherberge-magdeburg.de.

Contact Information of the Youth Hostel Magdeburg

Address: Leiterstraße 10
 39104 Magdeburg
Phone: +49 (391) 5321000
Email: sachsen-anhalt@jugendherberge.de
Online: <https://www.jugendherberge.de/jugendherbergen/magdeburg-333/portraet/>

University Guest Room

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 Information of the University Guest House

Consultation: Frau Birgit Beck
Phone: +49 (391) 67 514 67
Email: Birgit.beck@ovgu.de
Office hours: Mon-Fri 07:30 – 15:30

Previously registered guests receive their room keys outside the office hours at building 9 (information and security office). A document of identification must be provided. Additional information can be found at www.ovgu.de → Campus and city → Accommodation → [Guest Rooms at OVGU](#).

Dormitories of the Student Services (Studentenwerk)

Prospective international doctoral students who wish to get a room in the dormitories should apply with the Student Services (Studentenwerk) as early as possible. The application form for accommodation in a dormitory should be submitted with the help of the online form: www.studentenwerk-magdeburg.de/en/ → Accommodation → [Accommodation form](#).

The application can be submitted to the Student Services 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.



Contact Information of the Student Services' Department of Accommodation

Address:	For visitors:	Postal address:
	Dorm (Wohnheim) 7, Room (Zimmer) 343 & 344 J.-G.-Nathusius-Ring 5 39106 Magdeburg	Studentenwerk Magdeburg Anstalt des öffentlichen Rechts Postfach 4053 39015 Magdeburg
Consultation:	Frau Osterburg	Frau Koitsch
Phone:	+49 (391) 67 11550	+49 (391) 67 11549
Email	vermietung2@studentenwerk-magdeburg.de	vermietung1@studentenwerk-magdeburg.de
Online:	https://www.studentenwerk-magdeburg.de/en/accommodation/	

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

The room equipment varies. The Student Services offer furnished and unfurnished rooms and apartments. The furnished rooms offer only minimal furniture. Pillows and covers, bedsheets and dishes are not provided.

The apartments or rooms of the Student Services 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 €200 and €300 per month. Furthermore, a security deposit of approximately €225 has to be paid upon signing the contract.

Reception at the Caretakers' Office

Keys to the dorm rooms are handed over by the caretakers. Make sure you arrive within office hours:

Contact Information of the Caretakers

Address:	Dorm (Wohnheim) 7, Room 313, 314, 315, 346 J.-G.-Nathusius-Ring 5 39106 Magdeburg
Office hours:	Mon + Thu 13:00 – 14:00, Tue 16:00 – 18:00
Online:	www.studentenwerk-magdeburg.de/en/ → Accommodation → Contact persons

Further Accommodation on Campus (GRUNDTEC)

The company GRUNDTEC Bauregie GmbH provides further housing on campus in the Campus House (Ernst-Lehmann-Str. 2) and in the 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,
- Enrolment documents
- Institute invitation etc.
- In addition, a valid personal ID is required.

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 wifi 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 €435 per month. Furthermore, a security deposit of €300 to €490 must be paid upon conclusion of the rental contract. The price includes all additional costs incl. electricity, heating, water, and cable TV. Wifi charges are not included in the rent. Detailed information on the apartments can be found on the homepage.

Contact Information of GRUNDTEC

Address:	GRUNDTEC Bauregie GmbH Universitätsplatz 1 39106 Magdeburg
Office hours:	March/April and September/October: Tue & Thu, 15 – 18 all other months: Thu 15 – 18 Uhr Office hours take place on the second floor of the Campus Tower (Universitätsplatz 1)
Online:	www.studenten-wohnen.net/

Private Accommodation

The Student Services Magdeburg (Studentenwerk) cooperate with other companies offering apartments and rooms in shared apartments. The current partners of the Student Services are available at www.studentenwerk-magdeburg.de/en → Accommodation → [Cooperation Partner](#).

Contact Information of Housing Associations in Magdeburgs

Address:	MWG– Wohnungsgenossenschaft eG Magdeburg Letzlinger Straße 5 39106 Magdeburg	Wohnungsbaugesellschaft Magdeburg mbH (WOBAU) Breiter Weg 117 39104 Magdeburg
Phone:	+49 (391) 5698-444	+49 (391) 6104444
Email:	kontakt@MWG-Wohnen.de	info@wobau-magdeburg.de

Online: www.mwg-wohnen.de/ www.wobau-magdeburg.de/

You can also check out the private market in your search for housing, e.g. in the local newspaper “Magdeburger Volksstimme” or at the online apartment search platform (in German):

- www.immobilienscout24.de
- www.wg-gesucht.de

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

At the beginning of each semester (March–April and September–October), student assistants support international students with their search for accommodation. You may contact the coordinator of international affairs for this matter via email (wohnung@studentenwerk-magdeburg-de).

Furthermore, rooms and apartments are regularly offered in the Facebook group: <https://www.facebook.com/groups/student.accommodation.magdeburg/>

Tenancy Agreement (Mietvertrag)

When renting an apartment, you get a tenancy agreement (Mietvertrag). It contains specific information about the apartment (e.g. renting expenses, 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 allowed etc.). By signing it, both sides agree to the contract terms. Most landlords insist that you have a (German) 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

Rent (Miete) is the amount paid to the landlord every month. The amount of money, received by a 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 charged 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/Wifi and gas are normally not supplied not by the landlord, but directly from local providers (e.g. SWM (Städtische Werke Magdeburg) provides electricity and gas). Contracts are signed directly with the individual company.

Usually, you will pay a monthly fixed amount for utilities (gas, electricity, hot water). At the end of the year, you will receive an exact statement of all utilities you used (Betriebskostenabrechnung). If you paid more upfront than you used, you will get back the difference in payment. If you used more than you paid for, you must settle the amount due without argument. . You normally get the “Betriebskostenabrechnung” not for the current year, but the previous one (e.g. in October 2022 you will get the bill for the year 2021). 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 that comprises all extra charges, including electricity.

Tips on the subject “Cost savings of water/electricity/heating” can be found here: www.verbraucherzentrale.de, www.mieterbund.de (in German), www.stromspar-check.de/en/english.

Deposit

Often, the tenant has to pay a security deposit (Kautiion) to the landlord. The amount of the deposit is usually 1 or 2 months the rate of cold rent. It may not exceed 3 cold rates. The landlord has to deposit the money in a bank account with interest. The tenant receives the deposit plus interest after moving out of the apartment as long as the terms of the tenancy agreement are upheld. 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”, “janitor” and/or “caretaker”. A caretaker and the house management are responsible for organizational matters 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. An indefinite lease usually means a period of notice of 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“.

Broadcasting license fee (“Rundfunkbeitrag”) GEZ

Anyone who rents a flat must also register it with the GEZ. A monthly fee of €18.36 is then payable to the GEZ. This contribution is used to finance the public television channels, radio stations, and online platforms, even if you use neither television nor radio. The contribution has to be paid per household and not per person. All relevant information on the broadcasting license fee and registration can be found on the following webpage: https://www.rundfunkbeitrag.de/index_ger.html

Furniture

Secondhand furniture can be purchased at the following shops at very reasonable prices:

Secondhand Furniture Stores in Magdeburg

Help 2007 e.V.

Mittagstraße 1a,

Tel.: +49 (391) 24480634

Email: info@help2007.de

www.help2007.de

GISE – Gebrauchtmöbelfundus

Karl-Schmidt-Str. 45,

Tel.: +49 (391) 4095-107

www.gise-recycling.de

E-Mail: info@gise-md.de

An- & Verkauf aus Zweiter Hand

Große Diesdorfer Str. 64

Tel.: +49 (391) 7314331

www.auszweiterhand-md.de

An- & Verkauf tip-top Möbel

Halberstädter Straße 183

Tel.: +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
- Shpock: <https://www.shpock.com/de-de>
- IKUS Second Hand Group:
<https://www.facebook.com/groups/637543657213827>

Furthermore, furniture can be bought at big furniture shops:

Large Furniture Stores in Magdeburg

Höffner

Am Pfahlberg 8

www.hoeffner.de

Mon – Sat 10.00 – 19.00

IKEA

Ebendorfer Chaussee 70

www.ikea.com

Mon – Sat 10.00 – 20.00

Poco

Wasserkunststraße 11

www.poco.de

Mon–Fri 9.30 – 19.00

Sat 9.30 – 18.00

SB-Möbel Boss

Saalestraße 8

moebel-boss.de

Mon – Fri 10.00 – 19.00

Sat 10.00 – 18.00

Sconto

Am Pfahlberg 9

www.sconto.de

Mon – Sat 10.00 – 20.00

Roller

Olvenstedter Graseweg

37

www.roller.de

Mon – Sat 9.00 – 20.00

Delivery and Transport of Furniture

Most furniture shops also deliver. Delivery costs usually are around €50. Renting a car or ordering a cargo taxi is much cheaper (from €15).

- www.teilauto.net
- Some furniture stores or construction markets rent vans.

Laundry, Washing Machines, Self-service Laundry

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 detergent with you.

If you don't have your own washing machine, launderettes services are available. They also provide detergent. Prices for the use of a washing machine differ from one launderette to another. Moreover, there are also textile cleaning companies, which clean clothes and linens.

Textile Cleaning in Magdeburg

Waschsalon Petra

Graubestraße 8b

Tel.: +49 (391) 634 51 35

<https://www.waschsalon-petra-magdeburg.de/>

Lebenshilfe Wäscherei

Leipziger Straße 8c

<https://www.lebenshilfe-md.de/arbeit/arbeitsbereiche/#textilpflege>

Karutz Textilreinigung

Breiter Weg 11 a

Tel.: +49 (391) 543 09 06

<https://www.stichweh.com/karutz-textilreinigung-magdeburg/>

Wäscherei Klaus Berg

Ernst-Lehmann-Str. 17

Tel.: +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. In case of bad luck, it can sometimes get very expensive when 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 → Living in Germany → Money & Insurance → [Additional insurances](#)

German Insurance Companies

Allianz

Jakobstraße 7a

Tel.: +49 (391) 5974870

<https://www.allianz.de/>

DBV

Gerhart-Hauptmann-Str.

47

Tel.: +49 (391) 7331953

www.dbv.de

Debeka

Domplatz 10-11

Tel.: +49 (391) 56900

www.debeka.de

Magdeburg@debeka.de

Huk 24 – Online–

Versicherung

www.huk24.de

ÖSA Versicherungen

Am Alten Theater 7

Tel.: +49 (391) 7367367

R + V Versicherungen

Kühn & Ramdohr GbR

Freiherr-v.-Stein-Str. 13

www.oesa.de
service.magdeburg
@oesa.de

Tel.: +49 (391) 7319255
<https://www.ruv.de/vorort/magdeburg/steffen-ramdohr/>

3. Grocery Shopping

City Carré and Allee Center are two huge shopping malls where you can discover numerous shops. City Carré is located at Kantstr. 3 opposite the main station. There are clothing shops, a toy shop, a drugstore (“Drogeriemarkt”), a pharmacy, a supermarket etc. Information on the tram lines and departure times to reach City Carré can be found on the [MVB website](#).

Allee Center is situated on the corner of Ernst-Reuter-Allee and Breiter Weg. Inside, you can find 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 (Galeria Karstadt), where you can find clothing, watches and jewellery, kitchenware, household and electronic appliances, books and games as well as sports equipment. Galeria Karstadt can also be reached with tram lines 1, 2, 4, 5, 6, 8, 9 and 10.

Furthermore, the entire Breite Weg (from the opera house to Hasselbachplatz) is lined with numerous different shops. In the more remote areas of the city you will find even larger shopping centres. These include Florapark and Bördepark. You can find more information on the following pages: <https://florapark-center.de/>, <https://www.boerdepark.de/>.

Grocery Stores Close to Main Campus:

Aldi

Rogätzer Str. 27
Mon – Sat: 08.00 – 20.00

Lidl

Rogätzer Straße 25
Mon – Sat: 7.00 – 21.00

Edeka

Breiter Weg 31
Agnetenstraße 21
Mon – Sat 7.00 – 20.00

NP

Jakobstr. 13
Mon – Fri 6.00 – 24.00, Sat 6.00–20.00
Rogätzer Str. 5 a
Mon–Fri: 07.00 – 21.00, Sat 7.00–20.00

Grocery Stores Close to the Campus of the Faculty of Medicine:

Aldi

Leipziger Chaussee 23

Mo – Sa: 08.00 – 20.00

Lidl

Salbker Str. 2

Mon – Fri: 07.00 – 21.00

Sat: 07.00 – 20.00

Edeka

Semmelweisstraße 13

Mon – Sat: 07.00 – 20.00

Rewe

Hopfenbreite 63

Mon – Fri: 07.00 – 22.00

Sat: 07.00 – 20.00

4. Postal Service, Telephone, and Internet

Letters, Parcels, and Postage

Postage and shipment costs are regulated according to size and weight of letters and parcels. These costs are called “Porto”. Postal stamps are available in every post office, in vending machines and in some newspaper or tobacco shops (“Lottoläden”). There is also the option to download and print them or use write-on codes.



You must buy stamps or postage for most items sent by the postal services – from postcards to parcels. Only the imprint “Postage paid by addressee” (“Porto zahlt Empfänger”) means that you can post your letter or parcel without buying postage. The costs of a particular letter or package can be found in the fee list, which you can get at the post office, or refer to www.deutschepost.de.

The closest post office near the University is located at Rogätzer Straße 80. The nearest post office near the Faculty of Medicine campus is in Salbker Str. 8 – Postfiliale Presse Tabak Lotto Kiosk.

Telephone

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 the apartment, which can be used to make phone calls, send or receive a fax 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.

Telecommunication Companies:

Deutsche Telekom

Universitätsplatz 10

Tel.: +49 (391) 5448400

www.telekom.de

MDCC Magdeburg–City–Com GmbH

Weitlingstr. 22

Tel.: +49 (391) 5874444

www.mdcc.de

Usually, 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 cases.

You can look for fares at the following webpages (in German): www.teltarif.de.

Telephoning Abroad

Most telephone calls abroad can be made on 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 online www.telefontarifrechner.de (in German).

You can also make calls at low prices worldwide from telephone shops. Furthermore, you may use messenger services. To take advantage of this inexpensive alternative, you need a stable high-speed internet connection.

Mobile Phones

Mobile phones are called “Handy” in Germany. There are many vendors that offer different prices, phones and conditions. Contracts for the cell phone use cannot be terminated at short notice. Many contracts run for 12 or 24 months. 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 is usually more expensive by the minute 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 easily. There are providers whose tariffs fees are especially favorable for international calls.

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 your own laptop or mobile phone). In order to obtain such access, you have to present your Passport or personal ID and a letter confirming that you intend to do a doctorate at the OVGU (e.g. the invitation of your institution) at the Computer Center. More: see VII.5.

You will receive a student account after enrolment, which entitles you to log on to all computers of OVGU. It is also possible to use WiFi. If you are invited as an employee of OVGU, you can immediately apply for a staff account in URZ.

“Surf sticks” – mobile routers that are connected via a USB connection to the computer – offer an alternative way to get an internet connection – especially for work off-campus. You must insert a SIM card into the surf stick, which gives you internet access anywhere mobile network coverage exists: www.surfstick.net (in German).

5. Public Transport

If you do not use a car or a bike in Magdeburg, the best way to get around is 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 website of Magdeburger Verkehrsbetriebe: www.mvbn.net (in German). Moreover, you can find the necessary information at www.insa.de.

6. Waste

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

Disposing waste wrongly will risk a penalty and an increased charge of service. Disposal of unsorted (residual waste) and incorrectly sorted waste costs most.

The waste guide provided by the city administration contains further information and can be found here: www.magdeburg.de → Bürger & Stadt → Leben in Magdeburg → Umwelt → Abfall → [Abfall-ABC](#) (in German)

General Rules for the Separation of Waste

Yellow container (Gelbe Tonne)	All recyclable packaging belongs in the recycling bin or yellow container: <ul style="list-style-type: none">• 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
Blue container (Blaue Tonne)	Paper and cardboard (e.g. newspapers, boxes etc.).
Brown container (Braune Tonne)	Food waste (“bio garbage”), kitchen waste
Black container (Schwarze Tonne):	Non-recyclable trash (Restmüll), everything that does not qualify for the other containers.
Glass container:	Bottles and glasses are brought to large containers that are located in every neighborhood. 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, throw in any pottery or special purpose glass!

CAUTION! Many bottles and jars are reusable in Germany and you pay a small deposit (Pfand) on buying them. They are marked with the sign for returnable bottles. Some bottles are marked with this sign instead of the 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) for a refund of the deposit (money to be paid back).



Energy saving lamps are an environmental hazard due to 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 supermarkets.

Bulky Waste (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.

Registration for the Collection of Bulky Waste

Telefon	+49 (391) 5404688
Online:	www.magdeburg.de → Bürger & Stadt → Leben in Magdeburg → Umwelt → Abfall → Sperrmüllentsorgung (in German)

The household waste disposal service (Abfallwirtschaftsbetrieb) informs you of the collection date by postcard. This will be scheduled 2 to 4 weeks after registration. The registered bulky waste must be placed 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 pick-up will be possible. Only registered waste will be collected. Illegal disposal of waste by other households is prohibited and will be prosecuted.

What Does Bulky Waste Include?

Bulky waste includes all items that do not fit into a 60 liter 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, scraps 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 larger 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. More detailed information can be obtained in the waste leaflet of the municipal waste disposal service.

7. Meals and Catering

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,
- Cafeteria in building 16,

- 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 lecture-period of the semester. The remaining cafeterias complete the offers of the main cafeterias by providing 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

On Campus and in the City

The Big Band as well as the cabaret group “Prolästerrat für Studienunglegenheiten” give students and doctoral students the opportunity to be culturally active in addition 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, ball games, dance courses, health and rehabilitation sports, water sports, martial arts and individual sports. There are small fees for all courses. The registration for all regular courses takes place at the beginning of each semester. In order to sign up for the preferred course, you have to get registered at the following address: <https://www.spoz.ovgu.de/en/>

Culture on campus:
https://www.ovgu.de/Studium/Campus+_+Stadt/Kultur+erleben.html

Leisure on Campus

Big Band

<https://www.facebook.com/ovquBigBand/>

Kabarett “Prolästerrat”

Claudia Kausmann
+49 (391) 671 6080
claudia.kausmann@gmail.com
www.ovgu.de/prolaesterrat

Sports Center

Frau Kerstin Baltzer
building 27, Entrance East, Room 207
+49 (391) 675 88 51
sportzentrum@ovgu.de

Universitätschor (University Choir)

Herr Erik Bäneck
+49 (170) 411 00 90
mail@unichor-magdeburg.de
www.unichor-magdeburg.de

www.spoz.ovgu.de/en/

Additional student initiatives and associations are listed here: www.ovgu.de → Studium → Campus & Stadt → [Studentische Initiativen](#) (only in German).

There is a wide range of cultural activities in Magdeburg. Theaters, galleries, cinemas, museums and more. Current events and offers are published here:

- **DATEs** (only in German): <https://www.dates-md.de/>
- **Stadt Magdeburg**: www.magdeburg.de → [Tourism + Leisure](#)
- **Ottokar (only in German)**: <https://www.ottokar.info/> (particularly suitable for families)

Museums

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:

- [Art Museum Kloster Unser Lieben Frauen](#): exhibits mostly sculpture of the 20th century,
- [Moritzplatz Memorial](#): a memorial for the victims of the regime of 1945–1989
- [Museum of Culture and History](#): focuses especially on the history of the city and its region,
- [Museum of Technology](#): illustrates the technological development of last centuries in Magdeburg and surroundings.
- [Museum of Natural History](#): Collection from today's Saxony-Anhalt
- [Otto von Guericke Museum at Lukasklause](#) (Guericke Center): presents the life and work of the renowned mayor of Magdeburg
- [Cathedral Museum Ottonianum](#): Exhibitions on Otto the Great, his wife Edith and the research going on in the cathedral

Theater and Opera

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: <https://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.

Theaters in Magdeburg

Opernhaus

Universitätsplatz 9
Tel.: +49 (391)404901111
www.theater-magdeburg.de

Schauspielhaus

Otto-von-Guericke-Str. 64
Tel.: +49 (391) 404901212
www.theater-magdeburg.de

Puppentheater Magdeburg

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

Theater an der Angel

Zollstr. 19
Tel.: +49 (391) 5556555
<https://theater-an-der-angel.de>

Cinemas in Magdeburg

Cinemaxx Magdeburg

Kantstr. 6
Tel.: +49 40 80806969
www.cinemaxx.de

CineStar Magdeburg

Am Pfahlberg 5
Tel.: +49 451 7030200
<https://www.cinestar.de/kino-magdeburg>

Oli Lichtspiele

Olvenstedter Str. 25A
Tel.: +49 (171) 317 54 84
<https://oli-kino.de/wp/>

Studiokino

Moritzplatz 1a
Tel.: +49 (391) 28899965
<http://www.studiokino.com/>

Cultural Centers in Magdeburg

Kulturzentrum Moritzhof

(Theater, Kino, Konzerte,
Ausstellungen)
Moritzplatz 1
Tel.: +49 (391) 257 89 32
Email: info@moritzhof-magdeburg.de
<https://moritzhof-magdeburg.de/>

Kulturzentrum Feuerwache

Halberstädter Straße 140
Tel.: +49 (391) 60 28 09
Email: mail@feuerwachemd.de
<https://www.feuerwachemd.de/>

9. Health and Emergencies

Physicians

Besides general practitioners, there are specialists (eye specialists, dermatologists etc.). Usually, you have a general practitioner as family doctor. They will refer their patients to the relevant specialists. 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 the case of acute pain, however, treatment is also provided without an appointment. In case you do not have an appointment, best arrive at the doctor’s at the beginning of the consultation hours.

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

- <https://arztinfo.kvsa.de/ases-kvsa/ases.jsf>
- <https://www.zahnarzt-notdienst.de/>
- <https://www.jameda.de/>

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

Emergency Services

If urgent medical treatment is needed at night or at the weekend, you can go to the emergency service, to a hospital emergency room, or you can call an ambulance or call the home visit service, depending on how urgent you need help.

- Statutory health insurance on-call service (Kassenärztlicher Bereitschaftsdienst): +49 116 117 (<https://www.116117.de/de/index.php>)
- Statutory health insurance home visiting service (Kassenärztlicher Hausbesuchsdienst): +49 (391) 6216777 (Mo – Do: 18.00 – 07.00 Uhr, Fr – Mo: 14.00 – 07.00 Uhr)
- General emergency telephone numbers for the whole of Germany are:
110 (police) or 112 (fire department and ambulance).

You can also visit the emergency practice that is open after regular consultation hours. You can reach the Medico-Soziales-Zentrum by taking the trams 3 or 9. Exit at stop “Universitätsklinikum”.

Medico-Soziales-Zentrum Magdeburg

(general practitioner, pediatrician, oculist, otolaryngologist)

Address: Leipziger Straße 44, House 60a
Phone: +49 (391) 62 79 600
Office hours: Mon, Tue, Thu: 7.p.m. – 10 p.m.
 Wed, Fri: 2 p.m. – 10 p.m.
 Sat, Sun, holidays: 8 a.m. – 10 p.m.

You can find this information and much more assistance online:
<https://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 all persons insured by public health insurance or the insurance fund. Privately insured individuals must clarify the cover for the medical costs with their private health insurance prior to arrival in the hospital. However, patients must pay their share of the costs. **In an emergency**, you can also visit a hospital emergency room.

Hospitals in Magdeburg

Universitätsklinikum der Otto-von-Guericke-Universität Magdeburg

Leipziger Str. 44
Tel.: +49 (391) 6701
www.med.uni-magdeburg.de/en/

Städtisches Klinikum Magdeburg Krankenhaus Olvenstedt

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

Klinik St. Marienstift

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

Pfeiffersche Stiftungen

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

Co-payment Ruling for People with Compulsory Health Insurance

A **co-payment for prescription drugs and dressing materials** must be made, which is 10% of the price or at least €5 and a maximum of €10 per item. Children up to 18 years do not pay any co-payments.

Examples: The medication costs €10. A co-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 year. Children up to 18 years are exempt from charges. An average hospital stay lasts 9 days.

Services That 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 an additional payment of 10% of the price or at least 5€ and not more than €10. At any rate, co-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 **glasses and contact lenses**. But there are occasional exceptions. It pays to ask.

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

Additional Health Insurances (The Example of Dental Treatment)

In many cases, it is worthwhile to take out additional insurance. To find out whether this also applies to you, please ask your treating medical professional.

We show an example of supplementary insurance for dental treatment. For dentures, costs of several thousands of 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. Please consult your health insurance for further information.

Possibilities to Reduce Insurance Costs in the Statutory Health Insurance

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 the dental disease as early as possible. Costs will be covered by your health insurance provider.

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

It is worth bringing a confirmation of regular dental examinations with you from your home country, including a certified translation into German, and submitting it to your health insurance company.

Translations can also be made in Germany: <https://www.justiz-dolmetscher.de/Recherche/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 members 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 provider.

Pharmacies and Medication

In Germany, medication can only be bought at pharmacies (“Apotheken”). Most of the medication requires 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 co-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 online, e.g. at www.aponet.de.

10. Beware of Newspaper Subscriptions and Calls

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 are conducting 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 take out a newspaper subscription or a contract with a telephone company (possibly without your knowledge) for which you have to pay. Do not sign even 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 or wants to ask for your personal account or passport data/residence permit under a pretext. It is best to hang up immediately. If you have been tricked into buying something or entering into a contract, ask for legal advice immediately (see point VII. 8).

VII. Contacts and Services

1. Graduate Academy

The Graduate Academy (OVG GA) is the service facility for all doctoral students, junior researchers and their supervisors at OVGU. Under the umbrella of the Graduate Academy, services which contribute to the enhancement of the general framework for successful PhD projects are combined. Thus, OVG GA offers e.g. advanced training courses in scientific work for all kinds of different academic disciplines. Personal counselling for problems or questions about the doctorate is also offered by the Graduate Academy coordinator, Dr. Witter. In difficult cases, conflict mediation is offered.

The website of the Graduate Academy offers numerous helpful links and suggestions, e.g. for finding funding for the your doctoral studies:

www.grs.ovgu.de/en → [Calls & Jobs](#).

We highly recommend to subscribe to the newsletter of the Graduate Academy: www.grs.ovgu.de/en → Newsletter → [Subscription](#).

Contact Information of the Graduate Academy

Address:	Graduate Academy Wissenschaftshafen Speicher B building 82, room 158-160 Otto-Hahn-Str. 2 39106 Magdeburg
Phone:	+49 (391) 67 54 96 8
Email:	graduate.academy@ovgu.de
Online:	www.ga.ovgu.de/grs/en/

2. International Office



For international applicants, the International Office (Akademisches Auslandsamt) is an important place of contact. The staff is happy to provide information and to answer questions concerning the 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) and IKUS (Interkulturelle Studenten). These two initiatives arrange and carry out events and excursion, and support students and doctoral students in finding solutions to problems.

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

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 are enrolled at the faculty of Medicine and you have questions about the doctoral program, please contact Ms. Saskia Schulze.

International Office

building 18, Room 150
Universitätsplatz 2
39106 Magdeburg

International Office (Faculty of Medicine)

building 2, Room 224
Leipziger Str. 44
39120 Magdeburg

Consultation:

Mrs. Böhning

+49 (391) 67-58429

eva.boehning@ovgu.de

www.ovgu.de → International →

International Office → Team → K61 →

[Eva Böhning](#)

Ms. Saskia Schulze

+49 (391) 67 15143

saskia.schulze@med.ovgu.de

www.med.uni-magdeburg.de →

Zentrale Einrichtungen → Akademisches

Auslandsamt → [Kontakt zum](#)

[Auslandsamt](#)

3. Initiatives by International Students and Doctoral Candidates

Magdeburg International PhD Students (MIPS)

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

The program of the network comprises e.g. trips, sports events, cultural activities, seminars, and social gatherings. Information on the offers is published on their homepage as well as in the Graduate Academy newsletter.

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



Contact Information of the Magdeburg International PhD Students (MIPS)

Address: Otto-von-Guericke-Universität Magdeburg

Graduate Academy

building 82, room 158

Otto-Hahn-Str. 2

39106 Magdeburg

Phone: + 49 (391) 6754968

Email: mips@ovgu.de

Online: <https://www.mips.ovgu.de/en/>

Facebook: <https://www.facebook.com/MIPSOvqu>

Interkulturelle Studenten Magdeburg (IKUS)

IKUS is a group of students at OVGU which supports international students and guests of Magdeburg University. Most IKUS members are volunteers. IKUS helps all foreign students to get settled in Magdeburg smoothly. If you have any problems or questions with officials and authorities, do not hesitate to contact 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 9, Walther–Rathenau Str. 19, side entrance, the IKUS run the InterKultiTreff (IKT). Many IKUS activities, as well as their office hours, are held there.

There are regular office hours during the semester. Due to the changing timetables of the IKUS members, office hours change every semester. You will find the latest office hours online. During the office hours, you can also reach IKUS via telephone. During the semester break or you can get help and arrange appointments via email.

Contact Information of IKUS

Address:	InterKultiTreff Walther–Rathenau–Straße 19 39106 Magdeburg
Phone:	+ 49 (391) 6751575 (during office hours only)
Email:	ikus@ovgu.de
Internet	http://www.ikus.ovgu.de/
Facebook	https://www.facebook.com/groups/406425944242796
Instagram	uni_magdeburg https://www.instagram.com/uni_magdeburg ovgu_international https://www.instagram.com/ovgu_international
App	„Welcome to OVGU“ für Android und iOS

4. Learning German and Other Languages

To start a doctoral project at OVGU you need sufficient knowledge of German and English. Necessary knowledge means 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 (CERF): www.wikipedia.org. → [Common European Framework of Reference](#)

For a successful doctoral thesis and if you want to stay in Germany afterwards, it is very useful to know both languages. It is recommended to start learning German at 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/en → [Language courses](#). Course fees are variable and depend on the number of classes provided within one course.



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.

Contact Information of the Language Center

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

Phone: +49 (391) 67-56516

Email: sprachenzentrum@ovgu.de

Online: www.sprz.ovgu.de/en → Language courses → [German](#)

For all language courses, the enrollment takes place 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. In a language tandem, 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 the native language of each other, 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 *Email-Tandem*. Registration: www.sprz.ovgu.de/en → Tandem → [Registration](#).

Please use the advisory service for tandems, 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. **Email**: tandem@ovgu.de

Offers and Language Schools in 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: <https://www.agsa.de/>.

Language Schools in Magdeburg

UNIKOM Sprachen & Seminare
<https://www.unikom-md.de/en/>

Berlitz:
<https://www.berlitz.com/en-de>

VHS – Volkshochschule
<https://www.vhs.magdeburg.de/>

EBG – Europäisches Bildungswerk für Beruf und Gesellschaft gGmbH
www.ebg.de → Standorte → Sachsen-Anhalt → [Magdeburg](#)
[Erwachsenenbildungszentrum](#)

Wirtschafts- und Sprachenschule R. Welling Magdeburg GmbH
<https://www.nestor-bildung.de/nestor/niederlassungen/>
info@welling-magdeburg.de

Further Information: www.magdeburg.de → Bürger + Stadt → Leben in Magdeburg → Integration + Migration → Ankommen und Leben → [Sprache + Schule + Bildung](#) (only in German) or here: www.ikus.ovgu.de/en → Offer → [German Class](#).

Learning Languages Online

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

- <https://www.deutsch-uni.com/en/>
- <https://en.duolingo.com/>
- <https://www.goethe.de/en/index.html>
- <https://www.vhs.magdeburg.de/>
- <https://www.dw.com/de> - Deutsche Welle -Germany International Broadcasting
- <https://www.deutsch-als-fremdsprache.de/>→ Diskussionsforen (Find tandem partners, pen pals and chatters who want to improve their German skills together)
- International Tandem Network, University of Bochum: <http://www.zfa.ruhr-uni-bochum.de/ils/szenarien/index.html.de>

The following website provide information about learning English online:

- <https://www.englisch-lernen-online.de/> und <https://www.englisch-lernen-im-internet.de/>
- <https://www.englisch-hilfen.de/>
- <https://www.learnenglish.de/> und <https://learn-english-online.org/>
- <https://www.english-daily.com/>

5. Computer Center

Through enrolment, all doctoral students receive a computer account and an email 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



Computer Center

Address:	building 26, Campus Universitätsplatz
Opening hours:	Mon - Fri: 08.00 - 23.00, Sat: 10.00 - 18.00 Changing opening hours are announced here: www.urz.ovgu.de/en → About us → Opening hours
Phone:	+49 (391) 67-18 888
Email:	it-service@ovgu.de
Online:	www.urz.ovgu.de/en/

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. You can find Detailed information about the various services online: www.urz.ovgu.de/en → [Our services](#).

6. Libraries

University Library

The University Library (Universitätsbibliothek) is located on campus in building 30, close to the canteen. As a modern and comfortable facility, the library provides extensive services to students and scientists. Further information about the University Library are provided on the homepage: www.ub.ovgu.de/en →



[Service](#).

Your student ID card is also the user card for the library. With your first visit to the library, you will have to sign up at the information desk by filling out the registration form. Also, you have to validate your student ID at the orange terminal in order to use it as a key card for the lockers. When signing up at the university library you have to bring your passport, student ID or certificate of enrolment and your tenancy agreement.

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: www.ub.ovgu.de/en → About us → [Opening hours](#).

OVGU employees can use the inter-library loansservice for free (exc. for international interlending).

University Library

Address:	building 30, Campus Universitätsplatz
Phone:	+49 (391) 67 58 640 (Secretary) +49 (391) 67 52 925 (Lending Service)
Email:	bibliothek@ovgu.de ausleihe@ovgu.de
Online:	www.ub.ovgu.de/ub/en/

Medical Central Library (Medizinische Zentralbibliothek)

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

Medical Central Library

Address: Leipzig Str. 44, building 41
Phone: +49 (391) 67 14 300
Email: mzb@ovgu.de
Online: www.mzb.ovgu.de/en/

For the medical library, you have to register separately. The same rules as for the University Library registration apply. During semester break the opening hours might differ. You can find the current opening hours online: www.zmb.ovgu.de → Über uns → [Öffnungszeiten](#) (only in German).

City Library

City Libraries in Magdeburg

Zentralbibliothek

Breiter Weg 109
Tel.: +49 (391) 540 48 84
stadtbibliothek@magdeburg.de
Mon – Fri: 10.00 – 19.00;
Sat: 10.00 – 13.00

Bibliothek Flora–Park

Olvenstedter Graseweg 37
Tel.: +49 (391) 7219550
florabibo@web.de
Mon – Fri: 10.00 – 18.00
Sat: 10.00 – 16.00

Bibliothek Reform

Otto–Baer–Str. 6
Tel.: +49 (391) 613151
bibliothek.reform@web.de
Mon & Fri: 13.00 – 17.00
Tue: 13.00 – 18.00
Thu: 10.00 – 12.00 & 13.00 – 18.00

Bibliothek Sudenburg

Halberstädter Str. 55
Tel.: +49 (391) 615084
bibliothek.sudenburg@web.de
Mon & Fri: 13.00 – 17.00
Tue: 13.00 – 18.00
Thu: 10.00 – 12.00 & 13.00 – 18.00

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, about 400,000 books, newspapers, magazines, CDs, videos, audio books, cassettes, DVDs, records, scores and maps for information, education, entertainment, and recreation are 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: <https://stadtbibliothek.magdeburg.de/> (only German).

7. Childcare

OVGU is a university that welcomes students and employees with children. Services for families provided by the university can be found on the website of the Familienportal: www.ovgundfamilie.ovgu.de/en. All childcare facilities on campus and nursery offices are listed here: www.ovgundfamilie.ovgu.de/en → [Childcare](#).

Dr. Lesske is the family representative at OVGU. She supports you regarding all issues around compatibility of family, studies and career: loreen.lesske@ovgu.de. Also, family representatives at each faculty are there to support you: www.ovgundfamilie.ovgu.de/en/ → Employees with family → [Contact](#)

Campus Nursery for Flexible Childcare

Students and university staff looking for childcare for a short period of time can take their child to the campus nursery (CampusKinderzimmer) run by the Student Services (Studentenwerk). A qualified childcare 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. Please register here for the nursery: www.studentenwerk-magdeburg.de/en/ → Campus childcare → Flexible childcare → [Application](#).

Opening hours: Mon – Fri 4–9 pm

CampusKinderzimmer und KiTa CampusKids

University:	J.–G.–Nathusius–Ring 5
campus:	Wohnheim 7, Erdgeschoss (access via garden) 39106 Magdeburg
Campus of MED:	Fermersleber Weg 45b Wohnheim, Wohnung 101 39112 Magdeburg
E-Mail:	campuskinderzimmer@studentenwerk-magdeburg.de campuskids@studentenwerk-magdeburg.de
Online:	www.studentenwerk-magdeburg.de/en/ → Campus childcare

Kindergarden CampusKids for regular Childcare

The Students Services run a kindergarden with 4 groups and around 50 children since 2012. Campus children are supplied completely in the daycare center. A cook reinforces the team of the Canteen UniCampus specifically for the daycare center and ensures that the menu is particularly varied and healthy. Children from the age of 2 months to 6 years can be signed up.

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

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. Furthermore, the Youth Welfare Office of Magdeburg provides information:

Contact Information of the Youth Welfare Office Magdeburg

Address:	Wilhelm-Höpfner-Ring 4 39116 Magdeburg
Phone:	+49 (391) 540 3187
Email:	jugendamt@magdeburg.de
Online:	www.magdeburg.de → Bürger + Stadt → Leben in Magdeburg → Kinder, Jugend, Familie

8. Social and Legal Consultation

Social Counseling

The social consultant Ms. **Montoya Martinez** gives information and guidance concerning public social law. She will help you 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 ask for free meal vouchers for the cafeteria (Mensa). If needed, she will offer assistance for making appointments with other consultants and services or support when going to consultations outside the university.

Social Counseling Service at the Student Services

Address:	Studentenwerk Magdeburg Sozial- und Beratungsdienst Postfach 4053 39015 Magdeburg
For visitors:	J.-G.-Nathusius-Ring 5 Wohnheim 7, Raum 50
Phone:	+49 (391) 6711562
Email:	Sozialer.Beratungsdienst@studentenwerk-magdeburg.de
Online:	www.studentenwerk-magdeburg.de → Social Issues and Counseling → Social Counseling

Legal Counseling

Sometimes, questions or problems can arise which require professional advice from a lawyer. The Student Services also provides a qualified contact for such situations. Students can consult the attorneys Mr. Normen Pitschke and Mr. Ingo Lück at the advisory center of the Student Services in dormitory 7 (room 51). An appointment in advance is not necessary.

During the semester break (February 1st – March 31st and July 1st – September 30th) you can visit Mr. Lück's office in Leibnitzstraße 9. Please make an appointment beforehand: +49 (391) 69 66 88 44. For the consultation, you have to bring your student ID and your passport.

For further legal consultation, you may also contact the Consumer Advice Center (Verbraucherzentrale) of Saxony-Anhalt, or consult the tenant association (Mieterverein).

Legal Services and Information Online

- www.bundesjustizamt.de/EN and especially www.gesetze-im-internet.de/.
- But also: www.anwalt.de/, <https://anwaltauskunft.de>, www.arbeitsrecht.de ,
- <https://justiz.sachsen-anhalt.de/>(only German)
- <https://www.info-netz-magdeburg.de/>

Legal Counseling Services

Legal Counseling at the Student Services	J.-G.-Nathusius-Ring 5, Room 51
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	www.studentenwerk-magdeburg.de/en → Social Issues and Counseling → Legal Advice consultation for free
Consumer Advice Center (Verbraucherzentrale)	Breiter Weg 32 39104 Magdeburg +49 (391) 5 43 99 79 https://www.verbraucherzentrale-sachsen-anhalt.de/beratungsstellen/magdeburg small fees of €5–15 per consultation
Tenant association Mieterverein Magdeburg u.U.e.V.	Otto-v.-Guericke Straße 6 39104 Magdeburg +49 (391) 5 61 91 55/5 41 01 09 www.mvmd.de A yearly fee of ca. €80 needs to be paid in order to ask for advice.

Psychological and Social Student Counseling

In the course of your studies and doctorate, many stressful situations can arise, such as feelings of being overwhelmed, low motivation, problems in your relationship, fears about exams or the future. The Psychological and Social Student Counseling Service (PSB) has an open ear for all these problems. It is open to all students, doctoral candidates and university staff in the area of responsibility of the Studentenwerk and is free of charge and strictly confidential.

Psycho-Social Student Counselling Magdeburg

Contact person:	Mareen Eisenblätter
Adresse:	Campus Otto-von-Guericke-Universität Magdeburg building 18, room 204
Phone:	+49 0391/6751553
Mailadresse	mareen.eisenblaetter@studentenwerk-magdeburg.de
Internet	www.studentenwerk-magdeburg.de/en → Soziales & Beratung → Psychosocial Counselling for students

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 OVGU.

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. The student council has several independent units: www.stura-md.de → Team → [Referate](#) (only in German).

Student Council

Address:	building 26 (Entrance to Study Hall 1, take the immediate left followed by the door on the right)
Phone:	+49 (391) 6758971
Email:	stura@ovgu.de
Online:	https://stura-md.de/

Within the faculties, the Student Representatives (Fachschaftsräte) speak for the students.

- Computer Science: <https://farafin.de/en/>
- Economics and Management: www.farawiwi.de
- Electrical Engineering and Information Technology: www.farafeit.de
- Humanities, Social Science & Education: fasra-fhw.jimdo.com
- Mathematics: <https://www.faramath.ovgu.de/>
- Mechanical Engineering: <https://www.farafmb.de/>
- Natural Science: www.farafnw.ovgu.de
- Process & Systems Engineering: <http://www.faravst.ovgu.de>
- Medicine: <http://www.fara-med.de/>

In accordance with the new Higher Education Act, [representatives of doctoral students](#) will also be regularly elected beginning in 2022.

VIII. Completion of the Doctoral Program

1. End of the PhD Study Program/Cancelation of Enrolment

Before leaving the university, a few formal and organizational steps have to be taken.

If you have successfully completed your doctoral degree or if you want to drop out of the doctoral program, you have to de-register from the university (Exmatrikulation). You can download the form online: www.ovgu.de/en → Study → After Graduation → [Matriculation for Doctoral Candidates](#).

All authorities and institutions mentioned in the form have to give their approval by signing the document. With the day of de-registration, the residence permit for doctoral studies expires. Thus, we recommend visiting the International Office well enough in advance of the end of your doctoral project to get advice on the legal consequences.

If the semester fee for the coming semester has already been paid and de-registration takes place at the end of the current semester, an application for [reimbursement](#) can be deposited with the Studentenwerk Magdeburg. The deadlines for submitting an application to the Studentenwerk are 30.04. and 31.10. of the year.

2. Finding a Job in Germany

We recommend to start the application process for a job at least 6 months before the ending of the doctoral program. If you plan to stay in Germany after finishing your thesis, the following institutions can help you find a job:

- **Graduate Academy:** www.grs.ovgu.de/en → [Calls & Jobs](#)
- **OVGU Career Service:** www.ovgu.de → [Career service](#)
- **Employment Office (Agentur für Arbeit):** <https://www.arbeitsagentur.de/en/welcome> → Dienststellen vor Ort → PLZ 39106

3. De-registration at the Citizens' Office and Foreigners' Authority

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

Drop-out

If you have a residence permit in accordance with § 16b of the Residence Act and wish to discontinue your doctoral studies but remain in Germany, you must inform the Foreigners Office of your planned activities if possible before de-registration, but no later than 2 weeks after de-registration. Reasons for discontinuation can be: Change of supervisor and/or university, discontinuation of the doctorate due to taking up a paid position (work permit according to § 18 b Abs.1) or receipt of the EU Blue Card according to § 18b Abs.2). Inform the Foreigners Office by post (for the address of the foreigners authority, see chapter V, point 8) about the reason for the change or agree on the date of departure, if there is a longer period of time between the discontinuation of the doctorate and the departure.

In Case of a Successful Completion

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

- **Application for temporary residence for the purpose of seeking employment pursuant to section § 20, subsection 3, point 1.**
- **Application for granting a residence permit:** as long as a specific job offer is available (change to paragraph 18).

You can apply at the Foreigners 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 → Bürger + Stadt → Bürgerservice → Formulardepot → [Formulardepot Ausländerangelegenheiten](#) → Antrag befristeter Aufenthalt.

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 email or letter when and where the doctoral certificate will be handed over to you. The International Office will notify the Foreigners Office of that date.

If you 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 Foreigners Office, starting from the day you received the doctoral certificate. Only the Foreigners Office in the city of your residence is authorized for this. Within the aforementioned 4 weeks, you should also take care of your de-registration if you were enrolled as a student.

Provided that you have completed your stay in Germany and you intend to return to your home country, you have to inform the relevant Citizens' 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 Citizens Office. The form „**Abmeldung ins Ausland**“ is available in the Citizens Office or online: www.magdeburg.de → Bürgerservice → Formulardepot → [Pass- und Meldewesen](#) → Abmeldung ins Ausland. An additional notice of departure at the Foreigners Office is not necessary. The Citizens' Office will inform the Foreigners Authority 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 handed in in written form. Example: if you want to cancel your apartment at the end of September, the notice of cancellation must be submitted to the landlord until June 30 at the latest.

5. Cancellation of electricity, wifi and broadcasting license fees (GEZ)

After the flat has been terminated, you must also give notice to your electricity and wifi provider. The usual notice period for electricity is 14 days. However, the notice period for the wifi provider is usually 1 month. Please contact your provider in advance to find out what the notice period is.

There is no period of notice for the GEZ. The notice of termination can be conveniently submitted using the [online form](#).

6. Cancellation of Telecommunication Contracts

Similarly, keep in mind to cancel your mobile phone and wifi contracts on time.

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 so, you have to give the provider a written explanation and a confirmation from the Citizens' Office or a confirmation from your new employer.

7. Cancellation of Health Insurance

After de-registration, 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 you inform the health insurance company yourself. For this purpose, you will need the certificate of your de-registration.

8. Cancellation of Current Bank Account

Before your departure to your home country, you should also close your current bank account. Often the bank charges you a monthly fee for running the account. If you do not close the bank account, fees can sum up and you might have to pay them once you re-enter Germany in case you forgot to close the account.

9. Alumni

We hope that your stay at our university has left you with lasting impressions and that you were able to excel in your studies. With all our heart, we wish that the memories of your time at OVGU remain vivid. 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](#).

IX. Overview

Emergency numbers

110	Police
112	Fire and rescue service
116 117	Emergency medical service
116 116	Emergency number for blocking bank accounts/cards

Public Holidays

01. Januar	New Year's
Friday before Easter Sunday	Good Friday
End of April/beginning of May	Easter Sunday and Easter Monday
01. May	Labour Day
03. October	German Unity Day
25. December	Christmas Day
26. December	Boxing Day

There are other public holidays that depend on the federal states. The following public holidays are important for Saxony-Anhalt:

06.01.	Epiphany
31.10.	Reformation Day

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