Getting Started
A Guide to Germany, Kiel and the CAUniversity
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1. Introduction

This guide was written by members of the School of Sustainability’s Student Government (SOS StuGo).

The idea was to give – especially to non-Germans - a head start and a little help so that you don’t feel too lost when you arrive in Germany, maybe for you first time.

We know it’s quite lengthy, but since it was written by students and is based on their experiences, we’re pretty sure that you’ll find some of the information helpful, and seeing as it was a lot of work it would be nice if you had a look at it (at least check the contents to get an idea of what it’s about). And, think about it, wouldn’t it be a shame if it took you one year to find out about something awesome that we’d already told you about in here??? And wouldn’t it be annoying if we then had to say “We told you so!”?

The International Center of the CAU Kiel has already collected a lot of information and many of your questions will be answered there (including detailed information about Visa and Residence permits, health insurance, financial assistance, accommodation …). So check out their site!

http://www.international.uni-kiel.de/en/study-in-kiel?set_language=en (English)

In addition to that, there’s a joint website by the Federal Ministry of Education and Research and the DAAD that may prove helpful: https://www.study-in.de/en/life/ (English)

However, sometimes the smallest details can cause the biggest confusion when you move to a new country, so we’ve added a couple (well, 50 or so pages) of further hints in this guide. We know from experience that you’ll find many of them helpful, and we hope, in any case, that you enjoy reading our rendition of how to get started in Kiel.

Other than that: Welcome to Germany! Yay!

(May you enjoy it and have a lot of precisely organized and scheduled fun)

Disclaimer

We’ve tried to double check all the information we provide here, but by the time you read this it may be outdated, incomplete, ambiguous or contain mistakes/misinformation. We’d like you to keep that in mind, since we also give advice related to financial or legal issues. After all, this is not an official document and we cannot be held responsible for any inconvenience caused by it.

1 Fyi, links are clickable, if you use the „Hand“ tool of your pdf viewer instead of the selection tool
2. Getting to Kiel (Public transport in Germany/Kiel)

2.1. Airports

2.1.1. The closest airports and how to get to Kiel from them

The closest Airport to Kiel is Hamburg-Fuhlsbüttel. The cheapest (7€) and most convenient option to get from there to Kiel is by ‘Kielius’ (see section 2.3)!

Another option to get from Hamburg to Kiel is the KielExx – a shuttle taxi that goes between your doorstep and Hamburg airport. It is more expensive (about 30€) than taking a coach, but depending on the weight of your luggage it may be worth it.


You can also go by train, but you have to get to the Hamburg Hbf (train station) first. From there, you can go by train (not directly, but from Hamburg Hbf) or by coach to Kiel in about 1 1/2 hour.

Another airport close to Kiel is Lübeck Blankensee, which focuses more on Ryanair flights. From the train station “Lübeck Flughafen”, you can reach Kiel in 1 1/2 hour as well (for about 17€).

2.1.2. Sleeping at the Airport

Should you ever get stuck at the airport e.g. because your outgoing flight leaves early but the train/bus arrives at the airport the night before; or because your plane arrives in Hamburg late and the first train/bus leaves only the following morning, then you should check out the following website: http://www.sleepinginairports.net/

It doesn’t solve the problem of getting stuck, but tells you the best places to spend the night at the airport of your choice (it also tells you if the airport is open at all during the night).
2.2. Trains

Trains may become more important when you start traveling around, but for those arriving at airports farther away from Kiel, this section may also be helpful upon your first arrival.

2.2.1. Looking for connections


For almost all kinds of information the DB generally has an English website, so we don’t give you links for everything we mention from here on out.

The DB also has a free app called ‘DB Navigator’ which is very handy and can be switched to English.

2.2.2. Buying tickets

Tickets can be bought at the counters or ticket vending machines in the train station (it is also possible to buy them online and then print them or have them sent to your Smartphone)

Only in interregional trains (ICE, IC, EC) it is possible to buy the ticket within the train and it’s usually a bit more expensive. In the train, you can only pay cash or by credit card (not with an ec-card! If that’s your only option it gets complicated and messy)

If you enter a regional train (e.g. RE, RB like the ones from Hamburg to Kiel) without a ticket and get checked, you might have to pay a fine of 40€ plus the ticket (so buy it before i.e. at the counters or ticket vending machines)
2.2.3. Discounts

If you like to travel in Germany you might consider buying a **Bahncard** 25 or 50 (or 100\(^2\)). The numbers stand for the discounts you get on every train ticket once you’ve bought the card. For Students under 27, the cards are 50% cheaper and might pay off quite quickly depending on how much you travel (e.g. for the Bahncard 50 it would take one trip to Southern Germany and back to pay it off). Even if you think it might make sense for you to buy one, we suggest you wait a bit because you may end up traveling with friends and use other discounts instead. On the following website you can find information about the Bahncard system\(^3\):


Unless you cancel your Bahncard they will send you a new one automatically every year and you will have to pay it, so you should cancel it in time. You can do that at the counters as well as, very easily, by filling out a form online. Depending on your language proficiency, you may need to ask a German-speaking friend to help you.

When you look for a train at [http://www.bahn.de/i/view/DEU/en/index.shtml](http://www.bahn.de/i/view/DEU/en/index.shtml) you can occasionally find **special offers**. There is even a dedicated “**Saver fare finder**” on the website. You should buy tickets as early as possible if you want to get these good deals, as the earlier you book the better the deals are (starting from 29€ to anywhere in Germany and 39€ to many places in Europe). You can buy these special offers at maximum 3 months and at minimum 3 days before departure. With those cheaper tickets you are then bound to a special time and date (i.e. a specific train). The special offer tickets can be combined with Bahncard 25 to get additional 25% discount, but not with the Bahncard 50 (no further discount!).

There are also **last minute special offers**, which are not as well known. In this case, you don’t have to and cannot buy the tickets that much in advance (only up to 7 days), although you shouldn’t be too late either. You can find them e.g. here (LTUR bahn):

[http://www.ltur.com/de/content.html?id=15168](http://www.ltur.com/de/content.html?id=15168) (English)

There are also several types of **group tickets**, which are usually cheaper when more people go together. Watch out, they are **only valid on regional trains** (RB, IRE, RE)\(^4\) and can often only be used **after 9am** and the ticket controllers will show no mercy with that!

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\(^2\) Once you paid some thousand euro you can use all trains for free with the BC 100
\(^3\) With the federal state of Schleswig Holstein you get only 25% discount even with the Bahncard 50
\(^4\) The interregional trains (ICE, EC, IC) cannot be used with group tickets.
There are group tickets for every federal state (so called “Ländertickets”). The group ticket for Kiel would be the “Schleswig-Holstein-Ticket” which is valid in Hamburg and parts of “Mecklenburg-Vorpommern” (the federal state east of SH) as well. You can use it the whole day (not too early in the morning though) and in some places, for example Hamburg, it is also valid for buses and subways (ger.: U-Bahn). It costs 27€ for one person +3€ for each additional traveler, up to five. If you want to go longer distances as a group on weekdays you could consider a “Quer-durchs-Land-Ticket”. It costs 44€ for one person +8€ for each additional traveler, up to five travelers. With the ticket you can use all regional trains in all of Germany for one day (from 9am until 3am of the next day).

On weekends this option is called the “Schönes-Wochenende-Ticket” (nice weekend ticket). It can be used Saturday or Sunday (until the next day at 3am) and costs 44€. Up to five people can use it, but the price doesn’t change.

Since group tickets get cheaper when more people use them, it is somewhat common to share them with ‘strangers’.

At the central station in Kiel at the ticket vending machines it is very common to be asked by people “Hamburg?” and then a group of people spontaneously gets together and buys a Schleswig-Holstein Ticket (although that means you never know beforehand if it’s going to work out). Another way to use group tickets with strangers is to arrange something with them on a website called www.mitfahrgelegenheit.de/. Usually it’s used by people for carpooling, but some also write their planned train trips so you can contact them and meet up before the trip at the train station to buy the ticket together. Unfortunately, there is no English version of that site and you have to create an account.

As mentioned before, the price for the Schönes-Wochenende-Ticket is fixed and doesn’t change, even if you travel with the maximum number of users. So, if you buy one of these tickets as a group smaller than five people, you can try recruiting additional travelers at the train station so that they may share a part of your way. It goes without saying that the amount you charge them has to be less than what they would usually pay for their ticket.

This list will never be complete, but here’s one last hint:

For other European countries there is the Europa Spezial, which might be quite cheap as well, and it can also be combined with the Bahnard 25%.
2.2.4. Delays

Should there be delays that make you miss a connection, go to the information desk and ask. They’ll help you find the new best connection. Should there be none and you are left stuck at the train station, they usually pay you a hotel or a taxi (don’t find a hotel or taxi by yourself; they will not refund that as they have special contracts with special hotels/taxi companies).

Should you be on a long and expensive train trip and experience delays of over an hour there is the possibility of getting money back. For a more than 60min delay you can get a 25% refund, for a more than 120min delay, 50%. Even if your train is only 5min late but it makes you miss your connection and leaves you having to wait for two hours – that still counts as a delay of 120min.

In order to get your money back, there needs to be proof that you took the train (e.g. the stamp from the controller on your ticket would be enough). Then you need to fill out a form, which you can get at the counters. The name of the form is “Fahrgastrechteformular” (or just tell them in English that you want a form to get your money back). Fill it out, attach your ticket and send it to them, or give it to them at the ticket counters (you have half a year to do this, but since you have to provide some detailed information about your trip, you should do is asap to avoid forgetting everything). If you think this sounds easy, we have to tell it’s not. The form is not only in German, but also quite a pain to fill out. Maybe ask your German flatmates for help (assuming you have some). Amounts below 4€ will not be refunded, and refunding does not apply to group tickets.

Oh, and you can also try to get a “Verzehrgutschein” (food coupon) if your train is late. Just tell them you don’t have cash but since you now have to wait for an hour or more, you would like something to eat. When the counters are full of unhappy, complaining people, the clerks are usually more than willing to send someone away with one or two of these little 2€ coupons. Some bakeries in the train station accept them (this is indicated by a little image of the coupon on the door of bakeries and food stalls). It’s not big money, but hey: they made you wait!
2.3. Buses to Kiel (coaches / interregional buses)

From Hamburg you can use the Kielius. It goes from Hamburg airport to Kiel ZOB\(^5\) (ZOB = Zentraler Omnibusbahnhof, which means coach station (bus station, for buses leaving the city)) and vice versa. If you have a valid Semesterticket (see section 5) from Kiel University it is the cheapest (7€ one way, 12€ roundtrip ticket) and most convenient way to get to Kiel from Hamburg airport. It may happen that you need to show your ID/passport with the Semesterticket as well.

http://www.bahn.de/autokraft/view/angebot/kielius/en-kielius-ueb.shtml (English)

Without a Semesterticket it’s 19,50€ (one way), which is still reasonable and also cheaper than a normal train ticket. Upon your arrival you most likely will not have your Semesterticket yet, **BUT** the admission letter might work as well for the students discount!

There is a rapidly growing network of bus connections between German cities, though Kiel is a bit of a geographical dead end, unfortunately.

The German word to look up would be “Fernbus” (which means coach). Coaches can be much cheaper than trains and are quite comfortable, but generally take longer. A good starting point is the website [http://www.busliniensuche.de/](http://www.busliniensuche.de/) which is a meta search of the offers from different companies. Often, it is cheaper to book tickets in advance and online.

The biggest coach company is “meinfernbus” ([http://meinfernbus.de/](http://meinfernbus.de/), all in German), which also has connections starting from Kiel. With them you can go from Kiel ZOB to Hamburg ZOB (in the city center) several times a day for just 6€. You have to book the tickets online, though.

If you want to go Berlin, the company “Berlin Linien Bus” has a special offer for students of the CAU, which not many people know about. You can go from Kiel ZOB to Berlin ZOB for 16€ one-way and for 30€ return, if you have a valid Semesterticket. Keep in mind, though, that it takes almost six hours one-way.


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\(^5\) Don’t be shocked when you reach Kiel. The coach station is probably the ugliest one in all of Germany, but it gets a bit better once you leave it and head towards the center of town 😊
2.4. Buses in Kiel

Public transport in Kiel consists solely of buses (unless they are on strike, in which case you’ll probably be walking). You can look for bus connections on the following website:

http://www.kvg-kiel.de/en/# (English)

You can only enter the bus at the driver’s door, where you then have to show your ticket to the driver (and since people come in through that door, don’t exit the bus through the driver’s door). The only exception to this is at bus stops on campus, where no one checks tickets and everyone enters and exits from whichever door suits their fancy.

If you got your Semesterticket (see section 4) already, public transport in Kiel is for free. The dates after the word “Gültigkeit” are the validity period, so depending on the date of your arrival it may not yet be valid. If this is the case, you have to buy a ticket from the driver (only cash). Within Kiel the prices are:

- 2,40€ for a single ticket (Fahrschein/Einzelfahrschein)
- 8,00€ for a day ticket (Tagesticket)
- 1,70€ for short distance ticket (Kurzstreckenfahrschein; valid for five stops including the one you entered)

Without directly encouraging you to try this, we’d like to mention that the bus drivers rarely check the validity period of your semester ticket, so you could try to use it anyway, but at your own risk (if ticket controllers enter the bus, you’re screwed and you’re last resort is the I’m-new-in-this-country-and-don’t-know/understand scheme. For best results, add some excessive blinking and flustered hand gestures ☹)

Two more hints in case that is different in your country:

1. If you don’t press the “stop” button, and nobody else does, the bus won’t stop at your station.
2. If you’re not obviously waiting for a bus at the bus stop (e.g. you’re casually walking around it, or reading a book by the side), and nobody gets off at that stop, the bus driver will not slow down or stop to pick you up.

The KVG has its own app that even works without an Internet connection.

There is also an app for public transportation which works in Germany and many other European cities including Kiel. It’s called „Öffi“ (derived from ‘Öffentlicher Nahverkehr’ which means ‘public transport’) and is available in English (well, that’s what we read, but we didn’t really find out how to switch it to English – you hardly need German to use it anyway)

The app ‘DB Navigator’ also works for buses in most German cities.
2.5. Ferries in Kiel (to the beach!)

“Only busses in Kiel” was not entirely true – we also have a ferry bringing you to the beach (see section 7.3) – for free with the Semesterticket except for weekends, bank holidays and during Kieler Woche! The time tables appear if you click on the stations (red dots) in the map on the following website: http://www.vrk-sh.de/Fahrplan/Faehrlinien.htm

, or go to their homepage for more detailed information http://www.sfk-kiel.de/en/index.php (English)

2.6. Car pooling (car sharing)

In Germany it is not uncommon at all that people driving somewhere offer to take other people with them for some money, kind of like a non-commercial taxi. The German term is “Mitfahrgelegenheit” (“mit” means with, “fahren” means driving/going by, “Gelegenheit” means opportunity). This has become a well-organized, comparatively cheap, uncomplicated, and rapid way of getting around (even for long distances). It works like this: you go on a dedicated website, search for a ride that goes where and when you want to go, arrange a time and place to meet with the driver, and then you’re on your way. Between Kiel and Hamburg alone, there are at least 20 rides offered every day. The main website for carpooling is www.mitfahrgelegenheit.de/. On that site people post where they plan on going, when they’re going, how many people they are willing to take in their car and how much they want as payment. You contact the driver and make any further arrangements with him/her. As mentioned before, the website is in German, and you also have to register (to make it more difficult for serial killers ☹). Here is another, more international, website for carpooling, which also accesses the offers of the website above (You’d have to select UK at the starting page to switch it to English and only on the following site you select Germany as county): http://www.carpooling.com/. There is one serious competitor to the websites above, which is blablacar.com, where rides all over Europe are offered. The system is similar, a bit less complicated, and it’s all in English. Not quite as many rides are offered as on mitfahrgelegenheit.de but it’s becoming increasingly popular.

2.7. Hitchhiking

Hitchhiking in Germany is perfectly legal and fairly easy. It’s for sure the cheapest and most exciting way to get around, but possibly also the slowest and most exhausting. The hitchwiki page provides good information about everything you might want to know if you chose to hitchhike your way around: http://hitchwiki.org/en/Germany. For good starting spots in Kiel see: http://hitchwiki.org/en/Kiel.
3. Living in Kiel

3.1. How to get a flat

The most common way to look for a shared flat (ger. WG = Wohngemeinschaft) is to access the following website: http://www.wg-gesucht.de/en/ (English)

Usually you write/call people, make an appointment, go for a visit and flat interview (WG “casting”), and try to be nice. Sometimes the flat descriptions are already in English, but if not you can still try to email them in English anyway. One German word you will come across in these flat descriptions is „Zweck-WG“ (in the context of „We are not a Zweck-WG“). It means that they’re looking for someone they can hang out with in the kitchen and share something with, instead of someone who keeps to him/herself all the time.

Another website is the one below, but it can not be switched to English:

http://www.studenten-wg.de/wohnungsmarkt.html?PHPSESSID=84a765f77ecf0a41efe90d6fa0a8e50

Since Germans like to know beforehand with who they are moving in with, it can be quite difficult to search for and find a flat from your home country, but recently Skype is becoming more widespread for WG castings.

Besides those sites, some people manage to find a flat via couch surfing by asking for it in groups related to Kiel.

The most convenient option if you’re not from Germany might be to try getting a room in a students’ dormitory, at least for your first semester. The section below (3.3) explains this in more detail.

Sometimes, people offer their rooms in the dormitories on wg-gesucht.de as well, usually in the case where they forget to cancel their lease within the cancellation period (this usually works on a first come first serve basis, but you often have the chance to have a look at the room before you make your mind up).

Another option would be to check the bulletin boards in the student canteens (ger.: Mensa) and faculties.

The international center has an even bigger list of websites to check out, as well as other offers to help you find a flat (in case you need one really urgently for instance), so in any check out their website as well:

http://www.international.uni-kiel.de/en/study-in-kiel/service-information/living-in-kiel (English)
3.2. Some background information for rental contracts

Most of the stuff below is only relevant for those of you who decide to get your own apartment instead of living in a shared flat, so don’t be scared by the technicalities.

**Zwischen-/Untermiete**
intermediate rent

This is common practice when, for example, people leave the city for thesis work or internships, but don’t want to give up their flat. People even sublet their rooms in the dormitory. You can search for that on [wg-gesucht.de/en/](http://wg-gesucht.de/en/) as well, and it may even be easier as people might be a bit less picky about their future flatmates if they know you are not going to stay forever.

If you want to be on the safe side, you should get a **“Untermietvertrag”** (= sublease contract) – it is common, but sometimes forgotten or not considered important. There are short (~2 pages) standard contracts your flatmates can download from the Internet.

Should you ever want to sublet your own room/apartment, you should keep in mind that it may be forbidden by your rental contract, even though this is often ignored.

**Kaltmiete**
“cold rent”

Share of your rent that is just based on the area (m\(^2\)) of your flat. Basements and attics are excluded (i.e. no extra costs), the area of balconies counted as \(\frac{1}{4}\) to \(\frac{1}{2}\)\(^6\).

**Nebenkosten**
additional costs

Different costs may be included here, usually something along the lines of heating, garbage collection, water, waste water, staircase illumination, stairwell cleaning etc.

Since what is included in “additional costs” may vary, you should ask about it.

**Warmmiete**
“warm rent”

Basically, Kaltmiete + Nebenkosten = Warmiete

→ this is the amount you pay to your landlord

Within the context of shared flats your flatmates may include costs for energy or Internet/telephone here as well. Another way to think about it is “all the things you’d have to pay for every month if you lived on your own”.

**Nebenmieter**
“secondary tenant”

In shared flats you become a ‘Nebenmieter’ when you don’t sign the contract with your landlord directly, but with your flatmates. This is common practice and usually works out just fine, but theoretically you have fewer rights than the person in the main rental contract (i.e. the one with the landlord). For instance they could quit your contract (of course within the cancellation period).

**Hauptmieter**
Main tenant

The person signing the contract with the landlord. In shared flats not all tenants are necessarily main tenants, often to reduce paper work for the landlord. Usually the one(s) staying the longest in the flat will become the main tenant(s). As mentioned before, they do technically have more rights, but in practice that hardly and rarely ever matters.

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\(^6\) § 4 WoFlV
If that was annoying, or scary calm down – moving into a shared flat is really easy and you don’t have to worry about most of it. Basically they tell you the overall costs you have to pay every month plus the deposit (ger.: “Kaution”), which you mostly pay to the previous tenant directly, and then you sign the contract and move in.

The information below is also just background information you probably won’t need.

In shared flats, the rent is usually divided among flatmates based on the area of each person’s room. To give you a short example (that you can completely ignore, because it’s rather unimportant) (with any luck, you will be far more confused than you were when you began reading this chapter, and we’re kind of sorry, but we get a huge kick out of writing complete ‘nonsense’ !):

Q: Imagine you live with four people (not in the same room), your room has 20m² and a 4m² balcony and the common areas (floor, kitchen, bathroom, shared living room) have 30m². The price per m² is 10€. What’s your rent?

A: 20m² * 10€/m² + 4m² * (1/2) * 10€/m² + (30m² : 5) * 10€/m² = 280€

B: 20m² * 10€/m² + 4m² * (1/2) * 10€/m² + (30m² : 5) * 10€/m² + Nebenkosten : 5

C: (m² of your room) + (m² of half your balcony) + (m² of your share of the common area) + (your share of additional costs)

D: This is no fun!

E: Whatever, I don’t care as long as I get the room!

It is also possible that your flatmates decide to split the rent equally among all tenant, despite differences in the sizes of the rooms.

Last but not least – not everything your landlords want you to do, and not everything that is written in your rental contract, is necessarily legal. Tenants often have more rights than they think they do. So, in the unlikely event of a serious conflict with your landlord, it may be worth it to look into the topic of rent law, not as a way of threatening your landlord, but to find some good arguments that may help you come to a compromise.

But again, big problems in this sort of arrangement are extremely rare, so don’t worry!

7 D & E are correct (and B & C too, since they are essentially the same), A is just your share of „Kaltmiete“
3.3. Student dormitory

3.3.1. Application

You may have gotten this information already, but just to be sure – you could apply here:

http://www.studentenwerk-s-h.de/seiten_wohnen/wohnen_welcome_engl.html (English)

3.3.2. Arrival

If you don’t have your contract when you arrive in Kiel or if you didn’t make an appointment with your Hausmeister: before you do anything else, go directly to the Studentenwerk.

From the train station Hauptbahnhof, take the bus 62 direction Woltersweg. Get off at Kiel Klinik Lubinus. Continue to walk a bit in the same direction the bus was heading, and the Studentenwerk is on your right.

If you arrive at the Studentenwerk outside of the office hours or during the housekeeper’s off-hours, there are tents for you to camp in by the door until someone lets you in. Just kidding, there is an Arrival service for international students. They will even pick you up at the train/coach station and drive you to your dormitory, but for that you have to apply 10 days in advance.

Please keep in mind that there are also bank holidays during which everything is closed (e.g. Germany’s national holiday on the 3rd of October). A list of national/federal bank holidays can be found below (the second to last column, labelled “SH”, is Schleswig Holstein):

http://en.wikipedia.org/wiki/Public_holidays_in_Germany (English)

You can find further information on the Arrival Service at:

http://www.studentenwerk-s-h.de/seiten_international/international_anreise_engl.html (English)

3.3.3. Internet at the students’ dormitory

There is no Wi-Fi in the student dormitories. You can access the Internet using a LAN cable. With your rental contract you also receive a sheet of paper with some numbers. By following the links below, you can find some instructions on where to put which numbers in order to make the Internet work. These instructions are in German, but since they contain a lot of screenshots, you might manage by yourself regardless. Just click on the links depending on your operating system (for Windows 7 click Windows Vista – it’s similar).

http://www.pahkiel.de/downloads/AnmeldungInternetVista.pdf (Vista)

http://www.pahkiel.de/downloads/AnmeldungInternetXP.pdf (XP)
The Studentenwerk will tell you that there is a limit of 10Gb per month, but ask your dorm mates about that, because it may be more (e.g. 50Gb per month and 5Gb per day in DOH). If you exceed that limit they will shut down your connection until the next month.

Often, other students set up their own private Wi-Fi in the dormitory to avoid dealing with a traffic limit. Sometimes they are willing to share it (but not necessarily for free), so it might be worth it to ask around.

3.3.4. Housing for Help – project

The Studentenwerk has a project where you can live for little or no rent in a shared flat with disabled or elderly people and assist them a bit in their daily life. If that’s something you’re interested in, you can find further information here:

http://www.studentenwerk-s-h.de/seiten_wohnen/wohnen_fuer_hilfe_engl.html (English)

3.4. Where to buy furniture

Kiel has an Ikea.

There is also a thing called “Möbelbörse” (Möbel = furniture, börse = in that context something like market) run by the Protestant Stadtmission Kiel. It’s basically a place where you can get used furniture for little money. The furniture usually comes from household dissolutions, which may (but doesn’t have to) mean that the former owner(s) died (we just mention it in case that matters to you for personal or religious reasons). For the same reason, the furniture is not necessarily what one would call “stylish”, but you may still be able to find something (it all depends on what you like, and there’s apparently a bit of everything). We have to admit that we’ve never actually checked the place out, though. In any case, you can find some information here:

http://www.stadtmission-kiel.de/arbeits-und-stadtteilprojekte-moebelboerse.html

Sometimes people sell stuff and advertise it on the university bulletin boards, and sometimes you even find acceptable furniture just lying in the street (but before you assume it’s been abandoned, you should check that people aren’t simply in the process of moving ☺ )
3.5. Registration at the townhall and residence permit

This can be taken care of once you’ve settled down in your room and registered as a student at the University (see section 4.1). The procedure is different depending on whether you’re European or not.

⚠️ You also need to de-register when you leave, otherwise you run the risk of receiving a fine (assuming you decide to live in any other German city, again in the future).

3.5.1. Europeans

You only need to register at the Rathaus (town hall). So, you can go at any time during the opening hours with your ID/passport, your rental contract, and a picture.

3.5.2. Non-Europeans

You need to register at the Rathaus AND to apply for a residence permit.

Residence permit*: you will have to request an appointment - asap - with the “Ausländerbehörde” by contacting the following email address: auslaenderangelegenheiten@kiel.de

Registration: You can go to the Rathaus (town hall) at any time during their opening hours, equipped with your ID /passport, your rental contract, and a picture.

Please, registering ERASMUS-Mundus students, attach a copy of your passport and an official statement indicating that you are an ERASMUS student (invitation letter and/or proof of scholarship). The responsible staff of Kiel City will then arrange for the next possible/suitable date and inform you via email. When you receive your appointment, bring with you your passport, student ID, invitation letter and/or proof of scholarship and a picture. Address: Fabrikstraße 8-10, 24103 Kiel

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* Depending on your country of origin you may need it even before your arrival, but the International Center or the Ausländerbehörder may be better advisors then we are in that issue
3.6. Getting a Bike (or fixing the one you have)

The best way to get around in Kiel is actually with a bike! There are extensive bike lanes/paths in the whole city, and cars and buses are respectful of cyclists.

Besides going to bike shops, which sometimes sell used bikes for about 60-80€, you can take a look on the Internet: [http://kleinanzeigen.ebay.de/anzeigen/s-fahrraeder/kiel/c217l663](http://kleinanzeigen.ebay.de/anzeigen/s-fahrraeder/kiel/c217l663)

Twice a year there is a bike flea market at Hansa(straße) 48, which is the name of the independent cultural centre as well as the name of the street it is located on. [http://www.hansa48.de/neu/index.php](http://www.hansa48.de/neu/index.php)

You can also go there and repair your own bike with tools, used spare parts and assistance provided by the Hansa 48. Depending on the spare parts and amount of help you need, you pay a small amount of money (Opening hours Monday-Thursday 13 to 18; Friday 15 to 20).

There is also a regular flea market (ger.: “Flohmarkt”), where you might find a bike amidst the heaps of second-hand clothes, teapots, and coin collections.
4. At the University

It was so well written that we copied that first paragraph from the Medical Life Science Master (http://www.medlife.uni-kiel.de/kiel-for-students/campuses (English)):

“Most of Christian-Albrechts-Universität is located in two big complexes along Olshausenstraße. The main lecture hall Audimax, the students’ canteen Mensa I, administration, the old library, preclinical, science, social and economic science institutes are clustered at Westring around Christian-Albrechts-Platz. If you continue down Olshausenstraße, after 0.5 km you arrive at the second big university complex with its sports facilities, the biology departments (Bioturm), the Center for Molecular Life Sciences (ZMB), the Botanical Garden, the new university library building and departments of the humanities, law and theological faculties. There is a shuttle bus which runs every other minute from one complex to the other.”

The university also provides nice maps of campus, showing you where to find most of the buildings you’ll need to become familiar with: http://www.uni-kiel.de/ps/lageplan/index.shtml

There are several important dates to be aware of, which you may also need to keep in mind for vacation planning (depending on where you studied prior to arriving in Kiel, you may be surprised at the dates for holidays, vacations, and exams, so we strongly suggest giving the calendar a thorough look-through). You can find these important dates at:

http://www.studservice.uni-kiel.de/termine.shtml

An English version can be found here: http://www.pamt.uni-kiel.de/pas/vzp/downloads/info (English)
Before we start, we want to give you a short explanation of terms we will be using to hereinafter:

<table>
<thead>
<tr>
<th>No.</th>
<th>term</th>
<th>explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Leporello</td>
<td>That’s a weird word only used like this in Kiel. It refers to the two sheets of paper that accompany all official University documents. You get a new one every semester, but don’t throw the old one away!!</td>
</tr>
<tr>
<td>2</td>
<td>Stu-account / Stu-number</td>
<td>Used for logging in to the university online pages. This is one you really want to memorize.</td>
</tr>
<tr>
<td>3</td>
<td>RZ-Pin</td>
<td>Pin number to activate your university email account</td>
</tr>
<tr>
<td>4</td>
<td>Matrikelnummer (matriculation number)</td>
<td>The number you use for almost anything official at the university, e.g. you write this number on all exams you take. Try to memorize it as well, you never know when you might be asked for it.</td>
</tr>
<tr>
<td>5</td>
<td>Semester ticket</td>
<td>You get it automatically and once you have it public transport in Kiel is for free. It’s only valid with a passport or ID. <a href="http://www.semesterticket-kiel.de/de/">http://www.semesterticket-kiel.de/de/</a></td>
</tr>
<tr>
<td>6</td>
<td>“Studienbescheinigung” (enrollement receipt)</td>
<td>This document certifies that you are a student; you’ve got six of them on the pages you receive</td>
</tr>
<tr>
<td>7</td>
<td>Students ID</td>
<td>Put it in your wallet, and show it whenever someone needs a proof that you’re a student, e.g. for discounts at the museum</td>
</tr>
</tbody>
</table>

![Image of CAU student identification cards with marked terms](image-url)
4.1. Enrollement for all students not from Kiel

You will have to present yourself at the university’s International Center (stated in your invitation letter) and be prepared to:

1. Have the CAU invitation letter on hand, a passport picture, your certification of secondary school completion and any other higher education diploma. This usually needs to be translated into English (by a certified translator).

2. You will have to pay the semester fee at the “Studentenwerk” (where you pay your rent). It’s a fee everyone has to pay before the start of every semester (i.e. 114€ for the Summer Semester 2013), and for the first semester it’s a bit higher due to the initial registration fees.

3. You will need to show the receipt of your registration fee to the International Center in order to complete the enrollment process.

4. Provide proof of valid health insurance, also translated into English. (This does not include the insurance provided by the Erasmus Mundus program!). If you have your own health insurance, you just need to go to the AOK office (a German health insurance office located near Mensa I) and they will print a confirmation/acknowledgement of your coverage.

5. After that, you will receive a “Leporello” (see table and picture in the beginning of this chapter).

6. (For Europeans, the blue European Health Insurance Card is sufficient, and even preferable. If you present yourself at the AOK with the Erasmus Mundus insurance, you then (in theory) can never be offered the German (AOK) insurance ever again. This is a shame if you happen to end up in a situation where your private insurance won't cover your medical costs (for example pre-existing conditions, dental etc.). With the European insurance, this is not the case, and you still have the option of getting the AOK insurance later on. And it is faster for the office to fill out the paperwork, too.)
4.2. Wi-Fi at the University

With your stu-account number and your password you have free access to Wi-Fi (ger. “WLAN”) at the university. There are two Wi-Fi networks you can use on (most parts of) campus (CAUx and eduroam), and they are very similar. The configuration and log-in data is the same. Your login username is stu?????@uni-kiel.de and the password is your stu-account password. (Replace ???? with your stu-number, which is found in the Leporello.)

The ‘Rechenzentrum’ (computing centre) provides detailed instructions on how to do that on the following site:

http://www.rz.uni-kiel.de/wlan-en?set_language=en (English)

The eduroam network exists in many other universities around the world, and you can connect to this network in any of those places by using the same log-in data that you use in Kiel.

If you have any problems with the Wi-Fi connection (or with the configuration of OpenVPN, which is used to connect to the campus network from outside (e.g. home), you can ask the “Hiwis” (student assistants) of the Rechenzentrum – it’s their job to help you with these issues:

https://www.rz.uni-kiel.de/hiwis-en?set_language=en (English)

4.3. Software provided by the University

The University of Kiel buys certain software licenses for its students. Depending on the software licence agreement, the price and the person or place you get it from can vary. For example, to get ArcGIS you need confirmation from a teacher, stating that you need the software for a course/project/thesis, and then you can buy a CD/license number at the library (at a place called the “Kopierstelle”) for 20€ which is valid for one year. The citation program Citavi, on the other hand, can be downloaded for free from the university.

You can find information on the website below (unfortunately not all of the information is translated into English, so it sometimes differs from the information on the German page):

http://www.rz.uni-kiel.de/lizenz-en?set_language=en (English)
4.4. The Library

The library of Kiel University is composed of a main central library and 48 specialized libraries located throughout the various CAU faculties.

To search for literature available in the libraries you can use the website below, either from home or on the computers within the main library (between the book shelves there are computers available solely for this purpose):

http://kiopc4.ub.uni-kiel.de:8080/DB=1/LNG=DU/SID=9337afc1-7/LNG=EN/ (English)

In order to borrow books you need a **user card**. It is for free, but you need to register online at:

http://www.ub.uni-kiel.de/english/borrowing/usercard (English)

After you’ve registered, you can go to the front desk in the main library with your Student ID to get your user card.

For any further information check out: http://www.ub.uni-kiel.de/english (English)

If you want to use the work places in the library, you need to put all your belongings (bags, jackets, etc.) in the **lockers**. You’d need a **2€ coin** for this, but you get it back. To bring your notes, laptop, water bottle (that’s allowed ☺) inside with you, the library provides **red baskets** (yes, they are shopping baskets, and yes, it may take some time to get used to this system). **Outlets** for your laptop are either under the wooden flap at the work tables or under the round flap in the floor, under the table. There are also computers to work on at the library (ground floor), although we don’t recommend them!

Should you not find the book you are looking for, there is the possibility of getting an inter-library loan book. The site has not been translated yet, but here is the link:

http://www.ub.uni-kiel.de/service/besorgung/fern/index.html
4.5. Searching for literature (papers) and access to them

If you are connected to the Wi-Fi at the university (CAUx or eduroam), e.g. in the library or using the Internet from your dormitory, you have automatic access to many papers.

From a private Internet connection, you have to use a VPN client to get access to literature. A description on how to obtain it and set it up can be found by following the link below:

https://www.rz.uni-kiel.de/pc-en/net%20access?set_language=en (English)

The best way to search for literature is by using ‘Web of Science’ (see below). It accesses other databases such as ‘Science Direct’, among others. If you can’t get access to a paper via “UB Kiel zum Text” try “Full Text from Publisher”. If that doesn’t work, a Google search might be able to get you a PDF (which often works better than Google Scholar).
4.6. E-learning platforms

The CAU Kiel uses three different study portals, namely Univis, OLAT and QIS. On Univis you can search for lecture (courses), lecturers (professors/teachers/speakers), and information about both. OLAT is the actual e-learning program from which course material can be downloaded and assignments or homework can be uploaded (it has many more functions, those are just the two main ones). Finally, QIS is the portal concerning everything related to exams, namely registration for exams..

4.6.1. OLAT

As mentioned above OLAT is used to download and upload course documents. The link is given below, and you log in with your stu-number (without the @uni-kiel.de) and password.

https://lms.uni-kiel.de/dmz/1%3A1%3Ao_top_nav_dmz_lang_chooser%3A1%3A0%3Aofo_%3Afid/

The login screen can be switched to English by clicking on the little flag in the top right corner, however once you’ve logged in you’ll have to switch it to English by clicking on the following:


Most of the time, you have to register for courses through OLAT in order to get access to the course material, which is not the same as registering for the exam (that’s done on QIS) or being granted a place in the course (for a place, you usually have to be at the introductory lecture). Registering for a course in OLAT only gives you access to the course material and, depending on the settings for a course, the lecturer might have to approve you first – so we do not recommend waiting until the night before the exam to try and access the course’s slides.

You can find (most of) your lectures in the tab “Learning resources” > “School of Sustainability” > ‘your program’

If you don’t see a course you’re taking, don’t panic - professors are not always familiar with this system, and you may also be taking a course run by a different department. During the introductory lecture, we suggest that you ask your lecturer where he or she uploads the course material, and whether or not it’s necessary to register for that course through the OLAT platform.

4.6.2. QIS

The “exam management platform”, QIS, has been translated into English very... creatively.

You use it to register (or unregister) for exams (“Administration of exams” > “Examination Applications”) and to see your grades (“Exams extract”). Registering (or un registering) for exams is only possible during a certain time frame so don’t miss it! www.uni-kiel.de/qis (Log in like in OLAT)

Erasmus Mundus students have often had problems with registering for exams. If this happens to you, just go see Mrs. Senkbeil at the examination office Agrar (ger.: Prüfungsamt) and everything will be fine. They really can work miracles there.
4.6.3. Univis

In Univis you can search for lectures, lecturers, etc.. If you can’t find the course, you can search for the lecturer instead, and at the bottom of the page you’ll find a list of all lectures held by that lecturer. Univis will only find lectures offered during the semester you select (in the top right corner of the site). This is the address: http://univis.uni-kiel.de/

You can also use it to create your study schedule, as is described below with the help of some screenshots. First, you search for a lecture and check the little box to the left of the course title (1). You can also use it to create your study schedule, as is described below with the help of some screenshots. First, you search for a lecture and check the little box to the left of the course title (2) and on the next page all your selected lectures are displayed in a list. Clicking on “class schedule” (3) results in a schedule of your classes (4). Important: There is no possibility to save your schedule and on the next page all your selected lectures are displayed in a list. Clicking on “class schedule”
4.7. Student canteens

Kiel has two students canteens (Ger. Mensa) on the main campus – Mensa 1 and Mensa 2.

Mensa 1 is at Westring 385 and Mensa 2 down the hill at Leibnitzstrasse 14. Food is served from 11:30 to 14:00, and after that in the Cafeteria (there is one in both Mensa buildings) for a while. The food is relatively cheap and mostly okay (in terms of canteen food). At least one vegetarian dish is offered everyday, and every first Thursday of the month is green day.

You can find the daily menu here (it’s only in German, but the little icons tell you if it’s vegetarian, vegan or contains alcohol):

http://www.studentenwerk-s-h.de/seiten_essen/plan_mensa_1.html

http://www.studentenwerk-s-h.de/seiten_essen/plan_mensa_2.html

There are also free apps informing you about the weekly menu – just search “Mensa Kiel” in an AppStore.

You would need a campus card to pay for your meal, since paying cash is more expensive. You can buy a campus card at the Studentenwerk office in Mensa 1 or in the Mensa 2 Cafeteria. It costs 10€ (2,50€ deposit for the card and 7,50€ as initial credit) and you have to show your student ID card to get it. You can charge money to that card in the Mensa wish cash (no coins or 5€ bills though) or your ec-card.

The campus card can also be used to buy food/drinks at the cafeteria and for printing and copying at the print shop next to Mensa 1.

You can return the campus card when you leave and get back the money left on it as well as the 2,50€ deposit.
4.8. Lectures outside of our program

In theory, you can attend any lecture at the university (seminars and practical courses may be restricted), although in practice it always helps to ask/tell the lecturer before you show up (or just go to the first lecture and ask). However, eligibility and credits for a lecture depend on which program you’re enrolled in (SSE, EM, EMAE, EMEcoHyd). You can find more about this in the handbook (and there’s no reason it shouldn’t all work out just fine). And as a general rule, when in doubt, talk to your program coordinator!

Univis offers you a list of all lectures held in English at the link below:

[http://univis.uni-kiel.de/form?__s=2&dsc=anew/tlecture&tdir=englis&anonymous=1&ref=tlecture&sem=2013w&__e=189](http://univis.uni-kiel.de/form?__s=2&dsc=anew/tlecture&tdir=englis&anonymous=1&ref=tlecture&sem=2013w&__e=189)

We are not sure to what extent this list is complete, so it might also be a good idea to have a look at the websites of other international master programs at the CAU that are somewhat related to our field of study.

These programs are e.g.:

- AgriGenomics
- Biological Oceanography
- Climate Physics: Meteorology and Physical Oceanography
- Environmental and Resource Economics
- Marine Geosciences

In the next parts of this chapter, we recommend a few lectures that some of our students have attended before and that may interest you as well.
4.8.1. Lectures in international law

Some of our students attended lectures for the Walther-Schücking-Institute of international law, which has always been a very positive experience. Usually the lectures are very interesting and manageable even without a background in law. The exams are doable as well and student received decent grades. Their lectures are usually worth 4 credit points. You can also check their site for further information: [http://www.wsi.uni-kiel.de/de/lehre](http://www.wsi.uni-kiel.de/de/lehre)

**International Environmental Law** (Univis Nr. 020030)

The lecture is held by either Prof Dr. Kerstin Odendahl or Prof. Dr. Matz-Lück every winter semester and has recently been switched to English. Several of our students visited the lecture (held by Mrs. Odendahl, and at the time still in German) and all of them enjoyed listening to her very much. We **strongly recommend this lecture** (!) since you won’t be offered many more chances to hear about this stuff elsewhere in our program. Original lecture description below:

“The focus of the lecture is public international law relating to the conservation of the environment. The law of the European Union relating to environmental protection will be addressed in more detail towards the end of the lecture. The lecture covers the historical development of international environmental law, fundamental cross-cutting issues such as inter alia sources, actors, principles and competencies and the regulation of different more specific issues such as e.g. the conservation of biological diversity, water and the marine environment, air, the ozone layer, climate, as well as the disposal of hazardous wastes and substances.”

**International law of the Seas** (Univis Nr. 020016)

The lecture is held every summer semester by Prof. Dr. Nele Matz-Lück from the Institute of Public International Law. Her English is perfect, and the lecture is presented in a very interesting way – not only for law students. At the end of the lecture there is a written exam which isn’t too difficult, even for people with little or no background in the field, and you can get 4 credit points. Original lecture description below:

“The lecture serves as an introduction to the international law of the sea. The oceans are subject to various uses – navigation, oil and gas exploitation, fishing – and pressures – overexploitation, destruction of habitats, pollution from various sources, acidification – which threaten their vital functions. Finding a balance between different legitimate uses and environmental protection is the overarching aim of legal instruments dealing with the law of the sea. The lecture largely leans onto the UN Convention on the Law of the Sea for explaining the division of the seas into different maritime zones (internal waters, territorial sea, archipelagic waters, contiguous zone, Exclusive Economic Zone, continental shelf, high seas, “the Area”) and, particularly, the degree to which States exercise jurisdictional rights within these zones. As far as rights and obligations of States are concerned, the lecture inter alia deals with navigation, the protection of the marine environment, and marine scientific research. The lecture introduces to dispute settlement related to questions of the law of the sea and gives examples for its practical relevance.”
**Völkerrecht I/II** (Univis Nr. 020033/020077)

The lectures Völkerrecht I and II (Public international law) are unfortunately in German. A few of us visited Völkerrecht I, and all of us enjoyed it not only because it complements the above mentioned lectures quite well, but also because it gives you a new perspective and insight on how the world works. The lectures are held every winter (VR I) and summer semester (VR II). VR I is taught by Prof. Dr. Kerstin Odendahl and VR II by Prof. Dr. Andreas von Arnold. We don’t know much about the latter, but as mentioned before Mrs. Odendahl is an excellent professor. In any case, VR I may be enough as an introduction.

**Europarecht I/II** (Univis Nr. 020057/020031)

These two lectures are also in German, but for those of you who are interested in European law aside from the environmental aspects (which are covered in Int. Env. Law, as mentioned earlier), the lecture may be very interesting. The lectures are held every summer (ER I) and winter (ER II) semester. Currently, both of them are taught by Prof. Dr. Kerstin Odendahl.

There are other lectures from the Walther-Schücking-Institute that might strike your fancy, but we assume that in order to attend them some prior knowledge is required, or at least preferable. Since none of us have attended them before, you would have to check them out yourself (and maybe contact the teachers before). To list a few, there are lectures in “The Use of Force in International Law”, “International Dispute Settlement”, “Internationaler Menschenrechtsschutz”.

Otherwise, the “Völkerrechtlichen Tagesthemen” may also be interesting. There, talks about different current topics in international law (e.g. in summer semester 2014: the transatlantic free trade agreement, Crimea and Ukraine, data retention …) are given by various professors as well as other experts. Some of the talks may be in English. You can find further information on the website mentioned at the beginning of this paragraph.
4.8.2. Other

Biostatistics

A very good statistics course is offered by Prof. Dr. Hinrich Schulenburg from the Biology department. It is given in perfect English and includes theory (Univis Nr. 060214) as well as practical training (Univis Nr. 060325). The course uses the statistical program called R, and is designed as a “block module” every winter semester, meaning that during those two 2 weeks it might overlap with other lectures. Space is limited (due to the capacity of the computer lab) so you should go to the introduction on the course to try to get a place. If you don’t get a place, you could suggest using your own laptop for the course work (R is easy to download and relatively light).

Einführung in die Umwelttoxikologie (Univis Nr. 040215)

As the title suggests, this lecture is given in German. It is held by several professors at the ‘Institute of Toxicology and Pharmacology for Natural Scientists’ every summer semester. The lecture gives a very good overview of the topic, but at least basic chemical knowledge may be helpful. It takes place once a week.

Language courses besides the German evening classes (for that see section 6) can be attended as well, although you may not be able to receive credit points from them for your degree, and the foreign language lectures are taught in German until they switch to using the language you’re learning.

Should you feel the need to further expand your wisdom in your free time (and without getting credits or grades for it), you can check out the website below. It lists free online courses from various universities, many of them among the top universities in Environmental Sciences (e.g. Yale, Princeton, Berkeley, MIT). The link leads you directly to their ‘Environmental’ courses, but they have other fields of study as well. Enjoy:

http://www.openculture.com/environment-free-online-courses (English)

Another currently growing project is Coursera. It’s not open source, and the courses are more business-oriented than in the other online courses we suggested, but most of the lectures are for free anyway!

https://www.coursera.org/ (English)
5. Financing your studies

5.1. Jobs at the University (Hiwijobs)

There are some research and student assistant positions (= Hiwi jobs, where Hiwi = Hilfswissenschaftler) at the university, which are paid according to the highest degree you currently hold (for instance, students with a bachelor's degree earn about 10€/h). However, so far there is no centralized way of searching for these jobs, so the School of Sustainability’s Student Government is trying to change that for our master programs. The best way to get a hiwi job remains to simply ask your professors, or to have a look at the bulletin boards in the institutes. In fact, a hiwi position may be the most convenient way to earn money while you’re here, as you often don’t need to be proficient in German and it may (!) not count towards the 120 days/year work limit that applies to non-EU students (see section below). The jobs may be about field work, computer work (e.g. modeling, GIS), proof-reading, or course supervision – chances are you may even learn something and be able to cite it in your resume.

5.2. Jobs outside the University

You can always try to find a job outside the university, but most of the time you need to speak a decent amount of German for that. We can’t list all the possible jobs here, but we can tell you that it’s important to know who is allowed to work, for how many hours, and under what prerequisites in the first place. The DAAD and the University of Bonn summarized all of this information very nicely, so here are the links:

https://www.daad.de/deutschland/in-deutschland/arbeiten/en/9148-earning-money/ (English)
http://www3.uni-bonn.de/studying/international-students/counseling-and-service/financing-your-studies-by-working (English) (Take note: it’s Bonn, not Kiel, so their contact details don’t apply to you!)

Basically, students from the EU and European Economic Area (EEA) have the same rights as German students, meaning that if you work more than 19hrs/week or earn more than 450€/month you have to pay taxes and social security contributions (these contributions are recognized by other EU countries).

All other international students can only work for 120 full or 240 half days per year, unless they get a permit from the "Agentur für Arbeit" (Federal Employment Agency).

You should keep in mind that jobs such as being a private English teacher for children or a translator may be problematic since it counts as work in a self-employed or free-lance capacity.
5.3. Scholarships

Other than the DAAD, there are other German institutions that offer scholarships (German “Stipendium”, pl.: “Stipendien”). The International Center lists some opportunities that you can find here:

http://www.international.uni-kiel.de/en/study-in-kiel/service-information/financial-assistance (English)

The University of Gießen also offers their students a good overview of scholarship opportunities on the following page (in the middle of it):

http://www.studentenwerk-giessen.de/International/English_Version/Timeline/Arrival_-_The_First_Few_Days/Financing_your_Studies.html (English)

In Kiel you can apply for a so-called “Deutschland-Stipendium”. Sadly the information is only available in German, but all non-Germans can apply as well. The link for Kiel is given below:

http://www.uni-kiel.de/foerderer/stipendien/de-stip-erhalten.shtml

The project was initiated by the German Ministry for Education and Research. Their Website contains more detailed information, although still only in German:

http://deutschlandstipendium.de/de/1699.php#

To give you an idea about it we summarized the “Who can apply for it?”-section from their FAQ:

- Students of all nationalities attending German universities, who have demonstrated excellent academic and professional performance in the past and are hence expected to continue in that direction.
- Students of all nationalities attending German universities, who have demonstrated excellent academic and professional performance in the past and are hence expected to continue in that direction.
- Overcoming individual biographical hurdles (personal difficulties) that result from special family or cultural circumstances will be considered as well

5.4. Bafög (for non-German students)

Bafög (short for Bundesausbildungsförderungsgesetz = Federal Training Assistance Act) is a financial aid provided by the state that students can apply for in Germany. The basic principle is that the state provides you with minimum costs of living when your parents can’t provide that for you in the first place. The state will take a look at what your parents feasibly afford, and then gives you the whole amount (the minimum cost of living per month) or a part of it. Students then have to pay back 50% of the aid once they finish their studies and find a job that enables them to do so (i.e. if your salary isn’t sufficient to pay the state back, you do not have to pay it back until you earn enough). Even though the aid is partly loaned to you by the state, there is no interest rate.
According to European law, discrimination on the basis of nationality is prohibited, but for the Bafög in Germany, there are a lot of restrictions. Unlike, for example, the CAF (Caisse d'Allocations Familiales) in France, not everybody is automatically entitled to the Bafög. Below, you find a list of criteria for who can be granted financial aid, but unfortunately this may only apply to a few of you. If you fit any of the criteria below, you can try to apply for Bafög and you then have to prove that your parents are not able to support you financially. Besides your parents’ salary, it also depends on a number of other things, such as how many other children your parents have to support at the moment.

Please note that the Bafög law is quite long and that the list below may not be complete, but is provided by other universities to their international students.

You may be entitled to be granted the Bafög if:

- you are entitled to political asylum, an accepted refugee or a displaced person;
- one of your parents is German;
- you are married to a German (comment: which is something you can change 😋)
- you have worked full-time in Germany for at least 5 years before beginning your studies;
- one of your parents was employed in Germany for at least 3 years in the 6 years before beginning your studies;
- you have been granted a settlement permit or a permanent residence permit in Germany.

For further questions you can contact the Bafög section of the Studentenwerk:

Ludewig-Meyn-Straße 8 – next to Mensa I
(or in case they've moved back after renovation Westring 385 – in the building of Mensa I)

For general questions (if you haven’t applied yet) you can call 0431-8816-400 (Mo-Fri 9:00 – 15:00)

Once you apply you have to refer to your personal advisor (Mo-Wed, Fri 9:00 – 12:00). You can find their number on the letter they sent you. Or you can go there in person (Tue 13:00 – 16:30, Thu 9:00 – 12:30)

http://www.studentenwerk-s-h.de/seiten_bafoeg/bafoeg_welcome.html

The AStA also provides an advice service, and they can help you to fill out the forms. They may not be used to the complexity of applications from international students, however. You’ll need an appointment with them for this, so write them an email at bafoegberatung@asta.uni-kiel.de

http://www.astal.kiel.de/BAf%C3%B6G-Sozialberatung.html
5.5. Staying after your studies (18 month job seeking visa)

According to an EU Directive, it is possible to extend your residence permit for up to 18 months after the completion of your studies, for the purpose of job-seeking (also possible for non-EU students). However, you will most likely have to prove that you won’t rely on the German welfare system i.e. you have enough savings to support yourself.

The following site, from a project of two German ministries and the Federal Employment Agency, provides further information on this topic:

(English)

5.6. Student loans

We just want to mention this. It is not very common in Germany, and we don’t even know if non-Germans (moreover, non-EU citizens) can apply for it, but it is possible to get student loans (private or non-private) in Germany. The German word to look up would be “Studienkredit”.

One commonly known Student loan is the “KfW-Studienkredit”, which is also available for students from other EU countries, but make up your own mind about that, we’re not very experienced on this matter thus far.
6. Learning German

One of the longest officially used German words had 63 letters (and is abbreviated RkReÜAÜG) and Mark Twain wrote in his 1880 essay 'The awful German language' that:

“Surely there is not another language that is so slipshod and systemless, and so slippery and elusive to the grasp”. (Pfff, but what does he know?)

According to one of our program coordinators (Mr. Windhorst) the best way to learn German is “to get a German boy-/girlfriend” (which was instantly rejected by one student with the words: “NO! I’ve tried that, it doesn’t work!”). Well, she may not have been referring to learning the language from him). For those of you who are unwilling to make such sacrifices, the university Lektorat offers free language courses.

If you don’t know any German, you’ll start with level A1. Those who already know some German can take a placement test that will determine a suitable level for you.

You need to register online to be guaranteed a place in the class and to do the placement test (which can be done online or in Kiel). Usually, students take the evening classes (2,5 hours, twice a week), and they are also a great way to meet new people (not Germans though 😊).

You should receive an email about the placement test long before the start of the semester (a month or two in advance), so don’t tuck it away and forget about it. But even if, for whatever reason, you don’t take the test, you can go to the Lektorat office and ask their helpful secretary to place you in a class. It usually works out fine, even though there are limited places. If you feel like the level you are assigned is too high/low, ask to be moved sooner rather than later, because you might not be able to find available places in the level you want.

Whatever you do, try not to miss the “Kick-off meeting”, which is essentially the introductory start-of-the-semester meeting where they put all the German language students into a big amphitheatre and present you with most of the information you’ll be needing to get through German class (and don’t forget to sign the attendance sheet at this meeting, as missing the meeting is grounds for losing your place in the class). Further information is provided here:

http://www.lektorat-daf.uni-kiel.de/en/german-courses-1/german-classes (English)

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9 http://en.wikipedia.org/wiki/Rinderkennzeichnungs- und_Rindfleischetikettierungs%C3%BCberwachungsaufgaben%C3%BCbertragungsgesetz
An overview of the books used for different courses can be found here:

http://www.lektorat-daf.uni-kiel.de/de/deutschkursex/abendkurse/liste-der-lehrwerke

Besides a couple pdf copies circulating among students, you can also try to get text books from senior students who took the course before you. Ask around in our Facebook group, sometimes it works. The current name of the group is “SoS/EviroSci Students Kiel”. On the bulletin boards in the Lektorat, people also sell their books from last semester.

The ASta (Allgemeine Studierendenvertretung = Students Union) has a book store at Mensa 2, where students can sell their books. You can try to find them there as well.
7. Freetime stuff (also referred to as “fun”)

The international Master of Medical Life Sciences created a nice list of stuff to do in your free time, however not all of the links provided are in English. Since we did not want to copy and paste everything in here, we’ll just give you the links:

http://www.medlife.uni-kiel.de/kiel-for-students/cultural-life (English)

http://www.medlife.uni-kiel.de/kiel-for-students/campus-life-and-beyond (English)

7.1. Going out

The best way to find out what is going on in the city is to check the following website:

http://www.wasgehtinkiel.de/

At places like Hansa 48, Die Pumpe, Alte Meierei, Schaubude, there are often concerts for no (they pass a hat around) or little money.

The list below gives you some ideas were some of your predecessors liked to go (and others didn’t 😊):

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Die Pumpe</td>
<td>Haßstr. 22, 24103 Kiel</td>
<td><a href="http://www.diepumpe.de">www.diepumpe.de</a></td>
</tr>
<tr>
<td>Prinz Willy</td>
<td>Lutherstrasse 9 - 24114 Kiel</td>
<td><a href="http://www.prinzwilly.de">www.prinzwilly.de</a></td>
</tr>
<tr>
<td>Hansa 48</td>
<td>Hansastraße 48, 24118 Kiel</td>
<td><a href="http://www.hansa48.de">www.hansa48.de</a></td>
</tr>
<tr>
<td>Alte Meierei</td>
<td>Hornheimer Weg 2, 24113 Kiel</td>
<td><a href="http://www.altemeierei.de">www.altemeierei.de</a></td>
</tr>
<tr>
<td>Lunaclub Lounge</td>
<td>Bergstraße 17a, 24103 Kiel</td>
<td><a href="http://www.lunaclub.com">www.lunaclub.com</a></td>
</tr>
<tr>
<td>Traum GmbH</td>
<td>Grassweg 19, 24118 Kiel</td>
<td><a href="http://www.traumgmbh.de">www.traumgmbh.de</a></td>
</tr>
<tr>
<td>Kieler Brauerei</td>
<td>Alter Markt 9, 24103 Kiel</td>
<td><a href="http://www.kieler-brauerei.de">www.kieler-brauerei.de</a></td>
</tr>
<tr>
<td>MAX / Disco</td>
<td>Eichhofstraße 1, 24116 Kiel</td>
<td><a href="http://www.max-kiel.de">www.max-kiel.de</a></td>
</tr>
<tr>
<td>Tucholsky Studenten - Schüler - und Szenetreff</td>
<td>Bergstraße 17, 24103 Kiel</td>
<td><a href="http://www.bergstrasse-kiel.de">www.bergstrasse-kiel.de</a></td>
</tr>
</tbody>
</table>
7.2. Sports
7.2.1. University offers

The university's sport center proposes the broadest range of activities and also the easiest to access for students. www.hochschulsport.uni-kiel.de

The best way to find out details is to go to the “sports office”, which is located by the university’s swimming pool on Olshausenstraße.

You should go there and check it out, even if you don’t feel like doing any sports right away, because you can just sit down and watch other people suffer through all this crazy physical exertion while calmly sipping on a delicious cappuccino and indulging in a ridiculously unhealthy walnut brownie from the sports center’s Campus Suite.

Check your options at: http://server.sportzentrum.uni-kiel.de/sportarten/aktueller_zeitraum/index.html

If you want to register for any sport courses, you should do so right at the beginning of the registration period, since many of the courses are fully booked in no time.

Concerning the pool, it has only certain public hours. The hours change from semester to semester, and can be inquired at the front desk. The entrance fee for students is 1.50€ per visit. You can also get tickets for 10 visits with a discount. You are required to bring your own padlock for the lockers!

If you don’t know how to swim there is a non-swimmers session (ger.: Nichtschwimmer) on Sundays where people can mess around with a lot of floatation devices.

The gym of the university is called FiZ. It is located opposite to the swimming pool in Olshausenstraße. Take your student ID and money (90€ per semester) and work out as often as you like.

The university also offers sailing courses for beginners, but the courses are in German:

http://www.segeln.uni-kiel.de/de
7.2.2. Bike trips

Once you have a bike and the weather is making its first attempts at being pleasant after the long and depressing winter, you might want to start using it as more than just a bus-replacement-tool. Below are two links for bike trips around the city:

http://www.kiel.de/touristik/kiel_erkunden/english/index.php (English)

http://www.kiel.de/touristik/kiel_erkunden/radtouren/radflyer_Tour_1_english.pdf (English)

Should that not be enough to satisfy your oh-so-motivated self, the link below provides some further suggestions, but not in English:

http://www.fahrradreisen.de/radwege/b13.htm

Or you plan your own trip on the following site:

http://www.fahrradreisen.de/radwege/b13.htm

7.2.3. Other

We can’t list all the private sport clubs here, but we would like to mention one or two things we do know of.

There is a private climbing club. It’s a small hall in a backyard, and very cheap. Their opening hours vary but you can find them on their website (below). Your first time is free, after that it costs 4€ per visit or 36€ for ten visits. They have a box of shoes you can use in case you don’t have any of your own. http://kielerkletterkeller.de/bouldern/kalender/

7.3. The Beach

Asking someone from Mecklenburg (the other German federal state on the Baltic Sea) to write something about the beaches in Kiel is somewhat weird. Personally I think they are more like lake shores, but they don’t know better here. Back to being positive: there are very nice beaches in Kiel ☺. As mentioned before, you can reach them by ferry, but you can also bike there in the summer, which is really quite a nice ride. The picture below shows you one beach – Falckenstein – which even I find rather pretty (almost).
7.4. Cinemas
There are some small cinemas in Kiel that frequently screen movies in their original language. Look for OMU (Original with German subtitles) OV (Original Version).

<table>
<thead>
<tr>
<th>Cinema Name</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>CinemaxX Kiel (biggest one)</td>
<td>Kaistraße 54-56, 24103 Kiel</td>
<td><a href="http://www.cinemaxX.de">www.cinemaxX.de</a></td>
</tr>
<tr>
<td>Studio Filmtheater (coolest one)</td>
<td>Wilhelminenstraße 10, 24103 Kiel</td>
<td><a href="http://www.studio-filmtheater.de/">http://www.studio-filmtheater.de/</a></td>
</tr>
<tr>
<td>Die Brücke (cheapest one, with old movies)</td>
<td>Holstenbrücke 8, 24103 Kiel</td>
<td>Tel.: +49 (0) 431-91415</td>
</tr>
<tr>
<td>Kommunales Kino (in die Pumpe)</td>
<td>Haßstraße 22, 24103 Kiel</td>
<td><a href="http://www.diepumpe.de/event-category/kino/">www.diepumpe.de/event-category/kino/</a></td>
</tr>
<tr>
<td>Traum GmbH</td>
<td>Grasweg 19, Kiel</td>
<td><a href="http://www.traum-kino-kiel.de">www.traum-kino-kiel.de</a></td>
</tr>
<tr>
<td>Metro Kino</td>
<td>Holtenauer Str. 162, 24105 Kiel</td>
<td><a href="http://www.metrokino-kiel.de">www.metrokino-kiel.de</a></td>
</tr>
</tbody>
</table>

At Audimax (on campus, close to Mensa 1), movies are screened at the Frederick Paulsen lecture hall for only 1,50€. You can find the dates and films they show on the following website: http://www.unifilm.de/studentenkinos/kiel/filmriss

7.5. Theatres
Information and tickets are available by phone:er: +49 (0) 431-679-100 or at the Tourist Information Kiel. You can register your email address at studenten@theater-kiel.de and receive offers for last minute tickets to the opera, theatre or philharmonic orchestra concerts.

- Opera House - Rathausplatz 4, 24103 Kiel, www.theater-kiel.de
- Playhouse - Holtenauer Str. 103, 24105 Kiel, www.theater-kiel.de
- Comedy Theatre - Wilhelminenstr. 43, 24103 Kiel, www.komoediantentheater.de

7.6. Kieler Woche
Once a year at the end of June there is a big sailing event in Kiel - actually the biggest in the world. There will be 9 days of regattas, fireworks, music everywhere, food and drinks from all over the world, and somehow it’s also about sailing. So try to be here during that week and even invite your friends to visit you, it’s worth the trip!
7.7. Museums and Galleries

Instead of listing them, we’ll give you the link to a website that does:

www.museen-am-meer.de/service/opening-hours-prices/?L=1 (English)

Besides, the first link at the beginning of this chapter (7) provides some suggestions as well.

In the middle of summer there will be the Kiel Museum night. You can visit 24 different museums across the city for 6€, from 19h until midnight. There are also exhibitions and mini-concerts near the museums. Plan your tour and visit as much as you can! On the Internet, search for „Museumsnacht in Kiel“.

7.8. Music

If you’re interested in making music you have various options. The link below provides a list of University Ensembles including their contact details. They’re often looking for new members.

http://www.uni-kiel.de/campus/musikensembles.shtml

Some dormitories have music rooms, but you’d have to ask around your particular dorm (or a friend’s dorm) for that.

If you’d rather listen and watch others play their instruments, there are classical concerts every Wednesday at noon (13:00 – 13:30) for free at Bach-Saal (that’s the name of the room), Rudolf-Höber-Str. 3.

8. Miscellaneous

8.1. Religious institutions

Please be aware that we did not check out all of the religious communities in Kiel, so we don’t know about their specific religious orientations (conservative/liberal) - this is something you’ll have to find out for yourself. For that same reason, we don’t list all of the churches and Christian communities, but the university has it’s own church, close to Mensa 1. We hope this is of some help, in any case.

Kiel has a small Jewish community with many members from Eastern Europe. Their Synagogue is at Jahnstraße 3. The website below has you their contact information.

http://www.zentralrattojuden.de/de/topic/59.gemeinden.html?gemeinde=89

There is another website, but the English site of it doesn’t work. The link below leads to the Russian site: http://www.lvijsg.de/html/kiel1.html (Russian)

The Russian Orthodox community can be found at Manrade 2.

There are several Mosques in Kiel. The following website gives you an overview. Click on the icons to get their name and address.

http://halalmaps.com/Deutschland/Kiel-SH.html
8.2. Food (incl. international stuff/religious traditions)

If you are looking for certain non-German ingredients there may be a way to get them.

The word to google for Asian food is “Asialaden” or “Asia Shop”. There are several in Kiel e.g.:

- “Asia Shop” in the shopping centre Sophienhof (it’s a bit small)
- “Asia Markt Mabuhay” at Knooper Weg 42 (more East & South east Asia)
- “Asia Laden” at Fleethorn 23 – close to the town hall (also products from South & Central Asia; is quite big & probably most diverse one)
- ... there are some more (and the differentiation between their products is a bit vague)

“Middle eastern food” you can usually find at Turkish supermarkets e.g.:

- Sultan Markt at Eckernförder Str. 85 (also sells Halal food)
- Food Plaza at intersection of Ringstrasse with Sophienblatt (also sells Halal food)
- ... there are many more (maybe better ones?), google “Türkischer Supermarkt”

For African food you could try searching the Internet for “Afro Shop”.

- There is one at Brunswiker Str. 55
- not sure if there are more ...

We contacted the Jewish community of Kiel (mentioned in the section above) about kosher food. They sent us the following link to a list (that is unfortunately not in English) of kosher products sold in regular supermarkets. The list was made by the “German Rabbis’ Conference”:

http://www.ordonline.de/koscherliste/

Besides they also order food for their members via mail order and you can always ask them.

Kiel has a bakery that sells real French baguettes\(^\text{10}\) and other original baked goods. The name is “Restez” and you’ll find it at Sternstraße 18. http://www.restez.de/Produkt/index.htm

There is also a “Weltladen” in Kiel selling Fair Trade products. It’s at Knooper Weg 24.

At Holtenauer Straße 85 you’d find a store that sells unpacked goods: http://www.unverpackt-kiel.de/  

At Exerzierplatz there is a weekly market (ger.: Wochenmarkt) every Wednesday and Saturday from 8:00-13:00, where vegetables, meat, fish, dairy produce etc. from the region are sold.

There are more weekly markets and the following website lists them:

http://www.kiel.de/touristik/maerkte/wochenmarkt.php

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\(^\text{10}\) (though our French student begs to differ...and refuses to spend that much money on any croissant)
8.3. Mail

The German mail company is called “Deutsche Post”.

Besides the regular post offices, there also little „DHL Paket shops“ that are often included as a part of Internet cafes, tobacco stores or stationery stores. Thus, they are much more frequent and their opening hours are often much more convenient than those of the main post offices.

In Germany (unlike in some other countries) there is only one type of post box. The post boxes are yellow, and no matter where your letter is destined to go you can put it there and be sure it will reach its destination (or just go to the post office).

You can search for post offices/”paket shops” and post boxes at the website below. It is in German, but you just have to enter a city name or postal code and select what you’re looking for (Briefkasten = post box). [http://standorte.deutschepost.de/Standortsuche](http://standorte.deutschepost.de/Standortsuche)

You can do the same thing on an app called “Post mobil”.

Should you want to send ‘registered mail’ (i.e. you need proof of delivery) you’d have to go to a post office and ask to send your letter as “Einschreiben”. There are different types of registered mail, all available for international mailing as well. The types differ in terms of who can sign for the letter or package (plenipotentiary, spouse, flatmate, whoever answers the door, etc.). Additionally, you can get a letter back containing the signature of the recipient as proof. Of course this gradually gets more expensive as the recipient restrictions get narrower.

8.4. Second hand clothes

If you would like to find cheap (or maybe because you find it cooler) second hand clothes you can go to the “Kilo Laden”. They have a very elaborate price system that girls have attempted to explain to the author of this manual several times, but I still don’t get it. Luckily, the proofreader for this manual is a girl, so we’ll try to explain it to you: basically, these stores receive new batches of clothes every week or every month (depending on the store) and the price (per kg) decreases every day (or week) until they get the next delivery (but it’s a little more complicated, since as far as we know they kind of send them around between their stores as well). Some stores also have sections where everything goes for one euro, or days where everything goes for one euro. Your best bet is to go and ask, as usual. There are three different stores:

• *Sophienblatt 11*
• *Kirchhofallee 50*
• *Knooper Weg 29*
8.5. Phone contracts/Phone cards

The offers and tariffs for phone contracts as well as for prepaid cards change all the time, so there is not much we can recommend here. There are websites that compare different offers, but they are in German, so you’ll probably need a German friend[^1] to assist you with that. You can find these kinds of sites if you google “Handy Tarif Vergleich” (Handy = mobile phone, Vergleich = comparison).

Other than the normal pre-paid cards, there are also different kind of contracts usually offering combinations of different flat rates and/or “inclusive-pakets” for text messages (ger.: Sms), Internet (usually a certain traffic volume limit) and mobile or fixed network (ger.: Festnetz) calls. Depending on your habits and needs you could, for example, get an all-net-flat (its called like this in German): sms-flat and 500mb of Internet for about 15€ a month. The inclusive pakets offer a certain amount of texts or minutes of calls for free, after which you pay for additional communication.

Some contracts have attractive options that might come in handy for you. One nice feature, for instance, is to be able to switch between tariffs. Imagine you pay a monthly flat rate for which you get a certain number of (or unlimited) calls and texts, but when you go home or travel outside Germany, the flat rate is no longer of any use due to the additional costs (of foreign calls/texts). If you can switch tariffs, then you can decide to use the option where the monthly fee is based on the number and length of minutes/texts, thus paying only for the (we’re assuming) small amount of communication you’ll be using instead of the whole monthly flat rate plus additional costs. It’s probably a good idea to calculate how long you’ll be using this option and whether it’ll suit you before you jump on the band wagon, though.

If you want to call parents/relatives and Skype is not an option for you, you can get a card from Lebara or Lycamobile that offers very cheap international calls (but you’re going to have to look that up for yourself).

8.6. Printing Documents

If you just want to copy something you can do so in the library, but printing documents in the library is a bit more complicated: you can’t use an usb stick, but instead have to upload the files to your email or dropbox first, etc. It’s more convenient to go to a copy center (you can use that world to google them as well) e.g. [docu lounge](#) close to Mensa 1 or there’s one on Olshausenstraße 75. They also scan documents for you or print your thesis, and (we mentioned this earlier on) you can use your campus card to pay in the copy centers on campus.

In case you need certified copies of anything (Ger.: [beglaubigte Kopie](#)) you would have to go to the Townhall ([Fleethöhrn 9](#)) – “[Bürger- und Ordnungsamt, Sachbereich Bürger- und Rechtsberatung](#)”.

[^1]: E.g. from the [study buddy](#) program of the international center
9. Opening a bank account

Given the variety of banks, their different offers and the dependency on visas, this topic has proven to be the most complicated one. Which means, please double check the information we provide here and look for alternatives! In any case, we try to provide a basic overview and some hints as a starting point.

Depending on your country of origin and your Visa requirements you may have to prove that you can finance your studies properly. There are several ways of doing this, conveniently listed on the following website: [https://www.study-in.de/en/](https://www.study-in.de/en/) (English)

One of the ways you can prove you are financially capable of supporting your stay in Germany is opening a blocked account. A few German banks offer it, the most common being the “Deutsche Bank”. They have an English website with additional information and – this is rarely the case – their online banking website can be switched to English.

[https://www.deutsche-bank.de/pfb/content/privatkunden/konto_international-students-en.html](https://www.deutsche-bank.de/pfb/content/privatkunden/konto_international-students-en.html)

For normal checking (current) accounts (no one uses checks in Germany, it’s just tricky to find a good way to translate the exact term) your options are much broader and your selection may be biased towards the availability of ATMs (ger.: Geldautomat), the cost of maintenance charges (ger.: “Kontoführungsgebühren”), withdrawal fees world wide, credit cards (ger.: Kreditkarte) … etc. In general, you just go to a bank and try to find someone who speaks English. For some banks there are ways to open an account online, via letter or over the phone. In most cases, banks have special accounts without maintenance fees for students and people under the age of 30.

Availability of ATMs:

Different German banks formed different alliances to share their ATM networks, meaning you can withdraw money without additional charges at any other bank that is a part of your bank’s network. These networks are:

- Sparkassen-Finanzgruppe, ~25000 ATMs in Germany (the Sparkassen are basically the only relevant members)
- BankCard ServiceNetz, ~19000 ATMs in Germany (including Volksbanken, Raiffeisenbanken, Spardabank, …)
- Cash group, ~9000 ATMs in Germany (including Deutsche Bank, Commerzbank, Postbank, Comdirect, …)
- Cashpool, ~1900 ATMs in Germany (including Spardabank, Targo Bank, …)
You may want to withdraw money free of charges in other countries as well.

Deutsche Bank cooperates with some international banks as well (Bank of America (USA), Barclays (UK), BNP Paribas (France), TEB (Turkey), Scotiabank (e.g. Mexico)).

That, however, only covers a few countries. A better option might be to get an account with a (pre-paid) creditcard that allows you to withdraw money worldwide without fees at respective ATMs. This is available e.g. though the DKB or Comdirect, but those two are purely online banks. A similar offer also exists with the Volksbank.

Some of the banks may run questionable businesses in terms of sustainability. An alternative to that are “fair” banks like the GLS Bank. Their investments are very transparent, follow certain sustainability criteria, and you can even decide in which category (e.g. agriculture, education, …) you want to invest your money. On the downside, these banks usually aren’t global players, so in terms of internationality they may be less suitable for you. Just keep in mind that by using their services, you’re pretty sure to avoid indirectly financing weapons, fracking, food speculation and many other things you may not want to be a part of.

10. Doctors and Hospitals

As a rule, doctors almost always speak English, but nurses and receptionist may not. And unless it’s urgent, you can always write them an email beforehand.

In the „Städtisches Krankenhaus“ (City Hospital) on Chemnitzstrasse, there is a walk-in section where you can see doctors that speak perfect English without scheduling an appointment (day times during the week will have much shorter waiting lines than evenings and weekends, and the earlier the better). You can also have a look at the following website.

You can find doctors close to your place, and you can call for an appointment: http://www.med-kolleg.de/docsearch/
11. Getting out of trouble (advice centers and offers)

Sometimes things don’t go as you had planed. Should you get into any kind of trouble, please don’t hesitate to ask/talk to people about it, even for the little things!!!

Depending on what the matter is, you can always ask the Student Government for help or information. Your program supervisors will try to support you as much as they can as well.

There are also several advice centers (ger.: “Beratungsstelle”) at the university: the Studentenwerk or the ASta (Students Union) are there for all kinds of situations, be it organizational problems, problems with bureaucracy, psychological problems, legal problems or issues related to crime.

An overview (unfortunately in German) about all advice centers and offers provided by the previously mentioned institutions can be found at the link below. Even if you only know basic German, you can take a look – it contains all contact persons, opening hours and email addresses/phone numbers:

http://www.sielert.uni-kiel.de/studium/Beratungsangebote%20an%20der%20CAU.pdf

Here is another list, but still not in English:

http://www.zsb.uni-kiel.de/beratung.shtml

We don’t want to give you a wrong impression – Germany is a safe country and we haven’t heard from students from our programs getting into serious problems. But just in case, we’d like to list the following advice services that can help you with more serious problems. **The services are for free, the people are well trained and are bound to secrecy:**

**Legal advice** is provided by the AStA. You need to make an appointment via telephone. They offer help in all common legal affairs (e.g. rent law, university law, labour law, civil law, crimes & administrative offences (even ones that you may have committed)).

We don’t know how well they all speak English, but you should at least try. They’ll tell you on the phone if they can help you, and who else can if they can’t. You can call on Wednesday morning after 9:45h at 0431-8802647

http://www.asta.uni-kiel.de/de/Rechtsberatung.html

**Psychological advice** can be obtained at the psychological advice center of the Studentenwerk. They could help you e.g. with examination nerves, self image problems, psychosomatic symptoms,
contact disorders or sexual problems. The people helping you are trained psychologists and psychotherapists, the offer is anonymous, free and no record (e.g. in your medical history) will be kept! You would have to make an appointment first, either by calling them 0431-8816325 or by writing them an email psychologen@studentenwerk-s-h.de. Their website can be found below, but is in German – we hope (and assume) they speak English well enough to help you.

http://www.studentenwerk-s-h.de/seiten_sozial/sozial_psychologie.html

With anything related to sexual abuse or violence – even if it happened years ago or not in Germany you can get help at “Frauennotruf Kiel e.V.” (the name translates to ‘women emergency call’). It is a non-profit private association and, contrary to what the name implies, man can get help there as well. Their website is in German, but since they list “rape during war” and “prostitution/trafficking in women” among others as topics of their work they are certainly used to non-German speakers (not just in terms of language). The link below provides their contact information:

http://www.frauennotruf-kiel.de/kontakt.htm

Hoping that you will never need this either, here are the German emergency numbers. You can speak English to whoever picks up the phone (tell them your name, what happened and where you are):

- Police : Emergency number 110
- Fire department : Emergency number 112
- Emergency rescue service/Ambulance : Emergency number 112

And to quote one revelation from one of our international students: “Here the police is on your side!”, so don’t hesitate to call them – maybe not because of loud music though, the Germans will take care of that for you 😊.
12. German Culture (-shock) (written by a German guy)

Germany and its inhabitants may be irritating at first.

You’ve probably heard a lot of clichés about Germany (we know the Internet memes as well), but not all of them are always true. We are not as organized as people from other countries like to think we are, but that may also depend on the comparison with your home country. Germans tend to be very direct (especially Northern Germans), like to follow rules and like to complain whenever something is not as it is supposed to be. E.g. it may happen that when you ride your bike without a light in the dark, other cyclists shout at you “Wie wär’s mal mit Licht!?” (“How about light!?).

However, young Germans are often totally different, or at least a bit less intense and e.g. our Erasmus Mundus students said that Kiel was the only city where they had so many friends outside of their program. Besides, people shout at us too, for not using a bike light, which we then like to complain about☺.

We did not grow up with English movies or shows on TV (instead they were all dubbed by the same 20 voice actors), so English knowledge is not as widespread as in the Netherlands or Scandinavian countries. But most young Germans know English and in daily life (traveling, police, etc.) you should be fine as well.

We could go on philosophizing like this for ever, but the Internet has summarized our weirdness already in things like “You know you’re German if” or “How to Be German in 25 Easy Steps” etc.

There may be, however, one important piece of advice regarding your university life. While it is definitely good to be polite in Germany (and not all you’ll perceive as impolite here is meant that way), in this country it is also possible to be too polite. To give you an example (interestingly a common one):

If you write an email to a lecturer and s/he doesn’t get back to you within a week (they get hundreds of emails per day), don’t wait for another two weeks to write that second email. Instead, ask your study mates if s/he is in Kiel right now, and if so just go there. Often things are easier in face to face conversations, so don’t be shy! (f.y.i, the time it takes people to answer emails might be a good indicator for how to find your master thesis supervisor).

Last but not least – we’re happy that you’re here, no matter which country and continent you’re from (even Bavarians are welcome☺)

PS: You’re supposed to improve our culture by adding yours, so don’t become too German!
13. German Culture (-shock) (written by a French girl)

I was told there’d be no censorship here, so do forgive me if I’m bluntly honest, but also please read it to the end.

When I moved here, I hated Kiel and everything about it. I found myself in a flat with neighbors who openly disliked me (and my dog, Atlas), the German language frustrated me far more than I had expected, people seemed distant and judgemental, winter was never-ending, dark, wet, and cold, and I became extremely homesick (which is saying something, for someone who’s moved more times in my life than I can bother to count).

But time has a way of making hardships easier to deal with, as does sunshine (I was definitely not prepared for the lack of sunlight I was up against in winter - seriously people, buy a UV light or something, it gets to you). I moved into a new flat with two bright, charming young German women who immediately made me and Atlas feel at home. I made some incredible friends, namely the main author of this guide, and he taught me that it’s allowed (and, more importantly, extremely helpful) to talk to people about your problems. I suddenly began to realise that I could understand far more German than I thought, and I even took a liking to it! I learned that just because German people frown at you, look at you as though you have three eyes, and sound harsh when they speak to you does not mean that they hate you. It just means that you’re not used to it. And it doesn’t mean that you can’t smile at them regardless and wish them a very pleasant evening - more often than not, they’ll smile back and sing you a charming little “tschüüüüüs!” as you leave the supermarket (you’ll also learn not to laugh when they do that).

You’ll learn to love things like the practicality of respecting traffic signals and bike lane delimitations, the incredible cleanliness of cities and countless number of recycling containers, that weird black brick they call bread and one-liter beers (you may have heard that the French are experts in serving minuscule portions of everything...unless it’s wine).

And when the sun comes out, so do the people. You, along with the rest of Kiel, will spend endless evenings in the park, barbecuing whatever you can get your hands on, nonchalantly complaining about that paper you still have to write (you’ll also find yourself frantically trying to finish that paper the night before it’s due, when the sun goes down and reality comes back). And before you know it, it’ll be time to move on, and I sincerely hope that when you leave this place you take with you as many extraordinary memories, experiences, and friendships as I have. I wish you the best :-}
The beginning of winter semester usually starts with a **Welcome Party** organized by your student government, where senior students as well as all the faculty members are invited to get together and share food and drinks.

After that, there’s the **Welcome Week** with some more social events (which depend on our capacities) that will hopefully give you enough time to become acquainted with your new city and classmates.

Later on we’ll organize a **Get-to-know-Trip**, where we all go to the countryside (*cough*...the middle of nowhere) and spend a weekend together to that you have even more time to get to know us and your new classmates outside of the university context. The Get-to-know-Trip is usually a lot of fun, even if we can only partly fund it (it’s still very cheap). As much information as possible about all of those activities will be provided at the Welcome Party (as well as per email - be prepared to receive a lot of emails).

Besides organizing parties and events, our aim is to try and support you in other ways (e.g. copies of past exams so you know what to study) and represent you in front of the professors, so you can always approach us with any kind of question or problem. Members of the student government are students, just like you.

**We rely on voluntary support from students, so if you like what we do and want to be a part of it, you should consider joining and helping us** (e.g. contributions to the collection of exam questions are very appreciated). Being a part of the student government might be beneficial for you too, since it’s often acknowledged by Germany scholarships (for German students being an elected student government member offers you the chance to get a one year extension on the right to receive Bafög), and you can always cite it on your CV (and you’ll get a very fancy certificate of participation). Aaaaand we also have a homepage (which is still a bit of a work in progress, but we’re proud of it): [www.fs-sos.uni-kiel.de](http://www.fs-sos.uni-kiel.de)
15. Acknowledgements

In case you wondered who wrote most of this – I often write on behalf of the StuGo and use the plural when talking about the authors, but such a project requires a main author, and in this case it’s a German guy (named Stephan Piskol) from North-East Germany (Schwerin) from the Environmental Management program.

But of course I couldn’t think up everything by myself and a lot of other people contributed to this guide, so I’d like to thank these friends of mine (I go back to using we and us now):

Very special thanks to Abdullah Nagy, Jimena Gutiérrez Lince, Julia Costescu, Sara Jones for giving us input from their international perspective, as well as to Christoph Mensens, Cordula Hinkes, Fridolin Haag for providing German insight knowledge (and to all of them for finding all the little spelling mistakes).

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Additionally we thank Julia Costescu (again) for letting us use her photos.

→ You are all awesome!

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Halfway through, we had a look at what others did before us and we learned that we were (of course) not the first to come up with such a brilliant idea. Below, we’ve cited a couple websites we had an even closer look at. Maybe you’ll find useful information there as well (both sites are in English):

http://www.medlife.uni-kiel.de/kiel-for-students; https://sites.google.com/site/comingtokiel/Home

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12 as for the proofreading she often crippled my beautiful Germanized English, that was approved already by all of the above mentioned

13 –40% in terms of work hours
16. Copyright

Anyone who uses this work or parts of this work takes responsibility over copyrights and additionally over the information provided.

As this Guide tries to provide information that the CAUniversity and the International Center should provide in the first place, it would be fair if they acknowledged our work financially, should they use it or build upon it (the current funding probably covered 1/3 of the work hours spent on the making of this guide).

Student Governments are always welcome to use this guide as a template to write something similar for their students, but in that case we’d like to be referenced and notified

info@fs-sos.uni-kiel.de

In any case the copyrights of pictures should be taken care of.

Most pictures are from the university archive (http://www.uni-kiel.de/bilder/index.php?disp=bem) and free to use for such a purpose if properly referenced (and if a copy of the final work is send to them)

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The picture from the beach Falckenstein (page - 38 -) was taken from an article of the outdoor blog of www.shz.de and the author of the respective post kindly allowed us to use it for the purpose of this guide.