



# Welcome

to Bayreuth



UNIVERSITÄT  
BAYREUTH



# Index

<b><u>BEFORE COMING TO BAYREUTH</u></b> .....	<b>4</b>
<b>ENTERING GERMANY/VISA</b> .....	<b>4</b>
<b>HEALTH INSURANCE</b> .....	<b>4</b>
<b>HOW DO I FIND ACCOMMODATION?</b> .....	<b>4</b>
<b>I WILL BRING MY CHILD WITH ME AND NEED TO FIND A PRESCHOOL/SCHOOL</b> .....	<b>5</b>
<b>HOW TO FIND A CHILDCARE PLACE IN A NURSERY (KINDERGARTEN)?</b> .....	<b>5</b>
<b>HOW TO FIND A SCHOOL?</b> .....	<b>7</b>
<b><u>YOUR ARRIVAL IN BAYREUTH</u></b> .....	<b>8</b>
<b>I. GENERAL &amp; ORGANISATIONAL TOPICS</b> .....	<b>8</b>
<b>HOW TO REACH BAYREUTH?</b> .....	<b>8</b>
<b>RESIDENCE REGISTRATION OFFICE</b> .....	<b>8</b>
<b>RESIDENCE PERMIT</b> .....	<b>9</b>
<b>OPENING A BANK ACCOUNT</b> .....	<b>10</b>
<b>WHAT IS THE <i>RUNDFUNKBEITRAG</i>? DO I NEED TO PAY IT?</b> .....	<b>11</b>
<b>WHAT DO I DO IF I GET SICK OR HAVE HEALTH PROBLEMS?</b> .....	<b>11</b>
<b>PRIVATE LIABILITY INSURANCE</b> .....	<b>11</b>
<b>II. UNIVERSITY-RELATED AFFAIRS</b> .....	<b>12</b>
<b>LANGUAGE COURSES</b> .....	<b>12</b>
<b>ENROLMENT AND STUDENT ID</b> .....	<b>12</b>
<b>THE ENROLMENT:</b> .....	<b>12</b>
<b>STUDENT ID</b> .....	<b>13</b>
<b>SEMESTER TICKET</b> .....	<b>14</b>
<b>ORIENTATION ON CAMPUS</b> .....	<b>15</b>
<b>CAMPUS CARD</b> .....	<b>15</b>
<b>UBTGS (UNIVERSITY OF BAYREUTH GRADUATE SCHOOL)</b> .....	<b>17</b>
<b>III. HOW TO GET STARTED AT BIGSAS</b> .....	<b>18</b>
<b>WHERE CAN I FIND THE BIGSAS OFFICE?</b> .....	<b>18</b>
<b>WHAT ARE THE OFFICE HOURS?</b> .....	<b>20</b>
<b>HOW CAN I CONTACT THE BIGSAS OFFICE?</b> .....	<b>20</b>
<b>WHAT DO I NEED TO DO DURING THE PHD PROGRAMME? IS THERE AN OVERVIEW?..</b>	<b>20</b>
<b>BIGSAS DOCTORAL REGULATIONS</b> .....	<b>20</b>
<b>IRTP (INDIVIDUAL RESEARCH AND TRAINING PLAN)</b> .....	<b>20</b>
<b>HOW DO I FIND MENTORS?</b> .....	<b>21</b>
<b>TRAVEL APPLICATIONS &amp; FUNDING</b> .....	<b>22</b>
<b>WHICH COURSES CAN I TAKE?</b> .....	<b>22</b>
<b>I AM IN NEED OF BUSINESS CARDS</b> .....	<b>22</b>
<b>I AM IN NEED OF A PRIVATE WORK SPACE</b> .....	<b>22</b>

<b>IV. LEISURE TIME &amp; SOCIALISING .....</b>	<b>23</b>
<b>HOW CAN I GET IN TOUCH WITH OTHER JUNIOR FELLOWS? .....</b>	<b>23</b>
<b>WHERE CAN I MEET INTERNATIONAL COLLEAGUES AND THEIR FAMILIES? .....</b>	<b>23</b>

**BEING A CLUSTER DOCTORAL RESEARCHER AND BIGSAS JUNIOR FELLOW .....** **25**

<b>WHERE DO CLUSTER DOCTORAL RESEARCHERS BELONG WITHIN THE BIGSAS FRAMEWORK?.....</b>	<b>25</b>
<b>HOW ARE MY PRIVILEGES AS AN EMPLOYEE OF THE CLUSTER DIFFERENT FROM THOSE OF A BIGSAS JUNIOR FELLOW? .....</b>	<b>25</b>
<b>WHERE CAN I FIND THE STRUCTURE OF THE CLUSTER AND ITS STATUTES? .....</b>	<b>25</b>
<b>HOW DO I GET NEWS ON THE CLUSTER?.....</b>	<b>25</b>
<b>WHAT IS THE KNOWLEDGE LAB AND CAN I TAKE PART?.....</b>	<b>26</b>
<b>I HAVE A CONFERENCE I WOULD LIKE TO ATTEND THAT IS NOT IN MY IRTP; DO I GET FUNDED BY MY RESEARCH PROJECT OR BIGSAS? .....</b>	<b>26</b>
<b>HOW ABOUT CHILDCARE DURING FIELD RESEARCH OR CONFERENCE ATTENDANCE? ...</b>	<b>26</b>
<b>HOW CAN I APPLY FOR FUNDING WITHIN THE CLUSTER IF I AM NOT A 'CLUSTER MEMBER'? .....</b>	<b>26</b>
<b>IS THERE A POSSIBILITY TO WORK WITH A VISITING FELLOW ON A RESEARCH PROJECT?.....</b>	<b>27</b>
<b>IS A COLLABORATION WITH ACC POSSIBLE? IF SO, HOW? IS THERE HOPE FOR AN EXCHANGE PROGRAM WITH THE ACCs?.....</b>	<b>27</b>

**KEYWORD INDEX.....** **28**

# Before coming to Bayreuth

## Entering Germany/Visa

Information on entry requirements for can be found via the following links:

[Research in Germany: Entry and Residence](#)

[Germany's Federal Foreign Office: Visa regulations](#)

## Health Insurance

Before you travel to Germany, take out a health insurance policy that at least covers your travel to Germany and your first few weeks in the country.

International doctoral researchers, postdocs, and other international guests will find more information on the homepage of [EURAXESS](#).

Please ensure that you have a valid health insurance policy upon arrival and during the first few weeks in Germany.

## How do I find accommodation?

Here are some tips on where to search: [University of Bayreuth: Accomodation](#).

We also recommend you to get in touch with the [Welcome Services](#) of the [International Office](#) of the University of Bayreuth before coming to Bayreuth, as they may be able to assist you. **Welcome Services** provides support and advice in almost all matters before, during and after the stay of international doctoral candidates and scholars at the University of Bayreuth - be it assistance in finding accommodations, extending their residence permit or finding suitable childcare. Therefore, it is requested to register at the [Welcome Services Database \(WelSe\)](#).

## **But you are still advised to start searching on your own!**

The [Studentenwerk Oberfranken \(SWO\)](#) provides a limited number of student dorms for international students. Tenancy agreements and rental contracts are only offered at the beginning of a semester, meaning they begin 1 April or 1 October of a year. **Self-registration** via <https://www.studentenwerk-oberfranken.de/wohnen/wohnheimbewerbung/wohnheimantrag.html> is a prerequisite.

Please be aware that if you plan to **bring your child** with you, it will probably not be possible to stay at the student dorms. The usual dorm room is not suitable for two and especially not for an adult and a child. However, the SWO does have a limited number (4) of Mother-Child- or Father-Child-Apartments. Usually, the waiting list for these apartments is long and there is no guarantee for placement. Again, self-registration via

<https://www.studentenwerk-oberfranken.de/wohnen/wohnheimbewerbung/wohnheimantrag.html>

is a prerequisite. As soon as a Mother-Child- or Father-Child-Apartment becomes available, the SWO informs the applicant directly via email. Furthermore, the SWO also needs the birth certificate of your child (preferable as a scan via email).

## I will bring my child with me and need to find a preschool/school

The city of Bayreuth has a large number of day care facilities, primary schools and secondary schools to ensure that all families are adequately provided for.

## How to find a childcare place in a nursery (Kindergarten)?

For families that have just moved into the city, it can often be particularly difficult to find suitable childcare at first. As of 2020, all families centrally register their children [online \(Little bird portal\)](#) for a childcare place in a nursery (*KiTa/Kindergarten*) or pre-school (*Vorschule*). This should be done at least three months before the desired starting date. Often there may be longer waiting periods, especially if the requested starting date is during the current school year (beginning of September to the end of August the following year).

The university does also support parents with the programme **Familiengerechte Hochschule**. They have compiled important information on their website:

<https://www.familiengerecht.uni-bayreuth.de/en/family-friendly-studying/index.html>.

There you can find information on hourly childcare, day care and the university's Parent-Child Office on campus.

Here is a list of suitable nurseries, especially for student parents:

## **Studentenkinderkrippe „StuKi“**

In the *Kinderzentrum Frankengut des Diakonischen Werkes Bayreuth e.V.*

Frankengutstraße 20, 95447 Bayreuth

Phone: +49 921 / 63258 (Contact: Christina Cantürk)

Email: [stuki-frankengut@diakonie-bayreuth.de](mailto:stuki-frankengut@diakonie-bayreuth.de)

Homepage: [https://www.diakonie-](https://www.diakonie-bayreuth.de/angebote/kinderkrippe-stuki-studentenkinderkrippe/)

[bayreuth.de/angebote/kinderkrippe-stuki-studentenkinderkrippe/](https://www.diakonie-bayreuth.de/angebote/kinderkrippe-stuki-studentenkinderkrippe/)

Target group: Children of students at the UBT, age 3 months to 3 years

The StuKi has two locations in Bayreuth:

StuKi "Frankengut" (at Campus): <https://www.studentenwerk-oberfranken.de/kinderbetreuung/bayreuth/stuki-frankengut.html>

StuKi "Glühwürmchen" (inner-city): <https://www.studentenwerk-oberfranken.de/kinderbetreuung/bayreuth/stuki-gluehwuermchen.html>

## **Kinderzentrum Frankengut**

The *StuKi* and the nursery *Knirps & Co* are part of the *Frankengut Children's Centre*, which belongs to the *Diakonisches Werk Bayreuth* and is located in the immediate vicinity of the campus grounds. This children's centre also consists of the Frankengut Protestant Nursery (*Evangelischer Kindergarten Frankengutstraße*, age 3 to 7 years), a large kindergarten with an integrative group called *Villa Sonnenschein*, the *Kinderinsel* after-school care centre and the *Birken* primary school (grades 1-4).

Phone: +49 921 / 7542-0

Target group: Among others, children of students and employees of the UBT

## **Evangelischer Kindergarten Birken**

Friedenstr. 1, 95447 Bayreuth

Phone: +49 921 / 61098

Email: [kiga-birken@diakonie-bayreuth.de](mailto:kiga-birken@diakonie-bayreuth.de)

Homepage: <https://www.diakonie-bayreuth.de/einrichtungen/kita-birken/>

Target group: Among others, children of students and employees of the UBT

### How to find a school?

All children aged 6 to 15 are required to attend school in Germany. Up to the fourth grade, all children attend primary school, after which they are divided among the secondary schools. The primary school your child attends usually depends on your place of residence - some schools offer special programmes for children who do not yet have a strong command of German. You can find a list and description of the schools in Bayreuth here: [Schools in Bayreuth](#).

In addition to the public primary schools, Bayreuth also has an [international primary school](#) that is particularly suitable for children who have little or no knowledge of German. As this is a private institution, the school does charge a fee. Further details are available on the school's website.

# Your Arrival in Bayreuth

Update: Arrival in Bayreuth/Bavaria in times of COVID-19  
Please keep in mind that due to the pandemic, Germany might have entry restrictions and quarantine regulations in place. Please inform yourself about current entry regulations here: [Entry restrictions by the Federal Foreign Office](#)

## I. General & organisational topics

### How to reach Bayreuth?

Bayreuth is easy to reach by train (*Deutsche Bahn*) from all major airports in Germany. You can find information on connections and schedules here: <https://www.bahn.de/> or download the App called "DB Navigator". Alternatively, you can check <https://www.flixbus.de/> for long distance buses to Bayreuth.

Please be aware that administrative bodies are **only open during the weekdays** (Monday to Friday). Supermarkets and other stores in Bavaria are **closed on Sundays and public holidays**.

### Residence registration office

You are required to register your address with the town of Bayreuth at the city hall ([Einwohnermeldeamt](#)) within two weeks after your arrival in Bayreuth. Residence registration is not required if you are staying for less than 90 days.

#### Opening Hours:

Mon	07:30 – 12:00, 14:00 – 16:00
Tue	07:30 – 14:00
Wed	07:30 – 12:00, 14:00 – 18:00
Thu	07:30 – 14:00
Fri	07:30 – 12:00

In order to register at the city hall, you need your passport and your address in Bayreuth as well as a *Wohnungsgeberbestätigung*, a form for your landlord to confirm that you are living in his/her accommodations. The form (only in German) can be found on the [website of the Residence Registration Office](#) – unfortunately, the rental contract itself will not suffice.

If you live in one of the student dorms you do not need this form. You just need to go to the resident registration office with your passport and register



(the dorm administration sends a list of all its tenants to the residence registration office to make this process easier).

You **have to make an appointment online** for registering yourself in Bayreuth. (Only in German: first select -1- next to -Anmeldung-, then click -weiter-, and select a date/time from the available appointments).

**Address:**

Einwohner- und Wahlamt  
Neues Rathaus, 3rd floor  
Luitpoldplatz 13  
95444 Bayreuth

## Residence Permit

*Residence permits for international students, scholars, and staff*

The type of residence permit you need depends on the purpose of your stay. The Foreigners Authority (*Ausländeramt/Ausländerbehörde*) can provide you with [information](#) about the different types of permits available. The four types of residence permit that usually come into question for members of the University of Bayreuth are as follows:

- for students
- for staff
- for researchers
- The EU Blue Card

Any visitor who is planning for an extended stay in Germany and who is not from an EU or EAA country or from Switzerland will need to apply for a residence permit.

*How to get your residence permit*

The [application form](#) to apply for a residence permit can be found in the *Formularcenter* provided by the Foreigners Authority. Fill out the form and prepare the necessary documents. The Welcome Services ([International Office](#)) is happy to provide a print-out of the application form for you as well.

*How to extend your residence permit?*

The [application form to extend your residence permit](#) can also be found in the Foreigner Authority's *Formularcenter*. Fill out the form and prepare the necessary documents. The Welcome Services can also provide a print-out of the form.

*What documents do I need?*

The type of documents you will need to bring to the Foreigners Authority depends on the purpose of your stay. The most important documents are:

- confirmation of registration at the town of Bayreuth. You will not be able to make an appointment with the Foreigners Authority (*Ausländeramt*) until you have reported your address to Bayreuth's Residence Registration Office (*Einwohner- und Wahlamt*).
- your passport
- a passport photo
- the residence permit form (already filled in)
- your rental agreement stating the size of the apartment in square metres (minimum size requirements: 12 m<sup>2</sup> for each adult, and 6 m<sup>2</sup> for each child)
- evidence of funds to cover your cost of living (a blocked account, scholarship award letter, employment agreement, etc.)
- the requisite health insurance coverage for your stay in Germany
- If applicable, a letter of acceptance or proof of enrolment provided by the University of Bayreuth

Please schedule an appointment with the responsible [Foreigners Authority](#) in advance by e-mail: [Ausländeramt](#).

## Opening a bank account

In order to receive your salary and scholarship payments or to pay rent you need to open a giro account at a bank. You can open a giro account by visiting a branch of any bank. You need to bring along your passport and evidence of having registered your address with the town of Bayreuth. Some banks also require you to show your residence permit.

The various banks offer similar packages, but fees tend to vary. It is thus advisable to look up what the banks offer in advance. You will receive an EC (electronic cash) card/debit card once you open your account. Using this card, you will be able to withdraw cash free of charge from your home bank's ATMs and for an additional fee from the ATMs at other banks. Most banks are open Monday to Friday, 08:30 to 16:00.

### *Transferring money*

Transferring money from abroad can be expensive. It is therefore advisable to speak with your bank at home before coming to Germany to ask about the fees and to see whether they cooperate with any German banks.

### *Payment methods*

Most shops, restaurants, and companies will accept cash or EC card payment; some accept credit cards. Cash is the preferred payment method when you are only spending a few euros, for example in a café.

## What is the *Rundfunkbeitrag*? Do I need to pay it?

As soon as you have officially reported your address, your information will be forwarded to the contribution service of the German public service broadcasters (*ARD ZDF Deutschlandradio Beitragsservice*, formerly *GEZ*). More detailed information on the [license fee](#) (*Rundfunkbeitrag*) is available in several different languages.

In general, each household, not person, must pay the license fee which currently amounts to 18.36€ per month. However, there are a series of exception provisions that allow for a licence fee reduction or an exemption from the contribution obligation. Those apply to people with severe disability, suffering from severe physical limitations, recipients of certain social security benefits and secondary dwellings.

Don't ignore the letter you receive from *Beitragsservice*! If you have any questions, feel free to ask the [Welcome Services](#).

## What do I do if I get sick or have health problems?

You are insured, so you simply pick the nearest general practitioner or maybe ask a friend which doctor they recommend and make an appointment. In urgent cases please contact the medical hotline (phone: 116 117).

You can find a list of English-speaking doctor's practices in the city and district of Bayreuth here:

[Doctor's practices and doctors in the city and district of Bayreuth \(gesundheitsregion-bayreuth.de\)](#)

## Private liability insurance

We strongly recommend a private liability insurance. More information here: [The federal government: Private liability insurance](#).

It can be especially useful if you have kids who may easily cause damage, or in cases of accidents (e.g. riding your bike and hitting a car, dropping someone's phone, etc.).

The limit of liability is covering damage at least up to EUR 5 million. For detailed and current information you could check out platforms such as <https://www.check24.de/> to compare different insurers and their packages. In general, private liability insurance can be purchased for around 3-5€/month.

## II. University-related affairs

### Language Courses

There are several opportunities to learn German during your stay in Bayreuth, both at the University and at various external institutions. The [Language Centre](#) (*Sprachenzentrum der Universität Bayreuth*) offers both registered doctoral students and guest students the opportunity to learn German. Information on registration and courses can be found [here](#) and special information for guest students (i.e. all university members who are not enrolled as students and who would like to attend language courses) can be found [here](#). The language courses are free of charge for enrolled students, guest students pay around €200 per semester.

Further weekly language courses are offered by the Adult Education Centre of Bayreuth, [Volkshochschule Bayreuth](#). A more intensive programme is offered by the [Institute for International Communication and Foreign Cultural Work](#).

### Enrolment and Student ID

Junior Fellows of BIGSAS may enrol as *Promotionsstudierende* at the (*Studierendenkanzlei*) of the University of Bayreuth. Enrolment for EU citizens is voluntary.

The BIGSAS office will provide you with the necessary documents beforehand:

- Admission letter of BIGSAS;
- Confirmation of admission to the University of Bayreuth (*Zulassungsschreiben*);
- Form "Direkte Annahme": Direct acceptance up to three years; the conditional enrolment up to three years (based on the six semester period, Bavarian university law "BayHSchG") is possible if the candidate has been officially accepted by BIGSAS according to the doctoral regulations;
- If applicable, an application form for a change of subject if you have already been enrolled as a doctoral student at a faculty.

### The Enrolment:

The Student's Administration Office requires the following documents for a successful enrolment:

- Attached form of application (Enrolment Application and if applicable Annex to the enrolment application: previous periods of enrolment at higher education institutions) filled out and signed
- School leaving certificates and graduate certificates in copy and certified (at least English) translation

- A confirmation from the competent faculty of the responsible institution of the University of Bayreuth on the online registration as a candidate for the acceptance of to the doctorate or the written confirmation of the responsible faculty or the competent institution on the acceptance of the doctorate
- Passport, including Visa or residence permit, that allows you to study at the University of Bayreuth (both in copy)
- Statement of account displaying the [payment](#) of contribution to the Student Union
- A Passport photo
- Proof of health insurance for under 30s / confirmation of a valid health insurance (Please also consider the document English\_Merkblatt über die Krankenversicherung2021)
- In case you have been enrolled at another German university previously, you are required to bring an appropriate document to prove your removal from the student register

**Junior Fellows who are still or had been students of UBT can register and re-enrol via CAMPUSonline.**

**Please note:** If you are already enrolled as a doctoral student at UBT you need to apply for a change of subject (*Studienfachwechsel*) at the Student's Administration Office in order to continue the doctorate under the Doctoral Regulations of BIGSAS. Please remember to inform the respective faculty about your transfer to BIGSAS in order to prevent doubling.

This does not apply to students of the Faculty of Law, Business and Economics.

If you are in Germany with a visa the change of subject has to be announced to the Foreigner's Office as well. We or the Student's Administration Office can provide you with the needed form.

Duration of Enrolment:

- Doctoral candidates will be removed from the enrolment register after completing their doctoral studies; at latest after completion of the sixth semester.
- Enrolment for more than six semesters requires special circumstances, which have to be approved by BIGSAS. Therefore, an informal email to BIGSAS requesting release for the next semester is necessary.
- To be clear: This process concerns the enrolment of doctoral candidates for doctoral studies, not the doctoral thesis itself.

## Student ID

All new students receive their student ID card from the administration office after enrolment.

It is needed for:

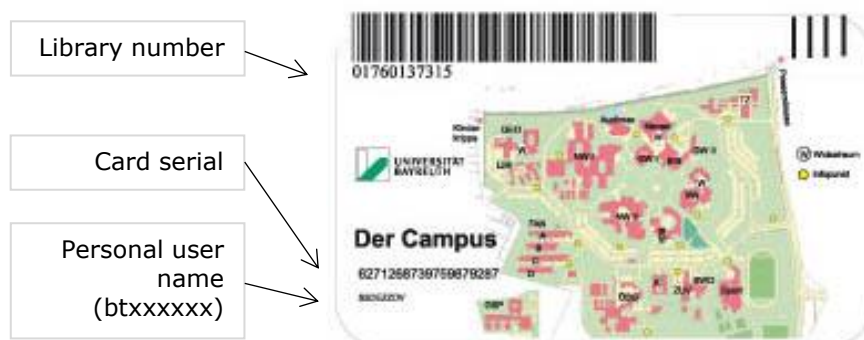
- Public transportation, library use, user identification and it serves as money card for payments (mensa, uni shop, printing, ...).

- The first card is free of charge. In case of loss or theft the cardholder should block the card. Such requests can be sent via email to [chipkarte@uvw.uni-bayreuth.de](mailto:chipkarte@uvw.uni-bayreuth.de). If the card is rendered unusable due to loss or negligence, the student must cover the costs of replacement of EUR 20.00.

#### Front:



#### Back:



- You will have to validate your student ID card after reception. For each semester you have to renew the validation after paying the [semester fees](#).
- Terminals for validation are in the ZUV building (next to the Student Administration Office) and in the foyer of the main library.

### Semester ticket

Your semester ticket is part of your student ID card. It can be used in the valid timeframe. If you enrol before the semester starts you have to be aware that, although you have a student ID card, you will not be able to use the bus for free until the card is officially valid.

With the semester ticket, students in Bayreuth can travel free on public transport (bus and train) and on many parts of the regional transport system. The free travel authorisation is valid up to and from the district (*Landkreis*) border. In the rail traffic of *agilis Verkehrsgesellschaft* is valid from and to Kulmbach, in the bus traffic of the OVF line 8354.

(more information you can find here: <https://www.studentenwerk-oberfranken.de/das-swo/semesterticket/informationen-bayreuth/>)

## Orientation on Campus

A map of the campus can be found here (and if you have a campus card/student ID card on the backside): [Campus plan](#).

A list of the seminar rooms and lecture halls and where they are located can be found here: [Rooms on campus](#).

Further information on locations on campus can be found here: [Contact and maps](#).

On campus, there are several catering facilities: cafeteria, café (RW building), the Frischraum and the mensa ([Menu](#)) serving over 4,000 meals per day. You have the choice between different main courses, desserts and lots of side dishes.

Recharging your campus Card

- You can either recharge your campus card/student ID card on campus at the terminals in the mensa or you can get "Autoload". Please ask one of the cashiers for this option, they will give you the instructions and you log in, so you can set up your card to automatically recharge via direct debit payment.

## Campus Card

As a Junior Fellows of BIGSAS you are in the lucky position to have access to two different bt-accounts and two ID cards:

- a) The [above mentioned](#) regular student ID card and corresponding student account which you receive after your matriculation,
- b) a second account which BIGSAS will arrange for you with another, very similar, card called Campus Card *für Nichtbedienstete*.

In case of employment at the University of Bayreuth (e.g. in a Cluster project) you will receive a Campus Card from your employer (Campus Card *für Bedienstete*).

Therefore, you will be in possession of two email accounts. It is recommended to set an automatic forwarding for one of the email accounts in order to be able to receive important emails from both accounts.

<b>bt-account as a student</b>	<b>second bt-account</b>
<i>Studierendenausweis</i> (student ID card)	Campus Card
Username usually starts with bt71xxxx	Username usually starts with bt30xxxx
Card is valid for the semester the student has enrolled for and therefore has to be validated at the beginning of every semester (after successful <i>Rückmeldung</i> ).	Card is valid for a specific period of time. For first-time-users usually for three years. Requests for prolongation can be sent to BIGSAS. The Campus Cards for employees are valid until the end of the contract.
Recommended for use at mensa/cafeteria (reduced prices for students).	Regular prices for lunch.
Regular loan period of six weeks at the library.	Recommended for use at library (extended loan period of up to six months).
Recommended to use for public transport (semester ticket).	Cannot be used for public transport.

Your personal username (bt-account) is needed to login to all areas of the professional study world, e.g. CAMPUSonline, E-learning and all the portals and services listed below:

- [CAMPUSonline](#)
- [cmlife](#)
- [E-learning](#)
- [Eduroam](#)
- [BayDOC \(UBTGS\)](#)
- [VPN access](#)
- [Computer rooms \(PC pools\)](#)
- [Email services](#)
- [MyFiles](#)
- [Panopto](#)
- [Skype for Business](#)

We are happy to provide you with further information on the functions of your student ID card on request (printing on campus, recharging, using the PC pools on campus, etc.) on request.



## UBTGS (University of Bayreuth Graduate School)

After being accepted at BIGSAS and owning a university email and bt-number you can also become a member of the [University of Bayreuth Graduate School](#) (UBGS). The UBTGS supports doctoral candidates of all disciplines on their way of becoming independent researchers. The UBTGS provides necessary services surrounding a doctorate:

- Financial support schemes;
- Professional development and training schemes
- Information and advice on general, content-independent issues;
- Information and advice on funding opportunities at the University of Bayreuth;

In order to register for courses and workshops of the UBTGS you will be able to log in to the online platform [BayDOC](#) with your bt-account and your password.

BIGSAS already creates a BayDOC entry for you, as this is part of the enrolment process provided by BIGSAS (if you are a Uni Bayreuth member already, you should be able to enter the portal and your entry **with your bt number and password**). BIGSAS also uploads your existing CV and supervisor agreement and clicks on “yes” on the UBTGS registration, a document you will receive. **If you do not want to be part of the UBTGS** then just do not sign the document and do not send it to them. Please note, however, **that applications for membership must be carried out within the first year after your acceptance as PHD student!**

Please note that it is **absolutely necessary** for you to have participated in the [Kick-Off seminar](#) before you can take advantage of any offers of the UBTGS. [The next date can be found in here.](#)

The [UBTGS reps](#) are your direct link to the Scientific Convent and the University Senate and can be another contact if you have issues or questions during your PhD.

### III. How to get started at BIGSAS

Welcome, you are now a Junior Fellow of BIGSAS!



#### Where can I find the BIGSAS office?

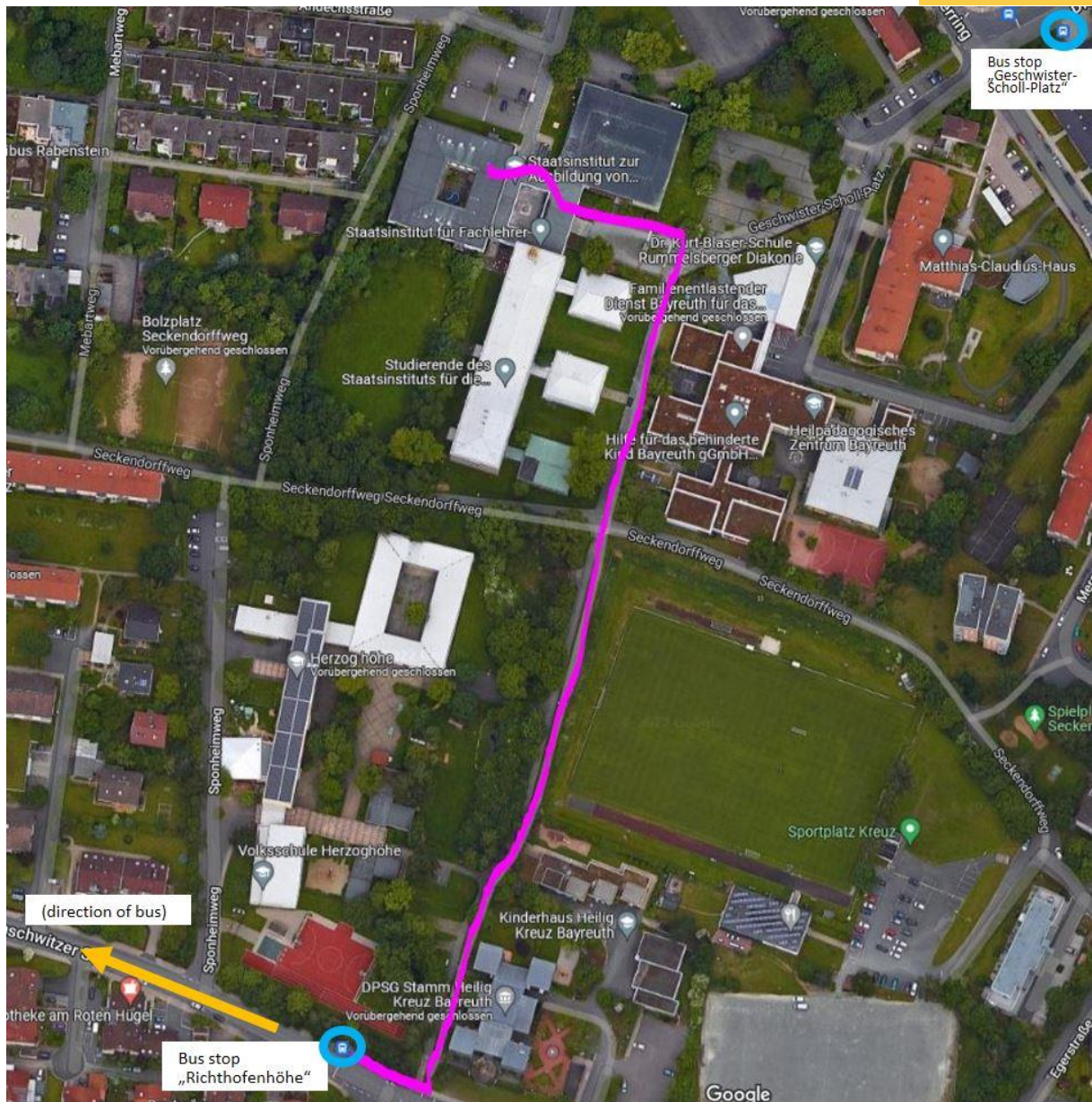
The offices are not located on campus. The address is:

Geschwister-Scholl-Platz 3

1st floor (take the staircase to left of the Cafeteria/Mensa, right beside it)  
95445 Bayreuth

The building is called GSP (short for *Geschwister-Scholl-Platz*). You can easily get there by bus from the Central Bus Station (ZOH):

- line 306 (Roter Hügel), get off at stop „Geschwister-Scholl-Platz“
- line 303 (Klinikum – Reha-Klinik), get off at stop „Richthofenhöhe“
- line 307 (Klinikum – Dörnhof), get off at stop „Richthofenhöhe“



Please come by the office soon after your arrival, say hi, get a package with some information and if applicable, sign the photo permission. Each Junior Fellow has their own **mail box** in the general workstation at GSP. We will be happy to show it to you. The BIGSAS office/GSP is also where the workstations for Junior Fellows are located.

## What are the office hours?

Tue – Fri, 11.15 am – 1 pm

Tue – Thu, 2 – 4 pm

## How can I contact the BIGSAS office?

Please contact either our administration office  
(Mrs Anette Volk and Mrs Sabine Wagner)

[bigsas@uni-bayreuth.de](mailto:bigsas@uni-bayreuth.de)

0921 / 55-5101

or the coordinator of BIGSAS, Mrs Michelle Heese

[michelle.heese@uni-bayreuth.de](mailto:michelle.heese@uni-bayreuth.de)

0921 / 55-5110

## What do I need to do during the PhD programme? Is there an overview?

Yes, the BIGSAS website provides [information on the programme structure](#), courses and the status groups of BIGSAS.

All relevant information can also be found in the E-learning course “[Information for BIGSAS Junior Fellows](#)” which you can access once you are enrolled and can log in to E-learning via your bt-account.

## BIGSAS Doctoral Regulations

After admission you are automatically doing your doctorate according to the [Doctoral Regulations](#) of BIGSAS (issued 15 February 2021) except for the students of the Faculty of Law, Business and Economics. In this case the [Doctoral Regulations](#) of the Faculty of Law, Business and Economics apply.

*You have already been pursuing an individual doctorate at the University of Bayreuth?*

Please inform the BIGSAS administration office immediately if you have been pursuing an individual doctorate at another faculty of the University of Bayreuth (except for the Faculty of Law, Business and Economics). You will be informed about the next steps you need to undertake.

## IRTP (Individual Research and Training Plan)

The Individual Research and Training Plan (IRTP) is one of the first things you should get started with. It has to be submitted within the first three months after your admission to BIGSAS. Without the IRTP, you will not be able to submit any applications for travelling to conferences, summer schools or field research.

You may find the [form on this page](#) (under the headline “Forms and Information”). Please discuss the content with your supervisor and fill in the necessary information. The IRTP needs to be signed by your supervisor and yourself. The signed original must be submitted to the BIGSAS administration.

## How do I find mentors?

The mentoring group consists of one assigned supervisor and two mentors. The mentors should preferably be from a different academic discipline. They must have a doctorate and should be authorised to examine doctoral students. They agree to provide intensive counselling, enabling the doctoral researcher to successfully complete the dissertation project in proper time. This advice should be given equally and collaboratively without any hierarchical structure. When it comes to the administrative responsibility for the legal process of the dissertation and all documents and forms involved in this, this lays in the hands of the supervisor though. Mentors will become “Associate Members” of BIGSAS on application by another Member of BIGSAS (usually the supervisor). However, mentors do not receive a fee or salary at any time from BIGSAS.

Maybe you already have somebody in mind who might be willing to take over mentorship? Please discuss this matter with your supervisor who will also be able to name possible mentors.

All modalities and frequency of meetings are based on the individual’s possibilities and desiderata of all members involved in the group. Ideally, there are two meetings of the mentoring group per year but it could also be less – depending on the needs of the Junior Fellow. The whole mentoring group ideally meets the Junior Fellow at least once per semester in an online setting to discuss and promote the advancement and quality of the dissertation project. The real asset for the members of the mentoring group and the entire structure of BIGSAS, is the possibility to visit Bayreuth for a short period of time in order to meet with the mentee and with the rest of the mentoring group. This means upon request, BIGSAS can provide financial means for up to three meetings (of the overall mentoring group) during the course of the time-to-degree. At least one meeting should take place in Bayreuth.

BIGSAS has also issued a statement concerning Doctoral Studies and Mentorship which you can download from our website: [Codex of Doctoral Studies and Mentorship \(PDF\)](#).

## Travel Applications & Funding

You will have to take part in the **BIGSAS Welcome Seminar** which is offered each semester. You will learn about the formal requirements of an application and about how to do the final accounting afterwards.

### Which Courses can I take?

Participation in courses is not mandatory unless you agree on it with your supervisor. However, if you are doing your doctorate under the Doctoral Regulations of 15 February 2021 the participation in a competence training is mandatory.

On our website, you will find a collection of [suitable courses offered through BIGSAS](#). Otherwise, all courses offered at the University of Bayreuth are included in [CAMPUSonline](#).

### I am in need of Business Cards.

Please contact [bigsas@uni-bayreuth.de](mailto:bigsas@uni-bayreuth.de).

### I am in need of a private work space.

BIGSAS offers ten individual workstations at GSP. Workstations are assigned to Junior Fellows who are in the final stages of their dissertation. Two people share one office each. Each workstation is equipped with a desk, an office chair and storage space for documents as well as Internet access. Only the two users have access to the workstation.

The access is granted for a period of three months upon application. Prolongation is possible. Information on how to apply is sent regularly.

## IV. Leisure time & Socialising

### How can I get in touch with other Junior Fellows?

To get in touch with other Junior Fellows or in case of questions you could contact the [Junior Fellow Representatives](#).

### Where can I meet international colleagues and their families?

The **International Club of the University of Bayreuth** is one of the oldest organisations of university life, and as a recognised and respected support organisation, works closely together with the university administration and the office for international students. Their members are women who are particularly close to the university. The founding principle in 1976 was to facilitate the integration of the wives and families of the international guests and teachers of the university into life in the city of Bayreuth.

With more than 200 members today, the club has become an integral part of the everyday workings of the university. The programs offered are enthusiastically received and are well attended. Their objectives are:

- to facilitate international understanding as well as the Europeanization and internationalisation of the UBT;
- to organise social events to integrate the university's international guests and their families;
- to assist international guests and their families through close cooperation with the university – especially with the INO, the Welcome-Centre of the University of Bayreuth, the IAS, and the BIGSAS.

The International Club and its members are at your side whenever you need help, information or just a friendly chat.

### Bus network in Bayreuth

You can search for connections (also address to address, without knowing the relevant bus stops' names) on the [website of VGN](#). You can also get an overview of their [different bus lines and timetables](#). With your student ID card, you are able to use the buses in Bayreuth and the surroundings of the city, plus some trains, until a certain range, without further charge. You can find the [details here](#) (in German; online translator might be necessary). To ride the buses, you just need to show your card to the bus driver when entering the bus.

### Which kind of extra-curricular activities are offered?

BIGSAS, the Cluster as well as the UBT are offering numerous possibilities of spending your leisure time:

- playing football in the [BIGSAS FC](#);
- taking part in [Afrika@school](#);
- engaging in the [Model African Union Bayreuth e.V.](#);
- writing articles for the student newspaper [Der Falter](#);
- creating and producing films for [Campus TV](#);
- doing sports within the [University Sports Program](#)
- joining one of the [religious student associations](#) (scroll down the page in the link)
- or one of the 57 other [students organisations](#).



# Being a Cluster doctoral researcher and BIGSAS Junior Fellow

## Where do Cluster doctoral researchers belong within the BIGSAS framework?

As a Cluster doctoral researcher you are an employee of the University of Bayreuth within a Cluster project, in the first place. Secondly and after applying successfully, you become a BIGSAS Junior Fellow once you get admission to BIGSAS.

BIGSAS is the umbrella that governs and regulates your doctoral studies. You are doing your doctorate according to the Doctoral Regulations of BIGSAS (except for the doctoral researchers belonging the Faculty of Law, Business and Economics). Thus, you are a BIGSAS Junior Fellow, in much the same way that you are a Cluster employee.

## How are my privileges as an employee of the Cluster different from those of a BIGSAS Junior Fellow?

The only difference between Cluster doctoral researchers is that they are employed by the Cluster whereas other doctoral researchers in BIGSAS have other ways of funding. So, yes, the privilege is your salary. On top of that, you are a BIGSAS fellow, the privileges keep piling up.

While in BIGSAS, you have a right to all the above mentioned BIGSAS opportunities, except for funding for fieldwork. Thus, please discuss fieldwork funding within your Cluster project with your supervisor.

## Where can I find the structure of the Cluster and its statutes?

For general information on the structure of the Cluster, see the [website of the Africa Multiple Cluster of Excellence](#). To get insight into the different structures within the Cluster, please click on the various headings in the left-handed menu. The [statutes](#) of the Cluster can be accessed as well.

## How do I get news on the Cluster?

News and relevant information on Cluster activities are found here: [News & Views](#). If you would you like to subscribe to the latest news from the Cluster, then please enter your email address here: [Newsletter registration](#). Then, click on the 'subscribe / eintragen' button. You will then receive a confirmation email with a link that you must activate within 48 hours to be successfully subscribed to the news distribution list. You can also cancel your subscription to this newsletter yourself by entering your email address again in the form on this page and clicking on the 'sign out / austragen' button.

### What is the Knowledge Lab and can I take part?

Located at the centre of its research activities, the Knowledge Lab (KL) interlinks the Cluster's three main research structures: The African Cluster Centres, the Academy, and the Research Sections. The KL offers a variety of meeting formats — from the ad hoc to the regular and formal — for Cluster Members and guests to come together and propel academic debates. As the locus of these meetings, the KL assembles scholars and their research projects in various venues to exchange ideas and methods and to engage in debate and systematic reflection. Coordinated by the Vice Dean (VD) of Research, the KL generates a thriving intellectual and interdisciplinary research environment that also includes non-academics, such as artists and activists, and stimulates transdisciplinary synergies and research.

The KL indeed is crucial in connecting the cluster's theoretical, epistemological, and methodological issues. Accordingly, it is subdivided into three interlinked spaces for debate and exchange: The Theory Forum, the Reflexive African Studies Forum, and the Methodology Forum.

### I have a conference I would like to attend that is not in my IRTP; do I get funded by my research project or BIGSAS?

We advise speaking to your supervisor about this. They should advise you on how to proceed.

### How about childcare during field research or conference attendance?

The Africa Multiple Cluster of Excellence, through its Gender and Diversity Office (GDO), strives to create an environment where all members can fully participate in all research-related activities of the Cluster. In order to accommodate the needs of doctoral researchers with children, the GDO has put several measures in place to support parents with special childcare assistance needs.

Childcare assistance is limited to minors living in the same household with the applicant and may come in two forms:

- during events at the University of Bayreuth, or
- during conference or research trips.

Please find further information here: [website of the GDO of the Cluster](#).

### How can I apply for funding within the Cluster if I am not a 'Cluster Member'?

Doctoral researchers are not 'Cluster Members'. To become a member, you ought to hold a doctorate. Therefore, all forms of funding should be forwarded through your supervisor or BIGSAS.

Is there a possibility to work with a visiting fellow on a research project?

Yes, there is. Please contact Mr [Robert Debusmann](#), Coordinator of the department of Research. He will advise you accordingly.

Is a collaboration with ACC possible? If so, how? Is there hope for an exchange program with the ACCs?

Yes. Discussions are already underway to make collaboration possibilities with the African Cluster Centres (ACC) more feasible. Please read about recent developments here:

["Cluster intensifies research related cooperation with its international network partners"](#) (article).

# Keyword Index

	A		L
Accommodation	4	Language Courses	12
African Cluster Centres	25	Library	16
	B		M
Bank	10	Mentors	21
BIGSAS	18		O
BIGSAS Funding	22		P
BIGSAS office	20	PhD programme	20
Business Cards	22	Preschool/school	5
	C	Private liability insurance	11
Campus	15	Public transportation	13
Campus Card	15		R
Childcare	26	Residence Permit	9
Cluster	25	Residence registration	8
Courses	22	Rückmeldung	16
	D	Rundfunkbeitrag	11
Doctoral Regulations	25		S
	E	Semester fees	14
Eduroam	16	Semester ticket	14
Enrolment	13	Student ID	13
Extra-curricular activities	24	Studentenwerk Oberfranken	4
	F		T
Funding	22	Travel	22
	H		U
Health	11	UBTGS	17
Health Insurance	4	University sports	24
	I		V
International Club	23	Visa	4
IRTP	20		W
	J	Workstations	22
Junior Fellow Representatives	23		
	K		
Knowledge Lab	26		