

# Information for International Doctoral Candidates



UNIVERSITÄT  
KOBLENZ · LANDAU



# **Information for International Doctoral Candidates**

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# Imprint

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# 1. Doctoral examination board / Doctoral degree regulations

## 1.1 *Doctoral examination board*

Every department has its own doctoral examination board where decisions about applications and PhD procedures are made. The chairman of the doctoral examination board is always the dean of the department. Below you can find a list of the relevant contact person for each department at the University of Koblenz-Landau.

### **Department 1: Educational Sciences (Koblenz)**

Dean / chairman                      Prof. Dr. Winfried Gebhardt  
tel: 0261 – 287 1800  
e-mail: gebhardt@uni-koblenz.de

Dean's office                          Sabine Vomfell  
tel: 0261 – 287 1801  
e-mail: vomfell@uni-koblenz.de

### **Department 2: Language and Literature / Cultural Studies (Koblenz)**

Dean / chairman                      Prof. Dr. Rudolf Lütke  
tel: 0261 – 287 2000

Dean's office                          Daniela Hennerici  
tel: 0261 – 287 2001  
e-mail: dekanat2@uni-landau.de

### **Department 3: Mathematics / Natural Sciences (Koblenz)**

Dean / chairman                      Prof. Dr. Peter Pottinger  
tel: 0261 – 287 2200

Dean's office                          Elfriede van der Zalm  
tel: 0261 – 287 2201  
e-mail: dekanat3@uni-koblenz.de

#### **Department 4: Computer Sciences (Koblenz)**

Dean / chairman            Prof. Dr. Dieter Zöbel  
tel: 0261 – 287 2724

Dean's office                Yvonne Becker  
tel: 0261 – 287 2510  
e-mail: fb4@uni-koblenz.de

#### **Department 5: Educational Sciences (Landau)**

Dean / chairman            Prof. Dr. Alfred Langewand  
tel: 06341 – 280 32 252  
e-mail: fb5@uni-landau.de

Dean's office                Ramona McConnaughey  
tel: 06341 – 280 32 250  
e-mail: mcconnaughey@uni-landau.de

#### **Department 6: Cultural Studies and Social Sciences (Landau)**

Dean / chairman            Prof. Dr. Dr. Peter Wagner  
tel: 06341 – 280 32 262

Dean's office                Christine Roth  
tel: 06341 – 280 32 260  
e-mail: fb6dekan@uni-landau.de

#### **Department 7: Natural and Environmental Sciences (Landau)**

Dean / chairman            Prof. Dr. Wieland Müller  
tel: 06341 – 280 31 170  
e-mail: fb7@uni-landau.de

Dean's office                Ursula Merzhäuser  
tel: 06341 – 280 31 171  
e-mail: merzhaeu@uni-landau.de

## **Department 8: Psychology (Landau)**

Dean / chairman                      Prof. Dr. Manfred Schmitt  
tel: 06341 – 280 31 495  
e-mail: schmittm@uni-landau.de

Dean's office                          Gabriele Burckgard  
tel: 06341 – 280 31 404  
e-mail: fb8@uni-landau.de

### **1.2 *Doctoral degree regulations***

Most departments have separate doctoral degree regulations and in some cases one regulation is valid for two departments. All documents can be downloaded from the IPZ website: [www.uni-koblenz-landau.de/ipz/promotion/promotionsordnungen](http://www.uni-koblenz-landau.de/ipz/promotion/promotionsordnungen).

## 2. Important university addresses

The following postal addresses are valid for all institutions at the three different locations of the University of Koblenz-Landau (addresses for visitors can be different):

University of Koblenz-Landau

- name of institution / name of person -

P.O. Box 20 16 02

D-56016 Koblenz

University of Koblenz-Landau

- name of institution / name of person -

Fortstr. 7

D-76829 Landau

University of Koblenz-Landau

- name of institution / name of person -

P.O. Box 1864

D-55008 Mainz

### 2.1 *Interdisciplinary Graduate Centre (IPZ)*

The Interdisciplinary Graduate Centre (IPZ) was established in the winter semester 2006/07 and provides a comprehensive range of services for all doctoral candidates at the University of Koblenz-Landau. It has developed special advanced education possibilities and transferable skill courses and also offers opportunities for interdisciplinary networking.

The IPZ runs a “Tutorial for international PhD students” in Koblenz and Landau, where you have the chance to discuss private and academic challenges – the special needs of non-German doctoral candidates – and how the IPZ can offer you better support overall. In the category “*Termine*” (Engl. “events”) on the IPZ website you can find the next scheduled meetings for the tutorial:

[www.uni-koblenz-landau.de/ipz/aktuelles/termine](http://www.uni-koblenz-landau.de/ipz/aktuelles/termine).

Contact: Dr. Kathrin Ruhl (Managing Director)  
Emil-Schüller-Str. 12, 56068 Koblenz, room 107  
tel: 0261 – 287 2950  
e-mail: ruhl@uni-koblenz-landau.de  
web: www.ipz.uni-koblenz-landau.de

## **2.2 International Office**

The International Office informs and advises foreign applicants. It offers orientation days and a programme for international students (i.e. cultural events, excursions) at each campus ([www.uni-koblenz-landau.de/international](http://www.uni-koblenz-landau.de/international)).

### **Koblenz**

Contact: Bettina Holstein-Alter  
Emil-Schüller-Str. 12, 56068 Koblenz, room 032  
tel: 0261 – 287 1764  
e-mail: holstein@uni-koblenz-landau.de

### **Landau**

Contact: Jutta Bohn  
Westring 2, 76829 Landau, room 005  
tel: 06341 – 280 37 169  
e-mail: bohn@uni-koblenz-landau.de

### **Mainz**

Contact: Irene Latschar  
Isaac-Fulda-Allee 3, 55124 Mainz  
tel: 06131 – 374 6026  
e-mail: latschar@uni-koblenz-landau.de

## **2.3 Registrar's Office**

The Registrar's Offices in Koblenz and Landau take care of the enrolment, re-registration and ex-matriculation of students and PhD students.

### **Koblenz**

Contact: Emil-Schüller-Str. 12, 56068 Koblenz  
tel: 0261 – 287 1752 (-1750, -1753, -1754, -1768)  
e-mail: studko@uni-koblenz-landau.de  
web: [www.uni-koblenz-landau.de/verwaltung/abt-3/studierendensekretariat-koblenz](http://www.uni-koblenz-landau.de/verwaltung/abt-3/studierendensekretariat-koblenz)

### **Landau**

Contact: Westring 2, 76829 Landau  
tel: 06341 – 280 37 130 (-131, -132, -133, -139)  
e-mail: studld@uni-koblenz-landau.de  
web: [www.uni-koblenz-landau.de/verwaltung/abt-3/studierendensekretariat-landau](http://www.uni-koblenz-landau.de/verwaltung/abt-3/studierendensekretariat-landau)

Forms for enrolment etc. can be obtained from the download centre:  
[www.uni-koblenz-landau.de/studium/stud-org/downloadcenter](http://www.uni-koblenz-landau.de/studium/stud-org/downloadcenter).

## **2.4 Women's Office**

The Women's Offices function as link between different university committees (senate committee for equal opportunities, equal opportunity commissioners of the departments, equal opportunity commissioner of the university) and are a service point for questions regarding funding and career planning. They offer confidential support in cases of sexual harassment or discrimination.

The women's officers work together with the senate committee for equal opportunities to organise special courses for female students, doctoral candidates and university employees.

## **Koblenz**

Contact: Andrea Hauswirth (Women's Officer)  
Emil-Schüller-Str. 12, 56068 Koblenz, room 006  
tel: 0261 – 287 1762  
e-mail: frauenb@uni-koblenz.de  
web: [www.uni-koblenz-landau.de/koblenz/einrichtungen/frauenbuero](http://www.uni-koblenz-landau.de/koblenz/einrichtungen/frauenbuero)

## **Landau**

Contact: Heide Gieseke (Women's Officer)  
Bürgerstr. 23, 76829 Landau, room 053  
tel: 06341 – 280 32 537  
e-mail: frauenbu@uni-landau.de  
web: [www.uni-landau.de/frauenbuero/](http://www.uni-landau.de/frauenbuero/)

## **2.5 Student Service Organisations**

The Student Service Organisations provide economic, social, medical and cultural support to students at German universities. They run student halls of residence, university cafeterias, advice centres etc. At the University of Koblenz-Landau it is additionally offered the use of a removal van and a packing service for international students. There is a special website for students in Koblenz: [www.study-in-koblenz.de](http://www.study-in-koblenz.de).

## **Koblenz**

Contact: Ulrike Kos  
Universitätsstr. 1, 56070 Koblenz, room D 112  
tel: 0261 – 287 1112  
e-mail: [kos@studierendenwerk-koblenz.de](mailto:kos@studierendenwerk-koblenz.de)  
web: [www.studierendenwerk-koblenz.de/](http://www.studierendenwerk-koblenz.de/)

## **Landau**

Contact: Fortstr. 7, 76829 Landau, building E IV  
tel: 06341 – 917 90

e-mail: [info@studierendenwerk-vorderpfalz.de](mailto:info@studierendenwerk-vorderpfalz.de)

web: [www.studierendenwerk-vorderpfalz.de/](http://www.studierendenwerk-vorderpfalz.de/)

## **2.6 General Student Committee (AStA)**

The General Student Committee (AStA) represents the interests of the students. The AStA-departments “International Affairs and Equality” (Koblenz) and “International Affairs” (Landau) take care of the integration of international students and support them in cases of emergency. In Koblenz there is also a service to borrow household items such as bed linen, cutlery etc.

### **Koblenz**

Contact: Johanna Neumann  
Universitätsstr. 1, 56070 Koblenz, room C 203  
tel: 0261 – 287 1667  
e-mail: [intergleich@uni-koblenz.de](mailto:intergleich@uni-koblenz.de)  
web: [asta.uni-koblenz.de/asta/](http://asta.uni-koblenz.de/asta/)

### **Landau**

Contact: Sarah Wenz  
Im Fort 7, 76829 Landau  
tel: 06341 – 280 31 276  
e-mail: [ia@asta-landau.de](mailto:ia@asta-landau.de)  
web: [www.asta-landau.de](http://www.asta-landau.de)

## **2.7 AIESEC**

The AIESEC-office Koblenz is part of the world's largest student-run organisation. AIESEC offers workshops and conferences to help prepare students to go abroad, to be part of an international network and to gain international experience.

### **Koblenz**

Contact: AIESEC local committee  
Janine Stolz  
Universitätsstr. 1, 56070 Koblenz, room C 314  
tel: 0261 – 287 1250  
e-mail: koblenz@aiesec.de  
web: [www.aiesec.org/cms/aiesec/AI/Western%20Europe%20and%20North%20America/GERMANY/AIESEC%20KOBLENZ/AIESEC\\_in\\_LC/index.html](http://www.aiesec.org/cms/aiesec/AI/Western%20Europe%20and%20North%20America/GERMANY/AIESEC%20KOBLENZ/AIESEC_in_LC/index.html)

## **2.8 Protestant Student Community (ESG)**

The Protestant Student Communities (ESG) are part of the Protestant churches in Rhineland-Palatinate and are open communities of and for all students and members of the University of Koblenz-Landau. They offer cultural programmes, workshops and give advice in cases of emergency. There is also the possibility to rent a room in their halls of residence (see chapter 3 Living).

### **Koblenz**

In Koblenz KHG and ESG organise the event “Who is who” scheduled at the beginning of each semester. During this event various institutions of value to international students present themselves.

Contact: ESG Koblenz  
Lerchenweg 1+3, 56075 Koblenz  
tel: 0261 – 57365  
e-mail: [esg@uni-koblenz.de](mailto:esg@uni-koblenz.de)

web: [www.esg-koblenz.de](http://www.esg-koblenz.de)

## **Landau**

Contact: ESG Landau  
Kronstr. 38 (Stiftspassage), 76829 Landau  
tel: 06341 – 833 33  
e-mail: [esg@uni-landau.de](mailto:esg@uni-landau.de)  
web: [www.uni-landau.de/esg](http://www.uni-landau.de/esg)

## **2.9 Catholic Student Community (KHG)**

The Catholic Student Communities (KHG) are run by the Catholic church and offered to all students and members of the University of Koblenz-Landau. The programme covers get-togethers, lectures, excursions and the chance to exchange and communicate ideas. The KHG Landau also owns a student hall of residence (see chapter 3 Living).

### **Koblenz:**

In Koblenz KHG and ESG organise the event “Who is who” scheduled at the beginning of each semester. During the event various institutions of value to international students present themselves.

The KHG Koblenz also provides information about scholarships and funding possibilities offered by the social fund of the KHG.

Contact: KHG Koblenz  
Rheinau 12, 56075 Koblenz  
tel: 0261 – 36635  
e-mail: [info@khg-koblenz.de](mailto:info@khg-koblenz.de)  
web: [www.khg-koblenz.de](http://www.khg-koblenz.de)

### **Landau:**

Contact: KHG Landau  
Moltkestr. 9, 76829 Landau

tel: 06341 – 82180  
e-mail: khg-landau@t-online.de  
web: www.khg-landau.de

### **2.10 *Islamic Students in Koblenz (ISK)***

The group Islamic Students in Koblenz (ISK) was founded by a number of Muslim students. It offers networking and communication opportunities in order to enhance intercultural and inter-religious dialogues.

Contact:     Adi Prasajo (Chairman)  
                  e-mail: muslime@uni-koblenz.de  
                  web: userpages.uni-koblenz.de/~muslime/

### **2.11 *Research Training Group “Teaching and Learning Processes” in Landau (UPGradE)***

The research training group “Teaching and Learning Processes” (UPGradE) in Landau is funded by the German Research Foundation (DFG). UPGradE aims to combine theory- and practice-oriented educational research with promoting young researchers. In UPGradE, alumni of psychology and educational studies work and carry out research together with experienced teachers.

Contact:     Dr. Heidrun Ludwig (Managing Director)  
                  Thomas-Nast-Str. 44, 76829 Landau, room 015  
                  tel: 06341 – 280 33 259  
                  e-mail: ludwigh@uni-landau.de  
                  web: www.upgrade.uni-landau.de/

## **2.12 Integrative Project for International Students (IPAS) in Landau**

The Integrative Project for International Students (IPAS) in Landau has existed since the summer semester 2002 and supports international students in everyday and academic life through a mentoring programme. IPAS also offers events for international students each semester.

Contact: e-mail: [ipas@uni-landau.de](mailto:ipas@uni-landau.de)  
web: [www.uni-landau.de/ipas/](http://www.uni-landau.de/ipas/)

## **2.13 Network of scholarship holders in Landau**

In Landau a network of scholarship holders has been established under the auspices of university president Prof. Dr. Roman Heiligenthal. It addresses questions of funding opportunities and can be contacted by any student or doctoral candidate who wants to apply for a scholarship.

Contact: e-mail: [stip-net@uni-landau.de](mailto:stip-net@uni-landau.de)  
web: [www.uni-koblenz-landau.de/landau/stipendiaten-netzwerk](http://www.uni-koblenz-landau.de/landau/stipendiaten-netzwerk)

## 3. Living

### 3.1 *Living in Koblenz*

In Koblenz various opportunities to rent rooms or flats are available. If you have not found accommodation in advance, you can stay at the youth hostel in Ehrenbreitstein for a couple of days (€ 19,90 per day, info: [www.djh.de](http://www.djh.de)).

- Halls of residence:
  1. Protestant hall of residence  
Lerchenweg 3, 56075 Koblenz  
rent € 185,70 per month, plus deposit ([www.esg-koblenz.de](http://www.esg-koblenz.de))
  2. Catholic hall of residence  
Spechtstr. 38, 56075 Koblenz  
rent from € 134,55 per month, plus deposit ([www.ksw-ko.de](http://www.ksw-ko.de))
  3. Halls of residence run by the Student Service Organisation  
Ulrike Kos, Universitätsstr. 1, 56070 Koblenz, room D 112,  
tel: 0261 – 287 1112, e-mail: [kos@studierendenwerk-koblenz.de](mailto:kos@studierendenwerk-koblenz.de),  
([www.studierendenwerk-koblenz.de](http://www.studierendenwerk-koblenz.de)):
    - a. Hall of residence „Karthause“  
Simmerner Str. 134, 56075 Koblenz  
rent from € 221,50 per month, plus deposit
    - b. Hall of residence „Auf dem Hellen Weyer“  
Auf dem Hellen Weyer 1, 56072 Koblenz  
rent from € 220,00 per month, plus deposit
  4. Hall of residence run by VEGIS  
Koblenzer Str. 236, 56073 Koblenz  
rent from € 198,25 per month, plus deposit  
([www.vegis-immobilien.de/content/e1525/e1566/e1569/](http://www.vegis-immobilien.de/content/e1525/e1566/e1569/))
- Private letting offered by the Student Service Organisation Koblenz can be found on the notice board outside room D 111 at Universitätsstr. 1, 56070 Koblenz and also on its website ([www.studierendenwerk-koblenz.de/index.php?page=wohnungsborse](http://www.studierendenwerk-koblenz.de/index.php?page=wohnungsborse))

- To let opportunities in newspapers advertisements in the daily newspaper *Rheinzeitung* ([www.rheinzeitung.de](http://www.rheinzeitung.de))

### **3.2 Living in Landau**

- Halls of residence:
  1. Halls of residence run by the Student Service Organisation
    - a. Halls of residence  
Godramsteiner Str. 50 / 50a / 50b, 76829 Landau  
rent from € 210,00 per month plus deposit
    - b. information on private lets:  
[www.studierendenwerk-vorderpfalz.de/Wohnen.30.0.html](http://www.studierendenwerk-vorderpfalz.de/Wohnen.30.0.html)  
Simone Merges, tel: 06341 – 917 925,  
e-mail: [merges@studierendenwerk-vorderpfalz.de](mailto:merges@studierendenwerk-vorderpfalz.de)
  2. Hall of residence  
Am Gutleuthaus 16, 76829 Landau  
tel: 06341 – 520 828  
rent from € 215,00 per month, no information about deposit  
([www.studentenwohnheim-landau.de](http://www.studentenwohnheim-landau.de))
- Protestant Student Community (ESG), Kronstrasse 38, 76829 Landau,  
tel: 06341 – 833 33 ([www.uni-landau.de/esg/](http://www.uni-landau.de/esg/))
- Catholic Student Community (KHG), Moltkestrasse 9, 76829 Landau,  
tel: 06341 – 833 53 (KHG-WG) ([www-user.rhrk.uni-kl.de/~khg\\_ld/Wir\\_uber\\_uns/wir\\_uber\\_uns.htm](http://www-user.rhrk.uni-kl.de/~khg_ld/Wir_uber_uns/wir_uber_uns.htm))
- To let opportunities at the AStA-office, Im Justus 1, 76829 Landau,  
tel: 06341 – 280 31276 ([www.asta-landau.de/index.php?page=wohnungsanzeigen](http://www.asta-landau.de/index.php?page=wohnungsanzeigen))
- Private lets in newspapers:
  1. advertisements in the daily newspaper *RHEINPFALZ*  
([www.rheinpfalz.de/immoanzeigen/](http://www.rheinpfalz.de/immoanzeigen/))
  2. advertisements in the weekly newspaper *Wochenblatt*  
([www.wobla.de/html/markt/immo.html](http://www.wobla.de/html/markt/immo.html))

More information about rooms to rent in Koblenz and Landau can be found on the following websites:

- [www.wg-gesucht.de/](http://www.wg-gesucht.de/)
- [www.studenten-wg.de/](http://www.studenten-wg.de/)
- [www.immobilienscout24.de/](http://www.immobilienscout24.de/)
- [www.immowelt.de/](http://www.immowelt.de/)

## 4. Computing Centre

### 4.1 Registration

#### Koblenz

Contact: Computing Centre Koblenz (GHRKO)  
Gabi Cremer (office)  
Universitätsstr. 1, 56070 Koblenz, room A 016  
tel: 0261 – 287 1318  
e-mail: cremer@uni-koblenz.de

- Application for authentication ([www.uni-koblenz-landau.de/koblenz/GHRKO](http://www.uni-koblenz-landau.de/koblenz/GHRKO)):
  - You need a personal authentication in order to log on to university computers and to use the services provided (mail etc.).
  - Your authentication consists of a username and password. The username is also part of the e-mail-address (*username@uni-koblenz.de*).
  - Authentication is also needed for accessing W-LAN at the university.
  - Your authentication and e-mail-address cannot subsequently be changed.
  - The username only consists of small letters.
  - People who are not registered as students at the University of Koblenz-Landau have to fill in and sign a form. Please send it using the heading “*Kennung*” (Engl. “identification”) to: University of Koblenz-Landau, Rechenzentrum, Postfach 201 602, 56016 Koblenz or put it in the postbox in front of room 005 in building A. You can find the form online at:  
[www.uni-koblenz.de/~admin/download/Kennungsantrag.pdf](http://www.uni-koblenz.de/~admin/download/Kennungsantrag.pdf).
- Public PC-pools are available in:  
A 003, A 015, A 024, A 230, C 207, F 112, F 113.
- E-mails can also be checked via: <https://mail.uni-koblenz.de>.

## Landau

Contact: Computing Centre Landau (URZ)  
Fortstr. 7, 76829 Landau, room E I KG  
tel: 06341 – 280 31 176  
e-mail: rzbuer0@uni-landau.de  
web: [www.uni-koblenz-landau.de/landau/rz-landau](http://www.uni-koblenz-landau.de/landau/rz-landau)

tel: 06341 – 280 31 184 (for university employees)  
e-mail: [mitarbeiter-support@uni-landau.de](mailto:mitarbeiter-support@uni-landau.de)

tel: 06341 – 280 31 178 (for students)  
e-mail: [studi-support@uni-landau.de](mailto:studi-support@uni-landau.de)

- Application for authentication ([www.uni-koblenz-landau.de/landau/rz-landau/stud-info](http://www.uni-koblenz-landau.de/landau/rz-landau/stud-info)):
  - Your authentication consists of a username and password. The username is also part of the e-mail-address (*username@uni-landau.de*).
  - Students in Landau have to fill in a form and pay € 10,00 deposit to receive a code card to get into the PC-pools. The form can be handed in to the Computing Centre, building E, room 042. You need the code card to access the PC-pools outside opening hours. The code card and identification can only be transferred personally. You can download the form from: [www.uni-koblenz-landau.de/landau/rz-landau/antraege/zugang-stud.pdf](http://www.uni-koblenz-landau.de/landau/rz-landau/antraege/zugang-stud.pdf).
  - University employees are required to fill in a form to receive authentication. The form can be handed in to the Computer Centre, building E, room 042. You can download the form from: [www.uni-koblenz-landau.de/landau/rz-landau/Infos-mitarb](http://www.uni-koblenz-landau.de/landau/rz-landau/Infos-mitarb).
  - E-mails can be checked via: <https://mail.uni-landau.de>.

## **5. University Library**

### **Koblenz**

Contact: University Library Koblenz  
Universitätsstr. 1, 56070 Koblenz, building C  
tel: 0261 – 287 1440 (-1441)  
e-mail: bibliothek@uni-koblenz.de

Opening hours:

Mon – Fri 09.00 – 21.00

Service hours:

Mon – Fri 09.00 – 18.00

### **Landau**

Contact: University Library Landau  
Fortstr. 7, 76829 Landau, building D  
tel: 06341 – 280 31 652  
e-mail: ubinfo@uni-koblenz-landau.de

Opening hours:

Mon – Fri 09.00 – 21.00

Service hours:

Mon – Fri 09.00 – 18.00

## **5.1 User card**

The following are entitled to use the University Library Koblenz-Landau:

- academic and non-academic employees at the university,
- matriculated students, PhD students and guest students at the university,
- alumni and students who live in Rhineland-Palatinate or who work at an institution in this state.

To use the University Library Koblenz-Landau it is necessary to register in person at the University Library Koblenz and have to present a form of identification to open an account. Library users receive a library card that is normally issued on registration. The library card can be temporary. In order to open an account and receive a library card in Landau you are required to fill in a form, which is available online at: [www.uni-koblenz-landau.de/bibliothek/dateien/pdf/anmeldung.pdf](http://www.uni-koblenz-landau.de/bibliothek/dateien/pdf/anmeldung.pdf).

## **5.2 User account / Library login**

The user account provides an overview of your personal current loans and bookings. You can access this account with the library login: [aleph1.uni-koblenz.de](http://aleph1.uni-koblenz.de). You also need your library card number and a password, which consists of your birthday (e.g. born on 08/11/1981 = password: 0811 (ddmm)). Your library login and user account allow you to take full advantage of the online services offered by the university library: [aleph1.uni-koblenz.de](http://aleph1.uni-koblenz.de).

### **5.3      *Conducted tour of the library***

Conducted tours of the library can be arranged at any time from a group of three or more participants.

#### **Koblenz**

You can find the dates of the conducted library tours online at:

[www.uni-koblenz-landau.de/bibliothek/landau/aktuellko](http://www.uni-koblenz-landau.de/bibliothek/landau/aktuellko).

Contact:      Kai Hessling  
                  tel: 0261 – 287 1422  
                  e-mail: [hessling@uni-koblenz.de](mailto:hessling@uni-koblenz.de)

In the first three weeks of each semester several conducted tours of the library are offered every day. They last 45 minutes and cover information on how to use the library and the online catalogue and where to find books. In order to register for a tour you can sign up at the reception desk. A maximum of 10 people are allowed for each tour.

#### **Landau**

Conducted library tours are also available in English. You can find the dates of the conducted library tours online at:

[www.uni-koblenz-landau.de/bibliothek/landau/aktuellld](http://www.uni-koblenz-landau.de/bibliothek/landau/aktuellld).

Contact:      Julia Barthelmeß  
                  tel.: 06341 – 280 31 652 (-610)  
                  e-mail: [ubinfo@uni-koblenz-landau.de](mailto:ubinfo@uni-koblenz-landau.de)

## **5.4 Carrels / Library trolleys**

Several separate study rooms, so-called carrels, are available in both libraries. In Koblenz there are additionally five rooms for group work. You cannot make a reservation for the study rooms, and only students with children can book carrels 2 and 3. Please note, that you cannot lock the carrels. Further information can be obtained from the reception desk.

Library trolleys can be booked in both Koblenz and Landau. The trolleys can be locked and offer the opportunity to store books and other material in the library. You are required to leave your trolley key at the reception desk where you can also get further information about the library trolleys.

In Landau library trolleys can be booked via telephone or e-mail:

Contact: Ute Hess  
tel: 06341 – 280 31 617  
e-mail: hess@uni-koblenz-landau.de

Sandra Neidhöfer  
tel: 06341 – 280 31 618  
e-mail: neidhoefer@uni-koblenz-landau.de

You can download the reservation documents from the library website:

[www.uni-koblenz-landau.de/bibliothek/dateien/pdf/reservierungdoktorandenwagen-druckvorlage.pdf](http://www.uni-koblenz-landau.de/bibliothek/dateien/pdf/reservierungdoktorandenwagen-druckvorlage.pdf).

## **5.5 *Electronic publishing with OPUS***

The University Library Koblenz-Landau offers the server OPUS (kola.opus.hbz-nrw.de/) to all members of the university. OPUS allows you to publish electronic versions of your texts (e.g. dissertations, master theses, articles, reports).

## **5.6 *Internet work stations***

In the library the internet is accessible via “sun rays”. In order to use external websites you have to sign in with your authentication from the Computing Centre (Koblenz) or your library login (Landau).

## 6. Regional bus pass

### Koblenz

All students and PhD students pay a social service contribution at enrolment, which includes the cost for a regional bus pass. The student ID (together with a valid identification card) enables them to use the following buses:

- KEVAG: all bus routes including buses to Bendorf, Vallendar, Höhr-Grenzhausen and Lahnstein
- RMV: buses inside the city of Koblenz and to Lahnstein (areas 101-107, 501)
- KVG: buses inside the city of Koblenz (areas 101-107)

You can take your bike with you for free on Mon – Fri from 9.00 onwards, and Sat/Sun and bank holidays at any time. However, this service depends on the capacity of the bus and is at the discretion of the driver. The pass is *not* valid for trains.

### Landau

In Landau students do not automatically receive a bus pass but can buy one, which allows them access to two transport associations.

Karlsruher Verkehrsverbund (KVV) ([www.kvv.de](http://www.kvv.de)):

Students at the university in Landau can purchase a pass that is valid for the entire area covered by the transport association KVV.

Students holding a pass from the Verkehrsverbund Rhein-Neckar (VRN) can additionally buy a pass, which is valid when used in combination with a student ID card.

Verkehrsverbund Rhein-Neckar (VRN) ([www.vrn.de](http://www.vrn.de)):

The VRN-bus pass is valid for the entire area of the transport association VRN excluding Western Palatinate. It cannot be given to another person and is valid for six months from the start of the semester.

The regional bus pass also offers other benefits such as special conditions for city car sharing. Further information can be found at:

[www.vrn.de/imperia/md/content/service/carsharing/carsharing\\_flyer08\\_low.pdf](http://www.vrn.de/imperia/md/content/service/carsharing/carsharing_flyer08_low.pdf).

## 7. Scholarships for doctoral candidates

The German Academic Exchange Service (DAAD) provides scholarships for international doctoral candidates who want to undertake their PhD at a German university. The DAAD has a database where you can search for scholarships offered by the DAAD and other institutions: [www.daad.de](http://www.daad.de). Euraxess Germany has also set up a funding database for incoming researchers: [www.eracareers-germany.de/portal/stipendiensuche\\_in.html](http://www.eracareers-germany.de/portal/stipendiensuche_in.html). Informations on scholarships in Germany and other European Countries can be obtained from the website [www.scholarshipportal.eu](http://www.scholarshipportal.eu).

The IPZ and the Women's Offices have published a scholarship guide *Stipendienwegweiser* that you can obtain for free at [ipz@uni-koblenz-landau.de](mailto:ipz@uni-koblenz-landau.de). Further information about scholarships can be found on the IPZ website in the categories "*Informationen Stipendien*" (Engl. "information on scholarships", [www.uni-koblenz-landau.de/ipz/aktuelles/informationen-stipendien](http://www.uni-koblenz-landau.de/ipz/aktuelles/informationen-stipendien)) and "*Internationalisierung*" (Engl. "internationalisation", [www.uni-koblenz-landau.de/ipz/aktuelles/internationalisierung](http://www.uni-koblenz-landau.de/ipz/aktuelles/internationalisierung)).