

# Guide for PhD Students of the Luebeck-Sharjah Dual Degree Program

## Preparing for Arrival

### Documents

Please sent to the coordinator

- CV
- Passport copy
- PhD transcripts from University of Sharjah
- Master's transcripts
- Master's certificate

### Visa Application

EU citizens do not need a visa to enter and work in Germany.

Citizens of Australia, Canada, Israel, Japan, New Zealand, Switzerland, the Republic of Korea and the United States of America do not need to apply for a visa. After entering Germany they can apply for a residence permit for work purposes at the Aliens' Office ("Ausländerbehörde") in Luebeck directly.

Citizens of other countries are required to apply and obtain an employment visa prior to enter at the local German Embassy or Consulate. For this you will get an invitation letter from us. Applications may take about 1-3 months to be processed. Therefore, it is advised to schedule an appointment with your German Embassy or Consulate as soon as possible.

### Supervision Agreement

It is necessary to sign a supervision agreements for the Center of Doctoral Studies (CDSL) in German and English with all Principal Investigators (PIs). Please sent both signed agreements to your PIs. They must also sign these documents. The PIs should send the supervision agreements back to the coordinator (the original signed).

Please register to the CDSL as doctoral candidate at the University of Luebeck.

<https://www.uni-luebeck.de/en/doctorate/services/signing-up-for-a-doctorate/registration-new.html>

## **Enrollment**

The International Office will send you some documents (i.e. application form for registration as a doctoral student, checklist for enrollment, information concerning payment for Enrollment, declaration of compliance). Please fill everything out and sent it back.

The student status enables access to most University facilities and services, e.g. cafeteria, library, sports as well as offers discounts in shops, cinemas, hairdressers. However, you will need to pay a one-time service fee and an enrollment fee for each semester (see documents from the International Office). The registration takes place once a semester. You will receive a student identity (ID) card, which is at the same time the semester ticket. It allows you to use public transportation within Lübeck area for free during the registered semester.

## **Good Scientific Practice**

It is obligatory to participate in the soft skill course 'Good Scientific Practice'.

With your enrollment you got an IDM account. Please sing in at the following website:

<https://veranstaltungen.uni-luebeck.de>

Login with your IDM account. (The fields "abweichende Rechnungsadresse/Lieferadresse" can be ignored).

## **How to arrive**

Hamburg Airport (<http://www.airport.de/en/index.phtml>) serves many national and international destinations. You will be picked up by us at the airport.

## **Housing**

We already booked an accommodation for you.  
Please follow the rules of your accommodation.

## **Upon Arrival**

### **University of Luebeck Recourses**

Below are the resources that offer academic and personal support to PhD students.

#### **Library**

The Central University Library is located in building 60 on the campus map. Registered PhD students use their ID cards as library cards. The library has various catalogs for searching: <http://www.zhb.uni-luebeck.de/>.

## **Sports**

Students can register for a variety of sports courses from the University of Luebeck by using their ID cards. Check the sports website to see what are on offer and whether there is a free place for you: <http://www.hsp.uni-luebeck.de/studium/hochschulsport.php>.

## **Computers**

ITSC (IT Service Center) is the major organization that provides a wide range of services for computer users at Luebeck campus. You may purchase computers, printers, softwares from ITSC at lower prices. It also provides maintenance for computers and accessories for members of the University of Luebeck: <http://www.itsc.uni-luebeck.de/>

## **On-campus Dining**

There are two main eating facilities on campus. Mensa is the major dining hall (building 59 on campus map) that provides various courses and snacks. The ground floor is the cafeteria that offers sandwiches, burgers and soups. The 1<sup>st</sup> floor is the dining hall that offers three to four different main courses, drinks, salads, etc. In order to eat in the Mensa you need to purchase a student Mensa card (costs 10 EUR, 2.5 EUR as deposit) in the administration office on the ground floor of the Mensa Building. Another dining place is the Casino cafeteria located on the basement floor of Central Clinic. Meals here can be purchased by cash.

## **Campus Store**

The AstA (Students' Union) of University of Luebeck runs a souvenir store that offers a variety of merchandise carrying the University logo, notebooks, pens, T-shirts. It is located in building 24a on the campus map: <http://www.asta.uni-luebeck.de/shop.html>

## **Cultural Events in Luebeck**

The PhD in Luebeck is not only about learning and working. The city of Luebeck has a lot to offer: movies, theaters, museums, concerts, restaurants and the Baltic Sea.

<https://www.uni-luebeck.de/studium/studiengaenge/gemeinsame-inhalte-aller-studiengaenge/fuer-studierende/mit-mitstudierenden/kultur-in-luebeck.html>

## **Helpful Websites**

- The map of the Luebeck campus

<http://www.uni-luebeck.de/universitaet/kontakt/campusplan.html>

- Public transport

<https://www.sv-luebeck.de/en/timetable.html>

## **Coordination Office**

Mrs. Marieke Höhn

Campus Lübeck

Ratzeburger Allee 160 (House 32, Room 001, Ground Floor)

23538 Lübeck

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## Go by Bus

Bus to University:

Bus **6** (direction 'Blankenseer Dorfplatz') and **4** (direction 'Groß Grönau') will bring you to the main entrance Ratzeburger Allee (Station 'Universitätsstraße').

Bus **1** (direction 'Hochschulstadtteil') and **9** (direction 'Grillenweg'), will bring you to the side entrance Mönkhofer Weg (Station 'Technische Hochschule'). Bus 9 is also driving on the Campus.

