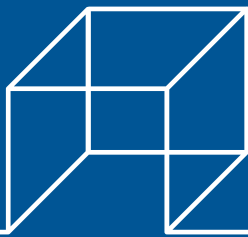


**EXCELLENCE  
CLUSTER**



**TOPOI**

**INFORMATION MATERIAL FOR RESEARCH FELLOWS  
AND DOCTORAL STUDENTS**

[May 2010]

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The following collection of information has been compiled to provide assistance to new Research Fellows, Doctoral and Postdoctoral Students as well as visitors working within the Excellence Cluster TOPOI. Depending on the time of your stay in Berlin, your position within TOPOI and other variables, you will find different sections of this material more or less relevant for you. When making use of the material, please bear in mind that things may change within TOPOI and in Berlin in general, even though we are aiming at regular updates of the material. There may, of course, also be some mistakes we have made while putting together the material, and some information you are looking for might be missing. We apologize for this in advance and hope that the following will nonetheless provide useful support for your work within the cluster. If you find any mistakes, please do not hesitate to tell us, the members of TOPOI's central administration.

## I. Organizational Matters within the Excellence Cluster TOPOI

### 1. General Information

The Cluster is the joint responsibility of the Freie Universität Berlin (FU) and the Humboldt-Universität zu Berlin (HU). It is headed by two Directors: one of the Humboldt-Universität (N.N.) and one of the Freie Universität (Prof. Dr. Friederike Fless). The cluster administration is organized as an inter-university office (Cluster Agency) with staff working jointly at both universities. Dr. Hauke Ziemssen is the cluster's Executive Secretary and head of the administration. As a TOPOI member or fellow, you will regularly receive e-mails from the TOPOI secretary at the Freie Universität, Diana Nickel-Tzschach, ([sekretariat@topoi.fu-berlin.de](mailto:sekretariat@topoi.fu-berlin.de), +49 (0)30 838-57271), informing you about upcoming events. The TOPOI secretary at the Humboldt-Universität is Ursula Müller ([ursula.mueller@topoi.org](mailto:ursula.mueller@topoi.org), +49 (0)30 2093-99073). TOPOI works in close cooperation with a number of partners in Berlin: the Berlin-Brandenburgische Akademie der Wissenschaften (BBAW), the Deutsches Archäologisches Institut (DAI), the Max Planck Institute for the History of Science (MPIWG) and the Stiftung Preußischer Kulturbesitz (SPK).

The best place to start looking for information regarding the structures and objectives of TOPOI, the research activities of its members, past and future projects and the like, is the cluster homepage: [www.topoi.org](http://www.topoi.org). Here you also find contact details of the cluster members and fellows as well as of the administrative staff. You should generally direct your inquiries to the administrative staff of the university you are associated with.

### 2. Contracts and Agreements

When you become a Research Fellow, Doctoral or Postdoctoral Student of TOPOI, you will conclude a contract with the cluster, stating your rights and duties, the time of your work with TOPOI and the amount of payment you will receive.

In addition to this, Doctoral Students will sign an agreement with their supervisors and one of the Directors about the conditions of their work on their thesis and within their research group ("Betreuungsvereinbarung"). Please contact the fellow coordinators at either university for the details of these arrangements.

### 3. TOPOI Services

#### (a) Workplaces

TOPOI is trying to provide workplaces to long-term Research Fellows and Doctoral Students wherever that is possible. The capacities are very limited at both the Freie Universität und the Humboldt-Universität, however. If you like to have some office space, please let us know and we will see what options there are.

#### (b) Supplementary Financial Support

As a TOPOI researcher, you may apply for financial support for attending conferences and the like or taking part in excursions, in so far as they are relevant to your research within TOPOI. Please find consensus with your Research Group on such proposals, which are to be submitted by the Research Group to the TOPOI central administration. Please contact one of the secretaries or fellow coordinators for further information on procedures and conditions.

#### (c) Supply of Stationery

If you need any stationery for your work, there are basically two ways to ask for it. At the FU, this will normally be organized via the "Institut" you are associated with. As a fellow at the Humboldt-Universität, please contact Ursula Müller to receive office equipment ([ursula.mueller@topoi.org](mailto:ursula.mueller@topoi.org), +49 (0)30 2093-99073).

#### (d) Ordering Books

TOPOI offers the possibility to order books you need for your research within the cluster. For detailed information on the procedure, please contact Dr. Silke Müth: [silke.mueth@fu-berlin.de](mailto:silke.mueth@fu-berlin.de), +49 (0)30 838-56579. You find the Online catalogue database for the acquisition of books on our homepage: [http://www.topoi.org/index.php?option=com\\_content&task=view&id=3606&Itemid=466](http://www.topoi.org/index.php?option=com_content&task=view&id=3606&Itemid=466). At the Humboldt-Universität, the books ordered through TOPOI will be collected in the TOPOI office in Hannoversche Straße 6 and the branch library of the Faculty of Theology in Burgstraße 26, from where they can be borrowed. At the FU, the books are usually stocked in the respectively responsible department libraries.

#### (e) Advanced Training

TOPOI also offers all kinds of advanced training courses, be it in rhetoric or the use of databases, to all its members and fellows. Please contact the secretary at the Freie Universität for further information on this: [sekretariat@topoi.fu-berlin.de](mailto:sekretariat@topoi.fu-berlin.de), +49 (0)30 838-57271.

#### (f) Databases

In cooperation with the Deutsches Archäologisches Institut (DAI), TOPOI offers a database that you can make use of. TOPOI also provides GIS systems and GIS training courses for its researchers. Please contact Undine Lieberwirth for more information on this: [undine.lieberwirth@topoi.org](mailto:undine.lieberwirth@topoi.org), +49 (0)30 838-57275.

### **(g) Maps**

Many researchers in TOPOI cannot imagine doing research without maps. So one of our cooperation partners is the Map Department of the Staatsbibliothek zu Berlin. It administers the most comprehensive and most important cartographic collection in Germany. Here, scans of maps can also be made. Our close cooperation means that TOPOI members will receive preferential treatment here. For more information: <http://karten.staatsbibliothek-berlin.de>.

### **4. Third Thursday Meetings**

Once a month – every third Thursday – all TOPOI members and guests are invited to an evening event, which usually takes place at one of the institutions involved in the cluster. You will receive an invitation to these meetings via e-mail, but can also find out about them from the TOPOI homepage. The monthly meetings provide an opportunity for TOPOI members of different research groups to meet and gain insight into each other's research through presentations, lectures and discussions.

### **5. Child Care during TOPOI Events**

TOPOI pays for private child care when people working with the cluster want to attend a TOPOI event. When asking for reimbursement, you need to send the following information to the cluster administration (Diana Nickel-Tzschach, [sekretariat@topoi.fu-berlin.de](mailto:sekretariat@topoi.fu-berlin.de)):

1. A statement of the costs of the child care,
2. the event the child care was needed for,
3. the exact time of paid child care, and
4. a confirmation from the person who took care of your child that they received their pay from you.

Please contact Dr. Silke Müth if you have any inquiries about child care: [silke.mueth@fu-berlin.de](mailto:silke.mueth@fu-berlin.de), +49 (0)30 838-56579. For further information on child care, see sections (II) and (III).

## II. Universities and Academic Life in Berlin

### Basic Information, Contacts and Addresses for Further Information

#### 1. Humboldt-Universität zu Berlin

##### (a) General Information

The Humboldt-Universität ([www.hu-berlin.de](http://www.hu-berlin.de)) has four so-called ‘Faculties of Arts and Humanities’ (“Philosophische Fakultät I–IV”). The faculties are responsible for some organizational matters, such as enrollment of PhD students and questions of employment. Apart from that, most activities within the university take place on the level of the departments (Institute), such as the Philosophy Department ([www.philosophie.hu-berlin.de](http://www.philosophie.hu-berlin.de)), the Department of German Literature ([www2.hu-berlin.de/literatur](http://www2.hu-berlin.de/literatur)), the Department of Historical Sciences ([www.geschichte.hu-berlin.de](http://www.geschichte.hu-berlin.de)), the Department for Cultural Studies (<http://www.culture.hu-berlin.de/institut>), the Department of Art History (<http://www.kunstgeschichte.hu-berlin.de/>), or the Department of English and American Studies (<http://www.angl.hu-berlin.de/>). Only the Theology Department has a somewhat different structure (cf. [www2.hu-berlin.de/theologie](http://www2.hu-berlin.de/theologie)). On the department homepages you can find general information on the departments’ structure, their staff, the teaching offered, special events taking place etc. and you find useful contact information.

##### (b) Information for (International) Researchers

The Humboldt-Universität offers some helpful information on its homepage specifically for international researchers, for example on visa matters, on support offered by the university for newly arrived researchers, and on how to find housing in Berlin:

<http://forschung.hu-berlin.de/gastwissenschaftler/> (information in German and English).

Some information on these issues is also included in this material (see section III).

##### (c) Computer and Media Service (Computer- und Medienservice CMS)

The Computer and Media Service (CMS) is responsible for all kinds of IT matters at the Humboldt-Universität. If you would like to have full access to the computers in the libraries or in the computer labs of the university, to use Wi-Fi with your notebook on the campus or simply to get an e-mail account at the Humboldt-Universität, you need to apply for a CMS account.

Doctoral Students can simply use the online registration form at [www3.hu-berlin.de/dl/beratung/antrag/index.php5?gelesen=o&lang=en](http://www3.hu-berlin.de/dl/beratung/antrag/index.php5?gelesen=o&lang=en). For this purpose you need the 4-digit PIN Code that you find on your matriculation documents. For further instructions, please consult the CMS homepages following the above link.

As a Research Fellow and Postdoctoral Student, you need to fill in a written form and submit it to a staff member from the TOPOI administration at the Humboldt-Universität to be signed. You can find the application form here: [http://www.cms.hu-berlin.de/dl/beratung/anmeld\\_html](http://www.cms.hu-berlin.de/dl/beratung/anmeld_html). For further information, please consult the staff of the CMS or members of the TOPOI administration.

Contact CMS:

Phone: +49 (0)30 2093-70000

E-mail: [oper@cms.hu-berlin.de](mailto:oper@cms.hu-berlin.de)

### (d) How to Enroll as a PhD-Student at Humboldt-Universität

If you are working on your PhD as a Doctoral Fellow within TOPOI and aim at receiving a “Doktor” title from the Humboldt-Universität, you need to enroll as a PhD student. The procedure is slightly different for German/European students (“Bildungsinländer”) and students from non-European countries (“Bildungsausländer”), but everybody needs to follow certain steps and present a number of documents. The necessary information can be obtained here: [http://forschung.hu-berlin.de/wiss\\_nachw/wn\\_proanme\\_html](http://forschung.hu-berlin.de/wiss_nachw/wn_proanme_html) (in both German and English).

The first important step is to apply to be accepted as a PhD student at your faculty. For this, you need to fill in a form that also requires the signature of your supervisor. The forms can be found online on the pages of your faculty, e.g. here for the Philosophische Fakultät I: <http://fakultaeten.hu-berlin.de/philfak1/lehre/promotion/standardseite> (“Formular zur Beantragung der Zulassung zur Promotion”). Also consult the relevant doctorate regulations (“Promotionsordnung”) of your faculty for a list of the specific requirements (cf. [http://forschung.hu-berlin.de/wiss\\_nachw/wn\\_prooord\\_html](http://forschung.hu-berlin.de/wiss_nachw/wn_prooord_html)). The second form to be filled in for enrollment is the “Immatrikulationsbogen” which you can download here: <http://studium.hu-berlin.de/bewerbung/formulare/> (scroll down to “Antrag auf Immatrikulation zur Promotion”).

These are the relevant offices and contact details for enrollment:

#### Immatrikulationsbüro (Matriculation Office)

Enrollment of German citizens and other “Bildungsinländern” (EU citizens) – rooms and phone numbers according to the first letter of the surname (all rooms are in the main building at Unter den Linden 6, 10099 Berlin):

A - Hn:	1043, +49 (0)30 2093-2184/-2378
Ho - Po:	1045, +49 (0)30 2093-2710/-2647
Pp - Z:	1047, +49 (0)30 2093-2714/-2111
E-mail:	<a href="mailto:immatrikulationsbuero@uv.hu-berlin.de">immatrikulationsbuero@uv.hu-berlin.de</a>

Enrollment of so called “Bildungsausländer” (non-EU citizens):

Room, phone: 1047, +49 (0)30 2093-2508

Office hours: Mon 1pm – 3pm, Wed 1pm – 4pm, Fri 9am – 11am

Help with the enrollment procedures for international PhD students is offered by Ms Elke Nürck, room 1051 (main building Unter den Linden 6), phone: +49 (0)30 2093-2627, e-mail: [elke.nuerck.2@uv.hu-berlin.de](mailto:elke.nuerck.2@uv.hu-berlin.de).

### (e) Child Care at Humboldt University

Unfortunately, there is no kindergarten (or “Kita”) at the Humboldt-Universität. However, the so-called Kinderladen “Die Humbolde” offers child care to students of the university for up to three days a week, also in the evenings. If you are a PhD student and are looking for support with child care, please consult their homepage for further information: <http://www.stuki-hu.de/>.

For more on child care opportunities and support offered by TOPOI, cf. also sections (I) and (III).

## 2. Freie Universität Berlin

### (a) General Information

The Freie Universität Berlin ([www.fu-berlin.de](http://www.fu-berlin.de)) is subdivided into a total of 15 departments (“Fachbereiche”) and central institutes (“Zentralinstitute”). The Departments of History and Cultural Studies, Geo-Sciences, Philosophy and Humanities are responsible for organizational matters. The departments are also subdivided into various institutes, whose websites can be visited via the corresponding department:

[www.fu-berlin.de/einrichtungen/fachbereiche/index.html](http://www.fu-berlin.de/einrichtungen/fachbereiche/index.html). The institutes’ homepages provide basic information on the respective institute’s structure, scientific lecture events and helpful contact information.

### (b) Information for (International) Researchers

Information relevant to your stay in Berlin can be found at the website of the International Students Office (“Akademisches Auslandsamt”) of the Freie Universität (<http://www.fu-berlin.de/einrichtungen/verwaltung/abt-4/ivc/index.html>). Stipends for foreign study for graduates and doctoral students are located at Brümmerstraße 52, 14195 Berlin, Tel.: +49 (0)30 838-73900, Fax: +49 (0) 30 838-73901, e-mail: [exchange@fu-berlin.de](mailto:exchange@fu-berlin.de).

### (c) Computer and Media Service (ZEDAT)

The Computing Services (ZEDAT) and the Computer Centre (HRZ) are responsible for all IT matters. For university access to the Internet via Wi-Fi, you will need a ZEDAT account. You can apply for one at: <http://www.zedat.fu-berlin.de/Antragsformulare>. You should take care of the formalities of your registration with TOPOI through Diana Nickel-Tzschach at the TOPOI Secretariat at the FU.

### (d) How to Enroll as a PhD Student at the Freie Universität

If you have questions about matriculation at the FU, please contact the Matriculation Office at Ilthisstraße 1, 14195 Berlin ([www.fu-berlin.de/studium/info-service/index.html](http://www.fu-berlin.de/studium/info-service/index.html)); Tel.: +49 (0)30 838-70000; e-mail: [info-service@fu-berlin.de](mailto:info-service@fu-berlin.de). Secretarial office hours are Mon, Tue, Wed, Fri 9am – 3pm, Thu 9am – 5pm. Waiting numbers are issued until Mon, Tue noon, and Thu until 4pm.

### (e) Child Care at the Freie Universität

The Freie Universität Berlin has its own kindergarten. Information on it can be found at: [http://www.studentenwerk-berlin.de/kita/standorte/kita\\_fu/index.html](http://www.studentenwerk-berlin.de/kita/standorte/kita_fu/index.html).

## 3. Other Universities and Cooperation Partners of TOPOI

Here is a list of some of the most important research institutions in Berlin and Potsdam, some of which are cooperation partners of TOPOI.

### (a) TOPOI Partners

- Berlin-Brandenburgische Akademie der Wissenschaften (BBAW): [www.bbaw.de](http://www.bbaw.de)
- Deutsches Archäologisches Institut (DAI): [www.dainst.org](http://www.dainst.org)
- Max-Planck-Institut für Wissenschaftsgeschichte (MPIWG): [www.mpiwg-berlin.mpg.de](http://www.mpiwg-berlin.mpg.de)

- Stiftung Preußischer Kulturbesitz (SPK): [www.hv.spk-berlin.de](http://www.hv.spk-berlin.de) (Staatliche Museen zu Berlin (SMB), Staatsbibliothek zu Berlin (Stabi))

#### (b) Universities

- Technische Universität Berlin: [www.tu-berlin.de](http://www.tu-berlin.de)
- Universität der Künste: [www.udk-berlin.de](http://www.udk-berlin.de)
- Universität Potsdam: [www.uni-potsdam.de](http://www.uni-potsdam.de)
- Hochschule für Technik und Wirtschaft Berlin (HTW): [www.htw-berlin.de](http://www.htw-berlin.de)

### 4. Libraries in Berlin

#### (a) Staatsbibliothek zu Berlin (Stabi) – Berlin State Library

*General Information:* The Berlin State Library (Staatsbibliothek zu Berlin) is by far the biggest library in Berlin, with more than 10 million books and other media, including online journals, international newspapers and a collection of maps and of early printed books. Due to the former division of Germany and Berlin, the library is located at two sites, one at Unter den Linden 8, right next to the Humboldt-Universität's main building, and one at Potsdamer Straße 33. At both houses you find several reading rooms, computers for research and copying services. Please note that a valid reader's pass is required for access to the library and its databases, online journals and other services.

The Berlin State Library Online: Further information on the library and its services are available on the library's homepage (<http://staatsbibliothek-berlin.de>), in particular on [http://staatsbibliothek-berlin.de/index\\_en.html](http://staatsbibliothek-berlin.de/index_en.html), in both German and English. The library's online catalogue can be found here: [www.stabikat.de](http://www.stabikat.de).

*Library Card:* To use the library's services, you need a valid reader's pass. The monthly fee is € 10, the annual fee € 25. The pass can be obtained in either branch at the registration desks upon presentation of an official ID or passport. If you intend to take books home, please note that German and EU citizens are to present their confirmation of residence ("Meldebescheinigung") if their current address is not shown on their passport. Citizens from other countries are additionally asked to present their visa or residence permit respectively (valid for at least 3 months) or, as a student, their certificate of matriculation ("Immatrikulationsbescheinigung") issued by a German university.

*Ordering and Lending:* Books and journals can be ordered both for internal use in the reading rooms and, with some restrictions, for external use. For this purpose you can search and order books and other media in the online catalogue ([www.stabikat.de](http://www.stabikat.de)) and the connected online lending system. The borrowing period is 30 days; for books, this period can be extended twice for another month each time. Please note that, due to construction work, you can borrow books only from the Potsdamer Platz branch. All requested titles from Unter den Linden and the stacks will be transferred and issued only at the Potsdamer Platz branch if you order them to borrow them; you may, however, also order books to the Unter den Linden branch to use them in the reading rooms and for copying.

For further information on how to use the library services, please consult the library's homepage and ask the staff. You can also attend courses offered regularly by the library.

Contact:

Staatsbibliothek zu Berlin – Preußischer Kulturbesitz  
Address: Unter den Linden 8, 10117 Berlin  
Phone: +49 (0)30 266-0  
Homepage: [www.staatsbibliothek-berlin.de](http://www.staatsbibliothek-berlin.de)

### (b) Academic Libraries/University Libraries

#### Universitätsbibliothek of the Humboldt-Universität zu Berlin

*General information:* Each of Berlin's universities has several libraries. The Humboldt-Universität – and this structure is equivalent to the other universities – has a central library in which you can find books on all subjects. The Humboldt-Universität's central library ([www.ub.hu-berlin.de](http://www.ub.hu-berlin.de)) is located at the Jacob-und-Wilhelm-Grimm-Zentrum (Geschwister-Scholl-Straße 1–3). Furthermore, most of the departments of the university have their own branch library ("Zweigbibliothek"). There is a central online catalogue for searching for literature of any Humboldt library (<http://opac.hu-berlin.de>). For further information (addresses of the branch libraries etc.) and a detailed introduction to using the library services, please consult the library's homepage and ask the staff. You can also attend courses offered regularly by the central library.

*Registration for a Reader's Pass:* To use the library's full services, you need to apply for a reader's pass. For this purpose, please contact the administration of the respective central library or branch library. You will be asked to present your identity card or passport and your confirmation of residence in Germany ("Meldebescheinigung") and, as a student of Humboldt University, your certificate of matriculation ("Immatrikulationsbescheinigung").

If you are a Doctoral Student and enrolled as a PhD student at the Humboldt-Universität, your certificate of matriculation is at the same time a reader's pass for all the libraries of the university.

As a Research Fellow, you have the same rights with regard to borrowing books in the central library and the branch libraries as the university staff have, i.e. taking out books from branch libraries for a longer period than merely over night or for the weekend. You need to present your contract with TOPOI to confirm this status to the library staff. Should any problems arise with this, please ask the TOPOI secretary Ursula Müller for a statement that you are working with TOPOI ([ursula.mueller@topoi.org](mailto:ursula.mueller@topoi.org), +49 (0)30 2093-99073).

For detailed information on how to apply, please contact the library.

Humboldt-Universität zu Berlin  
Address: Geschwister-Scholl-Straße 1–3, 10117 Berlin  
Phone: +49 (0)30 2093-99730, -9973 1, -99399  
Homepage: [www.ub.hu-berlin.de](http://www.ub.hu-berlin.de)  
Online-Catalogue: <http://opac.hu-berlin.de>  
Fees: none

### Universitätsbibliothek of the Freie Universität Berlin

*Registration for a Reader's Pass:* To obtain a reader's pass you are to present your identity card or passport and your confirmation of residence in Berlin or Brandenburg ("Meldebescheinigung").

If you are a Doctoral Student and enrolled as a PhD student at the Freie Universität, your certificate of matriculation is at the same time a reader's pass for all the libraries of your university.

For detailed information on how to apply, please contact the library.

Freie Universität Berlin

Address: Garystraße 39, 14195 Berlin

Phone: +49 (0)30 838-54273

Homepage: [www.ub.fu-berlin.de/](http://www.ub.fu-berlin.de/), information in English: [www.ub.fu-berlin.de/en/bibliothek/](http://www.ub.fu-berlin.de/en/bibliothek/)

Online-Catalogue: <http://opac.fu-berlin.de>

Fees: none

### Universitätsbibliothek of the Technische Universität Berlin and the Universität der Künste

*Registration for a Reader's Pass:* To use the library's full services, you need to apply for a reader's pass. You will be asked to present your identity card or passport and your confirmation of residence in Germany ("Meldebescheinigung") and, as a student of Humboldt University, your certificate of matriculation ("Immatrikulationsbescheinigung").

As a Research Fellow, you have the same rights with regard to borrowing books in the central library and the branch libraries as the university staff have, i.e. taking out books from branch libraries for a longer period than merely over night or for the weekend. You need to present your contract with TOPOI to confirm this status to the library staff. Should any problems arise with this, please ask the TOPOI secretary Ursula Müller for a statement that you are working with TOPOI ([ursula.mueller@topoi.org](mailto:ursula.mueller@topoi.org), +49 (0)30 2093-99073).

Technische Universität Berlin

Address: Fasanenstraße 88, 10623 Berlin (Volkswagen-Building)

Phone: +49 (0)30 314-76101

Homepage: [www.ub.tu-berlin.de/](http://www.ub.tu-berlin.de/)

Online-Catalogue: <http://opac.tu-berlin.de>

Fees: for members of a Berlin university: none/for others: € 20/year

Universität der Künste

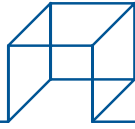
Address: Fasanenstraße 88, 10623 Berlin (Volkswagen Building)

Phone: +49 (0)30 314-76473

Online-Catalogue: <http://opac.udk-berlin.de>

Fees: for members of a Berlin university: none/for others: € 20/year

Information: [www.udk-berlin.de/sites/universitaetsbibliothek/content/index\\_eng.html](http://www.udk-berlin.de/sites/universitaetsbibliothek/content/index_eng.html)

**(c) Zentral- und Landesbibliothek Berlin – Berlin City Library**

*General information:* The public Berlin City Library holds more than 3 million media and has several buildings throughout the city. The two main houses are the Amerika-Gedenkbibliothek (America Memorial Library) and the Berliner Stadtbibliothek (Berlin City Library). Please note that the topics are separated between the two houses. You will find the addresses below.

*Registration for a Library Card:* To obtain a reader's pass (necessary to borrow, order from stacks, use the internet etc.), you are asked to present a valid identity card or passport and the confirmation of registration or/and a residence permit (valid for at least three months). The library card is valid in all public libraries in Berlin, that belong to the local library network (VÖBB).

Fee: € 10/year or € 2.50/month (reduced for students: € 5/year)

Further information: [www.zlb.de/en](http://www.zlb.de/en), Online catalogue of the local library network: [www.voebb.de](http://www.voebb.de)

Amerika-Gedenkbibliothek – America Memorial Library

Address: Blücherplatz 1, 10961 Berlin

Phone: +49 (0)30 90226-105, -401

Mail: [info@zlb.de](mailto:info@zlb.de)

Berliner Stadtbibliothek – Berlin City Library

Address: Breite Straße 30–36, 10178 Berlin

Phone: +49 (0)30 90226-105, -401

Mail: [info@zlb.de](mailto:info@zlb.de)

### III. Living in Berlin

#### 1. Flat Hunting

There are several possibilities for finding an appropriate flat for your stay in Berlin. You can search in local daily newspapers, such as the *Berliner Zeitung*, the *Tageszeitung*, *Der Tagesspiegel* or the *Berliner Morgenpost*. Berlin city magazines like *zitty*, *TIP* (both fortnightly) or *Zweite Hand* (weekly) also publish offers of flats regularly. These magazines also have online editions ([www.zitty.de](http://www.zitty.de), [www.tip-berlin.de](http://www.tip-berlin.de) and [www.zweitehand.de](http://www.zweitehand.de)).

Here are some further, widely used online services:

- [www.immobilienscout24.de](http://www.immobilienscout24.de) (generally good service, but often considerable commissions are charged)
- [www.city-wohnen.de/berlin](http://www.city-wohnen.de/berlin)
- [www.wg-gesucht.de](http://www.wg-gesucht.de) (good for flat share)
- [www.wgcompany.de](http://www.wgcompany.de) (also good for flat share)
- [www.mitwohnzentrale.de](http://www.mitwohnzentrale.de)
- <http://berlin.en.craigslist.org>
- <http://hsozkult.geschichte.hu-berlin.de/chancen/type=wohnungen> (subletting offers from academics to academics)
- [www.zwischenmiete.de/wohnenin,wohneninberlin.html](http://www.zwischenmiete.de/wohnenin,wohneninberlin.html) (sublets)
- [www.apartments-mitte.de](http://www.apartments-mitte.de) (apartments in Berlin-Mitte)
- [www.residenz-2000.de/lichterfelde/index.htm](http://www.residenz-2000.de/lichterfelde/index.htm) (expensive, close to FU)
- [www.arwobau.de](http://www.arwobau.de) (fully equipped apartments all over Berlin; for an apartment close to FU, look for the apartments on Celsiusstraße)

For students, including doctoral students, the universities in Berlin offer flats and flat shares in student dormitories (“Studentenwohnheimen”). Have a look at the following homepage for further information on this: <http://www.studentenwerk-berlin.de/wohnen> (in German and English).

Both the Humboldt-Universität and the Freie Universität have guest houses that offer rooms for short term stays. For more information see <http://www.ta.hu-berlin.de/index.php4?fd=272>, or contact Ursula Müller or Diana Nickel-Tzschach.

#### 2. Registration, Residence Permit and Visa Matters

Being a Visiting Fellow or (Post-)Doctoral Student at TOPOI, you are required to register with the local citizen’s office (“Bürgeramt”) upon your arrival in Germany – [www.berlin.de/buergeramt/dienstleistungen/index.php?dienstleistung=65092](http://www.berlin.de/buergeramt/dienstleistungen/index.php?dienstleistung=65092). This means that you need to register your Berlin mailing address as soon as you have moved into your flat – the official time limit for doing this is two weeks. To do so, you need to fill out a form that you can find on the webpage above (“Formular zur Anmeldung bei der Meldebehörde”), including the name and address of your landlord or landlady, and go to any citizen’s office in Berlin with this form and your passport. Following registration, you will receive a statement confirming your registration. This you will have to present at other institutions, e.g. at the libraries to apply for a reader’s pass or at a bank to open an account with them.

While citizens of many nationalities, also from outside the European Union, may enter Germany without a visa, non-EU citizens are required to apply for a standard residence permit (“Aufenthaltsgenehmigung”) at the Aliens Authority if they want to stay longer than three months and/or take up employment in Germany. Please inquire at the relevant offices in case you are not sure whether you require a visa.

### Immigration Office (“Ausländerbehörde”)

Landesamt für Bürger- und Ordnungsangelegenheiten  
Ausländerbehörde (Aliens Authority)  
Friedrich-Krause-Ufer 24  
13353 Berlin  
Phone: +49 (0)30 90269-4000  
E-mail: [abh@labo.berlin.de](mailto:abh@labo.berlin.de)  
<http://www.berlin.de/labo/auslaender/dienstleistungen/index.html>

Office Hours:  
Mon, Tue 7am – 2pm  
Thu 10am – 6pm  
(Appointments must be made in advance by phone or e-mail.)

The following documents and materials must be presented when applying for a residence permit:

- (a) passport/ID
- (b) two passport photos
- (c) a completed application form for a residence permit (“Antrag auf Erteilung der Aufenthaltsgenehmigung”); go here for the form: [http://www.berlin.de/labo/formulare/formularserver.php?path=/zuwanderung\\_und\\_aufenthalt\\_auslaenderbehoerde](http://www.berlin.de/labo/formulare/formularserver.php?path=/zuwanderung_und_aufenthalt_auslaenderbehoerde)
- (d) a work contract, scholarship confirmation or evidence of financial support
- (e) the letter confirming registration (“Meldebescheinigung”), the form for which is available from the citizens’ office. Go to <http://www.berlin.de/buergeramt/formulare/index.php?path=/meldeangelegenheiten>
- (f) confirmation of health insurance
- (g) marriage certificate, if applicable (if the spouse intends to reside in Germany)
- (h) birth certificate(s), if applicable (if your children are to reside in Germany)

Please also consider the following information about visa matters here: <http://www.jfki.fu-berlin.de/graduateschool/en/service/livingstudingberlin/index.html>.

Visiting scholars and scientists at the Humboldt-Universität can authorize the International Office to apply for or extend their residence permit for them (Visa Service). Applicants using this service thus do not need to appear at the Aliens Authority in person. However, they should expect a processing period of about three weeks.

### Contact

Ulrike Spangenberg  
Humboldt-Universität zu Berlin

Unter den Linden 6  
Room 3085b  
D-10099 Berlin  
Phone: +49 (0)30 2093-2154  
Fax: +49 (0)30 2093-2780  
E-mail: [ulrike.spangenberg@uv.hu-berlin.de](mailto:ulrike.spangenberg@uv.hu-berlin.de)

### Visa Service

Humboldt-Universität zu Berlin  
Room 3120, 2nd floor  
Unter den Linden 6  
D-10099 Berlin  
E-mail: [visaservice@uv.hu-berlin.de](mailto:visaservice@uv.hu-berlin.de)  
Web: [www.international.hu-berlin.de/an\\_die\\_hu/studierende/orbis/visaservice](http://www.international.hu-berlin.de/an_die_hu/studierende/orbis/visaservice)  
Office Hours: Wed 1pm – 5pm  
Information by phone (only during office hours): +49 (0)30 2093-2221

## 3. Getting around in Berlin

### (a) Public Transport

Berlin has a well developed infrastructure of public transport, including several S-Bahn lines (inter-urban trains belonging to the German Railway Company, the Deutsche Bahn), numerous subway lines, bus lines and – mostly in the eastern districts – tram lines (all belonging to the BVG, the Berlin Transportation Company), which enable you to get around the entire city. See the company's homepage for further information on lines, services, prices etc.: [www.bvg.de](http://www.bvg.de) / [www.s-bahn-berlin.de](http://www.s-bahn-berlin.de).

For Doctoral Students both of the Humboldt-Universität and the Freie Universität, the certificate of matriculation is at the same time a valid ticket for public transport in Berlin, if you have not chosen to pay a reduced price on matriculation and thereby turned down the ticket. All other fellows are asked to consult the staff at the selling points of the BVG or the S-Bahn and to purchase the appropriate tickets themselves. The most convenient and inexpensive solution might be to purchase a monthly or an annual ticket, depending on your time of stay and how often you use public transport services.

### (b) Cycling

Another way of being mobile in Berlin might be using a bicycle. Biking in Berlin is a quick and convenient way of getting around, since Berlin is a rather flat city with a relatively well developed system of cycle lanes. You could consult the second-hand magazine *Zweite Hand* ([www.zweite-hand.de](http://www.zweite-hand.de)) or online forums such as <http://berlin.en.craigslist.org/bik/> for offers on second-hand bicycles. Many bike shops also offer second-hand bikes.

### (c) Taxi

In Berlin, you can stop taxis in the streets or go to one of the many taxi ranks in the city. To order

a taxi, call one of the many taxi companies. Here is a list of some of them:

- Taxi-Ruf Würfelfunk      +49 030 210101 or 0800 210101 (free of charge)
- Funk Taxi Berlin        +49 (0)30 261026 or 0800 0261026 (free of charge)
- Quality Taxi              +49 (0)800 2630000 (free of charge)

#### (d) Using a Car

In most cases, using a car in Berlin and especially in the city's central neighbourhoods is not very convenient due to traffic congestion and lack of parking spaces. However, should you want or need to use your car, look out for parking prohibitions and parking fees to be paid. Some information on parking regulations in Berlin can be obtained from the city's homepage: [http://www.berlin.de/ba-mitte/org/sga/strassenbau/parken\\_001.html](http://www.berlin.de/ba-mitte/org/sga/strassenbau/parken_001.html) (information in German only).

#### (e) National/International Transport

Information on all rail connections in Germany is available from the Deutsche Bahn, either at the ticket windows or at the homepage: [www.bahn.de](http://www.bahn.de). There are also a number of airlines that operate more or less reasonable national and international routes:

- Air Berlin                [www.airberlin.com](http://www.airberlin.com)
- Germanwings          [www.germanwings.com](http://www.germanwings.com)
- Easy Jet                 [www.easyjet.com](http://www.easyjet.com)
- Ryanair                 [www.ryanair.com](http://www.ryanair.com)
- Tuifly                    [www.tuifly.com](http://www.tuifly.com)
- Alitalia                 [www.alitalia.com](http://www.alitalia.com)
- Lufthansa               [www.lufthansa.com](http://www.lufthansa.com)

Berlin's airports with maps etc. are presented at <http://www.berlin-airport.de>.

## 4. Health Care

### (a) Health Insurance

As a Doctoral or Postdoctoral Student in TOPOI and at the Humboldt- or Freie Universität you are required to provide proof of your health insurance. Also, Research Fellows are asked to provide for sufficient health insurance themselves.

As a non-German EU citizen, you need not apply for new health insurance in Germany if you are insured in your country. Then you can apply for a European Health Insurance Card, which entitles you to receive medical assistance in Germany. For more information on this card and how to apply for one, go to <http://ec.europa.eu/social/main.jsp?catId=509&langId=en>.

Please make sure that your health insurance also covers trips abroad, e.g. to conferences or for extended stays at universities outside Germany.

### (b) Doctors and Chemists/Pharmacies, Emergency Calls

If you are looking for a doctor in Berlin, the following homepage should be of help: [www.aerzte-](http://www.aerzte-)

[berlin.de](http://berlin.de). If you are staying in Berlin for a longer period of time, it might be advisable to look for a general practitioner (“Hausarzt”) soon after your arrival and close to where you live.

Emergency services are offered both for doctors and chemists/pharmacies:

Apotheken-Bereitschaft: For information on chemists/pharmacies that are open during the night in the different neighbourhoods, phone: +49 (0)30 310031. At the main station (Hauptbahnhof) in Mitte you can find a branch that is open 24h/7d a week.

Ärztlicher Notdienst: Emergency service, general practitioner (children and adults): +49 (0)30 310031; dentists: +49 (0)30 89004333.

To call an ambulance or the fire brigade, dial 112, to call the police 110 from any phone and free of charge.

## 5. Language Courses

### (a) FU and HU

For all foreign TOPOI members, German language courses on all levels are made available by the FU’s Dahlem Research School (DRS) free of charge. Please contact Diana Nickel-Tzschach or write an e-mail to Gabriele Rechberger, who teaches the courses ([dafkurs@zedat.fu-berlin.de](mailto:dafkurs@zedat.fu-berlin.de)), mentioning that you are working with TOPOI. The courses usually start in October, but it is usually possible to join at different times.

If you prefer to study in Berlin-Mitte or would like to study a language other than German, there are also language courses at the Humboldt-Universität. The Sprachenzentrum (Language Centre) at the Humboldt-Universität offers a wide array of choices. Please note that fees are charged for all language courses. If you are interested in taking a language course and comprehensive counselling, please contact the Language Centre directly (<http://www.sprachenzentrum.hu-berlin.de/>).

### Contact

Department of German as a Foreign Language (*Deutsch als Fremdsprache*)  
Dr. phil. Petra Bielagk  
Dorotheenstraße 65, Room 342  
10117 Berlin  
Office Hours: Wed 12 pm– 2pm and by arrangement  
Phone: +49 (0)30 2093-5022/-5020  
E-mail: [petra.bielagk@spz.hu-berlin.de](mailto:petra.bielagk@spz.hu-berlin.de)

For additional language offers, visit the Language Centre online:  
<http://www.sprachenzentrum.hu-berlin.de/kurse/default.htm>

### (b) Other Options

There are many more possibilities for learning languages in Berlin. Some major centres for language learning are:

- Sprach- und Kulturbörse of the Technische Universität Berlin (TU): <http://www.skb.tu-berlin.de/>
- Volkshochschulen (adult education centers): <http://www.berlin.de/vhs/index.html>
- Goethe-Institut Berlin: <http://www.goethe.de/berlin>
- Carl-Duisberg-Gesellschaft: <http://www.cdc.de/en/germancourses/>

## 6. Child Care

As mentioned in section I, the Humboldt-Universität does not have a nursery school of its own but offers some support for parents, as does TOPOI (cf. also section II). Here is some further information on child care in Berlin, including some addresses of nurseries and other institutions caring for children.

### (a) General Information

If you have children under the age of six years, you can have them cared for at a child care centre (“Kindertagesstätte” or “Kita”). Parents have the right to freely choose a child care centre. If you decide to have your child looked after in child care, you should personally find a facility and visit it. Registration can be made only at the individual centre and it might not always be so easy to find a place for your child right away. A search engine with addresses of child care centres in your neighbourhood is available from this website, but only in German: [www.berlin.de/sen/familie/kindertagesbetreuung/index.html](http://www.berlin.de/sen/familie/kindertagesbetreuung/index.html).

Depending on how many hours a day your child is to receive child care and what your annual income is, a fee will be charged (“Elternbeitrag”). The centre will inform you about the charge and should be able to help you with the procedures, e.g. of applying for a “Kitagutschein” (child care coupon), which is issued by the city.

As a Research Fellow, you can also apply for financial support from TOPOI up to € 154 for expenditures on child care, but you will need to provide proof of your expenses.

Doctoral and PostDoc Fellows receive a lump sum child allowance of € 400 for the first and € 100 for each additional child.

### (b) Some child care centres, kindergartens or “Kitas” in Berlin

- *Europakindergarten* (bilingual G/E), Schöneberg:  
<http://www.europakindergarten.de/english/index.htm> (information in German and English)
- *Zebra-Kita* (bilingual G/E), Prenzlauer Berg:  
<http://www.zebrakita.de/index.html> (information in German and English)

- *Berlin Kids International Kita* (bilingual G/E), Prenzlauer Berg:  
[http://www.pfefferwerk.net/stadtkultur/kitas/berlin\\_kids.html](http://www.pfefferwerk.net/stadtkultur/kitas/berlin_kids.html) (information in German and English)
- *Aufgepasst* (bilingual G/E), Wilmersdorf:  
[http://www.aufgepasst.de/deentagesbetreuung\\_en.php](http://www.aufgepasst.de/deentagesbetreuung_en.php) (information in German and English)
- *lilolei* (bilingual G/E), Wilmersdorf:  
<http://www.lilolei.de/> (information in German and English)

### (c) Some further web sources on child care in Berlin

<http://berlin.en.craigslist.de/kid/>

Craigslist: As mentioned above, Berlin classified ads for jobs, apartments, personals, for sale, services, community and events.

<http://www.berlin.de/sen/familie/kindertagesbetreuung/>

Information service from the “Senatsverwaltung” (city administration) of Berlin, with official lists of all registered child care institutions, forms etc.; only in German.

[http://research.hu-berlin.de/visiting\\_scholars/standardseite#gwg](http://research.hu-berlin.de/visiting_scholars/standardseite#gwg)

Information offered by the Humboldt-Universität, including on child care and schools.

### (d) Schools in Berlin

Depending on the age of your child, various types and levels of school will usually be attended. The Grundschule, or Primary School, takes children from grade 1 to 6. Children afterwards attend either Hauptschule or Realschule from grade 7 to 10. These are secondary schools that typically prepare them for a trade. Alternatively, a Gymnasium (grades 7 to 12), is a more academically oriented secondary school that prepares pupils for university and the Abitur (college-prep school-leaving certificate). Finally, Gesamtschule (also grades 7 to 12) is a comprehensive school type that combines the two previously mentioned approaches, or Europaschule (grade 1 through to grade 12), a European School similar to Gymnasium is available. Comprehensive schools offer a continuous system leading to the Abitur. As a general rule, parents can decide which type of school their children attend on completing primary schooling.

Registering your child at a school, you will be required to submit:

- proof of residence in Berlin
- proof of the child’s previous education

Exactly which primary school your child will attend, depends upon where you live in Berlin.

A list of schools in your neighbourhood is available under:

[http://www.berlin.de/sen/bildung/schulverzeichnis\\_und\\_portraits/index.html](http://www.berlin.de/sen/bildung/schulverzeichnis_und_portraits/index.html)

### State European Schools

Berlin has Germany's densest network of Staatliche Europa-Schulen (SESB – State European Schools). These intercultural and language-intensive encounter schools extend from grade 1 to 13 in nine partner languages (German-English, German-French, German-Russian, German-Italian, German-Spanish, German-Modern Greek, German-Turkish, German-Portuguese and German-Polish). Taught by native speakers, these schools lead to bilingual diplomas after the 10th or 13th grade. Additional information is available at: [http://www.berlin.de/sen/bildung/besondere\\_angebote/staatl\\_europaschule](http://www.berlin.de/sen/bildung/besondere_angebote/staatl_europaschule).

### Recognition of Transcripts

In addition to evaluating German and foreign transcripts, the “Zeugnisanerkennungsstelle” (Transcript Evaluation Centre) can assist you in establishing equivalence for school transcripts (in German: <http://www.berlin.de/sen/bildung/zeugnisanerkennung/index.html>).

### (e) Youth and Leisure

Berlin has many leisure offers for children and young people, from holiday offerings to music schools. The website of the city of Berlin is helpful here, but offers information only in German: [www.berlin.de/sen/jugend/bildung\\_in\\_der\\_freizeit](http://www.berlin.de/sen/jugend/bildung_in_der_freizeit).

## 7. Berlin

### (a) Museums

More than 150 museums in Berlin are devoted to history, art and knowledge. Frequently-visited museums include the Staatliche Museen zu Berlin (Berlin State Museums) and the museums and memorial sites for contemporary history. TOPOI offers its researchers a special service for all State Museums, including the Stiftung Preußischer Kulturbesitz (Prussian Cultural Possessions Foundation). Even on short notice, you can borrow year tickets that permit entrance free of charge. You can obtain the year tickets at the TOPOI secretary's offices of the HU and FU. But it is worth ordering them well in advance, because they are in great demand. An overview of the Berlin State Museums and their activities can be found at their joint homepage: <http://www.smb.spk-berlin.de/smb/home/index.php?lang=en>.

Information on these and all other museums in the individual districts is available at Berlin's homepage: <http://www.berlin.de/international/museums/index.en.php>.

Here you will find all necessary information: opening hours, thematic emphases etc.

### (b) Monuments

Along with the museums, numerous monuments in Berlin make the history of Germany and the city palpable. It is impossible to mention them all but also here, the official Berlin homepage offers a good overview whether of urban construction preservation orders or architectural and garden monuments:

[http://www.stadtentwicklung.berlin.de/denkmal/denkmale\\_in\\_berlin/index\\_en.shtml](http://www.stadtentwicklung.berlin.de/denkmal/denkmale_in_berlin/index_en.shtml).

### c) Information on Life in Germany and Berlin

The Foreign Ministry in Berlin offers diverse information on Germany. Information is available on the homepage: <http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/Uebersicht.html>.

The official website of the city of Berlin offers valuable information on life in Berlin, but only partially in English: [www.berlin.de](http://www.berlin.de). The following links are also helpful for orientation in the city:

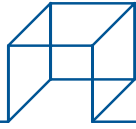
- [www.berlin.de](http://www.berlin.de) Official Berlin website, linked to Berlin's administrative offices
- [www.berlinonline.de](http://www.berlinonline.de) Tips on culture, restaurants, hotels and companies
- [www.meinberlin.de](http://www.meinberlin.de) Events and forums on current Berlin topics
- [www.berlin-tourist-information.de](http://www.berlin-tourist-information.de) Hotel bookings, calendar of events
- [www.berlin-info.de](http://www.berlin-info.de) Information on history and locations, museums and events
- [www.mdberlin.de](http://www.mdberlin.de) Museum Pedagogical Service
- [www.berlin-street.de](http://www.berlin-street.de) The "Other" Berlin
- [www.berlin-programm.de](http://www.berlin-programm.de) Calendar of events

### (d) Books on Berlin

The number of books about Berlin is huge, of course, but here is a small selection:

- Alfred Döblin, *Berlin Alexanderplatz* (1st edition 1929) – Classic novel about the anti-hero Franz Biberkopf.
- Erich Kästner, *Fabian. Die Geschichte eines Moralisten* (1st edition 1931) – The protagonist, Jakob Fabian, a German literary expert, living in Berlin, experiencing Berlin of 1920's, its legendary nightlife and the late Weimar Republic.
- Hans Fallada, *Ein Mann will nach oben. Die Frau und der Träumer* (1st edition 1953) – Local colour and social history from the period between 1910 and 1925.
- Horst Bosetzky, *Brennholz für Kartoffelschalen* (1st edition 1997) – Postwar youth in Berlin-Neukölln.
- Klaus Schlesinger, *Die Sache mit Randow* (1st edition 1999) – plays in the environs of Helmholtzplatz in Prenzlauer Berg district: the life of a fictional character between 1945 and 1999.
- Sven Regener, *Herr Lehmann* (1st edition 2001) – The aging Kreuzberg scene in the late 1980s.
- Torsten Schulz, *Boxhagener Platz* (1st edition 2005) – 1968, an 11-year-old is astonished at the world of the adults.

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## Imprint

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