

First steps – tips and contacts for Bielefeld (Master-)Beginners

Manual for students in the Master Programme “Behaviour: From Neural Mechanisms to Evolution” at Bielefeld University

Status: December 2023



Please note that all information provided here is current as of December 2023. Changes might occur in the meantime.

Table of contents

Introduction

- Introduction to Bielefeld University
- General information for students in the Master programme: “Behaviour: From Neural Mechanisms to Evolution”
- Introductory events for the winter semester 2022/23 by the International Office at Bielefeld University

The Registrar’s Office

- Enrollment
- Re-registration
- Costs and fees
- The academic year

Next steps after admission / upon arrival in Bielefeld

- Accommodation
- Registration with the local residents’ registration office
- Residence permit
- Work permit
- Opening a bank account
- Health insurance
- Important information about the German broadcasting fees

Further information for your studies

- BIS – Bielefeld Information System / Electronic Course Catalogue
- UniCard
- Semester ticket (Public transport pass)

Bielefeld University Library

IT Services at Bielefeld University

- Account activation
- Web authentication through Shibboleth
- Email administration
- Password changes
- Private network drive
 - Connection of network drive under Windows 10
 - Connection of network drive under Windows 8
 - Connection of network drive under Windows 7 / Vista
 - Connection of network drive under Mac OS X
 - Data security – backup and recovery
- Public PC workstations
- Virus protection
- VPN (Virtual Private Network)
- WLAN access
 - WLAN Access under Windows 10
 - WLAN Access under Windows 7 (Extended configuration)
 - WLAN Access under Mac OS X
 - WLAN Access under Android
 - WLAN Access using iOS

International Office and other counselling facilities at Bielefeld University

Introduction: Bielefeld University

Bielefeld University was founded in 1969 with an explicit research assignment and a mission to provide high-quality research-oriented teaching. With far-reaching aims to reform nearly every area of higher education, the University has made valuable contributions to educational reforms in Germany and has been upholding its interdisciplinary, innovative and reform-oriented character to this day. The University encompasses 13 faculties covering a broad spectrum of disciplines in the humanities, natural sciences, social sciences, and technology. Moreover, a Medical Faculty is in the course of formation – a crucial step for Bielefeld University on its way to become a comprehensive university. With approx. 25,000 students in 116 degree courses and around 3,000 staff members (including 283 professors and lecturers as well as 1,500 academic staff members) it is one of Germany's medium-sized universities.

Since its foundation, the university has been guided by the principle of interdisciplinarity as well as its official motto “Transcending Boundaries – between disciplines and scientific cultures, research and teaching as well as science and society”. Bielefeld University’s research strengths are reflected in rankings such as the German Research Foundation’s Funding Atlas, the CHE Research Ranking and the Humboldt Rankings. For Bielefeld University, an international outlook is essential for top-level research and excellent teaching. One of the most important objectives in this context is to give research an even more intensive international orientation by systematically establishing international networks as well as strategic partnerships in its relevant research areas. Bielefeld University has been internationalizing its campus: Researchers, academic teachers as well as students from all over the world are an integral part of the university life. For attracting an even larger number of ambitious people from abroad Bielefeld University has been pursuing an international recruitment strategy and offering many services for different international groups.

Address:

Universität Bielefeld
P.O. Box 10 01 31, D-33501 Bielefeld
Universitätsstraße 25, D-33615 Bielefeld
Phone: +49 / (0)5 21 / 1 06 – 00
Homepage: www.uni-bielefeld.de

Opening hours of the main university building:

Monday – Friday	6:00 o’clock to 22:00 o’clock
Saturday	8:00 o’clock to 18:00 o’clock
Sunday and on public holidays	9:00 o’clock to 18:00 o’clock (access control during the whole day)

Winter semester 2023/24:

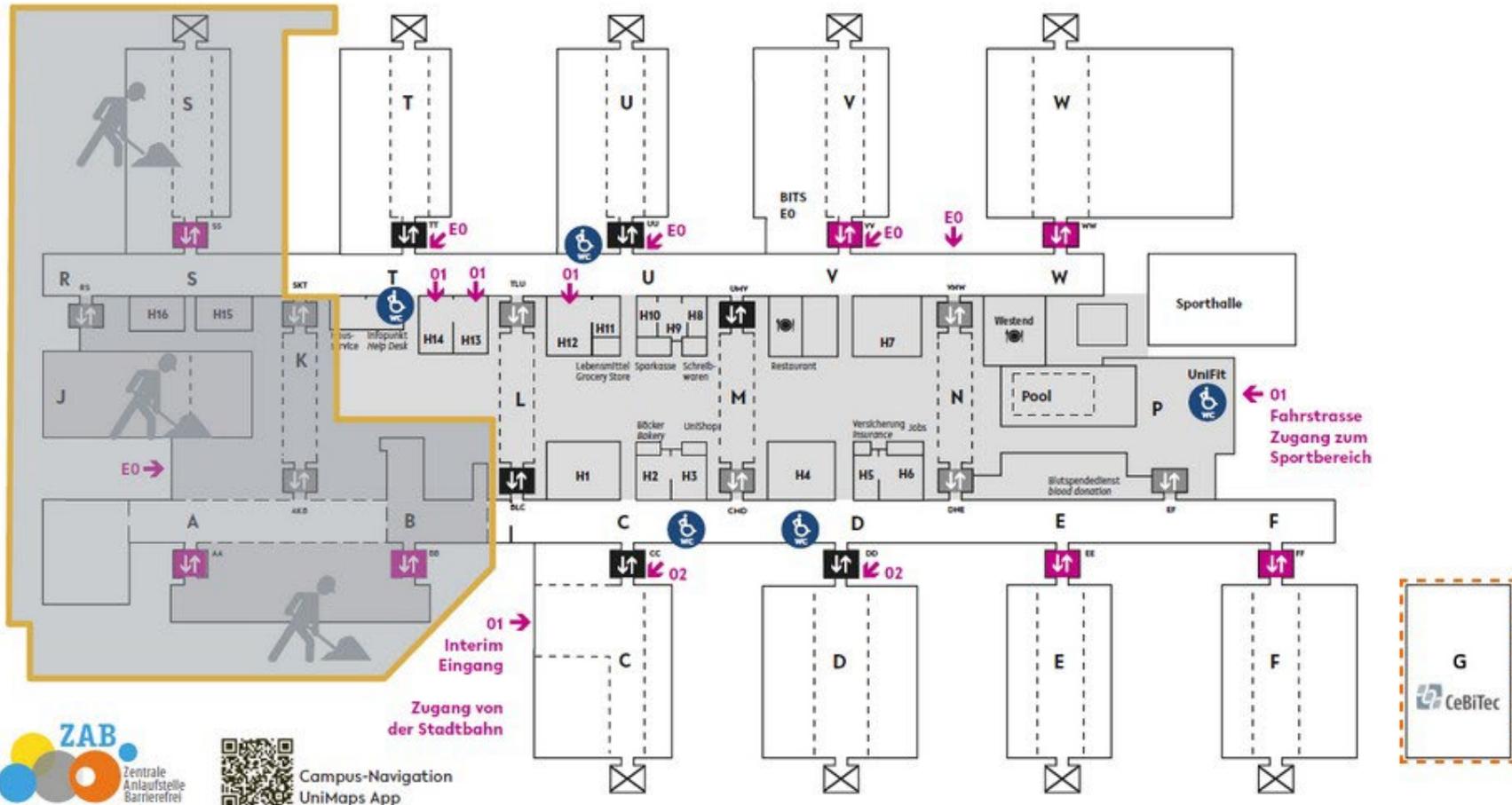
	01/10/2023 – 31/03/2024
Lecture-free time:	22/12/2023 – 08/01/2024
Christmas break:	22/12/2023 – 02/01/2024

Universitätshauptgebäude (E0)

Barrierefreie Zugänge/ Barrierefreie WC / Fahrstühle

-  Fahrstuhl breiter Eingang
-  Fahrstuhl DIN-Norm
-  Fahrstuhl schmaler Eingang
-  Ebene 0 (E0)
-  Zugänge auf Ebene 02, 01, E0
-  Barrierefreie Toiletten

Stand: Februar 2020



	Location	Website (if applicable)
Association for Student Affairs (Studierendenwerk)	General Administration and Student Residence: Administrative Building Morgenbreede 2 – 4 Grants office: section C level 2	https://www.studierendenwerk-bielefeld.de/
AStA [Student Union]	section C level 1	http://www.asta-bielefeld.de
Auditorium Maximum [Lecture hall]	section J level 0	Closed due to renovation of the university buildings (from 17th February 2020)
Career Service	Building X section E level 1	https://www.uni-bielefeld.de/themen/career-service/index.xml (in German)
Central Copying Service	section T level 0 Room 103 printing possible in room V0-224, scanning in the library	http://www.uni-bielefeld.de/drucken/ (in German)
Centre for Aesthetics	section T level 7	http://www.uni-bielefeld.de/kultur/ (in German)
Counselling Centre for Sexualised Discrimination and Violence	Open consultation hours, L3-119: Thursday 13,00 to 15,00 o'clock Contact: Phone: +49 (0)521 / 106-86881 (during consultation hours) Email: frauennotruf@uni-bielefeld.de Consultation beyond the university www.frauennotruf-bielefeld.de	https://www.uni-bielefeld.de/uni/profil/gleichstellung/beratungsgangebote/frauennotruf/ (in German) There is also the possibility for a consultation by the <i>Frauennotruf Bielefeld e. V.</i> via phone on Monday, Tuesday & Friday, 10,00 to 12,00 o'clock and Thursday, 14,00 to 18,00 o'clock; please call 0521- 12 42 48
Equal Opportunities Office	section L level 3 Room 117 Email: gleichstellungsbuero@uni-bielefeld.de	https://www.uni-bielefeld.de/uni/profil/gleichstellung/index.xml (in German)
Examination Office of the Faculty of Biology Ms Heike Sieb	section W level 3 Room 111 (Phone: +49 (0)521 / 106-67032) Office hours: Wednesdays 10:00h to 11:30h Fridays 9:00h to 11:00h Email: pruefungsamt.biologie@uni-bielefeld.de	
Family Service	section L level 3 Room 119	http://www.uni-bielefeld.de/familie/ (in German)

First-aid	Building E level 01 Room 135-139 (Phone: +49 (0)521 / 106-6352 or 6354)	
Info Desk (Port of call for any information about the university)	Main hall of Bielefeld University Opening hours Monday to Friday 08:00-16:00h Infopunkt international Monday to Friday 11:00-13:00h	
International Office	section C/D level 0 contact: issc-io@uni-bielefeld.de	https://www.uni-bielefeld.de/studium/studieninteressierte/ https://www.uni-bielefeld.de/international/come-in/
International Student Council (ISR)	section C level 1 Room 172	http://www.isr-uni-bielefeld.de/
Language Centre of Bielefeld University (FSZ)	section C level 01	https://www.uni-bielefeld.de/einrichtungen/fsz/
Lost and Found Service	Facility Management team nearby the info desk in the main hall of the university (Phone: +49 / (0)5 21 / 1 06 – 30 10)	
Psychological counselling at Bielefeld University: a) Student Advisement and Counselling Service (ZSB) b) Nightline Bielefeld	Building X section E level 1 Phone: +49 / (0)5 21 / 1 06 – 30 48 Tuesday, Thursday, Sunday 20:30 – 23:30 o'clock	https://www.uni-bielefeld.de/studium/studierende/information-studienberatung/studienberatungsangebote/gesundheitsfoerderung/psychosoziale-versorgung/ https://nightlinebielefeld.com/
PunktUm Language Service	section C level 3	https://www.uni-bielefeld.de/themen/punktum/
Registrar's Office	section C/D level 0	https://www.uni-bielefeld.de/einrichtungen/studierendensekretariat/
Security Service	Building X section E level 0 Room 206 (Phone: +49 / (0)5 21 / 1 06 – 32 77)	
Student Advisement and Counselling Service (ZSB)	Building X section E level 1	https://www.uni-bielefeld.de/einrichtungen/zsb/index.xml/
Sports Hall	section P level 01	
Swimming Pool	section P level 0	

University Canteen	Building X	
University Computer Centre (BITS – Bielefeld IT Service Centre)	section V level 0	https://www.uni-bielefeld.de/einrichtungen/bits/index.xml (in German)
University Library	see separate chapter	https://www.ub.uni-bielefeld.de/ub/
University Sport		https://uni-bielefeld.de/einrichtungen/hochschulsport/ (in German)
ViSiB – Association for the Support of International Students in Bielefeld	section D level 0 Room 138	https://www.uni-bielefeld.de/vereine/visib/
Welcome Centre	section C level 5	https://www.uni-bielefeld.de/einrichtungen/welcome-centre/index.xml/dokumente/flyer-welcomecentre.pdf

**General information for students in the Master Programme
„Behaviour: From Neural Mechanisms to Evolution“**

Coordinator of the Master Programme “Behaviour: From Neural Mechanisms to Evolution”:

Prof. Dr. Volker Dürr
Room W1-105
Phone: +49 (0)521 106-5528
Email: master-bene@uni-bielefeld.de

Administrative Assistant:

Anke Fleischer
Room W1-107
Phone: +49 (0)521 106-5529
Email: master-bene@uni-bielefeld.de

Homepage: <https://www.uni-bielefeld.de/fakultaeten/biologie/studium/studiengaenge/master/bfnm>

Contact details of the professors involved in the Master Programme:

Prof. Dr. Dürr, Volker
Biological Cybernetics
volker.duerr@uni-bielefeld.de

Prof. Dr. Egelhaaf Martin
Neurobiology
martin.egelhaaf@uni-bielefeld.de

Prof. Dr. Engelmann, Jacob
Active Sensing
jacob.engelmann@uni-bielefeld.de

Prof. Dr. Kayser, Christoph
Cognitive Neuroscience
christoph.kayser@uni-bielefeld.de

Prof. Dr. Krüger, Oliver
Animal Behaviour
oliver.krueger@uni-bielefeld.de

Prof. Dr. Reinhold, Klaus
Evolutionary Biology
klaus.reinhold@uni-bielefeld.de

Examination Office of the Faculty of Biology at Bielefeld University:

Ms Heike Sieb
Room W3-111
Phone: +49 (0)521 106-67032
Office hours: Wednesdays 10:00h to 11:30h and Fridays 9:00h to 11:00h
Email: pruefungsamt.biologie@uni-bielefeld.de

Regular seminar within the Master Programme:

Seminar “Brain & Behaviour” in Room W0-135 every Thursday at 12,15 o’clock;
PLEASE NOTE: possible change of time due to a speaker from abroad and/or mode of presentation (in person/hybrid/online).
Please always check the “Moodle”!

Please sign up for this seminar as well as the Master modules A-C for the winter semester 2023/24 in the Electronic Course Catalogue (ekVV) at Bielefeld University:
https://ekvv.uni-bielefeld.de/kvv_publ/publ/Home.jsp

**Introductory Programme for International Degree-Seeking Students for the winter semester
2023/24 offered by the International Office at Bielefeld University**

<https://uni-bielefeld.de/studium/studieninteressierte/international/studium-mit-abschluss/>

please also see for the orientation programme

<https://www.uni-bielefeld.de/international/come-in/studium/service/orientierungstage/>

REGISTRAR'S OFFICE

The Registrar's Office at Bielefeld University is particularly in charge of all formalities related to your studies, e.g.:

- Application
- Enrolment
- Semester fees
- Re-registration
- Leave of absence
- Exmatriculation
- Guest student and visiting student status
- Semester certificates and UniCard

Address: Registrar's Office at Bielefeld University, Universitätsstr. 25, D-33615 Bielefeld



The Registrar's Office is located in the main university building, **sections C and D, level 0** (hall level) in the **rooms C0-138 to C0-150 as well as D0-104 to D0-108**.

Enrolment

Enrolment after application via Bielefeld University:

First you apply for your enrolment online in the application and status portal. Directly afterwards, you can use the document upload to upload the PDF files.

It is imperative that you observe the enrolment deadline stated in the admission notice! If you miss the enrolment deadline, the admission will lose its validity and the place will be reallocated.

Documents uploaded as part of the online application may have to be uploaded again for enrolment.

Documents in German or English are accepted. Documents in other languages must additionally be accompanied by an official translation.

For further information and necessary documents please see <https://www.uni-bielefeld.de/international/come-in/studium/studium-mit-abschluss/einschreibung/>

Officials in charge of the enrolment procedure for Master courses at Bielefeld University are as follows:

Please see

https://ekvv.uni-bielefeld.de/pers_publ/publ/EinrichtungDetail.jsp?orgId=432692232

After having completed the enrolment, you need to pay the semester fees in order to get your paperwork for the current semester (semester certification, OWL semester ticket (UniCard) on application and NRW ticket).

Re-registration

If you intend to continue your studies at Bielefeld University after the expiration of a semester, you shall re-register for the following semester. Such re-registration is made by payment of the semester fees. For this purpose, the necessary payment details are available in the online portal at <https://campus.uni-bielefeld.de/gisserver/pages/cs/sys/portal/hisinoneStartPage.faces>.

In addition, the payment request is usually sent to you by email right in time. For this purpose, the university uses the email address indicated in the electronic course catalogue (ekVV). If there is no email address available in the electronic course catalogue, the re-registration data may also be retrieved from the online portal on your own. For this purpose, you shall exclusively use your **BITS/Electronic Course Catalogue Account** and the registration option via the link “**Registration as a student already enrolled**”

Should this not be possible, the bank details are also available on the following website:

<https://www.uni-bielefeld.de/studium/studierende/studienorganisation/rueckmeldung/> -> see **bankdata**

Please note that receipt of payment will confirm your re-registration.

The usual notification periods for the forthcoming summer semester are approx. January and for the forthcoming winter semester approx. July. However, for specific reasons the exact deadlines may vary <https://www.uni-bielefeld.de/studium/studieninteressierte/bewerbung/termine-fristen/>

Upon receipt of your payment in settlement of your semester fees, you may print out the new semester certificates via the online portal. Please note that the NRW semester ticket needs to be issued via a separate online portal (see chapter Semester ticket). After completion of the re-registration process you may validate your UniCard (see chapter UniCard) for the forthcoming semester, as the latter also serves as OWL semester ticket.

Costs and fees

a) Tuition fees

The Landtag of North-Rhine Westphalia decided to charge no longer any tuition fees in the state of North-Rhine Westphalia with effect from the winter semester 2011/12.

b) Semester fees

Students shall pay a kind of social contribution, known as semester fees, for every semester. Please note that the semester fees for the **winter semester 2023/24** amount to EUR 329.37 (as of November 2023). These fees vary each semester (please see https://www.uni-bielefeld.de/studium/studierende/studienorganisation/rueckmeldung/#comp_000060d538a5_00000045e7_00ba -> *Student Services Contribution and Fees*) and include payment for the public transport pass for Bielefeld and its surrounding area (OWL semester ticket) and for the whole of the state of North-Rhine Westphalia (NRW-ticket).

After initial enrolment and re-registration with Bielefeld University the semester fees need to be transferred to the University bank account as soon as possible. However, if you do not have a German

bank account yet, it is also possible to pay the semester fees in cash at the University cash office which is located in the main university building next to the info desk (T0-169). Opening hours: see notice (at the door of the office). For this purpose, please bring along your matriculation number. Payment of the semester fees in cash will shorten the transaction time.

c) Living costs

Rent and food make up the largest part of the monthly living costs. However, in addition, other expenses are often overlooked, such as for learning materials, travel costs, insurance contributions/medical expenses, telephone/internet/radio and television fees as well as leisure activities/cultural events/sports, which also have to be taken into account. In this context, it is very difficult to indicate any lump sums, as the latter often depend on the age, gender, university location and, above all, on personal preferences and practices.

The academic year

The academic year is divided into the winter and summer semester. The winter semester begins on 1st October and ends on 31st March, while the summer semester begins on 1st April and ends on 30th September.

Please note that for the Master course “Behaviour: From Neural Mechanisms to Evolution” the lecture periods are determined individually and may differ from the normal lecture periods from mid-October to mid-February (winter semester) and beginning of/mid-April to mid-/end of July (summer semester).

The non-lecture period around Christmas is as follows for the forthcoming years:

Last course day of the passing year	First course day of the forthcoming year
22/12/2023	08/01/2024

The academic calendar of Bielefeld University is available at <https://www.uni-bielefeld.de/studium/studieninteressierte/bewerbung/termine-fristen/>

NEXT STEPS AFTER ADMISSION / UPON ARRIVAL IN BIELEFELD

a) Accommodation

Bielefeld University does not provide students with any flats/rooms. Students should look for accommodation on their own. Therefore, please have a look at the following link:

<https://www.uni-bielefeld.de/studium/studieninteressierte/informationen/wohnen/>

The International Office may provide support, especially to students in English-speaking programs.

Email: issc-io@uni-bielefeld.de

There are basically two possibilities for finding accommodation which are as follows:

1. Apply for a room in a hall of residence with the Association for Student Affairs (Studierendenwerk) at Bielefeld University or apply for a room in a hall of residence of any other owners.
2. Find a private flat or a room (possibly together with other students - flatsharing).

Halls of residence provided by the Association for Student Affairs (Studierendenwerk):

As soon as you are admitted to your course of study, you can apply for a room at the Studierendenwerk via → [Online Application](#) even from your home country already.

Studierendenwerk Bielefeld
Abteilung für studentisches Wohnen
Morgenbreite 2-4
33615 Bielefeld
Tel.: +49 (0)521 / 106 88606
Email: wohnen@stwbi.de

For any further information, please look at <https://www.studierendenwerk-bielefeld.de/wohnen/allgemeine-informationen/> (in German)

Private halls of residence

Besides those provided by the Studierendenwerk, there are other halls of residence which also offer furnished rooms for students:

→ Landlord: BGW – Bielefelder Gesellschaft für Wohnen und Immobiliendienstleistungen
Carlmeyerstr. 1
33613 Bielefeld
Tel.: +49 (0)521/ 880901
Email: info@bgw-bielefeld.de

Halls of residence:

- Lohmannshof Hall of Residence, Kreuzbergerstr. 5-13, 33619 Bielefeld
- Roggenkamp Hall of Residence, Roggenkamp 22, 33605 Bielefeld
- Teichstraße/Friedrichstraße Hall of Residence, Friedrichstraße 64, 33615 Bielefeld
- Lipper Hellweg Hall of Residence, Lipper Hellweg 70, 33605 Bielefeld

For any further information, please look at: <https://www.bgw-bielefeld.de/mieten/studierende/>

→ Landlord: Hollensiek GmbH
Oberntorwall 13-14
33602 Bielefeld
Tel.: +49 (0)521/ 965 170
Email: info@hollensiek-hausverwaltung.de

Halls of residence:

- Residences in August-Bebel-Str. 57 a-c, 33602 Bielefeld;
Luisenstraße 12, 33602 Bielefeld

For any further information, please look at: <http://www.hollensiek.de/Unsere-Verwaltungsobjekte/>

→ Landlord: Hollensiek GbR
Hollensiek 3, Apt. 1
33619 Bielefeld
Tel.: +49 (0)521/ 9630 2231
Email: hollensiek.gbr@gmail.com

Halls of residence:

- Hollensiek Hall of Residence, Hollensiek 3, 5, 7 in 33619 Bielefeld

For any further information, please look at <https://www.studentenwohnung-bielefeld.de>

→ Landlord: Sozialwerk Bielefelder Freimaurer e.V.

Contact: Hausverwaltung Markus Schwenkendiek
Herforder Straße 237
33609 Bielefeld
Tel.: +49 (0)172 / 5354892
Email: info@winter-hausverwaltung.de

- Ostmanturm Hall of Residence, Hanns-Bisegger-Straße 7, 33602 Bielefeld

Private housing market

Both single apartments as well as rooms in flat-shares with other students are offered. In most cases the rooms are offered by private landlords. The rent for a room in Bielefeld amounts to about 180 to 300€ per month.

- Online
Private room offers can be found at
www.studierendenwerk-bielefeld.de/wohnen/private-mietangebote.html?no_cache=1
www.studenten-wg.de (cannot be reached with browser "Firefox")
www.wg-gesucht.de
www.studenten-wohnung.de
www.zwischenmiete.de
(cannot be reached with browser "Firefox")
- Flat ads in the university
A large number of different flat offers of various price categories can be found in the university hall and on level 1 of the main university building, the so-called gallery.
- Newspapers
The local newspapers, such as 'Neue Westfälische' and 'Westfalenblatt', provide many rent offers, especially in the Saturday edition.
Neue Westfälische: [Homepage](#); Tel: +49 (0)521-555-0
Westfalenblatt: [Homepage](#); Tel: +49 (0)521-585-0

Short-term accommodation:

In case you have not found any room before coming to Bielefeld, please book a room in a students' hostel from abroad in order to get some time for further searching activities on the spot.

- Jugendgästehaus (Guest house)
Hermann-Kleinewächter-Str. 1
D-33602 Bielefeld
Tel. +49 (0)521- 5 22 05-0
jgh-bielefeld@djh-wl.de
www.djh-wl.de/jh/bielefeld

b) Registration with the local residents' registration office

Once you have found a flat or room, you are required to register your place of residence with the local residents' registration office (Einwohnermeldeamt) at the competent municipal building. In Bielefeld, the local residents' registration office is located at the Residents' Advice Centre (Bürgerberatung) on the ground floor of the municipal building:

Stadt Bielefeld
-Bürgeramt-
Abteilung Bürgerberatung
Niederwall 23
33602 Bielefeld
Tel.: +49 (0)521 51-0
Fax: +49 (0)521 51 6196
Email: buengerberatung@bielefeld.de

Opening hours: Monday, Tuesday and Friday between 7,30 and 15,00 o'clock, Wednesday between 7,30 and 13,00 o'clock, Thursday between 7,30 and 12,00 o'clock and additionally between 14,00 and 18,00 o'clock.

It is necessary to arrange for an appointment online beforehand!

Map:

https://stadtplan.bielefeld.de/#?map=11,466622,87931,5762198,72705,EPSC:25832&layers=stadtplan_bi&groupOrder=kultur_freizeit_stadtplan,sport,parken_verkehr,schulen_kitas_behoerden,wirtschaft_wissenschaft&sidebarStatus=closed

Location and opening hours of the residents' registration offices in the various boroughs of Bielefeld (subject to modifications; please see the corresponding websites):

Brackwede	Germanenstr. 22	Monday, Tuesday, Wednesday between 8,00 and 12,00 o'clock and additionally between 14,00 and 16,00 o'clock, Thursday between 8,00 and 18,00 o'clock and Friday between 8,00 and 13,00 o'clock
Gadderbaum	Nazarethweg 7 (Bethelplatz)	Tuesday and Friday between 9,00 and 13,00 o'clock
Heepen	Salzufler Str. 13	Monday, Tuesday, Wednesday between 8,00 and 12,00 o'clock and additionally between 14,00 and 16,00 o'clock, Thursday between 8,00 and 18,00 o'clock and Friday between 8,00 and 13,00 o'clock
Brake	Wefelshof 9	Tuesday and Friday between 9,00 and 13,00 o'clock
Dornberg	Wertherstr. 436	Tuesday and Friday between 9,00 and 13,00 o'clock
Jöllenbeck	Amtsstr. 13	Monday to Friday between 8,00 and 12,00 o'clock and additionally on Thursday between 14,30 and 18,00 o'clock
Schildesche	Margaretenweg 29	Monday and Wednesday between 9,00 and 13,00 o'clock
Senne	Windelsbleicher Str. 242	Monday to Friday between 8,00 and 12,00 o'clock and additionally on Thursday between 14,30 and 18,00 o'clock
Sennestadt	Lindemann-Platz 3	Monday to Friday between 8,00 and 12,00 o'clock and additionally on Thursday between 14,30 and 18,00 o'clock
Hillegossen	Detmolder Str. 617	Monday and Wednesday between 9,00 and 13,00 o'clock

Students shall register in person within one to two weeks from moving into a new flat/room with the residents' registration office/residents' advice centre/municipal building in the city centre (address see above) or at the local district office for the area where they live.

For the registration the completed registration form (<https://service.bielefeld.de/detail/-/vr-bis-detail/dienstleistung/8420/show>, -> *Dokumente* -> *Anmeldeformular*; please click on the pdf in order to open the form; it form may be completed online and printed), the completed supplement sheet, if necessary (-> *Beiblatt zur Anmeldung*; please click on the pdf in order to open the form; it form may be completed online and printed), the confirmation form completed by the lessor (-> *Wohnungsgeberbestätigung*; please click on the pdf in order to open the form; it form may be completed online and printed) as well as your passport are required.

c) Residence permit

About 2 days after registration, you can apply for a residence permit at the Foreign Nationals Office located at Bielefeld town hall. At first, the residence permit will be issued for two years. After that time, you have to extend the latter.

Please take the following documents with you:

- Letter of admission from Bielefeld University
- Proof of sufficient financial resources
Proof of any financial resources of at least EUR 720 per month shall be provided by you. For this purpose, you can present a document from your bank. It is also possible to hand in a confirmation submitted by your parents stating that they will commit themselves to cover your expenses during your studies. Or there is a person in the Federal Republic of Germany who is willing to pay for your studies. In this case, such person shall submit a declaration of commitment providing proof of sufficient means.
- Proof of educational qualification from your country of origin (e.g. copy of your Bachelor's degree or similar)
- Passport (and visa documents)
- A biometric passport photo (the electronic residence permit will cost between EUR 65 and 135 depending on the length of your stay)

Address of the Foreign Nationals Office:

Bürgerberatung / Abteilung Ausländerangelegenheiten
Neues Rathaus
Niederwall 23
Ground-floor, Hallway A
D-33602 Bielefeld
Telephone: +49 / (0)521 / 51-0
Telefax: +49 / (0)521 / 516 195
→ [Homepage](#)

Post address:

Bürgeramt / Kommunale Ausländerbehörde
D-33597 Bielefeld

Opening hours: Monday to Friday between 8,00 and 12,00 o'clock and additionally on Thursday between 14,30 and 18,00 o'clock (subject to modifications; please see the corresponding website)

From Bielefeld University you can take the tram line 4 and get off at "Rathaus" station in the city centre.

Please note that the International Office of Bielefeld University offers help with these matters!

d) Work permit

Upon issuance of your residence permit, you will also receive a work permit for 120 days per year (stamp in your passport). The latter will allow you to either work 120 full days (8 hours per day) or 240 half days (up to 4 hours per day) per year. The work permit needs to be shown whenever you apply for a student job inside and outside Bielefeld University.

Should you have any questions with regard to such work permit, please directly contact the Foreign Nationals Office (see above for contact details).

e) Opening a bank account

If you do not have a German bank account yet, you should open one now. For this purpose, the following documents are required:

- Passport with the valid residence permit + visa (if applicable)
- Student identity card (UniCard) or your letter of admission from Bielefeld University in order to get the student rate

- Your address in Germany

You can open a current account called *Girokonto* in Germany – on the one hand, you or any other person can deposit money into or transfer money to such an account and, on the other hand, you can transfer any fees, such as rent, health insurance contributions, semester fees, etc. from such an account. Moreover, any regular payments that need to be effected every month (e.g. rent, etc.) can be made by a standing order or by direct debiting authorisation. Please note that the account card will be sent to you under separate cover within two weeks after opening of the account.

As the banks usually have different fee regulations, the terms and conditions are highly recommended to be checked in advance.

Most banks are open from Monday to Friday between 9,00 and 17,00 o'clock and on Thursdays even until 18,00 o'clock. However, there is a 24-hour-access to the cash dispenser.

Please find below some banks located in Bielefeld:

Volksbank Bielefeld – Gütersloh eG, Kesselbrink 1, 33602 Bielefeld
www.volksbank-bi-gt.de

Commerzbank AG Bielefeld branch, Jahnplatz 7, 33602 Bielefeld
www.commerzbank.de

Deutsche Bank Gruppe Bielefeld, Herforder Str. 23, 33602 Bielefeld
www.deutsche-bank.de/start

Sparda-Bank Hannover eG, Bahnhofstr. 40, 33602 Bielefeld
www.sparda-h.de

Sparkasse Bielefeld, Stresemannstr. 15, 33602 Bielefeld
www.sparkasse-bielefeld.de

f) Health insurance

For your enrolment at Bielefeld University a proof of health insurance needs to be provided.

There are the following options:

- **Students with a statutory health insurance from EU, EEC and EEA countries as well as from countries having a social security agreement with Germany (e.g. Turkey, Tunisia, Switzerland, etc.)**

If you are insured under any national health insurance in your home country, you only have to submit the EHIC (European Health Insurance Card) or the E-111, AT 11, ATN 11 or BH-6 form to any German health insurance company which will issue a confirmation that the insurance cover is sufficient for the enrolment.

- **Private health insurance**

A written confirmation made out by your health insurance provider (in German or English language) will be required. The confirmation shall include the following:

- confirmation that you are an insurance customer
- confirmation that your health insurance is valid in Germany
- confirmation that your health insurance cover is sufficient for Germany

Please note that a normal travel health insurance will not be accepted!

This confirmation needs to be submitted to any German health insurance company that will issue a written confirmation exempting you from the statutory health insurance in Germany. The latter shall be presented to Bielefeld University upon your enrolment.

Please note that in this case you have to pay yourself for the medical treatment and apply for a refund from your private health insurance company in your home country afterwards. If your private health insurance company does not cover any health service, you shall cover the latter on your own (which might be very expensive).

Attention: Please note that the exemption from the statutory health insurance in Germany is IRREVOCABLE, which means that you will not be allowed to change to any national health insurance provider later (during your studies in Germany, even after a stay in your home country).

- **Students from countries having no social security agreement with Germany / requiring a German health insurance**

Either a national or private health insurance has to be taken out in Germany. The national health insurance generally applies to students under the age of 30 and/or having not completed their 14th semester yet. The monthly health insurance contribution for students (students under the age of 23 years and students with children) having a national health insurance currently amounts to EUR 90 and for those over 23 years without any children to EUR 92. Please note that all insurance companies offering national health insurance cover charge the same fees.

Please find below some health insurance companies in Bielefeld (the list is not exhaustive) offering national health insurance cover:

Techniker Krankenkasse (TK)
Universitätsstr. 25 (Main Building of Bielefeld University)
Section D level 1, Room 121
33615 Bielefeld
Phone: +49 / 0800-285 85 85

Allgemeine Ortskrankenkasse (AOK)
Oelmühlenstr. 57-59
33604 Bielefeld
Phone: +49 / 0800-265 5041

Barmer GEK
Nikolaus-Dürkopp-Str. 16
33602 Bielefeld
Phone: +49 / 0800-333 1010

Deutsche Angestellten-Krankenkasse (DAK)
Alfred-Bozi-Str. 15
33602 Bielefeld
Phone: +49 / (0) 521 / 98 91 110

Attention: Please note that the exemption from the statutory health insurance in Germany is IRREVOCABLE, which means that you will not be allowed to change to any national health insurance provider later (during your studies in Germany, even after a stay in your home country).

The following applies to both groups:

After taking out a health insurance you will receive a health insurance certificate which you have to submit to Bielefeld University upon your enrolment. Afterwards, Bielefeld University will inform your health insurance provider about your enrolment.

g) Important information about the German broadcasting fees

Everybody in Germany shall be obliged to pay broadcasting fees (about 210 € per year). This shall also apply to international students.

Registration can be made by mail at the following address:

ARD ZDF Deutschlandradio
Beitragsservice
Freimersdorfer Weg 6
D-50829 Köln
Germany

or online:

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/anmelden/index_ger.html

FURTHER INFORMATION FOR YOUR STUDIES

BIS – BIELEFELD INFORMATION SYSTEM / ELECTRONIC COURSE CATALOGUE

BIS – the Bielefeld Information System offers a variety of services facilitating the study and work organisation for students and employees at Bielefeld University. These include the electronic course catalogue (ekVV), the examination administration, the register of persons and organisations as well as the study information pages.

The Electronic Course Catalogue (ekVV) – the internet-based course catalogue at Bielefeld University

The Electronic Course Catalogue (ekVV) provides information about the current and past courses offered at Bielefeld University and can be accessed via the university homepage: https://ekvv.uni-bielefeld.de/kvv_publ/publ/Home.jsp?lang=en

Any courses relevant for the Master course „Behaviour: From Neural Mechanisms to Evolution“ are provided via the following link: https://ekvv.uni-bielefeld.de/kvv_publ/publ/vvzid=33087490&lang=en

The Electronic Course Catalogue (ekVV) currently provides the following services for students:

- Detailed information about faculties, teaching staff, courses and written examinations
- Creating your personal timetable
- Course-related mailing list
- Continually updated information with regard to any time and room changes
- Information with regard to any registration procedures required for courses and written examinations
- Newsfeeds and newsletters about your teaching sessions and study courses
- Storage options for documents made available for students by lecturers

For more information on the Electronic Course Catalogue (ekVV) please see <https://www.uni-bielefeld.de/themen/campus-support/ekvv/ekvv-fur-studierende/>

Login to the electronic course catalogue (ekVV)

Please select “Login” in the upper menu bar and then click on “Logon for students”. For this purpose, you need to enter your matriculation number as well as your BITS-password provided by Bielefeld IT Service Centre.

Entering your email address

A current email address is recommended to be entered in the electronic course catalogue, as some information related to your study course (e.g. study materials and any short-term changes with regard to your course) is distributed by the teaching staff via the course-related mailing list. However, such addresses are also used for any other notifications (e.g. by the examination office). For this purpose, please click on “Settings” in the menu on the left and then select “Email”. You should enter your email address provided by Bielefeld University and should make sure that you regularly check your emails in order to get any information right in time.

Creating your personal timetable

For creating your personal timetable please select your study programme from the list via clicking on it (for example -> under “B” “Behaviour: From Neural Mechanisms to Evolution”) or choose “My enrolled study programme” for the list of courses your study programme contains. All courses offered in the current semester within the framework of your study programme will be displayed now. With clicking on the any course title, any further information with regard to this course will be available. Courses can be added to the personal timetable by clicking on the icon .

Please note that only with adding any programme-related courses to your personal timetable, you will be registered officially for the latter, so that mailing lists and lists of attendees can be generated for such courses. At the same time, the official registration for such courses is the basis for entering any course achievements in the electronic course catalogue at the end of each course or semester.

Checking your personal timetable

Please click on “my ekVV” for checking your personal timetable.

The central examination administration for all Bachelor and Master students at Bielefeld University

Although the central examination administration for all Bachelor and Master students at Bielefeld University can be found on the same page as the Electronic Course Catalogue (ekVV), it is an independent application. It is here where all study and examination achievements are documented and saved in a central database. Students may access their personal transcript via the following link at any time:

https://ekvv.uni-bielefeld.de/idp/login?wa=wsignin1.0&wtrealm=/pv_publ&wctx=https://ekvv.uni-bielefeld.de/pv_publ/publ/Home.jsp&wreply=https://ekvv.uni-bielefeld.de/pv_publ/trust

For this purpose your matriculation number as well as your BITS-password is needed.

The register of persons and organisations

The public register of persons and organisations is another service provided by BIS – Bielefeld Information System and contains the official contact data of all employees at Bielefeld University. It is sorted by faculties and organisations and, thus, shows the organisational structure of the whole university. The register of persons and organisations can be accessed via the Internet without any limitations and is an essential part of the university’s public appearance. Moreover, the data of the register of persons and organisations are used for any other BIS-applications, such as the Electronic Course Catalogue or the study information. The register of persons and organisations can be searched for last names, faculties and organisations or for any specific functions, such as e.g. “Examination office” or “Student advisory service”. Moreover, there is the option of a reverse search for telephone numbers within the university.

http://ekvv.uni-bielefeld.de/pers_publ/publ/Home.jsp?lang=en

Study information

The study information for the Master programme “Behaviour: From Neural Mechanisms to Evolution” can be accessed via the following link:

<http://ekvv.uni-bielefeld.de/sinfo/publ/variante/33087490?lang=en>

Help pages for students concerning the Electronic course catalogue (ekVV):

For new students (first semester):

<https://www.uni-bielefeld.de/themen/campus-support/bis-hilfeseiten/erstsemester/>

Purpose of a timetable:

<https://www.uni-bielefeld.de/themen/campus-support/ekvv/ekvv-fur-studierende/stundenplan/>

FAQs

<https://www.uni-bielefeld.de/themen/campus-support/ekvv/ekvv-fur-studierende/faqs-zum-ekvv/>

For any queries and feedbacks with regard to the individual applications and services provided by BIS – Bielefeld Information System please contact the BIS support team:

campus-support@uni-bielefeld.de

UNICARD

The UniCard is a multifunctional ID card, which means that it serves as an optically readable ID and electronically readable ID at the same time.

Structure and layout of the card

The UniCard is a plastic card in the size of a bank card which is printed on both sides. Inside the card, there is a processor chip of the type MifareDESFire8. Please note that no further storage media, such as magnetic stripes, crypto-chips, are used.



Apart from the basic layout, the card face shows the personal data as well as the user's photograph. The basic layout is the same for all cards; they only distinguish from each other by the status (student card, university card, library card, guest card) printed on the card during the personalisation process. During this personalisation process the inner card number is additionally read out from the chip and printed on the card. Moreover, in the lower section of the card face, there is a rewritable field – a so-called TRW stripe – where any validity notes as part of the UniCard validation or any specific authorisations (semester ticket, etc.) are indicated. The card back is also designed in accordance with the Corporate Design of Bielefeld University.

Functions and application scenarios of the UniCard

The UniCard shall be used for all card-bound services offered at Bielefeld University which can be classified into optically and electronically readable identification functions. The following applications shall be relevant:

Optically readable card:

- **Identification function:** The UniCard serves for identification purposes and as evidence of the card holder's affiliation to Bielefeld University. Any application scenarios might be e.g. the access to written examinations or the identification towards the security staff when entering the main building late in the evening or on weekends and public holidays.
- **Semester ticket for students:** On the TRW stripe of the UniCard for students, the current semester identification as well as a specific imprint agreed upon with "OWL-Verkehr" (the contracting party for the regional semester ticket) are shown, so that a valid student UniCard may be used as semester ticket. However, in the medium term, such regional semester ticket is expected to be converted into an electronic version (e-ticket). Using the UniCard as a regional semester ticket would then no

longer be possible. Instead, the NRW semester ticket issued already now as an e-ticket by the traffic associations could then be used as regional semester ticket too.

Electronically readable card:

- Library borrowing: The UniCard serves as electronically readable library card for students, employees and external library users. The library card number is shown in the lower left corner on the back. The latter is used together with your library password for various services offered by the university library.
- Publicly accessible printing, copying and scanning services: The UniCard can be used for making use of the publicly offered printing, copying and scanning services at Bielefeld University. The settlement of the printing, copying and scanning costs is made via the electronic purse of the UniCard.
- Electronic locking system: The UniCard can be used as a sort of “key” for those areas of the university subject to an electronic access control.
- Access to the university sports area: The UniCard activated for the sports areas grants the card holder access to the respective areas.
- Cashless payment function (Electronic purse): The UniCard can be used as a pseudonymous means of payment. This means that the card holder can load up money on the card and use it for paying in the cafeterias operated by the Association for Student Affairs (Studierendenwerk) of Bielefeld University, the university canteen and the public printing, copying and scanning services. When using this cashless payment function, the inner card number (neither any name nor the card holder’s Uni-ID are identified) and the “electronic purse” field are read out only. For payments in the university canteen the “Status” field is additionally read out in order to determine the correct rate (for students, employees, guests).

Card technology and data protection

The UniCard is a multifunctional smart card from the MifareDESFire family. The MifareDESFire technology is part of the group of contactless smart cards within the field of Near-Field-Communication. The chip with its circumferential antenna is not visible and is inside the card. The Mifare technology allows a data transmission between the card and reading device in a distance of up to 10 cm. The UniCard uses a MifareDESFire chip of the type EV1 with a storage capacity of 8 kilobytes. Apart from the card serial number, any other data are stored in an encrypted manner on the chip; the data are encrypted by AES.

Any information used for the various applications are kept separately on the chip. Encoded modules (SAMs) in the reading devices ensure that only that information needed for the relevant application or eligible to be read out can be read out from the card.

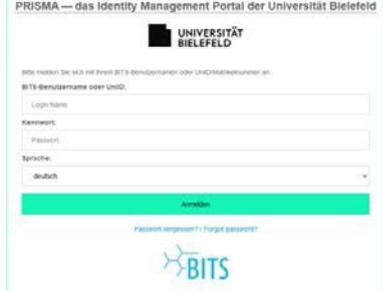
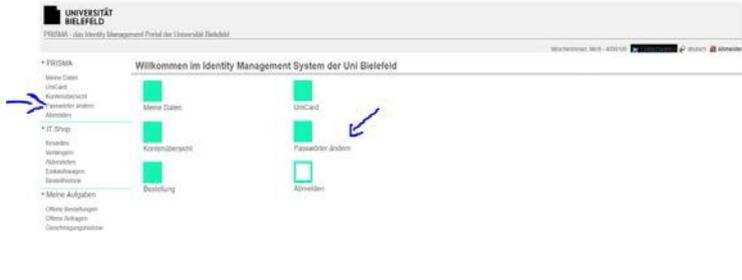
The following data are on the chip of the UniCard:

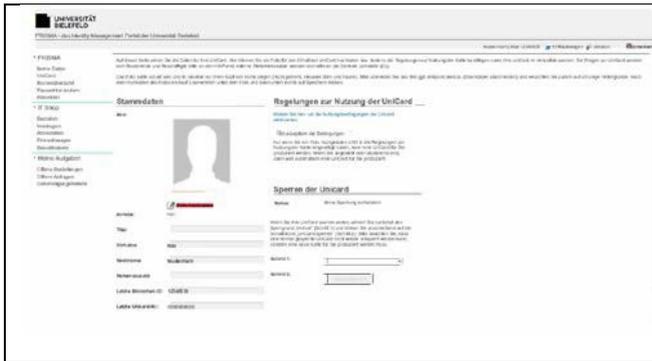
- Card serial number
- Library identification
- Locking system identification
- Electronic purse for services provided by the Association of Student Affairs (Studierendenwerk)
- Validity period of the card

Apart from the current balance of the electronic purse, basically no other data are written on the card.

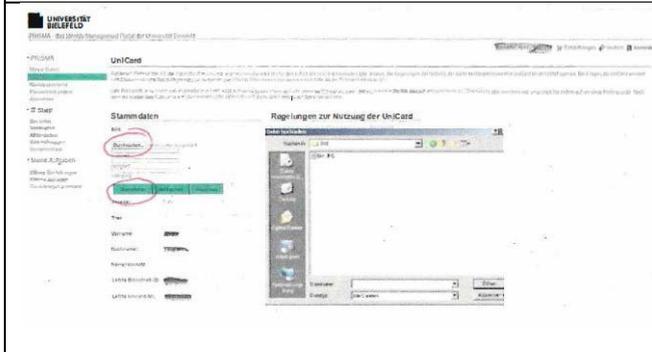
How to get the UniCard?

The UniCard has to be applied for in the Identity Management System of Bielefeld University. The access data for the IDM (matriculation number as well as your password) are shown on your confirmation of enrolment.

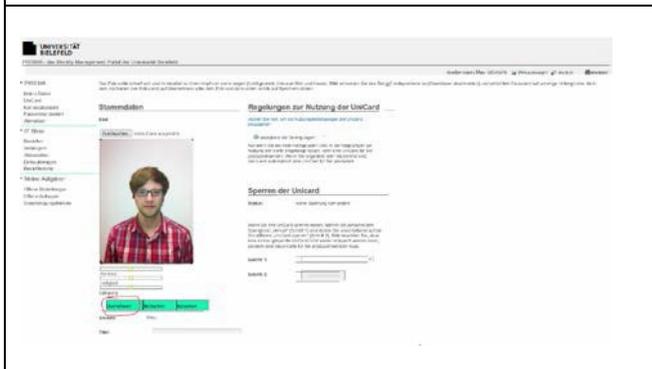
	<p>Please log into https://prisma.uni-bielefeld.de/IDM_SELFSRV-DE/page.axd/themen/unicard/beantragung/ using your matriculation number and your password (shown on the confirmation of enrolment) to access the Identity Management System.</p>
	<p>Click on “Change passwords”.</p>
	<p>Please tick “IDM Web Access (this page)”, enter your new personal password and click on “Save”. (Please note that the outlay of the side has changed).</p>
	<p>Please click on “UniCard”.</p>
	<p>Please check your data. These data will later be printed on your UniCard and cannot be changed afterwards.</p>



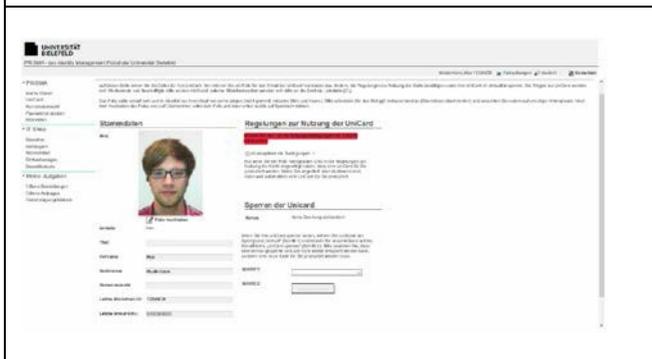
Please click on "Change photo".



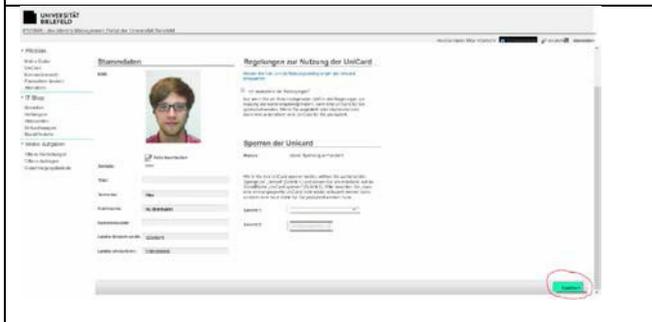
Now you have to click on "Search" and select a photo from your hard drive. Please click on "Load".



The photo can be cropped now and, if necessary, properties such as contrast, brightness and saturation may be changed (photos are mostly displayed more darkly on the UniCard). Then, please click on "Accept".



Please carefully read the terms of use of the UniCard and click on "I agree" if you do so. Issuance of the UniCard shall be subject to the acceptance of these terms.



Please save your entries.

After having applied for the UniCard in the Identity Management System of Bielefeld University, your personal UniCard will be prepared and can be collected at the Info Desk in the main university hall after

approx. two working days. For the collection of your UniCard please bring along your ID card or passport as well as a current semester enrolment slip.

After exmatriculation the UniCard will lose its validity. It shall be returned and not be used any longer.

How does the UniCard become valid?

After receipt of your UniCard the latter has to be validated, that means it has to be provided with a validity imprint. This validation can be made by yourself using the machines available in the main hall of the university. Two validation stations are located on the right of the Info Desk and another one in front of the "Westend". Your UniCard is valid for the current semester. After successful re-registration for the following semester you do not require any new card, but you can validate your card again.

Card blocking

For blocking your UniCard the following steps need to be taken:

- 1) Login to the Identity Management System of Bielefeld University (see above) by entering your matriculation number/ Uni-ID and your personal password.
- 2) Select "UniCard" and specify "Karte verloren/Card lost" as reason for blocking.
- 3) Please contact the Info Desk in the main university hall in order to get replacement.

Please note that a fee of EUR 10.00 will be charged for replacing a student UniCard.

Note: Any blocked cards cannot be unblocked at a later point of time!

Use and abuse of the UniCard (Extract from the terms of use)

- The UniCard is a personalised card and shall not be handed over to any third party.
- The card shall be handled carefully.
- Should a case of abuse of the UniCard be suspected, Bielefeld University will be allowed to block the latter. Any misuse may lead to criminal prosecution.
- Bielefeld University shall not be liable for any damage caused by the misuse of the UniCard.

UniCard Service

All services around the UniCard are offered at the Info Desk of Bielefeld University.

Support is given with regard to the following issues:

- Issuance of the UniCard
- Blocking of the UniCard in case of loss
- Issuance of replacement cards
- Validation of the UniCard
- General questions related to the UniCard

Opening hours of the Info Desk: Mon – Fri 08,00 – 16,00 o'clock

Should you have any questions with regard to the electronic purse of the UniCard, please contact the employees of the Association for Student Affairs (Studierendenwerk) at the Service Point in front of the university canteen (X-Building).

In case of any questions concerning your library account, please do not hesitate to contact the library staff directly.

For any further information please use the following link: www.uni-bielefeld.de/unicard (mainly in German language).

S EMESTER TICKET

Semester ticket – Area of validity

The semester ticket is a ticket for all students of Bielefeld University and any other universities in Bielefeld. It consists of two parts – the OWL semester ticket and the NRW-ticket (as the latter is valid in combination with the OWL semester ticket only, it is recommended to always carry along both tickets). The OWL semester ticket is valid for the local public transport of the region of East Westphalia-Lippe (OWL) 24/7, whereas the NRW-ticket is valid for all “normal” buses, trams and local trains of any further linked transport systems within North Rhine-Westphalia (NRW).

The ticket price that is adjusted on a yearly basis is paid by ALL students as part of their semester fees to be paid upon enrolment or re-registration, irrespective of the fact whether or not they make use of these tickets.

OWL semester ticket:

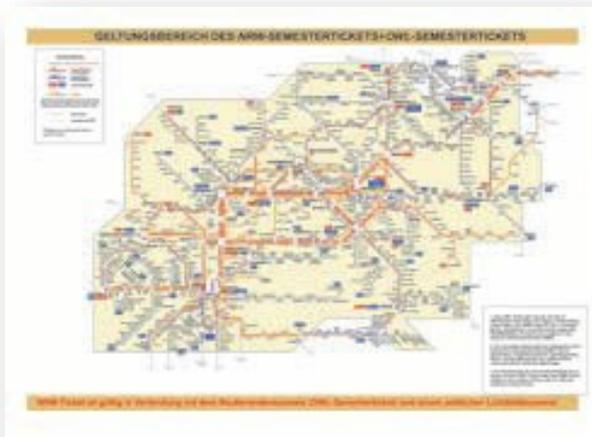
On the TRW stripe of the UniCard for students, the current semester identification as well as a specific imprint agreed upon with “OWL-Verkehr” (the contracting party for the regional semester ticket) are shown, so that a valid student UniCard may be used as OWL semester ticket.

After receipt of your UniCard the latter has to be validated, that means it has to be provided with a validity imprint. This validation can be made by yourself using the machines available in the main hall of the university. Two validation stations are located right of the Info Desk and another one in front of the “Westend”. Your UniCard is valid for the current semester. After successful re-registration for the following semester you do not require any new card, but you can validate your card again. At this point of time, the validation will be valid for two semesters – for the current one and the forthcoming one.

The OWL semester ticket is valid for

- all trains (S, RB, RE, Eurobahn, Nord-West-Bahn, Westfalen-Bahn) on the lines shown in black in the map (Please note that you will not be allowed to use any 1st class train compartments. Moreover, the use of long-distance trains - ICE, EC, IC, IR, D-trains, etc. – shall also be prohibited).
- all buses (even the night bus) and trams within the “TeutoOWL“ tariff zone (dark blue)
- specific bus lines within the “TeutoOWL“ transition zone

- Any number of rides on all buses and trains as well as regional trains within the tariff zone of the linked transport systems and transport community within North Rhine-Westphalia.
- The routes currently included in the area of validity of the OWL semester ticket and going beyond the borders of North-Rhine Westphalia
- Moreover, the following routes in Lower Saxony are included:
HamelN – Lüdge
HamelN – Rinteln
“Haller Willem” to Osnabrück
Ibbenbüren- Osnabrück main station
Osnabrück main station – Lengerich (Westphalia)
Osnabrück main station – Halen
Moreover, the city buses in Osnabrück can be used with the NRW-ticket.
- And in Rhineland-Palatinate
Niederschelden Nord – Au (Sieg)
Betzdorf (Sieg) – Struthütten
- And since 1 January 2018 even in the Netherlands: from Gronau to Enschede (however, only up to Enschede, **not within** Enschede)



<https://www.verkehrsgruppe.de/geltungsgebiet/>

The OWL-ticket as well as the NRW-ticket are generally valid as of 1 April (summer semester) or 1 October (winter semester). However, for university entrants the OWL-ticket is already accepted one month prior to the beginning of the semester (that is as of 1 March or 1 September respectively). Both tickets can also be used during the semester break and on weekends.

Please note that neither the OWL-ticket nor the NRW-ticket includes the transport of any bicycles or any other persons. For this purpose, separate tickets are required.

Reimbursement

If a student does not get his or her semester ticket right in time for the beginning of the semester with no fault on his or her own, the latter shall buy a 7-day ticket at the “Mobiel” Service Centre located at Jahnplatz Underground Station. Please note that only weekly tickets may be refunded by the Student Union (AStA) upon receipt of your regular ticket. For this purpose, an email shall be sent to asta.verkehrsgruppe@uni-bielefeld.de indicating your last name, given name, matriculation number, date of birth, email address, reason for the delayed receipt of your regular semester ticket. Upon receipt of a return email by the Student Union, the ticket(s) will be reimbursed by “Mobiel” Service Centre. For this purpose, the UniCard, a valid passport as well as the ticket(s) acquired are required.

BIELEFELD UNIVERSITY LIBRARY

Library profile

With its about 2 m books and journals, Bielefeld University Library - which was founded in 1967 - does not only represent the central library of Bielefeld University, but is considered as one of the most important general libraries of the whole region of East Westphalia-Lippe.

About 95 % of the collection is presented on open shelves and arranged by subjects in the reading rooms. With opening hours until 1 o'clock at night throughout the week and 22 o'clock on weekends as well as more than 2,000 reading room workplaces, Bielefeld University Library is one of the front-runners among German libraries. For registered users electronic texts are available online throughout the whole world at any time.

"Information.plus!" is the hallmark of Bielefeld University Library and represents its holistic service concept. It combines a comprehensive range of information resources tailored to the users' requirements with innovative, user-friendly services and focuses on evolving web-based working methods in academia which are increasingly influenced by e-science and e-learning. Along with attractive learning and working spaces within the library, additional conveniences with regard to the provision of information have been created which are regularly reflected in excellent ratings.

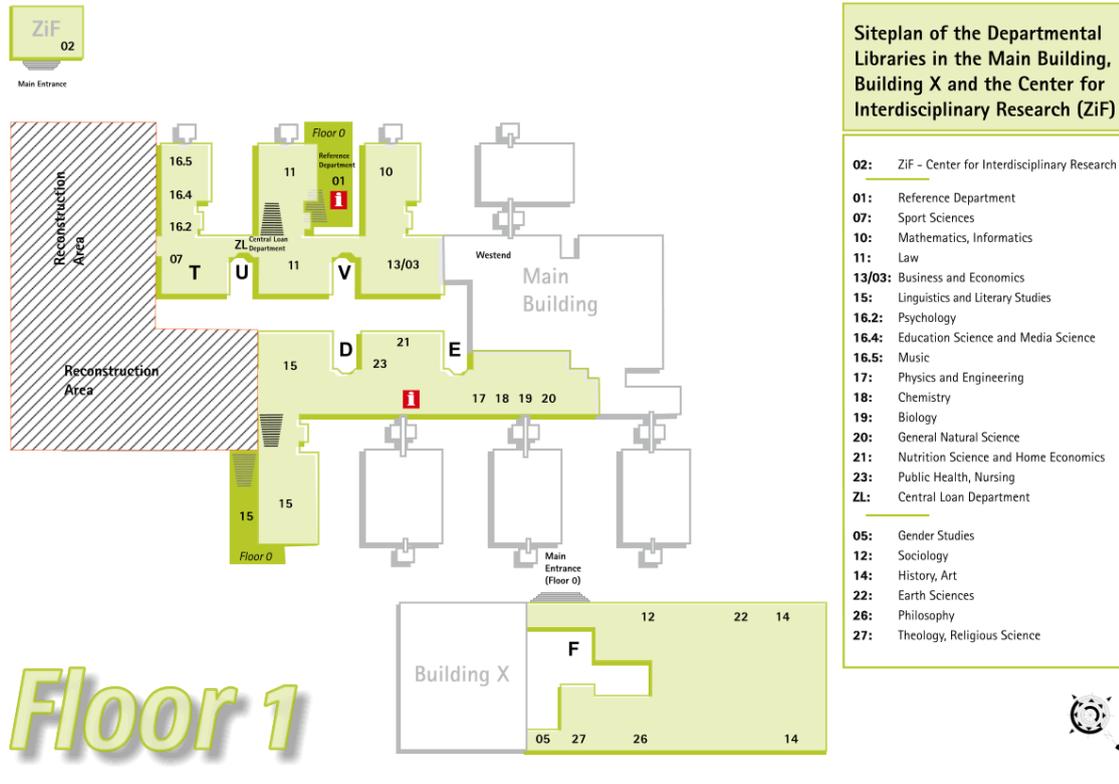
"Service is our Commitment" is Bielefeld University Library's corporate philosophy because the main remit of the library is to provide University members with literature and information for academic teaching and research. The services are also open to the general public, including public authorities, businesses, hospitals and schools of the region. The enhancement of the library's services in close dialogue with the faculties and departments is a consistent issue.

Bielefeld University Library in terms of numbers:

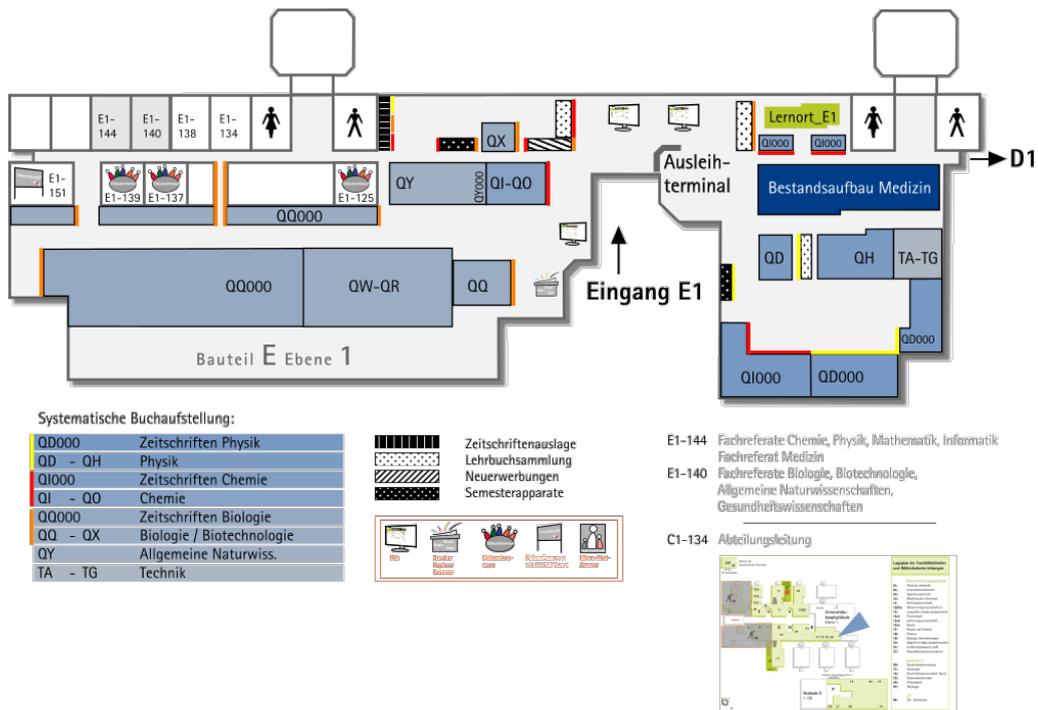
- Library stock: 2,340,000 volumes
- Journals: 24,300 licensed electronic journals and 2,200 printed journals
- Reading room workplaces: 2,340 individual and collaborative workstations, thereof 160 equipped with PCs
- Library visits per year: 1,260,000
- Number of users currently registered: 27,000
- Total number of circulations incl. extensions in 2018: 1,100,000

Bielefeld University Library site plan

Bielefeld University Library is located in the Main University Building and the Building X and is divided into groups of departmental libraries situated nearby the respective faculties. The entrance to the libraries is always located on the first floor. Each entrance (area) has a unique letter (e.g. area U). Sometimes the floor is given too (U1 = area U, first floor). Each departmental library (abbreviated "FB") has a unique number (e.g. FB 11 = Law Departmental Library).



Specialized library - Natural sciences (Main university building, building part E1)



Opening hours:

Entrance via D1: Monday – Friday between 8 and 22 o'clock
Saturday, Sunday and on public holidays between 9 and 19 o'clock

Entrance via E1: Monday – Friday between 9 and 16 o'clock
This entrance is closed on Saturdays, Sundays and public holidays.

Borrow / return items at self-service units: Monday – Friday between 8 and 22 o'clock
Saturday, Sunday and on public holidays between 9 and 19 o'clock

Circulation desk: Monday – Friday between 8 and 18 o'clock
Closed on Saturdays, Sundays and public holidays

Central Lending Department (U1): Monday – Friday between 8 and 18 o'clock
Closed on Saturdays, Sundays and public holidays

For more details with regard to the opening hours, please look at <https://www.ub.uni-bielefeld.de/ub/contact/hours/>

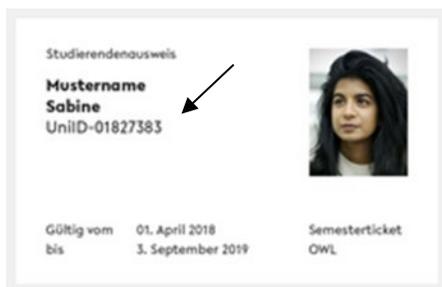
Library card

For using the services of Bielefeld University Library you need your UniCard (see chapter UniCard) serving as library card. Please bring along your UniCard every time you visit the library.

Password-protected services

For some of the library services (loan account, Metasearch, interlibrary loan and Internet access) a personal login is needed.

For the login the User-ID on your UniCard (on the back, in the lower left corner) and library password have to be entered.



Students use their BITS password shown on the confirmation of enrolment. The password can be changed by using the change password option in your loan account (<https://www.ub.uni-bielefeld.de/ub/library/loan/>)

Library organisation

In the library, the books are arranged on open shelves and classified by subject areas, i.e. that books belonging to one and the same topic can be found together in one place (systematic arrangement). You are allowed to take the books from the shelves yourself in order to read them in the library, make any photocopies or take them out. In the latter case, please present the items to the circulation desk or use the self-service units.

Every book has a shelf mark consisting of letters and numbers helping to sort the books on the shelves. The structure of the shelf marks is as follows: The first two characters indicate the special field, the next three characters indicate the topic area. The block in the second line is composed by the initial letter of the author's last name and a code which supports the alphabetic order. For finding out where the subject and shelf mark areas are located you can use the local site map of the departmental libraries. The colour of the book label indicates whether or not a book is borrowable. Books having a white book label are normally borrowable, whereas those having a yellow one are not. However, the latter may be read in

the library or photocopied in extracts at low prices. Before you look for a book on the shelf, please check its availability in the library catalogue first (https://katalogplus.ub.uni-bielefeld.de/cgi-bin/new_search.cgi?sprache=ENG&art=f).

In the departmental libraries, some textbooks frequently used and any other basic course materials are grouped together and shelved separately in the textbook collection. Each book title is kept in several borrowable copies. The shelf marks of textbooks belonging to the biological textbook collection start as follows: QQ080. If all copies are on loan, you can check the library catalogue (https://katalogplus.ub.uni-bielefeld.de/cgi-bin/new_search.cgi?sprache=ENG&art=f) for any further copies that may be shelved in any other departmental libraries.

Newly acquired books can be found on shelves specially destined for new acquisitions and normally located in the foyers where they remain for a period of approx. one to four weeks. Special labellings or the circulation desk will help to find out whether such items can already be taken out or reserved during this period. A list of new acquisitions of the last four weeks and sorted by departmental libraries is available at <https://www.ub.uni-bielefeld.de/ub/search/new/>. A QR-code is tagged on the special shelves, so that you can directly open the relevant list on your smartphone too.

There are some book shelves displaying reserved collections for a number of lectures during the current semester. The latter are normally sorted by the lecturers' names and are non-circulating items (with the exception of a written approval by the lecturer in charge), even if they have a white shelf mark. However, this literature can be used in individual study zones at any time (<https://www.ub.uni-bielefeld.de/ub/learn/space/>) and copies can also be made. Upon the end of the course, the course reserve will be cleared and all the items shelved at their original location. In case of your lecturer offering a digital course reserve, the documents will be provided to you in a learning management system.

Some collections are shelved in special areas of the departmental libraries, in the Rara magazine and central magazine, such as rare book collections and closed stacks, which are not freely accessible. The circulating desk in the departmental libraries provides any further information with regard to such special areas. Books from the central magazine can be ordered by filling in the relevant order form in the library catalogue (Catalogue.*plus!*). Depending on the usage conditions, the books ordered by you can be picked up at the circulating desk in D1 (for loan or for use in the library) or for use in the special reading room at the Reference Department (U0). Books from the Rara magazine can be ordered via the library catalogue too. These books can only be read in the special reading room upon appointment.

The special reading room at the Reference Department (<https://www.ub.uni-bielefeld.de/ub/contact/hours/>) is reserved for the usage of rare and protected books. Books ordered via interlibrary loan that do not circulate can also be used here.

The special reading room is open from Monday to Friday between 9 and 18 o'clock. Please note: any old stock deserving special protection and literature relevant under criminal law aspects (Nazi literature, works harmful to juveniles) can be used from 9 to 16 o'clock upon appointment only.

Scientific journals play a prominent role in the field of biology. Journals brought out during the current year can be found in the journal display. The latter cannot be taken out, however, individual papers can be photocopied at low prices in the library. Older journal volumes can be found on the shelves and like the current journal volumes, they are non-circulating items, however, individual papers can be photocopied at low prices in the library. Please note that a number of scientific journals are electronically available via the library's homepage (<https://ub-bielefeld.digibib.net/eres>) However, the full texts of the licensed journals can only be accessed from the university campus or from any computer in the library.

Microforms are those materials that are not offered in book format, but as roll films (microfilms) or as flat films (microfiches). Bielefeld University Library has large collections from various subject areas as well as journals, newspapers and numerous single titles, e.g. film versions of old titles from any other library stocks and dissertations from any other German universities. Irrespective of their departmental affiliation, such microforms are centrally kept in the microform archive of the Reference Department (U0, entrance via U1). With the help of special scanners the contents of the microfilms and microfiches can be viewed and scanned pages can be saved as pdf files on USB flash drives. The catalogues and lists made available by the Reference Department provide more information with regard to the scope and content of such large collections. Individual titles can be retrieved from the university catalogue.

Local, national and international daily and weekly newspapers are displayed in the Journal Reading Corner of the Reference Department (U0, entrance via U1), while some are kept in the departmental libraries of Linguistics and Literary Studies (C1 and D1) and in the ZiF Library.

Each book bears an individual and distinct bar code describing the location of the item and its loan period. The bar code can be found inside the book, on the very first page.

Example: Bar code 158/4127305+1

Number	Meaning
15	The first two characters represent the number of the departmental library where the item can be found. The locations can be looked up in the site map (see above).
8	The third character represents the loan condition indicating the loan period in more detail. Number 8, as shown in this example, means that the book can be taken out for 30 days.
4127305	The following number is the individual basic bar code .
+1	If the library holds more than one copy of this item, it is marked with a "+" and the copy number (+1 first copy, +2 second copy, etc.)

Loan account

After login to your loan account (<https://www.ub.uni-bielefeld.de/ub/library/loan/>) you can check all information with regard to your media transactions (due dates, overdue fees, reservations, etc.) and any potential interlibrary loan charges. If applicable, you may extend the loan period yourself.

Borrowing / Returning at Circulation Desks

The circulation desks are located in the entrance areas of each departmental library. At these desks, you can borrow and return library items and collect any reserved books. After the circulation transaction, you will get a receipt indicating all books borrowed and the respective loan periods. The library is obliged by federal law to impose any overdue fees (see below) as of the very next day after the end of any loan period already.

The library staff will certainly be of help to you in case of any questions and problems (<https://www.ub.uni-bielefeld.de/ub/contact/#terminals>).

Borrowing / returning items by using Self-Service Units

Borrowing and returning books by using self-service units is possible during the whole opening hours of the library (until 23,50 o'clock at the latest).

Students with a valid UniCard do not need a library password for borrowing any library items when using the new self-service units. These machines, recognisable by the green-lit surface, can be found in the foyer of the departmental libraries in the areas D, T, U as well as in the Building X.



Self-service unit for UniCards

When using self-service units with a barcode scanner the library password is additionally required. Such units can be found in the foyer of the library in the areas D, E, U and V as well as in the Building X. Please note that the return of library items is generally possible without your UniCard. The self-service units for returning any items can be found in the foyer of the departmental libraries in the areas D and U as well as in the Building X.

When borrowing / returning any items by using self-service units, you will receive a receipt which you should check for correctness and keep carefully.

Any loans under special conditions and books ordered via Interlibrary Loan can only be returned at the circulation desks or in the Central Lending Department (<https://www.ub.uni-bielefeld.de/ub/contact/departments/lending.xml>) from Monday to Friday between 8,00 and 18,00 o'clock.

Reservations

If any library item of interest to you is currently lent out, you can make a reservation for it in the library catalogue. Please check beforehand whether the library generally holds several circulating and accessible copies of such item.

As soon as the requested item is available a notification will be sent to you by email or post indicating the time and place of collection. The reservations will be saved for a 7-day period. For a cost-free notification by email please enter your email address in your loan account. Please note that in case of a postal notification postal charges in the amount of 0.70 EUR will be charged to your account.

In your loan account, you can keep track of any completed or outstanding reservations or even cancel them, if necessary.

Extension of the loan period

You are allowed to extend the loan period of a book up to five times at the most, provided that

a) there is no reservation for the latter

b) the loan condition assigned is either 4 or 7 (loan period of 15 days; 5 extensions possible) or 8 or 9 (loan period of 30 days; 5 extensions possible)

Please note that the extension of the loan period shall be made on the last day of the original loan period at the latest, as otherwise any overdue fees will be charged to your loan account.

The "new" loan period will start on the day of extension. Extension of the loan period can be made online by using the appropriate feature in your loan account – simply press the button "Extend loan period".

However, you may also ask for the extension of the loan period at the circulation desks (<https://www.ub.uni-bielefeld.de/ub/contact/#terminals>) by phone, in writing or in person.

Please note that the loan period of any items provided by the interlibrary loan service cannot be extended.

Written requests concerning the extension of loan periods shall be received before the due date.

Address for written requests:

Universitätsbibliothek Bielefeld

Central Lending Department

Postfach 10 02 91

33502 Bielefeld

In any case, you should check your loan account and make sure that your extension requests have been satisfied, as you alone are responsible for a timely extension of the media and should avoid to pay any overdue fees.

Return / Loss / Damage

The return of library items is possible in any of the departmental libraries. You will get a receipt which you should check for correctness and keep for any objections on your part.

In case of loss or damage of any borrowed library item, you shall be obliged to pay compensation plus a handling fee of 25.00 EUR per item. In case of loss, please contact the Central Lending Department (U1-Entrance) or use the notice of loss form made available at <https://www.ub.uni-bielefeld.de/ub/library/help/lostbook/>. In case of any damage, please present the respective item to the Central Lending Department.

Interlibrary loan

Library items which are not available in the stock of Bielefeld University Library can be ordered via interlibrary loan. Orders can be placed from any internet-connected computer in the library. The item will be delivered to the Central Lending Department where you can pick it up. A notification will be sent to you by post or by email as soon as the item requested has arrived.

- Ordering of books via ILL (<https://www.ub.uni-bielefeld.de/ub/library/ordering/>)

Delivery time: 5-10 working days; charges: 1.50 EUR per order; collection from the Central Lending Department during the opening hours (Mon-Fri 08,00 – 18,00 o'clock); return to the Central Lending Department or circulations desks during the opening hours (Mon-Fri 08,00 – 18,00 o'clock)

- Ordering of articles via ILL (<https://www.ub.uni-bielefeld.de/ub/library/ordering/>)
Delivery time: 2-3 working days; charges: normally 1.50 EUR per order plus any additional costs in case of more than 40 copied pages; collection from the self pick-up area of the Central Lending Department (U1) during the entire opening hours of the library; no return necessary
- Document delivery (<https://www.ub.uni-bielefeld.de/ub/library/ordering/>)

Delivery time: normally less than 24 hours; charges: approx. 5-50 EUR plus VAT, depending on the required delivery system; notification by telephone or email; depending on the copyright regulations delivery is either made as pdf file or in paper form for collection from the Central Lending Department during the opening hours (Mon-Fri 08,00 – 18,00 o'clock)

Further service / information:

- Check your orders (<https://www.uni-bielefeld.de/ub/library/ordering/>), click on “check your orders”
View the status of your ILL orders

The costs for each ILL order will directly be debited to your loan account. Please pay the amount due within a four-week period in the Central Lending Department.

Please note: If your email address is not indicated in your loan account, the postage for a notification letter in the amount of EUR 0.70 will be added.

The handling fee will become due on sending off the order irrespective of its fulfilment. If the amount of pages copied is extraordinarily high or the order refers to a valuable volume, any additional charge may be imposed by the delivering library. Please indicate in the order form whether you are prepared to pay any surcharge.

If the item requested is not recorded in the Union Catalogue of the University Library Centre, you can also use the “Free Search form” for ordering. For this purpose, please enter the bibliographic data as accurately as possible. Since this order has to be processed manually, delivery time might be longer.

How do I order a book?

Select the link "Ordering of Books" on the website interlibrary loan (<https://www.ub.uni-bielefeld.de/ub/library/ordering/>) and authenticate yourself by way of your user number (number shown on your UniCard) and password for your loan account. If your search in the Union Catalogue has been successful, a list of libraries holding this item will be displayed. With pressing the button "Interlibrary Loan Request", the bibliographic data will be transferred into an order form. It is here where you have to decide on one of the following order options:

- Ordering a complete volume
- Ordering a copy of an article or a section

In the next step, you may enter more details, e.g. latest delivery date, etc.

As already mentioned, it may happen that your order will entail higher costs, e.g. if more than 40 pages have to be copied, etc. For this purpose, please enter the maximum amount of money you are prepared to pay.

After having successfully sent your order, you will get a receipt from the system showing an order number. Every order placed will immediately appear on your loan account in the “Order/Reservation” field and identified by an eight-digit number.

How do I order a journal article?

Select the link "Ordering of Articles" on the website interlibrary loan (<https://www.ub.uni-bielefeld.de/ub/library/ordering/>) and authenticate yourself by way of your user number (number shown on your UniCard) and password for your loan account. If your search in the Union Catalogue has been successful, a list of libraries holding this item will be displayed. With pressing the button "Interlibrary

Loan Request", an order form where detailed information about the article requested has to be entered will be brought up. Please do not forget to indicate the publication year! The article will be delivered to the Central Lending Department as printed copy. The method of notification upon availability can be selected by you:

- by email
- by post (postage surcharge of 0.70 EUR)

After having successfully sent your order, you will get a receipt from the system showing an order number. Every order placed will immediately appear on your loan account in the "Order/Reservation" field and identified by an eight-digit number.

What happens after I have placed my order?

After your request has been accepted, the system will determine the order of the potential supplying libraries. Several aspects, such as e.g. physical distance and order quantities, are taken into account. If the first library in line cannot provide the item requested, your order will be passed on as long as it is fulfilled. The shipping address is Bielefeld University Library where the item can finally be collected by you. If your order cannot be fulfilled, you will certainly get a notification.

How can I find out about the state of processing?

The current status of processing can be checked at all times by referring to the "Check your order" option.

Can I cancel my order?

Please note that any interlibrary loan order placed can unfortunately not be cancelled.

Where do I collect my orders?

Please collect your orders in the Central Lending Department in the library.

Which items are excluded from interlibrary loan?

The regulations for interlibrary loan in Germany are laid down in the German Lending Rules. These rules also stipulate which items are **not** circulated through interlibrary loan. These include e.g.:

- Items which are located in your library or in a publicly accessible library in your town. In this case, you will get an appropriate message from the system upon ordering.
- Low-cost items available from bookshops. In such case, the costs for processing your order would be higher than the purchase of this item. The current limit is 20.00 EUR.
- Rare items or items of great value, especially dating from the 16th and 17th century. The majority of the libraries even exclude any items published before 1800 from interlibrary loan. However, copying or microfilming the latter is often possible.
- Loose-leaf books and in sheets or single journal issues
- Items of poor condition

Are there any restrictions for usage?

The lending library will be allowed to impose any terms of use with regard to their material, such as usage only in reading rooms, copy prohibition, etc. The borrowing library shall pass these restrictions on to the users.

How long is the loan period?

The loan period will be set individually by the lending library and is normally four weeks. The loan period and - if appropriate - any note for special usage conditions can be seen on the date slip accompanying the item. The loan period cannot be extended!

Where do I return the items?

The items borrowed via Interlibrary Loan can be returned in the Central Lending Department (<https://www.ub.uni-bielefeld.de/ub/contact/departments/lending.xml>) or any circulation desk from Monday to Friday between 8 and 18 o'clock. Please keep the date slip with the item and consider that such items cannot be returned at self-service units.

Who can help me in case of any questions or problems?

Should you need any help, please contact:

- Reference Department
(<https://www.ub.uni-bielefeld.de/ub/search/portals/info.xml>)
(U0, entrance via U1)
Email: info.ub@uni-bielefeld.de or use the service mailbox
(<https://www.ub.uni-bielefeld.de/english/help/service/>)
Phone: +49 (0)521 106-4114
- Central Lending Department
(<https://www.ub.uni-bielefeld.de/ub/contact/departments/lending.xml>)
(U1, entrance of the law library)
Email: zl.ub@uni-bielefeld.de
Phone: +49 (0)521 106-4036

Fees and charges

The fees and charges will be based on the Bielefeld University Library Fee Schedule as amended from time to time:

Item	Details	Amount
Overdue fees	up to 10 days up to 20 days up to 30 days from the 31 st day	2.00 EUR per item 5.00 EUR per item 10.00 EUR per item 20.00 EUR per item
Loss or damage of items	Handling charge	25.00 EUR per item
Interlibrary loan order	Handling charge	1.50 EUR per order (irrespective of its fulfilment)
Postal charges	Notification letters by post	0.70 EUR per letter
Lockers (small)	Key loss	15.00 EUR (plus deposit withheld)
Lockers (large)	Utilization fee Key loss	2.00 EUR 30.00 EUR (plus deposit withheld)

Payments

Payment of any overdue fees, handling charges for interlibrary loan orders and postal charges can be paid in cash in the Central Lending Department or transferred to the following account:

Universität Bielefeld
Landesbank Hessen-Thüringen
IBAN: DE 46 3005 0000 0000 061036
SWIFT-BIC: WELADEDXXX

The reason for payment shall be indicated on the remittance slip as follows:

- 12100301
- your library ID number

Any incoming payments will immediately be recorded on your loan account.

Should you have any objections with regard to your overdue fees, please raise the latter promptly. For this purpose, please always keep the receipts concerning the loan period, extension of loan periods and date of return as a legal proof.

If there are any objections, please send a written request for remission of the fees explaining your reasons and enclosing any appropriate record to:

By post:

Direktion der Universitätsbibliothek Bielefeld
Postfach 10 02 91
33502 Bielefeld

By email: zl.ub@uni-bielefeld.de

In this case, any appropriate record may be handed in later.

Short guide to use various search tools

For books:

a) Library catalogue "Catalogue.plus!"

(https://katalogplus.ub.uni-bielefeld.de/cgi-bin/new_search.cgi?sprache=ENG&art=f)

By using the Catalogue.plus! you can find all books, journals and electronic documents, e.g. e-books, CDs and DVDs held by the university library. The catalogue includes more than 2m printed documents and more than 500,000 online publications.

b) Interlibrary Loan (Metasearch)

(<https://www.ub.uni-bielefeld.de/ub/library/ordering/>)

The use of Metasearch enables you to search in several library catalogues and databases at the same time. If you want to search for a special subject, you may conduct a subject-related search. As a member of Bielefeld University, you are qualified for using several extended features by way of your personal login. To some extent, the documents are available as full text versions. If not, you can see from which library or bookstore the document can be obtained.

Journal articles:

a) Library catalogue "Catalogue.plus!"

(https://katalogplus.ub.uni-bielefeld.de/cgi-bin/new_search.cgi?sprache=ENG&art=f)

When searching the library catalogue Catalogue.plus!, several licensed databases will also be searched in one go. The results will be displayed in the box "Articles and more".

b) Subject Databases (DBIS)

(<https://www.ub.uni-bielefeld.de/ub/search/databases/>)

DBIS, the subject database retrieval system, supplies information from thousands of databases and allows you to search all databases via one user interface. Several databases provide free access and some databases provide search options for journal articles.

c) EZB (<https://www.ub.uni-bielefeld.de/ub/search/databases/>)

The Electronic Journal Database includes thousands of scholarly journals. 50 percent of these journals are available in full text versions for free. As a registered library user, you will get access to a lot of licenced journals. The red, yellow and green dots show you in a simple way whether or not a journal is accessible.

Scholarly internet resources:

a) BASE (<https://www.base-search.net/index.php?!=en>)

The Bielefeld Academic Search Engine, in short BASE, is a search engine that searches millions of scholarly documents included in thousands of sources. The display of search results includes precise bibliographic data, given that these data are provided in the resource. The intellectually selected

resources and the disclosure of any web resources of the "Deep Web" which are ignored by commercial search engines are special features of BASE.

b) PUB – Publication at Bielefeld University (<https://pub.uni-bielefeld.de/>)

The publication server PUB of Bielefeld University contains more than 20,000 publications by academics of all faculties at Bielefeld University. Full texts in combination with valid descriptive data are provided.

Subject-related research:

a) Subject Portals (<https://www.ub.uni-bielefeld.de/ub/search/portals/>)

The Subject Portals at Bielefeld University provide information for your studies sorted by subjects. Apart from any information with regard to contact details of the particular departmental library, you will find a lot of worth knowing information, i.e. about scientific internet resources, trainings and subject databases.

b) The Classified Catalogue

By using the classified catalogue you will get a general idea of the stock of the university library and it is here where you can conduct a subject-based search. Structures and relations between several fields of knowledge are shown in this catalogue. Large fields of knowledge are fragmented into their several sciences which are divided into several topics and terms. You have two options of searching: you can either use the browsing feature (<https://www.ub.uni-bielefeld.de/ub/search/classification/>) or the search screen (see as well <https://www.ub.uni-bielefeld.de/ub/search/classification/>).

Study environments

For your individual studies the following facilities are available in the library at Bielefeld University:

a) Individual study zones

b) PC workstations <https://www.ub.uni-bielefeld.de/ub/learn/space/>

c) Silent areas

See <https://www.ub.uni-bielefeld.de/ub/learn/space/> and choose a button:

Individual Study
Zones

PC Workstations

Silent Areas

For group work the following facilities are available in the library at Bielefeld University:

a) Discussion rooms

- *with SMART Board:*
Main Building: C1-133, E1-151, V1-205
Building X: F1-229
- *with LCD TV and DVD/Blu-ray Player:*
Main Building: E1-151
- *with LCD TV:*
Building X: F1-205, 207, 209, 211, 213, 227, 231, 233 und 235
- *without LCD TV:*
Main Building: C1-127, C1-131, E1-125, E1-137, E1-139, U1-142, U1-214, U1-216, V1-203, V1-207

They are open to every working group free of charge. Reservations can be made in advance.

<https://www.ub.uni-bielefeld.de/ub/learn/space/>

b) Learning zones <https://www.ub.uni-bielefeld.de/ub/learn/space/>

choose a button for topic:

Discussion Rooms

Learning Zones

Research Environ-
ment ZiF

Reading Nook

Printing in the library

Print jobs can be sent from every PC in the library, from your private laptop (the installation of a special printer driver is required) or USB flash drive.

Printing is possible at any of the copy machines available in the library. You can find them in the departmental libraries of the building parts C, D, T, U, V and in the Building X. The printing charges are directly debited to your UniCard.

Photocopying and scanning in the library

There are multifunctional devices for photocopying and scanning in each building part of the main university building as well as in the Building X. They can also be used for printing (<https://www.ub.uni-bielefeld.de/ub/learn/space/> // choose details “photocopying and Scanning”). Book scanners allowing particularly ergonomic and careful scanning are available in the departmental libraries in the building parts C, U0, V and in the Building X. Their exact locations can be found in the site plan of the departmental libraries (<https://www.uni-bielefeld.de/ub/contact/departments/>). Any scans, copies and printouts are settled cashless via your Unicaard. Scanned documents can directly be saved on USB flash drives. Any further scanning functions (download, sending off by email, etc.) are currently in preparation.

Price List (per page)

Type	Price
Scan	2 Cents
Printout/Copy, b/w, size A4	4 Cents
Printout/Copy, colour, size A4	10 Cents
Printout/Copy, b/w, size A3	8 Cents
Printout/Copy, colour, size A3	20 Cents
Coin-operated copiers, b/w, size A4	5 Cents
Coin-operated copiers, b/w, size A3	10 Cents

BITS (Bielefeld IT Service Centre)

ACCOUNT ACTIVATION

For using the services of the BITS (Bielefeld IT Service Centre) at Bielefeld University to their full extent, an **account** will be required. The activation of such account is as follows for students:

Before starting to use the services of the BITS (Bielefeld IT Service Centre) at Bielefeld University, your personal BITS user name is needed which is stored together with your university email address in the PRISMA portal under "My data".

Where can I find my login data for the PRISMA portal?

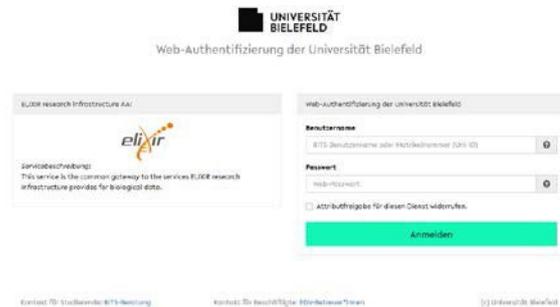
These data can be found on the confirmation of enrolment. The portal can be accessed via [→ https://prisma.uni-bielefeld.de/IDM_SELFSRV-DE/page.axd](https://prisma.uni-bielefeld.de/IDM_SELFSRV-DE/page.axd) by entering the matriculation number as well as the BITS password.

BITS (Bielefeld IT Service Centre) support times for students:
Student User Support
Room V0-215
Mon-Fri 09,30 o'clock to 16,00 o'clock
Phone: +49 (0)521/106-12777
Email: bits@uni-bielefeld.de

WEB AUTHENTICATION THROUGH SHIBBOLETH

For enabling students to access the following services offered by external providers and protected web contents BITS uses the authorization and authentication service Shibboleth.

When logging on to any service provided by an external provider (service provider, SP), you will be taken to the login website of Bielefeld University (Identity Provider, IdP) at first. It is here where you have to enter the personal university login data for being checked by the IdP at first. In case of a successful login, the SP will check with the help of the user data (no passwords) whether access to the services will be granted.



Services for students:

<https://www.tandfonline.com/DATEV>
<https://www.datev.de/students/cms/imanagement> DFN Conf
<https://www.conf.dfn.de/>
 Elixir (https://www.elixir-europe.org/saml_login)
 GitLab (<https://gitlab.uni-bielefeld.de>)
 Lynda (<https://www.lynda.com>)
 Mediawiki
 OpenAIRE (<https://www.openaire.eu>)
 Panopto ([https://uni-bielefeld.cloud.panopto.eu](https://uni-bielefeld.cloud.panopto.eu;);
<https://shibboleth.uni-bielefeld.de/idp/profile/SAML2/Redirect/SSO?execution=e1s1>)
 Sciebo (<https://www.sciebo.de>)

Publishing houses:

ACS Publications (<https://pubs.acs.org>)
 Brill Online Books and Journals (<http://booksandjournals.brillonline.com>)
 Cambridge Core (<https://www.cambridge.org/core>)
 De Gruyter (<https://www.degruyter.com>)
 Duncker & Humblot eJournals (<http://ejournals.duncker-humblot.de>)
 EBSCO (<https://www.ebsco.com>)
 IOP Publishing (<http://iopublishing.org>)
 John Benjamins e-Platform (<https://www.jbe-platform.com/>)
 JSTOR (<http://www.jstor.org>)
 Liverpool University Press (<https://www.liverpooluniversitypress.co.uk>)
 Nature (<https://www.nature.com>)
 Ovid (<http://www.ovid.com>)
 Royal Society of Chemistry (<http://www.rsc.org>)
 Scitation (<http://www.scitation.org>)
 Springer (<https://link.springer.com>)
 Taylor & Francis Online (<https://www.tandfonline.com/>)
 Thieme (<https://www.thieme.com/de-de>)
 Torrossa (<http://www.torrossa.com>)
 V&R eLibrary (<https://www.vr-elibrary.de>)
 World Scientific Publishing (<http://www.worldscientific.com>)

BITS (Bielefeld IT Service Centre) support times for students:

Student User Support
 Room V0-215
 Mon-Fri 09,30 o'clock to 16,00 o'clock
 Phone: +49 (0)521/106-12777
 Email: bits@uni-bielefeld.de

E MAIL ADMINISTRATION

For your email administration the use of the **Webmailer** (<https://www.uni-bielefeld.de/einrichtungen/bits/services/kuz/support/bits-beratung/>) is recommended at Bielefeld University. This email service is available as of the activation of your account. Apart from sending and receiving emails, this service also includes the following features: calendar, tasks, contacts, notes. For any further information, please see the English instructions available at (<https://www.uni-bielefeld.de/einrichtungen/bits/services/kuz/support/bits-beratung/>)

For accessing the Webmailer please note that your user name (also called identification) usually consists of the first letter of your first name and your full last name plus @uni-bielefeld.de
Example for Felix Muster: fmuster@uni-bielefeld.de

Remark: Please note that you should exclusively use your university email account for all matters related to your study programme. Moreover, forwarding emails to any external provider is not allowed.

BITS (Bielefeld IT Service Centre) support times for students:
Student User Support
Room V0-215
Mon-Fri 09,30 o'clock to 16,00 o'clock
Phone: +49 (0)521/106-12777
Email: bits@uni-bielefeld.de

PASSWORD CHANGES

I.) PASSWORD CHANGE IN THE PRISMA PORTAL (Identity Management – IDM)

The combination of the user name and password allows the access to personal data and resources. For this reason, the login data should be kept in strict confidence! Another security measure involves the regular change of the password. It should be changed at least once a year.

1) First of all, please open the website <https://prisma.uni-bielefeld.de>. Please enter your matriculation number as well as your password (your initial password is the one shown on your confirmation of enrolment).

2) Please click on **Change passwords** in the menu.

3) A list of your personal access rights (accounts) is shown here. Please note that different passwords may be allocated for the different target systems. In these instructions, the password change is shown in an exemplary manner for all accounts at the same time. With clicking on **Select all**, all accounts will be selected; then, please click on **Set password** at the bottom.

UNIVERSITÄT BIELEFELD
PRISMA - das Identity Management Portal der Universität Bielefeld

Einkaufswagen deutsch Abmelden

PRISMA
Meine Daten
UniCard
Kontenübersicht
Passwörter ändern
Abmelden

IT Shop
Bestellen
Verlängern
Abbestellen
Einkaufswagen
Bestellhistorie

Meine Aufgaben
Offene Bestellungen
Offene Anfragen
Genehmigungshistorie

Passwörter ändern

Im Folgenden können Sie für Ihren IDM-Zugang und für Accounts, die vom IDM verwaltet werden, ein neues Passwort festlegen.

Alle wählen

Anmelden am Identity Manager Portal Historie			
Passwort ändern für	Logname	Angelegt am	Beschreibung
<input type="checkbox"/> PRISMA (Identity Management Portal)	30.10.2011 09:45:51	Anmeldung für das Identitymanagement System

Anmelden an PCs, E-Mail-Postfächern und weiteren Windows- und Active Directory-Diensten (1) Historie			
Abteilung	Logname	Erstellt am	Beschreibung
<input type="checkbox"/> Fakultät für Biologie	01.06.2018 06:35:13	Normales Konto - Automatische Bestellung aufgrund einer Statusänderung. Person ist nun Mitglied in der Rolle Mitarbeiter bzw. Studierende

Weitere angeschlossene Systeme Historie			
Passwort ändern für	Benutzername	Erstellt am	Beschreibung
<input type="checkbox"/> Netzzugang (WLAN-Eduroam/VPN/...) @uni-bielefeld.de	14.07.2020 13:55:47	Eduroam/VPN Konto
<input type="checkbox"/> Web (Shibboleth)	15.10.2015 08:29:16	Dies ist ein zentraler Authentifizierungsservice der Universität. Weitere Informationen und angeschlossene Dienste Seit März 2019 können Studierende das Login auch für eKVV, Prüfungsvorbereitung, Lernräume und das Bewerbungs- und Statusportal verwenden.

Alle wählen

Hinweis: Auf dieser Seite können Sie nur die Passwörter der BenVW-Rechte mit folgender persönlicher Kennung ändern: `atfesch@6`. Für alle anderen Rechte innerhalb der BenVW verwenden Sie bitte direkt die [Benutzerverwaltung](#).

Passwort setzen

4) A summary of the accounts selected will be displayed. The **new password** has to be entered here and **saved**. A new password can be suggested by using the button "Generate Password".

Passwort setzen

Zielsystem	Benutzername	Passwortregel erfüllt	Passwortregel
	██████████	✘	ℹ
eKVV	██████████	✘	ℹ
Email	██████████@uni-bielefeld.de	✘	ℹ
Homepage/CMS	██████████	✘	ℹ
Netzzugang/Network Access (WLAN-Eduroam/VPN/...)	██████████@uni-bielefeld.de	✘	ℹ
PRISMA (Identity Management Portal)	██████████	✘	ℹ
Web (Shibboleth)	██████████@uni-bielefeld.de	✘	ℹ

Neues Passwort:

Wiederholung:

←

Passwort generieren Speichern Abbrechen

5) In case of successful change of the password, please confirm the message by clicking on **OK**.

Die Daten wurden erfolgreich gespeichert.

OK

Please note that with this password change the library password for the borrowing account and interlibrary loan has not been changed. The latter has to be changed using the following link:
<https://www.ub.uni-bielefeld.de/ub/library/loan/>

BITS (Bielefeld IT Service Centre) support times for students:
Student User Support
Room V0-215
Mon-Fri 09,30 o'clock to 16,00 o'clock
Phone: +49 (0)521/106-12777
Email: bits@uni-bielefeld.de

P RIVATE NETWORK DRIVE

Please note that this is a short information on getting access to the network drive. For more information please see <https://www.uni-bielefeld.de/einrichtungen/bits/services/infra/p-laufwerk/>

Network drive connection under Windows 10

Access to the network drives shall be possible both from the campus network and externally, provided that the computer has first been connected by LAN, WLAN or VPN with the network of Bielefeld University.

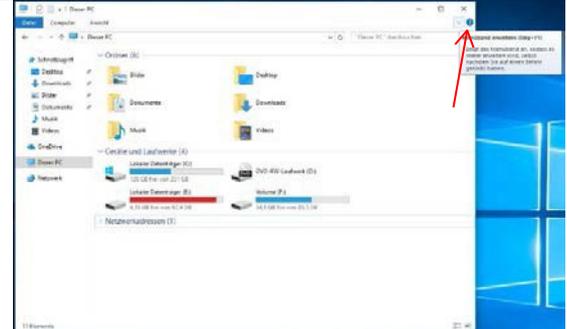
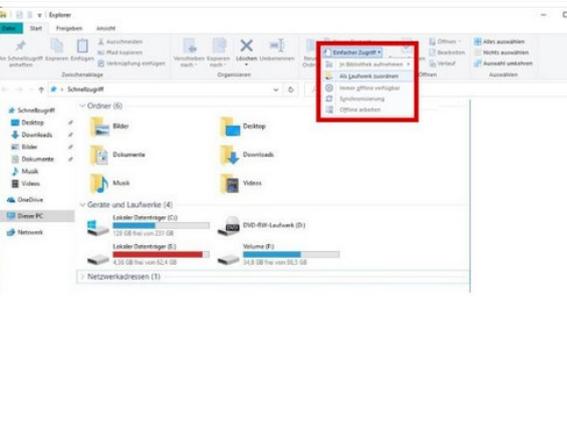
Connect network drive

From the input request (cmd) a network drive can be connected with the following command:

- netuse P:\\fs-home.uni-bielefeld.de\home\“username“/User:ad\“username“

After having confirmed the entry as well as having entered the BITS password, the network drive will be available. The letter chosen before will become the drive designation (“p” in the example above).

Alternatively, the network drive may also be connected via the Explorer:

	<p>In the upper right corner of the Windows Explorer (This PC), the menu bar can be extended with the help of the arrow.</p>
	<p>In the advanced menu, click Simple Access > Map as Drive.</p>
	<p>In this window, details of the integration will be specified.</p> <ul style="list-style-type: none"> > Drive: Freely selectable > Folder: \\fs-home.uni-bielefeld.de\home\“username“ „username“ stands for the respective BITS user name <p>For establishing the connection, please click on “Complete”.</p>

	<p>The following has to be entered:</p> <ul style="list-style-type: none"> > User name: ad\BITS username > Password: BITS password <p>With clicking on OK, the entries will be confirmed.</p>
--	--

View of the Explorer

	<p>After a successful connection, the network drive will open up in a new window. The letter chosen before is used as drive designation.</p>
--	--

Disconnect the network drive

From the input request (cmd) a network drive can be disconnected with the following command:

- net use p: /delete

After having confirmed the entry, the network drive will no longer be available. The letter chosen before is used as the drive designation ("p" in the example above).

Alternatively, the network drive may also be disconnected via the Windows Explorer:

	<p>All existing connections are listed under "This PC" in the "Network addresses" section.</p> <p>The previously connected network drive can be disconnected again by right-clicking on it and selecting "Disconnect".</p>
--	--

Network drive connection under Windows 8 / Windows 7 / Vista

Please contact the BITS support in order to get information on getting a network drive connection under older Windows versions.

Network drive connection under Mac OS X

Please note that this is a short information on getting access to the network drive. For more information please see <https://www.uni-bielefeld.de/einrichtungen/bits/services/infra/p-laufwerk/anleitung/netzlaufwerk-unter-macos/index.xml>

Network drives can be accessed both from the campus network and externally. However, it is a prerequisite that the computer has previously been connected to the Bielefeld University network via [LAN](#), [WLAN](#) or [VPN](#).

1. Establish LAN/WLAN connection with eduroam or via VPN to university.
2. **Connect network drive**

To set up the connection, proceed as follows:

- Open Finder
- Press Command + K (the window "Connect to server" opens).
- Enter

"

smb://AD; "username"@fs-home.uni-bielefeld.de/home/"username"

"into the field "Server address".

"username" stands for the respective BITS user name.

Example:

smb://AD;mmuster@fs-home.uni-bielefeld.de/home/mmuster

- After entering the BITS password, all subfolders of fs-home.uni-bielefeld.de/home are opened first. This is very time consuming as fs-home currently contains over 30000 folders.
- Among the listed folders you will also find your own network drive (with full read and write permissions), whose name corresponds to the BITS user name.
- The best thing to do now is to create an alias on the desktop: Drag the directory, press "ALT + Command" and drop it on the desktop.

Network drives of faculties/departments:

If you do not know the correct path for a group drive, please ask the responsible [IT](#) supervisor.

3. To avoid that the entry "HOME" is accessed by mistake in the favorites bar (very time consuming) you should delete this entry and only use the ALIAS for access.
Additionally you should deactivate the option "Connected Servers" via "Finder > Preferences > General", so that the connection "HOME" is also no longer displayed on the desktop.

For more information please see <https://www.uni-bielefeld.de/einrichtungen/bits/services/infra/p-laufwerk/anleitung/netzlaufwerk-unter-macos/index.xml>

PUBLIC PC WORKSTATIONS

At about 250 public computer workstations offering direct Internet access, students of Bielefeld University are allowed to surf the Internet, do Internet searches, print or even use the email service free of charge. All these PC workstations made available within the scope of this service are equipped with a Windows operating system including a standardized software package and an updated virus protection programme.

Apart from course rooms and rooms for group work, the following rooms are particularly available to students:

Room	PCs	Scanner
V0-101	38	2
V0-218	48 + 1 work station for handicapped people	2 + 1 document reader

In addition to the aforementioned rooms, there are also PCs in the departmental libraries having the same software equipment like those of the PC pool.

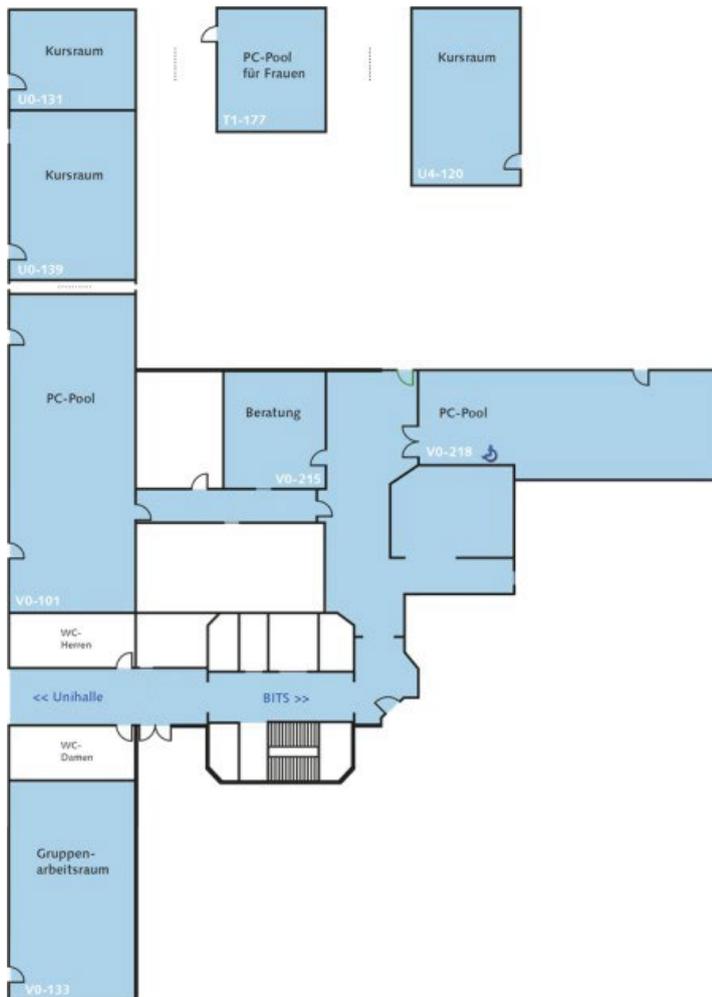
Opening hours:

Room	Mon - Fri	Weekend and public holidays
V0-101	7,00 o'clock–22,00 o'clock	8,00 o'clock–22,00 o'clock
V0-218	7,00 o'clock–22,00 o'clock	8,00 o'clock–22,00 o'clock

Please note that the PCs in the departmental libraries are accessible during the office hours of the library.

Current data on public pc workstation can be found here
https://www.uni-bielefeld.de/einrichtungen/bits/services/as/pc-raeume/#comp_00005d01ae26_00000026f5_5589

Site map:



BITS (Bielefeld IT Service Centre) support times for students:
Student User Support
Room V0-215
Mon-Fri 09,30 o'clock to 16,00 o'clock
Phone: +49 (0)521/106-12777
Email: bits@uni-bielefeld.de

VIRUS PROTECTION

The virus scanner “Sophos Anti-Virus” is available for free download to all university members having an account with Bielefeld IT Service Centre (BITS). The use is allowed for both official and private purpose.

Information on use and installation can be found under <https://www.uni-bielefeld.de/einrichtungen/bits/services/aus/virenschutz/>

Configuration of Sophos Anti-Virus Updates

For automatically receiving any current virus signatures after the installation of Sophos Anti-Virus the so-called update addresses need to be configured. For this purpose, please contact the BITS support:

BITS (Bielefeld IT Service Centre) support times for students:

Student User Support

Room V0-215

Mon-Fri 09,30 o'clock to 16,00 o'clock

Phone: +49 (0)521/106-12777

Email: bits@uni-bielefeld.de

V PN (VIRTUAL PRIVATE NETWORK)

Via VPN access (Virtual Private Networking), the BITS enables students and employees worldwide access to special services of Bielefeld University such as research databases of the library or the personal network drive.

To establish a VPN connection to Bielefeld University you need a VPN client. The client software (Cisco AnyConnect VPN client) is provided for Windows, MacOS and Linux operating systems such as smartphones/tablets.

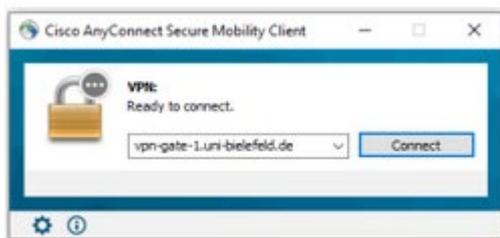
-> [Download](#)

(Download for smartphones/tablets in the respective appstore)

Before downloading, please check whether the Cisco AnyConnect client is perhaps already installed on the (business) computer. In the Windows Start menu or under Programs. An installation is then no longer necessary.

Enter server address

Important: To connect to the VPN server of the university, this server address must be entered in the AnyConnect client: `vpn-gate-1.uni-bielefeld.de`



For installation instructions of Cisco AnyConnect VPN-Client please see <https://www.uni-bielefeld.de/einrichtungen/bits/services/infra/vpn/>

BITS (Bielefeld IT Service Centre) support times for students:

Student User Support

Room V0-215

Mon-Fri 09,30 o'clock to 16,00 o'clock

Phone: +49 (0)521/106-12777

Email: bits@uni-bielefeld.de

WLAN Access

BITS operates a campus-wide WLAN radio network. Three networks are offered on the campus of Bielefeld University, which can be used either by members of the university (eduroam) or guests (guest, Bi-free).

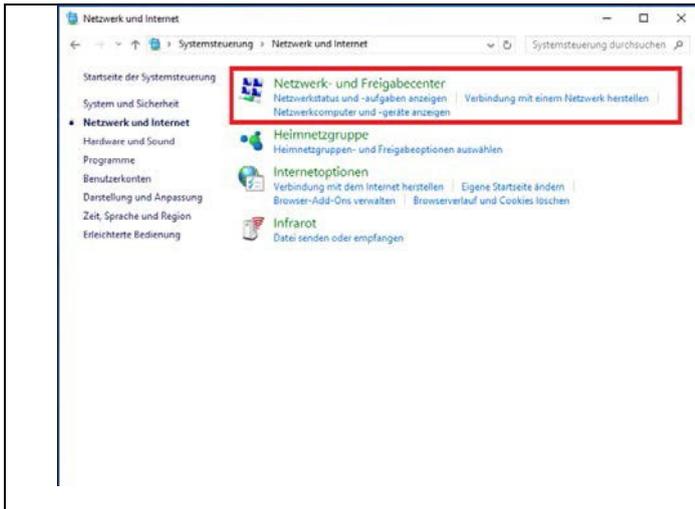
Users have the option of connecting devices to the data network via the WLAN and using the services offered there.

a) WLAN Access under Windows 10 (extended configuration)

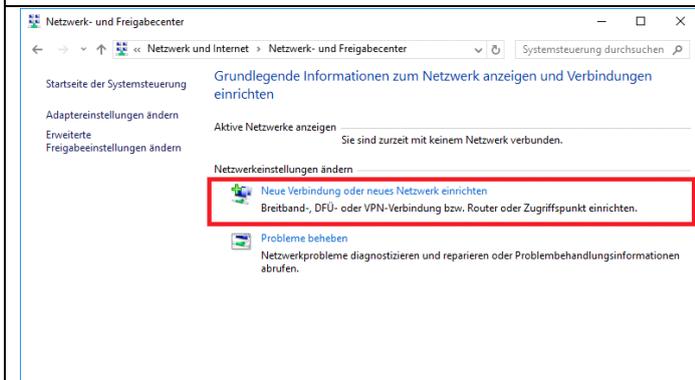
Please find below the steps for setting up a WLAN connection under Windows 10.

First of all, the WLAN adaptor has to be activated. The latter will search for any WLAN networks available within the environment of the mobile gadget.

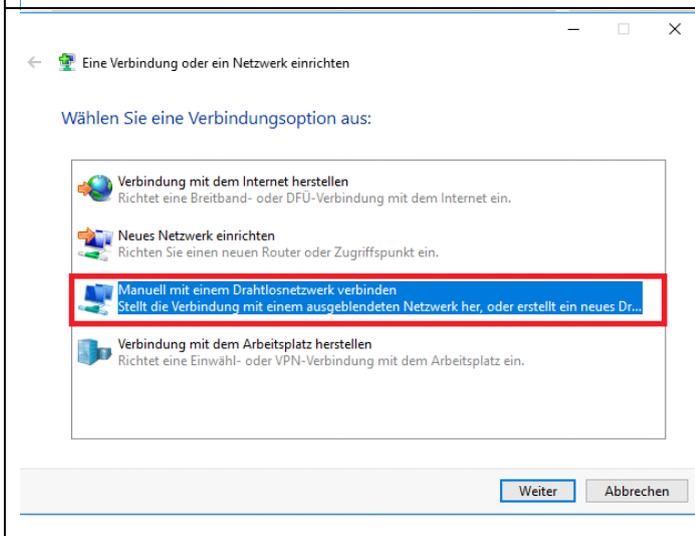
	<p>First of all, the control panel needs to be opened.</p>
--	---



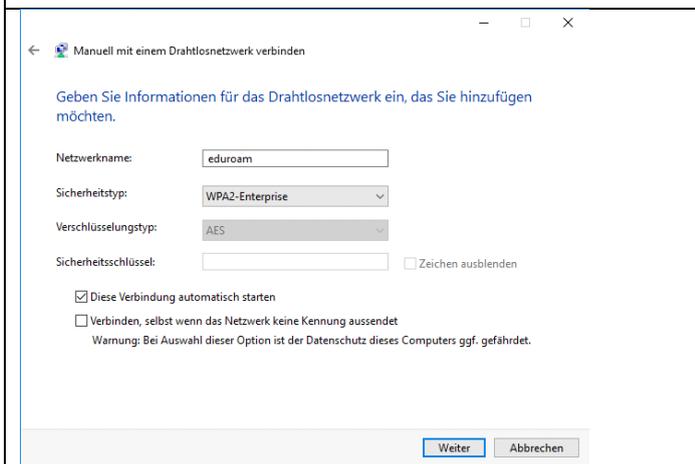
Please select the option “**Network and Sharing Centre**” in order to carry out an extended configuration.



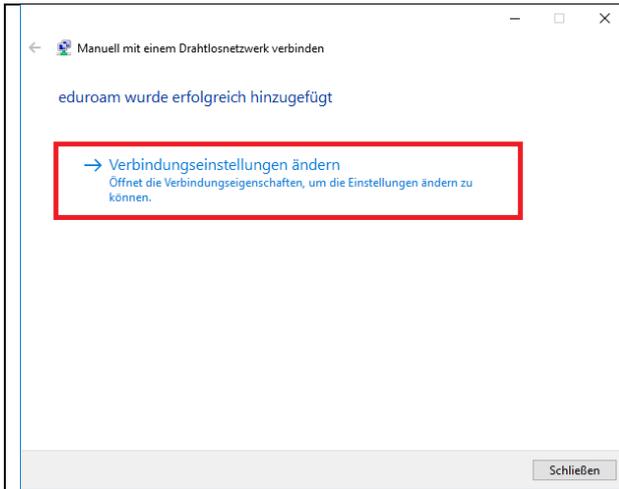
Please continue by using the option “**Set up new connection or new network**”



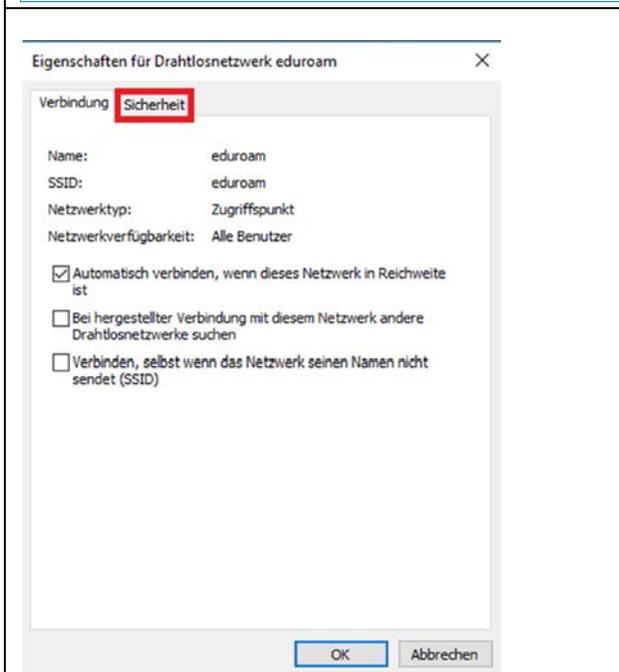
With clicking on “**Manually connecting with a wireless network**” the extended configuration will be started.



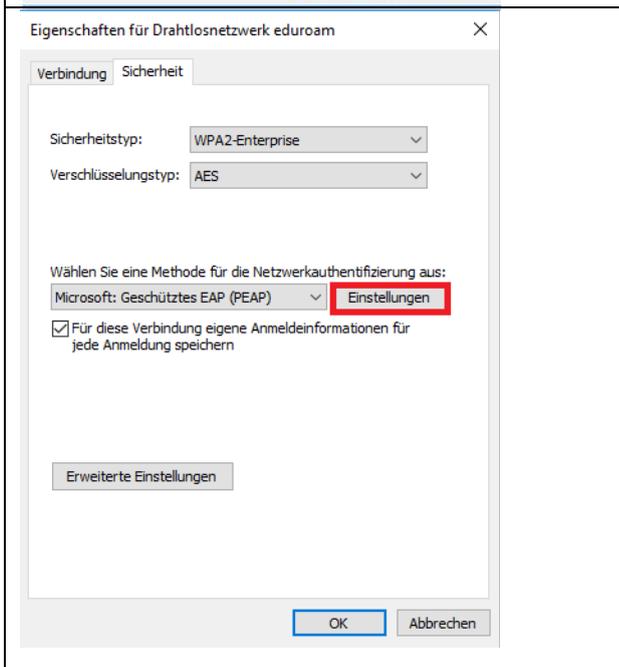
- Network name: eduroam
- Security type: WPA2-Enterprise
- Encryption type: AES



The button “**Change connection settings**” serves to furnish any further details.



Please change to the tab “**Security**”.



Please go via “**Settings**” to the next window.

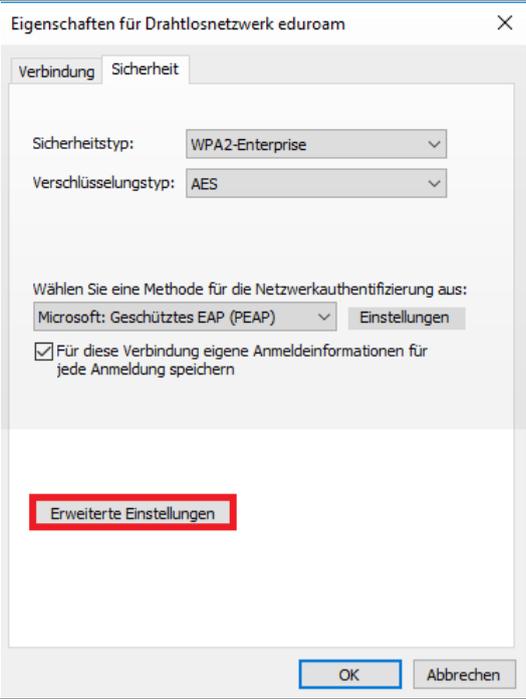
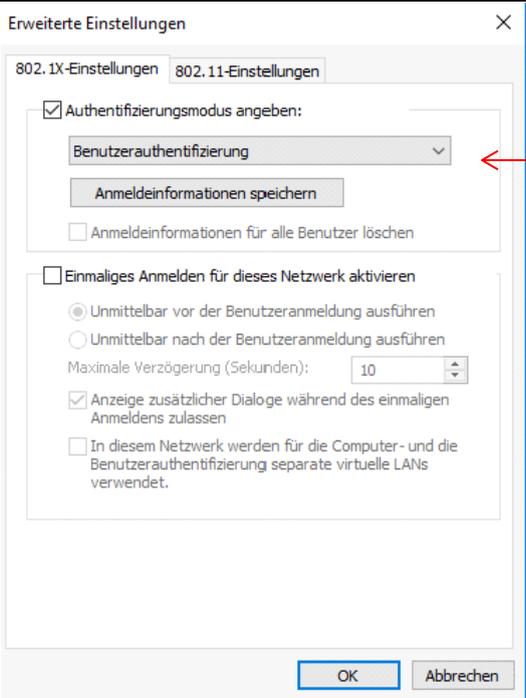
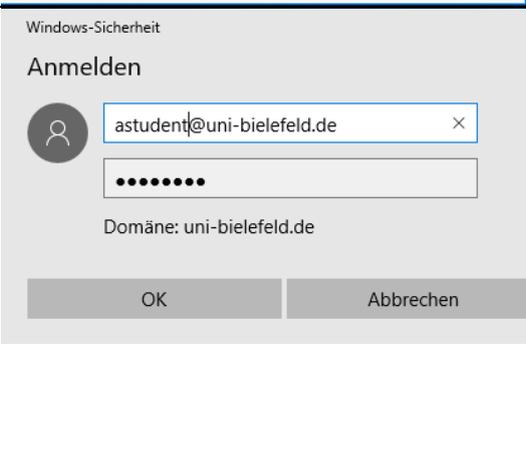
Please tick the box **“Establish connections with these servers”** and enter the following server address:
eduroam.uni-bielefeld.de

Please select the **server certificate** required for Bielefeld University by marking the latter.

Please tick the box **“Activate identity protection”** and enter **eduroam** in the box next to it.

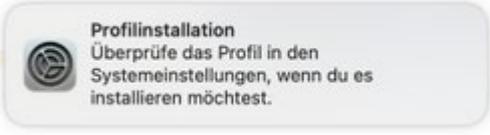
Finally, please select **“Configure”** to change to the next window.

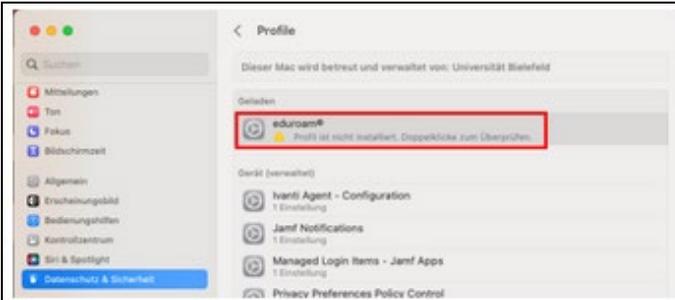
Please **remove** the tick in the property window and confirm by clicking on **OK**.

	<p>Please open “Extended settings” in order to enter the login details for the WLAN.</p>
	<p>Please select “User authentication” as authentication mode and click on “Save login details”.</p>
	<p>The following data have to be entered in the login window:</p> <p>User name: BITS User name@uni-bielefeld.de</p> <p>Password: BITS password</p> <p>Please click on OK in order to confirm the data entered. Any further windows opened can also be closed by clicking on OK.</p> <p>Should the WLAN connection not be established automatically, eduroam needs to be selected in the WLAN list.</p>

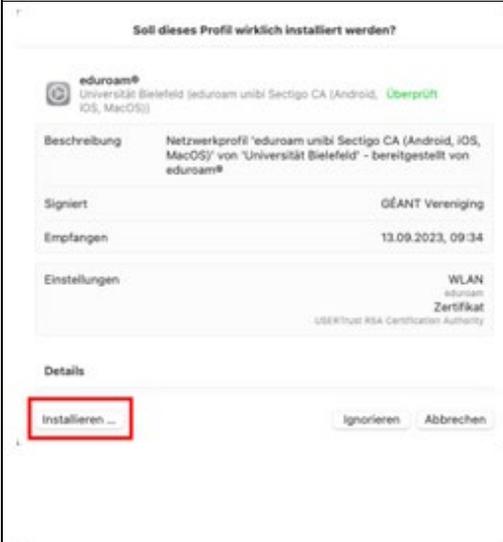
b) WLAN Access under Mac OS X

For establishing a WLAN connection under Mac OS X, please follow the steps below:

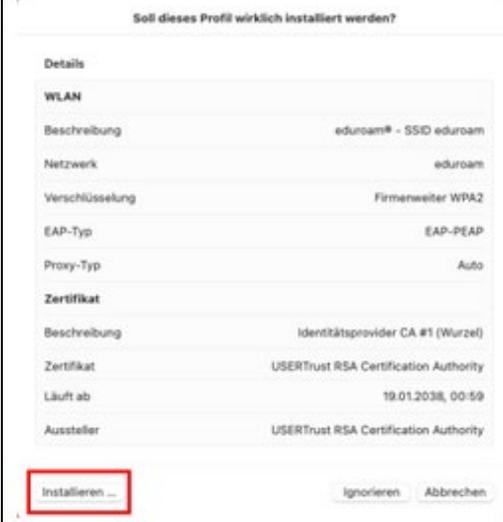
	<p>In order to get all the required and current configuration settings directly preset, the eduroam tool CAT must first be downloaded: https://cat.eduroam.org/?idp=5109</p> <p>Select the profile eduroam unibi Sectigo CA (Android, iOS, MacOS) and then download eduroam via the big button.</p>
	<p>Allow the download of the tool.</p>
	<p>Open / Click on the downloaded file in the browser downloads</p>
	<p>If this message appears, you must switch to the Mac's settings on your own.</p>

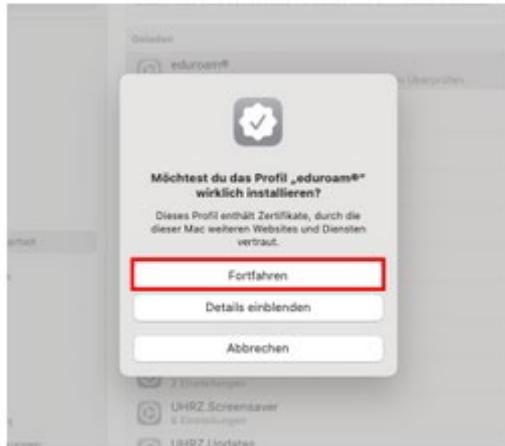


Open the **profiles** under **Data protection & security** and double-click the **eduroam** profile.

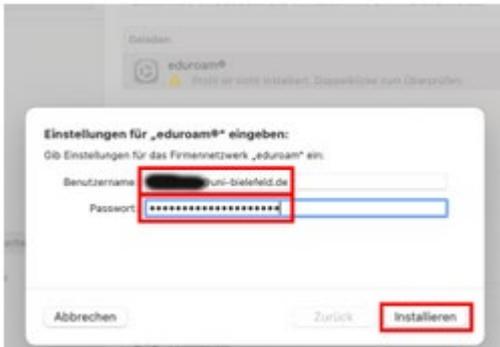


Go to **"Install ..."**.





Click on **Continue**.

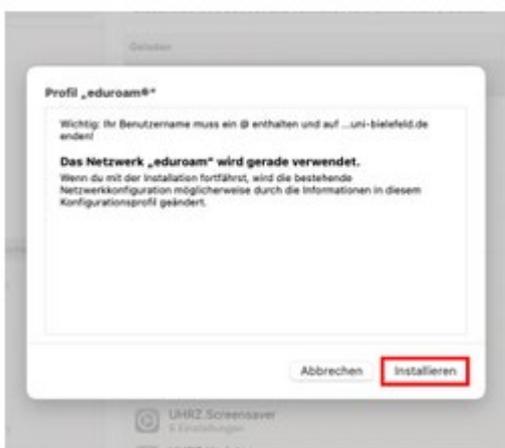


The **personal access data** must be entered here.

Username:
-> **BITS-Loginname@uni-bielefeld.de**

Password:
-> Personal **network password**

Then confirm with **Install** .



Finally, click on **Install** again.

The eduroam WLAN is now set up and can be used.

c) WLAN Access under Android 11

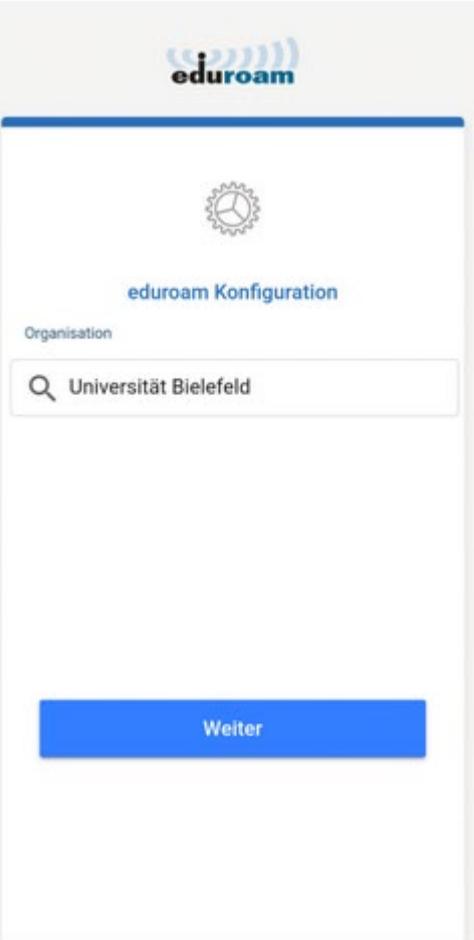
As of Android 11, the geteduroam app must be used. Older Android versions continue to use [eduroamCAT](#).

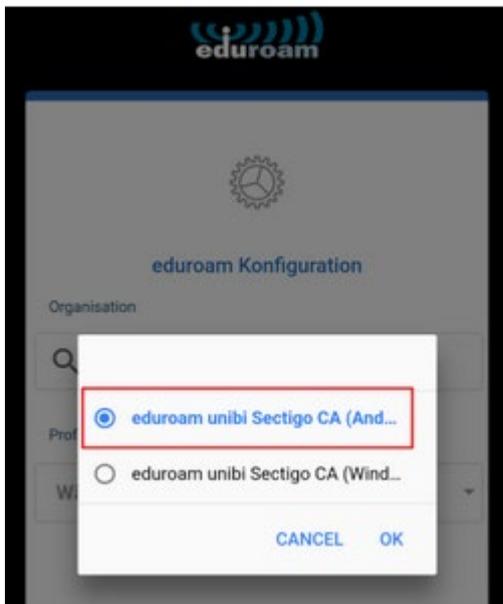
If an upgrade from Android 10 to 11 has been made:

- Uninstall the eduroamCAT app.
- Remove the WLAN eduroam from the list of saved WLANs.

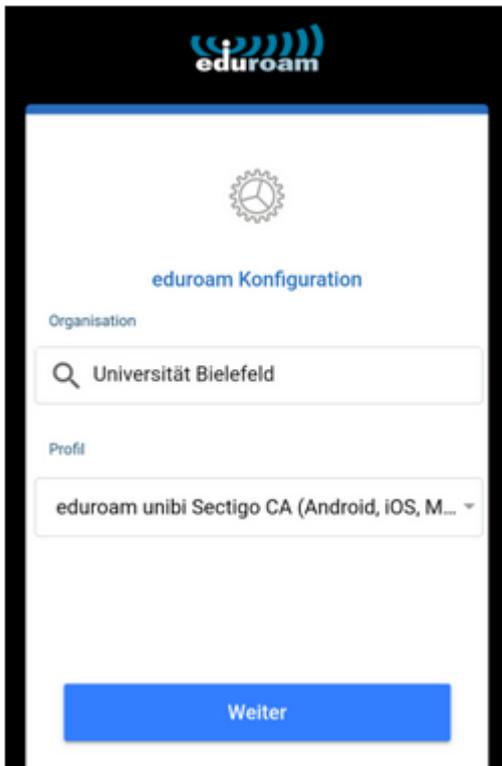
The first step is to download the geteduroam app from the PlayStore:
<https://play.google.com/store/apps/details?id=app.eduroam.geteduroam>

All security settings and the certificate are automatically set up via the app.

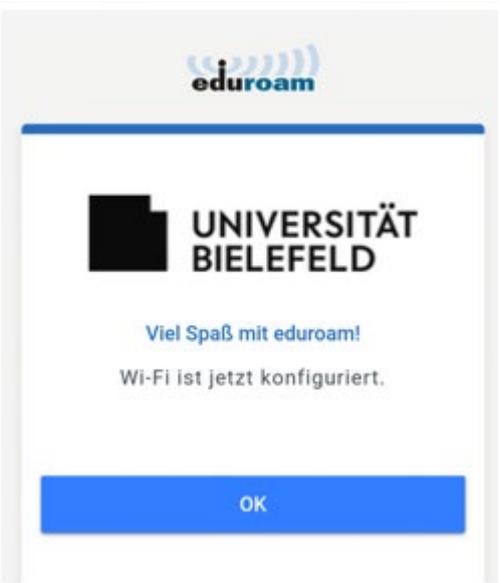
	<p>Then open the app</p>
	<p>When opening for the first time, search for "Bielefeld University" in the Organization field.</p> <p>Then click on Next.</p>



Under **Profile** , select the upper"**eduroam unibi Sectigo CA (And...)**".



Confirm with **Next**.

Klicken Sie hier für Unterstützung'." data-bbox="135 71 448 502"/>	<p>The personal login data is now entered here:</p> <p>Username: -> BITS-Benutzername@uni-bielefeld.de</p> <p>Password: -> BITS password</p> <p>Then go to CONNECT TO NETWORK.</p>
	<p>The WLAN eduroam has now been configured and a connection can be established.</p>

Note on Android 13

Some devices with **Android 13** may have problems with the configuration using the geteduroam app. A screen lock is requested or "loss of profile" is displayed. In these cases, eduroam must be **set up manually**.
-> [Instructions](#)

d) WLAN Access under iOS



20:05

eduroam

Configuration Assistant Tool

Universität Bielefeld [andere auswählen](#)

Bitte wählen Sie Ihre Benutzergruppe aus

eduroam unibi Sectigo CA

WLAN eduroam mit neuem Server- und Root-Zertifikat

Bei Problemen wenden Sie sich bitte an Ihre Organisation:
E-Mail: bits@uni-bielefeld.de
Tel: +49 521 106-12777

 **Laden Sie Ihr Installationsprogramm herunter für Apple Gerät**

eduroam ←

[See more installer information](#)

[Einen anderen Installer auswählen](#)

eduroam CAT - Version

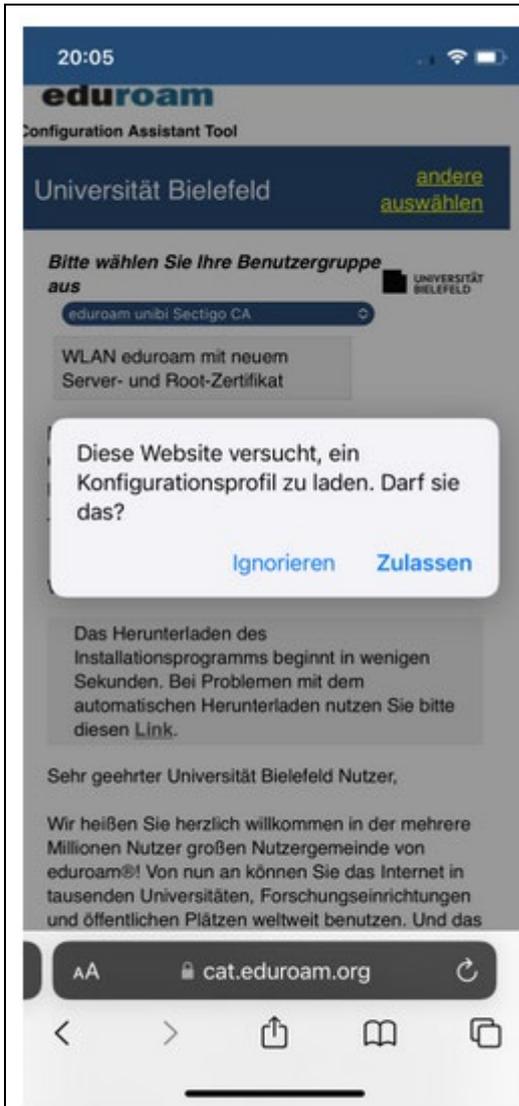
[eduroam@Datenschutzerklärung](#)

GEANT

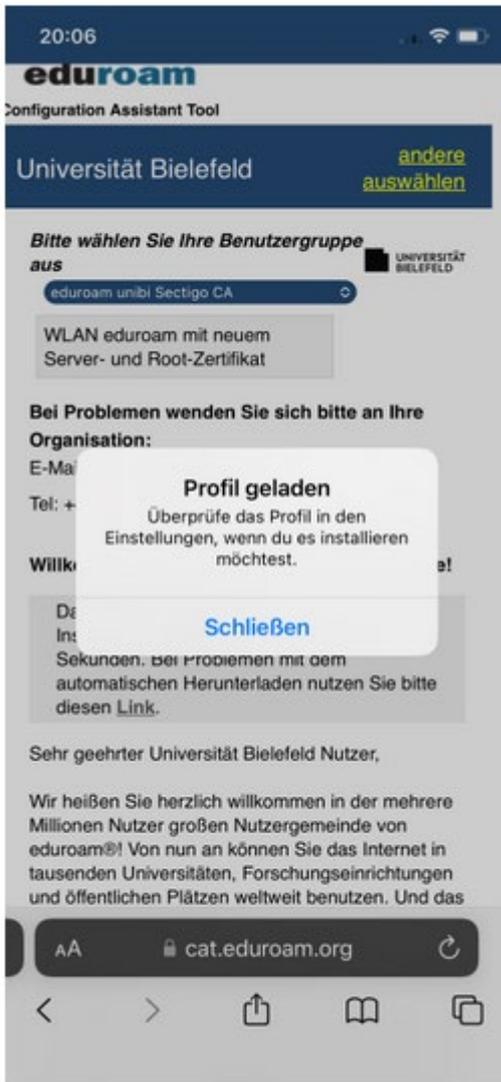
cat.eduroam.org – Privat

In order to get all the required and current configuration settings directly preset, the eduroam tool CAT must first be downloaded: <https://cat.eduroam.org/?idp=5109>

Select the profile **eduroam unibi Sectigo CA (Android, iOS, MacOS)** and then download **eduroam** via the big **button**.



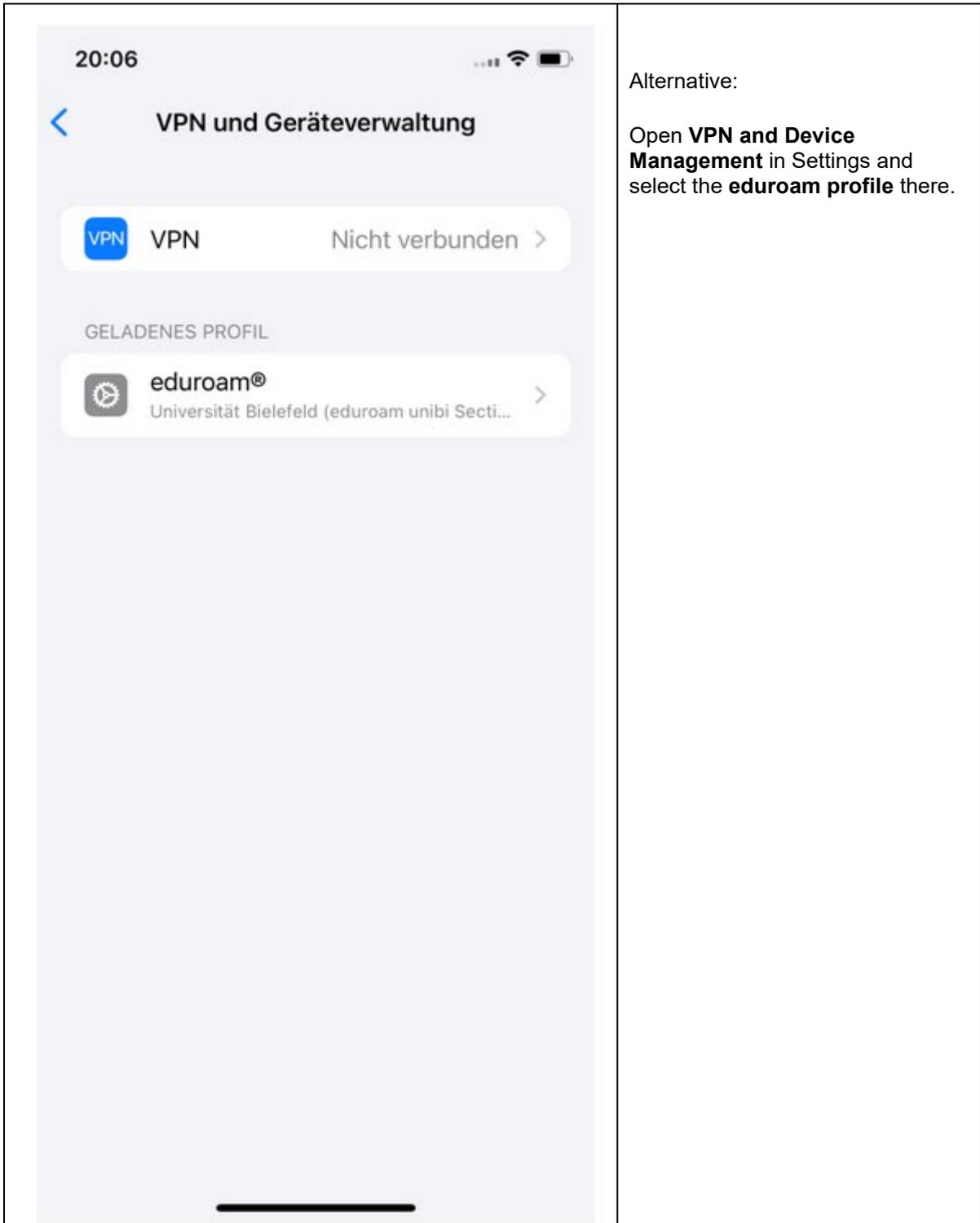
Allow the download of the tool.



If this message appears, you must **switch to the iOS settings on your own.**

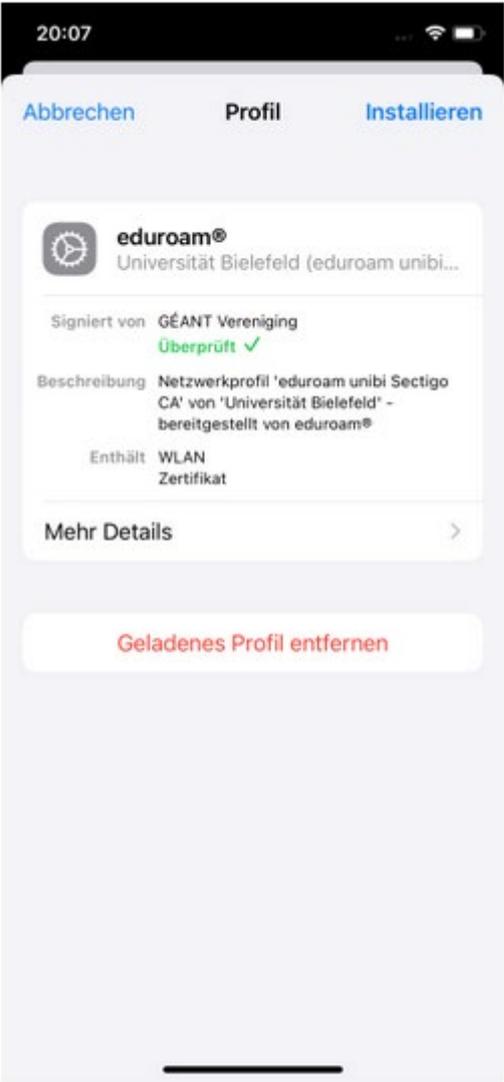


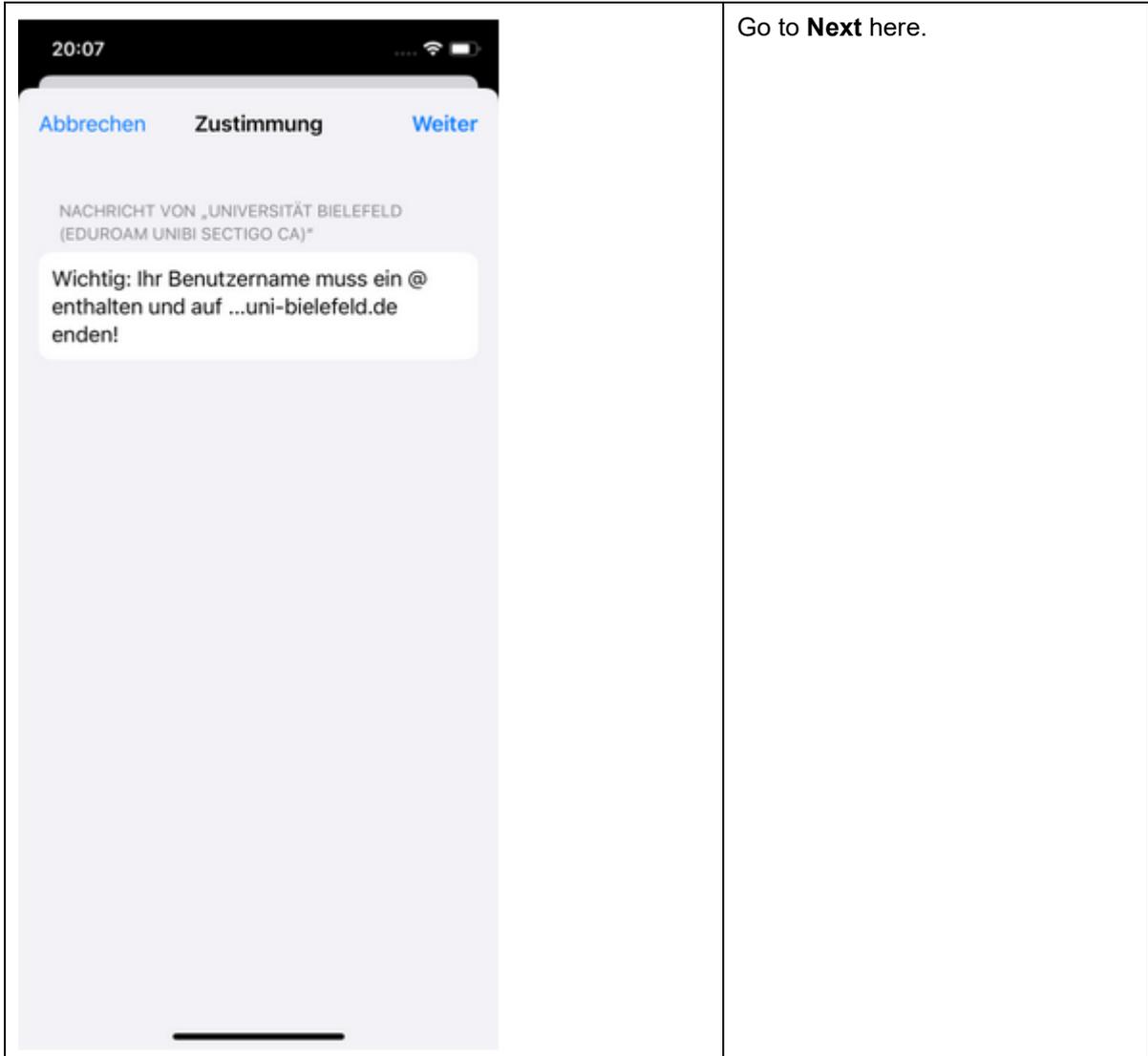
In the iOS settings, go to **Profile Loaded** and select the **eduroam profile** there.

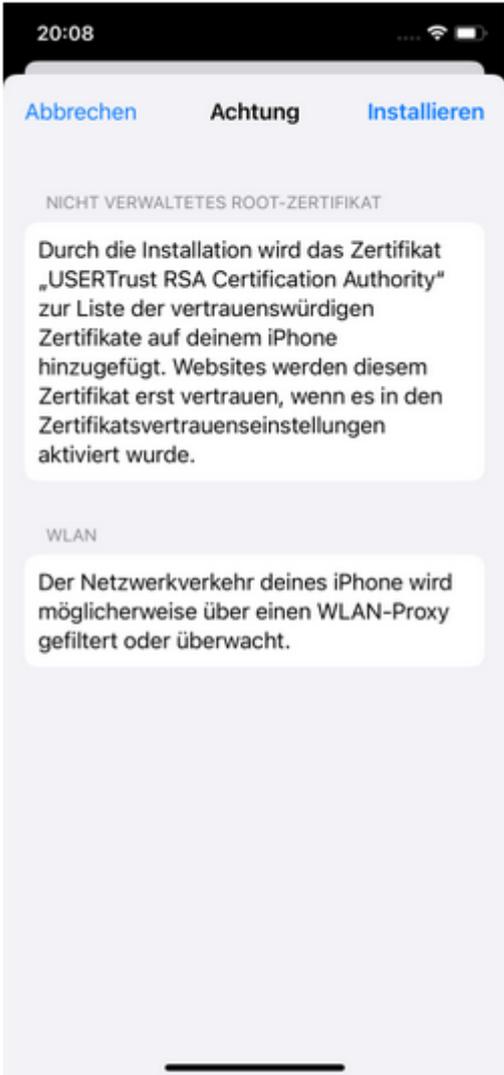


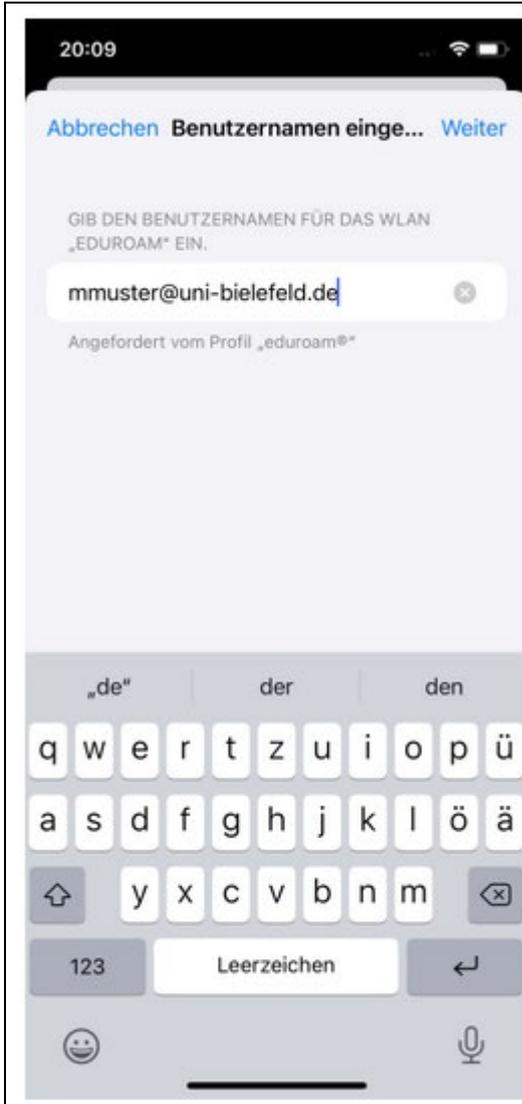
Alternative:

Open **VPN and Device Management** in Settings and select the **eduroam profile** there.

	<p>Install the profile.</p>
--	------------------------------------



 <p>The screenshot shows an iPhone warning dialog with a black status bar at the top displaying the time 20:08 and signal strength. The dialog has three buttons at the top: 'Abbrechen' (Cancel), 'Achtung' (Warning), and 'Installieren' (Install). The main text is divided into two sections: 'NICHT VERWALTETES ROOT-ZERTIFIKAT' (Unmanaged Root Certificate) and 'WLAN' (Wi-Fi). The first section explains that installing the certificate will add it to the list of trusted certificates on the iPhone, but websites will only trust it if the certificate trust settings are activated. The second section warns that network traffic might be filtered or monitored via a Wi-Fi proxy.</p>	<p>And click Install again.</p>
---	--

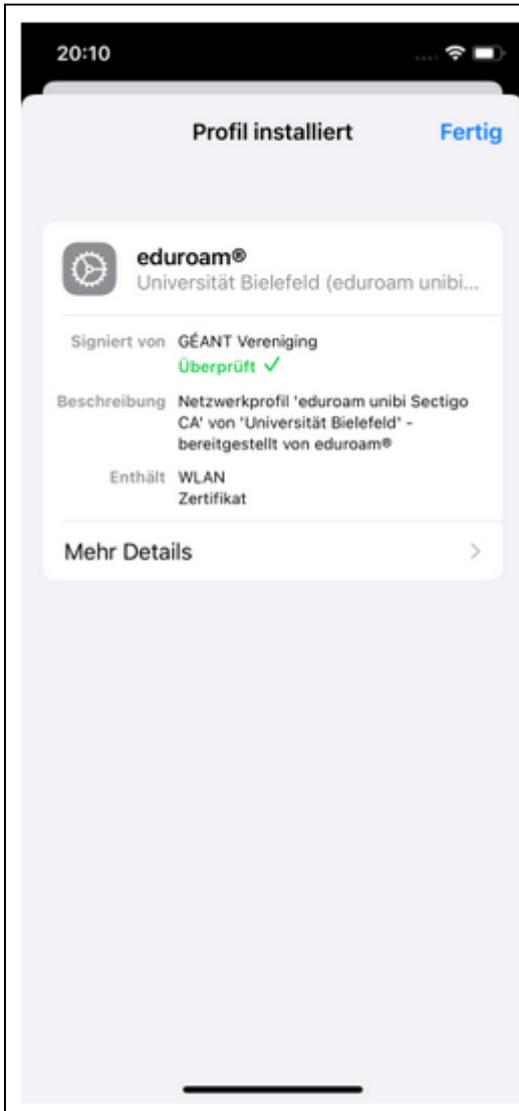


Now the **personal access data** must be entered.

Username:
-> **BITS-Loginname@uni-bielefeld.de**

Then confirm with **Next** .

	<p>Password: -> Personal network password</p> <p>Then confirm with Next .</p>
--	--



Finally, click on **Done** again.

The eduroam WLAN is now set up and can be used.

For more information, requirements, support and further instructions please see <https://www.uni-bielefeld.de/einrichtungen/bits/services/infra/wlan/>

BITS (Bielefeld IT Service Centre) support times for students:
Student User Support
Room V0-215
Mon-Fri 09,30 o'clock to 16,00 o'clock
Phone: +49 (0)521/106-12777
Email: bits@uni-bielefeld.de

INTERNATIONAL OFFICE AND OTHER COUNSELLING FACILITIES AT BIELEFELD UNIVERSITY

Among others, the tasks of the International Office at Bielefeld University are as follows:

- Initial consultation of prospective international students
- Support service for international students
- Awarding scholarships to German and international students

In addition to many services and facilities at Bielefeld University that are available to all students, the International Office offers a wide range of special services to help international students to adjust to their new surroundings.

- Regular office hours for international students

Ms Ulrike Magarin, International Office, Room D0-144; Email: issc-io@uni-bielefeld.de

- Accommodation service: The IO provides guidance for degree-seeking students

Email: issc-io@uni-bielefeld.de

Erasmus and other cooperation students (see also chapter “Accommodation”).

International Office,

Email: wohnen-io@uni-bielefeld.de

- Welcome centre

Contact for international PhD students and visiting scientists

Contact details:

Monika Bokermann

Welcome Centre

Room C5-129

Email: welcome@uni-bielefeld.de

Office hours:

Welcome Center Service Desk

Please see the PEVZ for opening hours of the Service Desk

Individual zoom consultation via prior appointment: welcome@uni-bielefeld.de

- Center for German courses (Deutschlernzentrum) PunktUm
Information can be found under
<https://uni-bielefeld.de/themen/punktum/studienbegleitung/alltagssprache-de/>
- Contact for general information and questions concerning application, admission and enrollment, please mail to
application@uni-bielefeld.de
- Specific questions of master students concerning application, admission and enrolment
master-international@uni-bielefeld.de

Events for international students are regularly accessible via the following link: <https://www.uni-bielefeld.de/studium/studieninteressierte/international/studium-mit-abschluss/veranstaltungen/>

- A varied leisure programme (see <https://www.uni-bielefeld.de/studium/studieninteressierte/international/studium-mit-abschluss/>, “Connect and Discover”) with many organized trips to cities in Germany, film nights, game evenings, etc. This programme is updated on a regular basis.
- Campus life
Bielefeld University is an excellent place - not only for your studies, but also for your leisure time and for the breaks in between lectures. Whatever you are interested in, be it sports, music, art or the involvement in political or social groups, the great variety of activities, clubs and events on campus leave no room for boredom. Joining clubs and taking part in sports also offers great opportunities to find new friends and to settle in more easily.

Sports programme

(<https://uni-bielefeld.de/einrichtungen/hochschulsport/sportprogramm/>)

UNIFIT – The gym on campus

(<https://www.uni-bielefeld.de/einrichtungen/unifit/>)

University Choir (only available in German language)

(<https://www.uni-bielefeld.de/uni/kultur-veranstaltungen/musik/universitaetschor/index.xml>)

University Big Band (only available in German language)

(<https://www.uni-bielefeld.de/uni/kultur-veranstaltungen/musik/bigband/index.xml>)

Centre for Aesthetics

(<https://www.uni-bielefeld.de/uni/kultur-veranstaltungen/>)

- **International-Mentoring-Programme (formerly: Brother-Sister-Programme):** A personal mentoring programme for international students

The former Brother-Sister-Programme was founded at Bielefeld University in the 1998/99 winter semester. It was based on the idea of an Egyptian student who wanted to develop a programme which offers a one-on-one mentoring to international students. This means that during the first semester of your course of studies or even before a personal mentor acts as your contact person for all questions which may arise in the context of the university, the academic system or life in Bielefeld.

<https://www.uni-bielefeld.de/studium/studieninteressierte/international/mentee-werden/>

For finding a mentor please contact:

Yanne Meneses Oliveira (degree-seeking students)

or

Alba Crespo Ruiz (Erasmus and students of other cooperations)

International Office
Room D0-138
International-Mentoring-Programme
Phone: +49 (0)521 106-67388
Email: imp@uni-bielefeld.de
Office hours: appointments on agreement

Mailing address:
Bielefeld University
International Office
International-Mentoring-Programme
Postfach 10 01 31
D-33501 Bielefeld
Germany

Other counselling facilities at Bielefeld University:

- **Association for the Support of International Students in Bielefeld (ViSiB)**

The Association supports international students at the universities in Bielefeld in order to facilitate their integration in their study location.

For this purpose, the association offers several services:

- Placing international students in host families
- Bicycle rental service
- Varied programme of leisure activities with a focus on North Rhine-Westphalia
- Help in financial emergencies
- Weekly consulting service

Further information available at: <https://www.uni-bielefeld.de/vereine/visib/>

Contact via Email: visib@uni-bielefeld.de

- **International Student Council (ISR)**

The International Student Council (ISR) is an independent international student representative body at Bielefeld University. The ISR is composed of several foreign students (spokespersons) who are elected for one year. International students can address the ISR with regard to their questions, concerns or suggestions at all times.

Every semester the ISR organizes information events on important current topics, an international party as well as leisure activities (e.g. swimming classes, table tennis evenings, etc.). Newspapers are on display in its office (C1-172 on level 1). You can also find adverts for flats on offer on its homepage.

Further information available at www.isr-uni-bielefeld.de/

Office hours: by appointment

Room C1-172

Phone: +49 (0)521 106-3430

facebook@ISRbielefeldUni

Email: isr@uni-bielefeld.de

- **Student Advisement and Counselling Office (ZSB)**

The Student Advisement and Counselling Office (ZSB) is the central counselling service at Bielefeld University. It is an independent facility and is not connected to any faculties or examination offices. Its counselling services are open to all students and persons interested in studying.

Alongside general student counselling, the ZSB offers psychological help and counselling. All counselling is fully confidential. On request, counselling can also be given in English, French, or Spanish.

The ZSB provides open consulting hours for which no prior appointment is needed. Special groups and meetings for students addressing any specific topics to meet current demands complement the services provided by the ZSB.

Further information available at:

<https://www.uni-bielefeld.de/einrichtungen/zsb/index.xml/english.html>

Open consulting hours without prior appointment: Monday to Friday from 10,00 to 13,00 o'clock, Monday to Thursday from 15,00 to 16,00 o'clock

Address:

Universität Bielefeld

ZSB - Zentrale Studienberatung

Universitätsstraße 24

D-33615 Bielefeld

Room: Building X, Section E, Level 1 Room 224

Secretary's office:

Building X E1-226

Contact:

Telephone: +49 (0)521 / 106-3017

E-Mail: zsb@uni-bielefeld.de

- **General Student Committee / Student Union (AStA)**

The Student Union (abbr.: AStA = *Allgemeiner Studierendenausschuss*) represents the interests of the student body. All members of the Student Union are elected by the Student Parliament (abbr.: StuPa) for one year. The Student Union is divided into separate thematic departments, such as the Department of Higher Education Policy, Department of Social Affairs, Department of Culture, Department of Gender Equality, Department of Ecology and Consumer Protection, Department of International Affairs and Peace, Department of Political Education, Department of Press and the Public and Department of Finances. The Student Union's range of duties varies from the political representation of interests to the organisation of cultural events. The most important and major aspect of the Student Union's work is the implementation of students' concerns in all relevant university committees.

One of these departments, for instance, is the Department of Social Affairs which offers support with regard to any social concerns such as finances, family issues and other related topics.

Further information available at: <http://asta-bielefeld.de/asta/sozialdarlehensberatung-sozialreferat/>

Contact: soziales@asta-bielefeld.de

The Department for International Affairs is a contact point for international students.
Further information available at: <https://asta-bielefeld.de/asta/referate/internationales-und-antirassismus/>
Contact: internationales@asta-bielefeld.de

Student Union's homepage: <http://asta-bielefeld.de/asta/startseite/>

- **Protestant Student Congregation (ESG)**

The ESG is the Protestant community at Bielefeld University and is open for students of all faiths and religions, as well as irreligious students. Apart from church services and bible studies, the ESG also hosts cultural events in the comfortable ESG-building in Bielefeld. The International Evening takes place every second Thursday evening at 19,00 o'clock. After a communal meal, the participants hold a discussion on any specific topic selected.

Pastoral care and social counselling are possible at any time.

Further information available at: <https://www.esg-bielefeld.de/>

Contact:

Evangelische Studierendengemeinde Bielefeld

Jakob-Kaiser Straße 26

D-33615 Bielefeld (Bültmannshof tram station)

Secretary's office:

Marlinde Koch

Office hours: Monday to Thursday from 9,00 to 11,30 o'clock

Phone: +49(0) 521/ 88 11 40

Email: esg@uni-bielefeld.de

- **Catholic University Parish (KHG)**

The Catholic University Parish (KHG) is a union of Christian students who meet once a week for a mass and community purposes. International students can contact the students' parish priest, Mr Lars Hofnagel, or any other co-worker at the KHG, should they encounter difficulties of any kind. Regular events during the semester are: a mass at the KHG and every Thursday during the semester a table with a Catholic and Protestant priest for the questions of the students in the main hall of the university. A programme of events is published at the beginning of every semester.

Further information available at: <https://www.khg-bielefeld.de/>

Contact:

Katholische Hochschulgemeinde Bielefeld

Klosterplatz 3

D-33602 Bielefeld

Phone: +49(0) 521 / 16 39 82 60

Email: info@khg-bielefeld.de

- **German-speaking Muslim Student Union (DMS)**

The German-speaking Muslim Student Union (DMS) aims to strengthen the consensus, communication and sense of community within the group of Muslim students as well as to exchange ideas and enter into dialogue with other religions and university groups.

The association wishes to contribute to the mutual understanding between different cultures and rejects any kind of nationalism, racism and sexism. For achieving these goals the association organizes monthly meetings, lectures as well as information and discussion events.

Further information available at: www.dmsbielefeld.de

Email: kontakt@dmsbielefeld.de

- **Career Service**

The Career Service at Bielefeld University offers workshops and any other events, counselling services and information on professional orientation, internships, job search, applications and entry into the professional life to students.

Further information available at:

<https://www.uni-bielefeld.de/themen/career-service/studierende/>

Building X, Section E, Level 1, Room 100

Email: career@uni-bielefeld.de

Financial support – Scholarships and grants

Bielefeld University does not offer any scholarships for financing your studies. However, the International Student Services Centre (ISSC) of International Office at Bielefeld University can provide further information on scholarships and grants available for a restricted group of persons as well as general information on study financing:

Contact:

International Office

Room D0-144

Office hours: Mon. – Fri. 11.00 a.m. – 12.00 noon via phone

Phone: 0521 – 106 4078

Email: issc-io@uni-bielefeld.de