WELCOME SERVICES

WELCOME TO PADERBORN UNIVERSITY!

Agenda

Welcome by Prof. Dr. Torsten Meier, Vice President for International Relations

Quiz

Information about living and working in Germany/Paderborn

Informal exchange
Paderborn and the region

- Three-Hares-Window
- Schloss Neuhaus
- Sparrenburg
- Lippesee
- Wewelsburg
- Teutoburg Forest, Externsteine
- ...

Further information:
- https://www.paderborn.de/microsite/welcome/tourism-culture/sp_auto_10551.php
- https://www.paderborner-land.de/deu/ (in German)
- https://www.nrw-tourism.com

The cuisine of North Rhine-Westphalia

- Westfälischer Pickert
- Reibeplätzchen, „Püfferchen“
- Paderborner Brot
- ....

Where to buy regional products in Paderborn:
- e.g. weekly farmers’ market
- zero waste shops (Kernidee, Locker Flockig)
- supermarket with organic products, e.g. Wedde,
- farm shops, e.g. Kleehof, Rodenbröker, Schloss Hamborn,...

- Further information: https://www.nrw-tourism.com/cuisine-north-rhine-westphalia
INFORMATION ABOUT LIVING AND WORKING IN PADERBORN

First Steps in Paderborn

- Register with the Welcome Services (& newsletter)
- Open a bank Account
- Register at the city of Paderborn
- Apply for a Residence Permit
- Register for the Licence fee („Rundfunkbeitrag“)
- Buy a Deli-Card, set up Uni Account (E-Mail etc.), get an employee ID card
- Find out about insurances in Germany
**Insurances**

- **Compulsory**
  - Health Insurance
  - With employment contract: Pension Scheme
    - Pension Insurance
    - Unemployment Insurance
    - Accident Insurance
    - Long-term care insurance

- **Optional**
  - Liability Insurance („Haftpflicht“)
  - Household Contents Insurance („Hausrat“)
  - Occupational Disability Insurance („Berufsunfähigkeit“)
  - ...  

Further information:
- Euraxess: [https://www.euraxess.de/germany/informationen-beratung/social-security-0](https://www.euraxess.de/germany/informationen-beratung/social-security-0)

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**Payslip**

Explanation of the payslip („Bezügemitteilung“) in English, e.g. [https://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaancoeic](https://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaancoeic)
Health Insurance & Health System

- Dual system: private and statutory Health Insurances

Statutory Health Insurance

- Contribution rate depending on income: 14.6% of the gross salary
  - Employer and employee each cover a share of 7.3% of the insurance rate.
  - Each health insurance company also levies a different amount of additional contribution ("Zusatzbeitrag"), which is equally split between employers and employee (e.g. TK: 1.2% as of 2021)

Statutory Health Insurance & Health System

- European Health Insurance Card (EHIC)
  - valid in all EU countries as well as in Iceland, Liechtenstein, Norway and Switzerland
  - Must be presented when you see your physician so that your health insurance can be billed for treatment
  - Sometimes doctors offer so-called "IGeL" services: medical services which are not covered by health plans and for which you have to pay yourself

- Private Health Insurance: you may first receive the invoice for the services provided and then have to submit the invoice to your health insurance company.
Statutory Health Insurance & Health System

- Finding a doctor
  - Family doctor/GP of your choice (please note that not all doctors accept new patients)
  - Several websites that help finding a doctor
  - referral ("Überweisung") if you need to see a specialist
  - You can make an appointment with some doctors without a referral, e.g. with a gynaecologist, an ophthalmologist, a paediatrician or a dentist
- In case of a life-threatening emergency: 112 (ambulance, fire brigade) (police: 110)
- General out-of-hours service: 116 117
- Out-of-hours service in Paderborn: MediCo

Services at UPB

- German courses for employees
  - Currently, the German courses take place online

- Center for Language Studies (ZfS)
  - the main contact point for all students and staff at Paderborn University who are interested in languages
  - offers language classes for staff in cooperation with Internal Further Training and Continuing Education.
Services at UPB

• Research Office (European and National Research Funding and Planning, Legal Aspects of Research)
  • offers advice on national and European research support, on registering inventions as well as patenting and exploiting them;
  • helps with contractual issues for research projects and offers advice on proposals submitted to the Committee for Research and Junior Academics

• Writing Center
  • helps instructors design writing courses and advises students on academic writing
  • offers a further education course called TEACHING WRITING, the Textograph program (support for seminars with student text feedback), and workshops and advising for students, doctoral candidates, and teachers.

Services at UPB

• Higher Education Development Office (HEDO)
  • offers academic-instruction-related continuing education and exchange formats, e.g., an academic instruction certificate program, advising, job shadowing, evaluation, e-learning, exchange formats, coaching, tutoring programs

• Human Resources Development
  • central contact point for questions involving staff further development and training. Among other things, its services include new staff orientation, further education and training, HR management tools, and career planning questions.
  • Brochure: „Useful information for new staff“

• University Sports
  • offers a great variety of courses, currently virtual courses
  • offers active office breaks for employees (“Pausenexpress”)
Services at UPB

• Family Services Office
  • provides advice on balancing parenthood with career and/or studies, and helps families arrange childcare.

• Equal Opportunity Officer
  • provides advice on equality policies and support programs at the university, such as coaching services, mentoring programs, and funding lines
  • is available as a contact partner for “family-friendly university” issues
  • also provides advice and support for all equality-related matters, e.g. personnel selection, as well as in cases of discrimination.

• Mentoring Programme for Female Doctoral Students
  • helps academics with their career planning and in building (interdisciplinary) networks.

Covid-19 in Germany

➢ Varying regulations may apply depending on the federal state/Länder

What are the current regulations? (as of 22 May 2021)

- Regulations of the „emergency brake“ do not apply anymore in Paderborn (seven-day incidence < 100 for five consecutive days)
- E.g. curfew lifted, shopping without an appointment but with a negative test, outdoor seating at restaurants are allowed to open (guests need a negative test)

Where can I get tested?

Every person in Germany is entitled to a weekly rapid test free of charge.
There are several pharmacies, centres and practices in Paderborn where you can get tested; Overview (in German): https://www.kreis-paderborn.de/kreis_paderborn/themen/53-gesundheitsamt/corona-testung.php
Covid-19 in Germany

Is there a German app that helps trace infection chains?


Can I get vaccinated?

- Priority ranking for AstraZeneca and Johnson & Johnson vaccines has been dropped for doctors administering them in their practice → please contact your family doctor/GP
- As employees of UPB you can get an employer’s certificate
- The appointments in the test centre are currently only given to prioritised groups (e.g. people of a certain age, people with pre-existing conditions)
- Vaccination prioritisation is to end on 7 June 2021

What should I do, if I may have been infected by the coronavirus?

If you notice symptoms, please call your Family doctor or, should they be closed, contact the out-of-hours patient care services at the number 116 117. If you don’t have a GP, yet, you can directly call 116 117 or a GP in Paderborn. If you have been infected, please also inform Paderborn University: COVID19@uni-paderborn.de

Covid-19 in Germany - Further Information

- General information: [https://www.zusammengegencorona.de/en/](https://www.zusammengegencorona.de/en/)
- Current news e.g. regarding regulations:
- Current information about the situation in Germany, risk areas etc. by the RKI (Robert Koch Institute): [https://www.rki.de/EN/Home/homepage_node.html;jsessionid=61D0BC418C11E62B594D0298A18C2340.internet102](https://www.rki.de/EN/Home/homepage_node.html;jsessionid=61D0BC418C11E62B594D0298A18C2340.internet102)
- Current information about the regulations in North Rhine-Westphalia: [https://www.land.nrw/de/corona-multilingual#396b6cfd](https://www.land.nrw/de/corona-multilingual#396b6cfd)
International Tuesdays

25 May  Welcome at UPB
1 June  Brexit and its consequences
8 June  International partnerships for student exchange: Initiation, tasks, processes and expectations
15 June Virtual Coffee Hour with the Campus OWL Liaison Office - Presentation of internship opportunities in New York
22 June  Best Practices: International Virtual Academic Collaboration
29 June  Stay in Touch - International alumni management as an important part of internationalisation
6 July  Horizon Europe
13 July  Get-Together of international researchers ➤ in English
20 July  Internationalisation at Paderborn University

Further information

See [website](#) for detailed information, current information e.g. regarding events or regulations to contain the pandemic.
Contact

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Please contact me if you have any questions or need any support!

THANK YOU!

Please participate in the short survey so we can improve our services:

https://umfragen.uni-paderborn.de/index.php/241893?lang=en