

Information for visiting researchers

Dear Guest,

We are pleased that you have selected Speyer University (DUV) for your stay as a visiting researcher. Thanks to various partnerships and personal contacts, Speyer University (DUV) has a variety of international connections. It seeks to promote international exchange and joint research projects.

This information will hopefully assist you during your stay. If you have questions please contact:

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or			
Marina Scherrer	scherrer@uni-speyer.de	phone: +49 6232/654-250	LG. 003

Before travelling



Information:

After receiving approval from your academic adviser for your stay, the DUV will get in touch with you to take care of the following questions:

- Do you need an office (free) or an office with bed, shower and toilet (up to € 330 rental per month)?
- Do you need a computer or are you bringing your own laptop with you?
- When are you arriving and when is a suitable time to hand over the key?
- When do we meet for a Campus tour?
- Could you please write two to three sentences about yourself and your research interests? You may also include a picture of yourself. This can help your future colleagues to get to know you a little bit better before your arrival.

Visa:

Please inform the administration if you require a visa for Germany. If you do need one, we will issue you an official invitation letter. Researchers who require a visa or are staying for more than three months must register at Speyer City Council's immigration office (address: Große Himmelsgasse 10, 67346 Speyer, 06232/ 14 24 69), located in the pedestrian zone in the town centre.

[Ausländerbehörde / Foreigner's registration office Speyer](#)

Basically, there is an obligation to register for all visiting researchers, also from EU countries, if you stay longer than 3 months. This needs to be done within 2 weeks at the registration office (Bürgerbüro, Maximilianstraße 94, 67346 Speyer, 06232/14 13 33). If you reside on campus, we can issue a letter of acknowledgement for this.

[Bürgerbüro Speyer / Citizens Advice Bureau](#)

Health insurance:

Visiting researchers must have health insurance valid from the first day of their stay and for the entire duration of their stay in Germany. This health insurance must offer sufficient cover for Germany. The relevant immigration office requires evidence of this health insurance in order to issue a residence permit. The DUV cannot cover costs arising from illness or accidents. Please bear in mind that the costs for medical treatment in Germany, both as an in-patient and out-patient, are relatively high.

Liability insurance:

The DUV recommends that its guests take out personal liability insurance if they do not already have it.

Getting here

**By air or rail:**

The closest **airports** are located in Frankfurt and Stuttgart. Both are easily accessible via train. There are **rail connections** to Speyer from Mannheim central station, where high-speed trains stop. Please take the local lines S3 or S4 headed for Germersheim or Bruchsal, which mainly depart from platform 1. The journey time is around 30 minutes. Speyer has two stations (north-west [*Nordwest*] and central [*Hauptbahnhof*]). Please alight at the central station (*Hauptbahnhof*). You can find the current valid timetables using the German Railways' online journey planner at <https://int.bahn.de/en>.

Speyer station is located about 1.5 km from the DUV. We recommend taking either a taxi or the 569 bus. The journey time from the bus station (bus bay one directly beside the railway station) to the university bus stop (*Universität*, main entrance in Freiherr-vom-Stein-Straße) or the state archives/library bus stop (*Landesarchiv/-bibliothek*, entrance to professors' offices/research institute and the guest house in Otto-Mayer-Straße) is around five to ten

minutes. Buses mostly come twice an hour. You can find the timetables for all urban bus lines online at www.vrn.de.

By car:

If travelling by **car**, take motorway A61 to the Speyer junction and then the exit for main road 9 towards Speyer. After that, take the B9 exit for Speyer/University/Dudenhofen and travel towards Speyer. Turn right at the first traffic lights onto Freiherr-vom-Stein-Straße. The main entrance (*Haupteingang*) is located here along with a car park.

The Freiherr-vom-Stein Guest House is situated in the immediate vicinity. To reach the Otto Mayer Guest House and the professorial offices please continue driving to the end of the street and turn right onto Otto-Mayer-Straße. After around 100 metres (level with the bus stop) you will find the car park for the professorial offices situated on the right-hand side. After another 200 metres you will reach the car park for the Otto Mayer Guest House, located at the end of the street.

Speyer and the DUV are situated on main road B9 in a convenient location. You can find car parking spaces spread around the DUV. However, depending on the current stage of the semester or time of day, the spaces closest to the University may be occupied. There is only a limited number of parking options in Speyer's inner city.

By bicycle:

Opposite the main entrance to Speyer central station, the main entrance to the university and at various other locations in Speyer you can also find *bicycle hire stations* belonging to VRNextbike. You may only use them after registering and specifying a payment method.

Travel costs:

Visiting researchers generally must pay the costs for travelling to and from the DUV themselves.

Your first day at the DUV



Link to a [map of Speyer](#)

Please inform us of the **date and time of your arrival** in Speyer as early as possible. Please contact the respective secretary after arrival so you can obtain your key and other information. Relying on the agreements made prior to your arrival, you can also obtain your key at the DUV reception or from the Box at the entrance of the dormitory.

Please also inform the DUV of your intended departure time well in advance.

Speyer campus



Link to [campus map](#)

Offices:

Visiting researchers are usually provided with an office by the DUV. Should you desire any special equipment, you should consult with the DUV about it before your arrival.

Work materials:

Should you require specific work materials, the respective secretary has a limited supply you can use. You can also retrieve them from the print room in the basement of the researchers' building after signing for them.

Library:



The German University of Administrative Sciences library is located in close proximity to the GRIP (FÖV). The library is a reference library. The catalogue currently comprises around 300,000 printed volumes and focuses mainly on the following specialist areas: law, administrative and economic sciences, political science, philosophy, social sciences and recent history. Approximately 600 printed periodicals are kept continually up to date along with German and foreign journals, law reports, yearbooks and more, while up to 20,000 titles are available online.

Visiting researchers can obtain a library card that allows them to borrow books and read them in their room. Books must remain on campus and be returned two days before the end of your stay.

You can find other nearby academic libraries at the universities in Mannheim and Heidelberg, for example.

Usage

Please do not bring any food, bags or jackets into the library. You may use your mobile phone muted. You are free to bring sealed bottles and laptops with you. You are also free to bring your own books with you, though please show them to the librarian before entering.

You can find more information and the *opening hours* of the library [here](#).

Copies

There are three digital scanners in the library's basement, which you can use to scan and save articles on your own device (USB stick). As a visiting researcher you can also use the photocopier/printer.

Please note: you will have to enter the library through the rear entrance after 9 p.m. during the lecture period and after 6 p.m. during the lecture-free period and on weekends.

[Library catalogue](#)

[E-Journal database](#) with access to journal articles

[Speyer document and publication server](#) with access to publications by Speyer academics (occasionally full texts)

Should certain books not be available, please speak to the librarian.

Food:

Right beside the DUV is the 'Taberna' (*taverna*), which belongs to both the DUV and the GRIP (FÖV) and where you can have lunch at good prices. During the summer term, the Taberna is open from 11.30 a.m. to 2.00 p.m. More details you can get [here](#).

You can also get breakfast there during the summer and winter term. As the University staff gets breakfast and lunch at reduced prices, please tell them that you are a guest researcher at the DUV.

Fire:

If a fire breaks out, please follow the designated evacuation routes and leave the building as quickly as possible via the staircases.

Photocopying:

The rooms for visiting researchers are usually equipped with printers. Should you wish to make copies, have large print jobs or want to print in colour, please contact the respective secretary. She/he will probably contact the inhouse print-shop who work on larger print jobs. Only copies which are necessary for your research project can be made free of charge.

Mail:

If you have a room in the researchers' building/Professors' building, you will receive incoming post through the secretary's office. If you have a room in the Freiherr vom Stein Guest House, you will find your post in the locked mailroom beside the entrance. You can open the mailroom with your key.

Presence:

A general expectation of our visiting researchers is that they are present for the duration of their stay. Should you travel off-campus for multiple days or be absent, we request that you inform the senior fellow advising you as well as the management or the secretary's office.

Keys:

Guests in possession of a University key can work on site at whichever times they wish. As a visiting researcher you will receive a key to your office that also locks and unlocks the entrance doors of the University. Please take very good care of the key as it is very expensive to replace. All doors that you unlock with your key, especially in the evening and at the weekend, must absolutely be locked again when you leave.

Your key will be handed over to you personally at the beginning of your stay or you will be able to retrieve it from our safe. Please remember to organise the handover of your key before departing.

Presentations:

Public presentations and other academic events are announced on the Internet and/or on the screen in the main reception hall.

Academic advice:

The Professor or senior fellow advising you at the DUV acts as your point of contact for the DUV and your research project. For more general matters relating to your stay you can also contact the secretary's office.

Wi-Fi:

There is wireless Internet access available across the entire campus. You can obtain the log-in information from the DUV secretary's office or from the gatekeeper for the German University of Administrative Sciences (at the main entrance/reception, Freiherr-vom-Stein-Straße 2).

Rooms:

The DUV offers simple offices and offices with a shower and place for sleeping. Offices are provided free of charge. When using them as a living room/bedroom a monthly rental fee of up to € 330.00 may be payable.

Life in Germany



Bank holidays:

The statutory bank holidays in Germany are 1 January, Easter Sunday and Easter Monday, 1 May, Whitsunday and Whit Monday, Ascension Day, Feast of Corpus Christi, 3 October, 1 November and 24 – 26 December. If a precise date has not been specified here, take a look at the current annual calendar. Please ask about individual opening hours for the period between 24 December and 1 January of each year.

Shops are closed and the University staff do not work on bank holidays. However, visiting researchers with a key still have access to the University.

Emergency phone numbers:

Police: tel. 110

Fire brigade/Ambulance: tel. 112

Emergency rescue service: tel. 19 222 (if using your mobile phone, please dial 06232- 19 222)

Medical on-call service: 116 117

Only in emergencies cases outside of regular working hours, please inform Ms Korn, ext. 200 or 254 or phone 0174 2180 703.



Life in Speyer:

Pharmacy:

The closest pharmacy is [West-Apotheke](#) in Lessingstraße 2, tel. 06232 94530 (take Dudenhofer Str. towards the inner city, then the first left into Sophie-de-la-Roche-Straße and continue along Lessingstraße after the Heinrich-Heine-Straße intersection, [see map](#)). Opening hours: Monday, Tuesday, Thursday and Friday from 8.30 a.m. to 12.30 p.m. and from 2.30 p.m. to 6.30 p.m., Wednesday from 8.30 a.m. to 12.30 p.m. and Saturday from 8.30 a.m. to 12 noon. On Sundays it's closed.

Doctor:

GP: Dr [Neidig](#), Bahnhofstr. 80, 67346 Speyer, tel.: 06232 70604 (follow Dudenhofener Str. towards the inner city, turn left at the end into Obere Langgasse and proceed to the end of the street, [see map](#)).

Dentist: Dr [Jochen Klemke](#), Obere Langgasse 20 a, 67346 Speyer, tel.: 06232 24640. (follow Dudenhofener Str. towards the inner city, turn left at the end into Obere Langgasse, [see map](#)).

Psychological counseling by „Studierendenwerk Vorderpfalz“:

[Studierendenwerk Vorderpfalz](#)

Weiterführende Infos hierzu finden Sie auch auf der Uni-Speyer-Homepage:

[Psychologische Beratung](#)

Bank:

You can find banks and ATMs in Speyer's town centre.

Shopping:

You can find shops of all kinds as well as a department store in the nearby town centre of Speyer (see **Recreation** for directions). The closest supermarket (Penny, including the Görtz bakery) is located in Dudenhofer Str. (on the left-hand side towards the inner city, [see map](#)); there is a pharmacy in Lessingstraße 2 near the intersection of Sophie-de-la-Roche-Straße and Heinrich-Heine-Straße (Dudenhofer Str. towards the inner city, first street on the left). Furthermore, at the intersection of Dudenhofer Str. and Sophie-de-la-Roche-Str. ([see map](#)) you can find a variety shop called 'Mix Markt', which stocks products from Eastern Europe and more.

Shops in Germany are open from at least 8 a.m. to 6 p.m. from Monday to Friday, and on Saturdays until at least 2 p.m. Large supermarkets are often open until 10 p.m.

Recreation:

The attractive town centre of Speyer is just a 15-minute walk from the DUV (turn right at the intersection of Freiherr-vom-Stein-Str. and Dudenhofer Str. and follow Dudenhofer Str. to the end before turning right into Schützenstr., left into Gilgenstr. and then right at 'Postplatz' square [see map](#))

You can find tips for your free time in Speyer on the city's website, www.speyer.de, and from the Speyer tourist information centre at Maximilianstr. 13, 67346 Speyer, tel.: 0049 (0)6232 142392, touristinformation@stadt-speyer.de. The cathedral, technology museum, the Historical Museum of the Palatinate and SeaLife are particularly interesting attractions in Speyer.

Attractive nearby towns include [Neustadt an der Weinstraße](#), [Schwetzingen](#), [Mannheim](#) and [Heidelberg](#). Appealing towns of a smaller size include [Bad Dürkheim](#), [Deidesheim](#), [Freinsheim](#), [Ladenburg](#) and [Wachenheim](#). All can be easily accessed by train.

You can find further tips for the area at <https://www.rlp-tourismus.com/de/>, www.meier-online.de or www.zum-wohl-die-pfalz.de.

Sport and fitness:

[bademaxx](#) - Speyer's bathing facility for sport and wellness (featuring sauna), Geibstraße 3, Speyer, telephone: 0 62 32 625-1500 ([see map](#)).

[Fitnessstudio Pfitzenmeier](#), Iggelheimer Straße 24, Speyer ([see map](#)).

The research coordinators at the DUV are also sure to help you find the right sporting activity for you.

The students organise joint, no-cost sporting events that you can take a look at here ([see map](#)).

Taxis:

Taxi Weber GmbH	tel. 06232/621162
Taxidienst Walter Merl	tel. 06232/76788 und 24774
Taxihaus Speyer	tel. 06232/34750
Taxi am Dom	tel. 06232 /980 71 71
Taxiservice Speyer	tel. 06232/622606