



Institute for Advanced Study Konstanz

Address

Institute for Advanced Study Konstanz

Bischofsvilla
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D – 78467 Konstanz

Schloss Seeburg
Seeweg 5
CH – 8280 Kreuzlingen

– exzellenzcluster.uni-konstanz.de/kolleg.html

Living and Working as a Fellow at the Institute for Advanced Study Konstanz

The Institute for Advanced Study Konstanz, founded within in the framework of the Center of Excellence “Cultural Foundations of Social Integration” in 2007, offers a research stay for fellows and guests in a peaceful and stimulating environment. The following information brochure is designed to help you prepare for your stay at the Institute by providing answers to important questions as early as possible.

Stipends & Leave of Absence

Fellows usually receive a monthly **stipend**. Alternatively, the University of Konstanz covers the costs of their substitution at the home university (leave of absence). The university will reach an agreement with each fellow regarding the conditions of his or her stay. The stipend is in line with standards set by German foundations and should finance your stay in line with your present salary. In addition to the stipend, you will receive a **housing allowance** of 300 € per month and, where appropriate, a **family allowance** of 500 € per month. Public funded stipends (within limits) are tax-free in Germany. Social insurance is not included as the stipend is not equivalent to employment. This may have a negative impact by precluding German social benefits (maternity allowance, parental leave, parental allowance), including the unemployment benefit.

If you are on leave from your home university with continued remuneration, we ask you to provide us with contact details of your substitute and administration at your home institution. In such cases the Institute for Advanced Study assumes the cost of your **substitution**, usually at the level of German W2-grade. Other services (such as student assistants, travel funds, etc.) cannot be claimed for your substitute.

Arriving in Konstanz

If you choose to **travel** to Konstanz by plane, it is best to arrive in Zurich. Trains to Konstanz leave every half an hour, the trip takes around an hour and a half: <http://fahrplan.sbb.ch/bin/query.exe/en>.

Travel via Stuttgart or Munich is not recommended. Friedrichshafen, on the other side of Lake Constance, has a small airport frequented by some airlines. From there, you can also travel to Konstanz either by train or by catamaran to Konstanz Harbour directly located behind the train station: <http://www.der-katamaran.de>

For those arriving with a **car**, we have to inform you that parking space is very limited in the historic city center and that parking permits are only issued to permanent residents. Please note: if your vehicle has non-German license plates, you are obliged to register it and pay vehicle tax in Germany from the first day of your arrival; this is obligatory even for a stay less than a year.

In order to arrange your arrival, we kindly ask you to coordinate your travel plans with us in timely manner. **Travel costs** for fellows and family members, accompanying them for the entire stay, are reimbursed. The upper limit for the return trip is usually 2,000 € within Europe and 3,000 € outside Europe.

Those staying in Konstanz for longer than six months (having their primary residence in Germany) will need to register at the **“Bürgerbüro”** (the “citizens’ service bureau”), located in the Bürgeramt, Untere Laube 24, 78462 Konstanz: <http://www.konstanz.de/rathaus> - Rubrik „Meldewesen“.

Everyone not residing in Germany, is obliged to register, even when staying for a short period of time. Also, following new legislation, we must inform our tenants to notify the Bürgerbüro of their relocation within 2 weeks of arrival. Further information can be found on the information sheet included in the rental agreement.

Konstanz collects a **second residence tax**. Further information can be found in the paperwork enclosed to your rental agreement as well as on the Bürgerbüro website: <http://www.konstanz.de/rathaus/ortsrecht/zweitwohsteuer>. We inform you that the University of Konstanz is unable to consult on tax matters.

If you are arriving with your **family**, please make sure to discuss child care or schooling requirements (day care, kindergarten, school, etc.) as soon as possible with us. We are happy to help you with the organization. **Childrens allowance**: for information about the allowance paid for children, please contact the University of Konstanz’s Tax and Social Insurance Service:

<https://www.uni-konstanz.de/personalabteilung/aufgabenbereiche/steuer-und-sozialversicherungsservice/>

If you need a **visa** to enter Germany, please contact the German Embassy or consulate in your country of residence as early as possible; this also applies to your partner and children. You can receive a residence permit from the responsible authorities for the entire duration of your stay.

If you are arriving from an EU state and have a health insurance there, please inquire about **European Health Insurance coverage** with your insurance company, including special features.

If you are arriving from a non-EU country, we will gladly furnish you with addresses for various health insurance companies that operate internationally. Important: all international researchers working in Germany are obliged to have health insurance that is recognised in Germany for the entire duration of their stay. Please note that the insurance must be valid from the first day of arrival. Please become informed in detail about local regulations, particularly visa and health insurance requirements, or feel free to contact us. We are happy to provide our **international fellows** with further information and are always available to help organizing their stay.

We can also assist in opening a German **bank account**, useful for those receiving a stipend. Stipends can also be collected from the university’s cashier office.

Buildings & Work Spaces

The Institute is not located on the university campus but in two separate buildings: the **Bischofsvilla** and the **Seeburg**. The Bischofsvilla is situated on the banks of the Rhine – between the historic city center and the university, the Seeburg is on the Swiss shore of Lake Konstanz in Kreuzlingen, the neighbouring swiss city. The character, and therefore the working atmosphere of each location is very different. Through its proximity to the city and the university, the Bischofsvilla’s is rather urban, while the Seeburg is in the middle of a large park. The distance between the Institute’s two buildings is about 15 minutes by bicycle and 45 minutes by foot. The Institute will be happy to supply you with a bicycle during your stay. A shuttle-taxi service is occasionally available for the Seeburg offices.

Both buildings offer about ten modern **offices**, supplied with a PC/MAC, a printer, internet, and a phone. Function rooms allow fellows to hold seminars, workshops, and meetings at either location. The distribution of offices across the two buildings will be aligned with the interests of the fellows as much as possible. Please keep in mind that, for the sake of a successful academic year, the administration constitutes a balance between both locations (with respect to discipline, intern/extern, senior/junior, etc.).

Our website provides images of the two sites:
<http://www.exc16.de/cms/kolleg.html>.

Academic Life

Since research is the focus of your stay, we keep public events to a minimum. However, fellows are required to attend the **Arbeitsgespräche** (work meetings). Here, every fellow is expected to present the research project for which he or she was invited to the Institute. The presentation is for other fellows and interested researchers from university departments connected with the Center of Excellence. These presentations take place regularly, usually on Thursdays, in the early evening. They are typically in the form of a lecture, but should be compact (30-35 minutes). A small reception is provided for further, informal exchange. **Participation** in the Arbeitsgespräche is obligatory.

The fellowship has an official duration of up to 10 months. During your stay in Konstanz, you are obliged to adhere to our **attendance** and **residency requirements**. Because of the size and location of the city, fellows from the University of Konstanz – in particular – have noticed difficulty in freeing themselves from their academic obligations. Nevertheless, we would like to emphasise that we expect you to be present in Konstanz for the duration of your stay and must already ask for your understanding that Konstanz fellows are obliged to be active in the local university's self-administration. You are of course free to travel to conferences, workshops, and other scholarly events. Our proposition is that you will be absent for no more than 30 working days, annually, and for no longer than one week at a time. Longer absences must be arranged in advance and require approval from the Institute's administration. Please inform the secretariat of any absences in advance.

The Institute is highly interested in the exchange between all invited fellows and guests, particularly since it is our intention and objective to encourage further **dialogue between fellows**. As such, the forms of this dialogue should not be rigidly regulated, but specifically cater to the needs and wishes of each participant. For this reason, we offer various **social events** at irregular intervals. In collaboration with all members of the Center, we invite our fellows and guests to the **cultural studies colloquium** and reception held by the Center of Excellence four times each semester: Researchers from Konstanz and around the world present their current projects. In addition, a common lunch in the Institutes kitchen always offers the possibility to exchange ideas.

Research Services

The Institute guarantees fellows the use of university services. The university's entire library catalogue can be accessed via e-mail. Normally, ordered books arrive at the Institute within three to five working days. In addition, the library allows fellows to keep a personal library in their office of up to one hundred books at a time for the duration of their stay. Other services offered by the university, including the sports program, are also available for fellows.

Upon application, the Institute offers fellows the opportunity to have book-chapters and essays translated into English or other languages for publication purposes, also after terminating your stay. You can also apply for a publication subsidy for works based on research done while at the Institute. Furthermore, we would like to encourage you in advance, if of interest for you, to apply for funding in order to host workshops or invite short-term guests or organize doctoral colloquiums (up to 12 students) and thereby to provide support for young researchers. The Center will consider covering travel and accommodation expenses upon request. The procedure is fairly straight forward and we are happy to help with your application. In addition, student assistants are available to help with literature research, ordering books, correcting manuscripts, and similar tasks.

In exceptional cases, fellows can apply for travel costs for archival research; such travels must be directly related to the research project at the Institute and should not conflict with the residency requirements. We cannot cover the costs of lecture trips and travels not related to Institute projects.

Living in Konstanz

Accommodation will be provided in rental apartments, located in a short walking distance, and just a bike or bus ride away from the Institute. The apartments are fully furnished and equipped, including Wifi, dishes, towels and linen. The apartments are of different sizes, at least 40 m². Prices vary depending on the size and equipment of the apartment. And of course, suitable accommodation will be allocated to fellows and their partners or families.

Fellows receiving a scholarship have to make a contribution to the rent (including amenities), which can vary from 600 – 1,900€, depending on the size and nature of the apartment. Fellows staying at the Institute by their own means receive a grant for the basic rent (without amenities). Amenities typically range from 140 – 270€. As mentioned above, residency is required. We expect fellows to be present in Konstanz for 9 months of a 10 month stay.

Contacts

The Institute's staff members are always available for your questions; they are responsible for organizational matters before and during your stay. We wish to make your stay — with respect to both research and leisure activities — as pleasant and productive as possible. We for instance help you to get in touch with colleagues at the university in Konstanz and our partner institutions. In addition, we can provide a great deal of information on the Lake Constance region, Zurich and other cultural centres in the area.

Shortly after receiving your official invitation, the Institute for Advanced Study will invite you to an initial interview and to complete a questionnaire informing us about your needs and preferences.

Please do not hesitate to contact us with any questions you may have.

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In emergencies and on weekends you can reach the University's main switchboard on +49 (0)7531 / 88 31 31 or 88 26 99