WELCOME TO THE FAMILY-FRIENDLY RUB!

Studying and working alone can sometimes be strenuous enough. If you simultaneously have to take care of children or relatives, life might easily go haywire. In this brochure, we have compiled a list of services available at RUB that will help you reconcile working or studying with family life. On the following pages, you’ll find an overview of the resources available to you. Comprehensive contact information and addresses are listed in the appendix, in addition to the short versions provided on the respective pages.

Feel free to visit our homepage “Family-friendly RUB”:
www.rub.de/fgh
“Family is where you take long-term responsibility for others,” is how the Ruhr-Universität Bochum has put its modern definition of what family means. RUB wishes to support its people in reconciling these responsibilities with the requirements of science, academia, and professional life. In 2006, RUB’s success in this field was for the first time awarded with the certificate “audit familiengerechte hochschule” (“audit family-friendly university”). Its resources have been continuously enhanced and optimised ever since. Consequently, in 2009 and 2012, the certificate was confirmed following a comprehensive re-auditing process. In its capacity as a cross-section branch relevant for all aspects of university life, the Strategic Unit for Organisational Development (Organisation – Entwicklung – Beratung; OEB) coordinates all current resources and initiated, for example, the launch of the day-care centre UniKids, which opened its doors in 2011.
Once a family member is in need of care, following either a gradual or sudden decline, the entire lifestyle has to be reorganised. Therefore, ProKids – The Family Service (ProKids – Der Familienervice) offers guidance to RUB members; here, Mr Dirk Scholz in his capacity as elderly-care professional provides

- information regarding outpatient and inpatient-care service providers,
- information regarding funding agencies (e.g. care insurance agencies, social welfare organisations, pension offices, regional authorities),
- support regarding care-level classification and potential appeal in case the classification should be rejected, as well as
- housing advice in collaboration with the Research Institute Technology and Disability Volmarstein (Forschungsinstitut Technologie und Behinderung).

Individual care guidance is provided in a flexible manner in accordance with individual requirements and by appointment. Please contact Mr Uwe Koßmann from ProKids.

Information and addresses are also available at the ProKids care directory:

www.rub.de/fgh/angehoerige-prokids

ProKids, Uwe Koßmann, 0234/32-27772, prokids@rub.de
HOME-CARE TRAINING FOR EMPLOYEES

Home care – which problems lie ahead? How do I care for a family member with mental or physical handicaps? The workshop “Caring for family members – information, advice, rights” ("Pflege von Familienangehörigen – Infos, Tipps, Rechte") provides the necessary support. It takes place periodically as part of RUB’s in-house employee training programmes. It addresses questions regarding the status of caregiving relatives, organisational questions, legal framework, and psychosocial aspects.

www.uv.ruhr-uni-bochum.de/ifb/index_en.html

Strategic Unit for Professional Development (Interne Fortbildung und Beratung; IFB), Silvia Markard,
0234/32-27948, silvia.markard@uv.rub.de
ProKids – The Family Service is a resource provided by the Strategic Unit for Organisational Development (OEB). ProKids offers guidance and support to RUB employees as well as international researchers who are looking for suitable childcare arrangements, i.e. in-home day-care providers, nannies, au-pairs or day-care centres. For this purpose, ProKids has commissioned the external service provider BUK organisation-supported childcare (BUK Familienbewusstes Personalmanagement GmbH).

Moreover, emergency care is also available; if required, RUB employees should contact BUK directly.

To find out whom to contact at BUK, please visit www.rub.de/fgf/prokids-betreuung
ProKids, Uwe Koßmann, 0234/32-27772, prokids@rub.de

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In 2011, the pilot scheme UniKids was launched. The children of employees working in academia and in technical and administrative departments, of international guests and of students are eligible for attending RUB’s day-care centre. The pedagogical approach follows the child-as-an-individual model and has been developed in collaboration with RUB scientists. One bilingual group is looked after by native speakers of German and English. The day-care hours are flexible and are determined in accordance with the individual requirements of university employees. In total, 110 places are available in seven groups, 48 of them for children under three years of age and 62 for children between three and six years of age. The centre is run by the Academic Support Group (Akademisches Förderungswerk; AKAFÖ). The UniKids building is located southwest of the Dining Hall ("Mensa").

www.akafoe.de/en/children/campus-day-care-group-unikids
AKAFÖ (UniKids), Kathrin Howe, 0234/32-11430, kathrin.howe@akafoe.de

DAY-CARE CENTRE UNIKIDS
DAY-CARE CENTRE (KITAG) AT LENNERSHOF

Students have the option to leave their children in the care of the AKAFO’s day-care centre (Kitag). The Kitag is an approved family centre (Familienzentrum; www.familienzentrum.nrw.de/67.html). In total, 90 places are available. 30 children between four months and three years of age and 40 children between three and six years of age are looked after in four groups. In addition, 20 schoolchildren frequent the after-school centre and do their homework there. The Kitag is located to the east from the RUB, facing the main entrance of the Bochum University of Applied Sciences.

www akafoe de/en/children/day-care-group-am-lennershof
AKAFO (Kitag), Ursula Söhngen-Heppner, 0234/32-11510, ursula.soehngen-heppner@akafoe.de
UNI-ZWERGE E.V.

Uni-Zwerge ("uni’s dwarfs") provides full-day care as well as part-time care for children between six months and three years of age. Because Uni-Zwerge is a parents’ initiative, the care duties are shared by parents. The majority of the tasks are performed by professional teachers. This resource is available to the children of RUB students and employees. Uni-Zwerge occupies rooms in the GA building and has its own playground on the lawn at the front. Because of its outstanding, innovative achievements with regard to women’s advancement and equal-opportunity projects, this initiative received the Lore Agnes Prize, awarded by RUB’s Rectorate, in the year it was founded, namely 1998.

If you would like to meet the Uni-Zwerge in person, feel free to drop in without an appointment, Monday to Friday between 1:00 and 2:30pm

www.rub.de/uni-zwerge

Uni-Zwerge e.V., Elena Niggemeyer, 0234/32-22044
**CHILDCARE DURING EVENTS**

ProKids organises childcare during campus events, for example conventions, congresses, seminars or workshops. Registration deadline is three weeks before the beginning of the respective event.

www.rub.de/fgh/prokids-veranstaltungsbetreuung

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**CHILDCARE DURING SCHOOL HOLIDAYS**

ProKids offers a holiday programme for the children of employees and students between the ages of 6 and 13. ProKids children’s holidays take place at the RUB campus for the duration of two weeks during the summer break and of one week each during the Easter and autumn breaks. ProKids also provides information regarding other resources in and around Bochum.

www.rub.de/fgh/prokids-ferienangebot

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**JUNGE UNI (“YOUNG UNIVERSITY”)**

Junge Uni offers school-age children and teenagers ample opportunity to gain an insight into the ins and outs of university life.

www.rub.de/jungeuni
SOCIAL COUNSELLING FOR STUDENTS

The social counselling office at the Student Advisory Service (Zentrale Studienberatung; ZSB) is the place to go if you’ve got questions regarding the reconciliation of pregnancy, birth and child rearing with a degree course. It offers advice and information on provisions regarding social benefits, financial support, childcare options and degree-course schedule. The guidance is entirely confidential.

For current office hours, please visit:
www.rub.de/sozialberatung
www.rub.de/sozialberatung/studmitkind

SPIELRAUM E.V.

If, in addition to their degree course and childcare, parents are forced to work for a living, time management becomes a challenge. As a result, students with children often drop out of their course, even in its final stages. This is where the association Spielraum e.V. provides support to help students complete their degree. They provide interim financial help in an acute crises as well as monthly grants of 100 euros for the period of two semesters at most.

www.rub.de/spielraum
Spielraum e.V., Kathrin Humpert-Frey, 0234/32-28319, spielraum@rub.de
THE WELCOME CENTRE

The Welcome Centre provides support and services to international researchers, PhD-students and their families regarding their research stay at RUB (i.e. residence permits, social insurance, family matters etc.) and organizes social events. The International Lounge offers the possibility to get together, work or simply to relax. Children are welcome to play in the children’s corner.

For more information please see: www.international.rub.de/welcomecentre/index.html.en
RECONCILING THE DEGREE COURSE WITH FAMILY LIFE

The RUB teaching staff are aware of the heavy burden experienced by students with family obligations. Do not hesitate to inform your lecturers about your situation and find individual solutions for your requirements.

If, due to the childcare options available to you, you have no choice but to attend a certain lecture, you are eligible for preferential treatment when it comes to the allocation of places. In case of mandatory lectures that you are unable to attend due to your childcare obligations, you might agree on alternative arrangements. Deadlines, too, may be extended on request.

Some degree courses may be structured as part-time programmes. Moreover, students are given the option to take a leave of absence for one or several semesters to devote themselves fully to their children. You can also get information on e-learning options offered for your degree course.
EMPLOYEES WITH FAMILIES
The Human Resources department („Dezernat 3“) is happy to provide advice on all questions regarding the reconciliation of family life, full-time job and academia. The HR officers are at hand to answer your questions on issues such as telework, working time regulations and returning to work after parental leave.

www.uv.rub.de/dezernat3/mitarbeiter_28092010.html

The Welcome Centre helps international researchers to fill in all the necessary forms to apply for child-care allowance and parental allowance.

www.international.rub.de/welcomecentre/index.html.en

MENTORING PROGRAMME EMMA
Family life and career aspirations? How have others mastered the challenge of reconciling a career with family obligations? Employees and executives with families who work in academia and administration offer advice as part of the parent mentoring programme Emma.

www.rub.de/mentoring/emma

Strategic Unit for Professional Development (IFB), Helga Rudack, 0234/32-23726, helga.wollert-rudack@rub.de

PROFESSORIAL APPOINTMENT MANAGEMENT
The support of job-seeking partners of newly appointed members of staff is likewise a crucial concern. The RUB offers assistance from the moment the job negotiations are first taken up. Your contact is Dr Masha Gerding.

Professorial appointment management, Dr. Masha Gerding, 0234/32-27705, masha.gerding@uv.rub.de
UNIVERSITY SPORT FOR STUDENTS AND EMPLOYEES

As part of its sport course offering, the university offers a wide range of different disciplines every semester, from aikido, through juggling and wheelchair basketball, to zumba.

www.hochschulsport-bochum.de/hochschulsport/index.html.en

University sport, Martina Teichmöller, 0234/32-29430, hochschulsport@rub.de

HEALTH PORTAL AND HEALTH COURSES FOR EMPLOYEES

Everyone can contribute to improving their health. Consequently, the RUB’s health concept covers individual conduct as well as the workplace, work process and working climate organisation. The Steering Committee Health promotes active implementation of that concept.

Information on the health committee and on individual topics ranging from A for “Arbeitsmedizinischer Dienst” (“occupational health service”) to Z for “Zecken” (“ticks”) are available at the RUB’s health portal:

www.rub.de/gesundheit

Employees who wish to improve and retain their health may choose courses from the IFB offering that help them achieve their goal.

www.uv.rub.de/ifb/gesundheitskurse
YOUR OPINION MATTERS

Do you wish to share any suggestions or criticism regarding the family-friendly RUB?
Mr Uwe Koßmann from ProKids – The Family Service is looking forward to your feedback.

CONTACTS AND ADDRESSES

Your contact for care guidance, care placement, childcare during events and holidays (p. 7, 11, 20 & 21)
Uwe Koßmann
ProKids – The Family Service, Room: UV 2/246
Phone: 0234/32-27772, E-Mail: prokids@rub.de

Your contact for care guidance, care placement, childcare during events and holidays (p. 7, 11, 20 & 21)
Uwe Koßmann
ProKids – The Family Service, Room: UV 2/246
Phone: 0234/32-27772, E-Mail: prokids@rub.de

Your contact for home-care training for employees (p. 9)
Silvia Markard
Room: SH 1/143, Phone: 0234/32-27948,
E-Mail: silvia.markard@uv.rub.de, www.uv.rub.de/ifb/index_en.html

Your contact at the day-care centre UniKids (p. 13)
Kathrin Howe
Phone: 0234/32-11430, E-Mail: kathrin.howe@akafoe.de
www.akafoe.de/en/children/campus-day-care-group-unikids

Your contact at the day-care centre at Lennershof (Kitag; p. 15)
Ursula Söhngen-Heppner
Phone: 0234/32-11510, E-Mail: ursula.soehngen-heppner@akafoe.de
www.akafoe.de/en/children/day-care-group-am-lennershof

Your contact at Uni-Zwerge („uni’s dwarfs“, p. 17)
Elena Niggemeyer
Room: GA 02/129 and 130, Phone: 0234/32-22044
www.rub.de/uni-zwerge
Your contact at the student advisory service (ZSB; p. 22 & 23)
Kathrin Humpert-Frey
Room: SSC 1/260
Phone: 0234/32-28824, E-Mail: anna.gopon@uv.rub.de
www.rub.de/sozialberatung und www.rub.de/spielraum

Your contact at the Welcome Centre (p. 25)
Anna Gopon
Room: SSC 1/260
Phone: 0234/32-28824, E-Mail: anna.gopon@uv.rub.de

Your contact with the professorial appointment management (p. 29)
Dr. Masha Gerding
Room: UV 2/280
Phone: 0234/32-27705, E-Mail: masha.gerding@uv.rub.de

Your contact for the mentoring programme Emma (p. 29)
Helga Rudack
Room: SH 1/134
Phone: 0234/32-23726, E-Mail: helga.wollert-rudack@rub.de

Your contact at the university sport Bochum (p. 30)
Martina Teichmöller
Room: SSC 1/215
Phone: 0234/32-29430, E-Mail: hochschulsport@rub.de
www.hochschulsport-bochum.de/hochschulsport/index.html.en

Your contact for the Steering Committee Health (p. 31)
Andrea Kaus
Room: UV 3/332
Phone: 0234/32-25556, E-Mail: andrea.kaus@uv.rub.de
RUHR-UNIVERSITÄT BOCHUM

Strategic Unit for Organisational Development
(Organisation – Entwicklung – Beratung; OEB)
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44801 Bochum
Your contact:
Uwe Koßmann
Phone: 0234/32-27772, E-Mail: prokids@rub.de
www.rub.de/fgh

Last reviewed: September 2014

PHOTOS

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