

SPEA on the RHINE

13 May to 13 June 2014

(arrival on Monday, 12 May, departure on 14 and/or 15 June 2014)



USEFUL THINGS TO KNOW

1. Travel information
 2. Accommodation / Lodging
 3. Food
 4. Library
 5. Internet access
 6. Medical emergency and treatment
 7. Further practical advice
-

Contact information

Chair of Comparative Public Administration and Policy Analysis

Jean Monnet Chair

German University of Administrative Sciences Speyer

Freiherr-vom-Stein-Straße 2

67346 Speyer

Germany

Phone: 0 62 32 – 654-0

Personal contact information

Andrea Arendt or Stefan Becker:

Arendt: +49 (0) 62 32 – 654-321

arendt@uni-speyer.de

Becker: +49 (0) 62 32 – 654-265

becker@uni-speyer.de

1. TRAVEL INFORMATION

How to get from Frankfurt Airport to Speyer University

- a) We recommend taking the Long Distance Train (ICE). You find ICE station in **Terminal 1**. Please do not depart from the Regional Train station!

There are three ways to buy your ticket (from Frankfurt Airport to Speyer Main Station!). It costs around 30€.

- Online (<http://www.bahn.de/i/view/USA/en/index.shtml>)
- DB travel centre in Terminal 1, Section B, Level 0 or 3 of the AIRail Terminal
- Ticket machines in the train station (EC debit card or credit card or cash)

a. Frankfurt Airport – Mannheim Main Station

Take the ICE or IC train to Mannheim Main Station. It departs every thirty minutes (usually platform 5). It takes about half an hour to get to Mannheim.

b. Mannheim main station to Speyer main station

Take the S-Bahn "S3", direction "Germersheim". It departs every thirty minutes (usually platform 1). The ride takes about half an hour, there is no need to change trains. Get off at "Speyer Hauptbahnhof".

c. Speyer main station to Speyer University

We recommend taking a taxi. A taxi stand is in front of the train station. In case there is no taxi available, please call Merl: 06232/7 07 07 or Halling: 06232/ 63 58 58. In case your cell phone doesn't work in Germany, there is a pay phone in front of the train station. You need coins for it. The taxi ride is approx. 5-7 € and takes about 5 minutes.

b) By taxi

You may take a taxi to Speyer University. The ride takes about one hour and costs around 120 €. You find taxis in front of the terminals. If you travel in small groups of 3-4 students, prices can be reduced. We recommend organizing groups with your fellow students prior to booking your flight.

c) By Lufthansa Airport Shuttle

No matter if you travel by Lufthansa or another carrier, you may book a Lufthansa Airport Shuttle to get from Frankfurt Airport to Mannheim and back. To learn more, please follow this [link](#) and access the information on the "Lufthansa Airport Shuttle".

The shuttle buses leave in Frankfurt Terminal 1, Arrivals level, Hall B, Exit B 4-5. They arrive in Mannheim at Dorint Hotel, which is approx. 1 km away from the station. You can either walk to the station or take a taxi.

The one-way ticket costs approx. 20 Euros. Then travel to Speyer by following our information under 1.b – 1.c (first page).

Please note: We do not have any experience with the Airport Shuttle Service and therefore cannot really recommend this way of travelling.

Getting around Speyer

If you want to learn about Speyer in English, please follow this new !!! link:

http://www.speyer.de/sv_speyer/en/Tourism/

Most shops, restaurants and bars are in **walking** distance from the campus. It takes about 15 minutes to walk to the city centre. You'll be provided with a city map on your arrival.

If you rather take a **bus**, please consult the bus map.

http://www.verkehrsbetriebe-speyer.de/tl_files/vbs_inhalt/Fahrplaene/speyer_w08%282%29.pdf

The bus stop at the university is called "Verwaltungshochschule".

You can get further information on the bus (in English!) schedule here:

<http://www.vrn.de/vrn/einfach-ankommen/fahrplanauskunft/index.html>

(Simply click on the symbol of the German flag to change the language.)

If you want to rent a **bike**, there are two easy options.

a) **Stiller Radsport: Gilgenstraße 24, 67346 Speyer**
<http://www.stiller-radsport.de/>

Price: around 10€ per day (depending on the number of days and bikes)

b) **Hotel Speyerer Hof**

Call 0175-9154214 or mail to achim.kleist@fahrradverleih-pfalz.de

If you rent a bike, it will be delivered to the Hotel Speyerer Hof,
Maximilianstraße 8 (close to the cathedral).

Rental fees are as follows:

1 bike	€ 20,-/day
	€ 36,-/two days
	€ 80,-/7days
5 bikes	€ 140,-/2 days
	€ 400,-/7 days

Finally, there are taxis: Merl: 06232/7 07 07 or Halling: 06232/ 63 58 58.

2. ACCOMODATION / LODGING

Incoming international students will live on campus of Speyer University in a dormitory called "Gästehaus Freiherr-vom-Stein". You will share a room with a German student.

The dormitory comprises 56 double rooms (26 m² each), with two rooms having been especially refurbished for handicapped persons. Please take notice of the following features:

- Bedclothes are available
- Dishes are available in the kitchen
- Refrigerators can be used
- Washing machines and tumblers can be used (fee-based, 2x50c)
- Bathrooms with toilet/shower (but no shower gel)
- Internet access (please see below)
- There is no TV in the rooms (there are TV devices in the "club" rooms)
- Towels are not available
- Hairdryers are not available

Rental fee

For the program period you will have to pay a rental fee flat rate of only € 190,00 / per person in a double room with a German fellow student.

3. FOOD

Cafeteria ("Taberna") on campus

Opening hours:

8.00 am – 5.00 pm (Monday-Thursday)

8.00 am – 3.00 pm (Friday)

Please note that the cafeteria is closed on weekends!

Breakfast: 8.00 am – 10.30 pm: € 2.50

Lunch: 11.30 am – 2.00 pm: € 3.00

Dinner is not served!

Grocery stores nearby

- [Penny Market](#), Dudenhofer Straße 10, 67346 Speyer (Mon-Sat opened from 8.00 to 22.00, closed on Sundays)
- [Mix Market](#) (Russian Supermarket) – Dudenhofer Str. 44, 67346 Speyer (Mon-Fri opened from 9.00-20.00, Saturdays from 9.00-18.00, closed on Sundays)

4. LIBRARY

Opening hours

Monday to Friday 8.00 am – 9.00 pm

Saturday 9.30 am – 1.00 pm

**** Might change in 2014 ****

Contact

Phone: +49 (0) 62 32 / 654-243

Fax: +49 (0) 62 32 / 654-307

<http://www.dhv-speyer.de/biblio/>

E-Mail: bibliothek@dhv-speyer.de



You will receive your library cards on the campus tour at the beginning of the program. You may also use the copy and book scanning machines.

Manual for Zeutschel book scanner (library basement)

- Press "C" to reset system
- Insert memory card or USB stick
- Choose: a) "Drucker" in order to print
 b) "Datei" in order to scan
- "Drucker und Datei" in order to do both
- Place book on scanner
- Press "OK"
- Check the preview on the screen
 - If scan is not to your satisfaction, press "C", rearrange the book and then scan again with "OK"
 - If scan is ok, proceed with next page (just push "OK" for every new page)

- Hit "OK" after the last page, otherwise it will not be saved
- If you want to create a separate file for a new text, start from the beginning
- Remove memory card or USB stick

Manual for copy machines (library basement)

Copying

- Insert copy card in the reading device right next to the copy machine
- Place book on copier
- Push the green button to copy (repeat for each page obviously)
- Hit the red button after you are finished

Please don't forget your copy card.

Scanning

- Insert copy card in the reading device right next to the copy machine
- Choose "senden" on the display
- Choose "E-Mail" and enter your address
- Hit "OK" twice
- Enter file format (pdf is the default option)
- Start scanning by pushing the green button
(you might be asked to enter the format (A4 et cetera) manually)
- Repeat for each page
- Hit the red button after you are finished

Please don't forget your copy card.

5. INTERNET ACCESS

There are two options for internet access on campus.

a) Wired network connection (LAN)

Wired network connection can be accessed with a standard-Ethernet cable (CAT 5 patch cable with a RJ45 plug) in the service area of the library and in the rooms of the dormitory. The cables will be handed out during the campus tour at the beginning of the program.

b) Wireless network connection (WLAN)

There are several access points on the campus ("SSID: Uni-Speyer"):

- in the Service area of the library
- in the lobby of the Dormitory 2 ("Otto Mayer")
- on the first floor of Dormitory 1 ("Freiherr-vom-Stein")
- in the university lobby (main building) and all lecture halls
- in the cafeteria

Please be aware that wireless will most likely not be available in your dorm room!

The WLAN can only be used in a security mode with **data encryption (WPA2)**. On the first connection, a security key must be entered. This procedure needs to be performed only once.

The security key is: **Dhv-UNI-13** (the key is case sensitive).

6. MEDICAL EMERGENCY AND MEDICAL TREATMENT

Stand-by duty

**Ärztliche Bereitschaftsdienst-
zentrale Speyer**

im Diakonissen-Stiftungs-Krankenhaus



Öffnungszeiten:
Mi. 13.00 - Do. 07.00 Uhr
Fr. 18.00 - Mo. 07.00 Uhr
Feiertage 08.00 bis zum
nächsten Tag 07.00 Uhr

Hilgardstr. 26 • 67346 Speyer

Telefon (0 62 32) 1 92 92

Hospitals in Speyer

1. Sankt Vincentius Krankenhaus (close to University)
Holzstraße 2
67346 Speyer
Phone: 06232-1330
Email: verwaltung@vincentius-speyer.de
www.vincentius-krankenhaus-speyer.de

2. Diakonissen-Stiftungs-Krankenhaus Speyer
Hilgardstraße 26
67346 Speyer
Phone: 06232-220

Medical practitioners in Speyer

Dr. med. Michael Gumbel
Arzt für Allgemeinmedizin
Diakonissenstr. 40, 67346 Speyer
Phone: 06232/75225

Dr. med. Matthias Seelinger
Am Woogbach 18a
67346 Speyer
Phone: 06232-76545

Dr. Friedrich Palm
Bartholomäus-Weltz-Platz 1 a, 67346 Speyer
Phone: 06232/61000

7. FURTHER PRACTICAL ADVICE

a) Power network adapter for your notebooks

You can buy those adapters for Germany either in the United States before your trip to Germany or in a shop here in Speyer, for instance at

Elektrohaus Paul Karl GmbH

Wormser Straße 46

67346 Speyer


Phone: 06232/60430

Opening hours:

Mo – Fri 8.30 – 12.30 and 14.00 – 18.00

SAT 9.00 – 13.00

b) Nearest post office

<p>Postfiliale (im Einzelhandel) Heinrich-Heine-Str. 8</p> <p>67346 Speyer</p> <p>Opening hours</p> <p><i>Monday-Friday</i></p> <p>9.00 am – 1.00 pm</p> <p>2.00 pm – 6.00 pm</p> <p><i>Saturday</i></p> <p>9.00 am – 1.00 pm</p>	 <p>The map shows a street grid in Speyer. A red square labeled 'B' is located at the intersection of Heinrich-Heine-Straße and Ludwigs-Umland-Straße. A green square labeled 'A' is located at the intersection of Heinrich-Heine-Straße and Jenhofer Straße. The map also shows other streets like Theodor-Heuss-Straße, Josef-Schmitt-Straße, Eichendorffstraße, Otto-Mayer-Straße, Burenschönstraße, Holzstraße, Vincentiusstraße, Geisselstraße, and Speyerbach. A scale bar at the bottom right indicates 250m. The map is credited to © 2013 Nokia and © 2013 Microsoft Corporation.</p>
---	---