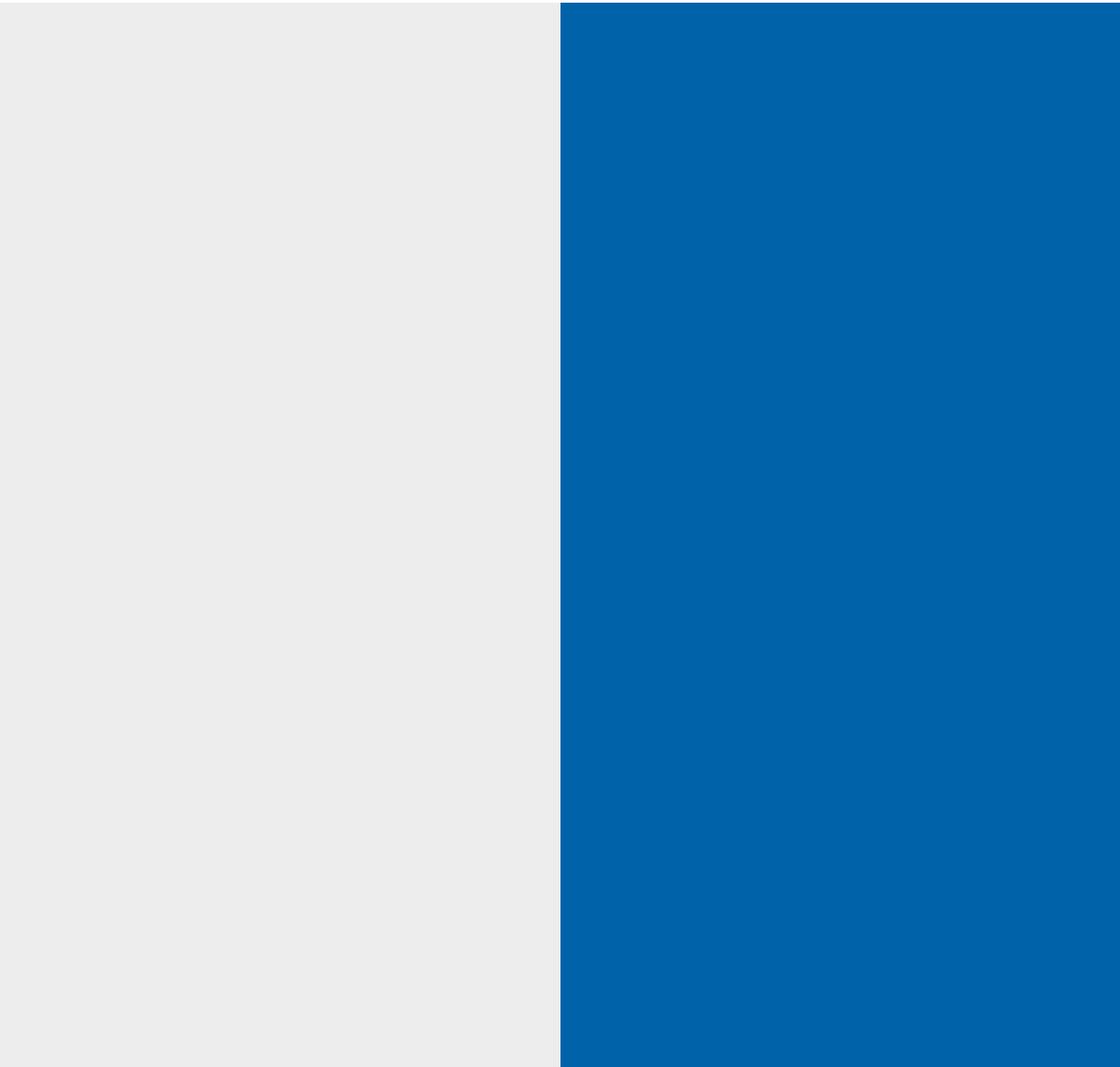
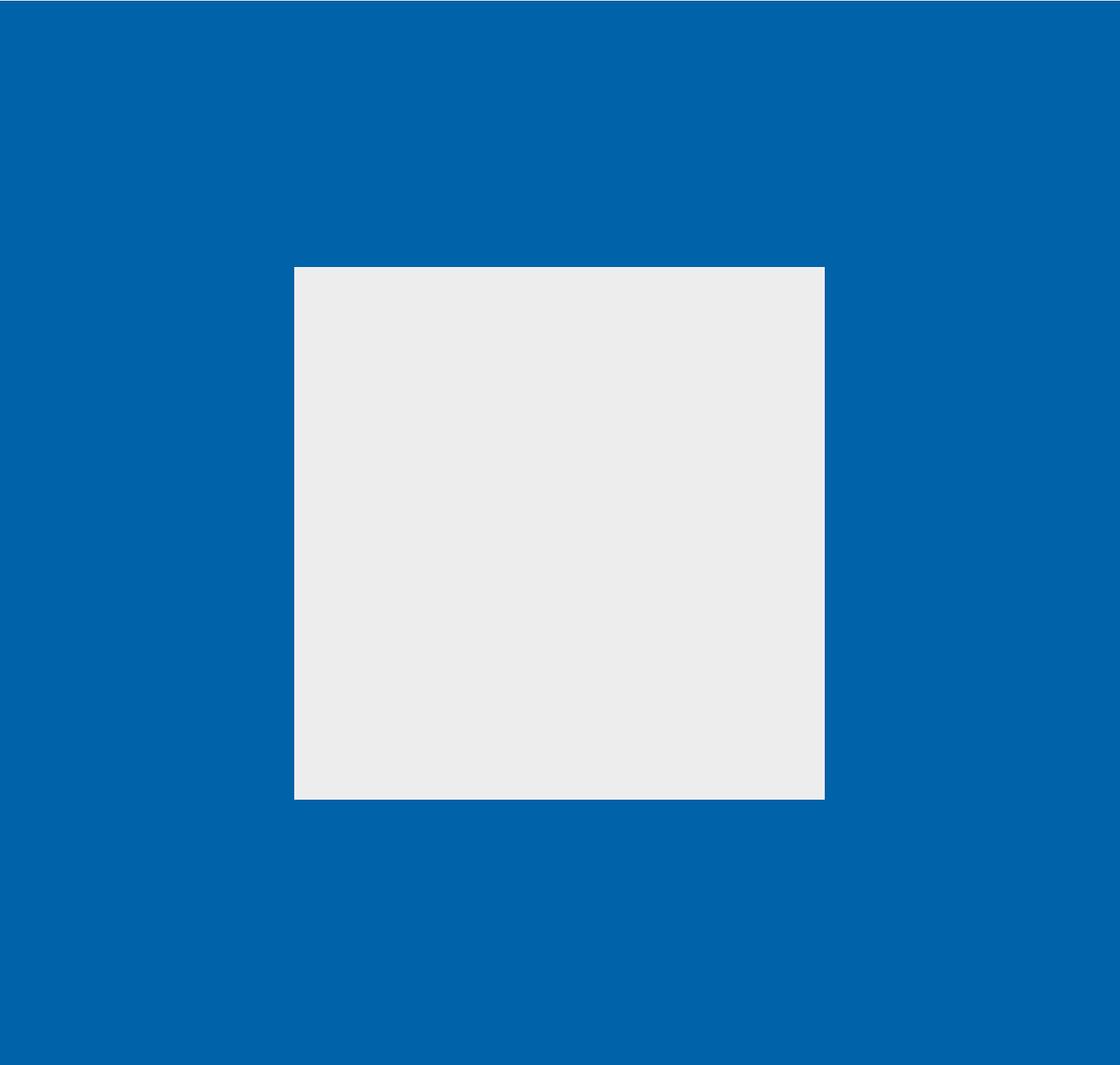


**HANDBOOK  
FOR VISITING FELLOWS  
AT THE GIGA**





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## FOREWORD



Dear Visiting Fellow

Welcome to the GIGA!

Prof. Dr.  
Amrita Narlikar,  
President of  
the GIGA

This handbook will provide you with relevant information on the GIGA and Hamburg and we hope that it helps you to prepare and make the most of your stay at our Institute.

The German Institute for Global and Area Studies (GIGA) analyses political, economic, and social developments in Africa, Asia, Latin America, and the Middle East as well as global issues. Based on our conviction that global challenges necessitate global answers, we are interested in intensive academic exchange with like-minded scholars and are committed to excellent research on and with the regions. It is an important element in the GIGA's Global Approach to adopt a well-founded, inclusive, and pluralistic view of research and policy.

Cooperation with scholars from around the world is a decades-long tradition at the Institute. These exchanges provide both the GIGA and the visiting fellows with new impetus, fresh perspectives, and valuable knowledge for their research. Many internationally recognised scholars have spent time as visiting fellows at the GIGA in the course of their careers and have published in influential expert journals as a result of the insights they have gained.

Photo: Charlie Gray

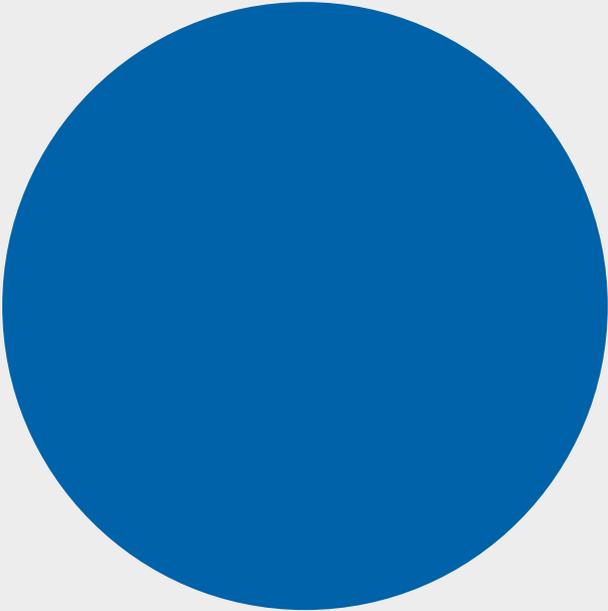
Since 2015, our cooperation with the regions has been intensified and consolidated in form of the GIGA's Research Platforms, working together with local partners in Brazil, South Africa, China, India, Japan, Tunisia and Lebanon. We are very proud of our institute's dense network of cooperation partners that fosters joint research, promotion of junior scholars, publications and knowledge transfer.

Our visiting fellows value the GIGA's interdisciplinary, pluralistic approach, and are fully integrated in our research activities. The length of their stays varies from one week to several years and they are commonly funded by scholarships from the Alexander von Humboldt Foundation, the German Academic Exchange Service, or other renowned organisations. According to the current Humboldt Ranking, we place in the top quarter of all non-university research institutions that visiting scholars choose as the host facility for their research projects.

The GIGA has been among the winners of the Humboldt competition on Research Alumni Strategies, as a part of the "Research in Germany Initiative", and we would like to thank the Alexander von Humboldt Foundation for making the implementation of this handbook possible. Personally, I would also like to thank all colleagues who have been involved in developing the handbook for their contributions and effort.

With best wishes

Prof Dr Amrita Narlikar  
President of the GIGA



## 1. ABOUT THE GIGA

The German Institute for Global and Area Studies is an independent social science research institute based in Hamburg, Germany. Our mission is to analyse political, social, and economic developments in Africa, Asia, Latin America, and the Middle East, as well as global issues. As a member of the  Leibniz Association, we are committed to the Leibniz principle of “theoria cum praxi”: science for the benefit of society.

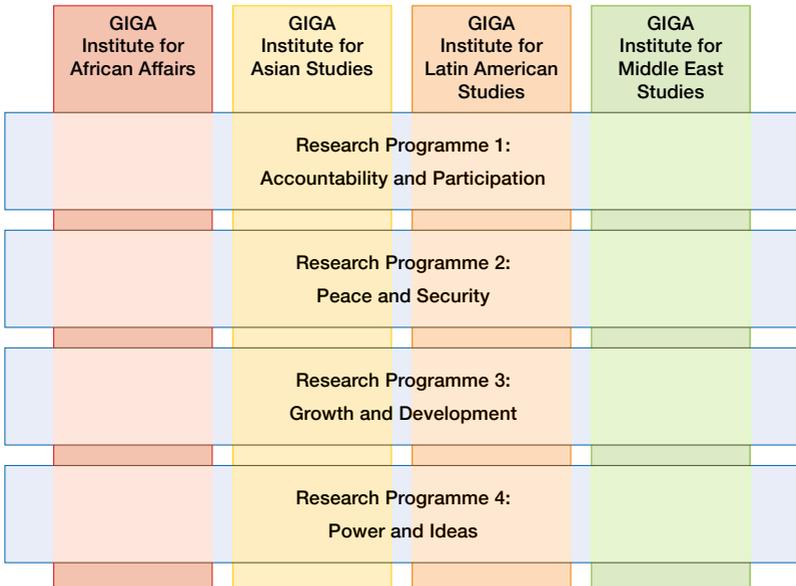
### A GLOBAL APPROACH

The GIGA stands for an approach that is global in content, reach, and structure. It combines in-depth area expertise with comparative, interdisciplinary, and multilevel analysis, generating insights that are relevant from both an academic and a real-world perspective. It takes into account the philosophical traditions and historical experiences of different world regions, and reaches out to a genuinely global audience. We collaborate with leading institutions and researchers worldwide, and apply a well-informed, inclusive, and pluralistic viewpoint to scholarship and policy.

### RESEARCH

The world is in a state of great transition. Economies and societies around the globe are becoming increasingly interdependent; rising powers such as China and India are exerting growing influence; and, while new opportunities are arising, unfamiliar forms of terrorism, violence, and conflict are also currently emerging. Building on its reputation as one of the leading research institutes for Area Studies and Comparative Area

Studies, the GIGA is committed to using academic rigour to help make sense of the increasingly complex world that we now all face. Research at the GIGA is organised according to a matrix consisting of four Regional Institutes and four thematic Research Programmes. All GIGA researchers are based within a Regional Institute, and also participate in at least one Research Programme. The continuous exchange of ideas and knowledge characterises the research of the GIGA.



Graphic: GIGA

## KNOWLEDGE TRANSFER AND POLICY ADVICE

Our researchers are sought-after experts among decision makers in politics, business, and civil society, as well as among media representatives and other stakeholders. Research-based policy advice and knowledge transfer to the wider public are essential elements of our mandate. Thus, not only are our research findings published in top peer-reviewed academic journals and with prestigious university publishing houses, but our outreach activities also include our three well-established publication series as well as impactful public – and exclusive – events.

## GIGA INFORMATION CENTRE (IZ)

The GIGA is home to the largest non-university  information centre for Area Studies and Comparative Area Studies in Germany. The four regional libraries collect literature on economic, political, and social developments in Africa, Asia, Latin America, and the Middle East. The collection comprises 188,000 books and approximately 1,730 journals – plus numerous online documents.

## GIGA DOCTORAL PROGRAMME

The GIGA has a long tradition of integrating junior researchers into its research structure. This tradition culminated in the establishment of the  GIGA Doctoral Programme. The three-year programme integrates junior researchers into the GIGA's research structure and offers intensive supervision within an international research environment. The carefully tailored curriculum provides methodological and theoretical instruction, as well as soft-skills training. Additionally, we support our doctoral students' publications, research stays, and conference participation.

## RESEARCH PLATFORMS

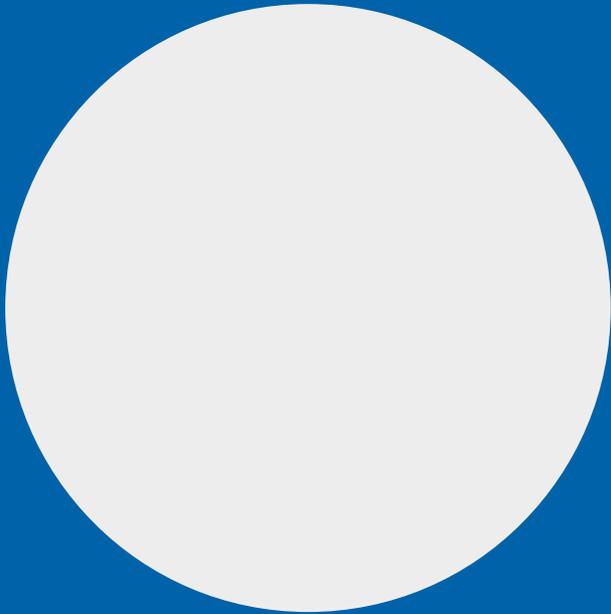
Exchange and cooperation with scholars from around the world is a decades-long tradition at the GIGA. Since 2015 we have been intensifying

and consolidating this cooperation with the help of a new medium: the  GIGA Research Platforms. Through these platforms we are collaborating with first-rate partners in Africa, Asia, Latin America, and the Middle East on research topics of joint interest, and are laying the foundations for international, evidence-based policy advice. The GIGA also works closely with the German organisations based in each of the partner countries, including the embassies. Alongside joint field research, we organise conferences and workshops as well as exchange stays among scholarly staff; our new research findings are presented in joint publications meanwhile.

#### FUNDING AND LEGAL STATUS

The GIGA is jointly funded by the German Federal Foreign Office, the Hamburg Ministry of Science, Research and Equalities, and by the other German federal states. We also acquire third-party funding in competitive procedures, which accounts for approximately 30 per cent of a total annual budget of approximately EUR 11 million. The GIGA is a foundation under the civil law of the Free and Hanseatic City of Hamburg.





## 2. PRACTICAL INFORMATION

### 2.1. HOW TO BECOME A VISITING FELLOW

The GIGA Visiting Research Fellowship is open to outstanding post-doctoral researchers working with a focus on global transitions who are also engaged in comparative and interdisciplinary research. The GIGA is committed to ensuring diversity and equal opportunities. We welcome applications from candidates who:

- want to apply for a fellowship with the
  - 🌐 Alexander von Humboldt Foundation, the
  - 🌐 German Academic Exchange Service, in the joint
  - 🌐 Leibniz/DAAD programme, or as part of the
  - 🌐 EC's Marie Skłodowska-Curie actions;
- aim to submit a proposal to the 🌐 European Research Council;
- are about to finish a book manuscript with a renowned university press or another major publishing house; or,
- want to use their sabbatical as an opportunity to conduct cutting-edge research within a team of like-minded colleagues.

Please contact a potential 🌐 facilitator at the GIGA to back your candidacy, and provide him/her with the necessary documentation on your proposed endeavour. If you have not been in touch with the GIGA to date and would like to become a visiting fellow, please send a detailed outline of your research plans, providing compelling arguments for their potential contribution to the GIGA's work, to: ✉ [visiting@giga-hamburg.de](mailto:visiting@giga-hamburg.de). As the GIGA only takes in a limited number of visiting fellows per year,

please make sure to apply well in advance of your proposed period of stay. If you are a PhD student and would like to become a doctoral visiting fellow at the GIGA, please contact the academic director or the coordinator of the  GIGA Doctoral Programme.



As soon as you have arranged with one of our team to pursue your research as a visiting fellow at the GIGA for a fixed period of time, we are happy to provide an invitation letter for the agreed duration of your stay. Please be aware that the GIGA does not offer funded fellowships. However should you need further supporting documents for your application for external funding with the above-mentioned institutions, please contact the secretariat of the respective regional institute:

- GIGA Institute for African Affairs: ✉ [iaa@giga-hamburg.de](mailto:iaa@giga-hamburg.de)
- GIGA Institute for Asian Studies: ✉ [ias@giga-hamburg.de](mailto:ias@giga-hamburg.de)
- GIGA Institute for Latin American Studies: ✉ [ilas@giga-hamburg.de](mailto:ilas@giga-hamburg.de)
- GIGA Institute for Middle East Studies: ✉ [imes@giga-hamburg.de](mailto:imes@giga-hamburg.de)

## 2.2. PRIOR TO ARRIVAL

### a) Preparing for Your Visit: Visa and Insurance

Please find out – either from a diplomatic mission of the Federal Republic of Germany in your home country or from the  home page of the Federal Foreign Office – well in advance of your intended arrival whether you need a  visa to enter Germany, as well as for your stay with us. For longer stays, a residence permit may also be necessary. When applying, be sure to also consider any family members who may be arriving at a later date too.

During your time at the GIGA, it is mandatory by German law to have  health insurance. Please be sure to check in advance whether your current insurance covers your stay here, or whether it will be necessary for you to take out a  private health insurance policy instead. In the latter case, we can with pleasure help you to find a suitable private health insurance policy. Often, however, it is cheaper to take out such a policy in your home country directly. Third-party liability insurance as well as accident insurance are also recommended. In some cases, these three types of insurance cover are offered together as part of a single package.

Below you will find some links to give you more guidance on the subject of insurance, as well as some examples of private insurers:

-  [www.germanyhis.com/health-insurance-foreign-workers-academics-germany/](http://www.germanyhis.com/health-insurance-foreign-workers-academics-germany/)
-  [www.allianz-assistance.co.uk/travel-insurance/single-trip-travel-insurance](http://www.allianz-assistance.co.uk/travel-insurance/single-trip-travel-insurance)
-  [www.mawista.com/en/](http://www.mawista.com/en/)
-  [www.hansemerkur.de/produkte/reiseversicherung/auslaendische-gaeste/jahresversicherung](http://www.hansemerkur.de/produkte/reiseversicherung/auslaendische-gaeste/jahresversicherung)

Other employee regulations in Germany, such as paying into the state social security and pension schemes, generally do not apply for scholarship holders.

## b) Finding Accommodation

The Hamburg metropolitan region is a very popular place of residence. As such, finding accommodation is often no easy task. Please be sure, therefore, to address the issue of finding somewhere to live during your time here well in advance of your actual arrival. Please also note that the GIGA itself has no accommodation that it can offer out.

Guest researchers have, depending on the length of their stay, a number of different accommodation possibilities:

1. Pensions, hotels, and apartment hotels: due to the relative high cost of these, they are more suited to only short-term stays.
2. The 🌐 guest house of Hamburg University: to rent here you need to plan relatively far in advance and also take accommodation for a rental period that is calculated per full month.
3. Shared flats and sublets: Most of our guest settle on this option, and have reported very good experiences with it.

In the appendix you will find a list containing useful links regarding “Living in Hamburg.” Hamburg offers a number of different possible neighbourhoods to live in, most of which are easily accessible by 🌐 public transport. This means that in Hamburg you can essentially travel safely and conveniently entirely via the public transport system.

Depending on whether you prefer quiet and leafy or lively and central, the following neighbourhoods are particularly suitable for our guests due to their relative proximity to the GIGA: City centre (Neustadt and Altstadt), Rotherbaum, Harvestehude, Hoheluft, Eimsbüttel, Eppendorf, Altona, Ottensen, Sternschanze, St. Georg, Uhlenhorst, Hohenfelde, Barmbek Süd, Eilbek, Hamm and Winterhude. Some of these neighbourhoods are introduced personally by GIGA colleagues in Section 3.2 of this handbook.

Should you be faced with a range of options but are unsure whether they represent a good offer or if they are in a desirable neighbourhood, then we can with pleasure give you our own (personal) opinion on the different available choices.

Besides this, you can also find via the online portal of the 🌐 Hamburg Welcome Center further relevant information too, as well as answers to the most common questions asked about everyday life in Hamburg.

### **c) For Guests Coming to the GIGA with Their Family**

Should you be planning a longer stay at the GIGA with your family joining you, the question then arises of 🌐 childcare or schooling. In Germany school attendance is compulsory for all children who have turned six years old by – but not including – 1 July in the current calendar year.

Guidance on this topic can also be found via the online portal of the Hamburg Wel-come Center. Should you still need help and further information on this matter, we can happily assist – also with the completing of the necessary formalities in this regard.

It is worth noting that in Hamburg there are many kindergartens and schools that also offer 🌐 bilingual education. In the different available facilities you will find, among others, possibilities for schooling in the following languages: English, French, Greek, Italian, Japanese, Polish, Portuguese, Russian, Spanish, and Turkish.

## **2.3. DURING YOUR STAY**

### **a) Register in Hamburg (non-EU members)**

Completing certain bureaucratic tasks constitutes the first step to be taken on your arrival, unfortunately. So that you can register as swiftly and smoothly as possible, you should ideally make an appointment

with the Hamburg Welcome Center before you even arrive (✉ info@welcome.hamburg.de; ☎ +49 40 42854-5001). There, you can complete the necessary registration process for foreign visitors and also obtain further information on the required paperwork, and supporting documentation, for that.

Upon submission of the completed paperwork, and once it has been determined that you fulfill the eligibility requirements, then you will thereafter be issued with a residence permit.

## **b) At the GIGA**

### Office and Work Station

The GIGA provides all visiting fellows with office space and computer equipment. If you are a visiting fellow at the GIGA Institute for Asian Studies, your office will be located at Rothenbaumchaussee 32. All other visiting fellows are located at Neuer Jungfernstieg 21. On your first working day at the GIGA you will receive all necessary items for computer access, a Visiting Fellow form to fill out for our website, as well as a key for your office (Neuer Jungfernstieg 21) – or keys for both your office and the front door (Rothenbaumchaussee 32).

### GIGA Intranet and Wiki

As soon as you are logged in on your computer, you will have access to the GIGA intranet. EGON is a wiki resource on the GIGA's intranet that is intended to serve as a guide for all aspects of working and researching at the GIGA. You will find herein information on all work units and on the respective contact persons, as well as important documents and guidelines, FAQs, and more.

### GIGA Profile

The GIGA website lists the profiles of all staff members, including those of visiting fellows. Please provide the Public Relations department with your information, then. You will receive, as noted, a form for this on your first working day. The templates in German and English are also available on EGON.

### Work Culture

Working hours and breaks are not fixed. In general, meetings take place between 9 a.m. and 6 p.m. The lunch break is typically up to one hour long, taken between 11:30 a.m. and 2 p.m. Our Code of Conduct defines guidelines for cooperation and communication at the GIGA, and applies to all those who are integrated into the working life of the institute. You are also encouraged to inform yourself about the Guidelines to Ensure Good Academic Practice and the Guidelines on Research Ethics. The respective documents are available on EGON.

### Joint Activities

During your stay you will, as noted, be integrated into one of the Regional Institutes and at least one of the Research Programmes. There will be plenty of opportunities to exchange and discuss your ongoing research and projects, as well as new ideas, with our research fellows. As we take the integration of our visiting fellows very seriously, we expect you to regularly participate in the respective research meetings and the institute's working life. Depending on current activities and actual demand, there are also options to help organise a particular event or to work on a co-authored publication (e.g. GIGA Focus) with one of our research fellows.

### Lectures and Presentations

It is desirable and indeed highly recommended that you present your research at one of the Regional Institute's internal Jours Fixes, and/or at

one of the Research Programme or research team meetings. It is best to talk in advance with the director of the Regional Institute and/or the head of the Research Programme, or speaker of the research team, in order to coordinate your presentation.

### Seminars and Courses

The GIGA Doctoral Programme offers high-quality methodological and theoretical seminars and workshops as well as soft-skills training in its winter term and summer term programme. These courses are also open for our visiting fellows to attend.



### Information Centre

In the GIGA Information Centre's four regional (Africa, Asia, Latin America, and the Middle East) specialist libraries a wide range of contemporary political, economic, and social literature can be found, as well as a collection on Comparative Area Studies, theories, and methods. Note, the specialty library for Asia is situated at Rothenbaumchaussee 32.

## Support

In case of questions or the need for further assistance, the secretariats of the respective Regional Institutes are happily available to help during office hours;

- GIGA Institute for African Affairs:  
Gabriele Tetzlaff (✉[gabriele.tetzlaff@giga-hamburg.de](mailto:gabriele.tetzlaff@giga-hamburg.de));
- GIGA Institute for Asian Studies:  
Kerstin Labusga (✉[kerstin.labusga@giga-hamburg.de](mailto:kerstin.labusga@giga-hamburg.de));
- GIGA Institute for Latin American Studies:  
Stephanie Stövesand (✉[stephanie.stoevesand@giga-hamburg.de](mailto:stephanie.stoevesand@giga-hamburg.de));
- GIGA Institute for Middle East Studies:  
Gabriele Tetzlaff (✉[gabriele.tetzlaff@giga-hamburg.de](mailto:gabriele.tetzlaff@giga-hamburg.de)).



Photo: istock.com/piccerella

## Gender Equality

The GIGA attaches great importance to gender equality, as well as to the reconciliation of work and family life. The management of the institute is supported in this by the Equal Opportunities Officer. Further information can also be found on EGON.

## Eduroam

Education roaming (eduroam) is an initiative to provide employees and students of participating universities and organisations with Internet access at the sites of all participating organisations, using their own username and password via either Wi-Fi or a local area network (LAN) connection. Employees and students engaging in guest presentations, semesters abroad, or business trips can log in directly with their identified data. In the meantime almost all European countries are represented under eduroam, and more and more universities in the respective countries are now joining their research networks to it. In the meantime, the initiative has many supporters worldwide, such as in the Asia-Pacific region (e.g. India, Singapore), in North and South America (e.g. the United States, Canada, Brazil), and in the African-Arab region (e.g. Saudi Arabia, South Africa) too.

## Wi-Fi

See under Eduroam above. Should you not have access to eduroam, you can contact the IT staff for other possible ways to connect to the Wi-Fi network at the GIGA.

## 2.4. BEFORE DEPARTURE

### a) Checklist

Three months before your leave:

- Terminate your lease on time, and clarify with your landlord whether any renovations have to be made.
- Terminate your contract with local distributors (electricity, gas, water).
- Terminate your travel pass for public transport, memberships in associations or clubs, and newspaper and/or magazine subscriptions.

- Check with the HR department or your scholarship provider whether your last monthly salary or scholarship payment can be transferred in good time before your departure – moving and the last payment often overlap.
- Check whether it makes sense – or is even mandatory – to make a tax return.

One month before your leave:

- Deregister at the registration office.
- If you have children, deregister them at schools, kindergarten, etc.
- If applicable, close your bank account.
- If applicable, agree on the repayment of the rental deposit – which must be refunded after moving out.
- Inform relevant bodies, e.g. insurance companies, telephone provider, etc. and return borrowed books to the library.
- If required, request a redirection order at the post office to forward your mail to your new home address.
- If you want to send luggage by freight mail, arrange an appointment with an operator to pick up the packages.

On the day of departure:

- Note the meter readings (electricity, gas, water) in the handover report, and have it signed by the landlord.
- Clean your apartment (according to what has been agreed with your landlord), and hand over the empty apartment and keys to the landlord or property manager.
- Return your key for the GIGA office to the secretariat or reception.

## b) How to Stay in Touch

Researchers who have enjoyed a longer stay at the GIGA and who have agreed with their GIGA host on future collaborative endeavours, can be granted the status of *Associate*. A written agreement would detail the type of collaboration (e.g., research projects, event organisation,

publication projects) and the privileges enjoyed by the Associate. For GIGA Associates there is the possibility to be represented with a personal page on the GIGA website. With this, you can keep in contact with us as well as via the GIGA even after your visit is over – while a continuing close relationship is communicated to the outside world too.

The GIGA maintains **Research Platforms** in selected locations in Africa, Asia, Latin America, and the Middle East. Through these platforms the institute is collaborating with excellent partners in the regions on research topics of joint interest and is laying the foundation for international, evidence-based policy advising. The GIGA also works closely with the German organisations based in each of the partner countries, including the embassies. As a GIGA research alumnus, you therefore have the chance to stay in close contact with the GIGA once back in your home region, and thus to further cooperation in and with the region in question.

Together with its **Research Platforms** partners the GIGA organises **workshops** which aim at the transfer of social science concepts – between different world regions, academic disciplines, and between science and society. They create links between global and regional debates and serve to integrate findings and viewpoints from local contexts into the mainstream in other regions of the world. Research alumni can enrich these workshops with their experiences and benefit from the engagement with GIGA researchers as well as with academics and decision makers from different contexts.

As a GIGA research alumnus, you are welcome to re-visit the institute for an ongoing or a new collaborative endeavour with a GIGA host. The institute is able to provide institutional support (e.g. for research grant or scholarship applications) and to assist you in organising your stay. We will also be happy to invite you to future events at the GIGA which cover topics of joint research interests.

In order to stay in touch not only with your former GIGA colleagues, but also with the community of GIGA visiting fellows, a special page at the GIGA website provides information on the thematic and regional foci of current and past guest researchers, as well as links to their home institutions.

If you wish to remain informed about the latest GIGA publications and events, please register for the GIGA Newsletter at: [www.giga-hamburg.de/de/newsletter](http://www.giga-hamburg.de/de/newsletter) and follow the GIGA on Facebook and Twitter.





## 3. HAMBURG AS A (SCIENCE) LOCATION

### 3.1. HAMBURG METROPOLITAN REGION

#### a) Economic Centre

More than a thousand years after the founding of the port, Hamburg and its neighbouring communities have become the most important trade and economic centre in Northern Europe. Approximately 10,000 companies are added or newly established each year in the metropolitan region. With more than 155,500 employees, the Port of Hamburg is the most important employer in the metropolitan region. It is not only Germany's largest universal port, but also an important distribution point for the trade route between the North Sea and the Baltic Sea.

#### b) Research and Innovation

A number of highly specialised research institutes complement the diverse public and private teaching and educational programmes found in the Hamburg metropolitan region. With their ideas and work, more than 10,000 researchers contribute to the development of innovations and new insights – and to making them usable for regional companies. Prominent topics of core research in the Hamburg metropolitan region are marine, climate, and shipbuilding studies. Moreover, more than 100,000 students are enrolled at a total of 36 universities in the Hamburg metropolitan region. With major universities, for example in Hamburg and Lüneburg, as well as a number of smaller, specialised ones too, the region attracts an increasing number of new students every year.

### c) Infrastructure

The locational advantage of the Hamburg metropolitan region arises from its favourable position on the river Elbe, with the Port of Hamburg providing access to the North Sea and Baltic Sea – and thus to anywhere in the world. Hamburg is also well connected to continental Europe by road and railway networks.

### d) Growing Region

The Hamburg metropolitan region is one of the most competitive in Germany and indeed Europe. Thanks to excellent infrastructure, numerous specialists and experts, innovative companies, and leading research institutes, the economy remains on its upward growth path. Sustained by a very high quality of life, the population size is increasing steadily too. Due to the expansion of the metropolitan region, some 5.1 million people are living in it by now.

### e) Quality of Life

Like few other regions, the Hamburg metropolitan one offers an exceptional quality of life. The beaches at the North Sea and the Baltic Sea, as well as idyllic lakes inland, invite you to participate in sports activities or to just take time out. Between the extensive marshlands and the hilly Geest, the varied landscape offers an enjoyable diversity of possibilities for holiday and leisure time.

### 3.2. CITY NEIGHBOURHOODS

In the following interviews, three of our GIGA colleagues describe their favorite neighbourhood districts of Hamburg. This is to give you an idea where you could look for accommodation, and to share their insider tips on what to do with your weekends in Hamburg.

**Julia Grauvogel** is a senior research fellow at the GIGA Institute for African Affairs and speaker of Research Programme 2's Research Team 3 on interventions and sanctions. She lives in Barmbek, and tells you what she particularly likes about this attractive neighborhood in the interview below.



Dr. Julia  
Grauvogel,  
Senior  
Research  
Fellow

#### What are the particular characteristics of your neighbourhood?

Barmbek used to be a working-class area. Today, a great mix of students, (young) couples, families, and senior citizens lives here – both people who have recently moved to Hamburg and others who have lived in the area for generations. Barmbek is very down to earth, but it has also become increasingly vibrant over the past few years.

#### How do you like to spend your free time?

Barmbek has a couple of really nice farmers' markets. In addition, Fuhlsbüttler Straße offers plenty of shopping opportunities, from the Turkish grocery store to hand-made cupcakes. The so-called Museum der Arbeit (Museum of Work) hosts interactive exhibitions on up-to-date topics such as decision-making. And Barmbek would not be Barmbek without its proximity to the largest and arguably one of the most beautiful parks in Hamburg, the Stadtpark.

#### What is your favourite place?

I am a regular guest at the Swedish-themed cafe LüttLiv to enjoy their tasty cakes or burgers, their bonfires during mild summer nights, or their

pub quizzes on Sundays. I also spend plenty of time at the wonderful local urban gardening project FuhlsGarden (🌐 [www.fuhlsGarden.de](http://www.fuhlsGarden.de)) to harvest homegrown vegetables and apples.

### What does your route to work look like?

Usually, I take my bike – which brings me to the GIGA in about 25 minutes. On rainy days, the S1 (S-Bahn), which takes you straight to Jungfernstieg (but also to the airport and the train station), is a very convenient alternative.

### What is a must-see/-do/-try in your neighborhood?

In the summer, one should not miss taking a swim in the lake that is situated in the middle of the Stadtpark – or enjoy a barbeque in the park. The colder season is great for exploring the growing number of restaurants in the area or for enjoying a brunch at the local favourite Café May.



Stephanie  
Stövesand,  
ILAS  
Secretariat

Stephanie Stövesand, who is responsible for the GIGA Institute for Latin American Studies secretariat, lives in Eppendorf. In the interview below, she shares with you what she thinks makes this neighborhood a particularly beautiful place to live.

### What are the particular characteristics of your neighbourhood?

Eppendorf is a beautiful green area located close to the river Alster. Besides its nice parks and the lake Eppendorfer Mühlenteich, it can be defined by two parts. Around Eppendorfer Landstraße you find prestigious buildings from the beginning of the 20th century and fancy boutiques, cozy cafés, and stylish bars. Families from the upper middle class live in this rather expensive area. Closer to the hospital UKE, the architecture continues, but you also find newer apartment houses and a lot of students living in shared flats, making this part more unpretentious.

Photo: Stephanie Stövesand

### How do you like to spend your free time?

In summer it is nice to go shopping, or hang around in the different cafés. The parks are excellent for running, walking, or having a barbecue. You can also rent a pedalo or SUP board to view Eppendorf from the water. By bike it is not far to the Alster lake or Eppendorfer Moor. There are also plenty of indoor activities, such as sports clubs or swimming pools, for example the beautiful Holthusenbad, or theatres such as the “Alma Hoppes Lustspielhaus” and the “Komödie Winterhuder Fährhaus.”

### What is your favourite place?

In the Haynsark next to the Alster, where you have a very beautiful view on the river during all seasons of the year.

### What does your route to work look like?

It is very easy to get to the GIGA. By bike it takes you about 20 minutes along the river Alster. Alternatively, the U1 (U-bahn) reaches the institute and the city in an instant; from Kellinghusenstraße it is only three stations away.

### What is a must-see/-do/-try in your neighbourhood?

Do not miss the weekly Isestraße gourmet market on a sunny day. After strolling through the wonderful market you can have a tasty espresso or latte macchiato at the Café Pazzo snack car and simply enjoy the atmosphere.

**Johannes Plagemann** is a research fellow at the IAS and speaker of Research Programme 4's Research Team 2 on ideas and agency. He lives in Ottensen, and tells you about the defining characteristics of this popular neighborhood in the interview below.



Dr. Johannes Plagemann,  
Research  
Fellow &  
Speaker

### What are the particular characteristics of your neighbourhood?

Located around Altona Station, Ottensen is a lively neighbourhood full of

cafés, bars, and shopping opportunities plus several weekly markets for fresh produce. Altona itself feels a bit like its own city, separate from Hamburg, although it is only a few S-Bahn stops away from the centre and right next to Schanze and St. Pauli. Ottensen is among the most popular neighbourhoods in Hamburg, and rents have continued to rise as a reflection of that. It sometimes feels like being populated primarily by well-behaved, double-income, self-ascribed progressives with university degrees; yet, it is still fairly diverse and much less posh than Eppendorf or Winterhude, given Altona's history as a working-class neighbourhood with its many erstwhile immigrants. It's also a great place for families, as you'll find many kindergartens, parks, and playgrounds. Located close to the Elbe, there are plenty of spots with a magnificent view across the port with its giant cranes and many lights at night.

#### **How do you like to spend your free time?**

Together with my daughter, I enjoy the many parks and playgrounds in the area. Also, there are some nice bars (Familieneck) and cafés (Knuth). And I like the Friday market on Spritzenplatz, as well as the excellent cinema (Zeise Kino). Christianskirche near Altona city hall has a huge wooden angel hanging from the ceiling, which I have always liked a lot.

#### **What is your favorite place?**

Difficult to say. My favourite park is Fischerspark, where in summer they have a really nice shallow pool for small children. My favourite restaurant is perhaps Goldene Gans on Ottenseer Hauptstraße (you better go for lunch there, which is much cheaper than dinner!) but there are plenty of other good options too.

#### **What does your route to work look like?**

I cycle to IAS (about 25 minutes), but with the S31 and – also Altona bus station right there – commuting from Ottensen is really convenient.

### What is a must-see/-do/-try in your neighbourhood?

At Altonaer Balkon you have a wonderful view of the harbour; a really nice place to hang out (or get married, the local city hall is across the street).

## 3.3. GENERAL INFORMATION

### a) Transport

If you are planning a longer stay, you should familiarise yourself with the various modes of transport in Hamburg. The public transportation network in Hamburg is a well-developed system, with subway (U-bahn) and suburban (S-Bahn) trains as well as buses running very frequently throughout the day.

- Information on tariffs, prices, and timetables of the Hamburg transport association (HVV) can be found here:

 [www.hvv.de](http://www.hvv.de).

- You can also make use of the HVV app, which is a very convenient tool to look for the next possible travel connection, to buy your tickets, etc.:

 [www.hvv.de/de/app](http://www.hvv.de/de/app).

### b) Bicycle City

Cycling as an everyday means of transport has increased in Hamburg. The expansion of bicycle traffic has gained momentum in recent years, and improvements in the maintenance and development of cycle paths are visible on many routes. The StadtRAD ( [stadtrad.hamburg.de](http://stadtrad.hamburg.de)) provides the opportunity to rent and return a city bike at many rental stations in the entire city area around the clock.



### c) University Library

Besides the specialised library at the GIGA, the University of Hamburg libraries (Staats- und Universitätsbibliothek) are also accessible (🌐 [www.sub.uni-hamburg.de/startseite.html](http://www.sub.uni-hamburg.de/startseite.html)). There are also specialised libraries for each of the departments at the university (e.g. the Social Science or the Economics department), some of them reference libraries, which means that you cannot take the book home except for on a weekend. The university libraries are about 10 minutes' walk from the GIGA and only five from Rothenbaumchaussee 32.

### d) Museums and Exhibitions

From the Old Master paintings in the famous Hamburger Kunsthalle to the eerily explanation of the city's history in the Hamburg Dungeon: There are many ways to immerse yourself in historic eras and abstract worlds in Hamburg.

- An overview of all facilities can be found here:  
🌐 [www.hamburg.com/museums/](http://www.hamburg.com/museums/).

### e) Sights in Hamburg

There is much to explore in Hamburg. The Landungsbrücken (piers) offer spectacular views and historic waterfront buildings, and the Miniature Wonderland the world's largest model railroad system meanwhile. Buy fresh fish or fruit at the Sunday fish market by the Elbe, discover the world's largest warehouse complex (UNESCO World Heritage) in the Speicherstadt, or pay a visit to the city's newest landmark, the architecturally impressive Elbphilharmonie concert venue.

→ Find out more about what to explore in Hamburg here:

 [www.hamburg.com/sights/](http://www.hamburg.com/sights/).

### f) Metropolitan Region

Peaceful natural reserves, history-laden medieval towns, or popular events and sports activities; there is plenty to explore in the Hamburg metropolitan region within just an hour's drive of the city centre.

→ Further information on what to see in the region can be found here:

 [www.hamburg.com/visitors/metropolitan-region/](http://www.hamburg.com/visitors/metropolitan-region/).

### g) Housing

When looking for a place to stay in Hamburg, it is important to understand the real estate market, renting, residential neighbourhoods, and regulations. Please refer to 2.2.b) as well as to "Housing in Hamburg" in the appendix.

→ General information regarding housing in Hamburg can also be found here:

 [www.hamburg.com/residents/settle/housing/](http://www.hamburg.com/residents/settle/housing/).

## International maritime signal flags

Since Hamburg is Europe's third-largest port it might be useful to get a deeper understanding of maritime conversation.

							
<b>a (alfa)</b> "I have a diver down; keep well clear at slow speed."	<b>b (bravo)</b> "I am taking in or discharging or carrying dangerous goods."	<b>c (charlie)</b> "Affirmative."	<b>d (delta)</b> "Keep clear of me; I am maneuvering with difficulty."	<b>e (echo)</b> "I am altering my course to starboard."	<b>f (foxtrot)</b> "I am disabled; communicate with me."	<b>g (golf)</b> "I require a pilot."	<b>h (hotel)</b> "I have a pilot on board."
							
<b>i (india)</b> "I am altering my course to port."	<b>j (juliet)</b> "I am on fire and have dangerous cargo on board; keep well clear of me."	<b>k (kilo)</b> "I wish to communicate with you."	<b>l (lima)</b> "The ship is quarantined."	<b>m (mike)</b> "My vessel is stopped and making no way through the water."	<b>n (november)</b> "Negative."	<b>o (oscar)</b> "Man overboard."	<b>p (papa)</b> (The blue Peter.) All persons should report on board as the vessel is about to proceed to sea.
							
<b>q (quebec)</b> "My vessel is 'healthy' and I request free pratique."	<b>r (romeo)</b>	<b>s (sierra)</b> "I am operating astern propulsion."	<b>t (tango)</b> "Keep clear of me."	<b>u (uniform)</b> "You are running into danger."	<b>v (victor)</b> "I require assistance."	<b>w (whiskey)</b> "I require medical assistance."	<b>x (x-ray)</b> "Stop carrying out your intentions and watch for my signals."
							
<b>y (yankee)</b> "I am dragging my anchor."	<b>z (zulu)</b> "I require a tug."						



1



2



3



4



5



6



7



8



9



0



First substitute



Second substitute



Third substitute





# APPENDIX

## 1. INTERESTING FACTS FROM A TO Z

### ID

In Germany, there is a compulsory ID card for citizens. As such, you should at least carry a copy of your own ID with you at all times.

### The Salutation

Sie/Du for “You” Referring to people by title and surname, plus the more formal “Sie” (instead of the more personal “Du”), is used in Germany for those we do not know – and officially for any person over the age of 15 years old. Many German people who interact with each other on a daily working basis in an office environment continue to use the formal salutation to greet one another. Among younger people, usually those up to about 30 years old, this is more easily addressed: the less formal “Du” and first name are used when first getting to know each other. If you are unsure what salutation to use in a given situation, we recommend you just wait and see how your conversation partner addresses you and then follow suit.

### Cash Payments

In Germany, cash is still the preferred (and in some cases only accepted) form of payment in places you likely frequent on a daily basis – supermarkets, stores, restaurants, pubs, and the like.

### Public Holidays

The following public holidays are observed across Germany:

- New Year’s Day (1 January);
- Good Friday and Easter Monday (usually at the end of March/ beginning of April);
- May Day (1 May);
- Ascension Day (the Thursday 10 days prior to Whit Sunday);
- Whit Monday in June;
- German Reunification Day (3 October); Christmas Eve (24 December, from the afternoon);
- Christmas Day and Boxing Day (25 and 26 December); and,
- New Year’s Eve (31 December, from the afternoon).

There are additional church holidays in some of the individual German federal states too.

### Bank Account

For a longer stay (over three months), it is advisable to open a bank account or a savings account so that money can be easily transferred in and out of it (for example for health insurance, rent payments).

### Emergency Numbers

The following are the numbers to call for emergency services in Germany:

- 112 for medical emergencies, accidents, or the fire brigade.
- 110 for the police.

### Telephone Services

For smartphone/mobile device use, there is the possibility to either purchase a prepaid card or to take out a monthly contract. Prepaid cards are widely available in many different outlets. Monthly contracts can be arranged with a network provider in one of their own stores. We advise against longer-term or permanent contracts because of their longer notice of cancellation periods. Prepaid cards make more sense if you are only here for a relatively short period of time.

### Opening Hours

Stores in Germany are generally open from 10 a.m. and 8 p.m. (supermarkets open earlier and close later) from Monday to Saturday. Smaller stores often close at 6 p.m. or 7 p.m. during the week, and at lunchtime on Saturdays. There is no trading by anyone on Sundays and public holidays, except for stores in train stations and the airport. Another exception is bakeries.

### Electricity

The German electricity network works with 220V and 50Hz AC from the socket. Normal continental European plugs fit in all sockets. Depending on the country of origin of the device, an adapter and transformer may be required.

### Cinema

Films and TV series from abroad are frequently dubbed. If there is no particular reference to the language in the listing, you can assume that the broadcast is running in German. However, there are several cinemas in Hamburg that screen movies in their original version (OV) or original with German subtitles (OmU), such as the 🌐 Savoy or 🌐 Abaton.

### Doctors and Pharmacies

The general practitioner (Hausarzt) should be your first point of contact for all health-related issues. If necessary, he or she will refer you to a specialist for further tests or treatment. You should always book an appointment in advance, by phone or online. Before your first appointment with the GP, you will need to fill out some forms to register at that practice. There are many pharmacies all over Hamburg. Most of the time you can find one next to or near a doctor's practice. Here, you can get prescribed medication such as antibiotics as well as over-the-counter medicine. You can search for both GPs and pharmacies close to the place you live; for example on 🌐 Gelbe Seiten (German only).

### Driving License

All non-EU/EEA foreign driving licenses lose their validity after six months. If you are staying in Hamburg for more than six months, you will likely need to validate your foreign driving license in order to continue to legally drive in Germany. Some exceptions apply. Information is provided on the official  Landesbetrieb Verkehr website (German only).

### Hello Hamburg App

This App provides hands-on information for newcomers to Hamburg in both text and speech. It helps you to get familiar with the city's libraries, childcare and education facilities, and much more (available in five languages). Further information can be found here:  [www.hamburg.com/hello-hamburg-app/](http://www.hamburg.com/hello-hamburg-app/).

### Smoking Ban

In Germany smoking is prohibited in all official institutions, as well as in stations, airports, and public transport, and in cultural, leisure, and sports facilities. Exceptions are separated areas and rooms, which are specially marked. The smoking ban usually also applies to restaurants.

### Sports

Going for a run around the Alster lake, cycling along the Elbe river, or working out in a gym: There are plenty of options for doing sports in Hamburg. You can choose from a broad range of gyms (Fitness Studio) or sports clubs as well as university sports. Further information is provided  here.

### Tip

It is common practice to give a tip in restaurants, cafes, taxis, and in some other service sectors. The tip is considered as a recognition for good service and is usually about 10 percent; as a rule one rounds up to a round sum.

### Tourist Information

The official tourist information offices will gladly help you find guided tours, tickets, accommodation, and more. There are three main locations: one at Central Station (Central Station North, exit Kirchenallee), one at Landungsbrücken (between Piers 4 and 5) and one at Hamburg Airport (Hamburg Airport Plaza, between Terminals 1 and 2).

## 2. HOUSING IN HAMBURG

Since the Hamburg metropolitan region is a very popular place of residence you should, as noted, begin the search for housing as soon as possible. Here are some helpful links for that:

### Online portals for sublet rooms and apartments:

- 🌐 [www.airbnb.com](http://www.airbnb.com)
- 🌐 [www.wimdu.com](http://www.wimdu.com)
- 🌐 [www.9flats.com](http://www.9flats.com)

### Commercial apartment house:

- 🌐 [www.smartments-student.de](http://www.smartments-student.de)

### Pensions and hotels:

#### VCH Hotel Baselerhof\*\*\*\*

(next to the GIGA and the Alster, 2 minutes walking distance)

Esplanade 11

20354 Hamburg

☎ +49 40 / 35 90 60

📠 +49 40 / 35 90 69 18

🌐 [www.baselerhof.de](http://www.baselerhof.de)

#### VCH Hotel Alster-Hof\*\*\*

(next to the GIGA and the Alster, 2 minutes walking distance)

Esplanade 12

20354 Hamburg

☎ +49 40 / 35 00 70

📠 +49 40 / 35 00 75 14

🌐 [www.alster-hof.de](http://www.alster-hof.de)

#### Hotel IBIS Hamburg Alster\*\*

(next to the Alster, and 12 minutes walking distance from GIGA)

Holzdammerweg 4–12 + 16

20099 Hamburg

☎ +49 40 / 248 290

🌐 [www.accorhotels.com](http://www.accorhotels.com)

#### Hotel Wedina\*\*\*

(charming hotel near the Alster which comprises 4 houses: red, blue, green

and yellow, 18 minutes walking

distance from the GIGA)

Gurlittstraße 23

20099 Hamburg

☎ +49 40 / 280 890 0

📠 +49 40 / 280 38 94

🌐 [www.hotelwedina.de](http://www.hotelwedina.de)

#### InterCityHotel

##### Hamburg Dammtor-Messe\*\*\*

(14 minutes walking distance to GIGA)

St. Petersburger Str. 1

20355 Hamburg

☎ +49 40 / 600 0140

🌐 [www.intercityhotel.com](http://www.intercityhotel.com)

#### Hotel Garni – Bei der Esplanade\*\*

(next to the GIGA and the Alster, 5 minutes walking distance, but quite simple)

Colonnaden 45, II. Etage (Lift)

20354 Hamburg

☎ +49 40 / 35 50 11 70

📠 +49 40 / 35 50 11 99

🌐 [www.hotel.de/de/hotel-garni-bei-der-esplanade/hotel-137780](http://www.hotel.de/de/hotel-garni-bei-der-esplanade/hotel-137780)

### **Hotel Alameda\*\***

(next to the GIGA and the Alster, 5 minutes walking distance, but quite simple)

Colonnaden 45

20354 Hamburg

☎ +49 40 / 34 40 00

📠 +49 40 / 34 34 39

🌐 [www.hotelalameda.de](http://www.hotelalameda.de)

### **Hotel Amsterdam\*\*\***

(13 minutes' walking distance to GIGA, or 9 minutes by bus 4 or 5; only 4 minutes' walking to Rothenbaumchaussee 32)

Moorweidenstr. 34

20146 Hamburg

☎ +49 40 / 4411 110

📠 +49 40 / 456 820

🌐 [www.hotelamsterdam.de](http://www.hotelamsterdam.de)

### **Hotel Heimhude Hamburg\*\*\***

(14 minutes' walking distance to GIGA or 11 minutes by bus 109; only 6 minutes' walking to Rothenbaumchaussee 32)

Heimhuder Straße 16

20148 Hamburg

☎ +49 40 / 41 33 30-0

📠 +49 40 / 41 33 30-40

✉ [info@hotel-heimhude.de](mailto:info@hotel-heimhude.de)

🌐 [www.hotel-heimhude.de](http://www.hotel-heimhude.de)

### **Hotel Vorbach\*\*\***

(16 min walking distance to GIGA or 12 minutes by bus 34; only 2 minutes' walking to Rothenbaumchaussee 32)

Johnsallee 63 – 67

20146 Hamburg

☎ +49 40 / 441 820

📠 +49 40 / 4418 288

✉ [info@hotel-vorbach.de](mailto:info@hotel-vorbach.de)

🌐 [www.hotel-vorbach.de](http://www.hotel-vorbach.de)

### **Hotel Am Rothenbaum\*\*\***

(22 min walking distance to GIGA or 11 minutes by underground U1; only 9 minutes' walking to Rothenbaumchaussee 32)

Rothenbaumchaussee 107

20148 Hamburg

☎ +49 40 / 446 006

📠 +49 40 / 449 374

🌐 [www.hotelamrothenbaum.de](http://www.hotelamrothenbaum.de)

You can find a detailed list of hotels in the city of Hamburg here:

🌐 [hotelbuchung.hamburg.de](http://hotelbuchung.hamburg.de)

### **Agencies:**

🌐 [www.city-wohnen.de](http://www.city-wohnen.de)

🌐 [hamburg.homecompany.de](http://hamburg.homecompany.de)

🌐 [www.ihermitwohnzentrale.de](http://www.ihermitwohnzentrale.de)

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