



MILE WIDZIANY  
 स्वागतः VÍTÁM TĚ!  
 欢迎  
 BI XER HATI DOBRODOŠLI 환영합니다  
 VÄLKOMNA HOSGELDINIZ ÜDVÖZÖLLEK  
 добро пожаловать BIENVENIDO  
**WILLKOMMEN**  
 BENVENUTO BIENVENUE добродошао  
 WELCOME καλώς ήρθες KHOSH ÂMADID  
 أهلاً وسهلاً  
 BEM-VINDO  
 TERVETULOA  
 WELKOM  
 歡迎

Diversity  
in Göttingen

JOBS AND CAREERS

Diese Broschüre ist in Deutsch und mehreren Fremdsprachen online erhältlich unter <https://www.goettingen.de/integration> (Suchbegriff "Willkommen Vielfalt in Göttingen").

This brochure is available in German and other languages online at <https://www.goettingen.de/integration> (search words "Willkommen Vielfalt in Göttingen").



## Foreword

Göttingen is proud of its diversity.

People from more than 160 different countries live in our city that creates and highlights the great potential of academic study and knowledge (“die Stadt, die Wissen schafft”). Many individuals with migrant backgrounds contribute to our life together, as well as to this city’s cosmopolitan and international flair, in ways that are often very enriching.

Our city is just as diverse when it comes to the various educational and consultancy amenities and other essential facilities. We certainly ought not to take this for granted. Thankfully, there are many active and dedicated women and men in our city; they help to create and shape the numerous services that allow us to live together in an intercultural context. Support can therefore be offered where it is needed. This is vital not just for its own sake but sometimes even to preserve life, as many refugees from around the world seek a safe haven with us.

This guide contains details of services that may be helpful for migrants and their families, depending on their particular circumstances. This first ever collection of practical information is also intended to serve as a useful reference for the many people who freely give their time to assist migrants, including the many migrants who have lived here for years and are now also involved in this work. A sincere thank you goes to all of them.

The Stadt Göttingen warmly welcomes all new citizens. We are delighted to have many people from other cultural backgrounds already living with us. Our aim – thanks to this publication – is to help them all rise to new challenges and carry out new tasks – knowing that it is not always easy to begin with. We wish you all a warm “Welcome” because we embrace “Diversity in Göttingen”.

I hope you enjoy browsing the useful information in this guide.

## STADT GÖTTINGEN

A handwritten signature in black ink, which reads "Rolf-Georg Köhler". The signature is written in a cursive style.

(Rolf-Georg Köhler)

Lord Mayor

## Introduction

“Welcome – Diversity in Göttingen” is an orientation guide for people from migrant backgrounds who are now living in Göttingen, which has been designed to help people get their bearings and integrate into the life of the city. Making a fresh start and relocating always involves an interesting journey with many challenges, especially at the beginning, whether someone arrives as a refugee, as part of a family reunification initiative, to take up a new job, to study or for some other reason.

Many pressing questions arise, particularly for people with different cultural backgrounds, e.g.: Where can I register? Which language courses are available? What childcare services are on offer? Which is the right school for my child? Where can I find support? The manifold potential answers depend on the individual's needs and living situation.

A wide variety of institutions, options and contact persons is available to help immigrants in Göttingen. Some of the help available is extremely specialized so it can be difficult to get the big picture or present a comprehensive overview, as the various agencies and people who work with different immigrant groups confirm. Integration and participation services are, however, generally regarded as excellent and comprehensive, but the need for advice and information is equally great.

To make it easier to navigate this information, it is presented under three headings. All the information will also be useful for advisory centres, trainers, the numerous volunteers who support and accompany migrants, and also the institutions and service centres whose day-to-day work involves tackling the extra questions arising from the new immigration of refugees. It can often be useful and helpful to find out what is happening beyond one's own direct sphere of work.

The detailed information covers the wide-ranging services in Göttingen, which are arranged in three interrelated guides: **First Steps towards Orientation – Language and Education – Jobs and Careers**. These areas of focus were defined after asking for advice from and holding discussions with the advisory group for the implementation of the city's integration plan.

**Part I** highlights the first steps to settling into life in Göttingen. These include a host of different contact centres in the municipal administration, points of contact for migrants in the city and institutions close to residential districts. Contact names and addresses for leisure, sports and cultural amenities are also included. The many listings of the city's migrant self-help organizations could also prove helpful for new arrivals.

**Part II** provides information about language learning in Göttingen, as well as educational opportunities and projects for children and parents. It also introduces child daycare centres and schools and specific amenities. Learning options outside school and financial assistance complete the guide.

**Part III** focuses on advisory services in the fields of careers choice, vocational training and further training as well as second chances for gaining a school-leaving certificate at a later time. It sets out the general prospects for assistance as well as ways to get foreign school, university and vocational qualifications recognized, and advice on higher education, finding a job and starting a business.

All the information brought together here refers to actual services and contact persons in Göttingen who are relevant for migrants. Where extra information or materials, including translations, are available, this is noted. All details were correct in February 2015.

Details of the services and contact names were compiled on the basis of first-hand enquiries and personal conversations, online research, or written consultation and authorization for publication.

Short explanations are included for specific areas of responsibility. The boxes displaying basic information and addresses make it easy to identify the relevant agencies and contact partners, so that migrants and their families can find the most suitable people and assistance.

Information compiled in the individual sub-chapters also reveals how the various services are interconnected with each other.

The objective is to provide individuals with migrant backgrounds and their families equal opportunities to participate in society and work, so that they can become firmly integrated in Göttingen over time.

### III. Jobs and Careers

<b>1. Vocational guidance and career choice</b>	<b>9</b>
1.1 Careers advice and careers information	9
Göttingen Vocational Guidance Fair (Göttinger Berufsinformationstag, GöBit)	12
Jobs Market (Markt der Berufe)	13
1.2 Göttingen's Parents' Compass (Göttinger Eltern-Kompass)	15
1.3 "Training Occupations with Prospects" Campaign ("Perspektive Ausbildungsberuf")	15
1.4 Support with problems at school and the transition from school to work	16
"ENCOURAGING YOUTH in the Community" ("JUGEND STÄRKEN im Quartier") (Follow-up programme of the projects "School Refusal – The 2nd Chance" ("Schulverweigerung – Die 2. Chance") and "Skills Agency konTur" ("Kompetenzagentur konTur"))	16
Göttingen Production School (Produktionsschule Göttingen)	18
"Contact" Project (Projekt "Kontakt")	19
<b>2. Second chance for school-leaving certificates</b>	<b>20</b>
Adult Education Centre Göttingen (Volkshochschule Göttingen gGmbH)	20
Göttingen's Night School (Abendgymnasium Göttingen)	21
ARBEIT UND LEBEN Educational Association Southern Lower Saxony (Bildungsvereinigung Arbeit und Leben Niedersachsen Süd gGmbH)	21
Proactive Centre (Pro-Aktiv-Center – PACE)	22
<b>3. In-company traineeships (Berufsausbildung)</b>	<b>23</b>
3.1 Vocational and technical schools (Berufsbildende Schulen) in Göttingen	23
3.2 Training support measures (Ausbildungsbegleitende Hilfen)	24
<b>4. Higher education</b>	<b>25</b>
4.1 Higher education institutions in Göttingen	25
4.2 Offers from the Student Services (Studentenwerk) Göttingen	27
4.3 Student Advisory Service (Studienberatung)	27
International Office of the University of Göttingen	28
International Office (Akademisches Auslandsamt) – HAWK	28
International Office of PFH Göttingen	28
Welcome Center	29
Educational Consultancy (Bildungsberatung) University Guarantee Fund (Garantiefonds-Hochschule) – Inner Mission and Evangelical Relief Organization (Innere Mission und Ev. Hilfswerk)	29

<b>5. Funding assistance</b>	<b>30</b>
5.1 Vocational training assistance (Berufsausbildungsbeihilfe, BAB)	30
5.2 Funding under the German Federal Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG)	31
5.3 Assistance/grants under the University Guarantee Fund (Garantiefonds-Hochschule)	32
<b>6. Recognition of foreign school, university and professional qualifications in Germany</b>	<b>33</b>
Website "Recognition in Germany" ("Anerkennung in Deutschland")	34
Recognition Consultancy Centre (Anerkennungsberatungsstelle BIGS)	35
Recognition Consultancy Centre IHK Hanover	35
Recognition Consultancy Centre (Qualifizierungsberatungsstelle BIGS)	36
Educational Consultancy University Guarantee Fund – Inner Mission and Evangelical Relief Organization (Bildungsberatung Garantiefonds-Hochschule — Innere Mission und Ev. Hilfswerk)	36
<b>7. Finding a job</b>	<b>37</b>
7.1 General employment services	37
7.2 Academic job placement service of the Employment Agency (Agentur für Arbeit)	39
7.3 Services provided by the Employment Agency (Agentur für Arbeit) Higher education team	40
7.4 Labour market access for refugees	41
<b>8. "Fair Stay Southern Lower Saxony" cooperative project ("FairBleib Südniedersachsen", FBS)</b>	<b>42</b>
Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG)	42
Partners in "Fair Stay Southern Lower Saxony" ("FairBleib Südniedersachsen"), with areas of expertise	43
<b>9. Continuing and further vocational training</b>	<b>45</b>
9.1 Educational Consultancy (Bildungsberatung) of the Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG)	47
9.2 Basic educational courses and literacy	48
"COMPASS – Communication and Motivation. Upskilling for work with the Elderly" ("KOMPASS - Kommunikation und Motivation. Professionalisierung für die Arbeit mit Seniorinnen und Senioren")	48
Regional Centre for Basic Education (Regionales Grundbildungszentrum) Göttingen	48
9.3 Coordination centre "Promoting Women in the Private Sector" ("Frauenförderung in der privaten Wirtschaft")	50
<b>10. Business start-ups</b>	<b>51</b>
Employment Agency (Agentur für Arbeit) Göttingen	52

Business start-up forum, Göttingen Region (Gründungsforum Region Göttingen)	53
Business start-up consultancy services MOBIL (Gründungsberatung MOBIL)	54
Start-up Consultancy Service (Existenzgründungsberatung) at the University of Göttingen	55
WRG Wirtschaftsförderung Region Göttingen GmbH	55
<b>11. Jobs in public administration</b>	<b>55</b>
Intercultural openness in Göttingen	56
“wir sind bund” – a federal government initiative	57
<b>In emergencies:</b>	<b>57</b>
Emergency phone numbers	58
Medical Services	58
Sexual Violence/Domestic Violence	58
Crises Helplines	59
Other Services	59



## III. Jobs and Careers

### 1. Vocational guidance and career choice

The essential basis for working life is a combination of school-leaving qualifications and vocational training, which make job seeking easier. It is important to get early guidance about occupations and career choices.

In Germany, there are numerous apprenticed trades and study programmes. The wide range of opportunities can make it difficult to make a decision.

Pupils receive support while they are still at school with vocational guidance and the choice of career, e.g. through the school's careers advice service, which aims at smoothing the transition from school to working life.

#### 1.1 Careers advice and careers information

The main agencies in Göttingen that provide careers support and advice are the Careers Advice Service (Berufsberatung) and the Vocational Guidance Centre (Berufsinformationszentrum, BiZ), both run by Göttingen's Employment Agency (Agentur für Arbeit Göttingen). They give a clear overview of the many training opportunities and study options.

The Careers Advice Service (Berufsberatung) of Göttingen's Employment Agency (Agentur für Arbeit Göttingen) is available in general education schools at Secondary Level I (Sekundarstufe I) and Secondary Level II (Sekundarstufe II), as well as in vocational schools (berufsbildende Schulen). Careers guidance is offered in the form of events in class and personal consultations. All those who are interested can also arrange appointments with a careers advisor during office hours. Prospective job applicants can benefit from a wide range of services such as job-seeking opportunities from the largest database for training places and apprenticeships in Germany, as well as assistance with job applications and travel expenses to attend job interviews.

#### **Careers Advice Service (Berufsberatung) of the Employment Agency (Agentur für Arbeit) Göttingen**

Bahnhofsallee 5  
37081 Göttingen

Advisors available: by  
appointment.

Service Centre – Freephone: 0800/4 5555 00  
or call direct on tel.: 0551/520-660  
Email: [goettingen.berufsberatung@arbeitsagentur.de](mailto:goettingen.berufsberatung@arbeitsagentur.de)

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

Information: You can also register to see a careers advisor via the website at [www.berufswahl-regional.de](http://www.berufswahl-regional.de).

For people who live in Göttingen and receive social security benefits under Social Security Code II (SGB II), the Job Centre (Jobcenter der Stadt Göttingen) offers advice and job seeker services.

**Job Centre (Jobcenter) Stadt Göttingen**  
**- Initial contact point**

Amtshaus  
Hiroshimaplatz 2  
37083 Göttingen

Tel.: 0551/400-3442  
Email: fd50.5@goettingen.de

Opening hours:

Monday:	08.30–15.00
Tuesday:	08.30–15.00
Wednesday:	08.30–12.00
Thursday:	08.30–17.00
Friday:	08.30–12.00

Advisors:

Ms Sippel  
Tel.: 0551/400-3410

Mr Senger  
Tel.: 0551/400-3412

Ms Mauritz  
Tel.: 0551/400-3414

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

The Federal Employment Agency (Bundesagentur für Arbeit) provides important information, links and advice about jobs, training and the dual education system, qualifications, solutions for routes into work and job applications on a wide variety of fact-finding platforms and online services. These include:

- BERUFENET (<http://berufenet.arbeitsagentur.de/berufe/index.jsp>)
- KURSNET (<http://kursnet-finden.arbeitsagentur.de/kurs/>)
- [www.studienwahl.de](http://www.studienwahl.de)
- [www.abi.de](http://www.abi.de)
- [www.planet-beruf.de](http://www.planet-beruf.de)

The regional website [www.berufswahl-regional.de](http://www.berufswahl-regional.de) and the pages for the Göttingen region at [www.abi.de](http://www.abi.de) and [www.planet-beruf.de](http://www.planet-beruf.de) provide information of particular relevance for this region on the topics of training and higher education, as well as informative links.

If you come from another country, as well as learning the German language, you will need to learn more about our labour market, which is quite unique. In particular, vocational training in Germany is organized differently than in other countries: the German dual system of vocational training is very important, as it guarantees the availability of skilled workers. The Federal Employment Agency (Bundesagentur für Arbeit) also offers a variety of foreign-language resources to enable parents to support their children as they choose a career.

The **Roadmap for Career Choice (Berufswahlfahrplan)**, an essential overview and planning guide for the different stages of vocational decision-making, career choice and job applications, is available to download from the website in several languages (Turkish, Russian) at [www.planet-beruf.de/Eltern](http://www.planet-beruf.de/Eltern) > "Roadmap for careers" > "Roadmap for Career Choice" (Fahrplan zum Beruf > Berufswahlfahrplan).

The Vocational Guidance Centre (BiZ) offers all interested persons a number of different media, computer workstations and a reading corner so that people can obtain information independently. Alternatively, the centre's staff are on hand to provide information about different jobs, training and study options and entry requirements. Computer workstations are available for applicants to prepare and update job applications, and there is a range of flyers, brochures and leaflets containing useful advice. The staff at the centre are available to offer further assistance.

**Vocational Guidance Centre (Berufsinformationszentrum, BiZ) of the Employment Agency (Agentur für Arbeit) Göttingen**

Bahnhofsallee 5  
37081 Göttingen

Tel.: 0551/520670  
Email: [goettingen.biz@arbeitsagentur.de](mailto:goettingen.biz@arbeitsagentur.de)

Opening hours:

Monday–Wed.:	08.00–15.30
Thursday:	08.00–18.00
Friday:	08.00–12.30

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

*Notes*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

The Stadt Göttingen organizes a range of careers events such as the Göttingen Vocational Guidance Fair (Göttinger Berufsinformationstag, GöBit).

**Göttingen Vocational Guidance Fair (Göttinger Berufsinformationstag, GöBit)**

GöBit, held annually in February, is Göttingen's biggest regional careers fair focusing on the transition from school to work.

A large number of exhibitors, companies, universities, stakeholders and different voluntary services as well as other institutions present their services at GöBit.

The programme also includes public talks where the audience learns more about applications, job interviews, university admission and how to fund study. There are also informative events about 'year abroad' programmes and the dual education system. Various initiatives are also offered for young people who have not yet decided on a career path.



Please contact the team at the Vocational Guidance Centre (BerufsInformationszentrum Göttingen) to find out more about GöBit (see Part III, Chap. 1.1).

*Notes*

---

---

---

---

---

---

---

---

---

---

---

---

## Jobs market (Markt der Berufe)

To provide teenagers and young adults with information about in-company traineeships, and to support parents with a migrant background as they help their children choose a career, in summer 2014, the first Jobs Market (Markt der Berufe) was held as an intercultural training event and jobs fair at the Turkish–Islamic Community (DITIB Gemeinde) in Göttingen.

More than 20 exhibitors attended the event to promote their in-company traineeships and job placement opportunities and explain the requirements and application deadlines. The event also offered opportunities for sharing ideas and networking.

The brochure “Jobs Market 2014” (“Markt der Berufe 2014”), including a list of participating companies, is available at [www.uebergangsmangement-goettingen.de](http://www.uebergangsmangement-goettingen.de).

Jobs Market (Markt der Berufe) is a collaborative event organized in partnership with the Turkish–Islamic Community (DITIB Gemeinde), Employment Promotion Göttingen (Beschäftigungsförderung Göttingen – kAöR), Employment Agency (Agentur für Arbeit), the Gesundheitsregion e.V. and the Göttingen District (Landkreis). It is funded by the Stadt Göttingen. It is intended to hold this event every year, in June.



**Wolltest Du schon immer**

- Deine zukünftige Ausbilderin oder Deinen Ausbilder kennen lernen?
- auf Augenhöhe sprechen?
- ein Praktikum schnuppern oder in der Ausbildung schon Geld verdienen?

**Dann komm! Mach mit!**  
**Lerne Berufe im Handwerk, Industrie, Verkauf, Verwaltung oder Sozial- und Gesundheitsberufe kennen!**

**DIE INTERKULTURELLE AUSBILDUNGS- UND BERUFEMESSE**  
**MARKT DER BERUFE**  
**AUF DEM GELÄNDE DER DITIB GEMEINDE JEDES JAHR IM JUNI**  
KÖNIGSSTIEG 4 | 37081 GÖTTINGEN

**BFGoe**  
Beschäftigungsförderung Göttingen - kAöR  
www.bfgoe.de

**Landkreis Göttingen**

**GÖTTINGEN**  
STADT. DIE WISSEN SCHAFFT!

**Bundesagentur für Arbeit**

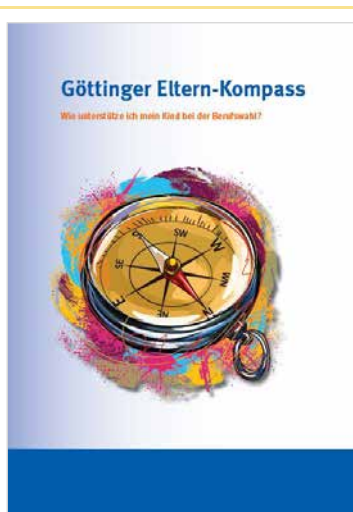
**GESUNDHEITSREGION Göttingen**

## 1.2 Göttingen's Parents' Compass (Göttingen Eltern-Kompass)

Parents generally play a vital role in their children's choice of career, so it is important and necessary for them to be involved in careers guidance.

The booklet "Göttingen's Parents' Compass" ("Göttinger Eltern-Kompass") is designed to assist parents to tackle the subject of careers guidance. This project was devised by the parents' working group (Arbeitskreis Elternarbeit).

The "Parents' Compass" ("Eltern-Kompass") booklet helps parents identify each child's interests and abilities, and to explore ambitions about the choice of vocation. The guide includes advice about how to present written applications and additional facts about career choices. It can also be used during personal careers consultations offered by Göttingen's Employment Agency (Agentur für Arbeit Göttingen).



The "Parents' Compass" ("Eltern-Kompass") is available in German, Turkish, Arabic and Russian languages and can be downloaded from the website [www.goettingen.de](http://www.goettingen.de) "Education & science" > "Schools" > "Göttingen's Parents' Compass" (> Bildung & Wissenschaft > Schulen > Göttinger Elternkompass).

Notes

---

---

---

---

---

### 1.3 “Training Occupations with Prospects” Campaign (“Perspektive Ausbildungsberuf”)

Germany’s dual training system, with in-company traineeships or apprenticeships, is unlike that in any other country and will probably not be familiar to families with migrant backgrounds. In other countries, an in-company traineeship is often linked with poor chances of promotion, since access to many careers is invariably through higher education studies and therefore not dependent on a dual in-company training place or apprenticeship.

“Training Occupations with Prospects” (“Perspektive Ausbildungsberuf”), a campaign to highlight the occupations in Germany that require specific training, illustrates the benefits of the dual system of in-company training places, which set trainees up for a promising future. It directly appeals to parents with a migrant background and their children through events, radio and film reports, social networking and the annual Jobs Market (Markt der Berufe) held at the local Turkish and Islamic Community (DITIB Gemeinde), (see Part III, Chap. 1.1).



As part of the campaign, young people from migrant backgrounds who are completing or have completed an apprenticeship discuss their experiences as ‘training ambassadors’.

The Careers Advice Service (Berufsberatung) and various companies are actively involved in the campaign, which facilitates direct contact between the company offering the training places and young trainees.

### “Training Occupations with Prospects” Campaign (“Perspektive Ausbildungsberuf”)

Employment Promotion Göttingen (Beschäftigungsförderung Göttingen – kAöR)  
Levinstrasse 1  
37081 Göttingen

Advisor:

Thomas Deimel-Bessler  
Tel.: 0551/400-3604  
Email: [t.deimel-bessler@goettingen.de](mailto:t.deimel-bessler@goettingen.de)

[www.uebergangsmangement-goettingen.de](http://www.uebergangsmangement-goettingen.de)

## 1.4 Support with problems at school and the transition from school to work

**“ENCOURAGING YOUTH in the Community” (“JUGEND STÄRKEN im Quartier”)**  
**(Follow-up programme of the projects “School Refusal – The 2nd Chance”**  
**(“Schulverweigerung – Die 2. Chance”) and “Skills Agency konTur”**  
**(“Kompetenzagentur konTur”))**

Pupils experiencing problems at school, or jeopardizing their school record by their refusal to attend school, or in need of help with the transition from school to working life have a variety of contact centres to turn to that are provided by the Stadt Göttingen.

For example, “ENCOURAGING YOUTH in the Community” (“JUGEND STÄRKEN im Quartier”) set up by Employment Promotion Göttingen (Beschäftigungsförderung Göttingen, BFGoe) and the registered charity Youth Support Göttingen (Jugendhilfe Göttingen e.V.) offers help and guidance especially for school pupils from the ages of 12 to 18 who encounter problems during and with school, as well as with the transition from school to work.

A team of five advisors offers support and mentoring for young people in areas such as achieving school-leaving qualifications, reintegrating into school, choosing a career and making the transition from school to work.

### **“ENCOURAGING YOUTH in the Community” (“JUGEND STÄRKEN im Quartier”)**

#### **For school pupils from age 12 until the start of the 9th school year**

Untere Karspüle 4  
37073 Göttingen

Advisors:

Christine Witt

Tel.: 0551/7079415

Mobile: 0172/2496841

Fax: 0551/7079418

Email: [jugend-staerken@jugendhilfe-goettingen.de](mailto:jugend-staerken@jugendhilfe-goettingen.de)

Stefanie Harnisch

Tel.: 0551/7079417

Mobile: 0172/2496841

Fax: 0551/7079418

Email: [jugend-staerken@jugendhilfe-goettingen.de](mailto:jugend-staerken@jugendhilfe-goettingen.de)

[www.jugendhilfe-goettingen.de](http://www.jugendhilfe-goettingen.de)



**“ENCOURAGING YOUTH in the Community” (“JUGEND STÄRKEN im Quartier”)**

**For school pupils from the 9th school year until the end of compulsory schooling or vocational education**

Nikolaistrasse 28a  
37073 Göttingen

Advisors:

Karin Henkel

Tel.: 0551/6940513

Fax: 0551/6940520

Email: k.henkel@goettingen.de

Anna Bolshukhina

Tel.: 0551/6940522

Fax: 0551/6940520

Email: a.bolshukhina@goettingen.de

Ute Bauer

Tel.: 0551/6940524

Fax: 0551/6940520

Email: u.bauer@goettingen.de

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

*Notes*

---

---

---

---

---

---

---

---

---

---

---

---

## **Göttingen Production School (Produktionsschule Göttingen)**

Göttingen Production School (Produktionsschule Göttingen) was set up at the start of the 2007/2008 school year as a collaborative project between Heinrich Heine School and Göttingen's Employment Promotion (Beschäftigungsförderung Göttingen – kAöR).

Here, pupils who clearly demonstrate a behavioural pattern of actively and passively avoiding school are encouraged to participate in the learning process again by learning practical skills in domestic science and wood technology in small groups. The aim is for them to achieve the Certificate of Secondary Education (Hauptschulabschluss) or reintegrate into standard secondary schooling.

This option is available to young people who

- have yet to complete standard secondary education by attending nine years of full-time schooling,
- have no special educational needs (learning difficulties or emotional/social needs) identified by the regional school authority, and
- are in a position to achieve a Certificate of Secondary Education (Hauptschulabschluss).

## **Göttingen Production School (Produktionsschule Göttingen)**

External unit of Heinrich Heine School  
Employment Promotion Göttingen (Beschäftigungsförderung Göttingen – kAöR)  
Levinstrasse 1a  
37079 Göttingen

Advisor:

Maike Lotze

Tel.: 0551/400-3621

Email: [m.lotze@goettingen.de](mailto:m.lotze@goettingen.de)

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



## 2. Second chance for school-leaving certificates

A school-leaving certificate is an important step towards gaining vocational training qualifications and a future career. The various vocational pathways require different school-leaving certificates. The general eligibility guidelines for a traineeship or apprenticeship state that individuals must at least have a certificate of secondary education (Hauptschulabschluss), and for higher education, university entrance or a technical college entrance qualification (Fachhochschulreife or Hochschulreife).

If a person does not have a school-leaving certificate or foreign equivalent, or their university entrance qualification is not recognized in Germany, it is possible to complete the chosen school-leaving certificate at evening class, by distance learning, at an educational institution or by direct access (Nichtschülerprüfung) (Section 27 NSchG [Lower Saxony School Act]).<sup>1</sup>

The Stadt Göttingen offers these options at the following institutions: Adult Education Centre Göttingen (Volkshochschule Göttingen gGmbH, VHS), Göttingen's Night School (Abendgymnasium Göttingen) and the ARBEIT UND LEBEN Educational Association Southern Lower Saxony (Bildungsvereinigung Arbeit und Leben Niedersachsen Süd gGmbH).

### Adult Education Centre Göttingen (Volkshochschule Göttingen gGmbH)

Bahnhofsallee 7  
37081 Göttingen

Tel.: 0551/4952-0  
Fax: 0551/4952-32

#### Advisors:

Astrid Schneller  
Tel.: 0551/384386-27  
Email: schneller@vhs-goettingen.de

Sylvia Bogdan  
Tel.: 0551/384386-77  
Email: bogdan@vhs-goettingen.de

[www.vhs-goettingen.de](http://www.vhs-goettingen.de)

The Adult Education Centre (VHS) Göttingen offers courses that enable individuals to complete a Certificate of Secondary Education (Hauptschulabschluss), as well as secondary level Class 10 certificates (Realschulabschluss) and university entrance (Abitur). In addition, the Adult Education Centre (VHS) offers preparatory courses for examination by direct access (Nichtschülerprüfung) and an examination for university admission without university entrance (Abitur).

---

<sup>1</sup> In certain circumstances, direct access (Nichtschülerprüfung) enables a person to acquire school-leaving qualifications from any general educational or vocational college by completing an examination without previously attending the relevant school. Exam preparation is by private tuition or by attending a preparatory course.

### **Göttingen's Night School (Abendgymnasium Göttingen)**

Albanikirchhof 7/8  
37073 Göttingen

Tel.: 0551/400-3272  
Fax: 0551/400-3273  
Email: [abendgymnasium@goettingen.de](mailto:abendgymnasium@goettingen.de)

[www.abendgymnasium-goettingen.de](http://www.abendgymnasium-goettingen.de)

Göttingen's Night School (Abendgymnasium Göttingen) is a general education state school for adults. Here, candidates can prepare to complete their university entrance certificate (Abitur) and secondary level, Class 10 school-leaving certificate (Realschulabschluss).

### **ARBEIT UND LEBEN Educational Association Southern Lower Saxony (Bildungsvereinigung Arbeit und Leben Niedersachsen Süd gGmbH)**

Lange Geismarstrasse 72–73  
37073 Göttingen

Tel.: 0551/49507-0  
Fax: 0551/49507-25  
Email: [goettingen@arbeitundleben-nds.de](mailto:goettingen@arbeitundleben-nds.de)

#### Advisor:

Sigrid Schollenberg  
Tel.: 0551/49507-14  
Email: [sigrid.schollenberg@arbeitundleben-nds.de](mailto:sigrid.schollenberg@arbeitundleben-nds.de)

[www.aul-projekte.de](http://www.aul-projekte.de)

The ARBEIT UND LEBEN Educational Association Southern Lower Saxony (Bildungsvereinigung Arbeit und Leben Niedersachsen Süd gGmbH) offers preparatory courses to obtain the certificate of secondary education and secondary level, Class 10 school-leaving certificate (Hauptschulabschluss and Realschulabschluss) in day or evening classes.

## Proactive Centre (Pro-Aktiv Center, PACE)

The Proactive Centre (Pro-Aktiv Center, PACE) of Göttingen's Employment Promotion (Beschäftigungsförderung Göttingen – kAöR) offers young people aged 16 to 27 advice on making the transition to employment, for example, by providing support if they wish to have a second chance to gain a school-leaving certificate at a later time.

The Proactive Centre (Pro-Aktiv Center) of the Stadt Göttingen targets its services towards disadvantaged young people aged 16 to 27 who have multiple barriers to integration and need special support, e.g., young people with psycho-social integration difficulties, young women and mothers, those at risk of long-term unemployment and young people from migrant backgrounds.

It aims to motivate and support young adults from migrant backgrounds to maximize their potential, thus enabling them to formulate and realize their vocational ambitions. Advice provided at the centre covers residence rights, as well as intensive support and supervision on vocational guidance matters, ways of becoming qualified and vocational integration.

### Proactive Centre (Pro-Aktiv Center)

Employment Promotion Göttingen (Beschäftigungsförderung Göttingen – kAöR)  
Hospitalstrasse 20  
37073 Göttingen

#### Advisor:

Regina Meyer (Secretariat/Registration)  
Tel.: 0551/69405-19  
Fax: 0551/69405-20  
Email: re.meyer@goettingen.de

#### Office hours:

Advisors available by appointment.  
Open consultations (without prior appointments):  
Monday: 10.00–11.00  
Wednesday: 14.00–15.00

For young people who live in Göttingen, the Proactive Centre (Pro-Aktiv Center) is open from Monday to Friday from 08.00–12.00.

[www.bfqoe.de](http://www.bfqoe.de) > "Youth counselling" > "Proactive Centre" (> Jugendberatung > Pro-Aktiv-Center)

### 3. In-company traineeships (Berufsausbildung)

In Germany, some vocations require traineeships that are generally completed within the dual system, which involves a combination of practical in-company training and theoretical learning at a vocational or technical college. To be eligible for a traineeship place, applicants must generally have a certificate of secondary education (Hauptschulabschluss).

In Göttingen, technical and vocational schools (Berufsbildende Schulen, BBS) are generally responsible for the theoretical part of the training. Arnoldi Technical School I (Arnoldi Schule) offers courses in economics, computer sciences and administration. Technical School II (BBS II) provides courses in technology and design and the Ritterplan Technical School III (BBS III – Ritterplan) provides courses in nutrition, health and social welfare.

#### 3.1 Vocational and technical schools (Berufsbildende Schulen) in Göttingen

##### **Vocational and technical schools I (Berufsbildende Schulen I) – Arnoldi Schule**

Friedländer Weg 33–43  
37085 Göttingen

Tel.: 0551/547260  
Fax: 0551/5472640  
Email: [ArnoldiS@bbs1-goe.de](mailto:ArnoldiS@bbs1-goe.de)

[www.bbs1-goe.de](http://www.bbs1-goe.de)

Courses in economics, computer sciences and administration

##### **Vocational and technical schools II (Berufsbildende Schulen II)**

Godehardstrasse 11  
37081 Göttingen

Tel.: 0551/49616  
Fax: 0551/4961774  
Email: [info@bbs2goe.de](mailto:info@bbs2goe.de)

[www.bbs2goe.de](http://www.bbs2goe.de)

Courses in technology and design

##### **Vocational and technical schools III (Berufsbildende Schulen III) – Ritterplan**

Ritterplan 6  
37073 Göttingen

Tel.: 0551/4950912  
Fax: 0551/4950940  
Email: [buerlo-schulleitung@bbs-ritterplan.de](mailto:buerlo-schulleitung@bbs-ritterplan.de)

[www.bbs-ritterplan.de](http://www.bbs-ritterplan.de)

Courses in nutrition, health and social welfare

The Vocational Guidance Service (Berufsausbildung) of Göttingen's Employment Agency (Agentur für Arbeit Göttingen) provides guidance on vocational training options (see Part III, Chap. 1.1).

### 3.2 Training support measures (Ausbildungsbegleitende Hilfen)

For trainees who require additional assistance successfully to complete their training, the Employment Agency (Agentur für Arbeit) offers support in the form of special training support measures (ausbildungsbegleitende Hilfen, abH) which help to prevent early departure from an apprenticeship and make it more likely that people will successfully complete the training.

Support is offered for at least three hours per week and includes private lessons in German, practical and theoretical sessions, preparation for exams and support with day-to-day problems. It also includes facilitation of discussions with trainers, teachers and parents. Trainees are given a personal support plan and are continually supervised by experienced social pedagogues, teachers and trainers.

The measures are implemented by the Employment Agency (Agentur für Arbeit) as part of specific projects awarded to training providers. In Göttingen, the Institute of Applied Social Affairs (Institut für angewandte Sozialfragen GmbH, ifas) is currently tasked with implementing special training support measures.

ifas is the initial point of contact and provides information about the conditions of participation and the timetable.

#### **Institute of Applied Social Affairs (Institut für angewandte Sozialfragen, ifas)**

Weender Landstrasse 29  
37073 Göttingen

Advisor:

Kerstin Landgraf

Tel.: 0551/5487073 or 0551/548700

Email: Kerstin.Landgraf@ifas-goettingen.de

[www.ifas-goettingen.de](http://www.ifas-goettingen.de)

*Notes*

---

---

---

---

---

---

---

---



## 4. Higher education

Germany's numerous higher education institutions, including universities, teacher training colleges, technical colleges, universities of applied sciences, music academies, art colleges and technical colleges for public administration offer more than 9,000 study programmes.

The usual admission requirement to study at a higher education institution in Germany is the university entrance qualification (Hochschulreife) or an entrance qualification for a technical college or university of applied science (Fachhochschulreife). The type of qualification required depends on the type of higher education institution.

Göttingen is a university city with an international reputation. The number of students has continually increased over the years. A growing number of foreign students also chooses Göttingen as their place of study.

The most popular institution is the University of Göttingen and its many different faculties. However, there are also the University of Applied Sciences and Arts (Hochschule für angewandte Wissenschaft und Kunst, HAWK), the Private University of Applied Sciences (Private Hochschule, PFH), the Academy of Administration and Business (Verwaltungs- und Wirtschafts-Akademie, VWA) and the Vocational Academy (Berufsakademie Göttingen, BA).

### 4.1 Higher education institutions in Göttingen

#### University of Göttingen

**Postal address:** Wilhelmsplatz 1, 37073 Göttingen

**Contact:** Central Student Advisory Service (Zentrale Studienberatung), Office of Student Affairs (Servicebüro Studienzentrale)

**Tel.:** 0551/39-113; **Email:** infoline-studium@uni-goettingen.de

**Website:** [www.uni-goettingen.de](http://www.uni-goettingen.de)

**Office hours:** Monday–Friday 10.00–12.00, Monday–Thursday 14.00–15.00 as well as by appointment

**Information:** A full university which offers a wide choice of subjects and programmes.

#### University of Applied Sciences and Arts

**(Hochschule für Angewandte Wissenschaft und Kunst, HAWK)**

**Postal address:** Please refer to the individual faculty addresses.

**Tel.:** 0551/3705100; **Fax:** 0551/; **Email:**

**Website:** [www.hawk-hhg.de](http://www.hawk-hhg.de)

**Information:** At the Göttingen campus, degree programmes are offered in resource management, natural sciences and technology.

#### Private University of Applied Sciences (Private Hochschule Göttingen, PFH)

**Postal address:** Weender Landstrasse 3–7, 37073 Göttingen

**Tel.:** 0551/54700-100; **Fax:** 0551/54700-190; **Email:** studieninfo@pfh.de

**Website:** [www.pfh.de](http://www.pfh.de)

**Information:** At the Göttingen campus, degree programmes are offered in business administration, medicine and orthopaedic technology.

### Vocational Academy (Berufsakademie Göttingen, BA)

**Postal address:** Gothaer Platz 2, 37083 Göttingen  
**Tel.:** 0551/400-4570; **Fax:** 0551/400-4585  
**Website:** [www.vwa-goettingen.de](http://www.vwa-goettingen.de)

**Information:** Dual study programmes are offered in business administration and health care management and there are continuing education courses in business administration.

The Academy of Administration and Business (Verwaltungs- und Wirtschaftsakademie, VWA) offers the option to study part-time while working. This facilitates the effective combination of theory and practical work and provides an opportunity to obtain advanced professional qualifications.

### Academy of Administration and Business (Verwaltungs- und Wirtschaftsakademie, VWA)

**Postal address:** Gothaer Platz 2, 37083 Göttingen  
**Tel.:** 0551/400-4570; **Fax:** 0551/400-4585  
**Website:** [www.vwa-goettingen.de](http://www.vwa-goettingen.de)

**Information:** Continuing education courses are offered in business administration and business English.

Information about study options in Göttingen is available from the relevant websites of higher education institutions as well as at [www.studieren-in-goettingen.de](http://www.studieren-in-goettingen.de).

#### Notes

---

---

---

---

---

---

---

---

---

---

## 4.2 Offers from the Student Services (Studentenwerk) Göttingen

The role of Student Services (Studentenwerk) is to support students studying in Göttingen financially, socially, culturally and with all healthcare matters. The Student Services (Studentenwerk) is an independent, non-profit institution that is still closely associated with the universities.

It provides students with support and assistance in the following areas:

- accommodation
- meals and drinks
- student funding
- daycare for children
- culture and leisure
- advice about social matters
- psychological counselling

### Student Services (Studentenwerk) Göttingen

Platz der Göttinger Sieben 4  
37073 Göttingen

Tel.: 0551/39-5103

Email: [info@studentenwerk-goettingen.de](mailto:info@studentenwerk-goettingen.de)

[www.studentenwerk-goettingen.de](http://www.studentenwerk-goettingen.de)

## 4.3. Student Advisory Service (Studienberatung)

Information and guidance for those interested in further study can be obtained from the Stadt Göttingen's careers advice service and the Employment Agency's (Agentur für Arbeit), Vocational Advice Service (Berufsberatung) and Vocational Guidance Centre (BiZ) (see Part III, Chap. 1.1) or from the Central Student Advisory Service (zentrale Studienberatung) at the relevant institution.

For foreign students and applicants, the relevant higher education institution will verify that the foreign university admission qualification is recognized in Germany, and whether the admission requirements have been fulfilled. It will also confirm which courses completed overseas can be credited in Germany.

Advice and information for foreign students interested in pursuing a course of study are available from the Akademisches Auslandsamt or International Office of the relevant institution.

## **International Office of the University of Göttingen**

University of Göttingen  
Göttingen International Office  
Von Siebold Strasse 2  
37075 Göttingen

Tel.: 0551/3921328  
Email: [international@uni-goettingen.de](mailto:international@uni-goettingen.de)

[www.uni-goettingen.de](http://www.uni-goettingen.de) > "Overview International" (> Überblick International)

## **International Office (Akademisches Auslandsamt) – HAWK**

University of Applied Sciences and Arts  
(Hochschule für Angewandte Wissenschaft und Kunst)  
International Office (Akademisches Auslandsamt)  
Hohnsen 4  
31134 Hildesheim

Office hours at Göttingen campus:

### Faculty of Resources Management (Ressourcenmanagement)

Tuesdays: 09.00–15.30  
Fridays: 09.00–13.00  
Büsgenweg 1A, Room E\_030  
37077 Göttingen  
Tel.: 0551/5032150

### Faculty of Natural Sciences and Technology (Fakultät Naturwissenschaften und Technik)

Thursdays: 11.00–15.00  
Von Ossietzkystrasse 99, Room GÖ\_A206  
37085 Göttingen  
Tel.: 0551/5032150

[www.hawk-hhg.de](http://www.hawk-hhg.de) > "Studies" > "International" (> Studium > International)

## **International Office of PFH Göttingen**

Private University of Applied Sciences (PFH Private Hochschule Göttingen)  
Weender Landstrasse 3–7  
37073 Göttingen

Tel.: 0551/54700-127  
Fax: 0551/54700-127  
Email: [international-office@pfh.de](mailto:international-office@pfh.de)

[www.pfh.de](http://www.pfh.de) > "Campus studies" > "International Office/Study abroad" (> Campusstudium > International Office/Auslandsstudium)

The Welcome Center at the University of Göttingen is an important contact point for international professors, postdoctoral scholars and German Academic Exchange (DAAD) PhD students. The centre offers international guests help and support with planning and organizing their stay in Göttingen.

The Accommodation Service at the Welcome Center helps international students at the University of Göttingen to find accommodation.

### **Welcome Center**

University of Göttingen  
Von Siebold Strasse 2  
37075 Göttingen

Tel.: 0551/3921352  
Fax: 0551/391821352  
Email: [welcome@uni-goettingen.de](mailto:welcome@uni-goettingen.de)

[www.uni-goettingen.de](http://www.uni-goettingen.de) > "Overview International" > "Welcome Center" (> Überblick International > Welcome Center)

The Educational Consultancy (Bildungsberatung) of the University Guarantee Fund (Garantiefonds Hochschule, GF-H) provides personal counselling and in-depth information for school pupils with migrant backgrounds who have their secondary school-leaving certificates, those interested in studying and students and academics who are beginning an academic career in Germany or who wish to advance their career. Information is available about the choice of study programmes in Germany, as well as the possibilities of using previous foreign qualifications to continue education and training.

### **Educational Consultancy University Guarantee Fund (Bildungsberatung Garantiefonds-Hochschule) – Inner Mission and Evangelical Relief Organization (Innere Mission und Ev. Hilfswerk)**

Reinhäuser Landstrasse 57  
37083 Göttingen

Advisor:  
Andrea Schwarzbach  
Tel.: 0551/7703777  
Email: [a.schwarzbach@im-friedland.de](mailto:a.schwarzbach@im-friedland.de)

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

For more information on the Educational Consultancy (Bildungsberatung) of the University Guarantee Fund (Garantiefonds-Hochschule) see Part I, Chap. 3.

## 5. Funding assistance

In Germany, a variety of different funding measures are available to provide financial support for trainees and students on low incomes.

### 5.1 Vocational training assistance (Berufsausbildungsbeihilfe, BAB)

**Trainees and participants in preparatory vocational training** can, for example, apply for vocational training assistance (Berufsausbildungsbeihilfe, BAB) from the Employment Agency (Agentur für Arbeit), provided that they meet the eligibility requirements. To find out if you are eligible to receive support, go to [www.babrechner.arbeitsagentur.de](http://www.babrechner.arbeitsagentur.de)

Information on the requirements, amount and duration of the vocational training assistance (BAB) is available from the Employment Agency's (Agentur für Arbeit) website ([www.arbeitsagentur.de](http://www.arbeitsagentur.de)) or by enquiry in person at the address below.

#### Employment Agency (Agentur für Arbeit) Göttingen

Bahnhofsallee 5  
37081 Göttingen

Freephone: 0800/4 5555 00

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

Opening hours:

Monday–Friday: 08.00–12.00

Thursday afternoon: 14.00–17.00

*Notes*

---

---

---

---

---

---

---

---

---

---

## 5.2 Funding under the German Federal Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG)

Under certain circumstances, the German Federal Training Assistance Act (Bundesausbildungsförderungsgesetz, BAföG) enables **students** at universities as well as **school pupils attending advanced general education schools, vocational colleges, technical and specialist technical colleges (from Class 10)** to obtain financial support.

The Federal Ministry of Education and Research (Bundesministerium für Bildung und Forschung) provides detailed information about funding through the BAföG scheme at the website [www.bafög.de](http://www.bafög.de).

The Studentenwerk Göttingen as the Office for Training Assistance (Amt für Ausbildungsförderung) informs all higher education students in Göttingen about the BAföG scheme and other options for assistance with student funding.

### Student Services (Studentenwerk) Göttingen

Student Finance Department (Abteilung Studienfinanzierung)  
Main Cafeteria (Zentralmensa)  
Platz der Göttinger Sieben 4  
37073 Göttingen

Tel.: 0551/39-5134  
Fax: 0551/39-5368  
Email: [bafoeg@studentenwerk-goettingen.de](mailto:bafoeg@studentenwerk-goettingen.de)

[www.studentenwerk-goettingen.de](http://www.studentenwerk-goettingen.de)

*Notes*

---

---

---

---

---

---

---

---

---

---

The agency responsible for student support operates as part of the Youth Welfare Office (Jugendamt) of the Göttingen District (Landkreis).

**Göttingen District (Landkreis)  
- Youth Welfare Office (Jugendamt)**

Kreishaus  
Reinhäuser Landstrasse 4  
37083 Göttingen

Advisors:

Surnames beginning with A–J  
Ms Vieth  
Tel.: 0551/525-315  
Fax: 0551/525-6315  
Email: [bafoeg@landkreisgoettingen.de](mailto:bafoeg@landkreisgoettingen.de)

Surnames beginning with K–M  
Ms Vollmer  
Tel.: 0551/525-199  
Fax: 0551/525-6199  
Email: [vollmer@landkreisgoettingen.de](mailto:vollmer@landkreisgoettingen.de)

Surnames beginning with N–Z  
Ms Strüber  
Tel.: 0551/525-295  
Fax: 0551/525-6295  
Email: [strueber@landkreisgoettingen.de](mailto:strueber@landkreisgoettingen.de)

Advisors available:

Monday: 09.00–12.00, 14.00–15.00  
Tuesday: 09.00–12.00, 14.00–15.00  
Thursday: 09.00–12.00, 14.00–15.00  
Friday: 09.00–12.00  
and by appointment.

[www.landkreis-goettingen.de](http://www.landkreis-goettingen.de)

**5.3 Assistance/grants under the University Guarantee Fund  
(Garantiefonds-Hochschule)**

**Refugees, young ethnic German repatriates (Spätaussiedler) and dependents of people in these groups** under the age of 30 are eligible to receive assistance or a grant under the University Guarantee Fund (Garantiefonds-Hochschule) for preparatory courses such as language courses, seminars, classes to prepare for the university entrance examination or work placements.

More information about this assistance is available from the Educational Consultancy (Bildungsberatung) of the University Guarantee Fund (Garantiefonds-Hochschule) (see Part I, Chap. 3.).



## 6. Recognition of foreign school, university and professional qualifications in Germany

Obtaining formal recognition of your school, university and professional qualifications gained abroad, and acknowledgement by society of these qualifications, is critical to your integration in the workforce in Germany and being able to work in an appropriate job that matches your qualifications.

The provisions for the recognition of foreign qualifications represent new ways of ensuring that enough skilled workers and qualified professionals are available for work in Germany.

If you want to work in any of the regulated professions<sup>2</sup> you must have your qualifications formally recognized. Recognition is not an essential requirement for carrying out non-regulated occupations<sup>3</sup> in Germany, but it does give employers a better understanding of your overseas qualifications.

Recognition is regulated at the national (federal) level under the provisions of the “Law to improve the assessment and recognition of vocational qualifications acquired abroad” (“Gesetz zur Verbesserung der Feststellung und Anerkennung im Ausland erworbener Berufsqualifikationen”) or the “Federal Recognition Act” (“Anerkennungsgesetz”) for short. This has undergone repeated revisions over the years, and the current version has been effective since January 2012.

The different German states (*Länder*) adopt their own recognition procedures setting out the conditions for recognizing foreign vocational qualifications for occupations that are subject to regional law (for example, teachers, engineers, architects and social workers). The Lower Saxony Recognition Act (Niedersächsisches Anerkennungsgesetz) entered into force on 19 December 2012. Citizens with immigrant backgrounds living in Germany – regardless of their nationality – are therefore legally entitled to an assessment to check that their foreign certificates are considered equivalent to a German qualification.

According to current legislation, the recognition of foreign qualifications follows in each case, as long as they are found not to be substantially different from the corresponding German qualifications, and they are recognized as equivalent. Individuals have the opportunity to compensate for significant differences by means of vocational experience, further training or supplementary examinations (e.g. at evening classes).

The qualifications recognition process generally occurs in the state where the applicant would like to live or work.

A number of authorities are responsible for checking that the qualifications gained abroad are equivalent to a German qualification, depending on the occupation concerned and the reason why recognition is required. For example, recognition of foreign educational qualifications or university entrance qualifications in order to study for a degree in Germany

---

<sup>2</sup>According to the German portal for foreign professional qualifications, regulated professions are “certain professions for which German law stipulates that you require a specific professional qualification to be able to practise that profession or trade”. In Germany, such professions include medicine and law, as well as many crafts and trades (e.g. *Master* level), teachers at state schools and civil servants (see information portal for foreign professional and trade qualifications, <https://www.bq-portal.de/de/seiten/reglementierte-berufe>).

<sup>3</sup>Non-regulated occupations are those that can be practised without state authorization (see the web portal “Recognition in Germany” (“Anerkennung in Deutschland”) at: <http://www.anerkennung-in-deutschland.de/html/de/glossar.php>).

is generally the responsibility of the relevant university, while the Chamber of Industry and Commerce Hanover (Industrie- und Handelskammer Hannover, IHK) in Hanover and Brunswick districts is responsible for the assessment and recognition of foreign vocational qualifications in the industrial, trade and services sectors.

Comprehensive information about the recognition of foreign qualifications is available on the website of the Federal Ministry of Education and Research (Bundesministerium für Bildung und Forschung) – “Recognition in Germany” (“Anerkennung in Deutschland”).

### Website: “Recognition in Germany” (“Anerkennung in Deutschland”)

The website “Recognition in Germany” (“Anerkennung in Deutschland”) at [www.anererkennung-in-deutschland.de](http://www.anererkennung-in-deutschland.de) is available in multi-lingual format (German, English, Spanish, Italian, Romanian, Polish and Turkish) and provides information on:

- the process,
- the competent authorities,
- required documents and
- the legal basis.

In addition, advisors and foreign professionals report on their experiences in various case studies. Publications, factual materials, video posts and interesting links on the subject are also provided in the “Info Library”.

The website of the **Standing Conference of Ministers of Education (Kultusministerkonferenz) for Recognition of University Qualifications**, [www.anabin.de](http://www.anabin.de) provides information (arranged by different *Länder*) about the recognition of foreign university qualifications, university entrance requirements, secondary level certificates (Class 10 or Realschulabschluss) as well as vocational training certificates.

Specific information and addresses as well as, where applicable, the relevant contact names for Lower Saxony, can be found in the **“Orientation Guide on Questions of Recognition of Foreign School, Vocational and University Qualifications in Lower Saxony” (“Orientierungsleitfaden zu Fragen der Anerkennung ausländischer Schul-, Berufs- und Hochschulabschlüsse in Niedersachsen”)** published by the former Lower Saxony Ministry of Social Affairs, Women, Family Health and Integration (Ministerium für Soziales, Frauen, Familie, Gesundheit und Integration).

The orientation guide is available to download from <http://www.mi.niedersachsen.de/servlets/download?C=61343099?L=20> and at [www.goettingen.de/integration](http://www.goettingen.de/integration).



All migrants, irrespective of their residency status, are entitled to free advice, information about the complex recognition process and support throughout this process from the Recognition Consultancy Centres (Anerkennungsberatungsstellen) of the support programme “Integration through Qualification” (“Integration durch Qualifizierung, IQ”).

In Göttingen, these services are offered by the Recognition Consultancy Centres (Anerkennungsberatungsstellen) of the Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG (BIGS)) as well as at the Göttingen branch of the Chamber of Industry and Commerce Hanover (Industrie- und Handelskammer Hannover (IHK)).

### **Recognition Consultancy Centre (Anerkennungsberatungsstelle BIGS)**

Lange Geismarstrasse 73  
37073 Göttingen

Advisors:

Christina Hammer  
Tel.: 0551 49569437  
Fax: 0551 4886414  
Email: c.hammer@bildungsgenossenschaft.de

Dr Natalia Hefele  
Telephone: 0551 49569436  
Fax: 0551 4886414  
Email: n.hefele@bildungsgenossenschaft.de

Office hours:

Tuesday: 13.00–16.00  
Thursday: 10.00–15.00

Office hours:

Monday: 10.00–13.00  
Tuesday: 14.00–17.00  
Thursday: 09.00–13.00

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

### **Recognition Consultancy Centre IHK Hanover**

IHK Göttingen branch  
Bürgerstrasse 21  
37073 Göttingen

Advisor:

Ilyas Isa  
Tel.: 0511/3107-521  
Fax: 0511/3107-422  
Email: aner kennungsberatung@hannover.ihk.de

[www.hannover.ohk.de](http://www.hannover.ohk.de)

Information: The Recognition Consultancy Centre of the IHK Hanover offers consultations once a month at the IHK Göttingen branch office.

For a list of all the initial contact points/Recognition Consultancy Centres, as well as more details about the IQ Network, go to [www.netzwerk-iq.de](http://www.netzwerk-iq.de).

The Project for Advice About Qualifications in the IQ Assistance Programme (Projekt Qualifizierungsberatung im Förderprogramm IQ) commenced in Göttingen on 1 January 2015. This advice centre is located at the offices of the Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG (BIGS)).

Advice About Qualifications (Qualifizierungsberatung) offers one-to-one consulting sessions to migrants seeking assistance, as well as a coordinated approach to qualification pathways available for individuals, based on the equivalence of foreign qualifications as determined in the consulting sessions. This means that the advice given is closely associated with vocational skills and qualifications that migrants gained before they came to Germany.

### **Recognition Consultancy Centre (Qualifizierungsberatungsstelle BIGS)**

Lange Geismarstrasse 73  
37073 Göttingen

#### Advisors:

Christina Hammer

Tel.: 0551 49569437

Fax: 0551 4886414

Email:

c.hammer@bildungsgenossenschaft.de

Dr Natalia Hefele

Telephone: 0551 49569436

Fax: 0551 4886414

Email:

n.hefele@bildungsgenossenschaft.de

#### Office hours:

Tuesday 13.00–16.00

Thursday 10.00–15.00

#### Office hours:

Monday 10.00–13.00

Tuesday 14.00–17.00

Thursday 09.00–13.00

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

A good place for migrants who wish to commence or continue an academic career in Germany to go for advice about the recognition of their foreign educational qualifications is the Educational Consultancy University Guarantee Fund (Bildungsberatung Garantiefonds-Hochschule) (see also Part I, Chap. 3 and Part III, Chap. 4.3).

### **Educational Consultancy University Guarantee Fund (Bildungsberatung Garantiefonds-Hochschule) – Inner Mission and Evangelical Relief Organization (Innere Mission und Ev. Hilfswerk)**

Reinhäuser Landstrasse 57  
37083 Göttingen

#### Advisor:

Andrea Schwarzbach

Tel.: 0551/7703777

Email: a.schwarzbach@im-friedland.de

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

## 7. Finding a job

Integration into the labour market is a very important part of integration in Germany for migrants. Generally, seeking a suitable job is the first step to starting work.

There are a number of different options when you are seeking work. For example, job vacancies are published in daily newspapers and on the Internet on various employment websites.

In Göttingen, information about different jobs and the eligibility criteria is available from the Vocational Guidance Centre (Berufsinformationszentrum (BiZ)) run by the Employment Agency (Agentur für Arbeit) (see Part III, Chap. 1.1).

### 7.1 General employment services

Göttingen's Employment Agency (Agentur für Arbeit Göttingen) is the main point of contact for all general job-seeking enquiries.



The services provided here include:

- advice on all employment matters
- support when carrying out the job search
- finding suitable vocational retraining or training opportunities
- finding a job.

The advisory services are available for all those with a basic knowledge of German, or those with access to an interpreter or accompanying person.

Göttingen's Employment Agency (Agentur für Arbeit Göttingen) works with a variety of educational providers and consultancy institutions about all vocational matters, including the IQ Network (IQ-Netzwerk), Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG) and IHK Hanover (see Part III, Chap. 6).

#### Employment Agency (Agentur für Arbeit) Göttingen

Bahnhofsallee 5  
37081 Göttingen

Tel.: 0800/4555500 (This is a freephone number.)  
Email: [goettingen@arbeitsagentur.de](mailto:goettingen@arbeitsagentur.de)

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

The Federal Employment Agency's (Bundesagentur für Arbeit) JOB EXCHANGE (JOB BÖRSE) at [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de) enables you to do your own searching for job vacancies, traineeships and practical experience placements. Full advice and

information, including on creating an applicant profile, is available under the menu > "Information material" (Infomaterial). Information is provided in 12 languages (English, French, Greek, Italian, Dutch, Polish, Portuguese, Romanian, Russian, Spanish, Czech, Turkish).

Advice and employment services are available from the Job Centre in Göttingen for all Göttingen residents who receive basic unemployment benefit under the German Social Code II (SGB II).

### **Stadt Göttingen Job Centre (Jobcenter)**

#### **- Initial contact point**

Amtshaus  
Hiroshimaplatz 2  
37083 Göttingen

Tel.: 0551/400-3442  
Email: [fd50.5@goettingen.de](mailto:fd50.5@goettingen.de)

#### Visiting hours:

Monday:	08.30–15.00
Tuesday:	08.30–15.00
Wednesday:	08.30–12.00
Thursday:	08.30–17.00
Friday:	08.30–12.00

#### Advisors:

Ms Sippel  
Tel.: 0551/400-3410

Mr Senger  
Tel.: 0551/400-3412

Ms Mauritz  
Tel.: 0551/400-3414

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

During opening hours at the initial contact point in the Applicants Centre (Bewerberzentrum) at Göttingen's Job Centre in the town hall administration building (Amtshaus), job applicants have the opportunity to research job vacancies online, or to find out more about vacancies with specific employers.

## 7.2 Academic job placement service of the Employment Agency (Agentur für Arbeit)

In addition to these general placement services, a specialist team is available at the Employment Agency (Agentur für Arbeit) for academic job placement. The team helps academics and secondary school graduates find positions. The academic job placement service offers:

- support creating a professional profile and looking for a first or subsequent job
- lists of vacancies
- contacts with regional and national companies
- information about and contacts for supplementary qualifications relevant to the labour market
- assistance with applications and checking application portfolios
- links to national contacts and agencies
- help accessing international labour markets via the Federal Employment Agency's International Placement Services and Europe Service (Bundesagentur für Arbeit Zentrale Auslands- und Fachvermittlung – ZAV und Europa-Service)
- assistance with developing alternative career strategies
- information and assistance with becoming self-employed

### Academic job placement service (Akademische Arbeitsvermittlung)

Employment Agency (Agentur für Arbeit) Göttingen  
Bahnhofsallee 5  
37081 Göttingen

Freephone: 0800/4555500  
Email: [goettingen@arbeitsagentur.de](mailto:goettingen@arbeitsagentur.de)

Advisors available: by appointment.

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

Since job-seeking online is becoming increasingly important, Göttingen's Employment Agency (Agentur für Arbeit) has compiled a list of Job Exchanges (Jobbörsen) for academics arranged by role. This is available to download at [www.arbeitsagentur.de](http://www.arbeitsagentur.de) "Employment Agency Göttingen" > "Citizens" > "Secondary school graduates & Academics" (> Agentur für Arbeit Göttingen > Bürgerinnen & Bürger > Abiturienten & Akademiker).

### 7.3 Services provided by the Employment Agency (Agentur für Arbeit) Higher Education team

The higher education team at Göttingen's Employment Agency (Agentur für Arbeit Göttingen) offers students and graduates of higher education institutions in Göttingen assistance in the following areas:

- information on the labour market, types of job and potential opportunities
- skills and competencies analysis
- careful assessment of the application portfolio
- "IMPETUS" ("ANSTÖSSE") semester programme
- transition to work, job-seeking strategies
- job seeking and further training offers
- "GÖTrain" trainee programme
- advice on withdrawing from a course or transferring to a different course or training scheme
- in certain circumstances: grant for travel expenses for job interviews.

The "IMPETUS" ("ANSTÖSSE") programme set up by the higher education team at Göttingen's Employment Agency (Agentur für Arbeit Göttingen) is aimed at students and graduates of higher education institutions in Göttingen. As a vocationally oriented studies support programme, it is intended to ensure that training is optimally adapted to the practical demands of work. The scheme includes advisory services, workshops, seminars, lectures by experienced practitioners, employment fairs and site visits.

#### Higher education team at the Employment Agency (Agentur für Arbeit) Göttingen

Central Cafeteria foyer (Foyer Zentralmensa)  
Platz der Göttinger Sieben 4  
37073 Göttingen

Tel.: 0551/520150

Email: [Goettingen.Hochschulteam@arbeitsagentur.de](mailto:Goettingen.Hochschulteam@arbeitsagentur.de)

#### Advisors available:

- for students changing programmes and withdrawal from studies:  
Mondays 09.00–12.00, and 13.30–16.00
- for students still studying or in final exams semester, for planning studies, finding out about the labour market and starting work:
  - Sciences, Engineering, Law and Economics  
Tuesdays 09.00–12.30, and 13.30–16.00
  - Humanities and Social Sciences, Psychology and Medicine  
Wednesdays 09.00–12.30, and 13.30–16.00
  - Job-search service  
Thursdays 10.00–12.30, and 13.30–15.30

No appointment is necessary for advisory services.

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



## 7.4 Labour market access for refugees

Refugees in Germany, depending on their residence permit, are eligible to start work after a specific residence period and under certain conditions. This also applies in certain cases for those with a temporary residence permit (Aufenthalts gestattet) or exceptional leave to remain (Duldung).

Information about whether a refugee is entitled to work can be obtained from the ancillary provisions of the residence permit. The Stadt Göttingen’s Alien Office (Ausländerbehörde) (see Part I, Chap. 1.2.) and staff of the collaborative project “Fair Stay Southern Lower Saxony” (“FairBleib Südniedersachsen”) can also provide information about this (see Part III, Chapter 8).

This information is set out in a useful table in the brochure “First Facts for Refugees” (“Erstinfos für Flüchtlinge”), published by the Refugee Council Lower Saxony (Flüchtlingsrat Niedersachsen e.V.) as part of the XENOS programme called “Right-to-Stay Migrants and Refugees – Labour Market Support” (“Arbeitsmarktliche Unterstützung für Bleibeberechtigte und Flüchtlinge”).

The brochure takes into consideration the legal changes for refugees’ access to the labour market that came into force in November 2014 and is available to download at [www.azf2.de](http://www.azf2.de) > “Information material” (> Infomaterial) in German, English, French, Arabic and Farsi.

### Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## 8. “Fair Stay Southern Lower Saxony” cooperative project (“FairBleib Südniedersachsen, FBS”)

Migrants and refugees in Göttingen with a right to stay or resident in Göttingen, Northeim and Osterode am Harz districts receive assistance with their integration into long-term, stable employment or training places from our partner project “Fair Stay Southern Lower Saxony” (“FairBleib Südniedersachsen”). This organization is committed to facilitating permanent residence for refugees whose residence status is uncertain by getting them into the labour market.

To remove any obstacles on a personal level to employment or training, the staff work directly with those affected and offer:

- advice and support in dealing with the authorities
- German language courses and short courses in various types of work
- training in how to apply for a job
- support when seeking work

With an established and target-oriented network and training courses offered by facilitators in immigration law, labour market legislation and intercultural matters, the project helps break down structural barriers.



“Fair Stay Southern Lower Saxony” (“FairBleib Südniedersachsen”) is coordinated by the Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG).

### **Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG)**

Lange Geismar Strasse 73  
37073 Göttingen

#### Project leader:

Dr Holger Martens

Tel.: 0551/48864-13

Email:

[h.martens@bildungsgenossenschaft.de](mailto:h.martens@bildungsgenossenschaft.de)

Christina Hammer

Tel.: 0551/49569437

Email:

[c.hammer@bildungsgenossenschaft.de](mailto:c.hammer@bildungsgenossenschaft.de)

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

Several different institutions and partners cooperate in the project, each contributing its particular expertise.

**Partners in “Fair Stay Southern Lower Saxony” (“FairBleib Südniedersachsen”), with areas of expertise**

**Employment Promotion Göttingen  
(Beschäftigungsförderung Göttingen – kAöR)**

Levinstrasse 1  
37081 Göttingen

Advisor:

Tim Gerber

Tel.: 0551/38481517

Email: t.gerber@goettingen.de

- Creation of funding plans on a case-by-case basis
- Business training courses
- Preparing for work
- Vocational training for construction, garden and landscape construction, timber

**ARBEIT UND LEBEN Educational Association Southern Lower Saxony  
(Bildungsvereinigung Arbeit und Leben Niedersachsen Süd gGmbH)**

Lange Geismar Strasse 72  
37073 Göttingen

Advisor:

Dietmar Koch

Tel.: 0551/49507-43

Email: dietmar.koch@aul-nds.info

- Language upskilling
- Training in how to apply for a job
- Computer training
- Vocational training and introduction to the restaurant trade, tailoring/alterations, painting and varnishing, housekeeping and elderly care
- Finding practical placements, training and jobs
- Approaching employers and making businesses aware of needs

**Institute for Applied Cultural Research  
(Institut für angewandte Kulturforschung e.V.) (Ifak)**

Am Leinekanal 4  
37073 Göttingen

Advisors:

Bernadette Tusch

Tel.: 0551/3887505 or 0152/53928781

Kaja Schellenberg

Tel.: 0551/3887505 or 0152/28903846

- Proactive advice and mentoring
- Skills assessment
- Support with job applications
- Literacy and language courses
- Training for specialists

**Youth Support Göttingen reg. charity  
(Jugendhilfe Göttingen e.V.)**

Untere Karspüle 4  
37073 Göttingen

- Proactive advice and mentoring
- Support with job applications
- Finding training courses and jobs

Advisors:

Maurice Mahrow  
Tel.: 0551/70794-11 or 0172/5663467

Christian Hölscher  
Tel.: 0551/70794-19

Jordis Bauer  
Tel.: 0551/70794-11

**Southern Lower Saxony Educational Cooperative  
(Bildungsgenossenschaft Südniedersachsen eG)**

Lange Geismar Strasse 73  
37073 Göttingen

- Advice and mentoring with (partial) recognition of qualifications and certificates obtained abroad
- Skills assessment
- Training for specialists on specific topics, e.g. Romani culture

Advisors:

Christina Hammer  
Tel.: 0551/49569437  
Email: c.hammer@bildungsgenossenschaft.de

Ortrud Krickau  
Tel.: 0551/48864-15  
Email: o.krickau@bildungsgenossenschaft.de

“Fair Stay Southern Lower Saxony” (“FairBleib Südniedersachsen”) is a national organization of 28 advice networks, which are funded as part of the special programme XENOS (“Federal ESF Programme on Labour Market Support for “Right-to-Stay” Migrants and Refugees with Access to the Labour Market II” (ESF-Bundesprogramm zur arbeitsmarktlichen Unterstützung für Bleibeberechtigte und Flüchtlinge mit Zugang zum Arbeitsmarkt II) as part of the German government’s national integration plan. The XENOS special programme will run until June 2015<sup>4</sup>.

---

<sup>4</sup> It is planned to continue and expand this long-standing project along similar lines in the Goslar District.

## 9. Continuing and further vocational training

Continuing and further vocational training courses provide stimulation for personal development and opportunities for immigrants to integrate into the labour market. These opportunities enhance their employment prospects and job security.

Further training courses can also compensate for any discrepancies between foreign qualifications and the same job in Germany during the process of having foreign qualifications recognized. More information about this is available from the relevant advisory bodies (see Part III, Chap. 6).

Vocational further training courses and qualifications are offered in a variety of forms, e.g. as distance learning courses, weekend seminars or full-time study.

Suitable training options reasonably close to where you live can be found via KURSNET ([www.kursnet.arbeitsagentur.de](http://www.kursnet.arbeitsagentur.de)), the Employment Agency's (Agentur für Arbeit) website for [vocational training and further training](#).

Orientation guides and much more information for specific groups of people are available from the Employment Agency's (Agentur für Arbeit) website [www.dasbringtmichweiter.de](http://www.dasbringtmichweiter.de).

Various providers in Göttingen offer further training courses, seminars and retraining programmes in a number of areas, including:

- ARBEIT UND LEBEN Educational Association of Southern Lower Saxony (Bildungsvereinigung Arbeit und Leben Niedersachsen Süd gGmbH, AUL)
- Training and Project Network GmbH (Bildung und Projekt Netzwerk GmbH, BUPNET)
- German Academy of Salaried Workers (Deutsche Angestellten Akademie, DAA)
- Retraining and Continuing Development Association (Gesellschaft für Umschulung und Fortbildung, GUF)
- Institute of Applied Social Affairs (Institut für angewandte Sozialfragen, ifas)
- Institute of Vocational and Continuous Professional Education (Institut für berufliche Bildung und Weiterbildung, IBBW)
- Coordination centre "Promoting Women in the Private Sector" ("Frauenförderung in der privaten Wirtschaft"), Stadt Göttingen (see Part III, Chap. 9.3)
- Lower Saxony Association of Education Initiatives (Verein Niedersächsischer Bildungsinitiativen e.V., VNB)
- Adult Education Centre (Volkshochschule Göttingen gGmbH, VHS)

For a list of further training institutions in Göttingen, see [www.goettingen.de](http://www.goettingen.de) > "Training & Science" > "Further training" (> Bildung & Wissenschaft > Weiterbildung).

Information and advice on vocational further training are also offered by Göttingen's Employment Agency (Agentur für Arbeit Göttingen), Stadt Göttingen's Job Centre and the nationwide and regional network "Integration through Qualification" ("Integration durch Qualifizierung") ([www.netzwerk-ig.de](http://www.netzwerk-ig.de)).

The coordination centre of the Lower Saxony IQ Network (IQ Netzwerk) is based at the RKW Nord GmbH headquarters.

## Employment Agency (Agentur für Arbeit) Göttingen

Bahnhofsallee 5  
37081 Göttingen

Tel: 0800/4555500 (This is a freephone number.)

Opening hours:

Monday–Friday:	08.00–12.00
Thursday	14.00–17.00

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

## Job Centre (Jobcenter) Stadt Göttingen - Initial contact point

Amtshaus  
Hiroshimaplatz 2  
37083 Göttingen

Tel.: 0551/400-3442  
Email: [fd50.5@goettingen.de](mailto:fd50.5@goettingen.de)

Visiting hours:

Monday:	08.30–15.00
Tuesday:	08.30–15.00
Wednesday:	08.30–12.00
Thursday:	08.30–17.00
Friday:	08.30–12.00

Advisors:

Ms Sippel  
Tel.: 0551/400-3410

Mr Senger  
Tel.: 0551/400-3412

Ms Mauritz  
Tel.: 0551/400-3414

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

## IQ Network – Lower Saxony Regional Network (Netzwerk IQ – Landesnetzwerk Niedersachsen)

RKW Nord GmbH  
Rationalization and Business Innovation Centre  
(Rationalisierungs- und Innovationszentrum der Deutschen Wirtschaft)  
Wasastrasse 8  
49082 Osnabrück

Advisors:

Rainer Bußmann  
Tel: 0541/600815-24  
Email: [bussmann@rkw-nord.de](mailto:bussmann@rkw-nord.de)

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

## 9.1 Educational Consultancy (Bildungsberatung) of the Southern Lower Saxony Educational Cooperative (Bildungsgenossenschaft Südniedersachsen eG)

The Southern Lower Saxony Educational Cooperative (BIGS) is a collaborative organization that currently involves 26 institutions in the educational sector in the city and district of Göttingen, as well as Northeim and Osterode districts. The collective aim of these organizations is to strengthen the educational context in Southern Lower Saxony.



The main task of the BIGS Cooperative is to point the way to all things education. The Educational Consultancy of BIGS offers citizens in the Southern Lower Saxony region personal advice and support in the following areas:

- individual (occupational) guidance/retraining
- return to work
- further training
- Continuing Professional Education (CPE)
- lifelong learning
- studying without the Abitur qualification for university entrance
- recognition of school and vocational qualifications
- recognition of qualifications obtained abroad (see Part III, Chap. 6)
- training
- general education
- advice on skills development
- language courses

The consultancy service is free of charge. Various materials are available on the website of the Educational Cooperative (Bildungsgenossenschaft) at [www.bildungsgenossenschaft.de](http://www.bildungsgenossenschaft.de) > “Materials” > “Vocational training” (> Material > Berufliche Bildung), e.g. “Training overview for Southern Lower Saxony – Training for company employees” (“Bildungsübersicht für Südniedersachsen – Bildung für Beschäftigte in Unternehmen”), a list of training courses provided by 28 institutions for education outside schools.

### **Bildungsgenossenschaft Südniedersachsen eG**

Lange Geismar Strasse 73  
37073 Göttingen

#### Advisor:

Dr Natalia Hefe  
Tel.: 0551/49569436  
Fax: 0551 4886414  
Email: [n.hefele@bildungsgenossenschaft.de](mailto:n.hefele@bildungsgenossenschaft.de)

#### Office hours:

Monday: 10.00–13.00  
Tuesday: 14.00–17.00  
Thursday: 09.00–13.00

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

## 9.2 Basic educational courses and literacy

Experts estimate that there are about 7.5 million people of working age in Germany who are 'functionally illiterate'. This means they have real problems reading, writing and completing basic computational tasks.

Inadequate reading and writing skills represent a risk for the labour market.

The Adult Education Centre (Volkshochschule) in Göttingen has been a long-standing main provider of basic educational and literary courses for Göttingen city and district, to reduce this risk.

### **“COMPASS – Communication and Motivation. Upskilling for work with the Elderly” (“KOMPASS – Kommunikation und Motivation. Professionalisierung für die Arbeit mit Seniorinnen und Senioren”)**

With the objective of improving the situation for people who are functionally illiterate or have inadequate basic educational skills in and for the context of employment, the VHS and other municipal partners set up the project “COMPASS – Communication and Motivation. Upskilling for work with the Elderly” (“KOMPASS – Kommunikation und Motivation. Professionalisierung für die Arbeit mit Seniorinnen und Senioren”) in October 2012. The project supports future caregivers who have difficulties with reading and writing, by offering literacy courses tailored to their workplace, training and qualification needs. COMPASS (KOMPASS) is aimed at those who are employed in caring for the elderly and also job seekers.

The COMPASS (KOMPASS) project is funded by the Federal Ministry of Education and Research (Bundesministerium für Bildung und Forschung) until September 2015 through the programme for workplace-related literacy and basic educational needs.

### **“COMPASS – Communication and Motivation. Upskilling for work with the Elderly” (“KOMPASS – Kommunikation und Motivation. Professionalisierung für die Arbeit mit Seniorinnen und Senioren”)**

Adult Education Centre Göttingen (Volkshochschule Göttingen gGmbH)  
Bahnhofsallee 7  
37081 Göttingen

#### Advisors:

Gundula Laudin (Project Leader)  
Tel.: 0551/4952-13  
Email: [laudin@vhs-goettingen.de](mailto:laudin@vhs-goettingen.de)

Dr Caroline Kurz  
Tel.: 0551/384386-72  
Email: [kurz@vhs-goettingen.de](mailto:kurz@vhs-goettingen.de)

Goschka Grynia-Gallwitz  
Tel.: 0551/384386-62  
Email: [grynia-gallwitz@vhs-goettingen.de](mailto:grynia-gallwitz@vhs-goettingen.de)

[www.vhs-kompass.de](http://www.vhs-kompass.de)



## Regional Centre for Basic Education (Regionales Grundbildungszentrum) Göttingen

One of eight Regional Centres for Basic Education (Regionale Grundbildungszentren, RGZ) set up in Lower Saxony by the Ministry of Science and Culture (Ministerium für Wissenschaft und Kultur des Landes Niedersachsen) has been operating at the VHS Göttingen since October 2013. These centres are intended to serve as an initial contact point for people who are functionally illiterate.



The aim of the Regional Centre for Basic Education (Regionales Grundbildungszentrum) Göttingen is to reach out to more people who would like to participate in further training courses for basic skills in reading, writing and arithmetic. The Göttingen Alliance for Literacy and Basic Education (Göttinger Bündnis für Alphabetisierung und Grundbildung) was established for this purpose. Its work is to ensure the basic conditions are created in the Göttingen region, enabling all individuals, regardless of their social status and educational level, to participate in further training courses that meet their educational needs.

The Regional Centre for Basic Education (Regionales Grundbildungszentrum) Göttingen provides a variety of basic educational and literacy courses. Please enquire directly at the RGZ for more information about these courses.

### Regional Centre for Basic Education (Regionales Grundbildungszentrum) Göttingen

Adult Education Centre Göttingen (Volkshochschule Göttingen gGmbH)  
Bahnhofsallee 7  
37081 Göttingen

Advisor:  
Gundula Laudin  
Tel.: 0551/4952-13  
Email: [laudin@vhs-goettingen.de](mailto:laudin@vhs-goettingen.de)

[www.rgz-nds.de](http://www.rgz-nds.de)

*Notes*

---

---

---

---

---

### 9.3 Coordination centre “Promoting Women in the Private Sector” (“Frauenförderung in der privaten Wirtschaft”)

The coordination centre “Promoting Women in the Private Sector” (“Frauenförderung in der privaten Wirtschaft”) aims to promote equality for women at work, as well as their integration into working life as mothers. The centre offers information, further training and consultancy services.

The services are designed for women and companies and the offers include:

- information and individual advice for women returning to work and those seeking advice on planning their career paths
- initiating and organizing further training courses at times suitable for employed mothers
- advice on setting up a business
- managing the cooperative “Women and Business” (“Frauen und Betrieb”), a cooperative of small- and medium-sized businesses
- involvement in networks related to the topic of “Women and Careers” (“Frau und Beruf”)



Koordinierungsstelle  
„Frauenförderung in der  
privaten Wirtschaft”

Every spring and autumn, “Promoting Women in the Private Sector” (“Frauenförderung in der privaten Wirtschaft”) publishes its annual calendar of further training courses “Back to Work” (“Zurück in den Beruf”), which can be downloaded from its website at [www.frauen-wirtschaft.de](http://www.frauen-wirtschaft.de).

#### **Coordination centre “Promoting Women in the Private Sector” (“Frauenförderung in der privaten Wirtschaft”)**

Stadt Göttingen  
Hiroshimaplatz 1-4  
37083 Göttingen

Advisors:

Ina Langanke / Brigitte Wagener

Tel.: 0551/400-2860

Fax: 0551/400-3198

Email: [koordinierungsstelle.frauenfoerderung@goettingen.de](mailto:koordinierungsstelle.frauenfoerderung@goettingen.de)

[www.frauen-wirtschaft.de](http://www.frauen-wirtschaft.de)

## 10. Business start-ups

Migrants frequently prefer to become self-employed and to start their own business (e.g. in the restaurant trade). New businesses and companies set up by migrants now make a positive contribution to the German economy and are important job creators.

It is advisable to seek expert guidance before starting a new business.

Foreigners from non-EU countries, in particular, must be granted a residence permit before deciding to start a new business. For non-German nationals who plan to launch a new business, there are many regulations to be complied with.

If you are setting up a business, the business start-up website of the Federal Ministry of Economics and Energy (Bundesministerium für Wirtschaft und Energie) offers full information and advice.

### **Business start-up website (Existenzgründungsportale) created by the Federal Ministry of Economics and Energy (Bundesministerium für Wirtschaft und Energie)**

The business start-up websites [www.existenzgruender.de](http://www.existenzgruender.de) and [www.existenzgruenderinnen.de](http://www.existenzgruenderinnen.de)<sup>5</sup> provide information about all aspects of entrepreneurship and self-employment in Germany together with details of specialist services.

A team of experts has compiled answers to frequently asked questions from those intending to set up their own company. Useful advice and step-by-step guides offer support with the process from planning to the company's launch.

Official brochures, newsletters and flyers published by the Federal Ministry of Economics and Energy (Bundesministerium für Wirtschaft und Energie) are available to download or order free of charge such as the brochure "Start-up guide for Germany" ("Starthilfe: Der erfolgreiche Weg in die Selbständigkeit").

The brochure provides an overview of the many points to consider when starting a company and includes information about the different legal forms of entity, business and financial planning and first steps as an entrepreneur.



<sup>5</sup> The business start-up website for women entrepreneurs [www.existenzgruenderinnen.de](http://www.existenzgruenderinnen.de) provides information and services specifically aimed at women who plan to set up a new business.

The Stadt Göttingen also provides various contact centres to assist those interested in starting their own business. See below for further details.

### **Employment Agency (Agentur für Arbeit) Göttingen**

At the Employment Agency (Agentur für Arbeit) Göttingen, business start-ups are regarded as an opportunity to find a way out of unemployment. Unemployed persons interested in setting up a business are supervised by job placement officers and can also access various external services, including:

- information events
- preparatory courses about starting a business
- preparatory training and coaching services

### **Employment Agency (Agentur für Arbeit) Göttingen**

Bahnhofsallee 5  
37081 Göttingen

Freephone: 0800/4555500  
Email: [goettingen@arbeitsagentur.de](mailto:goettingen@arbeitsagentur.de)

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

The Vocational Guidance Centre (Berufsinformationszentrum, BiZ) run by Göttingen's Employment Agency (Agentur für Arbeit) also offers information about starting a business.

### **Vocational Guidance Centre (Berufsinformationszentrum, BiZ) Employment Agency (Agentur für Arbeit) Göttingen**

Bahnhofsallee 5  
37081 Göttingen

Tel.: 0551/520670  
Email: [goettingen.biz@arbeitsagentur.de](mailto:goettingen.biz@arbeitsagentur.de)

#### Opening hours:

Monday–	
Wednesday:	08.00–5.30
Thursday:	08.00–18.00
Friday:	08.00–12.30

[www.arbeitsagentur.de/goettingen](http://www.arbeitsagentur.de/goettingen)

### **Business start-up forum, Göttingen Region (Gründungsforum Region Göttingen)**

Various institutions in the Göttingen region have joined forces to establish a network, known as the Gründungsforum Region Göttingen, which specializes in providing advice about business start-ups.



The network offers a full range of services for those interested in founding a business, the self-employed and young entrepreneurs. It organizes information and networking evenings and day seminars for business founders.

At the information and networking evenings experts present short talks, while successful entrepreneurs share their first-hand experiences. Attendees also have the opportunity to interact with other company founders.

Day seminars are free of charge and give new business owners a chance to meet the network's advisors for individual consultations and confidential advice. Participants can register to attend the seminars by contacting Hanover's Chamber of Industry and Commerce (IHK) on the telephone number 0551/70710-0.

A list of current regional information and an events calendar, as well as details of all the network's partners and their services, contact persons and addresses, are available at [www.gruendungsforum-goettingen.de](http://www.gruendungsforum-goettingen.de).

### **Business start-up forum, Göttingen Region (Gründungsforum Region Göttingen)**

c/o Chamber of Industry and Commerce (IHK) Hanover  
Göttingen branch  
Bürgerstrasse 21  
370733 Göttingen

Tel.: 0551/70710-0  
Fax: 0551/70710-22

[www.gruendungsforum-goettingen.de](http://www.gruendungsforum-goettingen.de)

## **Business start-up consultancy services MOBIL (Gründungsberatung MOBIL)**

Gründungsberatung MOBIL run by Employment Promotion Göttingen

(Beschäftigungsförderung Göttingen – kAöR) is part of the Business Start-up Forum (Gründungsforum Region Göttingen) and is a first point of contact for those interested in starting a new business.

MOBIL's services include:

- information relating to all aspects of business start-ups
- a comprehensive consultancy service on all topics for setting up a new business
- developing and identifying the necessary personal skills
- assistance to become more independent when compiling a business plan
- regular seminars on key facts for new business founders
- further training programme with over 100 events annually
- coaching sessions in the post-launch phase for start-ups and the self-employed
- linking to people in other specialist consultancy agencies in the regional consultancy network

The charges due for all services can be covered in full, depending on your situation, by various assistance programmes.

### **Business start-up consultancy services MOBIL (Gründungsberatung MOBIL)**

Employment Promotion Göttingen (Beschäftigungsförderung Göttingen – kAöR)  
Lotzestrasse 22c  
37083 Göttingen

Advisor:

Daniela Lindenthal

Tel.: 0551/400-3230

Fax: 0551/400-3238

Email: [d.lindenthal@goettingen.de](mailto:d.lindenthal@goettingen.de) or [mobil@goettingen.de](mailto:mobil@goettingen.de)

[www.mobil-goettingen.de](http://www.mobil-goettingen.de)

*Notes*

---

---

---

---

---

## **Start-up Consultancy Service (Existenzgründungsberatung) at the University of Göttingen**

The University of Göttingen offers a Start-up Consultancy Service (Existenzgründungsberatung) for students, graduates and the staff of Göttingen universities and research institutions seeking to set up a business.

### **Start-up Consultancy Service (Existenzgründungsberatung) University of Göttingen**

Goßlerstraße 9  
37073 Göttingen

Advisor:

Martin Stammann  
Tel.: 0551/39-20822  
Fax: 0551/39-1820822  
Email: martin.stammann@zvw.uni-goettingen.de

[www.uni-goettingen.de](http://www.uni-goettingen.de) > "Service" > "Start-up consultancy service" (> Service > Existenzgründungsberatung)

## **WRG Wirtschaftsförderung Region Göttingen GmbH**

Wirtschaftsförderung Region Göttingen GmbH (WRG) supports those interested in starting a company with an initial consultancy session and information on funding assistance, business enterprise regions and commercial premises.



The WRG website publishes links to important information pages and funding programmes offered by a range of different institutions.

### **WRG Wirtschaftsförderung Region Göttingen GmbH**

Bahnhofsallee 1b  
37081 Göttingen

Tel: 0551/9995498-0  
Fax: 0551/9995498-9  
Email: info@wrg-goettingen.de

[www.wrg-goettingen.de](http://www.wrg-goettingen.de) > "Consultancy Göttingen Region" > "Business start-up" (> Beratung Region Göttingen > Existenzgründung)

## 11. Jobs in public administration

### Intercultural openness in Göttingen

Public administration, its associated institutes and services are committed to intercultural openness which is fostered to create a friendly and welcoming climate for people from different cultural backgrounds. This is achieved by training staff in intercultural skills and recruiting additional staff with migrant backgrounds. The aim is to promote greater awareness of social diversity and to develop a culture of tolerance and openness.

The Stadt Göttingen treats intercultural openness as a priority. Training in intercultural competence skills has been offered since 2008, and efforts to increase the number of staff with migrant backgrounds predate this initiative. Another aim is to integrate people of all nationalities with different cultural backgrounds and linguistic skills to provide a higher level of service at the many contact and advice centres open to the public. These initiatives have proved successful in many areas of public administration. They have also enhanced the attractiveness of public agencies.

In 2013, the Stadt Göttingen launched a publicity campaign using posters, flyers and direct mailshots e.g. to schools to encourage young people with migrant backgrounds to think about the many training courses available in public administration and the city's own services and agencies. These activities continue, helping ensure that the city's administration benefits at all levels from intercultural best practices.

**G**  
BURO FÜR INTEGRATION / PERSONAL UND ORGANISATION

**Ausbildung & Arbeit**

**Bewirb Dich bei der Stadtverwaltung und den stadt eigenen Betrieben und Gesellschaften!**

Hier ist Dein Platz!

Ausbildung und Arbeit  
Meslek Egitimi ve İş  
Skolovanje i posao  
Wykształcenie i praca  
Образование и работа

Informationen:  
[www.goettingen.de/ausbildung](http://www.goettingen.de/ausbildung)  
Tel.: 0551 4002046

**G** GÖTTINGEN  
STADT DER MEINER STADT



The navigation link “News & Current Vacancies” (Neuigkeiten & Aktuelles) on the website [www.goettingen.de](http://www.goettingen.de) publishes a list of the latest job vacancies. Information about training opportunities with the Stadt Göttingen is provided at [www.goettingen.de/ausbildung](http://www.goettingen.de/ausbildung), together with more details about work placements and the application process, as well as names of people to contact.



Information about the Stadt Göttingen’s integration plan, including its objectives and measures, can be obtained at [www.goettingen.de/integration](http://www.goettingen.de/integration).

### “wir sind bund” – a federal government initiative

Germany’s federal government is also proactive in its efforts to promote intercultural openness. It set up the “[wir sind bund](http://www.wir-sind-bund.de)” initiative to encourage young immigrants, in particular, to apply for a career in the federal administration’s public service.

The website [www.wir-sind-bund.de](http://www.wir-sind-bund.de) advertises training places for one of more than 130 training careers with the federal administration’s institutions (the full site is available in German, only part of the website is available in English, Turkish, Russian, French, Polish and Arabic). Young people with migrant backgrounds are the target audience. Information and guidance is also offered about vocational training and changing from school to working life for parents, teachers and authorities.

Intercultural skills and activities – either based on training or conveyed by staff with migrant backgrounds – can enhance the quality of public services. This value-added service is beneficial for a new business and for individual workers, as well as for all those seeking advice about a specific service.

## In emergencies:

<b>Emergency phone numbers</b>	
Fire service:	112
Ambulance or Paramedic:	112
Police:	110

<b>Medical Services</b>	
Doctor Out-of-Hours Service:	116 117
Dental Emergency Service:	0551/83302
Emergency Pharmacies currently open in Göttingen:	<a href="http://www.mpsn.de">www.mpsn.de</a>
Ambulance Service:	0551/19222
Emergency Advice Centre for Poison Symptoms:	0551/19240 or 0551/383180
Addiction and Drugs Hotline:	01805/313031 (12 Cent/Minute)

<b>Sexual Violence/Domestic Violence</b>	
Women's Emergency Hotline registered charity (Frauen-Notruf e.V.):	0551/44684
Women's Refuge registered charity (Frauenhaus Göttingen e.V.):	0551/5211800
Women's Counselling and Therapeutic Services (Therapeutische Frauenberatung):	0551/45615
phoenix – Children's and Young Adult's Counselling Service (phoenix – Kinder- und Jugendberatung):	0551/4994556
pro familia:	0551/58627
Support for victims of sexual abuse:	Freephone: 0800/1201000

Lower Saxony Crisis Hotline for Forced Marriages (Niedersächsisches Krisentelefon gegen Zwangsheirat):	Freephone: 0800/0667888
--	-------------------------

<b>Crisis Helplines</b>	
Children's and young adult's emergency helpline:	Freephone: 0800/1110333
Parents' emergency helpline:	Freephone: 0800/1110550
Emergency helpline (Samaritans):	Freephone: 0800/1110111 or 0800/1110222

<b>Other Services</b>	
Emergency number – blocking contact details in case of thefts, lost property etc.:	116 116









**Published by:** Lord Mayor of the Stadt Göttingen

**Text:** Renate Kornhardt, Sophie Eduful – Stadt Göttingen's Office for Integration (Büro für Integration)

**Editor:** Renate Kornhardt

**Photo credits front cover:** Adrian Schucht

**Design:** Werbeagentur Schallenberg, Göttingen

**Translation:** LUND Languages, Cologne

1.0/10/15



The word „WILLKOMMEN“ („welcome“) written in different languages symbolizes the wish of the Stadt Göttingen to give all people from any cultural background equal rights and chances for social, professional, cultural and political participation. The collage made by Adrian Schucht shows the geographic shape of Göttingen and its districts.