



IMPRS

Student Handbook

All basic things you need to know about

IMPRS, Courses, Exams,
Requirements, Administration,
Language Courses,
Public Transport, Medical Services
Life in Munich

Version: Fall 2017

The IMPRS program - basic things to know

- The International Max-Planck Research School (IMPRS) on Astrophysics is a collaboration between the Max Planck Institutes for Astrophysics (MPA) and Extraterrestrial Physics (MPE), the University Observatory Munich (USM) at the Ludwig-Maximilians Universität München (LMU) and the European Southern Observatory (ESO). The goal of the IMPRS is to provide excellent PhD projects and comprehensive teaching to exceptional students. The IMPRS is not a university and has no right to grant PhDs.
- The PhD (Dr. rer. nat. = doctor of natural science) will exclusively be granted by the LMU, TUM or another university, according to their rules. Which university is relevant depends on the affiliation of your supervisor. In most cases this will be the Ludwig-Maximilians Universität.
- **LMU/TUM requirements for the graduation to Dr. rer. nat.:**
 - A master degree in physics or an equivalent university exam including a master thesis which corresponds to a research project of at least 60 ECTS points
 - **LMU:**
 - Admission letter from the LMU Physics department
 - Enrolment at LMU for 2 to 6 semesters
 - **TUM:**
 - Registration in the TUM Graduate School (GS)
 - Participation in the GS kick-off seminar
 - 2000 credit points from teaching duties
 - Entry into the 'Doctoral List'
 - A completed and accepted doctoral thesis
 - Successful defense of the PhD thesis in an ~1 hour oral exam
- **Thesis committee:**

At the IMPRS, PhD projects are carried out under the supervision of an IMPRS professor from one of the member institutes or from a research group associated with the IMPRS. A thesis committee will monitor the student's progress regularly. The official and project supervisors will automatically be members of the thesis committee. Other members will be chosen following the suggestions of the student and his/her supervisor.

- **Fellowships and funding contracts:**

Students at the IMPRS in Garching receive a funding contract or fellowship from various sources: e.g. funding is provided from the Max Planck Society (MPG), from the institutes' budgets, from ESO, the Excellence Cluster Universe and the German Science Foundation (DFG). This can lead to small variations in the financial support among the students. On *average*, however, the monthly payments are all at a comparable level. The following table gives a brief summary of the IMPRS funding:

MPE + MPA + USM	ESO
Funding contract (equivalent to a E13/2 contract*): * incl. 15% "Gewinnungszulage"	Fellowship
1 st yr about. 1.570,74 € after taxes (depends on German tax class)	1 st yr ~1.790 €
2 nd /3 rd yr about 1.705 €	2 nd /3 rd yr ~ 1.997 €
Health insurance included	4,34 % of fellowship to be paid for health insurance
Tax relief for married students	Household allowance: 194,61 € per month
Statutory child allowance: 190,00 € per month	Child allowance: 291,92 € per month
Yearly income: 1 st year: 18.848 € (net) (corresponding to 28.527 € gross) 2 nd and 3 rd year: 20.460 € (net) (corresponding to 31.641 € gross)	Yearly income: 1 st year: 21.480 € (net) 2 nd and 3 rd 23.964 € (net)

- **Bachelor stipends:**

In addition to the IMPRS PhD program, we have the option to support students who obtained a bachelor degree with excellent marks for a maximum duration of one and a half years for doing a master thesis and attending the master degree courses at LMU. An application has to be submitted before any confirmation can be given. Please contact the IMPRS office for further information.

- **Thesis should be completed within 3 years:**

PhD funding contracts/fellowships are granted for the duration of three years, which is considered to be the standard time to complete a PhD project. However, there may be particular circumstances why it will not be possible to finish a research project within this time. Detailed and specific reasons must be advanced in each individual case to extend your existing contract/fellowship beyond the three-year limit.

As regulations for contract/fellowship extensions are different in each of the participating institutes, check with your supervisor **well in advance** as to whether or not there is a possibility for an extension of your contract/fellowship, if required. **This is a 'can' and not a 'must' regulation!**

Please note: When you submit your PhD thesis to the university it may take up to **three months** for it to be reviewed by the members of the examination board. Only when this is done you can take your final oral examination/defense. If possible, these 3 months should be included in your three-year PhD period. Start to look and apply for post-doc positions well in advance. The end of your second year is probably a good time to start with this. It is possible to have the examination and defense after starting a new post-doc position somewhere else.

- **Submission of your PhD thesis:**

Submission of your PhD thesis is a multi-level process and you should allow for a period of 1,5 and 3 months after submission of your thesis at the LMU Dekanat and the final oral exam (PhD defense).

All forms for the submission as well as the 'Promotionsordnung' (PhD regulations, no English translation available) can be downloaded from our web site at:

<http://www.imprs-astro.mpg.de/content/downloads-documents>

One of your fellow students has composed a comprehensive **English** guide that should answer all your questions regarding submission of your PhD at LMU. This document can be downloaded via this link:

http://www.mpa-garching.mpg.de/~alex/LMU/Guide_How2submit_PhD_thesis_LMU_2015/

Please note: This document is not subject to any update service. Further, we do assume no responsibility for accuracy and completeness of its content.

The IMPRS course program

- **General information:**

The IMPRS provides a course program consisting of an Introductory Course and a set of Advanced Courses. The latter consists of nine one-week half-day lectures on various topics. The courses are taught throughout the year. **It is mandatory to participate in at least 7 of these lectures within the three year PhD period.** For students without an astrophysics background, participation in the IMPRS Introductory Course is strongly recommended. The IMPRS Introductory Course is combined with the LMU-MSc. course.

- **The Introductory Course (for dates see page 6):**

The Introductory Course provides a broad-brush overview of astrophysics with emphasis on basics, key physics, phenomenology and order of magnitude estimates. The content is an abridged version of the program of the Advanced Courses. Attendance at the introductory lecture and the accompanying tutorial is **not** mandatory.

However, it is **mandatory** to take part in a graded **written exam** which is focused on general knowledge in astrophysics and takes place in the first year of your PhD studies at the end of the winter semester, **in February 2018**. The exam is based usually on the content of the introductory lecture. The exact date of the exam will be announced by e-mail from the IMPRS office as soon as it becomes available.

Please note: No additional material such as lectures notes or books are allowed during the exam.

Grades: According to the results you reach in the exam you will receive an A (very good), B (good), C (acceptable), D (sufficient) or F (failed). If your grade will be F you will have to repeat the exam. In this case you are recommended to brush up your basic knowledge in astrophysics by attending the introductory course or by regularly participating in a tutorial.

Tutorial: The lecture goes along with a tutorial of 2 hours per week and takes place at the University. The tutorial will deepen the contents of the lecture with practical exercises. Participation is not mandatory, but **strongly** recommended for those who failed the exam or who have never participated in an introductory lecture in astronomy.

- **The IMPRS Advanced Course lectures:**

The Advanced Courses are on various topics of modern astrophysics. They are given by professors and lecturers from all member institutions (MPE, USM, MPA, ESO). Students who participated in 7 or more of the nine lectures within their three year PhD time will have their participation confirmed in a final IMPRS certificate.

The certificate will be issued after the student has passed the university PhD exam and will list all courses the student participated in. For the content and schedule of the IMPRS Advanced Courses see the IMPRS-web site www.imprs-astro.mpg.de and the IMPRS announcement board which is located at MPE in the hallway to MPA.

Please note: Participation in summer schools, conferences, meetings or proposal deadlines are no excuse for not participating in the lecture program!

Programming courses are counted as soft skill courses and **do not count** towards the advanced course program!

- **Lecture notes:**

The link to the lecture notes for the **Introductory Course** held in the winter semester 2017/2018 by Prof. Dr. Joseph Mohr and Prof. Dr. Thomas Preibisch will be communicated in their lecture 'Essentials of Advanced Astrophysics' and later by e-mail from the IMPRS office.

The lecture notes of the **Advanced Courses** can be obtained from the IMPRS web site at: https://www.imprs-astro.mpg.de/lecture_notes/

User-ID: IMPRS-student
Password: IMPRS-material

Summary of the current IMPRS course schedule

- **Introductory Course:**

Essentials of advanced astrophysics:

Held by: Prof. Dr. Joseph Mohr and Prof. Dr. Thomas Preibisch
 Weekly: Tuesdays 10:15 – 11:45 and Thursdays 14:15 – 15:45
 First lecture: **Tuesday, October 17th, 2017.**
 Location: LMU, Schellingstrasse 4,
 Lecture Room H 537 (5th floor, Room 37).

Tutorials will be scheduled with the students in the first lecture.

- **Advanced Courses:**

The schedule of the one-week-advanced courses will be announced on our web site:

http://www.imprs-astro.mpg.de/content/courses#Advanced_Courses

Generally they cover the following topics:

Advanced Course 1- 3

Three one-week courses, each of 3 ½ hours a day, 5 days a week each on 'Observational Astrophysics from Radio to Gamma-rays', 'Physics of Accretion Discs' and 'Accretion on Black Holes'

Advanced Course 4-6:

Three one-week courses, each of 3 ½ hours a day, 5 days a week each on 'Galaxy and Galaxies & Interstellar Matter' and 'Star Formation & Stellar Atmospheres'

Advanced Course 7-9:

Three one-week courses, each of 3 ½ hours a day, 5 days a week each on 'Cosmology & Large Scale Structure & Stellar Structure' and 'Evolution & Active Galactic Nuclei'

Please note: Feedback sheets will be passed out after every course. They are supposed to help improve the lectures. The student representatives will take the summary of the feedback sheets to the lecturer in order to discuss the result.

- **Additional Courses at the local universities:**

In addition to the courses taught at and relevant for the IMPRS, most lecturers teach other courses at the LMU or TUM in the frame of the university's regular course program. The whole teaching program is available on the LMU and TUM web sites, which can be accessed via the following link:

<http://www.imprs-astro.mpg.de/content/courses>

Please note: If there is special interest in a lecture taught at the university by one of our IMPRS lecturers you are free to attend. Depending on the number of hours actually attended, one lecture can replace one or two IMPRS Advanced Courses. Please ask the professor to sign your attendance sheet regularly so that we can count the lecture towards your advanced course program. The attendance sheet form is provided by the IMPRS office on request.

In the following you find a preliminary list of all lectures at LMU offered for the winter semester 2017/18. Please check the LMU/TUM course catalogue before the beginning of the semester, as we do not assume any responsibility for correctness and completeness of the information provided:

- **'Atomic and molecular physics for astrophysicists'**

Lecturer: PD Dr. Keith Butler, LMU

Time: Monday, 12.15 to 13.45 c.t. (16.10.17 - 10.02.18)

Location: USM, Scheinerstr. 1, lecture room

- **'End states of stellar evolution'**

Lecturer: Prof. Dr. W. Becker, LMU

Time: Thursday, 14.00 to 16.00 c.t., (19.10.17 - 08.02.18)

Location: LMU, Leopoldstr. 13, Lecture Room H2, 2402, date and room of the tutorials will be announced in the first lecture

- **'The formation and evolution of planets in protoplanetary discs'**

Lecturer: Prof. Dr. T. Birnstiel, LMU

Time: Friday, 12.00 to 14.00 c.t., (20.10.17 - 09.02.18)

Location: USM, Scheinerstr. 1, lecture room

- **'Planetary atmospheres'**

Lecturer: Prof. Dr. B. Ercolano, LMU

Time: Thursday, 14.00 to 16.00 c.t. (19.10.17 - 08.02.18)

Location: USM, Scheinerstr. 1, lecture room

- **'Radiative processes, stellar atmospheres and winds'**

Lecturer: PD Dr. J. Puls, LMU

Time: Monday, 14:00 to 16.00 c.t., (16.10.17 - 05.02.18)

Location: USM, Scheinerstr. 1, lecture room

- **‘Cosmology and large-scale structure’**

Lecturer: Prof. Dr. T. Giannantonio, LMU

Time: Wednesday, 12:00 to 14:00 c.t. (18.10.17 - 07.10.18)

Location: USM, Scheinerstr. 1, lecture room

- **‘Stellar explosions’**

Lecturer: Prof. Dr. H.T. Janka, TUM, Prof. Dr. E. Müller, TUM

Time: Friday, 14:00 to 16:00 c.t. (20.10.17- 09.02.18)

Location: TUM, James-Franck-Str. 1, 5101 Physik I, lecture room 3

- **‘Gravitational lensing’**

Lecturer: Prof. Dr. S. Suyu, TUM

Time: Monday, 10:00 – 12:00 c.t. (16.10.17 - 05.02.18)

Location: TUM, Am Coulombwall 2, 5107 Physik II, lecture room 227

- **Replacement of IMPRS Advanced Courses by summer/winter schools:**

Many students participate in summer or winter schools. Participation in a school can be considered as being equivalent to participation in one of our Advanced Courses. In total, participation in **up to three schools** can be credited towards the IMPRS Course program.

However, students can only replace an advanced course by a summer/winter school which covers general topics in astrophysics and astronomy that **we don't offer** in our curriculum or which gives a more thorough introduction of a specific subject included in our IMPRS program. Furthermore it is not allowed to replace two or three advanced courses by schools that cover similar topics.

The student's **supervisor(s) should approve the replacement of a summer/winter school prior to the school by sending an e-mail to the IMPRS office**. Further, the student must show proof of successful participation and must submit a relevant document enclosing the summer school program to the IMPRS office so that an official document describing the school can later be mentioned in the appendix of the IMPRS certificate. Please note that this does not restrict the total number of schools, a student may participate within the three years of study, only the number of advanced courses that can be replaced.

- **Thesis committee meetings:**

Every student must form a thesis committee. Members have to be the official supervisor, the project supervisors and other group members. You should form this committee in consultation with your supervisor and forward the form (to be found in the folder) with the names and details of your committee back to the IMPRS office (i.e. to Ms. Hilbert, office 1.4.07 at MPE). If you did not obtain the thesis committee form during the introductory workshop, please get a copy from Ms. Hilbert or download it from our website:

<http://www.imprs-astro.mpg.de/content/downloads-documents>

It is **mandatory to have the first thesis committee meeting five months after the start of your thesis** and the final thesis committee meeting at the end of your PhD project. However, thesis committee meetings during the intervening period are strongly recommended but voluntary, e.g. **every 6 months**. This is the standard in some groups and institutes anyway!

It is the responsibility of the student to determine the dates and to coordinate with the thesis committee members. During the thesis committee meetings the student presents the results of his/her research from the previous 6 months and provides future prospects as how to proceed the next 6 months. The student writes a thesis committee meeting report, which needs to be signed by the supervisor(s). The student forwards his/her thesis committee meeting reports to the IMPRS office and distributes it to ALL thesis committee members.

Thesis committee meeting reports can be in free format, but everybody is welcome to use the example form that can be found in our download section:

<http://www.imprs-astro.mpg.de/content/downloads-documents>

Please note: The thesis committee will also decide whether a student will receive a 'distinction'. For this, successful participation in the complete advanced course program and the seminars as well as the number of publications will be considered.

- **Student symposium:**

A 2-day student symposium takes place at MPE twice a year (in fall and in spring). The participation in the IMPRS symposium is **mandatory** for all IMPRS students and is controlled by participation lists. The symposium is organized by the student reps and the dates are announced well in advance. Time slots for the talks are allocated by the symposium organization team. At the symposium

the students are expected to **give at least two talks during their participation in IMPRS** on their own research or on journal papers. The talks should be ‘for the students, by the students’. You can find the schedule on our web site as well as detailed guidelines for your talk in the download area.

Please check:

<http://www.imprs-astro.mpg.de/content/seminars>

and section “*IMPRS Documents*” on

<http://www.imprs-astro.mpg.de/content/downloads-documents>

- **Electing a student representative:**

Each IMPRS year group can elect one normal and one assistant student representative, who remain their representatives for the duration of their PhDs. One of the representatives from each age group is able to attend the Executive Committee meetings to speak on behalf of the IMPRS student body. The vote for student representatives has to be voluntary, and is organized by the current student representatives, usually every year in October. For more information on electing the representative please contact:

2nd year representative:

Linda Baronchelli, blinda@mpe.mpg.de (089-30000-3865)

2nd year substitute:

Rebecca Davies, rdavies@mpe.mpg.de (089-30000-3803)

3rd year representative:

Matteo Frigo, mfrigo@mpa-garching.mpg.de (089-30000-2006)

3rd year substitute:

Johanna Hartke, jhartke@eso.org (089-3200-6287)

They are currently the representatives of the second and third year students. The current student representatives, as well as the executive committee members, are listed on the IMPRS web site:

<http://www.imprs-astro.mpg.de/content/program-committee>

- **Esprit de Corps:**

Regular student excursions and parties are organized by the IMPRS student representatives. These activities encourage IMPRS students of different age groups and institutes to get to know each other even better (e.g. excursion to the Wendelstein University Observatory, Summer Barbecue, Pub Crawl...).



Enrolment Process:

- **Enrolment at the Ludwig-Maximilians Universität München (LMU)**

The following provides a description of the various steps required to enroll at the Ludwig-Maximilians-Universität for PhD studies. This process is similar at the TUM (see p. 16).

We will assist you in all these steps and organize the application and enrolment process in the IMPRS office. The IMPRS office assistant Ms. Annette Hilbert is the helping hand to deal with the LMU and TUM during the process of enrolment. There is also an IMPRS mailbox at MPE (in the room next to the porter's office) in which you can put documents if no one is available in the IMPRS office.

! Important: You are requested apply for the admission letter at the LMU Physics Department directly after the start of your PhD studies!

In order to do so, please take the following steps:

1. Confirmation letter by your official supervisor to the dean:

First, please ask your group secretary for a confirmation letter to the dean of the LMU Physics Department signed by your official supervisor. In this letter, your PhD supervisor informs the dean that he/she is supervising your PhD thesis on the topic XYZ, starting at XX.YY. 2017. **Please provide this letter to the IMPRS office right at the start of your PhD. We will take care that it is sent to the dean.**

2. Get your degree and grades approved by the dean:

Whether your university degree and your grades match the requirements of the LMU or TUM for acceptance as a PhD student is an academic question, which is decided by the dean of the Physics Department at the LMU or TUM. At the LMU, Dr. Martin Kerscher (Tel. +49-89-2180-3616; martin.kerscher@lmu.de) is in charge of collecting all information required for this process. (a copy of your Diploma or M.Sc. and B.Sc. etc.) If you did not have the final M.Sc. or Diploma certificate in your application material, then please make sure that you hand us a copy of this as soon as it becomes available to you. Without this final certificate, it is not possible to admit you to PhD studies.

Please provide all your university certificates and transcripts as well as your CV and a copy of your master thesis abstract to the IMPRS office and Ms. Annette Hilbert will forward the documents to the LMU for approval.

3. Written confirmation (admission letter) issued by the dean:

After successful approval of your documents at the Physics Department, the written confirmation (admission letter) is issued and signed by the dean to show that you have been admitted to the PhD studies. This confirmation has to be collected by you in person from the dean's secretary, Ms. Barbara Podolski. **On this occasion, you have to show the original certificates and transcripts of your B.Sc. and M.Sc. degree.**

4. Application to the LMU International Office:

With the admission letter you need to apply to the International Office (Referat Internationale Angelegenheiten der Ludwig-Maximilians Universität). Contact details to enroll for PhD studies are:

Location: Ludwigstrasse. 27, ground floor (room G020 and G024)

Tel: 2180-3743 or 2180-3156

Telephone counseling hours: Mon & Wed 14:00-15:00; Thurs 10:00 – 11:30.

Opening hours: Mon - Wed 9:00 – 11.30; Thurs 13.30 – 15.00.

Email: zulassung.international@lmu.de

Link for contact details:

http://www.en.uni-muenchen.de/about_lmu/contact/int_office/index.html

You are advised to respect the enrolment deadlines of July 15th or January 15th. For PhD students, however, you are allowed to start the enrolment procedure at any time.

For this procedure, the original and paper copies of the diploma/M.Sc./B.Sc. degree and transcripts must be presented among other documents listed when you follow this link:

http://www.en.uni-muenchen.de/students/degree/admission_info/admission_info_eu/downloads_admission_eu/index.html

Health insurance documents:

In addition, you need a document which proves that you have health insurance. This document can be obtained from your health insurance provider.

Please note: Students with **German citizenship** and/or a **German school-leaving certificate 'Abitur'** should apply at 'Studentenkanzlei' for enrolment:

<http://www.uni-muenchen.de/studium/kontakt/studentenkanzlei/index.html>

5. Approval/notification of admission sent to you by the International Office:

In reply to your application, the International Office sends you your notification of admission, the so-called 'Zulassungsbescheid', by normal mail. In this letter, you are asked to fill in an online application form and have to enrol within a certain time slot. Only after that you receive a letter in which they demand payment of the student fee (62 € per semester + 66,50 € for semester basic transport ticket = total of 128,50 €, for more info see Page 19). The **enrolment fee of 128,50 €** has to be paid with a bank transfer to the LMU or TUM account to be considered as regular student.

Further information can be obtained from the internet at:

<http://www.en.uni-muenchen.de/students/degree/index.html> and
http://www.en.uni-muenchen.de/students/int_student_guide/index.html.

You will see that there are differences between EU citizens and students from other foreign countries.

6. IMPORTANT! Re-registration:

The regulations of the Faculty of Physics require that you are enrolled as a PhD student **for a minimum of two semesters**. The enrolment, your first registration at the International Office is **only valid for one semester**. It is very important that you re-register for the subsequent semester(s).

Re-registration is in your own responsibility. Your documents sent from LMU, should include a request to make a bank transfer of another 128,50€ within a certain time slot. **Only after payment you will be automatically re-registered for the next semester and receive your student card. If no payment is made, your registration (=enrolment) will not be extended to the next semester.** In case payment will be delayed, please contact the IMPRS office.

- **Enrolment at the Technical University of Munich (TUM)**

Enrolment for students affiliated to TUM is not compulsory.

Please note: Regardless of enrolment you are required to register in the TUM Graduate School directly after the start of your PhD studies!

You need to take part in the TUM own Graduate School (GS) for two years and to be registered in the 'Doctoral List'. In addition, you have to participate in the GS kick-off meeting and fulfill teaching duties by accumulating 2000 credit points within the three years of your PhD studies.

However, before being entered on this list you have to undergo a quite complicated procedure that your foreign university degrees are accepted. First, you have to fill in an online application at:

<https://tum.online-application.net/en>.

The printed and signed application form and other documents must be handed in at the dean's office:

Contact Person: Ms. Karin Lichtnecker
 Email: dekanat@tum.de
 Tel.: +49 (89) 289 -53522,
 Office: Physik-Department, James Frank Str. 1 Room: 2254
 Office hours: Mon-Thurs: 9:30-11:15 /13:00-17:00;
 Fri 09:30-11:15 and 13:00-15:00

See: <http://www.gs.tum.de/en/information-for-applicants/application/eintrag-in-die-promotionsliste/>

List of all documents to be submitted:

1. Printed and signed online **application form**
2. Printed and signed **supervision agreement**
(www.ph.tum.de/academics/phd/gs/)
3. (Officially) certified copy of your (foreign) **degree certificate**
4. (Officially) certified copy of your (foreign) **degree transcript**
5. **Certified translation of your degree**, if your degree is not in German or English. Translation of your certificates and transcripts by a sworn translator may be needed in case your home university does not provide translation of your documents.
6. **Abstract of master thesis** in German or English
7. Signed **CV**

Before you see Ms. Lichtnecker at the TUM Physics Department, you can show the documents to Ms. Hilbert in the IMPRS office to be sure that the material is complete.

Other things worth knowing:

- **Scientific writing:**

A new guideline for scientific writing can be borrowed from the MPE/MPA library:

Scientific writing 2.0

'A Reader and Writer's Guide' by Jean-Luc Lebrun

(library signature AL 01/166)

Overview over the contents of the book at:

<http://www.worldscientific.com/worldscibooks/10.1142/8156>

There is another book on this topic especially for astronomers, we would like to recommend:

Scientific writing for young astronomers

Part 1 and 2, by Christian Sterken

(library signature: AL 01/149 I and II)

Particular chapters of the books can be downloaded at:

<http://adsabs.harvard.edu/abs/2011EAS....50....1S>,
<http://adsabs.harvard.edu/abs/2011EAS....50...65S>, and
<http://adsabs.harvard.edu/abs/2011EAS....50..173S>.

The first paper addresses general questions, and features a good FAQ.

The second one deals with graphics and plots.

The last paper is less practical and discusses ethical issues.

- **German courses:**

MPA & MPE students will receive funds for German courses up to a total of 1.200 € during the three years of their PhD. Please contact Ms. Kratschmann in the administration of MPE/MPA (089-30000-2296) for more details.

In addition, the German teacher of the MPE/MPA institute will give detailed information on the internal German course **Thursday, September 21, 2017** in an extra meeting (for more details see info sheet in the blue section **Language Courses**). ESO students can participate in this course as well (see next page). Each course can have a maximum of 8 participants. A class runs 2 hours, twice a week.

There are also German Courses at ESO for ESO students (please ask Joël Vernet at ESO jvernet@eso.org or your group leader for more information). Students from ESO should participate in the German class offered and organized at ESO. If this will not be possible please contact Eric Emsellem (eric.emsellem@eso.org) to get permission and funding for participating at the German classes offered at MPA

It is also possible to get language courses funded which take place at an external language institute as long as you stay in the budget limit or pay the difference by yourself. E.g. the Goethe Institute (<http://www.goethe.de/enindex.htm>) runs intensive courses of 4 weeks duration, which are quite efficient.

Another place recommended by current students is the 'Deutschakademie' or 'TANDEM München e.V.'. For more details or prices see the included flyers in the folder or check the web sites: www.deutschakademie.de/muenchen/ and <https://www.tandem-muenchen.de/de/>.

There are also German Courses at the LMU and TU München.

Please note: Students at MPE/MPA need a signed permission ('**Fortbildungsantrag**') before they can attend a language course for which you request funding!

- **Assistance for requesting residence permits, dealing with embassies, etc:**
In case you need assistance or a helping hand in dealing with offices like city councils to get a residence permit, with insurances or embassies, leasing contracts or simply opening a bank account, etc. please contact
 - Ms. Gabi Kratschmann (089-30000-2296, gabi@mpa-garching.mpg.de),
 - Ms. Caroline Eicher (089-30000-3334, eicher@vw.mpe.mpg.de)

or the IMPRS office for assistance.

In case of problems with your landlord, rent, contracts for your apartment etc. please check back with your group secretary for assistance.

- **Whom to contact in case of further questions:**

For general questions:

1. Your supervisor
2. The group leader (or other thesis committee members)
3. The group secretary

For questions related to the IMPRS, the university, enrolment, etc.:

1. Check our web site: <http://www.imprs-astro.mpg.de>
2. Ask Annette Hilbert (office@imprs-astro.mpg.de, 089-30000-3650)
3. Ask Werner Becker (web@mpe.mpg.de, 089-30000-3588)
4. Ask Paola Caselli (caselli@mpe.mpg.de, 089-30000-3400)
5. Ask the IMPRS student representatives (studentreps@imprs-astro.mpg.de)

The email alias students@imprs-astro.mpg.de forwards your email to all IMPRS students. There are also aliases for the different age groups:

Students1@imprs-astro.mpg.de = 1st year students

Students2@imprs-astro.mpg.de = 2nd year students

Students3@imprs-astro.mpg.de = 3rd year students

For questions related to your contract:

Contact the personnel office staff or the administration of your institute. At MPE/MPA the personnel office is located in the new extension building at MPA. The head of the personnel office is:

- Ms. Üblacker (ublacker@mpe.mpg.de, 089 30000-3310).

She will forward you to the staff member who is responsible for your contract.

- **Ticket options for public transport:**

In addition to the semester fee of 62 €, it is obligatory to pay 66,50 € for a semester transport ticket (Semesterticket), the so-called split-ticket or basic transport pass (Sockelmodell). This ticket is valid for the entire MVV network in low-demand hours: Monday to Friday from 6 p.m. in the evening to 6 a.m. in the morning and 24 hours on Saturdays, Sundays, on weekends, public holidays, December 24th and 31st.

For commuting to LMU/TUM and to our institutes, however, you are recommended to purchase the supplement ticket for another 193 € per semester on an optional basis. This ticket is called 'Isar Semester Card' and enables you to use the Munich public transport 24 hours a day, seven days a week. This ticket can be bought at vending machines of MVG, DB and BOB when entering your university identification number or at any other vending point.

Further information in German on the semester transport ticket can be obtained from:

<http://www.mvv-muenchen.de/de/tickets-preise/tickets/schule-ausbildung-und-studium/mvv-semesterticket/index.html#c12348>

LMU:

http://www.uni-muenchen.de/studium/administratives/abc_auswahl/rueckmeldung/index.html

For the English version, please click on the link at the bottom of the page

TUM:

<http://www.tum.de/en/studies/semester-ticket/>

As most of you will not be enrolled at LMU/TUM from the very start of your PhD studies, we recommend to buy monthly or weekly tickets:

Isar Card: For detailed information, please check the folder at 'public transport'.

Job Ticket Bund: Please fill in the form provided in the folder at 'public transport' or from the personnel office and have it stamped and signed by them. You pay a reduced monthly rate (pay 9 month and ride 12 months, the termination of contract is possible at any time). For more details, please get in touch with the personnel office.

- **Living in Germany**

The best source of information is, of course, your colleagues and supervisors. Another source highly recommended by other students is the web site:

<http://www.toytowngermany.com/>

It is an information resource, a meeting point, and a communication platform for English-speakers throughout the country. It collects information about local bars and restaurants, events and meetups, job offers, housing, cinemas, taxes, and pretty much everything to do with moving to Germany and living here.

For more information on living in Germany see:

<http://www.tatsachen-ueber-deutschland.de/de/>

<http://www.howtogermy.com/>

http://www.bmi.bund.de/SharedDocs/Downloads/EN/Broschueren/Willkommen_in_Deutschland_en.html?nn=854362

For more information on 'Study and research in Germany' see:

<https://www.daad.de/deutschland/en/>

- **Sports**

Various sport activities are available for IMPRS students on the campus as well as in sport clubs in Garching, Munich and at the University of Munich. E.g. free-climbing, football and tennis courts are available at 5 minutes walking distance from the offices. For more information, please check the IMPRS web site.



Emergency numbers, doctors, medical care

- **Medical care in general:**

When visiting a doctor, you must show your health insurance card. You are advised to carry your insurance card with you all the time. A doctor's note (Krankschreibung) is required for contract holders, if time off work is required due to illness for more than 3 days. However, you should notify your supervisor and the personnel office on the first day of your absence via phone or e-mail.

In case you are an ESO stipend holder and have a longer time of illness you are recommended to present a doctor's note in order to negotiate the duration of the stipend. In general, absences due to illness should also be communicated to your supervisor from the first day.

All cities, town and rural areas in Bavaria do have University, City or County Hospitals. Except for emergencies, patients are admitted into hospitals by their physician. You will generally find physicians with basic English knowledge (For a list of English speaking doctors in Munich see further back in this).

- **Emergency numbers in Germany are:**

24 hour emergency doctor service (Ärztlicher Notfalldienst)	01805-191212
Emergency ambulance service (Notarzt/Rettungsdienst)	112
General emergencies/fire brigade (Feuerwehr)	112
Police emergency (Polizei)	110

If you are **travelling** and have an accident, you can dial:

0800 6 68 36 63 (i.e. 0800 NOTFON D)

from your **mobile phone**. The service will locate you, tell you where you are, and can pass on the coordinates to the emergency services for you, if required. For a list of Emergency Numbers, English speaking Doctors and Medical Services as well as Psychological Counseling Services also see our web site (section 'Misc Documents'): <http://www.imprs-astro.mpg.de/content/downloads-documents>

- **Additional insurance**

All students should take out a travel health insurance in addition to the statutory health insurance for travelling to their home country and to international conferences etc.

Note that all students employed with MPG are covered by an accident insurance and a return / repatriation insurance. Please contact the personnel office immediately in the event of a claim or for more details.

- **Centre for emergency medical care in Munich:**

Bereitschaftspraxis Elisenhof

Prielmayerstrasse 3, 80335 München (located near central station):

Opening hours:

Mon, Tue, Thu: 19:00 – 23:00

Wed, Fri: 14:00 – 23:00

Sat, Sun, public holiday: 8:00 – 23:00

(all opening hours outside regular consultation hours of your physician)

Web site:

<https://www.kvb.de/fileadmin/kvb/dokumente/Praxis/Bereitschaftsdienst/KVB-BPX-Elisenhof-Oeffnungszeiten.pdf>

- **Emergency medical care for children in Munich:**

Emergency Health Care Centers for Children:

Open 24 Hours, 365 days

Kinderklinik Schwabing

Parzivalstraße, 80804 München

- Pediatric clinic (089) 3068-2589

- Pediatric surgery (089) 3068-2459

General Pediatric Medical stand-by duty on weekends:

Opening hours: Sat, Sun, public holiday: 09:00 – 20:00

Kinderärztliche Bereitschaftspraxis Schwabing

Parzivalstraße **16 (!)**, 80804 München (089) 3230 9777