IMPRS
Student Handbook

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

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I. 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.

* At LMU, outstanding students with a Bachelor’s degree can be granted direct admission to doctoral studies (see page 20 for further details).
A mentor at IMPRS

In addition to a student’s university affiliated supervisor, research supervisor and thesis committee members, IMPRS students should choose a mentor*, with whom they feel comfortable, with the specific intention to allow the student to raise possible issues with the supervisor. The mentor will participate in all review committee meetings and interact both with the student and, if needed, the supervisor to monitor the student progress objectively. The mentor’s role is to support the student’s scientific development, including a working relationship with their supervisor, not to get involved in the scientific project itself.

The mentor should be a person of trust (someone with some professional experience in the field, who will be available for the duration of the PhD), and the choice is not restricted to the student’s Institute. Ideally, the person selected as mentor should be physically close to the PhD student in order to allow for regular meetings. It is not required to get the mentor formally approved by the supervisor, i.e. in order to fulfill his/her role, the selection of the mentor should be left solely to the student. In case of doubts on whom to select as mentor, the IMPRS coordinator and/or IMPRS spokesperson could be asked for proposals.

During the course of the PhD, regular meetings (at least once every three months) should be scheduled with the mentor in advance to avoid situations in which the student is embarrassed or afraid of calling for a meeting. By having a meeting scheduled, it is considered to be easier for a student to express possible problems. It is suggested to have more frequent meetings the first year (e.g. one every three months), and less meetings the following years (2-3 per year). Of course, despite the regular meetings, a student should be able to call for extra meetings with the mentor whenever there is the feeling that one is needed.

The mentor should attend all thesis committee meetings, but only as an external observer, in order to monitor the student-supervisor interactions and the student progress. In this way, a mentor can spot possible problems with the PhD development, that the student may not be aware of. After a thesis committee meeting the mentor should briefly meet with the student and, if needed, with the supervisor if comments need to be provided. The mentor should write a short yearly report about the outcome of his/her interaction with the student to be handed to the IMPRS office, the student and the supervisor.

* In case you started IMPRS with a Bachelor instead of a Master degree, the LMU requires to have a mentor who guides you through the first year until you received admission for PhD studies. That mentor is an LMU Professor who has a different role and is not to be confused with the mentor in the IMPRS.
**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 ORIGIN 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 (as of Feb 2020):

<table>
<thead>
<tr>
<th>MPE + MPA</th>
<th>ESO</th>
<th>LMU / USM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E13 (65%) contract</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; yr about 1.774 € / month (depends on German tax class)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; yr about 1.684 € – 1.826 € /month after taxes (depends on German tax class)</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;/3&lt;sup&gt;rd&lt;/sup&gt; yr about 1.858 € / month</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;/3&lt;sup&gt;rd&lt;/sup&gt; yr about 1.997 € / month</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;/3&lt;sup&gt;rd&lt;/sup&gt; yr about 1.798 € – 1.988 € / month</td>
</tr>
<tr>
<td>Health insurance included</td>
<td>4.34 % of fellowship to be paid for health insurance</td>
<td>Health insurance included</td>
</tr>
<tr>
<td>Tax relief for married students</td>
<td>Household allowance 201.87 € per month</td>
<td>Tax relief for married students</td>
</tr>
<tr>
<td>Statutory child allowance 194.00 € per month / child</td>
<td>Child allowance 302.82 € per month</td>
<td>Statutory child allowance 194.00 € per month / child</td>
</tr>
<tr>
<td><strong>Yearly income:</strong> 1&lt;sup&gt;st&lt;/sup&gt; year about 22.365 € net (about 32.733 € gross)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year about 21.288 € net</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year about 20.214 - 22.658 € net (~ 31.175 - 34.425 € gross)</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; year about 23.410 € net (about 35.910 € gross)</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; 23.752 € net</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; and 3&lt;sup&gt;rd&lt;/sup&gt; year about 21.572 - 24.664 € net (~ 33.816 - 24.210 € gross)</td>
</tr>
</tbody>
</table>
Duration of your PhD studies

The thesis should be completed within three 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. **Extension 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:

[https://www.imprs-astro.mpg.de/content/downloads-documents.html](https://www.imprs-astro.mpg.de/content/downloads-documents.html)

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:


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

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, we strongly recommend the participation in the IMPRS Introductory Course. The IMPRS Introductory Course is combined with the LMU-MSc. course.

### The IMPRS Introductory Course

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 2020.** 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.

For dates of the current Introductory Course, see page 10:
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).

Your attendance at the Advanced Courses will be checked by signing the daily attendance list. You are required to be present every day of the lecture to have the course counted towards your IMPRS advanced course program records. In case you are not able to attend the course on one day, please let us know beforehand. If you are absent more than 1 day, the course will not count towards your records!

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. It lists 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 under the section “Courses and Seminars” 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 summer semester 2020 by Prof. T. Birnstiel et al. will be communicated in their lecture ‘Essentials of Advanced Astrophysics’ and later by e-mail from the IMPRS office.

The lecture notes of the IMPRS 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
III. Summary of current IMPRS course schedule

Introductory Course

**Essentials of advanced astrophysics**
- **Held by:** Prof. Dr. T. Birnstiel, Prof. Dr. W. Dehnen, Prof. Dr. T. Preibisch
- **Weekly:** Tuesdays 09:45 – 11:15 and Thursdays 14:15 – 15:45
- **First lecture:** Tuesday, April 21st, 2020
- **Location:** USM, Scheinerstr. 1, Lecture Room

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 website: [https://www.imprs-astro.mpg.de/content/courses#Advanced_Courses](https://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 complete teaching program is available on the LMU and TUM websites, which can be accessed via the following link: https://www.imprs-astro.mpg.de/content/courses

You are free to attend a lecture taught at the university by one of our IMPRS lecturers. Depending on the number of hours actually attended, one lecture can replace one or two IMPRS Advanced Courses.

The IMPRS office provides an attendance sheet form on request in advance of the lecture. This sheet has to be signed regularly by the lecturing professor to proof your attendance. Only with that proof, we can count the lecture towards your advanced course program.

In the following, you find a preliminary list of all lectures from IMPRS lecturers at LMU/TUM offered for the winter semester 2019/20. 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 (14.10.19 - 03.02.20)
  Location: USM, Scheinerstr. 1, lecture room

- ‘From interstellar dust clouds to stars and habitable planets’
  Lecturer: Prof. Dr. Thomas Preibisch, LMU
  Time: Wednesday, 12.00 to 14.00 (start: 22.04.20)
  Location: USM, Scheinerstr. 1, lecture room

- ‘Stars – Theory and applications’
  Lecturer: Prof. Dr. Achim Weiß, LMU
  Time: Friday, 12.00 to 14.00, (start: 24.04.20)
  Location: LMU, Schellingstr 4, lecture room H 537

- ‘Planetary Atmospheres’
  Lecturer: Dr. Mark Hutchison, LMU
  Time: Wednesday, 14.00 to 16.00 (start: 22.04.20)
  Location: USM, Scheinerstr. 1, lecture room
- **Gravitational dynamics of the universe**
  - Lecturer: Prof. Dr. Andi Burkert, LMU
  - Time: Thursday, 14:00 to 16.00, (start: 30.04.20)
  - Location: USM, Scheinerstr. 1, lecture room

- **Cosmology and large-scale structure**
  - Lecturer: Prof. Dr. Joseph Mohr, LMU
  - Time: Friday, 12:00 to 14:00 (start: 24.04.20)
  - Location: USM, Scheinerstr. 1, lecture room

- **High-energy astrophysics**
  - Lecturer: Dr. Gayoung Chon, Prof. Dr. Hans Böhringer, LMU
  - Time: Wednesday, 15:00 to 17:00 (start: 22.04.20)
  - Location: USM, Scheinerstr. 1, lecture room

- **An Introduction to Theoretical Astrophysics**
  - Lecturer: Prof. Dr. Hans-Thomas Janka, Prof. Dr. Ewald Müller, TUM
  - Time: Friday, 14:00 to 16:00 (start: 2e.04.20)
  - Location: TUM, James-Franck Str, lecture room 3
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 IMPRS Advanced Courses. In total, participation in up to three schools can be credited towards the IMPRS Course program (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).

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.

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:

https://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:

https://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. The symposium organization team allocates time slots for the talks. 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:  
https://www.imprs-astro.mpg.de/content/seminars

and section “IMPRS Documents” on  
https://www.imprs-astro.mpg.de/content/downloads-documents
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 representatives, please contact:

1st year representative:
Max Winkler, winkler@mpe.mpg.de (089-30000-3009)

1st year substitute:
Miha Cernetic, cernetic@mpa-garching.mpg.de (089-30000-2001)

2nd year representative:
Eirini Batziou, batziou@mpa-garching.mpg.de (089-30000-2357)

2nd year substitute:
Dominique Petit dit de la Roche, Dominique.Petitdit delaRoche@eso.org (089-3200-6309)

3rd year representative:
Elena Redaelli, eredaelli@mpe.mpg.de (089-30000-3405)

3rd year substitute:
Birgitta Müller, bmueller@mpe.mpg.de (089-30000-3009)

The current student representatives, as well as the executive committee members, are listed on the IMPRS web site:

https://www.imprs-astro.mpg.de/content/program-committee
Esprit de Corps

The IMPRS student representatives organize regular student excursions and parties. 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...).
IV. Admission to PhD studies and enrolment process

Admission and 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). There you can drop your documents if no one is available in the IMPRS office.

! Important: You are requested to 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 DD.MM.20YY. Please provide this letter to the IMPRS office right at the start of your PhD. We will send it to the dean.

2. Admission form for PhD studies
Together with the confirmation letter, you should provide us with the filled out admission form, a signed and up-to-date CV, and your degree certificates (see point 3.). You can download the admission form from our website


or ask us to send it to you.

3. 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 decides 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 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.

4. Admission letter issued by the dean
After successful approval of your documents at the Physics Department, the dean issues and signs an admission letter. It confirms 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 ALL the original certificates and transcripts of your B.Sc. and M.Sc. degree.**

5. Application to the LMU International Office (= enrolment at university)
To enroll as PhD student at the LMU, you need to apply to the International Office with the admission letter. 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:
[https://www.en.uni-muenchen.de/about_lmu/contact/int_office/index.html](https://www.en.uni-muenchen.de/about_lmu/contact/int_office/index.html)

PhD students with foreign academic qualifications are advised to respect the enrolment deadlines of July 15th or January 15th. 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:

[https://www.en.uni-muenchen.de/students/degree/application_guides/application-guide_doctorate/index.html](https://www.en.uni-muenchen.de/students/degree/application_guides/application-guide_doctorate/index.html)

6. Health insurance documents
In addition, you need a document, which proves that you have health insurance. This document issues your health insurance provider.
7. Approval 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 enroll within a certain time slot. Only after that you receive a letter in which they demand payment of the student fee (62 € per semester + 67,40 € for semester basic transport ticket = total of 129,40 €, for more info see page 27). The enrolment fee of 129,40 € 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
You will see that there are differences between EU citizens and students from other foreign countries.

Please note: Students with German citizenship and/or a German school-leaving certificate ‘Abitur’ have to undergo a slightly different procedure. You should apply at Studentenkanzlei instead of the International Office for enrolment:
https://www.uni-muenchen.de/studium/kontakt/studentenkanzlei/index.html

Registration takes place by postal mail at the Office of the University Registrar. The complete set of documents must be received by the dates and deadlines mentioned below. This date and deadline is binding:


More info can be found at: https://www.uni-muenchen.de/studium/administratives/abc_auswahl/promotion/doctoral-studies/index.html

8. 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 129,40€ 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.
PhD admission at LMU with a Bachelor’s degree

Outstanding students with a Bachelor’s degree can be granted direct admission to doctoral studies by the LMU. Before starting the doctoral project, however, they must first acquire 60 ECTS points from one of the Faculty of Physics’ Master’s programs for further qualification.

The admission requirement is an

1. **Excellent Bachelor’s degree** with “very good,” or placement among the top 10% in the class.

2. If the Bachelor’s degree was obtained outside the EU, the **result of a GRE subject test in Physics or Mathematics** must also be submitted.

3. **A confirmation of mentorship from an authorized examiner of the Faculty of Physics.**
   It should include a statement on the quality of the applicant and confirm the willingness of the mentor to advise them on the acquisition of 60 ECTS points. The mentor can combine the confirmation with a possible interest in academic supervision of a Master’s thesis or doctoral project. However, this is not a must. As a general rule, the mentoring commitment expires one year after registration in a Master’s program.

You have to hand in all the above mentioned documents to the Dean’s office. On the basis of this application, the dean will decide on the acceptance as a doctoral candidate. This grants first admission to one of the Master’s programs of the Faculty of Physics. Within **two semesters after registration** in such a Master’s program, the doctoral candidate must successfully **acquire 60 ECTS points** from a Master program at the faculty of physics with an average grade of **at least good** (grade of <=2.5).

Course selection takes place in consultation with the mentor. The doctoral candidate must provide the dean’s office with proof of these necessary qualifications **at the end of the two semesters. If this is not done, acceptance as a doctoral candidate expires**¹.

Once the doctoral candidate has successfully acquired the 60 ECTS points, they have to find a supervisor for the doctoral project. This can be the previous

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¹ In this case, admission to doctoral studies is only possible by successfully completing a regular Master’s program (i.e. including the submission of a Master’s thesis) and a renewed application for acceptance as a doctoral candidate.
mentor, or another authorized examiner of the Faculty of Physics. Afterward the candidate has to apply for admission to the doctoral studies like all other PhD students (see page 17) by additionally handing in the proof of the earned 60 ECTS points.

More info on this subject can be found at the web site of the LMU at:

https://www.en.physik.uni-muenchen.de/promotion/berechtigung/

and

https://www.en.physik.uni-muenchen.de/promotion/berechtigung/bsc/
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 participate 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@ph.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


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.
V. 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 and 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 17, 2019** 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 paragraph). 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 Suzanne Ramsay at ESO sramsay@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 Paola Andreani pandrean@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 ([https://www.goethe.de/en/index.html](https://www.goethe.de/en/index.html)) 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:
[https://www.deutschakademie.de/munich-german-course/](https://www.deutschakademie.de/munich-german-course/)
and
[https://www.tandem-muenchen.de/de/](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!

For more info on check this folder in the blue section **“Language Courses”**
**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 ask 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: [www.imprs-astro.mpg.de](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 = 1\textsuperscript{st} year students
   Students2@imprs-astro.mpg.de = 2\textsuperscript{nd} year students
   Students3@imprs-astro.mpg.de = 3\textsuperscript{rd} 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.
For bigger problems e.g. scientific misconduct, harassment, bullying

The Ombudspersons at the institutes:
- Dr. Vadim Burwitz, MPE (burwitz@mpe.mpg.de, 089-30000-3585)
- Dr. Benedetta Ciardi, MPA (ciardi@MPA-Garching.MPG.DE, -2018)
- Dr. Camilo Azcarate, ESO (camilo.azcarate@eso.org)

An Ombudsperson is
"An independent, appropriately qualified person of considerable personal integrity [that] should be elected from among the scientific staff at each institute or research establishment of the Max Planck Society to act as an ombudsperson in cases of conflict on matters of good scientific practice. It is the job of the ombudsperson in particular to be available to all concerns as a confidential advisor in cases where there is suspicion of a violation of the principles of good scientific practice...."

As scientific misconduct are regarded amongst others "misrepresentation", "violation of intellectual property" and "impairment of the research activities of others". The joint responsibility of co-authorship shall be mentioned as well.

There is also external help possible. Please check this folder and the intranet from MPE / MPA, ESO and USM for more info.
Ticket options for public transport

In addition to the semester fee of 62 €, it is obligatory to pay 67,40 € 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 195,70 € 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:
https://www.mvv-muenchen.de/tickets/zeitkarten-abos/mvv-semesterticket/index.html#c12348

LMU:
https://www.uni-muenchen.de/studium/administratives/abc_auswahl/rueckmeldung/continuation/index.html

TUM:
https://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:

[https://www.toytowngermany.com/](https://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 the following links and the material in your blue folder:

[https://www.tatsachen-ueber-deutschland.de/en](https://www.tatsachen-ueber-deutschland.de/en)


For more information on ‘Study and research in Germany’ see:


### 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. The different institutes do have own sport clubs too. E.g. the Astro Dancing Club at MPA/MPE. For more information, please check the IMPRS web site.
VI. Illness, Accidents, Medical and Psychological Services

Inability to attend work

If you are incapacitated for work (e.g. illness), you must immediately report this to your department or group head or the responsible secretary. If the duration of incapacity due to illness or accident lasts longer than three (calendar) days, a medical certificate must be submitted on the fourth day at the latest. In specific cases, the Institute may demand the certificate earlier.

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.

If you are taken ill abroad, you are obliged not only to provide a certificate of incapacitation from the attending physician, but also to inform the institute as soon as possible of the anticipated duration of illness and the address of your place of stay. The cost of communicating this information is borne by the institute. Furthermore, you are requested to notify the Institute at once upon returning to Germany.

Sick pay

If you are incapacitated for work owing to accident or illness, you are entitled to sick pay for a period of up to six weeks (unless your incapacitation was brought on deliberately, through gross negligence or a non-authorized sideline activity). Subsequently, a sickness allowance is paid

- until the end of the 13th week, given an employment period of more than one year;
- until the end of the 39th week, given an employment period of more than three years.

If an employee’s incapacity for work is caused by circumstances attributable to a third party, the employee must
• inform the Institute’s administration immediately of the circumstances leading to incapacity;
• refrain from disposing of the claims for indemnity arising from incapacity;
• assign to the Institute the claims for indemnity arising from incapacity and declare that he/she has not as yet disposed of them.

**Accidents at work**

Every accident sustained at the workplace must be reported to the personnel office immediately.

**In-house medical service**

The Institute has access to the medical service provided by the Institute for Plasma Physics. The latter also carries out medical check-ups prescribed by the employers’ liability insurance association.

**Group accident insurance**

In addition to statutory accident insurance coverage, the Max Planck Society has concluded a voluntary group accident insurance contract on behalf of all institute staff members, offering assistance in emergency situations caused by accidents.

For details, please contact the personnel office.

All accidents sustained at work, as well as private accidents, should be reported if lasting effects are to be feared.
EMAP - Employee and Manager Assistance Program

Since April 1, 2019, the Max Planck Society offers to all employees and scholarship holders a consulting and support program - EMAP. This is an external and anonymous Employee and Manager Assistance Program which aims at coping with personal and work or business related problems and questions, by phone or even face to face, 24 hours and 7 days a week, in German or English. For this service, the MPG made a contract with an external renowned EMAP provider, the Fürstenberg Institute. Information about the service provider can be found at the following link: https://www.fuerstenberg-institut.com/for-managers-and-employees/employee-counselling.html

• How does EMAP work?

Simply call + 49-800-387 78 36 and mention "MPG". This service is completely anonymous and free of charge if you call from Germany, Netherlands, Austria, Switzerland, Italy, Spain and Portugal. You can also contact the Fürstenberg Institute by email under beratung@fuerstenberg-institut.de

Counseling centers for personal advice are available in many German cities, e.g. in Munich. A consultation appointment can be made at short notice by calling the above mentioned number.

Via a customer login, MPG employees also have access to newsletters and free education events and webinars. The link is: https://www.fuerstenberg-institut.com/customer-login.html For login please use the user name: „Perspektive_380“ and the password „FI_MAON_380“

• In what kind of situations you can turn to EMAP?

- Occupational and work-related topics such as stress situations, conflicts, dealing with growing demands, decision-making, time and self-management
- Health and mental issues such as stress and fatigue states, psychosomatic complaints insomnia, addiction risk and drug addiction
- Personal issues that affect your job, e.g. work-life balance, interaction with crisis situations such as illness, separation, death, grief, financial difficulties
- Especially for managers: health-oriented leadership, dealing with mentally challenged or addicted employees
Emergency numbers, doctors, medical care

- **Medical care in general:**
  When visiting a doctor, you must show your health insurance card. We advise you to carry your insurance card with you all the time. A doctor’s note (*Krankenschreibung*) 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.

  It is very advisable to choose a general practitioner/family doctor (*Hausarzt, Allgemein Mediziner*) at an early point. Please find a list of English speaking doctors in the blue section “Doctors & Medical Services” alternatively ask a colleague or friend for a recommendation.

  Principally, you have a free choice of doctor, but since some doctors only treat private patients, anyone insured in the state health system should ask beforehand if they accept “Alle Kassen,” meaning all insurances are accepted.

  Always call in advance for an appointment (*Termin*). The wait is usually shorter—up to 20–30 minutes—compared to sometimes an hour if you just turn up during consultation hours (*Sprechstunde*). Obviously, hours will be up to the individual doctors, but practices are usually open on weekdays from 8.00–12.30 and 15.00–18.00, though closed on Wednesday and Friday afternoons.

  If you need to see a specialist (*Facharzt*), your general practitioner (*Hausarzt*) will recommend someone and give you a referral (*Überweisungsschein*) if you are in the state health system. For any medication needed, you will receive a prescription (*Rezept*), which you have to take to the pharmacy (*Apotheke*), depending on the sort of medication you have to pay a certain percentage of the remedy or the whole amount.

  Make a list of all the necessary details the doctor will need to know about you (past illnesses and operations, accidents, medication, vaccinations, etc.) as well as questions you have for the doctor. Getting answers later by phone incur another charge for telephone consultation (*Telefonberatung*).

  Make sure you understand the diagnosis and suggested treatment, including possible side effects, and persevere if you do not understand.

  Keep in mind that the doctor has to treat/keep conversations confidential and has no right to any moralistic judgment or derogatory remark.
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 as well as [psychological] counseling services in Munich see the blue section in the folder handed out to you during the introductory workshop).

### Emergency numbers in Germany

For **life threatening** emergencies call **112**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hour emergency doctor service (Ärztlicher Notfalldienst)</td>
<td>01805-191212</td>
</tr>
<tr>
<td>Emergency ambulance service (Notarzt/Rettungsdienst)</td>
<td>112</td>
</tr>
<tr>
<td>General emergencies/fire brigade (Feuerwehr)</td>
<td>112</td>
</tr>
<tr>
<td>Police emergency (Polizei)</td>
<td>110</td>
</tr>
</tbody>
</table>

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.

### 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

Should you find yourself in need of medical attention after opening hours or on weekends, you can go to the medical emergency service (Ärztlicher Notdienst) in
the Elisenhof across from the main train station. They offer internal medicine, ENT, ophthalmic, gynecologic, pediatric, orthopedic, and surgical services:

**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:

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**Emergency medical care for children in Munich**

1. Emergency Health Care Centers for Children:
   
   Kinderklinik Schwabing - Open 24 Hours, 365 days
   Parzivalstraße, 80804 München
   - Pediatric clinic (089) 3068-2589
   - Pediatric surgery (089) 3068-2459

2. General Pediatric Medical stand-by duty on weekends:

   Kinderärztliche Bereitschaftspraxis Schwabing
   Parzivalstraße 16 (1),
   80804 München (089) 3230 9777

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

3. Bereitschaftspraxis Elisenhof (see page 34)

   Alternatively, all major cities and the university clinics as well as some of the private clinics have emergency rooms open 24 hours a day. When arriving at the clinic, please follow the signs for “Notfallambulanz” or “Bereitschaftspraxis.” Whereas the emergency room (Notfallambulanz) is open 24 hours, seven days, the doctors on call in the hospital (Bereitschaftspraxis) offer a similar service as the above-mentioned Ärztlicher Notfalldienst and similar hours; please phone in advance for the exact hours.
Dental emergencies (Zahnärztlicher Notfall)

Even a toothache in a foreign country in the middle of the night can be helped. Call the dental emergency service (Zahnärztlicher Notdienst) on (089)7233093; outside Munich call 01805 191212, which will direct you to the dentist (Zahnarzt) on call in your area. For emergencies in Munich, you can go to the university dental clinic at Goethestrasse 70 (Monday–Friday until 16.30) or at night at Lindwurmstrasse 2a. Always call in advance to avoid long waits (089)51602911.

Poisoning (Vergiftungen)

It is a 24-hour service that will provide you with instructions on how to deal with the immediate situation and send help. Ask for someone who speaks English and try to keep calm to follow instructions and answer questions. Recommendations will often include that the patient drinks large quantities of water (no milk) to flush out the poison or take charcoal tablets (Kohletabletten) to bind poisons or neutralize acids. If the inducing of vomiting is necessary, the doctor will give you instructions how to do it.

Emergency number of the poison control center (Giftnotruf) is (089)19240.
Have a good time at IMPRS!

In case of further questions please don’t hesitate to contact us

Your IMPRS Team