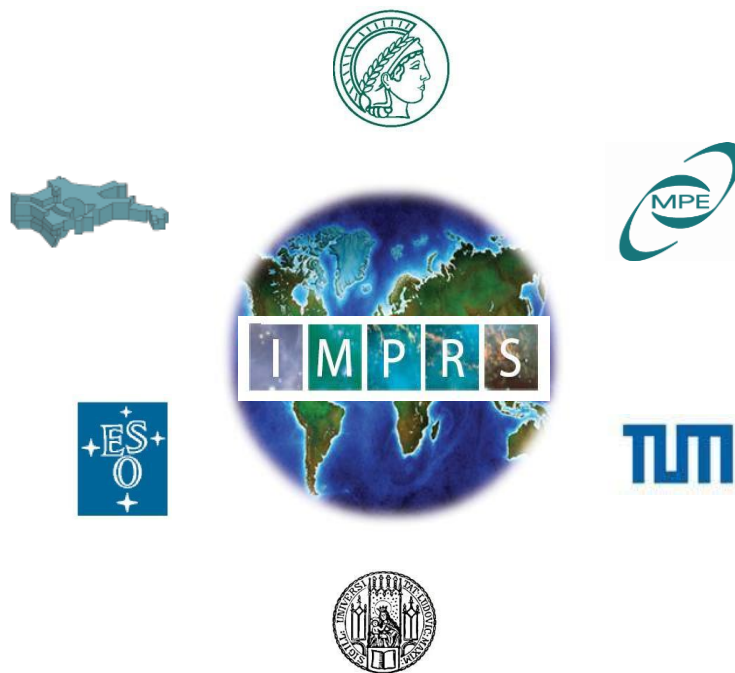


# IMPRS

## Student Handbook



Your first source when it comes to questions related to:

IMPRS, Courses, Exams, Requirements,  
Administration, Language Courses,  
Public Transport, Illness, Sick leave,  
Medical and Psychological Counseling Services,  
Life in Munich and Germany ....

**Version: Fall 2023**



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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 good 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
- 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**<sup>\*</sup>, with whom they feel comfortable, with the specific intention to allow the student to raise possible issues with the supervisor. The mentor will participate at 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 Prof. Werner Becker and/or IMPRS spokesperson Prof. Paola Caselli 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

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<sup>\*</sup> Please note: In case you started IMPRS with a Bachelor's instead of a Master's degree you are supposed to have a mentor who guides you through the first year until you received admission for PhD studies. That mentor does have a different role and is not to be confused with the mentor in the IMPRS.

be handed to the IMPRS office, the student and the supervisor. In case of major issues, the mentor is asked to contact the IMPRS coordinator Prof. Werner Becker (+49 89 30000 3588; web@mpe.mpg.de) and / or the IMPRS spokesperson Prof. Paola Caselli (+49 89 30000-3400; caselli@mpe.mpg.de) for further discussions on how to address these problems.

## Fellowships and funding contracts

Students at the IMPRS in Garching with a full Master's degree 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 August 2023):

MPE + MPA	ESO	LMU / USM*
E13 (65%) contract	Studentship	E13 (65%) contract
1 <sup>st</sup> year about 1.830 € net / month <sup>1</sup> after taxes (depends on German tax class)	1 <sup>st</sup> year about 2.224 € / month <sup>2</sup>	1 <sup>st</sup> year about 1.830 € net / month after taxes (depends on German tax class)
2 <sup>nd</sup> / 3 <sup>rd</sup> year about 1.980 € net / month	2 <sup>nd</sup> / 3 <sup>rd</sup> year about 2.460 € / month	2 <sup>nd</sup> / 3 <sup>rd</sup> year about 1.980 € net / month
Health insurance included	4,34 % of fellowship to be paid for health insurance	Health insurance included
Tax relief for married students	Household allowance 222,61 € per month	Tax relief for married students
Statutory child allowance 250,00 € per month / child	Child allowance 333,93 € per month	Statutory child allowance 250,00 € per month / child
<b>Yearly income:</b> 1 <sup>st</sup> year about 23.134 € net (about 34.295 € gross)	<b>Yearly income:</b> 1 <sup>st</sup> year about 25.560 € net/gross <sup>1</sup>	<b>Yearly income:</b> 1 <sup>st</sup> year about 23.314 € net (about 34.295 € gross)
2 <sup>nd</sup> and 3 <sup>rd</sup> year about 25.031 € net (about 37.068 € gross)	2 <sup>nd</sup> and 3 <sup>rd</sup> year about 28.320 € net/gross <sup>1</sup>	2 <sup>nd</sup> and 3 <sup>rd</sup> year about 25.031 € net (about 37.068 € gross)

\*The collective bargaining for TVöL will take place in the fall, after which an increase in gross salary of approx. 8-10% is expected.

<sup>1</sup> A tax-free inflation compensation premium is paid temporarily (see your pay check for more details).

<sup>2</sup> Inclusive temporary living cost payment of 175 €. This extra payment is guaranteed per contract until 31.12.2023. Most likely it will continue in 2024.

If you have successfully applied to our IMPRS program with a degree that is **not equivalent to the 5-year MSc** (e.g. BSc, Bachelor with Honours, MSci), you will need to gain additional ECTS credits before being fully admitted to the PhD program at LMU.

Unfortunately, this means that we cannot grant you a doctoral contract during this period of provisional admission. But we can support successful applicants at MPE and MPA with a so-called "**Bachelor Stipend**" for which one has to apply. However, we only can pay the stipend if research work for the PhD studies have already started in parallel with the university's course program to obtain the additional ECTS credits.

The stipend can be paid for **a maximum duration of 18 months**.

Bachelor Stipend		
MPE & MPA (only)		
Basic scholarship amount		€ 934 net
Allowance for transporting luggage for round trip (each)	up to	€ 75
Child allowance*	for one child for each additional child	€ 400 € 100
Health insurance cover	if applicable, up to	€ 100

#### 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 explored in advance in each individual case with the Thesis Committee 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. One should allow for a period of 1,5 to 3 months after submission of the thesis at the Dean’s Department of Physics at LMU before having the final oral exam (PhD defense).

All forms for the submission as well as the ‘Promotionsordnung’ (PhD regulations) can be downloaded from our web site at:

<https://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:

[https://www.mpa-garching.mpg.de/~alex/LMU/Guide\\_How2submit\\_PhD\\_thesis\\_LMU\\_2015/](https://www.mpa-garching.mpg.de/~alex/LMU/Guide_How2submit_PhD_thesis_LMU_2015/)

An update will follow soon on our website in the section “Downloads & Documents”. We will inform you as soon as it will be available.

## 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 “Essentials of Advanced Astrophysics”.

### The IMPRS Introductory Course – mandatory IMPRS Exam

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 (but we definitely recommend joining the lecture!).

**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 2024**. 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.

**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. Depending on the structure of the lecture, participation in the tutorial may result in extra points being earned towards the final exam grade. For dates of the current Introductory Course, see page 12:

## The IMPRS Advanced Course lectures

The Advanced Courses cover various topics of modern astrophysics. They are taught 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 **seven** or more of the nine lectures within their 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](http://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 2022/23 by Prof. Andreas Burkert 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/](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. D. Grün et al.

Weekly: Tuesdays 09:15 – 11:00 and Thursdays 14:15 – 16:00

First lecture: **Tuesday, October 17, 2023**

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 web site: [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 web sites, 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**, if at least 80% of the entire lecture has been attended.

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 summer semester 2023.

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:

### LMU

- **'Introductory Course: 'Essentials of advanced astrophysics'**  
 Held by: Prof. Dr. Daniel Grün  
 Weekly: Tuesdays 09:15 – 11:00 and Thursdays 14:15 – 16:00  
 First lecture: Tuesday, October 17, 2023.
- **'Hydrodynamics'**  
 Lecturer: PD Dr. Klaus Dolag, LMU  
 Time: Mondays, 10:15 to 11:45 (start: 16.10.23)
- **'Cosmology and Large-Scale Structure'**  
 Lecturer: Prof. Dr. Jochen Weller, LMU  
 Time: Wednesdays, 12:15 to 14:00 (start: 18.10.23)

- **‘Astrochemistry’**

Lecturer: Dr. Silvia Spezzano, MPE/LMU

Time: Wednesdays, 12:15 to 13:45 (start: 18.10.23)

- **‘Protoplanetary Disks and Planet Formation’**

Lecturer: Prof. Dr. Til Birnstiel, LMU

Time: Wednesday, 16:00 to 18:00 (start: 18.10.23)

- **‘From Interstellar Dust Clouds to Stars and Habitable Planets’**

Lecturer: Prof. Dr. Thomas Preibisch, LMU

Time: Thursdays, 10.15 to 12.00 (start: 19.10.23)

- **‘Chaos and Dynamics in Astrophysics’**

Lecturer: Dr. Rhea-Silvia Remus, LMU

Time: Thursdays, 12:15 to 14:00 (start: 19.10.23)

- **‘The Origin and Emergence of Structure in the Universe’**

Lecturer: Prof. Dr. Joseph Mohr, LMU

Time: Fridays, 12:15 – 14:00 (start: 20.10.23)

## TUM

- **‘High Angular Resolution Astronomy’**

Lecturer: Prof. Dr. Frank Eisenhauer, TUM

Time: Tuesdays, 14:00 to 16:00, (start: 17.10.23)

- **‘Gravitational Lensing’**

Lecturer: Prof. Dr. Sherry Suyu, TUM

Time: Thursdays, 12:00 to 14:00, (start: 19

### 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 deeper insight of a specific subject included in our IMPRS program. Technical courses (like e.g. deep learning or courses, which are more like a soft skills course, or programming course) will not be counted as IMPRS Advanced Course. Furthermore, it is not allowed to replace 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 (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 six months after the start of your thesis** and the final thesis committee meeting **at the end** of your PhD

project. Thesis committee meetings during the intervening period are voluntary but strongly recommended, e.g. every 6-12 months. This is the standard in some groups and institutes anyway!

**It is the responsibility of the student to determine and to coordinate** the dates 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 6-12 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 Student Symposium is **mandatory** for all IMPRS students and is controlled by participation lists. The symposium is organized by the student reps together with the first year students. The dates are announced well in advance. The symposium organization team (LOC) allocates time slots for the talks. It is expected that each student **gives at least two talks during the participation in the IMPRS** on the 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>



**IMPRS student representatives**

Each IMPRS year group can select one main 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:

1<sup>st</sup> year representative:

Catarina Aydar, MPE [caydar@mpe.mpg.de](mailto:caydar@mpe.mpg.de) (089-30000-3665)

1<sup>st</sup> year substitute:

Thomas Winterhalder, ESO [thomas.winterhalder@eso.org](mailto:thomas.winterhalder@eso.org) (089-3200-6498)

2<sup>nd</sup> year representative:

Fulvio Ferlito, MPA [ferlito@mpa-garching.mpg.de](mailto:ferlito@mpa-garching.mpg.de) (089-30000-2358)

2<sup>nd</sup> year substitute:

Soumya Shreeram, MPE [shreeram@mpe.mpg.de](mailto:shreeram@mpe.mpg.de) (089-30000-3519)

3<sup>rd</sup> year representative:

Pavan Vynatheya, MPA [pavanvyn@mpa-garching.mpg.de](mailto:pavanvyn@mpa-garching.mpg.de) (089-30000-2262)

3<sup>rd</sup> year substitute:

Vale Gonzáles Lobos, MPA [valegl@mpa-garching.mpg.de](mailto:valegl@mpa-garching.mpg.de) (089-30000-2030)

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, Board Game nights...).



Beside officially announced activities there is an informal social network group for the IMPRS students: just ask the student representatives for access to that group.



## IV. Admission to PhD studies and enrolment process

### Admission /enrolment at the Ludwig Maximilians Universität München

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 admission to PhD studies 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.

#### 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

[https://www.imprs-astro.mpg.de/sites/default/files/admission\\_form\\_en.pdf](https://www.imprs-astro.mpg.de/sites/default/files/admission_form_en.pdf)

#### 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. Karl-Heinz Mantel (Karl-Heinz.Mantel@physik.uni-muenchen.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. We 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. You will receive two copies of the letter. One you keep for yourself, the second has to be handed in to the university administration during the enrollment procedure.

#### **5. Application to the LMU International Office (= enrolment at university)**

When you received the admission letter, you might enroll as a student at LMU. This is not mandatory! If you want to enroll, to gain the student status you can do it up to 6 semesters. To do so, you need to apply to the International Office if you obtained your Master's Degree abroad. If you have a German Master's Degree you need to apply to the Studentenkanzlei.

Contact details to enroll for PhD studies for students with an **international Master's Degree** are:

##### **International Office, LMU**

Location: Ludwigstr. 27, (room G020 and G024)

Postal address: Geschwister-Scholl-Platz 1,  
Zulassung International  
80539 München

Telephone: +49 -89 - 2180-3743 or -3156

Phone counseling: 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](mailto:zulassung.international@lmu.de)

[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 15<sup>th</sup> or January 15<sup>th</sup>. 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.physik.lmu.de/en/research/doctoral-study-and-habilitation/doctoral-study/index.html>



Students with **German citizenship** and/or a **German Master degree** have to undergo a slightly different procedure. You should apply at **Studentenkanzlei** (University Registrar) instead of the International Office for enrolment:

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

### **Studentenkanzlei, LMU**

Location: Geschwister-Scholl-Platz 1 (Room E011, 2)

Postal address: Geschwister-Scholl-Platz 1

Zulassung

80539 München

Telephone: +49-89-2180-9000

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. Next option would be**

**03. Aug. bis 26. Okt. 2023**

More info can be found at: <https://www.lmu.de/en/study/abc-guide-for-prospective-students/registration/index.html>

## **6. Health insurance documents**

To enroll as student you need to provide 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 / Studentenkanzlei sends you your notification of admission, the so-called 'Zulassungsbescheid', by normal mail. In this letter, you are asked to finally enroll within a certain time slot. Only after that you receive a letter in which they demand payment of the students fee (85,00 € per semester). The **enrolment fee of 85,00 €** 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:

<https://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!

## 8. IMPORTANT! Re-registration

As a PhD student you are allowed to register **for a maximum of six semesters**. The enrolment, your first registration at the International Office, is **only valid for one semester**. If you want to keep your student status 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 85,00 € (subject of change each semester) 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.** That will cause very much trouble and bureaucratic work for you!!

### PhD admission at LMU with a Bachelor's degree or an Integrated / First Degree Master's

Outstanding students with a Bachelor's degree can be granted direct admission to doctoral studies. 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 same rules apply for a **Master's degree of less than 5 years** of studies (3 years BSc + 2 year MSc or similar).

The admission requirement is an

1. **Excellent Bachelor's** (or Integrated / First Degree Master'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  $\leq 2.5$ )**.

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<sup>1</sup>**.

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 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 19) 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.physik.lmu.de/en/research/doctoral-study-and-habilitation/doctoral-study/index.html>

in the section "Access to doctoral studies".

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<sup>1</sup> 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.

## Admission /enrolment at the Technical University of Munich

Enrolment for students affiliated to TUM is not compulsory too. But

**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 inscribed 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:	<a href="mailto:dekanat@ph.tum.de">dekanat@ph.tum.de</a>
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: <https://www.gs.tum.de/en/gs/applicants/application/application-steps/>

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/](http://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:

<https://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)

### MAX NET

Recently, MPG has created the MAX NET - an internal platform for all MPG employees. In MAX NET

- you can book trainings via the Planck Academy (there are e.g. some interesting trainings for the transition phase into the further professional life after the PhD)
- you have access to various databases and research services
- has access to special career networks and internal job advertisements
- has access to health services
- an overview of upcoming MPG events.... and others.

It is definitely worth to have a look at it: <https://max.mpg.de>

To get access you need your personal work number. The personnel number is assigned at the start of your working contract and is unique in the entire MPG. It can be found on the monthly salary statement. If you have any questions, please contact the personnel office at MPE/MPA.

## 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.

The new beginner course at MPE/MPA institute will start in fall 2022. We will announce the exact date in time. If you are more advanced, please contact Ms. Kratschmann about the option to join a more advanced course (for more details see info sheet in the blue section **Language Courses**). ESO students might 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 Michale Hilker as IMPRS Executive Member at ESO ([mhilker@eso.org](mailto:mhilker@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 Michael Hilker to get permission and funding for participating at the German classes offered at MPA.

LMU also offers German courses. You find all offers listed at the following website

<https://www.lmu.de/en/study/degree-students/learning-german/index.html>

Additionally, you can check our folder for some LMU offers. USM students should ask their supervisors for funding of a German course. Depending on the source of your funding, you might even attend the MPA/MPE courses. You can also contact Prof. Joseph Mohr as IMPRS Executive Member beforehand about funding a language course! In general, there should be means to finance it.

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/enindex.htm>) runs intensive courses of 4 weeks duration, which are quite efficient, and renown worldwide.

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/](http://www.deutschakademie.de/muenchen/) and <https://www.tandem-muenchen.de/de/>.

**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](mailto:gabi@mpa-garching.mpg.de)),
- Ms. Caroline Eicher (089-30000-3334, [eicher@vw.mpe.mpg.de](mailto: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: <https://www.imprs-astro.mpg.de>
2. Ask Annette Hilbert ([office@imprs-astro.mpg.de](mailto:office@imprs-astro.mpg.de), 089-30000-3650)
3. Ask the IMPRS student representatives ([studentreps@imprs-astro.mpg.de](mailto:studentreps@imprs-astro.mpg.de))
4. Ask Werner Becker ([web@mpe.mpg.de](mailto:web@mpe.mpg.de), 089-30000-3588)
5. Ask Paola Caselli ([caselli@mpe.mpg.de](mailto:caselli@mpe.mpg.de), 089-30000-3400)

The email alias [students@imprs-astro.mpg.de](mailto: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](mailto:Students1@imprs-astro.mpg.de) = 1<sup>st</sup> year students

[Students2@imprs-astro.mpg.de](mailto:Students2@imprs-astro.mpg.de) = 2<sup>nd</sup> year students

[Students3@imprs-astro.mpg.de](mailto:Students3@imprs-astro.mpg.de) = 3<sup>rd</sup> 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:

- Cindy Linsel (clinsel@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. Maximilian Fabricius, MPE (mxhf@mpe.mpg.de, 089-30000-3712)
- Dr. Benedetta Ciardi, MPA (ciardi@MPA-Garching.MPG.DE, -2018)
- N.N., ESO

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 is 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

For commuting from Munich to Garching regularly at the moment the cheapest option would be to buy the **“Deutschland-Ticket”** for **49,00 € / month**.

It allows you to use public transport not only in Munich's / Garchings city traffic, but in public transport throughout Germany. Excluded from this are the fast, interregional train connections with ICE, EC or Inter City trains, as well as private rail companies.

The “Deutschland-Ticket” can be bought only by subscription. The subscription can be canceled monthly.

More info in English and a link to buy the ticket can be found here:

<https://www.mvv-muenchen.de/en/tickets-and-fares/frequent-travellers/deutschland-ticket-d-ticket/index.html>

And additionally in the folder at the blue section “Public Transport”

If you are only commuting at short distances you might 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). You can apply at the personal office for a financial support of public transport costs if you buy the Job Ticket. You might get a support of up to 50% of the actual costs of your ticket. 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/>

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/>

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.



Ask your student fellows or the student representatives if there are already informal sport groups within the IMPRS community for e.g. hiking, climbing, cycling you might join - or other social networking groups at platforms like e.g. Facebook, WhatsApp or others.

## VI. Illness, Accidents and Medical Care

### 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.

For the medical certificate a new process applies from January 1<sup>st</sup>, 2023:

Your doctor will send a sick notification directly to your health insurance electronically and you will have to inform your institute about this sick leave, via telephone or e-mail. It is of utmost importance that you notify the responsible person of the start date as well as the duration, because only with this information can we start to import from the statutory health insurances. The dates that the health insurance received from the doctor and the dates that you gave to the institute have to match, as this can influence remuneration in some cases.

Some doctors will still issue a sick notification in paper form in addition to the electronic process. Please continue to hand these notes in in this case, so that the exact dates can be entered into our payroll system.

Do note that many hospitals and rehabilitation facilities are not part of this electronic process and will still issue a physical sick note. The same goes for “child sick days” (= when you have to stay at home to care for your sick child). Please continue to forward these notes to us.

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.

**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.



## 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.

## 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 (**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.

It is very advisable to choose a general practitioner / family doctor (**Hausarzt, Allgemeinmediziner; Allgemeinarzt**) 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 blue folder or our website at:

[https://www.imprs-astro.mpg.de/sites/default/files/engl\\_doctors\\_and\\_medical\\_services.pdf](https://www.imprs-astro.mpg.de/sites/default/files/engl_doctors_and_medical_services.pdf)

### Emergency numbers in Germany

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

Emergency ambulance service (Notarzt/Rettungsdienst)	112
General emergencies/fire brigade (Feuerwehr)	112
Police emergency (Polizei)	110
24 hour emergency doctor service (Ärztlicher Notfalldienst)*	01805-191212
* e.g. if you urgently need a doctor (not life threatening) and it is holiday, weekend, or late in the evening...	

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.

### 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 in Munich. 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.

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

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 Notdienst** 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:

**Poliklinik für Zahnerhaltung und Parodontologie at**

Goethestrasse 70

(Monday – Friday until 16.30)

or at night at

**Klinik und Poliklinik für Mund-, Kiefer- und Gesichtschirurgie**

Lindwurmstrasse 2a.

Always call in advance to avoid long waits (089)51602911.

## Emergency medical care for children in Munich

### Emergency Health Care Centers for Children:

Location:	Kinderklinik Schwabing Parzivalstraße, 80804 München	
Opening hours:	24 hours, 365 days	
Contact:	Pediatric clinic	(089) 3068-2589
	Pediatric surgery	(089) 3068-2459

or

**Bereitschaftspraxis Elisenhof** (see page 35)

### General Pediatric Medical stand-by duty on weekends:

Location:	Kinderärztliche Bereitschaftspraxis Schwabing Parzivalstraße <b>16</b> (!), 80804 München	
Opening hours:	Sat, Sun, public holiday: 09:00 – 20:00	
Contact:	(089) 3230 9777	

## 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.

**Emergency number** of the **poison** control center (**Giftnotruf**) is (089)19240.

## Inhouse medical care at MPG in Garching - BAD

The Max Planck Institutes on the campus in Garching to have a joint occupational health service (BAD - Betriebsärztlicher Dienst). Located in the BAD building next to the IPP gate

Doctor in charge:  
Frau Valerija Maltser  
Phone: +49 121 8976-0

The role of the occupational health service (BAD) is to advise the Institute on health issues and the implementation of occupational medical examinations required by law (e.g. eye examination for people with screen workplaces). The BAD is (primarily) not to be considered as a first aid point.

<https://www.bad-gmbh.de/standorte/location-detail/gesundheitszentrum-garching-70/>

## VII. Consultation in Case of a Personal Crisis

While PhD studies at IMPRS offers many chances and opportunities, for students it is also a very demanding stage of life that often brings with it major changes and stress. Sometimes the situation can simply become overwhelming as problems grow and appear impossible to handle. Confidential discussions led by professional counselors can help open up new perspectives and develop productive approaches to personal challenges.

As IMPRS student (independent of being at MPE, MPA, ESO or USM), you have the option to use our EMAP counseling program:

### **EMAP - Employee and Manager Assistance Program**

**Free immediate counselling services for employees and scholarship holder of the Max Planck Society**

Since April 1, 2019, the Max Planck Society offers to all employees and scholarship holders a consulting and support program for any kind of personal crisis - **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, English and some other languages on demand.

For this service, the MPG made a contract with an external renowned EMAP provider, the **pmefamilienservice**. Information about the service provider can be found at the following link: <https://www.familienservice.de/>

More info on how the Assistant Program works, and all contact details can also be found at the info sheet in the folder at the blue section "Doctors & Medical Service"

## VIII. Psychological Counseling Service

Different things like being new in town, starting in a complete different cultural surrounding, being confronted with the COVID pandemic or the war in Ukraine poses new challenges for all of us and often lead to feelings of stress, helplessness or loneliness. Here you will find a selection of general counselling facilities in Munich that specialise in psychological crisis situations. In urgent cases, please do not hesitate to contact experienced experts who can help you with an open ear, clarify your individual situation and, if necessary, initiate further support measures.

**In case of emergency or acute crisis, please call:**

- **Krisendienst Psychiatrie München (Emergency Service)**

Tel.                    +49 180 655 3000  
daily from 9 am to midnight

Internet:            <https://www.krisendienste.bayern/oberbayern/>  
(web site in German)

### Psychotherapeutic and Psychosocial Counseling

- **Psychotherapeutic and Psychosocial Counseling Service at LMU / TUM**

Alte Mensa, Helene-Mayer-Ring  
Entrance H, 2nd floor, room h8  
80809 München,  
U-Bahn station: Olympiadorf (U3)

Opening hours:    Mo & Do: 9:00 – 12:00 h  
you are recommended to make an appointment!

Email:                [psycho-beratung@stwm.de](mailto:psycho-beratung@stwm.de)

Tel.:                    +49 89 38196-1202

Internet:            <https://www.studentenwerk-muenchen.de/en/advisory-network/psychotherapeutic-and-psychosocial-advisory-service/?L=3>

(web site in German and English)

Any student officially enrolled at LMU or TUM can contact the Munich Student Union if they want to discuss their problems with experienced psychologists. They offer advice on a number of issues including:

- Problems with studying (decision making, exam anxiety, fear of authority)
- Relationship and partner conflicts, problems finding partners, coping with separations
- Isolation and contact problems (e.g. social phobias)
- Problems with leaving home (e.g. separation from parents, new orientation)
- Depression, anxiety, self-harming behavior, suicidal tendencies, psychosomatic ailments, eating disorders, compulsive disorders etc.
- Suffering caused by sexual abuse
- Addictions (e.g. drugs, gambling, computer or internet addictions)
- Integration problems experienced by international students

- **Münchner Insel (German)**

U-Bahn Station Marienplatz – Lower level  
80331 München

Opening hours: Mon – Fri 9:00 – 18:00 h  
Thurs 11:00 – 18:00 h

Email: info@muenchner-insel.de  
Tel.: +49 89 220041 or +49 89 21021848

Internet: <https://www.muenchner-insel.de>  
(web site in German)

- The Munich Island is a low-threshold crisis and life counseling center run by the Catholic and Protestant churches. The multi-professional team consists of psychologists, theologians, social pedagogues with psychotherapeutic or pastoral training, and a lawyer. During opening hours, three counselors are available to talk to you. You do NOT have to be a member of the church or of Christian believe, the service is open for everyone in a crisis!
- A low-threshold concept means that you can speak directly with a counselor without having to make an appointment. As a person seeking advice, you can remain anonymous; they do not store any personal data.
- They are bound by professional secrecy.



- Some things can be clarified in an initial meeting, a limited number of follow-up meetings are possible. It is important to them that the counselor is committed to you; therefore, follow-up interviews take place with the same counselor with whom you had the initial interview.
- Follow-up meetings are currently held by telephone or online via video, if at all possible.
- The consultation is free of charge.

- **Die Arche (German)**

Saarstraße 5  
80797 München

Opening hours: Mon – Fri 9:00 – 17:00 h

Tel.: +49 89 334041

Internet: <https://die-arche.de>  
(web site in German)

- ARCHE's counseling services are for adults and adolescents ages 14 and older.
- They offer crisis intervention to people who are in a life crisis or at risk of suicide. This begins as quickly as possible and, if necessary, includes appointments in quick succession. Depending on the problem and life situation, the number of sessions varies between one and ten. Most often, crisis intervention is carried out in the form of personal individual counseling.
- Not all suicidal people are able or willing to seek professional help. We offer counseling to people in the community. Arche supports them in dealing with their family members, friends or colleagues who are at risk.
- The usual way to contact the Arche is to call the secretariat. During this conversation, the caller's concerns and most important problems are clarified and an appointment is made in a timely manner and in a manner appropriate to the problem. Under certain circumstances, the caller may also be referred to other suitable facilities if he or she is not in an acute crisis or suicidal. Callers who need urgent counseling and cannot make a personal appointment at Arche within the next 24 hours for various reasons are given an appointment for a telephone counseling session with a counselor.

## Emergency Outpatient Clinics

You don't know what to do, your situation seems hopeless? In existential life crises, fast help is needed. In such an emergency, there are several clinics in Munich in case you will need psychiatric help. The University clinics from LMU and TUM both have psychiatric centers for emergency care 24 hours a day as well as the Max Planck Institute for Psychiatry (with service in English):

- **Klinik für Psychiatrie und Psychotherapie der LMU**

Nußbaumstr. 7  
80336 München

Telephone hours: Mon - Fri 09:00 - 12:00 and 14:00 - 15:00

Tel.: +49 89 4400 - 55020 .

Outside these hours, in urgent cases, the doctor on duty can be contacted via the clinic's gate:

Tel.: +49 89 4400 - 55511 or  
+49 89 4400 - 55512.

- **Klinik und Poliklinik für Psychiatrie und Psychotherapie des Klinikums rechts der Isar (TUM)**

Ismaningerstr. 22  
81675 München

Telephone hours: Mon – Fri 08:30 - 17:00 Uhr

Tel.: +49 89 4140-4241

- **Max-Planck-Institut für Psychiatrie**

Kraeplinstr. 2 – 10  
80804 München

Telephone counselling hours (also in English):

Mon – Fri 13:00 - 14:00

Tel.: +49 89 30622-1

Internet: [https://www.psych.mpg.de/2232304/psych\\_ambulanz](https://www.psych.mpg.de/2232304/psych_ambulanz)  
(web site in English)

### Telephone Helplines

- **Telephone Helpline (German)** <https://www.telefonseelsorge.de/>
- **International Helplines (divers languages)**  
<https://www.telefonseelsorge.de/international-helplines/>

### More Services

Additionally, you can find a very comprehensive list of psychosocial and psychiatric support services (for German speakers) at the following link:

<https://www.psychotherapie-muenchen-bk.de/notfall-und-servicekontakte-bei-psychischen-krisen/>

English speaking students might additionally check the list of English speaking doctors for psychiatric help provided on our website

[https://www.imprs-astro.mpg.de/sites/default/files/2021\\_engl\\_doctors\\_and\\_medical\\_services.pdf](https://www.imprs-astro.mpg.de/sites/default/files/2021_engl_doctors_and_medical_services.pdf)

or at the IMPRS folder.

## **IX. Last But Not Least ...**

### **... 10 great opportunities you have as one of our IMPRS students**

- 1.** Challenge yourself and achieve ambitious scientific goals!
- 2.** Become an expert in your field!
- 3.** Connect to like-minded persons facing similar challenges as you and make friends!
- 4.** Exchange with talented PhD students and renowned PIs outside your research group to train how to communicate your research and to gain new ideas!
- 5.** Profit from a network of international scientists to build collaborations and establish yourself in the scientific community!
- 6.** Get to know the academic world in Germany and gain presenting (and maybe teaching) experience!
- 7.** Learn to communicate confidently and efficiently in English!
- 8.** Benefit from systematic career coaching through both soft skill and technical courses!
- 9.** Take advantage of good chances on the job market thanks to the high reputation of our graduate schools worldwide and our IMPRS alumni network at LinkedIn!
- 10.** Strengthen your intercultural competence and use travel opportunities by attending international conferences!

**Have a good time at IMPRS!**

**Please note:** The contents of this handbook have been prepared to the best of our knowledge and belief. We make no claim that it is complete or free of errors. If you miss something or encounter errors, we would appreciate if you let us know.