

# MPV Welcome Guide

Communication Committee

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# 1 The Institute

Our Institute's work focuses on learning and memory in healthy participants and selected patient groups, with an emphasis on the role of sleep in memory formation. Furthermore, we are responsible for teaching psychology to medical students during their pre-clinical semesters.

## 1.1 Institute Organogram

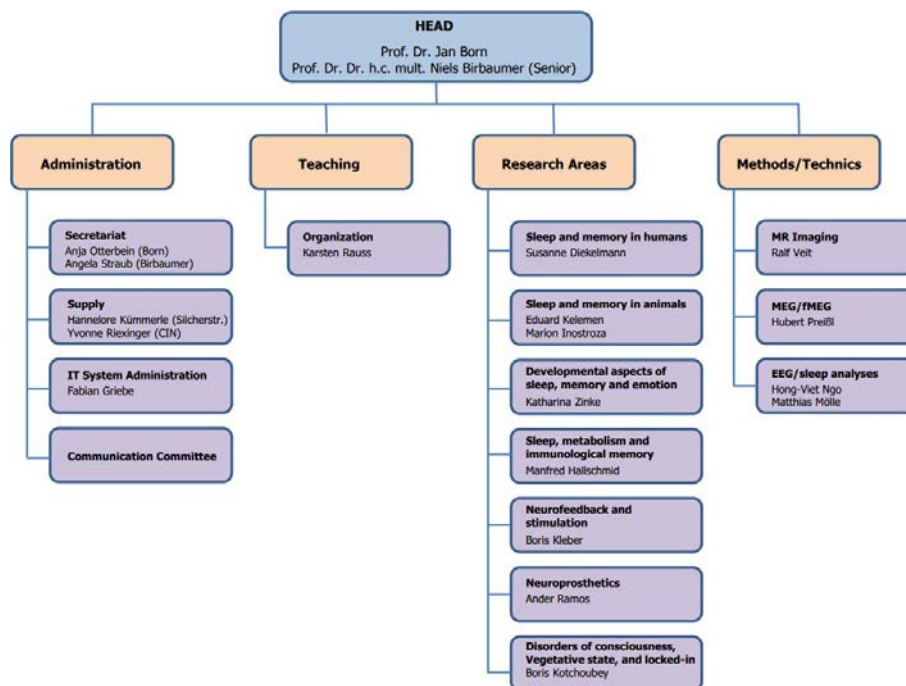


Figure 1: MPV Organogram (status 2016)

## 2 Coming from abroad?

Formalities for International people working at the Institute

More helpful information can be found here:

<https://uni-tuebingen.de/international/welcome-center/anmeldung>

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

### 2.1 Status at the Institute

There are at least two ways of working at the Institute:

-on a fellowship (please see section XX)

-or on a contract of employment (Wissenschaftliche Mitarbeiter, please see YY)

Depending on your particular situation, there are different terms and conditions, particularly regarding social security. If you will have an employment relationship with a contract of employment in Germany, you are normally paid in accordance with the Collective Agreement for the Public Service of the German States (TV-L). You must sign your contract of employment before starting to work, and you are liable for tax and social security. A contract at the university usually needs some processing time (at least 6 weeks before the actual start, longer if special requirements have to be met, e.g. translating degrees or certificates).

General information (in German):

<http://oeffentlicher-dienst.info/tv-l/west/>  
or <https://www.tdl-online.de/startseite.html>

Summarized information in English:

[https://www.zuv.uni-freiburg.de/formulare/p407\(e\).pdf](https://www.zuv.uni-freiburg.de/formulare/p407(e).pdf)

## 2.2 What needs to be done before arriving to Germany?

*Checklist: What things do I have to take care of ?*

- **Register your place of residence with the Residents' Registration Office**
- **Extend/change your temporary visa**
- **Apply for a residence permit**
- **Set up a Girokonto at a bank or savings bank**
- **Get health insurance**

### 2.2.1 Visa

In many cases, a visa is needed for entry into Germany. You can obtain this from the German Embassy or the Consulate General in your country. The application process might take up to three months. Visas for family members travelling with, you should be applied for at the same time. More specific can be found on the website of the Foreign Affairs Office ([www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)).

Who does **NOT** need a visa?

- Group A: Citizens from countries that have opted in to the Schengen Agreement or apply its regulations at least in part.
- Group B: Nationals from the following countries: Australia, Israel, Japan, New Zealand, Canada, South Korea, and USA.

Generally, a visa only entitles the holder to entry and residence for a maximum of 90 days after crossing the German border. Time during the residence permit process should start.

In any case, if you plan to stay longer than 90 days, holding a contract with the Institute, the application for national visa or residence permit is mandatory. This process can be done once you are in Germany, or in advance in your own country.

### 2.2.2 Health Insurance

In Germany, having health insurance is a legal requirement. When you are applying for a residence permit, you will need to provide a proof that you have one.

There are two types of health insurance in Germany: private and public (state). For the people holding a fellowship, the only alternative is private insurance. For

people with contract of employment with a salary that is more than 52,200.00 EUR for three consecutive years you can choose between public or private health insurance. In other case, you must take a public one.

Furthermore, among both private and public insurance companies there are some (rather moderate) differences concerning the covered services. Persons who only plan a brief stay in Germany (from months up to 2 years) might be interested in a cheap insurance, which, however, only covers costs for acute diseases and do not pay for treatment of chronic diseases that began before the arrival at Germany.

More information about health insurance in Germany in general you can find it here. <https://www.howtogermany.com/pages/healthinsurance.html>

### **2.2.3 Bank account**

Because salaries and stipends are not paid in cash, you must have a *Girokonto* in Germany. Such an account can be opened at almost all the banks. Please note that in most banks you have to pay for its services (approx. 5 €/month). The most common and convenient banks such as Volksbank and Sparkasse belong to this category. On the other hand, there are banks with free accounts as well (e.g., Postbank or Sparda bank).

Your account number will have a form of International Bank Account Number (IBAN):

**DEXX YYYYYYYY ZZZZZZZZZZ**, where DE - the sign of Germany, XX - two-digit index, Y - eight-digit code of your bank, Z -maximally ten-digit individual account number. If the individual account number has less than 10 digits, zeros are added from the left side, e.g. DE92 77777777 0000444444.

In addition to the IBAN, SWIFT or BIC number can be required ONLY for international money transfer.

### **2.2.4 Contract**

## **2.3 What needs to be done right after arriving to Germany?**

### **2.3.1 Residents' Registration Office - *Bürgeramt/Ausländeramt***

As soon as you have a permanent address in Germany you are obliged to register at the local residents' registration office. In Tübingen, this is done at the *Bürgerbüro*. You must go there (the employees speak English and will assist you to fill in all the form) to start all the paperwork for the temporal residence. Do not forget to bring your passport! Be aware that you need to register when you move in Tübingen and unregister when you leave at the *Bürgerbüro*.

Bürgerbüro (Resident registration office):

Universitätsstadt Tübingen  
Bürgerbüro Stadtmitte  
Schmiedtorstrasse 4, 72070 Tübingen  
+49 (0) 7071 204-2020  
+49 (0) 7071 204-2222  
[buergerdienste@tuebingen.de](mailto:buergerdienste@tuebingen.de)

Opening hours:

Monday, Wednesday, Friday: 7:30 – 12:30

Tuesday: 7:30 – 18:00

Thursday: 7:30 – 16:00

*Checklist: What do I have to bring with me for entry to Germany?*

- **Passport or identity card valid for the entire period of residence**
- **A visa if required, including for accompanying family members**
- **Several biometric passport photos (check here)**  
<https://www.epassportphoto.com/blog/2008/07/german-passport-photo-requirements/>
- **Birth certificate (original)**
- **Marriage certificate (original)**
- **PhD certificate / Studies certificate**
- **For students: the original of your certificate of matriculation**
- **Insurance documents**
- **Any medication required; letter from your doctor regarding existing conditions; vaccination certificate**
- **Driving license**

If you are a PhD student, you may (or may not) register as a student in the Dean's office (matriculation). The decision whether to matriculate or not, depends on the balance of the costs. If you are matriculated you have to pay a fee but, on the other hand, you get numerous discounts in local buses and trains, museums and other facilities. However, in some cases it is mandatory in order to get the residence permit.

As a student you can only get a 2-year residence permit, that you must renew before it expires.

## **2.4 Taxes in Germany**

All people working for contract have to pay taxes. Their amount depends on several factors such as age, marital status, and children, for more specific information, please check this link.

<https://www.howtogermany.com/pages/germantaxes.html>

## **2.5 Funding: Where to look for a future stipend?**

The German Academic Exchange Service - *Deutscher Akademischer Austauschdienst*, DAAD - offers a big variety of scholarships for both German and foreign students. All the information (FAQ, Guidelines and Applications Forms) can be found in its website: [www.daad.de](http://www.daad.de).

Besides that, here is an overview of other scholarship providers:

- **Political foundations:** The parties represented in the Bundestag have established political foundations that support highly motivated, socially committed and top-performing students. These include, for example, the Konrad-Adenauer-Stiftung and the Friedrich-Ebert-Stiftung. While applicants do not need to be a member of the respective political party, they should identify with the content and objectives and ideally be committed to them.
- **Denominational providers:** The support by denominational providers is linked to the respective beliefs. Exceptions are only made in justified exceptional circumstances. For example, there are Protestant, Catholic, Jewish and Muslim scholarship agencies. They promote gifted and socially committed applicants who are dedicated to their beliefs.
- **Corporate foundations:** Many companies have foundations with an internal scholarship program that is tailored to the topics and activities relevant for

the respective company. As a result, corporate scholarships are often granted to applicants with subjects or research areas that are of particular relevance for the company.

- **Federal states:** The federal states grant scholarships, particularly based on performance and economic perspectives. There is a range of scholarship programs for various target groups. But the funding opportunities differ widely between the individual federal states. Applications generally need to be submitted to the universities in the respective state.
- **Social organizations:** A number of funding organizations don't just grant scholarships based primarily on performance, but rather based on students' social, family and personal circumstances. For example, the Christiane Nüsslein-Volhard-Foundation supports young PhD students with children who are targeting a scientific career.
- **Research institutes:** Scientific research institutes, such as the Alexander von Humboldt Foundation or the German Research Foundation (DFG), grant scholarships based on performance. The scholarships generally support outstanding junior scientists targeting a scientific career in the relevant area.
- **Student organizations:** These are generally associations that are run on a voluntary basis by students for students. There are large associations, such as the German Medical Students' Association in Germany, which organizes the international exchange of medical students. As well as smaller associations, such as the *Gemeinschaft für studentischen Austausch in Mittel- und Osteuropa*, which supports students from Eastern Europe.

### **3 Living in Tübingen**

The town and the University are inseparably connected. The structure and the shape of the city have been developed from the University environment, giving to this place a unique atmosphere. Tübingen is the city in Germany with the highest 'student density'.

#### **3.1 Finding a place to live**

Tübingen suffers from a severe shortage of housing, especially affordable for students/PhDs. Unlike many other universities, the University of Tübingen does not have university-owned accommodation. Student accommodation is owned by private and public foundations, societies, organizations and institutions. In Tübingen there are student accommodations for about 4,400 students.

##### **3.1.1 Studentenwerk**

Contrary to many Universities in the country, Tübingen does not have University-owned accommodations. However, the Student Services Organization - *Studentenwerk* - in Tübingen owns a big number of dormitories (3,700 in total). Their Housing Office distributes dormitory rooms/apartments to exchange students with priority. It is imperative that exchange students promptly turn in their housing application to the *Studentenwerk*'s Housing Office in order to receive

a dormitory room/apartment. Your contact person at the housing office is Ms. Isabell Fischer: The address is as follows:

*Wohnheimverwaltung* (Facility Management)

Fichtenweg 5 . D-72076 Tübingen Tel.: +49 7071 969715 . Fax: +49 7071 969720 e-mail: [isabell.fischer@sw-tuebingen-hohenheim.de](mailto:isabell.fischer@sw-tuebingen-hohenheim.de)

Office hours: Mon and Wed: 9.30-11.30 am; Thu 1:30-4.00 pm

Information, as well as an application form for international student housing in Tübingen can be found on the application website for exchange students, more info here: <https://uni-tuebingen.de/en/study/student-life/student-housing/>

However, there is no guarantee and it is vital that the application is received prior to their deadlines (May 31st and December 31st). Applications are processed in order of receipt. The student services will notify the applicant directly once a room is available (approx. 4-5 weeks prior to arrival). They need to be able to reach you by e-mail to offer a room! You can apply before you are admitted, but by the time they offer rooms, you have to be admitted. All inquiries concerning housing should be directed to the *Studentenwerk*. The Office of International Exchanges - *Internationaler Austausch* - does not process housing applications but only forwards them.

### **3.1.2 Private accommodations**

If you want to find private accommodation you can also check the following websites:

- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [Vierwaen.de](http://Vierwaen.de)
- [Zwischenmiete.de](http://Zwischenmiete.de)

State Agents:

Real estate agents in Germany do not look for an apartment for you! Their service consists of making their offers available to you and accompanying you when you visit an apartment. Be careful, you might be charged for these kinds of services?! Real estate broker that only charges you when you rent an apartment, available in English here. <https://www.homecompany.de/en/index>

### **3.1.3 Dormitory information**

- Since 2010 the *Studentenwerk*'s Housing service will not offer monthly rent contracts to exchange students but semester rent contracts only.
- Room rents in student accommodations range from €200 - 300 per person, per month. Private rooms range from €240 - 450. Couples and families who apply to the *Studentenwerk* for an apartment must sometimes wait for long periods.
- In the halls of residence, you must pay a *Kaution* (deposit) of approx. €400. This deposit is paid when you move into your room. The deposit will be returned (including the interest) two months after leaving the room, if the student owes no debts to the *Studentenwerk*.



- Once a room is available, the student will receive notification and a housing contract with a deadline for confirmation of acceptance. In exceptional cases, this notification and contract may arrive as little as two weeks before the proposed arrival date.

## **3.2 Living costs**

The usual terms are 'warm' and 'cold' living costs. The latter include only the rent for the room or apartment. The former include, additionally, heating, water supply, removal of water and wastes, concierge, etc. Please ask exactly before signing the rent contract. For example, electricity is usually included into 'warm', but sometimes it is not, and should then be paid extra. Landlords have to pay insurance and tax for their property and can include the corresponding portion of these costs into the 'warm' notion.

## **3.3 Transportation**

### **3.3.1 Train connections**

Tübingen's *Hauptbahnhof* (main train station) is located on the southern side of the city center. There are good connections to the South, for example to the Bodensee and Switzerland as well as to the North (IC direction Düsseldorf/Berlin) and to the ICE connections Stuttgart/Plochingen.

### **3.3.2 Naldo - Local Transportation**

The transport federation Neckar-Alb-Donau "Naldo" links the Tübingen, Reutlingen, Sigmaringen and the Zollernalbkreis districts together. 46 transport companies work side by side enabling you to use a single ticket for all buses and railway lines (except the IC) in the network so that you can reach every destination in the said region. The Naldo-area is divided into five sections. The crossing of each section raises the fare.

All tickets that go beyond the Tübingen's line network, thus requiring a naldo-ticket, are available here at the Tourist Information. Subscriptions are possible only at the Naldo-Abocentre: c/o Stadtwerke Tbingen GmbH, Eisenhutstr. 6, 72076 Tbingen, Tel. 0 70 71/ 157-457.

The transport links in Naldo-Land can be found under [Naldo.de](http://Naldo.de)

### **3.3.3 Tü-Bus**

Tübingen's local transport consists in 35 bus-lines that connect the district together. All buses can be accessed without steps and there is also a designated space for a wheelchair.

At the Tourist Information on the Neckarbrücke we have every bus ticket available; from single tickets, daily tickets, monthly passes to semester tickets.

The line network and tables can be found under [www.svtue.de](http://www.svtue.de)

### **3.3.4 Jobticket**

If you have a contract with the university it is possible to get a discounted monthly ticket for public transportation (naldo) through your employer .

### **3.4 If you bring your children with you**

#### **3.4.1 Nursery schools/daycare centers**

In Germany there are several daycare centers. Here your children will meet friends of the same age and you will get to know other parents without any hassle. For more information, please check here: <https://uni-tuebingen.de/en/international/welcome-center/guide-for-international-researchers/family-and-children/>

#### **3.4.2 Schools**

In Germany, schooling is mandatory. Attendance at school begins at the age of six, with primary school (Years 1 to 4). After that there is a choice between three different types of school: *Hauptschule* (secondary school) up to Years 9 or 10 (leaving qualification), *Realschule* (upper school) until Year 10 (final qualification: school leaving certificate) and *Gymnasium* (grammar school) which goes up to Year 12 or 13. Grammar school culminates in the *Abitur* (advanced level qualifications) as a requirement for higher education. Attendance at state schools is free; only private and international schools charge school fees. Normally, you cannot choose a primary school yourself. Your postal address determines which primary school is the appropriate one for your child.

## **4 Ready to start working?**

### **4.1 Institute: Offices and labs**

- Location at Silcherstraße: Prof. Niels Birbaumer, Prof. Steffen Gais, Children Sleep Lab - Silcherstr. 5, 72076 Tübingen
- Location at CIN: Prof. Jan Born, Prof. Manfred Hallschmid, Sleep Labs Animal Sleep Labs: Otfried-Müller Str. 25, 72076 Tübingen
- Sleep Labs at the Med-Clinics Building Nr. 500, Otfried-Müller-Str. 10, 72076 Tübingen

### **4.2 Whom to ask? Key colleagues that will make easy your kick off !**

### **4.3 Technical facilities including room keys, conference room (s) with beamers etc., kitchen, printers, communication means (phone, fax)**

### **4.4 Network: Intranet /e-mail account/servers**

All important information concerning IT issues (including how to get an e-mail address, how to be entered on the homepage, networks, servers, licenses, mailing lists, solutions for problems, etc.) can be found at

<https://cin-11.medizin.uni-tuebingen.de:62443/mediawiki/bornwiki/>

If you have an IT problem write to [support-mp@medizin.uni-tuebingen.de](mailto:support-mp@medizin.uni-tuebingen.de). The ticket system is used to organize the communication between IT-users and administrators concerning their problems with PCs, Software and other Hardware. So, if you need the help of an administrator, this can be in the case of e.g. errors of your PC/Laptop, to install software on your password protected PC or anything else, you can write an e-mail to support-mp@medizin.uni-tuebingen.de containing a description of your problem or request.

#### **4.5 Consumables, e.g., paper, pens, pencils and other small things**

- Silcherstraße 5: Stationaries can be taken from the closet at Hannelore's office (room 201, E6/2nd floor, first room on the left). Please let her know if something is running low or you need something special
- CIN: Office supplies can be found in the closet in the *Besprechungsraum*.

#### **4.6 Important internet connections**

Example: elektronische Zeitschriftenbibliothek

#### **4.7 Working in Animal Research**

##### **4.7.1 Allowance by the *Regierungspräsidien* in Baden-Württemberg**

##### **4.7.2 FELASA Certiftcations**

FELASA is the Federation of European Laboratory Animal Science Associations. FELASA represents common interests in the furtherance of all aspects of laboratory animal science (LAS) in Europe and beyond. FELASA puts the principle of the 3Rs of Laboratory Animal Science 'Replacement, Reduction and Refinement' centre stage. FELASA advocates responsible scientific conduct with animals in the life sciences with particular emphasis on ensuring animal welfare. More info: FELASA.eu

#### **4.8 Institute's Collaborations**

##### **4.8.1 Associated Institutions and areas**

<https://www.medin.uni-tuebingen.de/en/Students/Institutes/Medical%2BPsychology/Associated%2Binstitutions%2Band%2Bareas.htmlfMEG>

- Christoph Dornier Foundation
- Institute for Diabetes Research and Metabolic Diseases
- MEG Center

##### **4.8.2 Collaboration's Map**

#### **4.9 Institute activities**

People from our Institute regularly organize several activities, with open invitation to every one who is interested. They all started pursuing different goals, with one common denominator: sharing (knowledge, interests, fun, beers, etc.) Here you can see the list of activities with the persons in charge:

- Institute's Colloquium. Monthly on the first Wednesday of the month, we get together to talk about science, reports, project proposals, results, etc. If you are interested in participating, please contact Lea Himmer, Maria-Paz Contreras, Eva-Maria Kurz directly or through [comm-mp@medizin.uni-tuebingen.de](mailto:comm-mp@medizin.uni-tuebingen.de)
- Breakfast. Once in a while, we sit together and share not just interesting talk, but also a classic Butterbrezel, fruits, coffee and tea. These meetings are totally spontaneous. If you want to organize one, please feel free to prepare a Doodle (so we don't end up with more Brezel than butter) and send an email around ([intern-mp@listserv.uni-tuebingen.de](mailto:intern-mp@listserv.uni-tuebingen.de)).
- MPV Newsletter. This newsletter is a medium set-up to improve communication and information flow among the members of the Institute. Everyone is welcome to contribute to the Newsletter by sending suggestions, comments, articles, etc to the Communication Committee email address: [comm-mp@medizin.uni-tuebingen.de](mailto:comm-mp@medizin.uni-tuebingen.de)