

**Graduate School of
Systemic Neurosciences**

LMU Munich

Student guide

September 2018

Graduate School of Systemic Neurosciences

GSN-LMU

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Welcome!

Dear GSN and Master of Neurosciences Students,

On behalf of the GSN team, I wish you a warm welcome to Munich, the LMU and the GSN. We are convinced that you will succeed within the program and in this important phase of your professional development. It is our aim to prepare you for an optimal start into your career and we will do our best to make this possible. But we also need your input and your constant feedback to help us continue to build and maintain a high-quality framework and an enthusiastic environment. Such a framework not only involves courses, lab-work, etc., but also the social interactions that give you the feeling of being in the right place and at home. Never hesitate to contact us if you need help, advice, or if something does not work out as you believe it should. In this sense I wish you a good start into the next phase of your life.

Yours,

Benedikt Grothe

About the GSN

Under the umbrella of the Munich Center for Neurosciences (MCN^{LMU}), which brings together researchers from the Ludwig-Maximilians-Universität (LMU), three Max Planck Institutes (MPI), the Technical University Munich (TUM) and the Helmholtz Center Munich (HMGU), the Graduate School of Systemic Neurosciences (GSN^{LMU}) was established as an independent school within the LMU in 2007. In this context, the GSN^{LMU} grants a PhD degree and also provides a fast-track programme for highly qualified students holding a BSc with Honors. It tightly cooperates with the M.Sc. programmes Neurosciences and Neuro-Cognitive Psychology, which are integrated into the GSN within the next years, in order to optimize coherence and efficacy of training and teaching, as well as the International Max Planck Research School (IMPRS-LS), and the Neuroscience doctoral programme at the Technical University of Munich. Almost all institutions within the Munich neuroscience community are associated with the MCN^{LMU}, and contribute to teaching within the GSN^{LMU}, providing students with an infrastructure and curriculum for adequate doctoral training on the one hand and profiting from their scientific expertise and scientific infrastructure on the other hand.

What makes the GSN so attractive?

First of all, the scientific environment in which the GSN operates is one of the top neuroscience hot-spots worldwide. In addition to excellent research opportunities, the structure of the degree program at GSN has several advantages:

- Internationally recognized degree: PhD in Systemic Neurosciences
- Fast-track PhD programme for especially qualified students
- Access to world-class laboratories and cutting-edge methods
- Multidisciplinary focus
- Supervision and mentoring by a thesis advisory committee (TAC) comprised of 3 or more researchers from different fields and may include junior faculty as well as external members. In regular meetings with student and TAC individual research plans are developed and documented (Training Objectives)
- Established national (German Graduate Schools of Neuroscience) and international (Harvard University, Queensland Brain Institute, ENP, MUSC, SPIN) cooperations
- Financial support for attending conferences, summer schools, etc.
- Flexible modular curriculum (180 ECTS): individual and structured training measures
- Stipends for students in the emerging field of neurophilosophy
- Inter-institutional networking & social events

To our knowledge, very few schools in Germany achieved as high a degree of structural autonomy and scientific independence as the GSN^{LMU}. The GSN^{LMU} is the first school of its kind at the LMU. The GSN^{LMU} became the hub of education in the neurosciences at the LMU and its partner institutions, and serves now as a role- and best practice model for PhD programmes at LMU Munich.

Founded in 1472, the Ludwig-Maximilians-Universität (LMU) Munich is a leading research university in Europe. LMU Munich's competitiveness as a research university is demonstrated by its outstanding results in international rankings and peer-reviewed funding programmes. The university ranks among the top three German universities with regard to securing EU funding. It participates in 26 DFG (Deutsche Forschungsgemeinschaft) collaborative research centers (11 as coordinating university).

Recognition of individual research excellence is demonstrated by 63 ERC grants. In addition, LMU Munich boasts 24 recipients of the most prestigious German scientific honor, the Gottfried Wilhelm Leibniz Prize and 5 Alexander von Humboldt Professorships. 13 academics at LMU Munich have been presented with the Nobel Prize since 1901. The University is a founding member of the League of European Research Universities (LERU) and cooperates with over 400 universities across the world.

The GSN^{LMU} is located at the LMU Biocenter on the vibrant life science campus in Martinsried-Großhadern. Neurology (Klinikum Großhadern), the Faculty of Chemistry and Pharmacy, as well as the MPI of Neurobiology and the new LMU Biomedical Center are within walking distance.

The GSN Management Team



Prof. Dr. Benedikt Grothe

Speaker of the GSN; Head of GSN Scientific Board; Head of GSN Examination Board

neurobio@lmu.de

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Phone: +49 (0)89 / 2180-74302



Lena Bittl

GSN Program Coordinator

Head of GSN administration

bittl@bio.lmu.de

Room: GSN main Office (B00.052)

Phone: +49 (0)89/ 2180 74200



Stefanie Bosse

Team assistant to GSN Office

First point of contact at the GSN; updates student documentation; organizes the students' enrolment process at the LMU; organization GSN laptops/equipment

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Renate Herzog

Accounting and finances

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Dr. Alexander Kaiser

Teaching Coordinator

Coordination of GSN/ENB teaching; academic counseling

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Maj-Catherine Botheroyd-Hobohm

Student Relations Coordinator

Organization of events, soft-skills courses and workshops; counseling of students on housing, insurance and life in Munich

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PD Dr. Conny Kopp-Scheinflug

GSN Women's Representative

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Overview Scientific Board, and Faculties, Student Assembly

The Scientific Board is the governing board of the GSN and includes 15 members. Among these are professors from the participating LMU faculties (Biology, Medicine, Psychology, Philosophy) plus representatives for the scientific staff and collaborating institutions (currently MPI, Helmholtz and TUM), as well as women and student body representatives.

Members are appointed by the LMU University council based upon suggestions made by the board of the Munich Center for Neurosciences - Brain & Mind. Student representatives are elected by the student body. The Scientific Board meets 2 times per year and decides on faculty membership, final student admissions, issues related to the curriculum, large-scale funding, scientific practice and standards.

The current GSN Scientific Board Members can be viewed here: https://www.gsn.uni-muenchen.de/people/scientific_board/index.html

Research in Munich

Munich has clearly developed into one of the neuroscience “hotspots” recognized worldwide with topics ranging from molecular and cellular biology to systemic neurosciences including circuit function, plasticity, behavior and cognition.

This is reflected in the GSN^{LMU} teaching objectives and in the variety of its PhD projects: most current techniques used in the neurosciences are available for GSN^{LMU} students or are in the process of being developed and established within the framework of the GSN^{LMU}. Despite the multitude of local expertise and the fact that no area of neurosciences (including neurophilosophy) is excluded as an object of research projects or teaching, the GSN^{LMU} maintains a clear scientific and educational agenda: Its focus is on one of the major challenges of modern neurosciences, namely to narrow and ultimately close the gap between, on the one hand, our increasingly comprehensive understanding of molecular/cellular mechanisms and information processing in small neuronal circuits, and, on the other hand, our rather descriptive knowledge of cognitive functions and behavior. In other words, GSN^{LMU} wants to prepare the next generation of neuroscientists to bridge the gap of understanding between processes at cellular/local circuit levels and large scale brain activity. Some of the major research themes at GSN^{LMU} include:

- **Assembly, function, and plasticity of neuronal circuits** – with emphasis on sensory and spatio-temporal processing and theoretical/computational approaches
- **Regeneration of neurons and their integration into neuronal networks** – from synthetic neurobiology to functional repair
- **Translational neurosciences (“bench to bedside” AND “bedside to bench” research and teaching)** – particularly in the areas of neurodegenerative disorders, the aging of sensory and motor systems, compensatory processes and plasticity in the CNS
- **Technical applications and methods** – artificial intelligence, biologically inspired methods, machine learning, sensing, planning, control, human-robot interaction and neuronal information processing
- **Computational neurosciences** – particularly neuronal representation of space-time
- **Optical and genetic targeting of neuronal circuits underlying behaviour** – genetically expressible and fast biosensors
- **Neurophilosophy** – ethics of neuroscience & neuroscience of ethics, logical-cognitive account of learning and scientific reasoning

Studying at LMU Munich

1. Enrolment

Following acceptance to the GSN, students receive information from the GSN Office concerning registration and enrolment at the LMU. The procedure varies depending upon nationality and prior studies. You will receive detailed instructions, but in general, foreign students should plan to turn in official, certified copies of degrees, transcripts, marriage certificate (in case of name change) and high school diploma by mid-June via regular postal mail to the GSN office. Students who have completed their university-qualifying high school diploma in Germany (“Abitur”) should provide a current CV and any final degree certificates by mid-June. All students will be required to show original degree certificates during the final registration procedure (September for German students/October for foreign students). Students already registered at the LMU must follow the procedure for changing their degree program (“Fachwechsel”).

Information regarding registration deadlines and procedures for German students or students with an *Abitur* is available online at:

http://www.uni-muenchen.de/studium/administratives/termine/immatr_termine/index.html

Information for foreign students is available at:

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

In general, MSc students should be registered for 4 semesters. Please note that MSc students must be registered during and pay tuition for the semester in which the MSc degree is completed, even if the degree is completed after the regular study period of 4 semesters. Fast-Track PhD students are registered officially as PhD students, but are required to complete the GSN Preparatory Year (60 ECTS from the MSc Neuroscience curriculum) as determined by the GSN Fast-Track Committee. Fast-track students may be registered for up to 4 years in total (including the 1st preparatory year).

PhD students at the GSN register for 6 semesters. Students, who have not yet completed the PhD after 6 semesters must request an extension as regulated by the **Study and Examination Regulations** (http://www.gsn.uni-muenchen.de/download/study_regs/phd/study_regulations_phd2010.pdf). Please note that PhD, FT and MSc students must be enrolled in the GSN until they have completed all degree requirements.

If you need to request a leave of absence (“Beurlaubung”), please inform the GSN office and visit the LMU website for details:

https://www.uni-muenchen.de/studium/administratives/abc_auswahl/beurlaubung/index.html

2. Student contact details

All students are required to use a campus.lmu.de address or a similar secure official email address. Also any change of address or status has to be announced to the GSN office right away. Email: gsn@lmu.de. It also has to be changed online at the LMU Portal. <https://login.portal.uni-muenchen.de/login/loginapp/login.html>

3. The Course of Studies

All MSc students are required to complete the standard MSc Neuroscience curriculum unless otherwise approved by the Examination Board. Students receive information about required courses before the beginning of each semester. Additional and elective coursework can be chosen from the GSN course offering listed on the LMU LSF website: <https://lsf.verwaltung.uni-muenchen.de/qisserver/rds?state=wtree&search=1&category=veranstaltung.browse&navigationPosition=functions%2Clectureindex&breadcrumb=lectureindex&topitem=locallinks&subitem=lectureindex>

MSc students complete, in total, 120 ECTS including 26 ECTS for the Master Thesis and 1 ECTS for the Master Thesis Colloquium. The bulk of the program consists of mandatory courses. A higher degree of flexibility is given in the modules pertaining to research projects (3 x 6 ECTS), teaching and training (3 ECTS) and interdisciplinary training (12 ECTS).

Fast-Track students are also required to complete 60 ECTS from the MSc curriculum as determined by the GSN Fast-track Committee and must maintain a Grade Point Average (GPA) of at least 2.0 or better in order to be admitted to the PhD program after the Preparatory Year.

PhD students complete 180 ECTS over the course of 6 semesters. 30 ECTS result from coursework (scientific methods courses, etc), presenting at conferences and attending scientific retreats, workshops & summer schools.

All GSN PhD students are expected to complete at least one course in the area of neurophilosophy as part of their coursework. Neurophilosophy students are expected to complete Fundamentals of Neurosciences I and II and at least 4 practical methods courses from the GSN curriculum.

5 of the 30 ECTS must be earned by attending non-scientific skills courses (grant writing, poster presentation, scientific writing, etc.) and teaching. 150 ECTS are earned by completing work on the PhD project, resulting in a dissertation (10 ECTS) and successful completion of the PhD Oral Exam (20 ECTS). All coursework must be approved by the Thesis Advisory Committee (TAC). Written confirmation (Training Objectives form) must be turned into the GSN office following each TAC meeting along with a copy of the student's TAC meeting presentation. Ideally, TAC meetings should take place once per semester. Yearly meetings are mandatory.

4. The Thesis Advisory Committee (TAC)

All GSN doctoral students have a thesis advisory committee (TAC) rather than a single supervisor. A TAC comprises 3 or more researchers from different fields, and may include junior faculty as well as an external member. At least 2 of the 1st 3 TAC members must be members of the GSN. We encourage women to have at least one woman on the TAC. Students form their TAC during their first month of study at the GSN. In regular meetings between the student and their TAC, individual research plans are developed and documented through training objectives (TO form: http://www.gsn.uni-muenchen.de/download/faculty/to_form2015.pdf). Training objectives are clearly reported in writing and are archived in every student's academic file. The TO form thus serves as written

documentation of your research project progress, serving to make the entire process more comprehensible and transparent for all persons involved.

Training Objectives are required to be evaluated and updated at least once per year, but are encouraged to be revisited by the student and their TAC every six months. This leads to maximal transparency in the process and maximal security for "staying on track". Next to the TAC supervision, students are required to earn ECTS credit points through a variety of competencies required for a scientific career. The content is individually defined for each student together with the TAC and also recorded in the TO form. All this leads not only to close supervision of the research project, but automatically facilitates very individual-based career guidance for the student.

5. Completing the PhD

The regular duration of study for the PhD program is 6 semesters. Any changes to the project or other circumstances warranting an extension should be recorded in detail in the Training Objectives form and signed by the members of the student's Thesis Advisory Committee. Once all coursework has been completed the TAC may approve the submission of the doctoral thesis. Please contact the GSN examination office for counseling on the status of required coursework and for details concerning thesis submission. In general, you should plan in approximately 4-6 months from the time of submission until the oral defense of the thesis.

6. General information on ECTS points

In all cases, 1 ECTS = 30 hours of work/course time. Workload/course time must be clearly documented for each ECTS point. Questions regarding transcripts and ECTS status should be directed to the GSN examination office.

7. Transcripts

Transcripts of records will usually be issued at the beginning of each semester (October and April) to all students. It will be sent via email, protected with a password that students receive at the beginning of studies. Please be sure to review your transcript carefully and contact the GSN examination office regarding any questions you may have or discrepancies. If you require an additional transcript in order to apply for scholarships, etc. please contact the GSN examination office.

8. Semester schedules

Winter semester:

01. October – 30. March (lectures mid-October through mid-February)

GSN Orientation Week with GSN poster session: always during the week before lectures in October

Summer semester:

01. April – 30. September (lectures mid-April through mid-July)

GSN Retreat: generally in June or July of each year

9. Printing posters

The GSN possesses a poster printer, which is administrated by Sabine Eßer. If you need a poster, please contact Sabine 089 / 4400 74820 (Email: esser@med.uni-muenchen.de) **at least one week beforehand**, as she is the only person who is allowed to print posters. Costs for poster printing elsewhere will not be reimbursed. The GSN Logo is available for download on the GSN website. All GSN students are expected to participate in at least one GSN poster session during the GSN Orientation Week, which takes place each October, or during the GSN Retreat in the summer. All students who have received financial support for attending a conference, visiting a lab, etc., must present the related research at the next GSN poster session. If you have questions, please contact the GSN office.

10. University Library

LMU Munich has an excellent library system. Along with the extensive central university library and its adjacent reading rooms, it boasts numerous libraries in individual departments and partnerships with other libraries in Munich. It is also part of a Germany-wide interlibrary loan ("Fernleihe") system of university libraries. There is hardly a book or journal you won't find. Click on the LMU website under libraries for individual listings, and see the Studentenwerk website for addresses of other libraries in Munich.

Universitätsbibliothek (university library) aka Zentralbibliothek (main library)

The Universitätsbibliothek (Uni-Bibliothek or UB) is located in the main university building on Geschwister-Scholl-Platz 1. However, the entrance to its public offices is in the adjacent red building at Ludwigstrasse 27 on the ground floor across the hall from the International Affairs office. In order to use its services, you will need a library card and user number. For a card you present your permanent (not temporary) LMU Munich student ID ("Studentenausweis") and your passport at the library information counter. If you give them a temporary student ID ("Vorläufiger Studentenausweis") you will only get a temporary card, so they suggest you just wait until you have a permanent ID. Department and institute libraries usually issue a separate card. Inquire there for specifics guided tours! At the beginning of each semester, the UB offers several guided tours of the library, its databanks and the OPAC system (see below). Check flyers or ask at the info counter for details.

A good place to start your research, no matter if you wish to borrow books or gain access to e-journals, is: <http://www.en.ub.uni-muenchen.de/index.html>

Remember: as LMU students you have free access to certain literature (e.g. e-books by "Springer Verlag", journals,...) – you should keep that in mind before buying any.

Bayerische Staatsbibliothek (Bavarian state library - StaBi)

The UB card also gives you access to the Bayerische Staatsbibliothek (BSB or more popularly StaBi). It is located at Ludwigstrasse 16, just across the street and a half block down from the UB. The StaBi is by itself one of the best and largest libraries in Europe. However, you must activate your card to use the StaBi system. Simply present your card and your passport at the admission counter "Zulassung" (usually also English-speaking).

If there are any questions unanswered, help yourself by visiting the StaBi-website:

<https://www.bsb-muenchen.de/en/>

OPAC

Once you have a card, you can order, reserve and renew books from the UB and StaBi through their electronic OPAC (Online Public Access Catalogue) systems. The libraries offer several counters with OPAC terminals, or you can access each library's OPAC system online through their respective homepages. Books are delivered to pick-up areas in the libraries where you can then check them out. Do be aware, that once you have ordered a book from the UB or StaBi, it takes a couple of days for your book to arrive. Order in advance! OPAC will state the delivery date when it confirms your order.

Department libraries generally have books and journals on shelves that you can access directly, but most have restricted lending policies and also require you to show ID when you enter. Check at individual libraries. In many cases you will be able to read books only while you are there.

Most libraries do not permit you to bring in jackets or backpacks but often provide lockers outside that you can activate with a 1- or 2-euro coin (only a deposit: you get it back). Remember to bring some change.

11. Food & Refreshments on Campus

You will have access to various cafeterias, according to your lab location:

Studentenwerk-Cafeteria:

A helpful website (daily menus and opening hours) for Studentenwerk-canteens:
<http://www.studentenwerk-muenchen.de/en/mensa/>

- ***BioCenter LMU:***
Cafeteria in building D
- ***TUM Garching Research Center:***
Cafeteria in Boltzmannstraße 15
- ***LMU Department of Physiology/Adolph-Butenandt-Institute:***
Cafeteria in Schillerstraße 47 or in Goethestraße 70

- **LMU Department of Pharmacy, University Clinic Großhadern, Gene Center:**
Butenandtstraße 13 (Building F)
- **LMU Biomedical Center:**
Großhaderner Str. 9, Martinsried
- **StuBistroMensa Martinsried**
Großhadernerstr. 9a, 82152 Planegg-Martinsried
- **StuLounge im BMC Martinsried**
Großhaderner Str. 9 , 82152 Planegg-Martinsried

Mensa Card

In the cafeterias managed by the Student Union or “Studentenwerk” (such as the BioCenter, on Schillerstraße or Goethestraße) you can only pay with a “Mensa Card” (i.e. Cafeteria Card), a chip-based electronic purchase system.

For the Max-Planck-Institute cafeterias, you will need to pay cash.

Each Mensa Card costs € 12 that comprises a € 5 credit and a € 7 security deposit. The security deposit will be refunded to you, alongside any remaining credit, upon returning the card at the end of your stay. More credit may be put on cards at certain loading terminals (called “Aufwerter”) at the entrance area of each cafeteria (operating with bills and credit cards).

Other Cafeterias

- **Max-Planck-Institute of Psychiatry:**
Cafeteria in the MPI (hours: 11:30 am – 2:00 pm), Kraepelinstraße 2
- **Max-Planck-Institutes of Biochemistry and Neurobiology:**
Cafeteria on MPI campus (hours: 11:30 am – 2:00 pm)
- **TUM Klinikum r.d. Isar:**
There is a kiosk (hours: Mon-Sun: 7am-6:30pm), and a café/cafeteria (hours: Mon-Fri 7am6pm), where you need to pay cash .

12. Family services

Family room There is a special family room (BioCenter, D00.014), where babies can be nursed and children can play (under parental supervision) in the Biocenter. Please ask at the main desk for the key/code.

Studying with children

Support and consulting opportunities for students with children are offered from the LMU (https://www.uni-muenchen.de/studium/beratung/beratung_service/beratung_lm/schwanger_e_kind/index.html) as well as from the Studentenwerk (<http://www.studentenwerk-muenchen.de/en/studying-with-a-child/>).

Immigration/ Financial support

1. Travel allowance/ Financial support to visit conferences etc.

The GSN can often provide support for students attending conferences, summer schools, for visiting collaborating laboratories, methods workshops, etc. In order to apply for travel funding, you and your primary supervisor must submit an application via email to the GSN Program Coordinator. See contact information here: <https://www.gsn.uni-muenchen.de/contact/index.html>

Financial support can only be requested before the event takes place via email, including the following information (4 weeks in advance for administrative matters!!):

- Statement, that you request funding for ... (e.g. congress, summer school,...), including date and place of the event
- Detailed list of all expected costs
- Part of costs for which you request reimbursement by the GSN
- Matching Funds (part of the costs that will be covered by your lab or other sources)
- Statement that your supervisor agrees on your participation and, respectively, on taking over part of the costs with your supervisor on cc.

2. Stipends/Work allowance

In general, GSN students are expected to arrange funding for the duration of their studies through their supervising lab. The GSN does provide a limited number of stipends to students accepted into the neurophilosophy program and also provides a stipend to fast-track students during the GSN Preparatory Year. Following the 1st year, fast-track students are expected to arrange funding via their supervising labs. Please be aware that funding regulations limit the type of work students can conduct in addition to their academic research. Earnings from non-research related work will be deducted from the monthly stipend. Please read the stipend contracts carefully for details.

3. Visa/Residence permit

A residence permit is not a visa. If you are required to have a student visa, you must obtain it before entering Germany. A residence permit you apply for only after arriving here. All foreign students, except those from the EU and the EEA, are required to obtain a residence permit ("Aufenthaltsurlaubnis") to stay in Germany longer than three months. This permit is issued by the Foreign Resident Authority ("Ausländerbehörde") in each community. In Munich, the *Ausländerbehörde* is at the Kreisverwaltungsreferat (KVR).

Registration KVR Kreisverwaltungsreferat:

You will assumedly find that confusing, do not worry. Luckily there are reliable websites like this: http://www.muenchen.de/rathaus/home_en/Department-of-Public-Order/Foreigners-Office

All students must register with the Kreisverwaltungsreferat during the **very first two weeks** of their stay in Munich. They will need a so called “Meldebescheinigung.” To receive this you will need to go to the KVR with your passport. This is also the right place to get your Tax card, which you will need if you are employed.

You will also need a “Wohnungsgeberbestätigung”. Download the file “Wohnungsgeberbestätigung”

<https://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Buergerbuero/Woehnen/An--und-Ummelden.html>

Print it out, have it signed by your landlord or a commissioned person and bring it with you. **You cannot be registered without it!**

Landeshauptstadt München Kreisverwaltungsreferat (KVR) Ruppertstraße 19, 80466 München

Opening hours:

Monday: 7:30am – 12am, Tuesday: 8:30am – 12am and 2pm – 6pm
Wednesday: 7:30am – 12am Thursday: 8:30am – 3pm Friday: 7:30am – 12am.

Subway station: U3/U6 Poccistrasse

Make sure to arrive early, maybe even before the opening time and consider more than an hour of waiting time, since there will always be long queues.

EU citizens

There are several KVR offices scattered throughout the city. Check online which KVR is responsible for your housing area “Angaben zur Ermittlung der zuständigen Einrichtung”:

<https://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Buergerbuero/Woehnen/An--und-Ummelden.html>

Also, if you do not live in Munich, but for example in Martinsried-Planegg, you will have to go to the KVR Planegg.

Non-EU/EEA citizens

The foreigners’ registration office (“Ausländerbehörde”) is located at the KVR Ruppertstraße only. You will need to apply for a Residence Permit (“Aufenthaltserlaubnis”) after you register your local thing to remember: Just like a visa, a residence permit is issued only for pursuing your PhD or Masters Degree at the GSN. So if you switch majors, interrupt your studies or withdraw from the program, your permit may become invalid. Your permit may also be revoked if you can’t complete your studies within a reasonable and expected period of time. Please inquire in advance to find out specifics.

Applying for Your Residence Permit (Aufenthaltserlaubnis)

Remember to apply for your residence permit within three months of your arrival, at the very latest on the last day your entry visa is valid. This is Germany, so you will have to bring a lot of documents. And remember, the KVR is very busy. From experience, we recommend you get there when they open and bring something to read. Unfortunately, you may have to wait up to 2-3 hours.

Residence permit checklist

A completed form "Antrag auf Erteilung bzw. Verlängerung eines Aufenthaltstitels". It is available, without having to stand in line, at the Ausländerbehörde in various languages.

1. A valid passport.
2. A valid student visa, if from countries where required.
3. 1 passport photo (see passport photos).
4. Proof of enrolment/matriculation at LMU Munich. Either your provisional or permanent LMU Munich student identification from your enrolment papers.
5. Proof of health insurance (see insurance).
6. Confirmation of registration of your local address ("Anmeldebestätigung").
7. The required fee, up to EUR 60 depending on length, and EUR 15-30 for extensions.
8. Proof of financial support or at least minimum adequate resources ("Finanzierungsnachweis"). The legal minimum rises each year but is currently around EUR 7000 per year. Forms of proof include:
9. Proof of a fellowship or scholarship award by a German organization or an organization recognized by the German authorities.
10. A bank statement from a savings account indicating that you have funds in the amount of one year's financial support.
11. Presentation of a commitment to pay ("Verpflichtungserklärung") according to 84 AuslG. More information at the KVR.

Where to Apply for Your Residence Permit

Kreisverwaltungsreferat (KVR), Amt für Ausländerangelegenheiten
Rupertstr. 19
803337 Munich
Subway line (U-Bahn) U3 or U6, Poccistraße station
Bus line 31, Poccistraße stop

Special offices for foreign students:

Surnames beginning A – F, room 1052, Phone:+49 (0) 89/ 233 23016 or 233 23193

Surnames beginning G – O, Q, U, room 1048, Phone: +49 (0) 89/ 233 23327 or 233 20544

Surnames beginning P – Z (except Q, U), room 1047, Phone: +49 (0)89/ 233 22894 or 233 20830

Office hours:

Monday - Thursday 8am-12am, Friday 7am-12am

Extended hours Tuesday 2pm-6:30am, Tuesday mornings only by appointment

Wednesdays closed

<https://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen.html> Email: auslaenderbehoerde.kvr@muenchen.de

4. Health Insurance

Foreigners will notice that Germany places a lot of importance on all matters concerning insurance. For students, the main concern is medical insurance. It is mandatory for all people living in Germany, which, logically, includes you. For other types of insurance such as personal liability insurance (**which we strongly recommend!!**) inquire at an insurer in your home country or at a German insurer when you arrive here.

You can find more information about health insurance below and here:
<https://www.studentenwerk-muenchen.de/en/international/international-students-in-munich/in-preparation/insurance/>

Some of the many German insurers:

AOK: <https://aok-on.de/studierende/foreign-students-information.html>

BARMER: <https://www.barmer.de/en/insurance-premiums/insurance/insurance-for-students>

DAK: <https://www.dak.de/dak/mitglied-werden/health-insurance-1283602.html>

KKH-Allianz: <https://www.kkh.de/other-languages/willkommen-bei-der-kkh-englisch>

TK: <https://www.tk.de/tk/faq/s-english/students-from-abroad/199676>

... and many more!

Students from EU countries

You can ask your home insurance if there are contracts which allow you to use your insurance in EU-countries.

Students from non-EU countries with social security treaties with Germany

There are some countries like Switzerland, Turkey, Tunisia and the former Yugoslavian states that have social security treaties (“Sozialversicherungsabkommen”) with Germany. If you come from one of those countries and are insured there you may qualify for an exemption from having to get German medical insurance, if the coverage is comparable.

Students from other non-EU countries

All other students will probably have to be insured in Germany, whether you have insurance in your home country or not. If you are insured at home, it is possible under certain conditions to get a waiver from German medical insurance. However, the conditions are strict, and students usually report that they haven't had any success.

As PhD Students are not counted as "students" you will most probably need a German private insurance, which will cost you about 100-150 Euro per month. We recommend you to talk to your home insurance and if this cannot be transferred inform yourself concerning a German private insurance here: <http://www.mawista.com/en/>

For more information, please visit:

<http://www.tum.de/en/studies/application-and-acceptance/mandatory-health-insurance/>

Students who are receiving a scholarship:

If you are receiving a scholarship will most probably need a German private insurance too.

Starting your life in Munich

1. Welcome to Munich!

Munich was cited by the New York Times as the "World's Most Liveable City" and a Newsweek rated it as one of the "Ten Most Dynamic Cities" in the world. The third largest city in Germany and located within an hour's travel of the Bavarian Alps, Munich offers an exciting blend of high-tech industry, cosmopolitan city life and recreation possibilities.

Check out what is going on in and around Munich at:

<http://www.muenchen.de/int/en.html> and <http://www.munichfound.com/>

2. MVV

The "Münchner Verkehrsverbund", Munich's public transportation authority, offers an extensive and very reliable public transportation network of buses, trams, subways (U-Bahn) and suburban trains (S-Bahn). The inner-city part is called the MVG. You will find complete details in multiple languages on connections, prices, timetables, route planning and everything else on their website: <http://www.mvv-muenchen.de/en/>

Semesterticket

As an LMU student, you will have to pay 66,50 € as part of a student fee towards a semester ticket, allowing you to use Munich's transport system (U-Bahn, S-Bahn, Tram) the entire weekend, on public holidays and during 6 pm - 6 am on workdays. This fee is already included in the fee you pay for the enrolment. Your green LMU student ID card counts as a ticket, as it has the MVV symbol printed on it. Since the LMU student ID has no picture on it, always have a photo ID with you to validate your ticket.

If you intend to travel around a lot, you will have the opportunity to increase the areas covered by your “Semesterticket” so that you are allowed to use the public transport system at any time, any day of the week for one entire semester. This “Isar Card Semester” costs additionally 193 €. You’ll find ticket stations at many subway stations where you can buy the larger version. We recommend you to carefully think about it as you get quite far with the basic package. Think of how far away you live from the campus.

MVG Service Center – Main Central Station

(Mezzanine of the S- and U-Bahn stations)

Monday – Friday 8am – 8pm & Saturday 9am – 4pm

Tel.: 0800 / 344 22 66 00 (Mo – Fr)

MVG Service Center – Marienplatz

(Mezzanine of the S- and U-Bahn stations)

Monday – Friday 8am – 8pm & Saturday 9am – 4pm

Tel.: 0800 / 344 22 66 00 (Mo – Fr)

3. Passport photos

You can get cheap passport photos (about 5,00€) at all big train stations (Hauptbahnhof, Marienplatz, Ostbahnhof, Stachus/Karlsplatz). There are machines where you can have a seat inside and take a photo right away which is printed out directly thereafter.

4. Looking for apartments

As in other major European cities, finding housing can be difficult and trying, especially near universities. In case you do not have the opportunity to look for an apartment or house before your departure, you should arrange for temporary housing, for example at a hostel, for the first few weeks. If you are bringing family, we strongly advise finding an apartment in advance. There are several ways of looking for housing:

You may apply for student housing via the “Studentenwerk München”. Please note that there are rather long waiting lists (1-5 semesters depending on the location) for student apartments, but it may be worth it to sign up, since these accommodations are very inexpensive. During the summer term you can apply for a room raffle for contracts beginning in October. Also check out the private housing offered by the Studentenwerk, where people do offer their private flats. See the website for more details: <http://www.studentenwerk-muenchen.de/en/accommodation/>

You can check the advertisements for rentals in one of the local newspapers both in the print and online editions (eg. Süddeutsche Zeitung, AZ Abendzeitung, Münchner Merkur). You can also place your own ad. The weekly “Kurz und Fündig“ consists of classifieds in which people offer and look for all kinds of things (available both as print and online editions, but better especially for housing is the online edition www.quoka.de). Look especially for ads announcing a *Studentenzimmer* (student room), a *Wohngemeinschaft*, abbreviated as “WG” (shared apartment or house) or depending on the size of flat you are looking for 1-Zimmer Wohnung (here in Germany the kitchen and the bathroom is not counted as room but all the others are, so in this example it means you get a flat including kitchen, bathroom and one extra room). Please bear in mind most rooms/ flats are rent unfurnished, so you have to buy furniture.

Very commonly, you also find adverts for rooms in WGs on bulletin boards (called *Schwarzes Brett*) at various public places around the university (such as in front of the main cafeteria or in the halls of individual institutes). Here you can look for notices or put up your own. Note that only the person who retains the agent has to pay the commission.

If you have a working contract with Klinikum Großhadern you also have the possibility to apply for:

Rooms/apartments at Klinikum Großhadern: <http://www.klinikum.uni-muenchen.de/Stellenanzeigen/de/kat-pflege/bewerberinformationen.html>

Or

Apartments/Flats from Bayerischen Versorgungskammer, due to a specific cooperation: <http://www.versorgungskammer.de/portal/page/portal/wwwbvk/de/index.html>

Agents and listing offices

The most expensive way to find an apartment is to use the services of an agent. Their fee is usually two months' rent – only a good investment if you are planning a long-term stay. It is advisable only to enlist real estate agents who are members of the Ring Deutscher Makler (indicated by the token RDM in their name).

Like other university towns, Munich has offices that provide listings of furnished rooms or rooms in a WG available for short periods as well as of persons looking for such rooms. You can get addresses for these offices and websites from the International Office or your host institute.

Here are some addresses, which can help:

<http://www.studenten-wg.de/>

<https://immobilienmarkt.sueddeutsche.de/>

<http://www.wg-gesucht.de/>

<https://www.immobienscout24.de/>

<https://www.immowelt.de/>

<https://www.ebay-kleinanzeigen.de/s-wohnung-mieten/c203>

+ don't forget Facebook or other social media platforms as a search tool, there are many apartment-hunting groups that you can easily find (e.g. type: "WG München"...))

5. Banking

After you have found housing or at least a temporary local address, the next thing to do is open a bank account. This is crucial because large payments in Germany will usually be done by bank transfer, called an *Überweisung*, not check (cheque) or cash. You need the account early on to transfer your first rent payment, your security deposit (*Kaution*) and your *Studentenwerksbeitrag* (student services fee) to register or re-register.

With your account you may also set up a *Dauerauftrag*, an automatic monthly transfer agreement, to pay your rent. Most students do. For utilities and the telephone, on the other hand, you are likely to be asked to supply bank account information and sign an *Einzugsermächtigung*, permission for the utility service to automatically withdraw the amounts you're billed for. It's common and quite safe and, like the *Dauerauftrag*, can save you a lot of headaches.

However, you will find in Germany that you can often only use cash for most small transactions like grocery shopping and buying coffee.

A regular checking account is called a *Girokonto*, a savings account is a *Sparkonto*. You can pick up your bank statement, called a *Kontoauszug*, on a daily basis. They are usually mailed to you on a monthly basis as well, which may cost a fee. Most banks have both printers for statements and cash machines available in their entryways, accessible 24 hours a day. Nowadays they all offer online and telephone banking services as well.

Make sure...

...the bank you choose exempts students from routine fees (most do), and that it doesn't charge extra for using its cash machines. Also, if you plan to bring your own funds, check with your bank in your home country before you leave about exchange rates and transfers from there.

6. Electricity

In Germany, electronic devices run at 220 – 230V with a frequency of 50 Hz. Please make sure that your plugs fit a type C or type F socket, or consider purchasing an electronic adapter before your arrival.

7. Phone

Call Shops: A cheap way to make long-distance phone calls is using the Call Shops near to the university campus or at the main train station Hauptbahnhof.

Cell Phones: Most providers offer 2-year contracts with rather strict deadlines for cancelling the contract (usually at least 3 months before the end of the contract). Of course, you can also check with your current cell phone provider if it would be financially feasible to change your current contract accordingly. Since 06/2017, no roaming fees can be charged anymore in the EU from EU bases cell phone providers.

Prepaid Cards: There is a huge variety of pre-paid card options available in most drug stores (DM, Müller, Aldi, Lidl etc.).

8. Problems

General problems: Please do not hesitate to contact us.

Problems at work: We are always happy to help, however, if you feel that the problem is too big, or we are not the right addressee; you may also make an appointment with our ombudsman or Women's Representative (both are neutral, independent, confidential, and informal students' counselors who can help resolve sensitive issues and conflicts):

Mario Wulliman: <http://www.gsn.uni-muenchen.de/people/management/wullimann/index.html>

Conny Kopp-Scheinflug: http://www.gsn.uni-muenchen.de/people/management/kopp_scheinflug/index.html

9. Medical Issues

English-speaking doctors and medical care services: The GSN cannot recommend specific doctors, but there are numerous online communities with lists of English (or other language) speaking doctors.

- Note: Without health insurance, you have to pay the doctor in cash or by credit card. Please remember to bring your health insurance card with you or a copy of your policy
- **Resource concerning reproductive rights: www.profamilia.de**
-

Emergency Medical Service (for **minor injuries and illness)**

- **KVB-Bereitschaftspraxis Elisenhof**
Prielmayerstr. 3
80335 München
Tel. 116 117
Internet: <https://www.kvb.de/>
Mo, Tu, Th: 19:00pm – 23:00pm
We, Fr: 14:00 pm - 23:00 pm
Sa, Su: 8:00 am - 11:00 pm

10. Medical/Psychiatric Emergencies

Fire Dept/Ambulance: Dial 112 on any telephone

- **Klinikum Schwabing (for major injuries and illness, 24 hours)**
Klinikum München
Kölner Platz 1
80804 München
Tel.: 089/ 3068 - 0
Fax: 089/ 3068 - 3770
Internet: <https://www.klinikum-muenchen.de/krankenhaus/schwabing/>

- **University Clinic Großhadern (for major injuries and illness, 24 hours)**
Marchioninistr. 15
81377 München
Tel.: 089/ 44000
<http://www.klinikum.uni-muenchen.de/International-Patient-Office/de/index.html>
- **Psychiatric Crisis Service** (24 hour hotline/arranges quick help):
Tel: 0180/6553000
Web: <http://www.krisendienst-psychiatrie.de/>
- **Psychiatric Crisis Unit** (24 hour service)
Das Atriumhaus München
Bavariastr. 11
80336 München
Tel: 089 7678-0
Web: <https://iak-kmo.kbo.de/index.php?id=523>

11. Psychological concerns

For those who have a contract at the LMU

Ellen von Rebeur-Paschwitz. Diplom-Psychologin/Psychologische Psychotherapeutin
Beratungsstelle beim Betriebsärztlichen Dienst der LMU
Zimmer 019
Goethestr. 31,
80336 München.
Tel.: 089/ 2180-73913; E-Mail: Ellen.RebeurPaschwitz@med.uni-muenchen.de

For those who have a contract at Klinikum Großhadern:

Melanie Postler

Stabsstelle Betriebliche Sozialberatung & Konfliktmanagement (BSB & KM)

Campus Großhadern
Heiglhofstraße 55/ App036/ EG
81377 München
GRH: 089-4400-72124

Campus Innenstadt
Pettenkoferstraße 8/ 1.Stock/ Zi:I1.02
80336 München
INN: 089-4400-53508

Melanie.Postler@med.uni-muenchen.de

For all students

Psychosocial and Psychotherapeutic Advice Service provided by Munich's Studentenwerk
(for free, problems concerning your student or personal life, 100 % anonymous)

Helene-Mayer-Ring 9
80809 München
U3 Olympiazentrum

Tel.: +49 89/ 357135-40

Opening hours: Monday – Friday 9:00am – 12:00am

Registration by telephone or in person

<http://www.studentenwerk-muenchen.de/en/our-advisory-network/psychosocial-and-psychotherapeutic-advice-service/>

12. General resources and medical information for the LGBTQ community

The Sub: non-profit counseling and community center

<https://www.subonline.org/>

Café Regensbogen: general community space, additionally provides support for LGBTQ health especial AIDS/HIV resources:

<https://www.muenchner-aidshilfe.de/home.html>

Leisure activities

1. Sports

Outdoor activities

Munich has a lot of large parks, such as the English Garden, the Olympic Park or the Luitpold Park. These green areas are great for jogging, playing soccer or other outdoor activities.

Hiking/ Skiing/ Visiting the Alps

Due to Munich's close location to the mountains it is also possible to go to the mountains for a day trip by train (depending on your destination use the Bayerische Oberlandbahn also called BOB or trains from the Deutsche Bahn (DB), more information via <http://www.bayerischeoberlandbahn.de> or <https://www.bahn.com/en/view/index.shtml>. Probably the cheapest way to get there is the Bayernticket, which allows up to 5 people to use nearly all trains in whole Bavaria for one day which also good for visits to the cities in Bavaria as well as a trip to Salzburg or Ulm. Online is also a facebook group "Bayernticket Salzburg-München".

In winter there are quite often good offers for a combination ticket including train and ski pass, for example the *Werdenfels-Ticket*.

Biking

Munich is an excellent city for biking. Bikes can be rented for day trips (Radverleih i. HBf., Hauptbahnhof), or you may want to look into buying a used bicycle (Secondhand Sports, Nymphenburger Straße 25). See also: <http://www.radiustours.com/en/>

ZHS

If you want to do some sports regularly, the best way is to book a course via the zhs (www.zhs-muenchen.de or you can get a print version of the program at the GSN office). The ZHS is a program offering courses in many different kinds of sports (from ball sports, different dance styles to Yoga and Skiing) for university students. Most of the courses take place once per week while term, but some of them are also just a day or a weekend trip (especially skiing, sailing and climbing). You have to apply for the courses in beginning of each term and pay a small fee. Note that those courses are very popular, so it is best to sign up **as soon as possible**. You also need a *Semestermarke* (student pass) to be able to participate the courses and to enter the ZHS area (it is checked every time you enter, if you do not have it with you, you cannot access the area). There are 4 types of different student passes that differ in price and access permissions: “*Marke H*” – basics; “*Marke S*” – swimming, “*Marke K*”- climbing, “*Marke F*”- specific (advanced) courses.

Swimming

There are a variety of excellent public swimming halls and outdoor pools all around Munich, for example the Olympic Swimming Hall (Coubertinplatz 1). The regular entrance fee is 5,20€ for 3 hours. The ZHS student pass *Marke S* includes entrance to the pool. For an economic alternative, entrance fees are reduced for early (before 9:30 am) and late swimmers (after 9:30 pm). Also look at the SWM Munich website for a full listing: <https://www.swm.de/english/m-baeder.html>

There are also many lakes close to Munich that are definitely worth visiting.

Sauna

The swimming halls are usually combined with a sauna facility. The regular entrance fee for the sauna at the Olympic Centre (Coubertinplatz 1) is 14,60€ for 4 hours. After 8:00 pm the entrance is reduced to 9,90€.

Squash

One possibility would be the “Squash & Fitness Schwabing” at Winzererstraße 47 b. A squash racket may be rented for 2,50€ and the entrance fee for students is 4,00 -7,00€ for half an hour. (www.schwabing.squashevent.de)

Gym

For most gyms, a membership of several months is required. Some centers offer tickets in packets of ten, which can be shared by several students. For example, such a ticket packet costs 85,00€ at the Squash & Fitness Schwabing (Winzererstraße 47 b). See also: http://www.squashevent.de/Squash/Squash_Home.html There are also numerous “discount” gyms in Munich such as McFit, Fitstar and others.. Look online for special deals.

Tennis

One possibility to play tennis is at the courts of Olympic Centre (Spiridon-Louis-Ring 21), where tennis rackets may be rented. The prices vary between 8,50€ and 14,00€ depending on the time of day and which day of the week. You should make a reservation beforehand by calling (089/ 30672690). See also: <http://www.olympiapark.de/de/sport-freizeit/outdoor/tennis>

2. Cultural activities

There are numerous facilities for various forms of cultural activities including cinemas (Kino), theatres, opera, cabaret, museums and concerts (<http://www.muenchen.de/int/en.html>). In most institutions students get discounts by showing their Student ID.

The Munich opera offers a program called *Junges Publikum* which allows students to purchase tickets for selective operas from a limited contingent (normally the tickets are for seats for one of the highest price categories, so you will have a very good stage view) at a unified price of 10,00€. The tickets will be sold two weeks prior to the performance at the box office to holders of a current student ID. But please note that you may only buy own ticket! (<https://www.staatsoper.de/jungespublikum.html>)

To see what is coming up and to book tickets have a look at <https://www.muenchenticket.de/>. Unfortunately they do not have an English homepage but you can reach English service operators via +49 (0)89/ 54 81 81 81).

If you want to go out and see Munich at night, go visit: <http://www.clubstars.net/>. If you go to restaurants, make sure you make a reservation in advance, otherwise you might not be able to have a table there.

Munich is one of the most frequented cities in Germany when it comes to music acts. <http://www.eventim.de/> and <http://www.ticketmaster.de/> are very good for finding out about concerts, festivals etc.

3. Religious Institutions in Munich

Christian Institutions in Munich:

<https://www.muenchen.de/themen/glaube-kirche.html><https://www.studentenwerk-muenchen.de/en/our-advisory-network/we-are-working-together-with-academic-societies/protestant-student-and-academic-societies-esgehq/>

<https://www.erzbistum-muenchen.de/ordinariat/ressort-4-seelsorge-und-kirchliches-leben/hochschulpastoral/khg-leo11>

Jewish Institutions in Munich:

<https://www.ikg-m.de/>

<https://beth-shalom.de/>

Islamic Institutions in Munich:

<http://www.islam-muenchen.de/what-is-mfi>

www.islamisches-zentrum-muenchen.de

Hindu Temples in Germany and Munich:

https://en.wikipedia.org/wiki/List_of_Hindu_temples_in_Germany#M%C3%BCnchen

Buddhism in Germany and Munich: <https://www.buddhismus-deutschland.de/basic-information-in-english/>

4. English Speaking Communities

Like in all big cities there is a big English speaking community in Munich. One of them is:

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

5. Language courses

We have special German Courses which take place once a week. (Please speak to the GSN Student Affairs Coordinator:).

Emergency Contacts

Police	110
Medical Emergency/Fire	112
Psychiatric Crisis intervention	089/ 7295960

Semester schedules

You can search for courses using the online course catalogue “**LSF**” (“Lehre Studium Forschung”). The current course listings can be accessed using the quick links on the upper right hand side of the GSN homepage. You can also download online material provided by your lecturer and so on using the LSF platform. Registration for courses generally can be done mid-to end of October or March for the respective semester. [!](#)

Winter semester:

October 1 – March 30 (lectures approx. mid-October through mid-February)

GSN Orientation Week with GSN poster session: generally held in the first or second week of October before lectures begin

Summer semester:

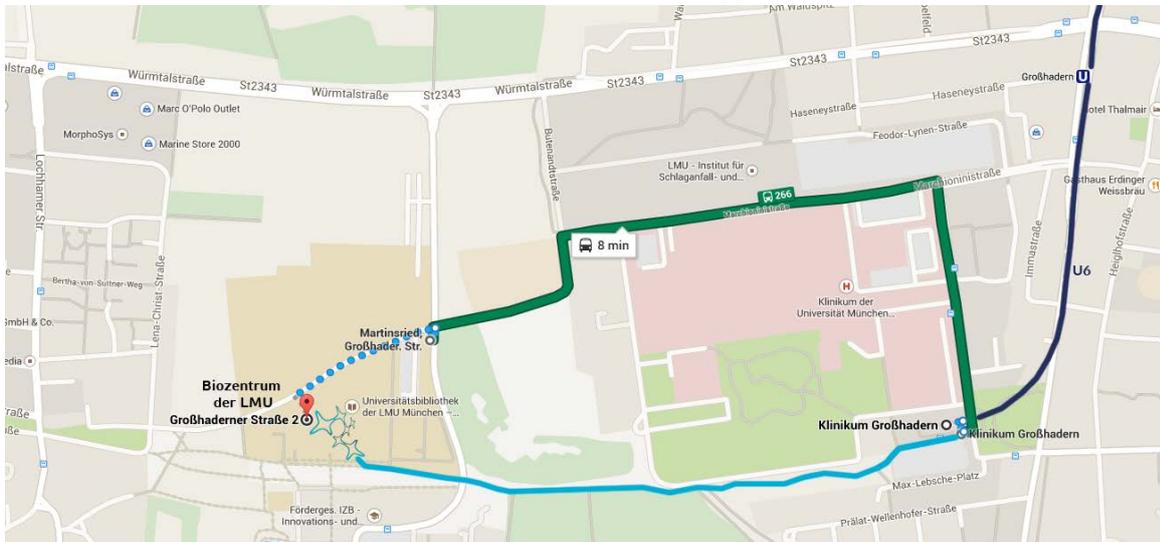
April 01 – September 30 (lectures approx. mid-April through mid-July)

GSN Retreat: generally in June or July of each year

For current semester dates see:

<http://www.uni-muenchen.de/studium/beratung/studienbeginn/vorlesungszeiten/index.html>

Graduate School of Systemic Neurosciences
 LMU BioCenter, Department Biology II Neurobiology
 Großhaderner Str. 2
 D-82152 Planegg-Martinsried



1 Take subway **U6** to the final stop **Klinikum Großhadern** and from there **Bus 266** direction **Planegg** (green line). Exit at LMU Martinsried.

2 Alternatively, take subway **U6** to the final stop **Klinikum Großhadern**, exit towards Klinikum, and **walk about 10 minutes** to the Biocenter parallel to the hospital fence (blue line).

