

Fact sheet

Dear postdocs at the BMC,

This document is thought to support you with useful information and helpful links and addresses, which might be of interest for those of you who are about to start a position at the BMC but also for those who have been associated with the BMC for quite some time.

If you have comments or additional facts, which should be included, please send us an e-mail:

postdocs@bmc.med.lmu.de

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1. Day care options

1.1. Biokids

The daycare biokids is located on Campus right next to the IZB building (Am Klopfersptiz 19b). They have a certain amount of Kindergartenplaces (starting at the age of 3 years) reserved for employees of the BMC.

If you are interested in placing your children there, please contact **Dr. Henrike Klinker** at the BMC. The first contact to the Biokids day care has to be initiated by her.

hklinker@bmc.med.lmu.de

For further information on the location and concept of the daycare please visit their homepage:

<http://www.biokids-martinsried.de/>

1.2. Kita am Campus

(ground floor of the big Mensa building)

Structure:

2 groups from 1 year until kindergarten age

1 kindergarten group (starting from 2.5 years to 3 years until school)

1 group for little ones below age 1

Open to employees of the LMU and students.

You can register once your child is born.

Opening hours:

Monday to Thursday 7.30 am to 6 pm

Friday 7.30 am to 5 pm

Contact:

Großhaderner Str. 6

82152 Martinsried-Planegg

Phone: 089 – 2180 – 74010

For further information, please check this link:

<http://www.studentenwerk-muenchen.de/studieren-mit-kind/unsere-einrichtungen/uebersichtskarte-kinderkrippen-martinsried/martinsried/>

1.3. Die Klopferspitzchen e.V.

(located close to the Max Planck Institute of Biochemistry)

Structure:

Small facility (parents' initiative) for 11 kids age 1 to 3.5

Opening hours:

Monday	8 am to 5 pm
Tuesday to Thursday	7.45 am to 5 pm
Friday	8 am to 3.30 pm

Contact:

Die Klopferspitzchen e.V.

Am Klopferspitz 14a

82152 Martinsried

Phone: 089-8578-2742

Management: Heidi Nöll

Email: klopferspitzchen(at)neuro.mpg.de

For further information please check this link: <https://www.klopferspitzchen.de/>

1.4. pme Familienservice GmbH (pme family service)

All employees of the LMU can use the consultation service of the pme family service. They offer consultation regarding childcare and they can connect you to babysitters, nannys and au pairs. Furthermore, they provide information on day-care centers (nursery, kindergarten and after-school care club).

In addition to personal consultation you can access several services (kita database for a search within a selected area, information on talks and chat consultation) via the LMU-specific pme portal "Mein Familienservice" (My Family Service). You can access it via LMU's portal for employees. Please note that you need your campus identifier to login.

The following services are free of charge for you (costs covered by LMU):

- consultation and placement services
- admission to pme family service lectures
- 30 days of backup childcare per calendar year and family

You have to pay:

- a charge for the placement of au pairs (200 Euro)
- a fee for the inhouse holiday programs at LMU
- the regular child care (i.e. babysitter, nanny, kindergarten)

For further information please contact

Eva Harter

Office for Equality and Inclusion

Leopoldstrasse 3

80802 Munich

Phone: 089 – 2180 – 5068

Email: Eva.Harter@lmu.de

1.4.1. LMU Inhouse Holiday program

At LMU, inhouse holiday programs for children from 3-12 years are offered in cooperation with pme family service. The holiday programs take place on Pentecost (Pfingsten) and during two weeks of summer holidays. In case Easter is during lecture time, there is usually an additional inhouse holiday program.

Parents have to pay a fee for the holiday program (two thirds of the costs are covered by LMU). The announcements for the holiday programs are sent via "Infodienst" and are listed on the Office for Equality and Inclusion's Website.

Please check here:

<http://www.frauenbeauftragte.uni-muenchen.de/kindwiss/beratungfamilienservice/inhouse/index.html>

1.4.2. Backup child care at „Münchner Kindl“

In emergency situations (e.g. illness of the regular care person or closing times of the regular care facility) you can use the backup facility "Münchner Kindl" (<https://www.familienservice.de/web/muenchner-kindl>) of pme family service. Each family has an allowance of up to **30 backup days per calendar year**. **The costs are carried by LMU.**

In the back up facilities of pme family service your children (from 0-12 years) can be looked after on short notice. Just give pme family service a call until 6 pm the day before the back up is needed.

„Münchner Kindl“ is located close to Marienplatz in Burgstrasse 6, 80331 Munich.



What do I have to do to use the services?

In order to use pme's services you need to fill out the certificate of eligibility (Berechtigungsschein) and get it signed and stamped by your supervisor or department.

Please note that the certificate of eligibility is valid for 180 days from the date of issue. After expiry a new certificate of eligibility has to be submitted.

Further information and download of the certificate of eligibility here:

<https://www.lmu.de/en/about-lmu/working-at-lmu/additional-services/diversity/being-family-friendly/index.html>

Go to “**emergency care for children of LMU employees**” (quite at the bottom of the page). You need your “campus-Kennung” to get access to the information and the certificate of eligibility.

Contact:

pme Familienservice München

Theresienhöhe 13a

80339 München

Phone: 089 – 544 – 794 0

Email: muenchen@familienservice.de

Toll-free hotline of the pme family service in case you need emergency child care:

0800 80 100 70 80

2. Eltern-Kind-Raum at the BMC (baby change)

There is a baby change room in the lecture building located left of the BMC library (ground floor, room N00.050). The room is equipped with a baby changing table, a chair for nursing and some toys.



To enter the room you need a code. The code can be obtained from the scientific manager of the BMC Dr. Henrike Klinker.

Contact:

Dr. Henrike Klinker

hklinker@bmc.med.lmu.de

3. Booking seminar rooms in Building N

Contact Email:

hoersaalservice.gh-m@verwaltung.uni-muenchen.de

Mrs. Sung, Mrs. Kufner or Mrs. Siebzehnrübl will help you in placing the reservation within the LMU room-Booking system.

4. Mensa and other interesting places for lunch

On Campus Martinsried there are several options to buy food and beverages: the Mensa, the StuBistro in the lecture building and the coffee bar at the Biozentrum. At the Mensa and the StuBistro you can only purchase things with the so-called **Legic card**. At the coffee bar in the Biozentrum you can also pay with cash.

Here you find information on all the Food-offers of the Studentenwerk in Martinsried and the neighboring Campus Großhadern:

<https://www.studentenwerk-muenchen.de/mensa/standorte-und-oeffnungszeiten/martinsried-grosshadern/>

**The Legic card is available at the service point in the foyer of the Mensa:
Service-Büro Mensa Martinsried**

Opening hours: Mo - Fr 11.00 am - 1.15 pm

You need to bring a confirmation of your PI, which states that you are employed at the BMC.

The weekly menu of the Mensa is provided here:

http://www.studentenwerk-muenchen.de/mensa/speiseplan/speiseplan_412_en.html#heute

The weekly menu of the StuBistro is provided here:

https://www.studentenwerk-muenchen.de/mensa/speiseplan/speiseplan_415_en.html

In addition, there are **vending machines** for drinks, snacks and ice cream in the lecture building (Building N of the BMC) or in the entrance area of the Mensa where the **Legic card** is also required.

“The Bowl”

Food Lounge at the IZB Campus (Innovation and Start-up Center for Biotechnology) which is about a 5 minute walk away from the BMC

“Vorort”

Open Monday to Friday 11:30 am to 3 pm. Each meal is served with a fresh salad.

<https://www.vorort-neuried.de/standorte/vor-ort-martinsried/>

5. IT-issues

First point of contact in case of IT issues is the "EDV-Beauftragte" in your department. If you do not have the respective contact yet, please ask your PI or the department's secretary.

The BMC IT team provides second level support:

Please check this link if you encounter IT problems:

<https://www.en.bmc.med.uni-muenchen.de/infrastructure/it/index.html>

IT download page:

<https://www.bmc.med.uni-muenchen.de/infrastruktur/edv-services/downloads/index.html>

Contact BMC IT team:

it@bmc.med.lmu.de

6. Introduction to CAM (animal facility)

To use the core facility animal models (CAM) you need to receive an introduction to the facility in general as well as safety instructions.

Genetic engineering instruction and Ticket@lab introduction are mandatory, safety instructions have to be renewed every year.

Here you find more information on the CAM core facility:

<https://www.cam.bmc.med.uni-muenchen.de/index.html>

If you have any question regarding the CAM, contact:

VETservices@bmc.med.lmu.de.

7. Service portal of the LMU

Here you find the Service portal:

English version:

<https://www.serviceportal.verwaltung.uni-muenchen.de/internationals/index.html>

German version:

<https://www.lmu.de/lmu-intern/angebote-beschreibung/serviceportal/index.html>

Here you find the log in to the service portal and how to apply for your “Campus-Kennung”:

https://login.portal.uni-muenchen.de/login_neu/profile/SAML2/Redirect/SSO?execution=e2s1

in the category “meine Angebote” (on the top of the page, unfortunately in German on both versions of this page...) → “Mobilität” you find information on how to get a discount when buying an “Isar Card” ticket for public transportation (please see also below)

8. Ticket for public transportation

If you use the subway/busses/suburban trains on a regular basis the “IsarCardAbo” is recommended.

There is an option to get special discount on several types of tickets if you are employed by the LMU. You find all information in the category “meine Angebote” (on the top of the page) → “Mobilität”:

https://login.portal.uni-muenchen.de/login_neu/profile/SAML2/Redirect/SSO?execution=e2s1

If you do not want to apply for the job ticket version, you can order the Abo-Ticket online (unfortunately in German only, when you switch the page to English you can get information and buy several types of tickets which are suitable for short visits to Munich but you cannot order an AboCard):

<https://redaktion.mvv-muenchen.de/tickets/zeitkarten-abos/onlineantrag-abo/index.html>

Service centers, where you can buy the Isar-Card are at:

Hauptbahnhof

Ostbahnhof

Marienplatz

Holzkirchen

Here you find opening hours and exact location of the different centers:

<https://www.mvv-muenchen.de/tickets/service-verkaufsstellen/index.html>

here you find pdfs of the different zones for the Tickets and many other useful information including the different suburban trains and subway lines:

<https://redaktion.mvv-muenchen.de/plaene-bahnhoeefe/plaene/index.html>

9. Registration of Residency

If you are moving to Munich and your stay will be longer than 3 months you have to register your address within two weeks of your arrival. You also have to report any change of address within the City of Munich (i.e. you stay in temporary housing after moving and then change into another apartment).

Use the link below to find out more:

<https://stadt.muenchen.de/infos/residence-registration>

10. Special deals with different companies if you are employed by LMU

There are some special offers for LMU employees, i.e. reduced prices on tickets for shows in **theaters**, special offers for memberships in **fitness** centers or for the car sharing “**Share Now**”

For further information, please check here:

<https://www.lmu.de/de/die-lmu/arbeiten-an-der-lmu/zusaetzliche-angebote/mitarbeiterangebote/index.html>

11. Funding options

11.1. Grant office LMU

Please check this link to get information on support and advice on third-party funding

<https://www.lmu.de/en/research/research-services/index.html>Other

11.2. FöFoLe:

This is a special program for medical students doing laboratory work to achieve their doctorate. Accepted students get paid 861 Euro per month for one year. The applying supervisor must be “habilitated” or have a habilitated colleague as supporter for the project. If the project is accepted and a doctoral student really starts working on the project, supervisors will receive 6000 Euro for chemicals or to travel to a meeting etc. (not much, but might help a little bit).

For further information, please check here (unfortunately in German only):

<https://www.med.uni-muenchen.de/forschung/foerderprogramme/foefole/index.html>

11.3. Friedrich-Baur-Stiftung:

This grant allows funding of up to 10.000 Euro per person. Only 2 people from a department (Faculty of Medicine, including BMC) can apply per year (it is possible to apply multiple times). The funding is for senior postdocs (or young PIs) for pilot projects, or projects that will allow them to develop an independent research plan, for co-funding for certain equipment but also for a 3-4 month stay in a different institution to learn a new technique etc. (but not for conferences, salaries or projects already funded via DFG or other funding institutions). Usually the deadline is somewhere at

the beginning of February each year and the departments should get a letter about this together with the application specification from the dean of the medical faculty. All is in German but the application can be written in English. The application has to be sent via post together with all the required attachments/documents (no online application). Takes up to 4 months until applications are reviewed and decision is sent.

For further information please check here:

http://www.klinikum.uni-muenchen.de/Friedrich-Baur-Institut/de/institut/friedrich_baur_stiftung/

for further information contact:

Helmut Hall
Wissenschaftliches Sekretariat der Direktion
Medizinische Klinik Innenstadt
Ziemssenstr. 1
80336 München
Fax 089/4400-54403
helmut.hall@med.uni-muenchen.de

11.4. Postdoc support Fund

<https://www.med.uni-muenchen.de/forschung/foerderprogramme/postdoc/index.html>

You can apply for funding to travel, Gold open access publication support or financial support to improve compatibility of family and work. Deadlines for application are in April, August and December. Please check webpage for exact dates.

11.5. Bavarian Gender equality Grant

https://www.frauenbeauftragte.uni-muenchen.de/foerdermoegl/lmu/equalitygrant_bgf/index.html

12. German language course

The **International University Club** (IUCM) offers language courses each semester, under the authority of the LMU International Affairs Office.

Please check this website for further information:

<http://www.begleitkurs-deutsch.de/en/>

13. Further links to helpful pages of the LMU and others

13.1. The **Intranet** of the BMC as well as the **list of people** at the BMC

<https://collab.lmu.de/display/BMC>

https://collab.lmu.de/display/BMCintern/BMC_Personen

13.2. **Forschungsportal**

<https://forschungsportal.med.uni-muenchen.de/>

here you find information on interesting **events** like seminar or workshops, **facilities** of the medical Department (like Microscopes, Flow cytometry, sequencing etc.), **funding options** and a lot more!

If you wish personal contact:

PD Dr. Hendrik Ballhausen

Leiter und Wissenschaftlicher Referent
Telefon 4400 – 54605

Hendrik.Ballhausen@med.uni-muenchen.de

Dr. Elisabeth Bießlich-Keller

Stellvertretende Leiterin
Telefon 4400 – 54606

E.Keller@med.uni-muenchen.de

Dr. Dorothee Hodde

Wissenschaftsmanagerin
Telefon 4400 – 54620

Dorothee.Hodde@med.uni-muenchen.de

13.3. **Open Science center of LMU**

<https://www.osc.uni-muenchen.de/index.html>

13.4. **Rolf Becker-Preis**

<https://www.med.uni-muenchen.de/forschung/foerderprogramme/becker-preis/index.html>

13.5. Useful pages if you are looking for an apartment

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

<https://www.immobilienscout24.de/>

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

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