



A Guide to Munich, the LMU and the Evolution, Ecology and Systematics Program

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Living in Munich

About the city

As an EES student, you will be spending two years in one of Germany's most popular travel destinations, a place full of history, culture and entertainment, with endless possibilities of what to do and see in your spare time, varying from a visit to one of Munich's several museums or a lazy Sunday in the Englischer Garten (one of the world's biggest city parks).

Around Munich, you will also find several places to visit – be it Schloss Neuschwanstein (built by Ludwig II – also known as “Mad King Ludwig” – and inspiration for Sleeping Beauty's castle), Dachau (a concentration camp built during World War II) or the Chiemsee, Bavaria's biggest lake and a popular recreation area.

Although Munich is one of the most expensive places in Germany, people enjoy living here. You will soon realize that people living are very relaxed, open-minded and enjoy life a lot. Especially in summer, you will see people gathering in beer gardens, along the Isar or in cafes in the pedestrian zone. And if you ask to join a table in a crowded place, you will hardly ever hear a “no”. Who knows, you may even have new friends by the end of the day.

Bank accounts

Most of our EES students open bank accounts at the Deutsche Bank and are quite happy there. The main reason for choosing this bank, is that it is the only bank in Germany which allows you to open a so-called “blocked account” (see “**Registration and residence permit**” for further information on this). In the end, it doesn't matter which bank you choose. When opening a bank account, keep in mind to definitely take your passport. Some banks (like the Deutsche Bank) offer student accounts, which are then free of charge. So it is always good to take your letter of acceptance or your matriculation papers when doing this, as proof that you are or will shortly be a student. Also, if you have a scholarship, it is sometimes helpful to bring your scholarship papers with you.

Public transportation

Travelling in Munich

The MVV IsarCard Semester ticket is offered to students from different Universities and schools within Munich including the LMU. The Semester ticket costs 146.50 € and allows you to travel 24/7 in the entire MVV network for 1 semester (October 1 – March 31st for the winter semester).

IsarCard Semester Ticket (for Students). More information can be found at: <http://www.mvv-muenchen.de/en/tickets-fares/tickets/school-and-higher-education/mvv-semesterticket/index.html>.

Travelling outside of Munich

There are several methods of travelling outside of Munich that are affordable and convenient.

'**Mitfahrgelegenheit**' or **car sharing** is a common way to travel for very cheap to other cities in Germany and Europe.

(See: <http://www.carpooling.co.uk/> or <http://www.blablacar.com/>)

Bus companies also offer cheap tickets to major cities.

(See: <http://en.busliniensuche.de/?city=muenchen>, <https://www.flixbus.com/>,
<https://www.eurolines.de/en/home>)

The most convenient and quickest way of travelling is by **train**, however tickets are generally expensive. A way to get around these high prices is by checking out travel companies that offer cheap, last minute (1-2 days before) train tickets. Otherwise, the **Deutsche Bahn** (DB) offers a 'Quer-durchs-Land' (Across the country) ticket for a reasonable price.

(See: <http://www.ltur.com/de/bahn.html?omnin=TopNavi-DB> and
http://www.bahn.de/p_en/view/index.shtml)

For maps on the Munich transportation system, as well as the location of the BioCenter, please go to the back of the guide.

Registration & residence permit

In Germany, it is necessary to register everyone who has moved to a new city. Here in Munich, both the registration and the issuance of your residence permit will be done at the "**Kreisverwaltungsreferat**" (KVR). The registration is a fairly short and painless procedure, as you only need to fill out a form and bring your passport to the "**Meldebehoerde**". It is also a necessary procedure, as this then enters you into the system, which the people of the "**Auslaenderbehoerde**" (immigration department) then access in order to be able to issue you your residence permits. To apply for a residence permit, you need to bring the following documents:

- passport
- 1 biometric compatible passport photo
- enrolment papers
- proof of health insurance
- proof of sufficient funding

Please be aware of the following fact: when you apply for your visas, they are valid for **THREE MONTHS** from the date they were issued (NOT date of entry into the country!!). In order to receive a residence permit, you need to be enrolled at the university. So, for example, if you apply for your visas in August and the date of issue is September 1st, they will be valid until November 30th. As the registration period is around the beginning of October, you will still have two months before your visa expires, in order to apply for your residence permit. If you start the visa application process sooner and the date of issue were to be July 1st, then your visa would expire before we could enrol you at the university. As stated above, you cannot apply for a residence permit, without being enrolled. It is a somewhat vicious cycle, but one that can be dealt with when keeping all this information in mind.

If you **DON'T** have a scholarship and are **NOT** an EU student, you need to be aware of the fact that you will need to provide proof of financial support during your stay in Germany (no proof, no residence permit). This “proof” comes in two different forms and is dependent on your country of origin. Detailed information about this can be found on http://www.en.uni-muenchen.de/students/int_student_guide/life_in_munich/legal_requirements/permit/index.html.

Please also note: the rules and regulations for the residence permit have changed. Now, all non EU citizens have to have their fingerprints saved on the chip located on their residence permit. As this is now a governmental issue, this process can take up to **8 weeks**. Keep this time-frame in mind, when applying for your permit!

University issues

Acceptance letters

At the LMU, we issue two acceptance letters – the EES acceptance letter and the official LMU acceptance letter.

At EES, we can issue you your acceptance letter fairly soon after you have been accepted into the program, so that you can start potential visa application processes.

The International Office – who receives all the certified copies of the documents you need to send as soon as possible, after having been accepted into the program – is responsible for issuing you your official LMU acceptance letter. You will need this letter when you come to Munich, as it is **essential** for the registration process.

Accommodations

Finding accommodations in Munich can be extremely difficult and time consuming and it is important to be persistent. The chance of finding a place to live from outside of Munich is very slim, especially for non-German speakers. Here is some information to make the search easier.

Where to look for housing:

Studentenwerk Munich

This is the best place to start to find information online about student residences and private housing.

(see: <http://www.studentenwerk-muenchen.de/en/accommodation/>)

Tips:

- It is worth putting yourself on the waiting list for student residences, even if the waiting period is long. Often spaces become available within a shorter period.
- The private housing offers from the Studentenwerk are updated often and are one of the most effective ways for students to find housing. Check frequently!

Technical University of Munich (TUM)

The TUM is distinct from the LMU, and also offers general information on student housing open to all.

(See: <http://www.tum.de/en/university-life/accommodations/find-and-advertise-flats/>)

Real Estate Companies

There are many real estate companies that may be helpful in finding housing (e.g. www.immobilienscout24.de). Note that most websites are in German, and that an agent's fee may apply.

Other places to search or advertise:

- Newspapers
- Campus billboards, for example in campus cafeterias
- LMU Facebook page
- Post your own ad with a description of yourself and contact information (see bullets above).

What to be aware of while searching

The International Student Guide on the LMU website provides helpful explanations for words and abbreviations you will often come across.

(See: https://www.begleitkurs-deutsch.de/content/EN/BK_Home)

Tips:

- Since the start of the semester is chaotic in terms of looking for accommodations in Munich, it is often better to take what you can get for the short term and continue searching. After the initial influx of students to the city, accommodations become much easier to find.
- When using public websites, be aware of fraud sellers. NEVER pay anything before you've seen the place personally. A general giveaway as to whether a seller or renter is a fraud is if they make many grammar mistakes and write that they are out of the country. It is always best to view a place personally or have someone you trust go for you.

Moving into a new place

It is important to note that once you've moved into a new place you must register your new address with the municipal authorities. This must be done at the Kreisverwaltungsreferat (KVR). If you are moving from an old place into a new place, the same applies. It is also important for mailing purposes that you report your new address with the postal service. A *Nachsendeantrag* can be requested from the Deutsche Post which allows them to re-route mail from your old address to your new one. It is suggested to get a *Nachsendeantrag* at least two weeks and a minimum of 5 business days before moving.

**For places closer to the BioCenter, look for rooms situated in “Hadern”, “Sendling”, “Westpark”, “Gräfelfing”, “Großhadern” or “Pasing”.*

University registration process

The registration process here at the LMU is a very bureaucratic procedure and only takes place in a pre-determined time frame usually two weeks before the semester starts. PLEASE NOTE that should you arrive in Munich **BEFORE** the registration period, you will not be able to receive student status, as you will not be able to register! This has several consequences – you will not be eligible for student transportation cards, you will not have access to the wireless internet at the university, you will not be able to apply for a residence permit, etc.

In order to register here at the university, you will need to bring several documents with you:

- your letter of acceptance (“**Zulassungsbescheid**”)
- **ALL** your **ORIGINAL** degree certificates and transcripts
- proof of health insurance
- passport
- online enrolment form

Letter of acceptance

You can bring both acceptance letters (EES and LMU) that you have received, but you **MUST** bring the official LMU one. It is the letter that gives a registration number (“Reg. Nr.”) under which all your documents are filed at the International Office.

Original degree certificates and transcripts

When the university states that they need “**ORIGINAL**” documents, they really do mean **ORIGINAL**. For the registration process, they do not accept certified copies at all. Please make sure that you bring these with you when you arrive in Munich! I know that for some countries it is not normal to hand out original documents, but unfortunately, at the moment, there is absolutely no way around this.

Proof of health insurance

One of the many rules and regulations of enrolling you at a German university is that you need **GERMAN** health insurance. Most of the EES students are insured at “Techniker Krankenkasse”. The monthly rate for this is €78,50 (64,77 for Krankenversicherung/ Health insurance and 13,73 for Pflegeversicherung/ Long term insurance) for students aged 23 and up without children(August 2014). There is absolutely no way around this health insurance, so do keep this expense in mind when planning your finances.

Online enrolment form

Before you can register at the university, you will need to go online and fill out the “Online-Einschreibung und Immatrikulationsantrag” under the following web address:

Immatrikulationsantrag:

<https://zul.verwaltung.uni-muenchen.de/qisserverein/rds?state=wimma&stg=f&imma=einl&menuid=zul>

Information:

http://www.uni-muenchen.de/studium/studium_int/studium_lmu/immatrikulation/index.html

As this application is currently only available in German, you will find a guideline (http://www.uni-muenchen.de/studium/studium_int/studium_lmu/immatrikulation/guide2.pdf) on how to fill this

out. Don't worry if you are not able to fill everything out. The most important thing is that once you have completed this application, you print it out and bring it with you. It contains the

“**Antragsnummer**”, which you will need for enrolment.

Cafeteria cards, library cards & everything else

Here at the BioCenter, it is not possible to pay for food in the cafeteria with cash. You need a so-called “Mensakarte”. If you are here before being able to enrol, you can purchase one of these by showing the people your acceptance letter and your ID. If you have already enrolled, please bring your matriculation papers and your ID. Currently, the Mensakarte costs €10 - €6 deposit and €4 credit. There is a machine next to the office where you purchase your card, where you can charge your card using banknotes.

In order to obtain a library card, you need to show the students at the desk your ID and your matriculation papers. As far as I know, they will not accept your letter of acceptance as proof of your student status.

There is a computer room (C00.001) here at the BioCenter, which is accessible to all students. The username is already given on the screen (“DepBiol2” or something along those lines) and the password can be found on the whiteboard at the back of the room.

Within EES

The Master's program “Evolution, Ecology and Systematics” (EES) is affiliated with a number of institutes outside of the LMU, for example with the MPI for Ornithology in Seewiesen, as well as with the Zoological State Collections, the Botanical Garden and the GeoBio-Center. This enables you to choose from a wide range of project possibilities.

EES web Page

The EES program has a site (<http://www.ees.bio.lmu.de>) which contains a ton of useful information on courses, upcoming events, news, people, summer schools, seminars, etc. I try to keep this website as updated as possible, as it often answers several questions students may have.

I am also very grateful for comments and suggestions about further information that can be put on the website!

People

I am probably your main contact person for the EES program. Prof. John Parsch is currently the speaker for the program, so he is also a person to contact in case any questions arise. A complete list of people associated with EES (as well as broad concept of what each of them does) can be found under <http://www.ees.bio.lmu.de/people/index.html>.

Courses

Internal courses

When you come to Munich, you will be covering a wide range of both required and elective courses. During the first semester, you will have a set schedule with required courses. These include lectures and tutorials in the fields “Evolutionary Ecology”, “Evolutionary Genetics” and “Systematic Data and Evidence”. You will also have two skills courses, covering presentation techniques and scientific writing, as well a “Seminar and Discussion” on species concepts.

When it comes to choosing your elective courses, you need to make sure that you register with the corresponding instructor well ahead of time, as some courses may have a limited number of places available.

As I start working on the curriculum for the summer semester somewhere around September/October, I will be able to give you information on potential courses around this time. The curriculum is normally finalised early in the year, but you can keep yourselves updated by checking out the information on <https://lsf.verwaltung.uni-muenchen.de/qisserver/rds?state=user&type=0> ->Vorlesungsverzeichnis->Fakultät Biologie->Veranstaltungen Biologie-> [C\) Master's Program in Evolution, Ecology and Systematics](#) (you do not need a login). If you have any questions about any of the courses, let me know or contact the instructors directly.

Please keep in mind that I work ONLY on EES-related courses. If there are course in other departments that you would like to take, please refer to the “external courses” section below.

External courses/Projects

You do of course also have the possibility to take external courses or conduct projects outside of the LMU.

For external courses you should first check with the responsible instructors if they agree with your participation. From our side, there is generally nothing against you taking part in other courses (EES regulations state that you should not take more than 6 ECTS worth of “other” courses). Please make sure that the instructor then sends an email to the coordinator, confirming your participation and stating the number of ECTS you will be receiving for the course.

In order to obtain the ECTS credits for external projects, you need to apply for the participation well ahead of time. There are rules as to how to go about this, which are explained below:

- You should apply to the coordinator **before** doing the project
- The application should include a project description (what they will be doing) and the duration (How many weeks? How many hours per week?)
- You must have a supervisor at the external institution, who agrees to supervise you and to evaluate your work at the end. The supervisor should provide a letter (or email) to confirm this.
- You must also have a supervisor at the LMU, who will be the official supervisor that gives the grade. The LMU supervisor should also confirm that they agree to this.
- After the project, you must submit a report about your project (introduction, methods, results, discussion, references) to the LMU supervisor.

In general, you can get 3 credits for 2 full-time weeks of work plus the report. For 6 full-time weeks plus report you can get 9 credits. Reports should be about 6-8 pages for 2 weeks or about 10-12 pages for 6 weeks.

Language courses

Here are some ways to learn German as a student:

Internationaler Universitätsclub München (ICUM)

→ https://www.begleitkurs-deutsch.de/content/EN/BK_Home

- Course fee is €140, which is generally reimbursed upon successful completion of the course.
- Takes place directly at the Biocenter, two times a week usually in the early evening. Please mention on the on-line course registration that you would like to take the course in the Biocenter.
- Interdisciplinary credits can be earned.

Deutschkurse für Ausländer bei der Universität München German Courses (German Courses for International Students offered by University of Munich)

→ <http://www.dkfa.de/english>

- Public-benefit organization that works closely with the LMU to help international students learn German

German courses are also offered to the general public through the Goethe Institut

→ <http://www.goethe.de/ins/de/ort/mue/enindex.htm>

- Fees are considerably higher; courses are compact and demanding, but effective.
- Courses and certificates are available for job applications

English courses offered through the LMU: Sprachen Zentrum Munich

→ http://www.en.sprachenzentrum.uni-muenchen.de/language_courses/index.html

- Placement test required
- Free of cost
- Interdisciplinary credits can be earned
- Focuses on academic English

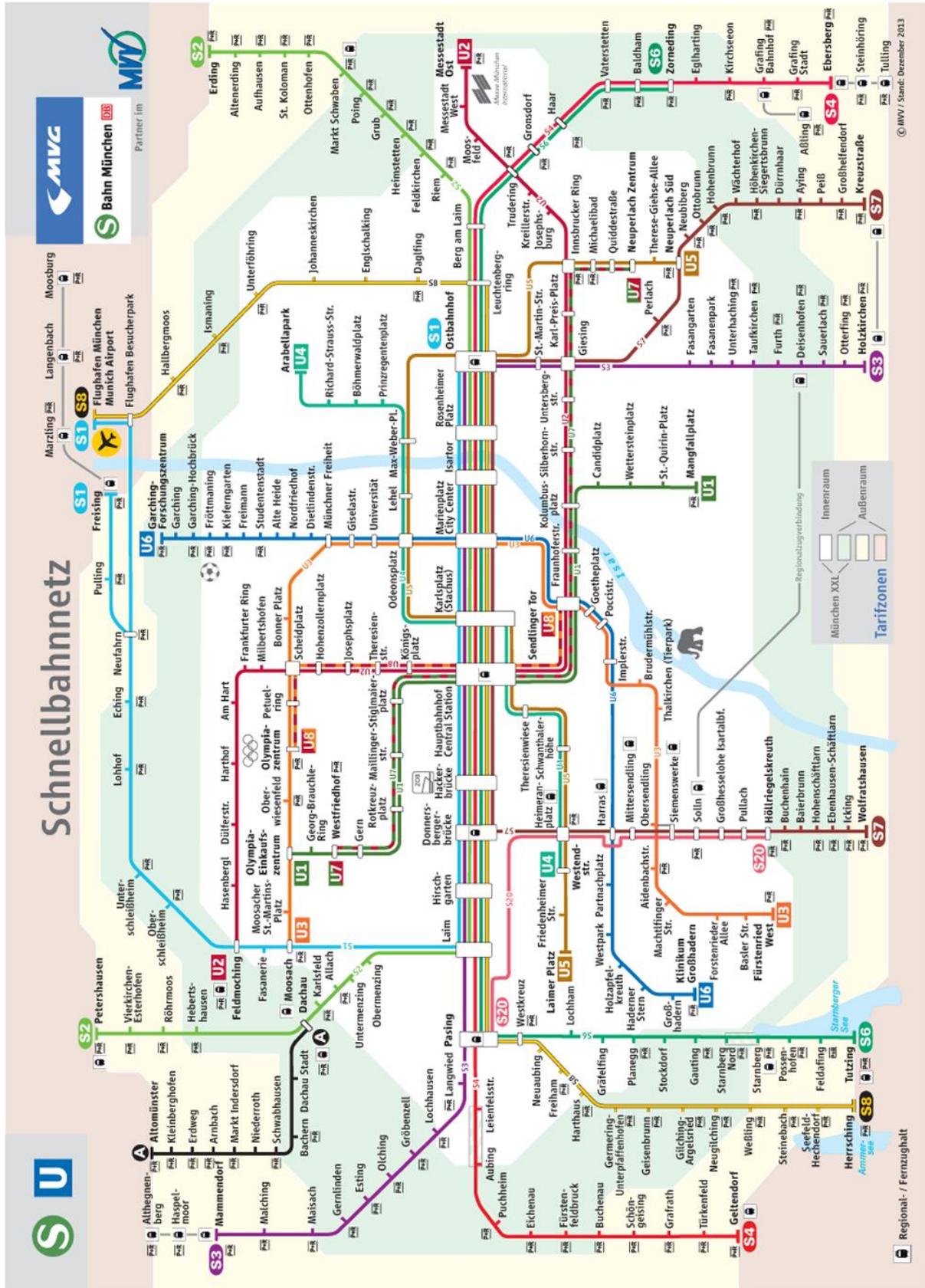
Please keep in mind that although you receive credits for the German course, these credits do NOT count towards your EES semester total, as they are not related to EES course work.

ECTS credits

As you already know, you will need to collect 30 ECTS per semester (this is also the maximum that can be collected!) during the program. During your first semester, these will be achieved by visiting the required courses. In the following semesters, you will be visiting required courses every semester, which add up to half the necessary credits per semester – you will need to achieve the remaining ECTS in elective courses.

Appendix

Public transportation system (“Innenraum”)



Location of the BioCenter

The address of the Biocenter is Grosshaderner 2, 82152 Planegg-Martinsried. To get here, you need to take the U6 towards “Klinikum Großhadern” and get off at the rear of the train at its final stop “Klinikum Großhadern”. Exit the subway station and take Bus 266 towards Planegg (get off at “Grosshaderner Strasse”). You can also walk approximately 1km to the Biocenter.

<http://www.en.biologie.uni-muenchen.de/anfahrt/index.html>

