TUM Postdoc Guide
Points of Contact & Courses at TUM
Dear Postdocs,

welcome to TUM and Munich! It is a great and enriching place with an exciting, motivating, and multi-cultural research environment.

Our aim is to support postdocs in advancing their research. We want to make sure that you profit from the research groups and infrastructure that TUM offers, and, most importantly, that you enjoy your time at TUM.

In this guide, you find information on contact points, support offers, trainings, and programs at TUM as well as general tips on life in Munich.

We update this guide regularly and very much appreciate your feedback and recommendations! Please contact us at postdoc-application@tum.de.

Best regards,

TUM Talent Factory

www.tum.de/postdoc | postdoc-application@tum.de
Twitter | LinkedIn
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Main Points of Contact at TUM

TUM Office for Research and Innovation

TUM Talent Factory

The TUM Talent Factory is the first contact point for postdocs and

- offers research and transferable skills workshops for postdocs
- organizes the Postdoc101 Talk Series – Online Talks for Postdocs together with the Munich Postdoc Network
- coordinates the Research Opportunities Week
- manages the TUM Global Postdoc Fellowship, the EuroTech Postdoc Programme, and the TUM Junior Fellow Program
- is the point of contact for the Philipp Schwartz-Initiative of the Alexander von Humboldt Foundation for researchers at risk

Sign up for the internal TUM Postdoc Newsletter to receive information about our activities and workshops!

Feel free to contact us at postdoc-application@tum.de or join us on Twitter and LinkedIn.

Nature Masterclasses

TUM has an institutional subscription for Nature Masterclasses. As a TUM member you can access all online courses available on the Nature Masterclasses platform. Courses include Scientific Writing and Publishing, Persuasive Grant Writing, and many more.
National Research Funding Support

The national research funding team

- offers information on national research funding opportunities
- provides support and feedback for applications for third party funding (especially collaborative research projects)
- manages communication with the TUM Board of Management, the Deans, and with funding institutions

Feel free to contact the National Research Support Team.

International Research Funding Support

TUM’s International Research Support Team / the EU Office is the first point of contact for TUM scientists with international project proposals. TUM’s International Research Support Team / the EU office

- provides individual advice on European and international funding schemes (setting up the consortium, drafting the application, etc.) and advises on strategic issues
- organizes information events on calls for proposals, and funding programs

The joint office of the EuroTech Universities, including TUM, offers direct access to a broad, international network and may establish local contacts.
Looking for Funding Opportunities?

- **TUM ForTe newsletter** and Guide “Funding Opportunities for Postdocs”: information on (inter-)national research programs, calls for proposals, and funding opportunities at TUM.
- **Open4Research**: access to (inter-)national funding opportunities for research, training activities, and technology transfer. Registration and login at this [website](#).

- **ELFI Database**: comprehensive funding information. To access the **ELFI Portal**, please modify the settings of your Proxy Server according to the following steps: Open menu in the browser bar → settings → extended → connections, settings → automatic proxy configurations → enter the link: [http://pac.lrz-muenchen.de/](http://pac.lrz-muenchen.de/) and save.

Patents and Licenses

**TUM Patents and Licenses** provides the following services to all TUM members, who intend to apply for a patent for an interesting idea, a project at developmental stage, or a finished product:

- personal consulting for inventors (also on-site consulting)
- general information on industrial property rights
- information on the *German Employees’ Inventions Act*
- identification of patentable research results
- assistance with preparing and submitting the *Report of Invention*
- assistance with preparing and submitting the *Report for Computer Programs §69b UrhG*
- acceptance of the *Invention Disclosure Form*

Feel free to contact [patent@tum.de](mailto:patent@tum.de).
Research and Commercial Cooperations

TUM ForTe – Research and Commercial Cooperations is the central coordinating body for cooperation between the business and research sectors. The team

- supports TUM members in linking their research projects with outside research or business partners towards the university’s strategic development goals
- facilitates contacts between TUM scientists, businesses, universities, and non-university research facilities
- organizes sector- and topic-specific research workshops for TUM scientists and external research partners

For further information please check TUM’s brochure for Research and Commercial Cooperation. For direct queries contact research-cooperations@tum.de.

TUMentrepreneurship & UnternehmerTUM

TUMentrepreneurship and its affiliated institute of UnternehmerTUM GmbH offer founders the best support for starting technology companies. Among others they

- organize qualification programs and services, entrepreneurship events, and a strong network for founders
- support researchers during every stage of the start-up process through the TUM Start-up Consultancy
- provide domain-specific know-how and support via the TUM Venture Labs for deep-tech innovations

You may download their Founder’s Guide for an overview on the founding process at TUM (in German).
The TUM Global & Alumni Office is your central hub to learn about TUM’s international network and exchange opportunities. The TUM Global and Alumni Office

- offers Welcome Services for international researchers
- organizes events, such as the TUM Global Week
- provides information on going abroad, e. g., with exchange programs such as Erasmus+, TUMexchange, and ATHENS
- is in close contact with all partner institutions and continuously expands the TUM Global Network with its liaison offices

Sign up for the Welcome Service Newsletter and make sure you register at their database.

To learn more about TUM’s Global Network, please check the TUM Global Network Brochure.

The TUM Community includes all TUM members and alumni, and

- offers advice at all stages of your career, e. g., via the Career Service, which offers application training, career counselling, and CV checks
- provides mentoring for scientists
- organizes regular talks, discussions, and networking events

After leaving TUM, join the network to stay connected.
TUM Equal Opportunity offers

- coaching: individual sessions with an external coach
- “Femtec”: career building for female students
- trainings to develop key competencies
- “TUM Beratungsnetzwerk”: exchange and further education for everyone who takes on advisory activities at TUM

Gender Equality Office

The Gender Equality Office assists the Gender Equality Officer to promote equality at TUM. The Gender Equality Officer

- is the person of trust for female TUM members
- works in close cooperation with the counselling network

Additionally, there are gender equality officers for each TUM School and Department.

TUM Family Service

The TUM Family Service supports you in combining family and work, by

- supporting you in finding international schools and childcare facilities, including TUM childcare facilities for TUM members
- offering a school holiday program for children of TUM members
- helping you make arrangements for family members in need of care
Accommodation Service

The Accommodation Service supports international postdocs and guest professors, who are moving to Munich for the first time. To get more information, please register at their portal. The service provides support but cannot take over house-hunting.

International Dual Career Network Munich

IDCN MUNICH was initiated by TUM and the six founding members Allianz SE, Amazon, Infineon, Roche, Helmholtz Zentrum München, and Max-Planck-Gesellschaft. It organizes workshops and networking events for partners of TUM researchers (but does not actively take over job hunting).

Register at https://registration.idcn.info/user/register.

The MDCO team is happy to answer your questions. You may also send an e-mail to munich@idcn.info.

TUM Sustainability

The TUM Sustainability Office and the Taskforce Sustainability are the main institutions to coordinate and support TUM’s sustainable development. You are invited to engage with TUM Sustainability by supporting existing initiatives, such as the “Green Office” at TUM Campus Straubing, or by starting new ones. Check their newsfeed and subscribe to their #sustainability channel in rocket.chat.
The **TUM Institute for LifeLong Learning** offers courses and structured programs for professionals in academia and business, such as

- **TUM horizons**: offers coaching and workshops (mostly in German), i.e., on change, communication, and leadership. Courses may be charged.
- **Effective Science Management**: The course program includes management, leadership, and diversity.
- **CareerDesign@TUM**: the structured qualification program for mid-level academics offers five qualification paths:
  - TUM Researcher (Research)
  - TUM Learning Professional (Learning and Development)
  - TUM Science Manager (Science Management)
  - TUM Entrepreneurship Advisor (Innovation and Spin-off Management)
  - TUM Technical Expert (Technical Operations and Technology Management)

Download their **TUM Leadership Toolbox** for reading recommendations, guidelines, and TUM agreements on leadership in academia.

For further questions, please contact careerdesign@illl.tum.de
ProLehre | Media and Didactics supports you in improving your teaching skills, for instance by using educational technologies. ProLehre

- issues courses and certification (Certificate for Teaching in Higher Education of the Bavarian Universities) at a foundation, advanced, and specialization level
- supports you in developing your repertoire of teaching and evaluation tools
- offers materials, tools, and online-videos

TUM Language Center

The TUM Language Center offers language classes in 17 languages on different levels, hereby emphasizing intercultural communication in scientific research. The following courses and programs on “German as a Foreign Language” might be of particular interest to you:

- German as a Foreign Language, courses during term (A 1 – C2) and intensive courses during term break (A1 to B2)
- “DaF for Staff”: German evening classes
- Technical German; German for specific purposes – B2 to C2
- TUMtandem: Learning languages as tandem partners
- Writing Assistance in German as a Foreign Language
- Intercultural Communication Courses
English Writing Center

The English Writing Center
- offers free one-to-one consultations in English
- is staffed with professional language instructors and student Writing Fellows, all of whom are (near) native English speakers

Please note that they will not proofread but provide tips and advice.

TUM University Library

TUM University Library offers publishing and consultation services, e. g., in open access and bibliometrics. Services include

- courses and e-learning, e. g., on research data management, publishing and citing
- the TUM Workbench, a data management tool
- support for researchers according to TUM’s Open Access Policy, including mediaTUM, TUM’s self-archiving platform
- library tours and themed weeks

Do not hesitate to contact the Library’s Information Literacy Team.
Leibniz Supercomputing Centre

Courses on high-performance computing are available for TUM members involved in High Performance Computing projects. Here you find a course overview. There are also streaming, conference, and print services available.

IT Support

The TUM IT Support Desk helps with the university's centralized IT services and IT applications. Their website provides information on all IT-related issues.

There are many services for TUM employees, e.g., TUM IT Trainings and Video Tutorials and manuals.

For support, please contact the team at it-support@tum.de.

General Calendar: Events at TUM

There is always something happening at TUM! Here you will find an overview of events at TUM.

Please note that this calendar will not provide a comprehensive list of the workshops mentioned in this guide.
The TUM Institute for Advanced Study (TUM-IAS) is an international interdisciplinary research institute fostering top-level research.

TUM IAS’ Fellowship program brings together early-career and experienced researchers, scientists from TUM and international research institutions, and researchers from academia and industry. Programs include:

- Albrecht Struppler Clinician Scientist Fellowship
- Anna Boyksen Fellowship
- Carl von Linde Senior Fellowship
- Hans Fischer Fellowship
- Hans Fischer Senior Fellowship
- Rudolf Diesel Industry Fellowship
- Rudolf Mößbauer Tenure Track Assistant Professorship

TUM-IAS Wednesday Coffee Talks

TUM-IAS regularly invites TUM scientists and their guests for Coffee Talks! Meet other scientists and listen to a short talk (10-15 min) on a recent major TUM publication or issue.
TUM Corporate Communications Center

The TUM Corporate Communications Center promotes scientific dissemination. Here you find corporate design templates for presentations and official documents.

University Sports Center

The University Sports Center (ZHS) offers classes in team sports, climbing, fitness and health, martial arts, dance, new and intramural activities, gymnastics and track, field, as well as water and winter sports.

Room Finder

Are you getting lost at TUM? The RoomFinder allows you to search for a room and display the corresponding overview and layout plans. Most of the rooms at TUM are available in RoomFinder.
Whom to contact at TUM in case of conflicts

If you experience conflicts or problems, e.g., with superiors or researchers, the relevant point of contact would be the TUM Compliance Office. For scientific misconduct, the Ombudsperson would be the point of contact.

The Compliance Office and the TUM Board of Management also launched the TUM Respect Guide defining the standards of respectful behavior and interaction at TUM.

Further Literature

General Information on Postdoc Life

  This article summarises the most important aspects of how to improve your skills during your time as a postdoc. The journal’s website might also be of interest to you.

- Words of Advice
  Words of Advice articles offer insight and advice for graduate students and postdocs on topics relevant to their research and careers. Topics include how to be a good Principal Investigator and how to write convincing CVs and papers.

  This practical and occasionally humorous guide combines the three authors’ vast experience of postdoc careers and personal development.
Starting your Postdoc

  *This article mainly aims at PhD students but might also be of interest to early career postdocs, as it aims to give a realistic evaluation of the rigorous requirements of an academic career.*

  *Based on an online survey with chemists, biochemists, chemical biologists, computational chemists, biologists and biophysicists, this article highlights some general aspects PIs are looking for in an applicant.*

Grant Writing


Career Planning for Postdocs

- Gabrys, B. J. y Langdale, J. A. (2012). *How to Succeed as a Scientist: From Postdoc to Professor*. Cambridge University Press. This practical guide for postdoctoral researchers and graduate students explains how to build the necessary research tools and working skills to build a career in academia and beyond.


Online Sources & Podcasts

Websites

- **Research in Bavaria, Research in Germany**
  Both websites provide an overview of the career system in Germany and of different career options in academia.

- **NaWik: Science Communication**
  NaWik is one of the leading institutes for science communication in Germany and offers a wide range of free information for scientists on its website.

- **DFG Information Events**
  The DFG organizes online events to provide basic information on their grants. Check out their overview of the DFG evaluation process or their tips on writing DFG proposals.
Newsletters

Wissen³ (in German)
To stay informed about recent developments within the German academic landscape, you may subscribe to this newsletter by “Die Zeit“ (twice a week).

DFG Newsletter (in German)
The monthly newsletter informs about funding opportunities and programs as well as publications and events by the DFG.

Podcasts & Video Channels

- RilligLab. YouTube Channel “Life in Academia“. 
  Check out this channel by Prof. Matthias C. Rillig (Ecology of Plants, FU Berlin) to learn from a full permanent professor about topics such as time management in academia, research strategy and planning, lab operations, life as PI or postdoc, and academic virtues.

- Graduiertenzentrum of the Leibniz University Hannover. Podcast “NachwuchsFragen“.
  The Leibniz University Hannover started a podcast (in German) that also answers questions raised by postdocs.

- Podcast “PhD Career Stories“
  This podcast shares stories, successes, and failures of PhD students and informs about their career development after completing their doctorate.
Munich Postdoc Network

The Munich Postdoc Network is a new initiative from the postdoc associations of the Helmholtz Zentrum Munich, the LMU Faculty of Biology, the LMU Biomedical Center Munich and the Max Planck Institutes of Biochemistry, of Neurobiology, of Psychiatry, and for Ornithology.

It connects postdoctoral researchers working in the Munich area and facilitates communication among them. You can find out more by visiting their website, signing up for their mailing list, and joining their LinkedIn group.

TUM International Student Guide

TUM offers a comprehensive International Student Guide with the most important information about TUM and life in Munich, i.e., public transport and university life. The target group are students, but the information might also be useful to you.
Services for International Residents

The city of Munich collected important information on the services for international professionals. You may also download the official app of the city of Munich.

Diaspora 2030

If you are actively engaged in projects on social responsibility or in social start-ups, the project Diaspora 2030 might be of interest to you. Diaspora 2030 supports people in Germany with a migration background, who are interested in working, volunteering, and implementing business ideas in their home countries.

Finding Events in Munich

- **SimplyMunich**: Munich’s official tourism website; provides information on sightseeing, gastronomy, culture, festivals, shopping, sports, and nature

- **The city of Munich**: information on events in Munich, including English-speaking theatre, local festivals, and exhibitions

- **MunichMag** and **MitVergnügenMünchen**: information on events in Munich (in German), including bucket-lists on what to explore in Munich
- Facebook groups: **International Friends Munich** or **Munich – International Friends**, country-specific groups, e. g., **Indians in Munich**
- **Meetup**: website and app to join groups of people, who share your interests, e. g. for sports or outdoor and cultural activities

### Outdoor Activities

Munich’s countryside is perfect for hiking and bike tours. With its many lakes you can also do all sorts of water sports!

The **city of Munich** and **SimplyMunich** share popular hiking routes on their website.

The **Deutscher Alpenverein** (DAV, German Alps Association; in German) also provides lots of information on hiking and climbing tours, mountain cabins, and nature resorts in Bavaria. If you plan to hike regularly with overnight stays, you might even consider becoming a member, which allows you to stay at mountain cabins at reduced costs.
Sports

- The city of Munich offers sports classes at reasonable prices. Some classes are free of cost, such as “Fit im Park”, which starts in May. Check their Facebook page “Freizeitsport München” or their YouTube channel. Furthermore, there are several free outdoor fitness parcours in Munich.

- Lederhosentraining offers free outdoor fitness classes in parks in Munich. Everyone can attend!

- Providers like Urban Sports Club or Classpass might also be an option for you, if you want to try different classes in Munich. You pay monthly to try out different wellness and sports activities, fitness studios, and sports clubs.

- An overview of sports clubs in Munich can be found at the website of the city of Munich (most information is in German).

Arts, Culture and Museums

- Gasteig is Munich’s culture center. There are many events, including talks, discussions, dance, and music performances.

- An overview of English-speaking theatre in Munich can be found on the website of the city of Munich.

- Many museums open their doors for reduced prices on a Sunday (1 € /person). Here is a list of popular museums in Munich and a list of museum that are free or take 1 € on a Sunday.

- An overview of current exhibitions can be found at SimplyMunich.
Public Libraries and Education

- Every district in Munich has its own public library, with literature and movies in English. To register you need to prove that you live in Munich. Here you can find their brochure in English. The central library of Munich is at Hans-Preißinger-Straße 4-8 (HP8) in Sendling.

- The municipal center of further education, the Münchner Volkshochschule (MVHS), also offers a wide range of courses, e.g., languages, arts, and sports classes (some of which are held in English).

Munich (not only) for Kids

- Each year in May/June, the city of Munich organizes the festival “KiKS”, which takes place at various locations in Munich.

- Institutions, such as the Kultur & Spielraum e.V., Feierwerk, and Gasteig offer a diverse program for children and families, as do most museums.

- The international youth library at Blutenburg castle in Laim organizes workshops and events. It is a public library for children’s literature in almost all languages.

- The Münchner Theater für Kinder is a theatre with productions for children (in German).

- Popular free time activities are among others the Munich Zoo Hellabrunn, the deer park in Poing, the theme park “Märchenwald” in Wolfratshausen, the climbing park in Grünwald, and the forest discovery center in Grünwald (entrance for the forest discovery center is free).
Getting to know your “Viertel”

- A great way to get to know your neighborhood are the “Hof- flohmärkte” (backyard flea markets), where many locals participate. You can discover gardens and backyards you normally don’t have the chance to see. Many people also sell cakes and beverages.

- The city of Munich published small guides for each quartier in Munich. In these guides, you find walking tours and information on places that play or have played an important role in the culture and history of Munich. These guides are in German only and you can download them for free.
Disclaimer & Share Your Recommendations!

We hope that our brochure will offer you guidance for your research at TUM. For comments and feedback, please contact the TUM Talent Factory, postdoc-application@tum.de.

We update this guide regularly. Please do not hesitate to contact us for further suggestions and advice on what you think is particularly important to know when moving to Munich.

Technische Universität München

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