TUM Postdoc Guide
Points of Contact & Courses at TUM
Welcome to the Technical University of Munich!

Dear Postdoc,

welcome to the TUM and the Munich area! It is a great place with an exciting research environment, people and a great variability on culture and nature. And of course beer gardens, christmas markets, sport options…

We want to make sure that you will be able to advance in your research, profit from the research groups & infrastructure offered here at TUM and, most importantly, that you have a great time doing it.

Therefore, we have prepared this guide for new postdocs but also for anyone else who wants to learn more about the different support programs at TUM.

In addition to information about courses and all relevant points of contact for postdocs, you also find some general tips about life in Munich and Germany.

We will regularly update this guide and are happy to receive your input on your experiences during your start as a postdoc in Germany. To share your recommendations, please contact us at postdoc-application@tum.de.

We hope that this guide is helpful for you and look forward to your suggestions!

Best regards,

Neele Meyer, Pauline Popp & Christina Rothenhäusler
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Main Points of Contact at TUM

TUM Office for Research and Innovation

TUM Talent Factory for Postdocs

The TUM Talent Factory is your first point of contact. The TUM Talent Factory

- organizes workshops designed specifically to enhance research and transferable skills of postdoctoral researchers
- holds the Postdoc101 Talk Series – Online Talks for Postdocs at TUM, which inform about topics that are of particular importance for postdoctoral researchers
- offers national and international funding support
- coordinates the Research Opportunities Week (ROW)
- 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 threatened researchers. TUM regularly nominates at-risk researchers for 3-year fellowships provided by the Alexander-von-Humboldt Foundation. Are you aware of any researcher abroad who is threatened or had to seek refuge abroad? Then please get in touch!

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

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

TUM has an institutional subscription for Nature Masterclasses. As a member of TUM, this subscription grants you access to all online courses available on the Nature Masterclasses platform.

You have access to the following courses: Scientific Writing and Publishing • Effective Collaboration in Research • Managing Research Data • Narrative Tools for Researchers

For login details, please visit the website.

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 European and international project proposals. TUM’s International Research Support Team / the EU office

- provides individual advice on European and international funding instruments (setting up the consortium, drafting the application, describing complementary services offered by TUM, etc.) and advises on strategic issues
- organizes information events on current calls for proposals and funding programs on site in Munich and Garching

In Brussels, TUM is actively involved in the science policy discourse in the EU through the joint office of the EuroTech Universities. The
office in Brussels offers direct access to a network of contacts and may establish local contacts.

**Looking for Funding Opportunities?**

TUM ForTe sends out a regular newsletter with information on national and international research programs as well as calls for proposals and funding opportunities at TUM. You can subscribe here.

The tool Open4Research offers researchers at TUM at all academic levels an easy access to national and international funding opportunities for research, training activities and technology transfer. Registration and login is possible at this website.

The ELFI Database collects comprehensive information on research funding, e.g. grants, scholarships and awards, all other kinds of funding opportunities that contribute to support scientists to finance their projects. 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/ and save.

**Patents and Licenses**

TUM Patents and Licenses actively markets technologies in many different fields and is responsible for the negotiation of contracts (confidentiality clause, options and licensing as well as takeover agreements) on behalf of the TUM.

TUM’s **Patents and Licenses** team

- advises scientists who intend to apply for a patent for an interesting idea, a project at developmental stage, or a finished product
- Free assessment of your invention in terms of patentability and patent merit requirements
- Provides information on TUM’s IP Policy and free assessment of inventions in terms of patentability and patent merit requirements
- offers lecture series (in German) and workshops (in both German and English) as part of the program IP (=Intellectual Property) Teaching
Feel free to contact patent@tum.de.

Research and Commercial Cooperations

TUM ForTe – Research and Commercial Cooperations is the first point of contact and the central coordinating body for any form of cooperation between the business and research sectors. The team

- serves as interface between the commercial business, academic research and TUM administration partners
- is the first point of contact with respect to contracting of legal advice with respect to commercial collaboration
- helps scientists and scholars at TUM in connecting their research projects with outside research or business partners toward the university’s policy and strategic development goals
- organizes sector and topic-specific research workshops for TUM scientists and scholars and external research partners

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

TUM Entrepreneurship and UnternehmerTUM

The Technical University of Munich is one of the most successful start-up universities in Europe. It offers founders the best support for starting technology companies. TUMentrepreneurship and its affiliated institute of UnternehmerTUM GmbH

- offer a wide range of qualification programs and services as well as entrepreneurship events and a strong network for founders
- help scientists and researchers to develop their business plan and provides support at every stage of the start-up process through the TUM Start-up Consultancy
Main Points of Contact at TUM

- offer **Entrepreneurship Education** through workshops, training classes, lectures and an MBA program for founders and corporates
- provide domain-specific know-how and support via the TUM Venture Labs deep-tech incubators, which offer laboratory spaces, offices, coaching and networking with respective experts, adapted to eight distinct tech areas as of 2021.

**TUM Global and Alumni Office**

The **TUM Global and Alumni Office** is your central hub to learn about international exchange opportunities, as well as the university’s worldwide partnerships and networks. The TUM Global and Alumni Office

- offers **welcome services** for international researchers, such as help with your relocation and integration at TUM. Sign up for the Welcome Service Newsletter and make sure you register in their database
- organizes **events**, such as the TUM Global Week
- provides information on going abroad, e. g. with exchange programs such as Erasmus+, TUMexchange, ATHENS and further possibilities for grants
- is in close contact with all partner institutions and continuously expands the TUM Global Network with its TUM liaison offices

If you want to learn more about TUM’s Global Network, i. e. about its Liaison Offices in Europe, Asia and North and South America and its strategic partnerships worldwide, please check the TUM Global Network Brochure I Linking TUM with the world.

**TUM Community**

The **TUM Community** comprises all alumni, students, doctoral students and postdocs, as well as all employees of TUM. The TUM Community
Main Points of Contact at TUM

- offers advice on all stages of your career cycles. The Career Service organizes, e.g., application training, career counselling and an online CV-Check
- provides mentoring for scientists
- organizes regular events such as talks, discussions and networking events for TUM students and alumni

After leaving TUM, join the Network to stay connected.

TUM Equal Opportunity

TUM Equal Opportunity offer a broad range of services to support the professional and personal development, as well as career planning, of our students and scholars. These include among others:

- Coaching: Individual session with a professional, external coach
- Femtec: career building for female students
- Trainings to develop key competencies
- TUM Beratungsnetzwerk: Exchange and further education for all those who take on advisory activities at TUM

Gender Equality Office

The Gender Equality Office assists the Gender Equality Officer in her task to promote equality at the Technical University of Munich. The Gender Equality Officer

- is the person of trust for female students, researchers and members of TUM, who are asking for support and advice
- works in close cooperation with the counselling network (psychosocial counselling, staff council, student services)
- grants scholarships for equal opportunity (Laura Bassi Fellowship)
In addition to the office of University Gender Equality Officer, each school and college has a gender equality officer (Gender Equality Officers of TUM's Schools and Departments).
TUM Family Service

TUM Family Service provides information and advice to successfully combine your career at TUM with your home and family life. It

- provides information and support to find suitable childcare, including TUM childcare facilities for its staff and students
- provides information and support on state-run as well as on private international and multilingual schools
- offers a school holiday program for the children of TUM members
- helps you make arrangements for family members in need of care.

Accommodation Service

The Accommodation Service offers new international postdocs and guest professors support in finding suitable housing in Munich and Garching. To get more information, please register on their portal for TUM staff and researchers and fill out the registration form.

Please note that this service is only available for researchers who newly come to Munich. As finding accommodation in Munich is a difficult task, the service provides support but cannot actively take over house-hunting.

Munich Dual Career Office

The Munich Dual Career Office (MDCO) generally supports newly appointed professors and their families. Partners of newly joining postdoctoral researchers now have the opportunity to join the Dual Career Network Munich too.

International Dual Career Network (IDCN) Munich

The IDCN MUNICH chapter started in November 2020 encouraged by TUM along with six founding members Allianz SE, Amazon, Infineon, Roche, the Helmholtz Zentrum München and the Max-Planck-
Gesellschaft. IDCN Munich organizes workshops, webinars and networking-events for the dual career partners of researchers at TUM. The registration is possible via the following link: https://registration.idcn.info/user/register.

Questions about IDCN Munich are answered by the MDCO team.

Please note that the network provides opportunities to learn more about the job market in Germany. They do not actively find job openings for your partner.

**TUM Sustainability**

Sustainability is becoming a strategic priority for TUM. The TUM Sustainability Office and the Taskforce Sustainability are the main institutions to coordinate and support TUM’s sustainable development.

You are invited to support TUM Sustainability by supporting existing or starting new initiatives at your chair and campus. The implementation of “Green Offices” on our campuses, e.g. the “Green Office” at TUM Campus Straubing, is meant to support this. For news on sustainability at TUM please check their newsfeed and subscribe to their #sustainability channel in rocket.chat, TUM’s internal messenger system.
Training & Workshop Programs

Postdoctoral researchers at TUM have the opportunity to join courses at various offices or service points at TUM. Many new offers have been developed during the last years and the contact persons are generally open for suggestions!

TUM Institute for LifeLong Learning

The TUM Institute for LifeLong Learning stands for evidence-based, future-oriented and sustainable continuing education. Adopting a holistic approach, it offers a wide range of individual courses and structured programs to support professionals in academia and business to advance their capabilities and to face current and future job-related and societal challenge effectively.

The TUM Institute for LifeLong Learning offers programs for TUM employees. Those include:

- **TUM horizons**: TUM horizons offers coaching and workshops on the topics change, communication, leadership, budgeting and digital working. Some but not all courses are free of charge. Please note that most workshops are held in German.

- **Effective Science Management**: The course program includes, among others, workshops on project management, agility, mental health, leadership and diversity. In addition, a new exchange format is available for scientists and science managers: “Best Practice-Ansätze im Wissenschaftsmanagement” (in German).

For further questions and suggestions, please contact science_management@lll.tum.de

- **CareerDesign@TUM**: CareerDesign@TUM is a structured qualification program for mid-level academics. It offers five attractive qualification paths that allow participants to develop their talents in interests:
  - TUM Researcher (Research)
Training & Workshop Programs

- TUM Learning Professional (Learning and Development) > expected start of application process: September 2021
- TUM Science Manager (Science Management)
- TUM Entrepreneurship Advisor (Innovation and Spin-off Management) expected start of application process: September 2021
- TUM Technical Expert (Technical Operations and Technology Management)

For further questions, please contact careerdesign@ill.tum.de

TUM ProLehre | Media and Didactics

ProLehre | Media and Didactics aims to improve your teaching, expand your teaching skills and make best use of the design possibilities of Educational Technologies. ProLehre:

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

TUM horizons

TUM horizons offers coaching and workshops on the topics change, communication, leadership, budgeting and digital working. Some but not all courses are free of charge. Please note that most workshops are held in German.
TUM Language Center

The TUM Language Center provides language courses in 17 languages and on different levels. It strongly emphasizes intercultural communication in the context of 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 the semester A 1 – C2
- German as a Foreign Language, intensive courses during the semester break – A1 to B2
- "DaF for Staff": German evening classes for or TUM staff, visiting scholars, postdocs and doctoral candidates
- Technical German and German for specific purposes – B2 to C2
- TUMtandem: Learning in tandem for TUM students
- Writing Assistance in German as a Foreign Language
- Intercultural Communication Courses

English Writing Center

The English Writing Center

- offers free one-to-one consulting in English writing to all members of the TUM community
- is staffed by both professional language instructors and student Writing Fellows, all of whom are native (or near-native) English speakers

Contact them to develop long-term proficiency in English writing or to polish your papers in process! Please note that the Writing Center will not proofread papers or documents, but rather provides tips and advice that you can apply later on.
Training & Workshop Programs

TUM University Library

The University Library offers much more than just books and databases! The library supports you with a wide range of publishing and consultation services in such areas as research data management, citation, open access and bibliometrics. We particularly recommend their workshops and courses. Their services include

- courses and e-learning, such as e-courses on literature research and Citavi
- courses on research data management
- information and trainings on publishing and citing
- the TUM Workbench, a tool for an integrated project and research data management with which you can create e.g. electronic lab books and data management plans
- support to researchers according to TUM’s Open Access Policy, e.g. by a publishing fund, consultation services and mediaTUM as TUM’s self-archiving platform
- library tours
- themed weeks with a program on a variety of different topics

For more information, please contact the Library’s Information Literacy Team.

Leibniz Supercomputing Centre

Courses in the area of high-performance computing are available for students, scientists and industry staff involved in HPC projects. Please find here an overview on past and present courses (website partly German/partly English). There are also streaming, conference and print services available.
IT Support

The **TUM IT Support Desk** is your first point of contact for questions and problems related to the university's centralized IT services and applications.

Their [website](#) provides a range of information on all issues related to IT and its services, such as internet and wifi at TUM, computer workplaces, printing and scanning, moodle, SAP and many more.

There are many [services for TUM employees](#). Those include **TUM IT Trainings and Video Tutorials**, manuals, information on your [TUM-Card](#) card and on how to store data.

For support, please contact the team via [it-support@tum.de](mailto:it-support@tum.de).

**General Calendar: Events at TUM**

There is always something happening at the Technical University of Munich; from welcome events to research conferences, festivals and careers fairs. Here you will find an overview of all the [events at TUM](#) to experience the university at its liveliest.

Please note that this calendar will not provide you with a comprehensive list of the workshops offered by the points of contact mentioned above.
TUM Institute for Advanced Study (IAS)

TUM Institute for Advanced Study (TUM-IAS) is an international and interdisciplinary research institute, which creates room for developing interdisciplinary research fields and development of top-level research, free of administrative loads.

With its Fellowship program, the TUM-IAS brings scientists together on three levels: early-career and experienced researchers, scientists from international research institutions and from TUM, as well as academic and industrial researchers. Fellowship 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

The TUM Institute for Advanced Study 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.

Munich Center for Technology in Society

Munich Center for Technology in Society (MCTS) is an Integrative Research Center at the Technical University of Munich dedicated to understanding and reflexively shaping the multiple interactions between science, technology and society. It offers a wide range of German and English-speaking seminars and workshops that seek to explore the intersections of Science, Technology and Society.
Further Support & Contact Points

**TUM Corporate Communications Center**

The TUM Corporate Communications Center promotes scientific dissemination. Here you can find corporate design templates for presentations and official documents. You will need to login using your TUM-Id and password.

**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. The majority of the TUM rooms are available in RoomFinder.
Life in Munich and Germany

Underneath you find a list of general tips for your orientation in Munich such as services, networks and activities.

**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 facilitate communication among them. You can find out more by visiting their website and signing up for their mailing list or 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 residents, i.e. on administrative matters, translation services and support for expats, foreign professionals and families.
Diaspora 2030

If you are actively engaged in projects on social responsibility or in social start-ups (or if you like to do so), the project Diaspora 2030 might be of interest to you. Diaspora 2030 is the website of German development cooperation for people in Germany with a migration history who are interested or engaged in the field of development.

Diaspora 2030 includes e. g. the program “Business Ideas for Development” supports which supports you implementing business ideas and in launching a successful business in your country of origin. It also supports you in working and volunteering in your country of origin.

How to Find Events in Munich

SimplyMunich is the official website for tourism in Munich. It provides information on sightseeing, gastronomy, culture, festivals, shopping, sports and nature.

The city of Munich provides information on bigger and smaller events in Munich, including English-speaking theatre, local festivals and exhibitions.

The website and magazine InMünchen offers an overview of the events happening in Munich (information in German only). You can filter by type of events, locations and dates. Activities range from music to theatre, cinema, restaurants and nightlife.

MunichMag and MitVergnügenMünchen also share lots of events happening in Munich (information in German). They frequently post bucket-lists with tips what to explore in Munich.

You may also consider joining Facebook groups such as International Friends Munich or Munich – International Friends. There are also country-specific groups, for instance Indians in Munich.
Meetup is a website and app where you can join a group to meet people, who share your interests, e.g. for sports or outdoor and cultural activities.

**Recommendations for 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, go on boat trips or simply enjoy a swim!

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

The Deutscher Alpenverein (DAV, German Alps Association) also provides lots of information on hiking and climbing tours, mountain cabins and nature resorts in Bavaria. Unfortunately, the website is in German only. If you plan to hike regularly with overnight stays you might even consider to become a member of the DAV which will allow you to stay at mountain cabins at reduced costs. There are also Facebook-Groups such as Hiking Buddies Munich.

Rafting trips also have a long tradition in Munich. If you are a bigger group you may consider going on a rafting trip along the river Isar. You can also book rafting trips on the rivers around Munich, for instance the Alz where you can explore the nature resort “Oberes Alztal”. Informations (in German only, but there will probably be fewer tourists than in Munich) can be found on the website of the town Seeon-Seebruck.

**Sports**

The city of Munich offers sports classes at reasonable prices. Some classes are even free of cost, e.g. this year’s program “Fit im Park”, which takes place in parks all over Munich. Classes include indoor and outdoor sports (currently, most classes are outdoor) offering a variety of different sport types for all fitness levels and age groups, e.
Life in Munich and Germany

g. dancing, yoga, football and fitness. You can also check their Facebook page “Freizeitsport München” or their YouTube channel. Furthermore, there are free outdoor fitness parcours in Munich that everyone can use.

**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 must pay monthly, but you are able to try out different wellness and sports activities, fitness studios and sports clubs. Contrary to most gyms, the memberships can be cancelled on a monthly basis.

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. It includes among others the Munich philharmonic hall, the public library and the municipal center of further education. 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 – for only 1 Euro per person. Here is a list of popular museums in Munich and a list of museum that are free of charge or that take only 1 Euro on a Sunday. If you are regularly going to museums, the Annual Pass of Bayerische Staatsgemäldesammlungen might be something for you. Other museums might have a similar offer.

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

Every district in Munich has its own (smaller) public library. They usually also have literature, movies, etc. in English. You need to get registered at the info desk. You need your ID as a proof that you live in Munich. Here you can find their brochure in English.

There is also central library, which offers books, audio, games and films in many different languages. The central library is near Rosenheimer Platz but from autumn 2021 onwards it will be at Hans-Preißinger-Straße 4-8 (HP8) in Sendling due to renovation works. For 20 € per year, you get access to online & offline materials, including books to learn languages.

The municipal center of further education, the Münchner Volkshochschule (MVHS), also offers a wide range of further education courses to the people of Munich. Courses include languages, arts, sports, scientific topics and many more. There are also courses in English!

Munich (not only) for Kids

The city of Munich and several (partner) institutions offer a variety of events for children and their families. Most of the events are free or affordable.

There is for instance the festival “KiKS”, which takes place at various locations in Munich. There also is a program guide (information in German only).

Other institutions are the Kultur & Spielraum e.V., Feierwerk and Gasteg which have a diverse program for children and families. The international youth library at Blutenburg castle in Laim also organizes workshops and events. It is a public library for children’s literature in almost all languages.

Further, there is a theatre especially for kids, The Münchner Theater für Kinder, with theatre productions 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 “Hofflohmärkte” (backyard flea markets), where many locals participate. You can discover pretty gardens and backyards you normally don’t get to see. Many people also sell cakes and beverages.

The city of Munich also 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.

This guide was prepared with the support of Christina Rothenhäusler.
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.

If you have further pointers for postdocs that should be included here, please do not hesitate to contact us. We will regularly update this guide – so if you have particular advices or comments on what was useful for you when arriving in Germany and/or Munich, please let us know so that we can include it in this guide.

Technische Universität München

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