



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

CLUSTER OF EXCELLENCE
CUI: ADVANCED
IMAGING OF MATTER

Welcome to

CUI: Advanced Imaging of Matter



Cover

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Welcome to CUI: Advanced Imaging of Matter

Welcome to “CUI: Advanced Imaging of Matter”, a Cluster of Excellence at Universität Hamburg. Our aim is to observe, understand and control processes that emerge when atoms bind together and form solids, molecules interact and react and lead to new functionalities with increasing complexity and growing system size.

We are very happy that you decided to join our team of scientists and bring your expertise into our cluster to forward research within our projects and to attain new findings within this fascinating world of atoms, molecules and complex systems.

Our cluster brings people from various backgrounds together that reflect the diversity of society. We welcome excellent researchers of all nationalities, religions, sexual orientations and genders.

The cluster „CUI: Advanced Imaging of Matter“ is affiliated with Universität Hamburg and funded by the Deutsche Forschungsgemeinschaft (DFG – German Research Foundation). It is attached to the Hamburg Centre for Ultrafast Imaging (CUI) with the partner institutions Deutsches Elektronen Synchrotron (DESY), Max Planck Institute for the Structure and Dynamics of Matter and European XFEL.

The cluster comprises three *Research Areas* with different focusses:

Area A – Designing dynamical emergence in quantum matter

Area B – Capturing emergent chemistry

Area C – Exploring emergence in heterogeneous systems

All areas are further subdivided into several *Research Focusses* that comprise a series of *Integrated Research Projects* each.

With this guideline and reference brochure we would like to make your first steps at the university and in Hamburg easy. We compiled all important information about what you need to organize for your stay here as well as additional helpful hints.

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The Cluster Office

As a scientist at the cluster “CUI: Advanced Imaging of Matter” you are employed by Universität Hamburg. Hence, all rules and regulations regarding your contract and employment are related to Universität Hamburg. However, the cluster is guided by its own administrative **Cluster Office**[?] team who takes care of various administrative questions, spreads information, organizes public outreach activities and is always happy to help you with any kind of questions.

Our public outreach team is very much committed into bringing the cluster’s scientific projects and findings into society by setting up our website, writing news about scientific findings, organizing events for the public like open days and exhibitions – to name but a few examples. In addition, the cluster hosts two school laboratories that offer and continuously develop experiments and research projects for school classes: Light & Schools is situated on Campus Bahrenfeld and is concerned with laser physics. Molecules & Schools is situated in the city center and focusses on molecular chemistry.

In order to enable and improve the balance between family life and scientific career, the cluster provides a family friendly work environment. Being part of the cluster, you will be offered a variety of structural and individual measures. Special events increase the visibility of families and careers in science and serve as a vivid platform for discussion and information on the organizational implications of meeting family tasks and as such e. g. how to take parental leave in science.

All postdocs and doctoral researchers within the cluster are members of our CUI Graduate School – and so are you – welcome! The Graduate School is being administrated by the Cluster Office and organized by scientific coordinators and speakers.

The cluster’s administration with regards to coordination, scheduling, finances and service is being processed in the Cluster Office. Feel always free to contact any of the office personell or just to pass by and we will be at your service.

[?] keywords that are displayed **this way (fat and stonegrey)** are linkings within the document – position your mouse over them, press strg and click to be directed to the contact data or internet linklist. Linkings towards the internet linklist are additionally numbered according to the numbers in the list.

Cluster Office

Managing Director, Scientific Coordination – Dr. Hans Behringer

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Public Outreach, Press – Ingeborg Adler

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Public Outreach, Marketing – Annika Schonefeld

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Diversity and Equal Opportunity – Eileen Schwanold

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Mentoring – Julia Panzer

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HARBOR, Building 610, R. 2038
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Career Service – Jutta Voigtmann

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jutta.voigtmann@cui.uni-hamburg.de

Office Management – Sarah-Christin Stöwer

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Financial controlling, Ressource Management – Bastian Wulf

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bastian.wulf@uni-hamburg.de

Finances, External Fund Management – Cindy Hirsch

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cindy.hirsch@uni-hamburg.de

Arriving and living in Hamburg

About visa and arriving in Hamburg

As a scientist employed by a university in Germany there are some regulations and rules that need to be considered. In the beginning administrative obligations must be performed regarding your stay in Germany, living in Hamburg and working at the university.

First, you should know whether you must get a visa to enter Germany and to stay in Hamburg and work here as a scientist.

You can ask for information at your local German diplomatic mission (e.g. Embassy) or check on the linklist, keyword **Visa**¹.

When you apply for a visa you need to mention that you need a visa for the purpose of scientific research and that you will get a working contract from a university.

For long-term-stays as for your university contract and scientific work you need a National Visa. This visa is valid for about three to six months and allows you to sign a working contract. Once you arrive in Germany and sign your contract you must apply for a permit of residence that will allow you to stay here during the duration of your contract.

Please, notice that you cannot enter the country with a “Tourist visa” (Schengen-Visa) for short-term-stays and apply for a National Visa in Germany, you have to do this in advance in your home country.

You can apply for your permit of residence at the **Welcome Center**³ after your contract signature. Please, make an appointment in advance.

The Hamburg Welcome Center is a service office provided by the City of Hamburg that supports new citizens for their start in Hamburg. Scientists can have their residence and registration affairs processed here instead of having to visit offices in their residential district. You can also make use of the DESY Welcome Services – for more information refer to the next chapter.

Cooperation – DESY Welcome Services

All our members may use the **DESY International Office**² on Campus Bahrenfeld under the framework of a collaboration the University and DESY agreed on. As such there are:

- The International Office (help with visa, residence permits, registration, insurances, family-related services, can make an appointment at the Welcome Center for you)
- The DESY hostel (short term accommodation possible)
- Housing service (assistance with search for long-term accommodation)

As soon as you find a flat or room (see chapter **Accommodation**) you need to register as an official inhabitant of Hamburg. You can get help with the registration at the Hamburg Welcome Center or at the registration office in your residential district. You can find the registration office responsible for your address with the **Behördenfinder**⁴.

Once registered in Hamburg, you will receive a Tax ID that you need to mention to the **Presidential Admission: Human Resources Department**.

Social insurance

A very important part of social insurance is the health insurance. In Germany you are obliged to have a health insurance. As an employee, 50 % of your monthly insurance fee is being paid by your employer, in this case by Universität Hamburg.

As an EU citizen, you can normally keep your own foreign health insurance if you have got a European Health Insurance Card (EHIC). Otherwise you will need a German health insurance. You can choose one of the state health insurance companies.

If you receive a scholarship or similar, you will have to register at a Health Insurance and pay the fee on your own. In that case you can choose between state health insurance companies and private health insurance companies.

Choose from the list of public and Private **Health insurance**⁵.

In both cases you need to register at a health insurance company of your choice and send a certificate of membership from your respective insurance company to the **Presidential Admission: Human Resources Department**.

You will receive a social insurance ID with a letter from the German pension insurance about four weeks later. Please, inform the **Presidential Admission: Human Resources Department** about your social insurance ID.

Personal liability insurance (Haftpflichtversicherung)

This is one of the most important insurances. In Germany you are legally responsible for any damage you cause. The personal liability insurance covers damages you or your family cause to others or their property. Landlords want their tenants to be properly insured. CUI employees on Campus Bahrenfeld can refer to **DESY International Office**² for a quick and convenient personal liability insurance.

Bank account

Once you are registered in Hamburg you should open a bank account. You can choose from several different companies in Hamburg. For instance, have a look at the **Branchenbuch (business directory/yellow pages)**⁶.

To open an account, contact any company of your choice. Banks in Germany are obliged to make sure they know their customer's personal data and address. Thus, you need your passport or ID card and a proof of your address (registration confirmation = "Meldebestätigung"). Most banks need to take a copy of Visa/residence permit card in case of a non-EU citizenship.

Accommodation

To find a flat or a room in Hamburg can be a true challenge. However, there are several **Accommodation**⁷ platforms that help finding a way through the jungle of housing. You may also check with the **DESY International Office**². Please, note: inform yourself about the period of notice for leaving your room or apartment if you want to move out. Otherwise you might end up having to pay fees for several months when you leave the flat or apartment.

Childcare

Day care for young children is free of charge for 5 hours per day and day care at school from 8 a.m. to 4 p.m. in Hamburg. In Schleswig-Holstein or Niedersachsen (two federal states bordering to Hamburg, some employees might live right behind the city's border) it is not, parents must pay for their children being cared for, here.

Childcare¹⁸ in Germany is divided according to the child's age:

- Crèche ("Krippe") for children under 3 years
- Daycare ("Kita") from 3 years until school age
- After school care
- Childminder for children of all ages

Public transportation

The public transportation system in Hamburg is called "HVV" and includes buses, subways and city trains. There are two possible ways to get a ticket as a scientist at our University.

As a PhD student you will be entitled a so-called "Semester-Ticket" – a public transportation ticket for each semester that you are enrolled as a doctoral student (information on **Enrollment as PhD student**¹⁵). Thus, as soon as you will have successfully applied for your PhD admission at the responsible department (Chemistry/Physics), payed the semester fee and completed your matriculation you will receive a letter including the ticket together with your student's ID card.

As a postdoc you can apply for an employee's transportation ticket – the so called "Proficard" at the human resources department. Find all necessary information in the **Universität Hamburg - KUS-Portal**⁸.

Use the HVV App that you find under **Useful Apps**²³ for rail connections and timetable.

Language learning

There are different offers for language learning by Universität Hamburg and on Campus Bahrenfeld. Furthermore, there are course offers not related to the university available throughout Hamburg, for example at the "Volkshochschule" (adult evening classes).

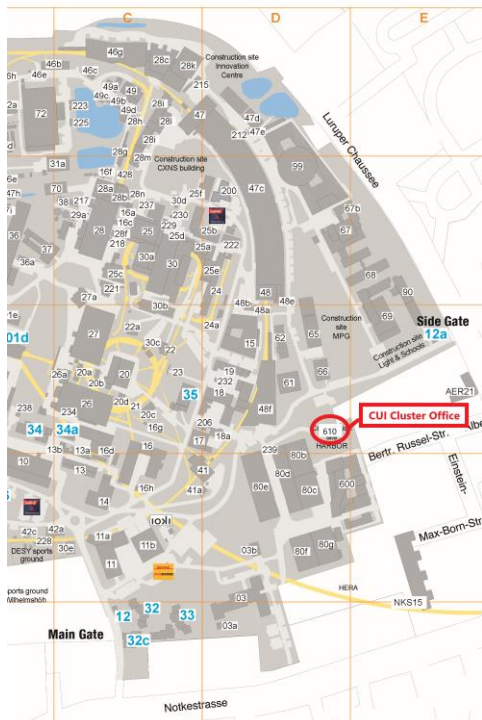
Find more information on **Language Courses**²⁰

Participants with prior knowledge of German should pass a placement test in order to be placed in courses according to their level of proficiency. If you plan on attending a beginners' course, there's no need for a placement test.

Being employed at Universität Hamburg within the Cluster of Excellence „CUI: Advanced Imaging of Matter“

As a financed member of our Cluster of Excellence „CUI: Advanced Imaging of Matter“ you are an employee of Universität Hamburg. In the following section we would like to introduce some basic information and standards about the structures and rules at the University.

As described before, the Cluster Office team is happy to help you with any questions. You find us on Campus Bahrenfeld.



Apart from the Cluster Office that is responsible for administrative issues and works as the link between you and the university administration, your employment and contract are being processed in the university's human resources department at the presidential admission. Please, make sure that you inform the human resources department about your health insurance, bank account details, social insurance ID, income tax ID and provide them with your permit of residence.

Presidential Admission: Human Resources Department

Team 622 – Michael Simon (Lz: -622.2-)

Mittelweg 177

Room S 2058

20148 Hamburg

(040) 42838-6898

michael.simon@uni-hamburg.de

Illness

If you get ill (also during a business trip), you need to inform both your supervisor/group secretary and the CUI Office on your first day of illness and mention the likely duration of your illness. Latest on the fourth day of illness (Saturday and Sunday are included in the calculation) you must provide the Cluster Office with a sick note by a doctor.

In case your child younger than twelve years is ill, you are entitled to be off work up to 10 days. You must provide a sick note by a doctor that childcare is necessary. In this case your employer will reduce your salary for that month according to the number of ill-child-care-days. You need to send the doctor's note to your health insurance and they will refund about 70 % of your normal pay for these days.

Once you are back to work, let both, your supervisor/group secretary and the CUI Office, know. To inform the Cluster Office and for more information, contact our **Office Management – Sarah Stöwer**.

Vacation

If you are working a 5-day week you are entitled to 30 vacation days per year (equivalent to 2.5 per month). You can only take whole working days (Monday - Friday) off. If you work less days per week or less than 12 months for one year, your annual leave will be adjusted accordingly.

You can save vacation days from one year to the next, but you will have to take them before the end of September of the next year, otherwise they expire.

If you request a vacation period, your group leader always must give his*her approval: hand in the signed request form before the start of your holidays to your group secretary or to the CUI Office, depending on, who is administering your holidays.

Note that during your six-months probationary period, you are not entitled to the complete annual leave, but to 1/12 of it for each month that you already worked.

Find the vacation request form on our website under **Forms for work related matters and requests**⁹. Hand your signed vacation request form to our **Office Management – Sarah Stöwer**.

Work-related travels

In case you need to do work-related travels, you must request for permission in advance. There are three forms you may need to fill out:

'Work-related travel request form': covers the legal aspects and insurance while travelling. Please let this form be signed by your supervisor and hand it to **Finances, External Fund Management – Cindy Hirsch**.

'Application form travel program': apply funding of the business trip by the cluster. Please fill this form out digitally and send it to the e-mail address named on the bottom of the document.

'Travel expense claim': claim the reimbursement of your travel costs after you return from your travel. Please, send it filled in and signed to **Finances, External Fund Management – Cindy Hirsch**.

together with all original receipts and further documentation as soon as possible after your return.

All required forms are to be found at **Forms for work related matters and requests⁹** together with information about the legal framework and our FAQs regarding work-related travels.

Purchases in your group

Please inform yourself about the regulations and agreements of purchasing within your research group and discuss each purchase of scientific equipment and/or consumable with your supervisor beforehand.

Since the cluster is third party funded, it is obliged to justify all costs towards the German Research Foundation with regard to project relations and eligibility. Thus, you need to outline tangible cross-references to the cluster's research of your order. Moreover, goods that can be considered as basic infrastructure and facilities of a lab/office (e.g. computer, laser-goggles, furniture, stationeries etc.) can not be purchased by the cluster.

If you have the approval by your supervisor and the above-mentioned criteria are fulfilled, you need to fill out a **'purchase order request'** (*'Bedarfsanforderung'*). Please, leave the column "source of funding" empty.

Hand in the form along with the required offer/offers (see below) to **Financial controlling, Ressource Management – Bastian Wulf**

Purchases below €1,000 net value do not require competitive tendering. Purchasers must ensure economic viability and cost effectiveness.

Purchases with €1,000-50,000 net value require three competitive bids. Printouts of individual online offers are sufficient. If there is only one provider of the required and desired goods or service, you must give convincing reasons for your order.

As soon as you receive your supplies, please confirm receipt on the delivery slip and forward this digitally to the purchasing department: *einkauf-bahrenfeld@uni-hamburg.de*.

The required form is to be found at our website under **Forms for work related matters and requests**⁹ together with detailed information about our FAQs regarding purchasing.

The Cluster of Excellence “CUI: Advanced Imaging of Matter”

Affiliation, rights and obligations

When publishing your results from your Cluster-projects, the DFG requires that its funding and support are properly acknowledged. To this end, please use the following sentence in the Acknowledgement section of your papers, posters, oral presentations, etc.

**“This work is supported/funded by the Cluster of Excellence
„CUI: Advanced Imaging of Matter“ of the Deutsche Forschungsgemeinschaft (DFG)
– EXC 2056 – project ID 390715994.”**

IMPORTANT: Please don't forget to include the number! The DFG will use it to scan standard publication databases: only papers including these identification number will be attributed to our cluster!

In addition, your affiliation to the cluster is indicated by:

The Hamburg Centre for Ultrafast Imaging, Hamburg, Germany

Diversity and Equal Opportunity

Our cluster is joined by people from various backgrounds that reflect the diversity of society. Diversity is more than a reality in our society: We firmly believe that it is also the basis for innovative and internationally influential excellent research. Thus, we work continuously on developing the cluster as a working environment that values individual differences and lets potential develop without impediments. We welcome excellent researchers of all nationalities, religions, sexual orientations and genders. In particular, the cluster aims to counteract gender imbalances in the composition of its research team. To achieve these goals, we offer a broad variety of measures and programs to our scientists with the following focus:

- **Compatibility of a scientific career and family obligations**
- **Career advancement, soft skill development and mentoring for female scientists**
- **Prevention of discrimination by reducing of all sorts of prejudice and bias**

To emphasize the account of successful women in science and in order to pave the way for more women to make it to the top of scientific research we established different programs especially designed for these purposes. As such there is the Mildred Dresselhaus Guest Professorship Program that honors two outstanding female scientists (one senior and one junior) each year and invites them to a research stay at the cluster. Hence, they bring in their expertise and visibility as role models for young women in science. Furthermore, we contribute to the joint program of DESY and MIN Faculty of Universität Hamburg, dynaMENT, which is a mentoring program for young women in natural science and offers a branch for doctoral researchers and one for postdoc researchers.

As part of our family friendly measurements we offer childcare during cluster related events. Please, feel free to ask for our support if you need childcare during conferences or else.

Furthermore, there are two parent-child-offices on Campus Bahrenfeld (HARBOUR ground floor, room 0010 and Building 67, room 111) that are open to all employees of Universität Hamburg.

For further questions contact our officer for **Diversity and Equal Opportunity** – Eileen Schwanold.

Good Scientific Practice – DFG Guidelines

The DFG enacted a code on the ‘Guidelines for Safeguarding Good Research Practice’ that must be ratified by all institutions and their members that are funded by the DFG. Thus, within Universität Hamburg our cluster of excellence “CUI: Advanced Imaging of Matter” and all our members and scientists must fulfill the guidelines of the code. The code aims to consolidate a culture of scientific integrity within the university and the cluster. It rather concentrates on a professional scientific ethos than on breaches of good scientific practice.

The DFG provides most detailed information on the code via their website and provides the code for download, moreover Universität Hamburg ratifies the code as described on their website. Refer to their website under Buddy Program ⁰ for this detailed information.

The cluster regularly offers a workshop focusing on how to fulfill the Guidelines for Safeguarding Good Research Practice following the DFG code. The workshop dates will be published in the program of our **Graduate School**¹⁶.

Graduate School

The education and promotion of young researchers is a key aspect and ingredient for the successful operation of the cluster. Substantial parts of the scientific work are performed by researchers at early stages of their careers. PhD students and postdocs represent the driving force and backbone of modern scientific developments. It is for their benefit that the integrated graduate school offers a comprehensive educational program.

Members of the cluster and members of the Graduate School

All PhD students and all postdocs financed by the Cluster of Excellence are automatically members of the graduate school and enjoy the many advantages of it. Additionally, associated members of the cluster become members of the graduate school during the period of their association with the same rights and obligations as our financed members.

Framework

This outline is due to explain the framework, rules, regulations and solemnities of our Graduate School and is meant to be a guideline towards all sorts of information referring to the Graduate School.

Graduate School Speakers

Prof. Dr. Henning Moritz

Luruper Chaussee 149
Building 69 (Institut für Laserphysik - ILP)
Room 209
22761 Hamburg

(040) 8998-5265
henning.moritz@physnet.uni-hamburg.de

Prof. Dr. Peter Schmelcher

Luruper Chaussee 149
Building 90 (ZOQ), Room 101
22761 Hamburg

(040) 8998-6501
peter.schmelcher@physnet.uni-hamburg.de

Graduate School Coordination

Dr. Christian Morfonios

Luruper Chaussee 149
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Room 113
22761 Hamburg

(040) 8998-6513
christian.morfonios@physnet.uni-hamburg.de

Benefits offered by our Graduate School

All members of the Graduate School profit from the benefits of our course program, collaborations and events. You can apply for financial support to visit conferences and workshops and organize your own schools and workshops with funding from the cluster.

Events, course program and schools

The course program offers intensive scientific courses addressing topics from our different research areas and courses covering research area overlapping topics which includes specific workshops and soft skill courses.

The current course program can be found on our website under **Graduate School**¹⁶.

Once a year the Graduate School organizes a two-days Career Event with soft skill block courses and an industry talk that provides insight into career paths after your PhD.

Our Graduate School members self-organize a Winter School, a conference-like event, that usually takes place once a year and focusses on scientific topics chosen by all Graduate School members.

In order to improve the connection, exchange and understanding between our different research areas, the Graduate School members regularly self-organize Cross-Areas Talks. These talks are meant to present topics on a basic level so that scientists from all research areas can understand and get a chance to dig deeper into the background of their neighboring research areas. Everyone is warmly invited to prepare their own cross area talk and present current topics and findings in their area to the others. You can contact the Graduate School representatives (see below) for further information.

A word on compulsory attendance

Our course program and events are an offer and a chance to you so in most cases it is incumbent upon you to decide whether to make use of these opportunities or not. Nevertheless, there are some events that are compulsory, and we expect every member of the cluster and thus of the Graduate School to attend.

As such we consider the CUI Annual Meeting, the Mildred Dresselhaus Guest Professorship award ceremony and the Winter School (the latter is mandatory for PhD-students only).

Persons of trust

Six representatives are selected by the Graduate School members. There are two representatives for each research area of the cluster, one postdoc and one PhD-student respectively. The representatives are being selected for two years.

Furthermore, the Graduate School members selected three professors at Universität Hamburg as their personal tutors, one from each research area. Their role is to advise when conflicts at working places do occur. Their role does not include the function as supervisors; thus they are not supposed to solve any problems of scientific nature related to the research activities of PhD students or Postdocs.

The current representatives and personal tutors can be found on our website at [Graduate School](#)¹⁶. Feel free to contact them at Aim.student-representatives@physnet.uni-hamburg.de.

Enrollment as a doctoral student

As a doctoral researcher you need to be enrolled at Universität Hamburg and as a member of the cluster you need to do this within a structured doctorate (in contrast to an individual doctorate). You find all necessary links and contacts in the linklist under [Enrollment as PhD student](#)¹⁵.

At first you need to register at a website named Docata and get your admission to doctoral studies from the Academic Office from your specific department (physics or chemistry).

Submit the following documents to the Chemistry/Physics Academic Office:

- Online registration form from Docata
- Research outline (PDF form)
- Supervision agreement (PDF form)
- Curriculum vitae
- Copy of university entrance qualification
- Admission qualifications for doctoral studies
- Copy of Passport
- Notification of the membership in our Graduate School

As soon as you receive your admission to doctoral studies you need to get enrolled at the university following the steps outlined on the website of Universität Hamburg (keyword “Enrollment”).

MINGS Counseling and Buddy Service for international PhD students

Our Graduate School is part of the MIN Graduate School (MINGS) that offers help with all questions related to your PhD. Two **academic tutors** offer advice, help and services especially for international PhD students but also for everybody else who has questions concerning the PhD period at Universität Hamburg, enrollment etc. The academic tutors offer consultation hours once a week on Campus Bahrenfeld and at the Geomatikum.

The **Buddy Program** for doctoral researchers of MIN Faculty is a welcome service that aims to help prospective and new international doctoral researchers to get a good start with their doctorate or their research stay and everyday life in Hamburg.

Supervisors

Apart from your official supervisor, all graduate members must choose a second supervisor. Look for a person to whom you have a reliable and personal contact. You must inform the CUI Cluster Office about your second supervisor. For the (compulsory) meetings with your supervisors we provide a guideline that you can download from our website.

Certificates

At the end of your graduation period, you may be granted a Transcript of Records, which is a certificate about your membership and your individual course curriculum. In order to get courses approved, you should collect participation certificates for all courses you visit, at least for external courses. For our own courses, we file up lists of all participants, which we consider sufficient for the approval. Contact the **Career Service – Jutta Voigtmann**, in order to receive your Transcript of Records once you finished your PhD. The certificate can only be issued as soon as your PhD diploma is available.

Associated membership

Besides a regular membership (i.e. researchers with cluster-financed positions) within the cluster of excellence „CUI: Advanced Imaging of Matter“, there is the opportunity to host people as associated members under certain conditions.

The number of associated members is delimited by the number of the cluster's integrated research projects: every project can assign one associated membership. In case one subproject involves several working groups, they do have to agree on one common candidate who is supposed to become associated.

The person can only be associated in consideration of the premise that he or she is particularly involved in the one of the cluster's subprojects and that this can be justified by scientific reasons.

The associated membership can be assigned to postdoctoral researchers as well as to doctoral researchers.

The request for an associated membership is to be made at the **Career Service** using our association form and will be approved until the end of the year of the proposal in the first instance. An extension can be requested informally, the number of possible extensions will be decided on under individual consideration. Without an extension the associated membership will expire automatically. A follow-up member for an expired associated membership can be selected following the same regulations as described above.

Further education programs

Apart from our course program, you can benefit from several other offers for doctoral and/or postdoctoral researchers by Universität Hamburg, DESY, Hamburg Research Academy and other Graduate Schools. For instance, we have a collaboration with the PIER Helmholtz Graduate School (PHGS), which means that our members may take part in all offers by PHGS.

Find more information about: **External course offers¹⁷**

List of useful links

We gathered all sorts of useful links in this list.

Visa, residence permit and first steps in Hamburg

1. Visa

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/-/231148>

2. DESY International Office

Get help with Visa, Registration, residence permit, insurances and more

https://welcome-services.desy.de/international_office/contact/index_eng.html

3. Welcome Center

<https://welcome.hamburg.de/auslaenderbehoerden-kundenzentren/2072756/hamburg-welcome-center/>

Bezirksamt Hamburg-Mitte, Fachamt Einwohnerwesen, Adolphsplatz 1, 20457 Hamburg
newcomers@welcome.hamburg.de

4. Behördenfinder

Find your responsible public authority office/e.g. registration office:

<https://www.hamburg.de/behoerdenfinder/hamburg/11252936/>

5. Health insurance

Public companies:

<https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/>

Private companies:

<https://www.krankenkassen.de/private-krankenversicherung/pkv-liste/>

6. Branchenbuch (business directory/yellow pages)

Find bank companies etc.

<https://www.hamburg.de/branchenbuch/hamburg/10233484/n0/>

7. Accommodation

Halls of residence for students and PhD-students:

<https://www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/>

Private halls of residence:

https://www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/wohnanlagen_anderer_traeger/

Private apartment offers and shared flats:

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

General information on accommodation:

<https://www.daad.de/deutschland/nach-deutschland/bewerbung/en/6222-renting-a-room/>

DESY guest service on Campus Bahrenfeld:

https://welcome-services.desy.de/housing/index_eng.html

Employment at Universität Hamburg and our Cluster

8. Universität Hamburg - KUS-Portal

Administration's Staff Service Portal, only available for members of Universität Hamburg. Users can explore the offerings by topic, target group, or full-text search. Useful for information on research management, services for researchers, for example information on work-related travel, purchasing, hiring, research funding etc. If asked for a password, use your *B-Kennung*:

www.kus.uni-hamburg.de/en.html

9. Forms for work related matters and requests

<https://www.cui-advanced.uni-hamburg.de/en/service/links-und-formulare.html>

10. Safeguarding Good Research Practice

DFG Information on the 'Guidelines for Safeguarding Good Research Practice'

https://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/

View the code

https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf

How Universität Hamburg ratifies the code

<https://www.uni-hamburg.de/en/forschung/forschungsfoerderung/gute-wissenschaftliche-praxis.html>

11. School Laboratories

Light&Schools

<https://www.min.uni-hamburg.de/min-schulportal/light-and-schools.html>

Molecules&Schools

<https://www.min.uni-hamburg.de/min-schulportal/molecules-and-schools.html>

12. International affairs at Universität Hamburg

<https://www.uni-hamburg.de/en/internationales.html>

The PIASTA Program fosters internationalization at Universität Hamburg, intercultural exchange, and cooperative learning with the aim of enabling all students to pursue an active, internationally-oriented, and successful course of studies:

www.uni-hamburg.de/en/piasta.html

Buddy Program: <https://www.min.uni-hamburg.de/en/internationales/guide-for-international-doctoral-students/buddy.html>

13. Counseling by UHH

Personal and addiction counseling

<https://www.kus.uni-hamburg.de/en/themen/gesundheits-familie-soziales-gleichstellung/soziale-beratungsangebote/sozialberatung-suchtprevention/mitarbeiterinnen-und-mitarbeiter.html>

Sexual harassment counseling

<https://www.cui-advanced.uni-hamburg.de/service/links-und-formulare/contacts-sexual-harassment-21-08-2020.pdf>

14. Hochschulsport

Universität Hamburg offers a wide range of sports courses for staff and students at low costs at “Hochschulsport”:

<https://hsp-hh.sport.uni-hamburg.de/> (website in German)

Graduate School

15. Enrollment as PhD student

General information on enrollment as a PhD student at Universität Hamburg

<https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html>

Docata

<https://docata.min.uni-hamburg.de/welcome?0>

Physics Academic Office

<https://www1.physik.uni-hamburg.de/en/forschung/nachwuchs/promotion.html>

Chemistry Academic Office

<https://www.chemie.uni-hamburg.de/en/studium/promotion.html>

MINGS Academic Tutors, contact them via E-Mail (will be answered once a week)

tutor.min@uni-hamburg.de

16. Graduate School

Course program

<https://www.cui-advanced.uni-hamburg.de/en/career/graduate-school/course-program.html>

Personal Tutors

<https://www.cui-advanced.uni-hamburg.de/en/career/graduate-school/personal-tutors.html>

17. External course offers

Universität Hamburg Compass Qualification program

<https://www.uni-hamburg.de/en/uhh/organisation/praesidialverwaltung/>

[personal/personalentwicklung/karriereentwicklung/kompass.html](https://www.uni-hamburg.de/en/uhh/organisation/praesidialverwaltung/personal/personalentwicklung/karriereentwicklung/kompass.html)

MIN Graduate School (MINGS)

as a member of CUI you are also a member of the MIN Graduate School

<https://www.min.uni-hamburg.de/en/min-graduiertenschule.html>

Hamburg Research Academy (HRA)

overarching structure of all universities in Hamburg

<https://www.hra-hamburg.de/en.html>

PIER Helmholtz Graduate School

<https://graduateschool.pier-hamburg.de/>

DESY – DOIT

<https://doit.desy.de/>

New in the city and living in Hamburg

18. Childcare

Information on childcare fees:

<https://www.hamburg.de/elternbeitrag/> (website in German)

Childcare facilities:

<https://www.hamburg.de/kita-finden/> (website in German)

Flexible Childcare – „Notfallmamas“:

<https://www.notfallmamas.de/> (website in German)

Flexible Childcare – „Aktion Kinderparadies“:

<http://www.aktion-kinderparadies.de> (website in German)

After school care

<https://www.hamburg.de/infos-fuer-eltern/> (website in German)

19. Public transportation

Hamburg Public transportation system ‘HVV’:

<https://www.hvv.de/en>

Proficard:

<https://www.kus.uni-hamburg.de/themen/mein-arbeitsplatz/job-tickets/hvv-proficard.html>

20. Language Courses

Universität Hamburg:

<https://www.uni-hamburg.de/en/internationales/studieren-an-der-uhh/deutschkurse.html>

<https://www.uni-hamburg.de/en/sprachenzentrum.html>

DESY Campus (Offers by pier are open without any costs for you):

<https://graduateschool.pier-hamburg.de/>

Volkshochschule (= adult evening classes):

<https://www.vhs-hamburg.de/deutsch-17> (website in German)

21. Medical care

Doctors (including information on their language skills):

<https://www.kvhh.net/de/physicianfinder.html?name=&location=> (website in German)

Information on health care (amongst other topics) in Hamburg:

<https://www.angloinfo.com/hamburg>

22. General information

Initial information, brochures and personal advice about various topics, including accommodation, employment, family and childcare, bank accounts, taxes, schooling and studying or learning German
www.hamburg.com

General information about various topics, including accommodation, employment, learning German, public transport, culture

www.newinthecity.de/en/hamburg

23. Useful Apps

UHH Global

offers important information at a glance for different target groups, calendar of events open to the public, Campus Navigator, contact information for all University institutions and facilities, social

media feed, cafeteria and dining hall menus. UHH global is available for free for iPhones on the App Store and Android devices on Google Play and is also available in German (UHH mobile).

StadtRad Hamburg

offers rental bikes all around the city, soon E-cargo bikes will be available, too. The annual fee of 5€ will be added to your account as credit in the first year. 1st-30th minute is free of charge, from 31st minute (per min.) your account will be charged 0.10€. Bikes are also available for a daily rent (24 hours) and cost 15€ (StadtRad bike) or 24€ (E-cargo bike). Find more information on: stadtrad.hamburg.de/en

HVV

offers timetables and assistance on connections and fares of the public transport in Hamburg. Ticket Prices within the App or Online Shop are reduced by 3%. Typing in your start and your destination will also give you information on possible delays, duration and change of lines, in addition to exact pricing of your fare.

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