

MAX-PLANCK-INSTITUT FÜR GESELLSCHAFTSFORSCHUNG
MAX PLANCK INSTITUTE FOR THE STUDY OF SOCIETIES



Welcome to the MPIfG

Information for new researchers, IMPRS-SPCE students, and new staff members



“Welcome to Cologne” provides information and tips for people who are new at the MPIfG and the IMPRS-SPCE. We hope this brochure will make it easy for you to find your way around when you arrive at the Institute.

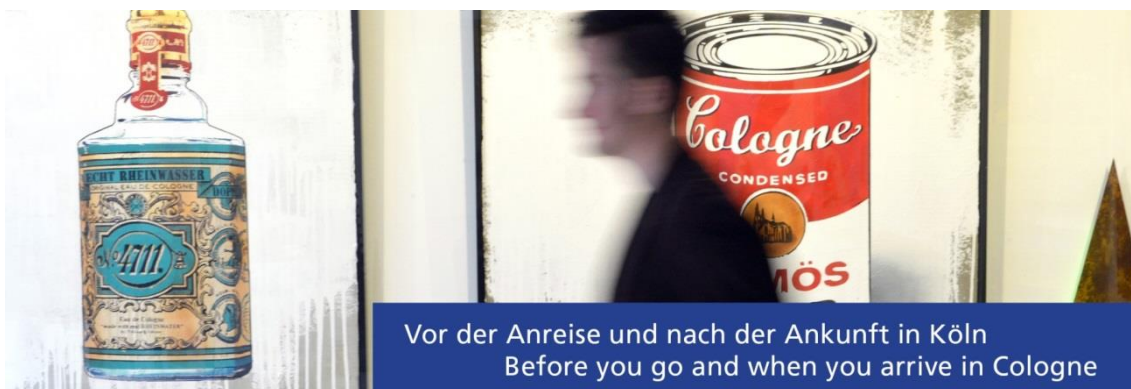
This brochure is also available in German (*Willkommen am MPIfG*).

MPIfG
Max Planck Institute for the Study of Societies
Paulstr. 3 | 50676 Köln | Germany
Phone +49 221 2767-0
www.mpifg.de
info@mpifg.de

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Content

Before you go and when you arrive	5
Good to know A–Z	13
IMPRS-SPCE	21
Library	23
Editorial and PR Unit	25
IT Unit	27



In this section, we provide information on preparing for your stay in Cologne and getting settled upon your arrival. Depending on whether you are coming as a visiting researcher or a student, you will have different first contacts. While you are welcome to contact anyone at the Institute when a question comes up, we encourage you to take advantage of the resources available to you through these contacts.

Your first contact with the Institute will be our Administration.

Academic Coordinators

Dr. Susanne Berger

Room 209, phone +49 221 2767-254

susanne.berger@mpifg.de

Dr. Gudrun Löhner (IMPRS-SPCE)

Room 210, phone +49 221 2767-174

gudrun.loehrer@mpifg.de

Personnel Specialist

Heike Genzel

Room 211, phone +49 221 2767-122

heike.genzel@mpifg.de



IMPRS-SPCE Office

Christina Glasmacher

Room 408, phone +49(0)221 2767-214

imprs-office@mpifg.de

Your next contact will be our

International Office

Christiane Wenz & Susanne Heinrich

Reception, phone +49 221 2767-100

reception@mpifg.de

Before you go

Your passport has to be valid for the entire length of your stay in Germany.

If you are a citizen of a country that is a member of the European Union, Schengen or EFTA states, you do not need a visa. All you need to do is register at the local registry office within two weeks after your arrival (cf. "Registration Certificate").

If you are not an EU citizen, you should look into your visa requirements three months before your planned stay. Contact the **German embassy** or **consulate** nearest to you in your home country to find out which visa laws apply to you if you want to have an extended stay as a researcher in Germany (see the link to German Foreign Office, the *Auswärtiges Amt*, below for details). Please note: A tourist visa *will not* suffice. You need a visa that enables you to live and work in Germany as a researcher for the length of time you are planning to stay. For an official invitation (*Hosting Agreement*), please contact **Christiane Wenz** from our International Office.

Please let us know as early as possible if you intend to bring family members with you to Germany or want them to visit you during your stay. Depending on the circumstances, different visa conditions may apply to them. All documents such as birth and marriage certificates need to be officially translated and authenticated.

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

> *Entry & Residence* > *Visa Regulations*

Direct link: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>



When you apply for a visa, state in your application that you are going to Germany as a researcher with an employment contract (or a stipend, if applicable). You will then have to apply for a residence permit very soon after your arrival.

Health insurance

Visiting researchers without an employment contract (e.g. external funding or stipend) are required by German law to have adequate health insurance during their stay. Contact your current health insurance company in your home country to find out whether you would be covered during your entire stay in Germany or whether another company might be able to offer you coverage (EU countries and some others have special agreements extending coverage to Germany). If your coverage does not extend to Germany, you will have to get (private) health insurance from a German insurance company. For information about your options, please contact the MPIfG Administration (Heike Genzel) as soon as possible. For some of you, a reasonably priced group policy via the Max Planck Society will be an option. Others, especially many foreign IMPRS students, will have to purchase coverage from a statutory German health insurance company.

<https://www.mawista.com/en/gv/>

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

Scheduling your arrival

Please send your travel information to the International Office and the Administration (Heike Genzel) as soon as you have booked your flight. Plan to arrive in Cologne on a weekday during regular office hours:

Monday to Thursday 8:30 a.m. to 4:30 p.m.

Friday 8:30 a.m. to 3:30 p.m.

Money

Make sure you have sufficient cash in euros with you to get you through the first few weeks in Cologne. Scholarships and salaries are usually paid at the end of your first month. Ask your home bank how you can access your home account from Germany until you have a German account (cf. “Step 3: Opening a bank account” below).

Housing

When you accept an invitation to come to the MPIfG as a visiting researcher or an IMPRS-SPCE student, one of the first things you need to look into is your housing in Cologne. Please contact the Institute’s International Office, which will be happy to help you find suitable housing.

The MPIfG leases three guest apartments, one of which might be available for you. Based on the advice you receive from the International Office, you can also check out several online sources (below). We strongly encourage you to seek housing and, for example, make appointments with landlords well in advance of your arrival. If you encounter language problems, the International Office can make phone calls for you in German and help you if you need assistance.

Housing agencies

<https://www.zeitwohnen.de/en/> (German & English)

<https://www.homestay-agency.de/en/> (German & English)

<https://www.das-zeitwohnportal.de>

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

<https://www.immobilienscout24.de>

Shared flats

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

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

When you arrive in Germany: a six-step guide

Make getting settled a priority

Experience has given us a good idea of how you should best proceed to get settled in Cologne. You will have a few encounters with German bureaucracy, and we would like those to go as smoothly as possible for you. We hope you will find our step-by-step guide useful as you get started in Cologne. While the guide applies largely to (visiting) researchers and IMPRS-SPCE students, not every step applies to both groups. Visiting researchers can skip the sections marked for the IMPRS students.

Do be sure to talk to the MPIfG International Office before you get started, especially before Step 2. We suggest that you follow the six steps in the proposed order, since each step requires specific documents. If you read the whole guide before getting started and make it a priority to get settled quickly, you should be able to get all the steps done in the first two weeks after your arrival.

Step 1: Housing

If you have not finalized your housing yet, this is your first priority. See the agencies listed in “Before You Go” (above). If you need help from a German speaker, please ask the MPIfG International Office. When you have chosen a place, you will need to sign a contract. Here, too, you can ask the International Office for help going over the contract. If the landlord asks you for your bank account number, assure him or her that you will be opening an account soon. The MPIfG Administration can provide written proof of funding if needed.

Ask your landlord for a *Wohnungsgeberbescheinigung* (proof of permission to live in the property you are renting) as you will need this to be able to register as a resident at the local registry office.

Please give your new address to the MPIfG Administration.

Although it is not required by law, most Germans have liability insurance. In many cases, a potential landlord might ask a tenant to provide proof of personal liability coverage (*Privathaftpflicht*).



IMPRS-SPCE students: Please give your address to the IMPRS Office (Christina Glasmacher) **and** to the MPIfG Administration.

Step 2: Registration certificate (*Meldebescheinigung*) – An essential document

When you move into an apartment or house in Germany for more than 90 days, you are **required by law** to register as a resident at the local registry office (*Einwohnermeldeamt*) within two weeks. Right after you move in, go either to the registry office at *Bürgeramt Innenstadt*, which has experience with people from the MPIfG, or to the registration office in Köln-Lindenthal, near the university, where the staff are used to international students and visiting researchers.

Bürgeramt Innenstadt (downtown registration office)

Laurenzplatz 1–3, 50667 Köln:

<https://www.stadt-koeln.de/service/adressen/kundenzentrum-innenstadt>

Köln-Lindenthal and all other registration offices:

<https://www.stadt-koeln.de/service/alle-adressen/kundenzentren>

To register, you will need:

- Your passport
- Your visa
- A copy of your lease
- Landlord confirmation
- A filled-out registration form (downloadable; in German only)
- If you are married, you will need your marriage certificate (authorized translation and the original). You will be assigned automatically the correct tax bracket.
- If you have children, you will likewise need their birth certificates (authorized translation and the original) for tax purposes.

Registration form (*Anmeldeformular*)

<https://www.stadt-koeln.de/mediaasset/content/pdf02/anmeldeformular.pdf>

Upon registering, you will receive a registration certificate (*Meldebescheinigung*). Your passport and your registration certificate will be your proof of residence during your stay, so it is wise to keep them together.

Please note that if you move to another apartment sometime later on, you have to inform the registration office (*Ummeldung*) within two weeks. When you move out of your apartment in Cologne and leave Germany, you have to give notice of your departure at the registry office.

For links to more information on moving to Germany, getting a residence permit or dealing with German authorities in general, see “Research and Study in Germany” and “Life in Germany” below.

Step 3: Opening a bank account

As a rule, you will need a German bank account to receive payment while you are at the MPIfG. You may decide for an online banking company, or choose one of several banks near the Institute:

- Sparkasse KölnBonn, Chlodwigplatz, Ubierring 3
- Volksbank Köln Bonn, Im Ferkulum 4 (near Chlodwigplatz)
- Deutsche Bank, Hohenzollernring 14 (near Rudolfplatz)
- Commerzbank, Karolingerring 11-15
- Postbank, Kartäuserwall 26-28

Or near the university:

- Sparkasse KölnBonn, Zülpicher Str. 292–294
- Deutsche Bank, Dürener Str. 230
- Postbank, Geibelstr. 29

Usually the bank staff speak some English, but if you encounter any problems, ask the MPIfG International Office for assistance.

To open a bank account, you will need your passport, your address in Germany and your registration certificate (cf. Step 2). When you have opened your account, find out how you can transfer money from your home account to your German account. Now it's time to give your account information (name of bank and the IBAN number) to the Administration of the MPIfG (Heike Genzel).



Many banks offer discounts or fee waivers to students. But you will need the account to pay for enrolling at the university. If you want to get a student rate for your bank account, ask the IMPRS-SPCE Office (Christina Glasmacher) to give you a letter confirming your status as a doctoral student in the program. If the bank asks for your student ID, tell them you will bring it as soon as you have enrolled. This obviously means that you need to enroll soon after your arrival.

Step 4: Enrolling at the university (IMPRS-SPCE students only)



As soon as you have arrived at the Institute, you will be provided with detailed information about the enrollment at your respective university (Cologne or Duisburg-Essen).

The university requires you to present several documents that certify your education and your identity:

- Your passport and a copy of the passport
- Curriculum Vitae (needs to be signed)
- Brief outline of the research project
- Notarized copies (*beglaubigte Kopien*) of the following original documents and notarized translations of each into German or English:
 - Birth certificate
 - Highest school-leaving certificate / certificate of higher education entrance qualification (Abiturzeugnis) -> no translation needed
 - All certificates of all completed studies (including grades):
 - Bachelor diploma
 - Bachelor transcript
 - Master diploma
 - Master transcript
- De-registration certificate (Exmatrikulationsbescheinigung) of your old university (ONLY students who have graduated at a German university)
- Proof of language proficiency in English at Level B-2 of the Common European Framework of References for Languages (ONLY if your university studies were NOT conducted in English or German)
- Passport photo

You will first get a provisional ID. Upon paying the fee (*Semesterbeitrag*; about 300 euros, payable each semester), you will get a permanent student ID (*Studierendenausweis*), which also serves as your rail and bus pass (*NRW-Ticket*).

Once you are enrolled at your university, you can avail yourself of the services of its International Office:

<https://www.portal.uni-koeln.de/studyincologne.html?&L=1>
https://www.uni-due.de/international/index_en.shtml

Step 5: Health insurance

As explained in “Before you go – health insurance” above, you are required by German law to have health insurance. Before your arrival, you should have looked into your options based on advice from the MPIfG Administration. Now, at the latest, you need to purchase the coverage if

you are not covered already. You will need to show proof of your coverage to apply for a residence permit and for the registration at the university (cf. step 4).

Step 6: Residence permit (Aufenthaltserlaubnis)

If you are not a citizen of the EU and you are planning to stay in Germany / the Schengen area **for more than 90 days**, you will have to get a residence permit before your visa expires. It is extremely important for you to have this permit. If you do not, your stay in Germany is not legal, and you might have problems leaving or re-entering the country.

As this process can take a while, we recommend applying for the residence permit very soon after your arrival.

For residents of Cologne: The office that issues the residence permits is the *Amt für Ausländerangelegenheiten – Arbeitsmigration*, which does not have an official English name and is located in the Kalk section of Cologne on the other side of the Rhine. We will refer to it here as the Cologne Work Immigration Office.

Amt für Ausländerangelegenheiten – Arbeitsmigration

Dillenburger Str. 56–66

51105 Köln

Phone +49 221 221-93381(service hotline)

Website:

<https://www.stadt-koeln.de/service/adressen/auslaenderangelegenheiten-arbeitsmigration>

E-mail: auslaenderamt-migration-info@stadt-koeln.de

You will need the following documents to get your residence permit:

- Application for a residence permit (in German “Antrag auf Erteilung eines Aufenthaltstitels”; this being the first time you are applying for one)
- Your passport and a copy of your passport
- 2 biometric passport photos
- Your registration certificate (cf. Step 2)
- A copy of your lease
- Proof of financial support from the MPIfG or IMPRS-SPCE (which you can get from the Administration)
- Proof of your health insurance coverage

And this is what you’ve got to do:

- Email all these documents to the Cologne Work Immigration Office and await their notification that the documents are in order. They will suggest a time for an appointment.
- Take all the documents listed above with you to the Cologne Work Immigration Office on the appointed day.
- If you live in Duisburg or another city, please contact the relevant office there. It is possible that they might have different procedures.

Important: Have you gotten your residence permit? Please give a copy of it to the MPIfG Administration (personnel / Heike Genzel) – this is a legal requirement.

Congratulations: You’ve done the paperwork and are ready for life in Cologne or Duisburg-Essen!

Please note: If you have a valid residence permit for Germany, you are not allowed to stay outside of Germany for longer than 6 months at a time – if you do, the authorities might refuse your re-entry, even though your residence permit is still valid. A longer stay outside Germany might be permitted in exceptional cases: please get in contact with the immigration office well BEFORE your departure. Our International Office will be happy to assist you.



Administration and personnel

The **Institute's Administration** will help you if you have any questions about such things as your contract, fellowship, payment of any kind, health insurance, business travel or dealing with the German authorities. Dr. Ursula Trappe is the Head of Administration, and Heike Genzel is the personnel specialist.

Dr. Ursula Trappe

Room 213, phone +49 221 2767-238
ursula.trappe@mpifg.de

Heike Genzel

Room 211, phone +49 221 2767-122
heike.genzel@mpifg.de

http://intern/SitePages/Verwaltung_Gruppe_DE.aspx

Banking: opening an account

You are requested to open a checking account during your stay at the Institute. There are several banks near the Institute.

- Sparkasse KölnBonn, Chlodwigplatz, Ubierring 3
- Deutsche Bank, Hohenzollernring 14 (near Rudolfplatz)
- Volksbank Köln Bonn, Im Ferkulum 4 (near Chlodwigplatz)
- Commerzbank, Karolingerring 11-15
- Postbank, Kartäuserwall 26-28

Business cards and more

The **Editorial and Public Relations Unit** can help you present yourself at the Institute in a variety of ways. They will post your CV and your project description on the web. They can take your picture for the photo directory and help you create a personal homepage. They can also order business cards for you. Please contact

Astrid Dünkemann, room 307, phone +49 221 2767-136

Samira Strauß, room 308, phone -272

redaktion@mpifg.de

Cologne: getting to know the city

In the MPIfG library there is a section reserved for travel guides and maps, “AER.” This section is in the main room of the library on the ground floor. For online information about the city, see

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

The MPIfG intranet also has a useful set of web links for travel, activities, etc.:

<http://intern/IntraPages/Getting%20to%20know%20Cologne.aspx>

Information for Cologne residents (city government; German only)

<https://www.stadt-koeln.de/>

Cologne: public transport

Within the network area of the Verkehrsverbund Rhein-Sieg (VRS), you can use the underground trains, trams, and buses of the Kölner Verkehrsbetriebe (KVB) as well as the suburban and regional trains operated by Deutsche Bahn. Tickets are available from the machines on the platform (most of which now take credit or debit cards), on the buses and trams in the city, as well as in many stationers and kiosks that are authorized to sell tickets.

Which ticket you need depends on how far you need to travel or how long you want it to be valid for. Tickets for multiple journeys need to be validated before travel. All tickets can also be purchased as e-tickets via the KVB app (KVB mobil). These tickets are slightly cheaper than tickets from a ticket machine or other source and are paid for either by credit card in the app or from a balance transferred in advance. Car and bike sharing options from the KVB can also be booked via the app. For further information please ask at the reception desk; flyers from the KVB are also available there.

Further local providers of bike or carsharing include Call a Bike, ShareNow, Flinkster oder Cam-bio. If you would like to rent a bike for the entire duration of your stay, swapfiets (www.swapfiets.de) may be of interest to you.

If you will be in Cologne for a while and want to use the public transport frequently, you might qualify for a *Job Ticket*, a very economical monthly pass for the entire Cologne–Bonn area. Please contact the Administration (Renate Blödorn, Room 226) if you are interested.

There is a KVB customer service center near the MPIfG:

KVB KundenCenter Chlodwigplatz

Chlodwigplatz 3, 50678 Köln

<https://www.kvb.koeln/>

Information on regional public transport for Cologne/Bonn area, also valid for Cologne city center: https://www.vrs.de/fileadmin/Dateien/downloadcenter/Schiennen-netz2018_Flyer_mini_engl.pdf

Cologne: registering at the registry office

If you have an apartment in Cologne, you are required by law to register with the local registry office, the *Einwohnermeldeamt*. Please ask our International Office for a registration form and further information.

Cologne: using taxis

If you will be coming to the Institute by taxi, it is essential for you to tell the driver to take you to **Paulstraße in der Südstadt (postcode 50676)**. There is more than one *Paulstraße* in Cologne, which can lead to time-consuming detours. To order a taxi in Cologne, call the *Kölner Taxi-Zentrale* at 0221-2882. If you want a taxi to pick you up at the Institute, tell them that our customer number is 6570. This ensures that taxi drivers find the Institute easily.

Computing

During your stay at the MPIfG you will have an up-to-date office PC and access to the Institute's well-equipped computing infrastructure. If you have questions about the computing environment at the Institute, please contact a staff member at the **IT help desk**:

Room 114, phone +49 221 2767-138
helpdesk@mpifg.de

For more information about computing at the MPIfG, go to
www.mpihg.de/edv/edv_en.asp

Immigration

For a step-by-step guide to preparing for your stay, see the first section of this brochure starting with p. 5.

German Federal Foreign Office

The German Federal Foreign Office's site provides information on getting visas and how to find a German embassy or consulate in your home country.

Visas, immigration
<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>

German Embassies and Consulates around the World
<https://www.auswaertiges-amt.de/en/aamt/auslandsvertretungen>

Foreign missions in Germany (in German)
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten>

International Office

Do you have any questions about entry and stay? Are you looking for housing? Please contact the MPIfG International Office:

Christiane Wenz & Susanne Heinrich

Reception, phone +49 221 2767-100

reception@mpifg.de

http://www.mpihg.de/institut/fuer_gaeste_en.asp

The International Office will help and assist you with non-academic matters of everyday life. They will also help you find suitable housing in Cologne.

When you arrive at the Institute, please check in at the reception desk. This is where you can turn in with any organizational or technical questions you might have during your stay.

International schools

If you are planning to come to Cologne with your children, please visit the websites below for information about international schools. Ask the MPIfG International Office for more information.

Primary education

<http://www.bilingo-grundschule.eu/en/home-2/>

Secondary education

<https://www.bilingo-campus.eu/en/startseite.html>

Primary and secondary education

<https://if-koeln.de/>

Secondary education (International Baccalaureate Diploma):

<http://www.stgeorgesschool.com/cologne/>

Further schools and day-care:

<https://mundoazul.de/collections/koln-bonn>

<https://www.newinthecity.de/en/cologne-bonn>

Intranet

You will find a lot of information about the inner workings of the Institute on the intranet

<http://intern/SitePages/Home.aspx>

Keys

You will receive all the keys you'll need during your stay at the reception desk upon your arrival. If you lose your keys please inform the MPIfG Administration (Renate Blödorn) right away so that the electronic chip can be disabled.

Please do not forget to return them at the reception desk before you leave the Institute.

<http://intern/SitePages/Abschied.aspx>

Library

The library staff would like to provide you with as much support as possible during your stay. If you have special resource needs, please contact one of the staff members.

Susanne Hilbring

Room 005, phone +49 221 2767-110

Elke Bürger (ext. 108) | Melanie Klaas (ext. 106) | Cora Molloy (ext. 112)

bib@mpifg.de

www.mpifg.de/bib

Life in Germany

“How to Germany”, the online publication of the annually revised magazine of the same name, has a huge range of information in English on daily life in Germany. Would you like to know more about airports, cultural differences, marriage or wine regions?

<https://www.howtogermaany.com/>

You want to tour Germany? Consult the German National Tourist Board’s site for information on regions and cities, events, sites and special packages.

<http://www.germany.travel/en/index.html>

Networking in English for families:

American International Women’s Club of Cologne

<http://www.aiwccologne.org>

Lost-and-found office

Cologne’s Lost and Found Office is located in Köln-Kalk:

Kalk Karree, Ottmar-Pohl-Platz 1 (entrance: Dillenburger Straße 25)

<http://www.stadt-koeln.de/service/adressen/fundbuero>

Mail services

You will find your incoming mail in your box next to the reception desk on the ground floor. One of the boxes on the mailbox wall is for your outgoing business mail; it is marked **Postausgang**. The nearest post office is a short walk from the Institute on *Kartäuserwall* just off *Severinstraße*, near *Chlodwigplatz*.

For courier services, please ask one of the staff members at the reception desk.

Meeting people

You will have many opportunities to meet people at the MPIfG and exchange ideas. Come to the in-house lunch on Thursdays, our monthly “staff & friends” lunch or to the daily after-lunch espresso on the third floor. The cafeteria is a popular meeting point.

You can also find company via our lunch list (<http://intern/IntraPages/Lunch%20List.aspx>) to head over to restaurants or take-aways on Severinstraße.

MPIfG apartments

If you will be staying in one of the MPIfG apartments, please plan to arrive on a weekday. When you arrive, please check in at the reception desk on the ground floor of the Institute.

The postal address of the MPIfG apartments is:

Paulstr. 9a | 50676 Köln

If you have any questions about the apartment, please contact

Susanne Heinrich (reception@mpifg.de).

Opening hours of the MPIfG

The reception desk of the Institute is open

Monday to Thursday 8:30 a.m. to 4:30 p.m.

Friday 8:30 a.m. to 3:30 p.m.

The service groups at the Institute (administration, computing, library, editorial unit, directors' offices) have flextime. During core hours, there is at least one person available in each group (weekdays from 9 a.m. to 4 p.m.; Fridays till 3 p.m.).

When you arrive at the Institute, you will receive an electronic key to the Institute and a key for your office. This will enable you to enter and leave the Institute as you please between 6 a.m. and midnight.

Phone

Every office has a phone. Everybody has a personal direct phone line and voice mail. You will receive a phone directory from the reception desk, and there is also one on the intranet. Please first dial “0” for outgoing calls. Our VoIP telephone system cannot distinguish between business and private calls, therefore, you are kindly requested to make your private calls using your personal mobile phone.

Radio and TV Tax

Every household has to pay a mandatory fee for public radio/TV – the so called “Rundfunkbeitrag.” Registration forms are available online:

https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

Research and study in Germany

Max Planck Society's information for international researchers

https://www.mpg.de/what_makes_us_special

https://www.mpg.de/4311252/Living_working_Germany.pdf

Compiled by the German Federal Ministry for Education and Research

<https://www.research-in-germany.org/en.html> (English)

EURAXESS – Information and Advice Point for Internationally Mobile Researchers

<https://www.euraxess.de> (English)

Research coordination and coordination of the IMPRS-SPCE

If you are a doctoral student and have any questions concerning the organization of your studies or anything else, please contact **Dr. Gudrun Löhner**. **Dr. Susanne Berger** will be happy to help external postdocs and visiting researchers with general questions, especially concerning the organization of research seminars, and to support any researcher planning a research trip to an unstable region.

Dr. Gudrun Löhner

Room 210, phone +49 221 2767-254

loehrer@mpifg.de

Dr. Susanne Berger

Room 209, phone +49 221 2767-174

berger@mpifg.de

Studying in Germany

The German Academic Exchange Service (DAAD) has a very informative portal on studying in Germany at the undergraduate and graduate level.

<https://www.daad.de/deutschland/en/>

Tax

The tax system in Germany is organized according to tax brackets which apply depending on an individual's personal situation. Please refer for details to

<https://www.make-it-in-germany.com/en>

Work safety

Your health and safety at work is very important to us. All new researchers and members of staff will be given instruction and training in work safety, fire safety, and the correct ergonomic set up of their workplace.

<http://intern/SitePages/Gebäude%20und%20Sicherheit.aspx>

Workplace health management

On the intranet, you will find interesting information, current courses and initiatives concerning health and prevention for people at the MPIfG.

<http://intern/SitePages/Gesundheit.aspx>

Please contact Cora Molloy if you have questions:

Cora Molloy

Room 005, Phone +49 221 2767-112

gesundheit@mpifg.de

We hope you'll have a wonderful stay in Cologne!



**International Max Planck Research School on the Social
and Political Constitution of the Economy (IMPRS-SPCE)**

IMPRS-SPCE

Max Planck Institute for the Study of Societies
Paulstr. 3
50676 Cologne, Germany
phone + 49 221 2767-0
imprs-office@mpifg.de

IMPRS-SPCE Chair

Prof. Dr. Jens Beckert
Office: Marion Neuland
phone +49 221 2767-216

IMPRS-SPCE Office

Christina Glasmacher
phone + 49 221 2767-214
imprs-office@mpifg.de

Academic Coordinator

Dr. Gudrun Löhner
phone + 49 221 2767-254
gudrun.loehrer@mpifg.de

Administrative Coordinator

Dr. Ursula Trappe
phone + 49 221 2767-238
ursula.trappe@mpifg.de



The **MPIfG Library** is a service facility for the Institute's research staff and visiting researchers. The collection is made up of print and electronic media covering the research interests of the Institute.

The collection focuses on

- Sociology, especially economic sociology, sociology of markets and the sociology of science and technology
- Political science, especially social policy, European integration, federalism and corporate governance
- Economics, especially political economy, labor relations and the welfare state, industrial relations and varieties of capitalism.

Using the library

The library collection is located on the ground floor and in the basement. All media are in open stacks and can be borrowed by registered users at any time. Your Institute key gives you 24/7 access to the library. You will receive a user's account in our electronic library system, which records what you've borrowed, reserved etc.

Library search portal

The library search portal interface **eLibrary** gives you easy access to our books, journals, articles and electronic resources, all in one search. A simple color code tells you instantly whether an item is checked out or not. You can also use the search portal to reserve items, check your user account, submit an interlibrary loan request or propose new purchases.

Getting the literature you need

The purpose of the library is to provide you with the literature you need for your research. We do this by maintaining and strategically expanding our extensive collection, providing access to a wide range of electronic journals and offering efficient interlibrary loan services.

Purchase proposals are welcome!

Our book collection grows annually by approximately 1,500 publications, many of which have been directly proposed for purchase by our users.

Interlibrary loan service

Our interlibrary loan service obtains publications that are not in print, are too specialized to be acquired for the collection, or cannot be accessed online.

Journals

In addition to print journals, we offer access to a wide and steadily growing range of electronic journals. The journals are linked to many of our databases, Google Scholar and the library search portal.

Databases

We are continually expanding the electronic resources for our users. In cooperation with the Max Planck Society, we offer a wide variety of bibliographic and full-text databases. Our database subscriptions include Web of Knowledge, Nexis, EBSCO or JSTOR. Consult the [library homepage](#) to find out more about the databases we subscribe to, such as details on content, search strategies and modes of access.

Reference management

Reference management tools help you to organize your references and automatically generate reference lists or bibliographies in a variety of styles. If you would like some support in choosing or learning to use a tool, ask the library (**Cora Molloy**).

We are here to help

If you have questions or requests, don't hesitate to stop by. We are happy to help you. Ask the library staff about literature research, lending services, inter-library loans, using the online catalog, purchase proposals, etc. We are glad to provide on-the-spot assistance with daunting databases, inaccessible online journals or any other obstacles you encounter in your search for hard-to-find, quality information.

The library is staffed from **Monday to Friday from 9 to 4**. Feel free, however, to come in and ask questions if you see one of us in the library outside these times.

Contact

Susanne Hilbring (Head)

phone +49 221 2767-110

bib@mpifg.de

www.mpihg.de/bib

Cora Molloy (research data specialist)

Tel. +49 221 2767-112

cora.molloy@mpifg.de



The **Editorial and Public Relations Unit** is involved in every aspect of presenting the results of the researchers' work to the public.

Publishing

Our main task is to produce and promote the Institute's publications: the MPIfG Books, Discussion Papers, and the researchers' Journal Articles. This includes editing and typesetting, producing, and distributing the papers in print and online. We also assist researchers with language editing, copy-editing, graphics, and publishing know-how when they prepare their own books for publication.

Documenting research

By compiling reports for the Max Planck Society and the MPIfG Scientific Advisory Board, we document the research done at the Institute. We collect the required data, process and archive it, write and copy-edit texts, and oversee the production of reports.

Presenting the MPIfG to the public

We develop and produce printed and online information material about the Institute. We design and maintain the MPIfG website, post podcasts and manage the MPIfG Twitter account. We create and distribute newsletters and a research magazine, and plan and organize public relations events at the institute – such as informational seminars for visitors and staff members, workshops for journalists and researchers, and book presentations. We also set up book exhibits at conferences. Working with professional agencies, we continually improve and enhance the corporate design of the MPIfG.

We make business cards, prepare conference materials and help researchers create personal homepages. Do you have questions about any of the services mentioned above? Would you like to know more about citation styles or giving a lecture at the Institute? Please contact us in our offices on the third floor.

Contact

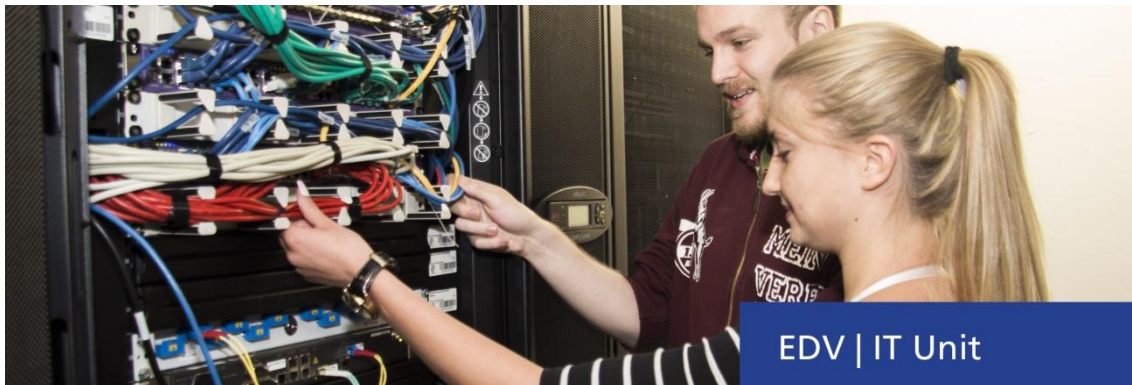
Christel Schommertz (Head)

Room 303 | Phone +49 221 2767-130

redaktion@mpifg.de

http://intern/SitePages/Redaktion_Gruppe_EN.aspx

 @MPIfG_Cologne.de



The Institute has a modern, high-performance communications and network infrastructure tailored to the needs of academic research. Each workstation is equipped with a versatile and powerful PC. Our workstations have fast network connections, through which they are connected to the various applications and file servers as well as the central multifunction color printers with scanning function. Access to our extensive library services and the internet is of course possible from any PC.

We will create your user account shortly before your arrival. We will also set up an email address for you with the following format: `firstname.lastname@mpifg.de`. With this account you will have access to our Microsoft email and collaboration servers as well as the intranet and the SharePoint pages of the IT Helpdesk from both inside and outside the Institute.

When you arrive at the MPIfG, you will find a computer at your workstation currently equipped with Windows 10, Microsoft Office 2019, and various other programs. Our IT Helpdesk provides comprehensive PC and user services regarding the workstation computers. Immediately after your arrival, you will receive a briefing on how to use the various IT services.

If you bring your own devices to the Institute, please understand that we are unable to fully support devices that have not been installed by us. Nonetheless, you will find help and instructions on how to use our basic IT services (setting up an email account, connecting to the Institute's WLAN and Eduroam, using the library databases via EZproxy, etc.) in the IT Helpdesk room and on our intranet pages.

Contact

If you require special software or hardware to do your work, please be sure to tell us well in advance. Please address any questions you might have about computing services to our

Helpdesk

phone +49 221 2767-138

helpdesk@mpifg.de

www.mpihg.de/edv/edv_en.asp

http://intern/SitePages/EDV_Gruppe_EN.aspx