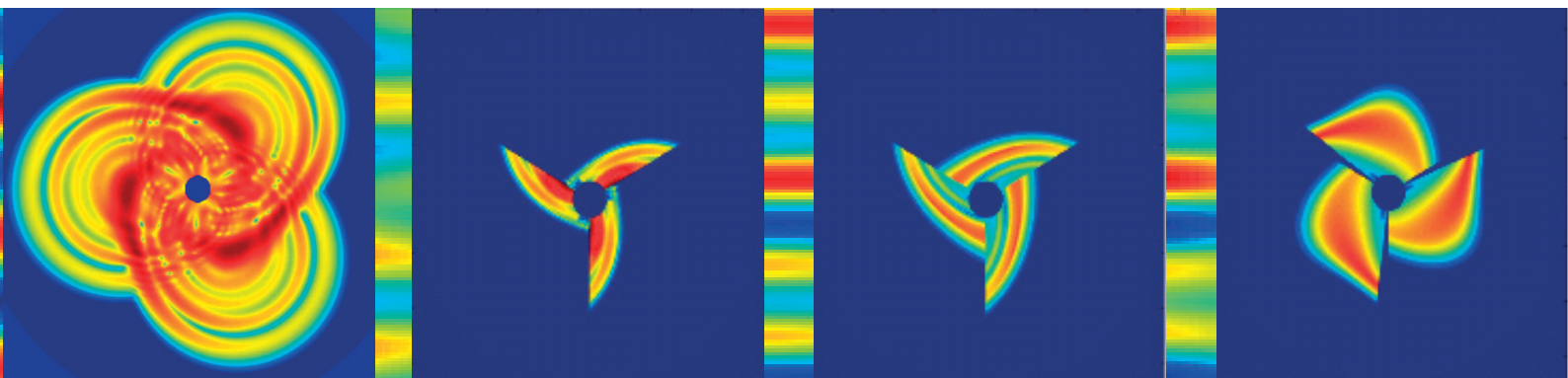


The MBI Welcome-Book

Max Born Institute

for Nonlinear Optics and Short Pulse Spectroscopy im Forschungsverbund Berlin e.V.





Dear Reader,

the directors would like to welcome you to the Max Born Institute of Nonlinear Optics and Short Pulse Spectroscopy.

As a new member you will probably have a lot of questions about the working procedure at MBI, where to find information, or how to arrange your daily life in Berlin.

The present Welcome-Book will give you a first introduction to help you get started at the MBI. You will find some general information about the research topics at MBI and how the institute is organised. A large part of the book is devoted to the administrative and operational procedure. You will find helpful hints about the working time, how to apply for business trips or days of leave, how to order goods, and who you could ask for help in any of these questions.

The safety at work is taken very serious by the MBI and therefore you will find a bunch of information concerning safety issues like first aid, laser safety and radiation protection, or the handling of chemicals.

If you have/had to move to Germany and if you don't feel familiar to the German bureaucracy you may find helpful resources about registration, housing, banking, etc.

Of course, the book can't answer all your questions and the best way to find help is to ask your colleagues, anyway. Nevertheless, we hope that it makes it easier for you to start at MBI.

With best wishes,

The MBI Welcome-Book

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1 How to get started at MBI and in Berlin

You have successfully applied at MBI and signed your contract. Now, the first days at MBI will be filled with some administrative matters. The Welcome-Book starts with information you will need before and in the first few days after your arrival at MBI and Berlin-Adlershof. We gathered all important information in a “**Checklist of things to do right away**”. Go carefully through the checklist and do not hesitate to ask for help if needed.

Once you have a computer workstation at MBI and your login data you'll find a lot of information on our intranet web pages. Furthermore, your department head and colleagues, as well as the administration and the secretaries in the corresponding Houses A, B or C will gladly assist you. Please don't hesitate to ask one of the following people in any case you need help or assistance. Of course, maybe they don't have a prompt answer to your question, but they will try to help you and find the right person to solve your problem:

The personnel office:

Sabine Schulz	House A	Room 4.06	1512
Thea Winterburn (substitution)	House A	Room 4.05	1513

The secretaries:

Division A

Ute Schlichting	House A	Room 2.28	1201
Petra Rapelius	House A	Room 2.30	1202

Division B

Dimitra Zimani	House B	Room 3.11	1301
Bettina Becker	House B	Room 3.10	1302

Division C

Claudia Brigel	House C	Room 2.3	1401
Alexandra Wettstein	House C	Room 2.4	1402

The executive assistant to the directors:

Alexander Grimm	House A	Room 4.03	1510
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1.1 Before your arrival

Before your arrival at MBI you should contact your future supervisor (depending on your position this could be one of the three directors, a department head or an administrative head) and the personnel office. Please let them know when you will exactly arrive at MBI and make an appointment. To contact members of MBI please call: + 49 30 6392, followed by the individual four-digit number.

Sabine Schulz	House A	Room 4.06	1512
Thea Winterburn (substitution)	House A	Room 4.05	1513

Contact the embassy or a consulate of the Federal Republic of Germany in your home country

Non-EU residents who wish to reside in Germany longer than three months need a residence permit. The procedure for obtaining this will depend upon your nationality. To avoid complications, contact the embassy or a consulate of the Federal Republic of Germany in your own country after you have signed your employment contract with the institute.

Initial finances

You will receive your first salary payment on the last day of the first full month of employment at the MBI/FVB. You may, of course, need funds for the intervening period (two to six weeks). Therefore, arrange with your home bank to transfer funds to a bank in Berlin or bring enough traveller checks with you to cover your expenses. You may also apply for a salary in advance. Consult the personnel office, Sabine Schulz (1512).

Health insurance

Before taking out German medical insurance, check with your own national health insurance authority whether your country has a reciprocal agreement with Germany. It might be to your advantage to make use of such an agreement rather than take out a health insurance policy in Germany. If you intend to take out medical insurance in Germany, refer to chapter 1.3.6.

International driving licence

If you plan to drive: Renew your national driver's license. Foreign citizens may drive a vehicle in Germany with their national permit for up to 6 months after entering the country. After 6 months, however, all non-German citizens must apply for a German driver's license (Führerschein). For details check:

<http://www.berlin.de/labo/mobilitaet/fahrerlaubnisse-personen-und-gueterbefoerderung/>

Photographs

Obtain several (at least six) passport-sized photographs of yourself and all members of your family, as you will need them all along your way through the German bureaucracy after your arrival in Berlin.

Passport

Carry your passport/ID card and your registration receipt (Anmeldebestätigung, see chapter 1.3.2) with you at all times. Except for the registration receipt, this also applies to the members of your family.

Important papers

Keep all insurance papers, including your health insurance policy and certificates (Bescheinigungen) for pension. Do not ignore official-looking papers which you receive either by post or by MBI, especially if you have signed them. If in doubt as to what they mean or what to do with them, ask your colleagues in the institute.

CHECKLIST:

1. Valid passport (with entry visa for non-German and non-EU citizens)
2. Driver's licence
3. Birth certificate (also of your family members)
4. Vaccination card
5. At least six biometric photographs

1.2 Your first day at MBI

1.2.1 Upon your arrival at MBI

At your first working day please contact your department head to welcome you. She/He will introduce you to your working place, to your close working colleagues, and to Sabine Schulz (1512) (or her substitute Thea Winterburn, 1513) who are responsible for the personnel office. At the personnel office you will get a docket paper (“Laufzettel”) containing various stations that you have to pass (director, IT-department, library, work safety, administration, works council). You should not pass the stations of the docket paper on your own. You should be accompanied by your department head or a delegated person.

1.2.2 The docket paper (“Laufzettel”)

Personnel office:

Here you will get a first introduction in some aspects of the collective bargaining law (rights and obligations), and information about vacation, illness, work accident, your office and phone number, etc.

Sabine Schulz	House A	Room 4.06	1512
Thea Winterburn	House A	Room 4.05	1513

Department Head:

The department head has to determine your profile at MBI: he defines your project affiliation, the cost center you will belong to (important for the procurement), the rooms and labs to which you will get access, etc.

NOTE: Without the profile you can't get any further accounts or keys.

IT-department 1:

First, you will be introduced to the time recording system and how to check-in and check-out; you will get your personal key-dongle and the entry card for the front doors.



Markus Goebel	House A	Room 4.24	1543
Peter Ivanov/Ralf Priefer	House A	Room 4.24	1557/1528

IT-department 2:

Here you will get your MBI account for the access to the MBI network and an email-address.

Britta Neutenkötter	House A	Room 4.14	1544
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IT-department 3:

The head of the IT-department will give you some information and hand out the IT policy that you should read carefully.

Thomas Krueel	House A	Room 4.30	1540
Margret Rink	House A	Room 4.23	1551

The MBI Welcome-Book

Work safety 1:

You will get a general instruction in work safety issues (assurance, how to behave in case of accidents or fire, fire protection, first aid, etc.).

Wolfgang Krüger	House A	Room 3.21	1284
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Work safety 2:

You will have to watch a video about laser safety.

Anja Sato	House A	Room 4.11	1501
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Administration:

The head of administration will give you a brief introduction to the procurement rules, how to deal with the electronic procurement order, about the procedure of goods receipt, etc.

Kerstin Grundmann	House A	Room 4.11	1510
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Library

Our librarian will inform you how to borrow books and give you a brief overlook over the library and the library policy.

Jeannine Rehse	House A	Room 4.18	1517
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Works Council:

The chairman of the works council will give you some information about its function, its members, and about your rights and duties as a member of MBI.

Gerd Kommol	House B	Room 3.23	1322/1376
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Directors:

Finally you will be introduced to the director of your division and to the managing director; both have to sign the docket paper.

Marc Vrakking	(Director A)	House A	Room 2.26	1200
Stefan Eisebitt	(Director B)	House B	Room 3.12	1300
Thomas Elsaesser	(Director C)	House C	Room 2.1	1400

The position of the managing director is rotating every three years. At present Stefan Eisebitt is the managing director.

Now, you've accomplished the docking paper and you should have access to all relevant facilities and login data to your computer and the intranet. Take some time to make yourself familiar with the structure of the MBI intranet pages, where you will find a lot of important information about your everyday life at MBI:

http://intern.mbi-berlin.de/index_en.html

TIP: Ask your colleagues to provide you with some information. Do not hesitate to gather some firsthand experience.



1.2.3. Working Time and Time Recording

Time recording applies to all employees who have a working contract with the MBI on the basis of TVöD (Tarifvertrag für den öffentlichen Dienst/Collective Agreement of the Public Service).

Exceptions: PhD students, apprentices, scholarship holders and guest scientists.

Time data can only be observed by the employee her-/himself and by the personnel office. The following document combines the most important information about time recording:

http://intern.mbi-berlin.de/de/administration/first_information.pdf

In addition, you can find detailed user documentation:

http://intern.mbi-berlin.de/de/administration/time_recording.pdf

NOTE: Access and the password for the time recording system “NOVA TIME” you will get from the personnel office, which will answer all further questions:



Sabine Schulz	House A	Room 4.06	1512
Thea Winterburn	House A	Room 4.05	1513

Furthermore be aware that **the daily core time is from 10:00 a.m. to 3:00 p.m.** In this time slot you have to be present at MBI. Unannounced absences within the core time are limited to max. 10 times a year!

TIP: Let others show and explain you the “Nova time”-login (name of the time recording system) for the first time.



1.2.4. Set Up of Your (Computer) Working Place

As you received now a key dongle and access to a computer and to the MBI network you should now set up your working place in your office.

Check first the proper functioning of your phone and computer and log in for the first time to the MBI network. If you should not have access to a computer work station you can also use a private mobile device to get access to the network via WiFi. The access is granted through vouchers that you can get from:

Ute Schlichting	House A	Room 2.28	1201
Dimitra Zimani	House B	Room 3.11	1301
Claudia Brigel	House C	Room 2.3	1401
Anja Sato	House A	Room 4.11	1501

If the phone in your office is not working or if you have questions how to configurate or operate the phone, refer to:

M. Goebel	Admin Windows-Server, telephone system	1541
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You can also find a document how to configure your phone:

<http://intern/en/edv/documentation/docs.html>

In the best case you will find a fully equipped computer workstation. If not or if you need additional software or if you have any questions about your computer work station, please refer

to the local service administrator of your department, who should always be your first contact person in case of hard- or software problems:

A1, A2, A3	Sergey Solovev/Melanie Krause	1222/1247
B1, B2, B3, B4	Dirk Rohloff / Jens Gläsel	1312
C1	Dennis Ueberschär	1448
C2	Marina Friedrich	1447
C3	Mathias Jurke	1443

The IT-Department offers important IT related information for users. You will find an overview here:

<http://intern.mbi-berlin.de/en/edv/overview/index.html>

1.2.5. Safety at Work

MBI underlies a variety of laws, instructions, and regulations addressing job safety issues. On the following web page of MBI's intranet you will find any essential information (most of it only available in German):

<http://intern.mbi-berlin.de/de/safety/index.html>

While completing your docket paper you will get a general introduction to safety issues and you will have to watch a laser safety video. If you will have to work in a lab, you will be instructed individually by your project leader or a scientist who is responsible for the lab.

NOTE: For new employees, guests, and further members of MBI it is essential to read the „Festlegungen zur Arbeitssicherheit“ (Regulation on job safety, only in German at the moment). If your German is not good enough to understand the text, please ask your colleagues or:



Alexander Grimm House A Room 4.03 1500

Please refer to chapter 2.5 for further regulations and procedures that addresses job safety issues.

1.3 FIRST DAYS IN BERLIN

Once you have arrived in Berlin, you will need to visit several offices to take care of all your paperwork. Due to varying office hours, it will take you about a week to accomplish all of these tasks:

CHECKLIST:

1. Find an apartment or a place to stay
2. Get a registration certificate
3. Apply for a freedom of movement certificate (EU and EEA citizens only) or
4. Apply for a residence permit (non-German and non-EU citizens only)
5. Sign up for health insurance
6. Open a bank account
7. Apply for an income tax card and a social security card
(if you have a regular employment contract, not a stipend)
8. Sign up for personal liability insurance (strongly recommended; inexpensive)

1.3.1 Housing in Berlin

Rental rates in Berlin can be quite high. They are generally based upon location, type of housing, and utilities (gas, electricity, heating, water, etc.). Utility charges are usually not included in the monthly rent; this depends upon the rental contract. Read your rental contract carefully! If you are not fluent in German, misunderstandings with reference to rental rates, contract stipulations, deposits, etc. are likely. Therefore, take an interpreter with you who can also clarify the contract conditions. If at all possible, we recommend that you come to Berlin yourself, look for housing, and when you have found suitable accommodation, then have your family join you. In this way, you may spare yourself trouble and save costs.

Newspaper advertisements

When looking for housing, you should consult the most important newspapers „Berliner Morgenpost“, „Der Tagesspiegel“ or „Berliner Zeitung“ or their websites.

<http://www.morgenpost.de/berlin/wohnung-mieten/>

<http://anzeigenportal.tagesspiegel.de/immobilien/mieten/wohnung>

<http://immobilien.bz-berlin.de/widgets/api/start/m/ac11b8f3f563ce4c0fb9d74a2>

Please note that it might be useful to phone right away to make an appointment.

Web services

In addition you can find a range of offers online. The most common search engines are:

- ➔ Immobilienscout 24: <http://www.immobilienscout24.de>
- ➔ Immowelt: <http://www.immowelt.de/>
- ➔ Immonet: <http://www.immonet.de>

Housing agents

Another alternative is to register with a realtor (Wohnungsmakler). He/she provides you with a list of available apartments registered with the agency. The footwork and contract negotiations are left to you. To save time and trouble, provide the agent with specifics about the type of housing you want (number of rooms, furnished or unfurnished, etc.) and the amount of rent you are willing to pay. The agent will give you addresses which correspond to your preferences. If you find housing by other means, inform the rental agencies where you are registered immediately, otherwise you may be made liable for expenses incurred by the agency.

Security deposit

Most landlords demand a security deposit (Kaution), payable in advance. This payment can amount to up to three months' basic rent (Kaltmiete, excluding cost of consumables) and will be returned when you move out, depending upon the condition you leave the apartment in. The deposit will go to a separate bank account.

Housing for short-term fellows / exchanges with other scientists

As a member of the IGAFa (see chapter 4.2) MBI is able to offer a few flats in the International Guest Houses of the IGAFa (Internationale Begegnungszentren IBZ). The IBZ have rooms in shared units with common use of both, bathroom and kitchen, apartments with a private bathroom and a shared kitchen, as well as one- to three-room apartments of varying sizes. The minimum stay is one month, the maximum rental period is 2 years. The apartments are fully equipped, including crockery and kitchenware, bedding, towels, TV. Rents include all

operational and additional costs. No further costs are added. Rents range from 380€ (per month) for a room in a shared flat (common kitchen and bathroom use) to about 500€ for a one-room apartment, and up to 900€ for a three-room apartment. Further information about the guest houses you will find here:

<https://igafa.de/en/guest-houses-ibz/>

Since it is rather difficult to get landlords to sign a rental contract for less than one year; many research fellows staying in Berlin for only a short time try to arrange in advance for incoming fellows to take over their apartment contracts when they depart. If you are a short-term fellow, write to MBI as soon as you know when you will be arriving in Berlin. Maybe arrangements can be made for you to take over the apartment of a fellow who is going to leave Berlin at the same time.

1.3.2 Registration / residence and work permit

Registration

After you have found accommodation in Berlin, you have to register at your local citizen's registration office ("Bürgeramt/Meldestelle"). A list of Berlin's Bürgerämter you will find here:

<https://service.berlin.de/standorte/buergeraemter/>

NOTE: You need to visit a Bürgeramt in person. You can go to any of the over 40 Bürgerämter in the Berlin region to register. *You don't have to go to your local office.* In order to register you will have to make an appointment with a Bürgeramt:

<http://service.berlin.de/dienstleistung/120686/>



At the moment, the Bürgerämter are fully booked and you will have to wait for 2-3 months. Further information about the registration you will find on the following webpage (only in German):

<http://service.berlin.de/dienstleistung/120686/>

TIP: If your local Berlin Bürgeramt is overcrowded or you can't get an appointment for weeks, book the next available appointment in ANY Berlin Bürgeramt.

All residents are required by law to register within 14 days of arrival, irrespective of nationality; as this is impossible at the moment to arrange in Berlin, the proven appointment with the Meldestelle is also sufficient. First you have to fill out a registration form (you also have to declare the names and dates of birth of your and your spouse's parents). The completed registration form should then be taken to the Meldestelle in your district. You can download the form also on the same webpage:

<http://service.berlin.de/dienstleistung/120686/>



Besides the filled form you will need:

- ➔ your passport (and the passports of your family members, if they are staying with you in Berlin)
- ➔ your birth certificate (and the birth certificates of your children)
- ➔ your marriage certificate
- ➔ a declaration from your landlord confirming that you are the tenant of the flat/apartment

At the Meldestelle your registration form will be signed and stamped. The bottom part will be returned to you for safekeeping as a sort of receipt (Anmeldebestätigung). Make lots of copies of it, and carry one with you along with your passport. You will need it at any sort of public office appointment, at the post office, even when you're trying to join the local library, and for other bureaucratic procedures. If you should move to another apartment while living in Berlin, you have to go through the same procedure again.

Residence permit

All foreigners that are not EU citizens or from Iceland, Liechtenstein or Norway (EFTA states) require a residence permit to stay in Germany longer than three months. Please contact the consulate of the Federal Republic of Germany in your home country to ask for more details. The personnel office (Sabine Schulz/Sevkan Saylik 1512) will help you attain the residence permit. You will need the following documents:

- ➔ Valid passport and a copy of your passport
- ➔ Receipt of registration (Anmeldebestätigung)
- ➔ Two passport-sized biometric photographs
- ➔ Copy of your employment contract or a declaration signed by the MBI/
FVB that you are employed there
- ➔ The same for all members of your family

Extension of residence permit

The length of validity of your residence permit depends upon your nationality and, to some extent, your profession. If you intend to stay in Germany longer than your permit is valid, you should apply for an extension of the permit **two to three months** before your initial one expires. Here you can find information about the procedure how to fix an appointment with the Berlin Foreigners' Registration Office:

<http://service.berlin.de/dienstleistung/305260/en/>

NOTE: The personnel office will help you. But please remind that you should ask for help **two to three months** before the expiration of your permit. Otherwise it will be difficult to help you.

The Foreigners Registration Office is located at:

**Keplerstr. 2
10589 Berlin**

The postal address of registration office is: Friedrich-Krause-Ufer 24
13353 Berlin
Phone: 030 90269 4000



Work Permit

Scientists do not need a work permit in Germany. If family members need a work permit, this will be quite a complicated procedure if they are not citizens of EFTA countries or the USA. Applications for a work permit are made at the Employment Office (Arbeitsamt) in the district where the employer or employing firm is located. The applicant should bring his or her job offer letter. Otherwise, you have to obtain the work permit from a German authority before entering Germany. Ask the personnel office (1512) for detailed information.

1.3.3. Open your bank account

It might be helpful for you to open an account with a German bank that maintains business connections with your home bank. Your bank probably can provide you with a corresponding list. The MBI administration can possibly help you in opening an account. All major German banks offer online banking. You will receive your salary on the last day of each month by bank transfer. Please give the number of your bank account to the personnel office immediately so that your salary can be transferred right from the beginning. Payment cannot be made by check. It may require several weeks to transfer funds from your home bank to a German one. Please bring enough ready cash or traveller checks with you to live on for one month. You may also apply for a salary in advance.

Bank transfers

Bills are usually paid by bank transfer (Überweisung) and not by check. Checks are also used in payment; they are then cashed in by the bank. Only when you mark the check as a „crossed check“ (by writing „nur zur Verrechnung“ between two lines in the top left-hand corner of the check) will the stated amount be transferred from account to account by your bank. This check is not given back to you later, so you should always obtain a receipt when paying by check. If you have established an open account with your bank you can make payments by Eurocheque card. Please make use of the ATMs (cash machines) you will find everywhere in Berlin. Please note that the use of ATMs not run by your bank may be subject to a fee.

Bank orders / Standing order mandate

A standing order mandate (Dauerauftrag) is a very practical and time-saving means of paying weekly or monthly bills, i.e. rent, electricity, gas, TV/radio, tax, etc. All you need to do is to fill out a form authorizing the bank where you keep your account to transfer payments on a weekly or monthly basis to a designated recipient's bank, i. e., your landlord's, the gas company's, etc. The transaction is carried out automatically, involving only your bank and the recipient's bank. You must, however, make sure that you have enough money in your bank account to cover all your transfers. Banks may charge a small fee for this service.

Withdrawal authorization

With a withdrawal authorization (Einzugsermächtigung) you may authorize the recipient's bank, i.e. your landlord's, gas company's etc. to withdraw your monthly or weekly payment directly from your bank account. There is no service charge, as your bank is not directly involved in this process. Ask your bank for the appropriate form. But please be extra careful that the right amount is being charged. If you notice that something went wrong you can ask your bank to return the money for a period of six weeks after you got the invoice.

1.3.4. Applying for children's allowance

Employees who have children living in their household in Berlin are entitled to a children's allowance (in the amount of 192 € per child for the first two children, 198 € for the third child, 223 € for any further children), regardless of how long they stay in Berlin. The children's allowance is not taxable, and it is paid by bank transfer by the Employment Office/Children's Allowance Division (Arbeitsamt/Kindergeldkasse) every month.

You apply for the children's allowance by filling in an application form (Antrag auf Kindergeld); the form is available in different languages:

<https://www3.arbeitsagentur.de/web/content/DE/Detail/index.htm?dfContentId=L6019022DSTBAI707968>

Then you need to fill the appendix “Anlage Kind zum Antrag auf Kindergeld”:

<https://www.arbeitsagentur.de/web/content/DE/Detail/index.htm?dfContentId=L6019022DSTBAI707980>

If at least one parent or one child lives or is gainfully employed in another country or is in receipt of benefits from another country you have to fill in addition the “Anlage Ausland zum Antrag auf Kindergeld” (Other Country for application for German child benefit):

<https://www.arbeitsagentur.de/familie-und-kinder/downloads-kindergeld-kinderzuschlag>

Third you have to prove that your children are living in your household in Berlin by a form (Haushaltsbescheinigung) that needs to be confirmed by the Meldestelle/Bürgeramt:

<https://con.arbeitsagentur.de/prod/apok/metasuche/suche/information?volltext=houshold~haushaltsbescheinigung>

You can find a collection of any form you need in order to apply for the children's allowance on the following webpage:

<http://www.kindergeld.org/formulare.html>

Finally, you have to submit all the documents together with copies of your passport, the residence permit and the receipt of registration to the responsible “Familienkasse”:

<http://www.kindergeld.org/familienkassen/berlin.html>

Once the Familienkasse has received and approved the application, it will give you a number which indicates that your application for children's allowance has been processed and that you will receive the first payment in the near future. However, the actual transfer of payment may take some time. In any case, it will be paid retroactively from the date of your application.

Children's allowance for short-term staff members

Short-term staff members are also entitled to children's allowance if their children reside with them in Berlin. However, since it takes some time to process the application, short-term employees may not receive their allowance until after they have left Berlin. For this reason, they should keep a bank account in Berlin so that the Employment Office can transfer their allowance to it. They can then arrange with their bank to transfer this to their home country or authorize a third party to receive the allowance in their name.

1.3.5. Children and Childcare

School is compulsory in Germany from age 6-7. Most of the children of foreign guests attend German schools and both children and their teachers have found this completely satisfactory. However, if you are concerned that your child may lose a year, you should discuss this with your child's teacher before leaving your home country and perhaps bring along some private study materials to follow as homework. German schools are free of charge but Kindergarten and private institutions are not.

TIP: In case of particular problems with childcare the MBI offers its employees to use the parent and -child office at the institute. In room 1.09, building A, you will find the possibility to take care of your children while working at a desktop PC.

Anja Sato

House A Room 4.11

1501

Pre-school children

The main options for childcare in Berlin are Kita (nursery/daycare) and Tagesmutter (childminder):



Kita / Kindertagesstätte / Kindergarten / Krippe (Nursery / Daycare):

This is the most common type of childcare in Germany. Kitas are the German version of a nursery and automatically go over into Kindergarten once the child is three years old. Most Kitas are public, meaning the state pays some of the cost of your child being looked after there. The three years of Kindergarten before your child begins to attend school are free for children in Berlin. The monthly fees that you have to pay before are based on the parents' income. There are some private Kitas however (a lot of the bilingual ones are private) and these are of course more expensive.

You should apply for a place in a Kindergarten as early as possible. There is a great demand for daycare in Berlin. In order to secure a spot at a Kita (daycare / nursery) or Tagesmutter, you have to apply for what is called a Kita Gutschein (vouchers):

<https://www.berlin.de/sen/jugend/familie-und-kinder/kindertagesbetreuung/anmeldung/>

Through the application for the Kita Gutschein, it will be decided how high your need for a daycare / nursery place is (part time or full time) and how much you must pay for the spot. How to apply for the Kita Gutschein and which are the further steps to find a spot in a Kita is accurately described on the following webpage:

<http://www.berlinforallthefamily.com/childcare--schools/how-to-apply-for-a-kita-spot-in-berlin-kita-gutschein-waiting-lists-fees-explained>

Tagesmutter / Tagesvater / Tagespflege

The *Tagesmutter* (childminder, over 90 % are female) looks after children either in their own home or in a separate location dedicated to their childcare work. The official German term used by the government offices is "Tagespflege". Sometimes two or three *Tagesmütter* come together, rent rooms and run a childcare center together. The large majority, however, mind the children in their own home and are allowed to mind between 3 and 6 children, depending on their experience. As with the Kitas, there are public and private *Tagesmütter*.

School children

If you want your child to be enrolled at a German school, please contact the local District Office (Bezirksamt) / School Department for detailed information. The start of a school year varies but it is usually between August and September. The school year ends in June or July. You need the following documents for your child's registration:

- birth certificate
- school records for the last year
- inoculation certificates

German schools work with children beginning with the age of five to six. Under Berlin law there is no mandatory daycare for pre-school children in the afternoon. You have to look for someone to mind your child after 1:00 p.m. Some schools however offer daycare („Hortbetreuung“ or Ganztagschule) School registration is always in October/November, but you can, of course, do this later if you are not in Berlin at this point.

Foreign language schools:

State(-certified) Europe-Schools Berlin: In Europe-Schools classes are consistently bilingual. Both German-speaking children and children with English, French or Russian as their mother tongue are taught together in special groups. Studies begin with the fifth grade and end with one of the usual school certificates. Please have your child registered directly at the school in question.

Bilingual Grammar School: German grammar schools offer additional studies in two or three foreign languages, among them English, French, Spanish, Russian or Latin. Children go to grammar school beginning with the seventh but sometimes as early as the fifth grade. In upper classes (starting with the ninth grade) lessons are given in one of the foreign languages.

John F. Kennedy School: John F. Kennedy School covers grades K-12, offering a preliminary class, a six-year primary course and secondary studies. Students may attend this school with the goal of receiving a US high school diploma or a European school-leaving exam and university entrance qualification. The school staff includes German and American teachers and classes are conducted in both German and American.

French Grammar School: At the Collège Français French is given as the first foreign language beginning with the fifth grade. Beginning with the seventh grade lessons are conducted in French. Students may take the baccalauréat or the German school-leaving examination.

Herder School: There is a traditional grammar school now named „Herder School“ giving additional studies in Russian or English beginning with the fifth grade, and in French beginning with the ninth grade. In upper classes lessons like history, political world studies and geography are taught in one of these languages. Students usually attain the German school-leaving certificate and university entrance qualification. You can refer to the booklets „Schools in Berlin“ and „National Europe-School in Berlin“ if you are interested in more details. Please inquire at the Senat administration/Department of Schools, Professional Training and Sports.

1.3.6. Take care of health insurance

The cost of medical care in Germany is quite high. However, all employees of the FVB are entitled to membership of one of the many health plans offered by health insurance companies, both private and public. This arrangement reduces the individual costs for medical services significantly.

Obligatory (public) medical insurance

Obligatory health insurance policies can barely be distinguished in terms of the extent of medical coverage. Most of them are comprehensive (i. e. covering costs for medical and dental treatment as well as coverage for other family members). The insurance companies have some leverage to individually adjust their membership rates (Beitragssätze). At the moment (Dec 2016) the rate differs between 14.6 - 16.3 % of your monthly income.

Some larger insurance companies for white-collar employees (Ersatzkassen für Angestellte) are:

- BARMER Ersatzkasse (BEK): www.barmer-gek.de
- Deutsche Angestellten Krankenkasse (DAK): www.dak.de
- Techniker Krankenkasse (TK): www.tk.de
- Kaufmännische Krankenkasse - KKH: www.kkh.de
- Hanseatische Krankenkasse (HEK): www.hek.de
- Handelskrankenkasse (HKK): www.hkk.de

If you are going to earn less than € 56250 per annum or € 4687.50 per month (status of 2016) you are required by law to take out an insurance policy with one of the obligatory insurance companies mentioned above. One half of the monthly insurance premium must be paid by your employer, the other half by yourself. Normally the employee's monthly contribution is automatically deducted from his/ her monthly salary. That is why the FVB administration will transfer the entire payment (both the employer's contribution and yours as an employee) directly to the health insurance company you select.

Voluntarily insured employees (Freiwillig versicherte Angestellte)

Workers and employees having a higher annual remuneration (including all annual earnings counted as income) are not obliged to insure themselves according to the above. They have the choice to insure themselves voluntarily at an obligatory medical insurance scheme or Ersatzkasse, to search for a private insurance company (private Krankenkasse) or to not insure themselves at all. In Germany about 6.7 million people are insured with private health schemes. Private health insurance companies include, for example:

- Vereinte Krankenversicherung AG or
- Deutsche Krankenversicherung AG (DKV)

If you are voluntarily insured, you do not have to pay a premium corresponding to your income or covering your whole family. You must insure yourself and each family member in accordance with your actual personal risk. That means that it might be more favorable for you to insure yourself voluntarily, if you are healthy and going to live alone for example, or if you are married and both your spouse and you have a high annual income. In this case you and your spouse would have to pay quite high insurance premiums as members of an obligatory health insurance company. The voluntary insurance plans offered by Ersatzkassen like Barmer Ersatzkasse (BEK) for example provide the insured person with 100% reimbursement for all medical expenses.

The employer makes no contribution to the direct medical costs, but pays half of the monthly premium by transferring it to your bank account together with your salary; you then pay the whole premium to the Ersatzkasse in question. In comparison, if you decide to take out a private insurance policy, you first have to cover all medical costs yourself. Then the FVB administration reimburses you for part of the costs, up to the extent the Ersatzkassen would be willing to pay for their voluntarily insured members.

Please take into account that it is quite difficult to return to obligatory medical insurance once you have decided to insure yourself voluntarily. That is why you must inform yourself about every detail concerning private health insurance. Often this is quite complicated because private insurance companies hold an information monopoly in this field. However, if you find it advantageous to insure yourself with a private health insurance scheme, please consult the

administration of the institute for detailed information before you select a health insurance company. Most private insurance companies, including the private health insurance plans offered by the Ersatzkassen, require the applicant and all family members to be covered in the insurance policy undergo a general health examination. A waiting period of up to six weeks follows before the policy becomes effective.

Consultation hours of physicians

Physicians in Berlin are free to determine their own consultation hours (Sprechstunden). Therefore, refer to the yellow pages of the telephone directory where some physicians list their office hours, or call the doctor's office for information and an appointment. Although some physicians prefer an individual appointment system, the majority operate on a „first come, first serve“ basis during office hours. However, do not expect to get to see the doctor immediately, as the waiting room is usually full and one must wait one's turn. Out-patient departments of clinics and hospitals (except in emergencies) and most dentists, on the other hand, prefer appointments to be made well in advance.

When patients go to the doctor

Members of the AOK or Ersatzkassen (both voluntarily and compulsorily insured) receive a plastic chip card which they are required to show to the physician's assistant when they begin treatment, and every time they return to the physician.

1.3.7. Other insurances

Personal liability insurance

Every employee of the MBI that has a working contract is insured against accidents. But the insurance covers only work accidents at MBI as well as travel or commuting accidents as far as you take the direct way between your home and the MBI. The latter does not count for guests, scholarship holders, etc. The insurance company for all employees with a working contract is:

NOTE: Berufsgenossenschaft der Banken, Versicherungen, Verwaltungen, freien Berufe und besonderer Unternehmen (Verwaltungs-Berufsgenossenschaft)

Markgrafenstraße 62, 10969 Berlin

Telephone: 030-77 00 30

Membership number **92/0050/1095**(of the Forschungsverbund Berlin e.V. & MBI):

For all other cases a personal liability insurance (Haftpflichtversicherung) is strongly recommended. It covers expenses which arise as a result of an accidental damage to a third party (other than automobile accidents) and accidental damage you cause in households other than your own (for the latter, you require household insurance / Hausratversicherung). The personal liability insurance provides coverage against financial ruin in case of claims for compensation by third parties and it is recommended to get such insurance in Germany. Compare insurance policies from various companies for premiums.

Accident insurance (voluntary)

A private accident insurance (Private Unfallversicherung) covers costs which arise as a result of an accident (e. g. if you are disabled following an accident, you will be paid a certain monthly income). This kind of insurance is offered by most insurance companies, but varies in premiums



and services. Please compare carefully if you intend to get one. Accidents at the institute where you work may be covered by the institute's insurance policy. Please check.

Household insurance (voluntary)

You can get household insurance (Hausratversicherung) to cover the furnishings of your apartment or house in case of theft or accidental damage. Many large German insurance companies offer household insurance. There is no obligation to have such insurance, though.

2 Make yourself familiar with the MBI

After you've accomplished the first steps at MBI you should make yourself familiar with the institute, how it is organized and what are the important issues to know about the MBI. On the next chapters you will find some topics that are not only interesting, but important to know.

2.1 The rules of good scientific practice

At the MBI the recommendations for good scientific practice of the German Research Association (DFG) are followed. All staff members are obliged to act according to the binding guide lines for good scientific practice of the MBI. In the case of serious doubts about good scientific conduct the corresponding rules of the Forschungsverbund Berlin e.V. are applied.

NOTE: The good scientific practice implies that every research data you are collecting at MBI has to be documented and stored. Whenever you completed a research paper, you are obliged to save all data on DVDs (or other??) and hand them to the library (Jeannine Rhese, 1517) where they will be stored.



In the case of alleged irregularities and dissent about the behavior of individuals which might be attributed to scientific misconduct it is possible to consult the elected Ombudsperson of the Max Born Institute:

Claus-Peter Schulz	House A	Room 3.08	1252
Jens Tomm	House C	Room 3.1	1453

2.2 PhD students: Enrollment at university and starting of your thesis

Every PhD student of MBI has to enroll at one of the three Berlin universities (TU, FU, HU), depending to which university the supervisor is affiliated. The semester fee you have to pay for the enrollment will be refunded by the MBI for the first three years. A planning document of the doctoral project has to be handed in to the supervising director and the program coordinator by the end of the third month. The nature of the research, in terms of idea generation and conceptual development is to be determined by the student, in consultation with his tutor. Upon approval, this document can serve as the document needed to register the PhD student at his/her university.

In addition, PhD students are required to write and present a paper during the first year of the doctoral program. The intent of this task is to develop/confirm scientific writing skills that at a later stage are essential for the dissertation. The first year paper must be conceptual and demonstrate the student's abilities at conceptual reasoning. The involvement of the tutor in the topic selection and the literature that will be used is encouraged, but the driver of the work at each stage should be the student. The tutor is not allowed to edit or write any component of the manuscript. Data collection is not required at this stage of work.

You will get detailed information about the first year paper procedure during your first weeks at MBI from the coordinator of the program:

Alexander Grimm	House A	Room 4.03	1500
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2.3 The works council

The members of the works council are the elected representatives of the MBI's employees. According to the size of an enterprise the MBI works council has seven members that are elected for four years. The seven members of the council are electing a shop-chairman and his deputy. Every member of the works council is working voluntary. Meetings are held regularly - normally every two weeks. Currently the works council has the following members:

Gerd Kommol (chairman)	House B	Room 3.23	1322/1359
Thomas Müller	House B	Room 3.23	1538
Jeannine Rehse	House B	Room 3.23	1517
Peter Scholze	House B	Room 3.23	1417
Sabine Schütz	House B	Room 3.23	1515
Johannes Tümmeler	House B	Room 3.23	1311
Tobias Witting	House B	Room 3.23	1228

More information about the works council can be found on the following webpage:

<http://intern.mbi-berlin.de/de/more/betriebsrat/index.html>

2.4 Equal opportunities, gender, and work/life balance

MBI follows the rules of the German federal law for promoting equal opportunities for men and women and has implemented the measures required there. MBI staff has elected a women representative who is involved in the hiring processes of the institute and takes care of special measures to implement equal opportunities. The representative reports to the staff during the annual staff meeting of the institute and MBI reports to the funding agencies about its equal opportunity measures and employment statistics.

The Gender Commissioners are:

Margret Rink	House A	Room 4.23	1551
Andrea Luebcke	House B	Room B 3.2	1318

They will offer professional advice and support with respect to:

- finding childcare opportunities
- special regulations concerning family friendly working hours
- suspicion of gender discrimination and mobbing on the job
- opportunities for further professional education
- contacts to networks and funding agencies

More information about equal opportunities from the gender commissioners will be found under the following intranet webpage:

http://intern.mbi-berlin.de/en/gender_equality/index.html

In 2015, the efforts of the MBI according to the reconciliation of work and family life was evaluated and certified through the agency "berufundfamilie" (job and family). As a result, a target agreement was concluded that contains 22 goals subdivided into 56 measures that the MBI has to fulfill until summer 2018. The measures range from questions about the flexibility of working and core time in the case of family emergencies through the field of leadership to the improvement of services for families.



The target agreement and any information about the audit “berufundfamilie” as well as regular updates of the implemented measures are posted on the following intranet webpage:

http://intern.mbi-berlin.de/en/gender_equality/ge_audit/ge_audit.html

2.5 Job Safety

After you got a first instruction to general safety issues during your first days at MBI you should make yourself familiar with the different aspects and responsibilities of job safety. First of all, you can find many important instructions and regulations on the following web page:

http://intern.mbi-berlin.de/de/safety/richtlinien_und_vorschriften/index.html

Some of the documents are also available in English (Hazardous Substances Ordinance and the Principles of Prevention). If you need help, please contact the members of the job safety committee:

Alexander Grimm	Chair of the Job Safety Committee	1500
Michael Pankow	Fire Protection Officer	1528
Katrin Herrmann	Safety Officer for Hazardous Substances	1343
Dr. Ilona Hertwig	Company Physician (BAD)	2061 4390
Rainer Schumann	Laser Safety Officer	1317
Gerd Kommol	Officer of Radiation Protection	1322
Wolfgang Krüger	Job Safety Officer	1274
Matthias Poppe	Job Safety Officer	1536
Markus Sarnowski	Safety Engineer (AMD TÜV)	7562 1600

First Aiders

MBI has a number of first aiders that are trained to help in the case of an accident. An up-to-date list you can find here:

http://intern.mbi-berlin.de/de/safety/ersthelfer_1802.pdf

The following members of MBI are currently first aiders:

Natacha Boroukhoff	House A	R. 4.26	1553
Michael Dose	House A	R. 3.20	1546/1562
Markus Goebel	House A	R. 4.24	1543
Stefan Griebel	House A	R. 1.26	1522
Katrin Herrmann	House A	R. 2.12	1355
Detlef Armin Loudovici	House A	R. 3.22	1285
Michael Pankow	House A	R. 1.02	1528
Ralf Priefer	House A	R. 1.02	1528
Christoph Reiter	House A	R. 3.18	1292
Sabine Winter	House A	R. 1.30	1202
Petra Friedrich	House B	R. 3.20	1313
Jens Gläsel	House B	R. 3.18	1312
Holger Willert	House B	R. 1.8	1365
Dimitra Zimani	House B	R. 3.11	1301
Claudia Brigel	House C	R. 2.3	1401
Peter Scholze	House C	R. 2.8	1417
Sandy Schwirzke-Schaaf	House C	R. 3.9	1447
Matthias Poppe	Workshop	R. 1.6	1536
		R. 1.7	1538
Jörg Schulze	Workshop	R. 1.6	1536

A list of important emergency numbers you can find here:

http://intern.mbi-berlin.de/de/safety/Anlage_11.pdf

EMERGENCY NUMBER in case of accident, fire:
0-112 or 0-110

POISONING EMERGENCY NUMBER:
0-19 240 or 0-450 53 555 or 0-450 53 565

Handling of Chemicals

If you will have to work with chemicals please read the document „Hazardous Substances Ordinance (Gefahrstoffverordnung)“ very carefully. You can find the document here:

http://intern.mbi-berlin.de/de/safety/richtlinien_und_vorschriften/gefahrstoffvo_e.pdf

In addition you can find important operation instructions for the handling with particular chemicals:

http://intern.mbi-berlin.de/de/safety/mbi_betriebsanweisungen/index.html

In any case, if you plan to work with chemicals please inform one of the following members of the job safety committee in good time:

Alexander Grimm	Chair of the Job Safety Committee	1500
Katrin Herrmann	Safety Officer for Hazardous Substances	1343
Wolfgang Krüger	Job Safety Officer	1274

Then the committee will be able to prepare -with your help- the mandatory documents like “risk assessments” (Gefährdungsbeurteilung) and “operation directives” before starting to work with the substance. Also you must be instructed in the use of the particular chemical, especially if you are not experienced in working with it. Please ask for help (see contacts above), if you feel uncertain in handling a chemical.

Laser Safety

A major focus of MBI's job safety efforts addresses to the proper handling of lasers and the potential dangers of laser radiation. Essential documents (only available in German) are the „Unfallverhütungsvorschrift Laserstrahlung“ (accident prevention directive „Laser radiation“):

http://intern.mbi-berlin.de/de/safety/richtlinien_und_vorschriften/bgv_b_2.pdf

and the operation instruction „Laser“:

http://intern.mbi-berlin.de/de/safety/mbi_betriebsanweisungen/laser_2010.pdf

There is also an English instruction how to protect against laser radiation:

http://intern.mbi-berlin.de/de/safety/richtlinien_und_vorschriften/Protection%20against%20laser%20radiation_Info.pdf

If you have any questions concerning the handling of lasers or the potential dangers of laser radiation please refer to the laser protection officers:

Rainer Schumann	Laser Safety Officer	1317
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Radiation Protection

Some installations at MBI (equipment for the production of ionizing radiation) require an administrative authorization according to the rules of the radiation protection ordinance. Accordingly some protection areas at MBI can only be entered under certain conditions. Therefore, please ask the contact persons for radiation protection and note the radiation protection ordinance that you can find here (only in German):

[http://intern.mbi-berlin.de/de/safety/mbi_betriebsanweisungen/
Strahlenschutzanweisung_MBI_130206.pdf](http://intern.mbi-berlin.de/de/safety/mbi_betriebsanweisungen/Strahlenschutzanweisung_MBI_130206.pdf)

The contact persons for any issues of radiation protection are:

Gerd Kommol	Radiation Protection Officer	House B	Room B.3.23	1322
Claus-Peter Schulz		House A	Room 3.08	1252

Work Accidents

In case of any accidents please follow the procedure:

1. If you or another person needs help, contact a first aider and as the case may be the rescue service (0-110), the poison emergency or others.
2. After first aid or medical care was accomplished inform immediately a supervisor and the personnel office (Frau Schulz, Frau Saylik, 1512).
3. If the incapacity as a consequence of an accident takes no longer than three days it is sufficient to inform the HR office verbally.
4. If the incapacity takes longer than three days your department (supervisor) has to fill an accident notification (you can get the form from the personnel office) and refer the filled document immediately to the personnel office.
5. The accident notification will be forwarded by the personnel office to the „Verwaltungs-Berufsgenossenschaft“ and to the „Landesamt für Arbeitsschutz und technische Sicherheit“.

NOTE: If you had or if you witness an accident you should call for help and take care of the victims as far as possible. Never forget to protect yourself.



Every employee of the MBI that has a working contract is insured against accidents. The insurance covers every work accident at MBI as well as travel or commuting accidents as far as you take the direct way between your home and the MBI. The latter does not count for guests, scholarship holders, etc. They are well advised to affect a private compensation and health insurance. The personnel office will help you (Sabine Schulz / Sevkan Saylik 1512). The insurance company for all employees with a working contract is:

Berufsgenossenschaft der Banken, Versicherungen, Verwaltungen, freien Berufe
und besonderer Unternehmen (Verwaltungs-Berufsgenossenschaft)

Markgrafenstraße 62, 10969 Berlin

Telephone: 030-77 00 30

Membership number **92/0050/1095** (of the Forschungsverbund Berlin e.V. and MBI):

Job Safety Training

Every employee has the right to be instructed in particular job safety issues (laser radiation, fire protection, hazardous substances, mother care, procedure in case of accidents etc.) annually and when starting to work for MBI. The respective supervisor is responsible to conduct the trainings.

Working on Weekends and Holidays

On weekends and holidays (list of bank holidays, see chapter 4.5), working in labs including chemistry labs is allowed only if two MBI members are present in the lab at the same time and it needs to be approved in advance by the project leader or senior scientist in charge of the particular lab. Work of individuals is not permitted.

The two applicants have to jointly submit an application form to the project leader who will decide timely on permission. If the project leader is one of the two scientists in question, he/she can sign the form him/herself. A copy of the signed form has to be filed by the project leader.

The application form for working on weekends or holidays can be found here:

<http://intern.mbi-berlin.de/de/administration/personalvorgaenge/index.html>

Office work during weekends and holidays does not require a special approval but does not entitle the person to work in a laboratory. The employer is not liable in case this rule is being violated.

3. Important every-day-procedures

The following chapters are describing some procedures at MBI that you will be confronted with from time to time.

3.1 How to purchase goods

While the procurement of goods and services you have to follow a bunch of rules (e. g. according to the Berlin guidelines of procurement). You will find a short guide for the procurement procedure on the following webpage:

http://intern.mbi-berlin.de/de/administration/beschaffung/Guidelines%20for%20the%20Procurement_1701.pdf

In most cases you will have to provide a need statement and a market research (you need three different offers). You will find this document and others on the following webpage:

<http://intern.mbi-berlin.de/de/administration/index.html>

For the efficient compilation and processing of procurement orders a database application called „Electronic Procurement Order (EPO)“ is used. You have to lock in to the EPO-System on the intranet via:

https://db.mbi-berlin.de/budget/ba_login.php

After you have gained access to the EPO-System you will find a form that has to be filled. Also you can find detailed user information how to handle with the EPO:

http://intern.mbi-berlin.de/de/administration/eBA_user_information.pdf

After you've filled the form you have to print and sign it; then the form has to be approved by your supervisor who is responsible for the appropriate funds (project leader, director). When the form is approved and signed by the supervisor it is forwarded to the administration.

In the case you need help, please refer to:

Bianca Wehrmaker	House A	Room 4.07	1511
Sabine Schütz	House A	Room 4.07	1515

3.2 How to apply for business trips

Every trip relating to your business and research at MBI (conferences, visits, etc.) have to be submitted and signed before your departure. You can find related documents in English on the following webpage:

http://www.fv-berlin.de/internal/all-about-the-employment-contract/all-about-the-employment-contract?set_language=en

NOTE: Foreign members of MBI who work in Germany for the first time have to wait one or two months until they have full social security coverage when they are going for business trips abroad (one month within the EU, two months for further countries). Hence, it is recommended to refrain from doing any business trips abroad in the first two months of your employment.



Before the departure (as soon as possible) you have to submit the filled authorization form (2 pages) to the director of your division, who has to sign the form. After the director's approval the division's secretary will forward the form to the administration.

After the administrative procedure you will get back the form and you should keep it until you return from the business trip.

NOTE: The application for reimbursement of your travel expenses plus all receipts and vouchers plus the signed authorization form have to be submitted after returning from your business trip. Please hand out the collected documents to the division's secretary who will forward them to the administration.



3.3 How to apply for holidays and leave

You will find helpful hints in all aspects of the subject of „vacation” on the following web page of the FVB:

<http://www.fv-berlin.de/internal/all-about-the-employment-contract/holiday-claim>

The annual holiday claim for employees of the MBI is 30 working days, for trainees it is 28 working days.

New employees have their first claim to holidays after six months. Further a relief from work can be requested in some cases, like death of a family member and other. In any case you have to apply for holidays or a relief from work. You will find the form that you have to fill and to submit to your supervisor here:

<http://intern.mbi-berlin.de/de/administration/personalvorgaenge/index.html>


NOTE: There is no deadline, but your request for holidays generally has to be handed in to your supervisor in time. The supervisor must be granted an appropriate period to find a possible temporary replacement for you. However, before requesting holidays, coordinate with your colleagues to avoid possible overlaps. Your main holidays (two weeks or more) should also be coordinated early on in your department. Only the signed and approved holiday certificate forms the basis for your holiday.



4. Good to know in Berlin

4.1 Berlin: transportation, job ticket, bahncard, car sharing

With a valid ticket, ticket holders have access to all public transport in Berlin: S-Bahn, U-Bahn, buses, trams and ferries. The fare depends on the tariff zone and the ticket's period of validity. Berlin is divided into three tariff zones: AB, BC und ABC. Tariff zone AB includes the urban area until the city boundary. Zone ABC additionally includes Berlin's surrounding area and Potsdam. The location of the MBI in Berlin-Adlershof is still part of the zone AB.

NOTE: to go to the airport Berlin-Schönefeld you have to buy an ABC ticket or if you have already, for example, a monthly AB-ticket you will need an extension for zone C. 

One Way Ticket:

A single fare ticket (Einzelfahrschein) is valid for one person and a two hour journey through the city. Note: It is not allowed to travel towards the direction of the starting point. For that purpose a new single-ticket must be purchased.

Fares:

Tariff AB: 2.80; reduced: 1.70 Euros

Tariff BC: 3.10; reduced: 2.20 Euros

Tarif ABC: 3.40; reduced: 2.50 Euros

Short Distance Ticket:

A short distance ticket (Kurzstrecke) costs 1.70 Euros, reduced 1.30 Euros and it is valid for three stops with S- and U-Bahn. Changing trains is allowed. The ticket is also valid for six stops in buses and trams, but only if not changing vehicles.

Tariff for Children:

Small children up to the age of five travel without charge when accompanied. Children from 6 to 14 years can use the reduced tariff, which costs 1.70 Euros for zone AB.

Of course, there are further tickets available (e. g. group tickets, day tickets, weekly, monthly and yearly tickets).

The following webpage gives a good overview:

<https://www.berlin.de/en/public-transportation/1772016-2913840-tickets-fares-and-route-maps.en.html>

Buying Tickets:

Tickets can be purchased at multilingual ticket machines on the platforms of S- and U-Bahn stations. In buses, fares are paid to the bus driver, in trams at machines inside the trains. In larger stations the S-Bahn and BVG provide ticket counters.

Validation of Tickets:

Before the journey starts tickets must be validated by stamping them at the yellow or red boxes on the platforms, in buses or trams. In case of inspection, a ticket that is not stamped is invalid. Anyone caught in public transportation without a valid ticket must pay a higher fare of 60 Euros. Those who get caught have to show an ID, otherwise the police will be called. Ticket inspectors are dressed in plain clothes and the experience showed that they will not make any exceptions.

Job ticket:

The job ticket is a personal temporary ticket (at least 12 months). The job ticket is only available for employees of the Forschungsverbund Berlin e. V. It is issued to the name of the respective holder and cannot be transferred, i.e. it must not be passed on or lent to another person. The job ticket is only valid in connection with a carrier card and an attached photograph (with eyelet, available at any rapid transit station). It must be presented in case of inspections. The job ticket is subject to a discount of 5 percent compared to the annual VBB tickets.

For further information please follow the link:

http://www.fv-berlin.de/internal/all-about-the-employment-contract/general-information-on-the-job-ticket?set_language=en

Bahncard

If you consider travelling long distances across the borders of Berlin by railway you can save money if you buy a Bahncard. The Deutsche Bahn (German Railways) is offering three types: BahnCard 25, 50, and 100.

The BahnCard 25 already pays off with one annual journey of more than 250.00 € (in second class). It costs 62.00€ a year and grants 25 % reduction on the full fare for a whole year. For spouses the BahnCard 25 is cheaper (if you have children it's only 10€). The BahnCard 50 costs 255.00€ and grants 50 % reduction on the full fare.

Car sharing

Car sharing has become quite popular in Germany. Besides traditional car rental companies there are different providers and types of car sharing in Berlin. Companies like Car2go, DriveNow and Multicity Carsharing all have cars that are found on the streets and that can be rented spontaneously or pre-booked; others require pickup and dropoff at fixed locations. Registering often involves visiting an office for an ID check and picking up a client card, but once you have that, you can often use the network in other cities and countries too. A good overview can be found here:

<http://carsharingvergleich.net/carsharing-berlin/>

Car rental

There are numerous rental car companies to choose from (Hertz or Sixt, for example). Robben & Wientjes is a company with lower rates for renting light trucks or vans of any size. You can rent their vehicles by the hour, which is quite useful when moving to a new apartment or when you will visit a furniture store.

4.2 Information about science city Adlershof, WISTA and IGFA

WISTA

The WISTA-MANAGEMENT GMBH is a holding of the state of Berlin and it is the operator of the science and technology park Adlershof: one of the most successful high technology projects in Germany with modern high tech business incubators, 11 non-university research institutes, the scientific campus of Humboldt-University and Berlin's biggest media location.

On the web pages of the WISTA you will find detailed and extensive information material for download that might help you for orienting in Adlershof:

<http://www.adlershof.de/en/wista-management-gmbh/about-us/>

IGAFA

The IGAFA is the scientific network representing the non-university research institutions located in the technology park Berlin-Adlershof. Tasks of IGAFA are promoting interdisciplinary co-operation and supporting public understanding of science. Furthermore, it creates synergy by providing infrastructure: support for international guests and management of meeting centers. The accommodation and facility management of the international guest houses (IBZ) is being coordinated by the IGAFA Science Office. Overall, 78 apartments/rooms are waiting to be inhabited by scholars from all over the globe. The duration of the rental periods is highly flexible. All apartments can be rented between one and 24 months.

Further information about the guest houses on the Adlershof campus you can find under:

<https://igafa.de/en/guest-houses-ibz/ibz-adlershof/>

4.3 Taxes

Tax Card

Employees working in Germany for more than six months must obtain a tax card (Steuerkarte), which indicates marital status, tax bracket (based upon marital status and employment status of spouse), number of dependents, and the church one belongs to, if any. (If you declare that you belong to either the Catholic or the Protestant Church, a church tax will be deducted from your monthly salary). As long as you have not submitted your tax card to the MBI/FVB administration (personnel department), you must pay the highest tax rate. Therefore, have a tax card issued as quickly as possible after your arrival in Berlin. Research fellows employed on an honorarium basis do not need a tax card, but they do have to file an income-tax return.

Obtaining a tax card

Tax cards are issued by your local Tax Office (Finanzamt). Here you can find a list of Tax Offices in Berlin and more information about the office hours:

<http://www.berlin.de/sen/finanzen/steuern/finanzaemter/>

Changes in tax classification

If your marital status changes during your stay in Berlin or any other factor influences your tax classification (such as birth of a child), notify your local tax office (Finanzamt). You have to apply in person for a change in tax classification (take your passport with you) and fill in a form, then the revenue office will issue you with a new tax card.

Limited tax liability of some short-term staff members with an employment contract up to six months

If your employment contract is for six months or less, you have a limited tax liability in Germany (beschränkte Steuerpflicht). This means that although income tax is deducted directly from your monthly salary (as with all other employment contracts), you cannot file an annual income-tax return in Germany. But you must file an annual income-tax return in your home country, making allowance for the taxes deducted from your salary in Germany. You can document these taxes paid in Germany by submitting the tax card to the FVB administration. It will be returned to you before you leave Germany. It might be important for you to clarify whether your home country has a doubletaxation agreement with the Federal Republic of Germany. If you come from one of these countries, sign the declaration the secretary of your institute will give you

together with your contract. It states that you authorize the FVB administration to obtain all the relevant information regarding your tax status on the basis of a double-taxation agreement from the revenue authorities in Germany.

Germany has double-taxation agreements (Doppelbesteuerungsabkommen) with the following countries:

Argentina, Australia, Austria, Belgium, Brazil, Canada, Ceylon, Cyprus, Denmark, Finland, France, Great Britain, Greece, Iceland, India, Iran, Iraq, Ireland, Israel, Japan, Liberia, Luxemburg, Malta, Morocco, Netherlands, Norway, Pakistan, Poland, Rumania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, Trinidad, Tunisia, USA, Uruguay and Zambia.

Staff members with an employment contract of more than six months

If you expect the revenue authorities to refund some of your taxes, i.g. if you have considerable tax deductions, you may file an income-tax return. Tax forms are available from the FVB, from the secretary of your institute or from any tax office (Finanzamt) and can be collected either at the end of the calendar year for which you wish to file your tax return or at the beginning of the following year. Income-tax returns are generally filed at the beginning of the calendar year for the previous year.

The deadline for submission of tax returns is **May 31st**. In order to fill in your tax form, you will need your tax card (Steuerkarte), which the FVB administration sends you at the end of the calendar year. Please turn to your local tax office for free counselling on completing your tax return. But you may also wish to consult a private tax accountant (Steuerberater) at a fee.

When you file your income-tax return, note the following:

- ➔ Do not forget to sign your completed tax form. If you are married, your spouse must also sign regardless of whether he/she has an income of his/her own.
- ➔ The application must be submitted to the tax office located in the district where you were a resident as of December 31st.
- ➔ The tax office will notify you if your form has been completed correctly and/or will send you your tax refund by bank transfer.

Filing tax returns ahead of time

Short-term research fellows who are employed for longer than six months, but who are not employed by the FVB on an honorarium basis may file an income-tax return before the deadline of May 31st, if they are leaving Berlin before the end of the calendar year. To file a tax return ahead of time, you must:

- ➔ request the return of your tax card (Steuerkarte) from the FVB administration (personnel department)
- ➔ obtain income-tax forms for the previous year from the FVB or any tax office and change the date of the form to the year in which you are filing your tax return.

After completing your tax form, send it to the tax office in the district where you have been living, along with your tax card and a letter explaining why you are filing it ahead of time. It may take the tax office some time to process your tax return. Your tax refund (if applicable) can be transferred to your bank account. Your bank can forward it to you in your home country or you

can authorize a third party (i.e. colleague or friend) to receive the refund in your name and then transfer the money to you.

4.4 Retirement Funds

All employees in Germany are obliged by law to contribute to the state pension fund (Gesetzliche Rentenversicherung). The employer must also contribute proportionately (approximately one half of the total contribution) to the contribution paid to the Federal Insurance Institution for Employees (Bundesversicherungsanstalt für Angestellte). The employee's contribution is deducted from the monthly salary.

When you begin working at the MBI, the Federal Insurance Institution for Employees will send you a social security card (Sozialversicherungsausweis). When you receive this, take it to the personnel officer in your institute, who will make a copy of it. Keep it in a safe place, as it contains your insurance number.

You must state your insurance number in all correspondence with the Federal Insurance Institution for Employees. At the beginning of your period of employment at the MBI, after every calendar year and at the end of your employment, you will receive a printout of the data that your health insurance company has sent to the Federal Insurance Institution for Employees. These printouts contain important data for the computation of your pension, and should be kept in a safe place.

VBL

In addition to the state pension fund, every MBI employee with a working contract based on TVöD has to contribute to the supplementary pension fund VBL (Versorgungsanstalt der Bund und Länder). You will be registered from the administration for the compulsory "VBL klassik" scheme, which means that 3.5 % of your gross earnings will go to the pension fund. Scientific employees with a temporary working contract are unable to accumulate the 60 months of insurance (qualifying period), which is a prerequisite for acquiring a vested entitlement to full pension benefits in the VBLklassik. Therefore, they can opt for the VBLextra instead of the VBLklassik scheme. Please have a look at the following webpage where you can find a brief introduction about the differences of the two funding schemes (in English):

https://www.vbl.de/de/service/informationen/newsarchiv/vblspezial-f%C3%BCr-wissenschaftler-ab-jetzt-auch-in-en_ha5em3cw.html

If you have questions please refer to the personnel office for further information.

Sabine Schulz

House A Room 4.06

1512

Transfer of pension contributions to your home country

Depending upon the agreement between your home country and the Federal Republic of Germany regulating pension insurance, the payments deducted from your salary for your pension in Germany may be accredited to a pension plan in your home country. This applies to all Common Market countries (citizens of Common Market countries are treated like Germans) as well as to Canada, Israel, Switzerland, Turkey and USA.

Refund of pension contributions

You may be able to apply for a cash refund of your contributions to the German pension fund. This, however, depends upon the agreements existing between the Federal Republic of Germany and your home country. If your contribution can be refunded, you will receive it two years after your application for the refund. For further information regarding the transfer or refund of your contributions to the German pension fund, consult the Federal Insurance Institution for Employees (Bundesversicherungsanstalt für Angestellte), or the FVB administration (personnel department).

4.5. Public Holidays in Berlin

The following list shows the public holidays in Berlin. Please note that almost all businesses, offices, shops, and supermarkets will be closed on public holidays as on Sundays. Some bakeries and kiosks open for some hours and cafes and restaurants will be open on most of the public holidays (maybe not on Christmas Eve).

- 1. January: New Year's Day
- 8. March: International Women's Day
- Good Friday
- Easter Monday
- 1. May: Labour Day
- Ascension Day
- Whit Monday
- 3. October: German Unity Day
- 24. December: Christmas Eve*
- 25. December: Christmas Day
- 26. December: Boxing Day
- 31. December: New Year's Eve*

* not a legal holiday (shops are open) but an official day off for MBI members

5. Good to know at MBI

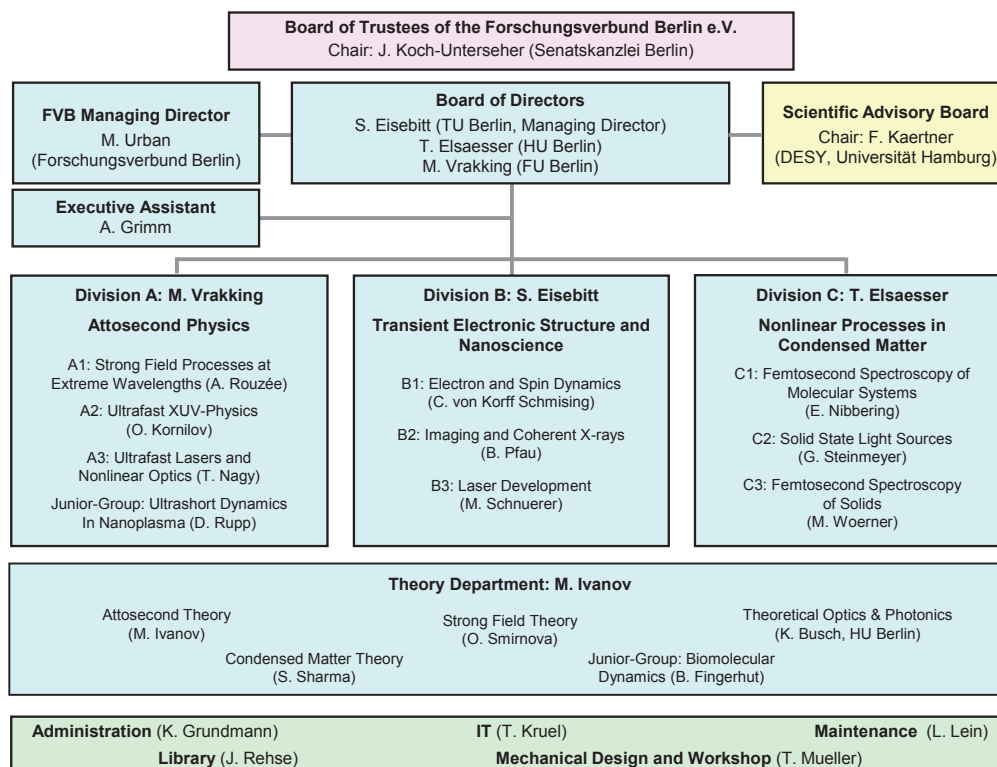
5.1 Mission

The MBI conducts basic research in the field of nonlinear optics and ultrafast dynamics of the interaction of light with matter and pursues applications that emerge from this research. It develops and uses ultrafast and ultra-intense lasers and laser-driven short-pulse light sources in a broad spectral range in combination with methods of nonlinear spectroscopy.

With its research the MBI fulfills a nationwide mission and is an integral part of the international science community. It offers its facilities and its scientific know-how also to external researchers within the framework of an active guest program. The MBI is involved in a large number and variety of cooperative research projects with universities, other research institutions and industrial partners.

5.2 Organizational Structure

The Organizational Structure of MBI represents the longer term competence areas of the MBI staff. MBI is jointly led by the Board of Directors, on administrative issues complemented by the FVB Managing Director. For a period of three years, one of the three MBI directors serves as the Managing Director. The competence areas are organized in three scientific divisions, each consisting of three departments and a theory department.

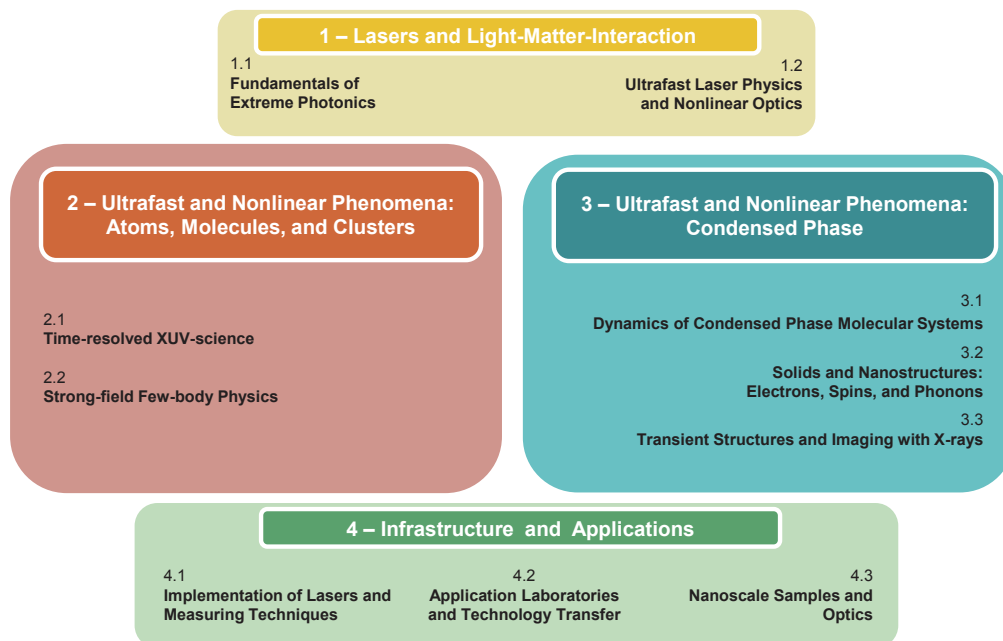


5.3 Research Structure

MBI research on light-matter interaction in a variety of systems concentrates on the optically induced nonlinear response and/or the real-time observation and control of fast and ultrafast elementary dynamics. Such studies provide direct access to microscopic interactions and structure underlying the physical properties of atoms, molecules, plasma, solids, and surfaces. Lasers represent both a subject of research and the essential tool for experimental studies of light-matter interaction. The understanding and exploitation of nonlinear light-matter interaction is also a key theme of this laser research with emphasis on intensities above the relativistic limit on the one hand and to few-cycle pulses in the whole visible and ultraviolet spectral range on the other. MBI's interdisciplinary and inter-divisional research program focuses on: new sources for ultrashort and ultra-intense light pulses, pulse shaping, pulse characterization, and measuring techniques for ultrafast processes in a broad spectral range from the midinfrared to the x-ray region, its interdisciplinary application in basic research and for emerging key technologies with special emphasize on a) atoms, molecules, and plasmas and b) surfaces and solid state.



Research Structure of the Max-Born-Institute



5.4 Scientific Advisory Board

The SAB is composed of internationally recognized scientists who are closely linked to the research areas of the institute. It advises the MBI Board of Directors and the FVB Board of Trustees in fundamental aspects of the scientific work program and the national and international cooperation of the institute. It evaluates the institute's scientific performance at regular intervals within the framework of an audit and advises the Board of Trustees on appointment procedures for the directors and leading scientists.

Present members of the SAB are:

- *Prof. Franz X. Kaertner (Chair)*
DESY Hamburg, Center for Free-Electron Laser Science (CFEL) &
Universität Hamburg, Fachbereich Physik
- *Prof. Giulio Cerullo*
Politecnico de Milano, Dipartimento di Fisica, Italy
- *Prof. Majed Chergui*
École Polytechnique Fédérale de Lausanne (EPFL), Institute of Chemical Sciences
and Engineering, Switzerland
- *Prof. Tony Heinz*
Stanford University, Department of Applied Physics, Stanford, USA
- *Prof. Jon Marangos*
Imperial College London, Department of Physics, UK
- *Prof. Christoph Quitmann*
Lund University, Max IV Laboratory, Sweden
- *Prof. Dr. Ursula Roethlisberger*
École Polytechnique Fédérale de Lausanne (EPFL), Institute of Chemical Sciences
and Engineering, Switzerland
- *Prof. Dr. Jan Michael Rost*
Max-Planck-Institut für Physik komplexer Systeme, Dresden
- *Prof. Dr. Regine de Vivie-Riedle*
Ludwig-Maximilians-Universität München, Department Chemie

Vertreter der kooperierenden Universitäten

- *Prof. Dr. Christoph T. Koch*
Humboldt-Universität zu Berlin, Institut für Physik
- *Prof. Dr. Andreas Knorr*
Technische Universität Berlin, Institut für Optik und Atomare Physik
- *Prof. Dr. Martin Weinelt*
Freie Universität Berlin, Fachbereich Physik

Vertreter der Zuwendungsgeber aus Bund und Land

- *Dr. Jan Neitzke, Referat 711 - Materie und Universum*
Bundesministerium für Bildung und Forschung, Bonn
- *Dr. Björn Maul, Referatsleiter Natur-, Material- und Lebenswissenschaften*
Der Regierende Bürgermeister von Berlin, VI D, Berlin

5.5 MBI as a member of the Forschungsverbund e.V. and Leibniz Association

MBI is legally part of the Forschungsverbund Berlin e.V. (FVB), which comprises a total of eight independent research institutes in natural science, life science and environmental science. The FVB is the legal entity and, in addition, pursues common interests of the otherwise (economically and scientifically) autonomous research institutes.

The eight institutes of the FVB are:

- Ferdinand-Braun-Institut, Leibniz-Institut fuer Hoechstfrequenztechnik (FBH)
- Leibniz-Institut fuer Molekulare Pharmakologie (FMP)
- Leibniz-Institute of Freshwater Ecology and Inland Fisheries (IGB)
- Leibniz-Institute for Crystal Growth (IKZ)
- Leibniz Institute for Zoo and Wildlife Research (IZW)
- Max-Born-Institute for Nonlinear Optics and Short Pulse Spectroscopy (MBI)
- Paul Drude Institute for Solid State Electronics (PDI)
- Weierstrass Institute for Applied Analysis and Stochastics, Leibniz Institute in Forschungsverbund Berlin e.V. (WIAS)

Each institute is scientifically independent. The eight institutes of the FVB share a joint administration and are legally represented by their respective Director(s) and the Administrative Head of the FVB. The Administrative Head is responsible for the joint administration of the institutes. The supervising body for all eight institutes is the „Kuratorium“ which consists of high ranking representatives from science, industry and administration. About 1.400 employees, undergraduate and graduate students as well as visiting scientists work within the research association. Further information and facts about the Forschungsverbund you will find on the following Website (only in German):

http://www.fv-berlin.de/organisation-1/organisation-1?set_language=en

The eight institutes of the FVB are members of the Leibniz-Gemeinschaft (Leibniz Association). The Leibniz Association connects 86 independent research institutions that range in focus from the natural, engineering and environmental sciences via economics and social sciences to the humanities. Leibniz institutes address issues of social, economic and ecological relevance. They conduct knowledge-driven and applied basic research, maintain scientific infrastructure and provide research-based services. The Leibniz Association, the Fraunhofer-Gesellschaft, the Helmholtz-Gemeinschaft and the Max-Planck-Gesellschaft are representing the four pillars of the German non-university research institutions.

The Leibniz Association identifies focus areas for knowledge transfer to policy-makers, academia, business and the public. Leibniz institutions collaborate intensively with universities as well as with industry and other partners at home and abroad. The MBI maintains close scientific relations with the three Berlin universities. Its directors are jointly appointed by the institute and one of the universities:

- Freie Universität Berlin (FU)
- Humboldt-Universität zu Berlin (HU)
- Technische Universität Berlin (TU)

6 When you will leave MBI– Again a docket paper

Before leaving the MBI there are some important steps to be completed. You will get again a docket paper that you have to go through.

Director:

The director will indicate on the docket if and how long your user account will be maintained and if you will get remote access to the MBI network.

Department Head:

The Department Head will have to confirm that you've left a clean working place. Please take your private things with you and clean up your working place, the table, drawers, etc. Please leave everything what is property of MBI at your place or give it back to the persons in question.

Personnel office:

Here you will get a job reference, certificates and confirmations etc. Please leave an address and your bank account for later payments.

Sabine Schulz	House A	Room 4.06	1512
Thea Winterburn (substitution)	House A	Room 4.05	1513

Administration:

The head of administration, Kerstin Grundmann, will check if you have to pay any charges (e.g. private phone calls, etc.).

Kerstin Grundmann	House A	Room 4.11	1510
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Library:

The librarian has to check, if you've returned all borrowed books.

Jeannine Rehse	House A	Room 4.18	1517
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Here you have to return your keys, key dongle and entry cards.

Markus Goebel	House A	Room 4.24	1543
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IT-department 2:

Finally, the IT-department has to check if your account will be maintained, if you will get remote access etc.

Britta Neutenkötter	House A	Room 4.14	1544
Margret Rink	House A	Room 4.23	1551

NOTE: You also have to deregister at the Berlin citizen center (Bürgeramt, Meldestelle). And don't forget to cancel your rental agreement, electricity and telephone service etc. 

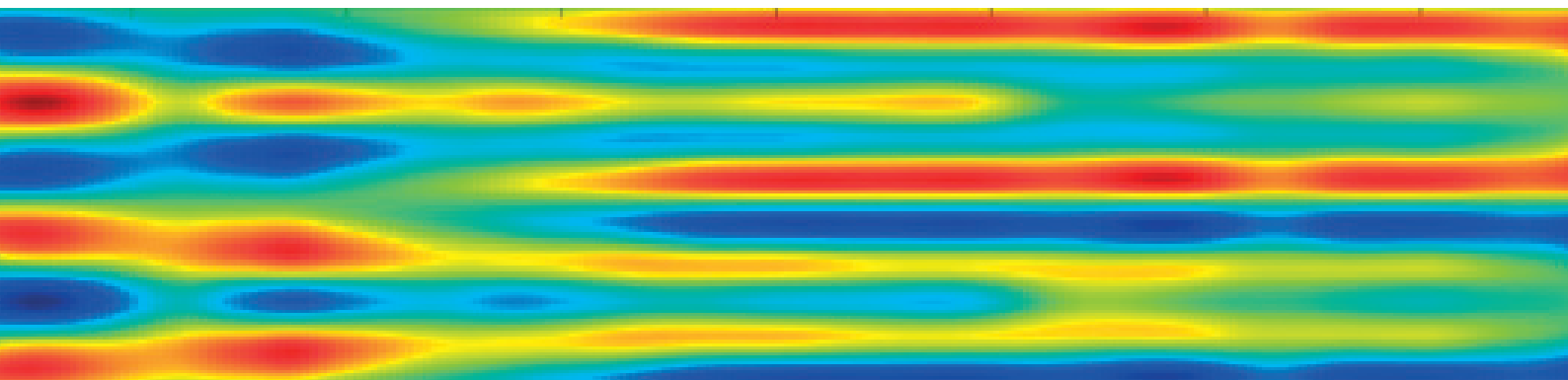
Appendix

Docket for taking up employment at the MBI

Name, First name: _____
 Position: _____
 Personnel number: _____ Department: _____
 Employment from - to: _____



Department / Task	Responsible	House	Room	Phone	Checklist	Date, Signature
HR Department	Sabine Schulz	A	4.06	1512	collective right, holiday, illness, checklist wage settlement	
	Department Head				research goals MBI, access-profile: _____ project-profile: _____ room: _____ telephone number: _____ project: _____ cost carrier: _____	
	Director of Division				special tasks for research assistant / doctoral	
IT (Account)	Britta Neutenkötter	A	4.14	1544	Account MBI: _____	
IT (Key)	Markus Goebel	A	4.24	1541	Time recording: Yes / No Key distribution: _____ Access-card: _____	
IT	Thomas Kruel / Magret Rink	A	4.04 / 4.23	1540 / 1551	Information and spending IT-policy	
Safety Officer	Wolfgang Krüger	A	3.21	1284	general occupational health, safety instructions	
Laser Safety Video		A	4.11	1501	Initial	
					Permission to publish my photo at the internet? Yes / No _____	
not applicable for Guest						
Administration	Kerstin Grundmann	A	4.10	1510	ordering, phone control, goods receipt	
Librarian	Jeannine Rehse	A	4.18	1517	proper instruction library, lending and ordering process	
Workshop	Thomas Müller	We	1.7	1538	informations about the workshop	
Chairman of the Works Council	Gerd Kommol	B	3.20	1322	tasks of the work council, contact person	
Equal Opportunities Officer	Magret Rink	A	4.23	1551	informations about the audit work and family	
Managing Director	Prof. Dr. Stefan Eisebitt	B	3.11	1301		



Max-Born-Institut für Nichtlineare Optik und
Kurzzeitspektroskopie im Forschungsverbund e.V. Berlin
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