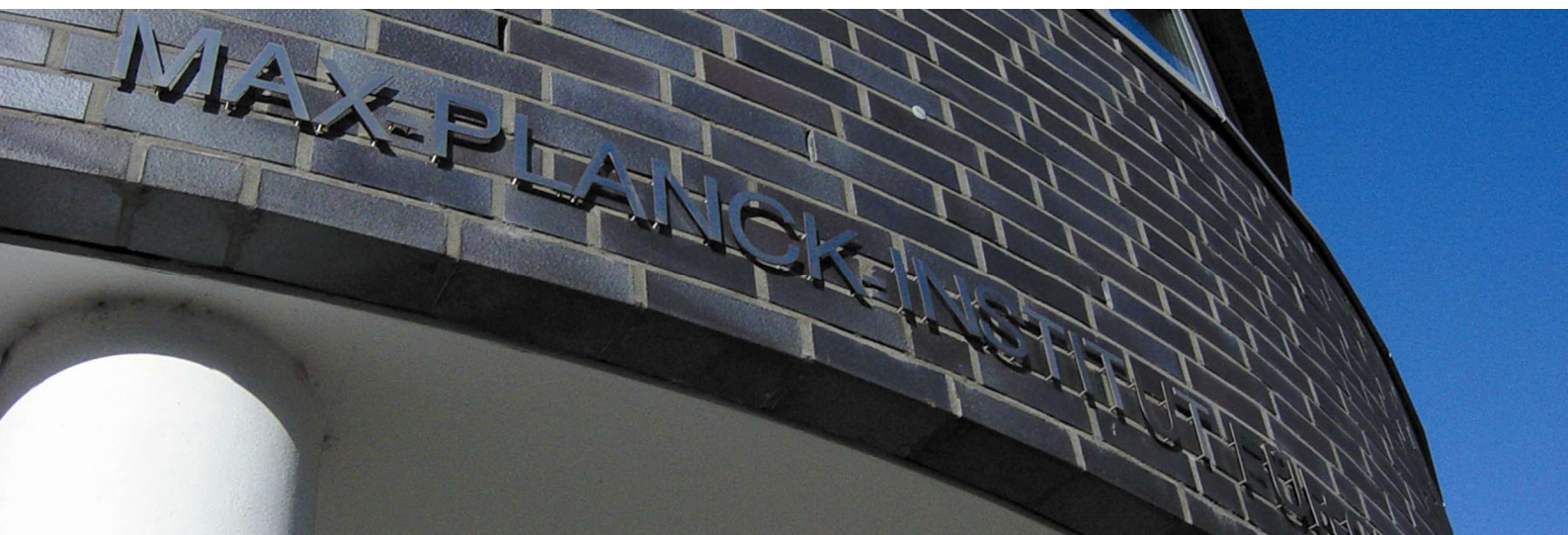


MAX-PLANCK-INSTITUT FÜR GESELLSCHAFTSFORSCHUNG
MAX PLANCK INSTITUTE FOR THE STUDY OF SOCIETIES



Welcome to Cologne



Information for Visiting Researchers,
IMPRS-SPCE Students, and New Staff



“Welcome to Cologne” provides information and tips for people who are new at the Max Planck Institute for the Study of Societies 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 in Köln”).

Max Planck Institute for the Study of Societies

Paulstr. 3 | 50676 Köln, Germany
phone +49 221 2767-0 | Fax +49 221 2767-555

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Updated: November 17, 2011



International students and visiting researchers: Before you go and when you arrive

Introduction

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.



IMPRS-SPCE students: Please contact the IMPRS Office if you have questions or suggestions, or when you need help of any kind.

IMPRS-SPCE Office

Christina Glasmacher, IMPRS-SPCE Office Secretary
phone +49(0)221 2767-214
imprs-office@mpifg.de

Regarding housing, you will also be in contact with our Visitors' Liaison (see below).

International visiting researchers and post- doctoral fellows

Your first contact with the institute will be our Administration.

MPIfG Administration

Heike Genzel, Personnel Specialist
phone +49 221 2767-122
admin@mpifg.de

Your next contact will be our Visitors' Liaison.

MPIfG Visitors' Liaison

Gabi Breunig, Ruth Hanisch
phone +49 221 2767-100
reception@mpifg.de

Before you go

Passport, visa

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, you do not need a visa. All you need to do is register at the local registry office within one week after your arrival.

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 you in your home country to find out what 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 in Germany as a researcher for the length of time you are planning to stay. If the German consulate or embassy requires you to present an official invitation, please contact the MPIfG Visitors' Liaison or the IMPRS Office.

www.auswaertigesamt.de > *Entry & Residence* > *Visa regulations*

Direkt link: http://www.auswaertigesamt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html



Health insurance

When you apply for a visa, say you are going to Germany for a one-year funded research stay as a visiting researcher, not as an enrolled doctoral student. As every visa is only valid for 90 days, you will have to apply for a residence permit soon after your arrival.

You are required by German law to have adequate health insurance during your 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 health insurance from a German insurance company. For information about your options, please contact the MPIfG Administration. 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.

Scheduling your arrival

Please send your travel information to the Visitors' Liaison as soon as you have booked your flight. Plan to arrive in Cologne on a weekday during regular office hours.



Money

Your IMPRS-SPCE Welcome Letter will tell you whether your office will be at the MPIfG or at the University and where your contact person will welcome you.

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 Visitors’ Liaison, who will be happy to help you find suitable housing.

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

Housing agencies (German and English)

<http://www.zeitwohnen.de>

<http://www.homecompany.de>

<http://www.e-rent.de>

Especially for students

<http://www.kstw.de> (click on *Wohnen*, then “English”)

<http://www.studenten-wg.de> (German only)

<http://www.studenten-wohnung.de> (German only)

More housing links and agencies (German only)

<http://www.koelner.de>

<http://anzeigen.zgk.de>

<http://www.zeitwohnagentur.de>

Learning German

IMPRS students are strongly encouraged to learn some basic German before coming to Germany. We can also recommend courses for you in Cologne after you arrive.



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 MPIfG Visitors' Liaison 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 Visitors' Liaison. When you have chosen a place, you will need to sign a contract. Here, too, you can ask the Visitors' Liaison 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. Be sure to take down the landlord's name and address as you will need it for Step 2, registering your residency with the City of Cologne.

Visiting researchers: Please give your new address to the MPIfG Administration.

IMPRS-SPCE students: Please give your address to the IMPRS Office and to the MPIfG Administration.



Step 2

Registration certificate (*Meldebescheinigung*) – An essential document

When you move into an apartment or house in Cologne, you are **required by law** to register as a resident at the local registry office (*Einwohnermeldeamt*) within one week (Germans have to do this, too).

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 is used to international students and visiting researchers.

Bürgeramt Innenstadt (downtown registration office):

<http://www.stadt-koeln.de/buergerservice/adressen/00165/>

Registration office Köln-Lindenthal:

<http://www.stadt-koeln.de/buergerservice/adressen/00182/>

Other registration offices:

<http://www.stadt-koeln.de/buergerservice/themen/anmelden-ummelden/meldehallen-und-kundenzentrum/>

To register, you will need:

- Your passport
- Your visa
- Your new landlord's address
- A copy of your lease
- A filled-out registration form (downloadable; in German only)
- If your family is with you, you will need marriage and birth certificates (translation and the original)

Registration form (*Anmeldeformular*)

<http://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.

When you move out of your apartment in Cologne, you have to give notice of your departure at the registry office. The MPIfG Visitors' Liaison will be happy to do this for you upon request. Please inform Gabi Breunig or Ruth Hanisch about 3 weeks in advance.

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. There are several banks near the institute:

- Targobank, Severinstr. 77
- Deutsche Bank, Severinstor/Ubierring 1
- Dresdner Bank, Chlodwigplatz 3
- Sparkasse KölnBonn, Severinstr. 149
- Postbank, Kartäuserwall 26-28

Or near the university:

- Sparkasse KölnBonn, Zülpicher Str. 292–294
- Deutsche Bank, Zülpicher Str. 321
- Postbank, Geibelstr. 29

Usually the bank staff speaks some English, but if you encounter any problems, ask the MPIfG Visitors' Liaison 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, the bank code number [*Bankleitzahl*] and your account number) to the Administration of the MPIfG (or, if you are an IMPRS-SPCE student, to the IMPRS-SPCE Office).



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 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)

Although it is not absolutely necessary for IMPRS doctoral students to enroll at the University of Cologne, we strongly recommend you to do so soon after you arrive. If you do not, it could have negative effects regarding having your courses recognized as you continue your studies. Your student fee also entitles you to a rail and bus pass for unlimited travel in North Rhine-Westphalia (*NRW-Ticket*).

The IMPRS-SPCE Office Secretary will help you get enrolled. The university requires you to present several documents that certify your education and your identity:

- Your passport and a copy of the passport
- Notarized (*beglaubigte*) copies of the following original documents and notarized translations of each into German or English:
 - Birth certificate
 - Secondary school certificate qualifying you for higher education (equivalent to *Abitur*)
 - Proof of intermediate and graduate degrees (such as BA, MA, etc.): proof of courses taken and credits acquired, such as a transcript or copies of completion certificates
 - If you are married: marriage certificate
 - If you are divorced: certificate of divorce
- Passport-sized photos

You will first get a provisional ID. Upon paying the fee (*Semesterbeitrag*; about 200 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 the University of Cologne, you can avail yourself of the services of its International Office:

http://verwaltung.uni-koeln.de/international/content/index_eng.html

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 looked into your options based on advice from the MPIfG Administration. Now 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.

Step 6

Residence permit (*Aufenthaltserlaubnis*)

If you are not a citizen of the EU and you are planning to stay in Germany 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 our country. As this process can take a while, especially since the recent introduction of the smartcard ID format (eAT, *elektronischer Aufenthaltstitel*), we recommend applying for the residence permit soon after your arrival.

Call the immigration office for employment-related affairs in Köln-Kalk to make an appointment. Gabi Breunig and Ruth Hanisch will be happy to help you.

Amt für Ausländerangelegenheiten – Arbeitsmigration

Kalk Karree

phone +49 221 221-93381

<http://www.stadt-koeln.de/buergerservice/adressen/00735/>

You will need the following documents:

- Your passport and a copy of your passport
- A passport-sized photo
- Your registration certificate (cf. Step 2)
- A copy of your lease
- Proof of financial support from the MPIfG or IMPRS-SPCE
- Proof of your health insurance coverage

Do you have your residence permit? Please give a copy of it to the MPIfG administration.

Congratulations: You’ve done the paperwork and are ready for life in Cologne.



Good to Know: A to Z

Administration and personnel

The institute's Administration will help you if you have any questions about such things as your fellowship, payment of any kind, insurance, business travel or dealing with the German authorities. Jürgen Lautwein is the business manager of the institute and head of the Administration, and Heike Genzel is the personnel specialist.

Jürgen Lautwein

phone +49 221 2767-120

lautwein@mpifg.de

Heike Genzel

phone +49 221 2767-122

genzel@mpifg.de

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.

- Targobank, Severinstr. 77
- Deutsche Bank, Severinstor/Ubierring 1
- Dresdner Bank, Chlodwigplatz 3
- Sparkasse KölnBonn, Severinstr. 149
- 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

Christel Schommertz

phone +49 221 2767-130

Astrid Dünkelmann (-136), Cynthia Lehmann (-134)

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

<http://www.willkommeninkoeln.de/menues/starte.htm>

http://www.koeln.de/cologne_tourist_information

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

http://intranet/plinks_en.html

Information for Cologne residents
(city government; German only)

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

Cologne: Public transport

Cologne local transport, known as the KVB, includes the subway, tram lines and busses. KVB tickets are good in both the trains and busses. You can buy a ticket at a machine on the platform or in the train. What kind of ticket you need depends completely on how far you want to go. Please ask Gabi Breunig for information. She can give you “Mobile by Rail,” a KVB flyer in English which has a subway map and explains the different types of tickets.

If you will be in Cologne for a while, you might want to get a weekly or monthly ticket for the whole Cologne area. You might qualify for a *Job Ticket*, a very economical monthly pass for the KVB – contact the Administration if you would like a *Job Ticket*.

The KVB Service Center is at Neumarkt:

KVB KundenCenter Neumarkt

HUGO Passage (below Neumarkt, entrance to subway)

www.kvb-koeln.de

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 *Bezirksamt*. Please ask for a registration form and further information at the MPIfG reception desk.

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*. 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 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
(more on p. 23)**

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 your computing environment at the institute, please contact a staff member at the **Computing help desk**:

phone +49 221 2767-138
computing@mpifg.de

If you need special software for your research, please return the computing questionnaire in the appendix.

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

Fax and mail

The machine for sending faxes is located in the library. The institute's fax number is +49 221 2767-555. You will find your incoming mail in your box next to the reception desk on the ground floor. Two of the boxes on the mailbox wall are for your outgoing business mail; they are marked *Postausgang*. The nearest post office is a short walk from the institute on *Kartäuserwall* just off of *Severinstrasse*, near *Chlodwigplatz*.

Immigration

For a step-by-step guide to preparing for your stay, see the first section of this brochure starting with p. 4.

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

[http://www.auswaertiges-
amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/uebersicht.
html](http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/uebersicht.html) (English)

[http://www.auswaertiges-
amt.de/diplo/de/WillkommeninD/
EinreiseUndAufenthalt/Uebersicht.html](http://www.auswaertiges-amt.de/diplo/de/WillkommeninD/EinreiseUndAufenthalt/Uebersicht.html) (German)

German Embassies and Consulates around the World

[http://www.auswaertiges-
amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-
Laenderauswahlseite.jsp](http://www.auswaertiges-amt.de/diplo/de/Laenderinformationen/DtAuslandsvertretungen-Laenderauswahlseite.jsp)

Foreign missions in Germany (in German)

[http://www.auswaertiges-
amt.de/diplo/en/Laenderinformationen/VertretungenFremderStaaten
Umleitung.html](http://www.auswaertiges-amt.de/diplo/en/Laenderinformationen/VertretungenFremderStaatenUmleitung.html)

International schools

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

Primary school:

<http://www.bilingo-grundschule.eu/de/index.html>

Primary and secondary school (grade 1-7):

<http://www.if-koeln.de/en/welcome.html>

Secondary school (International Baccalaureate Diploma):

<http://www.stgeorgesschoolcologne.de/>

Further schools and kindergartens:

<http://www.gastwissenschaftler.uni-koeln.de/fileadmin/templates/gastwissenschaftler/Internationale%20Schulen.pdf>

Intranet

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

<http://intranet.mpifg.de>

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 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.

Library (more on p. 21)

The library staff would like to provide you with as much support as possible during your stay. If you have special resource needs, please send back the Library Questionnaire (in the appendix) before you come to the institute or contact one of our staff members.

Susanne Hilbring

phone +49 221 2767-110

Elke Bürger / Melanie Klaas (-108) or Sebastian Lange (-118)

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?

<http://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>

(click for English or other languages)

Networking in English for families:

American International Women's Club of Cologne

<http://www.aiwccologne.org>

Meeting people

You will have many opportunities to meet people at the MPIfG and exchange ideas. Come to the inhouse lunch on Thursdays, the daily after-lunch espresso on the third floor. The cafeteria is a popular meeting point.

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 the Visitors' Liaison.

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) have flextime. During core hours, there is at least one person 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. To dial out, use "0" for business calls and "9" for personal calls, followed by the number you wish to call. The Administration will bill you for personal calls (every three month).

Please pay your phone bill before you leave the institute.

Research and study in Germany

Max Planck Society's Information for International Researchers

http://www.mpg.de/279039/Working_at_a_Max_Planck_Institute
(English)

http://www.mpg.de/191418/max_planck_institut (German)

Compiled by the German Federal Ministry for Education and Research

<http://www.research-in-germany.de/52/home.html> (English)

<http://www.research-in-germany.de/84/startseite.html> (German)

EURAXESS – Information and Advice Point for Internationally Mobile Researchers (compiled by the Alexander von Humboldt Foundation)

http://www.euraxess.de/portal/home_en.html (English)

http://www.euraxess.de/portal/home_de.html (German)

Studying in Germany

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

<http://www.daad.de/deutschland/index.en.html>

Visitors' Liaison

Do you have any questions about your stay? Are you looking for housing? Please contact the MPIfG Visitors' Liaison:

Gabi Breunig, Ruth Hanisch

phone +49 221 2767-100

reception@mpifg.de

Ms. Breunig and Ms. Hanisch will organize your housing. They will either be able to offer you one of the MPIfG visitors' apartments, or they will 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 with any organizational or technical questions you might have during your stay.

If you have questions regarding your research, please contact

Mark Lutter | +49 221 2767-154 | lutter@mpifg.de

Frank Wehinger | +49 221 2767-180 | wehinger@mpifg.de

We hope you have a wonderful stay in Cologne.



The IMPRS-SPCE



The 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

Wolfgang Streeck

Contact: Petra Küchenmeister

Secretary to Prof. Streeck

kuechenmeister@mpifg.de

IMPRS-SPCE Office

Christina Gasmacher

phone + 49 221 2767-214

imprs-office@mpifg.de

Academic Coordinator

Dominic Akyel

phone + 49 221 2767-192

Fax + 49 221 2767-555

akyel@mpifg.de

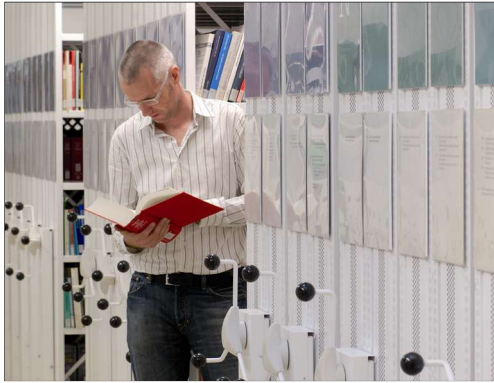
Administrative Coordinator

Jürgen Lautwein

phone + 49 221 2767-120

Fax + 49 221 2767-555

lautwein@mpifg.de



The Library at the MPIfG

The MPIfG library has 57,000 books and other media. It subscribes to some 190 journals, magazines and newspapers. The collection focuses on literature published since 1983 on the institute's main research areas:

- sociology, especially economic sociology, the 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, employment policy and the welfare state.

Visiting researchers, IMPRS-SPCE students with offices at the institute and employees of the MPIfG have 24/7 access to the library. The library staff is available to answer your questions during its opening hours, Monday to Friday, 9 a.m. to 4 p.m. You can access the library catalog online by going to the library's home page www.mpifg.de/bib. It contains not just books and media, but articles from edited volumes and journals as well (280,000 entries).

If you need something you can't find in the catalog, tell us. We will try to get it via interlibrary loan or purchase it for the library. We have good contacts at the Cologne University Library and many other special libraries.

The library provides full-text access to electronic sources worldwide. While you are a visiting researcher at the institute or an IMPRS-SPCE student, you can access these databases from your office, or from anywhere else via a Virtual Private Network (VPN).

Please send us the Library Questionnaire in this folder if you require special media during your stay.

Contact

When you arrive at the MPIfG, please come as soon as possible to the library on the ground floor. Our staff will be happy to show you the library and explain its services.

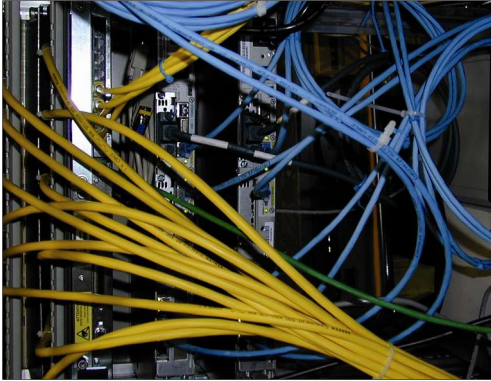
Susanne Hilbring

Elke Bürger

phone +49 221 2767-110

bib@mpifg.de

www.mpihg.de/bib



Computing at the MPIfG

The institute's up-to-date communications system and powerful computer network are well designed to meet your research needs. Each researcher has an office PC equipped with today's standard hardware (including a DVD-RW drive for backup purposes) and software. Our office PCs have a fast, 100 mbps data line which connects them to the institute's application and file servers and to the printers on each floor (b+w and color). There are dedicated PCs at which you can use a scanner with optical character recognition software.

Each PC has access to the internet (e-mail, www, Newsgroups). The institute has a 100 mbps connection to the German Science and Research Network (100 G-Win) that provides direct, extremely fast connectivity to other international research networks.

A few days before you arrive at the institute, we will set up your user account, which gives you unlimited access to the internet and connects you with communication services (e-mail, fax, voicemail) and the central file and printer services. As a rule, an e-mail address will be created for you with the following syntax:

<lastname@mpifg.de>.

The computing group offers comprehensive PC and user services: installation, updating, repairs, trouble shooting and help. When you arrive, you will be able to start working right away at a fully equipped PC.

Computing

Contact

If you require special software or hardware to do your work, please be sure to tell us well in advance. Use the computing questionnaire in this folder, or contact the computing group.

Help Desk

phone +49 221 2767-138

computing@mpifg.de

www.mpihg.de/edv



Editorial and Public Relations Unit

The Editorial and Public Relations Unit is responsible for producing and promoting the institute's publications and for presenting the MPIfG to the scientific community and the public. It also documents the institute's research by collecting and archiving data on the researchers' activities and compiling and producing reports for the Max Planck Society, the institute's advisory bodies and the public.

The editorial unit provides a wide range of support for researchers who are preparing articles and books for publication, including copy-editing, translations, typesetting, design, layout and contacts with publishers. The group either provides this support directly or hires freelancers. 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 first floor.

Contact

Christel Schommertz
phone +49 221 2767-130
redaktion@mpifg.de
<http://intranet.mpihg.de/dtp>

Please fill out and send to:

Max Planck Institute
for the Study of Societies
- Library -
Paulstr. 3
50676 Köln
GERMANY

Fax 49(0)221 2767-555
Susanne Hilbring

E-mail: hilbring@mpifg.de

Within the limits of the MPIfG's research program and budget, we will try to provide you with the materials you need during your research stay. Please list the books, journals, databases and CD-ROMs you must have to be able to do your work.

Your name:

Monographs

Journals

Reference Works

CD-Roms

Databases

Other

Please fill out and return to:

Max Planck Institute
for the Study of Societies
- Computing -
Paulstr. 3
50676 Köln
GERMANY

Fax +49(0)221 2767-555
Susanne Schwarz-Esser

E-mail: computing@mpifg.de

The standard software package at the MPIfG includes these applications: Adobe Acrobat, End-note, SPSS and Microsoft Office (Word, Excel, Access, Sharepoint Designer, Outlook and Power Point). Our present operating system is Windows 7.

Your name:

Software you need beyond the applications listed above.

Name of program

Hardware you need beyond that described earlier in this folder under "Computing at the MPIfG"

Name of hardware
