



**global dis  
:connect**

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For information on staying, living and working in Munich, see our FAQ on the [fellows' corner of our website](#), which can be accessed with the password glblscnct81675!

For questions about administrative matters (i.e. stipends, workspace, etc.), please contact our fellow liaison, [Veronika Proske](#).

# Fellowship basics

## Notes on the fellowship

Cross-fertilisation and mutual inspiration can only happen when we're together. Therefore, fellows are required to reside in Munich during their fellowship and concentrate on the research proposed in their application. External teaching, field work and archival work abroad are incompatible with a fellowship.

It is mandatory for fellows to be present at the Centre and to work mainly on the premises. Regular attendance at the colloquium on Tuesdays, at the Thursday meetings and at other events hosted by the Centre is expected.

The Centre provides each fellow with the financial means to **organise and host an international workshop** in tandem with one or more fellows in their area of research during the fellowship. While organising workshops is optional, they enrich our academic environment and benefit us all. More information on the conditions can be found on our [fellows' corner](#).

Please name global dis:connect and the BMBF as sponsor in all publications, events, exhibitions, etc. that are produced during your fellowship and that result subsequently from it.

## Life at the Centre

The **colloquium** takes place every Tuesday during the teaching term (roughly mid-October until mid-February and mid-April until late July). The purpose is to allow fellows, staff and invited guests to present their work, engage with colleagues and obtain valuable feedback.

The fellows usually hold a **reading group** on Thursdays where they can get to know each other, discuss academic texts and share their work. Thursday has also proven to be a good weekday to accommodate joint excursions into Munich's local history and museums. If you have ideas for guided tours or would like to present your own research or expertise on Munich, feel free to approach our staff.

The annual **summer school** extends over several days, generally takes place at the beginning of the summer vacation (late July/early August) and focuses on a different topic each year. It offers graduate and PhD students and artists the chance to discuss their own scholarly and artistic projects with experts and to open a dialogue with the Centre's research. All fellows are invited to participate or engage in the programme.

Up-to-date information on the Centre's events can be found in a Google **calendar** in the [fellows' corner](#) and/or subscribe using this [iCal address](#).

We expect fellows to contribute to the **Centre's various publication and outreach media** (e.g. [our blog](#), our bi-annual [research bulletin static](#)).

Also, please provide us with a short biographical note, a photo and a description of your project (<600 characters with spaces) to help us publicise your work on our website and social media channels.

## Payment of the stipend

All stipends will be transferred directly to the fellow's account. Transfers to foreign accounts are possible, but due to higher fees and delays of up to eight weeks, we encourage fellows to open a local German bank account. Several banks offer simple, economical accounts that can be opened online. All stipends are transferred at the beginning of the month.

Please note that the university does not process international transfers between early December and mid-January. If you use a foreign account, we may not be able to transfer your funds for six to eight weeks during this period.

## Travel reimbursement policy

Fellows must ensure that they fulfil the visa requirements when booking their trip.

We kindly ask you to book your tickets as early as possible and if possible as a round trip.

We cover travel costs once at the beginning of the fellowship and once at the end of the fellowship under the following conditions:

### What we can cover:

- second-class train journey/economy-class flight
- public transportation between the train station (Zone M)/airport and the fellow's accommodation or the Centre
- travel to Munich to start the fellowship (max. 5 days prior)
- travel from Munich after the end of the fellowship (max. 5 days later)
- If applicable: one rebooking fee after the residence permit is issued in Munich

### What we cannot cover:

- travel costs for family members or travelling companions
- rebooking cost incurred for incorrect visas
- taxi costs
- travel during the fellowship

# Preparing for your stay

## Visa and entry requirements

The [LMU Gateway Service for international scientists](#) is your first point of contact for questions regarding relocation, such as visas, registration and so on. This [video](#) from LMU Gateway Service will give you an overview of the preparations for your stay in Munich. To contact LMU Gateway, please fill in the [registration form](#).

Each Fellow is responsible for applying for the correct visa. Please ask the German embassy or consulate in your home country about how to enter Germany legally and about how to obtain a multiple re-entry visa for yourself and any family members who might be accompanying you. Any person in possession of a German visa and valid travel documents is permitted to move freely in the Schengen area for up to three months in any six-month period. Please note that previous stays in the Schengen area can be considered. Here you can calculate your length of stay with the [Short-stay Visa Calculator](#).

You can find out more about visas and relocating to Munich in our FAQ on the [fellows' corner](#) of our website.

## Accommodation

Fellows have to make their own housing arrangements. [LMU Gateway Accommodation Service](#) supports fellows in finding accommodation.

You can find more on housing and living in Munich in our FAQ on the [fellows' corner](#) of our website.