

Newcomer's guide

We would like to warmly welcome you at IPK and we wish you spend a nice time here during your PhD study. To make the start easier for you we have prepared this short guide with all useful information you may need at the beginning. However, if you still have any questions or if you need a help, please do not hesitate to contact the IPK-PhD Student Board (PSB).

The PSB a self-organized team of PhD volunteers. The main task of PSB is organization of scientific and social events for PhD-students at IPK. You may find detailed information about us as well as contact list of PSB members on PSB-webpage.

Information about each IPK employee may be found on Intranet main page <https://intranet.ipkgatersleben.de/en/> under Employee search.

General information about work and life in IPK may be found on the web-site <https://intranet.ipk-gatersleben.de> in both German and English languages.

There is a **Guide** which includes all useful IT-information such as data exchange (<https://intranet.ipkgatersleben.de/en/guide/it/data-exchange/>), WLAN configuration, IT-helpdesk portal, as well as some useful files and documents.

Description of IPK and Biotechpark Campus map

1 – Communication Center

Conferences, Gatersleben-lectures and other public events usually take place in the Lecture Hall. Seminar room on the second floor is for example the place for non-scientific auxiliary courses for PhD-students and scientific seminars.

2 – Casino/Canteen

Opening times: 7 days/24 hours with IPK- code card

Breakfast: Monday till Friday from 7.30 o'clock

Lunch: Monday till Friday between 11.30 and 14.00 o'clock

Payments in canteen should be done by casino-card or chip. You can get the card in card-machine and you will need 5 euro cash as a deposit. The chip is available in Administration for the same deposit.

3 – Administration Building

Detailed information about administrative resources as well as official documents concerning work and safety regulations, internal rules and field and greenhouse management you will find on the web-site <https://intranet.ipk-gatersleben.de> under **Administration** folder.

4 – Library Building

All information about IPK-library is available by following link <https://intranet.ipk-gatersleben.de/en/academic/library/>

Regular guided tours through the Library are announced via e-mail and highly recommended to all newcomers.

5 – Vavilov Building

Inside the Vavilov building the Federal Ex situ collection of agri- and horticultural crop plants is located. Here, over 150 thousand seed from over 3200 species are stored for reserving the diversity of crop plants. Among the storage of seeds, processing like hand sorting, drying, packaging and cooling are conducted in this building. Working groups of Genebank

department are working in this building, you can get more information about research of Genebank department by following this link: <http://www.ipk-gatersleben.de/en/genebank/>

Working groups:

DOK – <http://www.ipk-gatersleben.de/en/dept-genebank/genebank-documentation/>
RGR – <http://www.ipk-gatersleben.de/en/genebank/resources-genetics-and-reproduction/>
CSB – <http://www.ipk-gatersleben.de/en/genebank/cryo-and-stress-biology/>
ETX – <http://www.ipk-gatersleben.de/en/genebank/experimental-taxonomy/>

6 – Genetics Building

Working groups:

QG – <http://www.ipk-gatersleben.de/en/breeding-research/quantitative-genetics/>
CSF – <http://www.ipk-gatersleben.de/en/breeding-research/chromosome-structure-and-function/>
APM – <http://www.ipk-gatersleben.de/en/breeding-research/apomixis/>
GP – <http://www.ipk-gatersleben.de/en/breeding-research/genome-plasticity/>
HET – <http://www.ipk-gatersleben.de/en/dept-molecular-genetics/heterosis/>
SE – <http://www.ipk-gatersleben.de/en/molecular-genetics/seed-development/>
BA – <http://www.ipk-gatersleben.de/en/molecular-genetics/image-analysis/>
AAN – <http://www.ipk-gatersleben.de/en/molecular-genetics/assimilate-allocation-and-nmr/>
PAK – <http://www.ipk-gatersleben.de/en/molecular-genetics/phytoantibodies/>

Besides the working groups of departments Breeding Research and Molecular Genetics in the same building are also located:

24 – Drawing office (Genetics wing E room 138)

It offers such services as scanning (high quality), poster printing, drawing, image processing. There is also professionally equipped photo-studio.

Please keep in mind that in the case of presenting your data the application of the official IPK corporate design is mandatory. All information as well as templates you may find here: <https://intranet.ipk-gatersleben.de/en/academic/publications/publication-support/>

25 – Conference room of the managing director (Genetics wing D room 0.93)

This is the usual place of regular PhD-seminars. They are taking place every second Thursday of each month at 15pm and also announced via e-mail.

7 – Genome Centre

Here you will find sequencing service and working groups of Breeding Research and Genebank Departments.

Working groups:

PBP - <http://www.ipk-gatersleben.de/en/independent-research-groups/plant-architecture/>
GGR – <http://www.ipk-gatersleben.de/en/genebank/genomics-of-genetic-resources/>
GED – <http://www.ipk-gatersleben.de/en/dept-genebank/genome-diversity/>
GGK – <http://www.ipk-gatersleben.de/en/breeding-research/gene-and-genome-mapping/>
PSG – <http://www.ipk-gatersleben.de/en/breeding-research/pathogen-stress-genomics/>

8 – Friedrich Miescher Building

In this building Microscopic service and Plant transformation facilities are available.

Working groups:

MPE – <http://www.ipk-gatersleben.de/en/dept-physiology-and-cell-biology/molecular-plant-nutrition/>
MT - <http://www.ipk-gatersleben.de/en/independent-researchgroups/metalloid-transport/>
ABC – <http://www.ipk-gatersleben.de/en/dept-physiology-and-cell-biology/angewandte-biochemie/>
SZB – <http://www.ipk-gatersleben.de/en/dept-physiology-and-cell-biology/structural-cell-biology/>

PRB – <http://www.ipk-gatersleben.de/en/physiology-and-cell-biology/plant-reproductive-biology/>

HEG – <http://www.ipk-gatersleben.de/en/physiology-and-cell-biology/yeast-genetics/>

9 – Konrad Zuse Building

This is location of IT-server and working group MT – <http://www.ipk-gatersleben.de/en/independent-researchgroups/metalloid-transport/>

10 – Guesthouse of IPK (Guesthouse no.1)

Apartments in this guesthouse are available for up to six month stay. Common use facilities for guesthouse occupants: common kitchen with two ovens – on the ground floor, right wing; laundry – in the cellar of right wing. To use ovens as well as washing machines you will need 50 cent coins (1 coin per hour of use).

11 – Students Club

The IPK-club is an excellent place to organize the party, BBQs, cooking events and other kind of social activities. More information about general rules of usage and booking is available by <https://intranet.ipk-gatersleben.de/en/campus/leisure/club/>

12 – Technics Centre

Here are receiving department, repair service and bicycle garage located. If you would like to have a bicycle for your own daily use, the first thing is to contact Mr. P. Schreiber (Administration building, room 221, Tel.469; Schreiber@ipk-gatersleben.de) regarding availability of proper size bicycles. You will get form to fill and also you have to pay 50 euro deposit. Then you will be informed about the time when you can get your bicycle from garage.

16 – Bioinformatics Center

Here you find following working groups:

PSG – <http://www.ipk-gatersleben.de/en/breeding-research/pathogen-stress-genomics/>

AAN – <http://www.ipk-gatersleben.de/en/molecular-genetics/assimilate-allocation-and-nmr/>

BIT – <http://www.ipk-gatersleben.de/zuechtungsforschung/bioinformatik-und-informationstechnologie/>

NAM – <http://www.ipk-gatersleben.de/molekulare-genetik/netzwerkanalyse-und-modellierung/>

With the following link you come directly to the Bioinformatics platform: <http://www.ipk-gatersleben.de/en/platforms/>

Link for IT-helpdesk: <https://helpdesk.ipk-gatersleben.de/>

19 – Bakery

Open hours: Monday – Friday 06:30-17:00, Saturday 06:30-10:30

21 – Guesthouse of Biotechpark (Guesthouse no.2)

Apartments in this guesthouse are available for long stay. Facilities for common use of guesthouse occupants: laundry – on ground floor. To use washing machines or dryer you will need special coins. You can get them from Landlord.

26 – Main Entrance Building

This is the place to get your IPK-keycard and PIN for private phone calls. There is also IPK-post office and courier mail. The person in charge Mrs. Völkel (voelkel@ipk-gatersleben.de)

27 – Fruit Orchard

This is a collection of fruit trees from wild ancestors to culture species.

Description of Gatersleben map

(the opening times can change)

№	Place and description	Opening time
2	Netto Super Market	Monday-Saturday 07:00-20:00
3	NP Super Market (Bakery and butcher shop)	Monday-Saturday 7:00-20:00
4	Pharmacy	Monday-Tuesday 08:00-18:00 Wednesday 08:00-14:00 Thursday-Friday 08:00-18:00 Saturday 09:00-12:00
5	Bank (Sparkasse)	Monday 09:00-13:00 Tuesday 09:00-13:00, 14:00-18:00 Wednesday 09:00-13:00 Thursday 09:00-13:00, 14:00-18:00 Friday 09:00-13:00
6	<p>Station (to Halberstadt-Magdeburg / Goslar or to Aschersleben-Halle / Kothen)</p> <p>Valid timetable for train connections and tickets: https://www.bahn.de</p> <p>Direct information to the Harz-Elbe-Express you will find here: http://www.hex-online.de/uploads/hee/media_document/21/original.pdf</p>	
7	<p>Bus stop</p> <p>Timetable for Line 23 (to Quedlinburg or Nachterstedt): http://pdf.hvbharz.de/downloads/regio_qlb/023.pdf</p> <p>Timetables for Line 148 (to Aschersleben): http://www.kvg-salzland.de/cms/images/stories/zeiten/aschersleben/2017/148-1.pdf http://www.kvg-salzland.de/cms/images/stories/zeiten/aschersleben/2017/148-2.pdf</p>	
8	Getranke-Quelle (Beverage market)	Monday-Friday 9:00-18:00 Saturday 8:00-13:00
9	Flower shop	Monday 8:30-12:30 Tuesday-Friday 8:30-17:30 Saturday 8:00-12:00

10	Hair stylists Salon Ramona Meier: Lange Straße 51	Tuesday-Friday 8:00-18:00 Saturday by appointment
	Haarstudio Melanie Bendler: Fahrtgasse 17	Tuesday-Friday 8:00-18:00 Saturday 8:00-11:00
11	Post office	Monday-Friday 9:30-13:00, 14:30-17:30 Saturday 10:30 – 12:00
12	Restaurants Pension Walters Hof: Neuer Weg 1 Tel: +49 (0) 39482 - 340 (Fax: 79 0 73) email: walters-hof@web.de	
	Hotel & Pension Schäferberg: Schäferberg 1a Tel.: 039482 – 408 Fax: 039482 – 326 mobil: 0173 - 97 92 932 email: hotel-schaeferberg@t-online.de	
13	Medical doctor Dipl.-Med. Sigrid Hahn, general practitioner Telephone number: 039482 / 796199	Monday 08:00-12:00, 15:00-18:00 Tuesday 08:00-12:00, 14:00-16:00 Wednesday, Friday 08:00-12:00 Thursday 08:00-12:00, 15:00-18:00
14	Dentist Dr. Ralf Wittig Telephone number: 039482/395	Monday 08:00-16:00 Tuesday and Wednesday 08:00-12:00 Thursday 14:00-18:00 Friday 8:00-18:00
19-20	Sports hall and Sports field Detailed information and registration form for Power Pflanzen membership by https://intranet.ipkgatersleben.de/en/campus/leisure/sport/	
21	Bicycle shop and repair service Ralf Kühne Telephone number: 039482 / 71629	Monday-Friday 8:30-12:30, 15:00-18:00

IPK and Biotechpark Campus - Map



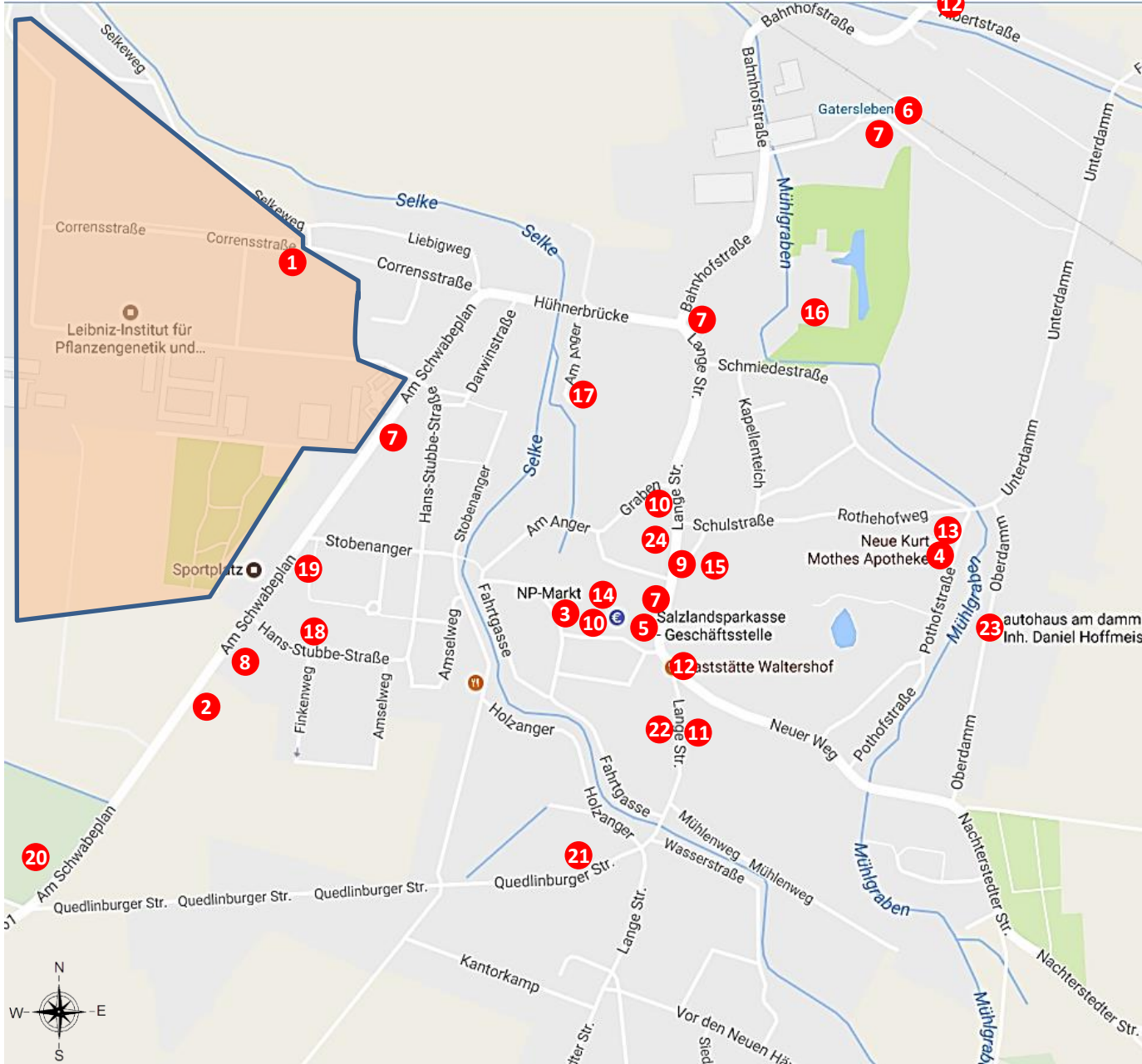
- 7 – Genome Centre (Genebank and Breeding research – Groups PBP, GGR, GED, GGK – Sequencing service)
- 8 – Friedrich Miescher Building (Physiology and Cell Biology – Groups MPE, PRB, ABC, SZB, MT, HEG – Seminar room)
- 9 – Konrad Zuse Building (IT-Server, Group MT)
- 10 – Guesthouse of IPK
- 11 – Students Club (Kitchen, Social room)
- 12 – Technics Centre (receiving department, repair service)
- 13 – Botanical garden
- 14 – Plant Culture Hall
- 15 – Phenotyping Facilities
- 16 – Bioinformatics Centre (Groups BIT, DG, PSG, AAN)
- 17 – Biotechpark: Saaten-Union Biotec GmbH
- 18 – Biotechpark: Bayer CropScience AG
- 19 – Bakery
- 20 – Biotechpark: BiotechCentre (Gartenland Produktion GmbH – Quality Seed Testing Labor, TraitGenetics GmbH, IT-Breeding GmbH, Grünes Labor, InnoPlanta e.V.)
- 21 – Biotechpark: Guesthouse
- 22 – Greenhouses
- 23 – Fields
- 24 – Print service / Photograph
- 25 – Conference room of the managing director
- 26 – Entrances
- 27 – fruit orchard

- 1 – Communication Centre (Lecture Hall, Seminar room, Family room)
- 2 – Casino/Canteen (Breakfast, Lunch, Snacks, Coffee)
- 3 – Administration Building
- 4 – Library Building
- 5 – Vavilov Building (Genebank - Groups DOK, RGR, CSB, ETX – Seminar room)
- 6 – Genetics Building (Breeding Research and Molecular Genetics – Groups QG, CSF, APM, GP, HET, SE, BA, GR, AAN, PAK)



Gatersleben - Map

to Hausneindorf/Friedrichsaue



to Quedlinburg

to Nachterstedt → township

- 1 – IPK / Biotechpark
- 2 – Netto Super Market
- 3 – NP Super Market (Bakery and butcher shop)
- 4 – Pharmacy
- 5 – Bank (Sparkasse)
- 6 – Station (to Halberstadt→Magdeburg/Goslar or to Aschersleben→Halle/Köthen)
- 7 – Bus stop
- 8 – Getränke-Quelle (Beverage market)
- 9 – Flower shop
- 10 – Hair stylist
- 11 – Post office
- 12 – Restaurants
- 13 – Medical doctor
- 14 – Dentist
- 15 – Church
- 16 – Castle / Village library
- 17 – Kindergarten
- 18 – Elementary school
- 19 – Sports hall
- 20 – Sports field
- 21 – Bicycle shop and repair service
- 22 – Car repair service Klump
- 23 – Car dealership (CITROEN)
- 24 – Gatersleben community centre