



# Newcomer's guide

We would like to warmly welcome you at the IPK and we hope you will 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 help, please do not hesitate to contact the IPK-PhD Student Board (PSB).

The PSB is 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 the PSB webpage (<https://www.ipk-gatersleben.de/student-board/>).

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

General information about work and life in IPK may be found on the website <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.ipk-gatersleben.de/en/guide/it/data-exchange/>), WLAN configuration, IT-helpdesk portal, as well as some useful files and documents.

If you have questions or need help, please contact following e-mail addresses:

- PhD Student Board (also for Bachelor and Master Students):
  - o Student Board HelpDesk Team
- PostDoc Board
- Foreign Advisory Office (Dr. Britt Leps / Bianka Jacobi)
- Graduate Program:
- Business trip reimbursement requests:

[ipk.psb@ipk-gatersleben.de](mailto:ipk.psb@ipk-gatersleben.de)  
[ipk.psb.helpdesk@ipk-gatersleben.de](mailto:ipk.psb.helpdesk@ipk-gatersleben.de)  
[ipk.postdocs@ipk-gatersleben.de](mailto:ipk.postdocs@ipk-gatersleben.de)  
[leps@ipk-gatersleben.de](mailto:leps@ipk-gatersleben.de)  
[jacobi@ipk-gatersleben.de](mailto:jacobi@ipk-gatersleben.de)  
[leps@ipk-gatersleben.de](mailto:leps@ipk-gatersleben.de)  
[reisekosten@ipk-gatersleben.de](mailto:reisekosten@ipk-gatersleben.de)

## Description of IPK and Biotechpark Campus map

### 1 – Communication Center

Conferences, Gatersleben-lectures and other public events usually take place in the Lecture Hall. The 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 the canteen should be done by casino-card or chip for your keychain. You can get the card from the card-machine and you will need 5 euro cash as a deposit. The chip is available in the 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://www.ipk-gatersleben.de/en/institute/verwaltung/>. Here you find the colleagues for personal affairs, justice, foreign advisory office and finance. Periodically a newsletter about actual information for employees will be sent around.

Important portals for administrative problems:

- Employees portal to see your documents, make requests for business trips or vacation: <https://loga-hcm2.ipk-gatersleben.de/maportal/hcmLogon?cus=custa>
- SAM safety instructions (mandatory for all employees): <https://ipk-gatersleben.secova.de/>
- Trouble Ticket server for the technical group and Campus Management: <https://service.ipk-gatersleben.de/>

Here you also find the office for the graduate program. If you have questions regarding the graduate program, please contact Dr. Britt Leps ([leps@ipk-gatersleben.de](mailto:leps@ipk-gatersleben.de)), Prof. Dr. Nicolaus von Wirén ([vonwiren@ipk-gatersleben.de](mailto:vonwiren@ipk-gatersleben.de)) or the PhD student Board ([ipk.psb@ipk-gatersleben.de](mailto:ipk.psb@ipk-gatersleben.de)).

#### **4 – Library Building**

All information about IPK-library is available by following link

<https://intranet.ipk-gatersleben.de/en/academic/library/>

Guided tours through the Library are announced on a regular schedule via e-mail and are highly recommended to all newcomers.

#### **5 – Vavilov Building (Genebank)**

Inside the Vavilov building the Federal Ex situ collection of agri- and horticultural crop plants is located. Here, over 150 thousand seeds from over 3200 species are stored in order to preserve the diversity of crop plants. Apart from the storage of seeds, seed processing like hand sorting, drying, packaging and cooling are conducted in this building. Working groups of the Genebank department are working in this building; you can get more information about the research activities of the Genebank department by following this link: <https://www.ipk-gatersleben.de/en/genebank/>

Working groups:

DOK – <https://www.ipk-gatersleben.de/en/genebank/genebank-documentation/>

RGR – <https://www.ipk-gatersleben.de/en/genebank/resources-genetics-and-reproduction/>

CSB – <https://www.ipk-gatersleben.de/en/genebank/cryo-and-stress-biology/>

ETX – <https://www.ipk-gatersleben.de/en/genebank/experimental-taxonomy/>

#### **6 – Genetics Building (Breeding Research and Molecular Genetics)**

Working groups:

QG – <https://www.ipk-gatersleben.de/en/breeding-research/quantitative-genetics/>

CSF – <https://www.ipk-gatersleben.de/en/breeding-research/chromosome-structure-and-function/>

HET – <https://www.ipk-gatersleben.de/en/molecular-genetics/heterosis/>

SE – <https://www.ipk-gatersleben.de/en/molecular-genetics/seed-development/>

PAK – <https://www.ipk-gatersleben.de/en/molecular-genetics/phytoantibodies/>

ACB – <https://www.ipk-gatersleben.de/en/independent-research-groups/applied-chromosome-biology/>

ME – <https://www.ipk-gatersleben.de/en/independent-research-groups/meiose/>

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 a 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. You can find all information as well as templates 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 and PhD HotTopic talks (<https://www.ipk-gatersleben.de/student-board/science-and-education/>) which are taking place according to the PhD seminar calendar (<https://intranet.ipk-gatersleben.de/wissenschaft/seminare-und-vortragsreihen/phd-seminare/>). They usually take place on Thursdays at 15pm and are also announced via e-mail. Around the conference room you find the managing office of IPK.

## 7 – Genome Centre

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

Working groups:

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

## 8 – Friedrich Miescher Building (Physiology and Cell Biology)

In this building microscopic service and plant transformation facilities are available.

Working groups:

MPE – <https://www.ipk-gatersleben.de/en/physiology-and-cell-biology/molecular-plant-nutrition/>  
ABC – <https://www.ipk-gatersleben.de/en/physiology-and-cell-biology/applied-biochemistry/>  
SZB – <https://www.ipk-gatersleben.de/en/physiology-and-cell-biology/structural-cell-biology/>  
PRB – <https://www.ipk-gatersleben.de/en/physiology-and-cell-biology/plant-reproductive-biology/>  
HEG – <https://www.ipk-gatersleben.de/en/physiology-and-cell-biology/yeast-genetics/>  
MT – <https://www.ipk-gatersleben.de/en/independent-research-groups/metalloid-transport/>

## 9 – Konrad Zuse Building

This is the location of the Campus Management (CML, Katrin Menzel: [menzel@ipk-gatersleben.de](mailto:menzel@ipk-gatersleben.de)), parts of the technical group as well as the IT servers and parts of the working groups

MT – <https://www.ipk-gatersleben.de/en/independent-research-groups/metalloid-transport/> and  
PRB – <https://www.ipk-gatersleben.de/en/physiology-and-cell-biology/plant-reproductive-biology/>

In Room 16/16A the identity cards for IPK are produced by the CML-group. All new employees which stay more than 1 month at IPK need such a card. Each Friday from 10 to 11 you have the opportunity to get your ID-card.

## 10 – Guesthouse of IPK (Guesthouse no.1)

Apartments in this guesthouse are available for a temporary accommodation for up to six months. The apartments have a mini kitchen with a small stove. 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). For questions and wishes regarding repairs, prolongation or finishing of renting contracts etc. please contact [management-gh@ipk-gatersleben.de](mailto:management-gh@ipk-gatersleben.de). The management of guesthouse is in the Konrad-Zuse building (Nr. 9)

If you are looking for an own flat in Gatersleben and need help, please contact the responsible persons from foreign advisory office.

## 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 the post receiving department, the repair service and the bicycle garage located. If you would like to have a bicycle for your own daily use, the first thing is to contact the Campus Management (Konrad Zuse building, Mrs. Sabine Janick Tel.320 or 689; [janick@ipk-gatersleben.de](mailto:janick@ipk-gatersleben.de)) regarding availability of proper size bicycles. You will get a 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 the garage.

## 16 – Bioinformatics Center

Here you find the following working groups:

BIM – <https://www.ipk-gatersleben.de/en/breeding-research/biotrophy-and-immunity/>

BIT – <https://www.ipk-gatersleben.de/en/breeding-research/bioinformatics-and-information-technology/>

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

NAM – <https://www.ipk-gatersleben.de/en/molecular-genetics/network-analysis-and-modelling/>

BA – <https://www.ipk-gatersleben.de/en/molecular-genetics/image-analysis/>

DG – <https://www.ipk-gatersleben.de/en/independent-research-groups/domestication-genomics/>

With the following link you come directly to the Bioinformatics platform:

<https://www.ipk-gatersleben.de/en/bioinformatics-tools/>

Link for IT-helpdesk if you have problems with your computer or related to IT: <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 the dryer you will need special coins. You can get them from the Landlord.

## 26 – Main Entrance Building

This is the place to get your IPK-keycard and the key for your apartment. This building is staffed 24/7, at nighttime by the security service. There is also the IPK-post office and courier mail. The persons in charge are Mrs. Völkel ([voelkel@ipk-gatersleben.de](mailto:voelkel@ipk-gatersleben.de)) and Mrs. Förster ([foerster@ipk-gatersleben.de](mailto:foerster@ipk-gatersleben.de)). Please send your telephone number and your office room number to Mrs. Völkel. Alternatively you can change your data in the HCM portal (Nr. 3).

All guests, seminars and events should be registered under [empfang@ipk-gatersleben.de](mailto:empfang@ipk-gatersleben.de) to inform the reception service about coming visitors.

## 27 – Fruit Orchard

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

## Regular social events:

- Movie Night on Friday evening in the Club
- IPK together (if announced)
- PostDocs and Friends (if announced)
- Private or Official parties or meetings (look into your e-mails and posters)
- Hausmusikabend / House music evening (May/June each year)
- Different concerts in the lecture hall or excursions organized by the culture society of Gatersleben
- Department and Institute celebrations

## Other Persons in charge:

- Managing Director and Head of Genebank: Prof. Dr. Andreas Graner
- Head of Administration: Dr. Johannes Heilmann
- Head of Breeding Research: Prof. Dr. Jochen Reif
- Head of Physiology and Cell Biology: Prof. Dr. Nicolaus von Wirén
- Head of Molecular Genetics: Prof. Dr. Thomas Altmann

## Description of Gatersleben map

(the opening times can change, more information under <https://www.gatersleben.info/index.html>)


No	Place and description	Opening time
1	<b>IPK/Biotech park</b>	
2	<b>Netto Super Market</b>	Monday-Saturday 07:00-20:00
3	<b>NP Super Market (with butcher)</b>	Monday-Saturday 07:00-20:00
4	<b>Pharmacy "Neue Mothes-Apotheke"</b> Pothofstr. 11	Monday-Tuesday 08:00-18:00 Wednesday 08:00-14:00 Thursday-Friday 08:00-18:00
5	<b>Bank (Sparkasse)</b> Lange Str. 45	Monday 09:00-13:00, 14:00-18:00 Thursday 09:00-13:00, 14:00-18:00 SB-Terminals 24h
6	<b>Station</b> <i>(trains towards Halberstadt → Magdeburg / Goslar / Quedlinburg or towards Nachterstedt/ Aschersleben → Halle / Köthen)</i> Valid timetable for train connections and tickets: <a href="https://www.bahn.de">https://www.bahn.de</a>  Direct information to the Abellio-trains you will find here: <a href="https://www.abellio.de/de/abellio-mitteldeutschland/fahrplaene-tickets/fahrplaene">https://www.abellio.de/de/abellio-mitteldeutschland/fahrplaene-tickets/fahrplaene</a>	
7	<b>Bus stops (valid from 9<sup>th</sup> Dec 2018)</b> Institut, Maschinenfabrik, Bahnhofstraße, Bahnhof, Lange Straße, Am Schwabeplan Timetable for Line 235 (to Quedlinburg): <a href="https://pdf.hvb-harz.de/downloads/regio_qlb/18/235.pdf">https://pdf.hvb-harz.de/downloads/regio_qlb/18/235.pdf</a>  Timetables for Line 145 (to Aschersleben or Nachterstedt; only Mo-Fr): <a href="https://www.kvg-salzland.de/cms/images/stories/zeiten/2019_3/145-1.pdf">https://www.kvg-salzland.de/cms/images/stories/zeiten/2019_3/145-1.pdf</a> <a href="https://www.kvg-salzland.de/cms/images/stories/zeiten/2019_3/145-2.pdf">https://www.kvg-salzland.de/cms/images/stories/zeiten/2019_3/145-2.pdf</a>	
8	<b>Hermes parcel shipment</b> Lange Str. 33 Additional services: shoe repair service, tailoring service (alterations and repair), dry cleaning, laundry service, key service	Monday 8:30-12:00 Tuesday-Friday 14:30-17:30

9	<b>Flower shop</b> Lange Str. 51	Monday 8:30-12:30 Tuesday-Friday 8:30-17:30 Saturday 8:00-12:00
10	<b>Hair stylists</b> 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	<b>Post office</b> Lange Str. 13	Monday-Friday 9:30-13:00, 14:30-17:30 Saturday 10:30 – 12:00
12	<b>Restaurants/Hotels</b> Pension Walters Hof: Neuer Weg 1 Tel: +49 (0) 39482 - 340 (Fax: 79 0 73) email: <a href="mailto:walters-hof@web.de">walters-hof@web.de</a>	
	Hotel & Pension Schäferberg: Schäferberg 1a Tel.: 039482 – 408 Fax: 039482 – 326 mobil: 0173 - 97 92 932 email: <a href="mailto:hotel-schaeferberg@t-online.de">hotel-schaeferberg@t-online.de</a>	
13	<b>Medical doctor</b> Dipl.-Med. Christiane Girschick internist, diabetologist Pothofstr. 11 Telephone number: 039482 / 790400	 Monday, Thursday 07:30-11:00, 15:00-17:00 Tuesday, Wednesday, Friday 07:30-11:00 and by arrangement
14	<b>Dentist</b> Dr. Ralf Wittig Fahrtgasse 17 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
15	<b>Lutheran Church St. Stephani</b> Schulstr. 11 More information under <a href="https://www.ekmd.de/kirche/kirchenkreise/egeln/gatersleben/">https://www.ekmd.de/kirche/kirchenkreise/egeln/gatersleben/</a>	
16	<b>Castle of Gatersleben with Village Library</b> Schmiedestr. 1 (Oberhof) Telephone number: 039482 / 796330	Tuesday 09:00-12:00, 13:00-18:00 Wednesday 09:00-12:00 Thursday 13:00-18:00
17	<b>Kindergarden "Sonnenschein"</b> Hühnerbrücke 6 Information under <a href="https://www.stadt-seeland.de/verzeichnis/visitenkarte.php?mandat=85608">https://www.stadt-seeland.de/verzeichnis/visitenkarte.php?mandat=85608</a> and <a href="https://www.gatersleben.info/blog/index.php?category=Kindertagesst%C3%A4tte">https://www.gatersleben.info/blog/index.php?category=Kindertagesst%C3%A4tte</a>	
18	<b>Elementary school "Käthe Schulken"</b> Hans-Stubbe-Str. 25 Information under <a href="https://www.gs-schulken.bildung-lsa.de/">https://www.gs-schulken.bildung-lsa.de/</a>	
19-20	<b>Sports hall (19) and Sports field (20)</b> Stobenanger/Schwabeplan Am Schwabeplan Please contact the Power Pflanzen Society via e-mail: <a href="mailto:powerpflanzen@gmail.com">powerpflanzen@gmail.com</a> More information you find under <a href="https://www.facebook.com/PowerPflanzen/">https://www.facebook.com/PowerPflanzen/</a>	
21	<b>Bicycle shop and repair service</b> Ralf Kühne Quedlinburger Str. 20 Telephone number: 039482 / 71629	Monday-Friday 8:30-12:30, 15:00-18:00
22	<b>Car repair service</b> Karl-Peter Klump Lange Str. 34 039482 / 240	
23	<b>Car dealership (CITROEN) Autohaus am Damm</b> Oberdamm 9	Monday-Friday 07:30-18:00 Saturday 09:00-12:00
24	<b>Gatersleben Community Center "Bürgerhaus"</b> Lange Str. 50	

### **Further important places outside of Gatersleben:**

Town administration: Stadt Seeland OT Nachterstedt, Lindenstraße 1, 06469 Seeland; Tel: 034741/9320; E-Mail: [info@stadt-seeland.de](mailto:info@stadt-seeland.de)

District administration: District Salzlandkreis:  
Main building: Bernburg, Karlsplatz 37  
Foreigners administration: Bernburg, Friedensallee 25  
Citizen office/Car registration: Aschersleben, Ermslebener Str. 77

Hospitals:  Ameos Klinikum Aschersleben, Eislebener Str. 7a, 06449 Aschersleben  
Harzklinikum D.C. Erleben Quedlinburg, Ditfurter Weg 24, 06484 Quedlinburg  
Ameos Klinikum Halberstadt, Gleimstr. 5, 38820 Halberstadt

Cinemas: Filmpalast Aschersleben, Markt 20, 06449 Aschersleben  
Zuckerfabrik Halberstadt, Gröperstr. 88, 38820 Halberstadt  
Studiokino Eisenstein Quedlinburg, Reichenstr. 1, 06484 Quedlinburg

Higher Schools: Gymnasium Stephaneum Aschersleben (Dr. Wilhelm-Külz-Platz 16, 06449 Aschersleben)  
GutsMuths Gymnasium Quedlinburg (Konvent 26a, 06484 Quedlinburg)  
Secondary school Seelandschule Nachterstedt (Schulstr. 15, 06469 Seeland-Nachterstedt)

Shopping facilities: City centers of Aschersleben, Halberstadt and Quedlinburg via train and bus; Shops with Arabic/Persian/Turkish/Syrian products (also halal meat) in Halberstadt and Aschersleben

German courses (and other courses) at the Kreisvolkshochschule (center of public education) in Quedlinburg and Halberstadt, please inform via <https://kvhs-harz.de/> (only in german).

### **General information:**

Emergency numbers: Police: 110  
Fire department/Ambulance: 112  
Medical doctor on weekend: 116117 (Emergency: 112)  
Blocking of Girocard: 116116  
Public administration: 115



# 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, Microscopy, Plant transformation)
- 9 – Konrad Zuse Building (IT-Server, Groups PRB, MT; Campus Management)
- 10 – Guesthouse of IPK
- 11 – Students Club (Kitchen, Social room, Movies, Party)
- 12 – Technics Centre (receiving department, repair service)
- 13 – Botanical garden
- 14 – Plant Culture Hall
- 15 – Phenotyping Facilities (LemnaTec)
- 16 – Bioinformatics Centre (Groups BIT, DG, BIM, AAN, BA, NAM)
- 17 – Biotechpark: Saaten-Union Biotec GmbH
- 18 – Biotechpark: BASF
- 19 – Bakery
- 20 – Biotechpark: BiotechCentre (Gartenland Produktion GmbH – Quality Seed Testing Labor, TraitGenetics GmbH, IT-Breeding GmbH, Grünes Labor, InnoPlanta)
- 21 – Biotechpark: Guesthouse
- 22 – Greenhouses
- 23 – Fields
- 24 – Print service / Photograph
- 25 – Conference room of the managing director
- 26 – Entrances
- 27 – fruit orchard

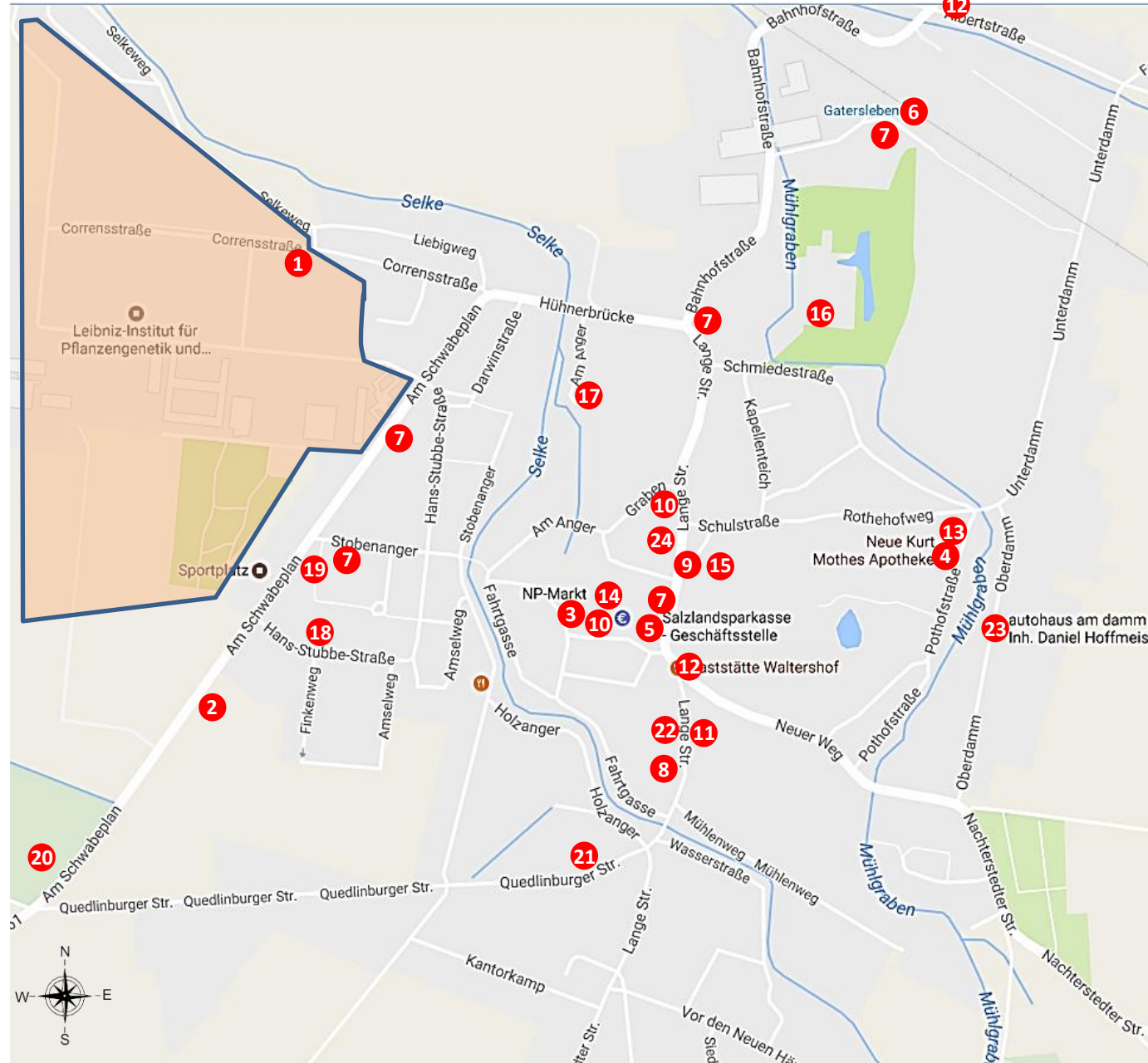
- 1 – Communication Centre (Lecture Hall, Seminar room, Family room)
- 2 – Casino/Canteen (Breakfast, Lunch, Snacks, Coffee)
- 3 – Administration Building
- 4 – Library Building
- 5 – Vavilov Building (Genebank - Groups DOK, RGR, CSB, ETX – Seminar room)
- 6 – Genetics Building (Breeding Research and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



# Gatersleben - Map

to Hausneindorf/Wedderstedt

to Hausneindorf/Friedrichsaue



- 1 – IPK / Biotechpark
- 2 – Netto Super Market
- 3 – NP Super Market (with butcher)
- 4 – Pharmacy
- 5 – Bank (Sparkasse)
- 6 – Station (to Halberstadt→Magdeburg/Goslar/Quedlinburg or to Nachterstedt/Aschersleben→Halle/Köthen)
- 7 – Bus stop (to Quedlinburg, Nachterstedt, Aschersleben)
- 8 – Hermes parcel shipment and other services
- 9 – Flower shop
- 10 – Hair stylist
- 11 – Post office
- 12 – Restaurants
- 13 – Medical doctor
- 14 – Dentist
- 15 – Church (Lutheran)
- 16 – Castle / Village library
- 17 – Kindergarten/Nursery
- 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 center

to Quedlinburg

to Nachterstedt → township