



Summer Student Programme July 16th – September 5th, 2013

1. Social Security Obligation

Most of you will have to pay taxes on your income at DESY. We are obliged to apply for a tax card for you and will try to free you from taxes but cannot guarantee it.

For a smooth payment procedure and in order to apply for the tax card, please submit -as soon as possible- your student certificate of enrollment, personal data (birthday, marital status, full address, name and location of your university), membership-number of your medical insurance and two copies of your passport.

Please make sure to bring your passport or ID card with you, otherwise payment will not be possible.

2. Method of payment:

- a) Students from EU and EWR countries will obtain payment at the end of each month by money transfer on a valid giro account.
- b) Students from non-EU countries will receive cash payment:

There will be 3 payments to be obtained at DEGUSSA Bank in Hamburg or at the cashier's office in Zeuthen.

Partial payments: 1st Payment ⇒ July 31th, 2013
 2nd Payment ⇒ August 29th, 2013
 3rd Payment ⇒ September 6th, 2013

Please note: income tax and hostel will be deducted from your salary. Your salary for July and September is proportional to your actual working days (July: 16 days, and September 5 days).

Travel expenses: Travel expenses will be subsidized up to a total amount of 130,-- Euro.

DESY Deutsches
Elektronen-Synchrotron
Notkestraße 85
22607 Hamburg
Tel. +49 40 8998-0
Fax +49 40 8998-3282

Postal address
Fehler! Verweisquelle konnte
nicht gefunden werden.

Locations of DESY
Hamburg
Zeuthen/Brandenburg

Directorate
Dr. R. Brinkmann
Prof. Dr. H. Dosch
(Chairman)
Prof. Dr. J. Mnich
C. Scherf
Prof. Dr. E. Weckert
Prof. Dr. C. Stegmann
(Vertreter des Direktoriums
in Zeuthen)

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Office hours:

- **Hamburg:**
Building 09, Room 10, basement
Monday - Friday: 09.00 – 11.30 am
Monday – Wednesday 12.15 – 16.00 pm,
Thursday 12.15 – 17.00 pm, Friday 12.15 – 14.30 pm
- **Zeuthen:**
Building 2p, Room 09,
Monday – Wednesday: 09.30 a.m. – 11.00 a.m.

3. Contact Persons

The following people in the HR department will be responsible for the Summer Student Programme:

Hamburg:

- ☞ Mrs. Hoppmann (secretary), Building 7, Room 204
Tel. +49 40 8998-3628
e-mail regina.hoppmann@desy.de
- ☞ Mrs. Pettersson, Building 7, Room 101
Tel. +49 40 8998-3765
e-mail annette.pettersson@desy.de

Travel expenses:

- ☞ Mrs. Tornau, Building 6, Room 303
Tel. +49 40 8998-2350
e-mail: christina.tornau@desy.de

Zeuthen:

- ☞ Mrs. Stark, Building 2P, Room 04
Tel.: +49 33762 – 7-7240
e-mail: monika.stark@desy.de

Travel expenses:

- ☞ Mrs. Stiehl, Building 2P, Room 03
Tel.: +49 33762 – 7-7210
e-mail: gabriele.stiehl@desy.de

With kind regards

DESY HR Department