



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

**MOMENTE**  
Mentoring Programm der Medizinischen Fakultät für exzellente  
Nachwuchswissenschaftlerinnen und Nachwuchswissenschaftler



## **Guidelines for the application for student assistance Mentoring Program MOMENTE of the Faculty of Medicine**

### **Who can apply for a student assistant?**

Mentees can apply for student assistance to support their research.

### **How can mentees apply for a student assistant?**

- Please submit the application and reimbursement form including a justification of the necessity of a student assistant.
- Please attach the CV of the student assistant including contact information.
- A written authorization of the mentor is necessary.
- Please submit the authorized application and reimbursement form to the dean's office, Maria Wiedemann, maria.wiedemann@med.uni-muenchen.de.

### **When can Mentees apply for a student assistant?**

For the recruitment of a student assistant, at least six weeks of lead time are necessary. A retroactive recruitment is not possible.

### **How is the recruitment procedure?**

- If the application is accepted, the department of human resources of the LMU arranges the contract with the student assistant.
- Following contract closing, the department of human resources informs the mentee and provides a copy of the contract.