

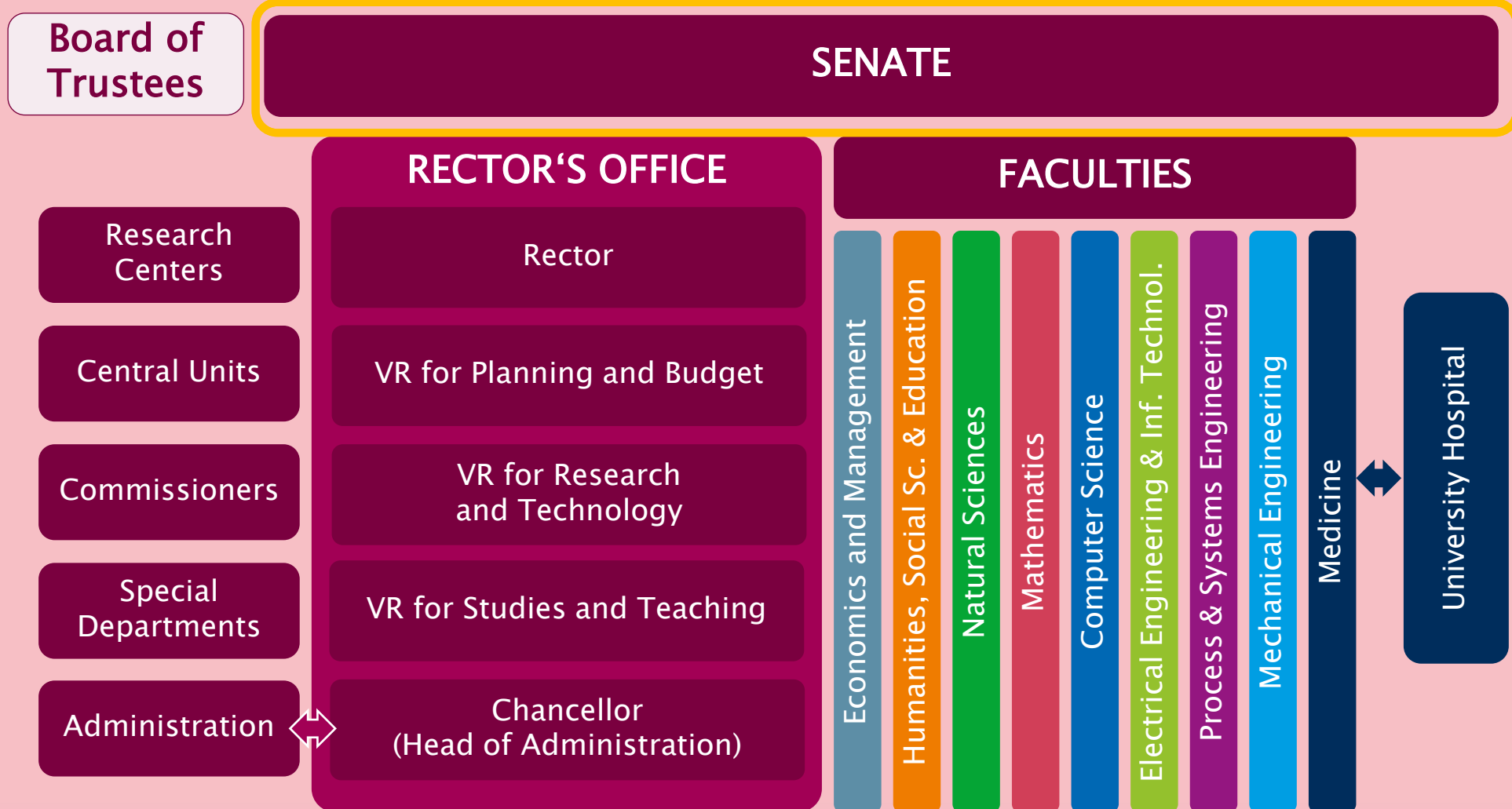
Rethinking the world *together*

Welcome Day for new OVGU staff

3rd June 2026

University structure and processes

Structure



Senate

- Supreme body of the university's self-government
- Democratically elected
- Has advisory, strategic and controlling management tasks
- Adopts all regulations, e.g. examination and doctoral regulations
- Decides on job advertisements for and appointments of new professors
- Meets once a month
- All members of the university (staff and students) are free to participate (listening only)

<https://www.ovgu.de/Universität/Organisation/Senat.html>

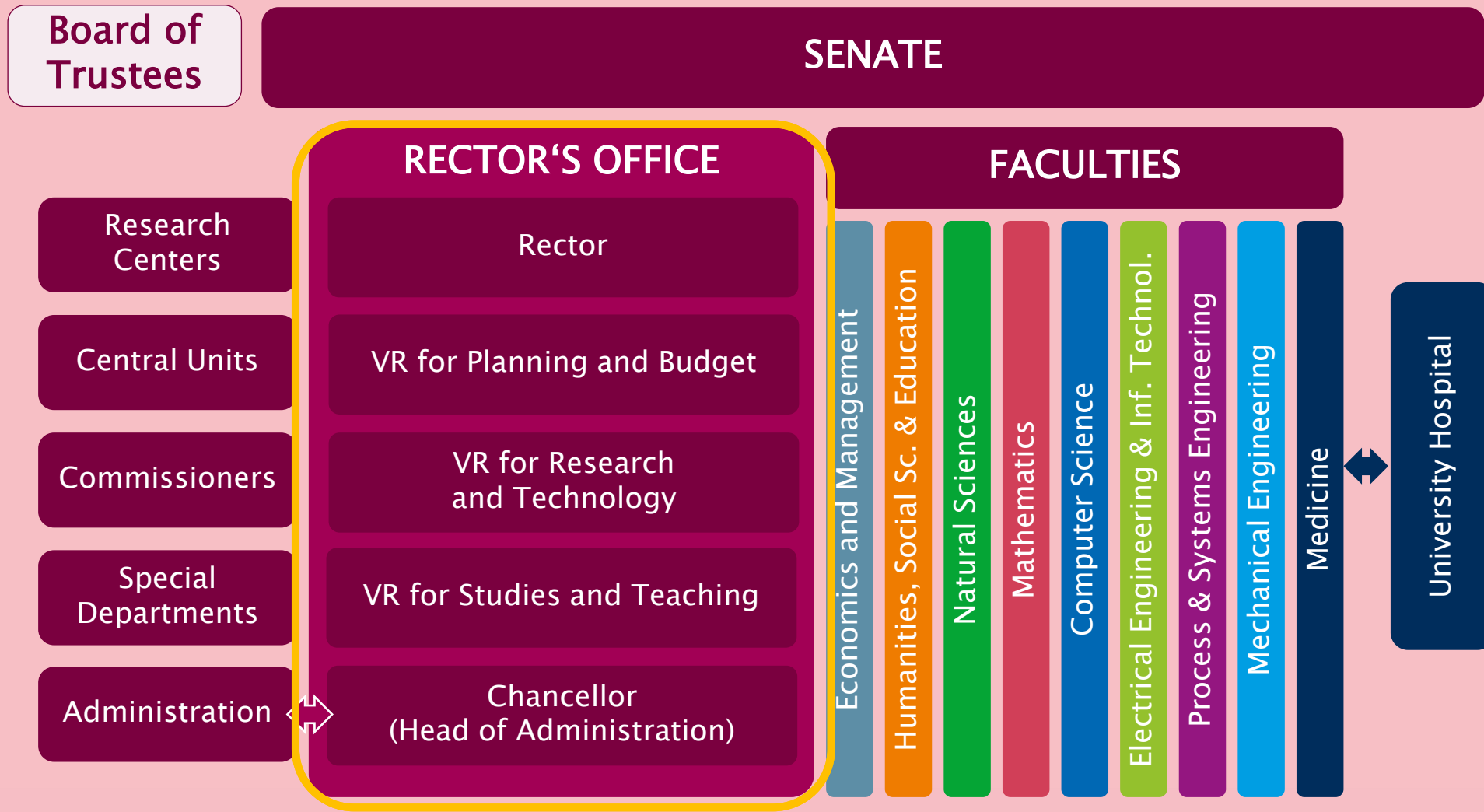
Senat

Various Senate Commissions:

- Planning and Budget Commission
- Commission for Studies and Teaching
- Research Commission
- Equipment and IT Commission
- Commission for Awarding Doctoral Scholarships
- Equal Opportunities Commission
- Ethics Commission
- Commission for Dealing with Scientific Misconduct
- Climate Commission

<https://www.ovgu.de/Universität/Organisation/Senat.html>

Structure



Rector`s Office



Rector

Prof. Dr.
Jens Strackeljan



**Vice Rector for
Planning and
Budget**

Prof. Dr.
Helmut Weiß



**Vice Rector
for Research and
Technology**

Prof. Dr.
Manja Krüger



**Vice Rector
for Studies and
Teaching**

Prof. Dr.
Dina Kuhlee



Chancellor

Angela
Matthies

Rector



Prof. Dr.-Ing. Jens Strackeljan

Tasks:

- Represents the university
- Chairman of the Senate and responsible for the preparation and implementation of the Senate's resolutions
- Superior of academic staff

Vice Rector for Planning and Budget



Prof. Dr. Helmut Weiß

Tasks:

- Strategic development of the university
- Coordinates appointments, the allocation of funds
- Chair of the Senate Commission on Planning and Budget
- Member of the HR Development Working Group

Vice Rector for Studies and Teaching



Prof. Dr. Dina Kuhlee

Tasks:

- Responsible for organization and quality of studies
- Conception and strategic planning of studies and teaching
- Chair of the Senate Commission for Studies and Teaching

Vice Rector for Research and Technology



Prof. Dr. Manja Krüger

Tasks:

- Coordination of research strategies between the faculties
- Trends and lines of development and setting priorities in research
- Chair of the Equipment and IT Commission

Chancellor



Angela Matthies

Tasks:

- Head of the central university administration
- Permanent representative of the Rector
- Responsible for the budget
- Superior of the non-scientific staff
- Chief Electoral Officer

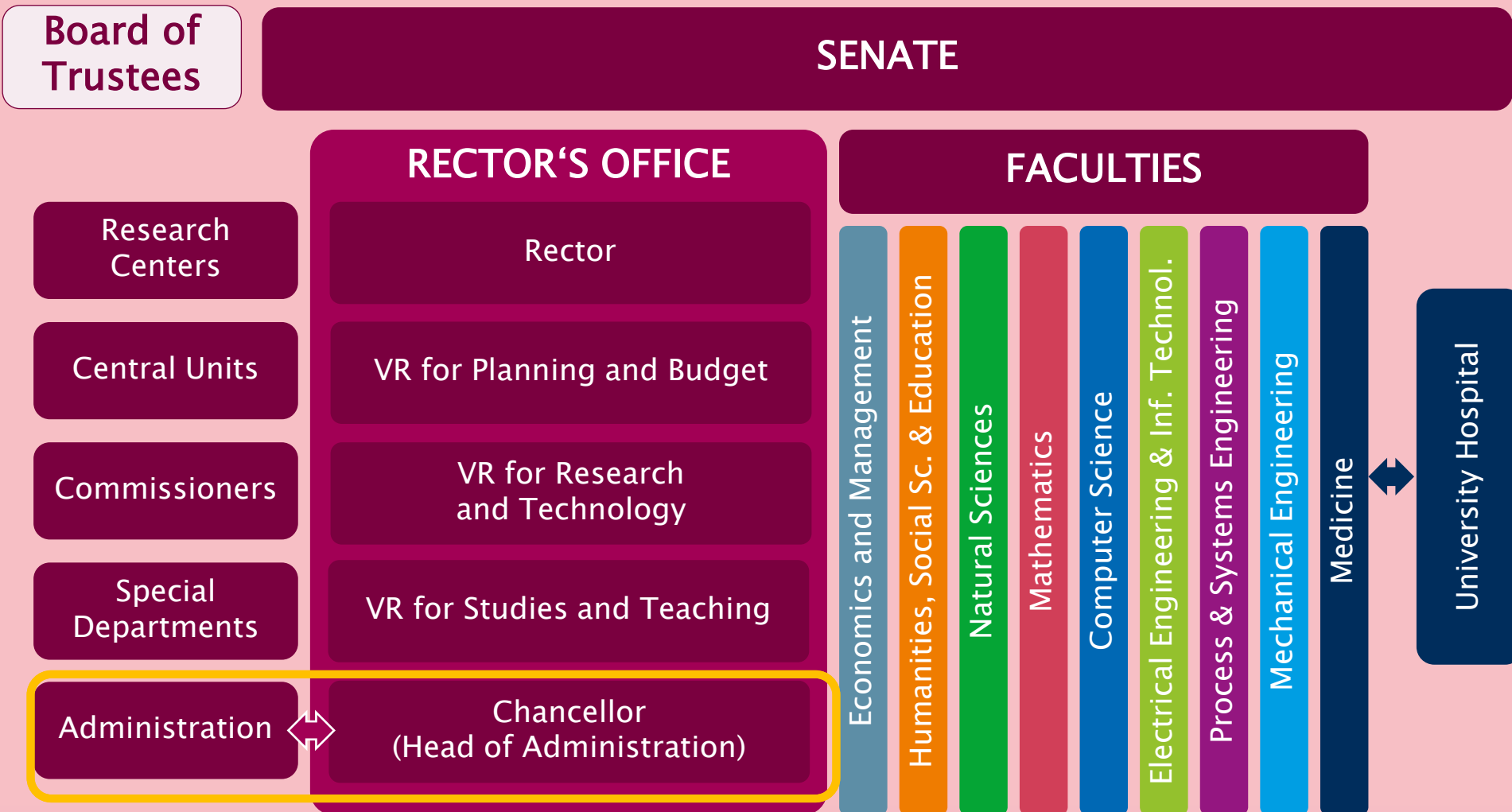
OVGU als Teil von EU-Green

- European University Alliance
- OVGU and other universities from Sweden, Ireland, France, Portugal, Spain, Italy, Poland and Romania
- 9 partners – 9 tasks – 1 goal
- Goal: To carry and further develop research, teaching, innovation and sustainability developments beyond the locations into the EU
- Collaboration possible via various formats

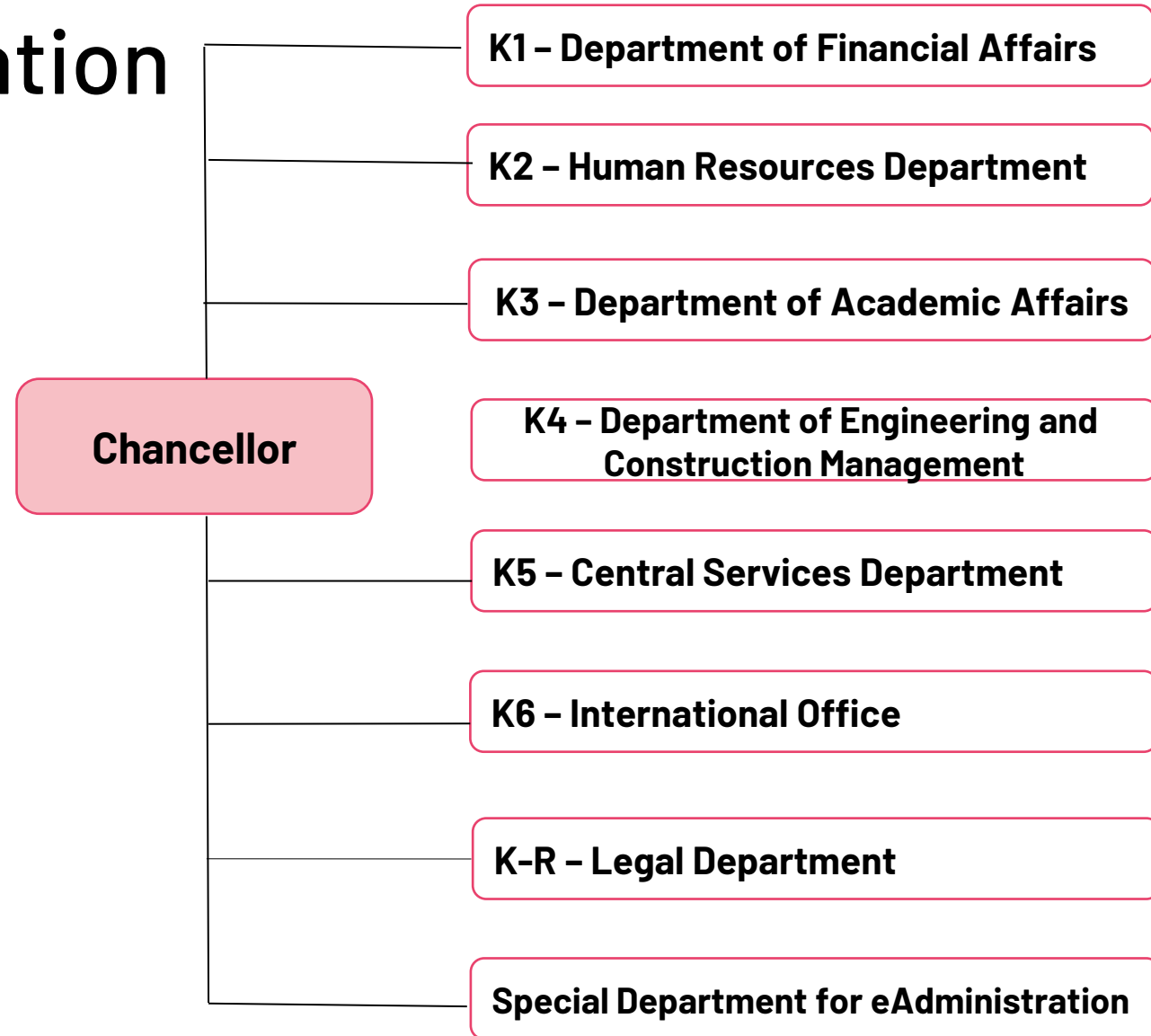


<https://www.magdeburg-eugreen.de/>

Structure



Central Administration



Department of Financial Affairs (K1)

Head of Department Marion Reske

Building 06; T: 58633



Assistant: Brit Kapitza, T: 58634

Division K11 External funding, other grants, taxes

Ina Diewitz
T: 52710

- Application for, management and documentation of external funding and other grants
- Principle affairs relating to tax and state aid law
- Publicly owned commercial operations

Division K12 Budget, controlling, reporting

Carmen Böhm
T: 58221

- Budget planning, issues relating to the equipment of a professorship, Higher Education Pact, Innovation Fund
- Budget implementation and monitoring, user accounts HISQIS, system for account balance and HÜL (budget monitoring list) information
- Internal/external reporting, capacity calculation, lecturer utilization

Division K13 Procurement, payment office

Melanie Diedrich-Schüller
T: 58722

- Small/large appliances/devices with a unit price of 5k € or more as well as framework contracts (e.g. photocopying technology, office supplies, service agreements)
- Office equipment
- Payment office for cash and cashless payments

Human Resources Department (K2)

Digital Transformation Unit

Steffen Liefold
T: 57018

Dezernentin Siegrid Liebherr

Building 06; T: 52388

Secretary: Ines Busse, T: 58690



Division K21

**Human Resources
development and
recruiting**

Annette Hoeschen
T: 57341

Division K22

**Public employees (no
civil service status)**

Tina Jenner
T: 57113

Division K23

**Civil servants /secondary
areas of collective
bargaining law**

Sabine Hubatschek
T: 52902

Division K24

**Human Resources
Medical Faculty**

Katja Dörge
T: 15767

- Job advertisement
- Gender Recruiting
- Onboarding
- HR development
- Continuing education/training
- Corporate Health Management
- Welcome events
- Trade shows

- Selecting, recruiting, supporting, terminating employment relationships
- Determining and assigning salary groups
- Applying fixed-term employment law
- Teaching assignments

- Appointment and Management of civil service employment relationships
- Secondary occupations
- Student/scientific assistants
- Personnel cost planning
- Sick leave recording
- Workplace integration management

Subject area Travel expenses

Andy Spier
T: 51076

- Travel expenses accounting
- Advice on travel expenses law

Department of Academic Affairs (K3)

Head of Department
Franziska Genge
Building 01; T: 58899



Assistant:
Vivien Pham T: 58680

Division K31 **Student Secretariat**

Anne Gerstenberger
T: 52260

- Student administration and organization for German and international students
- Doctoral students and graduate support
- fees for long-term students and second degree studies
- Room and course scheduling

Division K32 **Student guidance** **Student services**

Annika Kirbs
T: 52283

- Campus Welcome Center
- Student guidance
- Study information
- Application for admission

Staff unit K33 **Quality assurance**

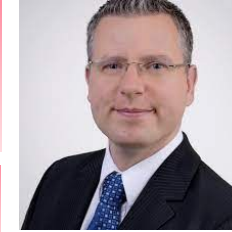
Anni Holzäpfel
T: 57177

- Course planning and evaluation
- Quality assurance
- Support with accreditation procedures at OVGU
- Review of study documents
- Portal for quality development at OVGU
[BesserMachen-Portal](#)

Engineering and Construction Management Department (K4)

**Head of Department
Clemens Klein**

Building 43; T: 56099



Secretary: Claudia Friedrich
T: 56098

**Division K41
Construction
and real estate affairs**

Maik Sommerfeld
T: 56097

- Land management
- Construction measures
- Building and room inventory
- Inventory of tools, machines, devices, etc.

**Division K42
Facility Engineering**

Helgo Hebecker
T: 56090

- Operational and fault clearing service
- Operating equipment/repair services
- Communications equipment/telephone

**Division K43
Occupational safety and
environmental protection**

Patrick Sievert
T: 56088

- Occupational health care
- Advice on occupational safety and personal protective equipment
- Risk assessments
- First Aid/First Responders
- Laser safety
- Ionizing radiation/X-rays
- Genetic engineering etc.

Central Services Department (K5)

Electoral office

**Head of Department
Jan Wilhelm**

Building 06; T: 58689

Secretary: Maren Weißmann
T: 58688



Division K51

**Infrastructure Building Management
Division**

Marco Vehe
T: 58391

- Services (Cleaning, Janitorial Services, Waste Disposal, and Moving Services)
- Guest Accommodations (Guest Floor, International Meeting Center)
- Vehicle Fleet
- Gardening Services
- Central Reservations
- Gymnasium Maintenance Services

Division K52

Security Services and Shipping Center

Ronja Buchholz
T: 57080

- SG Shipping Center (Mailroom)
 - Shipping Matters
 - Export Control
- SG Security Services and Locking Systems
 - General Information Security
 - Systems Access Authorizations
 - Parking Management Lost and Found

Division K53

University archives

Carmen Schäfer
T: 52946

- Submission/acceptance of documents from all structural units
- Search requests
- Possibility to access and research the archived documents
- Long-term electronic archiving

International Office (K6)

Head of Department
Dr. Uwe Genetzke

Building 01; T: 58514

Secretary: Andrea Lüdke
T: 58515



Division K61

Student's mobility
International students

Sylvia Seela
T: 58779

- Advice and support for German and international students
- Enrolment of exchange students
- ERASMUS+
- PROMOS
- summer schools

Division K62

Scientists and international
collaborations

Reena Schliephake
T: 58742

- Advice for German and international scientists
- Coordination of the ERASMUS+ and other mobility programs
- Contract management relating to international collaborations

Division K63

Erasmus-Office for Saxony-
Anhalt

Angela Wittkamp
T: 58778

- Acquisition and management of mobility programs focusing on internships
- Arranging and financing internships for students in all universities in the federal state of Saxony-Anhalt
- Implementing pilot programs focusing on internships

Division K64

International
Office Medical
Faculty

Tim Haas
T: 15143

Legal Department

Head of Department
Yvonne Burscheit
Building 06; T: 58631



Secretary:
Sophie Zybura, T: 58632

Legal adviser
Johannes Jesse

T: 57581

Legal adviser
Yomna Marnissi

T: 58730

Legal adviser
Sidney Binder

T: 57470

- Legal services for the Rector's office, faculties, central administration and central units
- Litigation before administrative courts, the labor court and district court of Magdeburg
- Supervision of university equity investments
- Legal support for spin-off activities of OVGU

Special Department for eAdministration

Head of department Manuel Löser

Gebäude 06; T: 57348



Coordination

Claudia Müller
Katja Spandel
Brenda Rodriguez Busche

T: 57540
T: 57575
T: 57675

Team d3/eAkte

Judith Schulz

T: 58435

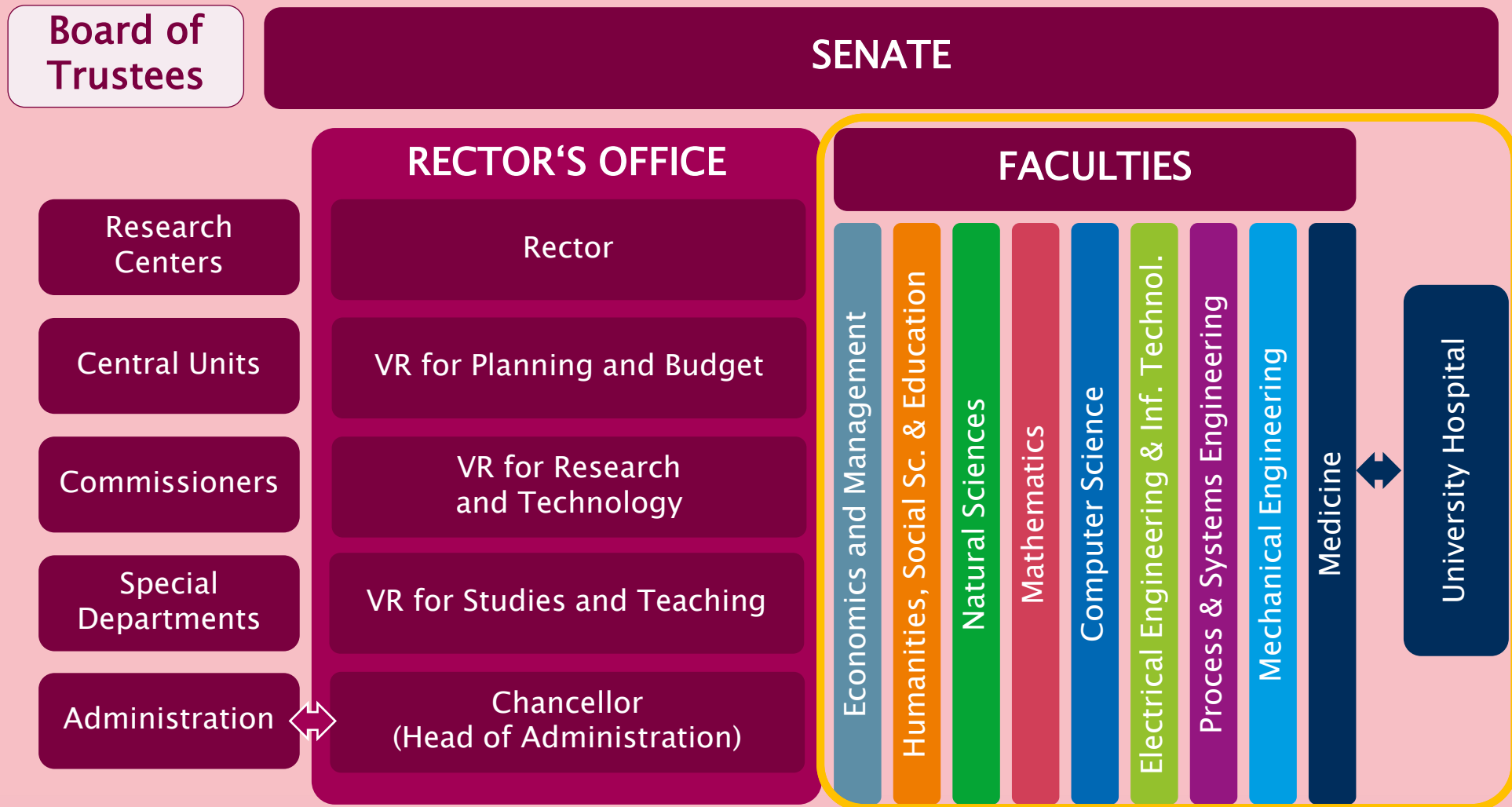
Team SIM/Cognos

Dirk Osterloh
Ulf Umland

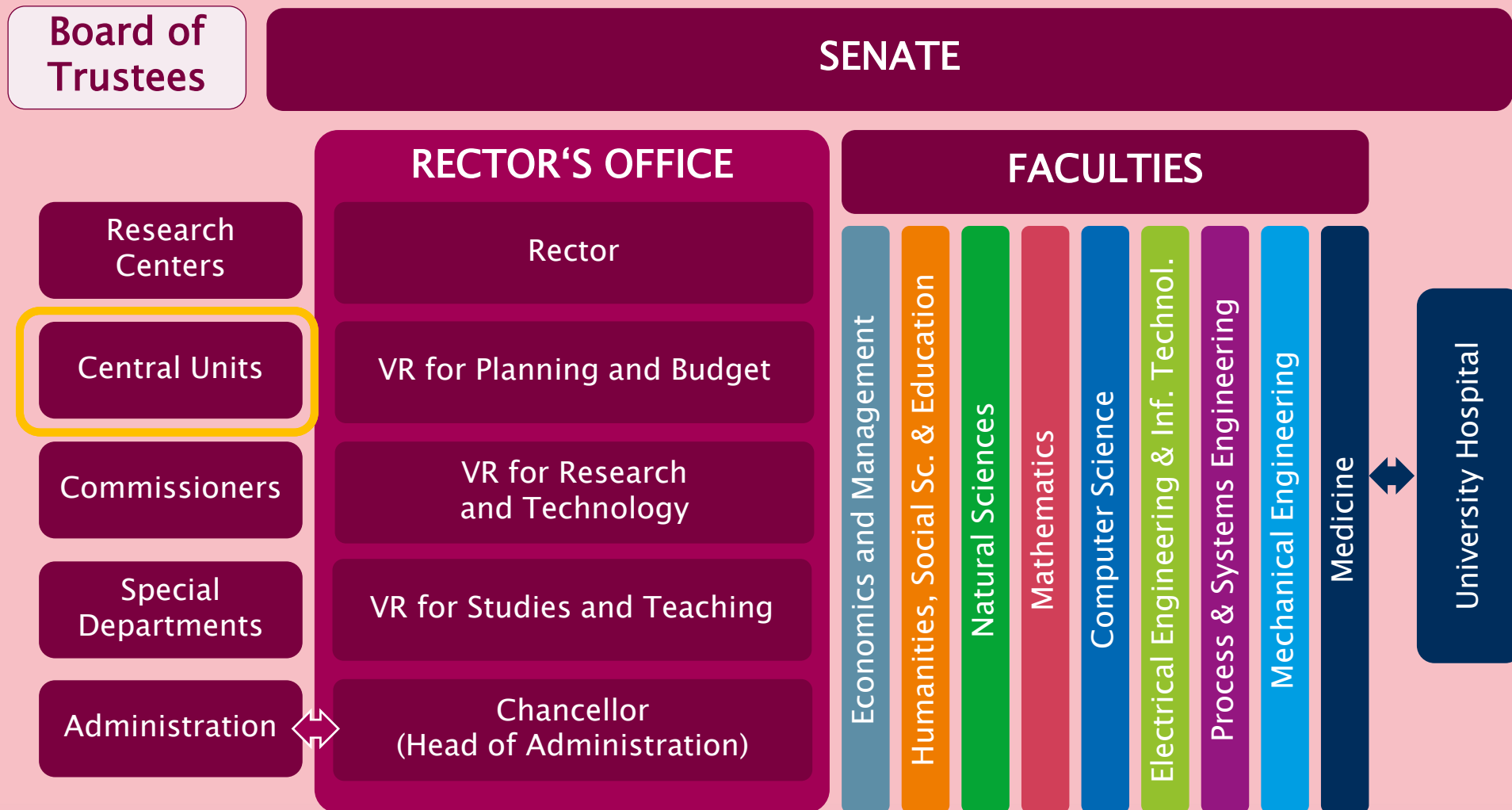
T: 54983
T: 54988

- Digitalizing and optimizing processes in university administration and university management
- Creating a data basis for digital reporting, data analysis and information distribution
- Strategic information management using IBM Cognos
- Procurement Committee (Administrative Circular [HÖB Part 2 – 21670](#))

Structure



Structure



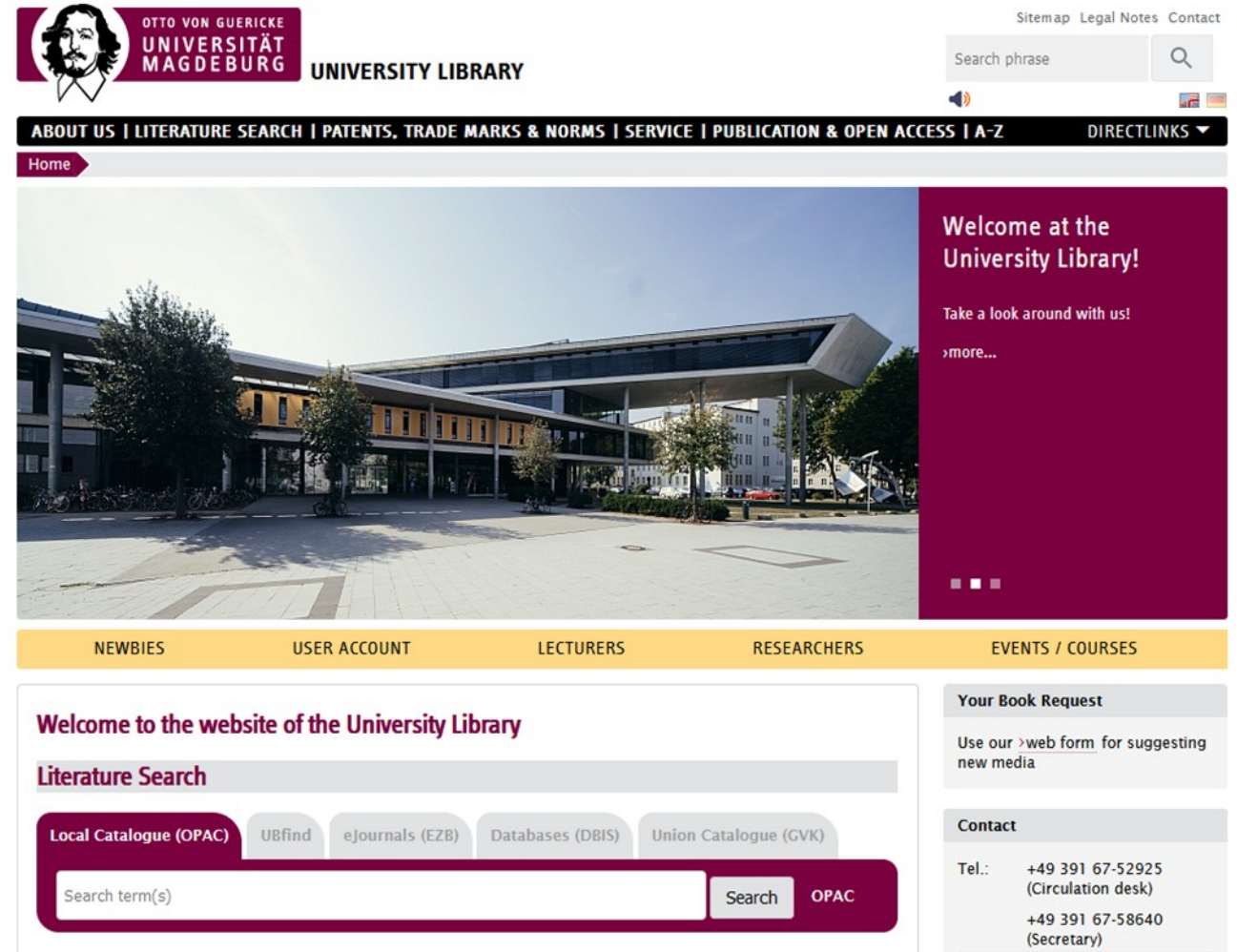
Central Units

- University Library
- University Computing Center
- Language Center
- Media Center
- Transfer and Entrepreneur Center
- Graduate Academy
- University Sports Center
- Others:
 - Center for Scientific Education
 - Center for Teacher Education
 - Institute for Competence in AutoMobility (IKAM)

University Library

- (E)-books
- (E)-journals
- Data management
- Guided tours
- Courses for scientific work
- Booking of study rooms
 - daily and monthly carrels
 - double and group carrels
- ausleihe@ovgu.de

<https://www.ub.ovgu.de>

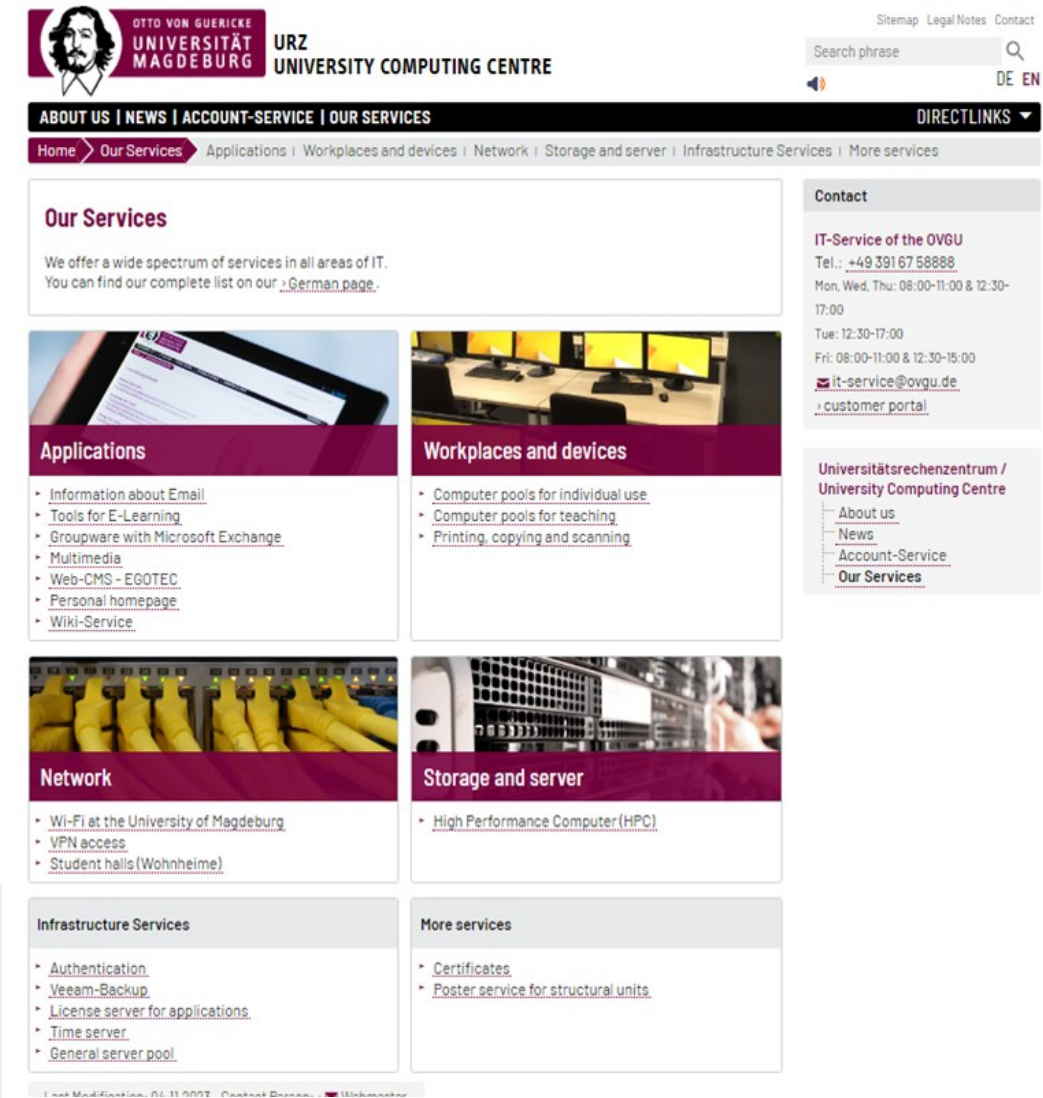


University Computing Center

- OVGU's central IT service provider
- Provision of OVGU accounts and basic IT services
- URZ-N: Email, data network, WiFi and VPN
- URZ-S: Data storage and operation of a high-performance computers (HPC)
- URZ-D: Tools for collaborative work
- URZ-V: Campus Management (HISinOne) and IT Applications for Administration
- Equipping seminar rooms and lecture halls with media technology
- Administration of specialist applications
- Procurement of software & licenses

Contact and support

- Email: it-service@ovgu.de (ticket system)
- Web portal: urz.ovgu.de/ticket
- Telephone: 58888
- Personal: IT service point (G26.1-003)
- Web: <https://urz.ovgu.de>



OTTO VON GUERICKE UNIVERSITÄT MAGDEBURG **URZ UNIVERSITY COMPUTING CENTRE**

Sitemap Legal Notes Contact

Search phrase

DE EN

ABOUT US | NEWS | ACCOUNT-SERVICE | OUR SERVICES **DIRECTLINKS**

Home > **Our Services** > Applications > Workplaces and devices > Network > Storage and server > Infrastructure Services > More services

Our Services

We offer a wide spectrum of services in all areas of IT.
You can find our complete list on our [German page](#).

Applications

- [Information about Email](#)
- [Tools for E-Learning](#)
- [Groupware with Microsoft Exchange](#)
- [Multimedia](#)
- [Web-CMS - EGOTEC](#)
- [Personal homepage](#)
- [Wiki-Service](#)

Workplaces and devices

- [Computer pools for individual use](#)
- [Computer pools for teaching](#)
- [Printing, copying and scanning](#)

Network

- [Wi-Fi at the University of Magdeburg](#)
- [VPN access](#)
- [Student halls \(Wohnheime\)](#)

Storage and server

- [High Performance Computer \(HPC\)](#)

Infrastructure Services

- [Authentication](#)
- [Veeam-Backup](#)
- [License server for applications](#)
- [Time server](#)
- [General server pool](#)

More services

- [Certificates](#)
- [Poster service for structural units](#)

Contact

IT-Service of the OVGU
Tel.: [+49 391 67 58888](tel:+493916758888)
Mon, Wed, Thu: 08:00-11:00 & 12:30-17:00
Tue: 12:30-17:00
Fri: 08:00-11:00 & 12:30-15:00
it-service@ovgu.de
[customer portal](#)

Universitätsrechenzentrum / University Computing Centre
[About us](#)
[News](#)
[Account-Service](#)
[Our Services](#)

Last Modification: 04.11.2023 | Contact Person: [Webmaster](#)

Language Center



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG

SPRZ.OVGU.DE
THE LANGUAGE CENTRE

Sitemap Legal Notes Contact

Search phrase 



ABOUT US | UNICERT® | INFORMATION FOR FIRST SEMESTER STUDENTS | LANGUAGE COURSES | MOODLE
| EXAMINATION OFFICE | DOCUMENT POOL | TANDEM | REQUIREMENTS | SCHEDULE | COURSE DESCRIPTION
| TEACHING MATERIALS | REQUIREMENTS

DIRECTLINKS 

Home > Language courses > Arabic | Chinese | English | French | German | Italian | Japanese | Portuguese | Russian | Spanish |
Applied Linguistics

Language courses

Arabic	Chinese	English UNICert®
French (UNICert®)	German	Italian (UNICert®)
Japanese	Polish	Portuguese
Russian (UNICert®)	Spanish (UNICert®)	Applied Linguistics

Contact

Otto-von-Guericke-Universität
Magdeburg
Sprachenzentrum
Zschokkestraße 32
39104 Magdeburg

Secretariat
Tel.: [+49 \(391\) 67 56516](tel:+493916756516)
[✉ sprachenzentrum@ovgu.de](mailto:sprachenzentrum@ovgu.de)

Examination Office
Tel.: [+49 \(391\) 67 56508](tel:+493916756508)
[✉ sprz-pruefungsamt@ovgu.de](mailto:sprz-pruefungsamt@ovgu.de)

Examination Committee
Tel.: [+49 \(391\) 67 56352](tel:+493916756352)
[✉ sprz-pruefungsausschuss@ovgu.de](mailto:sprz-pruefungsausschuss@ovgu.de)

Available courses

Course registration

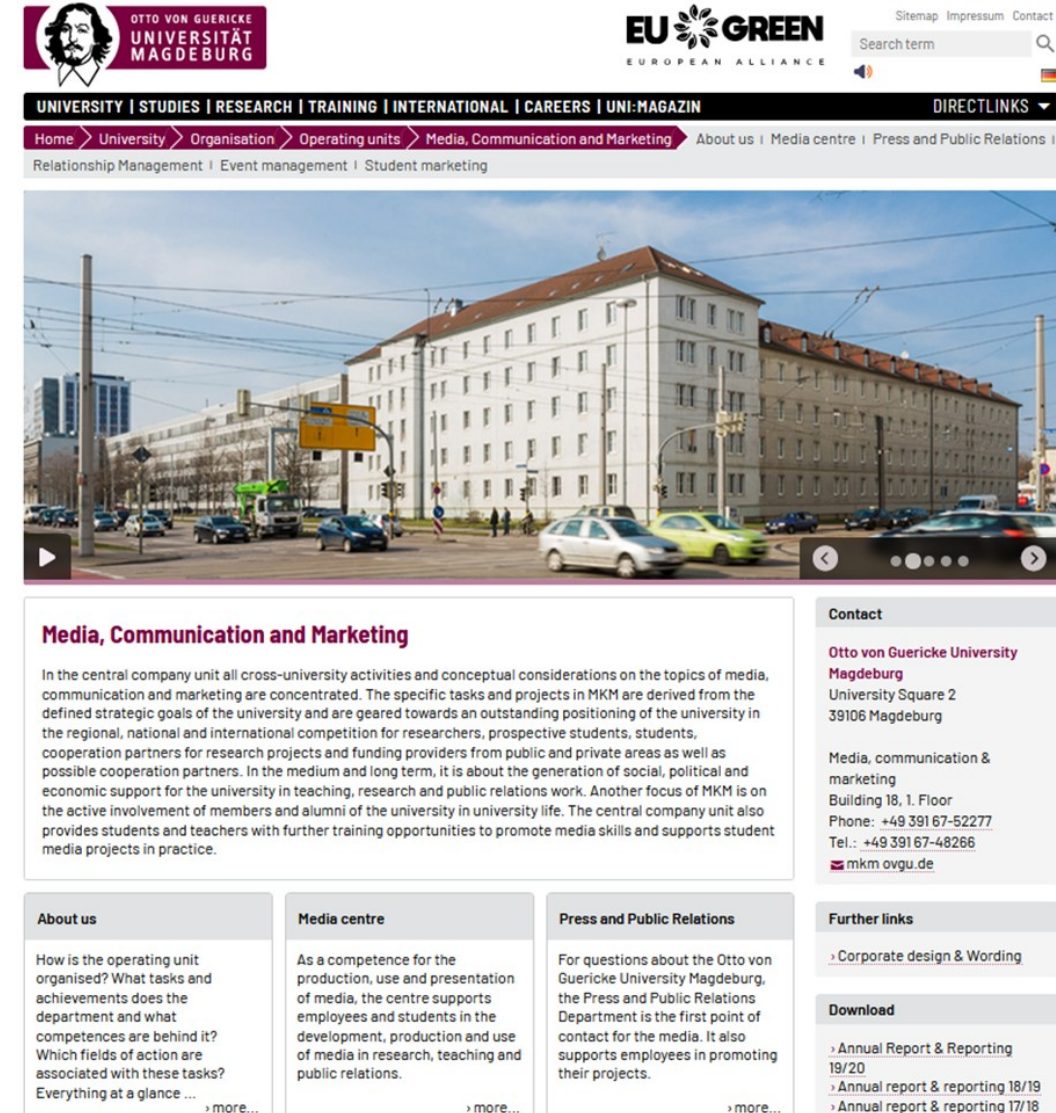
Course fees

<https://www.sprz.ovgu.de/en/Language+courses.html>

Media, Communication & Marketing

- Marketing with focus on prospective and current students
- Relationship management: dual study programs, scholarships, career service and alumni work
- Employer branding & recruiting for business partners
- Communication: internal and external (newsletter, staff portal, social media, press contacts, press releases, lists of experts)
- Central event management, equipment rental
- Media production, media workshop

<https://www.ovgu.de/mkm.html>



The screenshot shows the website of the Otto von Guericke University Magdeburg. At the top, there is a header with the university's logo and name, a search bar, and navigation links. Below the header, a banner image shows a large, multi-story building, likely a university building. The main content area is titled "Media, Communication and Marketing" and contains a paragraph describing the department's activities. To the right of the main content, there is a "Contact" section with the university's address, phone number, and email. Below the main content, there are four columns of links: "About us", "Media centre", "Press and Public Relations", and "Further links". The "Further links" section includes a "Download" link for the annual report.

OTTO VON GUERICKE UNIVERSITÄT MAGDEBURG

EU GREEN
EUROPEAN ALLIANCE

Sitemap Impressum Contact

Search term

UNIVERSITY | STUDIES | RESEARCH | TRAINING | INTERNATIONAL | CAREERS | UNI-MAGAZIN

DIRECTLINKS

Home > University > Organisation > Operating units > Media, Communication and Marketing > About us | Media centre | Press and Public Relations | Relationship Management | Event management | Student marketing

Media, Communication and Marketing

In the central company unit all cross-university activities and conceptual considerations on the topics of media, communication and marketing are concentrated. The specific tasks and projects in MKM are derived from the defined strategic goals of the university and are geared towards an outstanding positioning of the university in the regional, national and international competition for researchers, prospective students, students, cooperation partners for research projects and funding providers from public and private areas as well as possible cooperation partners. In the medium and long term, it is about the generation of social, political and economic support for the university in teaching, research and public relations work. Another focus of MKM is on the active involvement of members and alumni of the university in university life. The central company unit also provides students and teachers with further training opportunities to promote media skills and supports student media projects in practice.

Contact

Otto von Guericke University Magdeburg
University Square 2
39106 Magdeburg

Media, communication & marketing
Building 18, 1. Floor
Phone: +49 391 67-52277
Tel.: +49 391 67-48266
✉ mkm.ovgu.de

About us

How is the operating unit organised? What tasks and achievements does the department and what competences are behind it? Which fields of action are associated with these tasks? Everything at a glance ... [more...](#)

Media centre

As a competence for the production, use and presentation of media, the centre supports employees and students in the development, production and use of media in research, teaching and public relations. [more...](#)

Press and Public Relations

For questions about the Otto von Guericke University Magdeburg, the Press and Public Relations Department is the first point of contact for the media. It also supports employees in promoting their projects. [more...](#)

Further links

[Corporate design & Wording](#)

Download

[Annual Report & Reporting 19/20](#)
[Annual report & reporting 18/19](#)
[Annual report & reporting 17/18](#)

Transfer and Entrepreneur Center (TUGZ)

- Patenting
- Founding
- Marketing
- Networking



Team & Strategie
Gründungsberatung trifft auf Mindset-Arbeit.

Team & Strategy
New offer for founders

We are looking for ambitious people who want to put their founding idea into practice. Do you belong to that? Then benefit from our new consulting services

Start your business idea now

Catering consulting for ambitious and students interested in start-ups, researchers and startups

Patenting

- Intellectual property rights and patents
- Invention report
- Guide to invention report
- Filling instructions for invention reporting
- Processes for invention reports

Founding

- Team & Strategy // Start-up consulting from A to Z
- FEMINNOVA // Start-up promotion for women
- Lean Startup and Prototyping
- Business model development
- Financing and funding

Market

- Marketing at research fairs
- Research portal Saxony-Anhalt

Securing Initial consultation dates

Our upcoming events

05.06.2025
Pitch Perfect - The startup pitch event at OVGU on Thu., 05. June

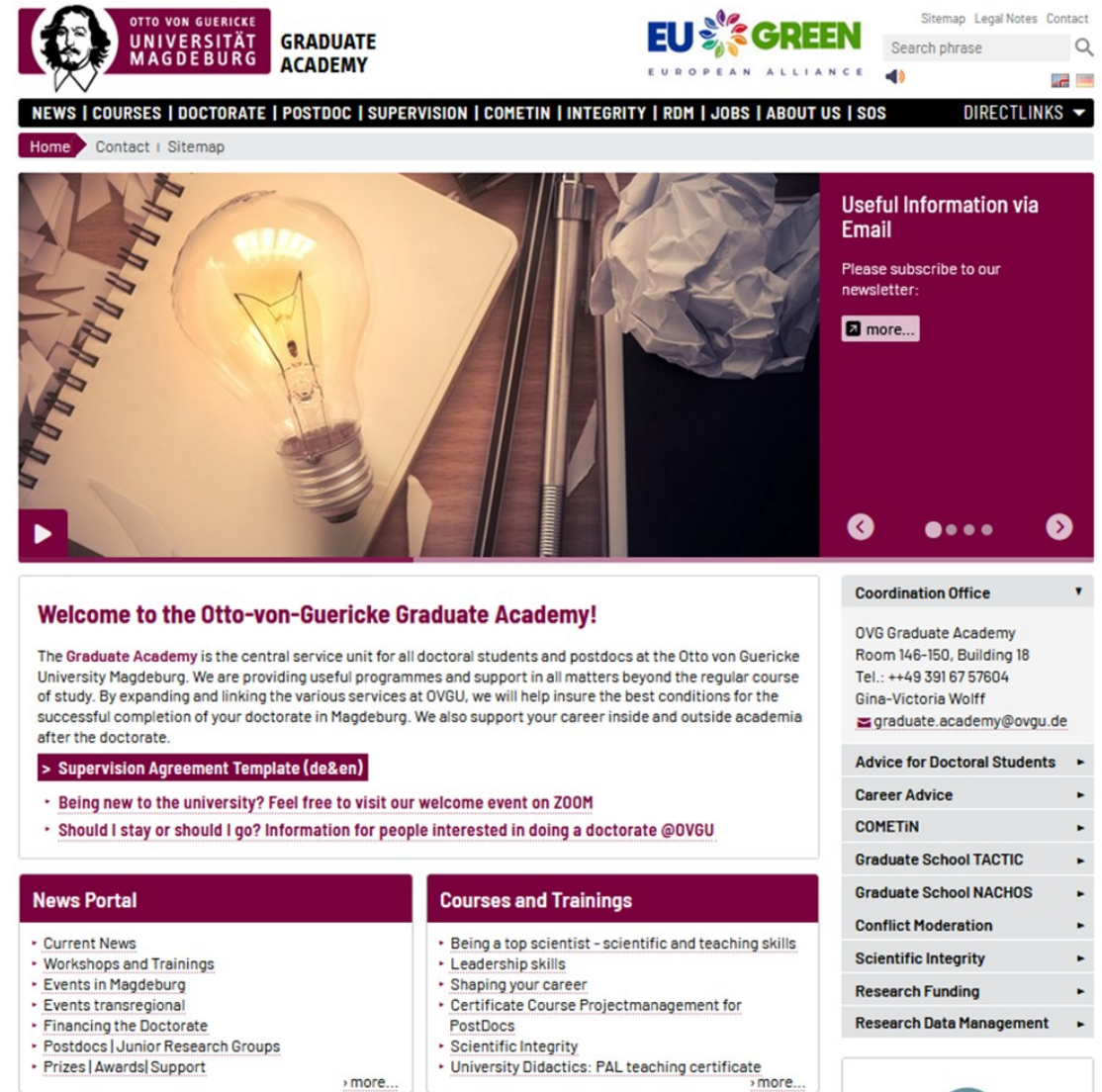
Be part of our startup community

<https://www.tugz.ovgu.de/en/>

Graduate Academy (GA)

- Advice for doctoral students
- Career Advice
- Qualification
- Supervision
- Post-doc network

<https://www.gs.ovgu.de/grs/en/>



The screenshot shows the homepage of the Otto von Guericke Graduate Academy. The header includes the university logo, navigation links (NEWS, COURSES, DOCTORATE, POSTDOC, SUPERVISION, COMETIN, INTEGRITY, RDM, JOBS, ABOUT US, SOS), a search bar, and a language selector. A large banner image features a lightbulb and crumpled paper. Below the banner is a 'Useful Information via Email' section with a newsletter subscription form. The main content area has a 'Welcome to the Otto-von-Guericke Graduate Academy!' section, followed by a 'Supervision Agreement Template (de&en)' link and two bullet points. To the right is a 'Coordination Office' section with contact details. At the bottom, there are two columns: 'News Portal' with links to current news, workshops, events, financing, postdocs, prizes, and awards; and 'Courses and Trainings' with links to being a top scientist, leadership skills, career shaping, project management, scientific integrity, and didactics. A sidebar on the right lists various services like 'Advice for Doctoral Students', 'Career Advice', 'COMETIN', 'Graduate School TACTIC', 'Graduate School NACHOS', 'Conflict Moderation', 'Scientific Integrity', 'Research Funding', and 'Research Data Management'.

OTTO VON GUERICKE UNIVERSITÄT MAGDEBURG GRADUATE ACADEMY

EU GREEN EUROPEAN ALLIANCE

Sitemap Legal Notes Contact

Search phrase

NEWS | COURSES | DOCTORATE | POSTDOC | SUPERVISION | COMETIN | INTEGRITY | RDM | JOBS | ABOUT US | SOS DIRECTLINKS

Home Contact Sitemap

Useful Information via Email

Please subscribe to our newsletter:

more...

Welcome to the Otto-von-Guericke Graduate Academy!

The **Graduate Academy** is the central service unit for all doctoral students and postdocs at the Otto von Guericke University Magdeburg. We are providing useful programmes and support in all matters beyond the regular course of study. By expanding and linking the various services at OVGU, we will help insure the best conditions for the successful completion of your doctorate in Magdeburg. We also support your career inside and outside academia after the doctorate.

> Supervision Agreement Template (de&en)

- Being new to the university? Feel free to visit our welcome event on ZOOM
- Should I stay or should I go? Information for people interested in doing a doctorate @OVGU

Coordination Office

OVG Graduate Academy
Room 146-150, Building 18
Tel.: ++49 391 67 57604
Gina-Victoria Wolff
graduate.academy@ovgu.de

Advice for Doctoral Students

Career Advice

COMETIN

Graduate School TACTIC

Graduate School NACHOS

Conflict Moderation

Scientific Integrity

Research Funding

Research Data Management

News Portal

- Current News
- Workshops and Trainings
- Events in Magdeburg
- Events transregional
- Financing the Doctorate
- Postdocs | Junior Research Groups
- Prizes | Awards | Support

more...

Courses and Trainings

- Being a top scientist - scientific and teaching skills
- Leadership skills
- Shaping your career
- Certificate Course Projectmanagement for PostDocs
- Scientific Integrity
- University Didactics: PAL teaching certificate

more...

Sports Center

- Sports courses
- CampusFit
- Academic Bicycle Challenge (ABC)
- Firmenstaffellauf (Company Relay Race)
- Bike tours
- Compact courses

<https://www.spoz.ovgu.de/spoz/en/>

The screenshot shows the homepage of the SpozOVGU website. At the top, there is a header with the Otto von Guericke University Magdeburg logo and the text 'SpozOVGU'. Below the header is a navigation bar with links: 'SPORTANGEBOT', 'ÜBER UNS', 'SERVICE', 'WETTKAMPFSPORT', 'EVENTS', and 'FAQ'. A 'Home' button is also present. The main content area features a large banner for the 'Firmenstaffellauf' (Company Relay Race) event, scheduled for 02.07.2026 at Elbuenpark Magdeburg. The banner includes a photo of participants and the text 'Zusammen die OVGU bewegen' and 'bei der Firmenstaffel am 02.07.2026'. Below the banner is a navigation bar with links: 'JOBS', 'VERANSTALTUNGSKALENDER', 'DOWNLOADS', 'KEGELBAHN-NUTZUNG', and 'BILDERGALERIE'. The main content area is divided into two columns. The left column contains a section titled 'Sportzentrum der OVGU Sommersemester 2026' and a section titled 'Anmeldung zum Sportangebot' with four icons: 'Sportkurse', 'Kompaktkurs', 'Mitarbeiter', and 'CampusFIT'. The right column contains a video player showing a soccer game and a section titled 'Prävention gegen sexualisierte Diskriminierung und Gewalt' with a cartoon illustration.

OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG SpozOVGU

SPORTANGEBOT | ÜBER UNS | SERVICE | WETTKAMPFSPORT | EVENTS | FAQ

Home

Firmenstaffellauf

02.07.2026
Elbuenpark
Magdeburg

Ich laufe
für die
OVGU!

Zusammen die OVGU bewegen
bei der Firmenstaffel am
02.07.2026

mehr...

JOBS VERANSTALTUNGSKALENDER DOWNLOADS KEGELBAHN-NUTZUNG BILDERGALERIE

Sportzentrum der OVGU
Sommersemester 2026

Anmeldung zum Sportangebot

Sportkurse Kompaktkurs Mitarbeiter CampusFIT

Prävention gegen sexualisierte
Diskriminierung und Gewalt

OV
GU

Any questions?

OVGU as an employer

Important Workplace Rules
and Regulations

① Working Hours



Full time
=
40 hours per week



- Flexitime
- Remote work
- Break regulations
- Obligation to record of working hours truthfully
- Conversion to digital time tracking
- Compensation of overtime (non-scientific staff)

Further information: [Working hours](#)

② Mobility



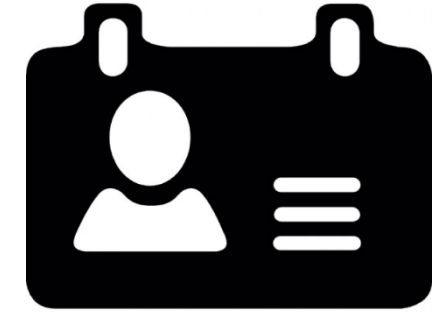
- On the Way to a Car-Free, Welcoming Campus
- Construction work – please note the latest announcements!
- Parking is currently still possible with a parking permit (for employees only)
- **Warning:** Parking without a parking permit (even if it is not visible) may result in your vehicle being towed!
- **Alternatives:**
 - JobRad since June 1, 2026
[Information page on the launch of JobRad® in the state of Saxony-Anhalt](#)
 - Carpooling platform Mofahr: <https://mofahr.app/de>

Arriving on campus



3

Staff ID Card



➤ Handed out with or shortly after signing employment contract

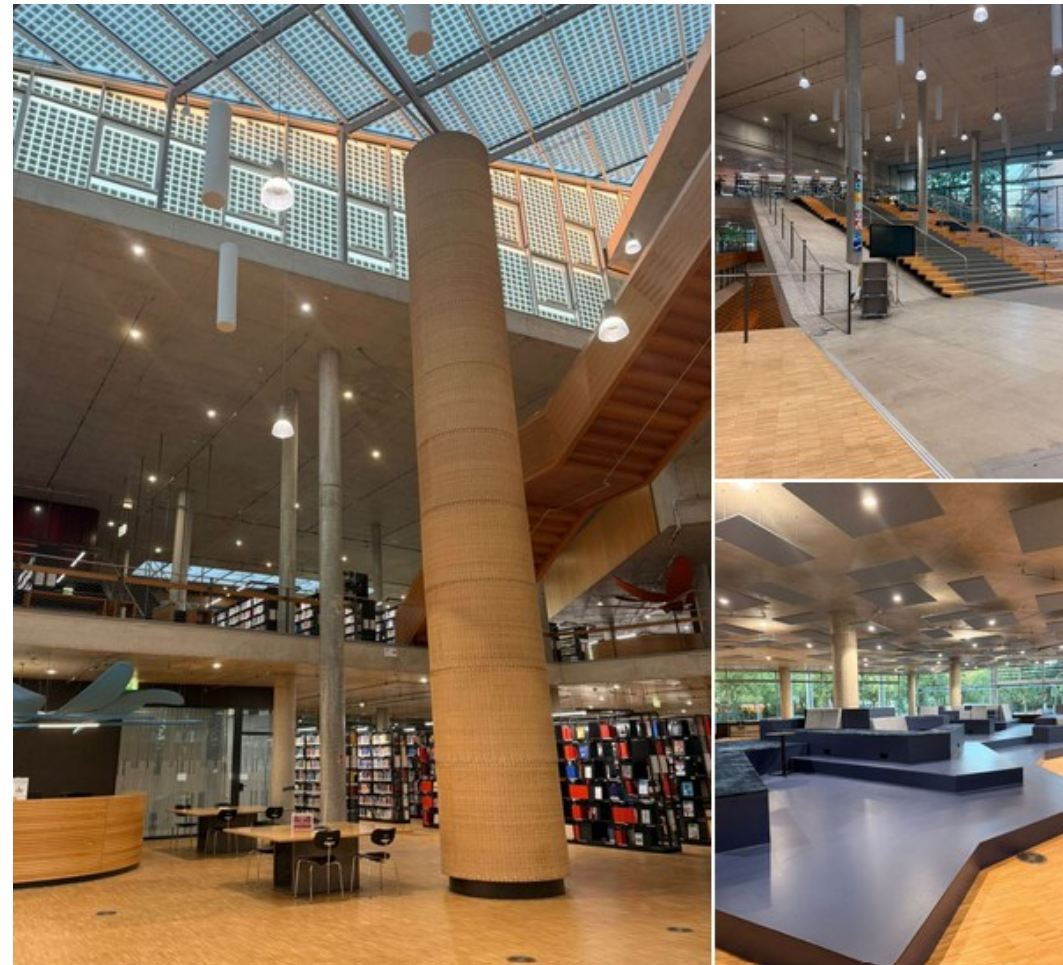
- Valid for one year (or until the end of fixed-term employment)
- Revalidate in building 06, Campus Welcome Center; building 26 or 40)

➤ Functions

- Identification as an OVGU employee
- Using the following facilities
 - Mensa
(load money onto the ID card to use cashless payment → in the Mensa foyer - cash or EC card)
 - University Library
 - Printing devices

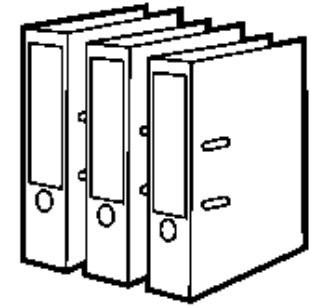
Further information: [Employee ID](#)

At your service



4

University Announcements, Form Center, Organizational Charts



University
Announcements
(Hochschulöffentliche
Bekanntmachungen)

Form center
(Formularpool)

➤ Further information in the new OVGU employee portal (under construction)

<https://www.personalportal.ovgu.de/en/>

5 Business trips



- Prior to any business trip: Business trip application via WinTrip
- Train tickets to be purchased via Deutsche Bahn's Business Client program
- A travel expense accounting statement has to be filed for any business trip via WinTrip (even if there are no costs!)
- Reimbursement of *Deutschlandticket* possible if used for business trip
- Administrative staff in travel expenses division may provide advice

Further information: [Business trip](#)

Summer, sun and sand ...



- Jobs here
- Beach volleyball court
- Summer and sports festival on June 23rd

6

Annual leave/time off work

- 30 days of annual leave for a full year
- 6 months waiting period before the first entitlement (exceptions possible)
- Your HR administrator (department K22) provides information regarding specific situations (part-time, end of contract in the middle of the year etc.)

Further information: [Vacation and Time Off](#)



Offers for your health

➤ Occupational Health Management

- Offers of health maintenance and prevention
- Massages, check-ups, lectures on health-related topics, trainings

Further information: [Occupational Health Management](#)

➤ Workplace Integration Management

- Following 6 weeks of sick leave (within 12 month)
- Voluntary
- Objective: Support provided by employer following longer absence

Further information: [Workplace Integration Management](#)



7

Sickness



- Obligation to report sick leave immediately in the department, possibly before work starts
- Preferably, report sickness via telephone to discuss possible substitution work
- **Electronic certificate of incapacity for work** nationwide for **everyone with statutory health insurance**
- **Electronic sickness notification at OVGU**
www.personalportal.ovgu.de/en/sicknessnotification.html
- Continued payment of salary: 6 weeks, followed by sick pay supplement (if employed for at least one year)

Further information: [Electronic Sickness Notification](#)

Talents ...



Last year's Academic Ceremony

8

Training and development – internal offers

- Department Equality, Diversity & Family
www.bgf.ovgu.de
- Teaching certificate “Professional Academic Teaching (PAL)”
www.soz.ovgu.de/PAL
- Graduate Academy
www.ga.ovgu.de
- HR Development
www.ovgu.de/personalentwicklung
- University Library
www.ub.ovgu.de
- University Computing Center
www.urz.ovgu.de

... and special talents

Secondary Employment:

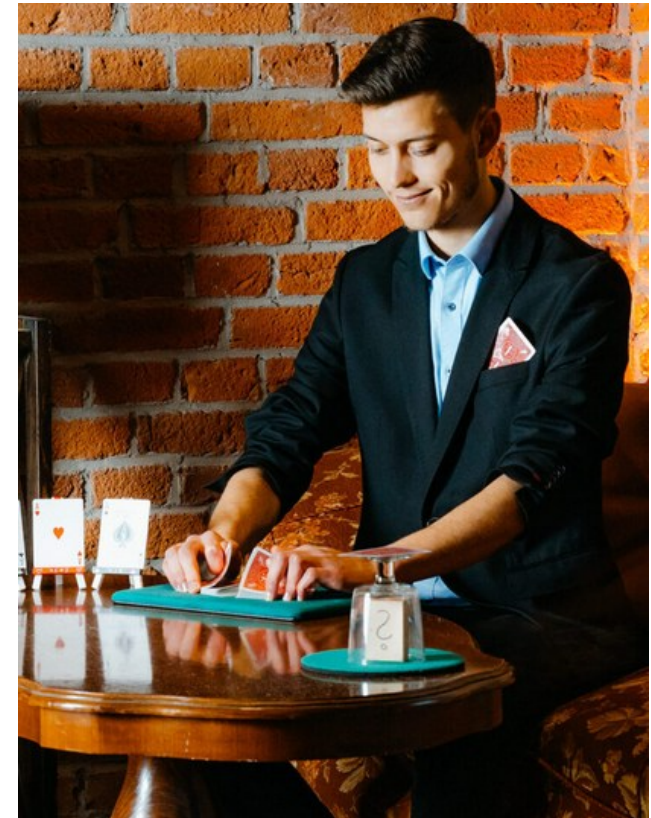


always has to be reported

Not allowed:

Secondary employment in the same department if associated with the main employment or otherwise associated

Further information: [Secondary Employment](#)



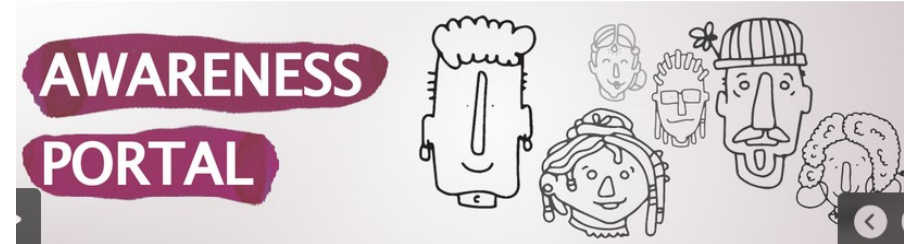
Magician Leon Zimdahl <https://leon-zimdahl.de/>

9

Conflict Management & Awareness Portal

➤ Types of conflicts:

- Conflicts related to the area of activity
- Dealing with colleagues and/or superiors
- Personal problems



➤ Contacts

at Staff Council

- Michael Reppin
- Dr. Steffi Kaltenborn

at HR Department

- Siegrid Liebherr

AWARENESS PORTAL

- Reporting platform for cases of discrimination, disadvantage, (sexual) harassment and violence as well as for feedback on studies and teaching www.awareness.ovgu.de/en/

OVGU Kompass



[UNIVERSITÄT](#) | [STUDIUM](#) | [FORSCHUNG](#) | [WEITERBILDUNG](#) | [INTERNATIONAL](#) | [KARRIERE](#) | [UNI-MAGAZIN](#)

[Home](#) > [K](#) > [Dezernate](#) > [Personalwesen](#) > [K21 - Personalent...](#) > [OVGU-Kompass](#)

Dezernat Personalwesen - Was wir für Sie tun können |
Alle Regelungen und Formulare | Die OVGU im Überblick | Serviceangebote für Mitarbeitende | Die BesserMacher | Leben und Arbeiten in Magdeburg |
Willkommenstag für neue Beschäftigte | Welcome@OVGU für Neuberufene | Getting started - Promotion und Postdoc @OVGU | Rat und Hilfe |
Awarenessportal | Interne Meldestelle Hinweisgeberschutzgesetz



Ihr Kompass für den Einstieg an der OVGU

Herzlich willkommen an der Otto-von-Guericke-Universität Magdeburg

Dezernat Personalwesen - Was wir für Sie tun können

Die Personalabteilung informiert Sie zu allen Fragen rund um Ihr Arbeitsverhältnis z.B. zu Urlaub, Krankheit, Dienstreisen, Weiterbildung, Betriebliches Gesundheitsmanagement.

 Elektronische Krankmeldung

Ihr Welcome-Team

Für Professoren



Further information: [OVGU-Kompass](#)

Follow us!

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- Facebook: [@OVGU.Magdeburg](#)
- YouTube: [@ovgu](#)
- Xing: [Otto-von-Guericke-Universität Magdeburg](#)



Any questions?

Coffee break



**This will be followed by a presentation
of the OVGU's (service) facilities**

OVGU (Service) Facilities

- Staff Council
- Representative for the Severely Disabled
- Department Equality, Diversity & Family
- HR Development & Recruiting
- Occupational Safety and Environmental Protection
- Occupational Health Management
- Sports offers for employees/SpozOVGU
- Sustainability Office

■ Staff Council

Staff Council

Offers

- ✓ represents the interests of the employees to the university management and provides for good framework and working conditions
- ✓ information, participation and co-determination rights with regard to personnel law measures such as hiring, transfers, appraisals and terminations
- ✓ in cooperation with the German youth and trainee representation provision, the Staff Council is committed to the training and professional development of young trainees
- ✓ co-determination rights with regard to health protection, occupational safety and health at work



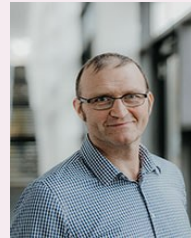
Dr. A. Drust



Dr. S. Kaltenborn



Dr. Ute Bock



Ralf Müller



Michael Reppin

Executive committee

Building: 18 | Room 234

Tel.: 67-58686

personalrat@ovgu.de

For further information:

<https://www.pr.ovgu.de/>

■ Representative for the Severely Disabled

Thomas Ring

Representative for the Severely Disabled (SBV)

Offers

- ✓ Representation of the interests of employees with disabilities
- ✓ Advice for employees with a degree of disability
- ✓ Support in applying for measures that serve the severely disabled
- ✓ Assistance in filling out forms for offices
- ✓ Participation in various committees

For further information:

<https://www.ovgu.de/schwerbehindertenvertretung>



Thomas Ring
Representative
for the Severely Disabled

Geb.: 18 | Raum 215
Tel.: 67-52602
SBV@ovgu.de

■ Department Equity, Diversity & Family

Dr. Mareike Fingerhut-Säck
Marie Bierstedt

Department Equity, Diversity & Family

Offers

- ✓ Advice and service on equal opportunities for all genders, equality, discrimination
- ✓ Consulting for personnel measures
- ✓ Support offers for female scientists
- ✓ Support for gender research
- ✓ Visibility, awareness, engagement, empowerment events and training
- ✓ Services in gender and diversity consulting, gender and STEM recruiting, funded by the ESF project FEM POWER



Dr. Mareike Fingerhut-Säck

Head of the Department
Equal Opportunity Officer

Building: 18 | Room 238

Tel.: 67-56820

[gleichstellungsbeauftragte@
ovgu.de](mailto:gleichstellungsbeauftragte@ovgu.de)

For further information: www.bgf.ovgu.de



STABSSTELLE
GLEICHSTELLUNG,
DIVERSITÄT, FAMILIE

OV
GU

Family service

Department Equity, Diversity & Family

Offers

- ✓ Support for employees and students with family responsibilities
- ✓ Work-life balance
- ✓ Parent-child workspace
- ✓ Support with care issues
- ✓ Individual support offers
- ✓ Organization of events
- ✓ (Campus holidays, family brunch)

For further information: www.bfg.ovgu.de/Familie.html



Marie Bierstedt, M.A.
Consultant for family

Building: 18 I Room 246
Tel.: 67-52963

familie@ovgu.de
marie.bierstedt@ovgu.de

■ HR Development and Recruiting

Annette Hoeschen

HR Development and Recruiting

Offers

- ✓ Vocational training
- ✓ Inhouse training
- ✓ Occupational health and interation management
- ✓ Education program and further training
- ✓ Leadership development
- ✓ Recruiting & Publication of job advertisements

Das Team



Steffi Hanka
Vocational training
Certificate of disability



Silke Springer
Occupational Health
Management



Franziska Lueck
Inhouse Trainings



Francis Hallmann
Job
advertisements



Ivette Bartholomäus
Gender Recruiting



Annette Hoeschen

Head of HR
Development and Recruiting

building: 06 I Room 303

Tel.: 67-57341

annette.hoeschen@ovgu.de

For further information:

www.ovgu.de/personaldezernat_K21

■ Occupational Health Management

Silke Springer

Occupational Health Management

Offers

- ✓ Health-related training and workshops
- ✓ Annual health weeks with lectures and check-up-campaigns
- ✓ Relaxation courses
- ✓ Flu shots
- ✓ Workplace integration management
- ✓ Massages for employees
- ✓ Vouchers for Bodetaltherme
- ✓ Cooperation with gyms
- ✓ Psychosocial counseling
 - via [psychologist at the company medical service \(ias\)](#)
 - [Psychological Student Counseling](#) - also available for staff

For further information: <https://www.ovgu.de/gesundheit>



Silke Springer

Coordinator Occupational Health
Management

Building: 06 I Room 322

Tel.: 67-58825

silke.springer@ovgu.de

■ Occupational Safety and Environmental Protection

Patrick Sievert

Occupational Safety and Environmental Protection (K43)

Offers

- ✓ Workplace inspections in collaboration with the occupational physician and Staff Council
- ✓ Investigating work accidents and processing accident reports
- ✓ Advice and support in preparing risk assessments and instructions
- ✓ Procurement of personal protective equipment, first aid materials and skin protection products
- ✓ Organization of occupational health care
- ✓ Hazardous waste disposal and pollution control
- ✓ Organization and training of first responders, fire protection and evacuation helpers



Patrick Sievert
Head of department

Building: 43 I Room 001
Tel.: 67-56088

patrick.sievert@ovgu.de

For further information:

<https://www.ovgu.de/Arbeitssicherheit>

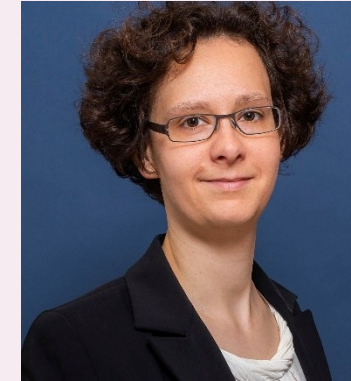
■ Sustainability Office

Dr. Silke Rühmland

Sustainability Office

Offers

- ✓ Central point of contact for sustainability
- ✓ Information on sustainability in operations, teaching and research
- ✓ Support of all university institutions in climate-relevant decisions through
- ✓ Climate Protection Management
- ✓ Senate Commission on Climate (SC Climate)
- ✓ Get active:
- ✓ in the working groups of the SC Climate
- ✓ at the Eco-Social University Days (SoSe)
- ✓ in work package 8 'Building a truly sustainable and healthy campus' (EU GREEN)



Dr. Silke Rühmland

Head of Sustainability Office

Building: 18 I Raum 311

Tel.: 67-57095

silke.ruehmland@ovgu.de

For further information:

www.nachhaltigkeit.ovgu.de

www.klimaplanreal.ovgu.de

www.ovgu.de/klimakommission

■ Sports offers for employees

Mario Damerow &
Raja Dobbert

Sports Center/SpozOVGU

Offers

- ✓ Exercise and relaxation offers for students and employees
- ✓ Compact offers (diving, surfing, tennis, skiing etc.)
- ✓ CampusFit (Gym)
- ✓ Family in motion
- ✓ University-wide sports events in the summer semester
- ✓ Academic Bicycle Challenge
- ✓ Firmenstaffel, Magdeburg Marathon
- ✓ Rowing against cancer
- ✓ Nikolaus-Run, Nikolaus Dance Fitness Event
- ✓ Student health management

For further information: <https://www.spoz.ovgu.de/>



Dr. Mario Damerow

Head of Sports Center

Building: 27 | Room 208

mario.damerow@ovgu.de



Raja Dobbert

Head of Sports Center

Building: 27 | Room 208

raja.dobbert@ovgu.de



Time for your feedback



Please take a few minutes to reflect on the day.

This will help us to make the Welcome Day even better in the future.



Thank you very much!

Compiled by:

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Otto von Guericke University Magdeburg

Building 06, Universitätsplatz 2

39106 Magdeburg

Germany

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