Welcome Day for new OVGU staff
November 14, 2019

SENATE – sets the basic university rules and – being a democratically elected body – has „legislative“, advisory, strategic and controlling leadership responsibilities.

The Senate is comprised of

- elected members with voting rights
  - 11 professors; 4 scientific employees; 4 students; 2 non-scientific employees; equal opportunities officer
- advisory members with an advisory vote
  - (all Deans)
- the Rectorate
  - Rector (chairman/voting right); Vice Rectors (advisory), Chancellor (advisory)
- additional advisory members
  - commissioners; spokesperson of the Student Council; Medical Director
Advisory Board – honorary advisory committee providing guidance to university management

The Advisory Board is comprised of:

- 5 voting members, who may not be part of the university; 1 member has to belong to the industry
  - Dr. Hans-Gerhard Husung (chairman)
  - Renate Jürgens-Pieper
  - Prof. Dr.-Ing. Rainer Krebs
  - Manfred Maas
  - Prof. Dr. med. Thomas Münte

- The Senate elects the Advisory Board members

Rectorate

Rector
Prof. Dr.-Ing. Jens Strackeljan

Chancellor
Dr. Jörg Wadzack

Vice Rectors for

Planning & Budget
Prof. Dr. rer. nat. habil. Helmut Weiß

Research, Technology & Equal Opportunity
Prof. Dr. rer. nat. Monika Brunner-Weinzierl

Teaching & Study
Prof. Dr. rer. nat. Franziska Scheffler
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### Faculties

**Faculty of Mechanical Engineering**
- Prof. Dr. rer. nat. Michael Scheffler

**Faculty of Process and Systems Engineering**
- Prof. Dr.-Ing. Dominique Thévenin

**Faculty of Electrical Engineering and Information Technology**
- Prof. Dr.-Ing. Ralf Vick

**Faculty of Computer Science**
- Prof. Dr.-Ing. Andreas Nürnberg

**Faculty of Mathematics**
- Prof. Dr. Hans-Christoph Grunau

**Faculty of Natural Sciences**
- Prof. Dr. rer. nat. Oliver Speck

**Faculty of Medicine**
- Prof. Dr. med. Hermann-Josef Rothkötter

**Faculty of Humanities**
- Prof. Dr. Susanne Peters

**Faculty of Economics and Management**
- Prof. Dr. Andreas Knabe

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### Central (scientific) institutions/operating units reporting to the Rectorate

- **University Library:** (UB; head: Eckhard Blume)
- **University Computer Center:** (URZ; head: Dr. Gregor Zimmermann)
- **Language Center:** (SPRZ; head: Holger Illian)
- **Center for Teacher Education:** (ZLB; managing director: Franziska Kempka)
- **Graduate Academy:** (GA; director: Dr. Barbara Witter)
- **University Sports Center:** (SPOZ; head: Dr. Mario Damerow)
- **Transfer and Start-up Center:** (TUGZ; head: Dr. Gerald Böhm)
- **Media, Communications and Marketing:** (MKM; head: Stefanie Thärig)
- **Center for Continuing Education:** (ZWW; project lead: Yvonne Paarmann)
- **Institute for Competence in AutoMobility:** (IKAM; managing director: Prof. Dr. Dirk Bartel)
Representatives and Commissioners

Staff Council: Dr. Ulrich Busse (chairman)
Youth and Apprentice Representative: Lisa-Marie Ziemer (chairwoman)
Student Council: Sebastian Weinreich (Sprecher für Öffentliches)
Equal Opportunities Officer: Dr. Sandra Tiefel
Disabled Employees' Representative: Christian Brosig
Health Promotion Representative: Silke Springer
Disabilities Officer: Siegrid Liebherr
Commissioner for Foreigners: Prof. Dr. Abdolkarim Sadrieh
Family Representative: Dr. Loreen Lesske
Data Protection Officer: Rita Freudenberg
Data Protection Manager: Marcus Henkel
Conflicts Officer: Representatives within the Staff Council (Dr. Ursula Föllner, Christian Paal, Dr. Ute Bock, Dr. Andreas Drust) and the HR Department (Angela Matthies, Siegrid Liebherr, Katja Dörge)

Central Administration

- Department of Finances K1
- Human Resources Department K2
- Department of Academic Affairs K3
- Engineering and Construction Management Department K4
- Central Services Department K5
- International Office K6
- Legal Department K-R
- Chancellor
Your contacts in the Department of Finances (K1)

**Department head**
Marion Reske  
Building 06; T: 58633

**Secretary:** S. Göring, T: 58634

**Division K11**  
External funding, other grants, taxes  
Katja Besser  
T: 58926

- 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 HUL (budget monitoring list) information
- Internal/external reporting, capacity calculation, lecturer utilization

**Division K13**  
Procurement, payment office  
Christoph Krause  
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

Your contacts in the Human Resources Department (K2)

**Department head**
Angela Matthies  
Building 06; T: 58690

**Secretary:** I. Busse, T: 58691

**Division K21**  
Personnel planning and development  
Sabine Lisowski  
T: 58902

- Personnel cost planning, personnel development, staffing plan
- Supervision/mentoring of apprentices
- Workplace integration management
- Continuing education/training

**Division K22**  
Public employees (no civil service status)  
Siegried Liebherr  
T: 52388

- Publishing the vacancy, selecting, recruiting, supporting, terminating employment relationships
- Assignment of pay grades
- Limited-term employment contracts

**Division K23**  
Civil servants (secondary areas of collective bargaining)  
Carola Fuchs  
T: 52932

- Appointment of civil servants
- Preparation, support and termination of civil service employment relationships
- Secondary occupations
- Student/scientific assistants

**Division K25**  
Travel expenses and teaching assignments  
Marion Wilhelm  
T: 57018

- Travel expenses accounting
- Advice on travel expenses law
- Teaching assignments, review of compliance with the requirements subject to university law and social legislation

**Division K24**  
Human Resources Medical Faculty  
Katja Dörge  
T: 15767
Your contacts in the Department of Academic Affairs (K3)

**Department head**
Hendrik Kreowsky  
Building 06; T: 58506  
Secretary: B. Jordan, T: 58680

**Division K31**  
Student Secretariat  
Dr. Dorothee Trebesius  
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  
Ulrich Schmidt  
T: 52286

- Campus Service Center  
- Student guidance, study information  
- Application for admission

**Division K33**  
Quality assurance  
Franziska Genge  
T: 58899

- Teaching evaluation  
- Quality assurance  
- Support with accreditation procedures at OVGU  
- Legal review of study documents

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Your contacts in the Engineering and Construction Management Department (K4)

**Department head**  
Detlef Göthe  
Building 43; T: 56099  
Secretary: K. Wiezorek, T: 56098

**Division K41**  
Construction and real estate affairs  
Peter Kutz  
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  
- Media and technology support for central seminar rooms and lecture halls

**Division K43**  
Occupational safety and environmental protection  
Ulrich Stresow  
T: 56082

- Occupational health care  
- Advice on occupational safety and personal protective equipment
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Your contacts in the Central Services Department (K5)

**Department head**

Jan Wilhelm  
Building 06; T: 58689  
Secretary: M. Weißmann, T: 58688

**Division K51**  
Facility services  
Marco Vehe  
T: 58391

Caretaking and cleaning services; sports hall caretaker services; relocations  
Guest rooms, International Meeting Center (IB2)

**Division K52**  
Safety services  
Thomas Reske  
T: 52279

Information and security service  
Locking systems  
Parking space monitoring  
Open space maintenance  
Car pool  
Mail service

**Division K53**  
University archives  
Dr. Isa Schirrmeister  
T: 52946

Submission/acceptance of documents from all structural units  
Search requests, possibility to access and research the archived documents

**Division K54**  
IT and management systems  
Sylvia Rentzsch  
T: 58769

IT support for all data processing applications within the administration  
Campus management system HISinOne  
Other DP systems: course scheduling, alumni, foreign students, facility management, etc.

**Division K61**  
Services for students  
Sylvia Zabel  
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**  
LEONARDO-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 state of Saxony-Anhalt  
Implementing pilot programs focusing on internships

**Division K64**  
International Office Medical Faculty  
S. Sasaki-Sellmer  
T: 15143

Enrolment of exchange students  
ERASMUS+; PROMOS; summer schools
If you have questions related to legal issues, we are there for you...

Head of Legal Department
Susanne Schwotzer
Building 06; T: 58730

Secretary: S. Zybura, T: 58632

Legal adviser
Susanne Schwotzer
T: 58730

- General legal issues including litigation
- Employment law
- Personnel representation law
- Admission procedures

Legal adviser
Yvonne Burscheidt
T: 58631

- Public law, specifically higher education law, statutes and regulations
- Drafting and review of contracts and research collaboration agreements

OVGU for employees

Important Workplace Rules and Regulations
1. University Announcements, Form Center, Organizational Charts

- University announcements
- Form center
- Organizational charts

2. Working Time

- Full time = 40 hours per week
- Flexitime – core time
- Fixed working hours
- Break regulations
- Obligation to keep a truthful record of working time
- Possibilities to balance working hours
- Working time of scientific staff
3. Annual Leave/Time off Work

- 30 days of annual leave for a full year
- 6 months waiting period before the first entitlement (exceptions)
- Annual leave for less than 5 working days per week
- Fewer days of annual leave for employment that lasts less than a full year
- Transfer periods
- Vacation schedule and application for leave
- Occasions for time off work

4. Secondary Employment

- Secondary employment always has to be reported and in some cases has to be approved
- Reasons for refusal
- 2nd employment
- German Working Time Act (Arbeitszeitgesetz)
- Not allowed: secondary employment in the same department if associated with the main employment or otherwise associated
5. Sickness

- Obligation to report sick leave immediately in the department, possibly before work starts
- Preferably, report sickness via telephone to discuss possible substitution work
- Present doctor’s note as from the third calendar day of sickness, stating the day of reporting the sick leave as the first day of sickness
  - submit to the Human Resources department (data protection)
- “Sick without doctor’s note” ⇒ form
- Workplace Integration Management
  - Following 6 weeks of sick leave
  - Voluntary
  - Objective: Consider support provided by employer
- Continued payment of salary: 6 weeks, followed by sick pay supplement if employed for at least one year
- Various offers of health maintenance and prevention as part of Occupational Health Management (read more at www.ovgu.de/gesundheit)

6. Conflict Management

- Contacts in the Staff Council:
  - Dr. Ursula Föllner, Christian Paal
- Contacts in the HR department:
  - Angela Matthies and Siegrid Liebherr
- Types of conflicts:
  - Areas of activity
  - Dealing with colleagues and/or superiors
  - Personal problems
- In case of psychological problems:
  - Psychological Student Counseling (PSB) is also available for staff www.ovgu.de/psb
  - Dipl.-Psych. Christina Baesecke as part of OVGU’s Occupational Health Service
7. Business Trips

- Prior to any business trip: file request for approval
- 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
- Working time: time of travel is not considered as working time, unless the person travelling was ordered to work during the time of travel (in the train), but is also not calculated as negative time
- The time worked at an external place is counted as working time and may be subject to overhours
- Administrative staff in the structural units may provide advice

8. Job Ticket

- MAREGO and Deutsche Bahn – Framework Agreement for reduced season tickets for one year (automatic renewal)
- Minimum time of employment to be eligible: 1 year
- Costs depend on the amount of users, percentage reduction
- Employees fill in application and offset agreement (form center (in German)) and send it to the HR Department (K2)
- K2 examines whether the prerequisites are met and sends the documents to MAREGO or Deutsche Bahn
- Following the approval, it is considered as a private agreement between the parties and the employee
- In the event of failure to pay => offset agreement (deduction from salary)
9. Staff ID Card

- Photo: Staff ID card, valid for one year (or end of contract if contract terminates during the year), extension with valid stamp from secretariat
- For identification at authorities
- Prerequisite for acquiring a Mensa Card

10. Mensa Card

- Payment for Mensa meals
- Can be acquired when presenting a valid Staff ID Card
- One-time fee of 5 euros
- Load money onto the Mensa Card to use cashless payment (in the Mensa/canteen foyer)
11. Parking Permit

- For staff only, non-transferable
- Permit for parking on OVGU parking spaces
- No guarantee of free parking space
- Can be acquired when presenting the Staff ID Card and paying a one-time fee of 5 euros (at the moment)
- Parking without a parking permit (also when permit is not visible) may result in the car being towed away

Additional services

- Graduate Academy
- Office for Gender Equality
Graduate Academy

Central Service Unit for all Doctoral Students and Postdocs

- Information & Support
- Advice & Conflict Mediation
- Qualification & Training
- English & German

www.ga.ovgu.de
graduate.academy@ovgu.de
Contact Graduate Academy

Coordination:
Dr. Barbara Witter
Barbara.Witter@OVGU.de
Ph.: 0391 67-58930

Postdoc Career Coach:
Annette Hoeschen
Annette.Hoeschen@OVGU.de
Ph.: 0391 67-57341

Office:
Stephanie Wernicke
Graduate.Academy@OVGU.de
Universitätsplatz 2, Building 18; Room 252–255

Office for Gender Equality
Welcome Day OVGU

November 14, 2019

Focus on "double potential" measures: Support of excellent female scientists with benefits for the fields of work:

1. Increasing the attractiveness of the OVGU as a place of work with equal opportunities
   - Diversity-conscious personnel recruitment and retention (further training, PD)
   - Relief for committee work and facilitation of work-life balance
   - Organisation and/or financing events

2. Promotion of networks for the establishment and expansion of interdisciplinary and/or international research cooperations and scientific career planning
   - Support in research cooperation and management
   - targeted promotion of excellent (young) female scientists (conference trips, stays abroad, transitional financing...)
   - Coaching and Mentoring Program COMETIN

Funding offers for female scientists (planned from 01/2020)
Büro für Gleichstellungsfragen / Office for Gender Equality

Kontakt / contact

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Büro für Gleichstellungsfragen
Universitätsplatz 2, Gebäude 18; Raum 238
39106 Magdeburg
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