Welcome Day for new OVGU staff

May 16, 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
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
Faculties

Deans

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

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

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

4. Faculty of Computer Science
   - Prof. Dr.-Ing. Andreas Nürnberger

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

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

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

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

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td><strong>Staff Council:</strong></td>
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<tr>
<td>Dr. Ulrich Busse (chairman)</td>
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<tr>
<td><strong>Youth and Apprentice Representative:</strong></td>
<td>Emily Mula (chairwoman)</td>
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<td><strong>Student Council:</strong></td>
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<td>Alexander Hönsch (public spokesperson)</td>
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<td><strong>Equal Opportunities Officer:</strong></td>
<td>Dr. Sandra Tiefel</td>
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<td><strong>Disabled Employees‘ Representative:</strong></td>
<td>Christian Brosig</td>
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<td><strong>Health and Safety Representative:</strong></td>
<td>Silke Springer</td>
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<td><strong>Disabilities Officer:</strong></td>
<td>Siegrid Liebherr</td>
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<td><strong>Commissioner for Foreigners:</strong></td>
<td>Prof. Dr. Abdolkarim Sadrieh</td>
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<td><strong>Family Representative:</strong></td>
<td>Dr. Loreen Lesske</td>
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<td><strong>Data Protection Officer:</strong></td>
<td>Rita Freudenberg</td>
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<td><strong>Conflicts Officer:</strong></td>
<td>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)</td>
</tr>
</tbody>
</table>

*Note: The list above includes individuals currently in their respective roles. Please consult the university's official channels for the most up-to-date information.*
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 HÜL (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)

- Siegrid 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 law

- Carola Fuchs  
  T: 52932

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

## Division K24
Human Resources Medical Faculty

- Katja Dörge  
  T: 15767

## 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
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
Doctroral students and graduate support; fees for long-term students and second degree studies
Room and course scheduling

Division K32
Student guidance services
Ulrich Schmidt
T: 52283
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
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
Your contacts in the Central Services Department (K5)

**Elective office**

**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 (IBZ)

**Division K52**  
Safety services  
open spaces  
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 Schirrmieister  
T: 52946

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

**Division 54**  
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.
Your contacts in the International Office (K6)

**Department head**
**Dr. Uwe Genetzke**
**Building 18; T: 58514**

**Secretary:** D. Behling, T: 58515

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**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

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**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

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**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

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**Division K64**
**International Office Medical Faculty**
- S. Sasaki-Sellmer
- T: 15143
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 Burscheit
T: 58631

Public law; specifically higher education law, statutes and regulations
Drafting and review of contracts and research collaboration agreements
Questions?
Coffee break
No changing clothes,
No sweating,
No excuse!
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](http://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
Questions?
Thank you for your attention!!!
Additional services

• Graduate Academy

• Office for Gender Equality
Graduate Academy
Graduate Academy

Central Service Unit for all Doctoral Students and Postdocs

- Information & Support
- Advice & Conflict Mediation
- Qualification & Training
- English & German
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 completion of your doctorate in Magdeburg. We also support your career inside and outside academia.

> Graduate Academy Newsletter
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
Office for Gender Equality

Consultant: Counselling, training and networking
- Irene Koch

Mentoring Program Coordination COMETiN (PPII)
- Anna Güthler

Support for decentralised gender equality policies (PPII)
- Regina Kriependorf

STEM - recruitment (FEM POWER)
- Rebecca Taubert

Project assistance and economics (FEM POWER)
- Jenny Nießner

Dr. Sandra Tiefel
Gleichstellungsbeauftragte
Bianca Lange
Stellvertreterin

Silke Schneider
• individual cases
  • committees
  • trainings

• Counseling

• Sensibilization
  • Public relations
    • e.g. OVGU- career website
    • Events on gender competence

• Support

• Network
  • Commissions and working groups
  • Networks (WiS, MaGeCA...)
  • collaborations

• Third-party funding for gender equality
  • Scientific careers
  • Organizational and personnel development
Funding offers for female scientists (planned from 01/2020)

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
Büro für Gleichstellungsfragen/
Office for Gender Equality

Kontakt/contact

Otto-von-Guericke-Universität Magdeburg
Büro für Gleichstellungsfragen

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Universitätsplatz 2, Gebäude 18; Raum 238
39106 Magdeburg

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