Welcome Day for new OVGU staff
May 4, 2023

Structure and processes of the OVGU
The Structure of OVGU

Board of Trustees

- Research Centres
- Central Facilities
- Commissioners
- Staff Units
- Administration

SENAT

PRESIDENTE´S OFFICE

- President ("Rektor")
- VP for Academic Development and Financial Planning
- VP for Research, Technology and Equal Opportunities
- VP for Study and Teaching
- Head of Administration ("Kanzler")

FACULTIES

- Humanities, Social Sciences & Education
- Natural Sciences
- Mathematics
- Computer Science & Inf. Technol.
- Electrical Engineering & Inf. Technol.
- Process & Systems Engineering
- Mechanical Engineering
- Medicine
- University Hospital

Central Facilities

Research Centres

Universität Hospital
Senat

- 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
- Participation (only listening!) is open to all members of the university, staff and students – highly recommended!

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

Various Senate Commissions:
- Planning and Budget Commission
- Commission for studies and teaching
- Research Commission
- Equipment and IT Commission
- Commission for awarding doctoral scholarships
- Commission for Equal Opportunity Issues
- Ethics Commission of the Otto von Guericke University
- Commission for dealing with scientific misconduct

https://www.ovgu.de/Universität/Organisation/Senat.html
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President’s Office
- President: Prof. Dr. Jens Strackeljan
- Vice-President for Academic Development and Financial Planning: Prof. Dr. Helmut Weiß
- Vice-President for Research, Technology and Equal Opportunities: NN
- Vice-President for Study and Teaching: Prof. Dr. Susanne Schmidt
- Chancellor (interim): LRDin Angela Matthies
President – „Rektor“

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 the academic staff

Vice President for Academic Development and Financial Planning

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 Staff Development Working Group
Vice President for Study and Teaching

Prof. Dr. Susanne Schmidt

Tasks:
• Responsibility for the organization and quality of studies
• Conception and strategic planning of studies and teaching
• Chair of the Senate Commission for Studies and Teaching

Vice President for Research, Technology and Equal Opportunities

NN

Tasks:
• Coordination of research strategies between the faculties
• Technology transfer, lines of development and setting priorities in research
• Chair of the Equality and Diversity Commission
• Chair of the Research Commission and the Equipment Commission
Chancellor (interim)

LRDin Angela Matthies (interim)

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

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Die Zentrale Verwaltung

K1  - Department of Finances
K2  - Human Resources Department
K3  - Department of Academic Affairs
K4  - Department of Engineering and Construction Management
K5  - Central Services Department
K6  - International Office
K-R  - Legal Department

Department of Finances (K1)

Head of Department
Marion Reske
Building 06; T: 58633

Secretary: Heike Faulk, T: 58634

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

Division K12
Budget, controlling, reporting
Carmen Böhm
T: 58221

Division K13
Procurement, payment office
Christoph Krause
T: 58722

Application for, management and documentation of external funding and other grants

Principle affairs relating to tax and state aid law

Publicly owned commercial operations

Budget planning, issues relating to the equipment of a professorship, Higher Education Pact, Innovation Fund

Budget implementation and monitoring, user accounts HSGQS, system for account balance and HÜL (budget monitoring list) information

Internal/external reporting, capacity calculation, lecturer utilization

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

https://www.ovgu.de/finanzangelegenheiten
Human Resources Department (K2)

Head of Department (interim)
Siegfried Liebherr
Gebäude 06; T: 52388
Secretary: I. Busse, T: 58691

Division K21
Human Resources development and recruiting
Annette Hoeschen
T: 57341
HR development
Continuing education/training
Sick leave recording
Corporate Health Management
Workplace integration management

Division K22
Public employees (no civil service status)
Siegfried 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
Sabine Lisowski
T: 52902
Appointment of civil servants
Preparation, support and termination of civil service employment relationships
Secondary occupations
Student/scientific assistants
Personnel cost planning

Division K24
Travel expenses and teaching assignments
Andreas Grahn
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 K25
Human Resources Medical Faculty
Katja Dörge
T: 15767
HR development
Continuing education/training
Sick leave recording
Corporate Health Management
Workplace integration management

https://www.ovgu.de/personaldezernat

Department of Academic Affairs (K3)

Head of Department
Franziska Genge
Building 06; T: 58699
Secretary: B. Jordan, 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
Ulrich Schmidt
T: 52286
Campus Service Center
Student guidance, study information
Application for admission

Division K33
Quality assurance
NN
T: 58899
Teaching evaluation
Quality assurance
Support with accreditation procedures at OVGU
Legal review of study documents

https://www.ovgu.de/studienangelegenheiten
Engineering and Construction Management Department (K4)

Head of Department
Clemens Klein
Building 43; T: 56099

Secretary: Fr. 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
- Media and technology support for central seminar rooms and lecture halls

Division K43
Occupational safety and environmental protection
Patrick Sievert
T: 56082

- 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.

https://www.ovgu.de/k4

Central Services Department (K5)

Head of Department
Jan Wilhelm
Building 06; T: 58689

Secretary: M. Weßmann, T: 58688

Division K51
Facility services
Marco Vehe
T: 58391

- Car park
- Guest rooms
- International Meeting Center (IBZ)

Division K52
Safety services
Thomas Reske
T: 52279

- Caretaking and cleaning services
- Security service
- Locking systems
- Parking space monitoring
- Open space maintenance
- Car pool
- Mail service

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

Division K54
IT and management systems
Sylvia Rentzsch
T: 58769

- IT support for all data processing applications within the administration
- Campus management system H5SimOne
- Other DP systems: course scheduling, alumni, foreign students, facility management, etc.

https://www.ovgu.de/zentraledienste
International Office (K6)

Division K61
Student's mobility
International 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
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 state of Saxony-Anhalt
Implementing pilot programs focusing on internships

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

Legal Department

Head of Department
Dirk Bömelburg
Gebäude 06; T: 58730

Secretary:
S. Zybura, T: 58632

Legal adviser
Yvonne Burscheit
T: 58631

Legal adviser
Johannes Jesse
T: 57581

Legal adviser
Melanie Herrmanns
T: 68632

- legal services for the president’s office, faculties, central administration and central institutions
- Litigation before administrative courts, the labor court and district court of Magdeburg
- Supervision of university company investments
- Legal support for spin-off activities of the OVGU

https://www.ovgu.de/rechtsstelle
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Central Facilities

Research Centres
Central Facilities

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

University Library

- (E)-Books
- (E)-Journals
- Open Access Publishing
- Open Data Repository
- Data Management
- Reference Retrieval
- Courses

[https://www.ub.ovgu.de/en/](https://www.ub.ovgu.de/en/)
University Computing Centre

- Account/E-Mail
- IT Security
- Software
- Courses
- IT-Service via ticket system

https://www.urz.ovgu.de/en/

Language Centre

- German
- Chinese
- English
- French
- Spanish
- ...

https://www.sprz.ovgu.de/en/Language+courses.html
Media, Communication & Marketing

Tasks: Coordination of all public relations measures
- Maintaining contacts with stakeholders outside and inside the university
- Support in the development, production and use of media in research and teaching
- Media communication and media design
- Event management
- Press spokesperson, media inquiries
- Student recruitment
- Career service for graduates
- Fundraising

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

Transfer and Entrepreneur Centre (TUGZ)

https://www.tugz.ovgu.de/en/
Graduate Academy

- Doctorate
- Career Advice
- Qualification
- Supervision
- Post-doc network

https://www.grs.ovgu.de/en/

Sportzentrum

- Sports courses
- PausenExpress
- CampusFit
- Bike tours
- Compact courses
- ...

https://www.spoz.ovgu.de/
OVGU for employees

Important Workplace Rules and Regulations

1 University Announcements, Form Center, Organizational Charts

- Hochschulöffentliche Bekanntmachungen
  (University announcements)
- Formularpool
  (Form center)
- Geschäfts-Verteilungspläne
  (Organizational charts)

- Further information in the new employee portal of the OVGU
  (under construction)
  https://www.personalportal.ovgu.de/en/
2 Working Time

- Full time = 40 hours per week

> Flextime – 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

Further information: Arbeitszeit

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

Further information: Urlaub und Arbeitsbefreiung
4 Secondary Employment

Secondary employment always has to be reported and in some cases has to be approved.

- Reasons für 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.

Further information: Nebentätigkeiten

5 Sickness – 1

- Obligation to report sick leave immediately in the department, possibly before work starts.
- Preferably, report sickness via telephone to discuss possible substitution work.
- Since January 1st, 2023 electronic certificate of incapacity for work nationwide for everyone with statutory health insurance.
- Since January 1st, 2023 electronic sickness notification at the OVGU.
- Continued payment of salary: 6 weeks, followed by sick pay supplement if employed for at least one year.

Further information:
5  Sickness – 2

- Weitere Angebote
  - Workplace Integration Management
    - Following 6 weeks of sick leave (within 12 month)
    - Voluntary
    - Objective: Consider support provided by employer

Further information: Eingliederungsmanagement

- Various offers of health maintenance and prevention as part of Occupational Health Management

Further information: Gesundheitsmanagement

6  Conflict Management

- Types of conflicts:
  - Areas of activity
  - Dealing with colleagues and/or superiors
  - Personal problems

- Contacts

<table>
<thead>
<tr>
<th>Staff Counsil</th>
<th>HR Department</th>
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<tbody>
<tr>
<td>Herr Reppin</td>
<td>Frau Matthies</td>
</tr>
<tr>
<td>Frau Dr. Kaltenborn</td>
<td>Frau Liebherr</td>
</tr>
</tbody>
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In case of psychological problems:
- Psychological Student Counseling (PSB) - also available for staff [www.ovgu.de/psb](http://www.ovgu.de/psb)
- Dipl.-Psych. Kowalowka as part of OVGU’s Occupational Health Service
7 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
- 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

Further information: Business trip

8 Jobticket vs. 49 €-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
- Employeers fill in Antrag und Aufrechnungsvertrag (form center) 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)

Further information: Jobticket
9 Staff ID Card

- **Application to the HR Department**
  - Always valid for one year
  - Extension at machines
  
  - (Building 06, Campus Service Center; Building 26, Building 40)

- **Functions**
  - ID card identification as an employee of the OVGU via name and passport photo
  - use of internal facilities
    - Mensa (load money onto the Mensa Card to use cashless payment (in the Mensa in canteen foyer - cash or EC card)
    - Library
    - multifunctional printing devices

  Further information: [Dienstausweis](#)

10 Parking Permit

For staff only → Permit for parking on OVGU parking spaces

- non-transferable
- No guarantee of free parking space
- Can be acquired when presenting the Staff ID Card and paying a one-time fee of 5 euros
- Parking without a parking permit (also when permit is not visible) may result in the car being towed away
Service facilities of the OVGU

- Staff council
- Disabled representative
- Office for equal Opportunities
- Human resource development & recruiting
- Occupational safety and environmental protection
- Corporate Health Management
- Sustainability office
- Sports offers for employees
Staff council

*Represented by:*
Dr. Steffi Kaltenborn
Michael Reppin

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

Disabled representative

Thomas Ring

https://www.ovgu.de/schwerbehindertenvertretung
Office for equal Opportunities

Dr. Mareike Fingerhut Säck

Represented by:
• Jeanette Krumbach
• Sarah Riecker

https://www.bfg.ovgu.de/en/

Human resource development & recruiting

Annette Hoeschen

https://www.ovgu.de/personaldezernat_k2
- Occupational safety and environmental protection

Patrick Sievert

https://www.ovgu.de/Arbeitssicherheit

- Corporate Health Management

Silke Springer

https://www.ovgu.de/gesundheit.html
- **Sustainability office**
  
  Dr. Silke Rühmland

  [https://www.nachhaltigkeit.ovgu.de/](https://www.nachhaltigkeit.ovgu.de/)

- **Sports offers for employees**
  
  Dr. Mario Damerow

  [https://spoz-buch.ovgu.de/angebote/aktueller_zeitraum/index_bereiche.html](https://spoz-buch.ovgu.de/angebote/aktueller_zeitraum/index_bereiche.html)
No changing clothes, 
No sweating, 
No excuse!

Coffee break

After break division into workshops

➢ Scientific Staff
➢ Science Support Staff
Compiled by:

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