Welcome Day for new OVGU staff
November 16th, 2023

Structure and processes of the OVGU
The Structure of OVGU

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/Universitaet/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
- Commission for Equal Opportunity Issues
- Ethics Commission of the Otto von Guericke University
- Commission for dealing with scientific misconduct
- Climate Commission

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

The Structure of OVGU
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 Equipment and Research 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
The Structure of OVGU

Board of Trustees

SENAT

Research Centres
Central Facilities
Commissioners
Staff Units
Administration

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 Sci. & Education
Natural Sciences
Mathematics
Computer Science
Electrical Engineering & Inf. Technol.
Process & Systems Engineering
Mechanical Engineering
Medicine

University Hospital

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 Felkel, T: 58634

<table>
<thead>
<tr>
<th>Division K11</th>
<th>External funding, other grants, taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ina Diewitz</td>
<td>T: 52710</td>
</tr>
<tr>
<td></td>
<td>Application for, management and documentation of external funding and other grants</td>
</tr>
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<td>Principle affairs relating to tax and state aid law</td>
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<td>Publicly owned commercial operations</td>
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<table>
<thead>
<tr>
<th>Division K12</th>
<th>Budget, controlling, reporting</th>
</tr>
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<tbody>
<tr>
<td>Carmen Böhm</td>
<td>T: 58223</td>
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<tr>
<td></td>
<td>Budget planning, issues relating to the equipment of a professorship, Higher Education Pact, Innovation Fund</td>
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<td>Budget implementation and monitoring, user accounts, HISQIS, system for account balance and HÜL (budget monitoring list) information</td>
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<td>Internal/external reporting, capacity calculation, lecturer utilization</td>
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<table>
<thead>
<tr>
<th>Division K13</th>
<th>Procurement, payment office</th>
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<tbody>
<tr>
<td>Christoph Krause</td>
<td>T: 58722</td>
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<tr>
<td></td>
<td>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)</td>
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<td>Office equipment</td>
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<td>Payment office for cash and cashier payments</td>
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</tbody>
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[https://www.ovgu.de/finanzangelegenheiten](https://www.ovgu.de/finanzangelegenheiten)

### Human Resources Department (K2)

#### Head of Department (interim)
**Siegfried Liebherr**
Gebäude 06; T: 52388

**Secretary:** Ines Busse, T: 58691

<table>
<thead>
<tr>
<th>Division K21</th>
<th>Human Resources development and recruiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Hoeschen</td>
<td>T: 57341</td>
</tr>
<tr>
<td></td>
<td>HR development</td>
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<td>Continuing education/training</td>
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<td>sick leave recording</td>
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<td>Corporate Health Management</td>
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<td>Workplace integration management</td>
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<tr>
<th>Division K22</th>
<th>Public employees (no civil service status)</th>
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<tbody>
<tr>
<td>Siegried Liebherr</td>
<td>T: 52388</td>
</tr>
<tr>
<td></td>
<td>Publishing job advertisements</td>
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<td></td>
<td>selecting, recruiting, supporting, terminating employment relationships</td>
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<td>Assignment of pay grades</td>
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<td>Limited term employment contracts</td>
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<thead>
<tr>
<th>Division K23</th>
<th>Civil servants /secondary areas of collective bargaining</th>
</tr>
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<tbody>
<tr>
<td>Sabine Lisowski</td>
<td>T: 52902</td>
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<tr>
<td></td>
<td>Appointment of civil servants</td>
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<td></td>
<td>Preparation, support and termination of civil service employment relationships</td>
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<td>Secondary occupations</td>
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<td>Student/scientific assistants</td>
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<td>Personnel cost planning</td>
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<thead>
<tr>
<th>Division K24</th>
<th>Human Resources Medical Faculty</th>
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<tbody>
<tr>
<td>Katja Dörge</td>
<td>T: 15767</td>
</tr>
<tr>
<td></td>
<td>Travel expenses accounting</td>
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<td>Advice on travel expenses law</td>
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<td>Teaching assignments, review of compliance with the requirements subject to university law and social legislation</td>
</tr>
</tbody>
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[https://www.ovgu.de/personaldezernat](https://www.ovgu.de/personaldezernat)
Department of Academic Affairs (K3)

Head of Department
Franziska Genge
Building 06; T: 58899

Secretary: Bärbel 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 services
Ulrich Schmidt
T: 52286
Campus Service Center
Student guidance, study information
Application for admission

Division K33
Qualty 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: 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
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)

**Division K51**
Facility services
- Caretaking and Cleaning services
- Sports hall caretaker services
- Guest rooms
- International Meeting Center (882)

**Division K52**
Safety services
- open spaces
- Information and security service
- Locking systems
- Parking space monitoring
- Open space maintenance
- Car pool
- Mail service

**Division K53**
University archives
- Submission/acceptance of documents from all structural units
- Search requests
- Possibility to access and research the archived documents

**Division K54**
IT and management systems
- 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.

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International Office (K6)

**Division K61**
Student’s mobility
- International students
- Advice and support for German and international students
- Enrolment of exchange students
- ERASMUS+; PROMOS; summer schools

**Division K62**
Scientists and International collaborations
- 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
- 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

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Visit us at [https://www.ovgu.de/zentraledienste](https://www.ovgu.de/zentraledienste)

Visit us at [https://www.ovgu.de/akademischesauslandsamt](https://www.ovgu.de/akademischesauslandsamt)
Legal Department

Head of Department
Dirk Bömelburg
Gebäude 06; T: 58730

Secretary:
Sophie Zybruch, 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

The Structure of OVGU
The Structure of OVGU

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/

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
Welcome Day I November 16th, 2023

Transfer and Entrepreneur Centre (TUGZ)

- Patenting
- Founding
- Marketing
- Networking

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

Graduate Academy

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

https://www.gra.ovgu.de/en
Sports Centre

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

https://www.spoz.ovgu.de/

No changing clothes, No sweating, No excuse!
OVGU for employees

Important Workplace Rules and Regulations

1. University Announcements, Form Center, Organizational Charts

- Hochschulöffentliche Bekanntmachungen (University announcements)
- Formularche (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

- 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

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 possible)
- 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.
- Continued payment of salary: 6 weeks, followed by sick pay supplement if employed for at least one year.

Further information: Electronic Sickness Notification
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: Betriebliches Eingliederungsmanagement

  - Occupational Health Management
    - Various offers of health maintenance and prevention
    - Massage; Firmenstaffel, ABC, Check-ups, Trainings

    Further information: Betriebliches Gesundheitsmanagement

6 Conflict Management

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

- Contacts

<table>
<thead>
<tr>
<th>at Staff Counsel</th>
<th>at HR Department</th>
</tr>
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<tbody>
<tr>
<td>Michael Reppin</td>
<td>Siegrid Liebherr</td>
</tr>
<tr>
<td>Dr. Steffi Kaltenborn</td>
<td>Annette Hoeschen</td>
</tr>
</tbody>
</table>

In case of psychological problems:

- Psychological Student Counseling (PSB) - also available for staff
- 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
- Employers 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)
    - University Library
    - Multifunctional printing devices

Further information: \texttt{Dienstausweis}

10 Parking Permit

- 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
- Sports offers for employees/SpozOVGU
- Sustainability office
Staff council

Michael Reppin
Keith Nentwich

Offers

- the Staff Council represents the interests of the employees to the university management and provides for good framework and working conditions
- the Staff Council has 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
- the staff council has co-determination rights with regard to health protection, occupational safety and health at work

For further Information:
https://www.pr.ovgu.de/
Disabled representative

Thomas Ring

Representation of severely disabled people (SBV)

Offers

- 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
Office for Equality and Family (BGF)

Dr. Mareike Fingerhut Säck
Marie Bierstedt (Family Service)

Office for Equality and Family (BGF)

 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
✓ Consulting gender sensitive language
✓ Support with application for third-party funding
✓ Family friendly university

For further information:
www.bgf.ovgu.de

Dr. Mareike Fingerhut Säck
Equal Opportunity Officer
Building: 18 | Room 238
Tel.: 67-56820
gleichstellungsbeauftragte@ovgu.de
Family service
Office for Equality and Family (BGF)

Offers

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

For further Information:
www.bgf.ovgu.de

Marie Bierstedt, M.A.
Consultant for family
Building: 18 I Room 246
Tel.: 07 52-963
familie@ovgu.de
marie.bierstedt@ovgu.de

Human resource development & recruiting

Annette Hoeschen
HR Development and Recruiting

Offers

- Vocational training
- Inhouse training
- Corporate health management
- Education program and further training
- Leadership development
- Recruiting

The Team

Steffi Hanka
Vocational training
Certificate of disability

Silke Springer
Corporate Health Management

Silke Jöde
Inhouse Trainings

Annette Hoeschen
Abteilungsleiterin K21
Personalentwicklung und Recruiting

Geb.: 06 I Raum 317
Tel.: 67 57341
Annette.hoeschen@ovgu.de

For further Information:
www.ovgu.de/personaldezernat_K21

Occupational safety and environmental protection

Patrick Sievert
Occupational safety and environmental protection (K43)

Offers

- Workplace inspections in collaboration with the company doctor and the staff council
- Investigating work accidents and processing accident reports
- Advice and support in the preparation of 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

For further Information
https://www.ovgu.de/Arbeitssicherheit

Corporate Health Management

Silke Springer
Corporate Health Management

Offers

- Health days/check-up campaigns
- Health-related training and workshops
- Relaxation courses
- Flu shots
- Annual health weeks
- Workplace integration management
- Massage for employees
- Vouchers for the Bodetaltherme
- Cooperations with gyms

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

Silke Springer
Coordinator for Corporate Health Management
Building: 06 I Room 315
Tel.: 67-58825
silke.springer@ovgu.de

Sports offers for employees

Raja Dobbert
Michéle Metzger
Sports Centre/SpozOVGU

Angebote

- Exercise and relaxation offers for students and employees
- Health-promoting offers and events (Firmenstaffel, After-work bike tours, ABC, dragon boat races)
- Compact offers (skiing, surfing, diving, etc.)
- CampusFit (Gym)
- Family in motion
- PausenExpress

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

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 the Senate Commission on Climate
- Participation of all OVGU members through the working groups of the Senate Commission on Climate
- Eco-social university days (annually in the summer semester)
- Progressive introduction week (annually in the winter semester)

For further Information:
www.nachhaltigkeit.ovgu.de
www.klimaplanreal.ovgu.de
www.ovgu.de/klimakommision

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**Coffee break**

**After break division into workshops**

- **Scientific Staff**
- **Science Support Staff**
Compiled by:

Dezernat Personalwesen
der Otto-von-Guericke-Universität Magdeburg
Gebäude 06, Universitätsplatz 2
39106 Magdeburg

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