



**OTTO VON GUERICKE  
UNIVERSITÄT  
MAGDEBURG**

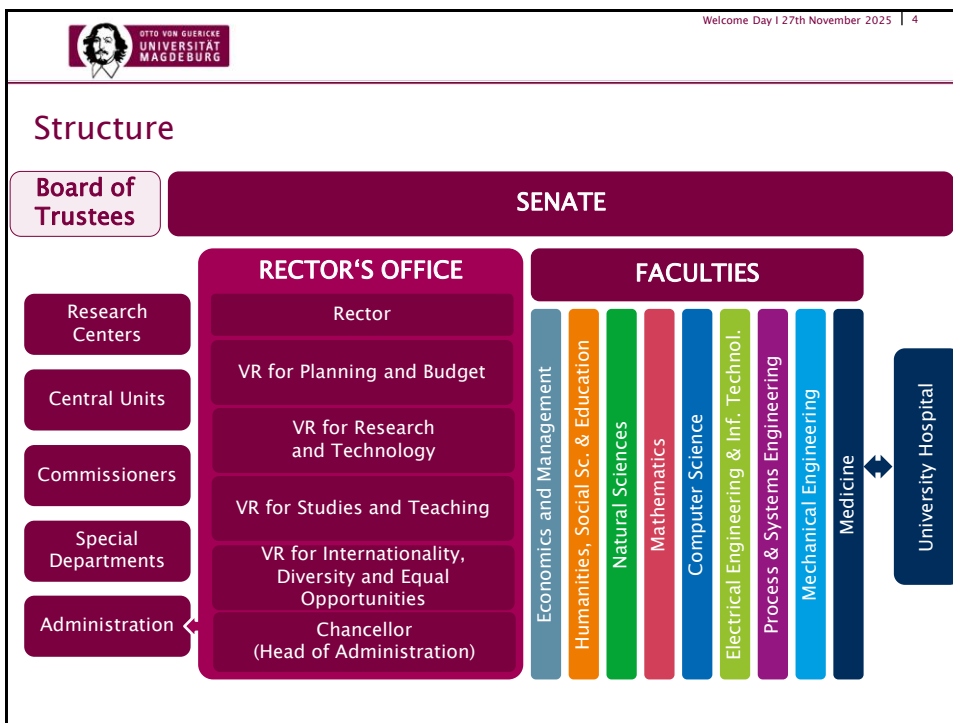
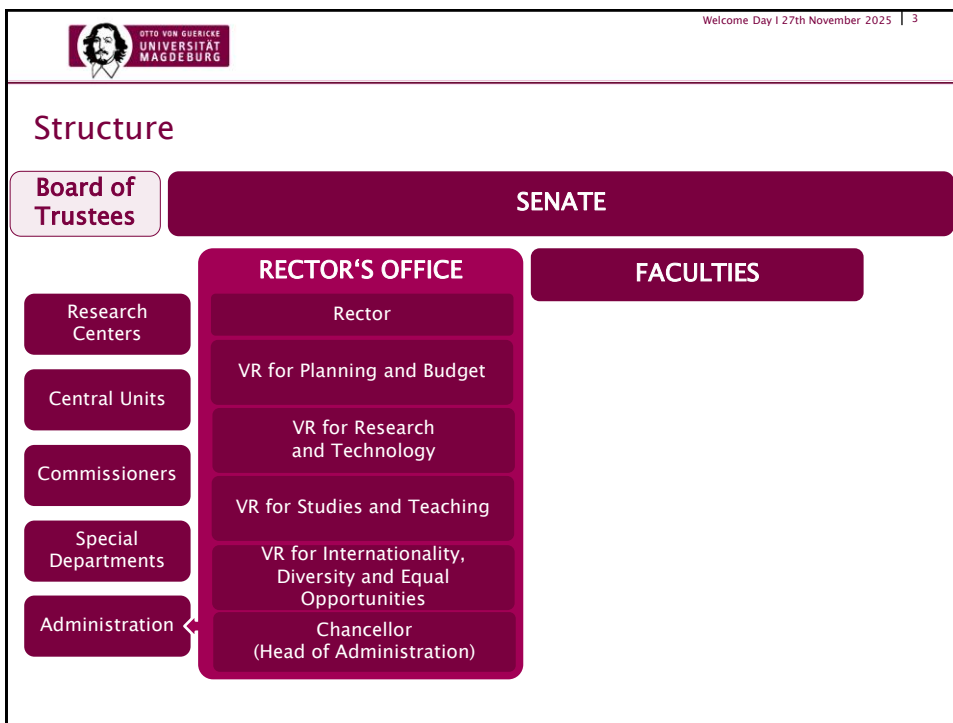
**Welcome Day for new OVGU staff**

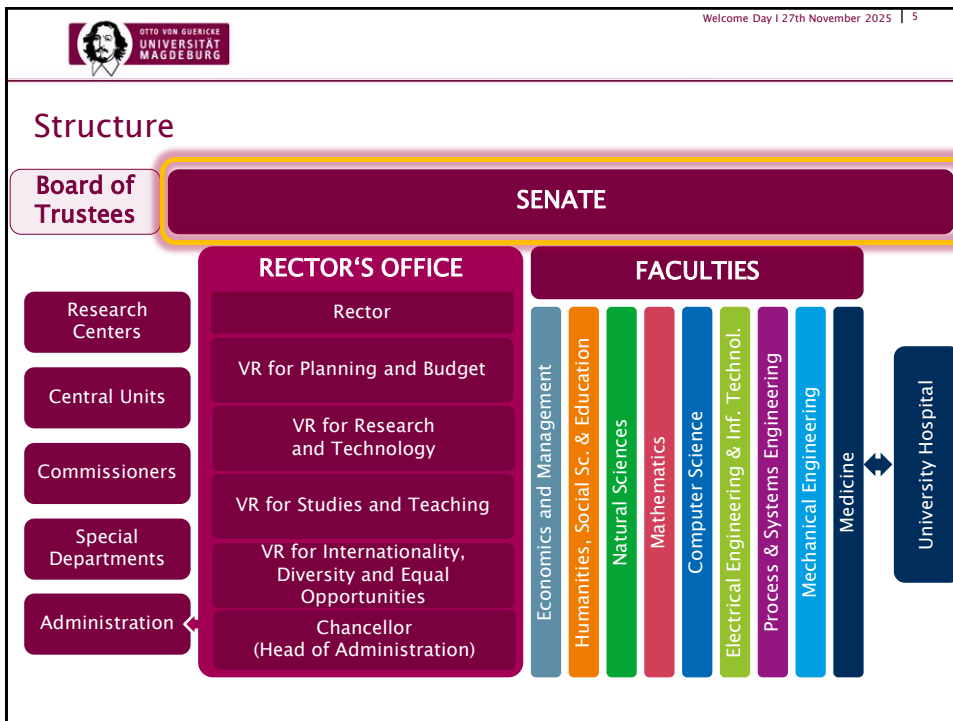
27th November 2025



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**University structure and  
processes**





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**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>

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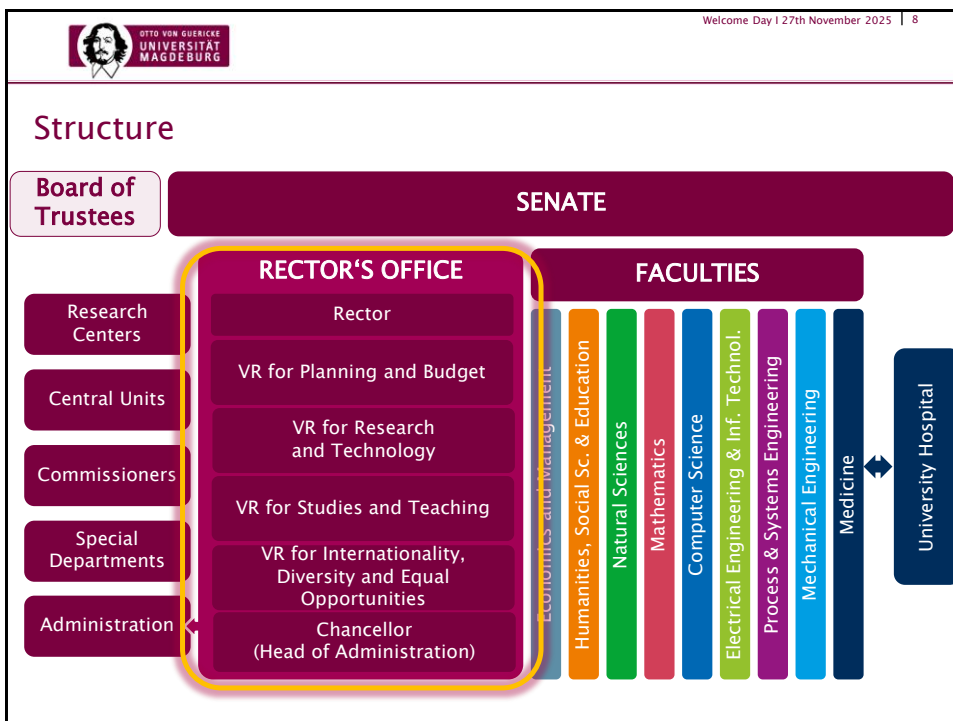


## Senate

**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>



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## Rector's Office

				
<b>Rector</b>	<b>Vice Rector for Planning and Budget</b>	<b>Vice Rector for Research and Technology</b>	<b>Vice Rector for Studies and Teaching</b>	<b>Chancellor</b>
Prof. Dr. Jens Strackeljan	Prof. Dr. Helmut Weiß	Prof. Dr. Manja Krüger	Prof. Dr. Dina Kuhlee	Angela Matthies

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## Rector

	<p><b>Prof. Dr.-Ing. Jens Strackeljan</b></p> <p><b>Tasks:</b></p> <ul style="list-style-type: none"> <li>• Represents the university</li> <li>• Chairman of the Senate and responsible for the preparation and implementation of the Senate's resolutions</li> <li>• Superior of academic staff</li> </ul>
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## 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
- Technology transfer, 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



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## OVGU as part of 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/>


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## Structure

**Board of Trustees**

**SENATE**

Research Centers

Central Units

Commissioners

Special Departments

Administration

**RECTOR'S OFFICE**

Rector

VR for Planning and Budget

VR for Research and Technology

VR for Studies and Teaching

VR for Internationality, Diversity and Equal Opportunities

Chancellor (Head of Administration)

**FACULTIES**

Economics and Management

Humanities, Social Sc. & Education

Natural Sciences

Mathematics

Computer Science

Electrical Engineering & Inf. Technol.

Process & Systems Engineering

Mechanical Engineering

Medicine

University Hospital


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## Central Administration


- K1 – Department of Financial Affairs
- 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
- Special Department for eAdministration

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## 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

**Division K12**  
 Budget, controlling, reporting

Carmen Böhm  
T: 58221

**Division K13**  
 Procurement, payment office

NN  
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 HISQIS, 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>


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## Human Resources Department (K2)


**Head of Department**  
**Siegrid Liebherr**  
 Building 06; T: 52388



Secretary: Ines Busse, T: 58690


<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K21</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Human Resources development and recruiting</div> <p style="text-align: center; margin-top: 5px;">Annette Hoeschen T: 57341</p>	<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K22</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Public employees (no civil service status)</div> <p style="text-align: center; margin-top: 5px;">Tina Jenner T: 57113</p>	<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K23</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Civil servants /secondary areas of collective bargaining law</div> <p style="text-align: center; margin-top: 5px;">Sabine Hubatschek T: 52902</p>	<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K25</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Travel expenses and teaching assignments</div> <p style="text-align: center; margin-top: 5px;">Andreas Grahn T: 57018</p>	<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K24</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Human Resources Medical Faculty</div> <p style="text-align: center; margin-top: 5px;">Katja Dörge T: 15767</p>
Job advertisement Gender Recruiting HR development Continuing education/training Sick leave recording Corporate Health Management Workplace integration management	Selecting, recruiting, supporting, terminating employment relationships Determining and assigning salary groups Applying fixed-term employment law	Appointment of civil servants Preparation, support and termination of civil service employment relationships Secondary occupations Student/scientific assistants Personnel cost planning	Travel expenses accounting Advice on travel expenses law Teaching assignments, review of compliance with the requirements subject to university law and social legislation	

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


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## Department of Academic Affairs (K3)

**Head of Department**  
**Franziska Genge**  
 Building 01; T: 58899



Assistant:  
 Vivien Pham, T: 58680

<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K31</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Student Secretariat</div> <p style="text-align: center; margin-top: 5px;">Anne Gerstenberger T: 52260</p>	<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Division K32</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Student guidance Student services</div> <p style="text-align: center; margin-top: 5px;">Annika Kirbs T: 52283</p>	<div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Staff unit K33</div> <div style="background-color: #800040; color: white; padding: 2px; text-align: center; font-weight: bold;">Quality assurance</div> <p style="text-align: center; margin-top: 5px;">Anni Holzäpfel T: 57177</p>
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	Campus Welcome Center Student guidance study information Application for admission	Course planning and evaluation Quality assurance Support with accreditation procedures at OVGU Review of study documents Portal for quality development at OVGU <span style="color: red; font-weight: bold;">BesserMachen-Portal</span>

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

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## 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**

**Division K42  
Facility Engineering**

**Division K43  
Occupational safety and  
environmental protection**

**Maik Sommerfeld**  
 T: 56097

**Helgo Hebecker**  
 T: 56090

**Patrick Sievert**  
 T: 56082

Land management

Construction measures

Building and room inventory

Inventory of tools, machines, devices, etc.

Operational and fault clearing service

Operating equipment/repair services

Communications equipment/telephone

Media and technology support for central seminar rooms and lecture halls

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>


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## Central Services Department (K5)

**Electoral office**

**Head of Department  
Jan Wilhelm**  
 Building 06; T: 58689



Secretary: Maren Weißmann  
 T: 58688

**Division K51  
Facility services**

**Division K52  
Safety services  
open spaces**

**Division K53  
University archives**

**Marco Vehe**  
 T: 58391

**Thomas Reske**  
 T: 52279

**Carmen Schäfer**  
 T: 52946

Caretaking and cleaning services

Sports hall caretaker services

Guest rooms

International Meeting Center (IBZ)

Information and security service

Locking systems

Parking space monitoring

Open space maintenance

Car pool


Mail service

Submission/acceptance of documents from all structural units

Search requests

Possibility to access and research the archived documents


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


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## International Office (K6)

**Head of Department**  
**Dr. Uwe Genetzke**  
 Building 01; T: 58514

**Secretary:** Kathrin Gabriel  
 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


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


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## Legal Department

**Head of Department**  
**Yvonne Burscheit**  
 Building 06; T: 58631

**Secretary:**  
 Sophie Tybura, T: 58632



**Legal adviser**  
 Johannes Jesse

T: 57581


**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


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

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## Special Department for eAdministration

**Head of department**  
Manuel Löser  
Building 06; T: 57348



**Coordination**  
Claudia Müller  
Katja Spandel

T: 57540  
T: 57575

**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

<https://www.ovgu.de/Universität/Organisation/Verwaltung/Stabsstelle+eVerwaltung.html>

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## Structure

**Board of Trustees**

**SENATE**

**RECTOR'S OFFICE**

Rector

VR for Planning and Budget

VR for Research and Technology

VR for Studies and Teaching

VR for Internationality, Diversity and Equal Opportunities

Chancellor (Head of Administration)

**FACULTIES**

Research Centers

Central Units

Commissioners

Special Departments

Administration

Economics and Management

Humanities, Social Sc. & Education

Natural Sciences

Mathematics

Computer Science

Electrical Engineering & Inf. Technol.

Process & Systems Engineering

Mechanical Engineering


Medicine

University Hospital


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## Central Units

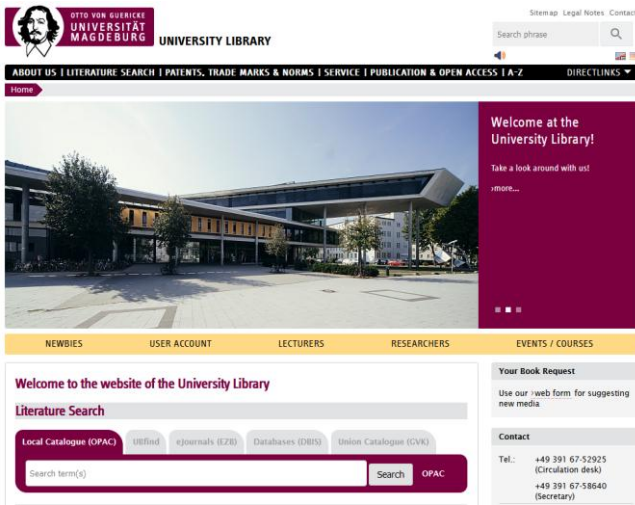
- University Library
- University Computing Center
- Language Center
- Media Center
- Transfer and Entrepreneur Center
- Graduate Academy
- University Sports Center
- Others
  - [Center for Scientific Education](#)
  - [Center for Teacher Education](#)
  - [Institute for Competence in AutoMobility \(IKAM\)](#)


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## University Library

- (E)-books
- (E)-journals
- Data management
- Courses
- Booking of study rooms
  - daily and monthly carrels
  - double and 13 group carrels
  - [ausleihe@ovgu.de](mailto:ausleihe@ovgu.de)

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



The screenshot shows the University Library website. At the top, there is a navigation bar with links for 'ABOUT US', 'LITERATURE SEARCH', 'PATENTS, TRADE MARKS & NORMS', 'SERVICE', 'PUBLICATION & OPEN ACCESS', and 'A-Z'. Below this is a search bar and a 'DIRECT LINKS' dropdown. The main content area features a large image of the library building and a 'Welcome at the University Library!' message. A navigation menu includes 'NEWBIES', 'USER ACCOUNT', 'LECTURERS', 'RESEARCHERS', and 'EVENTS / COURSES'. A 'Your Book Request' section is visible, along with contact information for the library.


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## University Computing Center

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

**Contact and support**

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



**Our Services**

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

**Contact**

IT-Service of the OVGU  
Tel.: +49 391 67 58888  
Mon. - Wed. Thu. 08:00 - 18:00 & 12:30 - 18:00  
Tue. 12:30 - 17:00  
Fri. 08:00 - 18:00 & 12:30 - 16:00  
✉ [it-service@ovgu.de](mailto:it-service@ovgu.de)  
📍 [G26.1-003](#)

**Applications**

- Information about Email
- Tools for E-Learning
- Groupware with Microsoft Exchange
- Multimedia
- Web-CMS: eCONTENT
- Personal homepage
- News 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 basis (Usernames)

**Storage and server**


- High Performance Computer (HPC)

**Infrastructure Services**


- Authentication
- Search-Backup
- License server for applications
- Data services
- General secret.pool

**More services**

- Certificates
- Poster service for structural units


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## Language Center



**SPRZ.OVGU.DE**  
THE LANGUAGE CENTRE

Sitemap Legal Notes Contact

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

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

**Contact**

Otto-von-Guericke-Universität  
Magdeburg  
**Sprachenzentrum**  
Zschokestraße 32  
39104 Magdeburg

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


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


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


**Available courses**

**Course registration**

**Course fees**


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Sitemap Impressum Contact

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

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.

#### About us

How is the operating unit organized? 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 ...

#### 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.

#### 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.

#### 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

#### Further links


- Corporate design & Wording


#### Download


- Annual Report & Reporting 19/20
- Annual report & reporting 18/19
- Annual report & reporting 17/18

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

Rethinking the world together.



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TRANSFER AND ENTREPRENEUR CENTER
Search phrase

DEVELOP A PRODUCT | PATENTING | FOUNDING | MARKETING | OFFERS FROM COMPANIES
DIRECT LINKS



### Team & Strategie

Gründungsberatung trifft auf Mindset-Arbeit.

**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
- Filing 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/>


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## Graduate Academy

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

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



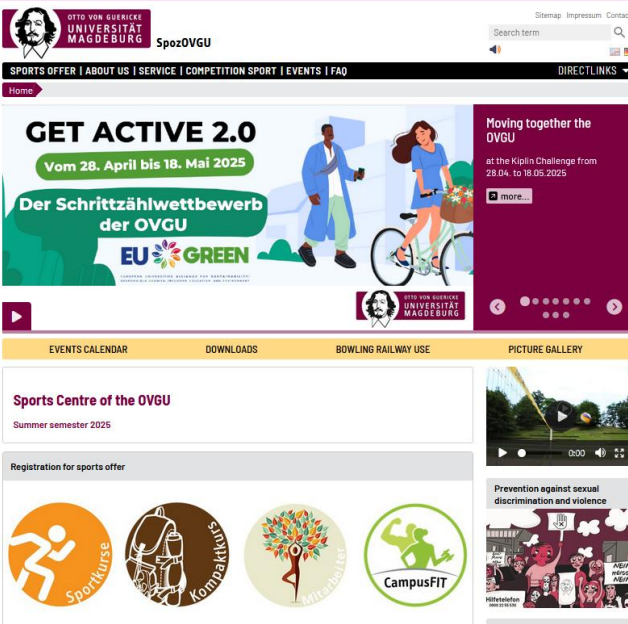
The screenshot shows the website for the Graduate Academy at Otto-von-Guericke University Magdeburg. It features a navigation menu with options like NEWS, COURSES, DOCTORATE, POSTDOC, SUPERVISION, COMETIN, INTEGRITY, RDH, JOBS, ABOUT US, and SDS. A main banner image shows a glowing lightbulb on a desk. Below the banner, there's a 'Welcome to the Otto-von-Guericke Graduate Academy!' section with introductory text and a 'Supervision Agreement Template (de&en)' link. There are also sections for 'News Portal' and 'Courses and Trainings'. A sidebar on the right contains contact information for the Coordination Office and a list of services like 'Advice for Doctoral Students', 'Career Advice', 'COMETIN', etc.


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## Sports Center

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

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



The screenshot shows the website for the Sports Center at Otto-von-Guericke University Magdeburg. It features a navigation menu with options like SPORTS OFFER, ABOUT US, SERVICE, COMPETITION SPORT, EVENTS, and FAQ. A main banner advertises 'GET ACTIVE 2.0' from April 28 to May 18, 2025, with the theme 'Der Schrittzählwettbewerb der OVGU' and the EU GREEN logo. Below the banner, there's a section for 'Sports Centre of the OVGU' for the summer semester 2025, with a 'Registration for sports offer' section showing icons for Sportkurs, Kampfkunst, and CampusFIT. A sidebar on the right includes a 'Moving together the OVGU' section and a 'Prevention against sexual discrimination and violence' section.

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UNIVERSITÄT  
MAGDEBURG

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# OVGU as an employer

## Important Workplace Rules and Regulations

conversion | Otto von Guericke  
UNIVERSITÄT  
MAGDEBURG

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### 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: [Arbeitszeit](#)

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UNIVERSITÄT  
MAGDEBURG

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## Arriving on campus



OTTO VON GUERICKE  
UNIVERSITÄT  
MAGDEBURG

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## 2 Parking Permit




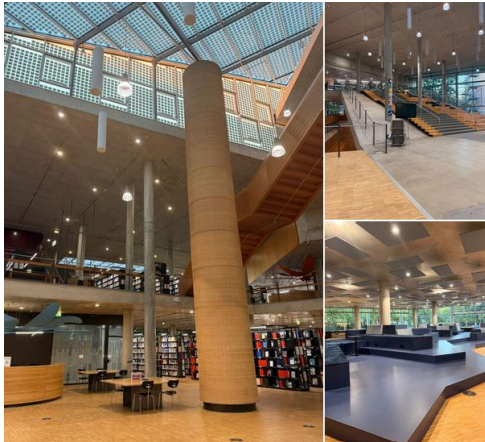
Permit for parking on OVGU parking spaces

- On the way to becoming a sustainable campus
- Construction work currently underway - please always note the latest announcements!
- Parking without a parking permit (also when permit is not visible) may result in the car being towed away!


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## At your service

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## 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: [Dienstausweis](#)



## 4 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

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## 5 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: [Urlaub und Arbeitsbefreiung](#)

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## 6 Offers for your health



**Gripeschutzimpfung 2025**

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

Further information: [Betriebliches Eingliederungsmanagement](#)
- **Occupational Health Management**
  - Offers of health maintenance and prevention
  - Massages, check-ups, lectures on health-related topics, trainings

Further information: [Betriebliches Gesundheitsmanagement](#)

## 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](http://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 ...



This year's Academic Ceremony



## 8 Training and development – internal offers

- Office for Equality and Family  
[www.bgf.ovgu.de](http://www.bgf.ovgu.de)
- Teaching certificate “Professional Academic Teaching (PAL)”  
[www.soz.ovgu.de/PAL](http://www.soz.ovgu.de/PAL)
- Graduate Academy  
[www.ga.ovgu.de](http://www.ga.ovgu.de)
- HR Development  
[www.ovgu.de/personalentwicklung](http://www.ovgu.de/personalentwicklung)
- University Library  
[www.ub.ovgu.de](http://www.ub.ovgu.de)
- University Computing Center  
[www.urz.ovgu.de](http://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



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

Further information: [Nebentätigkeiten](#)

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## 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	at HR Department
<ul style="list-style-type: none"> <li>▪ Michael Reppin</li> <li>▪ Dr. Steffi Kaltenborn</li> </ul>	<ul style="list-style-type: none"> <li>▪ Siegrid Liebherr</li> </ul>




**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/](http://www.awareness.ovgu.de/en/)

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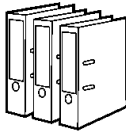


## University Announcements, Form Center, Organizational Charts

**University  
Announcements**  
(Hochschulöffentliche  
Bekanntmachungen)

**Form center**  
(Formularpool)

**Organizational  
Charts**  
(Geschäfts-  
Verteilungspläne)



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

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

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## OVGU Kompass



UNIVERSITÄT | STUDIUM | FORSCHUNG | WEITERBILDUNG | INTERNATIONAL | KARRIERE | UNIMAGAZIN

[Home](#) > [Diplome](#) > [Personalwesen](#) > [K21 - Personalwesen](#) > [OVGU-Kompass](#)

Dezentral Personalwesen  
 Alle Regelungen und Formulare | Die OVGU im Überblick | Serviceangebote für Mitarbeitende | Die BesserMacht  
 Willkommenstag für neue Beschäftigte | Welcome@OVGU für Neuberufene | Getting started - Promotion und Po  
 Awarenessportal | Interne Meldestelle Hinweisgeberschutzgesetz

**Dezentral 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.

**Alle Regelungen und Formulare**



**Ihr Kompass für den Ein-  
stieg an der OVGU**

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


Elektronische  
Krankmeldung

**Ihr Welcome-Team**


Für Professoren  
Sabine Hubatschek  
Gebäude 08 | Raum 308

Further information: [OVGU-Kompass](#)

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## Follow us!



- Instagram: @uni\_magdeburg
- TikTok: @uni\_magdeburg
- LinkedIn: Otto-von-Guericke-Universität Magdeburg
- Bluesky: @uni-magdeburg.de
- WhatsApp channel: Universität Magdeburg
- Facebook: @OVGU.Magdeburg
- YouTube: @ovgu
- Xing: Otto-von-Guericke-Universität Magdeburg



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# OVGU Service Facilities



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

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# ■ Staff Council

Willkommenstag 27.11.2025 | 59



## 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 | Raum 234  
 Tel.: 67-58686  
[personalrat@ovgu.de](mailto: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



**Thomas Ring**  
Representative for the  
severely disabled

Building: 18 | Room 215  
Tel.: 67-52602  
[SBV@ovgu.de](mailto:SBV@ovgu.de)

For further information:

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

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# ■ Office for Equality and Family (BGF)

## Dr. Mareike Fingerhut Säck Marie Bierstedt

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## 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



**Dr. Mareike Fingerhut-Säck**  
Equal Opportunity Officer


Building: 18 | Room 238  
Tel.: 67-56820  
[gleichstellungsbeauftragte@ovgu.de](mailto:gleichstellungsbeauftragte@ovgu.de)

For further information:  
[www.bgf.ovgu.de](http://www.bgf.ovgu.de)



BÜRO FÜR  
GLEICHSTELLUNG  
UND FAMILIE


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## Family service Office for Equality and Family (BGF)

**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)




**Marie Bierstedt, M.A.**  
Consultant for family

Building: 18 | Room 246  
Tel.: 67-52963  
[familie@ovgu.de](mailto:familie@ovgu.de)  
[marie.bierstedt@ovgu.de](mailto:marie.bierstedt@ovgu.de)

For further information:  
[www.bfg.ovgu.de/bfg/en/Familie/](http://www.bfg.ovgu.de/bfg/en/Familie/)



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## ■ HR Development and Recruiting

### Annette Hoeschen

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## 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

**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 | Room 317  
Tel.: 67-57341  
[annette.hoeschen@ovgu.de](mailto:annette.hoeschen@ovgu.de)

For further information:  
[www.ovgu.de/personaldezernat\\_K21](http://www.ovgu.de/personaldezernat_K21)




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## ■ Occupational Health Management

### Silke Springer


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## ➤ 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




**Silke Springer**  
Coordinator Occupational Health Management

Building: 06 I Room 315  
Tel.: 67-58825  
[silke.springer@ovgu.de](mailto:silke.springer@ovgu.de)

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



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## ■ 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 | Room 001  
Tel.: 67-56088  
[patrick.sievert@ovgu.de](mailto:patrick.sievert@ovgu.de)


For further information

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



## ■ Sustainability Office

**Dr. Silke Rühmland**



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## 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 | Raum 311  
Tel.: 67-57095  
[silke.ruehmland@ovgu.de](mailto:silke.ruehmland@ovgu.de)

For further Information:  
[www.nachhaltigkeit.ovgu.de](http://www.nachhaltigkeit.ovgu.de)  
[www.klimaplanreal.ovgu.de](http://www.klimaplanreal.ovgu.de)  
[www.ovgu.de/klimakommission](http://www.ovgu.de/klimakommission)



NACHHALTIGKEITSBÜRO


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## ■ Sports offers for employees

**Dr. Mario Damerow**  
**Raja Dobbert**


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## ➤ Sports Center/SpozOVGU

**Angebote**

- ✓ 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 I Room 208  
[mario.damerow@ovgu.de](mailto:mario.damerow@ovgu.de)



**Raja Dobbert**  
 Employee Sports  
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[raja.dobbert@ovgu.de](mailto:raja.dobbert@ovgu.de)


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## 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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