



Welcome Day for new OVGU staff

November 16th, 2023

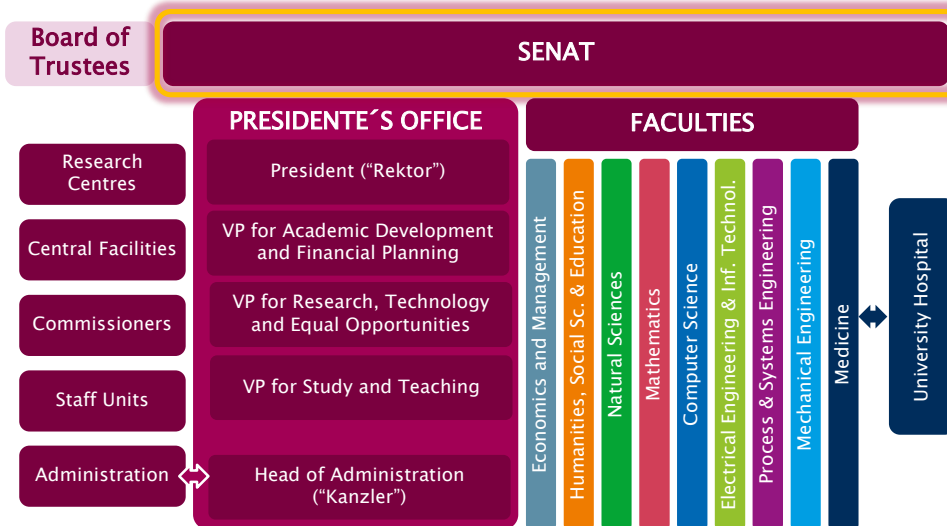


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Structure and processes of the OVGU



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/Universität/Organisation/Senat.html>



Senat

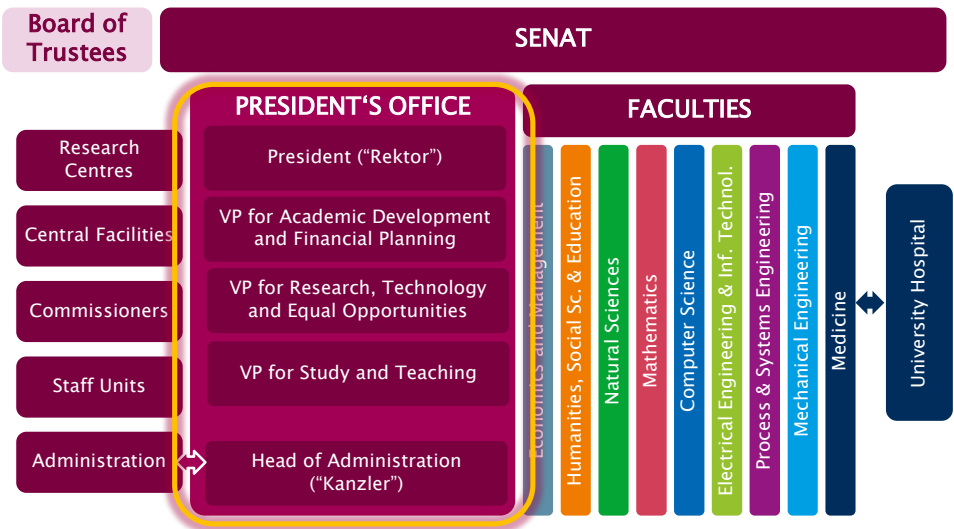
Various Senate Commissions:

- 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/Universität/Organisation/Senat.html>



The Structure of OVGU





President’s Office



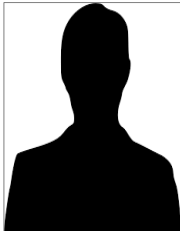
President

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



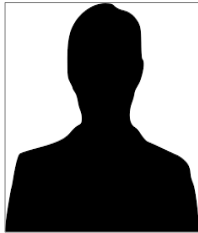
Prof. Dr. Susanne Schmidt

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)



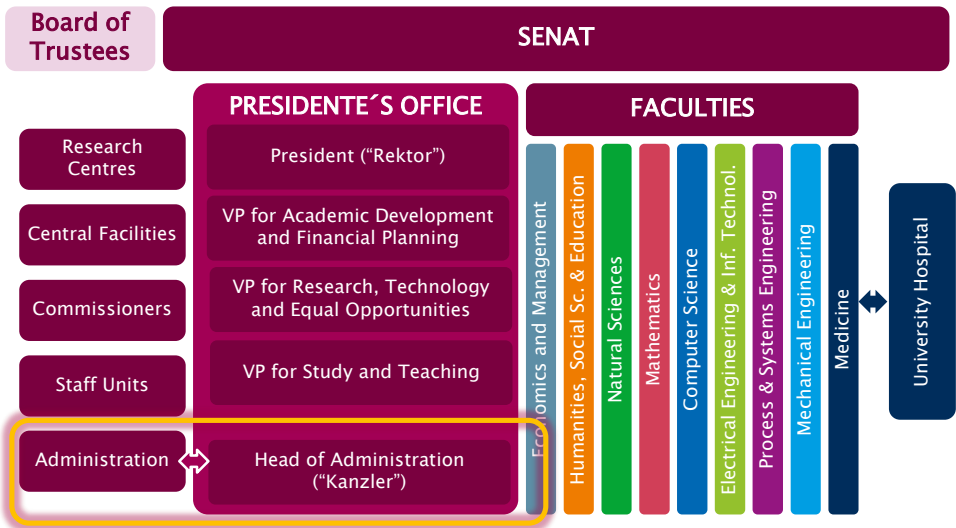
LRDin Angela Matthies (interim)

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



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

Division K11
External funding, other grants, taxes

Ina Diewitz
T: 52710

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

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



Human Resources Department (K2)

Head of Department (interim)
Siegrid Liebherr
Gebäude 06; T: 52388

Secretary: Ines 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)

Siegrid Liebherr
T: 52388

Publishing job advertisements

selecting, recruiting, supporting, terminating employment relationships

Assignment of pay grades

Limited term employment contracts

Division K23
Civil servants /secondary areas of collective bargaining law

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 K25
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 K24
Human Resources Medical Faculty

Katja Dörge
T: 15767

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



Department of Academic Affairs (K3)

Head of Department
Franziska Genge
Building 06; T: 58899

Secretary: Bärbel Jordan, T: 58899

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
student services

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: 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)

Elective office

Head of Department
Jan Wilhelm
Building 06; T: 58689

Secretary: Maren Weißmann, T: 58688

Division K51
Facility services

Marco Vehe
T: 58391

Caretaking and Cleaning services
Sports hall caretaker services
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

Carmen Schäfer
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.

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



International Office (K6)

Head of Department
Dr. Uwe Genetzke
Building 18; 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

Saskia Schulze
T: 15143

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



Legal Department

Head of Department
Dirk Bömelburg
Gebäude 06; T: 58730

Secretary:
Sophie Zybura, T: 58632



Legal adviser
Yvonne Burscheit

T: 58631

Legal adviser
Johannes Jesse

T: 57581

Legal adviser
Melanie Herrmanns

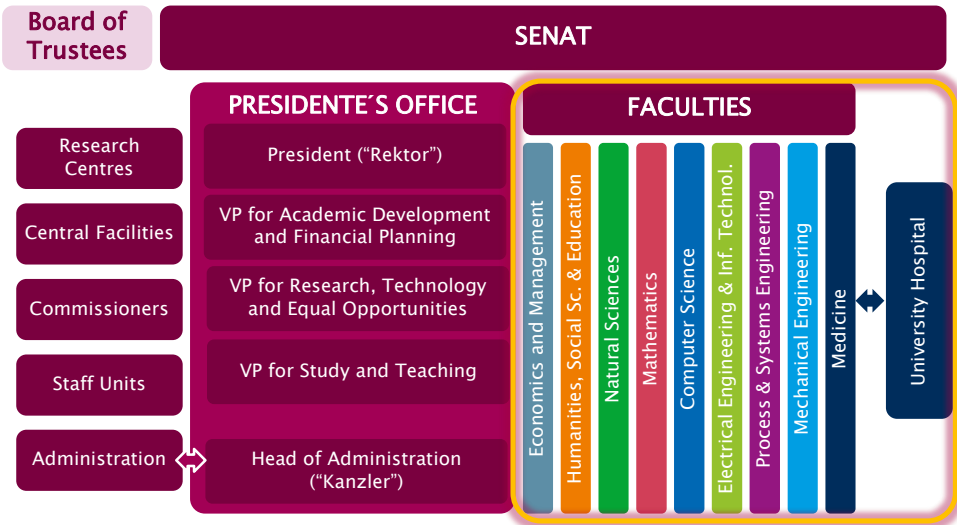
T: 68632

- 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>

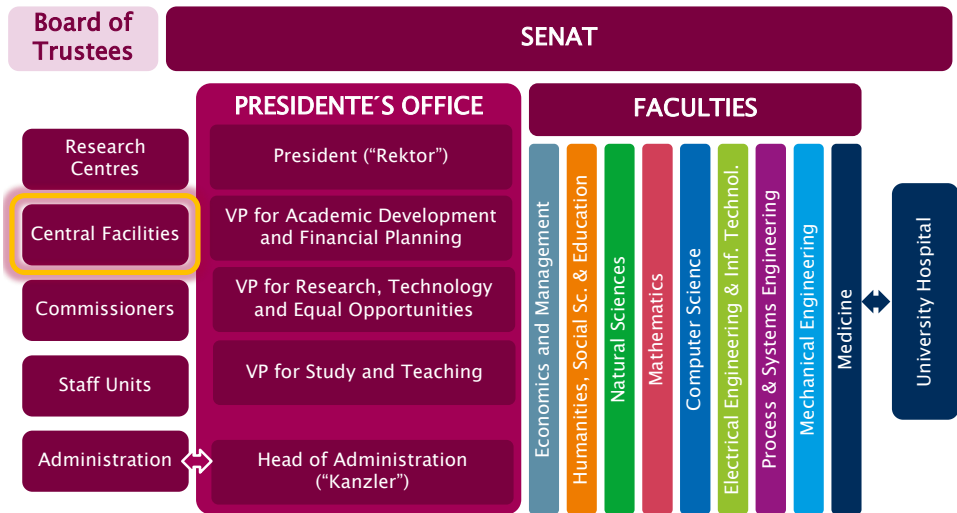


The Structure of OVGU





The Structure of OVGU



Central Facilities

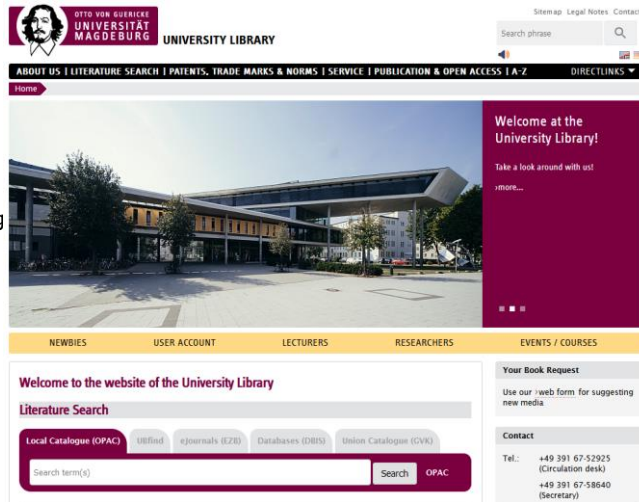
- University Library
- University Computing Centre
- Language Centre
- Media Centre
- Transfer and Entrepreneur Centre
- Graduate Academy
- University Sports Centre
- Others
 - [Center for Scientific Education](#)
 - [Center for Teacher Education](#)
 - [Institute for Competence in AutoMobility \(IKAM\)](#)



University Library

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

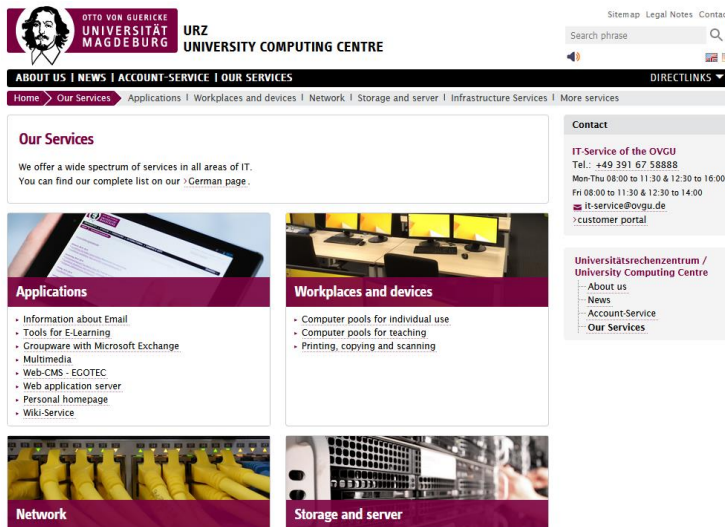
<https://www.ub.ovgu.de/en/>



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
- ...



The Language Centre

In times of internationalisation and globalisation, the ability to communicate with people from other cultures is one of the most important conditions for international co-operation, and the Language Centre has a special role to play in this. Like no other branch of the university, the Language Centre is in a position to respond to the potential of multilingualism and make it fruitful for students.

The Language Centre is a central service provider of the university. As such, it is responsible for the provision of language courses for all students and employees of the university. The Language Centre considers itself to be a mediator of foreign language skills and competences as well as knowledge of cultures and their differences. Accordingly, it makes available linguistic and cultural tools for successful mobility, increases the competitiveness of students, and facilitates their entry into professional life.

Structure and staff

- Director of the Language Centre
- Secretariat
- Examinations Office
- Department of English
- Department of French
- Department of German
- Department of Spanish
- Other Languages

Directions: Where to find us

- The Language Centre is located in Building 40 (C40, Faculty of Humanities) on the Zuckhokkestraße campus.
- Building 40 (C40) is situated approximately 550 metres (1/3 mile) to the west of Universitätsplatz.

Contact

Otto-von-Guericke-Universität
Magdeburg
Sprachenzentrum
Zuckhokkestraße 32
39104 Magdeburg

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

Examination Office
Tel.: +49 (391) 67 56508
✉ sprz-pruefungsaamt@ovgu.de

Examination Committee
Tel.: +49 (391) 67 56352
✉ sprz-pruefungsausschuss@ovgu.de

Available courses

Course registration

Course fees

<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>

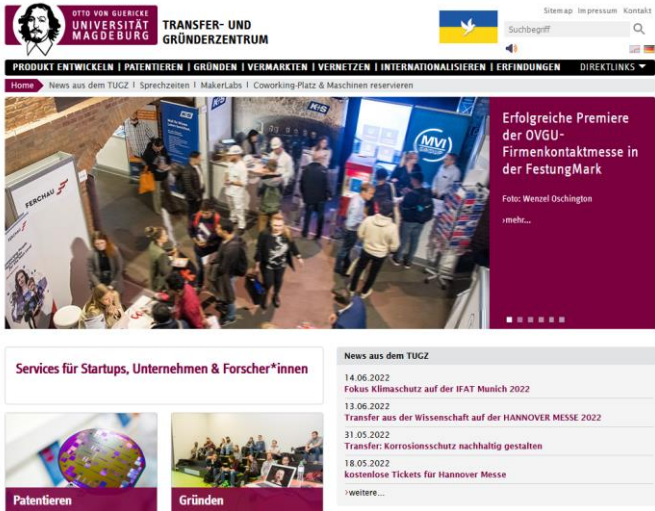




Transfer and Entrepreneur Centre (TUGZ)

- Patenting
- Founding
- Marketing
- Networking

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



Graduate Academy

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

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

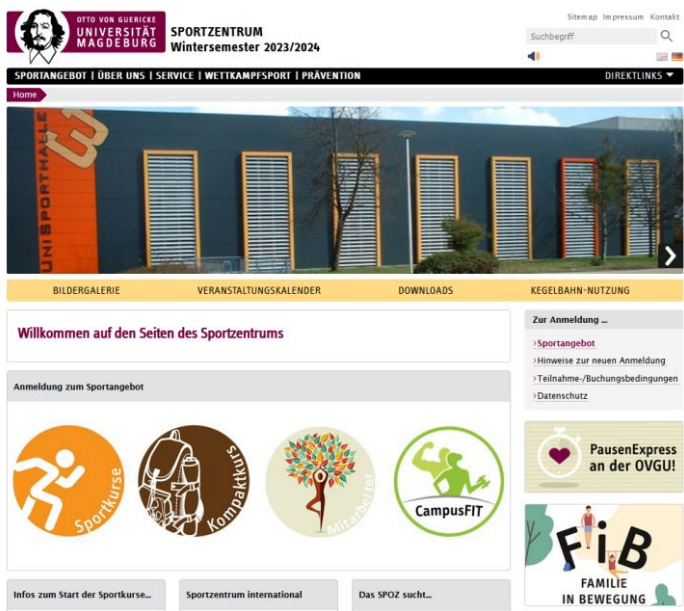




Sports Centre

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

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



No changing clothes,
No sweating,
No excuse!





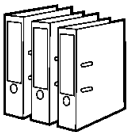
OVGU for employees

Important Workplace Rules and Regulations



1

University Announcements, Form Center, Organizational Charts



Hochschulöffentliche
Bekanntmachungen

(University
announcements)

Formularpool

(Form center)

Geschäfts-
Verteilungspläne

Organizational
charts

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

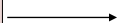
<https://www.personalportal.ovgu.de/en/>



2 Working Time



Full time
=
40 hours per week



- 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**
- Since January 1st, 2023 **electronic sickness notification at the OVGU** 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](#)



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

at Staff Council

- Michael Reppin
- Dr. Steffi Kaltenborn

at HR Department

- Siegrid Liebherr
- Annette Hoeschen

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

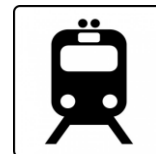


- Prior to any business trip: Business trip application via WinTrip
- Train tickets to be purchased via Deutsche Bahn's Business Client program
- A travel expense accounting statement has to be filed for any business trip
- Working time: time of travel is not considered as working time, unless the person 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: [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
- Sports offers for employees/SpozOVGU
- Sustainability office



■ Staff council

Michael Reppin
Keith Nentwich



Staff council

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/>



Michael Reppin
michael.reppin@ovgu.de



Keith Nentwich
keith.nentwich@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



Thomas Ring
Representative for the
severely disabled

Building: 18 | Room 215
Tel.: 67-52602
SBV@ovgu.de

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



Dr. Mareike Fingerhut-Säck
Equal Opportunity Officer

Building: 18 | Room 238
Tel.: 67-56820

gleichstellungsbeauftragte@ovgu.de

For further information:
www.bgf.ovgu.de



BÜRO FÜR
GLEICHSTELLUNG
UND FAMILIE



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)



Marie Bierstedt, M.A.
Consultant for family

Building: 18 | Room 246
Tel.: 67-52963
familie@ovgu.de
marie.bierstedt@ovgu.de

For further Information:
www.bgf.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 | Raum 317
Tel.: 67-57341

Annette.hoeschen@ovgu.de

For further Information:

www.ovgu.de/personaldezernat_K21

Zusammen
die Welt
neu denken.



■ 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



Patrick Sievert
Head of department

Building: 43 | Room 001
Tel.: 67-56088
patrick.sievert@ovgu.de

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



Silke Springer
Coordinator for Corporate
Health Management

Building: 06 | Room 315
Tel.: 67-58825
silke.springer@ovgu.de

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



■ 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



Dr. Mario Damerow
Head of Sports Centre
Sportzentrum

Building: 27 | Room 208
Tel.: 67-58852
mario.damerow@ovgu.de

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)



Dr. Silke Rühmland
Head of Sustainability Office

Building: 18 I Raum 311
Tel.: 67-57095
silke.ruehmland@ovgu.de

For further Information:

www.nachhaltigkeit.ovgu.de
www.klimaplanreal.ovgu.de
www.ovgu.de/klimakommission



NACHHALTIGKEITSBÜRO



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

Telefon: +49 (0) 391 67-58690

Telefax: +49 (0) 391 67-18070

E-Mail: dezernat.personalwesen@ovgu.de