

Getting started @ OVGU



Dr. Barbara Witter | OVG Graduate Academy

The Structure of OVGU



Board of Trustees

Senat

Research Centres

Central Facilities

Commissioners

Staff Units

Administration

President'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

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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- Supreme body of the University's self-government
- Democratically elected
- Adopts all regulations, e.g. examination and doctoral regulations
- Participation (only listening!) is open to all members of the university, staff and students – highly recommended!

Senate Commissions:

- Budget
- Studies and teaching
- Research
- IT Commission
- Doctoral scholarships
- Equal Opportunity Issues
- Ethics
- Scientific misconduct

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Prof. Jens Strackeljan
President



Prof. Manja Krüger
Vice



Prof. Susanne Schmidt
-



Prof. Helmut Weiß



Angela Matthies
Chancellor (interim)

President – „Rektor“



Prof. Dr.-Ing. Jens Strackeljan

Tasks:

- Represents the University
- Chairman of the Senate
- 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
- Chair of the Senate Commission on Planning and Budget
- Coordinates appointments, the allocation of funds



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



Prof. Dr.-Ing. Manja Krüger

Tasks:

- Coordination of research strategies between the faculties
- Technology transfer, lines of development and setting priorities in research
- Chair of the Equality and Diversity Commission
- Chair of the Research Commission and the Equipment Commission



Angela Matthies (interim)

Tasks:

- Head of the central university administration of the OVGU
- Permanent representative of the Rector
- Responsible for the budget

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K1 – Finances

K2 – Human Resources

K3 – Academic Affairs (Organisation of Study Programmes)

K4 – Engineering and Construction Management

K5 – Central Services

K6 – International Office

K–R – Legal Department

K1 – Finances

Department head
Marion Reske
Building 06; T: 58633



Secretary: S. Göring, T: 58634

Division K11
External funding, other
grants, taxes

Ina Diewitz

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

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

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

K2 – Human Resources

Department head
Angela Matthies
Building 06; T: 58690



Secretary: I. Busse, T: 58691

Division K21	Division K22	Division K23	Division K25	Division K24
Personnel planning and development	Public employees (no civil service status)	Civil servants /secondary areas of collective bargaining law	Travel expenses and teaching assignments	Human Resources Medical Faculty
Annette Hoeschen	Siegrid Liebherr	Sabine Lisowski	Andreas Grahn	Katja Dörge
Personnel cost planning, personnel development, staffing plan Supervision/mentoring of apprentices Workplace integration management Continuing education/training	Publishing the vacancy, selecting, recruiting, supporting, terminating employment relationships Assignment of pay grades Limited term employment contracts	Appointment of civil servants Preparation, support and termination of civil service employment relationships Secondary occupations Student/scientific assistants	Travel expenses accounting Advice on travel expenses law Teaching assignments, review of compliance with the requirements subject to university law and social legislation	

K6 – International Office

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



Secretary: Kathrin Fricke, T: 58515

Division K61

Services
for students

Sylvia Seela

Advice and support for
German and international
students

Enrolment of exchange
students

ERASMUS+; PROMOS;
summer schools

Division K62

Scientists and
international
collaborations

Reena Schliephake

Advice for German and
international scientists

Coordination of the
ERASMUS+ and other
mobility programs

Contract management
relating to international
collaborations

Division K63

Erasmus
Traineeships

Angela Wittkamp

Acquisition and
management of mobility
programs focusing on
internships

Arranging and financing
internships for students
in all universities in the
state of Saxony-Anhalt

Implementing pilot
programs focusing on
internships

Division K64

International
Office Medical
Faculty

Saskia Schulze

Finding regulations and forms



Forms: <https://www.formularpool.ovgu.de/>

Regulations and Announcements: <https://www.bekanntmachungen.ovgu.de/>

Addressbook of Employees: <https://lsf.ovgu.de/>

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- Ausländerbeauftragter

NN: foreigners' representative, supports international members of the university in research, teaching and administration.

- Behindertenbeauftragte

Siegrid Liebherr: The disability officers support students and employees with health restrictions

- Datenschutzbeauftragte

Rita Freudenberg: The data protection officer is the contact person for employees of Otto von Guericke University for questions regarding the handling of personal data.

- Familienbeauftragte

Marie Bierstedt: The family commissioner is committed to family-friendly conditions at OVGU.

- Gesundheitsbeauftragte/BGM

Silke Springer: The Health Officer coordinates OVGU's occupational health management.

- Gleichstellungsbeauftragte

Mareike Fingerhut-Säck: The Equal Opportunity Officer advises and supports all members of the university in matters relevant to gender equality

- Konfliktbeauftragte

Contact person for conflict situations in the workplace

- Qualitätsbeauftragte

The quality officers for studies and teaching are responsible for ensuring the procedures and processes within the framework of the quality development system for the study programs

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- Library
- Media Centre
- University Sports
- Language Centre
- Transfer and Entrepreneur Centre (TUGZ)
- IT Service
- Graduate Academy
-

Library

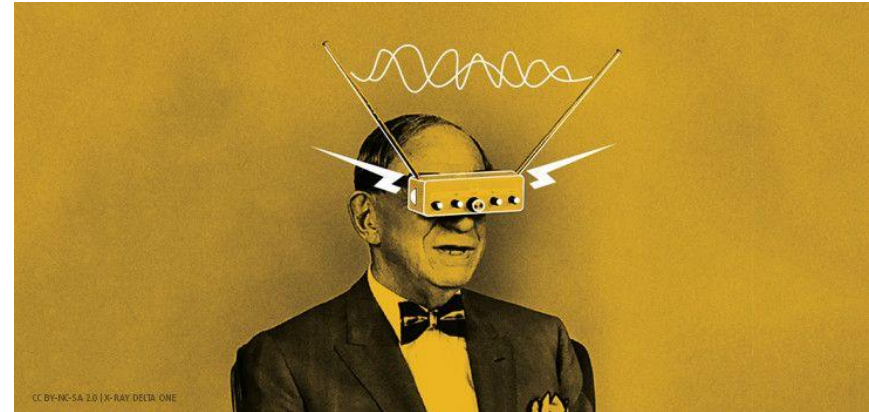
- (E) -Books
- (E) -Journals
- Open Access Publishing
- Open Data Repository
- Data Management
- Reference Retrieval
- Courses

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

The screenshot shows the top navigation bar with links: ABOUT US | LITERATURE SEARCH | SERVICE | PATENTS & NORMS | PUBLICATION & OPEN ACCESS | A-Z. A 'Home' button is visible below the navigation bar. The main content area features a large image of a library with rows of bookshelves. To the right of the image is a purple box titled 'Finding Literature' with the text: 'We provide access to over 1.2 million books and journals (printed and electronic) as well as other media resources' and a '> more...' link. Below the image is a yellow navigation bar with links: NEWBIES, USER ACCOUNT, LECTURERS, RESEARCHERS, EVENTS / COURSES. The main content area is divided into several sections: 'Welcome to the website of the University Library', 'Literature Search' (with a search bar and buttons for UBfind, Local Catalogue (OPAC), Union Catalogue (GVK), Databases (DBIS), and eJournals (EZB)), 'News' (with a link for 'Important information regarding COVID-19 pandemic at the OvGU and the University Library'), 'COVID-19 FAQ', 'Your Book Request' (with links for 'web form' and 'PDF (German only) for suggesting new media'), and 'Contact' (with phone numbers for the Circulation desk and Secretary).

Tasks: Coordination of all public relations measures

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



University Sports

Akrobatik
Argentinscher Tango
Badminton
Basketball
Beachvolleyball
Bewußtheit durch Bewegung - Feldenkrais
Body Workout
Body Workout Basics
Bogensport
Boxen
Breakdance
CHEER Dance & Fitness
Calisthenics
Capoeira
Cheerleading
Cricket
Eskrima
Fitness/Kraft
Fitness/Spiele
Freeletics
Fußball
Gerätturnen
Get Fit Now
Handball
Jiu-Jitsu
Jogging
Judo
Kegeln
Klettern für Fortgeschrittene
Langhantel
Lauftreff INKLUSIV
Mobility/Stretching
Modern Dance
Outdoor Functional Fitness
Parkour
Pilates
Qi Gong
Rennrad
Rhönrad
Rudern
Selbstverteidigung
Social Dance - Latin America
Sportbootführerschein See
Tajji Quan - Chen-Stil
Thaiboxen - Kickboxen
Tischtennis
Unihockey/Floorball
Volleyball
Wake Up
Wirbelsäulengymnastik und Entspannung



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

barbara.witter@ovgu.de

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 (G40, Faculty of Humanities) on the Zschokkestraße campus.
- Building 40 (G40) is situated approximately 550 metres (1/3 mile) to the west of Universitätsplatz.

Contact

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

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

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

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

Available courses

Course registration

Course fees

Transfer and Entrepreneur Centre (TUGZ)



Services for innovation projects



Patenting

- [Intellectual property rights and patents](#)
- [Invention disclosure](#)
- [Guidelines for Invention Disclosures](#)
- [Instructions for the Invention Disclosure Form](#)
- [Invention Disclosure Processes](#)

[> more...](#)



Founding

- [Consultation](#)
- [Gründerzeit compact](#)
- [Startup School](#)
- [Gründerzeit](#)
- [International Startup School](#)
- [CoWorking](#)

[> more...](#)



Marketing

- [Research portal Saxony-Anhalt](#)
- [Innovation portal Saxony-Anhalt](#)
- [Firmenkontakttmesse at the OVGU](#)
- [Market at research fairs](#)

[> more...](#)



Networking

- [Network with companies and receive a bonus](#)
- [Our network partners](#)
- [Network with experts](#)
- [Our network partners](#)

[> more...](#)

Our next events

14.09.2022

[Transfermesse Sachsen-Anhalt](#)

19.10.2022

[Firmenkontakttmesse der OVGU](#)

Support for your ideas

You are active at the OVGU and have an innovative idea or research project?

[> Contact us now](#)

(Please note: access is available only within the data network of the OVGU)



Hier geht's direkt zu den **MakerLabs**



IT-Service-Point

Our IT-Service-Point is the central point for all matters concerning IT services between customers and the URZ. User requests, fault reports and user wishes are, if possible, handled directly by the Service-Point employee. If the problem cannot be solved immediately, a ticket is created in our service ticket system and the corresponding expert in the backend takes care of the problem as quickly as possible.

Services of the IT-Service-Point

- Initial consultation
- Order acceptance
- Fault assumption
- Output of accounts
- Solving user problems
- Service hotline

Contact

Otto-von-Guericke-University
Magdeburg
University Computing Centre
Universitaetsplatz 2
39106 Magdeburg
Germany

IT-Service

Tel.: [+49 391 67 58888](tel:+493916758888)

Mon-Thu 08:00 to 11:30 & 12:30 to 16:00

Fri 08:00 to 11:30 & 12:30 to 14:00

[✉ it-service@ovgu.de](mailto:it-service@ovgu.de)

[> customer portal](#)

Management | Secretary

Tel.: [+49 391 67 58554](tel:+493916758554)

Fax [+49 391 67 41134](tel:+493916741134)

[✉ urz@ovgu.de](mailto:urz@ovgu.de)

Graduate Academy

www.ga.ovgu.de



OTTO VON GUERICKE
UNIVERSITÄT
MAGDEBURG

GRADUATE
ACADEMY



Useful Information via Email

Please subscribe to our newsletter -
> [more...](#)



Welcome to the Otto-von-Guericke Graduate Academy!

The **Graduate Academy** is the central service unit for all doctoral students and postdocs at the Otto von Guericke University Magdeburg. We are providing useful programmes and support in all matters beyond the regular course of study. By expanding and linking the various services at OVGU, we will help insure the best conditions for the successful completion of your doctorate in Magdeburg. We also support your career inside and outside academia after the doctorate.

> [Supervision Agreement Template \(de&en\)](#)

- > [Being new to the university? Feel free to visit our welcome event on ZOOM](#)
- > [Should I stay or should I go? Information for people interested in doing a doctorate @OVGU](#)

Coordination office ▾

OVG Graduate Academy
Room 158-160, Building 82
Tel.: ++49 391 67 54968
Dr. Witter, Tel.: - 58930
Dr. Hedtmann, Tel.: - 57460
✉ graduate.academy@ovgu.de
>> [Speicher B | Wissenschaftshafen](#)

Advice for doctoral students ▶

Career advice ▶

Conflict mediation ▶

Research funding ▶

Diversity Network ▶



News Portal



SOS-Emergencies



Courses and Trainings



Eine Uni - ein Buch

Tasks of the Graduate Academy

Supporting Doctoral Students and Postdocs:

- ▶ Information and networking
- ▶ Individual consultation
- ▶ Courses for transferable skills
- ▶ Network of existing doctoral programs
- ▶ Support for the development of new doctoral programs
- ▶ Cooperation with non–university institutions in the region

Courses

Being a top scientist - scientific and teaching skills

- [Getting started: The Path to a Successful Doctorate - April 24 -25, 2024 EN](#)
- [Voice and Body Coaching - April 29-30, 2024 - EN](#)
- [Finish it - How to finalize your Dissertation - June 19-20, 2024 - EN](#)

[› more...](#)

Leadership skills

- [Conflict management for future managers - May 28 - 29, 2024 - DE](#)
- [Management and Communication - What makes a good aspiring manager? June 11-12, 2024 - DE](#)

[› more...](#)

Shaping your career

- [Career Planning: How to Start Leaving Academia - March 20-21, 2024 - DE](#)

[› more...](#)

Certificate Course Projectmanagement for PostDocs - FULLY BOOKED !

- [Project Manager Qualification 2024](#)

[› more...](#)

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

DocAG

Peer Mentoring: DocAGs

We would like to support self-organization and self-dependence of doctoral candidates and postdocs, to build "peer-mentoring"-groups. You may build a group of minimum 5 doctoral candidates and / or postdocs from at least 2 different working groups as a 'DocAG' and you will then have the opportunity of applying for funding for self-organized workshops and for inviting visiting scholars.

The goals of these groups may be to discuss the projects of the participants on a regular base and to support each other this way. Probably it might also be helpful to focus on the writing itself, to avoid effects of writer's blocks or procrastination.

>Application for the registration of a DocAG in the frame of the Graduate Academy

DocAGs may apply for a small >budget of up to EUR 500,- per year; to invite speakers or to organize a workshop or retreat. The maximum sum of 500,- EUR may be splitted to more than one application. Funding is only possible for DocAGs with doctoral candidates and postdocs of at least two working groups. For higher-cost activities, this budget can also be used as pro-rata funding. In principle, there is no funding of travel costs to meetings of the working group in Magdeburg.

Please send us the application form at least 4 weeks before the event you are planning.

If you have any question, please refer to [✉ barbara.witter@ovgu.de](mailto:barbara.witter@ovgu.de).

Examples of successful DocAG activities that have been supported in the past:

- Retreats by DocAGs outside of Magdeburg as writing workshops
- Participation in networking events with doctoral students from other universities in Germany and abroad
- Invitations of speakers to give a lecture in Magdeburg
- Coaching of the peer mentoring group

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

Conflict Moderation

Conflict Moderation

Respect and mutual appreciation are important prerequisites for a good basis for cooperation, also and especially in science. However, when people work together intensively, conflicts can also arise that damage or undermine this basis. If problems ever arise, you as a member of OVGU can access various support services.

Depending on the exact causes and circumstances of a conflict, you can find support at various contact points. Basically, if the problems are serious enough for you to want support, do not hesitate to contact us. A conflict will usually be more difficult to resolve if it has escalated more. All contact persons will treat your concerns as strictly confidential and will only take further action, if necessary, in consultation with you.

Stages of conflict resolution

Stage 1:

Attempt to clarify within the working group, involving the institute director or dean if necessary.

Stage 2:

Support from the [Graduate Academy for a low-threshold conflict moderation](#): [>Contact](#)

Stage 3:

Involve internal contacts or stakeholders:

- ▶ [Ombudsman](#) for dealing with scientific misconduct; [Prof. Dr. Christian Apfelbacher](#)
 - ▶ [Guidelines of OVGU on dealing with scientific misconduct](#)
- ▶ [Ethics Commission of OVGU](#) (Medical Faculty)
- ▶ [Conflict Officer of OVGU](#)
 - ▶ [OVGU staff agreements on conflict prevention](#)
- ▶ [Representative for Foreigners' Affairs](#): Conflicts with an intercultural aspect
- ▶ [Gender Equality Officer](#)
- ▶ [Psychosocial Counselling](#)
- ▶ [Family Officer](#)
- ▶ Support for [handicapped persons](#)
- ▶ Contact points [Sexual Discrimination](#)



Change of Perspective



Change of Perspective

Change of Perspective - that is the series of events by the Graduate Academy for all scientists at OVGU - before, during and after the doctorate.

The Graduate Academy offers information and discussion events 3-4 times a year, focusing on different topics, in a relaxed setting. We would like to talk to you and discuss relevant questions - the change of perspective is the common denominator: lateral thinking, thinking outside the box and getting to know people from different disciplines and their perspectives.

<https://www.grs.ovgu.de/en/-p-1176.html>



November 30, 2023:
Career Path to the
Professorship



December 7, 2023: AI
Tools at OVGU

New topics upcoming



OTTO VON GUERICKE
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MAGDEBURG

GRADUATE
ACADEMY

Newsportal



GRADUATE
ACADEMY



News Portal

We inform you in a compact format on:

- Current topics related to doctorates and postdoctoral research in Magdeburg
- Upcoming courses of the Graduate Academy
- Calls for scholarships and awards
- Events in Magdeburg and elsewhere
- ... and other interesting news for current and future doctoral students and postdocs in Magdeburg

We will be happy to send you monthly updates:

> Newsletter Subscription

> Mailing list for Postdocs and Academic Staff

Current News

- [One City for All campaign week](#)

Workshops and Trainings

Events in Magdeburg

Events transregional

Contact:

Otto-von-Guericke Graduate Academy

Dr. Barbara Witter

Dr. Christiane Hedtmann

Speicher B – Wissenschaftshafen

Rooms 158–160

graduate.academy@ovgu.de

barbara.witter@ovgu.de

christiane.hedtmann@ovgu.de

Ph.: 0391–67 58930

<http://www.ga.ovgu.de>

