Getting started @ OVGU

Dr. Barbara Witter | OVG Graduate Academy
The Structure of OVGU

Board of Trustees

Senat

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

Humanities, Social Sc. & Education

Economics and Management

Natural Sciences

Mathematics

Computer Science

Electrical Engineering & Inf. Technol.

Process & Systems Engineering

Mechanical Engineering

Medicine

University Hospital
The Structure of OVGU

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Research Centres
Central Facilities
Commissioners
Staff Units
Administration

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Senat

- 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!

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

Senate Commissions:

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

https://www.ovgu.de/Universität/Organisation/Senat.html
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University Hospital
President‘s Office

Prof. Jens Strackeljan  
President

NN  
Vice

Prof. Susanne Schmidt  
Presidents

Prof. Helmut Weiß

Angela Matthies  
Chancellor (interim)

barbara.witter@ovgu.de
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
Tasks:

- Strategic development of the university
- Chair of the Senate Commission on Planning and Budget
- Coordinates appointments, the allocation of funds
Vice President for Study and Teaching

Prof. Dr. Susanne Schmidt

Tasks:

- Responsibility for the organization and quality of studies
- Conception and strategic planning of studies and teaching
- Chair of the Senate Commission for Studies and Teaching
Vice President for Research, Technology and Equal Opportunities

NN

Tasks:

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

Central Facilities

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Administration

University Hospital
Administration

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

**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

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<td>Travel expenses and teaching assignments</td>
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<td>Siegrid Liebherr</td>
<td>Sabine Lisowski</td>
<td>Andreas Grahn</td>
<td>Katja Dörge</td>
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- **Personnel cost planning, personnel development, staffing plan**
- **Publishing the vacancy, selecting, recruiting, supporting, terminating employment relationships**
- **Appointment of civil servants**
- **Travel expenses accounting**
- **Supervision/mentoring of apprentices**
- **Assignment of pay grades**
- **Preparation, support and termination of civil service employment relationships**
- **Teaching assignments, review of compliance with the requirements subject to university law and social legislation**
- **Workplace integration management**
- **Limited term employment contracts**
- **Secondary occupations**
- **Student/scientific assistants**
- **Advise on travel expenses law**
K6 – International Office

**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

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barbara.witter@ovgu.de
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**
  Prof. Dr. Abdolkarim Sadrieh: 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.
Commissioners /2

- **Gesundheitsbeauftragte/BGM**
  Silke Springer: The Health Officer coordinates OVGU's occupational health management.

- **Gleichstellungsbefugte**
  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.
The Structure of OVGU
Central Facilities

- 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/
Media, Communication & Marketing

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

https://www.ovgu.de/mkm.html
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 (CG0, Faculty of Humanities) on the Zschokkestraße campus. Building 40 (CG0) is situated approximately 550 metres (1/3 mile) to the west of Universitätspalz.
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

**Founding**
- Consultation
- Gründerzeit compact
- Startup School
- Gründerzeit
- International Startup School
- CoWorking

**Marketing**
- Research portal Saxony-Anhalt
- Innovation portal Saxony-Anhalt
- Firmenkontakmesse at the OVGU
- Market at research fairs

**Networking**
- Network with companies and receive a bonus
- Our network partners
- Network with experts
- Our network partners

Our next events
14.09.2022
Transfermesse Sachsen-Anhalt
19.10.2022
Firmenkontakmesse 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)

https://www.tugz.ovgu.de/en/
URZ
IT Service

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
Universitätsplatz 2
39106 Magdeburg
Germany

IT Service
Tel.: +49 391 67 58888
Mon-Thu 08:00 to 11:30 & 12:30 to 16:00
Fri 08:00 to 11:30 & 12:30 to 14:00

Management | Secretary
Tel.: +49 391 67 58554
Fax: +49 391 67 41134

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

http://www.grs.ovgu.de/en/
## Courses

### Being a top scientist - scientific and teaching skills
- Getting started: Project- and Selfmanagement for PhD Students - October 16-17, 2023
- Academic writing and publishing - How to create and publish good texts - November 07-08 and 14, 2023
- Presentation PLUS:From Competence to Eloquence - November 16-17, 2023

### Shaping your career
- Leaving Academia - How to find a Job on the Non-Academic German Labour Market - October 11-12, 2023
- Perspectives outside science: career planning for postdocs - November 23-24, 2023 23-24.11.2023

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.

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

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 - 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
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
- Events of the MIPS Group
- ... 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

Current News

- Funding for Ukrainian Scientists
- Talks and Panel Discussion: "How to become a Professor?"
- Support services for those affected by the war in Ukraine
- Getting Started - Info session for new PhD students and postdocs on ZOOM
- Information for people interested in doing a doctorate @OVGU

Workshops and Trainings

Events in Magdeburg

Events transregional
Otto-von-Guericke Graduate Academy
Dr. Barbara Witter
Dr. Christiane Hedtmann
Speicher B – Wissenschaftshafen
Rooms 158–160

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