



Georg-August-Universität Göttingen

Stiftung Öffentlichen Rechts



Information For Employees

<http://www.uni-goettingen.de/>

Stand: 01.03.2012



Information Brochure Table of Contents

A welcome address by the full-time vice president	4
Organisation of the Georg-August-Universität	5
General information	6
Administrative support of the scientists	6
Important points of contact	7
Offizielle Mitteilungen [Official Announcements]	7
Fault reports	7
Library	8
Personnel matters	9
Department 5 - personnel administration and personnel development	9
Newsletter	9
Personalinformationen [Personnel Information]	9
University ID Card/ Staff ID Card	9
Basic details of the wage agreement	10
References	10
Working hours regulation	10
Absence from the workplace due to incapacity	11
Annual leave/ special leave/ release from work	11
Begin and end of employment	11
Training for employees and teaching staff	12
Secondary employment	12
Teleworking	12
Business trips	13
Health, safety and medical matters in the workplace and environmental protection	14
Health and safety at work and environmental protection	14
Health/ Medicine programme	14
Monitor work	14
Reporting occupational accidents	14
Fire prevention	15
Behaviour in an emergency	15
Behaviour in the case of poisoning	15
First aid	15
The occupational health service	15
Data protection officer	15
Energy and costs	15
Further information	16
Special interest committees	16
Protection of non-smokers	16
Guidelines on ensuring good scientific practice	16
Press, communication and marketing	17
Anti-corruption policy	17
Third party funding policy	17
Third party funding guideline	18
Budget regulations	18
IT security regulations	18
Collective agreements - overview	18
Contracts for work and services	18
Employee suggestions scheme	19
Procurement	19
Handling University property	19
Bringing and using private items	19
Parking and parking permit	20
Locking of doors and windows	20
Keys	20
Private key insurance	20
Private telephone calls in the workplace	20
Private photocopying	21



Information Brochure Table of Contents

Prohibition of pet animals	21
Getting around	22
What is where in Göttingen?	22
Die Göttinger Verkehrsbetriebe (GöVB) - local public transport	22
Corporate subscription of the Verkehrsverbund Süd-Niedersachsen	22
Verkehrsverbund Süd-Niedersachsen (VSN) – transport association of Lower Saxony	22
German Rail	22
General information	22
The Student Union	22
Points of contact in the faculties	23
University publishing house	24
Childcare	24
The University Sports Programme	25
Discounts - special offers for University associate	25

A welcome address by the full-time vice president

Dear colleagues,

This information brochure is particularly directed at new colleagues and aims to offer you an initial overview of the Georg-August-Universität Göttingen and its institutions. At the same time it is also directed at long-term staff. The brochure will assist you in obtaining information on the organisation of the University as well as personnel matters, health and safety and environmental protection. In addition to general administrative information, guidelines and binding regulations you will also find advice on getting around Göttingen and the surrounding area.

I hope this brochure is a useful companion for you, even if it is of course not possible to cover every question. The personnel administration and development department (contact: Ms Sabine Süberkrüp) is always grateful for suggestions and constructive criticism.

Yours sincerely



Markus Hoppe

Organisation of the Georg-August-Universität

General information

Founded in 1737 as a university of the Enlightenment, Georgia Augusta now has a place amongst the internationally respected universities with a considerable research tradition and broad subject spectrum: 13 faculties, 120 courses, worldwide contacts.

<http://www.uni-goettingen.de/>

- The Georg-August-Universität is a foundation under public law and employer of both civil servants as well as non-civil service staff and administers its own buildings. It is one of the nine German universities benefitting from support as part of the “Initiative for Excellence” of the Federation and the States for their institutional strategy.

<http://www.uni-goettingen.de/en/sh/216573.html>

- Management and boards of the University

<http://www.uni-goettingen.de/en/2499.html>

- Status groups and constitution of the University

The members of the University have the right and the duty to take part in the self-administration and the fulfilment of the University’s responsibilities in bodies and committees with special assignments. In the case of bodies and committees consisting of separate sections of the University, the members will belong to a status group corresponding with their function.

The lecturer group

This includes professors as well as junior professors.

The staff group

Scientific and artistic staff as well as teaching staff for particular duties belong to this group.

The student group

This includes all students who are duly enrolled with the University.

The MTV group

All technology and administration staff.

The extent to which the individual status groups are represented in the bodies and committees and what their rights and duties are is a.o. regulated in the constitution of the Georg-August-Universität.

- You can find the constitution online.

<http://www.uni-goettingen.de/en/214837.html>

- Short portrait of the University with information on research and research perspectives as well as the range of courses offered and promotion of excellence

<http://www.uni-goettingen.de/en/sh/53162.html>

- The rules of procedure of the University’s administration

<http://www.uni-goettingen.de/en/214837.html>

- Internet overview map/tour of the University

<http://www.uni-goettingen.de/de/6791.html>

- Overview of the University structure and the relevant individuals

<http://univz.uni-goettingen.de/>

- People search / University directories (UniVZ)

<http://www.uni-goettingen.de/en/3343.html>

- Overview of all administration forms and guidelines from A to Z
<http://www.uni-goettingen.de/de/formulare-und-richtlinien-der-universitaetsverwaltung/12600.html>

Administrative support of scientists

- The Welcome Centre
The Welcome Centre belongs to the department Göttingen International and is the central service unit for internationally mobile scientists at the Georg-August-Universität. It provides guidance and support to scientists during the preparation for and implementation of their stay in Göttingen. Additionally, services for newly appointed professors are provided as part of the Dual Career Service.
Welcome Centre
<http://www.uni-goettingen.de/en/87827.html>
Department Göttingen International
<http://www.uni-goettingen.de/en/311055.html>
- The Institutional Strategy Department
coordinates all measures of the University's institutional strategy "Tradition—Innovation – Autonomy", which is promoted as part of the Federal and State governments' Initiative for Excellence. It can be considered the central unit or interface at which all aspects of the Institutional Strategy are integrated. At the *Göttingen Research Campus* the department is the point of contact for all questions concerning the Institutional Strategy from the executive board, the GRC, the research committee, the faculties, research institutions outside the University, the administration and the researchers themselves.
<http://www.uni-goettingen.de/en/58588.html>
An overview of the Initiative for Excellence can be found online
<http://www.uni-goettingen.de/en/32632.html>
- The Administrative Service Point (ASP)
is a facility of the University's central administration providing services to those research organisations newly created as part of the Initiative for Excellence. The services offered by the ASP are primarily aimed at the leaders of junior researcher groups and the ASP is the point of contact for all administrative issues.
<http://www.uni-goettingen.de/en/85935.html>
- The Research Department
is the main department for all issues concerning research promotion. It provides information about national, European and also about international promotion programmes, offers support for all stages of a scientific career, explains how to obtain external funding for research projects and coordinates university internal procedures for joint projects. This department also advises with regard to spin-offs and technology transfer.
<http://www.uni-goettingen.de/en/219846.html>

Important points of contact

- Telephone switch board
Tel.: 39-0
Directory enquiries (internal)
Tel.: 118
- Fault reporting switchboard (technical faults, fire and burglary reports)
Tel.: 39-1171 (available day and night)
- Loss of the University ID card / staff ID card
Fault reporting switchboard
Tel.: 39-1171 (available day and night)

Offizielle Mitteilungen [Official announcements]

The Offizielle Mitteilungen is the official gazette of the University. Included are in particular all the rules and norms which require this type of publication to be effective. They have been archived online since 2002.

<http://www.uni-goettingen.de/en/6800.html>

Fault reports

Technical faults in the buildings

Points of contact for submission and processing of technical faults is initially the janitor responsible for the building, whom you can contact personally or by telephone. The telephone number is displayed in the entry area of each building or known in your office. Only if the janitor is not available or in the case of exceptional damage situations (if urgent action is required, such as in the case of fire, burst pipes etc.) should the telephone no. 39-1171 (fault reporting switchboard) be informed directly.

The fault reporting switchboard monitors faults reported by the building technology and processes reported faults. This includes the monitoring of e.g. fire alarms, burglar alarms, elevator emergency calls, notifications from the heating and ventilation systems, of entry control systems as well as the monitoring of institution technology such as ultra-deep freezers, plant growth chambers etc.

Office hours of the fault reporting switchboard daily 00.00 – 24.00 hours, tel.: 39-1171

- You can find further information online
<http://www.uni-goettingen.de/de/15287.html> (property management)
<http://www.uni-goettingen.de/en/15742.html> (fault reporting switchboard)

IT Department

Should you work in the central administration, your point of contact for user queries, fault removal etc. is the IT Service.

Office hours: Mo. - Thu. 07:00 – 16:00 hours, Fr. 07:00 – 13:00 hours

Tel.: 39-10100, E-Mail: it@zvw.uni-goettingen.de

- You can find further information online
<http://www.uni-goettingen.de/en/986.html>

Outside office hours you will be redirected to the telephone and fault reporting switchboard. This registers all reports and can in urgent cases initiate a fault report notification process.

For all those members of staff working outside of central administration, the point of contact is the hotline / advice line of the Gesellschaft für wissenschaftliche Datenverarbeitung mbH Göttingen (GWDG) [society for research data processing]

Tel.: 0551/ 201-1532

E-mail: support@gwdg.de

- You can find further information online <http://www.gwdg.de/>

Library

The Niedersächsische Staats- und Universitätsbibliothek Göttingen [State and University Library Goettingen of Lower Saxony] (SUB) with an inventory of around 4.5 million books, over 16,000 periodicals, 12,635 manuscripts, 3,100 incunables and 340 bequests is one of the largest university libraries in Germany. The Göttingen library was one of the first universal research libraries of European standing, with historical stock such as the Gutenberg Bible which has been included in the UNESCO programme “Memory of the World” now made available using modern digital technology.

- You can find an overview of the varied range and service of SUB online <http://www.sub.uni-goettingen.de/en/news/>

Personnel matters

Department 5 – Personnel administration and personnel development

The department of Personnel Administration and Personnel Development (Personaladministration und Personalentwicklung) is your contact for all professors concerning vocational and staying on matters, as well as all those issues concerning the 'traditional' personnel administration from recruiting to terminating an employment relationship, child benefits (Familienkasse), financial funds for travelling, termination and separation, also with regard to an ombudsman scheme for keeping up rules of good scientific practice and finally for approving work / employment contracts with individual persons.

<http://www.uni-goettingen.de/en/105170.html>

Teams are responsible for this core business, looking after 'their' faculty, respectively the main office.

- Here you will find the clerk looking after your interests:

<http://www.uni-goettingen.de/en/224507.html>

The area of responsibility for Personnel Development (Personalentwicklung) deals with the systematic promotion of employees in order to improve the potential at their workplace. To this end, workshops within the scope of the qualification programme, special support measures for various functions and groups at the university, conflict mediation and measures promoting health are designed, organised and carried out. Additionally, the Operational Health Management (Betriebliche Gesundheitsmanagement, [BGM]) and the Operational Integration Management (Betriebliche Eingliederungsmanagement [BEM]) with regard to the personnel development are developed and coordinated here; institutes are supported in selecting their personnel and processes with assistance to improve working conditions at the main administration and scientific institutes.

<http://www.uni-goettingen.de/en/107374.html>

Newsletter

The personnel administration and personnel development newsletter informs you regularly of current topics connected to personnel matters.

<http://www.uni-goettingen.de/de/314195.html>

Personalinformationen [Personnel Information]

The Personalinformationen informs you regularly of vacancies, current events and changes as well as notifications.

- The Personalinformationen is published on the 1st and the 15th of every month.

<http://www.uni-goettingen.de/de/305225.html>

University ID card/ Staff ID card

The University/ staff ID card identifies you as an associate of the Georg-August-Universität Göttingen and contains a photograph. Integrated into the ID card is an electronic chip which has functions assigned to it through the University's Central ID Card Unit. The functions may differ from user to user: e.g. entry authorisations to buildings and car parks, time registration, user ID for the State and University Library of Lower Saxony (SUB) or payment function in the canteen. The ID card is created and issued by the Central Card Unit of the Department for Building Management, subsection GM 42.

- You can find further information online.
<http://www.uni-goettingen.de/en/77846.html>

Basic details of the wage agreement

Since 01.11.2006 the Tarifvertrag für den öffentlichen Dienst der Länder (TV-L) [Basic Wage Agreement for the Public Sector of the States] applies to all of the University's employees. The corresponding employment contracts are concluded based on this wage agreement. The TV-L contains a.o. fundamental regulations on working hours, remuneration and other provisions, annual leave and other leave as well as limitation and termination of employment. This wage agreement is not exhaustive. Alongside it working arrangements are determined by numerous other pieces of employment legislation (e.g. Arbeitszeitgesetz, Entgeltfortzahlungsgesetz, Bundesurlaubsgesetz [Working Time Act, Continuation of Remuneration Act, Federal Annual Leave Act]) as well as various supplementary wage agreements (e.g. Tarifvertrag zur Überleitung der Beschäftigten in den TV-L und zur Regelung des Übergangsrechts – TVÜ-Länder [Wage Agreement on the Transition of Employees into the TV-L and on the Regulation of the Transition law]).

However, the introduction of the TV-L has not yet resulted in new grouping regulations. Thus the grouping regulations stipulated in the Bundes-Angestellentarifvertrag (BAT) [Federal Employee Wage Agreement] or, where applicable, in the Mantelarifvertrag für Arbeiterinnen und Arbeiter des Bundes und der Länder (MTArb) [Collective Wage Agreements for Employees of the Federation and the States] currently have to be applied.

Of particular importance are the special regulations stipulated in § 40 TV-L for university and research institution staff. These science-specific special regulations deviate in part considerably from the general stipulations of the TV-L and allow a higher degree of flexibility for the employment conditions at universities.

The Tarifvertrag für Auszubildende der Länder in Ausbildungsberufen nach dem Berufsbildungsgesetz (TVA-L-BBiG) [Wage Agreement for Trainees of the States in Occupations requiring Training in Accordance with the Federal Education Act] applies to trainees.

- You can find further information online
on the collective bargaining law
<http://www.uni-goettingen.de/de/266055.html>
Comments on the employment contract
<http://www.uni-goettingen.de/de/303738.html>

References

Employees, civil servants and trainees are entitled to receive a qualified reference/ recommendation. The entitlement continues after termination of the employment and following a change of post within the University.

References will be drawn up and signed in the faculties by the subject supervisor and handed to the employee.

In the central administration the managers and the heads of staff sections create a draft and send this on to personnel administration to be drawn up.

Working hours regulations

The regular working hours for full-time employees are currently set at 39.8 hours (= 39 hours and 48 minutes), those of civil servants 40 hours, and those of student assistants and research assistants up to 86 hours per month. The regulations for the respective working hours vary (flexi-time regulations or fixed hours) and are available for each institution. The respective regu-

lations are binding and apply to all those individuals who are subject to the working hours regulations. Should your working hours be registered by a stamp card or chip card, special procedural regulations apply.

- The framework service agreement on the regulation of the working hours of employees of the Georg-August-Universität Göttingen (excluding the University Faculty of Medicine) as well as the internal decree on working hours in the Central University Administration can be found online

<http://www.uni-goettingen.de/de/76226.html>

Employees' Portal SAP-ESS

The Georg-August-Universität Göttingen makes the employees' portal SAP-ESS available to its employees. The portal offers the possibility for employees to check certain aspects of their own personnel and time data and to be able to change them to a certain extent.

- You can find additional information online at:

<http://www.uni-goettingen.de/de/308815.html>

Absence from the workplace due to incapacity

Form and recipient of the notification of incapacity:

Initial notification: Every instance of incapacity must be reported on the first sick day to the line manager or office verbally or in writing without delay.

Should the incapacity last for more than three calendar days, you are obliged to submit a medical certificate on the duration of the incapacity to the line manager or office at the latest on the following standard working day.

Example: Should you call in sick on a Friday and are not present again until Tuesday, an incapacity certificate is required as the Saturday and Sunday count as calendar days.

Subsequent notification: After receipt you must send or arrange for delivery of the incapacity certificate to the line manager or the office without delay.

- The form "Reporting incapacity" can be found online.

<http://www.uni-goettingen.de/de/303739.html>

Annual leave/ special leave/ release from work

You should categorically take your annual leave before the end of a calendar year. If this is not the case, your remaining leave will lapse if you have not taken it by the 30.09 of the following leave year. Only the line managers are entitled to grant leave as applied for, unless the organisational unit has adopted a different regulation. Should your leave application not be granted, you can pass it on to department 5 for a review.

Should you be part of the scientific staff, you are not permitted to take annual leave during periods in which you have a concrete teaching obligation. The prerequisite for the granting of annual leave is that you can guarantee that operational duties are fulfilled in an orderly fashion or that the orderly progression of education continues. Only then will the annual leave be granted. University professors will notify the University of their annual leave in a timely manner.

Severely disabled persons are entitled to additional leave under certain prerequisites.

The possibilities of release from work and special leave are regulated in §§ 28 and 29 of the Tarifvertrag für den öffentlichen Dienst der Länder (TV-L) [Basic Wage Agreement for the Public Sector of the States] and in the Niedersächsischen Sonderurlaubsverordnung [Special Leave

Decree of Lower Saxony]. The application for release from work in line with § 29 par. 1 letters a-d and f) TV-L, for personal reasons mentioned therein (such as wife giving birth, death of spouse, child or parent) is to be submitted to the manager of your institution and will be granted from there.

In all other cases of release from work in line with § 29 TV-L (e.g. childcare in the case of illness) as well as special leave the application is to be submitted to the personnel department and will be granted from there.

- You can find the Tarifvertrag für den öffentlichen Dienst der Länder (TV-L) [Basic Wage Agreement for the Public Sector of the States] online.

<http://www.uni-goettingen.de/de/266055.html>

- You can find the form “Special leave-release from work-application” online.

<http://www.uni-goettingen.de/de/311500.html>

Begin and end of employment

The personnel administration is responsible for begin and end of employment as well as disciplinary measures.

- You can find a checklist online.

<http://www.uni-goettingen.de/de/303703.html>

Training for employees and teaching staff

The personnel development division offers opportunities for continued professional development in a variety of subjects. A training programme is issued annually, you can obtain this from personnel development and also find it online.

All staff has access to the training provisions.

The aim of training is to increase the subject-specific, methodical and social competencies of staff as well as promoting and supporting junior staff. Training is intended to motivate staff to advance professionally and also to increase their commitment to the University.

- You can find information on the relevant points of contact, an overview of the training programme, the service agreement, and information on participation as well as registration and evaluation forms online.

<http://www.uni-goettingen.de/en/306124.html>

The University Teaching section offers a training programme aimed at teaching staff wishing to optimise the didactic quality of their seminars and lectures to increase their students’ motivation, engagement and lasting learning. On offer are a certification programme, workshops, individual coaching for teaching staff and expert-supported observations as well as made-to-measure provision for University institutions which can be agreed on and organised as required.

- You can find the detailed overview online

<http://www.uni-goettingen.de/en/90814.html>

Secondary employment

Undertaking secondary employment is generally possible for every employee. It is notifiable. The employer can prohibit secondary employment or impose conditions if it is for instance inconsistent with the conditions of the employment contract or if the maximum statutory working hours are exceeded as a result of the secondary employment. The decision on this lies with the personnel administration.

Should you wish to take up secondary employment it is necessary that you provide notice (at least 4 weeks prior to commencing secondary employment) of this in advance and in good time and relay it to the personnel administration via your respective line manager.

- The form “Antrag auf Genehmigung einer Nebentätigkeit/ Anzeige einer Nebentätigkeit” [Application for the permission to commence secondary employment/ Notification of secondary employment] can be found online under the key word “Nebentätigkeit – Anzeige“ [Secondary employment - notification]

<http://www.uni-goettingen.de/en/266051.html>

Teleworking

It is generally possible to undertake flexible teleworking. The aim of teleworking is to improve the compatibility of life, family and employment on the one hand whilst on the other hand increasing the flexibility of working hours and methods as well as ensuring improved availability.

- You can find further information online.

<http://www.uni-goettingen.de/de/552596.html>

Business trips

Should you be working officially at a place other than your usual place of work (usually Göttingen), this is considered an official trip. An official trip requires written approval prior to taking the trip.

- You will find further information about the approval procedure and the relevant travelling expenses in the guideline for travelling expenses. All relevant forms can also be obtained there: <http://www.uni-goettingen.de/de/223873.html>

Health, safety and medical matters in the workplace and environmental protection

Health and safety at work and environmental protection

The employer's duty of care includes the duty to take protective measures, meaning the employer has to equip the workplace in such a way that employees do not suffer detrimental effects to their health or property (§ 618 BGB).

On the other hand, all employees have the duty to obtain the highest possible safety when working in the buildings and grounds of the University and are obliged to act responsibly and with consideration to the environment. The relevant health and safety and environmental protection policies are binding legislation and thus require compliance; any relevant directives by the line managers must also be complied with or obtained. If a defect is noticed it must be either removed as quickly as possible or reported to the line manager.

For ecological and economic reasons all refuse arising will be professionally collected and disposed of by the University. Staff have the duty to separate their waste (paper, ecological waste, other waste; empty bottles are to be disposed of by staff themselves) and to notify the health and safety/environmental protection division of any hazardous waste.

<http://www.uni-goettingen.de/en/100640.html>

Health/ Medicine programme

The University offers a range of free courses for all staff with the aim of maintaining the health and performance of the employees.

You can find further information on this online

<http://www.uni-goettingen.de/de/7034.html>

Monitor work

Monitor work takes place if a not insubstantial part of the work requires use of a monitor. The primary criterion is the strain resulting from monitor work, which results from the intensity and duration of this work. In order to minimise the strain as much as possible, ergonomically correct workplaces are just as important as the correct posture and visual support.

- The health and safety division is responsible for particular questions on the ergonomics of the monitor workplace.

<http://www.uni-goettingen.de/en/194611.html>

- Movement exercises – monitor work –

<http://www.uni-goettingen.de/de/26980.html>

- Information on visual supports at the monitor workplace

<http://www.betriebsarzt.med.uni-goettingen.de/InformationenMitarbeiter/BS-Brille.htm>

Reporting occupational accidents

You are required to report any occupational accidents that have occurred on the premises of the Georg-August-Universität Göttingen in line with the set procedure stipulated by the accident insurance provider without delay.

- Instructions on the accident reporting procedure, the form "Accident report", the commuting accident questionnaire, the occupational illness report as well as information on submitting the reports can be found online.

<http://www.uni-goettingen.de/de/1437.html>

Fire prevention

All permanent and temporary staff and students in a University facility must comply with the general fire prevention guidelines. They have to act in a way that ensures fires neither develop nor are allowed to spread in the grounds or buildings of the Georg-August-Universität.

- You can find the fire prevention regulation online
- <http://www.uni-goettingen.de/de/2657.html>

Behaviour in an emergency

The alarm notice describing the procedure as well as the conduct during a fire or an accident is displayed prominently in the facility.

- You can find further information online
- <http://www.uni-goettingen.de/de/100652.html>

Behaviour in the case of poisoning

- In the case of poisoning or suspected poisoning please contact the Giftinformationszentrum – Nord [Poison information centre – north].

Poison control emergency line: 0551/ 19240

<http://www.giz-nord.de/cms/>

First aid

The University has a sufficient number of trained first aiders. Please enquire who the first aider for your section is and where the first aid kit near your workstation is located.

The occupational health service

The occupational health service staff are responsible for the occupational health support of all employees of the Faculty of Medicine and the Georg-August-Universität Göttingen. This includes a.o.:

- performing occupational health medicals, including the medical examinations on appointment,
- giving advice to staff and managers on all areas of health promotion and health and safety in the workplace,
- regular inspection of workplaces,
- undertaking vaccinations where relevant under occupational health considerations
- You can find further information online

<http://www.betriebsarzt.med.uni-goettingen.de/>

Data protection officer

The data protection officer responsible for the University (excluding the Faculty of Medicine) is Prof. Dr. Werner Heun

Tel. 0551/ 39-4693, E-Mail: staatsl@gwdg.de

Energy and costs

Rising energy usage results in rising energy costs. For this reason all University staff are obliged to use energy responsibly, sparingly and with concern for the environment to decrease costs.

- You can find information on energy-conscious conduct online
- <http://www.uni-goettingen.de/en/sh/33522.html>

Further information

Special interest committees

- Staff council of the Georg-August-Universität
Tel. 39-4232
<http://www.uni-goettingen.de/de/63534.html>
- Youth and trainee representation Tel. 39-5652
<http://www.uni-goettingen.de/de/4468.html>
- Severely disabled persons representation of the University (excluding the Faculty of Medicine) Tel.: 39-22725
<http://www.uni-goettingen.de/en/49690.html>
- University equal opportunities officer (excluding the Faculty of Medicine)
Tel. 39-22404
<http://www.uni-goettingen.de/en/22167.html>
- Complaints office in accordance with the Allgemeinem Gleichbehandlungsgesetz (AGG) [General Equal Treatment Act]
Tel. 39-22404
<http://www.uni-goettingen.de/en/66168.html>
- Addiction and social counselling Tel. 39-9763
<http://www.uni-goettingen.de/en/30337.html>

Protection of non-smokers

Smoking is categorically prohibited in all buildings and rooms of the University of Göttingen. The basis for this is the Niedersächsische Nichtraucherchutzgesetz [Non-smokers' Protection Act of Lower Saxony]

- You can find further information online
<http://www.uni-goettingen.de/de/63673.html>

Guidelines on ensuring good scientific practice

One of the legal obligations of the Georg-August-Universität Göttingen is the responsibility for the organisation of research, teaching and promotion of young scientists. Teaching and promotion of young scientists are inseparably linked with research. For the University it is thus of particular importance to maintain and promote an atmosphere of openness, creativity and motivation. An active scientific life which takes place in relevant working groups is an important element in the prevention of scientific misconduct. By recognising its responsibility the University takes measures against scientific misconduct.

The University will examine each concrete suspicion of scientific misconduct. Should misconduct be confirmed following clarification of the circumstances, measures appropriate to each individual case will be taken.

- You can find further information online

<http://www.uni-goettingen.de/en/223832.html>

Press, Communication and Marketing

The central department for press, communication and marketing organises the dialogue with the media and the public and also informs about the achievements of the Georgia Augusta regarding research, theory, studies and the transfer of knowledge. It positions Georgia Augusta with regard to its tertiary educational aims, initiates and accompanies internal communication measures and supports university institutes in developing and carrying out marketing measures.

- You can find further information online

<http://www.uni-goettingen.de/en/888.html>

- Uniform appearance of the University Corporate Design

The uniform appearance of an institution is an important prerequisite for its public perception. Quick recognition and identification both internally and externally are just some of the aims of a corporate design consisting of graphically coordinated elements. Successful public relations, marketing and fundraising activities of the University of Göttingen require the development and consistent implementation of a uniform appearance for all areas of the University.

<http://www.uni-goettingen.de/en/4903.html>

- Press releases

The University's press releases can also be found online.

<http://www.uni-goettingen.de/en/891.html>

- Event notifications

The event notifications of the University newspaper uni|in|form can also be found online.

<http://www.uni-goettingen.de/de/2740.html>

Anti-corruption policy

The policy aims to contribute to preventing the suspicion of corrupt behaviour being allowed to arise in the first place, thus protecting staff from potential consequences under employment law or criminal law. At the same time the guideline's purpose is the protection of the organisation in public from any damages to the trust in working practices as well as in the integrity of actions, altruism, objectivity and neutrality.

- You can find the anti-corruption policy as well as the designated representative for corruption matters online.

<http://www.uni-goettingen.de/en/193562.html>

Third-party funding policy

The Georg-August-Universität supports and encourages the attraction of third-party funding for the undertaking and implementation of research and development projects. The third-party funding policy regulates a.o. the foundations of attracting third-party funding, the involvement of different sections of the central administration as well as the procedures to be taken on departure of the project leader.

- You can find the third-party funding policy online

<http://www.uni-goettingen.de/de/26592.html>

- The points of contact in the finance department can be found online

<http://www.uni-goettingen.de/de/924.html>

Budget regulations

The handling of the budget demands a high level of responsibility and prudence from all those involved. All departments and facilities that have been granted a budget must use this budget under the principles of efficiency and economy and must ensure that the budget is used for the intended purposes. The budget regulations must be complied with unreservedly and the budget-relevant procedural rules must be applied.

- You can find further information as well as the points of contact in the finance department online

<http://www.uni-goettingen.de/en/22673.html>

IT security regulations

The security concept is aimed at all staff and associates of the University and the Faculty of Medicine Göttingen. In addition to general information on security it contains concrete instructions on securing the infrastructure, on hard- and software, on access protection and communication security, data protection and the handling of data storage devices and data that requires protection.

- You can find further information online
- You can find the central administration's extended IT security regulations online

<http://www.uni-goettingen.de/de/52890.html>

<http://www.uni-goettingen.de/de/11911.html>

Collective agreements - overview

The department and the staff council may conclude mutually approved collective agreements. Collective agreements must not be contrary to statutory regulations or the tariff.

You can find the following collective agreements online

<http://www.uni-goettingen.de/de/76226.html>

Contracts for work and services

Contracts for work or services where the University is the client are only legally binding where prior permission by the personnel administration has been obtained.

For this purpose you use the "application for the approval of a contract for work or services" and submit it in good time, at least 4 weeks prior to the start of the contractual period, to the personnel administration for approval.

Please also note the "Notes on the formation of a contract for work/services"

- Please note: The contractor or, where applicable, the service provider must not commence his work before the contract has been formed.
- You can find further information and the application form online

<http://www.uni-goettingen.de/de/313535.html>

Employee suggestions scheme

The aim of the employee suggestions scheme is to motivate all employees to contribute their skills, knowledge and experience over and above their actual duties for the benefit of the Georg-August-Universität Göttingen. The aim is that by using suitable measures based on suggested improvements efficiency is increased, the service orientation is strengthened, general working conditions and cooperation between staff are improved, health and safety in the workplace are increased and environmental protection is promoted. A reward is offered for suggested improvement under particular conditions.

- You can find further information online.
<http://www.uni-goettingen.de/de/306476.html>

Procurement

The University is subject to the procurement law for public sector clients, the Verdingungsordnung für Leistungen (VOL/A) [contracting regulations for services]. These set out particular procedures and value limits for procurement, e. g. the public tendering of goods and services. The external and internal procurement guidelines apply in the relevant valid form, in particular the procedural directive procurement.

Further, the budget regulations and the central procurement guidelines of the steering committee apply.

Over and above, individual institutions may have supplementary regulations in individual cases. These must also be complied with. The procurement of goods should generally be performed through the EBP, PICA or HHV-Bau programmes. The available catalogues assist with procurement. Where available, frameworks contracts for procurement procedures are binding.

Generally the most commonly required consumables are available in the online shops offered by EBP and should be obtained this way. If frequently required items are not available, these can be made available for you there on request. Please contact Central Procurement for this purpose.

Point of contact for procurement:

- Mr Stefan Bodmann, tel. 39-22622
- Ms Anna Militowski, tel. 39-13643
- You can find further information online
<http://www.uni-goettingen.de/de/22790.html>

Handling University property

You must not remove any appliances and other items that are the property of the University or lend them to a third party.

Making use of used office furniture and dispensable equipment

Contact partners responsible for used office furniture are to be found in the Department for Building Management (Abteilung Gebäudemanagement), Section GM2 Commercial Building Management [Bereich GM 2 (Kaufmännisches Gebäudemanagement)].

- You will find further information online at:
<http://www.uni-goettingen.de/de/64275.html>

The contact partners responsible for dispensable equipment are to be found in the department for Press, Communication and Marketing [Presse, Kommunikation und Marketing].

- You will find further information online at:
<http://www.uni-goettingen.de/de/55773.html>

Bringing and using private items

Private items of any kind are brought to the premises of the University of Göttingen at your own risk. The University of Göttingen is only liable in cases of intentional damage or destruction of these items. This does not apply if you require the items to perform your occupation and no corresponding items have been made available by the University of Göttingen. In this case the line manager's agreement might have to be obtained.

Should you bring private radios or televisions to your place of work you must register them additionally with the Gebühreneinzugszentrale [TV licensing agency], this applies independently of those radios and televisions registered in your home.

Parking and parking permit

Use of the University car parks requires a parking permit. In line with the current parking policy this will only be issued under particular prerequisites.

- You can find the parking policy online
<http://www.uni-goettingen.de/de/25862.html>
- The premises management department, subsection GM 42 is responsible for the issuing of a parking permit.
<http://www.uni-goettingen.de/de/15287.html>

Locking of doors and windows

You are obliged to lock the work premises during any absences (including short ones) to prevent theft; the windows must also be locked after office hours to prevent weather damage and save energy costs. Incorrectly locked doors/ windows will be locked by an external security service outside office hours. The costs for this (2009: 17.00 € excl. sales tax) are to be borne by the person responsible or the institution. Please ensure that the lighting and, where applicable, ventilation, is turned off when leaving teaching rooms and lecture theatres.

Keys

You can only obtain keys for buildings, rooms and a post box on submission of your institution's signature. This also applies to applications for the activation of locking features (SIPORT) of your University ID card/staff ID card.

- responsible for the administration of keys is the premises management department, subsection GM 42, tel.: 39-4107
<http://www.uni-goettingen.de/de/15287.html>

Private key insurance

Key liability insurance: In the case of loss of a work key you are liable for the costs of renewing the locking system. In order to protect yourself against this loss you have the option of taking out an individual private key liability insurance. The University of Göttingen offers a work key liability insurance as part of an existing collective liability insurance.

You too are entitled to join this insurance. The contributions arising from this collective liability insurance will be deducted from your salary annually.

You can obtain further information from

- Mr Thomas Bruns – insurance expert – tel.: 0551/ 600902

Private telephone calls in the workplace

Private phone calls using the work telephone must be restricted to short and important calls during working hours and are subject to a charge. Payment can be made online using a T-Card or by using a prepayment card.

- You can find further information online
<http://www.uni-goettingen.de/de/998.html>

Private photocopying



Information Brochure

Making private photocopies is subject to a charge. The method of payment of the charges differs from institution to institution within the University.

Private mail

The University mail room must not be used for sending private mail.

Prohibition of pet animals

For health and hygiene reasons you are not permitted to bring dogs and other pet animals into the buildings and premises of the University.

Getting around

What is where in Göttingen?

To help you find the right way

<http://stadtplan.goettingen.de/>

Göttinger Verkehrsbetriebe (GöVB) – local public transport

Local public transport of the City of Göttingen

<http://www.goevb.de/CMS/>

Verkehrsverbund Süd-Niedersachsen (VSN) – transport association of Lower Saxony

Includes the cities and districts of Göttingen, Northeim, Osterode am Harz and Holzminden.

<http://www.vsninfo.de/>

Corporate subscription of the Verkehrsverbund Süd-Niedersachsen

The University of Göttingen offers their staff a corporate subscription with the Verkehrsverbund Süd-Niedersachsen (VSN). The corporate subscription enables the purchase of an annual VSN ticket at a **subscription price reduced by 18%** compared with a regular annual ticket and applies to all public transport in the entire area covered by the VSN. The subscription begins on the 1st of January and ends on the 31st of December of a respective year and is valid for the route between the place of residence/starting point and the workplace.

- You can find further information online
<http://www.uni-goettingen.de/de/308805.html> as well as on the homepage of the VSN
<http://www.vsninfo.de/index.php?parent=1801>

German rail

Information, special offers and train timetables

<http://www.uni-goettingen.de/de/223873.html>

The University has negotiated a volume discount with German rail. The volume discount will also be deducted if reimbursement of travelling costs is not applied for. It may only be used for work-related journeys. Abuse may result in claims for damages.

- You can find further information online
<http://www.uni-goettingen.de/de/308772.html>
- In particular cases the University as employer will cover the costs of a Bahncard [rail card]. You can find further information on this online
- <http://www.uni-goettingen.de/de/308772.html>

General information

You can find further information on travelling by car and rail, on getting around, accommodation and mobility online

<http://www.uni-goettingen.de/en/8928.html>

The Student Union

Like the University the Student Union is a public law foundation whilst at the same time also being a modern service provider which has, in accordance with the Niedersächsisches Hochschulgesetz (NHG) [University Act of Lower Saxony] the duty to support Göttingen's students economically, medically, socially and culturally.

The student union is both a "housing association" and a "catering giant", it operates six canteens in which up to 14,000 meals are prepared and supplied every day, eight cafeterias and 50 residential properties with around 4,900 units. Student support is not just limited to the tradi-

tional range of accommodation, food and statutory financial support. Many other areas have been added over time:

the social service, the psycho-social counselling service, the culture office, the club cinema, four daycare centres and the reading hall.

Despite its legal independence the student union is closely connected with the University because its bodies – board of directors and board of trustees – are primarily occupied by professors and students.

<http://www.studentenwerk-goettingen.de/>

- Use of the canteen
University staff are also entitled to use the canteens.
You can find an overview of eating & drinking online
<http://www.studentenwerk-goettingen.de/essen-trinken.html>

Points of contact in the faculties

Generally, the direct manager is the point of contact for any queries regarding administration and organisation.

The faculty heads (F) are primarily responsible for personnel and finance matters within the faculty. The heads of student services (S) are primarily responsible for organisation and quality management of courses and teaching within the faculty. Both work closely with the dean or, where applicable, the director of studies, the committees and the faculty staff as well as with the University management and the central administration.

Institution	Name	E-mail	Tel.
Faculty for Agricultural Sciences	Dr. Hanna Toben (F)	dekagr@gwgdg.de	5532
	Dr. Jörg Heinzemann (S)	J.Heinzemann@agr.uni-goettingen.de	13494
Faculty of Biology	Prof. Dr. Dieter Heineke (F)	dheinek@gwdg.de	14430
	Dr. Susanne Braus-Stromeyer (S)	sbraus@gwdg.de	10330
Faculty of Chemistry	Isabell Trzeciok (F and S)	isabell.trzeciok@chemie.uni-goettingen.de	22799
Faculty of Forest Sciences and Forest Ecology	Dr. Wolfgang Hiltcher (F)	whiltsc@gwdg.de	3403
	Andreas Buck-Gramcko (S)	abuck@gwdg.de	3404
Faculty of Geological Sciences and Geography	Dr. Christian Reutel (F)	creutel@gwdg.de	9378
	Dr. Robert Weber (S)	rweber@gwdg.de	19553
Faculty of Law	Dr. Georg Lemmer (F)	glemmer@gwdg.de	7366
	Dr. Susanne Herrmann (S)	sherrmann@jura.uni-goettingen.de	7393
Faculty of Mathematics and Computer Science	Dr. Hartje Kriete (S)	kriete@math.uni-goettingen.de	7781
	Dr. Henrik Brosenne (S)	brosenne@informatik.uni-goettingen.de	17202 9
Faculty of Philosophy	Jacqueline Schubert (F)	jacqueline.schubert@zvw.uni-goettingen.de	12257
	Katja Geffcken (S)	katja.geffcken@zvw.uni-goettingen.de	10135

Institution	Name	E-mail	Tel.
Faculty of Physics	Dr. Ralph Behrends (F)	ralph.behrends@physik.uni-goettingen.de	12792
	Dr. Ivonne Lipps (S)	studiendekanat@physik.uni-goettingen.de	13306
Faculty of Social Sciences	Petra Hillebrandt (F)	philleb1@uni-goettingen.de	7211
	Stephanie Merka (S)	Stefanie.Merka@sowi.uni-goettingen.de	9873
Faculty of Theology	Dr. Marcus Hase (F)	marcus.hase@theologie.uni-goettingen.de	7102
	Ole Großjohann (S)	ole.grossjohann@theologie.uni-goettingen.de	10396
Faculty of Economics	Dr. Ralf Paquin (F)	rpaquin@uni-goettingen.de	7190
	Dr. Antje Juch (S)	ajuch@uni-goettingen.de	7292
Student Services Teacher Training	Robert Müller (S)	robert.mueller@zentr.uni-goettingen.de	20385

University Publishing House

The University publishing house is the publishing house owned by the Georg-August-Universität Göttingen and publishes scientific works by scientists who feel connected to the University of Göttingen. The authors are supported when publishing in print and electronically. The University Publishing House Göttingen offers an innovative publishing model, which opens up new options for authors when making the electronic editions freely available. The aim of this is to increase awareness and use of publications and particularly to make the performance of Göttingen's scientists visible world-wide.

<http://www.univerlag.uni-goettingen.de/>

Childcare

The University of Göttingen offers its staff childcare places in facilities owned by or closely linked to the University.

ASC Kinderbewegungshaus

<http://www.kita.goettingen.de/betreuungsangebote/horte/kinderbewegungshaus.html>

Sportkindergarten im Waldweg

<http://www.sportkindergarten-goettingen.de/>

Studentenwerk Göttingen

<http://www.studentenwerk-goettingen.de/kinderbetreuung.html>

Council-run childcare facilities

<http://www.goettingen.de/firmen/branche.php?topmenu=371&menuid=142>

Childcare online in Göttingen

<http://www.kita.goettingen.de/betreuungsangebote/index.html>

Kinderhaus e.V.

<http://www.khgoe.de/>

Kindertagespflegebörse Göttingen

<http://www.tagesmutter-goe.de/start.htm>

Hochschulsport Göttingen offers a.o. a comprehensive holiday programme for children

<http://www.hochschulsport.uni-goettingen.de/kinder/>

Online exchange holiday childcare

<http://www.goettingerland.de/ferienbetreuung/>

The University Sports Programme

Every student and member of staff of the University of Göttingen and the Max-Planck Institutes is entitled to take part in the University sports programme. Further, external users are also able to purchase a guest pass.

- An overview of the varied programme of the central University Sports Facility – including attractive holiday programmes for children – can be found online

<http://www.hochschulsport.uni-goettingen.de>

Discounts – special offers for University associates

Special offers are available to University associates in the following areas, with more planned.

- Personal sales from the UMG stores. This applies to the following types of goods: office supplies, disposable medical supplies, household supplies and technological items.
The responsible point of contact for the “login” and the sales opening hours is Mr Schräpler (UMG), tel. 9801
- The Gothaer Versicherung offers cost-effective motor insurance providing the vehicle is also used for work purposes.

Information:

Gothaer Bezirksdirektion,
Dransfelder Str. 7c,
37079 Göttingen,
Tel. 0551 5487920

Carpooling for employees

The shared driving scheme means: drive together, save money! It is much more relaxed and more environmentally friendly to share driving among three or four. Additionally, there is also a financial bonus involved in establishing a sharing community. Many costs can be shared such as petrol, oil, tyres, maintenance, insurance and tax. The recognised taxable flat rate for commuters in carpooling communities also saves money.

Would you like to know more about insurance, tax aspects and commuter networks? Have a look online at:

<http://www.vz-nrw.de/> or <http://nds.pendlernetz.de/index.php>

- You will find more information about the university's shared driving scheme online at: <http://www.uni-goettingen.de/de/28768.html>