

Department 8 • Allocation of duties plan • March 1, 2017

Ref. number	Function	Area of responsibility	Name, first name, title	Telephone / Fax	E-Mail	Building, room
8	Head of department, Processing	<ul style="list-style-type: none"> Head of the department „Law and Foundation“ Selected legal affairs Selected affairs of the Foundation Office 	Conrads, Christoph, Dr.	+49 (0) 551/39-24221 +49 (0) 151/ 12049278 +49 (0) 551/ 39-1824221	christoph.conrads@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.106
801	Departmental secretariat, Foundation Office, Processing	<ul style="list-style-type: none"> Departmental Head's Secretariat and Foundation Office Secretariat Processing for the head of department Order processing and accounting for the Foundation Office 	Fuchs, Walburga	+49 (0) 551/ 39-24222 +49 (0) 551/ 39-184222	walburga.fuchs@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.105
81	Head of Division 81 (Law governing the corporation), Processing	<ul style="list-style-type: none"> Head of Division 81 Legal aspects of Higher Education Law/ Public law (Universitary organisation and appointment procedures) Law governing the statutes, cooperation agreements, dues and fees Legal supervision of the student body Organisation of elections 	Bayas, Alexander	+49 (0) 551/ 39-21298 +49 (0) 551/ 39-1821298	alexander.bayas@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.103
811	Processing	<ul style="list-style-type: none"> Processing/ progress of electoral procedure (collegiate bodies and student bodies, Clinic Conference, Boards of the Medical Centres, Doctoral Candidates' Representation and DFG Review Board Elections) Recording Senate meetings; assistance in the preparation and follow-up of Senate meetings Review of legal prerequisites of electoral statutes 	Buhre, Ralf	+49 (0) 551/39-28093 +49 (0) 551/39-1828093	ralf.buhre@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.123

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		<ul style="list-style-type: none"> Support for the election committees (NPersVG) 				
812	Processing	<ul style="list-style-type: none"> Processing in Higher Education Law, in particular assistance in legal supervision of the student body; assistance in university regulatory laws/domiciliary right Legal review and drafting of statutes (such as statutes of the student body and institutional statutes) including processing of applications for the establishing, significant change or discontinuation of institutions Legal advice concerning the drafting of service labour agreements Opposition proceedings and legal proceedings Recording Senate meetings; assistance in the preparation and follow-up of Senate meetings 	Semmelrogge, Julia	+49 (0) 551/39-23798 +49 (0) 551/ 39-1823798	julia.semmlrogge@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.122
813	Processing	<ul style="list-style-type: none"> organizational assistance for the Senate and church deputation boards of scientific institutions draft resolutions for the Presidential Board after Senate vote concerning scientific institutions 	Dargel, Janina	+49 (0) 551/39-21299 +49 (0) 551/ 39-1821299	janina.dargel@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.107
82	Head of division 82 (Law governing capacity, examinations and foundation), Processing	<ul style="list-style-type: none"> Head of division 82 Legal affairs higher education law/ law governing capacity, examination and foundation Organization budget planning and budgetary monitoring of the department Proceedings of Foundation Office Foundation Council award 	Rogge, Susanne	+49 (0) 551/ 39-24212 +49 (0) 551/ 39-1824212	susanne.rogge@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.101

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821	Secretariat Divisions 81-84, Processing	<ul style="list-style-type: none"> • Secretariat Divisions 81-84 • Processing for Heads of Division 81-84 • Ordering process and accounting of the department • safety officer • Circulation periodicals 	Seboldt, Poulina	+49 (0) 551/ 39-27847 +49 (0) 551/ 39-1827847	poulina.seboldt@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.125
822	Processing	<ul style="list-style-type: none"> • Processing organization and structure of scientific institutions • Publication Official Announcements I • Advance certification of documents for abroad • Administration insurance of company vehicles • Preparation appointment of animal welfare representatives • Exemption of staff council members 	Kellermann, Petra	+49 (0) 551/39-24496 +49 (0) 551/ 39-1824496	petra.kellermann@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.124
823		<ul style="list-style-type: none"> • Publication of the Official Announcements II • Support for the arbitration committee (NPersVG) • Administering of central seal record 	Lohde, Dorothee	+49 (0) 551/ 39-21784 +49 (0) 551/ 39-1821784	dorothee.lohde@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.107
83	Head of Division 83 (Research contracts and financial assistance for education), Processing	<ul style="list-style-type: none"> • Head of Division 83 • Legal affairs Higher Education Law/ Civil law, i.a. contractual law, research contracts, intellectual property law, building law 	Fischer, Ralf	+49 (0) 551/ 39-23015 +49 (0) 551/ 39-1823015	ralf.fischer@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.104
831	Processing	<ul style="list-style-type: none"> • Processing BAföG and selected claims 	Günther, Frank	+49 (0) 551/ 39-24260 +49 (0) 551/ 39-1824260	frank.guenther@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.121
832	Processing	<ul style="list-style-type: none"> • Processing compensation cases and claims 	Brothan, Heike	+49 (0) 551/ 39-24315 +49 (0) 551/ 39-1824315	heike.brothan@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.120

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84	Head of Division 84 (International legal issues), Processing	<ul style="list-style-type: none"> • International legal affairs • Legal affairs International Higher Education Law/ Civil Law, i.a. Collaboration agreements, R&D contracts/ contract research, Intellectual property law, MTA's, NDA's 	Lovrić-Pernak, Kristina, Dr.	+49 (0) 551/ 39-27400 +49 (0) 551/ 39-1827400	kristina.lovric-pernak@zvw.uni-goettingen.de	Von-Siebold-Str. 2 2.102