University of Potsdam - Institute for Mathematics

Information for new employees

What to do before you begin working at the Institute?

Language courses

If you want to learn German as a foreign language, you can find more information here or here.

Recognition of previous employment in TV-L scheme

If you were previously employed within the TV-L scheme and more than 12 months have passed since the end of your most recent employment in the TV-L scheme, then your salary level ('Stufe') may be set to the lowest value of 1. If you want to try to get your previous employment within the TV-L scheme recognized so that you do not start at level 1, then please contact the University Staff Council ('Personalrat') before you submit your employment forms. Note that you must submit your request for recognition of previous employment within the TV-L scheme before you submit your employment forms.

Key or transponder management

Your secretariat can help you with your application. You should request access to the common room (Room 2.10), the colloquium room (Room 2.22) and the meeting room (Room 2.11). Talk to your host before to figure out if you need access to other offices.

Pension scheme for academic staff (Versorgungsanstalt des Bundes und der Länder / VBL)

When employees with fixed-term contracts are first hired, a special feature of the VBL pension scheme must be taken into account. For more details about this feature, please refer to page 28 of this document (accessible only from a Uni. Potsdam internet connection, and available only in German).

Involvement of the University Staff Council ('Personalrat') in hiring procedure

The University Staff Council or 'Personalrat' is responsible for representing the interests of university employees. If you want the Staff Council to be involved in your hiring procedure (see, e.g. the "Recognition of prior employment in TV-L scheme" topic above), then you must submit a request to this effect. Further information is available here (accessible only from a Uni. Potsdam internet connection, and available only in German).

Hardware

Talk to your working group leader in advance about what technical equipment you need and what technical equipment is already available for you to use. If you want to order new technical equipment, then you may need to obtain offers or price quotes from vendors. For this, please contact the technical staff (Volker Gustavs or Olaf Dathe).

Due to safety reasons, the technical staff have to be administrator for all computers connected with the LAN at the University. In case you need your own administration rights, the computer or laptop need to be connected only through the WiFi, which need to be set up in advance.

What to do when you begin working at the Institute?

E-mail address

You will receive an e-mail address from Uni. Potsdam. You can use this login data also for Moodle, PULS, and all online services in the university Intranet (e.g. travel reimbursement forms). If you need another e-mail address, you can get an additional one from the institute.

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Upload your contact information on the homepage and **printer usage**

Write an e-mail to our technical staff (Olaf Dathe or Volker Gustavs) with your office number, workgroup, landline number for work and your e-mail address (choose between the university and the institute e-mail address) so that your data is displayed on the institute page. Furthermore, you can contact the technical staff to get an account for Typo3 to create your own homepage and to get help with the connecting your computer to the printers in the Institute for Mathematics.

Subscription to the Institute and University mailing lists

You should be registered on the following mailing lists by the technical administrators Olaf Dathe or Volker Gustavs: *Mathe-info* (includes the whole institute) and *Mathe-mitarbeiter* (includes all employees at the institute). Furthermore, there is the list *Mathe-prof* (only for the professors at the institute), *Mathe-gams* (seminar of the working groups: Mrs. Paycha, Mr. Bär, Mr. Keller and Mr. Klein) and *Mathe-doc* (for PhD students). A complete list of the mailing lists at the Institute of Mathematics can be found here.

VPN access

To set up a VPN connection to the University of Potsdam, read these guides (available only in German).

Intranet

Further information, as well as the university's internal telephone directory or forms can be found on the intranet (accessible only from a Uni. Potsdam internet connection, and available only in German). You can log into the intranet from home if you have a VPN client installed.

Health and safety instructions

New employees should attend an initial training course on occupational health and safety. You can register on this page (accessible only from a Uni. Potsdam internet connection, and available only in German).

Telephone registration

Register for your phone with this form (accessible only from a Uni. Potsdam internet connection, and available only in German). After all documents have been submitted, please contact Mr. Rupf (phone extension -2000) for activation.

Business trip applications

Submit your applications for business trips here (accessible only from a Uni. Potsdam internet connection, and available only in German). You should submit your application several weeks in advance. Your application must be approved (most often by your group leader) before you can travel. In some cases, you may require an A1-certificate for trips within the EU. If you need help with the application, ask your secretary or other members of your group.

Collect all your receipts and bills. When you submit your statement for reimbursement, you need to attach them as well as the approval of the business trip.

VBB company ticket

University employees can apply for a public transportation card that entitles them to use the Berlin-Brandenburg public transportation services (VBB). You can buy this card at a discount, compared to the usual price. Unlike the normal card, however, the public transportation card is non-transferable, i.e. it can be used only by you. You can find more information here (accessible only from a Uni. Potsdam internet connection, and available only in German).

Institute council ("Institutsrat")

The institute council decides and informs about matters of concern to the institute. Regular meetings take place in which you can participate as a staff member. The respective representatives have the right to vote.

In addition, we would appreciate if you take the opportunity the introduce yourself there.

Contact persons and representatives

A complete list of contact persons and representatives at the institute can be found on the institute website. Here you will also find their current staff representatives, who can help you with further questions.

In addition there are various offers by the UP such as a services for families, an office for equal opportunities, conflict management and psychological counseling (available only in German).

Information about the doctorate

The doctoral students organize regular lectures and other events, which are supported by the institute. In addition, you may contact the office for doctoral students ('Promotionsbüro') if you have any questions about doctoral studies. The Potsdam Graduate School offers activities across the faculties.

Software

The institute owns various licenses of programs that you can install on your computer or use at the institute. For more details please contact our technicians Volker Gustavs or Olaf Dathe. For instance, the university offers storage space on their own servers that are accessible via owncloud or a browser. Further information to install owncloud for BoxUP can be found here.

Employee identity card

The application for the employee ID is available here (accessible only from a Uni. Potsdam internet connection, and available only in German).

Library card

To borrow books from the university libraries, you will need a library card. You can apply for a library card at any of the libraries of the university with either your signed employment contract from the University or with your employee identity card.

Copy card ('Kopierkarte')

To use the photocopy machines in the department, you need a copy card. The application form for the copy card is available here (available only in German).

Some important information about teaching

Information about Moodle

The University of Potsdam offers you as a teacher some web applications (available only in German). This includes the central e-learning platform Moodle.UP. Log in using the login data for your university E-mail account (not your institute E-mail account). You can apply for a new Moodle course here. Furthermore, the team at the Center for Quality Development in Teaching and Studies (ZfQ, available only in German) will be happy to answer any questions you may have.

Information about PULS

The Potsdam University Teaching System (PULS) is the official system in which students register for their courses. Teachers then manage the students' admission to courses and exams, and reporting of final grades.

Request PULS examiner account

You need an examiner account at PULS to book exams. By default, you have only a teacher account. You can apply for an examiner account here (available only in German). To apply for an examiner

account, you also need the approval of the chair of the examination board ('Prüfungsauschussvorsitzenden'). To find out who the chair is, go to the [Institute webpage](), or ask the members of your group.

Accounts of teaching duties

In order to ensure that there are no misunderstandings when accounting for your teaching, you should make sure each semester that you are registered with your name in your courses at PULS. Please contact your room administrator ('Raumverwalter') in advance. If you do not know who your room administrator is, ask your group leader.

Advanced trainings in didactic skills

There are various workshops for training your didactic skills. Further information can be found [here]() and [here]() (available only in German).

If you leave…

Don't forget to sign off your accounts before you leave. [Further information can be found here]().