

## 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, your salary level ('Stufe') may be set to the lowest level 1. If you want to try to get your previous employment recognized within the TV-L scheme so that you do not start at level 1, 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 submitting 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). These rooms can be booked by [Winnie Enders](#). Talk to your workgroup in order 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 within the University network, 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 within the University network, and available only in German).

#### Hardware

Talk to your workgroup in advance about the need and availability of technical equipment. If you want to order new technical equipment, you may need to obtain offers or price quotes from vendors. For this, please contact the technical staff ([Volker Gustavs](#) or [Olaf Dathe](#)).

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

#### E-mail address

You will receive an e-mail address from the University of 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.

## General Information

General [information for new employees](#) can be found on the [University webpage](#) (available only in German). In particular, there is [information for employees](#) as well as [information on appointment procedures](#) (available only in German).

## What to do when you begin working at the Institute?

### 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, office landline number 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 or to get help with connecting your computer to the printers at 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 within the University network, and available only in German). You can connect with 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 within the University network, and available only in German). There you can also find further information for training courses that need to be repeated regularly.

### Telephone registration

[Register your phone using this form](#) (accessible only from within the University network, 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 within the University network, 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, an A1-certificate is required 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 yourself. [You can find more information here](#) (accessible only from within the University network, 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. Invitations with topics to be discussed are sent out one week in advance via the Mathe-info mailing list.

In addition, we would appreciate if you take the opportunity to introduce yourself during the first meeting after joining the institute.

### **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 support options offered by the University of Potsdam, such as a [services for families](#), an [office for equal opportunities](#), [conflict management](#) and [psychological counseling](#) (available only in German).

### **Information for Ph.D. students**

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/collages.

At the beginning of the doctoral studies, you should [register as a Ph.D. student](#). The [opening of the examination process](#) is given by the submission of your thesis in the office of the Doctoral Board and the designation of the Examination Committee and the reviewers by the Doctoral Board.

### **Software**

The institute owns various licenses of software 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 on installing ownCloud for BoxUP can be found here](#).

### **Employee identity card**

[The application for the employee ID is available here](#) (accessible only from within the University network, 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).

## Vacation

General information on vacation regulations can be found on the [website of the University staff council](#). There is also [information in the intranet](#), including the required [form to request vacation](#) (accessible only from within the University network, and available only in German). Details on the closure period between Christmas and New Year's Day are announced every year. This includes the [required vacation days for that time](#).

## Some important information about teaching

### Information about Moodle

The University of Potsdam offers some [web applications](#) for teacher (available only in German). This includes the central e-learning platform [Moodle.UP](#). The Log in data is your University e-mail account and password (not your institute e-mail account). [You can request 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' admissions to courses and exams as well as the final grade reporting through PULS. There are [explanatory videos for teachers](#), [some reading material](#) (only in German) as well as support videos for students ([use of PULS](#), [building of time table](#), [international students](#)).

### Request PULS examiner account

You need an examiner account with PULS to create exam dates and report grades. By default, you only have a teacher account. [You can apply for an examiner account here](#) (available only in German), for which you also need the approval of the head of the examination board ('Prüfungsausschussvorsitzende\*r'). To find out who this person is, go to the [webpage of the institute](#), or ask members of your group.

### Accounts of teaching duties

In order to ensure that there are no misunderstandings regarding your actual teaching load, you should make sure each semester that you are registered with your name in your courses in PULS. Please contact your room administrator ('Raumverwalter\*in') in advance. If you do not know who your room administrator is, ask your group leader. The teaching obligations are organized within your group and by the institute respectively.

### 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).

## When you leave...

...please don't forget to close your accounts and unsubscribe from mailing lists (like [mathe-mitarbeiter@mail.math.uni-potsdam.de](mailto:mathe-mitarbeiter@mail.math.uni-potsdam.de), ...). [Further information can be found here](#).