



Information for New Staff Members

What is important beforehand?

Recognition of experience level (experience levels under the collective agreement for the public sector)

Employees of the University of Potsdam are paid in accordance with the **Collective Agreement for the Public Sector of the Länder (TV-L)**. Your salary is determined by two factors:

- the **pay group**, which is based on your role (your contract), and
- the **experience level**, which takes into account your previous relevant professional experience.

A higher experience level means a higher salary.

Important: Find out about your **classification (experience level)** **before signing your employment contract**. Once the contract has been concluded, the assigned experience level generally **cannot be changed** afterwards. If you are unsure, be sure to contact the [Staff Council](#) or the [Human Resources Department](#) before signing the contract.

Under certain conditions, previous relevant professional experience – including experience gained outside the TV-L or abroad – may be taken into account when determining your classification. If recognition is possible, the corresponding application must generally be submitted **before commencing employment or before the contract is concluded**.

Staff Council involvement in your appointment

The Staff Council represents the interests of the university's employees. In order for the Staff Council to be involved in your appointment, you must submit a corresponding application beforehand. [Information on this can be found here](#).

Occupational pension scheme (VBL)

In addition to the statutory pension insurance, employees in the public sector receive an [occupational pension scheme](#) through the Federal and State Pension Institution (VBL). Under certain conditions, fixed-term academic staff members can choose between two insurance models (VBLklassik and VBLextra). This decision may affect your future pension provision and should therefore be considered carefully. Find out about both options as early as possible.

General information

You can find general [information for new employees](#) on the university's homepage. In particular, you will find [information for employees](#) as well as [information on appointments](#).

A central point of contact for international staff members is the [International Office](#).

Language courses

If you would like to learn German as a foreign language, you can find [further information here](#) or [here](#).

What do I need to take care of on arrival?

Contacts and representatives

A complete list of [contacts and representatives](#) at the institute can be found on the institute's website. There you will also find your current staff representatives, who can help you with further questions.

In addition, the University of Potsdam offers various advisory and support services. These include, among others, the [Family Services Office](#), the [Coordination Office for Equal Opportunities](#), the [Equal Opportunities Officer of the Faculty of Science](#) as well as the information and advisory services of the [Discrimination-Free University](#). There you will find, among other things, information on discrimination, bullying, conflicts, confidential contacts, ombudspersons and further advisory services.

Key or transponder management

Your secretariat can help you with the application. You should apply for access to the common room (Building 9, Room 2.10), the seminar rooms (Building 9, Room 0.17, Room 1.17 and Room 2.22). These rooms can be booked with [Winnie Enders](#). Discuss within your working group whether you need access to other working group offices or the secretariat.

University account and email

You will receive a personal university account ([UP-Account](#)) as well as an email address from the University of Potsdam. With this account you can log in to the university's central IT services. There you will also find a central contact search for all staff members in your role at the university. These include, among others:

- Mail.UP – email, calendar and contacts,
- Moodle.UP – the e-learning platform for providing teaching materials and organising courses,
- PULS – the campus management system for administering courses, examinations and academic achievements,
- Box.UP – cloud storage (can be integrated locally with the Nextcloud client) and file exchange,
- the business travel platform as well as numerous other online services of the university
- and how you can [set up VPN access](#).

You can activate and manage your account via Account.UP. There you can, among other things, change or reset your password and adjust various account settings.

Tip: Add a private email address to Account.UP as early as possible. This allows you to reset your password yourself if needed.

If you have any questions about your university account or technical problems, the Centre for Information Technology and Media Management (ZIM) will be happy to help. All of ZIM's IT services can be found under [Offers & Solutions from A-Z](#).

If you would like to be informed about faculty matters (e.g. faculty council, events, etc.), you can use the following link <https://lists.uni-potsdam.de/postorius/lists/mnfakul-list.uni-potsdam.de/> to add your email address to the mailing list mnfakul-list@uni-potsdam.de.

ServiceCard.UP

The [ServiceCard.UP](#) (under Miscellaneous is the staff ID card for employees of the University of Potsdam. It particularly enables

- printing, copying and scanning on the university's devices (Print.UP)

- and cashless payment in the university's canteens.

The card can be applied for under Miscellaneous in Account.UP. After applying, you will receive an email as soon as it can be collected from a ZIM Service Centre. Please bring an identity document with you when collecting it.

If you already have a [Potsdam UniversityChipCard \(PUCK\)](#) as a doctoral student, you do not need a ServiceCard.UP.

Intranet

All important [forms can be found on the Intranet](#) (access only from the university network). To log in to the Intranet from outside the university network, you need a VPN connection.

IT support at the Institute of Mathematics

Our IT administrators [Peter Grabs](#) (Building 9, Room 0.15) or [Volker Gustavs](#) (Building 9, Room 1.25) support you with all IT-related questions at the institute.

They help you in particular with:

- the procurement and setup of hardware and software,
- the entry of your profile on the institute's website and Typo3 access for your personal webpage,
- the setup of printers,
- being added to the institute's internal mailing lists ([list of all mailing lists of the institute](#)),
- questions about institute-wide software licences and IT services.

Please send the technicians your office number, working group, office telephone number and university email address as early as possible, so that your entry on the institute's website can be created.

Occupational health and safety instructions

New employees should take part in an initial briefing on occupational health and safety. [You can register on this page](#) (access only from the university network). On this page you will also find further information on briefings that must be repeated regularly.

Telephone registration

Register for your office telephone. All important information can be found [here](#).

Sick leave notifications

Sick leave notifications can be submitted via the [Service Portal of the University of Potsdam](#) using your university account. There you can, among other things, upload certificates of incapacity to work and view the current processing status.

Further information on the procedure as well as the applicable deadlines can be found in the Service Portal and on the university's Intranet. If in doubt, please contact your secretariat or the Human Resources Department.

Business travel applications

[Business travel applications can be submitted via the Service Portal of the University of Potsdam](#) (access only from the university network with the university account). An application should be submitted several weeks before the business trip. The business trip must be approved (usually by the professorship). In some cases you will also need an A1 certificate for business trips within the EU. Further information on this is also available from your secretariat or your working group.

Keep your receipts and invoices for the business trip. These documents, together with the approval

of the business trip, must be enclosed for the settlement. The settlement of a business trip must be submitted in full no later than 6 months after the completion of the trip.

You can find a checklist for business travel applications on the Intranet.

VBB company ticket

Members of the university can purchase a discounted annual ticket for local public transport in the VBB as well as for the Deutschlandticket. Please note that this ticket may only be used by you and is not transferable to others.

[Further information can be found here](#) (access only from the university network) .

Institute Council

The [Institute Council](#) discusses and provides information on matters concerning the institute. Regular meetings take place, which you as a staff member may attend. All professors and the corresponding representatives of the staff and students have the right to vote. You will receive an invitation to the Institute Council meeting, including the agenda, via the Mathe-info mailing list one week in advance.

We look forward to you introducing yourself in person at the Institute Council as a new staff member.

Information on doctoral studies (and for postdocs)

[Doctoral researchers](#) organise themselves through the SIAM Student Chapter, where regular talks and other events take place, supported by SIAM and the institute. There is also a [SIAM Student Chapter](#) for doctoral researchers. In addition, the [Doctoral Studies Office](#) is available to you as a point of contact. The [Potsdam Graduate School](#) also offers cross-faculty programmes (also for postdocs).

Furthermore, please note that you must [register for your doctorate](#) at the beginning in order to be registered as a doctoral candidate. The opening of the doctoral procedure is the point at which the dissertation is submitted to the office, together with the appointment of the examination committee and the reviewers by the Doctoral Committee.

Potsdam Graduate School

The [Potsdam Graduate School](#) is a central academic institution of the University of Potsdam that supports doctoral researchers, postdocs, junior professors and newly appointed professors with its range of services. These include financial funding opportunities (publication cost subsidies, travel cost subsidies, proofreading for English-language articles etc.), further training workshops and programmes (doctoral coaching, Teaching Professionals, science management, viva training, rhetoric training etc.) as well as networking opportunities (Science Club on the roof terrace, Career Talks etc.). You can easily sign up for the monthly PoGS newsletter, which draws attention to upcoming workshops and current calls, by [email](#).

Staff ID card

The application for issuing the card can be found on the Intranet (access only from the university network or via VPN).

Library card

To borrow books you need a [library card](#), which you can apply for in person using your staff ID card or the signed employment contract.

Annual leave

The exact rules on annual leave and special leave are handled individually by each chair or working group. Please contact your supervisor to find out the exact rules that apply.

General information on leave regulations can be found on the [Staff Council's page](#) (access only from the university network).

What is important for teaching?

Starter Kit for teaching and further training

For teaching staff, the [Centre for Quality Development in Teaching and Studies \(ZfQ\)](#) offers numerous support services relating to university teaching. Particularly recommended is the [Starter Kit Teaching](#), which was specifically designed for new academic staff members with teaching obligations and provides an introduction to, among other things, course planning, PULS, Moodle, examination law and higher education didactics. In addition, the ZfQ offers a broad [further training programme](#) for teaching staff.

The [Potsdam Graduate School \(PoGS\)](#) also offers numerous workshops and qualification opportunities for doctoral researchers and postdocs, including on teaching, science communication, career development and soft skills.

PULS

The [Potsdam University Teaching System \(PULS\)](#) is the central campus management system of the University of Potsdam. Via PULS you manage your courses, participant lists, examinations and academic achievements. For getting started, [training materials for teaching staff](#) are available.

To record examination results, you additionally need a **PULS examiner account**. By default, you initially only receive a teaching account. You can apply for the examiner account using this [application form](#). This requires the approval of the chair of the examination committee (see also the [institute's website](#)).

Please note that an examiner account can only be granted to persons who fulfil the relevant examination law requirements.

Settlement of teaching load

To ensure that there are no misunderstandings regarding the settlement of teaching, you should make sure every semester that you are listed by name for your courses in PULS. To do so, contact your [timetable coordinator](#) in good time. Teaching is planned within the working group or at the institute.

When you leave the institute

Please do not forget to close your user accounts and to unsubscribe from mailing lists (such as mathe-mitarbeiter@mail.math.uni-potsdam.de, ...). [Further information can be found here](#).

In particular, please return all keys and transponders.