



**UNIVERSITÄT
PADERBORN**



WELCOME TO PADERBORN UNIVERSITY

USEFUL INFORMATION

FOR NEW STAFF

Publisher:
 Vice-President for Operations
 at Paderborn University

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Welcome from the Vice-President for Operations

Welcome to Paderborn University

I am delighted to extend a very warm welcome to you as a new member of staff at Paderborn University.



Paderborn is a campus university with an excellent reputation and an international focus, offering its over 2,300 members of staff an exciting and diverse working and research environment. Self-initiative, responsibility, mutual appreciation and respect are among the core values that help shape this environment. As a family-friendly and health-conscious university, the well-being of our staff members is of the utmost importance to us. New employees are offered a wide range of [information events and workshops](#) to ensure the best possible start at their new workplace.

This brochure is designed to answer some of the many questions that you may have when you start work at the university. It includes information on the organisational structure of the university, important contacts and the general framework conditions that apply to all staff members. We will also provide an insight into the diverse advice, support and other services open to Paderborn University employees.

If you have any questions, please feel free to get in touch with the various departments mentioned here, who will be happy to assist you. Your colleagues and superiors will also support you in any way necessary as you settle into your new role.

I wish you a very successful start and many exciting and diverse new experiences during your time at Paderborn University. I am sure that you will quickly feel at home in your new workplace at our university.

A handwritten signature in blue ink, which appears to read 'Simone Probst'.

Simone Probst

Vice-President for Operations

About Paderborn University



Paderborn University is the University for the Information Society. Our strong foundation in computer science and its applications along with the importance of IT for a growing number of disciplines form an excellent basis for this claim. But we want to achieve even more: we want to contribute to the scientific and technical development of the information society, while at the same time critically reflecting on these developments by considering the history, norms and values of our society. To accomplish this, we need the entire spectrum of disciplines, from “hard” sciences to the arts and humanities, to complement and learn from each other.

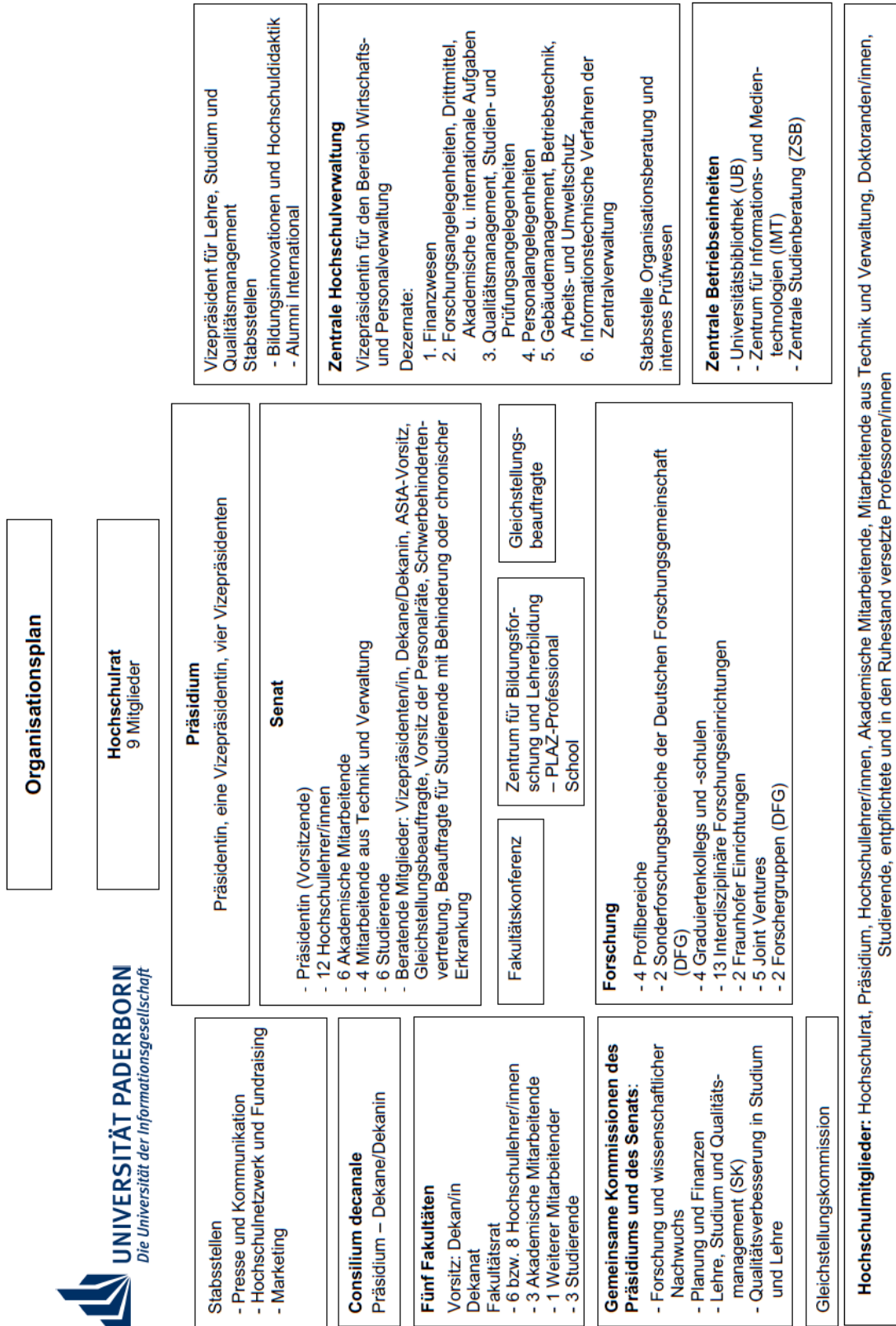
Our mission includes being a strong international and cultural presence, since the information and knowledge society is decidedly global and should not remain a purely intellectual undertaking, but be counterpointed by artistic endeavours and elements. Our university orchestra, big band and jazz choir, the university drama group, art exhibits and more than 70 different sports are some of the important university activities that characterize and shape academic life here at Paderborn University.

Our five [faculties](#) cover a broad range of study courses in the arts and humanities, business studies, natural sciences, and engineering disciplines. We offer a number of degree programmes at the bachelor and master level. Additionally, teacher training and education programmes play an important role in all of these areas.

With approximately 20,000 students our compact campus university offers a friendly, familiar location with excellent conditions for work and study.

The university’s homepage features a short [profile](#) of the university as well as a [chronicle of the history of the university](#).

Organizational Chart of the University



Warburger Str. 100, 33098 Paderborn
 05251-60-0 www.upb.de
 Stabsstelle Presse und Kommunikation, 07.05.2019

The Five Faculties at Paderborn University

 UNIVERSITÄT PADERBORN <i>Die Universität der Informationsgesellschaft</i>	
I Faculty of Arts and Humanities	Department of English and American Studies, Department of Educational Science, Department of Protestant Theology, Department of German Studies and Comparative Literary Studies, History Department, Department of Social and Human Sciences, Department of Catholic Theology, Department of Art, Music, Textiles, Musicology Seminar Detmold/Paderborn, Department of Media Studies, Department of Romance Languages
II Faculty of Business Administration and Economics	Department 1: Management, Department 2: Taxation, Accounting and Finance, Department 3: Business Information Systems, Department 4: Economics, Department 5: Business and Human Resource Education, Department 6: Law
III Faculty of Science	Department of Physics, Department of Chemistry, Department of Sports and Health
IV Faculty of Mechanical Engineering	Sixteen professors, four multidisciplinary and cross-faculty research institutions
V Faculty for Computer Science, Electrical Engineering and Mathematics	Department of Electrical Engineering and Information Technology, Department of Computer Science, Department of Mathematics

All of our faculties welcome you to browse through their pages and discover Paderborn University in all of its diversity!

Central University Administration

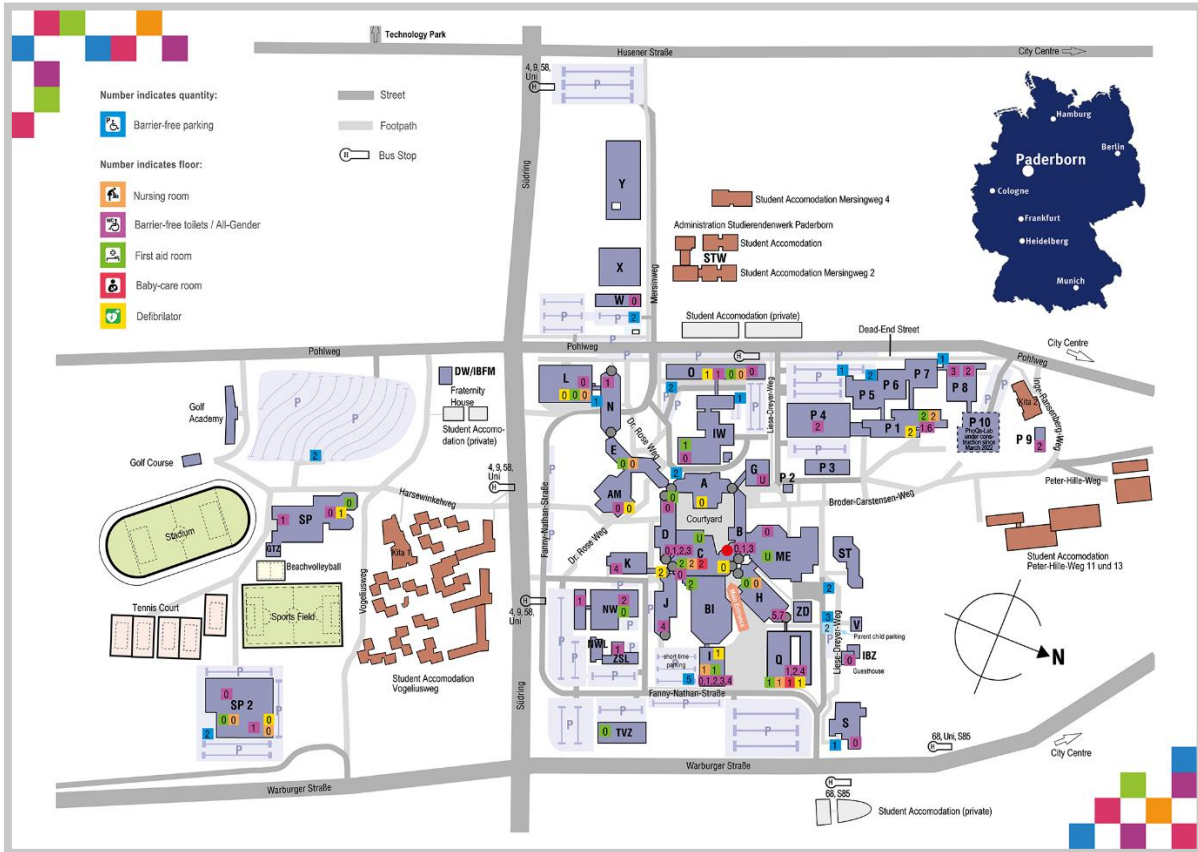
The Central University Administration at Paderborn University is responsible for fulfilling the administrative, legal and planning tasks of the university and ensuring efficient use of the university's resources and institutions. We align the legal requirements and regulations with the interests of research, teaching, education and studies, thus creating the prerequisites for a successful academic operation.

An overview of the departments and specialist divisions of the Central University Administration is provided in the following:

Departments of the Central University Administration at Paderborn University

Department / Division	Head of Division
Department 1: Finance	
Department Head: Dr. Simone Agethen (2540), Deputy: Markus Vogt (2541)	
1.1 Central Financial Accounting, General Administration	Corinna Kenkel (5389)
1.2 Digitisation Processes and Organisation	Mirko Hagemann (2716)
1.3 Financial Management, Capacity Matters, Reporting	Bettina Frühling (2561)
1.4 Procurement	Lars Spischak (2546)
Department 2: Research Services, External Funding, Academic and International Affairs	
Department Head: Dr. Anke I. Backer (2563), Deputy: Silke Horstmann (2564)	
2.1 International Office	Stefan Schwan (2455)
2.2 European and National Research Funding and Planning, Legal Aspects of Research	Dr. Katharina König (2562)
2.3 External Funds Management, Tax Issues	Dr. Kerstin Lahme (2694)
2.4 Assistance to Academic Bodies and Academic Affairs	Stephanie Tegethoff (2807)
Department 3: Quality management, study and examination affairs	
Department Head: N.N., Deputy: Wiebke Lamprecht (2552)	
3.1 General Study Planning, Structure Planning	Wiebke Lamprecht (2552)
3.2 Central Examination Office	Marcus Schulz (2072)
3.3 Registrar's Office	Cordula Kaup (5055)
3.4 General University Sports	Ulrich Kussin (2456)
Department 4: Human Resources Department	
Department Head: Dr. Christian Winsel (2531), Deputy: Stefanie Jürgehake (2543)	
4.1 General Human Resources	Susanne Schwalk (3768)
4.2 Human Resources: Professors, Civil Servants, Academic Staff, Trainees	Dunja Denecke (5361)
4.3 Human Resources: Non-academic Tariff Employees and Student Assistants	Christa Meier-Rohde (2511)
4.4 Staffing Plan, Teaching Assignments, Staff Expense Reports and Staff Reporting	Klaus Krüger (2539)
4.5 Staff Development and Legal Advice	Stefanie Jürgehake (2543)
Department 5: Facility Management, Building Services, Occupational Health & Safety and Environmental Protection	
Department Head: Dr. Martina Gerdes-Kühn (2525), Deputy: Josef Huneke (2524)	
5.1 Construction and Building Affairs	Klaus Watermeier (2507)
5.2 Infrastructure and Commercial Facility Management	Josef Huneke (2524)
5.3 Occupational Health & Safety and Environmental Protection	Diana Riedel (4301)
5.4 Technical Facility Management	Stefan Müller (2475)
Department 6: Information Technology Procedures for Central University Administration	
Department Head: N.N., Deputy: Thomas Mitschke (2853)	
6.1 Central Equipment and On-Site Support	N.N.
6.2 Software and Systems	Thomas Mitschke (2853)

Campus Map of Paderborn University



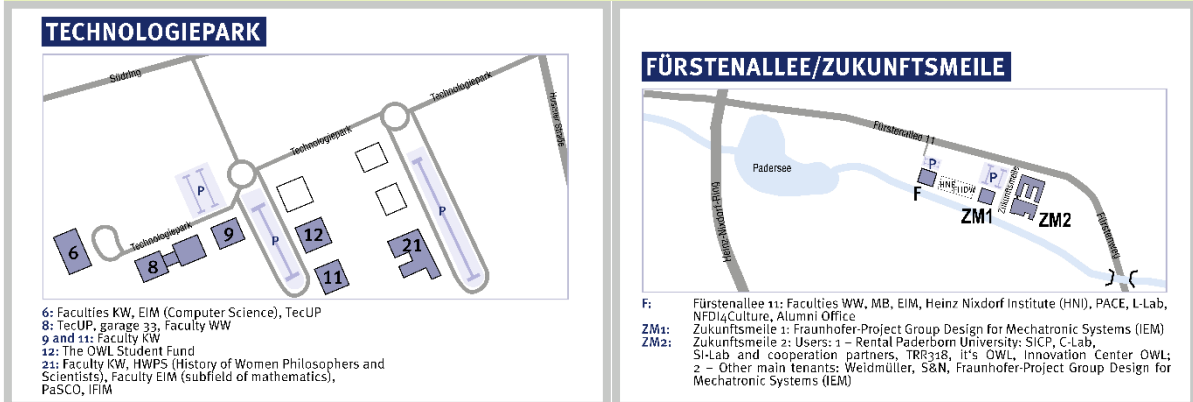
CAMPUS MAP

EIM	Faculty of Computer Science, Electrical Engineering and Mathematics	K	Faculty NW (Chemistry)
KW	Faculty of Arts and Humanities	L	Day-Care Centre (Kita 1: Kunigunde, Kita 2: Uni-Zwerge)
MB	Faculty of Mechanical Engineering	ME	Lecture Halls (L1, L2), Seminar Rooms
NW	Faculty of Science		Canteen, Restaurant Mensula, Cafeteria, Bona Vista Café, Shop, Grill/Café, Hairdresser's Shop, Student's Union, Student Organisations, Cash Machine
WW	Faculty of Business Administration and Economics		Healthy University: Mobile Massage, Techniker Krankenkasse
			Faculties KW, NW, EIM, IM:IT, WPR, GamesLab, IEMAN, Staff Council, Competence Center Writing
A	Faculty NW, University Drama Group, Grant and Funding Administration, Lecture Halls A1 – A6	N	Faculty NW
AM	Auditorium maximum	NW	Chemical Storage
B	Executive Board, Advisory Board, Administration, Press, Communications and Marketing, Lecture Halls B1, B2	NWL	Faculty EIM (Computer Science), Alumni International, Lecture Halls O1, O2, Faculty NW
BI	Library	O	Faculties NW, MB, EIM, ENAS, CeOPP (P8), Students Organisations (P9), Lecture Halls P1 4-17 / P5 2.01, P5-2.03 / P6 2.01, P6 2.03 / P7 2.01, P7 2.03
C	Faculty KW, Staff Council, Registrar's Office, Acquisition, Lecture Halls C1, C2	P10	PhoQs-Lab (under construction since March 2022)
D	Faculty EIM, Lecture Halls D1, D2	Q	Faculty WW
DW/IBFM	Institute for Research on Musical Ability	S	Faculty WW, Silo (Arts/Textile Design)
E	Faculties KW, MB, EIM, Day-Care Centre, Central Equal Opportunities Officer, KET, Family Services Office, Higher Education Development Unit, Administration	SP	Faculty NW (Sports), Sport Facilities, Golf Academy
G	Lecture Hall	SP2	University Sports, Faculty NW (Sports), Eurobiz, UPBracing Team
GTZ	Gym Center	ST	Faculty NW (Physics), BLB-NRW Construction office
H	Faculty KW, IM:Media, ITD, Press, Communications and Marketing, Administration, Center for Gender Studies (ZG), Lecture Halls H1 – H7	STW	Studierendenwerk Paderborn with Housing Administration, Financial Aid for Students and General Administration
I	Learning and Library Centre: Library, International Office, University Archive, Students Advisory Service, Centre for Language Studies (ZIS), Employment Agency, Notebook-Café, student working space	TVZ	Supply Centre
IBZ	Jenny-Aloni-House: International Meeting Centre (IBZ) and University Guesthouse	V	(Villa), Faculty KW (Arts), Organizational Consulting and Internal Auditing
IW	Faculty MB (Engineering Science)	W	Faculty KW, State Office for Intangible Cultural Heritage North Rhine-Westphalia, Competence Center for Cultural Heritage: Tangible – Intangible – Digital, DMRC, PLAZ, Medical Officer, PIAF
J	Faculties KW, NW, EIM, Library	X	Research Building Noctua, PC ²
		Y	Institute for Lightweight Design with Hybrid Systems (LH), Research Building
		ZD	University Post Office, Copy Shop
		ZSL	Central Hazardous Material Storage Facility
			Service Center



Our tip:

Passageways between the buildings are located on Level 2 – if you use this level, you can get to most of the buildings on campus while still keeping your feet dry!



Directions to Paderborn University

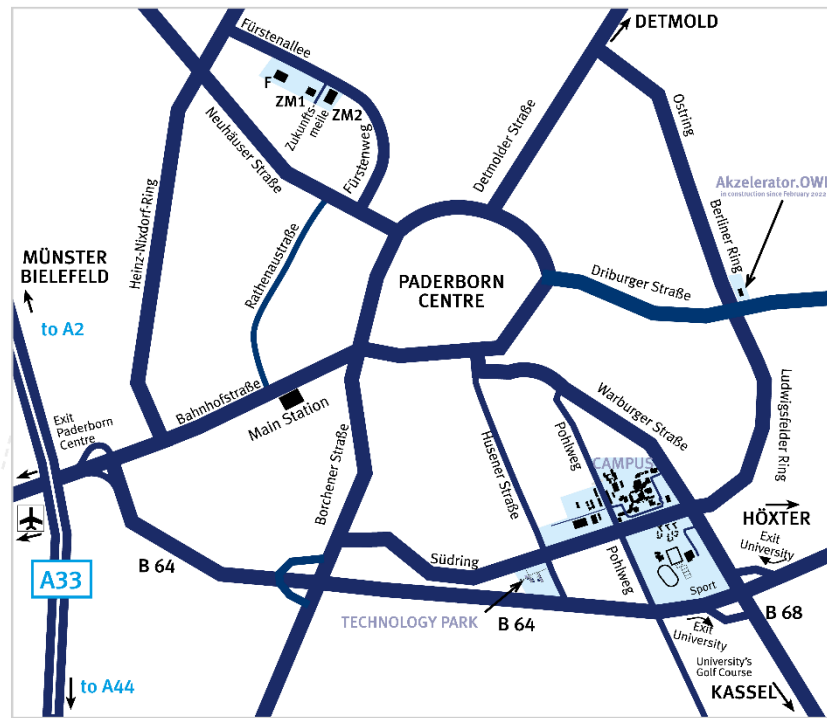
Paderborn University
 Warburger Str. 100
 33098 Paderborn, Germany
 Tel.: +49 (0)5251 60-0
 Fax: +49 (0)5251 60-2519

By bus: From the Paderborn central train station, you can take the following bus lines to reach the university in just a few minutes. Get off at the “Uni/Südring” or “Uni/Schöne Aussicht” bus stops. (More information and schedules: [Padersprinter](#))

- Line 4 heading towards “Dahl”
- Line 9 heading towards “Kaukenberg”
- Line 68 heading towards “Schöne Aussicht”
- “UNI” line heading towards “Schöne Aussicht” (only when the semester is in session)
- Line 11 goes to the “Fürstenallee” campus

CITY MAP

Paderborn University
Warburger Str. 100, D-33098 Paderborn



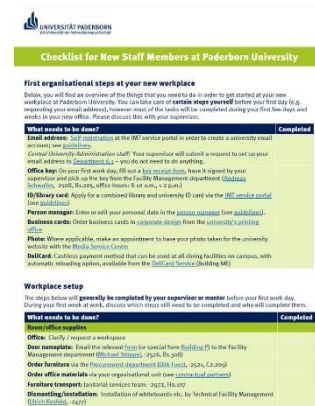
Information about Your Workplace

Forms

The Central University Administration has compiled all of the essential forms related to your workplace on one [page](#). The following sections refer to several of these forms.

First Steps: Checklist for New Employees

Information on preparing and setting up workplaces for new staff as well as their supervisors or mentors is compiled in [checklists](#) for you to use. You can download them there.



University Account, IT Services, Person Manager

A university account (as a basis for your email address and further IT services) can be requested via a self-registration form available at IMT. After processing the request, IMT sends a transaction number (TAN) via the intercampus postal mail system (please specify department/division and room in the request). The TAN is then used to create the university account. Further information and the form can be obtained from [IMT](#).

You can further request several IT services at the [IMT Service Portal](#). In the portal, you can also adjust your university account settings.

In the “[Personenmanager](#)”, your contact details and further personal details where applicable (such as CV, consulting hours) are recorded for the Paderborn University website. You can edit your data yourself. Please take care to regularly update your data.

Teaching staff additional gets access to [PAUL](#), the online platform for planning and organizing courses at Paderborn University ([Info-Blatt für Lehrende \(in German\)](#)). In addition, you may use the online learning platform [PANDA](#) to support your courses.

Contact persons and service points for questions and problems:

Contact points	Room	Phone	Email
IT ServicePoint / IT Hotline	10.401	5544	imt@upb.de
Notebook Café	10.401	5544	imt@upb.de
Media Service Centre:	H1.201	2821	imt@upb.de

Note: For staff members in the Central University Administration, the university email address is set up directly by Department 6 when the new job starts. It is not obligatory to have an IMT university account.

Key Management

Employees assigned to an office will be issued the office key after their supervisor has co-signed the “[Key Receipt](#)” form. Lost keys generally have to be replaced (if necessary, the risk should be covered by occupational liability insurance!).

To safeguard against theft, the employees responsible for the offices/rooms are obligated to keep their offices locked whenever they are not there – even if they are only absent for a short time. At the end of the workday, the windows must be closed to prevent weather damage.

Key collection: Div. 5.2	Room	Phone	Email
Andreas Schwaller	E5.124	2508	schwaller@zv.upb.de

Office hours: 8:00-10:00 am and 1:00-2:00 pm.

Information about Working Hours

The number of working hours per week is governed by the state collective wage agreement for public sector employees (TV-L) and the German regulation on weekly working time for civil servants (Arbeitszeitverordnung Beamte). The following regular weekly working hours apply, scaled by age and, if applicable, taking a severe disability into account.

For pay scale employees, i.e. according to the TV-L agreement:

Regular weekly working hours	39 hours 50 minutes
With a degree of disability of 80% or more	39 hours
Assigned to regular shift work	38 hours, 30 minutes

For part-time employment, the weekly working hours are reduced in accordance with the employment contract. The distribution of the working hours per week is generally aligned with the teaching and research requirements and has to be coordinated with the employee’s supervisor.

The number of working hours for civil servants (does not apply to [junior] professors) is currently 41 hours per week. Upon reaching 55 or 60 years of age, the civil servant’s working hours are reduced to 40 or 39 hours. Different regulations apply to civil servants who have a severe disability (see Section 2 (1) of the North Rhine-Westphalia Working Time Regulation / AZVO NRW). Please also refer to the Works Agreement on Flexitime Work.

Please contact your HR representative for any questions concerning the number of working hours.

Flexitime

In many departments and institutions, non-academic staff are required to use the work time recording system; in other departments and institutions, it is optional. Academic staff also have the option to use the flexitime system. Information on flexitime can be found [here](#).

Contact persons for matters concerning flexitime/working hours:

Flexitime: Div. 4.3	Room	Phone	Email
Christa Meier-Rohde	B1.223	2511	meier-rohde@zv.upb.de
Dagmar Rebbe	B1.228	5295	rebbe@zv.upb.de
Hubertus Loke	B1.334	3944	loke@zv.upb.de
Sabrina Gelhoet	B1.225	4297	sabrina.gelhoet@zv.upb.de

Holiday Leave / Special Leave / Leave of Absence (Exemption from Work)

You are entitled to holiday leave after you have completed six months of employment. Before the end of the probationary period, you may be granted holiday leave in proportion to the duration of employment. All employees whose working hours are distributed over five days per calendar week generally receive 30 days of holiday leave per year (for full years of employment).

Holiday leave must be taken by the end of a “holiday leave year”, i.e. a calendar year. For tariff employees, any remaining holiday leave that has not been taken by the end of the following calendar year will expire. For civil servants, the holiday leave must be taken by the end of March of the year after next.

Please request your holiday leave in good time using the relevant form (see [forms](#)) in the Human Resources Department; the holiday leave may not be taken without prior approval. Professors must inform their respective dean’s office well in advance before their holiday leave starts. Staff members teaching courses must generally take their holiday leave during the semester break.

Employees with severe disabilities and partially disabled employees are entitled to additional leave. As a prerequisite for this, the Human Resources Department must have valid proof of the disability from the pension office/social services office.

Leaves of absence or special leave, which may be granted for personal reasons such as childbirth by a spouse/civil partner, childcare in the event of illness, the death of a close relative or for an employment or service anniversary, must be applied for and approved by the Human Resources Department through the official channels.

Contact persons in the Human Resources Department:

Holiday leave: Div. 4.3	Room	Phone	Email
Acad. staff: Sabrina Gelhoet	B1.225	4297	sabrina.gelhoet@zv.upb.de
Non-acad. staff: Dagmar Rebbe	B1.228	5295	rebbe@zv.upb.de

Sick Leave / Incapacity to Work

You may only be absent from work on working days upon the consent of your employer. If, under certain circumstances, the employer's consent cannot be obtained in advance, it must be obtained or requested immediately. In the event of a non-approved absence, the entitlement to continued payment of your salary or wages may not apply.

If you will be absent from work due to illness, please inform the Human Resources Department and your direct supervisor as soon as possible. This applies to both academic employees and employees in the Central University Administration.

Central email address for sickness and return to work notifications:

for non-academic staff: krankmeldungen-np@zv.upb.de

for academic staff: krankmeldungen-wp@zv.upb.de

You should inform us that you are sick no later than 10 am on the first day of absence. In general, you should also specify the expected duration of your absence from work. If an incapacity to work lasts longer than three calendar days, a doctor's certificate must be submitted no later than by the following business day. In special individual cases, the employer is also entitled to request a doctor's certificate before the 3-day period has passed. When you return to work after a leave of absence due to illness, please notify the Human Resources Department and your direct supervisor immediately after you resume your duties.

If an employee is unable to work due to the fault of a third party, the Human Resources Department must be informed so that compensation for damages can be claimed under certain circumstances.

Contact persons in the Human Resources Department:

Sick Leave / Incapacity to Work: Div. 4.3	Room	Phone	Email
Christa Meier-Rohde	B1.223	2511	meier-rohde@zv.upb.de
Dagmar Rebbe	B1.228	5295	rebbe@zv.upb.de
Sabrina Gelhoet	B1.225	4297	sabrina.gelhoet@zv.upb.de

Employees in the faculties can also notify the designated contact person at the dean's office.

State Subsidies in the Event of Illness

Persons entitled to state subsidies apply for a state subsidy at their designated state subsidy office. The forms are available on our website in the "State Subsidies" section. Please note that the application must be submitted by the one-year cut-off date.

Contact persons for questions concerning state subsidies:

State Subsidy Office: Div. 4.1	Room	Phone	Email
Reinhild Dröge	B1.342	2547	reinhild.droege@zv.upb.de

Business Trips and Off-site Work

Business trips for business purposes outside of the place of work may only be taken after consultation with your supervisor and upon approval by the Travel Expenses Office (see [Forms: Request for Approval of a Business Trip](#)).

Off-site work and business travel within the place of employment are permitted if they are needed to properly, efficiently and quickly handle a matter. Such off-site work/travel must be approved in advance by the immediate supervisor (verbal approval is sufficient).

The German law governing travel expenses (Reisekostengesetz) applies to business trips.

Please submit your travel expense report immediately after the end of the business trip; this is advantageous because your receipts and data are still readily available, your expenses are reimbursed quickly, and the expenses are settled before the six-month billing cut-off date. Information on business trips and forms can be found on the [Travel Expenses](#) page. If you have any questions, please contact the Travel Expenses Office.

Business Trips/Travel Expenses: Div. 4.1	Room	Phone	Email
Business trip approvals and general travel expenses regulations			
Susanne Schwalk	B1.232	3768	s.schwalk@zv.upb.de
Reimbursement of travel expenses			
Petra Kürpick	B1.236	2764	kuerpick@zv.upb.de
Norbert Bornhorst	B1.234	2537	bornhorst@zv.upb.de

LBV: Payroll Information

The [Landesamt für Besoldung und Versorgung NRW \(LBV\)](#) (NRW State Office for Salaries and Pensions / LBV NRW) is responsible for the calculation and payment of salaries for university employees.

A payslip will not be sent to you every month. You will only receive a salary and tax statement if there are changes in the amount you are paid or to your personal circumstances. An explanation on the items on the payslip can be found [here](#).

VBL: German Federal and State Government Employees Pension Fund

The German federal and state government employees pension fund (Versorgungsanstalt des Bundes und der Länder / VBL) offers supplementary old-age pension insurance, partial

disability insurance, and benefits for surviving dependants (“incapacity coverage”) for pay scale employees in the public sector.

Employees in the public sector who meet the necessary requirements are covered by the VBLklassik insurance scheme from the first day of employment. VBLklassik ensures that you will receive an occupational pension in addition to the statutory pension. Information about the basic insurance coverage and voluntary supplementary benefits can be obtained from the [VBL](#).

Due to their limited contract duration, academic staff with fixed-term employment contracts often do not have the possibility to meet the 60-month waiting period required to draw a pension through the VBL compulsory insurance coverage. Consequently, these employees can be exempted from compulsory insurance with the VBL. In such cases, the employer must establish a supplementary old age pension provision through the VBLextra insurance plan instead. Pension benefits under this insurance can also be utilised without a required waiting period. Detailed information on the special provisions for academic employees can be found [here](#).

Mobile Work

Mobile work is meant to offer more flexibility in work organisation. Our employees have access to mobile work arrangement under certain conditions. It is possible to either regularly work mobile or to make use of "situative mobile work" (mobile work in occasional cases of need). You can find further information [here](#). In case of questions please contact [HR department, Division 4.5](#).

Secondary Employment

Secondary employment refers to an additional position or second job undertaken by a person mainly employed at Paderborn University, which is not within the scope of his/her main position or main occupation. In general, secondary employment must be reported and/or approved before it can commence. Please contact your HR representative. [Forms](#) are available on the Central University Administration webpage.

Teaching Loads

Academic staff are civil servants and employees assigned to the faculties, academic institutions or operating units, who, pursuant to their employment contract, are obligated to perform research and teaching duties.

The assigned teaching loads are in accordance with the [German ordinance on teaching loads](#) at universities and universities of applied sciences. Full-time academic staff with fixed-term employment contracts usually have – if they are teaching courses – a teaching load of 4 weekly hours per semester. For permanent employees, the teaching load is based on the employment contract or the letter and certificate of appointment. It varies between 4 and 17 weekly hours per semester. For part-time employees, the teaching load is reduced according to the number of working hours. The subject and content of the courses must be agreed on with the professors responsible for the subject area.

Contact person in the Human Resources Department:

Academic staff: Div. 4.2	Room	Phone	Email
Dunja Denecke	B1.211	5361	Denecke@zv.uni-paderborn.de

Teaching Assignments

Teaching assignments may be appointed for teaching and course requirements not covered by regular, full-time staff. Teaching assignments do not establish an employment relationship, they are independent (freelance) contractor positions. Only the completed number of course hours is paid, preparation and follow-up are included in the remuneration for the teaching assignment. As a rule, the total number of teaching assignments at Paderborn University should not exceed 8 weekly hours per semester

Contact persons in the Human Resources Department:

Teaching assignments: Div. 4.4	Room	Phone	Email
Jürgen Kesselmeier	B1.238	5247	kesselmeier@zv.uni-paderborn.de
Klaus Krüger	B1.244	2539	krueger@zv.uni-paderborn.de

Organisation and Administration

Allocation of Rooms / Short-term Use of Rooms

[Division 2.4](#) is responsible for the central allocation of rooms (especially for courses). If you need to use a room for a short period of time for special events and meetings that are not part of a regular taught course, please make arrangements with the team in [Division 5.2](#) (see the [Room Booking Application Form](#)).

Contact persons:

Room allocation / bookings	Room	Phone	Email
Central room allocation: Div. 4.2 (central e-mail address: raumanfrage@zv.upb.de)			
Beate Pietsch	B3.339	2805	Pietsch@zv.uni-paderborn.de
Short-term room bookings / signage: Div. 5.2			
Michael Stöppel	E5.121	2526	stoepfel@zv.upb.de

Procurement

[Division 1.4](#) is in charge of all purchases at the university, unless the specific procurement is the responsibility of Department 5, the University Library or the Centre for Information and Media Technologies (IMT).

The university uses the “central procurement” principle, i.e. only Division 1.4 – not the person or office submitting the purchase requisition (with the exception of direct purchases up to 1000.00 EUR net) – is responsible for making the purchase (for further information, please refer to the [Procurement Guidelines](#).)

Contact person: Procurement: Div. 1.4	Room	Phone	Email
Lars Spischak	C2.308	2546	lars.spischak@zv.upb.de

Invoice Processing

How do I handle the invoices I receive?

When you receive an invoice, please check to verify that the delivery and the invoice amount correspond to the purchase order. After you have checked and verified the invoice, please forward it to Division 1.1 along with a completed and signed [Account Assignment Sheet](#).

What do the “rechnerisch richtig” (mathematically correct) and “sachlich richtig” (factually correct) stamps mean?

The verification of the mathematical correctness confirms that an invoice amount is correct with regard to the amount and that any agreements relevant to the amount (discounts, deductions, due dates) have been complied with. Verification of the factual correctness confirms that the delivery pertaining to the invoice has been completely and properly made

or fulfilled (i.e. in accordance with the order and agreement). The authority to verify the factual correctness is granted upon request by Division 1.1 (Heike Bunse, ext. 5253). Every employee assigned to pay scale group 3 or higher is granted the authority to verify the mathematical correctness.

Technical Building Equipment – Reporting Service Disruptions and Malfunctions

In the case of service disruptions, malfunctions and problems with the telephone system, the lifts or other technical building equipment, please contact the [Technical Facility Management](#) division.

Contact person for matters concerning technical building equipment:

Technical building equipment: Div. 5.4	Room	Phone	Email
Stefan Müller	TVZ1.104	2475	Stefan.Mueller@zv.upb.de

Bringing and Using Personal Items in University Premises

In the event of loss or use of personal items that employees bring with them to the university, the university shall only be liable to pay compensation if the items are used to directly facilitate the work process (e.g. textbooks) and the university is at fault for the damage. Electrical equipment must undergo a safety check before use.

If you set up personal radios (including portable ones) at your workplace, you are obligated to register those devices with the ARD ZDF Deutschlandradio Beitragsservice (public broadcasting fee collection service, formerly GEZ) and pay the required fees.

Please do not park your bicycle inside the buildings, use one of the many bike spaces available instead.

Telephone Calls

For billing purposes, the following data of business and personal phone calls made via the university's telephone system are automatically stored (for 12 months) and recorded for accounting purposes:

- Telephone extension number
- Department/office/, cost centre
- Local phone network called
- Prefix and phone number called; for personal calls, the last 2 digits of the number are concealed with XXX
- Date and time of the call
- Amount of the charge, in EURO

Personal Phone Calls

Personal calls should only be made from university telephone lines in urgent cases. The use of special telephone services (answering service, programme announcements, “talking clock”, etc.) is not permitted. You can make urgent personal calls from long-distance and exchange landlines by dialling the prefix “8” first. You are required to pay the charges incurred for personal local and long-distance calls. Billing is carried out via an automated charge recording system (invoices are not issued for charges below 5 EUR).

Business Phone Calls

Telephone calls should be made if the costs incurred are economically justifiable. To save on charges and keep the phone lines open, please make every effort to keep telephone calls as short as possible.

Contact persons for questions regarding the recording and billing of telephone charges:

Telephone charges: Div. 1.4	Room	Phone	Email
Nina-Vanessa Welter	B2.304	2555	nina-vanessa.welter@zv.upb.de
Veronique Lücke	B2.304	5545	luecke@zv.upb.de

Postal Mail – Shipments – Deliveries

Postal mail is processed via the university post office. For intercampus mail within the administration, please use campus mail circulation envelopes, specifying the room number to where the mail needs to be sent. Personal mail may not be forwarded for sending through the university post office. Anyone who has personal mail stamped and postmarked as official university mail is deemed to be in breach of duty and may be prosecuted. Postal mail sent by employees to the Landesamt für Besoldung und Versorgung (NRW State Office for Salaries and Pensions) can be sent free of charge via the general university mail system.

Please avoid having personal mail/shipments delivered to the university’s official address, because this impedes the distribution of official university mail.

Contact person for matters regarding postal mail processing:

Central Post Office	Room	Phone	Email
Heike Rohloff	ZD0.114	2011	rohloff@zv.upb.de

Printing, Scanning, Copying

Print, scan and copy jobs can be ordered from the university's printing office, operated by Customized Business Services GmbH. The printing office provides the following services:

- **Printing/copying/plotting** (DIN A6 up to and including DIN A0, material 80 - 300 g/m²), canvases on stretcher frames as well
- **Post-processing, finishing and preparation:** stapling, hole-punching, folder finishing, stitching, binding (thermal binding, hardcover, metal spiral binding, plastic spiral binding, adhesive binding), cutting, folding, laminating, digital document compilation
- **Scanning:** Digitalisation of drawings, folders, contracts; delivery in PDF format, data backup to external USB drive, delivery by e-mail
- **Other services:** [business card](#) printing (see corporate design manual), production of labels

The order can be placed in person at the office or by email (uni-paderborn@canon.de). Please use the designated [printing order form](#) for this purpose.

Contact person:

Printing office	Room	Phone	Email
Markus Franke (Local Manager)	ZD0.101	2000	uni-paderborn@cbs-group.de

Occupational Health & Safety and Environmental Protection

Paderborn University has an occupational health and safety management system that was put into effect by the university management team and applies throughout the university as an obligatory work instruction.

Information on occupational health & safety and environmental protection at Paderborn University is available [here](#).

Occupational Health & Safety

The occupational health and safety officers advise and support the university management as well as all other managers in all matters related to occupational health and safety, accident prevention and designing ergonomic and user-friendly workspaces. They also provide staff members with advice on matters regarding ergonomics at the workplace and in selecting personal protective gear. This is procured centrally and available for collection from the ZSL building.

Contact persons:

Occupational Health & Safety	Room	Phone	Email
Diana Riedel (Head)	ZSL1.101	4301	riedel@zv.upb.de
Martin Hohrath	ZSL1.201	4302	hohrath@zv.upb.de
Franziska Hoppe	ZSL1.104	4306	Franziska.hoppe@zv.upb.de

Corporate Health Management

To ensure a holistic approach to corporate health management, the “[Healthy University](#)” working group was initiated to implement health-promoting living and working conditions at Paderborn University. For all employees, the “health passport” summarises the health promotion measures, programmes, courses and offers on an annual basis.

Contact person:

Corporate Health Management	Room	Phone	Email
Sandra Bischof	ZSL1.204	4305	bischof@zv.upb.de

Chemicals and Waste

Chemicals are purchased centrally and can be picked up at the chemical disbursement area. The university keeps a central hazardous substances register DaMaRIS. Hazardous waste is disposed of via the Central Hazardous Material Storage Facility. Brochures containing information on the correct disposal of waste are also available.

Opening hours

Chemicals disbursement for laboratories: Monday-Friday 10:00 - 11:00 a.m. and 1:00 - 3:00 p.m.
 Special/hazardous waste disposal: Monday-Friday 09:00 - 11:00 a.m. and 1:00 - 3:00 p.m.

Contact persons:

Chemical disbursement and waste disposal	Room	Phone	Email
Matthias Schmidt	ZSL1.207	4303/3043	schmidt@zv.upb.de
Christian Nernheim	ZSL1.112	4304	nernheim@zv.upb.de

University Medical Officer

The University Medical Officer (Dr. Ewa Flack, room W1.207, tel. 4231) advises the university management as well as all other managers in matters related to occupational health and safety, accident prevention and designing ergonomic and user-friendly workspaces. She is a source of advice for all staff members in these matters and also performs occupational health examinations.

You can make an appointment by email (email: arbeitsmedizin.dortmund@dekra.com) or phone (0231-9954-12).

Fire Protection and Prevention

The current Fire Safety Regulations are published in Official Notice no. 170.14 in German and English. The printed version of the Fire Safety Regulations Part B and Part A (posters – laminated) can be ordered via Division 5.3.

All employees and students as well as all companies and institutions operating and located at the university are required to comply with the Fire Safety Regulations.



Contact persons:

Fire Protection and Prevention	Room	Phone	Email
Martin Hohrath, Organisational Fire Protection	ZSL1.201	4302	hohrath@zv.upb.de
Klaus Watermeier, Structural Fire Protection	E5.301	2507	watermeier@zv.uni-paderborn.de
Stefan Müller, Technical Fire Protection	TVZ1.104	2475	Stefan.Mueller@zv.uni-paderborn.de
Diana Riedel, Safety Engineer	ZSL1.101	4301	riedel@zv.upb.de

Occupational/Workplace Accidents

Employees of Paderborn University are insured with the [Unfallkasse Nordrhein-Westfalen](#) statutory accident insurance provider. The relevant HR representative in the Human Resources Department must be immediately informed about accidents/accident reports.

Occupational/workplace accidents: An accident is classified as an occupational accident or workplace accident if physical injury has occurred as a result of or in the course of work or while performing the duties of the job. The incident must occur suddenly due to external factors and must be distinct both in terms of location and time. Work and official duties in this context also includes business trips and off-site work.

Commuting accidents: Accidents that occur while travelling to and from home and the place of work can be classified as commuting accidents. Please note that you may not be covered by commuting accident insurance if you do private errands (e.g. shopping) during the commute.

Accidents occurring outside of working hours: Please inform your HR representative immediately if you become incapacitated to work due to the fault of a third party (e.g. a traffic accident). If necessary, claims for damages will be asserted against the person who caused the accident.

Pet Policy

For health and hygiene reasons, dogs and other pets are not permitted in any of the buildings and rooms on the university campus.

Advocacy Groups, Counsellors and Representatives

Staff Councils

The staff councils represent the interests of the employees of a department or office; each staff council is elected by all employees for a term of four years. The staff councils are made up of representatives of pay scale employees and civil servants. The staff councils represent the rights and interests of the employees and advise and assist them. They ensure that laws, regulations, directives, collective wage agreements, etc. are complied with. They are involved in human resources, social, organisational and other internal measures and policies.

The interests of academic staff are represented by the “Academic Staff Council” ([WPR](#)); the interests of non-academic staff are represented by the “Non-academic Staff Council” (“[Staff Council for Technical and Administrative Employees](#)”).

Academic Staff Representatives

The non-professorial academic staff representatives represent the interests of the academic staff. In particular, the group representatives are tasked with preparing the university policy regarding the decision-making process and advising on decisions in the respective university committees. Corresponding representations exist at the [university level](#) and at the level of the individual faculties.

Representative for Severely Disabled Persons

The [Severely Disabled Persons Representative](#) advocates for the interests of persons with severe disabilities. She ensures that the employer fulfils its special obligation to hire and assign severely disabled persons in accordance with their skills and knowledge, to promote their professional advancement and to provide appropriate working conditions. The Severely Disabled Persons Representative must be fully informed and consulted before a decision is taken on any matter concerning an individual or group of severely disabled persons.

Contact person for matters concerning persons with disabilities:

Severely Disabled Persons Representative	Room	Phone	Email
Julia Schneider (deputy: Daniel Santos)	C2.341	2150	sbv@upb.de

Equal Opportunities Officer

The [Equal Opportunities Officer](#) supports the departments and offices and works to ensure compliance with the State Equality Act (Landesgleichstellungsgesetz) and all regulations and measures that have or may have an impact on equal opportunities and gender equality. In particular, she is involved in the development of structural and personnel decisions as well as in the preparation and implementation of equality plans. The Equal Opportunities Officer organises events and further training measures on subjects related to equal opportunities and provides advice and support in the following areas: career opportunities for female scientists, scholarships, work-life balance (including childcare), conflicts at the workplace or during studies, sexual discrimination etc. At Paderborn University, in addition to the Equal Opportunities Officer, who is elected by the Senate, there is usually an Equal Opportunities Officer in every faculty, and in all central administration departments and institutions.

Equal Opportunity Officer	Room	Phone	Email
Irmgard Pilgrim	E2.103	3724	irmgard.pilgrim@uni-paderborn.de
Deputy: Dr. Regina Sprenger	W1.107	5490	regina.sprenger@uni-paderborn.de

Equal Opportunities Office

The Equal Opportunities Office is responsible for providing administrative support to the Equal Opportunities Officers in the university, the faculties and the decentralised institutions in order to assist them with their various tasks. In this context, internal and external public relations is another important task area of the Equal Opportunities Office. The Equal Opportunities Office is located in Room E 2.106, phone: 60 -32 96.

Protection from Sexual Harassment and Violence

A work and study environment that encourages trust, respect and tolerance for all members and relatives of the university community is a central value at Paderborn University, to which the university has dedicated itself. This vision excludes discrimination, bullying, stalking, sexual harassment and violence.

Paderborn University does not tolerate violence or sexual discrimination in any form and enforces measures to ensure a study and work environment free from discrimination and violence. In 2005 the Senate issued the “Fair Conduct at Paderborn University” policy.

Staff members affected by sexual harassment have the right to lodge a complaint. If possible, please contact your superior. Professional [consultation and advice sessions on sexual discrimination and violence](#) are also offered in cooperation with the women’s advice centre Lilith e.V. Further information on advice services and the official complaints procedure can be found [here](#). The Equal Opportunities Office, the Human Resources Department, the Equal

Opportunities Officer and the members of the Staff Councils are also available for confidential advising and counselling. Complaints under the abovementioned Employee Protection Law can also be reported to the legal advisors at Paderborn University.

The Equal Opportunities Officer (see contact information above) is the designated contact person for issues related to sexual harassment.

Representative for Young People and Trainees

The Representative for Young People and Trainees “Jugend- und Auszubildenden-vertretung” ([JAV](#)) represents the interests of young people under the age of 18 as well as all trainees and apprentices. The JAV is elected for a term of two years.

Data Protection Officer

The Data Protection Officer is obligated to maintain confidentiality and is the contact person for all employees concerning matters of [data privacy and protection](#).

The legal status and duties of the data protection officer (or his/her deputy) are governed by Section 32a of the North Rhine-Westphalia Data Protection Act (DSG NRW). The Data Protection Officer reports directly to the management and is not bound by directives or instructions from a supervisor in the course of his or her work. She/he supports and advises the department/office in ensuring the privacy and protection of personal data and monitors compliance with data protection regulations.

Information Pursuant to NRW Data Protection Act

Persons working in the public sector or for its contractors who have access to personal data are prohibited to process or disclose such data without authorisation or consent for any purpose other than the purpose associated with the fulfilment of the respective duties; this shall also continue to apply after the employment relationship has ended (Section 6 DSG NRW).

Contact person for matters concerning data privacy and:

Data Protection Officer	Room	Phone	Email
Dr. Eva-Maria Wicker	L3.201	4444	datenschutz@uni-paderborn.de

Contact Persons for Addiction-related Issues

Our contact persons support employees with health-related or psychosocial problems and crises – possibly related to problems with addictions.

General contact: bap@uni-paderborn.de or tel. 33 49

An introduction of our contact persons you can find [here](#).

Contact Persons “Mentally strong at work”: University Alliance Against Depression

The contact persons [“Mentally strong at work”](#) support employees in times of psychological crises. They offer confidential counselling to talk about the individual situation, to reflect on stress factors and to develop individual solutions. In addition, they inform about further contact points within the university as well as local or regional networks and advisory offices.

Offers, Programmes and Training for Staff

Staff Development

Division 4.5 is the central service point for staff development for academic, technical and administrative staff. The central staff development division is responsible for the pooling, evaluation and enhancement of various staff development measures and tools at Paderborn University. An overview of the various staff development offers is available on the [webpages](#) of Division 4.5 - Central Staff Development.

Contract persons for matters concerning staff development:

Staff development: Division 4.5	Room	Phone	Email
Stefanie Jürgehake	B1.317	2543	Juergenhake@zv.uni-paderborn.de
Dr. Johanna Braukmann	B1.325	3587	Braukmann@zv.uni-paderborn.de
Dr. Caroline Wozny	B1.325	3588	Wozny@zv.uni-paderborn.de

Internal Training, Continuing and Further Education

All employees are entitled to attend and participate in the training, continuing and further education events organised by the university during work hours. Information about the [“Internal Training, Continuing and Further Education Programme”](#), the general conditions for participation as well as offers from external resources can be obtained from Lea Dören, the training and further education advisor. Training and continuing and further education courses are offered on topics such as personal and social skills, communication and working methods, leadership, information technology, occupational safety and environmental protection, and health.

Contact person for matters concerning training, continuing and further education:

Internal training, continuing and further education: Div. 4.5	Room	Phone	Email
Lea Dören	B1.320	2529	doeren@zv.upb.de

Center for Language Studies

The [Centre for Language Studies \(ZfS\)](#) of the Faculty of Cultural Sciences is the central service point for all students and employees of Paderborn University who are interested in language learning. The centre offers semester courses, intensive courses during the semester break, a media centre (“Mediathek”) with a variety of learning materials, along with numerous other offers for learning languages (tandem programme, language learning consulting, strategy workshops, pronunciation training, and many more).

International Office

The [International Office](#) provides information and advice on stays abroad and exchange programmes. It supports and assists employees who want to host visitors from abroad, cooperate with a foreign partner university or plan a visit to a partner university in a foreign country. For university staff, the [ERASMUS+ Teaching Staff Mobility \(STA\)](#) and [ERASMUS+ Staff Mobility for Training \(STT\)](#) programmes offer the option to complete a short stay at a (partner) university in a foreign country.

Academic Professional Development Unit

The [Academic Professional Development Unit](#) advises, qualifies and assists instructors at Paderborn University in all matters concerning the design and further development of teaching-learning processes. The offers are intended for professors, academic staff, students, faculties, and institutes and other organisational units of Paderborn University.

The unit’s offers include “university didactics” workshops (in particular the “Professional Teaching Skills for University Instructors” certificate programme), professional peer observation of teaching, peer advising, advising on “university didactics”, teaching coaching for professors, eLearning training and eLearning advising, evaluation of courses, as well as the training and qualification of student tutors and e-Tutors.

Competence Centre for Writing (Kompetenzzentrum Schreiben)

The [Competence Centre for Writing](#) offers teachers individual advising, structured programmes and regular training on the subject of academic writing and teaching writing (including “Teaching Writing” training, instructor advising on planning academic writing courses, the “Writing Tutor Programme” and other subject-specific workshops).

Technology Transfer and Business Start-up Centre at Paderborn University (TecUP)

[TecUp](#) offers students and staff at Paderborn University support and advice on business start-ups, financing for start-ups, transfer and innovation.

Family Service Office

The [Family Service Office](#) is a counselling, advising and resource centre for students and staff at Paderborn University, which aims to help them establish a good studies-work-life balance (responsibility for children as well as caregiving for relatives in need of care). Parents are provided with information and advice (maternity leave, parental leave and parental allowance) and assisted with finding childcare (babysitters, “substitute grandparents”, the “PUKI” short-term childcare service and childcare during school holidays). If you have any questions concerning your work or employment contract, please contact your HR representative.

Family Service Office	Room	Phone	Email
Noelle Maicher-Hoff	E2.101	3725	noelle.maicher.hoff@uni-paderborn.de

University Library

The [University Library](#) is the central service facility that provides Paderborn University with academic and scientific literature, information media and a range of related library services. Staff members can apply for a combined work/library ID card or a separate library ID card via the [IMT service portal](#). Detailed information can be found on the [University Library website](#). The University Library offers teaching staff the “Seminarapparate” online portal, a web-based [service](#) to support teaching through e-learning. The portal allows electronic texts and other documents to be shared with course participants as digital reading materials or downloads. The University Library’s [publication service](#) offers an open access platform for employees who want to publish their academic work or papers in electronic form and for publications by university departments and institutions. If you would like to get acquainted with the University Library and learn about its wide array of services, the library offers a range of [training modules](#). Feel free to contact library staff with any individual questions.

University Library	Room	Phone	Email
Dr. Dietmar Haubfleisch (Director)	J1.144	2048	d.haubfleisch@ub.uni-paderborn.de
Dr. Ulrike Hesse (Deputy Director)	J1.138	2050	u.hesse@ub.uni-paderborn.de
Information Center	BI1.102	2017	information@ub.uni-paderborn.de

Information and Media Technologies Centre (IMT)

The Information and Media Technologies Centre (IMT) offers all members of Paderborn University an extensive range of IT and media services to support and facilitate research, teaching and administration. To this end, the IMT provides a university-wide technical infrastructure, including the wireless network, audio-video technology equipment in lecture halls, and servers on which the various IT services are run. The IMT conducts training courses and is available for individual consultation.

IMT	Room	Phone	Email
Prof. Dr. Gudrun Oevel (Head)	N5.308	2397	gudrun.oevel@upb.de
Andreas Brennecke (Deputy)	N5.329	2400	andreas.brennecke@upb.de

University Archive

The University Archive archives, preserves, backs up, indexes, makes available and digitises legacy and historical documents related to Paderborn University and its predecessor institutions as well as bequests and estates of professors and other documents of historic value to the university. In addition, the University Archive advises the university's departments and institutions on how to preserve their documents with a view to their subsequent archiving, as well as on the scientific appraisal of the archival materials, and is involved with their research and in communicating the history of the university and its facilities and institutions.

University Archive	Room	Phone	Email
Dr. Anikó Szabó (Head)	J1.131	2026	a.szabo@ub.uni-paderborn.de

Press, Communications and Marketing

The Department of "[Press, Communications and Marketing](#)" provides the public with information about Paderborn University in the areas of research, teaching, knowledge and technology transfer. It promotes the national and international visibility of the university, and is responsible for strategic communication. The employees publish press releases, articles and interviews, create flyers and brochures, publish the university's magazine, run the [university shop](#), are responsible for the [corporate design](#) and the official social media channels, and accompany and advise university researchers on all public relations issues. Our team is the first point of contact for journalists and the media.

Offers from the Studierendenwerk

The "Studierendenwerk" (student services) offers a wide variety of hot and cold meals and beverages every day on campus in the "Mensa Academica", "Mensa Forum", "Restaurant Mensula", "Caféte", "One Way Snack" and "Grill/Café" dining facilities. On the Fürstenallee campus, you can enjoy food and beverages at the "Bistro HotSpot"

With the [DeliCard](#), you can make quick and cashless payments at any of the university's dining facilities. You can obtain the card from the DeliCard Service. The Easyload feature lets you add a predetermined amount of money to your card via your bank account – right at the cafeteria's cash register.

For information on opening hours, menus, etc., visit the [Studierendenwerk website](#).

University Sports

All students and staff of Paderborn University, the Paderborn Catholic University of Applied Sciences and the Faculty of Theology as well as employees of the Paderborn Studierendenwerk have the opportunity to participate in the University Sports programme. For information on the extensive range of offers (more than 100 different courses), registration procedures, costs, etc., please contact the [University Sports Department](#).

Contact person for the University Sports programme:

University Sports: Div. 3.4	Room	Phone	Email
Ulrich Kussin	SP2 1 225	2456	kussin@zv.upb.de

Cultural Activities

A selection of the cultural activities on offer at Paderborn University is listed below.

- [UniSono University Choir](#)
- [Paderborn University Orchestra](#)
- [Unity Big Band](#)
- [Bläserkreis](#) (wind ensemble)
- [Salsa Ensemble La Fuente](#)
- [Campus Radio](#)
- [University Drama Group](#)

Uni Shop

Paderborn University clothing, accessories and merchandise can be purchased in the [Uni Shop](#).