Dear PhD Student,

Welcome to the GFZ Potsdam! The following pages will give you general information, tips, and guidelines, which might be useful during your first days and weeks at the GFZ. If you have further questions or if you just need some quick help, you can always check out our English webpage. It can be found on the GFZ Potsdam homepage in the section >> services >> PhD students or simply type phd.gfz-potsdam.de into your browser. You can also write us an e-mail or contact all other PhD students at the Telegrafenberg.

But before we go on, let us quickly introduce ourselves. We are the representatives of the PhD students at the GeoForschungs Zentrum Potsdam - “GeO doc”.

The GFZ PhD Representatives are elected by all GFZ PhD students to:

• Be the link between the GFZ-Organization (e.g. board of directors (“Vorstand”) and personnel board (”Personalrat”)) and the PhD Students,
• Help with questions concerning your contracts/stipends or regarding problems you are encountering in your work place,
• Inform you about regulations for obtaining your degree,
• Help students (especially foreign students) to organize their sojourn in Potsdam or Berlin (i.e. registering at the city hall, opening a bank account, enrolling at the university),
• Set up the stage for the annual PhD Day, and last but not least:
• Organize the monthly social events to create more interaction between students.

We also want to invite YOU to join our monthly meetings and learn more about plans for graduate schools, other advanced training classes or new developments of the Helmholtz-Juniors - a network of the PhD-Representatives of all Helmholtz centers. Finally we hope you have a good time in Potsdam and a successful doctorate at the GFZ! Hopefully the following pages will help you during the first days – here on top of the Telegrafenberg.

Your Representatives
Karina Hennig, Christin Lubitz, Elvira Mulyukova, Tasca Noelia Santimano, Paul Sass, Sara Stege, Tobias Weber, Natalia Zamora.

www.gfz-potsdam.de

phd@gfz-potsdam.de **to contact the PhD representatives**

doktoranden@ gfz-potsdam.de **to contact all other PhD students**

www.helmholtz.de/jobs_karriere/helmholtzjuniors/

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First things first: Getting settled in the GFZ Potsdam

On your first day at the GFZ Potsdam, you will probably have plenty of things on your mind and you will not really know where to start. Your supervisor or the secretary of your department or section has hopefully introduced you to your new colleagues and your workplace. Now, since you know where your desk is located, you should get a key and a chip-card to access your building and room.

Please refer to the map of the GFZ for further directions. With the chip card you will have access to the GFZ main building via the underground parking and to the library at any time. Furthermore, if you plan to come to the GFZ Potsdam by car, a parking permit is required. Again, Frau Luedtke is the person to contact to get it. Speaking of the library, you might be curious about how to access the lots of information on the hill. To get your library card as well as information about the next library tour and the online literature catalog, ALBERT, make a quick visit to the library. Surf the GFZ Potsdam homepage, especially your department's pages, and you will notice that remembering your colleagues' names is easier when you see a picture next to their names. For your page you can either bring a snapshot of your own, or contact our photographer for a photo session.

As soon as you have obtained your own e-mail account "~@gfz-potsdam.de" (talk to the network administrator in your section), it would be great if you drop us a note at phd@gfz-potsdam.de, so we can add you to the doktoranden@gfzpotsdam.de mailing list. If you are looking for a place to live or if you want to sell or give away some things, like books or furniture, you can post your request at pinwand@gfz-potsdam.de. If you need information on other newsgroups (e.g. sport groups – football, table tennis, volleyball – or software user groups – GIS, Matlab) and want to be added to a certain mailing list, send an e-mail to postmaster@gfz-potsdam.de. Finally, we would like to tell you about our "representatives for equal opportunities"-team (Gleichstellungs-beauftragte) at the GFZ Potsdam, who are part of the Helmholtz wide program for equal opportunities. If you need information on work-life-balance, child-care programs, the scientific management academy and more, visit their homepage:
www.helmholtz.de/jobs_karriere/chancengleichheit/

Key and Chip Card
Frau Gaby Luedtke
Tel: 1641
Building/Room:
A 40/2

GFZ Map (Page 5)
www.gfz-potsdam.de
Portrait >> Maps >>
Campusplan

Library
Tel: 1673
Building/Room:
A17/0.14
www.gfz-potsdam.de/bib

Photographer
Frau Elisabeth Gantz
Tel: 1656
Building/Room:
A 17/01.05

E-Mail Contacts
phd@ …
doktoranden@...
pinwand@ gfz-potsdam.de

Equal opportunity comissioner gfz-potsdam.de/intern/gba/index.html
www.helmholtz.de/jobs_karriere/

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Keep your “To-Do”-List up to date: Organization Stuff (I)

After you get settled at the GFZ, some paper work will be waiting for you:
First of all, those having a contract from the GFZ , you will need to supply the V1 with any missing information (social security number, tax card, health insurance information, new address, bank account etc) when your contract was mailed to you. V1 is the central administrative unit; check the internal structure of the GFZ Potsdam to find out more (GFZ Organigram). All other administrative units of the GFZ, which will come your way in the following weeks, are also listed here, so check it out!
Students with third party funded scholarships/stipends, mainly foreign students (e.g. DAAD, through programs from universities etc.), will have slightly different paper work. They do not need to submit the papers to V1 but need the following essential requirements for the stay:

- New address
- Health insurance
- City registration
- Bank account
- Residence permit (In case of Non EU nation)

V1 needs your
Social security number, tax card, health insurance information, new address, bank account

GFZ Organigram
www.gfz-potsdam.de >> Structure

PhD Rules
www.gfz-potsdam.de Services >> PhD Students >> Information

Read the “Promotionsord-nung”!

To get a Semester Ticket
enroll at a University; bring your certificate of “Exmatrikulation”

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Keep your "To-Do"-List up to date: Organization Stuff (II)

Your first step will be to register in the city in which you plan to live. A good spot for help in Potsdam, especially if your German is not so fluent, is the City of Potsdam "Welcome Center". They are specialized in helping foreign scientists with all aspects of the registration and orientation in their new hometown (http://www.welcome-center-potsdam.de/index.php?sid=8&uid=&lang=eng).

Location of the "Welcome Center":
Friedrich-Ebert-Str.79,
14469 Potsdam

You can take the Tram or the Bus service from Potsdam Central Station to the station *city hall*, which is in German "Rathaus". A plan of the public transportation is available online:
http://www.vbbonline.de/index.php?cat=1&sCat=24&id_language=1 → click on „Stadtverkehr Potsdam Tag"

If you plan to live in Berlin, the best way to register is to write a quick e-mail to your local resident registration office ("Einwohnermeldeamt"):
berlin.de/verwaltungsfuehrer/buergerberatung) and ask for an appointment, so you don't have to wait.

In case you are looking for accommodation please have a look on:

http://www.studentenwerk-potsdam.de
http://www.studentenwerk-berlin.de/
http://www.easywg.de
http://www.asta.uni-potsdam.de
http://www.studenten-wg.de
http://www.wg-gesucht.de

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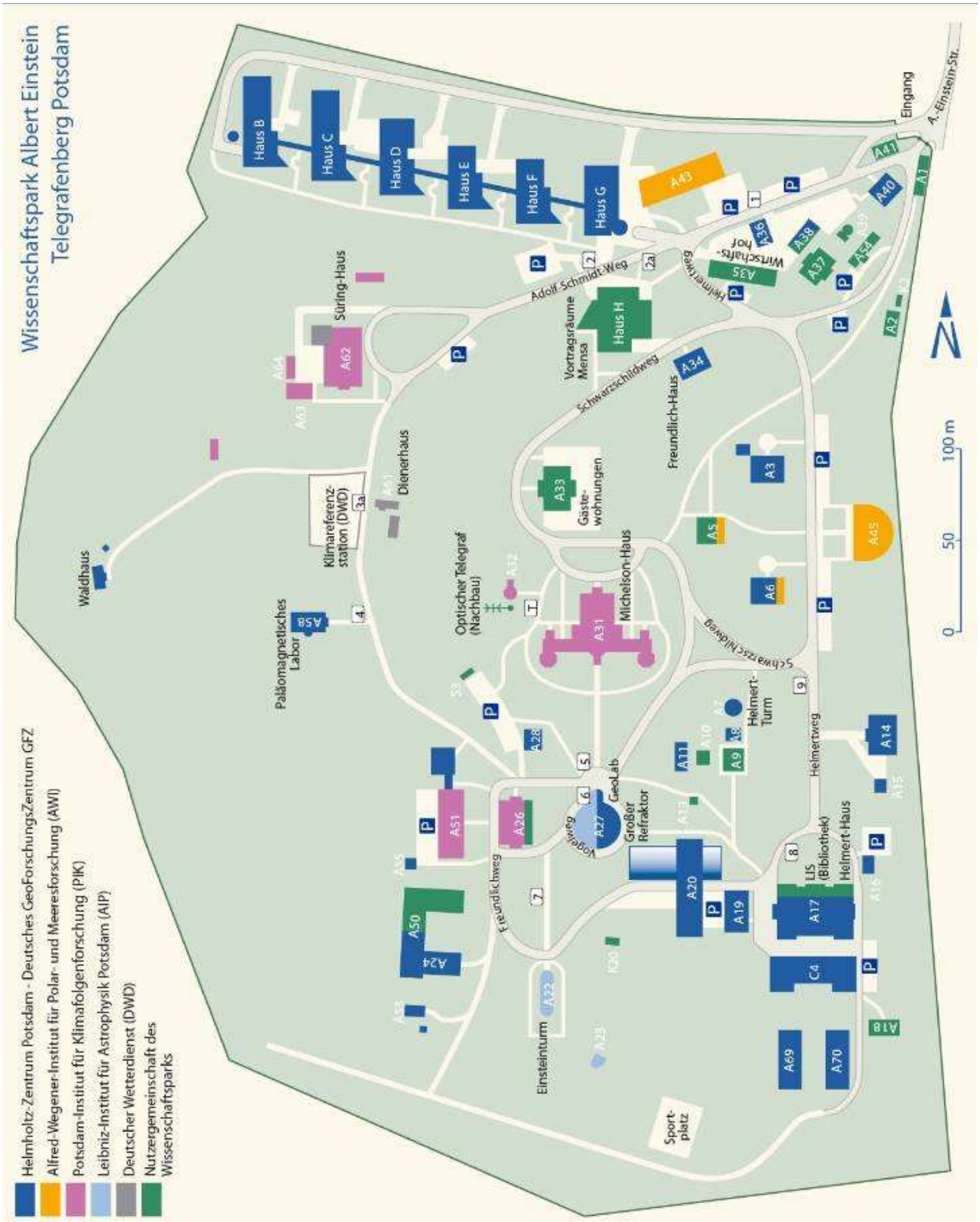
Map of Telegrafenberg Institutes:



Bus Time Schedule: Bus 691

From Potsdam Central station to Telefrafenberg:

06:44
07:14
07:44
08:14
08:44
09:14
15:14 only on Friday
15:44
16:14
16:44
17:14
17:44
18:14

From Telegrafenberg to Potsdam Central station:

07:05
07:35
08:05
08:35
09:05
09:25
15:05 only on Friday
15:35 only on Friday
16:05
16:35
17:05
17:35
18:05
18:35