

Dear doctoral researchers,

(Perhaps you were wondering about the term ‚doctoral researcher‘? We decided to address PhDs not by ‚PhD students‘ anymore. We think, PhDs are much more researchers than students, hence the new term: ‚doctoral researcher‘.)

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 webpage. You can also write us an e-mail.

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

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

- be the link between the GFZ-Organization (e.g. board of directors “Vorstand” and personnel board “Personalrat”) and the PhDs,
- 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,
- organize workshop registration to help you improve your skills,
- set up the stage for the annual PhD Day,
- organize the social events to create more interaction between PhDs,
- Participate in the Helmholtz-Juniors - a network of the PhD-Representatives of all Helmholtz centers.

We also want to invite you to join our meetings and participate in the latest discussions regarding the GFZ PhDs.

Finally, we hope that you will 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

Cedric Patzer, Ernestine Lieder, Termitope Seun Oluwadare, Jonannes Petereit and Maximilian Döhm

Website of the PhD Representatives

<http://www.gfz-potsdam.de/karriere/das-gfz-als-arbeitgeber/arbeitnehmervvertretungen/geo-doc-doktorandenvertretung/>

Useful information at the Geodoc Intranet site

<http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/arbeitnehmervertretungen-und-ansprechpartner/phd-representatives/information/>

The official GFZ Welcome Brochure

http://media-intranet.gfz-potsdam.de/gfz/v1/Willkommensbroschuere_ENG.pdf

geodoc@gfz-potsdam.de to contact the PhD representatives

phd-l@gfz-potsdam.de to contact all other doctoral researchers

First things first: Getting settled at 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/or 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. 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**, with which you can enter the library at any time and get information about the next library tour and the online literature catalog “ALBERT” make a quick visit to the library.

Visit 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 employee page** you can either bring a snapshot of your own, or contact our photographer, Frau Gantz, for a photo session.

As soon as you have obtained your own **e-mail account** ~@gfz-potsdam.de, your email address will be automatically added to the gfz-l@gfz-potsdam.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 (Gleichstellungsbeauftragte) 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.

Key and Chip Card

Frau Gaby Luedtke
Tel: 1641
Building/Room: F 223

GFZ Location plans

<http://www.gfz-potsdam.de/en/centre/about-us/directions-and-locations/>

GFZ Map

<https://media.gfz-potsdam.de/gfz/wv/doc/CMS/15/Campusplan.pdf>

Library

Tel: 1673
Building/Room:A17/0.14
<http://bib.telegrafenberg.de/home/>

Photographer

Frau Elisabeth Gantz
Tel: 1656
Building/Room: A70/101

E-Mail Contacts

geodoc@ ...
phd-1@ ...
pinwand@ gfz-potsdam.de

Equal opportunity commissioner

<http://www.gfz-potsdam.de/en/career/the-gfz-as-an-employer/employee-representation/eo-commissioner/>



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. The Welcome Center is happy to assist you with it. 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 and residence permit (In case of Non EU nation)

Now, you have some time to think about your new job as a PhD student. But to not make your job too fantastically simple, there are various rules to follow! First of all, there is an internal guideline of the GFZ on how to conduct your PhD.

Secondly, you should talk to your supervisor as soon as possible about the university at which you are planning to earn your degree. You may think there will be plenty of time for this, but please be aware that there may be some significant differences in the regulations and requirements at each of the universities (e.g. University Potsdam, TU Berlin, FU Berlin, HU Berlin) as well as within each department. Read the individual regulations (“Promotionsordnung”) of the University of your choice to find out what is required of you.

If you are planning to apply for a student’s semester ticket (which gives you free access to the public transport in Potsdam and Berlin), you don’t have to wait until the start of the next semester. You can get it at anytime. At some universities they even refund you the first months of the ticket in which you were not able to use it.

V1 needs your

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

GFZ Organigram

<https://media.gfz-potsdam.de/gfz/wv/doc/ORG/GFZ-Organigramm-en.pdf>

Read the

“Promotionsordnung”!

PhD Rules

<http://intranet.gfz-potsdam.de/en/topics/staff-related-questions/rahmenbedingungen-fuer-mitarbeiterinnen/phd-students/>

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.

If you plan to live in Berlin or Potsdam, the best way to register is to contact your local resident registration office (“Einwohnermeldeamt”) and ask for an appointment, so you don’t have to wait.

<http://service.berlin.de/buergerberatung-aemter/>
<http://vv.potsdam.de/vv/oe/173010100000007821.php>

A good spot for help, especially if your German is not so fluent, is the Welcome Center. They are specialized in assisting foreign scientists (and their families) with all aspect of relocation, e.g. Registration with the authorities, Visa/ Residence permit, Paperwork related to your work contract, (Health) Insurances, accommodation in Potsdam and Berlin, Day care & School All new students are invited to contact Ms. Frauke Stobbe from the Welcome Center.

On Mondays from 10.00 to 13.00 & Wednesdays from 14.00 to 17.00 in the office at Telegrafenberg

Building A27 (Grosser Refraktor)
Room 107
Tel. 0331-288-2326
welcome@gfz-potsdam.de

and on all other days of the week in the office at university campus

Am Neuen Palais 10
Building 08, Room 1.69
Tel. 0331-977-1083
welcome-center@uni-potsdam.de

You can take the Bus service from Potsdam Central Station to the station *Campus Universität/Lindenallee, Potsdam*. A plan of the public transportation is available online.

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

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

Welcome Center at Telegrafenberg

<http://www.gfz-potsdam.de/zentrum/internationales/welcome-center/>

Welcome Center at Uni Potsdam

<http://www.uni-potsdam.de/db/welcomecenter/index.php?sid=8&uid=&lang=eng>

Public transport information

<http://www.vbb.de/en/index.html>

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Additional offer at GFZ:

Individual Counseling for doctoral students

With this offer of individual counseling, we particularly address to doctoral students at GFZ who are looking for expert assistance tailored to specific needs and questions as the following: Are you looking for support in challenging phases of your doctoral studies? Would you like to extent your personal competencies needed to complete your doctoral thesis? Would you like to reflect your career plans and decisions? Counseling may consist of 1 to 3 individual sessions. To schedule an appointment, please send an email directly to Dr. Annett Hüttges. This offer is free of charge; your requests will of course be treated confidential.

We hope this is enough information to get you started. For more helpful points, check out our webpage or contact us at any time!

Good luck and we wish you much success with your thesis!

Individual counseling:

Dr. Annett Hüttges
huettges@gfz-potsdam.de