

Welcome Guide



Welcome to Freie Universität Berlin!

As Freie Universität Berlin's **Welcome Service**, we're here to support you while you settle into Germany, Berlin and FUB. We want to make sure that you'll quickly find your way around and feel comfortable in your new working environment.

We are happy to help you with any questions you may have about starting your new job. We can advise you on issues such as finding accommodation, obtaining a residence permit, pension insurance and much more. In addition, we can assist you in English with filling out your employment documents and, if you wish, accompany you to the signing of your contract.

This Welcome Guide is intended to provide you with an overview of the service facilities and contact persons available to you as a member of Freie Universität, as well as the structures and most important regulations at FUB.

For further advice and questions, please do not hesitate to contact us.
(030) 838 55443 or **start@personal.fu-berlin.de**

Onboarding Platform

All employees of Freie Universität can access our onboarding platform with their ZEDAT account. In addition to a digital campus tour, you will also find videos explaining the structure of the university and brief introductions from various contact persons.

You can also use the onboarding platform to register for our events, which provide information on specific topics related to working at Freie Universität. In addition to the professional exchange, this also gives you the opportunity to network beyond your own department.

Welcome Service

fu-berlin.de/en/sites/abt-1/referate/ic/welcome-service/index.html



Onboarding Platform

www.wikis.fu-berlin.de/x/j4o2RQ



Contact

+49 (030) 838 55443

✉ start@personal.fu-berlin.de





Your appointment at the district office (*Bürgeramt*): Registration, Tax Identification Number, Certificate of Conduct

Registration (*Anmeldung*)

Within two weeks of moving into a new place, you need to register at one of the 40 district offices in Berlin. You will need to make an appointment in advance. You can do so online or call 115 for the district office hotline (*Bürgertelefon*). Appointments fill up fast, so you should plan to schedule yours at least a month in advance.



It helps if you are willing to take an appointment anywhere in the city: Click on “Termin berlinweit suchen” when you go to schedule online.



You will need to present the following documents when you attend your appointment:

- Government issued identification (e.g. national ID card) or passport, and/or supplementary documents for foreign nationals (e.g., residence permit if required), your birth certificate
- A completed registration form
- An official occupancy notice completed and signed by the property manager/owner of your new place
- Marriage certificate, if applicable
- Government identification or birth certificates of children, if applicable



At the end of your appointment, you will receive a certificate of registration. Keep it in a safe place with your other personal records. You will need it again for various official purposes, e.g., when you apply for a residence permit or when you open a bank account.

More information, registration form,
schedule an appointment

www.fu-berlin.de/welcomeservice-en/neu-in-deutschland/erste-schritte





New in Germany – District Office (*Bürgeramt*)

The first time you register in Germany, the Federal Central Tax Office will issue you a tax identification number (*Steueridentifikationsnummer*) and send it to you by mail within about two weeks. Your employer will need your tax identification number in order to share important tax information with financial administration offices.



Make sure that your name is on your mailbox at home so that you can receive the letter with your tax ID when it comes.



You will be assigned to tax bracket 6 until you submit your tax ID number to your HR officer in the personnel department. Bracket 6 means that you are liable for the highest maximum deductions. As soon as you provide the tax ID number, you may be eligible for a refund of the overpaid taxes.

Certificate of Conduct for Official Purposes (*Führungszeugnis zur Vorlage bei einer Behörde*)

If the personnel office requests a certificate of conduct for official purposes, you can apply for one in person at the district office. If you are already registered in Berlin, it is also possible to apply for the certificate by mail.



Make a note of the full address of your contact person at the personnel office (including their administrative reference code), as the official certificate of conduct cannot be sent to your home address.

The certificate of conduct costs 13.00 euros (amount based on information available as of January 2024).



In many district offices, you will need to pay with an EC debit card (not a credit card). Please look into payment methods at your district office before your appointment.



Berlin Immigration Office (*Landesamt für Einwanderung*)

If you do not have a passport from an EU member state (+ Iceland, Liechtenstein, Norway and Switzerland) and you plan to stay in Germany for more than three months, work/study in Germany, you will need to apply for a residence permit at the local immigration office. You can schedule an appointment yourself. Further information can be found on the Berlin Immigration Office website, or you can contact Freie Universität's Pass-Service directly at pass-service@fu-berlin.de

Applications for a residence permit can only be submitted within the eight weeks just before your prior permit expires.



Online appointments fill up months in advance. Please schedule an appointment as early as possible. To check current availability, please visit the Berlin Immigration Office website.



For the application you will need to the following documents:

- A completed application form (application for a temporary residence permit/granting a residence permit)
- A valid passport
- Employment contract/hosting agreement
- A biometric passport photo
- Proof of health insurance
- Rental lease and proof of monthly rental costs
- Proof of main residence in Berlin (certificate of registration)

Pass-Service FU Berlin	Contact	Address
www.fu-berlin.de/en/international/contact/index.html		
	 pass-service@fu-berlin.de  +49 (0) 30 838 57304	Ilthisstr. 4, 14195 Berlin (U-Bhf Dahlem-Dorf) Office hours: Thursday 2:00 p.m. - 5:00 p.m.



- **What is my tax identification number?**

When you register at the district office you are automatically assigned a tax identification number (*Steueridentifikationsnummer*). Your personal tax identification number will be sent to you by mail within about two weeks. The number is yours permanently and does not change, for example, if you move, if you legally change your name when you marry, or if you otherwise undergo a change in your civil status.

- **Do I have to pay taxes?**

As a rule, if you have an employment contract, you must pay taxes. Your employer deducts your taxes from your gross monthly income and pays it directly to the tax office. The amount of income tax you pay depends on the amount you earn, your family status, and your tax bracket.

To prevent you from being taxed in Germany and in your home country at the same time, Germany has double taxation agreements (*Doppelbesteuerungsabkommen*) with many countries. These agreements specify in which country you need to pay taxes.

- **Can I get the money back that I paid in taxes if I move away from Germany?**

At the end of a calendar year, you can submit a tax return to the local tax office. You may receive a tax refund depending on certain circumstances. It might be helpful to find an accountant who can help you file your income tax return.

You can find helpful links and more information on our website.

Double Taxation Agreement, Tax
Offices, Tax Consultants

www.fu-berlin.de/welcomeservice-en/neu-in-deutschland/versicherungen-informationen





Social Security and Insurance / Social Security Number

Germany has a robust social security system.

If your monthly income exceeds 538 euros (as of January 2024) and you are not self-employed, then your income is subject to social security and insurance payments.

Most people who live in Germany and earn this kind of income have:



Statutory health insurance (*gesetzliche Krankenversicherung*), long-term care insurance (*Pflegeversicherung*), pension insurance (*Rentenversicherung*), and unemployment insurance (*Arbeitslosenversicherung*). Statutory contributions (approximately 20%) are automatically deducted from your gross salary.

Employees at Freie Universität Berlin with an employment contract are covered by the university as their employer. That means that the statutory contributions for the various social security insurance plans are automatically deducted from your gross salary. Generally, that comes to about 20% of an employee's gross income. There are different regulations for student assistants and interns.



You will automatically receive your **social security card** by mail from the German Pension Insurance (*Deutsche Rentenversicherung*).

Usually, the card arrives during your first month of employment, once your first month's income has been calculated and Freie Universität Berlin has reported you as an employee to the various insurance providers.



You will want to file your social security card carefully with other important personal documents as you will need to present it on occasion throughout your professional life (usually when changing employers).

Further information

www.fu-berlin.de/welcomeservice-en/neu-in-deutschland/versicherungen-informationen





Health Insurance

In Germany, all residents are required to have health insurance. Coverage must include medical treatment for acute medical conditions and for accidents in Germany.

Statutory Health Insurance (*Gesetzliche Krankenversicherung*)

Unlike the other types of insurance for pensions, long-term care, accidents, and unemployment, where you do not get to choose your provider as a non-self-employed employee, with statutory health insurance it is different. You can pick your health insurance provider. Statutory health insurance coverage is basically standardized. There might be some minor differences when it comes to customer service, additional coverage, and optional costs. Health insurance costs must adhere to federal rates based on your income. The standard rate for statutory health insurance is currently 14.6% (as of January 2024). In addition, health care providers can charge supplementary individual rates. Please check with your individual health care provider.

Family members traveling with you can also be covered by your family insurance plan at no extra cost. Your family members are eligible if you are married or have entered a civil partnership according to the German Act on Registered Life Partnerships, they live in Germany and do not earn more than 538 euros a month. Statutory health insurance providers must provide coverage even if the insured person has pre-existing medical conditions. Starting from the very first day of coverage, the health insurance provider is fully responsible for costs associated with any pre-existing conditions. If you are insured through statutory health insurance, you will receive a chip card which you need to present once per quarter when you visit a doctor.

Private Health Insurance (*Private Krankenversicherung*)

Compulsory insurance is only required up to a certain income level. If you earn more than that, your health insurance provider will let you know by sending you a notification stating that you are now insured voluntarily. At that point, you can choose whether you want to remain insured by your statutory health insurance provider or if you would prefer to switch to a private health insurance plan.



Long-term Care Insurance (*Pflegeversicherung*)

Long-term care insurance is directly linked to health insurance. When you have health insurance coverage, you are automatically covered by long-term care insurance as well as part of the statutory social insurance scheme. Currently, the long-term care insurance contribution for people with one child is 3.4% of your gross income, and if you have one child, and 4% for those without children (contribution rate plus surcharge for those



New in Germany – Social Security Scheme

without children). The contribution rate decreases further if you have more than one child. For employees, half of the contribution is paid by the employer, but not the childless surcharge.



Pension Insurance (*Rentenversicherung*)

Pension insurance is also a part of the statutory social insurance schemes. It protects the insured and their families if they have to reduce the amount they work or can no longer work due to old age or death. It includes medical rehabilitation care, occupational rehabilitation, pensions due to an overall reduction in earning capacity, pensions for the elderly, and survivors' pensions. Your statutory pension insurance is taken directly out of your gross income. The statutory pension insurance rate is currently 18.6% (as of January 2024).

Employer and employee usually split the cost of the pension insurance equally. The employer registers their new employee with the appropriate healthcare provider. In turn, the healthcare provider then reports the new employee with all of the other social insurance schemes.

If you are leaving Germany after the end of your employment at Freie Universität Berlin, you can reclaim money paid into the German Pension Fund under certain circumstances. Only the German Pension Insurance Office (*Deutsche Rentenversicherung, DRV*) can definitively tell you whether or not you are entitled to a refund of your pension insurance payments – and if so, how much you will be reimbursed.

Professional groups such as veterinarians and architects can be exempted from pension insurance due to membership in a professional pension scheme. The employer then pays a subsidy. A DRV exemption notice is required, which must be reissued for each employer. A membership certificate from the professional pension fund is also required.



Unemployment Insurance (*Arbeitslosenversicherung*)

Unemployment insurance is deducted directly from your gross income and is currently set at 2.6% (as of January 2024). Employer and employee usually split the cost of unemployment insurance equally. You are generally eligible for German unemployment benefits if you were working in Germany before you became unemployed, have been employed subject to compulsory insurance for 360 calendar days over the last three years, and are willing to make yourself available to the employment agency. Prior periods of employment in other European Union countries or within the European Economic Area or Switzerland also count toward your eligibility.





Occupational Accident Insurance (*Berufsunfallversicherung*)

Occupational accident insurance (*Berufsunfallversicherung*) is another one of the basic elements in Germany's social security system. All employees are covered by statutory occupational accident insurance. That means that you are insured in the case of an accident that occurs while performing your work duties or while on your way to your place of work. Please note that statutory accident insurance only provides coverage for you in work-related accidents and does not include protection for private matters not related to work. You may therefore wish to purchase private accident insurance.



Child benefits (*Kindergeld*)

The German Federal Employment Agency's Family Benefits Office oversees the distribution of child benefits. For more details on who is eligible, the amount of support, and how long families can receive benefits, please visit the Federal Employment Agency website.

Assistance (*Beihilfe*)

Civil servants employed by Freie Universität Berlin can apply for assistance in cases of illness if they meet certain conditions. Regular employees are also eligible in exceptional cases. When you are hired/appointed, you should receive information that tells you about the conditions necessary in order to qualify for this kind of assistance. If you did not receive this information or want more details, please visit www.fu-berlin.de/sites/abt-1/formulare/personal/beihilfe (in German).

The Berlin State Administration Office is responsible for processing requests for assistance as well as requests for expenses related to rehabilitation measures. To apply, please use the templates and forms provided by the personnel department. You can also download them directly at www.berlin.de/landesverwaltungsamt/beihilfe/formulare-merkblaetter. Please send your request, including all the necessary documents, via the university's official mail service (*Fachpost*) to

Landesverwaltungsamt Berlin
Zentrale Beihilfestelle - VB B -
10702 Berlin
Tel.: (030) 90139-6060

Information on Assistance (*Beihilfe*)
(in German)

www.fu-berlin.de/sites/abt-1/formulare/personal/beihilfe



Contact I A 3 – Business Travel, Policy Matters,
and Severance Payments

www.fu-berlin.de/sites/abt-1/referate/1a/dienstreisen/index.html





Reimbursement for moving costs and separation allowances (for newly appointed professors)

Newly appointed professors who do not reside in Berlin or the surrounding area can receive approval for an expense allowance to cover costs associated with relocating. Approval is issued by your specific human resources office and is only valid for a limited time. A different administrative unit based within Division I A in Freie Universität's central administration is responsible for handling the actual reimbursement for moving costs and separation allowances.



Finding an Apartment

There is a lot of competition on the Berlin apartment market these days. The Welcome Service is happy to give you some advice on how to look for a place. They can provide you with a list of helpful resources if you like.

Accommodation Service

On behalf of Freie Universität Berlin, the accommodation service offers (depending on availability) international guest researchers (holding a doctorate) furnished accommodation during their research stay in Berlin. If you are interested you simply need to complete the tenant questionnaire on their website.

Dual Career and Family Service (DCFAM)

Freie Universität Berlin stands by its reputation as a family friendly institution and welcomes researchers with families in particular. The Dual Career & Family Service office is available to help address any questions you might have about daycare, schools, or other important family-related issues.

Learning German

Freie Universität Berlin's Language Center offers free German language courses for doctoral students (including PROMOS fellowship recipients) and visiting researchers. The Welcome Service also has a list of language schools in Berlin and other language courses offered outside of Freie Universität Berlin. If you are interested, let them know.

Opening a Bank Account

You will need a checking account with a European bank based in a country that has the Euro as its currency in order to receive your salary and pay bills and rent. The following documents may be required when you open an account: Your passport, confirmation of your registration from the district office, and your employment contract or other proof of income. Many banks require you to set up an appointment in person to open an account; however, some direct banks offer an online application process for new accounts.

Accommodation Service

www.fu-berlin.de/en/sites/unterbringung/gastwissenschaftler



DCFAM

www.fu-berlin.de/en/sites/abt-1/stabsstellen/DCFAM-service

Rudeloffweg 25/27

14195 Berlin

☎ 030 838 - 51137

✉ family@fu-berlin.de

Language Center FUB

www.sprachenzentrum.fu-berlin.de/en

✉ sprachkurse-daf@sprachenzentrum.fu-berlin.de

sprachenzentrum.fu-berlin.de





At the End of Your Stay in Germany

Before you leave Germany, you should deregister at the district office, close your bank account, notify your health insurance provider, cancel insurance policies (e.g. liability insurance), deregister for broadcasting fees if applicable, and settle your taxes and pension insurance. If necessary, remember to set up a forwarding address with the German postal service Deutsche Post.

Contact Welcome Service

www.fu-berlin.de/welcomeservice-en

Rudeloffweg 25/27

14195 Berlin

☎ 030 838 - 55443

✉ start@personal.fu-berlin.de





Setting Up Your Computer and Computing Support Services

The Computing Services team – ZEDAT – can advise you on setting up your work computer and fixing problems you might encounter later on. They are also responsible for providing any software you need for your work. ZEDAT will send you your login details to set up and activate your Freie Universität account shortly before your first day at work. If you have any questions about ZEDAT's services, or specific problems you need help with, you can get in touch with ZEDAT Support by phone or email, or visit them on campus.

ZEDAT Support (Info-Service IT)

Tel.: 030-838-7777

Email: hilfe@zedat.fu-berlin.de

Room JK27/121a

ZEDAT offices Silberlaube

Habelschwerdter Allee 45

Opening Hours

Mon - Fr: 08.00 a.m. - 7.00 p.m.



Telephone

When your Freie Universität account is set up you will automatically be assigned a personal telephone number. This number will be “yours” for as long as you work at Freie Universität and stays the same even if you move offices. You can view your phone number in the ZEDAT portal under “*Telefoneinstellungen*” (phone settings). To register a telephone for your use, you will need a PIN. You can set this up yourself via the ZEDAT portal. A step-by-step guide to using your telephone is available in German at www.zedat.fu-berlin.de/Telefonie/Schnelleinstieg. If you do not have a telephone at your workplace, then please get in touch with the designated IT officer for your unit.

ZEDAT

www.zedat.fu-berlin.de





Directory Services

You can use the ZEDAT portal to find contact information for people or offices. Clicking on “Services” will take you to the Freie Universität phone list. The directory can be accessed either via the intranet or via the contacts address book in your Outlook account.



Ordering Office Supplies or Equipment

UniKat – Freie Universität Berlin’s purchasing system

Most everyday items for the office/workplace can be obtained via Freie Universität’s catalogue and purchasing system, UniKat. Log into the eISA portal and search for UniKat using the term “*Beschaffung*” (purchasing).

The system is administered by Subdivision II C - Central Purchasing, based within the central university administration. Members of the Central Purchasing team will be happy to help you with any questions you may have.

Service Support

Tel.: 030 / 838-52077

Email: clearingstelle@fu-berlin.de

Further Information

www.fu-berlin.de/welcomeservice-en/einstieg/technische-organisation





Use of Digital Media

The Center for Digital Systems (CeDiS) is the competency center for e-learning, e-research, and multimedia technology at Freie Universität Berlin. CeDiS supports all of Freie Universität's departments and institutes in the integration of digital media and technologies in teaching and research. It also offers training in the use of digital media in teaching and research and how to use tools such as wikis and blogs.

CeDiS provides all members of Freie Universität with access to its central web-based systems and mobile apps. These can be used, for example, for e-learning and computer-supported examinations; official websites; online communication and collaboration; academic publishing; project management and coordination; and supervising students and post-docs based internationally.

Webex

Webex Meetings provides you with tools to help organize your courses and office hours and to hold them online. The program is easy to use, even for beginners, with features such as live teaching via video conference; screen sharing (including the option for all meeting participants to share selected screens); file upload and download (e.g., further reading materials); individual or group meetings; sending invitations to online office hours via email and/or a link to dial in by phone.

Blackboard

Freie Universität's central virtual learning platform, Blackboard, offers numerous functions and a variety of applications for research, teaching, and learning. It is open to all members of the university. You will need to register first before you can use it.

Library Portal Primo

Primo is a library portal that provides access to local and external resources, including books, e-books, and journals but also resources that can otherwise be difficult to access such as newspaper articles, book chapters, and digital items from the Freie Universität library repositories.

Content Management System (CMS)

The official homepages of institutes, departments, and projects at the university are managed in Freie Universität Berlin's Content Management System (CMS). CeDiS offers comprehensive advice, training, and information for web editors, along with a support hotline. They are happy to provide individual solutions, applications, and web design based on your needs.





Blogs (Wordpress)

Blogs are a simple and innovative way of publishing and communicating online. All members of Freie Universität Berlin who have a university account are able to use the Wordpress blogging program.

Wikis (Confluence)

Wikis offer a number of different options for planning and implementing joint projects in teaching, self-study, research, and administration. All members of Freie Universität Berlin with a university account can access the central wiki systems. The offer is also open to project partners working with members of the university.



CeDiS Support can help whenever you have questions about how to use Freie Universität Berlin's central systems (Blackboard, CMS, university wikis, and the university blogs).

In addition, CeDiS Consulting can offer individual support and advice in planning your digital teaching and research activities. For newly appointed professors, they also offer a special service to help you in becoming familiar with Freie Universität Berlin's digital media and technologies for teaching, learning, and research through the CeDiS Starter Pack.

CeDiS Support

✉ support@cedis.fu-berlin.de

CeDiS Consulting

✉ digitale-lehre@cedis.fu-berlin.de

Use of Digital Media

www.fu-berlin.de/welcomeservice-en/einstieg/technische-organisation





Settling In – Regulations on Working Hours, Vacation...

On the following pages you will find a selection of the regulations in place at Freie Universität Berlin. Employees can find further information and amendments to regulations on the website of the Staff Council: Dahlem, in the staff circulars (*Personalblätter*), circulars (*Rundschreiben*) and other publications of the university's central administration.

For some employment groups, different and/or additional regulations apply. Please refer to the websites of the Staff Council of Student Employees and the Staff Council: Botanic Garden and Botanical Museum Berlin for further information.

Working Hours

Employees at Freie Universität Berlin who are represented by the Staff Council: Dahlem must observe the following regulations on working hours.

Freie Universität Berlin has a flexible working policy. Under this policy, all employees must observe certain core working hours – the regular working hours when you are expected to be in the office/working remotely – but may also begin and/or end their working day at any time during the flexible working hours specified below.

Core Working Hours Mon-Thu 9:00 a.m. to 2:30 p.m., Fri 9:00 a.m. to 12:00 p.m.

Flexible Hours Mon-Fri 7:00 a.m. to 7:30 p.m.

- For those employed in public service (*Tarifbeschäftigte*), full-time, average regular weekly working hours are currently 39.40 hours excluding breaks. This works out to an average day of 8 hours and 23 minutes including breaks.
- For civil servants (*Beamte/Beamtinnen*), an average weekly working time of 40 hours applies (average daily working hours including breaks = 8 hours 30 minutes).

Employees who are exempted from the usual working time regulations due to working a special schedule (shifts or alternating shifts) are subject to other regulations set out in the collective agreement. Shift plans and schedules are agreed in consultation with the local staff council.

Publications Central
University Administration
<https://www.fu-berlin.de/service/zuvdocs>





Settling In – Regulations on Working Hours, Vacation...

Breaks are permitted according to German working time regulations as follows:

Daily working hours of up to 6 hours	none
6-9 hours	30 minutes
More than 9 hours	45 minutes

Details on working hours and breaks are set out in the staff circulars *Personalblatt* 10/2004 and *Personalblatt* 02/2017.

A different working hours agreement applies to employees based at the Botanic Garden and Botanical Museum (BGBM). Details of the collective agreement and arrangements can be viewed on the website of the BGBM staff council.

Overtime/Compensation Hours

“Overtime” is defined as hours worked at the request of the organization that exceed your usual agreed regular working hours for the week. The regulations relating to overtime are governed by a variety of legal provisions, depending on your status (e.g., employee or civil servant) and/or budgetary requirements. Overtime must therefore be requested in writing by the relevant section of the personnel department.

The staff council responsible for the employee who is to work the overtime may make use of its right to veto or amend the request.

Supervisors who wish their staff to work paid overtime hours must apply to the personnel department well in advance, if possible, stating the number of overtime hours to be worked and the agreement of the staff member(s) concerned in writing.

Further information on the regulations can be found here:

<https://www.fu-berlin.de/welcomeservice-en/einstieg/regelungen>





Vacation and General Closures

Every Freie Universität Berlin employee is entitled to annual paid vacation leave, calculated on the basis of the calendar year. Regulations on paid vacation allowance, paid leave, and special/compassionate leave are governed by legislative requirements and the applicable collective agreements. Employees are only entitled to the full vacation allowance after they have been employed for six months.

Both civil servants and employees whose regular weekly hours are based on a five-day work week are entitled to 30 working days' paid vacation leave a year. Working days are defined as all days of the year on which the employee is regularly required to work (even if they do not actually work on that day), with the exception of public holidays that fall on work days and for which employees are not entitled to time off in lieu. If your weekly working hours are worked across more or fewer than five days a week, your vacation entitlement will be increased or reduced accordingly.

Requesting Paid Leave

Paid leave requests from employees based in the departments, central institutes, central facilities, and other organizational units are approved by the employee's supervisor and/or the head of the department/institute. Requests should be made in advance and paid leave cannot be taken until the request has been approved. Where it is unclear whether a request has been approved or not, the personnel department will make the decision. Special leave requests should be addressed to the personnel department via the employee's supervisor and the departmental administration.

General Closure

A "general closure" is a period of time in which the employer stipulates that leave must be taken by all staff, or all staff within a particular part of the organization.

The general closure regulation is currently being revised. Please check the Welcome Service's website for updated information.

Paid Leave Request

<https://www.fu-berlin.de/sites/abt-1/formulare/04Urlaub/>





Sick Leave/General Absence from Work

If you are unable to work because of sickness or an injury, you must inform your office manager/head of office as soon as possible before core working hours begin. If the head of your office is not there, you must inform your supervisor.

If your sick leave lasts longer than three calendar days, including Sundays and public holidays, you must submit a doctor's note to your office manager and/or supervisor no later than the day following the third day of sick leave. The note should state the period of time for which you will be unable to work. Doctor's notes will be forwarded to the relevant section of the personnel department. You are also free to send the note directly to the personnel department if you do not want to submit it to your actual place of work. However, in this case you must still inform your place of work by phone as to the length of time you will be absent from work.

Every day of absence due to sickness or injury, including each day of consecutive periods of absence, must be covered by a doctor's note. This still applies even if you are no longer entitled to receive statutory sick pay due to the length of your absence.

Please note: Members of the university, whether civil servants or employees, must always obtain the consent of the employer – here Freie Universität Berlin – in any case of absence from work for whatever reason. Where this consent cannot be obtained in advance, e.g., because of sickness, consent must be obtained as soon as possible, that is to say, without any intentional delay, and if necessary by telephone. If you are incapable of informing your employer yourself, you must ask someone to do it for you. Employees who remain absent from work without permission forfeit their right to continued pay and may be subject to disciplinary procedures or other consequences at work.

For information on how to proceed in cases of sickness during vacation absence or if your child is sick, you can check the Dahlem staff council website.

Caring for Relatives

On the basis of the Home Care Leave Act (*Pflegezeitgesetz*) and the Family Care Leave Act (*Familienpflegezeitgesetz*), it is possible to take unpaid leave from work if you need to care for a close relative who is incapacitated. For more information, see the notes to the *Personalblatt* 04/2015 of July 20, 2015.



Telecommuting and Remote Working

Telecommuting and remote working can help employees to manage their personal and work responsibilities.

The telecommuting option is intended to provide an alternative to traditional flexitime, offering greater flexibility in terms of where and when staff work.

“Remote working” on the other hand is intended to cover short-term, one-off situations at work or at home. This option allows staff to work for a maximum of 21 days a year (of which max. 3 days a month) at home.

More detailed information can be found in *Personalblatt 05/15*.

i Temporary remote work policy ("home office") from the 2024 summer semester onwards (April 1, 2024 – September 30, 2025):

Employees may, with the consent of their supervisor, work from home for up to 40 % of their workdays in a given month, provided that this is compatible with teaching activities. Home office is possible on a full-day or half-day basis.

Find more information on our website.

Further information:

www.fu-berlin.de/welcomeservice-en/einstieg/regelungen





Business Travel

“Business travel” is defined as travel undertaken for work outside of the workplace which is carried out in order to fulfill tasks that form part of the staff member’s regular duties at Freie Universität Berlin. Independently of costs and whether these are to be reimbursed, business travel may only be approved or requested if it is necessary in the context of carrying out official activities in the interest of Freie Universität. When a business travel request cannot be approved because it is deemed unnecessary or because it serves some purpose other than carrying out activities in the interest of Freie Universität, it may be possible to grant special leave in some cases, as long as this does not violate any legal requirements and is in accordance with the various ordinances governing special leave at the university.

A staff member wishing to travel for business purposes must submit a business travel approval request form in good time before the trip is due to begin.

The form must be submitted whether or not the staff member wishes to be reimbursed for the costs of the trip. Without official approval of the request, the staff member is not insured for potential injuries incurred in the course of business and may not receive any occupational compensation for accident or injury. This means that staff members who undertake business travel without gaining prior permission are doing so at their own risk and may not be eligible for accident compensation, nor will they be eligible for reimbursement of their costs. Those tasked with approving a business travel request must act with strict regard for the basic principles of thrift and cost-effectiveness. They should consider whether the tasks to be carried out could be achieved in a different way, at a lower cost. Private trips, travel undertaken for vacation, and any travel undertaken in connection with other employment, job applications, or otherwise for entirely or mainly personal reasons, do not count as business travel in this context. Travel costs for business travel may only be reimbursed if the person traveling submits their application for reimbursement to the appropriate department within six months following the end of the trip. The six months are defined as beginning on the day after the staff member returns from the trip.

Guidelines, Forms, Contact

www.fu-berlin.de/sites/abt-1/referate/1a/dienstreisen/index.html





Transponder (Electronic Key System)

You can get a transponder from the person responsible for keys at your office. You will need to provide the following information:

- First and last name
- Employee number
- Contract (permanent or fixed-term)
- Department
- Contract start date
- Contract end date (if applicable)
- Building(s) and room number(s) to which you need access

After receiving your transponder, you must activate it yourself at one of the central activation points (“readers”). These are located in all Freie Universität buildings near the entrance or in the foyer. Hold your transponder to the reader until the reader flashes green to show that your transponder is activated. For security reasons, access permissions are only stored temporarily on transponders. This means you will need to reactivate your transponder regularly (every seven days) in order to re-confirm your access permissions.



Sending and Receiving Mail

Mail is sent between departments and facilities at Freie Universität Berlin via an internal mail system. If you want to send mail internally, please use the university’s reusable manila envelopes or mark your communication “per Fachpost” (internal mail). Make sure you state the department/division and name/job title of the recipient so that the mailroom knows it is to be delivered via internal mail.

Usually, only the intended recipient will open an internal communication. However, if your communication is confidential, please make sure you state this clearly on the envelope with the words “vertraulich” (confidential) or “persönlich” (personal). Please note: Freie Universität’s mailing department is required to send external mail (i.e., mail for persons or institutions that are not part of Freie Universität) at the lowest price possible to meet the required delivery time. If your communication is urgent, please make this clear on the envelope/package you wish to send. If you have a bulky package or are sending out a large mailing to multiple recipients, please notify the mailroom of this one or two days in advance. The mailroom staff are happy to help members of the university identify the most cost-effective and suitable way of sending their mail.





Settling In – Organization and Structure

Please note that packages weighing more than 20 kg cannot be sent via the Freie Universität mailrooms but must be paid for privately. The sender is responsible for organizing shipping as well as costs. The mailrooms are not permitted to process private communications. Use of the Freie Universität Berlin letterhead for private communications is also not permitted.








Libraries

The University Library, the departmental libraries, the University Archive, and the Center for Digital Systems (CeDiS) together comprise Freie Universität's libraries. They work together to create spaces of knowledge at Freie Universität Berlin, enabling outstanding research and excellent teaching, and offering a supportive environment for students. The libraries offer analogue and digital means of communicating and meeting with others and provide reliable and safe access to data, information, and knowledge. Facilities offered by Freie Universität's libraries include:

- access to 7 million printed materials and half a million electronic media (e-books, journals, databases, videos, etc.)
- 2,400 individual and group work spaces on campus
- comprehensive support for those wishing to use digital media and technologies in teaching and research
- the provision of central systems such as the Content Management System (CMS), the learning platform Blackboard, Freie Universität blogs and wikis, the institutional repository, and software solutions for independent open access publications
- an extensive archive repository giving access to the history of Freie Universität as documented in sources held at the University Archive.

Additional Links

- University Library: <https://www.fu-berlin.de/en/sites/ub>
- Guide to using the libraries: <https://www.fu-berlin.de/en/sites/bibliotheken/bibliothekenfuehrer>
- Library Portal Primo: <https://www.fu-berlin.de/en/sites/ub/literatursuche/primo>
- Center for Digital Systems: <https://www.cedis.fu-berlin.de>
- University Archive: <https://www.fu-berlin.de/sites/uniarchiv>
- Biblioblog – the blog for Freie Universität Berlin libraries: <https://www.blogs.fu-berlin.de/bibliotheken>

UniversityLibrary www.ub.fu-berlin.de	Address	Contact
	Garystr.39(main entrance) Ihnestr.28 (side entrance) 14195 Berlin	 auskunft@ub.fu-berlin.de  (030) 838 – 511 11 (info center)  ausleihe@ub.fu-berlin.de  (030) 838 - 522 65 (circulation)



Research Service

Division VI, the research division at Freie Universität Berlin, advises and supports you in all matters related to research grants, applying for and managing externally funded projects, and all relevant legal concerns.

From the Application to Approval

The research funding service team within Division VI: Research supports researchers and academics at Freie Universität Berlin in all questions they may have regarding research grants and applying for externally funded projects, from filling out the application to getting final approval.

The team offers services in the following areas:

- providing targeted and specific information about current funding calls from third-party sources
- counseling on funding programs tailored to specific needs, including the European Research Council (ERC), collaborative research, individual research projects, commercial activities, and academic events
- reviewing drafts of project proposals in terms of formal, structural, and content requirements, appraising the accuracy of the proposed budget (such as calculations of personnel costs), assessing the suitability of the project for the funding call
- preparing letters of intent and letters of endorsement with co-financing commitments for the university management
- hosting informational events and workshops

Developing the *Project Idea* and Providing Information

- assistance in searching for suitable funding opportunities
- counseling on funding opportunities and current call for application/funding programs and on the funding guidelines of individual third-party sources (donors)
- consulting on the applicability of specific project ideas to published funding calls, comparison and alignment with past financed projects
- Support in the search for research and cooperative partners (using electronic search services/databases)





Documenting the Application Process and Approved Projects

Once a project has been approved, all relevant documents are handed over to the External Funding Administration within Division VI: Research.

External Funding Administration

The external funding team supports you in financial and funder-specific questions across all project phases:

- examining and evaluating the contractual clauses of authorization documents in the case of *project approval*
- budget monitoring, preparation, and implementation of funding requests in the case of *project implementation* as well as management and cost calculations for personnel using third-party funds
- creation and verification of expenditure reports upon *project completion*

You can find extensive information on specific assistance schemes, current calls for funding, FAQs on externally funded projects, important forms, documents, and information on projects and matters related to externally financed personnel online on Division VI's homepage: <https://www.fu-berlin.de/en/forschung>

Research Funding and
Information Team

www.fu-berlin.de/en/forschung/kontakt/vi-c-forschungsfoerderung



External Funding
Administration Team

www.fu-berlin.de/en/forschung/kontakt/vi-dmv-drittmittelverwaltung



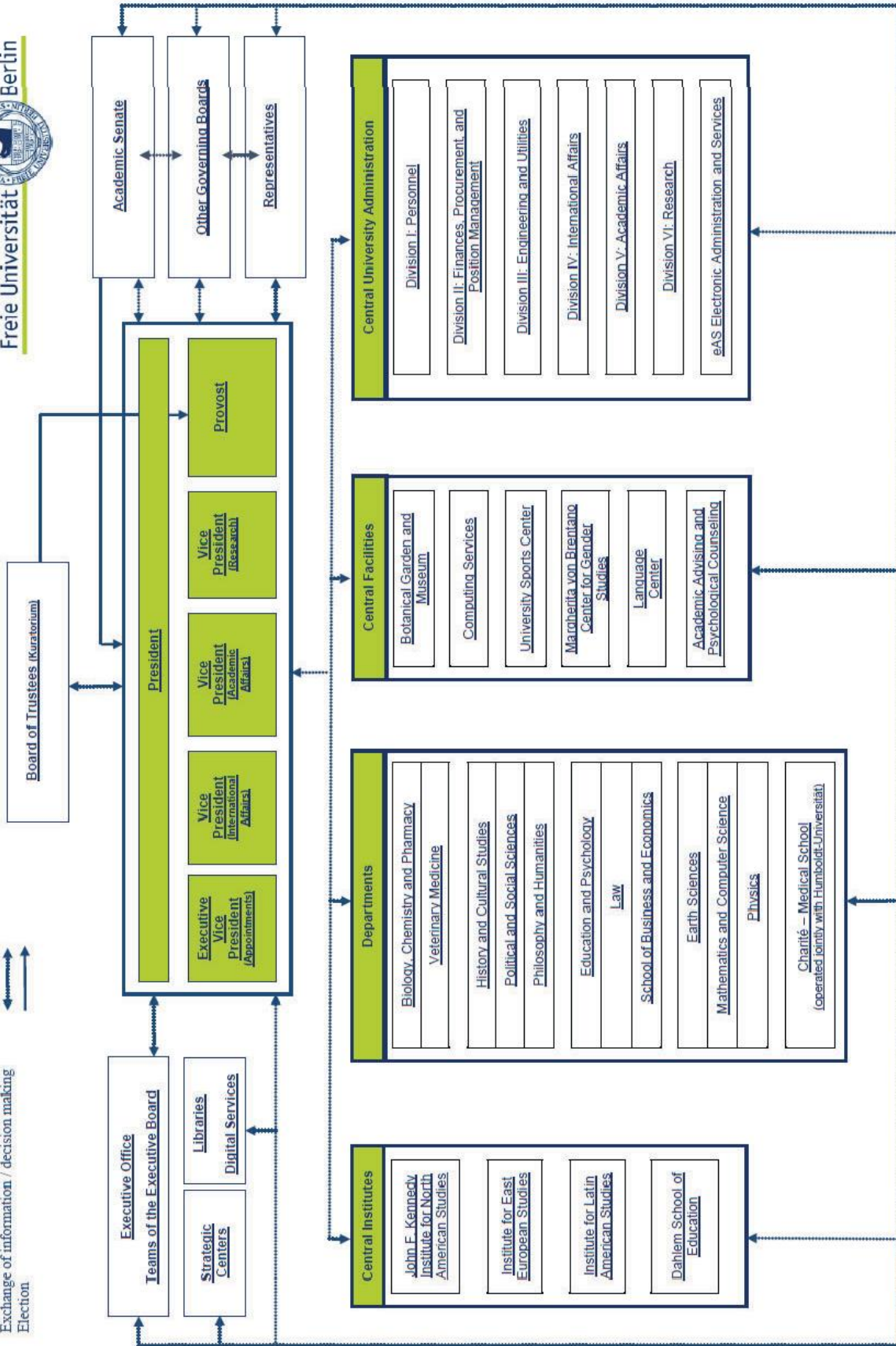


Settling In – Organization and Structure



Freie Universität Berlin

Exchange of information / decision making
Election





University Management

The Executive Board (*Präsidium*) is in charge of managing Freie Universität Berlin. Among its other responsibilities, the Executive Board approves the draft budget, publishes guidelines for budgetary and economic administration, and makes suggestions as to the establishment, modification, and elimination of organizational units, as well as proposing structural and development plans for Freie Universität Berlin and implementing the resolutions of the Academic Senate (*Akademischer Senat*) as to the establishment and elimination of degree programs. The Executive Board is comprised of: the President of the university, the Executive Vice President (VP₁), who also serves as the Permanent Deputy of the President, and three other Vice Presidents (VP₂, VP₃, VP₄), each of whom is responsible for specific areas, and the Provost.

Responsibility and Teamwork

The Executive Board works according to the principle of collective responsibility. The President is responsible for setting guidelines within the Executive Board. Within those guidelines, each Vice President and the Provost (*Kanzler or Kanzlerin*) is responsible for managing his or her division independently and on his or her own responsibility. The Provost supports the President in performing his or her duties. He or she manages ongoing administrative business and is bound by the guidelines set by the President in so doing. He or she is also the official in charge of the budget.

Executive Board Elections

The President and the Executive Vice President are elected by a majority vote of the extended Academic Senate. The candidates are nominated by the Academic Senate and elected by the Academic Senate independently of the Board of Trustees (*Kuratorium*). The President and the Academic Senate are entitled to propose additional Vice Presidents. The President and Vice Presidents generally serve for a term of four years. The Provost is elected by the Board of Trustees upon nomination by the President and is appointed by the Senate of Berlin for a term of ten years.

Executive Board

www.fu-berlin.de/en/einrichtungen/praesidium





Academic Senate

The Academic Senate of Freie Universität Berlin comprises 25 members, who are elected for two-year terms: 13 professors and four representatives each from the student body, the academic staff, and other staff. The President of the university leads the Academic Senate. Every four years, the 61 members of the extended Academic Senate elect the President and Vice Presidents of the university. It is customary for the meetings of the Academic Senate to be held in the Assembly Hall of the Henry Ford Building.

The Academic Senate of Freie Universität passes resolutions on matters including university development and equipment plans and establishes basic principles applicable to instruction, studies, and research at the university. It determines the number of students admitted to the university each year. It also issues a position statement on the draft budget and participates in the establishment and elimination of degree programs.

You can find the latest invitation, the corresponding agenda and minutes, as well as further information on the Academic Senate online.

Academic Senate

www.fu-berlin.de/en/einrichtungen/gremien-kommissionen/senat



Minutes of the academic senate (internal access only, German)

www.fu-berlin.de/service/zuvdocs/senat/protokolle





Board of Trustees of Freie Universität Berlin

The Board of Trustees (*Kuratorium*) of Freie Universität is a central institution involved in the cooperation between the university, the state, and society at large. Its responsibilities include determining the university's budget, establishing, modifying, and eliminating organizational units, and handling fundamentally and/or particularly important affairs of state that have been assigned to Freie Universität Berlin.

The Board of Trustees advises the Executive Board and the other central bodies on decisions, sets schedules of fees, and elects the Provost (*Kanzler* or *Kanzlerin*). The Board of Trustees is made up of ten members: the member of the Berlin Senate who is responsible for higher education, five prominent public figures, and one representative each from the faculty, academic staff, other staff, and student body of Freie Universität Berlin.

You can find further information online.

Board of Trustees

www.fu-berlin.de/en/einrichtungen/gremien-kommissionen/kuratorium





Departmental Administration

The dean's office is the head of the department. The dean, who acts as chairperson, is supported by a maximum of two vice deans and a head of administration. The dean and at least one vice dean must be university professors.

The dean's office works to ensure that members of the department are able to fulfill their professional duties, especially those related to teaching and examinations. It carries out personnel and administrative tasks for the department and plans its budget.

The department councils and councils of the central institutes are specifically responsible for bringing statutes and structural changes within their respective department or central institute into effect. They also approve budgets, approve proposals for appointing candidates to professorships in the department, and make decisions regarding postdoctoral university instruction qualifications (*Habilitation*). The members of the department and institute councils are appointed for a term of two years by the members of the respective departments or central institutes who are eligible to vote. These boards usually consist of 13 members (or 19 if the department or institute encompasses a wider variety of subjects), including seven (or ten) university professors, two (or three) research associates, two (or three) students, and two (or three) non-academic staff members.



Mensa II	Otto-von-Simson-Straße 26, 14195 Berlin	Mo – Fr 8 am – 5 pm
Cafeteria at the Department of Law	Van't-Hoff-Str. 8 14195 Berlin	Mo – Fr 8 am – 3 pm
Mensa in Lankwitz	Malteser Straße 74 12249 Berlin	Mo – Fr 8 am – 2:30 pm
Cafeteria Koserstraße	Koserstraße 20 14195 Berlin	Mo – Fr 8 am – 3 pm
Mensa in Düppel	Oertzenweg 19b 14163 Berlin	Mo – Fr 9 am – 3 pm
Cafeteria at the Otto-Suhr- Institute	Ihnestraße 21 14195 Berlin	Mo – Fr 8 am – 5 pm
Mensa at the Institute of Pharmacy	Königin-Luise-Str. 2 14195 Berlin	Mo – Fr 8 am – 3 pm
Mensa I: Shokudō Coffeebar	Van't-Hoff-Str. 6 14195 Berlin	Mo – Fr 11 am – 2:30 pm Mo – Fr 11 am – 3 pm

During the semester breaks, the opening hours of the canteens (*Mensas*) and cafeterias are restricted. In the cafeterias and coffee bars operated by the studierendenWERK Berlin you can only pay with a MensaCard. You can obtain a MensaCard from one of the cafeteria cashiers for a deposit of 1.55 euros. Please have your employee ID card or confirmation of your employee status available to show the cashier.

Canteens and Cafeterias

www.stw.berlin/en/dining-facilities



Employee ID Card

www.fu-berlin.de/welcomeservice-en/einstieg/organisation-struktur





Abkürzungen und Übersetzungshilfe – abbreviations and translation aid

I	Personal / Personnel
II	Finanzen, Einkauf, Stellenwirtschaft / Finance, Purchasing, Position Management
III	Technische Abteilung / Engineering and Utilities
IV	Internationales / International Affairs
V	Lehr- und Studienangelegenheiten / Academic Affairs
VI	Forschung / Research
Abt.	Abteilung / division
AG	Arbeitsgruppe / working group
AK	Arbeitskreis / working group
AMZ	Arbeitsmedizinisches Zentrum / Occupational Medicine Center
AS	Akademischer Senat / Academic Senate
AStA	Allgemeiner Studierenden Ausschuss / Student Body Council
AZ	Arbeitszeit / working hours
BÄD	Betriebsärztlicher Dienst / Occupational Health Service
BBS	Stabsstelle Berufungsverfahren und Berufungsstrategie / Office of Faculty Recruitment and Appointment Strategy
BCP	Fachbereich Biologie, Chemie, Pharmazie / Department of Biology, Chemistry, and Pharmacy
BEM	Betriebliches Eingliederungsmanagement / phased return to work service
BGM	Betriebliches Gesundheitsmanagement / Occupational Health Management
c.t.	cum tempore (akademisches Viertel – 15 Minuten) / 15 minutes (academic quarter)
CeDis	Center für Digitale Systeme / Center for Digital Systems
DAAD	Deutscher Akademischer Austauschdienst / German Academic Exchange Service
DAS	Dienststelle Arbeitssicherheit / Occupational Safety Service
DCFAM	Dual Career & Family Service
DFG	Deutsche Forschungsgemeinschaft / German Research Foundation
DLA	Dahlem Leadership Academy
DMV	Drittmittelverwaltung / Third-Party Funding Administration
DR	Dienstreise / business travel
DRA	Dienstreiseantrag / Application for Approval of Business Travel form
DRS	Dahlem Research School
DSE	Dahlem School of Education





Abkürzungen und Übersetzungshilfe – abbreviations and translation aid

DV	Dienstvereinbarung / Policy under collective agreement
eAS	Elektronische Administration und Service / Electronic Administration and Services
ECTS	Leistungspunkte für Studierende / European Credit Transfer System
Erz-Psych	Erziehungswissenschaft und Psychologie / Education and Psychology
F	Frauenbeauftragte / gender equality officer
FB	Fachbereich / department
FBR	Fachbereichsrat / department council
FiPo	Finanzposition / financial position - commitment item (SAP)
GD	Geschäftsführender Direktor / managing director
GEO/GeoWiss	Geowissenschaften / Earth Science
GeschKult	Geschichts- und Kulturwissenschaften / History and Cultural Studies
GLZ	Gleitzeit / Flexitime/flexible working
GPR	Gesamtpersonalrat / Staff Council: Entire Freie Universität
GR	Stabstelle Gremien / Executive Coordinating Office
IR	Innenrevision / Internal Audit
JFK	John-F.-Kennedy-Institut / John-F.-Kennedy-Institute
Jura/Rewiss	Rechtswissenschaften / Law
K	Kanzler/in / provost
KöLu / KLS	Königin-Luise-Str.
LAI	Lateinamerika-Institut / Institute for Latin American Studies
MatheInfo	Mathematik und Informatik / Mathematics and Computer Science
NE	Stabsstelle Nachhaltigkeit & Energie / Sustainability & Energy Management Unit
OI	Osteuropa-Institut / Institute for East European Studies
P	Präsident/in / president
PE	Personalentwicklung / Personnel Development
PhilGeist	Philosophie und Geisteswissenschaften / Philosophy and Humanities
PK	Presse und Kommunikation / Office of News and Public Affairs
PO	Prüfungsordnung / examination regulations
PolSoz	Politik- und Sozialwissenschaften / Political and Social Sciences
PRD	Personalrat Dahlem / Staff Council: Dahlem
PRStud	Personalrat der studentischen Beschäftigten / Staff Council of Student Employees
RA	Rechtsamt / Office of the General Counsel



Abkürzungen und Übersetzungshilfe – abbreviations and translation aid

RK	Reisekosten / travel expenses
s.t.	sine tempore / exactly at the specified time
SFB	Sonderforschungsbereich / Collaborative Research Center
SL	Studium und Lehre / teaching and education
SoMi	sonstige Mitarbeiter/in bzw. wissenschaftsunterstützendes Personal / non-academic staff
Soz	Sozialberatung / social counseling service
SozAP	Soziale Ansprechpartner/innen / peer counseling service
StudHK	Studentische Hilfskraft / student assistant
StuPa	Studierendenparlament / student parliament
SWS	Semesterwochenstunden / contact hour Technische/r Assistent/in / technical assistant Teaching Assistant
TA	Technische Abteilung / Division Engineering and Utilities
TV-L FU	Tarifvertrag für den öffentlichen Dienst der Länder für die Freie Universität / collective agreement for the public sector in the Länder (Freie Universität Berlin)
UB	Universitätsbibliothek / University Library
VBL	Versorgungsanstalt des Bundes und der Länder / supplementary pension provider for public sector employees
Vetmed	Veterinärmedizin / veterinary medicine
VL	Verwaltungsleitung / head of administration
VP	Vizepräsident/in / vice president
WB	Weiterbeschäftigung / contract extension, Wirtschaftserbefugnis / procurement authority
WBZ	Weiterbildungszentrum / Continuing Education Center
WiMi	Wissenschaftlicher Mitarbeiter / research assistant
Wiwiss	Wirtschaftswissenschaft / Business & Economics
ZE	Zentraleinrichtung / central facility
ZE BGBM	Botanischer Garten und Botanisches Museum / Botanic Garden and Botanical Museum
ZE H	Zentraleinrichtung Hochschulsport / University Sports Center
ZE MvBZ	Margherita von Brentano Zentrum / Margherita von Brentano Center
ZEDAT	Zentraleinrichtung für Datenverarbeitung / Computing Services
ZI	Zentralinstitut / Central Institutes
ZUV	Zentrale Universitätsverwaltung / Central University Administration
ZWV/Wahlen	Zentraler Wahlvorstand / Central Election Committee



Abkürzungen und Übersetzungshilfe – abbreviations and translation aid



Mission Statement for Teaching and Education

The Mission Statement represents the vision of teaching and learning shared by the students, faculty and staff as members of Freie Universität Berlin's academic community. It was developed between 2020 and 2021 as part of a university-wide participatory strategy process called "Teaching and Education in 2030 – Shaping the Future Together." The process allowed members of the university from all departments, status groups, and administrative units to contribute their ideas, expertise, and unique perspectives on different aspects of teaching and learning.

This mission statement outlines the fundamental objectives for the development of studying and teaching at Freie Universität Berlin, including strategies and measures in our degree programs, teaching methods, and services. As a statement of common understanding regarding university-wide quality standards and overarching goals for university education, it serves as a frame of reference for the departments in developing teaching and learning, as well as in implementing and supporting such developments on centralized and decentralized levels

Mission Statement

www.fu-berlin.de/en/universitaet/profil/studium_lehre/leitbild



Teaching and Education Strategy Process Report

www.fu-berlin.de/sites/zukunft-lehre/_media/teaching-and-education-web.pdf





Diversity at FUB

“Diversity” is a multifaceted concept. Broadly, it refers to our ability and readiness to acknowledge and value the many interlinked differences and commonalities between groups of people, and to dismantle barriers that prevent people from being able to participate equally in society – including study, research, and work here at Freie Universität Berlin. Critical reflection on societal developments and the fulfillment of our social responsibilities are crucial to our role as an institution of higher learning.

The Diversity Mission Statement published in 2013 serves as the starting point for our Diversity Strategy and Action Plan. This mission statement was the catalyst for far-reaching processes that strive for a comprehensively discrimination-free space.

In February 2021, the Executive Board approved Freie Universität's first Diversity Strategy and Action Plan, which bundles, structures, and prioritizes activities. It creates transparency and provides university members with support in their efforts to work toward a non-discriminatory and diversity-friendly study, research, and work environment.

Freie Universität pursues the following interrelated, action-oriented, and overarching diversity goals:

- The equitable participation of all university members regardless of their positioning within various diversity dimensions or social categories,
- An accessible and nondiscriminatory teaching, learning, and working environment,
- An organizational culture that values diversity and fosters mutually respectful cooperation among all status groups,
- The sustainable implementation of structural equal opportunity

If you experience discrimination, harassment or bullying, you have the right to counsel and to make a complaint.

<p>Diversity Strategy and Action Plan www.fu-berlin.de/en/sites/diversity/diversity-fu/diversity-konzept/index.html</p> <hr/> 	<p>Mission Statement Diversity www.fu-berlin.de/sites/diversity/diversity-fu/mission-statement-diversity</p> <hr/> 	<p>Support & Complaints www.fu-berlin.de/en/sites/diversity/beratung-beschwerden/index.html</p> <hr/> 
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Nondiscriminatory language

Nondiscriminatory language is of great importance to Freie Universität and is to be promoted, among other things, by strengthening inclusion in language.

The equal participation of all genders and the strengthening of gender self-determination of trans*, inter*, and non-binary (TIN*) university members are goals of the Diversity Strategy and Action Plan and the Gender Equity Strategy of Freie Universität. These goals are also pursued through the university's respectful language and address - language that is inclusive and does not shut anyone out.

To ensure equal linguistic treatment of all genders, Freie Universität uses gender-neutral terms as well as the “Genderstern” *.

Further information, such as the regulation on the use of gender-neutral and inclusive language in official communication adopted by the Executive Board, can be found on the Diversity website.

Nondiscriminatory
language

www.fu-berlin.de/en/sites/diversity/antidiskriminierung/sprache





Sustainability at FUB

Universities—as the core institutions of the academic and educational systems—have a special responsibility with regard to making the world sustainable, and Freie Universität Berlin is committed to this task. It strives to increase sustainability across the university—in research, teaching, knowledge transfer, administration, and on campus. The university participates in the academic discourse on the global Sustainable Development Goals (SDGs), adopted by the United Nations in 2015, and in their implementation in the university's own area of responsibility. The Unit for Sustainability and Energy Management is responsible for the regulation and coordination of sustainability management.

The Unit for Sustainability and Energy Management combines the most important cross-sectional tasks of sustainability management at Freie Universität Berlin. The Unit advises the university leadership, creates opportunities for participation for all members of the university, coordinates the DAAD-funded University Alliance for Sustainability (UAS) and participates in regional and international sustainability networks.

On 17th December 2019, Freie Universität Berlin became the first university in Germany to publicly declare a climate emergency. The Executive Board adopted a declaration in which the university acknowledges its responsibility for climate protection while setting far-reaching goals for action.

The self-led Sustainable Campus Tour offers a new way to discover the numerous sustainability-related projects and initiatives at FUB. The browser-based app gives you an overview of the university's most important sustainability activities at a total of 16 stations spread out across the main campus in Dahlem.

Declaration Climate Emergency

www.fu-berlin.de/en/sites/nachhaltigkeit/commitment/klimanotstand



Sustainable Campus Tour

www.tour.campus.fu-berlin.de



Sustainability & Energy Unit

www.fu-berlin.de/en/sites/nachhaltigkeit/stabsstelle






Contacts and
Service Points.







 Occupational Health Management (*Betriebliches Gesundheitsmanagement - BGM*)

The task of the Occupational Health Management office is to promote and develop optimal working conditions for employee health. It also develops measures to improve employee motivation and wellbeing for Freie Universität staff. These can include ergonomic improvements to the workplace, physical activity, and healthy working structures.

Some of the key areas where the Occupational Health Management office is active include aging and the workplace, addiction prevention, depression, everyday health, working with colleagues, and annual employee reviews.

You can access more information and find out more about resources (e.g., employer-funded sports courses) available to Freie Universität Berlin employees on the Occupational Health Management website.

Occupational Health Management	Address	Contact
www.fu-berlin.de/sites/fundamental-gesundheit	BGM Rudeloffweg 25-27 14195 Berlin	 bgm@fu-berlin.de berlin.de  (030) 838-51273 and - 53711



University Sports Center - *UniSport*

Every semester, the University Sports Center offers an extensive program of activities. Employees of Freie Universität can register for activities at a reduced price. UniSport currently offers over 120 different sports and as many as 800 sessions each semester. It's easy to sign up – just complete the online form. Please note that for some courses early booking is recommended, as participant numbers are limited.

“Pausenexpress” – The Active Break at Work


“Pausenexpress” is a special program designed for employees at Freie Universität Berlin. Small groups (4–8 people) can book their session for a specific time each week. The instructor will come directly to your workplace with a 15-minute program to help staff get moving, strengthen and tone muscles, stretch out any tension, and relax. The exercises specifically target the shoulder, neck, and back, thus combating typical forms of physical stress associated with office work. The 15-week course, which is intended to help employees stay healthy at work, runs twice a year and is offered by UniSport. You don't need to change your outfit or buy any special equipment. Just turn up, get active, and forget about work for 15 minutes so that you can return to your desk refreshed and energized.

“Pausenexpress” is supported by Freie Universität's management and is free of charge when booked through the University Sports Center.

Health for All

As part of its mission to promote health for all, the University Sports Center works in partnership with Freie Universität's Occupational Health Service to provide courses for gentle physical exercise and relaxation.

These courses are suitable for everyone, but especially staff who are new to exercise or haven't exercised for a long time, and who want to become more active and/or learn new strategies for staying healthy.

University Sports Center	Address	Contact
www.hochschulsport.fu-berlin.de/en 	Königin-Luise-Straße 47 14195 Berlin	info@hochschulsport.fu-berlin.de (030) 838 - 58156



University Social Counseling

Freie Universität's Social Counseling Service is a voluntary, free counseling service for all university staff and forms part of the Occupational Health Management.




The counseling takes place confidentially, and data protection is taken extremely seriously. Counseling is tailored to the specific needs of the employee, which are discussed and identified during an initial meeting. The goal is to support any member of staff who needs help for personal or work-related reasons. The Social Counseling Service offers individual, employee-oriented support to find solutions for problematic situations, to help with decision-making, and to take action to change their situation where necessary.

The Occupational Health Service also offers the following support services:

Psychological and Social Counseling

Imbalances in our personal or professional lives make our everyday lives more difficult and can impair our ability to find solutions. Such situations might include problems within the family or with partners; health-related issues, illness, or fatigue; conflicts and tensions in the workplace or at home; bullying; sexual harassment; a disability requiring care or becoming a caregiver for a family member and financial difficulties.

The head of the Social Counseling Service is Ms. Gusić, she is also the contact person for the Phased Return to Work (BEM) program at Freie Universität.

Social Counseling	Address	Contact
www.fu-berlin.de/sites/sozialberatung	Fabeckstr. 7 14195 Berlin	Gordana Gusić (Head) 030 838 66913  sozialberatung@  zuv.fu-berlin.de
		



Phased Return to Work (*Betriebliches Eingliederungsmanagement, BEM*)

Any employee at the university who has been absent due to sickness or injury for more than six consecutive weeks in any one year, or who has been repeatedly absent from work due to sickness on at least 42 calendar days, can seek help under the university's "Phased Return" to Work program.

You can choose to attend a counseling session to talk about possible reasons for your incapacity, which may be work-related and/or have to do with personal circumstances.

The aim is to find solutions and put measures in place to support you in your planned return to work and reintegration into the workplace, alongside helping you make changes in your life to support your wellbeing. You can find more information about the "Phased Return to Work" program and FAQs on the BEM website.

The BEM office will also be happy to help you with any further questions you may have.

Phased Return to Work www.fu-berlin.de/sites/fundament-gesundheit/angebote/bem	Address	Contact
	Office BEM Fabeckstr. 7 14195 Berlin	Gordana Gusić (head) ☎ 030 838 66913 ✉ gordana.gusic@fu-berlin.de



Peer Counseling Service (*Soziale Ansprechpartnerinnen*= “SozAP”)

A peer counseling service (SozAP) is available for any member of staff seeking advice on problems and conflict situations. The counselors at SozAP are volunteers who work independently of other services and departments in the university. Any information passed to them in the course of the counseling sessions is treated confidentially.


The peer counseling sessions offer a safe space where you can discuss possible solutions tailored to your specific situation.

The SozAP counselors are trained in communication and conflict resolution strategies and in recognizing common mental health issues and psychological disorders.

Their training covers a wide range of topics including:

- problems that can arise at the workplace such as bullying, burn-out, or sexual harassment
- family problems
- depression
- psychological problems, such as eating disorders, anxiety disorders and obsessive-compulsive disorders
- addiction
- suicide; death and bereavement.

Please note: Although they are trained in counseling, the SozAP counselors are not psychotherapists and do not offer therapy. Their role is that of active listeners. If, in their view, the person seeking help requires more expert support (e.g., referral to medical experts or psychiatric help), their role is also to assist in accessing this support.

Peer Counseling Service www.fu-berlin.de/sites/abt-1/stabsstellen/fundament-gesundheit/wegweiser/soziale-ansprechpartnerinnen	Viola Auermann	Gisela Rossa-Dubray
	✉ viola.auermann@fu-berlin.de	✉ gisela.rossa-dubray@fu-berlin.de
	☎ (030) 838 - 54808	☎ (030) 838 - 53351





Occupational Medicine Center

Section 3 of the German Law on Health and Safety at Work (*Arbeitsschutzgesetz*) defines the tasks of an occupational health service.

For Freie Universität Berlin, these tasks are carried out by the Occupational Medicine Center (AMZ) at Charité Berlin. Besides the general tasks that fall under the Occupational Medicine Center's remit, it is also responsible for:

- advising on questions about occupational health
- carrying out workplace inspections
- preventive health checks on behalf of employers
- prevention and analysis of illnesses and injuries caused by work
- organizing and carrying out vaccination programs at the workplace
- organizing first aid courses, occupational health training, and other relevant information
- participating as an active member of the Health and Safety at Work Committee
- working in close collaboration with Occupational Safety officers and experts
- carrying out risk assessments and monitoring workplaces
- supporting workplaces with phased returns to work or a changed place of employment
- staff health checks

Occupational Health Service	Address	Contact
www.fu-berlin.de/sites/baas/betriebsarzt	Charité Campus Benjamin Franklin, Hindenburgdamm 30 House I, 2nd floor	Make an appointment  (030) 450 570 971  betriebsarzt-fu@charite.de



Professional Development

A commitment to professional development is one of the guiding principles of Freie Universität Berlin in its role as employer. Professional development helps staff to keep their skills up to date, but is also a way of ensuring that staff have access to ongoing training and development for the future.

Freie Universität Berlin has had a continuing professional development policy since 2002. Each employee has the right to apply to take part in professional development training courses. Their supervisor must then assess whether the training requested benefits the organization and if so, in what area. Depending on the outcome of the supervisor's assessment, the employee's participation is paid for by the department or section of the university that is likely to benefit most from their participation.

It is important that professional development is tailored carefully to individual needs. For this purpose, various central offices in the university, as well as other departmental teams, offer advice from specialists:

- **The Personnel Development, Welcome Service, and Apprenticeships offices**
- **The Center for Continuing Education** for Freie Universität employees
- **SUPPORT** for those teaching, or wanting to teach at the university
- **Dahlem Leadership Academy** for university faculty
- **Dahlem Research School** for pre- and postdocs and
- **Career Service** for student assistants

Continuing professional development policy, overview on your options

www.fu-berlin.de/welcomeservice-en/ansprechpersonen-servicestellen/weiterbildung





Personnel Development, Welcome Service, and Apprenticeships

At Freie Universität Berlin, our staff is our most important resource, whether they are faculty members or work in administrative support. The kind of work carried out by employees at Freie Universität is highly diverse, which is why the Personnel Development office, Welcome Service, and other central services bring a tailored approach to professional development. Their aim is to provide opportunities that best meet the needs of all the different groups and individuals. Employees and managers alike can draw on a wide range of advice and expertise in the area of professional development. You can find information about professional development, funding opportunities, and contact details of a variety of training providers on the Personnel Development website.

Lilith Wanner-Mack (head)
Anne Gutjahr

030 838 – 59048, and -60101
personalentwicklung@fu-berlin.de
Rudeloffweg 25-27, 14195 Berlin

Have you just started at Freie Universität, or are you about to start your employment with us? Then the Welcome Service is here to help you in your first weeks and support you in becoming part of the university. You can find them at start@personal.fu-berlin.de or www.fu-berlin.de/welcomeservice-en.

Freie Universität Berlin also offers a diverse range of apprenticeships and training for different careers. We use the two-track model (“*Duales System*”) to train our apprentices, meaning that they learn “on the job” while also attending vocational college. Around 45 apprenticeships are available each year at Freie Universität. Many of them also prepare apprentices for a future career at the university. As part of the training package available at Freie Universität, the university also offers internships, and those with a bachelor degree can undertake a traineeship in administration.

Lothar Fahrenkrog-Petersen (head)

030 838 56789
ausbildungsleitung@fu-berlin.de
Rudeloffweg 25-27, 14195 Berlin

Personnel Development

www.fu-berlin.de/sites/personalentwicklung



Welcome Service

www.fu-berlin.de/welcomeservice-en



Apprenticeships

www.fu-berlin.de/sites/ausbildung






Center for Continuing Education (*Weiterbildungszentrum, WBZ*)

The Center for Continuing Education is one of Freie Universität Berlin`s central facilities. Its courses and training programs are available to the public, but are especially intended for Freie Universität Berlin staff and members of other academic, research, educational, and cultural institutions. The center`s offer includes courses for professional and cultural education in a variety of formats. Both Freie Universität employees and guests can find training and advice in numerous areas, including the following:

- archive management
- training for researchers
- courses in professional skills, management and leadership methodologies, soft skills for staff working in administration and in technical areas
- computer skills
- occupational health strategies (including preventive strategies)
- advanced training for librarians and library management
- provenance research
- museum management
- coaching for groups and individuals
- “Train the Trainer”
- event management

The center`s team is also responsible for developing new, skills-based concepts for professional education and training. The courses it develops are based on experience and professional assessments and are in line with current training needs. During periods of change, staff of academic and cultural institutions will be supported with advice and training and/or re-training designed specifically for change processes.

The Center for Continuing Education also offers an extensive program for *Gasthörer* or guest auditors via the GasthörerCard. You can find more information and details on all the courses on the internet.

Continuing Education Center	Address	Contact
www.fu-berlin.de/sites/weiterbildung		
	Otto-von-Simson-Str. 13 14195 Berlin	✉ info@weiterbildung.fu-berlin.de ☎ (030) 838 - 51425



Dahlem Center for Academic Teaching (DCAT) - *SUPPORT für die Lehre*

Professional Teaching at Freie Universität Berlin




“Professional teaching” means more than just providing students with expertise in a specific subject. University teaching must increasingly meet ever higher expectations. New concepts and a new understanding of how knowledge is acquired and communicated at the university level mean that instructors and professors need a dedicated training program and better opportunities to network with colleagues.

The Dahlem Center for Academic Teaching (DCAT) offers with the project *SUPPORT* a specialized course leading to a qualification in university teaching specifically designed for teaching staff at Freie Universität Berlin.

It is based on the most current findings in teaching and learning research, especially in relation to higher education teaching (using the “teaching competencies” model), and includes a focus on best practice for teaching modular degrees. The program is also built around the principles set out by the German Association for Educational and Academic Staff Development in Higher Education (*Deutsche Gesellschaft für Hochschuldidaktik, dghd*). As such, it recognizes the international shift in focus from teaching to learning within higher education.

This teaching qualification is designed to cover the needs of teachers whose classes may be highly diverse, and correspondingly, it builds on a wide variety of different resources. It is intended to support teachers whose work involves a broad spectrum of tasks, encouraging a vibrant culture of teaching and learning.

Alongside the certificate program, *SUPPORT für die Lehre*, the Dahlem Center for Academic Teaching (DCAT) offers workshops and events open to all teaching staff, as well as workshop on demand of the faculties and departments, special events for professors and individual advice.

Dahlem Center for Academic Teaching (DCAT) www.fu-berlin.de/en/sites/lehrqualifizierung	Address	Contact - <i>SUPPORT für die Lehre</i>
	Habelschwerdter Allee45 14195 Berlin	 (030) 838 – 673 21  sophie.lorenz@fu-berlin.de



Berlin Leadership Academy - For Professors and Non-Scientific Managers

The Berlin Leadership Academy (BLA) is the joint leadership development institution of the Berlin University Alliance. Its goal is to support academic and non-academic leaders from all four alliance partners - Freie Universität Berlin, Humboldt-Universität zu Berlin, Technische Universität Berlin, and Charité - Universitätsmedizin Berlin - in fulfilling their leadership roles in the best possible way.

The BLA offers a wide range of programs. There are programs consisting of a series of modules that are completed over several months in a fixed group of colleagues, as well as freely combinable workshops in which experienced and newly appointed professors can further develop their leadership skills.

The topics offered range from an introduction to staff management, conflict management and communication techniques to resource- and strength-oriented leadership approaches as well as project management methods. All BLA events are tailored to the special needs and contexts of university executives, put psychological leadership research into practice, and promote exchange and networking opportunities among the responsible persons of all four partners universities.

Further information can be found online.

Berlin Leadership
Academy

www.berlin-university-alliance.de/bla



Kontakt

✉ berlin-leadership-academy@berlin-university-alliance.de

☎ (030) 838 - 59367



Berlin Leadership Academy - For Professors and Non-Scientific Managers

The Berlin Leadership Academy (BLA) is the joint leadership development hub of the Berlin University Alliance. Its goal is to support academic and non-academic leaders from all four alliance partners - Freie Universität Berlin, Humboldt-Universität zu Berlin, Technische Universität Berlin, and Charité - Universitätsmedizin Berlin - in fulfilling their leadership roles in the best possible way.

The BLA offers a wide range of programs. Some of these are complete curricula, consisting of several consecutive workshops and completed in a fixed group of colleagues. Others comprise freely combinable workshops in which experienced and newly appointed professors can further develop their leadership skills.

The topics offered range from an introduction to leadership, conflict management and communication techniques to resource- and strengths-oriented leadership approaches as well as project management methods. All BLA events are tailored to the special needs and contexts of academic leaders, they put psychological leadership research into practice, and promote exchange and networking opportunities among leaders of all four partner universities.

Further information can be found online.

Berlin Leadership
Academy

www.berlin-university-alliance.de/bla



Kontakt

✉ berlin-leadership-academy@berlin-university-alliance.de

☎ (030) 838 - 59367




Dahlem Research School – for Doctoral Researchers and Postdocs

The Dahlem Research School | Center for Junior Researchers is the main port of call for early-career researchers.

The DRS offers ongoing, systematic, and sustainable support for researchers who are obtaining or have already obtained their doctorate. As part of this program, the DRS develops new strategies and carries out continuous quality assurance processes, in addition to its comprehensive curriculum leading to a doctoral degree qualification.

The DRS provides information on all aspects of doctoral study and offers individual and group advising sessions, with an additional special focus on the needs of international early-career researchers.

Dahlem ResearchSchool (DRS)	Address	Contact
www.fu-berlin.de/en/sites/drs	Hittorfstraße16 14195 Berlin	✉ drs@fu-berlin.de ☎ (030) 838 – 620 61
		


Career Service – for students

Whether you're still studying or have already taken your first steps into the professional world, the Career Service offers events and advice to help you with your career planning. For example, you can take part in workshops or come to lectures that will help you with your application for an internship or a job, improve your soft skills, get to know different careers, or practice interview techniques.

The Career Service can also help with any questions you may have about internships abroad. There are special events for international students who want to gain practical experience on the German job market or who want to stay in Germany after finishing their degree.

The Career Service's qualification in mentoring and tutoring is a comprehensive training program for student assistants to develop not only self-confidence and social skills but also to gain essential skills in teaching and methodology.

More information is available on their website.

Career Service	Address	Contact
www.fu-berlin.de/en/sites/career 	Thielallee 38 14195 Berlin	✉ careerservice@ fu-berlin.de ☎ (030) 838 –55244



Annual Performance Reviews

Freie Universität Berlin uses annual reviews as a structured form of communication. They are intended to provide a structured space to better identify the skills and potential of individual employees and to highlight any training or support needs that they may have.

A further aim is to encourage an open dialogue between supervisors and staff based on mutual trust and appreciation of each other's work, improving communication and helping employees and their managers to work together more effectively. Based on each employee's abilities and requirements, they can also be used for career planning and to identify pathways for professional development. The annual review, as the name suggests, takes place yearly and should not be seen as a routine catch-up, but rather as a dialogue covering specific topics.

The appraisal asks employees and supervisors to think together about tasks and how they are organized; the supervisor's management style and the working relationship; and individual training and development requirements. To support the process, the university offers informational events for staff along with ongoing training for managers and facilitators. The latter represent an interface between employees and central administration/management. The long-term principle guiding the review process is to encourage a culture of openness and transparency, along with a working environment that facilitates staff well-being and development.



You can find more information about the annual review (e.g., the policy and guidelines on the process) on the Occupational Health Management and Personnel Development websites. Their staff are also available to help with any questions you may have.

Personnel Development

www.fu-berlin.de/sites/abt-1/referate/sc/personalentwicklung/entwicklung-karriere/jahresgespraeche



Occupational Health Management

[/www.fu-berlin.de/sites/abt-1/stabsstellen/fundament-gesundheit/infos](http://www.fu-berlin.de/sites/abt-1/stabsstellen/fundament-gesundheit/infos)





Erasmus+ for Teaching Staff


The European Commission's Erasmus+ program for teaching staff is a chance for Freie Universität employees to spend a limited period of time at a partner university in Europe and selected non-European countries. The application process is straightforward, and participants can look forward to broadening their teaching experience and becoming acquainted with new teaching methodologies.

The program is also intended to promote a European perspective at the host university. The visiting staff can share their teaching experience and expertise with students who cannot or prefer not to study abroad. The program is also intended to foster opportunities for developing joint teaching programs with the partner universities, along with the exchange of teaching content and methods.

Guest instructors must **offer at least 8 teaching hours per week** of their stay.

Funding is available for the following staff:

- professors and lecturers with a contractual relationship with Freie Universität
- research assistants
- doctoral students with teaching responsibilities
- staff from non-German organizations, including businesses, who teach at a German university.

 You can find more information about the Erasmus+ program and other structured training programs on the website of Division IV: International Affairs.

Team IV B, Academic Relations, will be happy to help with any questions you may have.

Erasmus+ for Teaching Staff

www.fu-berlin.de/en/international/faculty-staff/mobility-researchers-out



Contact Team IV B

www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-b-academic-relations



Erasmus+ for Teaching Staff explained (video in German)





Erasmus + for Administrative Staff

Training opportunities are also available for non-teaching staff employed at a higher education institution.

There are various formats for training as part of Erasmus+ including sitting in on classes or lectures, job shadowing, study visits, attendance of workshops and seminars (no conferences), and participation in language courses and continuing education courses.

The opportunities offered are geared toward administrative staff in the following areas: general and technical administration, libraries, academic departments, accounting, international office, public relations, student advising, technology & transfer, and continuing education.



You can find more information about the Erasmus+ program and other training programs on the website of Division IV: International Affairs.

Team IV B, Academic Relations, will be happy to help with any questions you may have.

Erasmus+ for
administrative staff

www.fu-berlin.de/en/international/faculty-staff/mobility-staff



Contact Team IV B

www.fu-berlin.de/en/international/contact/international-affairs-team/units/iv-b-academic-relations



Erasmus+ explained (video
in German)

www.youtube.com/watch?v=Zbbod2MNqsl





Dual Career & Family Service (DCFAM) - The Family Support Office

Advice and Information Freie Universität has been a certified “family accessible” university since 2007. In 2018, it helped establish a new association “Familie in der Hochschule e.V.” (Family at the University). Freie Universität’s family-friendly policies help its members manage family responsibilities alongside work, study, and research (e.g., if they are working on completing the professorial *Habilitation* qualification). Dual Career & Family Service can help with questions about maternity, paternity, and parental leave as well as child benefit payments. Students and staff alike can obtain confidential advice by phone, email, or face-to-face on any matters relating to working and studying with a family. They also offer “Care Advisory Sessions” in collaboration with “Pflegestützpunkte Berlin” (the information centers in Berlin that offer help with questions relating to care and old age), while the university’s “General Psychology and Neuropsychology” research team also offers a “Neuropsychological Advisory Session” for caregivers and their families. The guidelines for supervisors on carrying out annual performance reviews encourage managers to include the topic of maintaining a healthy work-life balance as part of the review, so that they can better support employees in combining professional and personal responsibilities. Freie Universität also sends a special welcome pack to new parents with a card from the president, information about support at the university, and a small gift.

Childcare The student union organization studierendenWERK Berlin has 180 daycare spots available at Freie Universität Berlin and is open from 7:30 a.m. to 6:30 p.m. The spots are open to children of university members from the various universities and colleges around Berlin, but the families of students and employees at Freie Universität Berlin are given priority. One focus of the Dual Career & Family Service office lies in networking with daycare centers and schools. These networks help when it comes to finding spots for the children of visiting researchers, scholarship recipients, and newly appointed professors who are moving to Berlin. The Family Service office does its best to help all members of Freie Universität Berlin find a place for their children in daycare, whether they are students, researchers, or administrative staff members. It also provides information about the mobile childcare program – MoKiS, a model program supported by the Berlin Senate Department for Education, Youth, and Family, that helps parents with special working hours. Freie Universität employees can request emergency childcare at home if something unexpected happens and other options are not available.

Flexible Working Models At Freie Universität Berlin, there are various options that can be used where employees need to be able to work more flexibly. These include part-time working, flexitime, alternating telework, and mobile working. The project “LEON –






Contacts and Service Points – Managing Work and Personal Responsibilities

Learning Environments Online” was set up as a response to the fact that traditional models of working and family life have changed considerably in recent years. It allows teaching staff to use blended learning options to complement their on-site teaching with online activities.

Professional Development, Family Sports, and Vacation Childcare Together with the Center for Continuing Education at Freie Universität Berlin, the Family Service offers a broad range of informational and development opportunities in relation to families, including courses on “Being a Single Parent,” “Getting Ready to Be a Caregiver,” “Stress Management,” and “First Aid for Children and Infants.” The Family Service also works in partnership with the University Sports Center to create a variety of family-oriented sports classes as well as the vacation childcare program, “Kids’ Camp.” The Dual Career & Family Service has regular updates on regional vacation childcare offers for children and teenagers.

Service for Newly Appointed Professors and Visiting Researchers The Freie Universität Berlin service for dual career couples is intended to make the university more attractive to researchers and is also an important factor in the university’s commitment to equal opportunities, as it signals the university’s support for partners and spouses as they adapt to the new circumstances of their lives in Berlin. Partners and spouses can get in touch to arrange individual meetings, where they can find out more about the job market and professional opportunities in Berlin, and, if applicable, childcare options. The service has a range of contacts and partnerships that it can use to help individuals find the right career or job for them. The Dual Career & Family Service is a combined service that brings together a number of different measures supporting dual career couples and families, including childcare. As a result, it is able to respond quickly to the needs of new employees, offering them help that is specifically tailored to their situation and thus assisting them in managing their academic career(s) and personal responsibilities. For example, the daycare center of the studierendenWERK Berlin (the student union association) reserves 13 of its spots specifically for the children of newly appointed professors, offering a fast, unbureaucratic process for new professors looking for childcare options.

Dual Career & Family Service	Address	Contact
www.fu-berlin.de/en/sites/abt-1/stabsstellen/dcfam-service/index.html	Rudeloffweg 25/27 14195 Berlin	✉ family@fu-berlin.de ☎ 030 838 51137
		



Staff Council: Dahlem

The Staff Council: Dahlem (*Personalrat Dahlem*, PRD) represents staff whose employment is governed by a collective agreement along with civil servants (excluding professors).


The staff council is your representative no matter what kind of contract you have, whether your position is funded internally or externally, and whether you work full-time or part-time. The only condition is that your contract is either with Freie Universität Berlin directly or you are subcontracted from an agency or other employer to work as part of the university.

The PRD is actively committed to supporting all staff, whether by offering advice or acting on your behalf. They are there to help with your questions, comments, and any problems you may be experiencing. You can find information on our website or in Freie Universität's official bulletin *FU-Mitteilungen*, or by contacting us via phone, email, or at the office.

The key legislation governing the work of the PRD is the Staff Representation Act Berlin (*PersVG Berlin*), which sets out the staff council's obligations and powers. One of the council's obligations is to collect staff suggestions and complaints and to assist in remedying the latter where possible. The council itself also has the right to be kept informed and maintains regular contact with the departments and offices of Freie Universität to this end.

It monitors the university's compliance with the key legal provisions affecting staff, especially the various collective agreements, but also service agreements and legislation. For example, one of its tasks is to ensure that women, staff with disabilities, and international members of staff are supported and integrated at the workplace and are not disadvantaged.

The council also has a right of co-determination in relation to human resources issues such as recruitment and hiring, employment termination, and salary reviews (in the case of research assistants, this right is limited to participation only).

Staff Council:Dahlem	Address	Contact
www.fu-berlin.de/sites/prdahlem	Fabekstraße 69 14195 Berlin	✉ personalrat-dahlem@fu-berlin.de ☎ (030) 838 - 52754
		



Staff Council: Botanic Garden and Botanical Museum Berlin (BGBM)

The work of the Staff Council: BGBM, as the legal representative for the relevant staff body, is governed by the Staff Representation Act Berlin. The act defines the council's specific rights of participation, its general tasks, and how it is elected. The Botanic Garden and Botanical Museum Berlin-Dahlem is a central facility that is treated as a separate place of work, or site, under the Staff Representation Act Berlin. Its staff council represents the employees and civil servants that work at this site, along with contracted staff who are integrated into the daily work of the Botanic Garden and Botanical Museum Berlin. The legal right to representation of the council derives from its election by the staff members at the site, whereby the council is authorized to represent these staff collectively in negotiations with the site's management team. These negotiations must always be based on the overall principle of "cooperating in good faith" (*"vertrauensvolle Zusammenarbeit"*), as set out under Section 2(1), Staff Representation Act Berlin.

The central task of the council is to monitor in accordance with Section 71(2), Staff Representation Act Berlin that all members of staff whom it represents are treated justly and equitably, and to ensure in particular that no person is subjected to discrimination because of their gender, sexual identity, parentage, faith, nationality, ethnic background, labor union affiliations, or political activities/opinions (provided that such activities and/or opinions do not conflict with the basic principles of freedom and democracy as set out in the German Basic Law and Constitution). For example, the council has a duty to request that measures are put in place that are advantageous to staff members working at the site and their families. It has a duty to protect employee rights and equal opportunities, to support staff in putting forward workplace-related suggestions or complaints, and to promote the integration and professional development of staff with disabilities and other staff with particular needs, especially older people. It assists with the integration of international staff members at work, and works together with the Youth and Apprentices Representatives to look after the requirements of young people working at the site in the context of training or education. It also has a duty to promote the acceptance at work of people with different sexual identities.

Staff Council BGBM	Address	Contact
www.bgbm.org/de/beauftragtevertretungen/personalrat		
	Königin-Luise-Straße 6-8 14195 Berlin	✉ prb@bgbm.org ☎ (030) 838 - 50234



Staff Council: Entire Freie Universität Berlin


Freie Universität is organized into three staff bodies, each of which is represented by one of the local staff councils. These are the Staff Council of Student Employees, the Staff Council: Botanic Garden and Botanical Museum Berlin (BGBM), and the Staff Council: Dahlem, which represents all staff at the university with the exception of those represented by one of the other two councils named above.

Under Section 54 of the Staff Representation Act Berlin (*PersVG Berlin*), the Staff Council: Entire Freie Universität Berlin is responsible for any cross-site issues, that is, issues affecting staff across the three different representative bodies named above. These could be, for example, IT processes affecting at least two of the three staff bodies named above, health and safety issues, or questions relating to professional development.

The Staff Council: Entire Freie Universität Berlin supports the local staff councils, and the local staff councils may ask the Staff Council: Entire Freie Universität Berlin to assume some of their responsibilities. This does not usually apply to questions involving individual staff members. See Section 54 (1), Staff Representation Act.

On October 27, 1998 Freie Universität Berlin published its supplemental rules and regulations [*Teilgrundordnung (Erprobungsmodell)*] deviating from the act governing higher education institutions in the state of Berlin (*BerlHG*). According to these rules and regulations, the Executive Board is both a department of Freie Universität and the highest authority at the university, and the Staff Council: Entire Freie Universität therefore does not have the right to assist in arbitration procedures in relation to conflicts between the Executive Board and local staff councils. In these cases, the local staff council must go directly to the Arbitration Board (see Section 80, Staff Representation Act).

Like the local staff councils, the Staff Council: Entire Freie Universität has a duty to comply with relevant legislation and with the provisions of the collective agreement governing employment at the university. See Section 2(2), Staff Representation Act.

Staff Council: Entire Freie Universität Berlin	Address	Contact
www.fu-berlin.de/gpr 	Königin-Luise-Str. 6-8 14195 Berlin	✉ gpr@fu-berlin.de ☎ (030) 838 - 55012




Staff Council of Student Employees

The function and task of the Staff Council of Student Employees is to protect, implement, and where possible extend the labor rights of all student employees at Freie Universität Berlin. These representatives have the right to be involved in recruitment and hiring processes, based on their rights of participation and co-determination. The main consideration in this is to promote a transparent and fair process and ensure that the requirements of the collective agreement governing employment contracts at the university are met, both during the recruitment process and during the course of the student's employment.

The key legislation governing the work of the staff council can be found in the most recent version of the Collective Agreement for Student Employees III (German abbreviation: TV Stud III), the Berlin Higher Education Act (*Berliner Hochschulgesetz*, BerlHG), and the Fixed-Term Academic Contracts Act (*Wissenschaftszeitvertragsgesetz*, WissZeitVG). This legislation stipulates, for example, that student employees have the right to be present during interviews to ensure that these are carried out fairly. The staff council can veto requests to employ new student staff if the wage to be paid to the new staff member deviates from the wage agreed under the relevant collective agreement and there is no objective reason for the deviation. The council can also advise student employees who are experiencing difficulties or conflicts with their employer or in the workplace. In the case of more complex situations, they can help with finding a suitable legal advisor.

Student employees who are also union members can access legal advice and remedies at no charge from their union. If the problem affects several student employees, it is possible to convene a full or partial staff meeting (which counts as working time, to be paid or taken in lieu). Advice sessions offered by the council also count as working time. These can take place during office hours, on the phone, or face-to-face, or student employees can email the council at any time. The staff council also has a range of publications about the rights and obligations of student employees, which are available free of charge.

Office hours: Wednesday, 2:00 p.m. to 4:00 p.m. via Webex or by appointment

Further information	Address	Contact
www.fu-berlin.de/sites/prstudb 	Fabeckstr. 69 14195 Berlin	✉ prstudb@fu-berlin.de ☎ (030) 838 – 54111 Instagram: @personarat_fu Facebook: Personalrat der studentischen Beschäftigten FU Berlin




Chief Gender Equality Officer

The Chief Gender Equality Officer of Freie Universität Berlin and her team support the university management and central committees of Freie Universität Berlin in implementing legislative requirements in relation to gender equality. Together with other officers and representatives responsible for gender equality, the gender equality office develops strategies and measures to promote gender equality at Freie Universität in order to dismantle long-term structural inequalities and to promote the equal status and participation of all genders at the university.

A key element of this concept is integrating gender equality using the instruments available to university management, especially in the context of recruitment and professional development at Freie Universität. The equality officer aims to end discrimination on the grounds of sex or gender, and to foster an organizational culture distinguished by gender awareness and gender competence. One of its goals is also to promote a culture of teaching and learning that integrates an awareness of diversity and gender at all levels, and to promote gender studies research at the university.

The Local Gender Equality Officers should be contacted in the first instance for any questions or issues relating to specific areas of the university. They help to implement gender equality strategies and the university's gender equality objectives in the departments, central institutes, central facilities, in the central university administration, and the University Library.

The Chief Gender Equality Officer and her team, as well as the Local Gender Equality Officers, can advise all female employees and staff of the university in personal and professional matters, and specialize in offering advice in cases of sexual harassment, stalking, and bullying. In addition, the Office of the Standing Working Group on Sexual Harassment, Discrimination, and Violence (AG SBDG) offers confidential advice and counseling in cases of sexualized harassment, discrimination, and violence (including stalking) to all members of Freie Universität, as well as step-by-step support when going through a grievance procedure.

Chief Gender Equality Officer	Address	Contact
www.fu-berlin.de/sites/frauenbeauftragte		
	Goßlerstr. 2-4 room 153 1st floor 14195 Berlin	✉ frauenbeauftragte@fu-berlin.de ☎ (030) 838 - 54259



Representatives for Individuals with Disabilities

The representatives for individuals with disabilities are responsible for promoting the integration of people with severe disabilities in the workplace. They represent their interests and offer counseling and support for individuals.

They also monitor the implementation of legislation affecting people with disabilities at work and request measures that are helpful for people with disabilities, especially preventive measures. Employees with disabilities are encouraged to contact their representatives if they have suggestions or complaints, and if appropriate, the representatives will then take these forward and seek a resolution with the individual's employer.

The representatives must be kept informed and their opinion must be sought in all cases affecting staff with disabilities, whether it is an issue affecting an individual staff member or staff as a group.

If an individual with a severe disability applies for a position at Freie Universität, a representative has the right to view the relevant sections of the person's application and to be present as part of the interview panel.

If problems arise in relation to an individual's work for the university, the relevant representative must be informed of this at an early stage so that if possible, problems can be resolved and the person can continue to work without threat to their employment at the university. The same applies to long-term sickness absence in the case of a disabled person.

Currently, representatives dealing with issues arising in relation to individual employment contracts are distributed over two areas:

1. The Dahlem area
2. Botanic Garden and Botanical Museum

The Chief Representative for Individuals with Disabilities is generally responsible for all issues relating to severe disability at work and also specifically responsible for student employees with disabilities.

Chief Representative for Individuals with Disabilities www.fu-berlin.de/sites/sbv	Contact Dahlem	Contact BGBM
	André Lefeber Rudeloffweg 25/27 14195 Berlin schwbvda@zedat.fu-berlin.de (030) 838 – 54080	Sven Plöger Königin-Luise-Str. 6-8 14195 Berlin sbv@bgbm.org (030) 838 – 50195



Additional Payments under TV-L

1. One-off annual payment

The collective agreement governing the public sector on the state level (*Tarifvertrag für den öffentlichen Dienst der Länder, TV-L*) sets out definitions and requirements for special payments. TV-L Section 20 stipulates a one-off annual payment as follows: “Employees who are employed as of December 1 are entitled to a one-off annual payment.” The sole mandatory requirement for eligibility for this payment is that the employee has a contract of employment on December 1 and has not been put on leave for the entire calendar year.

2. Capital accumulation benefits – (*Vermögenswirksame Leistungen, VL*)

If you already have savings under a scheme that entitles you to capital accumulation benefits, or would like to join such a scheme in the future, you can submit a form to the personnel department applying for a transfer of capital accumulation benefits. This will allow Freie Universität Berlin to make employer contributions to the scheme. You can obtain further information on the amount of VL to which you are entitled, and on other state-subsidized capital accumulation schemes (savings top-up or matching plans for employees) in the information leaflet.

Further information

www.fu-berlin.de/en/sites/abt-1/referate/ic/welcome-service/ansprechpersonen-servicestellen/weitere-vorteile





Job Ticket Transit Passes

Freie Universität Berlin employees can apply for a Berlin-Brandenburg monthly transit pass or the Deutschlandticket Job at reduced rates. Apprentices are not eligible for the “Jobticket” as they are entitled to other rates from the Berlin-Brandenburg transit authority, *Verkehrsverbund Berlin-Brandenburg*, VBB. Please contact the Personnel department for further information:

Abteilung I
Ref. IA - AG IA3- Reisekostenstelle
Rudeloffweg 25
14195 Berlin

Contact

jobticket@personal.fu-berlin.de



Annual Pass for the Botanic Garden

Freie Universität employees are entitled to an annual pass for the Botanic Garden at a reduced rate. Besides the individual concession, the Botanic Garden also offers a reduced annual “Freie Universität Family Ticket.” The Family Ticket entitles a member of Freie Universität Berlin and up to four children aged 14 or under, plus another adult, to visit the Botanic Garden and Botanical Museum. You can find more information on the Botanic Garden and Botanical Museum website. To apply for the concessionary annual pass, you need to show proof of employment with Freie Universität at the Botanic Garden ticket office. The personnel department will be happy to issue you a proof of employment. You can request it by using the form on the Occupational Health Management website.

More information

www.fu-berlin.de/en/sites/abt-1/referate/1c/welcome-service/ansprechpersonen-servicestellen/weitere-vorteile

