



HANDBOOK

on the Technische Universität Berlin

Information for Newly Appointed Professors



Dear colleagues,

Welcome to the Technische Universität Berlin! I am delighted that you have joined us as a new member of the University teaching staff.

With around 35,000 students, 100 study programs and 40 institutes, TU Berlin is a large organization of international renown – and a great place to work. We pride ourselves on our excellent performance in research and teaching, a proven track record in producing high-caliber graduates and a modern administration that is dedicated to offering the very best service. You can look forward to exciting research and teaching activities that will give you the opportunity to make your own contribution to the University.

It's not always easy at the start to work your way through the various administrative processes and procedures at TU Berlin. So to help you find your feet, we have put together this handbook. It gives you an overview of the structures and workflows at TU Berlin, answers some frequently asked questions and provides contact details if you need further information.

I wish all the best for your start at TU Berlin and hope that you settle in well both at work and at home, and that you enjoy your time in the German capital.

Yours,

A handwritten signature in blue ink, which appears to read 'Christian Thomsen'. The signature is fluid and cursive, written over a white background.

Prof. Dr. Christian Thomsen
President of the Technischen Universität Berlin

Contents

5	Structure of TU Berlin
6	Executive Board
7	Faculties and Central Institutes
10	Institutes and Centers
12	Central University Administration
14	Committees
19	FAQs on work processes and admin
20	Getting started
25	Research
26	Teaching
28	Human Resources
31	Services for Staff
32	Introduction to TU Berlin
33	Selected Service Units
45	Around Campus
50	Map of the Charlottenburg Campus
52	Map of the Wedding Campus
53	Index
54	Publication Details

Please note

With **Quick Access** you can go directly to a specific page on the TU Berlin website (www.tu-berlin.de). Just enter the relevant code in the box in the right-hand column of any TU Berlin webpage. In this handbook, Quick Access codes are preceded by the following symbol: ▶

This handbook is also available in German:

▶ 118581

May 2018





STRUCTURE

of TU Berlin

Executive Board



President Prof. Dr. Christian Thomsen

Professor of physics Dr. Christian Thomsen became president of the Technische Universität Berlin in April 2014. He holds the policy-making power on the executive board, the university's governing body. He represents the university and is responsible for the smooth running of all university proceedings. Within the guidelines set by the executive board, the vice presidents and the chancellor independently manage their areas of responsibility. The president's term of service is four years.



Vice President Prof. Dr.-Ing. Christine Ahrend

As 1st vice president, transport planning expert Prof. Dr.-Ing. Christine Ahrend represents the President. Her areas of responsibility include research, appointment strategy, and knowledge and technology transfer. She also supervises the Center for Electron Microscopy (ZELMI).



Vice President Prof. Dr. Hans-Ulrich Heiß

Professor of computer science Prof. Dr. Hans-Ulrich Heiss is responsible for matters of education, digitisation and sustainability. He also supervises the Center for Academic Training and Cooperation (ZEWK).



Vice President Prof. Dr. Angela Ittel

Professor of educational psychology Dr. Angela Ittel is concerned with the areas of strategic development, junior scholars, and teacher education. Strategic development includes collaborative research, international relations, diversity and equality. She also supervises the Modern Language Center (ZEMS), the Language and Cultural Exchange (SKB) and the Center for Technology and Society (CTS), as well as the Central Institute El Gouna.



Chancellor Dr. Mathias Neukirchen

Vice President for Administration Dr. Mathias Neukirchen is a member of the Executive Board, Director of the central university administration and commissioned with the budget. He supervises the departments „Student Services“, „Human Resources and Legal Affairs“, „Finance“, „Buildings and Services Management“, „Research“, and „International Affairs“. Furthermore, he supervises the University Library (UB) and the University Sports Center (ZEH).

Faculties and Central Institutes

Faculty I – Humanities

Dean of Faculty I

Prof. Dr. Hans-Christian von Herrmann

Raum MAR 6.052

+49 (0)30 314-2 69 83

h.vonherrmann@tu-berlin.de

 71584

Head of Faculty Service Center

Alexander Gerberding

Raum MAR 6.053

+49 (0)30 314-2 21 43

info@fsc1.tu-berlin.de

 2246

Faculty II – Mathematics and Natural Sciences

Dean of Faculty II

Prof. Dr. Etienne Emmrich

Raum BEL 209

+49 (0) 30 314-2 58 18

dekan@fakii.tu-berlin.de

 2487

Head of Faculty Service Center

Lothar Bauch (m.d.W.d.G.b.)

Raum BEL 308

+49 (0)30 314-2 57 26

lothar.bauch@tu-berlin.de

 176020

Faculty III – Process Sciences

Dean of Faculty III

Prof. Dr. Stephan Drusch

Raum H 8165

+49 (0)30 314-7 18 19

stephan.drusch@tu-berlin.de / dekan@fakultaet3.tu-berlin.de

 2707

Head of Faculty Service Center

Dr. Ulrike Gaebel
Raum H 8165
+49 (0)30 314-2 27 82
gaebel@tu-berlin.de
📞 48309

Faculty IV – Elektrotechnik und Informatik**Dean of Faculty IV**

Prof. Dr.-Ing. Sebastian Möller
Raum TEL 18
+49 (0)30 8353 58465
dekanat@eecs.tu-berlin.de
📞 2013

Head of Faculty Service Center

Berit Dannenberg
Raum MAR 6.015
+49 (0)30 314-7 32 11
berit.dannenberg@tu-berlin.de
📞 2018

Faculty V – Mechanical Engineering and Transport Systems**Dean of Faculty V**

Prof. Dr.-Ing. Marc Kraft
Raum H 8141
+49 (0)30 314-2 22 05
dekan@vm.tu-berlin.de
📞 2570

Head of Faculty Service Center

Dr.-Ing. Matthias Reyer
Raum H 8141
+49 (0)30 314-2 22 05
matthias.reyer@tu-berlin.de
📞 2530

Faculty VI – Planning Building Environment

Dean of Faculty VI

Prof. Dr. Johann Köppel
Raum A 109
+49 (0)30 314-2 18 11
dekan@fak6.tu-berlin.de
📞 2628

Head of Faculty Service Center

Christoph Roesrath
Raum A 106
+49 (0)30 314-2 18 15
christoph.roesrath@tu-berlin.de
📞 2597

Faculty VII – Economics and Management

Dean of Faculty VII

Prof. Dr. Frank Straube
Raum H 9105
+49 (0)30 314-2 28 77
dekan@wm.tu-berlin.de
📞 2684

Head of Faculty Service Center

Friederike Demmel
Raum H 3131
+49 (0)30 314-2 16 41
friederike.demmel@tu-berlin.de
📞 2676

Central Institutes

El Gouna

+49 (0)30 314-75
info@campus.tu-berlin.de
📞 136545

– School of Education

+49 (0)30 314-73141
www.setub.tu-berlin.de
📞 28387

Institutes and Centers

Faculty I Humanities	Faculty II Mathematics and Natural Sciences	Faculty III Process Sciences
<p>Institute of Philosophy and History of Literature, Science, and Technology</p> <p>Institute For Art History and Historical Urban Studies</p> <p>Institute of Education</p> <p>Institute of Language and Communication</p> <p>Institute of Vocational Education and Work Studies</p> <p>Center for Research on Antisemitism</p> <p>Center for Interdisciplinary Women's and Gender Studies</p>	<p>Institute of Chemistry</p> <p>Institute of Mathematics</p> <p>Institute of Solid State Physics</p> <p>Institute of Optics and Atomic Physics</p> <p>Institute of Theoretical Physics</p> <p>Center of Astronomy and Astrophysics</p>	<p>Institute of Biotechnology</p> <p>Institute of Energy Technology</p> <p>Institute of Food Technology and Food Chemistry</p> <p>Institute of Chemical and Process Engineering</p> <p>Institute of Environmental Technology</p> <p>Institute of Material Science and Technology</p>
<p>▶ 59086</p>	<p>▶ 2492</p>	<p>▶ 36</p>

Faculty IV	Faculty V	Faculty VI	Faculty VII
<p>Electrical Engineering and Computer Science</p> <p>Institute of Energy and Automation Technology</p> <p>Institute of High-Frequency and Semiconductor System Technologies</p> <p>Institute of Telecommunication Systems</p> <p>Institute of Computer Engineering and Microelectronics</p> <p>Institute of Software Engineering and Theoretical Computer Science</p> <p>Institute of Commercial Information Technology and Quantitative Methods</p> <p>Center for International and Intercultural Communication</p>	<p>Institute of Mechanics</p> <p>Institute of Fluid Dynamics and Technical Acoustics</p> <p>Institute of Psychology and Ergonomics</p> <p>Institute of Land and Sea Transport Systems</p> <p>Institute of Aeronautics and Astronautics</p> <p>Institute of Engineering Design, and Micro and Medical Technology</p> <p>Institute of Machine Tools and Factory Management</p> <p>MOVE IT Center for IT in Mobility and Traffic</p> <p>Center of Human-Machine Systems</p>	<p>Institute of Architecture</p> <p>Institute of Civil Engineering</p> <p>Institute of Applied Geosciences</p> <p>Institute of Geodesy and Geoinformation Science</p> <p>Institute of Landscape Architecture and Environmental Planning</p> <p>Institute of Ecology</p> <p>Institute of Sociology</p> <p>Institute of Urban and Regional Planning</p>	<p>Institute of Technology and Management</p> <p>Institute of Economics and Law</p> <p>Institute of Business Administration</p>
▶ 115	▶ 2573	▶ 2630	▶ 2686

Central University Administration

Department I Student Services	Department II Personnel
Head: Robert Nissen	Head: Beate Niemann-Wieland
I DV IT Team I A Office of Student Affairs I B Examinations I E Student Counseling Service I F Career Service	II T Human Resources II AB Vocational Training II R Legal Section II RK Travel Expenses II PE – WB HR Development and Training II IT IT Section II BGM Corporate Health Management FB Family Services Office DCS Dual Career Service
▶ 5164	▶ 34948

Department III Finance Head: Georg Borchert	Department IV Buildings and Services Management Head: Martin Schwacke	Department V Research Head: Barbara Stark
<p>III A Finance/Management Reporting</p> <p>III B Accounting</p> <p>UK University Cashiers Office</p> <p>III PW Human Resources Allocation</p>	<p>IV A Policy and Strategic Planning</p> <p>IV B Building Construction</p> <p>IV C Buildings and Services Engineering</p> <p>IV D Contract Management</p> <p>IV E Space Management</p> <p>IV F Supplier Pool</p> <p>IV G On Campus Services</p> <p>IV H Budget Control</p>	<p>V A Centre for Entrepreneurship</p> <p>V B TU-DOC Office</p> <p>V C Research Promotion Section</p> <p>V D Research Contracts, Licenses and Patents</p> <p>V E EU Office</p>
<p>▶ 6355</p>	<p>▶ 5602</p>	<p>▶ 42088</p>

Committees

The Berlin institutions of higher education are managed according to the principles of academic self-administration. The main bodies involved are the Faculty Boards, the Academic Senate (AS), the Extended Academic Senate (EAS), the Board of Trustees (KU) and the Executive Board. Four status groups are represented on all TU Berlin committees: professors, academic staff, students, and office and technical staff.

Contact:

Ulrike Grupe

Room H 2509

+49 (0)30 314-2 39 86

ulrike.grupe@tu-berlin.de

▶ 18633

The **Board of Trustees' (KU)** tasks include taking decisions on policy, administrative, business, budgetary and financial matters. This covers, in particular, determining the budget, establishing, modifying and dissolving faculties and other organizational units, electing the chancellor and issuing administrative regulations on HR and HR management.

Contact:

Ute Meiner

Room H 1037

+49 (0)30 314-2 25 01

ute.meiner@tu-berlin.de

▶ 18635

The **Academic Senate's (AS)** tasks include helping establish organizational units; setting up study programs, issuing statutes; formulating general guidelines for teaching, study and examinations; making statements on degree and examination regulations and on professorial appointment proposals; coordinating the work of the faculties; and adopting university development and procurement plans, guidelines on equal opportunities for women, and rules on the use of University facilities. The Academic Senate has set up Standing Committees to provide it with advice and support.

Contact:
Office of
the Structural Committee
Room H 2510
+49 (0)30 314-2 39 87
k3-tb-sk@win.tu-berlin.de
 18829

The **Structural Commission (SK)** is one of the Standing Committees at TU Berlin. It advises the Academic Senate and the president on structural, development and research plans and on support for young researchers. The SK's tasks include contributing to the University's medium- and long-term plans; producing university structure and equipment plans; giving opinions on applications for allocation of funds, on faculty development plans, on establishing, modifying and dissolving organizational units, on TU applications for internal research funding, on applications for third-party funding for collaborative research centers and research training groups, on cooperation agreements with research institutions outside the University, and on concept papers and applications for support for junior researchers.

Contact:
Marcel Krone
Room H 2512
+49 (0)30 314-2 39 88
lsk@tu-berlin.de
 18854

The **Teaching Committee (LSK)** is one of the Standing Committees at TU Berlin. It advises the Academic Senate and the president.

The Teaching Committee's main tasks include giving opinions on setting up and discontinuing study programs, on new and modified degree and examination regulations, and on funding program reform projects and project/innovation workshops. It also deals with key issues concerning teaching and learning, e.g. bachelor's and master's programs, guidelines on program development, and criteria for teaching performance-based distribution of funds.

Contact:

Chair:

Gabriele Wendorf

Room HBS 515

+49 (0)30 314-2 78 05

gabriele.wendorf@

tu-berlin.de

Office:

Marianne Walther von

Loebenstein

Room CAR 120

+49 (0)30 314-2 88 88

nachhaltigkeitsrat@tu-

berlin.de

☎ 174565

The **TU Berlin Council for Sustainable Development** was established as a Standing Committee of the Academic Senate in order to develop a collective approach and understanding of sustainable development at our university. It is a platform for motivated University members to voice their ideas. By engaging with the issues and challenges posed by sustainable development and setting up a council of this kind, TU Berlin is in a strong position to build its profile both within and beyond the University. Members are encouraged to get involved at numerous levels.

Contact:

Hans-Joachim Sorgatz

Room H 1040

+49 (0)30 314-2 28 03

hans-joachim.sorgatz@

tu-berlin.de

☎ 18632

The tasks of the **Extended Academic Senate (EAS)** include electing the president and the vice presidents, making resolutions concerning the University charter, discussing the annual report of the president, and making statements regarding key policy issues.

Contact:

The dean of your faculty

The **Faculty Board (FKR)** is the faculty's main decision-making body and ultimately responsible for all faculty tasks. These include, in particular, issuing statutes (such as regulations on examinations, doctorates and habilitations), ensuring that courses and examinations are conducted correctly, coordinating research, making proposals for professorial appointments, habilitations, allocating staff and resources, and submitting proposals for central staff appointments.

Contact:
The executive director
of your institute

The **Institute Council (IR)** is the highest body in each institute. It is responsible at institute level for evaluating teaching, structuring teaching programs and courses, filling positions and allocating resources.

Contact:
Gerald Weberling
Room H 2507
+49 (0)30 314-2 25 32
gerald.weberling@tu-berlin.de
 19042

If you would like to be involved in one of the **TU Berlin committees**, you can put yourself forward as a candidate within the professor status group. Please get in touch with the electoral office in the Section on Matters of Academic Self-Administration.





FAQs

on work processes and admin

Getting Started

How do I get my TUB user account?

Before you took up your position, you were contacted by our IT Service Center (tubIT) in order to set up a temporary TU Berlin user account online. As well as giving you access to the TUB portal, the user account also includes an email account and online storage. This temporary user account is initially set to expire after six months and has limited functionality. To make the account permanent and activate all the other functions, you need to contact your faculty service center when you start work (usually the day of your appointment) so that they can send a confirmation of start of employment to your human resources team. As soon as the start of your employment has been entered into the HR database, your user account is made permanent and your university ID card is printed. tubIT sends your card to your internal address at TUB. In addition, the roles associated with your position as a professor will be assigned to your account..

Contact:
tubIT

Michaela Müller-Klang
Room E-N 051
+49 (0)30 314-2 98 36
michaela.mueller-klang@
tu-berlin.de
▶ 53040

Card issuing point in the tubIT office:

Room E-N 024
+49 (0)30 314-2 80 00
Opening times:
Monday to Friday, 8am to 6pm.
During the semester break: Monday to Friday: 10am to 6pm

How does the role management system work at TU Berlin?

When you register on the TUB system, you are automatically assigned certain TU Berlin business roles. These roles give you access rights for specific applications, e.g. SuperX, LinF, and the option to register examinations. Your business role as a professor also enables you to assign roles and access rights to other members of staff and to manage IT resources at your institute. You can also transfer individual roles assigned to you to others acting on your behalf at any time.

Contact:
tubIT

Michaela Müller-Klang
Room E-N 051
+49 (0)30 314-2 98 36
michaela.mueller-klang@
tu-berlin.de
▶ 128336

Contact:

Finance

Carsten Pippke

Room H 8106

+49 (0)30 314-2 83 34

carsten.pippke@tu-berlin.de

▶ 44853

How do I obtain authorization to place orders and carry out business management functions?

After you have started work, you need to apply to Section III B in Finance for authorization to place orders and carry out business management functions. The authorization gives you the right to enter into contracts and place orders (legal power of representation according to German law).

You can find the application and an information sheet at ▶ 44853.

Contact:

Finance

Britta Jakob

Room H 8131

+49 (0)30 314-2 28 69

britta.jakob@tu-berlin.de

▶ 57863

How do I manage the resources agreed upon when I was offered the appointment?

There are different procedures for providing and paying for resources, depending on what was agreed in the appointment offer. For clarification or to discuss general questions about budget management, get in touch with the staff member with responsibility in Finance.

Contact:

Finance

Sigrun Eickmeyer

Room H 8126

+49 (0)30 314-2 12 94

superx@zuv.tu-berlin.de

▶ 30772

What is SuperX and how does it work?

The SuperX application gives you a multi-dimensional overview of HR and resource flows. It provides information and figures from various administrative IT systems to help you with management tasks. You can retrieve information on the following areas:

- Human Resources
- Finances
- Costing
- Students

This is available at any aggregation level, for the current day, a specific date in the past or for a time series. Using flexible queries, you can export reports to Excel and continue to work on them. This provides you with a firm basis for planning and management tasks.

Your tubIT account needs to have been activated in order for you to be able to use SuperX. As a head of chair, you are automatically given access to the SuperX application through the role management system on the TUB portal.

What is the LinF System and how does it work?

The LinF system measures performance in research and teaching. It provides a record of annual performance figures in your chair. The data recorded has an impact on your salary – through special salary increments. It is also used to help calculate the budget allocated to the faculties as well as the allocation of funds within the faculties.

As a head of chair, you are automatically given access to the LinF application through the role management system on the TUB portal. For more detailed information about the parameters to be entered, contact Finance.

Contact:

Finance

Sigrun Eickmeyer

Room H 8126

+49 (0)30 314-2 12 94

LinF@tu-berlin.de

▶ 45531

How do I request building work?***Reporting minor defects and carrying out minor renovations***

Please go to the mailbox of the Central Workshop to report building issues (e.g. broken windows or doors, faulty light switches) or make requests for minor renovations (e.g. painting a wall, installing an interior sunscreen, installing an extra data socket).

Central Workshop mailbox:

https://cafweb.tu-berlin.de/CAFM/AM_Servicebriefkasten

Major building alterations

As part of your appointment process, you identified your building needs in consultation with the Head of the Faculty Service Center and Space Management. These needs were assessed by Department IV – Buildings and Services Management in terms of costs and technical considerations and the results were included in the written confirmation you received about material and human resources.

If after taking up your position you have a compelling reason for carrying out further structural alterations or you would like to repurpose an area or install new large appliances, please proceed as follows:

1. Write a description of the work to be done. What do you have in mind? (E.g. Repurposing a room, changing the floor plan, general renovation work, wiring in more electric sockets, installing additional materials needed in your subject area, etc.)
2. Get in touch with your Faculty Service Center and at the same time with Team IV E Space Management
3. Joint inspection of the area in question by Team IV E and,

Contact:

Supplier Pool

Frank Hoffmann

Gebäude ZWS – Zentralwerkstatt, Müller-Breslau-Straße 49

+49 (0)303 14-7 68 01

frank.hoffmann@tu-berlin.de

Contact:

Space Management

Rainer Müller

Room H 2546

+49 (0)30 314-2 91 25

rainer.mueller@tu-berlin.de

▶ 10500

- where appropriate, members of Team IV B Building Construction and Team IV C Technology
4. Assessment of technical feasibility and estimation of costs by Team IV B Building Construction and Team IV C Technology
 5. Decision on finances (e.g. costs covered or shared by your chair, institute or faculty)
 6. Detailed planning involving you or someone you nominate to represent you
 7. Call for tenders, awarding of contract and implementation of works by Team IV B Building Construction and Team IV C Technology
 8. Handover of the renovated areas to your chair

What are salary supplements for offices held?

Full-time and part-time members of university leadership and self-administration receive salary supplements based on the offices they hold.

These supplements are paid for the period during which you hold this office. Contact your HR Team for information on the offices and supplement levels involved.

Contact:
Your HR team
▶ 142362

Salary supplements based on offices held can also be earned for performing specific functions that have been assigned to a professor as an official task.

How do I receive a research or teaching salary supplement?

Professors who acquire funding from private third parties for TU Berlin research or teaching projects can receive a pay supplement from these funds. The funding source must have agreed to funds being used specifically for this purpose and an application (no set format) must be submitted to the president via the dean. The president decides on the application.

Contact:
Your HR team
▶ 142362

How do I receive government sickness benefit?

Generally, if you become ill, you are entitled to financial support from the government to cover certain medical costs. For civil servants, this kind of government benefit is known as Beihilfe and takes the form of full or partial reimbursement for costs incurred. It can be obtained by applying to the responsible department (Beihilfestelle) at the Administrative Office of the State of Berlin (address: LVwA Berlin, GeschZ. VB B, Fehrbelliner Platz 1, 10707 Berlin). This department will then arrange for the appropriate reimbursement to be made. For the relevant forms, information sheets and FAQs, go to the following webpage <http://www.berlin.de/landesverwaltungsamt/beihilfe/index.html>.

To receive government sickness benefit, your application must include a list of expenses and copies of the invoices. Generally, you will need to send the originals to your private health insurance company. Please note that the invoice cannot be more than one year old when submitted to the State Administrative Office; otherwise it will not be eligible for reimbursement.

For more information on the procedure for government sickness benefit, contact the HR team with responsibility for your faculty.

Contact:
Your HR team
☎ 142362

Contact:

On Campus Service
Achim Brassat
Room H 1002e
+49 (0)30 314-2 94 29
achim.brassat@tu-berlin.de

Where and how do I apply for a parking permit?

To use the parking spaces on campus, you must apply for a parking permit for your vehicle.

You can find the relevant application form at ☎ 60245.

Please submit this to Team IV G – On Campus Services. You can also find other parking options around the campus.

Research

Contact:
Research Support Service
Eve Möckel
Room FH 713
+49 (0)30 314-2 53 89
eve.moeckel@tu-berlin.de

EU Office
Silke Hönert
Room FH 605
+49 (0)30 314-7 99 73
silke.hoenert@tu-berlin.de

▶ 129571

Contact:
Funding Advice
(esp. collaborative projects)
Dr. Robert Spät
Room FH 710
Tel. +49 (0)30 314-2 53 46
robert.spaet@tu-berlin.de

▶ 67446

Dagmar Otto
Room FH 733
+49 (0)30 314-2 95 76
Dagmar.otto@tu-berlin.de

▶ 65602

How do I transfer my ongoing research projects to TU Berlin?

The procedure for transferring existing research projects to TU Berlin differs from case to case. This is why the Research Department offers individual advice as early as the appointment negotiation stage.

What internal research funding options does TU Berlin offer?

TU Berlin supports and funds the activities of its researchers through a flexible range of internal research funding instruments. Newly appointed professors might be particularly interested in internal funding available to help with the initial acquisition of third party funding and with initiating collaborative projects. For more information on internal research funding instruments, visit the webpage via the Quick Access code on the left. The Research Department also offers individual advice on what kind of funding is suitable for which research project and what documents you will need for the application.

Where can I get advice on applying for third-party funding?

The Research Section (V C) provides information, advice and support on all issues related to research funding and applying for third-party funds.

The EU Office (Section V E) can answer any questions you have about projects financed under a European funding program.

The EU Office (Section V E) can answer any questions you have about projects financed under a European funding program.

Contact:
EU Office
Dr. Silke Köster-Riemann
Room FH 606
+49 (0)30 314-2 13 70
silke.koester-riemann@tu-berlin.de

▶ 136296

Teaching

Where can I get support with the modules I'm teaching?

If you have any questions about your modules, the advisers for study programs and teaching in your faculty are your first port of call. These advisers liaise between teaching staff and offices within the faculty (e.g. academic advising, faculty board, teaching committees, examination boards, deans of studies) and outside the faculty (Examination Office, Enrollment Office, Teaching Committee, etc.).

Contact:
Via your
Faculty Service Center

What is innoCampus?

innoCampus is a competency center for university systems. For TU Berlin, its tasks include running the central e-learning platform ISIS (Moodle), the course calendar HIS LSF, the Moses platform for optimized planning of tutorials, course and examination dates (developed in-house) and the student portal myDESK (developed in-house). innoCampus develops and runs innovative e-learning offerings: lecture and seminar recordings (uniCam), a remote farm (remote physics experiments, used in Physics for Engineers), an online physics bridge course (in development), a new nationwide online math bridge course (in cooperation with VEMINT). innoCampus is also helping develop software to assist teachers in producing their own online courses and material, as well as subsequent evaluation and analysis (learning analytics). Since 2012, the introduction of a new program for managing studies and teaching (Student Lifecycle Management or SLM) has also been a focus.

Contact:
innoCampus-Team
www.innocampus.tu-berlin.de

How do I book rooms for courses and enter them in the course calendar?

You can enter dates, times and venues for lectures and seminars in your Moses account. Once all information has been entered, an optimization algorithm calculates a course timetable for students that contains no overlaps and which takes into account the needs of lecturers as far as possible. The deadline for entering your data is about six months before the start of semester. If you are announcing a course and booking a venue at short notice, enter the details yourself into the LSF (the system that generates

Contact:
LSF-Team
team@lsf.tu-berlin.de
80594

innoCampus
Course Coordination
lehrveranstaltung@
innocampus.tu-berlin.de

the course calendar), including the institutions and people involved and any further information; you also need to book rooms yourself in the LSF. To enter your courses in your Moses account for optimized course scheduling, please contact the innoCampus Team.

Contact:
ISIS-Team

+49 (0)30 314-2 20 42
info@isis.tu-berlin.de
www.isis.tu-berlin.de

How do I make course content available to my students?

ISIS (Information System for Instructors and Students) is the TU Berlin version of Moodle, an open source learning platform. It is open to you and your students to use. For each course, you can upload and share lecture notes, homework and tests. You can also set up discussion forums where people can exchange ideas. You are responsible for the design of the course platform. The Center for Scientific Continuing Education and Cooperation (ZEWK) offers a training course. ▶ 49430

If you have any technical queries on using ISIS, please get in touch with the ISIS Management Office.

Contact:

Videotutor
Oliver Ziegler
Room: E121
oziegler@math.tu-berlin.de
+49 (0)30 314-2 99 36
www.innocampus.tu-berlin.de/projekte/unicam/

How do I make my lecture available as an online video?

uniCam is an innoCampus service that enables you to upload your lecture or seminar as a video online. The lecture is recorded in full HD and stored on the TU video server. You can also link the video to ISIS and limit the user group to those with a tubIT login.

Contact:

Referat Prüfungen
Jana Weber
Room H 37
+49 (0)30 314-2 21 14
jana.weber@tu-berlin.de
▶ 9368

How do I register examinations?

Generally students must register for all examinations before they carry out their first piece of graded work. Registration for electives and additional modules is always via the relevant examination team. You are responsible for activating module examinations and setting the examination date and the start and end date for registration in the electronic registration system QISPOS. The *Examiners' Handbook* (▶ 66086) provides detailed information on what you need to do. Registration deadlines for examinations depend on the type of examination. To find out about the various types of examination, see the most recent version of the University's regulations governing general degree and examination procedures (AllgStuPo), which you can download at ▶ 75846.

Further information can be found in the information sheet Han-

dreichung (German only) provided by the Examinations Section (I B) at ☎ 66086. The HR Development and Training Section also offers a regular course on QISPOS. ☎ 49498

Who do I contact in the Examinations Section for which study program?

The Examinations Section (I B) is divided into five examination teams. To find out which team is responsible for which program, go to the Examinations Section's webpage. ☎ 22397

Human Resources

Who can help me with the appointment of new staff?

There are often a lot of questions that arise when employing student assistants and new staff, whether it's for positions financed through the budget or through third party funding. Do I have to advertise the position? Do I need a description of the area of responsibility (BAK)? Who releases the funds? Who else should I involve in the hiring process?

Experienced colleagues will help you answer these questions. Start by speaking to the executive director of your institute. You will also receive considerable support from the head of your faculty service center. For more information on the hiring procedure, contact the HR team responsible for your faculty.

Contact:
Your HR team
☎ 142362

How do I transfer staff that I want to bring with me from another university?

Generally you can only hire a member of staff from your previous appointment if they have been named in the appointment offer. To avoid any financial or personal disadvantage for the person in question when they transfer to TU Berlin, it is essential that you contact the HR Team responsible for your faculty before the person is hired.


Contact:
Your HR team
☎ 142362


Contact:
HR Management
Marina Beimling
Room H 2114
+49 (0)30 314-2 83 13
marina.beimling@
tu-berlin.de
 6339

What is a BAK and who can help me draft one?

Do you want to advertise a completely new position? Or have the tasks and responsibilities of an existing position changed? First of all you must evaluate the tasks involved. This involves writing a description of tasks (BAK). Our staff in HR Management can help you with this.

You do not need to write a BAK for E13 teaching and research assistant positions.

You can find BAK forms and templates at  6339.

Contact:
Prof. Christiane Ahrend
Room H 1025
+49 (0)30 314-2 24 33
vp-fb@tu-berlin.de
 145101

I have a question that is not answered in this handbook. Who can I ask?

If you have further questions or are having trouble with a particular procedure, get in touch with your faculty service center or the Office of the Vice President for Research, Appointment Strategy, Knowledge & Technology Transfer. They are on hand to provide you with support. We would also be grateful for any suggestions you have for questions and answers that should be included in the next edition of this handbook.



SERVICES

for staff

Introduction to TU Berlin

To make your start at TU Berlin easier, the various units and sections will contact you with details of the services they offer. You will be invited to special introductory events on research, study programs and teaching. Various TU Berlin service units also offer personal consultations where they introduce you to their teams and offer services tailored to your needs.

Research

Department V – Research holds an introductory event for newly appointed professors where it presents its wide range of services and the work of its various sections. It is also an opportunity for you to meet colleagues and discuss your research projects and funding options.

The event is held toward the end of the year.

The Research Section also offers a personal consultation to discuss your needs with regards to research applications and managing third party funding.

Study programs and Teaching

Prof. Hans-Ulrich Heiß, vice president for education, hosts a workshop on studies and teaching for newly appointed professors.

This introduces you to TU Berlin's understanding of study programs and teaching and the direction the University wants to take in the future. The workshop helps you get off to a good start by providing you with practical advice on your first few weeks and a list of the most important contacts for studies and teaching.

Contact:

Barbara Stark
Room FH 704
49 (0)30 314--2 28 65
barbara.stark@tu-berlin.de
▶ 129571

Contact:

Christiane Lünskens
Room H 1556
+49 (0)30 314-2 40 40
christiane.luenskens@
tu-berlin.de
▶ 112181

Selected Service Units

Medical Service

Contact:
Kerstin Ehrhardt
Dr. Reinhard Pels Leusden
Room H 7128
+49 (0)30 314-2 50 80
kerstin.ehrhardt@tu-berlin.de
r.pelsleusden@tu-berlin.de
 27675

The Medical Service is responsible for providing advice on occupational health and safety. It provides staff with detailed information on first aid, ergonomic workstations, preventive occupational health measures, vaccinations and travel, and maternity leave. Other areas of activity include designing work processes and procedures, contributing to workplace health promotion and rehabilitation after illness.

Workplace Health Management

Contact:
Janina Zinke
Room H 8121
+49 (0)30 314-2 24 92
janina.zinke@tu-berlin.de
 161654

The Workplace Health Management Section organizes and coordinates workplace health promotion and occupational rehabilitation management measures at TU Berlin. Through occupational rehabilitation management, staff are given advice on returning to work and maintaining their health after an extended period of illness.

This can include restructuring their tasks or progressive reintegration according to the Hamburg model.

Centre for Entrepreneurship

Contact:
Dr. Florian Hoos
AM-Building
+49 (0)30 314-21 4 56
florian.hoos@tu-berlin.de
 120529

The Start-up Service at the Centre for Entrepreneurship (CfE) provides support and guidance on any questions you may have about entrepreneurship or start-up projects that you or your staff are developing. The initial consultation takes the form of an innovation meeting where we give you an overview of the relevant knowledge and technology transfer issues and put you in touch with TU Berlin experts. In a technology screening workshop (‘product propeller’), we help you develop an understanding of the potential market impact of your research findings. Get in touch with us – we’d be delighted to support you in any phase of your start-up, from early development of the initial idea to the finished business plan. We can provide help and guidance on facilities, consultation and funding.

Data Protection Specialist

TU Berlin is committed to protecting personal data in accordance with the Berlin Data Protection Act (BlnDSG). Obligations that are particularly relevant to you are set out in BlnDSG section 19 (obligation to create file descriptions for automated data processing) and section 3 (obligation to inform the Berlin Data Protection Officer where data is processed by a supplier). TU Berlin's Data Protection Specialist can answer your questions about the legal implications of data processing and provides you with support in carrying out your work in accordance with data protection law, for instance, by checking questionnaires and advising on the introduction of new IT processes.

Contact:

Annette Hiller
Room H 1017
+49 (0)30 314-2 17 84
annette.freifrauhillervon
gaertringen@tu-berlin.de
▶ 18825

Dual Career Service

The Dual Career Service (DCS) was set up to help attract top talent for science and academia. As soon as professors have been appointed, they and their families receive support in making the move to Berlin and are sent information on accommodation, childcare and the school system. Partners can also receive advice on career options and are put in touch with potential employers in the region.

Contact:

Juliane Hanisch-Berndt
Room H 1111A
+49 (0)30 314-7 58 71
service@dualcareer.
tu-berlin.de
▶ 118581

TU-DOC Office

The TU-DOC Office coordinates TU Berlin's support activities for emerging researchers and brings together relevant information on financing, points of contact and training opportunities. It offers individual consultations and can support you in applying for research training groups funded by the German Research Foundation (DFG) and similar programs.

Contact:

Johannes Moes/
Susanne Teichmann
Room FH 602/603
+49 (0)30 314-2 962 2/
-2 59 08
info@tudoc.tu-berlin.de
▶ 57719

Family Services Office

TU Berlin has been certified as a family-friendly university since 2008 and aims to help TU staff achieve a better balance between work/study and family commitments.

These activities are coordinated by the Family Services Office. The Office also provides information and advice on questions relating to family, caring for relatives, childcare and family-friendliness in applications for third-party funding. The Family Services Office also gives you and your staff practical assistance in balancing work and family by delivering services such as childcare during lectures and seminars, parent-child rooms and the Family Activity Day.

Contact:
 Family Services Office
 Room H 1111
 +49 (0)30 314-2 56 93
familienbuero@zuv.tu-berlin.de
www.facebook.com/tub.familien
 64533

Training Institutions

The **TU Berlin Center for Scientific Continuing Education and Cooperation (ZEWK)** offers an extensive training program including courses (seminars, coaching, etc.) for academics and researchers focusing on university teaching (including e-learning), research management, academic communication and work and management techniques.

The **Human Resources Development and Training Section (II PE-WB)** runs the Leadership in Academia seminar program specifically designed for professors.

It covers topics such as strategy development and how to build a leadership culture. Alongside numerous other HR development measures, the section also runs a wide-ranging training program for all TU Berlin employees, leadership and junior management staff. These training sessions address a number of leadership topics and are of course also open to professors. The general leadership program covers areas such as conflict management, staff motivation, communication, health and the legal framework. There are also seminars and workshops designed for specific target groups, such as leadership as well as individual support, such as coaching, team building and conflict mediation.

Contact:
 Dr. Monika Rummmler
 Room FH 1002
 +49 (0)30 314-2 64 51
monika.rummmler@tu-berlin.de
 44642

Contact:
 Heike Wieland
 Room H 2139
 +49 (0)30 314-2 57 18
heike.wieland@tu-berlin.de
 20315

Contact:

Heike Wieland
 Room H 2139
 +49 (0)30 314-2 57 18
 heike.wieland@tu-berlin.de
 ▶ 20315

Contact:

Prof. Dr. Annette Mayer
 Room FH 1023
 +49 (0)30 314-2 35 30
 annette.mayer@tu-berlin.de
 ▶ 191885

Contact:

Martina Mörth
 Room FH 424
 +49 (0)30 314-2 88 34
 martina.moerth@
 tu-berlin.de
 www.bzhl.tu-berlin.de

Contact:

Marianne Walther von
 Loebenstein
 Room CAR 120
 +49 (0)30 314-2 25 31
 marianne.walther@
 tu-berlin.de
 ▶ 5394

The **Executive Board** of TU Berlin, in close collaboration with the Center for Scientific Continuing Education and Cooperation (ZEWK) and Human Resources and Continuing Education (PE-WB), has developed the program Neuberufen@TUB | Professionell lehren, forschen, führen! – specially designed for the challenges you as a newly-appointed professor face in terms of teaching, research and management.

This special program includes a welcome workshop introducing the ideas of good teaching, research and management, the chance to take part in personal orientation talks and a series of workshops dealing with the themes of teaching, research and management. Each of these respective basic modules provides you with a compact insight into the culture of teaching/study, research and management within TU Berlin. Thereafter you can choose, according to your personal interests, two or three secondary courses from the program. Additionally the program seeks to foster a collegial exchange of ideas through moderated discussions concerning practice, classroom visits and a mentoring program.

In addition to a comprehensive workshop program, the **Berlin Centre for Higher Education (BZHL)** offers services targeted specifically at newly appointed professors. This is an opportunity to further develop teaching skills by exchanging ideas and experiences with lecturers from other universities and institutions of higher education, through teaching placements and individual coaching. You can also obtain the Berlin Certificate for Teaching in Higher Education.

Occupational Health and Safety Services and Environmental Protection (SDU)

The safety specialists and environmental officers in the SDU can answer any questions you have about occupational safety and health protection, environmental protection, and fire and radiation protection in your faculty chair. As a manager, you are officially responsible for occupational safety and environmental protection. To help you meet the obligations this entails, you can draw on the advice and extensive materials provided by the SDU, for example regarding risk assessment and training. The SDU will give you more information on this service in a personal consultation during your first few months at TU Berlin.

TU Berlin Counseling Service

Contact:
Bettina Meyer
Room H 7137
+49 (0)30 314-2 40 91
bettina.meyer@tu-berlin.de
 11128

The Counseling Service offers you and your staff consultations and support with personal and job-related problems and concerns. By talking to our staff, you will be able to develop solutions specific to your situation.

All consultations are free of charge and confidential in accordance with section 203 of the German penal code (StGB).

International Affairs

Contact:
 177390

The Office of International Affairs was launched in October 2016 with the aim of providing a key contact for all international matters. The office is divided into four teams, ensuring that all target groups are provided with advice and support:

The Scientific Cooperation and Strategic Partnerships Section oversees and supports:

- Scientific and academic cooperation projects between the Technische Universität Berlin and partners around the world.
- International activities of TU Berlin professors
- International visiting researchers

The Student Mobility and International Students Section oversees and supports:

- Student mobility programs from contract development to financing
- TU students who are planning to study abroad
- International exchange students and international full-time students who are pursuing a degree at TU Berlin

The International Projects Section coordinates various Erasmus Mundus projects and is the contact for:

- Scholarship holders and those interested in applying for scholarships at all levels (students, PhD, PostDoc, staff)
- TU Berlin staff who supervise scholarship holders

The University Preparatory College offers:

- An assessment test for international degree applicants whose university entrance qualification does not directly entitle them to enroll on a program

- Preparatory course for students with a recognized university entrance qualification but insufficient language skills
- STEM language courses for refugees

Scientific Cooperation and Strategic Partnerships

Contact:
Evelina Skurski
Room H 2034
+49 (0)30 314-2 42 67
franca.eberwein@tu-berlin.de
▶ 148598

The Scientific Cooperation and Strategic Partnerships Section in the Office of International Affairs supports you with your international activities, whether you're initiating a new partnership, finalizing a cooperation agreement, looking at funding options, hosting visiting researchers or wanting to go abroad yourself.

Institutional Cooperation Office

Contact:
Ulrike Schmidtberg
Room H 1106
+49 (0)30 314-2 94 43
ulrike.schmidtberg@
tu-berlin.de
▶ 110577

The Institutional Cooperation Office provides advice and support on initiating strategic partnerships with academic institutions and private firms, including TU Berlin investments in legally independent businesses, agreements on joint appointments, funding professorships (e.g. for foundations) and recognizing a partner as an affiliated institute of TU Berlin.

Press, Public Relations and Alumni Office

Contact:
Stefanie Terp
Room H 1004
+49 (0)30 314-2 39 22
pressestelle@tu-berlin.de
▶ 157

The Press, Public Relations and Alumni Office organizes the University's central public relations work. It produces 300 press releases each year, publishes the University newspaper TU-intern, coordinates press interviews and is responsible for the news section on www.tu-berlin.de.

The office is also responsible for organizing large events such as the Long Night of the Sciences, the Queen's Lecture and the New Year's Reception. It is your first port of call when marketing your research projects and can advise you on communications.

tubIT – IT-Service-Center

tubIT is tasked with providing general IT services and supporting you in your daily work.

A selection of services:

TUB Portal

You can log in to the TUB Portal using your personal tubIT account. The portal enables you to change your password or address, view contract information and notifications, manage your institution's networks, assign email addresses and mailing lists, enter your courses in the course calendar, purchase software at low prices, order hardware, etc.

mobile TAN and TAN list

To be able to use protected applications, you need a TAN list. You are given this when your account is activated. You can switch from using the TAN list to mobile TAN (mTAN), where TAN numbers are sent straight to your phone. Alternatively, you can also use the Campus Card to authenticate access.

Wi-Fi

Wi-Fi connectivity is available across the entire campus. You can use the eduroam network by logging in via your tubIT account. Guest accounts can also be set up for temporary use, for example if you are hosting visitors.

Email account and address

You will be given an email address and an Exchange mailbox that can be accessed using common email clients or via the webpage webmail.tu-berlin.de. Exchange enables you to manage emails, calendar and task lists across your team and facilitate work within your group.

tubCloud

TU Berlin staff are entitled to 50GB of cloud storage. The cloud storage service is based on the open source product ownCloud. The data is hosted on the TU Berlin servers.

WLAN2VLAN and VPN2VLAN

Thanks to these two services, you can connect to your network from anywhere. This works by assigning an IP address from your TU Berlin address space to your own mobile device, for example. The device functions just as it would if it were connected to a network socket in your office. This means you are mobile and flexible, and it also enables AirPlay: content such as photos, presentations and webpages can be streamed wirelessly from an iOS device to HD televisions or loudspeakers via Apple TV.

Storage area network

To provide support for your institute chair, you have the option to expand your storage space on certain conditions. This means you can securely store a larger quantity of data on the server than the basic allocation.

Contact:

Michaela Müller-Klang

Room E-N 051

+49 (0)30 314-2 98 36

michaela.mueller-klang@

tu-berlin.de

 53040

tubIT-Hotline:

+49 (0)30 314-2 80 00

tubit@tu-berlin.de

tubIT-Laden:

Room E-N 024

Tel.: +49 (0)30 314-2 80 00

TYPO3

TYPO3 is the Content Management System used at TU Berlin for creating websites. It separates out content, structure and document layout, and provides interfaces for editing and updating pages.

Multimedia

Videoconferencing is available in tubIT offices using the Polycom HDX system.

Facebook and RSS feed

Up-to-date information and announcements are published on the tubIT Facebook page or you can subscribe to them via an RSS feed.

University Library

The TU Berlin University Library is the largest technical and natural sciences library in the Berlin/Brandenburg region and the central service provider for literature at TU Berlin. It offers TU members a broad range of services. If you have any questions about the information and literature available, do not hesitate to contact the university librarians at any time.

The library funds that you agreed on during your appointment negotiations are managed by the library and are generally available for a maximum period of three years. They are intended as start-up funds and should be disbursed as quickly as possible. The University Library is responsible for procuring printed and electronic media. You will receive an information letter once you have taken up your position.

Contact:

Fachreferentinnen und
-referenten
Fasanenstr. 88, 10623 Berlin
+49 (0)30 314-7 61 01
ub-fr@ub.tu-berlin.de
www.ub.tu-berlin.de

Networking

The **Hybrid Platform** is a joint project platform run by TU Berlin and the Berlin University of the Arts on the Charlottenburg Campus to foster exchange between the arts, science and technology. The aim of the Hybrid Platform is to promote cooperation across institutions and disciplines and to enable the two universities to draw on one another's expertise. Services provided include finding suitable discussion and cooperation partners, running various events that present new research areas and ideas through talks, events, retreats and conferences, acquiring funding and assisting with project management.

Contact:

Nina Horstmann
c/o Universität der Künste
Einsteinufer 43, 10587 Berlin
Room 128
+49 (0)30 318-5 27 21
nina.horstmann@
hybridplattform.org
www.hybrid-plattform.org

Contact:
 Dr. Sören Stange
 Room FH 715
 +49 (0)30 314-2 38 64
 mail@dialogplattform.
 tu-berlin.de
 ▶ 142251

To support you in finding new research ideas and to promote cross-disciplinary cooperation on research, TU Berlin runs the Dialog Platform as part of its internal research support activities. It assists researchers in finding ideas and helps them review new ideas in terms of their potential for concrete research projects. The **Dialog Platform** advises projects and networks on designing their internal processes. It also supports and strengthens the formation of new and existing networks, for example through workshops and events based on specific methodologies.

Main Women's Representative

The main women's representative and her staff can advise you on all aspects of equal opportunities and gender equality in research and academia. This ranges from advice on support programs for female staff, especially early career development for female researchers, to assistance for research networks applying for funding to implement the required equal opportunity measures.

As the legally recognized advocate of women's interests, the main women's representative advises all female University members individually and confidentially, especially in cases of sexual discrimination and violence. Together with the women's representatives of the faculties and central institutions, she participates in hiring and appointment processes. She is an advisory member of all main committees and works with the University leadership on strategic aspects of equal opportunities policy at TU Berlin.

Contact:
 Room H 1108
 +49 (0)30 314-2 14 38
 zenfrau@zfa.tu-berlin.de
 ▶ 23514

University Sports Center

The University Sports Center offers a wide range of sports activities. These include indoor and outdoor activities, team and individual sports and fitness and health classes. The gym is centrally located and offers high-quality facilities for your workout.

Contact:
 Stefanie Fiebig
 Room V 001
 +49 (0)30 314-2 24 20
 stefanie.fiebig@tu-berlin.de
 www.tu-sport.de

Translation Service

Contact:
Sibylle Groth (INT WS 2)
Room H 2034
+49 (0)30-314-2 73 44

The TU Berlin Translation Service is a one-stop shop for English translations and editing. Its services are available to the whole University – at reasonable prices. The aim is to keep people better informed about the University and to break down the language barrier between non-German-speaking University members and the administration.





AROUND CAMPUS

Canteens and Cafés

On the TU Berlin campus there are numerous canteens and cafés (see ▶ 1668 for more details). In some of the cafés and canteens run by studierendenWERK Berlin you have to pay using a MensaCard rather than with cash. You can obtain a MensaCard from the cashiers in these cafés/canteens in exchange for a deposit. The Café Nero in the University Library on Fasanenstraße also serves good food.

Insider-Tips

We asked some TU old hands what they would recommend to new appointments. Have fun getting to know the campus!

Audio tour of the TU Berlin North Campus

Experience a unique insight into the TU Berlin North Campus with the North Campus Audio Tour (currently only available in German). You can download the map and MP3 files at q 51632 and learn more about the history, architecture and the various institutes on the North Campus.

Coffee Break

The jury's still out on where to get the best cup of coffee... But here are three top tips from those in the know on the Charlottenburg Campus: Café Mittelachse at the University of the Arts (3rd floor), the WiWi Café (Building EB, Room 302) and in the summer the Piaggio von Alberto (in front of Building MA).

Favorite spots

Discover the atrium in the Main Building. The glass dome was faithfully reconstructed in 2004 and gives the three-story chamber a wonderful sense of light. There is also a plaster cast of the Nike of Samothrace, which was gifted to TU Berlin by the French universities in 1956.

The recently built MAR Building in Marchstraße is also worth visiting. The structure is brought to life by a sophisticated lighting and color scheme that imbues the otherwise sober and rectilinear corridors, staircases and rooms with a sense of warmth and luster.

The building brings TU Berlin one step closer to its vision of a compact university.

The tallest building in the University is the Telefunken building on Ernst-Reuter-Platz (Building TEL). On the 20th floor is the Skyline Cafeteria, which offers one of the best views over West Berlin.

Also find time to visit the Geodätenstand at the Institute of Geodesy and Geoinformation Science in Faculty VI on the roof of the old part of the Main Building. The floor of this listed structure is completely protected from vibrations, which makes the Geodätenstand a unique site for taking measurements.

Contact:
Geodätenstand
▶ 98019

Mineralogy

Have you ever seen a meteorite up close? TU Berlin's mineralogy collection is over 230 years old and is today one of the five largest and most important collections in Germany. Come and have a look for yourself!

Contact:
Exhibition
Room BH 609
www.mineralogische-sammlungen.de

Walks

Next time you take a break, why not go for a stroll? On the Charlottenburg Campus there are various routes to recommend, for example, by the river along Einsteinufer. Or you can get to the Großer Tiergarten really quickly – from the Main Building, walk through Charlottenburg Gate to reach the third largest inner-city park in Germany. On the Wedding Campus, pay a visit to the historic Nordbahnhof Park, near the Berlin Wall Memorial.

Unirad

If you cycle to work and need to fix your bike, Unirad is the place to go. The TU Berlin self-service bike workshop provides tools, spare parts and expertise for a small donation.

Contact:
unirad.blogspot.de

Exciting Events at TU Berlin

Contact:
Press, Public Relations
and Alumni Office

Stefanie Terp

Room H 1004

+49 (0)30 314-2 39 22

pressestelle@tu-berlin.de

▶ 117182

TU Berlin hosts a wide range of public events. These help connect government, research, business and the arts, as well as enhance the University's corporate identity. For an up-to-date calendar of events at TU Berlin, go to q 731. If you have any questions about an event you are organizing yourself, you can contact the Press, Public Relations and Alumni Office.

The President's New Year's Reception

At the start of the year, the president of TU Berlin traditionally invites diplomats, leaders from business and academia, and policy-makers, as well as University staff members, to a New Year's Reception. The aim is not only to provide a forum for networking, but also to reflect on the past year and look forward to upcoming events and projects.

Reception for newly appointed professors

To officially welcome you to TU Berlin, the president hosts an annual reception for newly appointed professors. As well as providing you with important information about the institution, the event also gives you an opportunity to get to know one another.

Long Night of the Sciences

The Long Night of the Sciences is the largest science event in the Berlin/Potsdam region. Since 2001, TU Berlin has put on an extensive program showcasing its research to the public and giving them a chance to take part in experiments and hands-on activities designed for kids and grown-ups. The TU Main Building is one of the most popular event spaces on the evening.

Queen's Lecture

During Queen Elizabeth II's visit to Berlin on 27 May 1965, the Queen's Lecture was inaugurated as a series of talks at TU Berlin. Since then, regular lectures have been given on contemporary economic, cultural and scientific issues, and the series has developed a significant following.

Climate Lecture

TU Berlin is a key partner in the European network Climate-KIC and develops solutions and technologies for climate change adaptation and mitigation. The Climate Lecture is run jointly with the Potsdam Institute for Climate Impact Research and Swedish energy concern Vattenfall. It has provided a platform for key figures in science and research to present innovative ideas since 2008.

Campus Charlottenburg – The art of Ideas

Contact:

Petra Schubert

Room H 2030

+49 (0)30 314-2 21 08 / 29692

petra.schubert@tu-berlin.de

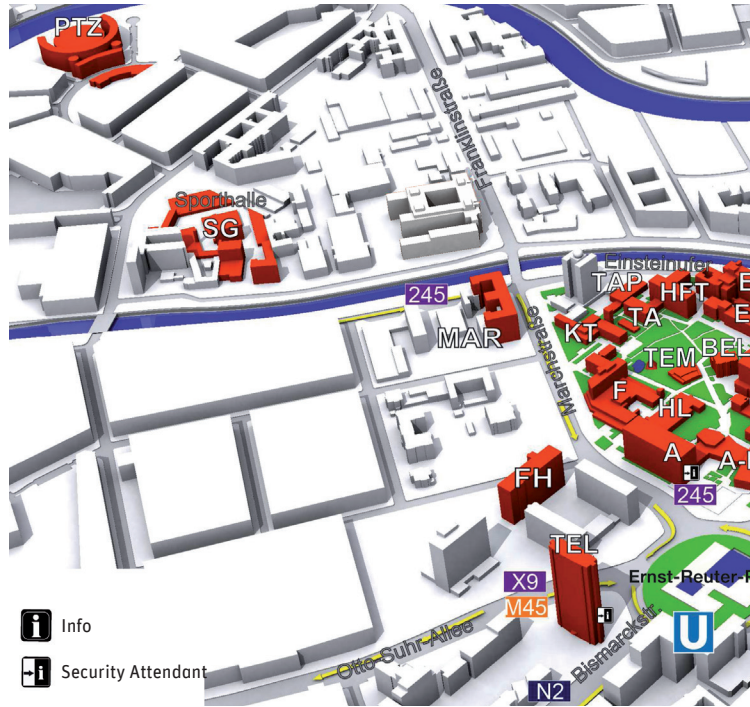
andrea.reichel@tu-berlin.de

www.campus-charlottenburg.org

The Charlottenburg Campus is one of the largest contiguous inner-city university spaces in Europe and, at the same, one of the most diverse science, arts and design hubs in Germany – right in the heart of Berlin.

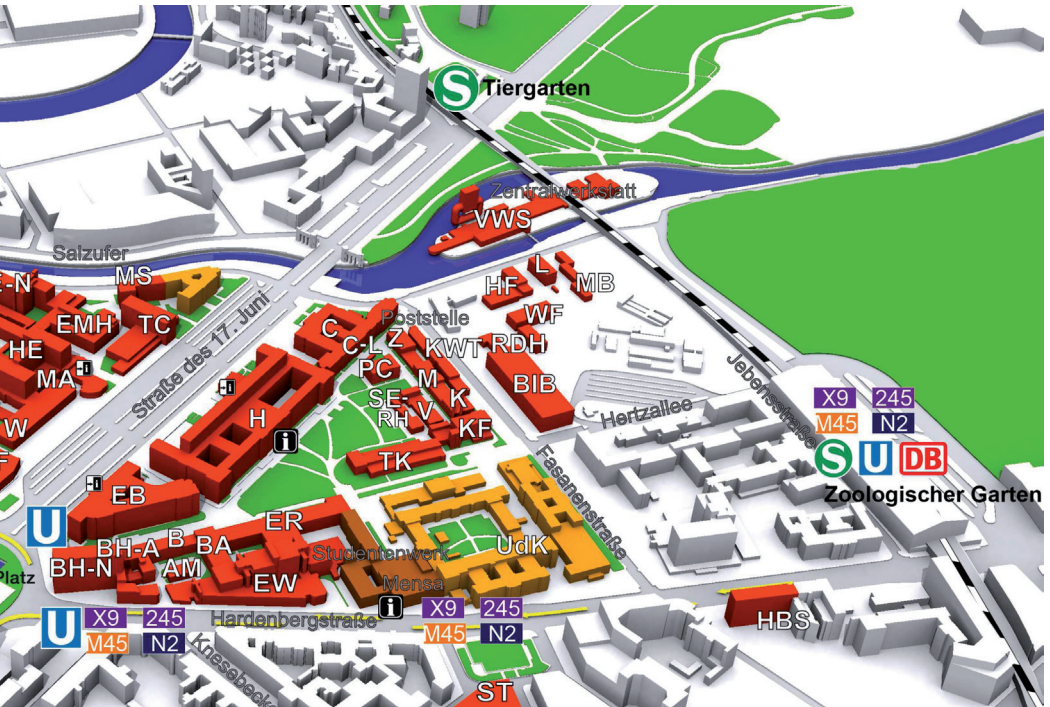
If you are interested in the campus grounds, our partners or any other aspect of the campus, contact the Office Director, Petra Schubert or the Office Manager, Andrea Reichel.

Campus Map TU – Charlottenburg Campus



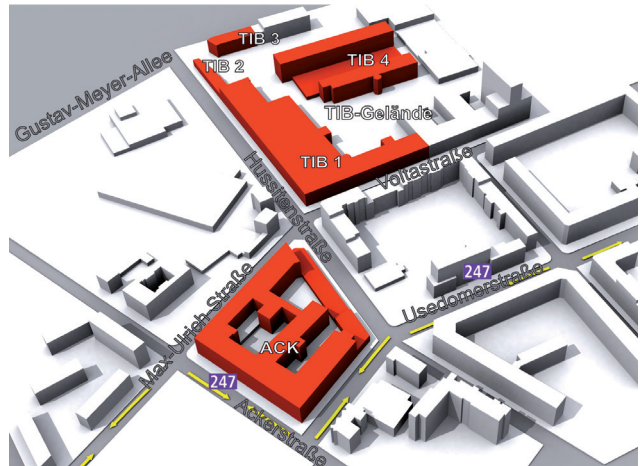
A	Architecture building Straße des 17. Juni 152	EMH	EM Electric machines
A-F	Architecture building, low-rise Straße des 17. Juni 152	HT	High voltage engineering Einsteinufer 11
AM	Old mineralogy building Hardenbergstraße 38	ER	Ernst Ruska Building Hardenbergstraße 36A
B	Civil engineering building Hardenbergstraße 40A	EW	Eugene Paul Wigner Building Hardenbergstraße 36
BA	Old civil engineering wing (in the physics building) Hardenbergstraße 40	F	Aeronautics department Marchstraße 12, 12A, 12B, 14
BEL	Kindergarten, Café Campus, Gerhard Ertl Center Marchstraße 6 und 8	FH	Fraunhoferstrasse 33-36
BH-A/ BH-N	Mining and metallurgy, old and new building Ernst-Reuter-Platz 1	H	TU Berlin Main Building Straße des 17. Juni 135
BIB	University Library Fasanenstraße 88	HBS	Hardenbergstraße 16–18
C	Chemistry building Straße des 17. Juni 115	HE	Electrical engineering auditoriums Straße des 17. Juni 136
C-L	Chemistry depot Straße des 17. Juni 115A	HF	Hermann Föttinger Building Müller-Breslau-Strasse 8
E/E-N	Electrical engineering institutes, old and new building Einsteinufer 19	HFT	High frequency engineering Einsteinufer 25
EB	Annex Straße des 17. Juni 145	HL	Heating and ventilation Marchstraße 4
		K	Vehicles Straße des 17. Juni 135
		KF	Former power/district heating plant Fasanenstraße 1A

For an overview of
all campus maps,
go to [▶ 3243](#)



KT	Nuclear power engineering Marchstraße 18	ST	Steinplatz 2
KWT	Power plant and apparatus engineering Fasanenstraße 1	TA	Technical acoustics Einsteinufer 25
L	Food Chemistry Müller-Breslau-Strasse 10	TAP	Technical acoustics inspection building Einsteinufer 31
M	Mechanics Straße des 17. Juni 135	TC	Technical chemistry Straße des 17. Juni 124
MA	Mathematics building Straße des 17. Juni 136	TEL	Former Telefunken building Ernst-Reuter-Platz 7
MAR	Marchstraße Marchstraße 23	TEM	Transmission electron microscopy Marchstraße 10
MB	Müller-Breslau-Straße 11–12	TK	Thermodynamics Straße des 17. Juni 135
MS	Mechanical Vibrations Einsteinufer 5	V	Plastic deformation Straße des 17. Juni 135
PC	Physical Chemistry Straße des 17. Juni 135	VWS	Former research facility for engineering and shipbuilding Müller-Breslau-Strasse 15
PTZ	Industrial engineering center Pascalstraße 8–9, 13–14	W	Hydraulic engineering and water management Straße des 17. Juni 144, 144A
RDH	Rudolf Drawe Building Fasanenstraße 89	WF	Machine tools and manufacturing engineering Fasanenstraße 90
SE-RH	Reuleaux building: railroad teaching facility Straße des 17. Juni 135	Z	Mail room, printing, supplies Straße des 17. Juni 135
SG	Severin compound Salzufer 17–19, Dovestrasse 6		

Campus Map TU – Wedding Campus



- ACK** Ackerstraße
Ackerstr. 76, 13355 Berlin
- TIB** Humboldtthain building complex
Gustav-Meyer-Allee 25, 13355 Berlin
- TIB₁** Buildings 13, 13B and 15
- TIB₂** Buildings 20 and 21
- TIB₃** Building 25
- TIB₄** Buildings 16, 17a and 17b

Index

- Academic Senate 14
- Accommodation 34
- Alumni 38, 48
- Application for third-party funds 25, 35
- Authorization for mgmt. tasks 21

- BAK (description of tasks) 28
- Board of Trustees 14

- Cafés 46
- Canteens 46
- Campus map 39
- Central University Admin 12
- Centre for Entrepreneurship 33
- Childcare 34–35
- Cloud storage 39
- Committees 14
- Course calendar 27
- Courses 26

- Data protection 34
- Dual Career Service 34

- eduroam 39
- Email account 39
- Environmental protection 36
- Extended Academic Senate 16
- European Funding Programs 25
- Events 48
- Examination arrangements 27–28
- Examinations Section 28
- Executive Board 6, 14

- Faculties
 - Faculty I 7, 10
 - Faculty II 7, 10
 - Faculty III 7, 10
 - Faculty IV 8, 11
 - Faculty V 8, 11
 - Faculty VI 9, 11, 47
 - Faculty VII 9, 11
- Faculty Board 16
- Faculty Service Center 7–9, 20, 28–29
- Family 34–35
- Family Services Office 35

- Getting started 20
- Government sickness benefit 24

- Human resources 29

- innoCampus 26
- Insider tips 46
- Institute Council 17

- Institutional cooperation 38
- International Affairs 37
- Internal research funding 25
- ISIS 27
- IT Service Center 38

- Library fund 41
- LinF System 22

- Main Women's Rep 42
- Medical Service 33
- Multimedia 40

- Networking 41

- Parking spaces 24
- Press 38, 48
- Public relations 38, 48

- QISPOS 27–28

- Renovations 22
- Research 25, 32
- Research salary supplement 23
- Resources 21
- Role management system 20
- Room bookings 27

- Safety 36
- Salary supplement for office held 23
- Service units 33
- Structural Commission 15
- SuperX 21

- TAN list 39
- Teaching 26, 27, 32
- Teaching Committee 15
- Teaching salary increment 23
- Training 27, 35–36
- TUB Portal 39–40
- TYPO3 40

- University library 41
- University sport 42

- Wi-Fi 39
- Workplace health mgmt. 33

- Young researchers 34

Published by

Technische Universität Berlin
The President

Responsible

Dual Career Service
Appointments Section

Editor

Juliane Hanisch-Berndt
+49 (0) 30-314 75871
service@dualcareer.tu-berlin.de

Photo credits

TU Berlin/Ulrich Dahl, David Ausserhofer, Michael Setzpfandt, Fotolia

Design and production

omnisatz GmbH, Berlin

Publication date

May 2018

Notes

Please note the publication date of this brochure. More detailed information can be found on the TU Berlin Online Service for Professorial Appointments.

 155270

This brochure is updated once a year. We would be delighted to hear your suggestions for questions that have not been answered here and that should be included in the next edition.

Technische Universität Berlin
The President
Straße des 17. Juni 135
10623 Berlin
www.tu-berlin.de

