



TECHNISCHE
UNIVERSITÄT
DRESDEN



Guide for Newly Appointed Professors

Guide for Newly Appointed Professors

Foreword

Dear colleagues:

Welcome to TU Dresden!

You have decided to become a professor at TU Dresden. We are delighted by your decision. We are very excited about the expertise and perspectives you will bring to our university, and invite you to actively participate in shaping and developing TU Dresden.

By choosing TUD, you will not only be teaching and researching at a university of excellence in one of Germany's most stunning cities, but also at a university that excels in innovation and broad-based, interdisciplinary collaboration. And where the pursuit of excellent research goes hand in hand with the pursuit of excellent teaching.

This guide will give you an initial overview of the structures and networks in place at TU Dresden and point you to the competent points of contact, should you have any questions.

Since August 18, 2020, a new, Extended University Executive Board of TU Dresden has been in office. Within the scope of its abilities, we also strive to forge a stronger profile of TU Dresden as a modern employer and a university that sees itself as a learning organization characterized by a culture of appreciation, openness, transparency, self-reflection and distinctive participation formats, as well as efficient structures and processes. We would like to encourage you to actively shape the future development of TUD.

I would also like to draw your attention to another special feature of Dresden as an academic location. Cooperation with 33 local non-university partners and research-based cultural institutions has been successfully practiced at TU Dresden since 2010 as part of the DRESDEN-concept alliance. Such interaction is unprecedented in Germany. I would like to encourage you to also consider this alliance for the development of your research program, and to establish contacts with colleagues from the DDC partner institutions.

I very much look forward to working with you in an atmosphere rooted in trust and a successful vision for the future.

Yours sincerely



Professor Ursula M. Staudinger

Rector, TU Dresden

Dear colleagues:

Welcome to TU Dresden!

I am delighted to welcome you as a new member of our university. Here in Dresden, you will experience a unique combination of outstanding research and teaching in a city that is known throughout Germany for its unparalleled interaction between science and culture. As a “university of synergies”, TU Dresden is characterized by the effective collaboration between many disciplines and service institutions within the university, as well as with the numerous non-university research institutions.

As a newly appointed professor, you have many exciting tasks ahead of you in teaching and research, but it is not easy, especially in the initial phase, to keep track of all the processes at TU Dresden. To help you find your way around and to accelerate your successful start at TU Dresden, we have compiled this guide for you. In addition to general information regarding the organizational structure of TU Dresden and the most important points of contact, you will also find answers to many questions concerning organizational matters regarding your commencement of service here, as well as teaching and research and many other topics.

I wish you the very best start here at TU Dresden, many exciting projects and a deep sense of personal and professional fulfillment.

Yours,

A handwritten signature in blue ink, appearing to read 'Andreas Handschuh', written in a cursive style.

Dr. Andreas Handschuh
Chancellor (until 06/2022)

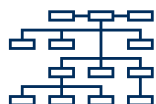
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Notice: This guide for newly appointed professors is also available in digital form at <https://tu-dresden.de/karriere/berufung/informationen-fuer-neuberufene>. All words that are highlighted in color in the printed guide are links to websites and additional information as well as application forms in the digital version.

If you have any questions, please do not hesitate to contact the staff of the Appointment Team of the Rector:
berufungsbeauftragte@tu-dresden.de.

Welcome to TU Dresden





The motto of TU Dresden – ‘Knowledge builds bridges’

The motto of TU Dresden is ‘Knowledge builds bridges’, **because it bridges the gap...**

... between science and industry: The transfer of knowledge along a complex chain of interlinked stakeholders – from basic research to applied research and into companies – has a long and very successful tradition at TUD.

... between the sciences: At TUD, engineering, medicine, natural sciences, humanities, cultural studies and social sciences are networked in order to master the challenges of the 21st century in an interdisciplinary manner.

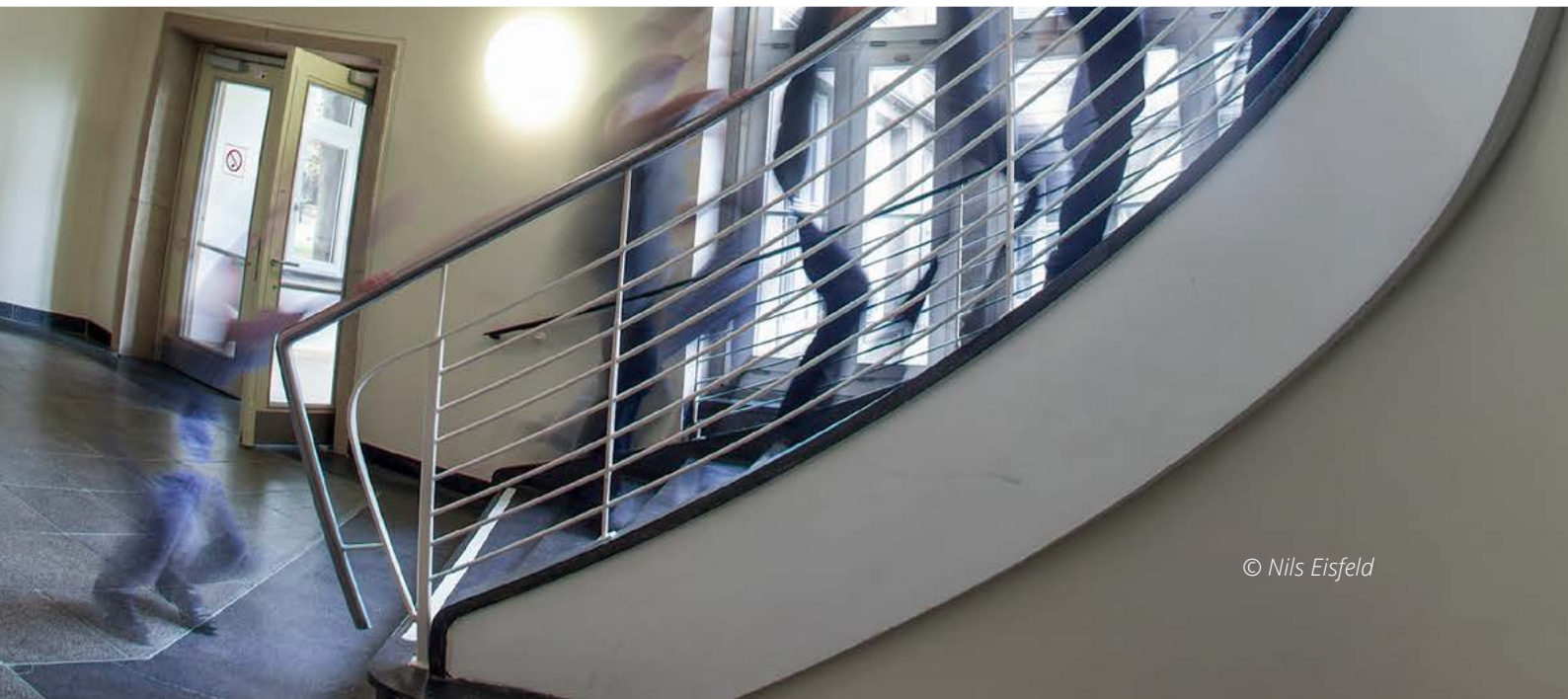
... between cultures: TU Dresden is internationally networked. Many of the people who study, teach and research with us have come to us from abroad to learn and work together here.

... Spanning institutional boundaries:

‘DRESDEN-concept’ is considered to be the only research association of its kind in Germany, consisting of the university and Fraunhofer, Max Planck, Helmholtz, Leibniz and other research institutes and institutions from the fields of science and culture.

... between the generations: TU Dresden’s offers for lifelong learning are very popular across all generations. Examples include the popular ‘Dresden Children’s University’ and the ‘Dresden Academy of Science and Art for Senior Citizens’.

... between East and West: Internationally renowned congresses and cross-border partnerships in the Euro region of Poland-Czech Republic-Germany have established the reputation of TU Dresden as a link between East and West in the center of Central Europe.





The character of TU Dresden

Dynamic

Around 32,000 students are enrolled at TUD – three times as many as in 1990 (11,220 students). Internationally, TUD has earned a good reputation, with about one in seven students coming from abroad. Today, TU Dresden has around 8,300 employees from 70 countries. TUD is one of the 20 most innovative universities in Europe ('Reuters Top 100: Europe's Most Innovative Universities'). Its third-party funding increased from EUR 102.7 million (2005) to EUR 301 million (2019); annual patent listings increased from 71 (2004) to 205 (2017).

Excellent

Since 2012, TU Dresden has belonged to the circle of eleven German universities of excellence. This award confirms the high-level performance of one of the largest technical universities in Germany. However, it is also an incentive and guiding principle to continue to be (or become) excellent, not only in research, but also in teaching, infrastructure, the transfer of knowledge to business and society, and as an employer. All comprehensive information on the Excellence Clusters and the funding line in the name of 'Excellence University' can

be found at <https://tu-dresden.de/tu-dresden/profil/exzellenz>. The Excellence Newsletter provides you with the latest news on a monthly basis. You can subscribe to it at <https://tu-dresden.de/tu-dresden/profil/exzellenz/newsletter>.

Family- and environmentally friendly

TU Dresden supports students and employees in optimally combining family, studies and work. TUD has been certified as a family-friendly university since 2007. With its equal opportunities concept, TUD is committed to tackling equal opportunities policy as a core task. Since January 2003, TU Dresden has been the first technical university in Germany with a validated Environmental Management System according to the so-called EMAS regulation.

Leading

TU Dresden is one of the largest technical universities in Germany and one of the leading and most dynamic universities in the country. As a broad-based university with 18 faculties spanning 5 schools, it offers a wide range of courses from more than 124 study programs and covers a broad spectrum under the research





priority areas of Health Sciences, Biomedicine and Bioengineering, Information Technology and Microelectronics, Materials Science and Engineering, Energy, Mobility and Environment, and Culture and Societal Change.

Health-promoting

Motivated, capable employees and students are the key factors for the success of TU Dresden. Under the motto 'Together: Fit – Healthy – Strong', a university health management system is being set up at TU Dresden. Its goal is to promote and maintain the long-term health and performance of employees and students.

Quality of life

Dresden is considered one of the most beautiful cities in Germany. With its baroque architecture, its castles, Elbe meadows and parks, the trendy Neustadt district, its rich cultural life and its high recreational value, the Saxon state capital has fascinated many generations.

Rich in tradition

TUD has amassed many years of experience and traditions in research and teaching: Founded in 1828 as the

'Technische Bildungsanstalt' in Dresden, it acquired the status of a university in 1961. With German reunification, TUD – under whose umbrella four previously independent universities were brought together – pursued a rapid course of development from 1990 onwards to become a successful university active in all four major scientific disciplines.

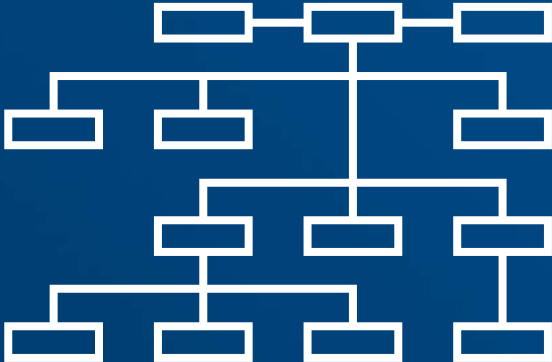
Connecting

True to the motto 'Knowledge builds bridges', the internationalization strategy 'TU Dresden – Connected to the World' includes international university partnerships with selected universities such as King's College London, the Technical Universities of Delft and Wrocław, the Universities of Trento and Osaka, POSTECH in South Korea and the Wyss Institute at Harvard University.





Structure of TU Dresden



Extended University Executive Board



The members of the Extended University Executive Board (from left to right): Fr. Schmidt, Prof. Tetzlaff, Prof. Rösen-Wolff, Prof. Staudinger, Hr. Gerken, Prof. Kobel, Prof. Böhm, Prof. Bernard.
© Iven Mokry

The university is managed by the University Executive Board. The Extended University Executive Board consists of the Rector as Chairperson, three Vice-Rectors, three Chief Officers and the Chancellor.

The University Executive Board is responsible, in particular, for fundamental budgetary matters, building developments, administrative and management regulations, the preparation of a university development plan, and the approval of study and examination regulations.

Rector: Prof. Dr. Ursula M. Staudinger

📍 Rektoratsgebäude
MommSENstraße 11, Room 308
☎ +49 351 463 34312
✉ rektorin@tu-dresden.de
➔ <https://tu-dresden.de/tu-dresden/organisation/rektorat/rektorin>

- Chairperson of the University Executive Board
- Strategic university development (incl. quality management)
- Representation to the outside world
- Appointments
- Excellence Strategy
- DRESDEN-concept
- Alumni and fundraising
- Central issues (general policy) / House rules
- Membership issues
- Supervisor of academic staff
- Management of Units 6.1 – Academic controlling and quality management and 6.2 – Processes and organizational management

Chancellor: Dipl.-Ök. Jan Gerken

- Head of the university administration
- Supervisor of non-academic personnel
- Budget / Personnel / Central operating units / Construction and real estate / Internal audit
- Occupational safety, compliance
- Investment management
- Legal and administrative matters
- Management of Directorate 1 – Budget and purchases, Directorate 2 – Personnel, Directorate 3 – Central affairs, and Directorate 4 – Facility management

📍 Rektoratsgebäude-
MommSENstraße 11, Room 208
☎ +49 351 463 34717
✉ kanzler@tu-dresden.de
➤ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/kanzler](https://tu-dresden.de/tu-dresden/organisation/rektorat/kanzler)

Vice-Rector University Culture (PUK): Prof. Dr. Roswitha Böhm

- Establishment of a culture defined by mutual appreciation
- Work-life balance
- Health services and wellness
- University's social responsibility and knowledge transfer (sustainability, protection of democracy)
- Diversity management
- Campus life/Environmental Issues
- Academic Heritage / Collections – Art treasures
- Cultural ensemble of TUD
- Management of Directorate 9 – University culture

📍 Rektoratsgebäude
MommSENstraße 11, Room 410
☎ +49 351 463 34769
✉ [prorektorin.universitaetskultur@
tu-dresden.de](mailto:prorektorin.universitaetskultur@tu-dresden.de)
➤ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/
prorektorin-universitaetskultur](https://tu-dresden.de/tu-dresden/organisation/rektorat/prorektorin-universitaetskultur)

Vice-Rector Academic Affairs (PB): Prof. Dr. Michael Kobel

- Study program development
- Quality in studies and teaching / Fundamental issues in the organization of studies and teaching
- Introduction of the Student Lifecycle Management System (SLM System)
- Academic advising and support/student mobility
- Professional orientation / External internships for students
- E-Learning / University didactics training
- Scholarship programs for students
- Internationalization (together with the Rector and Vice-Rector Research)
- Management of Directorate 8 – Student affairs and continuing education

📍 Rektoratsgebäude
MommSENstraße 11, Room 315
☎ +49 351 463 34833
✉ prorektor.bildung@tu-dresden.de
➤ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/
prorektor-bildung](https://tu-dresden.de/tu-dresden/organisation/rektorat/prorektor-bildung)

The Vice-Rector Academic Affairs is supported by an advisory group consisting of all member groups of the university (Teaching Coordinating Team)

Vice-Rector Research (PF): Prof. Dr. Angela Rösen-Wolff

📍 Rektorsgebäude
Mommsenstraße 11, Room 215
☎ +49 351 463 35436
prorektorin.forschung@
tu-dresden.de
➔ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/
prorektorin-forschung](https://tu-dresden.de/tu-dresden/organisation/rektorat/prorektorin-forschung)

- Research funding
- Promotion of young scientists/management of the Graduate Academy
- Research Information System (FIS)
- Excellence initiative, in particular Excellence Clusters and Graduate School
- Quality management research
- Library matters
- Management of Directorate 5 – Research

Chief Communication Officer (CCO): Marion Schmidt

📍 Verwaltungsgebäude 3 Nöthnitzer
Straße 43, Room 212
☎ +49 351 463 40670
cco@tu-dresden.de
➔ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/
chief-communication-officer](https://tu-dresden.de/tu-dresden/organisation/rektorat/chief-communication-officer)

- Links TU Dresden's strategic development with the management of strategic communication processes
- Strengthens the visibility and reputation of TU Dresden through targeted communication measures
- Head of Directorate 7 – Strategy and Communication

Chief Officer Technology Transfer and Internationalization (CTIO): Prof. Dr. Ronald Tetzlaff

📍 Rektorsgebäude
Mommsenstraße 11, Room 409
☎ +49 351 463 31131
ctio@tu-dresden.de
➔ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/co-technolo-
gietransfer-internationalisierung](https://tu-dresden.de/tu-dresden/organisation/rektorat/co-technologie-transfer-internationalisierung)

- Technology transfer in business and society
- Strategic development of international affairs and the implementation of international partnerships (together with PB, PF, PUK)
- Supervision of international students (together with PB)
- Management of Units 5.3 – Transfer and 8.3 – International affairs

Chief Officer Digitalization and Information Management (CDIO): Prof. Dr. Lars Bernard

📍 Rektorsgebäude
Mommsenstraße 11, Room 312
☎ +49 351 463 41101
cdio@tu-dresden.de
➔ [https://tu-dresden.de/tu-dresden/
organisation/rektorat/
chief-officer-digitalisierung-und-
informationsmanagement](https://tu-dresden.de/tu-dresden/organisation/rektorat/chief-officer-digitalisierung-und-informationsmanagement)

- Digitalization in teaching, research and administration (together with K, PB, PF, PUK)
- IT organizational structure and cyber security
- Securing IT equipment and IT administration
- Management of the Units 3.5 – Information security, 6.3 – Application management BIS, 6.4 – Application management ERP, 6.5 – Application management SLM as well as 6.6 IT Service team Central University Administration and University Executive Board

The CDIO is supported in his work by a strategically focused body, the CDIO Strategy Council, and an operationally focused advisory group, the IT Coordinating Team, which is comprised of all member groups of the university.

Committees and representatives

University Council

According to the Act on the Autonomy of Institutions of Higher Education in the Free State of Saxony (SächsHSFG), the [University Council](#) is one of the central organs of the university. It issues recommendations for profile building and improving the performance and competitiveness of the university, taking into account the development planning of the Free State and the target agreements.

The University Council is involved in the procedures for electing and removing the Rector and appointing the Chancellor, and is responsible, in particular, for:

- Approval of the university's development plan,
- Approval of the draft economic plan,
- Formulation of principles for the use of posts and funds, as well as the use of reserves,
- Approval of the financial statements,
- Discharge of the University Executive Board,
- Opinion on the annual report of the University Executive Board,
- Opinion on the conclusion of target agreements.
- In addition, it can comment on the establishment, significant modification and cancellation of study programs.

Senate and Senate Commissions

As the central body of the university, the [Senate](#) is responsible, in particular, for the academic matters of the university and for passing resolutions on the university's regulations in accordance with Section 13 (3) SächsHSFG, for decisions of fundamental importance in matters concerning the promotion of young academics and artists, teaching, research or art, for the formulation of principles for the organization of teaching and student life, the establishment of principles for the evaluation of teaching, for the adoption of resolutions on the development planning of the university, for proposals for the appointment of members of the University Council and the granting of consent to the election proposal of the University Council for the election of the Rector.

The Senate has established the following commissions and committees:

- Planning, budget and structure (Chair: Rector)
- Research and young scientists (Chair: Vice-Rector Research)
- Teaching (Chair: Vice-Rector Academic Affairs)
- Equality and diversity management (Chair: Vice-Rector University Culture)

The Senate meets in public – you are welcome to attend the public meetings as a guest. Personnel and audit matters are not dealt with in public. In addition, the public may be excluded by resolution of a majority of the voting members who are present. The Senate generally meets on the 2nd Wednesday of each month at 1:00 p.m. in the Ballroom, located on Dülferstraße (Dülfersaal). Other meeting times and locations are possible. A corresponding reference is made in the provisional agenda.

Extended Senate

The [Extended Senate](#) is composed of the voting members of the Senate and at least an equal number of elected group representatives of the university. It is responsible for the decision on the university's fundamental regulations and the election (or removal) of the Rector; it meets on fixed meeting dates.

Representatives and Officers

The following section provides you with a brief overview of TU Dresden representatives, committee, and delegates.

For topics of a societal or social background, e.g. equal opportunities, disability, discrimination, compensation for disadvantages or origin, please contact these representatives in confidence. Depending on the topic, they are available to employees of TU Dresden as well as students of TU Dresden:

Anti-Corruption Officer

Frank Pawella
☎ +49 351 463 43225
antikorrupsionsbeauftragte@tu-dresden.de
📍 Günther-Landgraf-Bau, Raum 6-125A
Mommсенstraße 15

International Students and Staff Officer

Prof. Dr. Stefan Horlacher
☎ +49 351 463 33848
auslaenderbeauftragter@tu-dresden.de
📍 Room 3.14a
Wiener Str.

Liaison Officer for Students with Disabilities and Chronic Illnesses

Prof. Dr.-Ing. Gesine Marquardt
☎ +49 351 463 34723

Prof. Dr. habil. Gerhard Weber
☎ +49 351 463 38477

studieren.mit.beeinträchtigung@tu-dresden.de

Diversity Management Officer

Dr. Cornelia Hähne
☎ +49 351 463 39726
diversity.management@tu-dresden.de
📍 Günther-Landgraf-Bau, Raum 7-205
Mommсенstr. 15

Gender Equality Commissioner and Women's Representative

Dr. Jutta Luise Eckhardt
☎ +49 351 463 36423
gleichstellung@tu-dresden.de
📍 Weberbau, Raum 234
Weberplatz 5

Representative of the Disabled

Roberto Lemmrich
☎ +49 351 463 33175
schwerbehindertenvertretung@tu-dresden.de
📍 Seminargebäude 2, Raum 127a und 127b
Zellescher Weg 20

University Inclusion Officer

Regina Hartung
☎ +49 351 463 37575

Martin Heidemann
☎ +49 351 463 43175

inklusionsbeauftragte.arbeitgeber@tu-dresden.de
📍 Bürogebäude Strehleener Straße
Strehleener Straße 22/24

In the event of suspected cases of academic misconduct (see also sub-item Good Academic Practice under the chapter Working at TU Dresden and then Research), please contact these persons of trust:

Ombudspersons for Dealing with Academic Misconduct

Prof. Dr. Christel Baier
☎ +49 351 463 38548
ombudsperson@tu-dresden.de

Prof. Dr. Christina Dornack
☎ +49 351 463 39980
christina.dornack@tu-dresden.de

If you have any concerns regarding occupational safety, health and environmental protection, e.g. safety in laboratories, fire protection, waste prevention and sustainability, please do not hesitate to contact these representatives, who will be happy to provide advice and support to you as an employee of TU Dresden, as well as to student initiatives:

Waste Management Officer

Christian Belosa
☎ +49 351 463 32007
umweltschutz@mailbox.tu-dresden.de

Biological Safety Officer

Dr. Ulrike Scholz
☎ +49 351 458 2808
bbs@uniklinikum-dresden.de

Fire Safety Officer

Aimee Krause
☎ +49 351 463 33454
brandschutzbeauftragte@tu-dresden.de

Hazardous Materials Officer

René Hennig
☎ +49 351 463 33627
umweltschutz@mailbox.tu-dresden.de

Water Protection Officer

René Hennig
☎ +49 351 463 33627
umweltschutz@mailbox.tu-dresden.de

Immission Safety Officer

Christian Belosa
☎ +49 351 463 32007
umweltschutz@mailbox.tu-dresden.de

Radiation Protection Executive

Dr. Steffen Taut
☎ +49 351 463 32475,
strahlenschutz@tu-dresden.de

Animal Protection Officer

Dr. med. vet. Kerstin Brüchner
☎ +49 351 458 7617
kerstin.bruechner@uniklinikum-dresden.de

Environmental Management Officer

Kathrin Brömmner
☎ +49 351 463 36476
kathrin.broemmer1@tu-dresden.de

If you have any questions about data and information security, e.g., implementation of the GDPR, virtual security and security incidents, please contact these representatives in confidence, who will help you quickly and in a solution-oriented manner:

Data Protection Officer

Jens Syckor
☎ +49 351 463 32988
informationssicherheit@tu-dresden.de

Data Protection Officer for the area of responsibility:
Faculty of Medicine

Katrin Piehler
☎ +49 351 458 3245
dsv@uniklinikum-dresden.de

IT Security Officer

Matthias Rack
☎ +49 351 463 32233
informationssicherheit@tu-dresden.de

IT Security Officer for the area of responsibility:
Faculty of Medicine

Mike Zimmermann
☎ +49 351 458 15434
it-sicherheit@uniklinikum-dresden.de

Workshop Commission

➤ <https://tu-dresden.de/tu-dresden/organisation/gremien-und-beauftragte/werkstattkommission>

The **Workshop Commission** represents the interests of the **Workshop and Laboratory Alliances** of TU Dresden and is the point of contact for all employees of TU Dresden regarding technological questions. It is composed of representatives of the Central University Administration (ZUV) and the Workshop and Laboratory Associations.

The tasks of the Workshop Commission include the representation of interests for the workshops, the communication and exchange of experience with the heads of the network and the ZUV, the optimization of cooperation formats between the individual workshop networks and the organization of courses and further training events. Furthermore, the Workshop Commission fulfils an advisory function to the University Executive Board for the area of 'Technology and Service', it is committed to environmental protection and occupational safety and supports vocational training in the technical professions. It is also responsible for organizing the maintenance of cooling lubricants and acts as an exchange for the delivery of machine tools and equipment.

Personnel Representation Council

Personnel Representation Council

Chairperson: Bernard Chesneau

☎ +49 351 463 33876

✉ personalrat@tu-dresden.de

➤ <https://tu-dresden.de/personalrat>

📍 Seminargebäude 2, Raum 113
Zellescher Weg 20

The **Personnel Representation Council** represents the interests of all TU Dresden employees vis-à-vis the public employer in a wide range of personnel and social matters.

In order to better organize and coordinate the work of the Personnel Representation Council, there are currently five working groups and committees:

- Public relations working group
- Personnel Committee
- Health, Safety and Fire Protection Committee
- Social Matters Committee and
- Data Protection and IT Committee.



Schools and Faculties

Greater autonomy, synergies, interdisciplinarity, and scope: According to this vision, the 17 faculties of TU Dresden have been reorganized under the umbrella of five schools. In accordance with the principle of subsidiarity, this is intended to ensure academic diversity while at the same time exploiting synergistic advantages in research, teaching and administration.

School of Science

The School of Science (MathNat) is multidisciplinary in nature. It houses the five faculties of Biology, Chemistry and Food Chemistry, Mathematics, Physics as well as Psychology, and is committed to the Humboldtian principle of unity underpinning teaching and research.

School Management

Chairperson:

Prof. Dr. Clemens Kirschbaum

☎ +49 351 463 37512

bereich.mn@tu-dresden.de

Executive Manager:

Peer Philipp Kittel

☎ +49 351 463 35589

bereich.mn@tu-dresden.de

📍 Willers-Bau, Room C 130 -132
Zellescher Weg 12-14

Faculty of Biology

Dean:

Prof. Dr. Thorsten Mascher

☎ +49 351 463 36490

dekanat.biologie@tu-dresden.de

Head of Dean's Office:

Annett Schneider

☎ +49 351 463 36490

dekanat.biologie@tu-dresden.de

📍 Biologie-Bau, Room E 01
Zellescher Weg 20b

Faculty of Chemistry and Food Chemistry

Dean:

Prof. Dr. Stefan Kaskel

☎ +49 351 463 33334

dekanat@chemie.tu-dresden.de

Head of Dean's Office:

Dr. Philipp Schlender

☎ +49 351 463 34045

referent@chemie.tu-dresden.de

📍 Walther-Hempel-Bau, Room 207
Mommstr. 4

Faculty of Mathematics

Dean:

Prof. Dr. Axel Voigt

☎ +49 351 463 33376

dekanat.math@tu-dresden.de

Head of Dean's Office:

Dr. Jan Rudl

☎ +49 351 463 37586

dekanat.math@tu-dresden.de

📍 Willers-Bau, Room C 112
Zellescher Weg 12-14

Faculty of Physics

Dean:

Prof. Dr. Carsten Timm

☎ +49 351 463 34822

dekanat.physik@tu-dresden.de

Head of Dean's Office:

PD Dr. Stefan Grafström

☎ +49 351 463 34903

dekanat.physik@tu-dresden.de

📍 Recknagel-Bau, Room C 008A
Haackelstrasse 3

Faculty of Psychology

Dean:

Prof. Dr. Tanja Endraß

☎ +49 351 463 35424

dekanat.psychologie@tu-dresden.de

Head of Dean's Office:

Dipl.-Kffr. Kerstin Müller

☎ +49 351 463 35471

dekanat.psychologie@tu-dresden.de

📍 Bürogebäude Zellescher Weg (BZW), Room A338
Zellescher Weg 17

School of Humanities and Social Sciences

The School of Humanities and Social Sciences (GSW) is characterized by a high degree of autonomy and diversity in teaching, research, and governance. It comprises the three faculties of Linguistics, Literature and Cultural Studies, Education, and Arts, Humanities and Social Science. Furthermore, the Center for Integration Studies and the Center for Methods in the Social Sciences are assigned to the school.

School Management

Chairperson:

Prof. Dr. Christian Prunitsch

☎ +49 351 463 39685

☉ sprecher.gsw@tu-dresden.de

Executive Manager:

Dr. Anne-Katrin Federow

☎ +49 351 463 39719

☉ bereichsdezernentin.gsw@tu-dresden.de

📍 Bürogebäude Zellescher Weg (BZW), Room 04
Zellescher Weg 17

Faculty of Linguistics, Literature and Cultural Studies

Dean:

Prof. Dr. Christian Prunitsch

☎ +49 351 463 33532

☉ dek-slk@mailbox.tu-dresden.de

Head of Dean's Office:

Dipl.-Ing. paed. Manuela Schwenke

☎ +49 351 463 33532

☉ dek-slk@mailbox.tu-dresden.de

📍 Wiener Str. 48, Room 0.13

Faculty of Education

Dean:

Prof. Dr. Cornelia Wustmann

☎ +49 351 463 35698

☉ dekanat.ew@tu-dresden.de

Head of Dean's Office:

Sylvia Hermsdorf-Drobny

☎ +49 351 463 34920

☉ dekanat.ew@tu-dresden.de

📍 Weberplatz 5, Room 40A

Faculty of Arts, Humanities and Social Science

Dean:

Prof. Dr. Dominik Schrage

☎ +49 351 463 34022

☉ dekan.phf@tu-dresden.de

Head of Dean's Office:

Lisa Skorubski

☎ +49 351 463 35490

☉ dekanatsrat.phf@tu-dresden.de

📍 Bürogebäude Zellescher Weg 17 (BZW), Room A 304

School of Engineering Sciences

Successful teaching and research, a multidisciplinary focus and highly motivated young academics characterize the School of Engineering Sciences (ING). This school combines the three faculties of Electrical and Computer Engineering, Mechanical Science, and Engineering and Computer Science.

School Management

Chairperson:

Prof. Dr.-Ing. Michael Beckmann
☎ +49 351 463 32786
sprecher.ing@tu-dresden.de

Executive Manager:

Holger Röstel
☎ +49 351 463 35085
bereich.ing@tu-dresden.de

📍 Nürnberger Ei, 1. OG, Room 102
Nürnberger Straße 31 A

Faculty of Mechanical Science and Engineering

Dean:

Prof. Dr.-Ing. Michael Beckmann
☎ +49 351 463 32786
dekanat.mw@tu-dresden.de

Head of Dean's Office:

Ina Winkler
☎ +49 351 463 40296
dekanat.mw@tu-dresden.de

📍 Zeuner-Bau, Room 254
George-Bähr-Str. 3c

Faculty of Electrical and Computer Engineering

Dean:

Prof. Dr.-Ing. Karlheinz Bock
☎ +49 351 463 32281
dekanat.et@tu-dresden.de

Head of Dean's Office:

Jörg Tanzmann
☎ +49 351 463 32281
dekanat.et@tu-dresden.de

Barkhausen-Bau, Room 154
Helmholtzstr. 18

Faculty of Computer Science

Dean:

Prof. Dr. Ivo Sbalzarini
☎ +49 351 463 38215
dekan.inf@tu-dresden.de

Head of Dean's Office:

Dr. Beatrice Schimmang
☎ +49 351 463 38217
beatrice.schimmang@tu-dresden.de

📍 Andreas-Pfitzmann-Bau
Nöthnitzer Str. 46

School of Medicine

The School of Medicine (MED) consists of the highly respected Faculty of Medicine Carl Gustav Carus in Dresden's Johannstadt district. The faculty realizes its innovative, patient-oriented teaching and internationally visible cutting-edge research through close cooperation with the University Hospital Carl Gustav Carus.

School Management

Chairperson:

Prof. Dr. Esther Troost
☎ +49 351 458 3356
med-dezernentin@uniklinikum-dresden.de

Executive Manager:

Cornelia Rabeneck, MBA
☎ +49 351 458 4771
med-dezernentin@mailbox.tu-dresden.de

📍 Universitätsklinikum Dresden, Haus 40
Fiedlerstr. 27

Faculty of Medicine Carl Gustav Carus

Dean:

Prof. Dr. Esther Troost
☎ +49 351 458 5060
refmed@mailbox.tu-dresden.de

Personal Advisor to the Dean:

Dr. Bernd Janetzky
☎ +49 351 458 3356
refmed@mailbox.tu-dresden.de

📍 Universitätsklinikum Dresden, Haus 40
Fiedlerstr. 27

School of Civil and Environmental Engineering

Under the umbrella of the School of Civil and Environmental Engineering (BU), the five faculties of "Friedrich List" Transport and Traffic Sciences, Civil Engineering, Architecture, Environmental Sciences, and Business and Economics have been merged. Together, the faculties want to strengthen interdisciplinary cooperation and coordination in teaching, research, and administration and find solutions for the global challenges of our time.

School Management

Chairperson:

Prof. Dr.-Ing. Jürgen Stamm
☎ +49 351 463 34397
bereich.bu@tu-dresden.de

Executive Manager:

Dr. André Lindner
☎ +49 351 463 32816
bereich.bu@tu-dresden.de

📍 Hülse-Bau, Südflügel, Room 597
Helmholtzstr. 10

"Friedrich List"

Faculty of Transport and Traffic Sciences

Dean:

Prof. Dr.-Ing. Gesine Gerike
☎ +49 351 463 36660
dekanat.vw@tu-dresden.de

Head of Dean's Office:

Dr. Michael Krieg
☎ +49 351 463 36606
dekanat.vw@tu-dresden.de

📍 Gerhart-Potthoff-Bau, Room 152
Hettnerstraße 3

Faculty of Civil Engineering

Dean:

Prof. Dr.-Ing. Jürgen Stamm
☎ +49 351 463 34279
dekanat.biw@tu-dresden.de

Head of Dean's Office:

Dr. Silke Dorothe Götte
☎ +49 351 463 34279
☒ dekanat.biw@tu-dresden.de

📍 August-Bebel-Str. 30, Room 03-034

Faculty of Architecture

Dean:

Prof. Dr. Gesine Marquardt
☎ +49 351 463 34197
dekanat.architektur@tu-dresden.de

Head of Dean's Office:

Dipl.-Math. Verena Ludwig
📍 +49 351 463 35532
dekanat.architektur@tu-dresden.de

📍 Bürogebäude Zellescher Weg (BZW)
Zellescher Weg 17, B-Flügel

Faculty of Environmental Sciences

Dean:

Prof. Dr. Peter Krebs
☎ +49 351 463 31277
dekan.uw@tu-dresden.de

Head of Dean's Office:

Mandy Arndt, M.A.
☎ +49 351 463 37521
dekanat.uw@tu-dresden.de

📍 Hülse-Bau, Room 588
Helmholtzstr. 10

Faculty of Business and Economics

Dean:

Prof. Dr. Michael Schefczyk
☎ +49 351 463 32196
dekanat.ww@tu-dresden.de

Head of Dean's Office:

Dr. Marco Gießmann (Finance/Personnel)
☎ +49 351 463 39045
☒ dekanat.ww@tu-dresden.de

Dr. Uta Schwarz (Quality Management/Communication)
☎ +49 351 463 33141
dekanat.ww@tu-dresden.de

📍 Georg-Schumann-Bau, Room C161
Münchner Platz 3

Central Academic Units with the right of appointment

Beyond the schools and faculties, two [Central Academic Units](#) of TU Dresden exist with the right of appointment and can thus exercise faculty-like rights in the appointment of professors and junior professors:

Center for Molecular and Cellular Bioengineering (CMCB)

As a Central Academic Unit of TU Dresden, the CMCB focuses on interdisciplinary research and teaching in the field of life sciences. It consists of three research centers that play an essential role in the research priority area Health Sciences, Biomedicine and Bioengineering at TU Dresden. The goal of the CMCB is to create synergies between these institutions to further strengthen the internationally-oriented, cutting-edge research and innovative teaching program. The CMCB carries three international English-language master's study programs whose research-based teaching is rooted in the specific expertise of the individual institutes. Through the CMCB technology platform, state-of-the-art research institutes and technologies are available to TU Dresden campus and the partners of the DRESDEN-concept alliance.

The CMCB includes:

- the Biotechnology Center (**BIOTEC**) focusing on molecular cell and developmental biology, physical biology and bio-informatics,
- the Center for Regenerative Therapies Dresden (**CRTD**) focusing on research into the biology of stem cells and tissues for a better understanding of organ regeneration processes, with the aim of developing new treatment options for neuro-degenerative, hematological and metabolic diseases, and
- the Center for Molecular Bioengineering (**B CUBE**) with its focus on the study of living structures at a molecular level and the translation of the resulting findings into innovative methods, materials and technologies.

Center for Molecular and Cellular Bioengineering

Managing Director CMCB:

Prof. Dr. Michael Schroeder

☎ +49 351 463 44400

✉ direktor.cmcb@tu-dresden.de

Administrative Point of Contact CMCB:

Christiane Matthes

☎ +49 351 463 44254

✉ christiane.matthes@tu-dresden.de

📍 Tatzberg 41, 01307 Dresden

Biotechnology Center

Director BIOTEC:

Prof. Dr. Michael Schroeder

☎ +49 351 463 40054

✉ director@biotec.tu-dresden.de

Administrative Management BIOTEC:

Dr. Dana Schoder

☎ +49 351 463 40050

✉ dana.schoder@tu-dresden.de

📍 Tatzberg 47/49, 01307 Dresden

Center for Regenerative Therapies Dresden

Director CRTD:

Prof. Dr. Federico Calegari

☎ +49 351 458 82204

✉ director@crt-dresden.de

Administrative Management CRTD:

Mandy Fahrack and Dr. Maren Henneken

☎ +49 351 458 82061 and 82014

✉ crt_admin_coordination@tu-dresden.de

📍 Fetscherstr. 105, 01307 Dresden

Center for Molecular Bioengineering

Director B CUBE:

Prof. Dr. Yael Politi

☎ +49 351 463 44301

✉ zikbcube@tu-dresden.de

Administrative Management B CUBE:

Ines Kästner

☎ +49 351 463 40359

✉ ines.kaestner@tu-dresden.de

📍 Tatzberg 41, 01307 Dresden

International Institute (IHI) Zittau

IHI Zittau grew out of a tri-national consortium of Saxon, Polish and Czech universities. Today, as a Central Academic Unit of TU Dresden, it offers more than 300 students from over 40 nations a comprehensive range of master's study programs, especially in the field of Biodiversity and Responsible Management.

Director:
Prof. Dr. habil. Thorsten Claus
☎ +49 3583 612 4000
direktor.ihl@tu-dresden.de

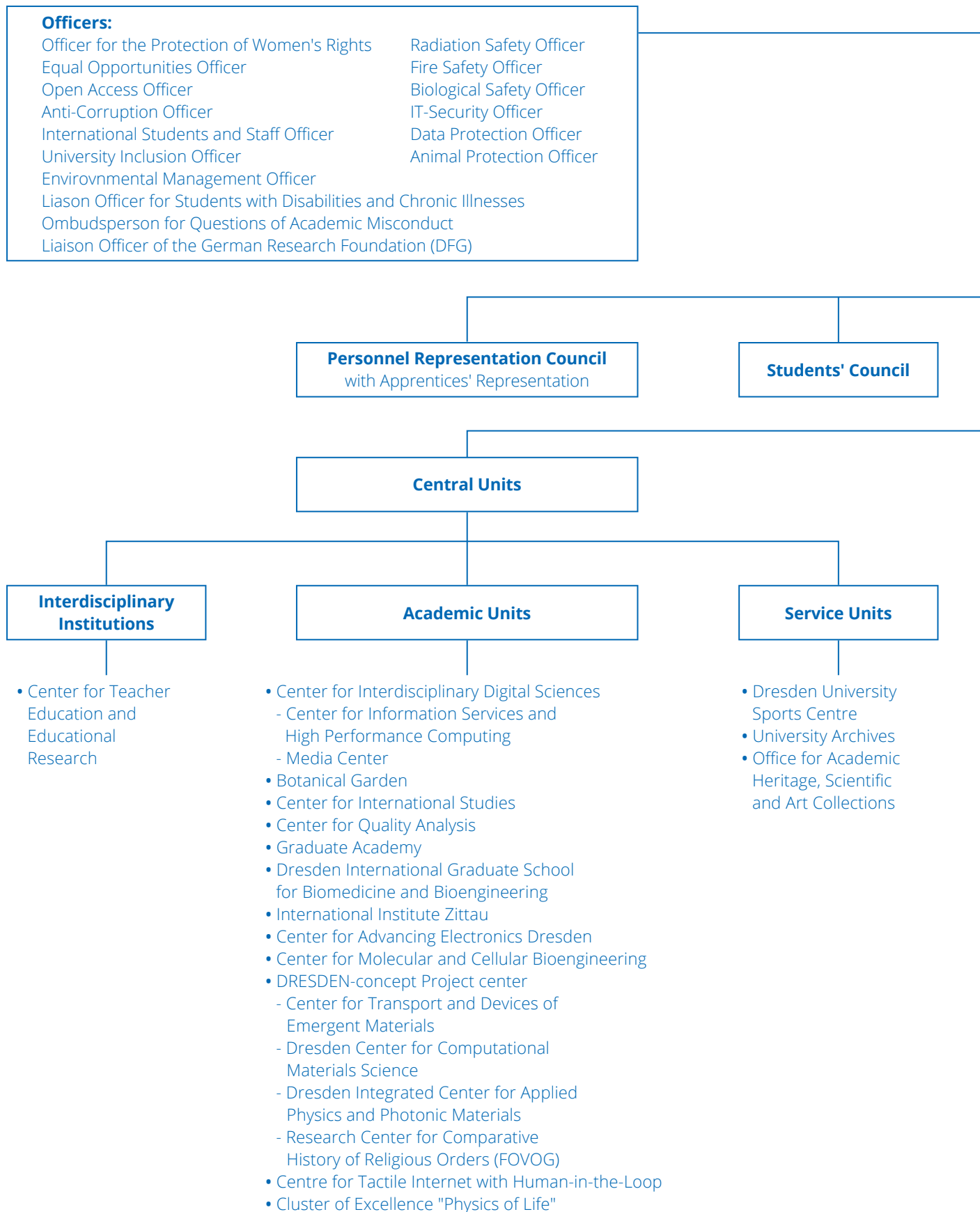
Administrative Management:
Uta Scheunig
☎ +49 3583 612 4115
verwaltung.ihl@tu-dresden.de

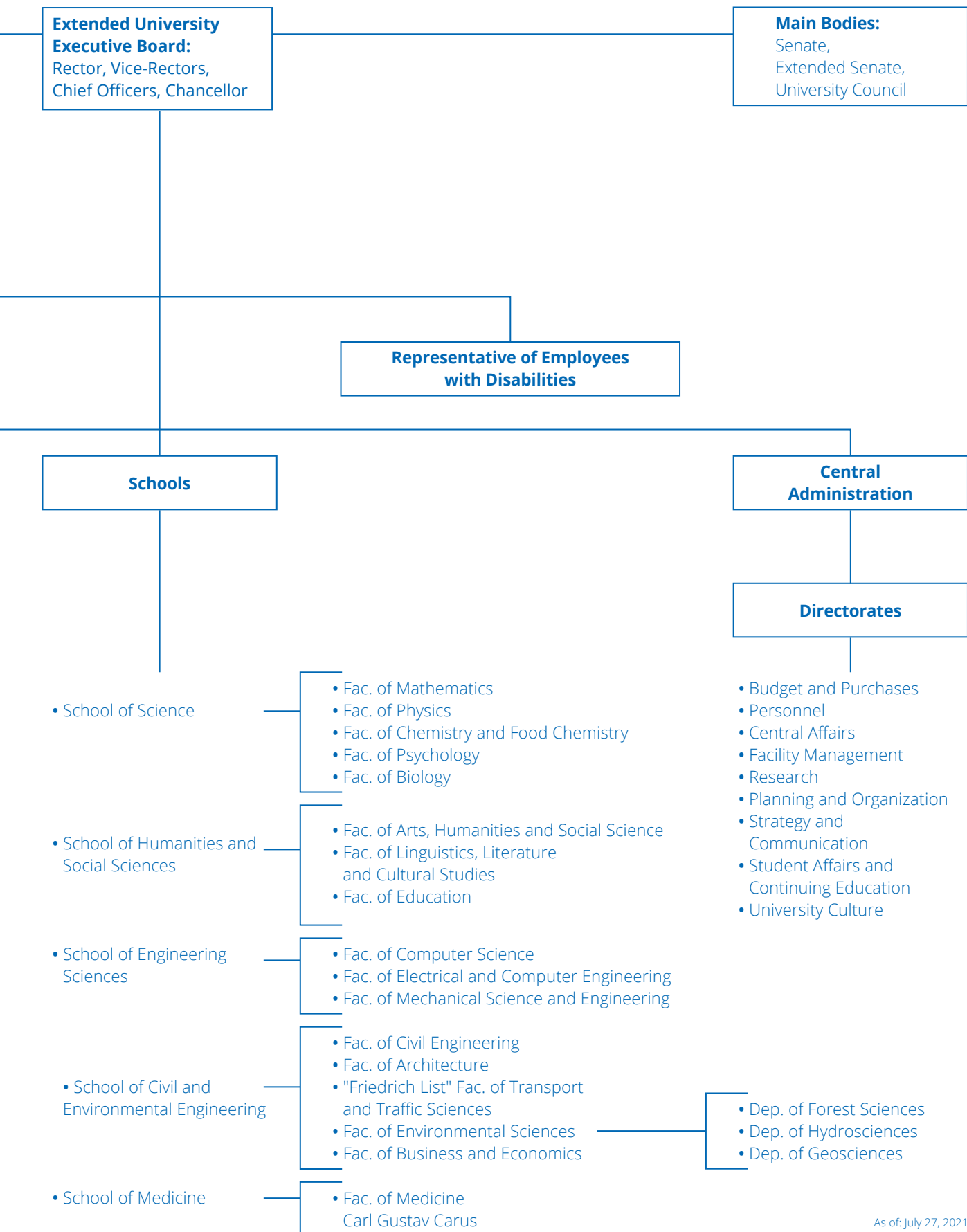
📍 Markt 23, Room 3.03
02763 Zittau



Organizational overviews

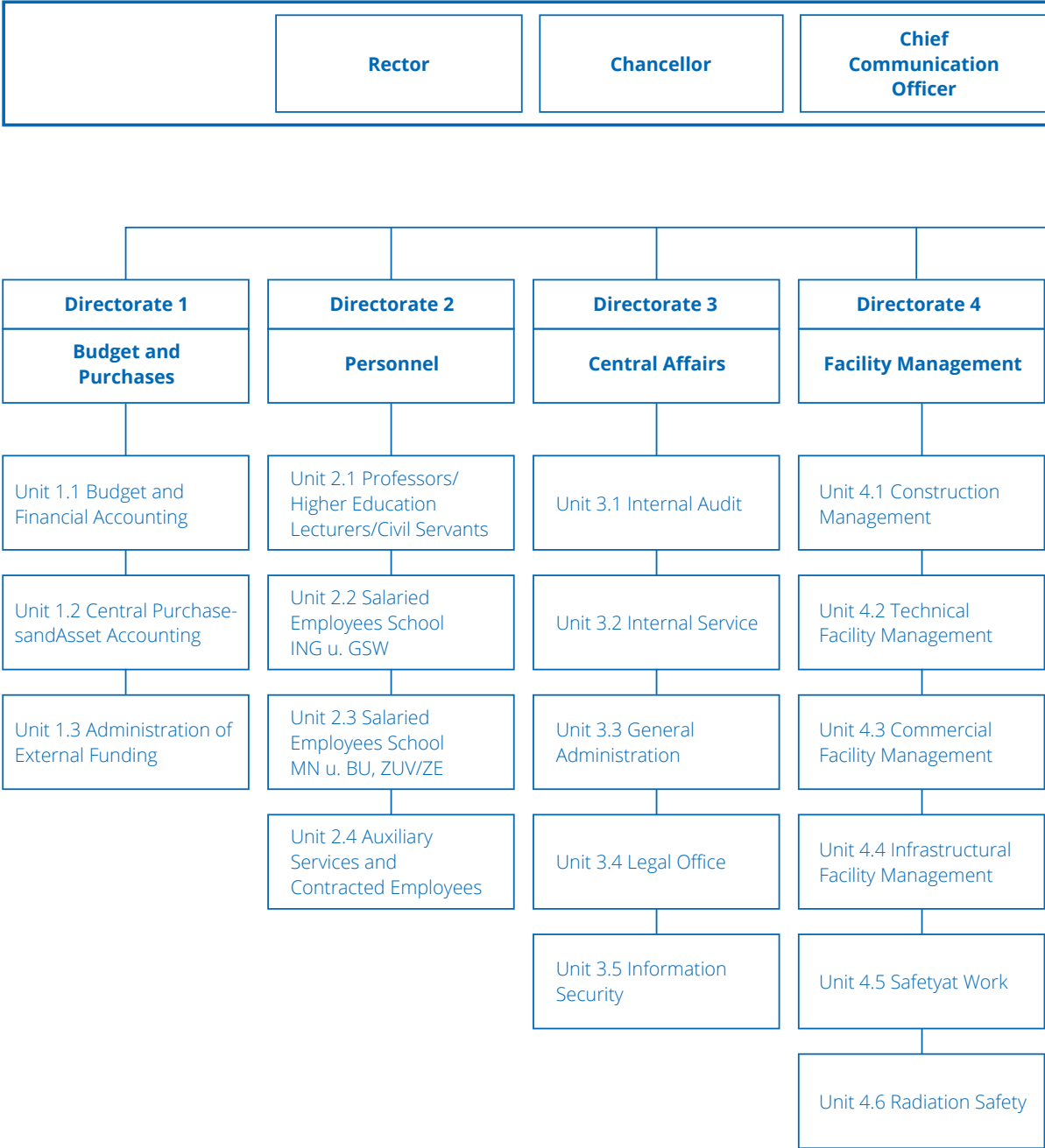
Organizational chart of TU Dresden

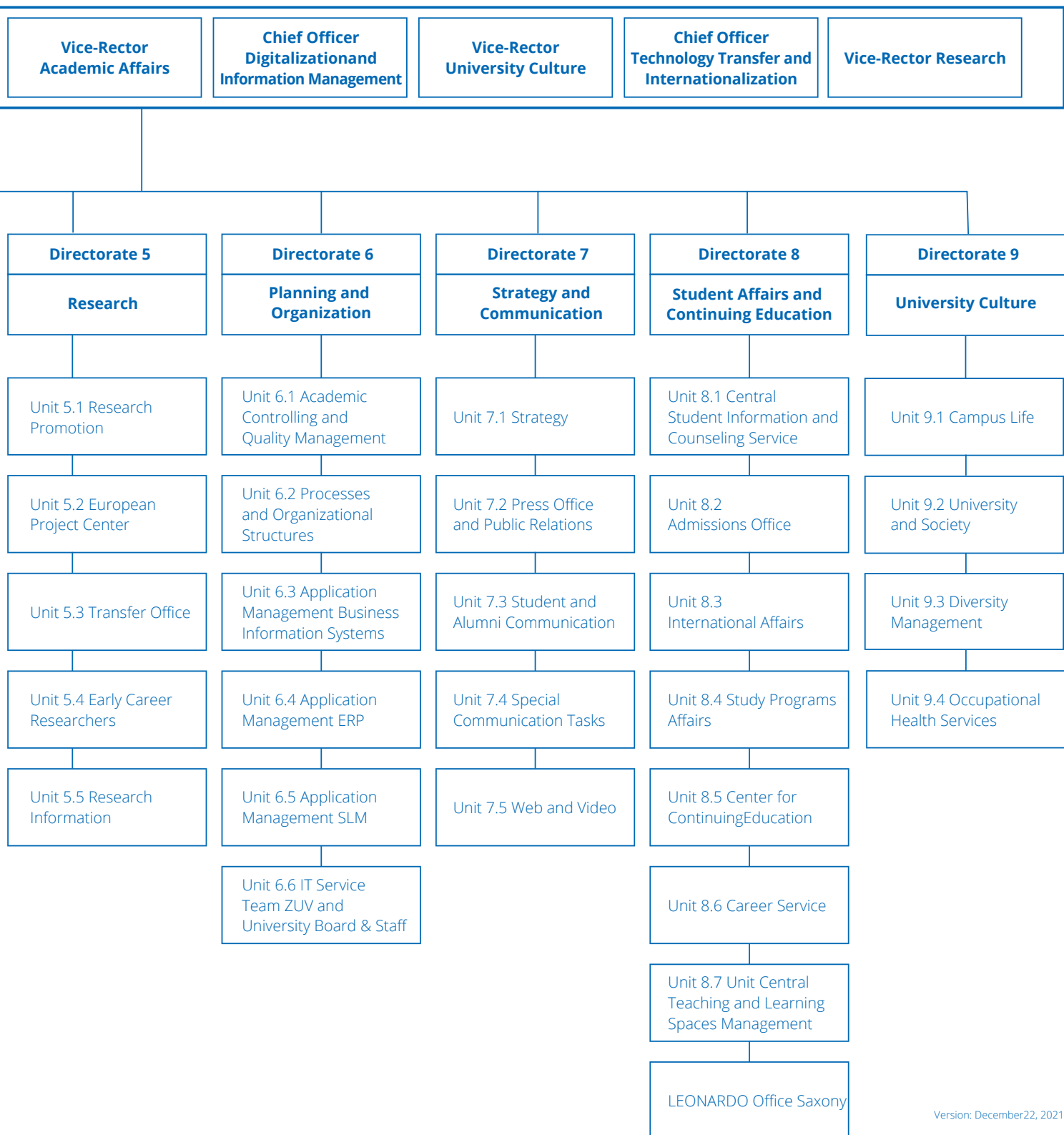




As of: July 27, 2021

Organizational chart of the Central University Administration





Version: December 22, 2021

Working at TU Dresden



Commencement of work

Getting started on-site

Rooms, signage

Ideally, you have been assigned rooms that are equipped with modern office technology and furniture and have up-to-date door signs attached. For changes, envisaged room exchange or similar matters, a commissioned person for room and structure questions was designated for each structural unit. Therefore, contact your dean's office or the management of your structural unit to communicate your wishes to the responsible person. The framework contracts of TU Dresden with furniture suppliers can be used for new or additional furnishing of the rooms. If necessary, please contact the Unit 1.2 (Central Purchases and Asset Accounting), which will assist you with the purchase of equipment (see sub-item Furniture | Office and Business Supplies under the sub-heading Finance and then Procurements/Purchasing). Usage concepts and applications for changes in the use of rooms must always be submitted through official channels.

The door signs are part of the barrier-free guidance and orientation system at TU Dresden. If you have any changes or questions in mind, you can contact us at blo@mailbox.tu-dresden.de or tel: +49 351 463 32531, addressed to the Directorate 4.4 (Infrastructural Facility Management).

Locking media (keys/ transponders) for TU Dresden buildings

The locking media for TU Dresden buildings can be requested from the locking system representative of your respective structural unit with the Unit Infrastructural Facility Management. This also applies to exchange or maintenance requirements. More detailed information is provided in the [framework key ordinance](#).

Parking and entry permit for the barrier-restricted TUD premises

You will need a transponder with the corresponding parking card for the entry and parking permit on TUD premises with barriers. Only with this are you then authorized to park in designated parking areas. For this purpose, please fill out the [application for the issuance of a transponder](#) as well as a parking permit for parking spaces on the premises of TU Dresden and send it signed to the email address indicated on the application. The application includes a second page on which the barrier numbers are identified. After checking the available parking capacity, you will be issued a permit.

Business cards

The creation and ordering of business cards in the corporate design of TU Dresden takes place directly online via the print shop addprint. In order to avoid any instance of misuse, this can only be executed by computers from the IP range of TU Dresden. For more information, please visit <https://tu-dresden.de/tu-dresden/kontakte-services/cd>

Directorate Facility Management: Unit Infrastructural Facility Management

Parking permits at TU Dresden

☎ +49 351 463 37464 / 37059

✉ parkenzutrittschranke@mailbox.tu-dresden.de

➦ https://www.verw.tu-dresden.de/VerwRicht/Formulare/download.asp?file=Antrag_Parkberechtigungen.pdf



Getting started digitally

ZIH – General information

The Center for Information Services and High-Performance Computing (ZIH) is one of the most important contact partners in terms of communication tools and technical equipment that accompany your everyday work. It sets up TUD email addresses, coordinates and manages telephone and mobile phone contracts, and is responsible for the purchase of hardware and software, as well as multifunctional devices (printers, scanners, copiers, etc.). Furthermore, it provides access to the high-performance computers and their storage capacities (see also subsection High-Performance Computing and Storage Capacities under the sub-chapter Workplace).

For more information, please visit the ZIH pages https://tu-dresden.de/zih/dienste/service-katalog/arbeitsumgebung/zugang_datennetz/vpn or contact the Service Desk directly.

ZIH login

All new employees are reported by the Directorate Personnel to the ZIH, which then creates a ZIH login. This ZIH login will accompany you throughout your

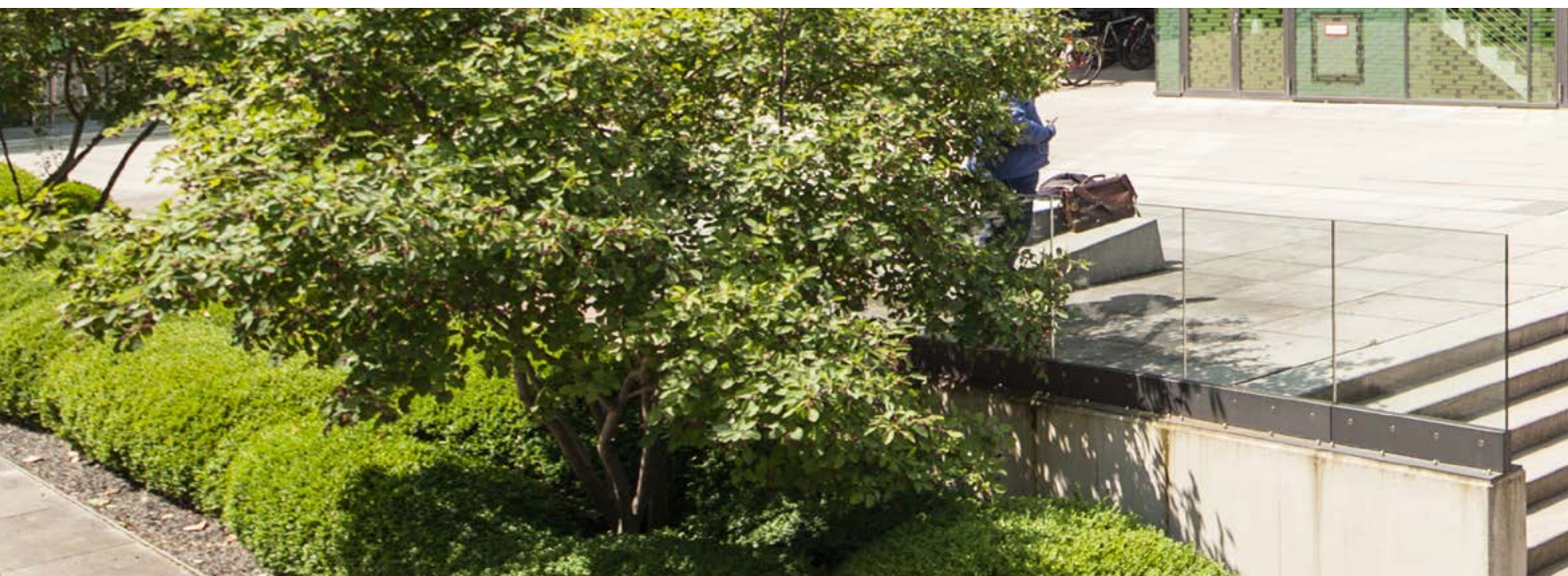
working life at TU Dresden and this enables you to:

- use a personal mailbox and file storage (Sharepoint, OwnCloud, group drives, etc.)
- use the ZIH PC pools, the central login services, the campus network and the Internet, access the internal area of TU Dresden website
- the possibility of encrypted access to the TU network using VPN technology
- the use of WiFi (network: eduroam) within TU, as well as worldwide at all participating universities

In order to activate your ZIH login, you will receive a coupon from your IT point of contact when you start work

IP range / domain protection

Some contents of the web pages are domain-protected or can only be accessed within the IP range of TU Dresden. This means that you have to access these pages with your work computer or laptop from TUD campus network; access from outside (e.g. on the road or at home) will not work. A remedy can be found in secure access via VPN, e.g. using Cisco AnyConnect.





Email address

For each employee, a TUD-own email address is reserved in the form of

firstname.lastnameNNN@tu-dresden.de

(NNN is used to distinguish between several users with the same name).

Mail to your email address will be placed in a mailbox. You can gain access from your computer with a mail client (e.g. Outlook, Thunderbird, Apple Mail) or with an Internet browser (e.g. Internet Explorer, Firefox, Chrome, Safari) via a web interface.

In addition to the personal email address, each user is assigned an anonymous email address as an alias email address. This can only be used for receiving emails in order to remain anonymous, e.g. when registering for special software or logging on to web-

portals for which the provision of personal data is not relevant. You can find out your anonymous email address, for example, in the Self-Service Portal under My Profile.

Email signature

Please set up a standardized sender ID for your emails according to the Rector's Communication 2/2011 .

*Title, first name, last name role / job
Technische Universität Dresden
Organizational Unit1: Faculty / Directorate / Central Unit
Organizational Unit2: Institute / Unit
Organizational Unit3: Chair / Group
01062 Dresden
Tel: +49 (351) 463-xxxxx
Fax: +49 (351) 463-xxxxx
Email: *firstname.lastname@tu-dresden.de*
(or function-related email)*

You can find instructions and a text template under: <https://tu-dresden.de/intern/services-und-hilfe/kommunizieren-und-publizieren/cd/anleitungen/maillsignaturen>



Electronic certificate

The electronic certificate is your digital identity (=user certificate) that has been authenticated by a trusted authority. For TU Dresden, the German Research Network (Deutsches Forschungsnetzwerk, DFN) provides the certificates

The DFN user certificate corresponds to an advanced electronic signature as per SigG. Cases in which advanced electronic signatures can be used include:

- Digital signature of emails
- Email encryption
- Digital signature/signing of PDF documents with Adobe
- Authentication against systems/servers (access security via user certificate)
- File system encryption
- Shibboleth participation

To apply for your personal user certificate, you will receive a PIN from your IT point contact. You must present a valid photo ID to prove your identity. You can then collect your certificate from the Self-Service Portal.

If you need a so-called 'group certificate' for your organizational unit, the Service Desk of TU Dresden will be happy to help you.

Service Desk

The central point of contact for all matters at ZIH is the Service Desk. By sending an email to the service desk, you automatically generate a ticket that helps the colleagues handling the case to answer your questions or fulfill your requirements.

Self-Service Portal

You can view all personal data stored about you there in the Self-Service Portal (<https://selfservice.zih.tu-dresden.de>). Furthermore, the data self-disclosure contains an overview of all email addresses and organizational units assigned to you in the IDM system. Access is possible using your ZIH login and password.

In the Self-Service Portal, you can request and manage (for yourself) the following, among other things:

- Passwords
- Phone numbers
- Mailing lists
- Sharepoint, cloud services and group drives
- Video conference rooms (BigBlueButton)
- Central Unix login servers and PC pools
- Access to high-performance computing

Center for Information Services and High-Performance Computing

(ZIH) Service Desk

☎ +49 351 463 40000

✉ servicedesk@tu-dresden.de

📍 Andreas-Pfitzmann-Bau, Room 036
Nöthnitzer Str. 46

Entry in the telephone directory

For entry in the alphabetical telephone directory of TU Dresden, every employee has to enter his or her data via the Self-Service Portal of the ZIH under 'Collection of telecommunication data'.

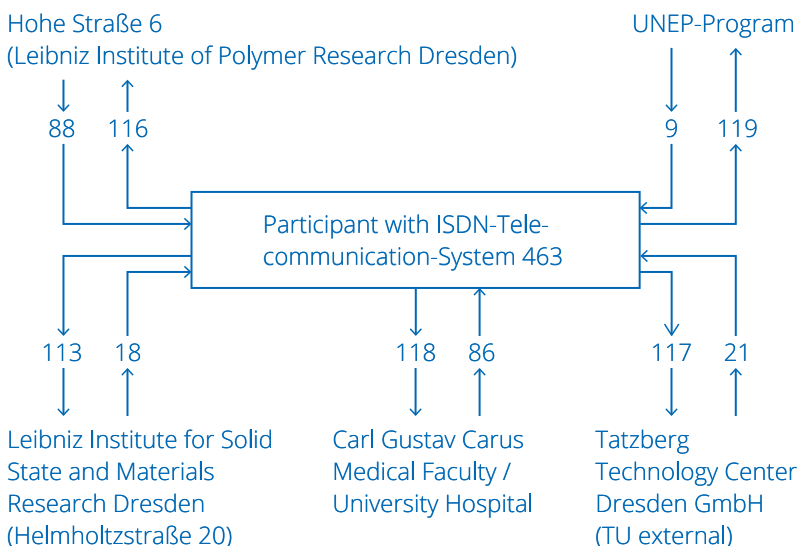
<https://selfservice.zih.tu-dresden.de/l/index.php>

In order to connect or switch a domestic appliance or to correct the information on the display, please contact the Service Desk.

Phone and mobile telecommunication

The ZIH operates all telecommunication services for TU Dresden. In addition to the telecommunications system and the associated transmission network on the campus and in the branch offices, this also includes the administration of mobile communications contracts. This comprises the conclusion of new contracts, contract extensions, contract amendments or terminations, so that ZIH is generally your point of contact in these matters. Only the purchase of mobile hardware that is not linked to contracts (mobile numbers) can be carried out by yourself. The settlement of costs incurred is made by debiting your budget cost center. For conferences, events and excursions, two service cell phones can be borrowed from the ZIH against the respective payment.

The campus-wide telecommunications system is operated with various cross-connections, e.g. to the University Hospital (UKD), IFW and IPF. Subscribers who can be reached via an extension or cross-connection should generally not be called via the exchange. The prefix codes for the cross-connections can be seen in the figure. This means, for example, if you want to place a call from TU Dresden to the Faculty of Medicine or the UKD (dial-in 458), dial the cross-connection with the number 118-1111 instead of the dial-in 458-1111.



**Directorate Budget and Purchases:
Unit Central Purchases and Asset
Accounting**

Group Scientific equipment/
IT systems/large-scale equipment
☎ +49 351 463 34666
✉ beschaffung@tu-dresden.de

Hardware and software

The ZIH is responsible for meeting the demand for workstation computers, server and storage capacities. In cooperation with Unit 1.2 (Central Purchases and Asset Accounting), framework agreements are regularly concluded from which individual PCs can also be ordered at considerable discounts. The ZIH makes its infrastructure (and the services running on it) available to all employees of the university and, at the same time, ensures their maintenance and support. Information on the use of the high-performance computers, on how to apply for computing time and storage space can be found under the sub-heading High-Performance Computing and Storage Capacities under the sub-heading Workplace.

Software is also generally procured in a uniform manner via the ZIH. The use of framework agreements, special conditions and campus licenses enables considerable price reductions. An overview of [centrally provided software programs](#) can be found on the ZIH website.

Printers, scanners and copiers

Multifunction devices are available throughout the campus for copying and printing, as well as scanning (usually A4 to A3 format). Multifunction devices are procured exclusively via Unit 1.2 (Central Purchases and Asset Accounting), taking into account desired configurations within the framework of a lease agreement.

Guidance for your everyday work

In order not to lose the overview in your everyday working life, you will find the most important administrative portals and contacts here.

Official announcements of TU Dresden

The [Official Announcements](#) of TU Dresden publish the statutes of the university, selected regulations of the student body, the Studentenwerk and the Saxon State Library – Dresden State and University Library (SLUB), the results of the university elections and resolutions of TU Dresden on affiliated institutes and the advancement of women. A search mask can be used to filter the official announcements by content, structural unit or year of publication, for example.

Administrative regulations and forms

On the internal websites (<https://tu-dresden.de/intern>) under the main menu item 'Administration', you will also find a variety of [PC-fillable forms](#), [samples](#) and [administrative regulations](#). The forms are summarized in an alphabetical index, either individually or as a group in relation to specific processes (e.g. hiring of academics and scientists) and can only be filled out in the German-language PDF version for legal reasons; the English-language version is for explanatory purposes only. The alphabetically arranged samples were developed by the Central University Administration and are intended to serve as a template for job descriptions, job advertisements, or

selected contracts. Furthermore, you will find domain-protected administrative regulations under Circulars and Communications of the Members of the Extended University Executive Board, appropriately marked documents also available in English. An overview of all documents with information requirements on file is also provided there.

Telephone directory

In the [alphabetical telephone directory](#) all employees of TU Dresden are listed and linked with their official telephone number, email address and organizational unit. You must maintain the information using the Self-Service Portal yourself. A reverse search enables the assignment of an unknown phone number. The domain-protected [structural part](#) reflects the management and administrative structure of TU Dresden based on the academic structure.

Here you will find important points of contact additionally with fax number and tasks.

Key tables

An [overview of various lists](#) can also be viewed on the internal websites. The most important are:

- Building list: The building number is often requested in applications for building and spatial planning, as well as for inventory procedures.
- Cost centers: The cost center numbers for the organizational units are displayed and searched.
- G/L accounts: For invoice account assignment, you need the 6-digit number of the cost element/G/L account.

Mensacard (Emeal)

Spread across TU Dresden campus, there are a number of canteens ('Mensa') and cafeterias (see Canteens and cafeterias under the chapter 'Around the Campus'), which are operated by the Studentenwerk Dresden (Student Union).

The easiest way to pay at the canteen is to use an Emeal card with the [autoload process](#). No special certification is required to obtain an Emeal Card for university employees. You can get the card at most of the cafeteria cash desks and at all Service Points.

**Responsible for all three topics:
Directorate Central Affairs:
Unit Internal Service**

☎ +49 351 463 33264

✉ innerer.dienst@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 271, Strehleener Str. 22/24



Job Ticket

Directorate Personnel: Unit Higher Education Lecturers and Civil Servants

+49 351 463 40368

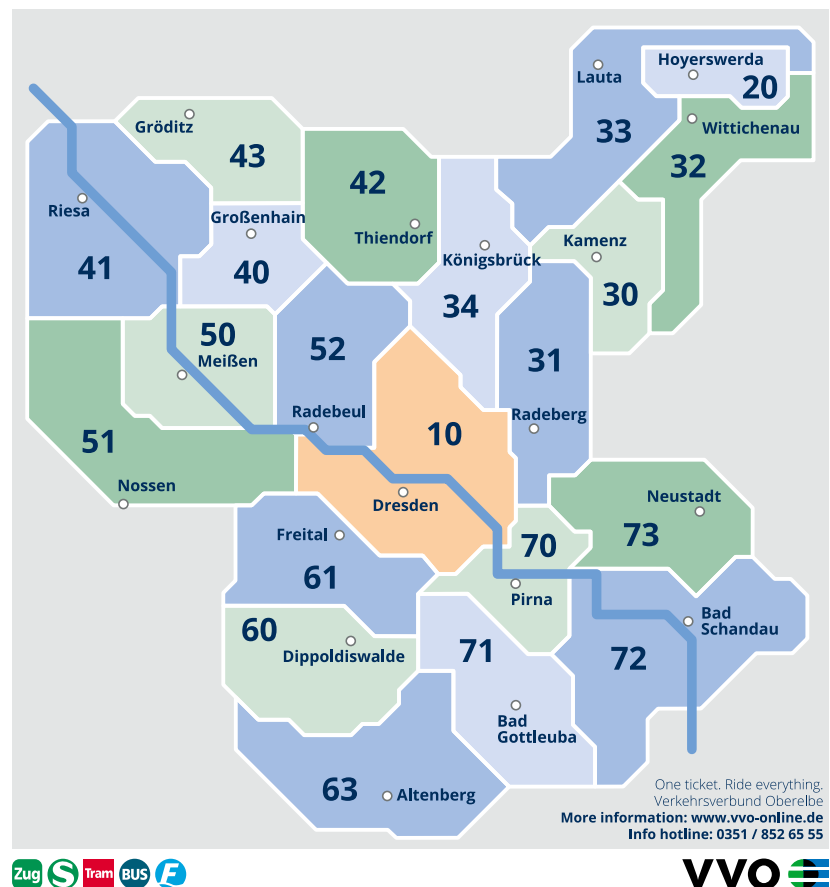
sachgebiet2.1@tu-dresden.de

[https://tu-dresden.de/intern/
arbeitsschutz-gesundheit-umwelt/
umweltschutz-und-
umweltmanagement/ mobilitaet?](https://tu-dresden.de/intern/arbeitsschutz-gesundheit-umwelt/umweltschutz-und-umweltmanagement/mobilitaet/)

Bürogebäude Strehleener Straße,
Room 367, Strehleener Str. 22/24

As an employee of the Free State of Saxony, you can apply for a Job Ticket that allows you to use public transport, especially in the Upper Elbe Transport Association (VVO), at more favorable conditions. The Job Ticket for the VVO tariff zone, which also includes the Dresden tariff zone, can be applied for at the beginning of each month. The application must be submitted directly online to Dresdner Verkehrsbetriebe (DVB) no later than the 20th of the previous month for the following month. Further information and the access data for the online application can be found on the mobility website. Please sign and submit the data protection/consent form directly to Unit 2.1 (Higher Education Lecturers and Civil Servants), gladly also as a scan by email. The only requirement is a contract period at TU Dresden of at least 6 months with the start of the use of the Job Ticket. The Job Ticket is subsidized by the VVO and the Free State of Saxony at 10% in each case.

Overview of tariff zones of the VVO area
Verkehrsverbund Oberelbe



In addition, the Free State of Saxony has concluded further Job Ticket agreements with

- Deutsche Bahn AG,
- the Transport Association "Mitteldeutscher Verkehrsverbund" (MDV),
- the Transport Association "Verkehrsverbund Mittelsachsen" (VMS),
- the Transport Association "Zweckverband Verkehrsverbund Oberlausitz-Niederschlesien" (ZVON) and
- the Transport Association "Verkehrsverbund Vogtland GmbH" (VV).

Relocation costs and separation allowance

If you have been approved for relocation cost reimbursement as part of the appointment offer, you may be reimbursed for the cost of your relocation to the extent allowed by law. Reimbursable expenses include transportation expenses, relocation-related travel expenses, a per diem allowance, and other expenses. Please note that at least two cost estimates must be obtained prior to the move and that the move must be realized no later than five years after taking up employment at TU Dresden; the application for relocation expenses must be submitted no later than one year after completion of the move.

For further information, please refer to the [information sheet on the granting of reimbursement for relocation costs](#). Even though the Saxon State Office for Taxes and Finances (Sächsische Landesamt für Steuern und Finanzen) is responsible for determining the relocation allowances, the Directorate Personnel of TU Dresden is responsible for the administrative processing (receipt and completeness check of the applications, as well as forwarding to the State Office for Finances).

If the relocation allowance has been granted, separation allowance may be granted in accordance with legal requirements. In principle, this grant presupposes an unrestricted willingness to move and a lack of housing. For example, travel allowances for family trips home, accommodation allowance of up to EUR 350.00/month and daily allowance for days spent at the place of work can be reimbursed. Separation allowances are processed and approved by the Directorate Personnel. Notes on the application (which must be submitted within a cut-off period of two years), on the documents to be submitted, on special tax features and much more can be found in the [information sheet on the granting of separation allowances](#).

**Directorate Personnel:
Unit Personnel Auxiliary Services
and Contracted Employees**

+49 351 463 37368

sachgebiet2.4@tu-dresden.de

Bürogebäude Strehleener Straße,
Room 326, Strehleener Str. 22/24



Employment relationship

Leave of absence, maternity leave and parental leave

**Directorate Personnel:
Unit Higher Education Lecturers
and Civil Servants**

+49 351 463 32444

personal.hochschullehrer
@mailbox.tu-dresden.de

Bürogebäude Strehleener Straße,
Room 244, Strehleener Str. 22/24

University lecturers are also entitled to annual leave, maternity leave and parental leave. These forms of leave are based on the Ordinance of the Saxon State Government on Leave, Maternity Leave and Parental Leave for Civil Servants and Judges in the Free State of Saxony (*SächsUrlMuEltVO*).

The regulations also apply to professors and chair holders who are employed as salaried employees, provided this is agreed in their employment contracts.

Applications for leave of absence, maternity leave and parental leave are to be addressed to the Rector and sent through official channels (via the Dean or, in the case of Central Academic Units, via the Directorate); the Dean encloses a written statement with the application. The application for parental leave must be submitted seven weeks prior to its commencement. During parental leave, part-time employment of up to 30 hours per week is possible upon request.

Temporarily appointed (junior) professors may apply to the Rector for an extension of their employment for the duration of a leave of absence without pay, maternity leave and parental leave. Please also observe the official channels in this regard.

Vacation

University lecturers are entitled to 30 days leave per year. The use of leave must always be reported to the employee's supervisor. Special features apply in accordance with Section 14 (1) *DAVOHS* (Saxon Service Regulations for Higher Education Institutions), which prescribes compulsory attendance. Accordingly, an absence of more than two consecutive working days during the lecture and examination period due to vacation is only permissible with the written consent of the employee's supervisor. The same applies if vacation is intended on a day on which their own courses are to be taught. University faculty members are also required to maintain an [annual leave card](#) themselves.

Inability to work

An inability to work due to illness is never desired and yet cannot be avoided. The Directorate Personnel must always be notified of any absence due to illness. Ideally, you should enclose a copy of the sickness certificate with the [notification of sickness](#). After recovery, the re-establishment of the ability to work (notification of recovery) must also be registered in the same way.

Accident at work

Civil servants are free to choose their own doctor for initial medical care after an accident at work. In order to ensure accident benefits, an immediate and complete report with the required documents 'Dienstunfalluntersuchung gemäß § 50 SächsBeamtVG' submitted to the State Office for Taxes and Finances is required.

Those in a **salaried employment** relationship are insured against accidents by law via the 'Unfallkasse Sachsen' (Saxony Accident Insurance Fund). There is initially a free choice of doctor for primary medical care. The patient must be seen by an accident insurance consultant if the primary physician has determined that the accident injury will lead to an inability to work beyond the day of the accident or that the necessary medical treatment is expected to last more than one week. Accident reports are to be sent to unit 4.5 (Safety at Work).

In the case of accidents with possible third party culpability (also in the case of private accidents), the form 'Reporting form for events with third party fault' must also be completed.

Please also refer to circular GAS 2/2010 'Notification of accidents', for notes on accident notifications, see sub-chapter 'Personnel' and then Occupational health and safety) in your function as employer, as well as the internal information of unit 4.5 (Safety at work) (<https://tu-dresden.de/as>) under "Accident insurance".

Business trips

On account of the constitutionally guaranteed fundamental right to freedom of science, research and teaching, business trips for teaching, research and scientific development purposes do not require approval. Accordingly, individuals are free to decide on the time and necessary duration of such business trips, taking into account their official obligations, in particular in terms of lecturing, and taking into account the provisions on financial management as well as the financial resources available.

However, the following special features apply:

If you intend to travel on official business during the lecture and examination period without claiming a travel allowance for this purpose, you must obtain the prior written consent of your supervisor in good time for an intended absence from a working day on which you personally have a lecturing obligation to fulfill, as well as for official business trips comprising two or more consecutive working days (also applies to Friday and the following Monday).

For business trips involving the reimbursement of travel expenses from budgetary, third-party or other funds, a formal business trip application is required, for which the approval of the supervisor is also required. TU Dresden's travel expenses regulations must be observed.

Directorate Personnel: Unit Personnel Auxiliary Services and Contracted Employees

Group: Personnel Auxiliary Services

☎ +49 351 463 37368

✉ sachgebiet2.4@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 326, Strehleener Str. 22/24

Even if you are planning a business trip outside of the lecture and examination period without a travel allowance, it is advisable – for reasons pertaining to the law on accidents when at work – to inform your supervisor in advance of the intended absence in writing, either informally or using the business trip application form. The notification usually facilitates the proof that a business trip took place due to the completion of official business.

Saxony's travel expense law functions as a reimbursement law, meaning that the costs of the business trip are, in principle, first to be paid by the traveler and then – on the basis of the travel expense report – reimbursed in accordance with the statutory requirements. In exceptional cases – for example, in the case of very high out-of-pocket expenses – partial advance payments may be granted for the expected costs. For reimbursement purposes, the general principle of economy and efficiency applies, so that special requirements must be observed with regard to the amount of the reimbursable costs, the choice of means of transport or the connection with privately arranged travel. Please also take into account the specific provisions on the structure of the accounting, especially in the case of overnight stays.

You have the possibility to rent a car for your business trips at TU Dresden at the car rental Europcar. For this purpose, please fill out the [Vehicle Rental - Reservation Application for EUROPCAR Online Reservation](#) and send it signed to the email address indicated on the application.

For further information, please refer to [TU Dresden's travel expense regulations](#).



Research semester

Professors may be granted leave of absence from their official duties for research and research-supporting projects, as well as for tasks pertaining to knowledge and technology transfer, with the continued payment of their salaries. The leave of absence is granted at the earliest four years after the expiration of your previous leave of absence (or at the earliest four years after starting your service at TU Dresden) and usually for one semester. No later than three months after the expiration of the leave of absence, a written report of the services rendered during the leave of absence must be submitted to the Rector and Dean, respectively.

You apply for the granting of the research sabbatical through official channels and require the approval of the dean. It presupposes that, during the sabbatical, the proper representation of the subject and the fulfillment of other obligations of the faculty are ensured and no additional costs arise for TU Dresden.

In the Central Academic Units with the right of appointment, you require the approval of the director (through official channels).

For more information, see [Rector's Bulletin 1/1998, 05/20/1998](#).

Secondary employment

If you wish to engage in secondary employment in addition to your duties as a university lecturer, you must report them. The notification must be made in good time before the start of the secondary employment.

Secondary employment may be prohibited or subject to conditions if it violates your official or contractual obligations or may affect the employer's official interests. In the case of university lecturers, one or more secondary employment activities are deemed to be detrimental to their official interests if the secondary employment activities take up more than eight hours per week during lectures or examinations.

In the case of remuneration from secondary employment activities for the public sector or institutions that are equivalent to the public sector, the general obligation to hand over the remuneration must be observed. In addition to the activity, the use of TU Dresden resources must also be reported. The use of personnel, facilities and/or material of TU Dresden within the scope of secondary activities is subject to a fee.

For more information, please refer to [Circulars D2/1/2016](#) and [D1/04/2006](#).

Directorate Personnel: Unit Higher Education Lecturers/Civil Servants

☎ +49 351 463 37311

✉ sachgebiet2.1@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 369, Strehleener Str. 22/24

Directorate Personnel: Unit Personnel Auxiliary Services and Contracted Employees

☎ +49 351 463 37368

✉ sachgebiet2.4@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 326, Strehleener Str. 22/24

Directorate Personnel: Unit Higher Education Lecturers/Civil Servants

+49 351 463 34559

sachgebiet2.1@tu-dresden.de

Bürogebäude Strehleener Straße,
Room 365, Strehleener Str. 22/24

Teaching obligation

The teaching obligations to be fulfilled in the Free State of Saxony are based on the Saxon Service Regulations for Higher Education Institutions (Sächsische Dienstaufgabenverordnung an Hochschulen - DAVOHS) and generally amount to eight teaching hours (LVS) for professors at universities, four teaching hours for junior professors and six teaching hours after a positive evaluation. Teaching obligations also include assisting with examinations.

A reduction in teaching obligations may be granted upon request for the performance of any other official duty or function that results in an excessive workload. The University Executive Board shall decide on the reduction and its extent. A prerequisite for the granting of a reduction in a teaching obligation is that the teaching offer is secured by the faculty, the department or the Central Academic Unit.

For more information, please refer to [Circular D2/11/2005](#).

Health Care Scheme for Civil Servants (Beihilfe)

State Office for Taxes and Finances – Remuneration Office Dresden

Referat 339/D – Beihilfe

Postfach 10 06 55

01076 Dresden

<https://www.lsf.sachsen.de/beihilfe.html>

Due to their special employment relationship, civil servants are neither subject to compulsory insurance in the statutory health insurance nor do they receive subsidies for health insurance contributions. Instead, civil servants in Saxony and their eligible dependents are entitled to benefits from an independent health insurance scheme under civil service law ('Beihilfe') during the period of employment and as retired employees. It is supplemented by a reasonable personal provision by the civil servant.

The Free State of Saxony as employer grants allowances for reasonable expenses in cases of illness, nursing care, childbirth and other cases, for measures for the early detection of diseases and for vaccinations. Restrictions on the amount of support may result from maximum limits, exclusions, offsetting of own contributions and benefits from other sources.

Workplace

Central Mail Service (ZPS)

TU Dresden has the following postal addresses:

for letters (only for Deutsche Post AG):

*Technische Universität Dresden Organizational Unit
(e.g. faculty, institute, chair or indication of cost center)
Name of recipient
01062 Dresden*

for letters (alternative delivery) and parcels and the like:

*Technische Universität Dresden Organizational Unit
(e.g. faculty, institute, chair or indication of cost center)
Name of recipient
Helmholtzstraße 10
01069 Dresden*

**Directorate Central Affairs: Unit
General Affairs Central Mailroom**

+49 351 463 34644

allg.verwaltung@tu-dresden.de

Hülse-Bau, Nordflügel, EG
Helmholtzstr. 10

Official mail and private mail

Any mail addressed to TU Dresden is considered official mail. Private mail with the business address of TU Dresden, including parcel post, is not permitted.

In-house mail

The ZPS provides a postal bag for internal in-house mailing. Internal mail is usually to be placed in the mail bag unsealed and separate from outgoing mail. For in-house mail, the use of the in-house mail envelopes (Annex 5 and 6 of the Postal Regulations) is strongly recommended. These must be addressed with name and organizational unit or cost center number, as well as sender and addressee (address stamp) in machine-readable block letters. On the domain-protected website of the Central Mail Service, you will find a [list](#) of all structural units involved in the in-house mail flows, including many external institutions.

Bulk mailings

Bulk mailings (e.g. info mailings) must be announced to ZPS at least five days in advance. Postal boxes can be requested to transport the bulk shipment. For more information, please refer to [Circular D3/4/2018](#). If you have any questions or require advice, please do not hesitate to contact the Central Mail Service.

Directorate Strategy and Communications: Unit Press Office and Public Relations

+49 351 463 32398

pressestelle@tu-dresden.de

<https://tu-dresden.de/tu-dresden/newsportal>

Nöthnitzer Str. 43

Press and public relations

The positive perception of TU Dresden in national and international public relations supports the university's overall development. TUD Press Office provides the right information at the right time through the right channels to the right people. The press office communicates all news from research, teaching, continuing education and university policy and delivers your publicly-relevant topics professionally and quickly to classic and new media outlets. The Press Office also provides advice on formulating press releases, for example. In the event of a crisis, it is the first point of contact and the switchboard for crisis communication. In addition to press releases, press conferences and the daily press review, the Press Office is responsible for the university journal, the student newsletter, the social media channels and the central information monitors of TU Dresden. The Press Office Team works closely with those responsible for public relations at the decentralized institutions.

Directorate of Strategy and Communications: Unit Press and Public Relations Group Corporate Design

+49 351 463 36629

cd@tu-dresden.de

Nöthnitzer Straße 43

Corporate Design

TU Dresden presents itself in a uniform Corporate Design (CD) that is binding for all areas of the university.

The Corporate Design team in Directorate 7 will advise you on CD issues and provide you with TUD-specific CD templates for various usage contexts and software applications. Specific design guidelines and examples of use can be found in the [Corporate Design Manual](#) and [TUD CD templates](#) on the internal websites. The basic elements of the CD are the logo, [house font](#) (Open Sans), house color (dark blue HKS 41) and design grid (including ragged margin). The use of a [secondary logo](#) is possible – the Corporate Design Team will advise you on the design and registration.

This team is also your point of contact within TUD for all visual communication design issues. It supports you in the design conception of new communication measures, the development of design drafts as well as in the coordination and cooperation with external agencies and designers. This is always managed in close coordination with other structural units and communication measures of TUD.

Updating web content (WebCMS)

Each organizational unit of TU Dresden, from the faculties to its administration, to the individual chairs, has its own web presence on TU Dresden's website, the content of which can be created and edited individually. The invisible core of these Internet pages is a Web Content Management System (WebCMS), which was developed by the TUD Media Center and enables the separate maintenance of content and layout. Using the easy-to-understand editorial system of the WebCMS, you can create websites and content even without a knowledge of HTML or other programming effort, and this can be updated at any time. In addition, you can benefit from convenient functions such as news and appointment management, a multilingual setup and the system's continuous further development.

Directorate Strategy and Communications: Unit Web and Video

+49 351 463 35000

websupport@tu-dresden.de

Nöthnitzer Straße 43

If you want to make changes on the web pages of your chair, please ask the responsible contact person (web editorial office or IT administration) of your faculty or institution. For technical questions (e.g. for the realization of the Internet presence in the CMS of TU Dresden), the Unit 7.5 (Web and Video) in the Directorate 7 (Strategy and Communication) will be happy to support you.

English terminology / Translation office

At TU Dresden, US-American English is primarily used. The name 'Technische Universität Dresden' is to be used, in principle, as a proper name in German for the uniform appearance of TU Dresden in speech and writing, including in an international environment. The short form 'TU Dresden' can be used instead of the long form, cf. MCTIO 1/2000.

For your support, we have compiled an overview of the functional and structural designations to be used, for example, for English-language publications and job advertisements, for student advertising, or for the university's internal English-language website. These terms are defined under the responsibility of the Chief Officer Technology Transfer and Internationalization. Requests for changes must be submitted to the Unit Internal Service.

The Translation Office supports the internationalization strategy of TU Dresden. The team's tasks range from the translation of central texts for the external presentation of the university and internal communication, to the quality assurance of translations already produced and the creation and maintenance of a standardized university glossary.

Legal matters

The Legal Office represents the legal matters of TU Dresden in and out of court and is responsible for providing legal advice to the members and structural units of TU Dresden in matters relevant to the university. Focal points of work include, in particular

- Higher education law
- Study and examination law
- Doctoral and post-doctoral law as well as
- General and special administrative law.

In addition, you will be supported by the Legal Office Team when preparing a large number of regulations.

Please note that legal matters concerning labor and civil service law (Directorate Personnel) as well as legal advice in matters of research funding and transfer (Directorate Research) are handled by the respective directorates.

Directorate Central Affairs: Unit Internal Service

☎ +49 351 463 33264
✉ innerer.dienst@tu-dresden.de
➤ <https://tu-dresden.de/intern/englische-bezeichnungen>
📍 Bürogebäude Strehleener Straße,
Room 271, Strehleener Str. 22/24

Directorate Strategy and Communications: Unit Special Communication Tasks Group Translation Office

✉ translation.office@tu-dresden.de
➤ <https://tu-dresden.de/tu-dresden/organisation/zentrale-universitaetsverwaltung/dezernat-7/kommunikation-exzellenzstrategie>

Directorate Central Affairs: Unit Legal Office

☎ +49 351 463 32577
✉ sachgebietjustariat@tu-dresden.de
📍 Günther-Landgraf-Bau, Room 5-136
Mommssenstr. 15

Newsletter

The directorates, faculties and institutions of TU Dresden regularly publish newsletters and blogs on a wide range of topics. An overview of existing newsletters can be found on the [news portal](#) of TU Dresden or below:

Central newsletter

- Student newsletter
- Graduate Department – Newsletter for the graduate magazine 'Kontakt-online'
- Research news 'FONAs' from the Directorate Research

Schools

- School of Science – Newsletter
- School of Humanities and Social Sciences – Newsletter
- School of Humanities and Social Sciences – Collaborative Research Center 1285: 'Invektivität. Konstellationen und Dynamiken der Herabsetzung' – Newsletter
- School of Humanities and Social Sciences – Institute of Catholic Theology
- School of Civil and Environmental Engineering – Center for International Postgraduate Studies of Environmental Management (CIPSEM) – Blog (English)
- School of Civil and Environmental Engineering – Faculty of Civil Engineering – BauBlog
- School of Civil and Environmental Engineering – Faculty of Civil Engineering – C3-Journal
- School of Engineering Sciences – Faculty of Computer Science
- School of Engineering Sciences – Faculty of Mechanical Science and Engineering – MW-BLICK
- School of Engineering Sciences – Institute of Textile Machinery and High Performance Material Technology – ITM-News
- School of Engineering Sciences – Faculty of Electrical and Computer Engineering – Eul-Info
- School of Engineering Sciences – Institute of Lightweight Engineering and Polymer Technology – ILKAktuell

Central institutions and services

- Center for Information Services and High-Performance Computing – ZIH-Info
- Newsletter for WebCMS editors
- Newsletter on Occupational, Environmental and Health Protection
- Newsletter Office for Academic Heritage, Scientific and Art Collections
- International Office – Newsletter from the Cultural Office
- International Office – Newsletter on studying abroad

Excellence initiative

- Cluster of Excellence – Center for Advancing Electronics Dresden – cfaed
- Graduate Academy
- Excellence Newsletter

Data protection

For all questions concerning the processing of personal data, the data protection officer of TU Dresden is your contact. He supports you with the implementation of data protection and advises you on all issues relating to the storage and processing of personal data. Furthermore, he is available to you, in particular, for questions regarding compliance with (and ensuring) data protection in your area of responsibility, e.g. in research projects, or in the event of personal problems/conflicts in the area of data protection.

Data Protection Officer

☎ +49 351 463 32988
✉ information security@tu-dresden.de
📍 Tillich-Bau, EG Helmholtzstr. 6/8

Information security | TUD-CERT

In order to ensure efficient research, teaching and administration, you depend on secure information technology. It is therefore, necessary to protect the confidentiality and integrity of information and to ensure its availability.

The Unit Information Security supports you in reducing the risks associated with the use of information technologies to an acceptable level through appropriate technical and organizational measures.

The Computer Emergency Response Team of TU Dresden (TUD-CERT) in the Unit Information Security has the task (and pursues the goal) of supporting all members of TU Dresden in the prevention and investigation of cyber attacks, as well as in the handling of security incidents. Therefore, you are welcome to contact TUD-CERT in case of security incidents or questions regarding information security.

Information Security Officer

☎ +49 351 463 32233
✉ information security@tu-dresden.de

TUD-CERT

☎ +49 351 463 40500
✉ cert@tu-dresden.de
🔗 <https://tu-dresden.de/cert>
📍 Tillich-Bau, EG Helmholtzstr. 6/8

IT support

You use various IT technologies at your workplace. In order to support you, TU Dresden has implemented a multi-level IT support model.

The central point of contact for IT-related questions is the Service Desk (servicedesk@tu-dresden.de, HA 40000). By sending an email to the service desk, you automatically generate a ticket that helps the colleagues handling the case to answer your questions or fulfill your requirements.

In addition, there are IT systems for which a key user model has been established. Contact persons (the key users) answer application questions as 1st-level support and pass on messages to 2nd-level support (the respective Application Management Team) at TU Dresden.

The service desk also passes on the tickets in question to 2nd-level support.

Examples include:

- Support DML system d.3ecm (document management solution; under construction)
- Support SLM system CampusNet (Student Lifecycle Management)
- Support ERP system SAP (Enterprise Resource Planning)

CampusNet Key User in the Academic Affairs Offices

🔗 <https://tu-dresden.de/slm>

School BU

✉ slmbbu@mailbox.tu-dresden.de

School GSW

✉ studienbuero.gsw@tu-dresden.de

School ING

✉ studienbuero_slm.ing@mailbox.tu-dresden.de

School MED

✉ med-lehre-org@mailbox.tu-dresden.de

School MN

✉ studienbuero.mn@tu-dresden.de

ERP Application Management

☎ +49 351 463 40000
✉ erp@tu-dresden.de
🔗 <https://tu-dresden.de/erp>

SAP system

The use of the central ERP (Enterprise Resource Planning) system SAP of TU Dresden enables a smooth flow of information and provides a cross-university database for various applications. Business processes related to resource management are mapped in the [ERP system](#). From a chair perspective, these include:

- Decentralized purchase using the SAP module SRM (Supplier Relationship Management)
- Analysis of own budget and third-party funds under the collective term 'KOPRA' – cost center and project evaluations
- Electronic hiring of student assistants via eISE (electronic SHK hiring).
- Stock management
- Additional data evaluations

IT training

There are many further education opportunities in IT available, which you can find through the further education catalog: <https://wbk.tu-dresden.de>.

IT training materials for CampusNet, SAP, d3ecm and others are available in the e-learning database TTKF (<https://ttkf.tu-dresden.de/publisher>; accessible from the TU network). Specific training offers can also be accessed via the respective application management.

A multi-stage training concept was developed for the introduction of the enterprise resource planning (ERP) system SAP:

1. Overview training to teach the basics of using SAP software (SAP 0 course).
2. Training on subject-specific topics and familiarization with the module-specific basics of individual fields
3. Role-specific training in small groups or directly at the workplace

Completion of SAP 0 training is necessary to obtain access to SAP and is a prerequisite for further training (e.g. KOPRA). For SAP 0 training, please register via the Education Portal for Saxony (Bildungsportal Sachsen - OPAL). To do this, you will need the ZIH login that you received when you started in your position. The registration for the SAP KOPRA courses is managed by the KOPRA administrators or by the Service Desk of Application Management (erp@tu-dresden.de).

You can complete the SAP-SRM – Approver training directly via e-learning in OPAL. The training is a prerequisite for being able to approve decentralized orders in SRM.

For more information about SAP, visit <https://tu-dresden.de/erp>.

Infrastructural building management

Directorate 4 (Facility Management) is responsible for all property and building management issues.

The contact for all questions regarding maintenance and glass cleaning, pest control, maintenance of outdoor facilities, winter services, janitorial and security services, mechanical and electronic locking systems, lost property, house rules, procurement of changing tables, and equipping the restrooms and central teaching rooms with sanitary materials and dispensers is Unit 4.4 (Infrastructural Facility Management).

Furthermore, Unit 4.4 supports the planning and execution of passenger and goods transports (relocations) as well as vehicle rentals for business trips and also provides TUD's own exhibition system. Corresponding forms can be found on the internal websites.

**Directorate Facility Management:
Unit Infrastructural Facility
Management**

+49 351 463 36476
sachgebiet4.4@tu-dresden.de
Bergstraße 69, Room 205

Construction work

During your time at TU Dresden, structural changes or even additions, alterations or new construction of buildings may become necessary. For a better overview of the responsibilities in relation to various construction measures, you will find a brief summary of the most important terms here.

The Free State of Saxony, represented by the Saxon State Ministry of Finance, acts as the building owner and exercises the associated official and technical supervision. The tasks are performed by the Sächsisches Immobilien- und Baumanagement (SIB), a state enterprise. The SIB is responsible for the administration and management of all properties used by TU Dresden, including (long-term leased) properties.

Building maintenance (BU)

Building maintenance includes measures that serve to repair or maintain the function of buildings, technical facilities (operating technology) or outdoor facilities and that do not fundamentally change a property as a whole. In the course of building maintenance work, changes or additions may also be made to improve the building's core structure and existing facilities in accordance with current structural and technical standards (e.g. maintenance/repair of roof, facade, windows, etc., repair and upgrading of supply lines, renovation of rooms, parts of buildings and structural or technical facilities).

The scope of user-determined capital construction services may not exceed costs of EUR 50,000 per measure.

The term 'building maintenance' does not include inspection and maintenance measures, as well as preparation measures that become necessary as a result of a property's new purpose.

**Directorate Facility Management:
Unit Construction Management**

+49 351 463 36465
baumanagement@tu-dresden.de
Falkenbrunnen, Room 113
Chemnitzer Straße 46a

In addition to maintaining value, building maintenance serves to preserve the structural safety of the property.

The implementation of building maintenance measures is generally the responsibility of the Sächsisches Immobilien- und Baumanagement (SIB), a state enterprise.

In the context of budget flexibilization, TU Dresden has the option, in exceptional cases, to finance building maintenance measures from budget or third-party funds or donations. In such cases, management is carried out by TU Dresden; responsibility lies exclusively with Directorate 4, Unit 4.1 (Construction Management), Group 4.1.3 (Construction Technology). An informal application must be submitted to Directorate 4 for this purpose.

Small-scale construction needs

Small-scale construction needs include small, urgent maintenance work and repairs (e.g. replacement of window panes; repair of damage to walls, ceilings, floors, doors, etc.; repair of damage to pipes for water, gas, electricity, etc.), which can be assessed, carried out and commissioned without special construction and technical expertise, which do not change the spatial and technical structure and design of a building and which do not entail any additional management costs.

The management of small-scale construction needs is carried out by TU Dresden, the responsibility lies exclusively with the Directorate 4, Unit 4.1.

Minor construction measures (KBM)

A minor construction measure (KBM) is a construction measure with total construction costs of up to EUR 2 million, through which a new facility is created, the structural core of an existing property is substantially altered, or a property is prepared for the first time as a result of a new purpose.

These measures are managed by the SIB without exception.

Directorate 4, Unit 4.1, Group 4.1.3 is responsible for the application, construction support and coordination of building maintenance measures and minor construction measures, as well as the preparation and implementation of small-scale construction needs and TUD-financed construction measures.

For further information and procedures, please refer to the [Circular D4/1/2019](#).

Major construction measures (GBM)

GBM are construction measures exceeding EUR 2.0 million, e.g. new buildings or fundamental building refurbishments. As soon as the financial planning of the construction measure exceeds the limit of EUR 2.0 million, Directorate 4.1 (Construction Management), group 4.1.1 (Construction Planning) is responsible for the preparation and monitoring of the major construction measure.

Meetings, representation and hospitality

The registration of conferences at TU Dresden, as well as their cost calculation and accounting, are carried out in cooperation with Directorate 1, Unit 1.1 Budget and Financial Accounting. For further information, please refer to [Circular D1/04/2002](#).

The buildings of TU Dresden are also used for other events (academic meetings and conferences, academic festivities, lectures and much more) outside of the teaching events. This use of space must be applied for at different locations in the university administration, depending on the venue. For more information, please visit <https://tu-dresden.de/tu-dresden/campus/veranstaltungsraeume>.

Use of teaching facilities (lecture halls and seminar rooms)

The centrally managed teaching room fund with a large number of lecture halls and seminar rooms of various sizes and equipment can be used

during the time off from lectures and examinations. Teaching rooms must be requested under the [operational allocation and rent of classrooms](#) (Directorate 8, Unit 8.4 Study Program Affairs; see also allocation and rent of classrooms under the subsection Teaching and studies).

✉ raumvergabe@tu-dresden.de

Event rooms of the University Executive Board

The event rooms of the University Executive Board (Festsaal Rektoratsgebäude / Festsaal Dülferstraße) are primarily available to University Management for representative occasions. In addition, use for festive events that are of university wide significance is possible. The application should be submitted to [TUD-INFORMATION](#).

✉ veranstaltungsraeume_rektorat@tu-dresden.de

Use of foyers and open spaces

Foyers (interior building spaces) and open spaces on campus are managed by Directorate 4, Unit 4.3 Commercial Facility Management; their use can be requested exclusively there.

✉ liegenschaften@tu-dresden.de

Representation and hospitality on official occasions

With regard to events of a representative nature, the principles of budgetary law and tax considerations must be observed. Expenditure by public institutions – which are largely financed by taxpayers' money – on entertainment and other representational purposes is also viewed rather critically by the public and by auditing and tax authorities. Within the framework of task fulfillment according to Section 5 SächsHSFG, however, special occasions arise with which representational duties are associated. For more information, please refer to the [Representation and Hospitality Guideline RS D1/3/2017](#).

High-performance computing and data storage capacities

Center for Information Services (ZIH)

+49 351 463 35450

zih@tu-dresden.de

Willers-Bau A-Flügel
Zellescher Weg 14

As a competence center for high-performance computing, ZIH offers its users special high-performance computing (HPC) resources as well as targeted support and consulting. The high-performance computer/storage complex (HRSK) designed and operated by ZIH is regularly expanded or renewed. In addition to very high computing power, the system has a quickly connected large hierarchical data store that incorporates various technologies.

The HRSK thus forms the basis for the successful processing of very computationally intensive and/or data-intensive problems in the various scientific fields such as computational fluid dynamics, weather and climate simulation, materials research, electrostatics, and life sciences/bioinformatics.

In order to access the high-performance computer, you must submit a project application and request an HPC login for the high-performance computers (or assign an existing HPC login to another project).

Each project application is reviewed by the [Scientific Advisory Board of the ZIH](#). Approval is granted for a maximum of one year. The project's duration does not necessarily have to be one year; it may vary and, if necessary, the project may be subject to several approval periods.

Project management on the high-performance computers should be carried out by the heads of institute, professors or heads of research groups. Students are not accepted as project leaders on the high-performance computers; this also applies to 'trial projects'. Project leaders are required to report to the ZIH any changes that occur in employees from the information provided in the project application. This relates, in particular, to the departure of employees or their change of institution.

You have the possibility to submit new or additional project applications at any time, which can be approved depending on the availability of resources. You can also apply for a 'trial project' of max. 40,000 CPU hours. If there is still interest thereafter, a detailed project description will be necessary.

The necessary forms and further information can be found on the [ZIH website](#).

Central chemicals store

The purchase of chemicals is carried out for all structural units of TU Dresden via the central chemicals store ('Zentrale Chemikalienausgabe') of the Faculty of Chemistry and Food Chemistry. About 2,500 different substances are in stock on request in the central chemicals store.

You can check the stock of chemicals at <https://chm.tu-dresden.de/zca/>. Prior activation is required for access.

In the stock overview, you have the possibility to search by CAS number or substance. With the material number (Mat. No.) indicated there, the chemical can be reserved via SRM 'Purchasing/Internal Goods/Services' and picked up with the reservation number.

To order chemicals that are not stock items, please use the current form for [ordering chemicals](#), which is also posted on the web pages.

Filling solvents

Due to safety regulations, the filling of containers in excess of 2.5 liters cannot be done immediately. The empty containers are, therefore, to be handed in labeled the day before (gray metal cabinet opposite CHE, Room S30). The collection of the filled containers will take place the next day during opening hours and against signature. For a delivery quantity of more than 15 liters, advance information by telephone is necessary.

Toxolution

The GHS database [Toxolution](#) of the central chemicals store offers, in addition to the stock overview of the chemicals available, the possibility of recording the chemical registers of professorships (working groups). The data is imported in the form of an Excel list and can then be updated by the individual areas themselves via an MS Access module. The information thus collected on the quantity, type and storage location of hazardous substances can be made available to Directorate 4, Unit 4.5 (Safety at Work), if necessary, and used, for example, during fire-fighting operations.

Ordering glassware and laboratory aids

Glassware and laboratory aids can be ordered from the Glass Shop in the Faculty of Chemistry and Food Chemistry using the [Order Glassware and Laboratory Aids](#) form.

Central Chemicals Store (ZCA)

☎ +49 351 463 34535

✉ chemikalienausgabe@chemie.tu-dresden.de

➤ <https://tu-dresden.de/mn/chemie/die-fakultaet/einrichtungen/ausgaben>

📍 Neubau Chemie / Hydrowissenschaften (CHE), Room S40
Bergstraße 66

Glass Shop Chemistry

☎ +49 351 463 35204

✉ glasausgabe@chemie.tu-dresden.de

➤ <https://www.verw.tu-dresden.de/Glasausgabe/>

📍 Walther-Hempel-Bau (HEM),
Room S27, Mommsenstraße 4

Specialized warehouse for metals and plastics

☎ +49 351 463 34481

✉ metall-kunststoff-bestellung@tu-dresden.de

➔ <https://www.verw.tu-dresden.de/MatLager/>

Central radionuclide laboratory

☎ +49 351 463 32477

✉ strahlenschutz@tu-dresden.de

📍 Andreas-Schubert-Bau, Room 530
Zellescher Weg 19

Technical control center

☎ +49 351 463 34614

✉ techn.leitzentrale@tu-dresden.de

📍 Helmholtzstraße 9b

Central warehouse for metals and plastics

You can obtain the semi-finished metal or plastic products you need for your research from the specialist warehouse for metals and plastics.

In the [catalog of the central warehouse for metals and plastics](#) you will find all available materials. The semi-finished products listed are usually available at short notice and thus quickly available for further processing.

Central radionuclide laboratory

The [central radionuclide laboratory](#) is a radiochemistry laboratory for open radioactive materials, including alpha-emitting actinides. It provides the complete infrastructure for working with radioactive substances and is operated by Directorate 4, Unit 4.6 (Radiation Safety).

The central radionuclide laboratory is open to all scientific personnel of TU Dresden for teaching and research and is used by employees from chemistry, biology, physics as well as materials scientists of TU Dresden and their external partners.

Technical faults and emergencies

In the event of any faults in technical systems or a failure of the media supply (gas, electricity, heat, water), the Technical Control Center of Directorate 4 (Facility Management) must be informed. You are also welcome to contact the Technical Control Center regarding other technical service issues or to use the [D4 service desk](#).

The Technical Control Center (TLZ) is located on Kastanienallee. It is a permanently staffed location as a point of contact for all emergencies. After being informed, the employees of the Technical Control Center and the contracted security company will take all necessary measures to eliminate the fault.

If experiments/permanent tests or technical equipment are operated in the institutes and operating units which, in the event of a failure of media (electrical, gas, water, etc.), require special action – especially outside working hours – the relevant information must be filed with the Technical Control Center. In particular, the Technical Control Center must be informed of contact persons (name, address, telephone number) who are to be alerted in case of need.

The Technical Control Center also serves as the location for the central hazard alarm system. It includes fire and intrusion detection technology.

For more information, please refer to [Circular D6/3/2002](#).

Environmental protection and management

Environmental tasks are performed by Directorate 4, Unit 4.4 (Infrastructural Facility Management), Group Environmental Protection. This includes advice and support on issues relating to the disposal of hazardous and non-hazardous waste, water and emission protection, and hazardous goods law. TU Dresden has had a validated environmental management system according to EMAS (Environmental Management and Audit Scheme) in place since 2003. In this way, TU Dresden demonstrates that it is committed to environmental protection beyond what is required by law and that, as an educational institution, it fulfills its task of strengthening the environmental awareness and behavior of members and affiliates of TU Dresden.

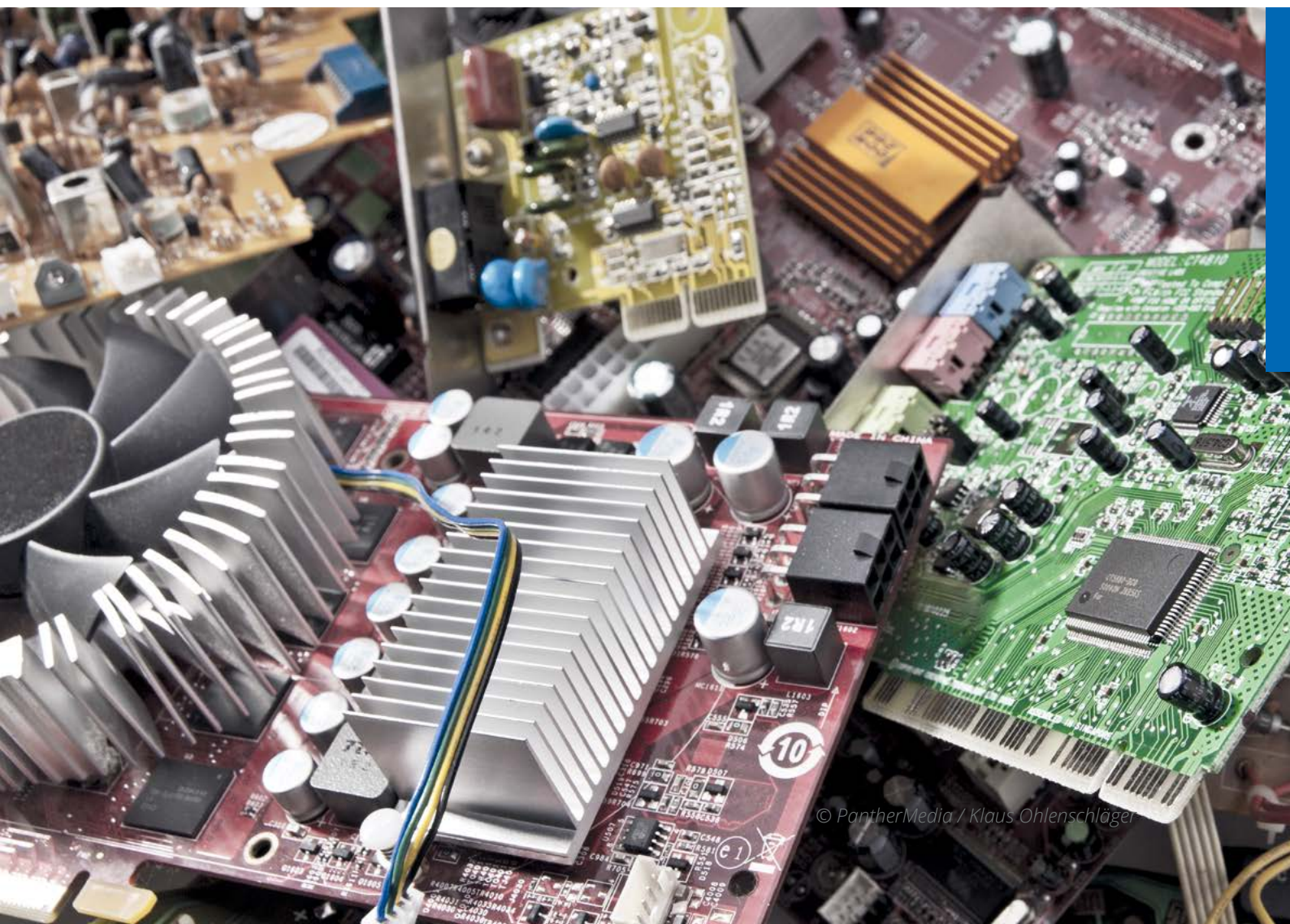
Directorate Facility Management: Unit Infrastructural Facility Management

Group Environmental Protection

☎ +49 351 463 39493

✉ umweltschutz@tu-dresden.de

📍 Bergstraße 69, Room 205



Finance

**Directorate Budget and Purchases:
Unit Budget and Financial
Accounting**

☒ +49 351 463 34866
☒ haushalt@tu-dresden.de

Directorate 1 (Budget and Purchases) supports all university institutions in all matters relating to finance and purchase.

These include:

- Management of the funds of the Free State of Saxony and the SAB
- Budget settings and transfers
- Clarification of sales and income tax issues
- Management of all third-party funds
- Purchase of all items with a value in excess of EUR 5,000 net or more according to the procurement/purchase guideline
- Contract negotiation and conclusion for commercial projects (contract research and research services, sponsoring)
- Compliance and monitoring of applicable rules and regulations
- Continuous project monitoring with regard to deadlines and budget
- Preparation of financial reports (interim and final accounting statements)

Within the framework of appointments, as a professor you will receive financial resources (budget funds) as well as staff to equip your professorship for teaching and research. The financial resources are managed via Unit 1.1 (Budget and Financial Accounting). You can view the material and investment funds in SAP on PSP element U-000815. In addition, you will be allocated ongoing funds from the global budget for the Schools on an annual basis, which can be viewed on the cost center (for systematics, see [circular D1/3/2016](#)) of the chair in SAP.

For this purpose, please submit a KOPRA request via erp@tu-dresden.de (see also sub-items SAP System and IT training under the sub-chapter Workplace).

➤ <https://tu-dresden.de/intern/verwaltung/mitteilungen-und-rundschreiben>

All basic information on the management of budget funds can be found under the heading 'Budgetary implementation' in the administrative guidelines of TU Dresden.

Central Receipt of Invoices (Zentraler Rechnungseingang - ZRE)

TU Dresden has a Central Receipt of Invoices (ZRE) function. All purchase orders triggered from the SAP system contain the reference to address the invoice to the ZRE. All other invoices resulting from decentralized purchase without SAP must also be addressed to ZRE. For this reason, invoices are sent exclusively to the following address:

*TU Dresden
Zentraler Rechnungseingang
Cost center of the structural unit which orders
01062 Dresden*

For more information on the address, please refer to [Circular D1/2/2016](#).

Procurement/Purchasing

It is extremely rare to start working at TU Dresden without ordering writing utensils, furniture, equipment or other work utensils. The following principles apply to purchasing.

Decentralized purchase

Orders up to a contract value of EUR 5,000 (excluding sales tax) can be placed by the authorized representatives of the respective structural unit and require a purchasing procedure. As a rule, decentralized purchasing is carried out as a direct awarding/negotiated awarding process and must be documented continuously from the outset so that the individual stages of the procedure, the individual measures and the reasons for the individual decisions are recorded. Aspects of quality and innovation as well as social and environmental aspects are taken into account when awarding contracts for supplies and services. Tender documents must always be kept for 10 years.

In the case of an order value of less than EUR 500 (excluding sales tax), supplies and services can be procured without conducting a purchasing procedure, unless a different value limit is specified by the third-party funder. The principles of efficiency and economy must be observed without exception.

Please note that splitting contract values to circumvent the established purchasing limits is not permitted.

The SAP Supplier Relationship Management (SRM) module is available for decentralized ordering. Users of the SRM create an electronic shopping cart. The shopping cart must be approved by the respectively responsible individual. An approved purchasing cart is used to trigger a purchase order with the supplier if the value is less than EUR 5,000.

Central purchase

Unit 1.2 (Central Purchases and Asset Accounting) of Directorate 1 is responsible for all purchasing measures relating to supplies, services, and materials with an anticipated contract value of more than EUR 5,000 (excluding sales tax). It carries out the necessary transparent, predictable and legally secure awarding procedures.

Please note that purchasing measures may only be carried out if

- budget funds or third-party funds are available for the individual purpose,
- the items are necessary for the fulfillment of the university's tasks in the foreseeable future,
- the coverage of costs and follow-up costs, in particular, for personnel, operation and maintenance, are secured during the service life,
- the necessary personnel and rooms are available and structural and operational measures for the commissioning of devices and equipment are guaranteed. Directorate 4 Facility Management is to be involved.

Directorate Budget and Purchases: Unit Central Purchases and Asset Accounting

☎ +49 351 463 34223

✉ beschaffung@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 211, Strehleener Str. 22/24

The purchasing measure is triggered by the submission of the [purchasing request](#) by the requesting structural unit. The purchasing request is replaced by the electronic purchase requisition using the SAP Supplier Relationship Management (SRM) module. Users of the SRM create an electronic shopping cart. This must be approved by the respectively responsible individual.

With an approved shopping cart, if a value of less than EUR 5,000 applies, an order with the supplier is triggered. In excess of a value of EUR 5,000 or if no supplier is available, the Directorate of Central Purchases automatically receives a purchase requisition (BANF). A detailed and comprehensible performance description is an essential part of the purchasing application or purchase requisition. The subject matter of the contract must be described as clearly and extensively as possible in the performance specification so that the description can be understood by all companies equally and the offers can be compared with each other. The performance specification shall contain the functional or performance requirements or a description of the task to be solved, knowledge of which is necessary for the preparation of the offer, as well as circumstances and conditions of performance. The service to be rendered must always be described in a product-neutral manner, i.e. without using brand names, in order to ensure fair competition.

For further information, please refer to Procurement/Purchasing Guideline [Circular D1/8/2011](#).

Shared use assessment

In order to guarantee an economical and efficient use of financial means and resources, before initiating a purchasing process for supplies and services with a gross value of more than EUR 50,000, it must be checked as to whether the requested devices, machines, equipment and fittings are already available at TU Dresden and thus, if applicable, whether there is a possibility of shared use ([Circular D1/4/2007](#)).

Large-scale scientific equipment

The purchase of large-scale equipment in accordance with Art. 91 b GG in excess of EUR 200,000 is subject to a separate registration and accounting procedure that must be applied for at the DFG. From the preparation of the application to the ultimate approval, you will be supported and accompanied by Directorate 5.1 (Research Promotion) of Directorate 5 (Research). After approval by the DFG, the individual orders are processed via Unit 1.2 (Central Purchases and Asset Accounting), regardless of their value.

For questions regarding the purchase of scientific equipment and large-scale equipment, please get in touch.

Directorate Budget and Purchases: Unit Central Purchases and Asset Accounting

Group Scientific equipment /
IT systems / Large-scale equipment
☎ +49 351 463 34208
✉ beschaffung@tu-dresden.de
📍 Bürogebäude Strehleener Straße,
Room 211, Strehleener Str. 22/24

Furniture | Office and business supplies

The furnishing of service rooms shall be carried out on the basis of the standard rates for furnishing service rooms. In the case of supplementary purchases, information on the type and scope of the furniture already in the service room is required and must be attached to the purchase application. Furniture is generally purchased by Unit 1.2 (Central Purchases and Asset Accounting). Depending on the employee category, maximum rates apply to the purchase of furniture (incl. surcharge for PC workstation), which can be found in the [Procurement/Purchase Guideline, Annex 12](#).

Office and business supplies for all structural units of TU Dresden are provided exclusively by the company H. Kreller GmbH, which has been commissioned to supply the cost centers free to the point of use. As a matter of principle, it is not permissible to cover requirements for products in the core assortment in any other way. For further information on the delivery of office and business supplies, please refer to the [Circular D1/6/2003](#). The application for usage entitlement is made using forms [D1.2/13](#) and [D1.2/14](#). Users of the SAP mode Supplier Relationship Management (SAP module SRM) may order via the SRM catalog connection to the H. Kreller Shop; no separate registrations via the listed forms are required here.

Purchase of literature

The library of TU Dresden was integrated into the Sächsische Landesbibliothek - Staats- und Universitätsbibliothek Dresden (SLUB) (see also sub-chapter [Library | SLUB](#) under the chapter 'Around the Campus').

The SLUB is exclusively responsible for the purchase of literature (books, journals, etc.), as well as for the reference libraries in the faculties and chairs, regardless of the source of funding.

SLUB offers you the following options:

- Acquisition of literature including reference libraries of faculties and chairs,
- Inventory
- Separation of reference libraries
- Expansion of the stock of teaching and learning materials

IT equipment | software

The central point of contact for the purchase of software and IT equipment is the ZIH. For more information, please refer to the subsection [Hard- and Software](#) under the sub-chapter 'Commencement of work'.

Directorate Budget and Purchases: Unit Central Purchases and Asset Accounting

☎ +49 351 463 36273

✉ beschaffung@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 211, Strehleener Str. 22/24

Sächsische Landesbibliothek – Staats- und Universitätsbibliothek Dresden (SLUB)

☎ +49 351 4677 390

✉ information@slub-dresden.de

📍 Zellescher Weg 18

Directorate Budget and Purchases: Unit Central Purchases and Asset Accounting

Group Scientific equipment /
IT systems / Large-scale equipment

☎ +49 351 463 34208

✉ beschaffung@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Zi 211, Strehleener Str. 22/24

Administration of External Funding

**Directorate Budget and Purchases:
Unit Administration of External
Funding**

+49 351 463 39060
drittmittelverwaltung
@tu-dresden.de

The range of tasks managed by Unit 1.3 (Administration of External Funding) includes all topics of administrative support from the receipt of a grant notification or contract for national and European funding programs (DFG, BMBF, foundations and other public funders, as well as during project implementation and project completion).

In addition, you will receive assistance in drafting, negotiating, and closing contracts for contract research and scientific research services, as well as drafting non-disclosure agreements. Furthermore, we support you in questions regarding the EU Framework on State Aid and the legal classification under the law of separation.



Personnel

The advertising of vacancies for and hiring of the various employee groups require different processes and forms, which you can find on the internal websites. For advertising texts, samples are available in German and English. Therefore, please ascertain in advance on the Internet pages regarding the necessary documents and the procedure and always plan a sufficient lead time of usually at least eight weeks.

Recruitment of academic and non-academic personnel

Prior to the hiring of academic as well as administrative and technical personnel, the position to be filled shall normally be advertised. Only in exceptional cases the advertisement can be dispensed with, for example, in the case of a maternity or parental leave replacement, for a maximum employment period of up to six months (to reduce excess workload in a timely manner), or in the case of successful external funding for one's own position. Nevertheless, even in these cases, the participation and co-determination rights of the Representative of the Disabled and the Personnel Representation Council must be taken into account. If you have any questions, please contact the Directorate Personnel.

For job **advertisements**, please fill out a preliminary sheet that also indicates the documents to be attached and that, including complete documentation, is to be sent electronically

- to the Directorate Personnel, Unit Salaried Employees I & II and
- to the Directorate Central Affairs, Unit Internal Service.

In order to **fill positions**, please submit the request for hire and required attachments to the Directorate Personnel with sufficient notice (usually 4 weeks). The signature of your faculty's dean or the director of the Central Academic Unit may be required.

For further information, please refer to the [Internet pages of the Directorate Personnel](#).

Directorate Personnel: Unit Salaried Employees I & II

☎ +49 351 463 34318

Salaried Employees I: Schools of Humanities and Social Sciences (GSW) and School of Engineering Sciences (ING)

✉ sachgebiet2.2@tu-dresden.de

Salaried Employees II: Schools of Science (MN) and School of Civil and Environmental Engineering (BU), Central Units (ZE), Central University Administration (ZUV)

✉ sachgebiet2.3@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 353, Strehleener Str. 22/24

Recruitment of student assistants and research assistants

Directorate Personnel: Unit Auxiliary Services and Contracted Employees

Groups: Contracted Employees
For the Schools of Humanities
and Social Sciences (GSW) and of
Engineering Sciences (ING)
☎ +49 351 463 32562

For the Schools of Science (MN) and of
Civil and Environmental Engineering
(BU), Central Units (ZE), Central Univer-
sity Administration (ZUV)
☎ +49 351 463 32099

✉ shk-whk@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
2. und 3. Etage Strehleener Str. 22/24

A hiring form is also required for the [hiring of research assistants](#) (WHK). When submitting the hiring request, a distinction must be made between employment during studies and employment with a qualification goal, as well as according to the type of degree.

Students with a degree from a university of applied sciences, a traditional university degree or a degree from the 'Berufsakademie Sachsen' (University of Cooperative Education Saxony) can be employed as research assistants (FHK/WHK) with the aim of pursuing employment during their studies, provided that they are still enrolled, for example, in an advanced master's study program. In addition, research assistants may also be employed for purposes of their own professional qualification after completing a course of study. In addition to the proof of a degree from a university of applied sciences, traditional university, or 'Berufsakademie Sachsen', a qualification goal must also be proven. The qualification goal being sought must be set out and justified on a separate form.

Students who do not yet have a university degree can be hired as student assistants (SHK) for employment during their studies. The [electronic hiring process \(eISE\)](#) is available for this group of people.

If you wish to advertise for an 'SHK' or 'WHK' activity first, the text is to be submitted electronically, stating the relative financing and media in use,

- to the Directorate Personnel, Unit Auxiliary Services and Part-Time Staff, as well as
- to the Directorate Central Affairs, Unit Internal Service.

Teaching assignments | Fee contracts

In addition to the teaching requirements, applications may be submitted for a teaching assignment; however, only the faculties and the Central Academic Units are entitled to submit applications. In order to ensure the financial security and payment of any costs incurred for guest lectures or guest stays, the necessary data and information must be sent to the Directorate Personnel in advance. Fee-based contracts or contracts for work and services may also be concluded for certain tasks and activities.

DRESDEN-concept Welcome Center at TU Dresden

The DRESDEN-concept [Welcome Center](#) supports international scientists and their families in planning and carrying out their research stay of three months or more. As a service center, the Welcome Center team provides advice on all non-academic and practical issues to make a stay in Dresden as pleasant and easy as possible – whether for a semester or a permanent position.

➤ <https://tu-dresden.de/tu-dresden/organisation/zentrale-universitaetsverwaltung/dezernat-2-personal/sg-2-4/Teams-2-4-2-4.3/242-243>

DRESDEN-concept Welcome Center at TU Dresden

☎ +49 351 463 34009
✉ welcome@dresden-concept.de
➤ <https://dresden-concept.de/welcome/>
📍 Nürnberger Straße 31A, EG

A wide range of administrative and social services are offered through a broad network of internal and external partners. In this sense, it acts as a central guidance point for future employees coming from an international environment.

The services offered by the Welcome Center include:

- Advice on visas & residence permits with close contact to the 'Ausländerbehörde' (Immigration Office / Dresden Welcome Center)
- Housing and utilities
- Family reunification and childcare
- Insurance & tax referral advice
- Language courses
- Networking opportunities (excursions, information and networking events)

Occupational health and safety

Tasks pertaining to occupational safety, health protection, fire safety and emergency provisions

The aim is to prevent accidents, work-related health hazards, fires and other emergencies by taking appropriate preventive measures to protect our health, as well as to protect material assets such as the environment from damage and to conserve resources. Given that, despite prevention, the possibility of damage can never be completely ruled out, care must also be taken to ensure that trained employees are available for fire protection, first aid and rescue from hazards, as well as the necessary equipment and material resources, in order to keep the extent of damage to a minimum.

Pursuant to [Circular D7/8/1997](#) 'Responsibility in occupational and fire safety' and [D6/5/2003](#) 'Safe use of rooms and buildings/safe operation of equipment', the supervisors bear responsibility for occupational safety, fire safety, health protection and environmental protection in their respective areas of responsibility.

This results, in particular, in the following duties and tasks, some of which may also be assigned to suitable employees:

- Adherence to all relevant legal regulations regarding occupational safety, health, radiation, fire and environmental protection, including corresponding TU-internal regulations (in particular [fire safety regulations](#), as well as related service agreements and circulars).
- Conducting risk assessments with the derivation of necessary measures incl. documentation ([circular GAS/1/2002](#) and if necessary [GAS/1/2010](#))
- Instruction of employees and students regarding occupational safety, health and fire protection on record, including providing information to employees about occupational medical precautions and suitability assessments ([circular D4/3/2014](#) and [service agreement on occupational medical suitability assessments](#))
- Ensuring maternity protection for all pregnant and breastfeeding employees, as well as female students that fall within a given area of responsibility, including carrying out risk assessments (internal provision of information via <https://tu-dresden.de/mutterschutz>)
- Appointment of a safety representative to provide advice and support.
- Appointment of first aiders in sufficient numbers
- Ensuring regular training

- Ascertaining the availability and proper functioning of equipment involving first aid material
- Following accidents at work and on the way to work: Reporting of accidents (circular GAS/2/2010) and, if necessary, accident evaluation
- Appointment of suitable fire safety assistants in sufficient numbers depending on the risk assessment
- Creation and maintenance of alarm plans (see, for example, annex to the fire safety regulations) and designation of contact persons for emergency management (service agreement on the collection and processing of personal data for contact persons in emergency management)
- Ensuring the safety of (teaching) events

Please ensure to make your contribution to a university environment that promotes optimal health for all, and also to motivate your employees and students to behave in a safety-conscious, health-conscious and environmentally conscious manner – not least by way of your own example.

**Directorate Facility Management:
Unit Technical Facility Management**

Testing of portable electrical equipment

☎ +49 351 463 34298

➤ <https://tu-dresden.de/intern/services-und-hilfe/servicedesks/gebaeudemanagement/oveam>

Portable electrical equipment

As a professor, you are in charge of a structural unit and are responsible for ensuring that only tested portable electrical equipment (e.g. PCs, machines, as well as kettles, coffee machines, etc.) are used in a proper condition in your respective area of responsibility. The intended use of this equipment must not give rise to any source of danger, e.g. electric shock or fire.

Accordingly, you must ensure that the tests required by DGUV Regulation 4 'Electrical installations and equipment' and the Ordinance on Industrial Safety and Health are carried out:

- before initial commissioning,
- after repair or relevant changes, as well as
- at regular intervals

The testing of portable electrical equipment at TU Dresden is carried out centrally by electrical specialists (qualified persons) of the Directorate 4, Unit 4.2 (Technical Facility Management) for all structural units of TUD. You can register for this on the internal websites via Services and Help → Service desks → Facility management → Testing of portable electrical equipment. Currently, justified exceptions are the CMCB and the IHI Zittau. The participation of electro-technical staff of the structural units is desired; the framework conditions are defined in Circular D4/4/2018.

For more information, please refer to Circular D4/2/2018.

Notes for decentralized purchase in your structural units

For a portable electrical device to be approved for university use, the following wording must appear in the operating instructions:

- Devices are suitable for use similar to household. □ Use for up to approx. 5 persons in the office with fire protection carpet pad, but not in tea kitchens.
- Devices are suitable for commercial use.
- Devices are suitable for use in offices, hotels and tea kitchens.
- Devices are suitable for use in commercial kitchens.

The text may vary in the operating instructions, but a device that is only suitable for household use cannot be used at TU Dresden.

Safety at work, accident reports and fire safety

Safety at work

In Directorate 4, Unit 4.5 (Safety at work) you are offered information and advice on all occupational safety issues (except for topics according to the Radiation Protection Ordinance – see subsection Radiation safety). These include:

- Design of workplaces/workstations incl. work environment factors
- Machine and electrical safety, e.g. in the planning and/or construction of new test rigs
- Safe handling of hazardous substances and biological agents
- Laser protection
- Selection of suitable personal protective equipment
- Maternity protection, including the processing of 'Notifications for Employees and Students to the Saxony State Directorate, Department of Occupational Health and Safety', as well as support in equipping [relaxation rooms](#) and providing transportable couches.
- Safe execution of events

Accident reports

The processing and evaluation of all accident reports involving employees (except civil servants) including trainees, SHK, WHK, interns and students of TUD is carried out in Directorate 4, Unit 4.5 (Safety at Work). The aforementioned are insured by law through the Unfallkasse Sachsen (Saxony Accident Insurance Fund) in the event of accidents directly related to their work or study activities and the associated travel. Civil servants are protected by accident law in accordance with the Saxon Civil Servants' Pension Act (Sächsisches Beamtenversorgungsgesetz). You can find further information on statutory accident insurance protection and on accident insurance for employees and on the forms to be filled out after an accident on both the [internal](#) and [external](#) areas of TU websites, as well as in this guide under the subheading Accident at work under the subheading employment relationship.

Fire safety

In particular, the fire safety officers of TU Dresden working in Unit 4.5 (Safety at work) perform tasks pertaining to organizational fire safety, starting with individual training sessions and up to the training of fire safety assistants, in cooperation with the Operational Fire Service.

The fire safety officers are also active in TU Dresden's emergency management and coordinate, for example, the cooperation with the [Dresden Fire and Disaster Prevention Office](#).

Directorate Facility Management: Unit Safety at Work

☎ +49 351 463 34470

✉ arbeitsicherheit@tu-dresden.de

📍 Gebäude Technische Leitzentrale
(TLZ), Room 2, Helmholtzstr. 9b

**Directorate Facility Management:
Unit Radiation Safety**

Senior Radiation Safety Officer:

Dr. Steffen Taut

☎ +49 351 463 32475

Mobile: +49 174 34 72 300

✉ strahlenschutz@tu-dresden.de

📍 Andreas-Schubert-Bau, Room 529
Zellescher Weg 19

Radiation safety

In many facilities of TU Dresden, radioactive materials, X-ray sources, interfering sources (electron microscopes) and accelerator systems are handled. Ionizing radiation is emitted from these substances or devices.

A number of laws and regulations apply to protect against the dangers of ionizing radiation. The following are of fundamental importance:

- Atomic Energy Act (AtG)
- Radiation Protection Act (StrlSchG)
- Radiation Protection Ordinance (StrlSchV)

These laws are supplemented by a large number of national and international regulations.

The regulations on radiation safety applicable at TU Dresden are published in the [Rector's Notice 7/2016](#) 'Organization of Radiation Safety when Handling Ionizing Radiation'.





Occupational Health Services

The occupational health services are at your side with occupational medical and psychological expertise – for you personally, in an advisory capacity in your function as a manager and for your employees. The health service offers individual advice on all issues relating to maintaining good health in the workplace, with the aim of preventing work-related health disorders and occupational diseases and promoting both personal health and healthy teamwork. In doing so, it is subject to the duty of confidentiality. After periods of illness, it supports a person's reintegration into working life. The health service coordinates the counseling, exercise and prevention services offered as part of health management.

The health service offer includes:

- Occupational health care
- Suitability assessments
- Psychological counseling hours
- Occupational medical and psychological advice on work design and organization
- Company reintegration management
- Counseling, exercise and prevention services as part of a holistic health management concept
- Conflict consulting
- Advice on the risk assessment of psychological stresses
- Vaccinations according to occupational risk
- Social medical advice, e.g. rehabilitation measures, pension applications
- Participation in the organization of first aid

Directorate University Culture: Unit Occupational Health Services

☎ +49 351 463 36199

✉ gesundheitsdienst@tu-dresden.de

📍 Fritz-Löffler-Straße 10a



Teaching and studies

Study program affairs and study program development

**Directorate Student Affairs and Continuing Education:
Unit Study Program Affairs**

☎ +49 351 463 35492
✉ elisabeth.schuemichen@tu-dresden.de

Group: Central Study Program Management, Study Program Development and General Examination Matters

☎ +49 351 463 35119
✉ andre.hoehne@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
5. Etage, Strehleener Str. 22/24

In your role as a professor, you will actively participate in the design and development of teaching and study programs. Below is a brief look at the procedures for establishing, modifying, and discontinuing study programs and the process for creating or modifying degree documents.

The development and implementation of study programs are essential processes of teaching and learning. The central, cross-sectional tasks of teaching, studies and university examinations, particularly directed at the development/planning, establishment, implementation and further development of study programs, are handled in the Unit Study Program Affairs of the Directorate Student Affairs and Continuing Education. It advises and supports you through

- a centralized study program and examination management system,
- participation in quality management for teaching and studies,
- IT support regarding examination administration
- assistance with central room and lesson planning.

One core responsibility concerns the legality and appropriateness of study program development and implementation, in particular, the review of the capacity for approval regarding study and examination regulations in conjunction with corresponding advice on legally compliant action in study program development, study program management and examination administration.

Information on the procedures for the establishment, modification and discontinuation of study programs, as well as for the issuance and modification of examination and study regulations, working aids, sample regulations and further information on specific issues – such as the creation of module descriptions, the crediting of examination achievements, etc. – are available on the internal websites under the following link: https://tu-dresden.de/intern/studium_und_lehre/studiengangsangelegenheiten/arbeitshilfen

Examination system

As the point of contact for students, including (and especially) with regard to examination modalities, you should familiarize yourself with the examination system of TU Dresden in accordance with Section 35 SächsHSFG and the applicable examination regulations of the individual study programs. Below you will find a list of the most important facts about the examination system.

Exams

A final examination consists of module examinations and a final paper (with colloquium/defense, if applicable). A module examination consists of one or more examinations as specified in the respective module description (e.g. seminar paper, written examination, oral examination, etc.).

Participation in an examination may be linked to prerequisites (e.g. prior examination results). In any case, a timely registration for the examination is required. After registration, many examination regulations allow students to de-register within a certain period of time without giving reasons.

After expiration of the de-registration deadline, an examination registration is considered binding; in case of non-attendance, the examination performance will be graded as failed.

Students may only withdraw from the course if they can immediately demonstrate a valid reason for their non-participation (e.g. an acute illness). Then, a new date is set for this examination.

As a rule, a module examination is passed if the grade average for the examinations (weighted according to the module description, if applicable) is 4.0 ('sufficient') or better. Each failed module exam may be repeated up to two times. In many study programs, there is also a free attempt for module exams taken early, meaning that up to three repetitions are possible.

Examination committee

The examination committee is responsible for conducting and organizing the examinations. As the examining authority, it decides, among other things, on the approval of resignations and the appointment of examiners. Based on the decisions of the examination committee, the examination office organizes the examinations and manages the examination files. At TU Dresden, there is no central examination office; examination administration is decentralized within the schools and Central Academic Units.

Further information, sample documents and handouts are available on the so-called 'Bologna homepage' at <https://tu-dresden.de/intern/studium-und-lehre/studiengangsangelegenheiten/arbeitshilfen>.

Examination administration systems HISPOS/HISQIS and CampusNet/SELMA

TU Dresden is currently working with the two examination administration systems HISPOS and CampusNet. The associated online portals for students and teachers are HISQIS and selma. The head of the academic affairs office of your school will provide you with further information regarding the system used for your study programs and how to obtain your access data.

✉ sins@mailbox.tu-dresden.de

Study Information System SINS

The current range of studies offered by TU Dresden is published on the [Study Information System](#).

Important information about the study programs, for which the submission of an application is possible, is available there in overview form. After the process of establishing a study program has been completed, you will be contacted by the Admissions Office and asked to provide the required data. For changes and updates you can get in touch by email.

E-Learning | OPAL

With your ZIH login, you have access to various e-learning services provided centrally by TU Dresden.

- OPAL (<https://tu-dresden.de/opal>): central learning platform of all Saxon universities for the provision of information/learning materials, event organization, communication and collaboration.
- ONYX (test tool integrated in OPAL): Design of exercise and test scenarios
- Video Campus Saxony (<https://videocampus.sachsen.de>): Video platform of Saxony's universities, direct integration in OPAL possible
- LimeSurvey (<https://bildungsportal.sachsen.de/umfragen>): Tool for creating online surveys
- TUD.vote (<https://tudvote.tu-dresden.de>): Audience Response System (ARS) for live surveys in events

For more information on e-learning tools as well as on support and training services, please visit <https://tud.link/9zde>.

The Service Desk at ZIH also supports you with all questions regarding the practical use and configuration of the tools mentioned.

For general and didactic questions regarding the use of e-learning or media in teaching, the team at the Center for Interdisciplinary Learning and Teaching (ZiLL) is available to assist you. When creating your e-learning scenarios, you can receive support in the form of various continuing education offerings and information on corresponding funding opportunities (e.g., Digital Learning and Teaching Fund). On the ZiLL website, you will find recommendations for the implementation of digital teaching.

Center for Information Services and High-Performance Computing (ZIH) Service Desk: E-Learning

☎ +49 351 463 34942

✉ elearning@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 110/114, Strehleener Str. 22/24

Center for Interdisciplinary Learning and Teaching (ZiLL) Digital Learning and Teaching

☎ +49 351 463 42687

✉ elearning@tu-dresden.de

🔗 <https://tu-dresden.de/elearning>

📍 Bürogebäude Strehleener Straße,
Room 110/114, Strehleener Str. 22/24



SCS-Servicepoint © Crispin-Iven Mokry

Academic Advising and Central Student Information and Counseling Service

If you have any questions or experience any problems during your studies, you can refer students seeking advice to the relevant *Academic Advisors* or the Central Student Information and Counseling service.

Academic Advisors are the contact persons for questions regarding the study content (requirements and prerequisites, module content, degrees, etc.) as well as for questions regarding the organization of studies (timetable design, planning of stays abroad, study schedule, etc.).

The Central Student Information and Counseling Service is also available to students at all stages of their studies for support in deciding on their degree program, in the event of any doubts concerning the choice of study program, problems in coping with the course of study and difficulties with graduation. This function supports students with professional advice and workshops, as well as chats and projects. The program for academic success at TU Dresden is also located here: PASST?! Partnership – Study Success – TU Dresden (<https://tu-dresden.de/passt>).

Directorate Student Affairs and Continuing Education: Unit Central Student Information and Counseling Service

☎ +49 351 463 36063
✉ studienberatung@tu-dresden.de
➤ <https://tu-dresden.de/>
📍 Bürogebäude Strehleener Straße,
5. Etage, Strehleener Str. 22/24

Service Center Studies

The *ServiceCenterStudies* is the central contact point for all questions concerning studying at TU Dresden. Requests can be sent by email or by phone to the service hotline or in person to the Service Point at the SLUB.

Directorate Student Affairs and Continuing Education: Service Center Studies

☎ +49 351 463 42000
✉ servicecenter.studium@tu-dresden.de
📍 Foyer der SLUB Zellescher Weg 18

Directorate Student Affairs and Continuing Education: International Office

+49 351 463 35358

auslandsamt@tu-dresden.de

<https://tu-dresden.de/international>

Bürogebäude Strehleener Straße,
6. Etage, Strehleener Str. 22/24

International Office

The [International Office](#) is the central contact point if you want to find out about international exchange opportunities and funding programs for mobility projects and wish to implement them.

In addition, we support you in the initiation and establishment of international partnerships and the conclusion of international cooperation agreements, including joint degree agreements.

Are you expecting high-ranking international guests? Then our staff member from the Guest Services of the International Office will be happy to help you.

At the International Office, we also offer several services for students. In our Service Office international prospective students and international students of TU Dresden can obtain information on application modalities, enrollment and cultural offers. In our Info Center we gladly advise TU Dresden students on international exchange opportunities.

If you have any questions about recruiting international students, need foreign language information material, or are interested in ways to get your TUD students excited about studying abroad, our International Student Marketing & Recruitment staff in the International Office will be happy to help.

Alumni Services

The Alumni Relations Office coordinates all support efforts for alumni of TU Dresden. To this end, it works closely with the alumni representatives of the faculties. Cultivating relationships with future alumni begins during their studies. Therefore, you as a professor also contribute to the recruitment of committed alumni for the alumni network.

Directorate Strategy and Communication: Alumni Relations Office

+49 351 463 36278

absolventen@mailbox.tu-dresden.de

<https://tu-dresden.de/studium/nach-dem-studium/netzwerke>

<https://tu-dresden.de/absolventen>

Nöthnitzerstr.43, Room 201

Allocation and rent of classrooms

TU Dresden has centrally managed teaching facilities with a large number of lecture halls and seminar rooms of various sizes and equipment. The primary purpose of the teaching rooms is to ensure proper teaching and study activities, including examinations.

Directorate Student Affairs and Continuing Education: Unit Study Programs Affairs

Operational Allocation of Classrooms

+49 351 463 34457

raumvergabe@tu-dresden.de

Personal office hours (Hörsaalzentrum Bergstraße 64, Room 112):
Tuesday 1:00 p.m. - 3:00 p.m.
Phone office hours:
Friday 10:00 a.m. - 12:00 p.m.

Schedule of semester classes

The schedule of semester classes, in particular, for regularly held courses, is carried out in mutual agreement with the schedule officers of the faculties, departments and Central Academic Units, if necessary using the [Application for rescheduling of courses](#).

Classroom planning for written examinations

Allocation of rooms for written examination, which can take place within the four-week core examination period and also during the semester, is carried out in coordination with the examination offices and, if necessary, the examination officers via the application [Room requirements for examinations](#).

Operational allocation of classrooms

The [operational allocation of classrooms](#) involves, in particular, the point of contact for the allocation of centrally administered classrooms for individual appointments in teaching and studies during the semesters (e.g. additional courses, individual appointments, consultations). The application can be submitted via the officer responsible for scheduling or by means of a [room request application \(for courses only\)](#).

In addition, classrooms – if they are not required for teaching, studies and examinations, or other tasks of the university itself – can also be made available for other suitable events on an hourly or daily basis upon request. To do this, the [application for centrally managed classrooms](#) must be completed in full and submitted to the room reservation office. Please note: Directorate 4, Unit 4.3 Commercial Facility Management (liegenschaften@tu-dresden.de) is responsible for the allocation of spaces in buildings, outside areas and other than teaching rooms (see also the sub-item Conferences and Hospitality under the chapter working at TUD and then workplace).

Research

Good scientific practice

Scientific work is based on fundamental principles that apply equally to all scientific disciplines. The highest principle is truthfulness towards oneself and others. It is both an ethical norm and the foundation for the rules of scientific professionalism that apply in the individual disciplines.

All members and associates of TU Dresden are obligated to observe [these](#) in order to make these the basis of any and all scientific work and to actively contribute to the avoidance of scientific misconduct within a person's sphere of activity. TU Dresden shall ensure that the guidelines are known to all members and associates within the university. Any justified suspicion of scientific misconduct within TU Dresden will be investigated with the utmost attention and with due regard for the rights of the parties involved. If the suspicion is confirmed, appropriate measures will be taken on an individual, case-by-case basis.

Good scientific practice includes, in particular, the following basic principles:

1. to work according to the recognized rules of the discipline ("lege artis"),
2. to document the results in a traceable, verifiable and complete manner,
3. to consistently doubt all results,
4. to maintain strict honesty with regard to its own and third parties' contributions,
5. to comply with ethical standards when conducting surveys and studies, and
6. to allow and encourage critical discourse in the scientific community.

Scientific misconduct

Scientific misconduct occurs when ethical norms are violated intentionally or through gross negligence, false statements are made, the intellectual property of others is infringed or their research activities are impaired in some other way in a scientifically significant context. The circumstances of each individual case are decisive, taking into account the respective subject culture.

Scientific misconduct by **misrepresentation** occurs, in particular,

- by incorrect information of authorship (ghostwriting),
- by inventing data,
- by falsifying data and sources, e.g. by incomplete use of data and sources, not taking into account undesired results without disclosing this, as well as by manipulating sources, representations or illustrations,
- by the incongruent representation of figures and corresponding statements,
- by providing incorrect information in an application letter or grant application or as part of the reporting requirement,
- by providing incorrect information on the scientific performance of applicants and candidates during selection and review committees.

Scientific misconduct also arises from the **infringement of intellectual property** relating to a copyrighted work created by another person or to substantial scientific knowledge, hypotheses, doctrines, or research approaches originating from another by way of

- the unauthorized use under presumption of authorship (plagiarism),
- the exploitation of research approaches and ideas of others, especially as a reviewer (theft of ideas),
- the presumption of scientific authorship or co-authorship,
- the falsification of content,
- the unauthorized disclosure of data, theories and findings to third parties,
- unauthorized publication (or otherwise rendering available) vis-a-vis third parties) as long as the work, finding, hypothesis, teaching or research approach has not yet been published,
- claiming (co-)authorship of another without his or her consent,
- arbitrarily delaying the publication of a scientific paper, especially as editor, reviewer or co-author.

Scientific misconduct also arises when the research activities of others are impaired by

- sabotaging the research projects of others, such as through
 - a) damaging, destroying, or tampering with literature, archival or source materials, experiment setups, equipment, records, hardware, software, chemicals, or other items needed by another person to conduct a research project,
 - b) falsifying or unauthorized removal of documentation of research data,
 - c) the misappropriation or theft of books, archival records, manuscripts or data sets,
 - d) the rendering unusable of scientifically relevant information carriers such as books, documents or other data;
- the elimination of primary data, insofar as this violates legal regulations or the recognized principles of scientific work;
- the public expression of an incorrect suspicion of scientific misconduct.

If you have questions about good scientific practice or suspect scientific misconduct and need advice, the Ombudsperson and the Review Board against Scientific Misconduct are available to assist you.

Ombudsperson

The Ombudsperson is the contact person, advisor and mediator in all suspected cases of scientific misconduct. If necessary, this function is supported by the Evaluation body for the investigation of scientific misconduct. Your notification will be treated confidentially.

Confidentiality serves to protect the whistleblower, as well as the person against whom a suspicion is directed.

Prof. Dr. Christel Baier

☎ +49 351 463 38548

✉ ombudsperson@tu-dresden.de

The ombudsperson remains in regular contact with the confidential advisors of the faculties, the Evaluation body for the investigation of scientific misconduct as well as the other counseling parties of TU Dresden. Conflict cases that are not related to scientific misconduct can be forwarded confidentially to the responsible offices of TU Dresden (e.g. Personnel Representation Council, conflict mediator of the Graduate Academy, psychosocial counseling, etc.) with the consent of the person submitting the notification.

If, in the view of the Ombudsman, there is a reasonable suspicion of scientific misconduct, it will be reviewed by the investigative commission or, in suspected cases where the misconduct concerns examinations (e.g. bachelor's, master's, diploma examinations) or graduations (doctorate, habilitation), by the regular examination boards provided for in the respective examination and graduation regulations.

Evaluation body for the investigation of scientific misconduct

The Evaluation body for the investigation of scientific misconduct supports the Ombudsman, the investigative commission as well as the regular examination boards in cases of suspected scientific misconduct. The Evaluation body for the investigation of scientific misconduct accepts reports of suspected misconduct confidentially and provides information on possible procedural steps. This does not affect the right to turn directly to the Ombudsman or the investigative commission.

Other points of contact

TU Dresden devotes great attention to the promotion of young scientists. The faculties of TU Dresden have appointed [liaison officers for early-career researchers](#) who are to serve as easily accessible contact persons for doctoral students, in particular, and mediate in problematic situations.

Trained advisors and coaches of the [Graduate Academy](#) offer individual advice on the topic of "Good Scientific Practice" and support doctoral students, postdocs and supervisors in case of conflicts in the doctoral supervision relationship.

Dr. jur. Nicole Scavarda-Taesler
☎ +49 351 463 39423
✉ pruefstelle.wiss-Fehlverhalten@tu-dresden.de
➤ <https://tu-dresden.de/tu-dresden/qualitaetsmanagement/gute-wissenschaftliche-praxis-an-der-tu-dresden>

Graduate Academy

As a professor at TU Dresden, the promotion of early-career researchers is also one of your core tasks. The Graduate Academy offers you valuable support in this process.

As a central contact and service point for all questions concerning a doctorate and beyond, the Graduate Academy contributes to creating optimal conditions across the university during the doctoral and postdoc phases. At the same time, it supports the supervisors of the doctoral students.

Offers for doctoral students and postdocs:

- Qualification program specially designed for early-career researchers and scholars
- Courses on "Good Scientific Practice"
- Individual counseling before, during and after the doctorate
- In-house funding programs for doctoral students and postdocs
- Travel grants for conferences or stays abroad and short-term scholarships of up to three months during the final phase of the program
- Regular events with opportunities for interdisciplinary exchange and networking
- Writing workshop with workstations, writing counseling, facilitated writing groups and workshops
- Counseling for independent junior research groups leaders on "TUD Young Investigator" status

In order to be able to offer postdocs even greater tailored support in this crucial career phase in the future, the Graduate Academy (GA) and the Helmholtz-Zentrum Dresden-Rossendorf (HZDR) have established a joint Postdoc Center. The aim is to support early-career researchers with a doctorate in their decision-making process and in planning and implementing their next career steps. To this end, new programs are being designed that are tailored to the target group along the different career paths – Academia, Business and Science Management.

Graduate Academy

☎ +49 351 463 42241

✉ graduieretenakademie@tu-dresden.de

➔ <https://tu-dresden.de/ga>

📍 Mommsenstraße 7



Offers for supervisors:

- Workshops on professional doctoral supervision for higher education lecturers and young investigators
- On-demand workshop offer. In addition to the regular qualification program, workshops for your work group or professorship on various key qualification topics are also designed based on your needs.
- Support/counseling on promotion and supervision matters, including counseling in cases of conflict by trained coaches/ mediators
- Funding and support programs: As a supervisor, you are eligible to apply for our support program: [Lab2Lab](#)

Research Services

Directorate 5 (Research) supports and accompanies researchers of TU Dresden in the initiation and implementation of research projects, as well as in the exploitation of their research results.

Areas of responsibility include:

- Advice on funding opportunities
- Consulting / support for project proposals and research contracts
- Contract drafting and contract management
- Controlling and reporting in EU projects
- Patent searches and patent applications, exploitation strategies, transfer
- Start-up consulting, business development

Research Promotion and Project Scouts

The [Unit 5.1 \(Research Promotion\)](#) supports you in all questions concerning research projects, especially with national funding bodies (DFG, BMBF, foundations and other public national funding bodies).

Responsibilities include, but are not limited to:

- Advice on national promotion measures
- Support in applying for projects within the framework of the DFG's coordinated programs and large-scale projects, as well as for large-scale research equipment
- Support in applying for public funding from the federal and state governments
- Support in the preparation of contracts and their negotiations (cooperation agreements, material transfer agreements, etc.)
- Assignment of project numbers in SAP
- Legally binding contract conclusion
- Support services from the research pool of TU Dresden

The [Project Scouts](#) offers you a special service. The declared goal is to relieve you of the burden of your application projects by providing organizational support as well as extensive information and consulting services and to support you with the services offered by TU Dresden. Together with you, the Project Scouts develop competitive project plans, find cooperation partners and suitable funding formats.

To search for funding opportunities, use the [Research Connect](#) database or subscribe to the research news tailored by faculty (FONAs).

Directorate Research

☎ +49 351 463 32583

✉ dezernat5@tu-dresden.de

🔗 <https://tu-dresden.de/forschung-transfer/services-fuer-forschende>

Directorate of Research: Unit Research Promotion

☎ +49 351 463 32581

✉ forschungsfoerderung@tu-dresden.de

🔗 <https://tu-dresden.de/forschung-transfer/services-fuer-forschende/forschungsfoerderung>

📍 Weißbachstraße 7

With the IDEENSTUDIO, the Project Scouts offer a flexible event format tailored to your needs:

- Provide information on funding opportunities,
- Development and advancement of project ideas,
- Networking of all necessary stakeholders to generate demand-oriented consortia with partners from science and industry for your research projects,
- Information and seminars on applications for external funding.

European Project Center

The [European Project Center](#) (EPC, Unit 5.2) provides advice on European programs for research and innovation funding, education and third-country cooperation, and Structural Fund support. In addition to funding consulting, the EPC's core competencies are administrative and strategic project management. This includes, for example, the budgeting of projects, as well as the development and implementation of efficient management structures. In this way, ideas can be successfully realized in projects.

As a researcher at TU Dresden, all consulting and management services of the EPC are available to you. These include:

- Initial consultation and selection of suitable funding programs
- Legal advice and verification
- Application and resource planning
- Contract negotiations and conclusion
- Compliance with and monitoring of applicable rules and regulations
- Continuous project monitoring with regard to deadlines and budget
- Preparation of financial reports
- Project closure and audit consulting
- Ongoing communication with the third-party funder and project partner

Support for application preparation: Research pool and EPC incentive system

If you would like to submit applications for publicly funded projects, you can receive advice as well as financial support during the application phase. The [Research Pool](#) is available, in particular, for DFG and BMBF project proposals, while the EPC offers [Incentive Funds](#) for European project proposals. The Carl Gustav Carus Faculty of Medicine has its own incentive system.

Funding with funds from the research pool or the EPC incentive system can be applied for at any time; conditions and forms can be found on the research funding and EPC websites.

In addition to individual funding, flat-rate funding amounts are granted for the application of SFBs, Transregios, Research Training Groups, Priority Programs, and Research Groups, provided that the TUD schedule for applying for such large-scale research projects is adhered to.

It is advisable to seek advice before submitting any application.

Directorate Research: Unit European Project Center

☎ +49 351 463 42193

✉ epc@tu-dresden.de

➤ <https://tu-dresden.de/forschung-transfer/services-fuer-forschende/european-project-center>

📍 Nürnberger Ei, 3. OG
Nürnberger Str. 1A

Regarding responsibilities and general conditions for applying for and carrying out research and cooperation projects, you will find important information in the following communications from the Vice-Rector for Research:

- [MPrF 1/2011](#): Procedural regulations for the application of large-scale research projects
- [MPrF 2/2012](#): Central support measures for application preparation
- [MPrF 2/2014](#): EU-funded projects in HORIZON2020, Erasmus+ KA2/3
- [MPrF 5/2014](#): ERC Grants – Support for applicants and grant holders
- [MPrF 2/2015](#): Regulations on EU structural funds (ESF / ERDF Research / Interreg)
- [MPrF 1/2016](#): Regulations on complementary and accompanying measures to EU funding

Technology Platform

CMCB Technology Platform

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✉ dana.schoder@tu-dresden.de

➤ <https://biotp.tu-dresden.de/biotechnology-platform/>

The [CMCB Technology Platform](#) is jointly operated by the three institutes of the Center for Molecular and Cellular Bioengineering (CMCB) – the BIOTEC, the CRTD and the B CUBE – at the campus in Dresden-Johannstadt. It is composed of various Core Facilities offering modern and highly specialized equipment, services and scientific expertise. This allows synergy effects to be exploited, knowledge and technology transfer to be promoted and existing resources to be used more economically. The advantages resulting from the use of the Core Facilities are not only accessible to the researchers of the CMCB, but also to all interested life science researchers working in the field of life sciences at TU Dresden, cooperating institutions and companies.

The available equipment and facilities, as well as the services, will be published on the Internet in the current version. Prospective users should contact CMCB Core Facilities directly.

Service Center Research Data

Good scientific practice also includes the conscious and careful handling of the diverse research data generated in the research process. The Service Center Research Data as a central service point – a joint service of the SLUB, the ZIH and other partners - advises and supports you in research data management. Topics include

- the organization of research data management
- data management plans
- metadata describing the data
- tools and services for research data management
- archiving and publication of data
- legal issues

Within the framework of projects, the specific realization and technical implementation of research data management is also offered to research groups.

Service Center Research Data

- ✉ contact-research-data@tu-dresden.de
 - <https://tu-dresden.de/forschung-transfer/services-fuer-forschende/kontaktstelle-forschungsdaten>
-

Research Information System

For more than 20 years, TU Dresden has been operating a Research Information System (FIS) as a showcase for research activities at TU Dresden. The Research Information System (FIS) addresses different interest groups from science, business and politics. In 2020, the new PURE system was set to go live, meeting the rapidly growing demands of research reporting. The goal is to support researchers at all career stages – from doctoral students to professorships – in recording, managing, processing, and presenting their research activities in their own research profile and to relieve them of the burden of research reporting. The introduction of the new, integrated FIS also includes data migration of research results from the old system and is accompanied by comprehensive training and support measures including short videos, instructions and FAQs, as well as a competent service desk for research information, so that a smooth and regular operation can be expected.

Directorate Research: Unit Research Information

- ☎ +49 351 463 42685
 - ✉ fis-erneuerung@tu-dresden.de
 - <https://tu-dresden.de/forschung-transfer/forschungsinformationen>
 - 📍 Mommsenstraße 7
-

Transfer and Spin-offs

In addition to research and teaching, TU Dresden is committed to knowledge and technology transfer. New scientific findings, processes and technologies are to be made accessible to industry and society. The successful application of new research results in future-oriented products and services strengthens the innovative power and economic performance of our society. The protection of innovations through patents and the support of spin-offs are of particular importance.

Transfer strategy: Goals

The transfer strategy of TU Dresden defines the following goals for the activities in knowledge and technology transfer:

- Ensuring a wide application of knowledge: We make our results comprehensively available to society, politics and the economy.
- Translating knowledge into economic value creation: We support innovations and thus want to make regional companies, in particular, more competitive, create jobs and retain highly qualified personnel in the region.
- Promoting spin-offs with high innovation potential: We contribute to strengthening the founding culture and the creation of new economic power and give researchers and students new career perspectives.
- Delivering the international visibility of research: By marketing the results of research and initiating cooperation, transfer contributes to increasing the international visibility and attractiveness of TU Dresden.
- Rendering an important contribution to overall funding: Transfer activities should contribute to a balanced ratio of basic state allocation and public and private third-party funding

Directorate Research: Unit Transfer Office

☎ +49 351 463 35565

✉ transfer@tu-dresden.de

➤ <https://tu-dresden.de/>

forschung-transfer/transfer

📍 Gunter-Landgraf-Bau, 2. Etage,
MommSENstraße 15

Transfer Office

The **Transfer Office** implements the knowledge and technology transfer activities of TU Dresden with companies and other institutions. It is the central entry point to the university and the first point of contact for the business community.

The team behind the Unit Transfer Office offers the following services for and with you:

Transfer Management

- Advice on the identification of fields of application and on ways to commercially exploit research results
- Search and acquisition of companies as application partners
- Negotiation of contracts with companies for the use of protected know-how, technologies etc. of TU Dresden

Business relations

- Initiation and coordination of strategic partnerships with companies
- Presence at trade fairs and industry congresses
- Networking with stakeholders from business, politics and society

IP Management

- Advice for inventors
- Application for patents and other intellectual property rights and their management
- Advice on strategies for the protection of scientific results and the use of industrial property rights, in particular, patents

Patent Information Center

As part of the Unit Transfer, the [Patent Information Center \(PIZ\)](#) Dresden is the point of contact for information and research in the field of industrial property rights such as patents, trademarks and designs. The PIZ supports you in research projects by comparing your own state of knowledge with the current worldwide state of knowledge and technical advancement. In addition, as a public institution, the PIZ is open to all interested parties who require information and support in the field of industrial property rights.

The Patent Information Center can assist on the following questions:

- How can I ensure that my research is aligned with the world's top research and that I am not duplicating developments?
- How can I have my own ideas, inventions or developments protected?
- How do I protect myself against product or brand piracy?
- How do I ensure that I do not infringe the rights of third parties with a newly developed product or process?
- What can I do if I have violated the rights of third parties?
- How can I acquire knowledge on industrial property rights issues?

Directorate Research: Patent Information Center (PIZ)

☎ +49 351 463 32791

✉ piz@tu-dresden.de

➤ <https://tu-dresden.de/piz>

📍 Andreas-Schubert-Bau, 1. Etage
Zellescher Weg 19



© Oliver Kiling

Start-up Service dresden | exists

Start-up Service dresden|exists

☎ +49 351 463 35638

✉ projekt@dresden-exists.de

🔗 <https://www.dresden-exists.de>

The start-up service dresden|exists supports students, graduates and researchers in founding their own start-up and in the exploitation of research results. Experienced consultants act as sparring partners from the initial idea to the finished business concept, make you fit for the start-up and arrange contacts to external partners.

Based on the networking idea of DRESDEN-concept, dresden | exists bundles competencies and makes its services available to members and alumni of Dresden institutes of higher education and extramural research institutions:

- Informing and networking: Events for founders and interested parties
- (e.g. regular Meetup, the Founders' Foyer), individual exchange with experts and alumni
- Consulting: Providing orientation and feedback on the start-up idea, finding and evaluating product ideas based on research results, incubation programs as well as individual coaching until start-up
- Training and learning: Lectures and practical projects for students, workshops and trainings for founders
- Financing: Advice on funding programs (especially EXIST Research Transfer and EXIST Start-up Grant), access to investors, "business angels" and matching events

Cooperation in industry and science, partners and transfer

Strong research can only succeed in cooperation with various partners, alliances and supporters. In order to use knowledge and technology resources effectively and to exploit research results accordingly, TU Dresden maintains a network of contacts in industry and science that is continuously being expanded.

In addition to cooperation with industry, scientific cooperation is equally important. TU Dresden contributes its competence to national and international scientific networks and sharpens its academic profile through research clusters, affiliated institutes, joint appointments with extramural research institutions, endowed professorships and, last but not least, through the joint use of resources, which spurs a dynamic exchange of knowledge.

DRESDEN-concept

TU Dresden sees its future as a university of excellence, with a long tradition as a top university rooted in a region that for centuries has strived for the 'ever-better', attracting the best and producing world-leading minds.

TU Dresden relies on its own strengths, the strengths of the surrounding region and the added value of intensive networking. The DRESDEN-concept – Dresden Research and Education Synergies for the Development of Excellence and Novelty – is an expression of this special networking.

DRESDEN-concept is an association of TUD with strong partners from science and culture with the aim of making the excellence of Dresden-based research visible. In very specific terms, collaborating within the DRESDEN-concept aims to achieve the following:

- The partners develop and utilize synergies in the fields of research, education, infrastructure and administration.
- They coordinate their science strategy and identify the areas in which Dresden plays a leading international role.
- They develop a joint strategy to attract world-leading scientists to Dresden.

DRESDEN-concept initiates a research-oriented networking activity for all partner institutions with the Scientific Area Networks (SANs). The aim is to strengthen joint science and research and to make research competencies visible at the location. The seven SANs at present are open to (early-career) researchers from all DRESDEN-concept partner institutions.

DRESDEN-concept e. V.

☎ +49 351 463 43178

✉ geschaeftsstelle

@dresden-concept.de

➦ <https://dresden-concept.de>

📍 Nöthnitzer Straße 43

GFF (Association of Friends and Sponsors of TU Dresden)

GFF (Association of Friends and Sponsors of TU Dresden)

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✉ gff@mailbox.tu-dresden.de

➤ <https://tu-dresden.de/tu-dresden/profil/freunde-foerderer/gff>

📍 Association of Friends and Sponsors of TU Dresden e. V.
01062 Dresden

The work undertaken by the association is to promote a dialog between industry and science and to establish intensive relations with all sectors of society. Well-known companies and individuals are already members and, on the one hand, support the university's development through various activities and, on the other hand, use this network for further contacts, suggestions and for the exchange of ideas.

The association supports more than 400 projects each year, focusing, in particular, on the promotion of students and junior researchers, as well as scientific exchange and the enhancement of scientific performance.

The Association also regularly addresses managing directors, marketing and human resources managers of companies, chambers and associations who have rendered outstanding services to regional economic development in the context of science and research, as well as to the improvement of the academic landscape.

GWT (Association for Knowledge and Technology Transfer of TU Dresden mbH)

GWT-TUD GmbH

☎ +49 351 25933100

✉ contact@gwtonline.de

➤ <https://gwtonline.de>

📍 Freiburger Straße 33
01067 Dresden

The company GWT-TUD GmbH is a leading research service provider in Germany. On behalf of companies and the public sector, the company takes on complex research tasks and develops new products and technologies. With services such as measurements, analyses and calculations, GWT-TUD GmbH offers a comprehensive innovation service. Its expertise ranges from engineering and the natural sciences to medicine. At the same time, the Saxon Patent Exploitation Agency (SPVA) is located here.

In close cooperation with researchers of TU Dresden, as well as other universities and extramural research institutions, GWT provides research services and results to the development projects of their industrial partners. GWT also assumes, on an optional basis, overall entrepreneurial responsibility for a project or supports the project partners by providing services during project implementation. The proceeds of the company's successful business activities flow back into the promotion of science. GWT's core competencies are in medicine, specifically clinical research and industrial contract research.

TUDAG (TU Dresden AG)

The TUDAG Group is a privately owned group of companies. The core task of the companies is the transfer of knowledge from science to industry. The goal is to support industry in the development of new technologies and innovative products, but also to transport the wishes/requirements of industry to science. The TUDAG Group also offers extensive services for the training of highly qualified personnel.

Hundreds of researchers, engineers, project managers and lecturers of TUDAG Group realize individual innovations throughout the entire value chain. They work closely in interdisciplinary teams with researchers from TU Dresden and other scientific institutions.

The shareholder of TUDAG is the "Association of Friends and Sponsors of TU Dresden e.V." (GFF). The Circle of Friends supports research and teaching at TU Dresden with the profits from TUDAG Group.

TUDAG

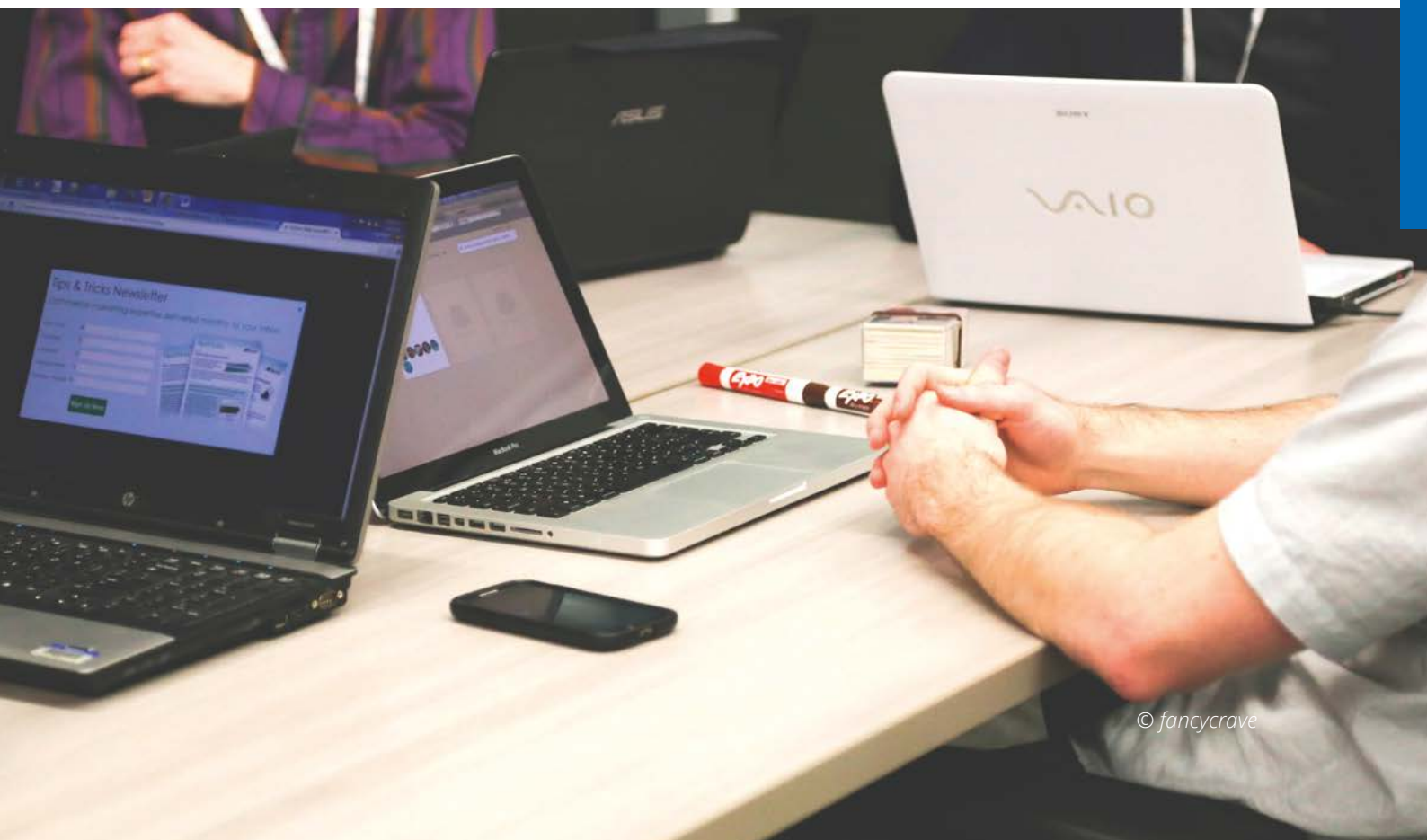
☎ +49 351 40470 300
✉ info@tudag.de
➤ <https://www.tudag.de>
📍 Freiburger Straße 37
01067 Dresden

DIU (Dresden International University)

The Dresden International University (DIU) is a private university that develops its degree programs from the professional world in line with market requirements. By analyzing this world of work, it identifies interdisciplinary topics that describe the gaps that keep opening up between basic occupational skills and current occupational skills. DIU combines professional relevance and immediate applicability of the knowledge acquired with academic excellence. To this end, it develops and implements degree programs that accompany vocational training and apprenticeships.

DIU

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01067 Dresden



Diversity, Family Friendliness, Inclusion and Equal Opportunities

The topics of diversity, family-friendly practices, equal opportunities and the inclusion of people with disabilities and chronic illnesses are given a very high priority at TU Dresden. In its mission statement and basic regulations, TU Dresden explicitly commits itself to an understanding of diversity as an enrichment and as an opportunity, as well as to a commitment to strike a balance between work and family demands and for real equal opportunities and inclusion for all members and dependents. This development has been promoted on a structural level by anchoring the topics of diversity, family-friendly practices, equal opportunities and the inclusion of people with disabilities and chronic illnesses at management level, as well as the expansion of central structures – such as the Staff Unit Diversity Management (2012) and the establishment of the Senate Commission on Equal Opportunities and Diversity Management (2010).

The Staff Unit Diversity Management is the central advisory and service center for diversity issues at TU Dresden and is responsible for tasks

- of strategy development,
- of project coordination and process management,
- of data and documentation service,
- of acquisition of funding and
- of (accessible) public relations and networking in the context of diversity within and outside TU Dresden.

Diversity

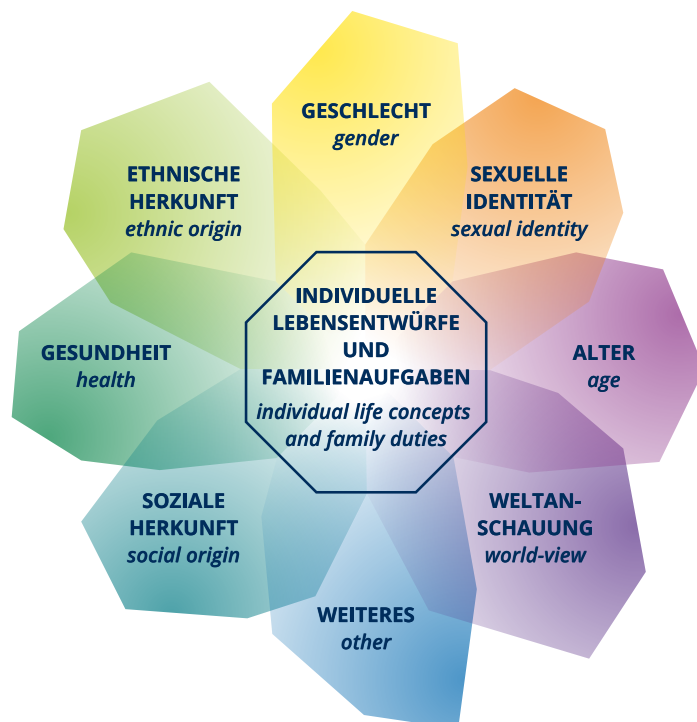
In order to value diversity and promote participation at TU Dresden, TU Dresden Diversity Strategy 2030 was adopted in 2016.

Directorate University Culture: Unit Diversity Management

☎ +49 351 463 39726

✉ diversity.management
@tu-dresden.de

📍 Günther-Landgraf-Bau, Raum 7-205
Mommsenstr. 15



Understanding the concept of diversity

The term 'diversity' can be translated as variety, difference, inequality, otherness, heterogeneity or individuality. The topic of diversity comprises core dimensions that can be more or less sharply delineated. These are gender, health, ethnic and social origin, ideology, age and sexual identity. The core dimensions shape individual life plans, which also have an impact on the perception of family tasks.

TU Dresden sees itself as an inclusive university where being different is as natural as can be. The inclusion approach takes each individual with their special potentials and resources into the total set. The individuality of each person represents the basis of all actions and enables fair participation for all.

Family-friendly practices

Family orientation is an important and decisive building component for the success of TU Dresden, because modern working and study conditions are an essential basis for top academic performance. TU Dresden has been certified as a family-friendly university since 2007. For us, family means not only parenthood, but also caring for (grand)parents and life partners. With the implementation of the new action program as per the audit family-friendly university (2019–2022), TU Dresden continues its sustainable self-commitment to promote the [compatibility of work/study and family](#).

Directorate University Culture: Unit Diversity Management Coordination Family Friendliness

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✉ diversity.management@tu-dresden.de

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Mommssenstr. 15

Family-friendly working conditions

In order to attract and retain excellent, highly qualified employees, TU Dresden creates attractive working conditions, e.g. through

- fixed-term principles for academic staff,
- the framework code on the handling of fixed-term employment,
- the application of an extension option for the maximum permissible period of fixed-term employment in case of a so-called 'triple burden' (family policy component pursuant to the German Academic Fixed-Term Contract Act – WissZeitVG),
- conducting annual reviews with compatibility in mind,
- the introduction of the guideline on equal opportunities in appointment procedures, time off / leave of absence, and through
- regulations that apply to working time and location.

Childcare

The compatibility of work and family succeeds above all with reliable, regular and/or flexible childcare. The state capital Dresden offers numerous regular [care opportunities in childcare facilities and in daycare](#).

In addition, TU Dresden and the Studentenwerk Dresden support employees with family responsibilities with regular and flexible childcare services.

Childcare facilities

Almost 60 places are available for children of TU Dresden employees aged 9 weeks to school age in three childcare facilities close to the campus and in a daycare center.

Flexible childcare

If business appointments require childcare outside of regular hours, TU Dresden – in cooperation with the Agentur Wirbelwind Dresden – offers flexible childcare to its employees and, upon request, to participants in TUD events. This service includes care for your children in their parents' home, a drop-off and pick-up service and, upon request, conference care.

Short-term care facility “Campus-Nest” by the Studentenwerk Dresden

Employees of TU Dresden have the opportunity to have their children looked after by the short-term childcare facility “Campus-Nest” of the Studentenwerk Dresden for a small fee.

Short-term child care “Carus Körbchen”

Located directly at the Johannstadt Campus, a short-term childcare service is available for employees of the Carl Gustav Carus Faculty of Medicine of TU Dresden. The prerequisite for using the short-term childcare on the campus of the Faculty of Medicine is the possession of a Carus Campus Card.

Holiday childcare

To ensure that your schoolchildren from grades 5 to 8 are well cared for during the summer and winter school holidays and do not get bored, TU Dresden offers holiday childcare services.

Home care for relatives

Within the framework of the independent care counseling service provided by TU Dresden, students and employees with (imminent) care responsibilities can obtain information on this topic in person, by telephone and by email (pflgeberatung@mailbox.tu-dresden.de) from a care counselor. In addition, the care counseling service offers visits in the home environment, specialist lectures and seminars as well as the provision of information and forms. In addition, the advisory services offered by the Directorate Personnel are available to you, among other things, on the topic of the Family Care Time Act (Familienpflegezeitgesetz) and other forms of leave relating to care.

Consultation and service offers

For all questions regarding the compatibility of work and family, various institutions of TU Dresden will support you:

Campus office University with children ('Uni mit Kind')

Service point for TU Dresden employees and students with children, that offers consultation services on the compatibility of work/study and family, on degree program and networking opportunities for parents on campus, as well as other numerous service offers.

Advisory map "Equal opportunity and family friendliness"

User-friendly preparation and networking of the existing diverse consultation services for the areas of gender equality and family friendliness.

Digital nursing care guide

The Nursing Care Guide (Pflegewegweiser) provides information on how to apply for care services, how to reconcile nursing care, studies and work, and who to contact at TU Dresden. For the first time, the Nursing Care Guide creates a uniform basis that shows a way through the thicket of regulations, technical terms and rights. The 6-point emergency plan contained therein provides initial guidance when sudden care needs arise in the family.

Consulting of organizational units and research projects

The Unit Diversity Management offers all organizational units of TU Dresden advice and support in the development and implementation of their own family-friendly measures. In cooperation with the Directorate Research, DFG-coordinated programs of TU Dresden are supported and advised with regard to the spending of the equal opportunities funds of the German Research Foundation (DFG).

Inclusion of people with disabilities and chronic illnesses

One aspect of diversity of opportunity is the inclusion of people with disabilities and chronic illnesses. This repeatedly confronts us with the situation of questioning what we take for granted, of training our eye to perceive new ways and possibilities, so that the integration of this target group into the routines and demands of our everyday life can succeed.

The extensive range of support offered by the Directorate Diversity Management includes, for example, the following services:

- Braille printing service: the unit offers a Braille printing service. You can have your flyers, handouts, etc. printed with Braille, making these media readable for people who are visually impaired.
- Creation of audio descriptions / subtitles for video clips: the unit supports the barrier-free preparation of image films / video sequences to be used within the framework of TU Dresden.

Directorate University Culture: Unit Diversity Management Coordination of Inclusion

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✉ diversity.management@tu-dresden.de

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Mommssenstr. 15



- Creation of accessible documents: the unit supports the barrier-free preparation of documents.
- Arrangement of sign language and written interpreting services: TU Dresden is increasingly designing central university events to be barrier-free. Here, the Unit provides support in finding sign language and written interpreting services.
- Advice on support services: the Unit coordinates support services (to be loaned) for students with disabilities and chronic illnesses.

Equality

Gender Equality Commissioner and Women's Representative

+49 351 463 36423

gleichstellung@tu-dresden.de

Weberbau, Room 234 Weberplatz 5

From TU Dresden's point of view, **gender equality** is closely linked to a family-friendly university – not in order to continue a traditional division of labor in families, but to create a work-life balance for both genders that makes it possible to reconcile academic careers with the realization of family plans.

In 2018, a new equality concept with a total of nine fields of action was developed in a broad participation process and with the involvement of external experts. This concept includes quantitative, School-specific target corridors for increasing the proportion of women at all academic career levels. In addition, gender equality activities is to be strengthened at the decentralized level and the transfer between gender research and gender equality activities is to be supported. Another very prominent goal is to implement a comprehensive qualification management system for gender equality activities.





TU Dresden is currently engaged in a very intensive discussion about how to deal with gender diversity and options vis-a-vis the previous binary system of gender classification, including against the background of the amendment of the Civil Registry Act.

Representative of the Disabled

The tasks, rights and duties of the Representative of the Disabled of TU Dresden are essentially regulated in the German Social Code, Book Nine (Section 178 SGB IX). The Representative of the Disabled (SBV) promotes the integration of individuals with disabilities and persons who are treated as equal to them pursuant to sBook IX of the Social Code into the company, it represents their interests in the company and provides them with advice and assistance. The SBV

- monitors compliance with the law
- applies for preventive measures
- helps to clarify problems with the employer
- assists in the conceptual design process for the workplace
- advises on the application for the determination of the status of persons with disabilities
- also advises non-disabled employees, e.g. in the event of problems with disabled employees and employees with equal status to them

In addition to the designated Representative of the Disabled, there are currently six deputies in the SBV of TU Dresden who will advise and support you in questions regarding the topic.

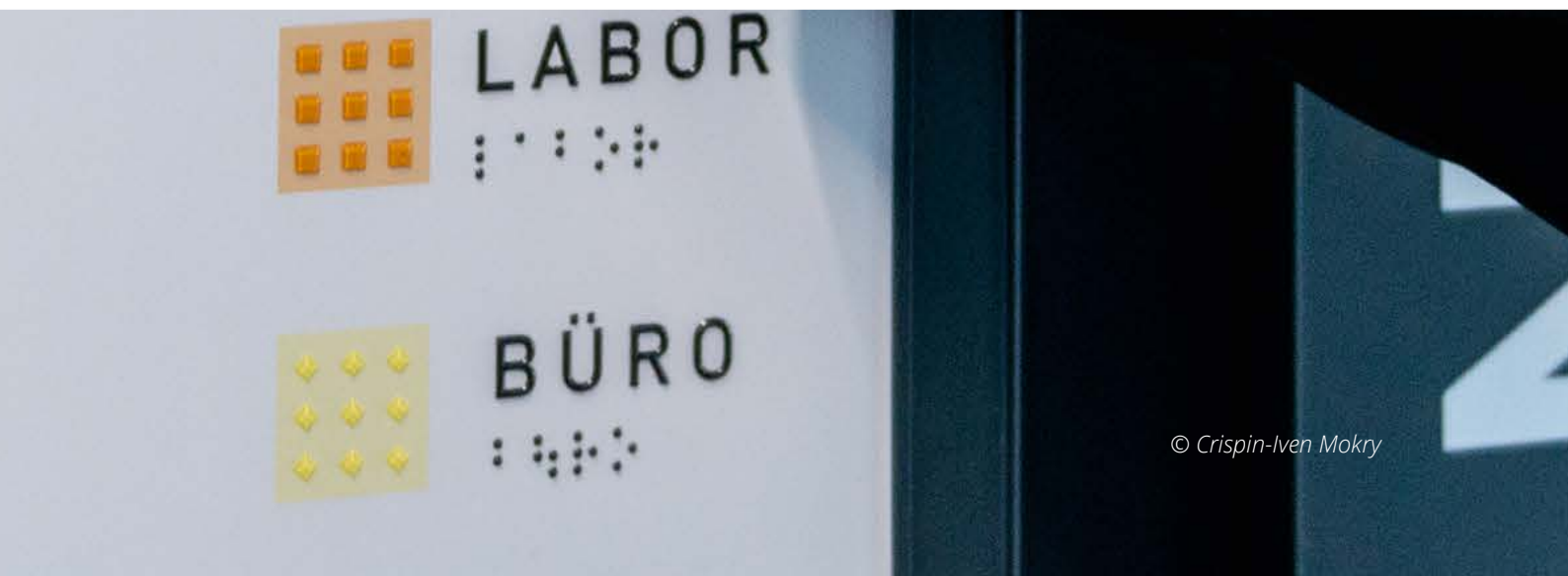
Representative of the Disabled

Roberto Lemmrich

☎ +49 351 463 33175

✉ schwerbehindertenvertretung@tu-dresden.de

📍 Seminargebäude II, Raum 127a
Zellescher Weg 20



Special offers for newly appointed professors

Reception for newly appointed professors

The annual reception for newly appointed professors by the University Executive Board offers you the opportunity to get to know the members of the Extended University Executive Board and their tasks and responsibilities in a relaxed and confidential atmosphere. There will be ample opportunity for personal discussions and for establishing further contacts.

You are also cordially invited to the new monthly exchange format “Let’s talk over lunch – the direct line to the University Executive Board” and to the annual New Year’s reception.

Administrative workshops

Under the auspices of the Chancellor, half-day events on an administrative-level are held in addition to the reception for newly appointed professors. With the personal presentation of the directorates and service facilities of TU Dresden, a compact overview of the tasks and responsibilities of all structural units within the Central University Administration is provided, and essential administrative procedures, especially those relevant to the start of employment, are explained. The event offers the opportunity to get to know relevant contact persons in the university’s administration and to overcome initial hurdles in establishing contact.

Further information for newly appointed professors can be found on TU Dresden website on the topic of “[chair appointments](#)”.

Dual Career Service for newly appointed professors

Appointment Team of the Rector: Dual Career Service for newly appointed professors

☎ +49 351 463 42659

✉ dualcareer-neuberufene
@tu-dresden.de

📍 Günther-Landgraf-Bau, Room 1-144
Mommsenstrasse 15

As a certified family-friendly university, TU Dresden has a Dual Career Service (DCS) for newly appointed professors. The core task of the DCS at TU Dresden is to support your partner in his or her professional integration in Dresden. The consulting and support services mainly cover the following topics:

- Information about the regional labor market
- Job search and contacting potential employers
- Support in building their own professional network
- Advice on application strategies, bridging solutions and further education options

The DCS sees itself as a start-up aid, provider of impetus, door opener and service partner and supports you in all questions concerning your move to Dresden. In addition to providing assistance with professional matters, it also provides guidance on childcare and school options, housing, recreation and culture, and much more. The Dual Career Service of TU Dresden is also available to partners from the DRESDEN-concept alliance.

Continuing education

The [Center for Continuing Education \(ZfW\)](#) is the central service unit of TU Dresden and your first point of contact for all matters concerning continuing education. The ZfW offers qualification, consulting and networking opportunities through which you and your employees can professionalize and develop yourselves.

The [ZfW services](#) at a glance:

- Central information and advice on continuing education programs at TU Dresden,
- Continuing education program "Successful Leadership" for managerial staff of TU Dresden,
- Continuing education program "Starting successfully at TU Dresden"
- Continuing education offers in the fields of university, media and writing didactics, communication, academic writing, project and self-management for the academic staff of TU Dresden.
- Individual university didactic advice on all aspects of the conceptualization process underpinning teaching and learning
- Saxon Higher Education Didactics Certificate Program in cooperation with the Hochschuldidaktisches Zentrum Sachsen (HDS),
- Creation of individual continuing education programs for external people interested in continuing education in cooperation with experts in the faculties.
- Support of the faculties and central units in the development and organization of continuing education programs
- Support in the organization of education for teachers
- Advice on guest students at TU Dresden

"Starting successfully at TU Dresden"

Especially for you as a newly appointed professor or junior professor, the Center for Continuing Education offers the [program](#). With this program, the ZfW supports a person's entry into the diverse tasks of newly appointed professors at TU Dresden and enables the intensification and further development of interdisciplinary skills in the fields of leadership, university didactics and communication.

The program includes the following formats:

- Individual coaching:
The ZfW supports you with job-related and extracurricular issues with external coaches. The individual coaching is a targeted counseling and support offer to bring your individual skills and needs in line with the requirements of the work environment and the goals of TU Dresden in the best possible way.
- Continuing education and counseling:
 - Workshops and consulting offers on university and media didactic topics
 - Workshops e.g. on planning and designing courses and exams
- Interactive design of courses
- Possibilities to make use of teaching observations or individual teaching consultations

Directorate Student Affairs and Continuing Education: Unit Center for Continuing Education

☎ +49 351 463 37811

✉ zfw@tu-dresden.de

📍 Bürogebäude Strehleener Straße,
Room 560, Strehleener Str. 22/24

- Workshops and consulting services to promote leadership and management skills
- Workshops on voice, appearance, presentation and communication
- Lecture, especially for professors who have been appointed for the first time: Rights and duties of a professor

YOU PROF Young Professors and Tenure Track Program

Appointment Team of the Rector: YOU PROF Junior Professorship and Tenure-Track Program

☎ +49 351 463 35829

✉ tenure-programme@tu-dresden.de

🔗 <https://tu-dresden.de/karriere/youprof>

📍 Günther-Landgraf-Bau, Room 6-121
Mommssenstr. 15

Appointment as a professor opens up many fields of activity, some of them new, which require a wide range of skills, didactic, leadership, management, intercultural and social competencies, as well as strong communication skills to complement academic excellence.

YOU PROF, the Young Professors Program, is aimed at all junior professors and holders of tenure track positions at TU Dresden. It offers comprehensive, targeted and individually oriented guidance and support on your path to a lifetime professorship:

- The program includes a structured offering for **integration and retention** at our university,
- It supports national and international **network building** as well as cooperations,
- It enables comprehensive **qualification measures**, especially in the areas of research, teaching, transfer, internationality and leadership,
- It places particular emphasis on providing advice and support through individual or team-building **coaching**, as well as very personal **mentoring** and
- It provides valuable support through **grants** for expedient travel and lodging expenses.

After taking up your position, an individually tailored qualification plan will be developed for you in an initial interview. The bases for this are: personal needs and wishes, previous experience, the goals individually negotiated in the appointment agreements, and the content-related strategic positioning of your respective faculty.

Selected leisure activities

As an employee at TU Dresden, you have the opportunity to take advantage of various services related to your job and leisure time. You can find a small selection here.

TU Dresden's Academic Heritage / Collections – art treasures – exhibitions

With more than 400,000 objects from art, science and technology, which are combined in 39 natural science and technical collections, as well as in the art collection, TU Dresden has an important cultural treasure. The collections are still located at the institutes and chairs and are professionally supervised there.

As the central unit of the University, [TU Dresden's Academic Heritage](#) is responsible for the preservation of the scientific and technical collections and the art treasure. It supports the directors of the collections in the scientific cataloging of the collections, the museum assessment, inventorying and preservation of the objects. The central interest of the Academic Heritage is to strengthen the university collections as an infrastructure for research and teaching, to make them accessible to the public and to initiate interdisciplinary projects in the field of object research.

The art collection managed by the Academic Heritage, with around 3,000 works of all genres (paintings, graphic art, building-related art, sculpture), documents artistic creation and thus the development of contemporary art – primarily in Dresden and Saxony. To this day, the collection serves to decorate and furnish the public buildings on campus, as well as the staff's work and meeting rooms. Loan requests can be made directly to the Academic Heritage.

Including the diverse collection and art holdings, there is a permanent exhibition in the BZW (office building Zellescher Weg 17) as well as changing exhibitions in the Altana Gallery in the G6rges Building. The visibility of university collections and current research in the context of contemporary art is the goal here. The exhibitions are experimental fields and invite a process of interdisciplinary exchange and dialog. Presentation series, artist talks, guided tours, and publications are part of our outreach program and are intended as a discursive complement to teaching and research.

In addition, the Academic Heritage advises on questions of artistic and interior architectural design and representation, the preservation of historical monuments, as well as on topics relating to the history of the university. It supports institutes and other facilities of TU Dresden in processing their history, it researches and publishes on the history of individual collections and their objects, as well as on the development of the campus.

Academic Heritage

☎ +49 351 463 40356

✉ kustodie@tu-dresden.de

📍 BZW, Eingang A, EG
Zellescher Weg 17

University Sports Center

☎ +49 351 463 33778

✉ dhsz@tu-dresden.de

➦ <https://tu-dresden.de/dhsz/sportangebote>

📍 Falkenbrunnen (FAL), EG
Chemnitzer Str. 48a

University Sports

Thinking requires movement. Therefore, university sports at the Dresden University Sports Center (DHSZ) accompanies more than 25,000 students, employees and families within TU Dresden every year with an attractive offer of more than 800 different sports courses and events. Whether you want to work up a real sweat or take it easy, the 9 full-time staff members and their more than 500 course instructors provide a sporty change from everyday university life.

As a member of the Saxon State Conference on Higher Education Sports (LHS) and the General German University Sports Association (adh), the Dresden University Sports Center joined TUD's initiative for the family-friendly university audit in 2007 and received the award for the most family-friendly institution for its offerings in 2012.

You can find the current sports offer on the website of the DHSZ. From A like Aikido or American Football – Flag to Z like Zen or Zumba, the Dresden University Sports Center offers all sports enthusiasts the right sports program.

Folklore dance ensemble “Thea Maass”

☎ +49 351 463 35383

✉ info@tu-te.de

➦ <https://tu-te.de>

📍 Bürogebäude Strehleener Straße,
Room E05, Strehleener Str. 22/24

Folklore Dance Ensemble “Thea Maass”

Since 1950, the Folklore Dance Ensemble “Thea Maass” of TU Dresden has been one of the most powerful and artistically distinguished amateur dance groups in Germany. Under the direction of dance teacher and choreographer Maud Butter, approximately 40 dancers and musicians are currently dedicated to the cultivation and interpretation of German dance folklore as well as the dance-specific implementation of traditional customs from various German regions in sophisticated stage choreographies. In doing so, the sensitive and responsible handling of our cultural heritage is in the foreground of the creation of thematic and action-related works with the diverse means of folkloric dance.

die bühne e.V.

☎ +49 351 463 36351

✉ buero@die-buehne.tu-dresden.de

➦ <https://die-buehne.tu-dresden.de>

📍 Weberbau, 2. OG
Eingang über Teplitzer Straße 26

die Bühne – The Theater of TUD

Young, passionate and forging a path straight ahead: For more than sixty years, professional directors have been working together with amateur actors and actresses to create productions for an audience that wants more than just a run-of-the-mill performance. With wit, enthusiasm and a dose of idealism, the theater questions Dresden's realities, the universe and all the rest.

Behind the scenes, die Bühne e.V. operates as a non-profit association whose work is based on the conviction that culture is an important part of life, and which has set itself the goal of promoting theater and amateur acting at the Technische Universität and in Dresden. The “Bühne” attaches great importance to ensuring high artistic standards, as well as to diverse and modern productions.

The position of Artistic Director is held by TU Dresden, which also provides the stage space to the association free of charge. This highlights the high value our university places on theater (despite, or perhaps because of, its name).

University Choir Dresden

The association [University Choir Dresden e.V.](#) is one of the oldest cultural ensembles of TU Dresden. It is its largest artistic group with over 200 active singers (as of 2015). The constantly increasing number of singers shows the lively interest of students, alumni and lecturers from different fields of study in what is a demanding artistic activity. Founded with the university's reconstruction after the Second World War, the choir has been shaping cultural life at the university and in the state capital Dresden for 65 years with its varied program, and it has an impact far beyond its borders. Young conductor Christiane Büttig succeeded in further honing the choir's musical profile when she took over the ensemble in summer 2012. In addition, the new concert series [Regel | Freiheit \(Rule | Freedom\)](#) was created – a source of great interest in Dresden – and which cleverly brings classical and contemporary music into a process of dialog.

University Choir Dresden e.V.

☎ +49 351 463 34143
✉ office@unichor-dresden.de
➤ <https://unichor-dresden.de>
📍 Weberbau, Room 136

University Orchestra Dresden

The University Orchestra Dresden unites more than 100 members, mainly students, employees and graduates of TU Dresden in symphonic and chamber philharmonic ensembles. At the end of each semester, the two ensembles – which rehearse weekly – present themselves in concerts with a changing and diverse repertoire at a widely acknowledged high level of skill. Since April 2020, the artistic director has been the Chilean Helmuth Reichel Silva. Rehearsals are held on Mondays and Tuesdays, respectively, in the Audimax at the Lecture Hall Center (HSZ).

University Orchestra Dresden

☎ +49 351 463 39702
✉ buero@uniorchester-dresden.de
➤ <https://uniorchester-dresden.de>
📍 Hörsaalzentrum, Raum 107
Bergstraße 64



Around the Campus



Maps | Campus Navigator

The TU Dresden campus extends over a large area and several districts. In order not to lose your way, it is best to use the [Campus Navigator](#) of TU Dresden. It facilitates your own orientation and offers graphics and information on buildings and rooms of TUD, as well as map overviews of the different campus areas. It can be accessed directly from the homepage of TUD website or via <https://navigator.tu-dresden.de>.

- Dresden Campus Südvorstadt
- Dresden Johannstadt
- Dresden Botanical Garden
- Dresden Faculty of Medicine / University Hospital
- Tharandt
- Dresden Rossendorf
- Pirna-Copitz
- Zittau

The Campus Navigator enables you to find your way around the entire campus area using smartphones, tablet PCs as well as stationary PCs. It includes the display of campus maps based on OpenStreetMap data, the display of detailed floor plans and room information, occupancy plans for lecture halls and seminar rooms, information for visitors with limited mobility, and a powerful routing system with location and destination input as well as GPS support. With the help of a convenient search function, buildings, lecture halls and seminar rooms can be found just as quickly as restrooms, changing tables and elevators. Sophisticated interactive maps and extensive image material are available for users of the app.

Canteens and cafés

There are a number of canteens and cafeterias on TU Dresden campus.

Canteens:

- 'Zeltschlösschen' (Nürnberger Str. 55, 01069 Dresden) – replacement for Neue Mensa (Bergstraße 51, 01069 Dresden, currently closed)
- Alte Mensa (Mommsenstr. 13, 01069 Dresden)
- Mensa Siedepunkt (Zellescher Weg 17, 01069 Dresden)
- WUeins (Wundtstraße 1, 01069 Dresden)
- Mensa Reichenbachstraße (Reichenbachstraße 1, 01069 Dresden)
- BioMensa U-Boot (George-Bähr-Straße/Hettnerstr. 3, 01069 Dresden, Basement of Potthoffbau)
- Mensologie (Blasewitzer Str. 84, 01307), Campus of the Faculty of Medicine
- Mensa Johannstadt (Marschnerstr. 38, 01307 Dresden)
- Mensa TellerRandt (Pianner Str. 15, 01737 Tharandt)
- Mensa Zittau (Hochwaldstr. 12, 02763 Zittau)

For more information on the canteens and cafés, [opening hours and menus](#) please visit the Studentenwerk website <https://studentenwerk-dresden.de>.



Library | SLUB

The Saxon State Library – Dresden State and University Library (SLUB) is one of the largest academic libraries in Germany. As the [library of TU Dresden](#), it is responsible for supplying information to a research-intensive university with a particularly broad spectrum of subjects. The SLUB supports you in all phases of academic work with various services.

Here you will find a small overview:

Points of contact: For general inquiries, our [information team](#) will help you most quickly and reliably. The [subject specialists](#) are your first point of contact for your subject.

User card: To use all services of the SLUB, you need the SLUBCard. The [application](#) is submitted via an online form, the issuance in person on site upon presentation of the identity card and in recognition of the applicable Terms of Use.

Copycard: A variety of devices are available to copy, scan and print your documents. The use of the [Copycard](#) from the company ACRIBIT is obligatory.

Databases: Via the [database information system DBIS](#) you have access to a large number of (subject-specific) databases. As a TUD member, you can also use licensed databases off campus.

Acquisition: It is best to discuss your acquisition requests, regardless of the form of publication, with the subject librarian responsible for you. You can also suggest individual titles in the form of a tip.

Research data: For the competent handling of research data, the [Research Data](#) of SLUB, ZIH and other partners is available for advice and support.

Fees: General use of the library is free of charge. Service-specific [fees](#) and charges are set out in the fee regulations.

Handset: It is best to discuss the establishment and maintenance of a handset at your chair with the subject librarian responsible for you.

Internet: You have [Internet](#) access at all SLUB locations via the public PC workstations, as well as via WiFi via Eduroam (ZIH login) or WEB/VPN (ZIH login/ SLUB user data).

Journals: Printed and electronic [journals and newspapers](#) can be found in the SLUB catalog or accessed via it. In addition, it is recommended to search the German Union Catalogue of Serials 'Zeitschriftendatenbank' (ZDB) and the Electronic Journal Database 'Elektronische Zeitschriftenbibliothek' (EZB).

Commission: The Library Commission acts as a link between TU Dresden and the SLUB. Chaired by the Vice-Rector Research, it consists of representatives of the faculties (especially professors), the SLUB General Management, and two students delegated by TUD Student Council. The commission works towards achieving the constant improvement of library information and its provision, and ensures a mutual exchange, including with regard to ongoing projects or changes within the SLUB.

Loan: Most of the SLUB's holdings can be borrowed outside the library. [Special loan periods](#) apply to you as a TU employee.

Makerspace: 'Knowledge comes from doing...!' The [SLUB Makerspace](#) is an open creative space for people who want to realize their ideas and Do-It-Yourself projects.

Network Writing “TextLab”: The SLUB, TUD Writing Center and the Writing Workshop of the Graduate Academy offer a variety of services (not only) for scientific writing, including project proposals.

Orientation: The ‘Central’ Library, the ‘DrePunct’ branch library and the ‘Law’ branch library are available as 3D models. For example, you can quickly find the respective media location from the entry in the SLUB catalog in the event of open access.

Publish: The SLUB advises and supports scientists in the publication process. The focus is on Open Access, bibliometrics, and the publication of dissertations/habilitations.

Qucosa: Qucosa serves the free publication, verification and long-term archiving of documents from science and industry. Here, for example, you can publish your publications as a second publication according to the open-access principle.

Research: The SLUB catalogue is the central tool for inventory- or access-oriented literature research.

Collections: The SLUB is distinguished by its diverse collections, which can increasingly be used digitally.

TUD Delivery Service: TUD delivery service is the in-house document delivery service for employees of TU Dresden.

Lectures: You can accompany teaching for the duration of your courses by setting up so-called semester apparatuses.

Events: To support learning, research, exchange and interaction, SLUB offers a wide range of events and courses.

Knowledge Bar: Experts on a wide range of topics can be booked in person for individual consultation free of charge via the Knowledge Bar.

Multiple times: The SLUB Dresden is located at different sites in the city of Dresden as well as in Tharandt (forest science). The Central Library, the DrePunct branch library and the Law branch library are located directly on the campus of TU Dresden. The Education branch library in the Strehlen district and the Medicine Branch library in Dresden's Johannstadt district are additional locations.

Citations: Using citation databases such as Web of Science and Scopus – both licensed at TU Dresden campus and the SLUB – you can monitor the citation of your work as well as your research fields and develop publication strategies from them.

Saxon State Library – Dresden State and University Library (SLUB)

☎ +49 351 4677 390

✉ information@slub-dresden.de

🔗 <https://slub-dresden.de>

📍 Zellescher Weg 18

Regular opening hours of the Central Library are Monday through Saturday from 8:00 a.m. to midnight, Sunday from 10:00 a.m. to 6:00 p.m.



✉ unishop@tu-dresden.de
➤ <https://tu-dresden.de/unishop/>

Unishop

The Unishop provides publications, advertising materials and other merchandising articles of TU Dresden.

- Publications: Information brochures about TUD, research work, books of the Children's University Dresden, Alumni Guide as well as current facts and figures.
- Materials for events and trade fairs: Pads and folders, pouches, pens and pencils
- Gift items: Lanyards, USB sticks, glasses, cups, watches, umbrellas, ties, or badges
- Cards and art prints: Images of the city or TUD, Christmas cards

Guest houses

For a temporary stay or when accommodating guests, the guest houses of TU Dresden are at your disposal:

Guest house "Am Weberplatz"

The three-star "Am Weberplatz" guest house of TU Dresden, built in 1997, offers its guests a modern ambience and is sure to win anyone over with its simple style. The reception is staffed around the clock. All employees will make every effort to process your requests as quickly as possible, even if it involves program planning, organizing opera tickets or other cultural events. Likewise, the guest house's rooftop restaurant is available to you as a restaurant or event venue.

Guest house "Einsteinstraße"

The stately art nouveau villa of the guest house "Einsteinstraße" with a large garden is located in the immediate vicinity of the university campus and boasts a total of 11 rooms on 4 floors. Let yourself be enchanted by the place's family flair and treat yourself to relaxation away from the hustle and bustle of the city!

☎ +49 351 467 9300
✉ info@gaestehausweberplatz.de
📍 Weberplatz 3, 01217 Dresden

☎ +49 351 876 62 0
✉ info
@gaestehauseinsteinstrasse.de
📍 Einsteinstraße 9, 01069 Dresden





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Student Union ('Studentenwerk')

In addition to the obligatory student affairs and the canteens, the *Studentenwerk Dresden* also offers other services around the campus, such as catering services, guest accommodations, childcare services (see short-term care facility "Campus-Nest" under the chapter Working at TU Dresden, sub-chapter Diversity, Family-Friendly Practices, Inclusion and Equality and then Family-Friendly Practices), as well as Psychosocial Counseling and Social Counseling.

Catering service

If you need professional support in preparing a conference or would like to enjoy a carefree evening with friends or colleagues, you are welcome to contact the *Studentenwerk* with your wishes.

➤ <https://studentenwerk-dresden.de/mensen/catering.html>

Guest houses in Dresden, Görlitz and Zittau

For students of other German and foreign universities, who are only registered for a short period of time – because of an internship, partial studies or similar obligations – and need accommodation in Dresden, can find accommodation in the International guest house. The house is also open for guests of TU Dresden and other higher education institutions, e.g. for guests of academic events. The guest house is located close to campus at Hochschulstraße 50, 01069 Dresden.

➤ <https://studentenwerk-dresden.de/wohnen/gastinfo.html>

For visitors to the cities of Görlitz and Zittau, the *Studentenwerk Dresden* also offers pleasant and inexpensive guest accommodation options in the Vogtshof Görlitz (in the old town) and in the guest house Schliebenstraße Zittau (close to the city center). Tourists are also welcome to stay in these places.

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Imprint

Appointment Team of the Rector

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Emergency numbers

In dangerous situations that warrant an emergency call, the emergency calls to the police and fire/rescue services are to be placed directly. If one of these emergency calls has been placed, TU Dresden Security Service must always be informed immediately after the alarm has been raised:

TUD Internal Emergency Call: Security Service of TU Dresden (permanently staffed position):

☎ +49 351 463 20000 or HA (house connection) 20000 (Falkenbrunnen: HA 34515)

Police: 110

Fire/Rescue: 112

Poison accidents: +49 361 730 730 (Poison Information Center Erfurt)

Radiation accidents: +49 351 458 2226 (Carl Gustav Carus University Hospital, Regional Radiation Protection Center/Clinic and Polyclinic for Nuclear Medicine, Ward NUK-S1)

Immediately thereafter, please notify the **Chief Radiation Safety Officer:**
+49 351 463 32475, mobile: +49 174 34 72 300

For additional information on defibrillators, emergency access routes, transit physicians and documentation of first aid measures, please visit the website <https://tu-dresden.de/tu-dresden/kontakte-services/>





Via this link, you will find a digital version of the document

https://tu-dresden.de/karriere/ressourcen/dateien/berufung/Guide_NewlyAppointed.pdf