

WEL *CO* ME

A manual for
getting started
at FH Potsdam

Welcome – A manual for getting started at FH Potsdam

fh-potsdam.de

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at FH Potsdam

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Welcome
to the
**University
of Applied
Sciences
Potsdam**



On behalf of the entire university management, I would like to welcome you to our university, which is now also yours, and I am pleased that you have chosen FH Potsdam.

Potsdam is a science city which is home to many regionally and internationally renowned research and science institutions. Knowledge transfer is of great importance here. Universities, scientific institutions and companies are ideally connected. More than 26,000 students are enrolled at Potsdam's universities and enliven the region.

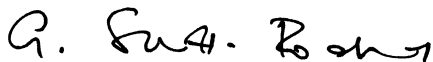
Discover Potsdam and our green campus in Bornstedter Feld. Campus life makes a decisive contribution to the working atmosphere here – help us to shape it! We look forward to you contributing your ideas and getting involved at the university.

Our handbook provides you with an initial overview of the University of Applied Sciences Potsdam, information for your start in everyday working life and development opportunities at the university.

Your colleagues will be happy to answer any questions you may have. During my office hours and beyond, I am always open to your concerns.

Arrive safely. I look forward to working with you!

Best regards



Prof. Dr. Eva Schmitt-Rodermund
President of the University of Applied Sciences Potsdam

Consultation hours

My consultation hours are every Tuesday from 14:00 to 15:30. If you would like to drop by my office (House 4/Room 3.17) or meet me digitally, all you need to do is call 0331 580-1001 or send an email to praesidialbuero@fh-potsdam.de.

The University of Applied Sciences Potsdam



The University of Applied Sciences Potsdam (FHP) was founded in 1991. Located in the north of Potsdam, the university offers a wide range of courses with a personal working atmosphere in the Departments of Social and Educational Sciences, CITY | BUILDING | CULTURE, Civil Engineering, Design and Information Sciences.

Experienced, committed lecturers and staff, well-equipped seminar rooms, laboratories and workshops, a modern university library and interactive communication and learning platforms provide excellent conditions for efficient and practice-oriented studies. The close relationships with partners from the region as well as from Germany and abroad enable application-oriented studies in small groups from the very first day. The Student Counselling Service, the International Office and the Start-up Service support students in their everyday lives and on their way to a successful professional life. In addition, there is a broad portfolio of continuing education programmes.

Applied research is very much expressed in project-oriented learning formats under the guiding principle of "research-based learning". The three profile lines "Digital Transformation – Urban Futures", "Educating Society" and "Designing - Building - Preserving" address cross-disciplinary social challenges and future issues.

The FH Potsdam participates in a future-oriented, sustainable and environmentally conscious transformation with a variety of initiatives and projects, but also through its service-oriented administration. Open, appreciative cooperation is part of the university culture, as is family-friendliness and the commitment to diversity and against discrimination.

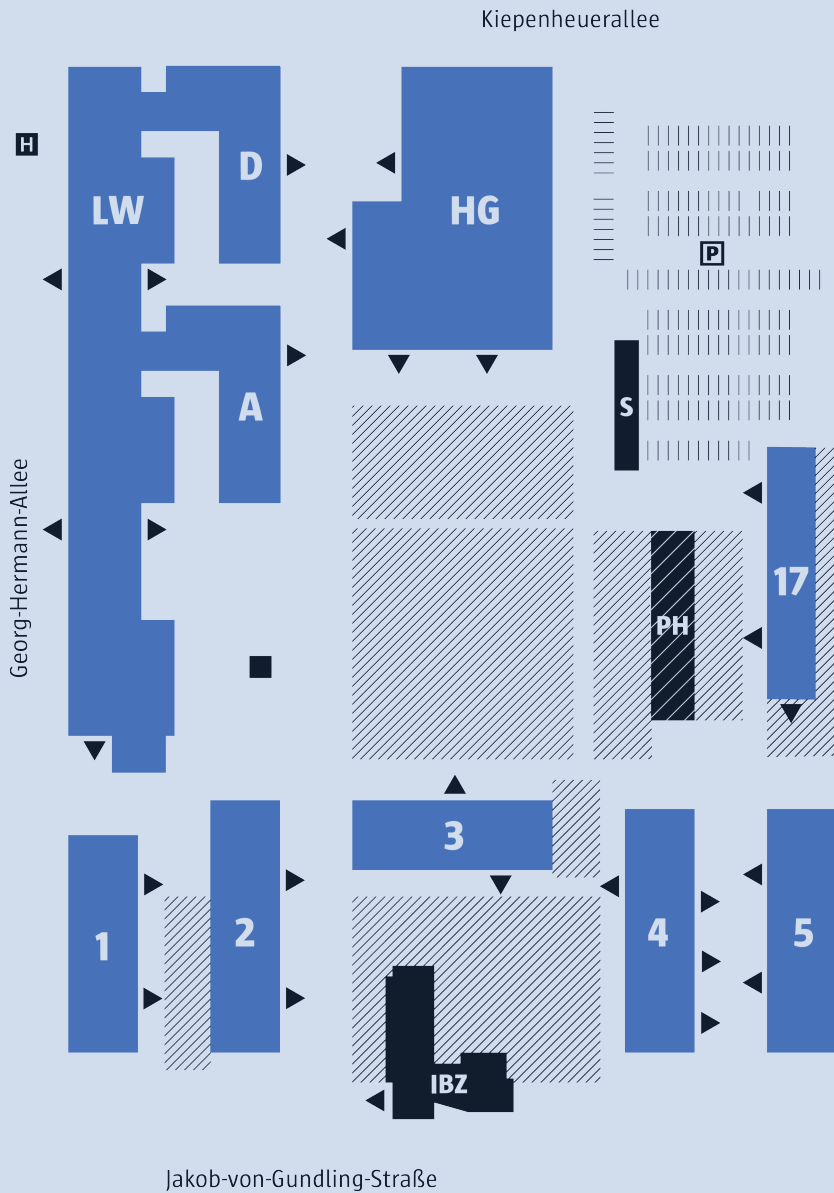
 fh-potsdam.de/profil

FINDING **YOUR WAY AROUND**



The Campus

H Campus Fachhochschule
Tram 92, 96
Bus 609, 612, 638, 697, N17



MAIN BUILDING (HG)

- ▷ Information/Post Office/Security Service
- ▷ Study Info Service
- ▷ Department of Student Affairs
- ▷ Library
- ▷ Small lecture hall (HG/067) and large lecture hall (HG/108)
- ▷ Theatre workshop (HG/124)
- ▷ Senate hall (meeting room “Belvedere”, HG/219)
- ▷ Foyer with lounge area and co-working lounge
- ▷ Canteen
- ▷ Urban Complexity Lab

LABORATORY AND WORKSHOP BUILDING (LW)

The laboratory and workshop building houses the university's more than 30 laboratories and workshops – from the bookbinding workshop to the water laboratory.

 fh-potsdam.de/labore-werkstaetten

HOUSE A

- ▷ Department 2: CITY | BUILDING | CULTURE

HOUSE D

- ▷ Department 4: Design
- ▷ International Office
- ▷ Student Counselling Service
- ▷ Lecture hall (D/011)

HOUSE 1

- ▷ Department 3: Civil Engineering

HOUSE 2

- ▷ Department 5: Information Sciences
- ▷ Agency for Archives and Public Libraries Brandenburg
- ▷ Coordination Unit Brandenburg.digital
- ▷ ZEDI – Digital Teaching Unit

HOUSE 3

- ▷ Seminar rooms and offices

HOUSE 4

- ▷ University Management and President's Office
- ▷ University Planning and Development
- ▷ Quality Management for Studies and Teaching
- ▷ Public Relations Department
- ▷ ZEW – Further Education Unit
- ▷ ZEFT – Research and Transfer Unit
- ▷ ZEGM –Start Up and Management Qualification Unit
- ▷ IaF – Institute for Applied Research Urban Futures
- ▷ Equal Opportunities Commissioner
- ▷ Staff Councils

Administration:

- ▷ Central IT
- ▷ Human Resources
- ▷ Finances
- ▷ Building Management
- ▷ Event Management
- ▷ Construction Planning

HOUSE 5

- ▷ Department 1: Social and Educational Sciences
- ▷ FAMteam
- ▷ Family Centre
- ▷ Children Day Care
- ▷ Institute for Research, Training and Development (IFFE)

HOUSE 17

- ▷ AStA – General Student Committee
- ▷ StuRen – Student Councils of the Departments
- ▷ Casino – Student Café and Pub
- ▷ Co-working space and project room for students

Campus Life



EQUAL OPPORTUNITIES

The University of Applied Sciences Potsdam stands for a diverse coexistence. Our aim is to make the path to university, to a successful degree or to work fair, regardless of origin or gender. We want to support our university students and, in addition to individual development opportunities, we offer flexible options which make it possible to combine family and studies or work in an ideal way. We work against disadvantages and discrimination. University members with disabilities help to shape everyday life at the university. The commissioner for people with impairment and the representative for the severely handicapped provide support.



LIBRARY

The library with its comprehensive range of journals, books and digital materials is not only open to university members. Any interested citizen can register. The library has over 50 workstations, a multimedia room, a computer room, a training room and a reading room.

☎ 0331 580-8940

✉ bibliothek@fh-potsdam.de

📄 fh-potsdam.de/bibliothek



CANTEEN

The canteen in the main building offers a wide selection of freshly prepared meals every day. Wednesdays are "Veggie Wednesdays". Payment is possible with the Campus.Card or in cash. The current opening hours and the menu can be found on the website.

📄 studentenwerk-potsdam.de/essen



GREEN CAMPUS

There are many opportunities on campus to relax in the fresh air, to be active in sports or to garden. Next to House 17 there is a volleyball court and table tennis tables. The green areas in front of the canteen and behind House 3 invite you to linger with benches, hanging mats and play areas for children. The campus garden is the green centre of the campus. It is maintained by members of the university and the neighbourhood.



HOUSE 17

House 17 is the student body's house, which is accessible to all students with the Campus.Card. In addition to the Casino, there is a co-working space, a project room and offices for the student councils. It is a place for student culture and initiatives, with a garden and a green corner outside. "House 17" is also the umbrella brand for the university's student committees.



CASINO

The Casino is the self-managed student cultural centre at the FH Potsdam. It has existed for over 25 years and is located in House 17. The volunteer members regularly organise events such as concerts, cinema or quiz evenings. The Casino serves sensationally good coffee. It's the ideal place to meet up with colleagues.

🔗 casino-fhp.de



SEMIKOLON

Semikolon is an independent, student-run online magazine. The editorial team reports on topics related to the university and student life. In addition to articles and memes, podcasts are also published regularly.

🔗 semikolon-fhp.de



FHP MOBIL

At the northern entrance to the campus is the FHP Mobil, a Tiny House on wheels, which has been used since 2021 to present the FH Potsdam to the "outside world".

The FHP Mobil is used as a space for innovative ideas and actions, as well as a platform for dialogue. Up to six locations are visited each year to provide information about FH Potsdam's transfer projects.

 fh-potsdam.de/fhpmobil



CAMPUS SPECIALISTS

The campus specialists are students of the University of Applied Sciences Potsdam who present their degree programmes in school classes, at information events and online. They also give authentic insights into their studies in their own podcast.

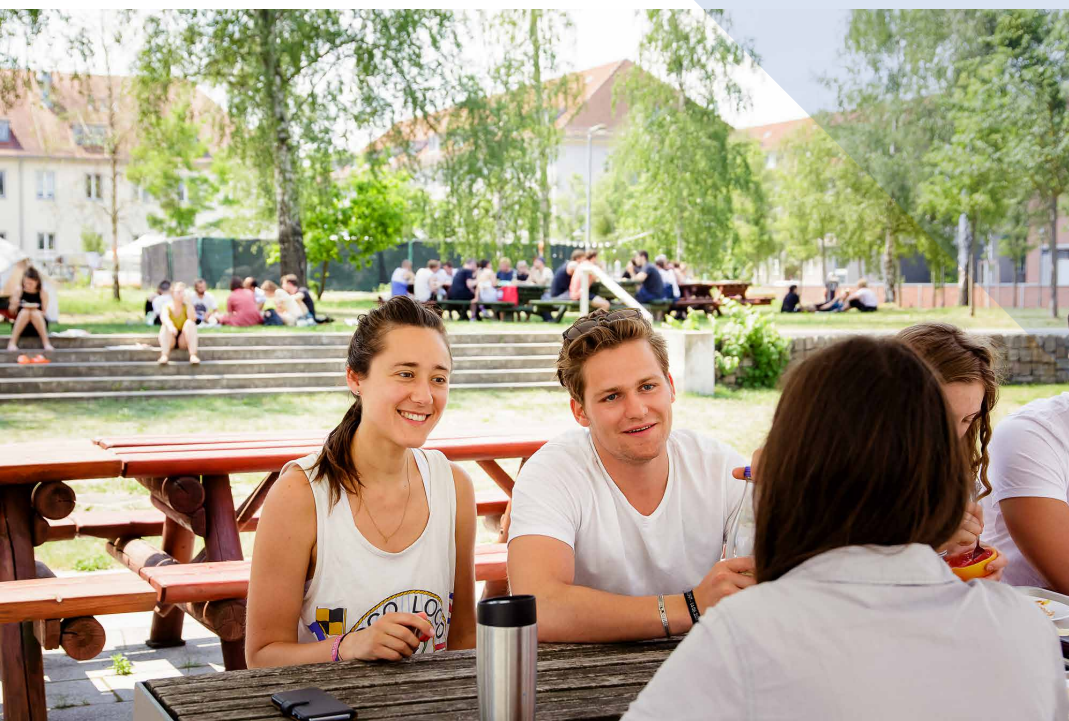
 fh-potsdam.de/campusspezialisten



EVENTS

The digital calendar of events provides an overview of upcoming events from various areas of the university. In the buildings, teachers and students regularly present current projects – it's worth a visit!

 fh-potsdam.de/termine



University structure

PRESIDENT'S COUNCIL

President	Vice President for Studies and Teaching	Vice President for Research and Transfer
Vice President for Digitalisation and International Affairs	Student Vice President	Head of Administration

ACADEMIC DEPARTMENTS (FACHBEREICHE/FB)

FB1 Social and Educational Sciences Department	FB2 CITY BUILDING CULTURE Department	FB3 Civil Engineering Department
FB4 Design Department	FB5 Information Sciences Department	

ADMINISTRATIVE DEPARTMENTS

Library	Digital Teaching Unit (ZEDI)	International Office
Research and Transfer Unit (ZEFT)	Startp and Management Qualification Unit (ZEGM)	University Communication and Public Relations
University Planning and Development	Legal Advise	Quality Managment for Studies and Teaching
Further Education Unit (ZEW)		

UNIVERSITY ADMINISTRATION

Finances	Building Management Construction Planning	Event Management
Human Resources	Studies	Central IT

SCIENTIFIC INSTITUTES

Institute for Applied Research
Urban Futures (IAF)

Institute for Building Research
and Conservation

Institute für Research, Training
and Development (IFFE)

ASSOCIATED DEPARTMENTS

Brandenburg Center for
Media Studies (ZeM)

Coordination Unit
Brandenburg.digital

Agency for Archives and Public
Libraries Brandenburg

Network Study Quality
Brandenburg (SQB)

Networking and Competence Unit
for Open Access Brandenburg

COMMISSIONERS

General Equal Treatment
Law Commissioner

Accreditation Commissioner

Anti-Corruption Commissioner

Commissioner for People
with Impairment

Appointment Commissioner

Medical Officer

Fire Protection Commissioner

Data Protection Commissioner

Family Affairs Commissioner

Health Commissioner

Equal Opportunities
Commissioner

Information Safety
Commissioner

Ombudsperson

Security Commissioner

Safety Specialist

Sports Commissioner

Occupational Safety
Commissioner

COUNCILS AND REPRESENTATIVES

General Staff Council

Staff Council for Non-Academic
Staff Members

Representatives for the
Severely Handicapped

Student Representatives

Staff Council for Academic
and Artistic Staff Members

Self-Administration

The term "self-administration" covers all bodies and elective offices which, on the one hand, accompany the work of the university management and control it like a supervisory board, but on the other hand also make essential decisions on the organisation of study and teaching, research, transfer and further education. For example, the economic plan of the university is decided by the Senate. Regulations on study programmes and examinations are also passed by the committees.

STATUS GROUPS

According to the principle of the "group university", the university members are divided into groups:

- ▷ Students
- ▷ Professors
- ▷ Scientific or academic staff: Research and teaching staff who are assigned to professors or (third-party funded) projects
- ▷ Non-academic staff: Employees in administration and service areas, technology and in the laboratories and workshops

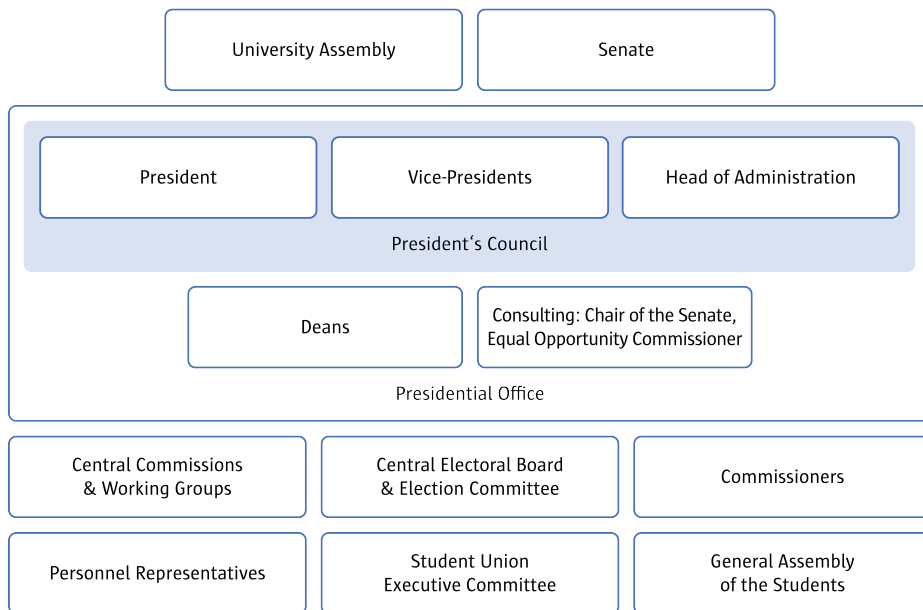
These four groups, also known as status groups, elect and send their representatives to the Departmental Councils, the Senate and other university bodies separately.

SESSION DAYS

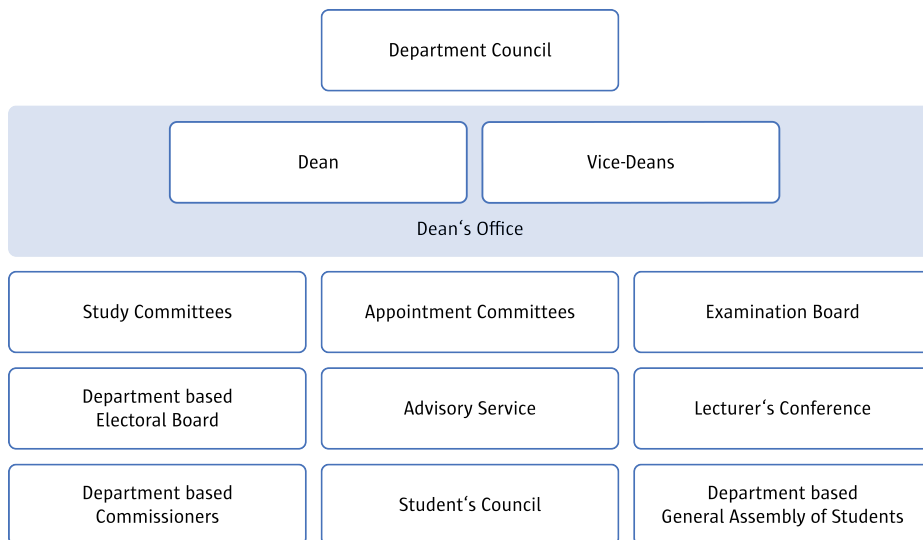
The committees usually meet on Wednesday afternoons. University-wide, this afternoon is kept free from teaching.

1st Wednesday of the month	Meeting of the Senate
2nd Wednesday of the month	Meeting of the Departmental Councils
3rd Wednesday of the month	Meeting of the Presidential Office and the Standing Commission for Studies and Teaching (SKSL)

CENTRAL COMMITTEES



COMMITTEES OF THE ACADEMIC DEPARTMENTS



ARRIVAL





CAMPUS.CARD

As a member of the university, you will receive a chip card, the Cam-pus.Card. It is also an employee ID, library card, payment card for the cafeteria and the canteen, print, scan and copy card, and a key to the buildings and offices on campus. For students, it is both a student card and a semester ticket. You can get the Campus.Card at the Study Info Service in the main building. There are vending machines next to the library entrance and at the Mensa food counter where you can validate your card and top it up with money.

 fh-potsdam.de/campuskarte



WORKPLACE EQUIPMENT

When you start working, you will be provided with a workplace with office furniture, a PC or laptop with the appropriate software, a telephone connection and a Campus.Card. If anything is missing, please contact your supervisor or the dean's office staff in the departments.



TELEPHONE

The FH Potsdam has a modern VoIP (Voice over IP) telephone system. The workplaces are equipped with Cisco IP telephones. Operating manuals and instructions for setting up or changing telephone and fax machines as well as forms for reporting faults can be found online. Many workplaces have function-specific telephone numbers.

 fh-potsdam.de/it-dienste



BUSINESS CARD

To order business cards, please fill out the online form. The Public Relations Department will then contact you.

 fh-potsdam.de/visitenkarte



PERSONAL PROFILE ON THE WEBSITE & PHOTO SHOOTING

When you start working, you will receive a declaration of consent from the HR Department. Once you have submitted this, a personal profile will be created for you on the FHP website. A photo shoot is offered to employees on a regular basis. The portraits are used for the personal profile on the website. You can also use the pictures for other purposes in the context of your work for FH Potsdam or purchase them.



WORK TIME

The University of Applied Sciences Potsdam has flexible working time models and all employees have the possibility, if their job allows it, to complete up to 50% of their work tasks at locations other than the university. As a non-academic employee, you are entitled to flexitime. Time is recorded using the electronic time recording system Intrakey. For more details, please refer to the service agreement on mobile working and the service agreement on digital time recording on the website.



HOLIDAYS

For all those who are paid according to the collective agreement for the public service of the Länder (TV-L), the following applies: Please submit your application for recreational leave or other days off to the human resources department in good time via your supervisor or your dean. You can also find out your contractual holiday entitlement there. If you do not take your holiday by 30 September of the following year at the latest, it will unfortunately be forfeited, according to the law. Leave is applied for via the electronic time recording system Intrakey. For university lecturers: Please notify the human resources department of your leave via your dean. There is no formal procedure for reporting leave, you are welcome to use the leave application form available on the website. Full-time academic and artistic staff – including university lecturers – should take their leave during the lecture-free period.



ILLNESS

If you fall ill, you must inform your superior and the HR Department immediately: personal@fh-potsdam.de. You will need a sick note from the third day onwards. Since January 2023, there is an electronic certificate of incapacity for work (AU). You only need to submit the certificate of incapacity for work to the HR department yourself if your doctor still provides you with a paper copy.



SEMESTER SCHEDULE

The university year is divided into a winter and a summer semester with lecture and lecture-free periods. The semesters end with an examination period. As a rule, the winter semester runs from October to March and the summer semester from April to September. You can find the exact dates online.

 fh-potsdam.de/semesterzeitplan



MOBILITY

The campus is easily reached by public transport, but also by bike. There is a dedicated tram stop and several buses stop on the north, west and south sides of the campus.

As a university which highly values sustainability, the FHP promotes car-free mobility. Students receive the semester ticket through their semester fee and as an employee of the university you can purchase a company ticket. The company ticket with the S-Bahn Berlin GmbH can be purchased by subscription and is issued as a "VBB Umweltkarte". It comes with a five percent discount. In principle, the minimum term is 12 months.

There is a car park to the east of the main building which you, as a member of the university, can use around the clock with the Campus.Card. Access is controlled by bollards. In front of the car park there are also two charging points, each with two connections for electric cars. If you are travelling by bike, a bike repair station in front of House 3 offers you help to help yourself.



BUILDING MANAGEMENT

The Building Management is responsible for the maintenance and operation of the technical systems in the buildings and on campus and is your first point of contact in the event of technical faults in the electrical, heating, plumbing, ventilation and lift systems as well as the interior and exterior lighting.

Repairs and maintenance in the areas of electrical, sanitary, furniture/inventory, furniture disposal as well as painting work, technical conversions and building cleaning are also carried out or commissioned by the building management.

The building management can also help you with removals, waste disposal or as a key service (issue, return, reordering of keys and transponders, programming of locking authorisations for transponders and Campus.Cards, battery re-placement and emergency opening on digital locking cylinders; emergency opening and repair of mechanical locking cylinders on doors and cabinets).

If you require a driving service for passengers and goods, please also contact the building management. A car and a van/bus are available for these driving service tasks, which are realised in consultation with the President's Office.

Enquiries/Messages:

✉ hgp-service@fh-potsdam.de



INFO IN THE MAIN BUILDING

The information desk is staffed around the clock and is the central point of contact for information, telephone calls, lost property, damage reports and first aid. As a university member, you can obtain microphones, charging and extension cables, etc. from the information desk in the main building, depending on your authorisation. You can also obtain keys/transponders or locking authorisations for some selected buildings and rooms there.

☎ 0331 580-2121

✉ info-hg@fh-potsdam.de



POST OFFICE

The post office is located in the main building. Each organisational unit has an in-house mailbox so that mail can be collected outside opening hours using the assigned key. There is a central inbox for mail to be handed in. The activities in the mail room are carried out by the security service.

In House 4 there is a mail distribution cupboard (room 2.10, copy room) for mail to and from this house.

As an employee of the administration, your first point of contact for office supplies and consumables is the central warehouse in the mail room. For office supplies in the departments, please contact your dean's office.

🕒 [Opening hours: Mon–Fri 07:30–09:00 and 11:00–12:00](#)

📍 [Main building/Room 009](#)

📞 [0331 580-2100](#)



EVENT MANAGEMENT

If you would like to book a room, plan an event or archive documents, please contact the event management. If you are a member of a department, your first point of contact is the Dean's Office.

There is a central room booking system for which the following information is required: Who would like to reserve a room or space for what, when and where. What furniture or technology is needed?

Contact: Reimar Kobi

📞 [0331 580-3600](#)

✉ veranstaltungsmanagement@fh-potsdam.de



CAMBUS

As an employee of the University of Applied Sciences Potsdam, you can use the Cambus as a self-driver for transporting up to nine people or goods and materials in the context of your work. To register, please use the form "Fahrauftrag", which you can find in the internal area of the website, and send it completed to:

✉ hgp-service@fh-potsdam.de



IT APPLICATIONS

On the Central IT web pages you will find, among other things, operating instructions and tips for using media technology in seminar rooms or in other locations, for using telephones and other IT services.

🔗 fh-potsdam.de/it-dienste



DOCUMENTS & FORMS

On the FHP website, you will find a download centre in the internal area, where important regulations, documents and forms from all areas of the university are stored, which you will need for your everyday work.

🔗 fh-potsdam.de/dokumente



MERCHANDISE

There is a limited amount of university promotional material available for events, information days, etc., such as pads and pens with the FHP logo. If you need such items for a special occasion, please contact the Public Relations Department in good time. Depending on the number, the items may have to be reordered.

✉ kommunikation@fh-potsdam.de



SUPPORT SOCIETY OF FH POTSDAM

The Support Society of FH Potsdam (Fördergesellschaft der FH Potsdam) was founded almost at the same time as the university. With membership fees and donations from current and former members of the university, the association promotes the further development of the university, quality assurance, the support of initiatives, networking and the initiation of partnerships as well as the promotion of student projects.

If you would like to support the development of the FHP or student projects, you are welcome to become a member of the Support Association. The membership fee is 35 euros per year.

Chairman: Horst-G. Meier

☎ 0331 580-1071

✉ foerdergesellschaft@fh-potsdam.de

🌐 fh-potsdam.de/foerdergesellschaft

NET- **WORKING**





CAMPUS.ACCOUNT

The Campus.Account is the central access to the campus data network and the various electronic services of the University of Applied Sciences Potsdam. It allows you to log in to various systems with just one user ID. New employees receive their access data from the central IT department when they start their employment.

You can use the Campus.Account for these purposes:

- ▷ Email account FHP
- ▷ Eduroam: free wifi access
- ▷ VPN (Virtual Private Network), e.g. to access the internal services of the FHP during remote work
- ▷ MyCampus university portal
- ▷ Moodle

Central IT

☎ [0331 580-1049](tel:03315801049)

✉ it-service@fh-potsdam.de

🔗 fh-potsdam.de/it-dienste



WIFI

You can use the wireless network "Eduroam" at the University of Applied Sciences Potsdam, at most universities in Germany and in many other countries. University members can authenticate themselves in the network using a Campus.Account. We recommend that you use the configuration programmes provided to set this up.

🔗 fh-potsdam.de/it-dienste



EMAIL

In addition to using Microsoft Outlook via your desktop, you can also access your own emails quickly and from anywhere via a browser.

🔗 mail.fh-potsdam.de



FHP CLOUD

With the FHP Cloud, you can synchronise files and folders between different computers and – also with external parties – share and edit them together. As a university member, you have access to an area in the FHP Cloud with 5 GB of storage space, which can also be extended on request. Separate areas with their own storage space can be created for research projects, departments and other areas.

🔗 fhpccloud.fh-potsdam.de



MYCAMPUS

The MyCampus university portal includes various self-service functions for students. You can view exam results, update your own contact details and print certificates of study. In addition, the registration for exams and events takes place via MyCampus, as well as the majority of the application processes. Examiners can use the portal to book examinations and view the grades awarded. Dean's office staff can, among other things, create and change examination organisation records for examinations and courses.

🔗 mycampus.fh-potsdam.de



MOODLE

You can use the online course rooms of the Moodle learning platform to provide teaching materials and for communication, cooperation and self-study at the University Potsdam. All Moodle users have a flexible and self-determined access to these online courses. Technical support and con-tact persons from each department are available for Moodle.

🔗 ecampus.fh-potsdam.de

Technical support:
✉ e-learning@fh-potsdam.de



INCOM

Another platform besides Moodle is Incom. Incom is a teaching communication and cooperation platform and is used in particular by the Design Department and for research and study projects.

🔗 fhp.incom.org



PRINT, COPY & SCAN

In each building you will find copy rooms with multifunction printers. To print, please select "FHP Print Service" as the printer. You can retrieve the print job sent from a PC with the Campus.Card on any of the multifunction printers installed on campus. In addition, you can use the devices as scanners and copy machines, some with stapling and punching functions.

For work related purposes, please select the option "Dienstlich drucken". You can also print and copy for private purposes, but you should declare them as "private". The costs will be billed to you privately.

To save resources, we ask you to print in black-and-white mode and double-sided whenever possible, and to use the "EcoPrint" mode if necessary (saves toner but leads to a loss of quality). Please take care of the environment and print only when really necessary.

🔗 fh-potsdam.de/it-dienste



VIDEO CONFERENCING

At the University of Applied Sciences Potsdam you can use various video conferencing systems. With Microsoft Teams, you can communicate via video or telephone – internally and externally – share documents and work on them together. Alternatively, you can use Zoom or BigBlueButton. The latter is also the recommended software for online lectures and courses. You can find suitable background motifs from the university on the website.



MICROSOFT 365

Staff and students at the university receive access to Microsoft 365, which includes cloud services and Microsoft Office desktop applications such as Word, Excel, PowerPoint, Outlook and Teams.

 fh-potsdam.de/it-dienste



FHP CAST

With FHP Cast, teachers can record their own lectures with little effort. The recording begins and ends automatically and is made available to students without further effort via an internal university video portal. FHP Cast is available in all lecture halls at the university.

 fh-potsdam.de/it-dienste



STAYING **FIT**



Further development



PERSONNEL DEVELOPMENT CONCEPT OF THE UNIVERSITY

The personnel development concept of the FHP is structured along the life and professional phases and bundles the topics of personnel planning, personnel selection and onboarding, competence development, strengthening of leadership personnel, offboarding and conducive framework conditions for personnel development in seven fields of action. The personnel development concept is aimed at all employees of the University of Applied Sciences Potsdam.

🔗 fh-potsdam.de/personalentwicklung



STATE ACADEMY FOR PUBLIC ADMINISTRATION (LAKÖV)

The LAKöV offers further training seminars and a comprehensive programme of seminars on personal and social skills, project management, as well as leadership tasks, which are also useful for lecturers and their academic self-administration and committee work.

The offer is free of charge for university staff, but because we compete with employees of the state administration for places, it can occasionally be tight. Registration is done via the respective supervisor and the HR Department and the distribution of places is done by the ministry. The University of Applied Sciences Potsdam also regularly offers in-house trainings.

🔗 lakoev.brandenburg.de



CENTRAL IT SERVICE PROVIDER BRANDENBURG (ZIT-BB)

The Central IT Service Provider Brandenburg (ZIT-BB) provides IT training for employees of the state administration. The topics range from standard software to special courses on IT security issues and SAP to customised individual IT training. Registration is done via the respective supervisors and the HR department.

🔗 zit-bb.brandenburg.de



FURTHER DEVELOPMENT IN STUDIES AND TEACHING

Brandenburg Quality of Studies Network (sqb)

The first point of contact for higher education didactics is the "Netzwerk Studienqualität Brandenburg" (sqb), a joint scientific institution of the colleges and universities of the state of Brandenburg. sqb offers workshops on specific higher education didactics topics and issues, but also supports the universities with advisory services for quality development in studying and teaching.

The offers are aimed at teachers (professors, academic staff, lecturers) at all Brandenburg universities and can be booked directly on the sqb website free of charge. Handouts and publications as well as a self-study course on online teaching can also be found there.

Contact: Birgit Lißke

☎ [0331 580-1004](tel:03315801004)

✉ birgit.lisske@fh-potsdam.de

🔗 faszination-lehre.de

Digital Teaching Unit (ZEDI)

The Digital Teaching Unit serves to promote digital teaching at the University of Applied Sciences Potsdam and to support teachers in the design and implementation of digital courses. In addition, ZEDI advises the responsible units and decision-making bodies on issues relating to the strategic development of digital teaching.

Contact: Julia Lee

☎ [0331 580-2010](tel:03315802010)

🔗 fh-potsdam.de/digitale-lehre

Consultation appointments for teachers or institutions on online courses can be requested via the ZEDI HelpDesk form:

🔗 fhp.eu/helpdesk-formular

✉ zedi-helpdesk@fh-potsdam.de



INTERNATIONAL AFFAIRS

The International Office of the FHP provides support in selecting language courses and workshops on intercultural competence. For students, language courses in English and other languages are offered in cooperation with the Volkshochschule Potsdam. For employees, there are semester courses in English at different levels. Their international competences are certified after successful acquisition. Exchange programmes are also offered so that employees can experience a change of perspective at a university abroad.

Contact: Dr. Isabelle Harbrecht

☎ 0331 580-2060

✉ international@fh-potsdam.de

🌐 fh-potsdam.de/international



OCCUPATIONAL HEALTH AND SAFETY

On special topics such as occupational health and safety, first aid (training and further education), offers are organised for the employees at regular intervals.

Occupational Safety Commissioner: Reimar Kobi

✉ arbeitsschutz@fh-potsdam.de

🌐 fh-potsdam.de/arbeitschutz

Work-Life balance



FAMILY

The University of Applied Sciences Potsdam sees itself as a family-friendly university which is committed to achieving a sustainable balance between work, teaching, research, study and family through a successful reconciliation of interests.

To enable this balance, we offer our students and employees practical help, such as flexible childcare on campus, a parent-child group, holiday offers and advice on organising and financing studies with a family, on pregnancy and parental leave, and on caring for relatives. A model day care centre for the campus is being planned.

Family-friendly places on campus include the family room, children's corners in the canteen, quiet and breastfeeding rooms, play areas and a children's library in the library.

Family Affairs Commissioner: Diana Zill

☎ [0331 580-2475](tel:03315802475)

✉ famteam@fh-potsdam.de

📄 fh-potsdam.de/familie

Pregnancy

Pregnancy should be reported to the university as early as possible so that protective measures can be considered. The university is obliged to report reported pregnancies to the maternity protection supervisory authority. The information to the supervisor can be given verbally or in writing. During the statutory maternity protection periods, employment is prohibited.

Parental leave

You must notify your supervisor and the HR Department of your planned parental leave. In order to clarify the modalities and to advise you individually, please contact the HR Department at an early stage.

✉ personal@fh-potsdam.de

Care of relatives

Employees with family members in need of care have access to a variety of support services to help them reconcile work and family life. For more information, please contact the family affairs commissioner or the HR Department.

✉ personal@fh-potsdam.de



FHP HEALTHY

To promote the health of all university members, the health management integrates sports and relaxation offers (health days, spinal column screening, etc.) into everyday working life. Workshops and counselling sessions are regularly offered to all university members.

Health management

✉ gesundheitsmanagement@fh-potsdam.de

🔗 fh-potsdam.de/gesundheitsmanagement



UNIVERSITY SPORTS

University sports in Potsdam are organised by the Academic Sports Center at the University of Potsdam. Whether trend sports, athletics, ball sports, health promotion, dancing, family sports - the offer provides you with a varied programme throughout the year. Fees are reduced for university members. Special offers on the FHP campus include the Break Express, the Massage Kneading Point and yoga for employees.

Sports Commissioner: Elias Pflaumbaum

✉ sport@fh-potsdam.de

🔗 uni-potsdam.de/hochschulsport

DISCOVERING **POTSDAM**



Potsdam has a lot to offer with parks, palaces and gardens as well as distinctive cultural offerings. The beautiful lake scenery of the Havel invites you to spend time in the surrounding area.

On the following pages you will find a small selection of interesting places

186.000

people live in the city of Potsdam¹

392.000

people visited the Barberini Museum in 2019²

57 Summer days

with temperatures over 25°C has Potsdam experienced in 2020³

¹ Basic statistical data on the state capital Potsdam on 31 December 2022.
www.potsdam.de/statistische-grunddaten-zur-landeshauptstadt-potsdam (retrieved 23.03.2023)

² Brochure „Potsdam in Zahlen 2019 – Ein statistisches Stadtporträt“. Landeshauptstadt Potsdam.
www.potsdam.de/broschuere-potsdam-zahlen (retrieved 30.06.2022)

³ Brochure „Potsdam in Zahlen 2020 – Ein statistisches Stadtporträt“. Landeshauptstadt Potsdam.
www.potsdam.de/broschuere-potsdam-zahlen (retrieved 30.06.2022)

UNIVERSITIES

1. University of Applied Sciences Potsdam
2. University of Potsdam
3. Film University Babelsberg KONRAD WOLF
4. University of App. Sc. Clara Hoffbauer Potsdam (private)
5. ESAB University of Applied Sciences for Sports and Management Potsdam (private)
6. GISMA Business School (private)
7. Health and Medical University Potsdam (private)
8. University of Europe for Applied Sciences (private)
9. XU Exponential University of Applied Sciences (private)

POLITICS & EDUCATION

10. Ministry of Science, Research and Culture Brandenburg (MWFK)
11. Brandenburg State Parliament
12. City and State Library (Education Forum, Science Floor, Volkshochschule)
13. Potsdam City Hall

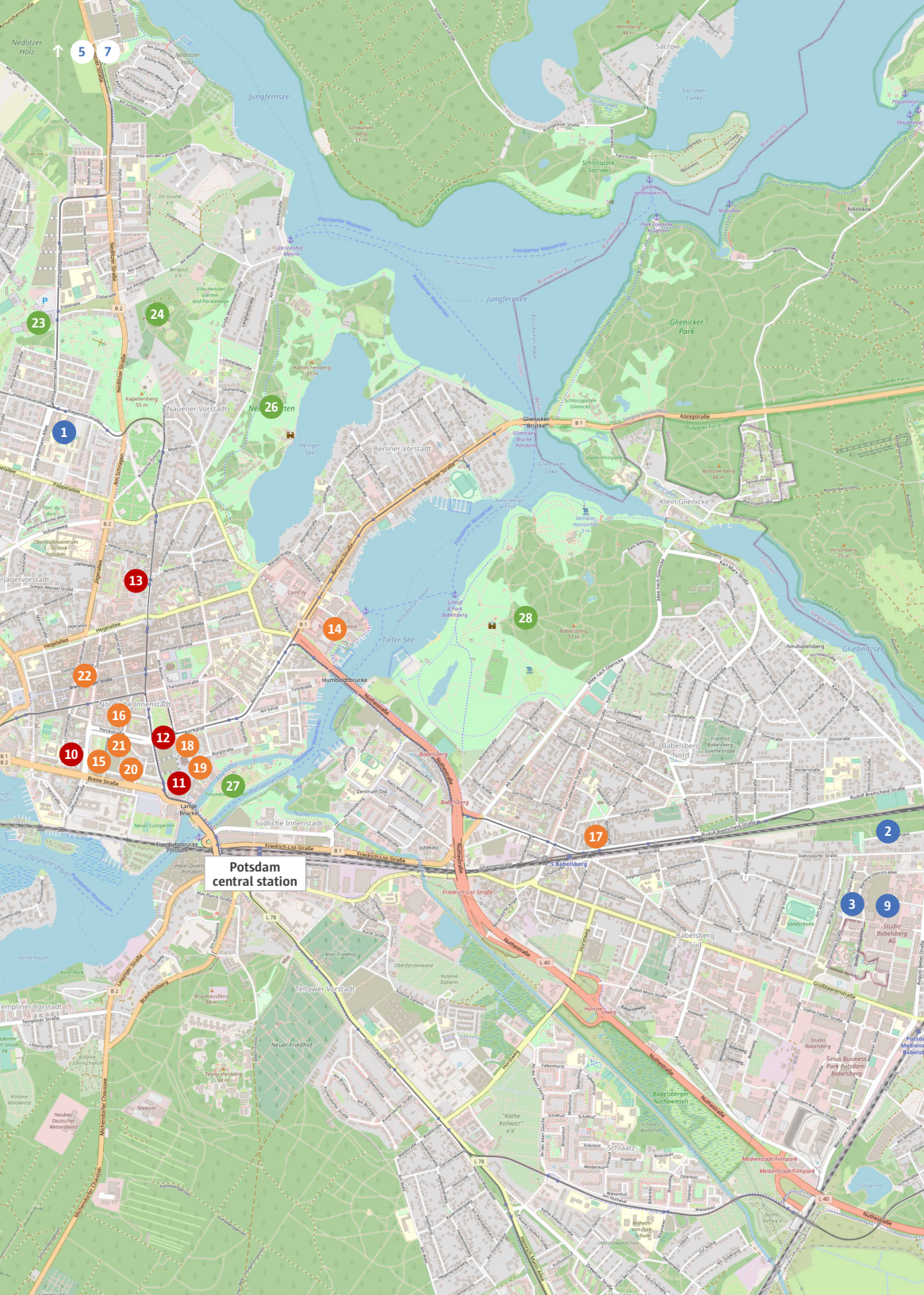
ARTS & CULTURE

14. Schiffbauergasse Arts and Cultural District (Waschhaus, Fabrik, Hans Otto Theatre, Theaterschiff)
15. Art and Creative House Rechenzentrum
16. Nikolaisaal
17. Thalia Cinema
18. Potsdam Museum
19. Barberini Museum
20. Film Museum & Cinema
21. House of Brandenburg-Prussian History
22. Lindenstraße Memorial

PARKS & GARDENS

23. Volkspark & Biosphere
24. Belvedere on the Pfingstberg
25. Park Sanssouci
26. New Garden
27. Friendship Island
28. Park Babelsberg





IMPORTANT **INFO**



Reporting process in case of emergency or damage

Please report emergencies to the fire brigade or police. Afterwards, please inform the information desk in the main building immediately. In the event of an emergency, please also contact the Building Management.

EMERGENCY CALL

☎ Police emergency: 110

☎ Fire brigade emergency: 112

INFO MAIN BUILDING

☎ 0331 580-2121

✉ info-hg@fh-potsdam.de

FACILITY MANAGEMENT AND TECHNICAL SERVICES (HGP)

☎ 0331 580-3200

✉ gm-service@fh-potsdam.de

Social media channels

INSTAGRAM

fachhochschulepotsdam

✈ [instagram.com/fachhochschulepotsdam](https://www.instagram.com/fachhochschulepotsdam)

TWITTER

@FHPotsdam

✈ twitter.com/FHPotsdam

FACEBOOK

@FachhochschulePotsdam

✈ facebook.com/FachhochschulePotsdam

LINKEDIN

Fachhochschule Potsdam

✈ linkedin.com/school/fachhochschulepotsdam/

VIMEO

Fachhochschule Potsdam

✈ vimeo.com/fhpotsdam

Goodbye Potsdam - Die Abschiedsfolge

Europäische
Medienwissenschaft
Folge 4



STUDIUM

Fachübergreifende Lehrveranstaltungen im Sommersemester

Infotage im Mai & Juni

FACHBEREICH SOZIAL- UND BILDUNGSWISSENSCHAFTEN

Master Frühkindliche Bildungsforschung

Online-Infoveranstaltung am 24. Februar von 12-13 Uhr



Der Podcast

GRÜNDUNGSGEIST BERLIN-BRANDENBURG

Selbstständige Johanna Mellenthin &
Maximilian Braun im Podcast der
FHP Entrepreneurship School



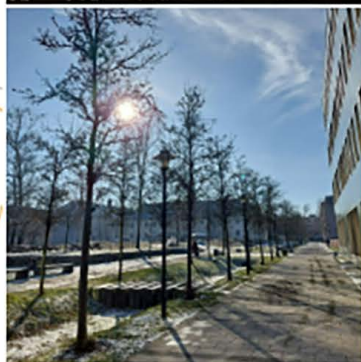
Visualisierung
eines
Fotoarchivs
über Diaspora

ich bin wissen schaft lerin



SEKT & SYNERGIEN

bei MOYA Birch Bark



Sportkurse buchen

150 Sportarten stehen zur Auswahl!



Was macht
eigentlich
—?

Die Zentrale Studienberatung (ZSB)

Katrin Sawitzki, Mitarbeiterin



FACHBEREICH STADT | BAU | KULTUR

Graduiertentag



Studienfinanzierung - Wie geht das?

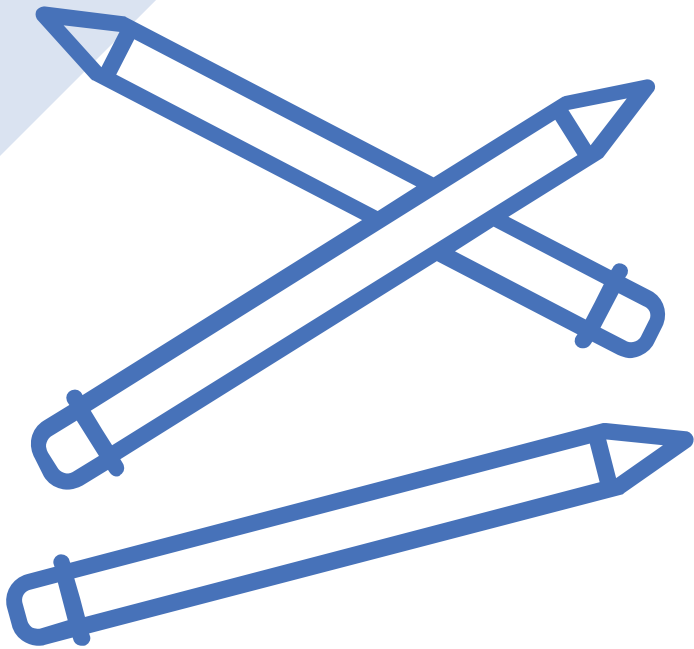
Studium Allgemein



BACHELOR SOZIALE ARBEIT DUAL-DIGITAL

Tagung: Digitale Transformation & Widerstände in der

COMMON **ABBREVI- ATIONS**



AG	Arbeitsgruppe	<i>Working Group</i>
AGG	Allgemeines Gleichbehandlungsgesetz	<i>General Law on Equal Treatment</i>
AK	Arbeitskreis	<i>Working Group</i>
ASA	Arbeitsschutzausschuss	<i>Occupational Health and Safety Committee</i>
AStA	Allgemeiner Studierendenausschuss	<i>Student Union Executive Committee</i>
B. A.	Bachelor of Arts	
B. Eng.	Bachelor of Engineering	
B. Sc.	Bachelor of Science	
BbgHG	Brandenburgisches Hochschulgesetz	<i>Law on Higher Education in the State of Brandenburg</i>
BLHP	Brandenburgische Landeskongferenz der Hochschulpräsidentinnen und -präsidenten	<i>University Presidents' Conference of the State of Brandenburg</i>
BMBF	Bundesministerium für Bildung und Forschung	<i>Federal Ministry of Education and Research</i>
BRANDSTUVE	Brandenburgische Studierendenvertretung	<i>Student Representatives of Brandenburg</i>
BTU	Brandenburgische Technische Universität Cottbus-Senftenberg	<i>Brandenburg University of Technology Cottbus-Senftenberg</i>
DAAD	Deutscher Akademischer Austauschdienst	<i>German Academic Exchange Service</i>
DFG	Deutsche Forschungsgemeinschaft	<i>German Research Community</i>
DFN	Deutsches Forschungsnetz	<i>German Research Network</i>
DSW	Deutsches Studentenwerk	<i>German National Association for Student Affairs</i>
FB 1	Fachbereich Sozial- und Bildungswissenschaften	<i>Social and Educational Sciences Department</i>
FB 2	Fachbereich STADT BAU KULTUR	<i>CITY BUILDING CULTURE Department</i>
FB 3	Fachbereich Bauingenieurwesen	<i>Civil Engineering Department</i>
FB 4	Fachbereich Design	<i>Design Department</i>
FB 5	Fachbereich Informationswissenschaften	<i>Information Sciences Department</i>
FBR	Fachbereichsrat	<i>Department Council</i>
FHP / FH;P	Fachhochschule Potsdam	<i>University of Applied Sciences Potsdam</i>
FO	Finanzordnung	<i>Financial Regulations</i>
FuT	Forschung und Transfer	<i>Research and Transfer</i>

52 COMMON ABBREVIATIONS

GEW	Gewerkschaft Erziehung und Wissenschaft	<i>Education and Science Union</i>
GeschO	Geschäftsordnung	<i>Rules of Procedure</i>
GM	Gebäudemanagement	<i>Building Management</i>
GO	Grundordnung	<i>Basic Regulation</i>
GPR	Gesamtpersonalrat	<i>General Staff Council</i>
GVT	Gremienvernetzungstreffen der Studierendenschaft	<i>Committee Networking Meeting of the Students</i>
HiWi	Wissenschaftliche Hilfskraft, siehe auch WHK	<i>Scientific Support Staff</i>
HoPo	Hochschulpolitik	<i>University Politics</i>
HNEE	Hochschule für nachhaltige Entwicklung Eberswalde	<i>Eberswalde University for Sustainable Development</i>
HPR	Hauptpersonalrat	<i>Main Staff Council</i>
HRK	Hochschulrektorenkonferenz	<i>German Rector's Conference</i>
IaF	Institut für angewandte Forschung Urbane Zukunft	<i>Institute for Applied Research Urban Futures</i>
IO	International Office	
IT	Informationstechnik	<i>Information Technology</i>
KMK	Kultusministerkonferenz	<i>Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany</i>
M. A.	Master of Arts	
M. Eng.	Master of Engineering	
M. Sc.	Master of Science	
MV	Mitgliederversammlung	<i>Members' Assembly</i>
MVM	Mittelverteilmodell	<i>Funds Distribution Model</i>
MWFK	Ministerium für Wissenschaft, Forschung und Kultur (Brandenburg)	<i>Ministry for Science, Research and Culture (Brandenburg)</i>
nwPR	nichtwissenschaftlicher Personalrat	<i>Staff Council for Non-Academic Staff Members</i>
PAS / PAU	Prüfungsausschuss	<i>Examination Board</i>
SHK	Studentische Hilfskraft (Student*in ohne Hochschulabschluss)	<i>Student Support Staff</i>
SKSL	Ständige Kommission für Studium und Lehre	<i>Standing Committee on Studies and Teaching</i>

SL	Studium und Lehre	<i>Studies and Teaching</i>
StEP	Struktur- und Entwicklungsplanung der Hochschule	<i>Structural and Development Planning of the University</i>
StuRa	Studierendenrat	<i>Student Council</i>
StuWe	Studentenwerk Potsdam	<i>Student Services Potsdam</i>
SVP	Studentische*r Vizepräsident*in	<i>Student Vice President</i>
SWS	Semesterwochenstunde	<i>Semester Hour per Week</i>
TelKo	Telefonkonferenz	<i>Phone Conference</i>
THB	Technische Hochschule Brandenburg	<i>University of Applied Sciences Brandenburg</i>
THW	Technische Hochschule Wildau	<i>Technical University of Applied Sciences Wildau</i>
TO	Tagesordnung	<i>Agenda</i>
TOP	Tagesordnungspunkt	<i>Agenda Item</i>
TV-L	Tarifvertrag für den öffentlichen Dienst der Länder	<i>Collective Agreement of the States for the Public Service</i>
UP	Uni Potsdam	<i>University of Potsdam</i>
Viadrina	Europa-Universität Viadrina Frankfurt (Oder)	<i>European University Viadrina Frankfurt (Oder)</i>
VP	Vizepräsident*in	<i>Vice President</i>
VV	Vollversammlung	<i>General Assembly</i>
WHK	Wissenschaftliche Hilfskraft (Student*in mit Hochschulabschluss)	<i>Scientific Support Staff</i>
wkPR	wissenschaftlich-künstlerischer Personalrat	<i>Staff Council for Academic and Artistic Staff Members</i>
ZEDI	Zentrale Einrichtung Digitale Lehre	<i>Digital Teaching Unit</i>
ZEFT	Zentrale Einrichtung Forschungs- und Transferservice	<i>Research and Transfer Unit</i>
ZEGM	Zentrale Einrichtung Gründungsservice und Managementqualifikationen	<i>Start-up and Management Qualification Unit</i>
ZEW	Zentrale Einrichtung Weiterbildung	<i>Further Education Unit</i>
ZuSL	Zukunftsvertrag Studium und Lehre stärken (BMBF)	<i>Future Contract for the Strengthening of Studies and Teaching (BMBF)</i>





Have we forgotten a topic which we should consider in our next edition?
Please contact us: kommunikation@fh-potsdam.de



Fachhochschule Potsdam
University of
Applied Sciences