

Welcome Information for
new Doctoral Researchers
and Postdocs



Welcome to GEOMAR!

The Postdoc Academic Career Support Center **PACT**, the **DokTeam** and the **Postdoc Team** have collected some information that might be useful for you on your start as a new early career scientist at GEOMAR. If you have any questions or comments, email to welcome@geomar.de and we will soon get in contact with you. Have a great start!



Welcome to Germany

Here you find general information about your first weeks in Germany (including details on visa, registration and accommodation):

www.geomar.de/en/welcome/welcome-to-germany



www.geomar.de

To get familiar with GEOMAR's structure and strategy, visit our website and find out more about our research themes and activities as well as our strength and values.



intranet.geomar.de

On our intranet, you will find relevant contacts and forms about various aspects of your daily work. A good starting point for a great deal of information is GEOMAR from A-Z.

Practical information

How do you get your email address and access to the internet?

The team assistance of your group will provide you with a form to register with the Data Centre. Usually, you will receive your email address at GEOMAR within a day or two. The username and password also serve for accessing GEOMAR computers and our network. Note that you should change the password asap. The GEOMAR network and printers can only be used with a GEOMAR computer (@ home office via VPN). Until you have your work computer you can apply for a guest account to use the GEOMAR WLAN connection with your private computer. Talk to your line manager and/or the team assistant.

The Data Centre provides support if needed: <https://intranet.geomar.de/en/ze/rz/services/>. Write to helpdesk@geomar.de if there are issues that you cannot solve by asking your peers.

Where do you get your office space and key/chip for the printer?

The team assistant of your research unit is your first point of contact. She/he will organize and provide you with a work place as well as with keys for the office and the entrance doors. The key-chip also gives you access to printers, copy, and scanning machines. Ask your team assistant how to program the chip.

Important for Doctoral Researchers

1. Check the doctoral researcher website for detailed information on registration at the Kiel University <https://www.geomar.de/en/studying/doctoral-researcher>
2. Contact the doctoral researcher support youngtalents@geomar.de
3. Sign up for the email list docs@geomar.de by contacting youngtalents@geomar.de.

Important for Postdocs

1. Check the postdoc website <https://www.geomar.de/en/studying/postdoctoral-scientists>
2. Contact the Postdoc Academic Career Support Center (PACT) pact@geomar.de
3. Find further support with the Postdoc Team postdoc-speaker@geomar.de

Be informed

With your registration at the Data Centre you are automatically subscribed to the following email lists: **Intern / Wissenschaft / Research Division / Research Funding**

Once your GEOMAR email is active, you receive information about ongoing activities via these email lists. Every research unit has its own mailing lists. Ask your team assistant and sign up to more: <https://mailman.geomar.de/mailman/listinfo/>

Opportunities for Interaction

Regular Seminars: The research divisions (RD) and research units (RU) have individual seminars with invited talks. Some have lunch events. The announcements are made through the mailing lists.

Doctoral researchers

The **Graduate School** at the Kiel University supports its doctoral candidates (you will receive your degree via the University).

https://www.graduiertenzentrum.uni-kiel.de/en?set_language=en

The **Faculty of Mathematics and Natural Sciences** at CAU has published the procedure for doctoral registration. Please make sure that you are enrolled on the doctoral list at CAU. You can find more information here:

https://www.mnf.uni-kiel.de/en/promotion-habilitation/prom?set_language=en

DokTeam: Doctoral researcher network and representation of doctoral researchers at GEOMAR

dokteam@geomar.de | www.geomar.de/en/studying/doctoral-researcher/geomar-dokteam

Doctoral researchers and postdocs in marine science in Kiel

FYORD (Foster Young Ocean Researcher Development): FYORD is a joint cooperation between Christian-Albrechts University and GEOMAR. The program supports the development of young marine scientists by enabling young researchers from master students to postdocs to take the next step towards a successful career in marine topics. It is open to all doctoral researchers and postdocs at GEOMAR. Events are announced on the website.

<https://www.uni-kiel.de/en/fyord>

Postdoctoral researchers

PACT: The Postdoc Academic Career Support Centre offers career development support, workshops and networking events tailored to postdocs. Every two weeks on Tuesdays there is a Postdoc Lunch with teaser talks and networking for postdocs. Follow the announcements on the webpage.

www.geomar.de/en/pact | pact-info@geomar.de

Postdoc Team: Postdoctoral researcher and non-permanent scientist network and their representation at GEOMAR. Every two months, there is an open assembly to discuss current topics affecting postdocs at GEOMAR.

www.geomar.de/en/postdoc-team | postdoc-speaker@geomar.de

Events at GEOMAR

Events at GEOMAR are listed on the new event platform:

<https://www.geomar.de/en/veranstaltungen>

Events via Zimbra Calendar: Most activities are announced via the mailing list and organized in a calendar that you can subscribe to from your Zimbra GEOMAR webmail <https://mail.geomar.de> > *Preferences > Sharing > Folders that have been shared with me but not yet accepted > Show folders shared with me by the following user: Veranstaltungen*

Events shown in the calendar to date: Docs coffee time event, Office Hour of PACT, PACT Lunch Teaser Talk, Office hour of the Equal Opportunity Manager, Hacky Hour, Digital Monday, WissenSchaffen, Desk Yoga

Sport events at GEOMAR can be found on the health webpage on the intranet only.

<https://intranet.geomar.de/leitungsgremien/hse/gesundheitsfoerderung>

Further information

GEOMAR Buddy Program: PACT, Postdocs, and Docs run a Buddy-Mentoring program. Contact PACT to receive more information or see the website:

<https://www.geomar.de/en/pact/mentoring>

For international doctoral candidates, there is the **Study Buddy Program** run at the CAU: www.studentenwerk.sh/en/social-advice-center/international/study-buddy-programme

Information on German courses:

Kiel University (free): www.zfs-daf.uni-kiel.de/en

Förde-VHS: <https://www.foerde-vhs.de>

In the **Internal Staff Forum** on the intranet the sale of furniture, apartments for rent, etc. is announced: <https://intranet.geomar.de/forum/mitarbeiter/>

We will invite you for a personal welcome meeting
with the DokTeam, the Postdoc Team and PACT soon.
Looking forward to meeting you in person!

