

Working at the Cluster - Early Career Researchers (ECRs)

Working environment

Working hours of academic staff

The University of Konstanz offers flexible working hours for its staff. As an academic member of staff, you are exempted from time recording. This means that you organize your working hours in a flexible way from Monday to Friday along with your supervisor/Principle Investigator (PI), the requirements of your position and your research activities.

Working on campus and mobile working

The flexible working scheme includes both campus and mobile working.

We strongly believe that a vibrant campus life with meeting and talking to Cluster members in person and collaborating with international guests and fellows is vital for the Cluster's success. For this reason, the Cluster would expect regular in-person attendance in the Cluster office building in line with the Cluster's policy on home office work (see Cluster Intranet).

Vacation / Holiday

As an employee, you are entitled to paid days of leave for vacation. The total leave for each year is noted in the QIS online system and depends on the number of working days per week. Leave needs to be approved of by your supervisor, special paid leave (e.g. death of parents, moving house due to job reasons) needs to be approved by your HR officer. Leave should be used up in the current calendar year. Any remaining leave must be taken at the latest by the end of September of the following year, otherwise, it will be forfeited.

Contact for QIS in HR: Ms Merk (melina.merk@uni-konstanz.de).

Illness

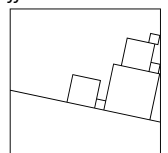
If you are sick and cannot work, you are obliged to report sick immediately. This means that, at the start of work, your direct supervisor¹, the Human Resources Department (Martina Eberle, P.O. Box 224), and the respective departmental administration, in your case the Cluster (cluster.inequality@uni-konstanz.de), must be informed. If you are on sick leave for more than three days, please see a medical doctor and ask for a certificate of incapacity for work ("AU"). Please submit it to your supervisor. Likewise, after recovery has taken place (on the 1st day back at the office), a so-called "notification of health" must be made to HR: martina.eberle@uni-konstanz.de.

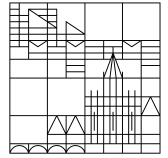
In the event of illness during vacation, you can report your illness to the university and request to have your sick days recredited providing a medical certificate.

Illness of a child

If your child (< 12 years) is sick and you need to stay away from work for child care, you may claim up to 10 extra days of leave per calendar year and child. These days are without pay from the employer. You can get compensation, i.e. the child care sickness benefit, if you are a member of a German state health insurance provider. Alternatively, special paid leave may be requested. In both cases, a medical certificate on the child's illness would be required.

¹ If you are an independent fellow, please notify the Human Resources Department (Martina Eberle, martina.eberle@uni-konstanz.de, P.O. Box 224) and the Cluster (cluster.inequality@uni-konstanz.de). If you work in a project of the department, please notify the departmental managing office.





Secondary Employment

If you take on secondary employment/free-lance, you need to apply and get it formally approved by the Cluster's Managing Director and your HR officer prior to signing in. If you are a project researcher, please also get the approval of your PI/supervisor.

Teaching during the doctoral phase

Doctoral positions financed by the Cluster do not entail teaching obligations. Nevertheless, if you would like to gain experience in academic teaching during your PhD studies, you can start giving classes in accordance with the Cluster's policy on teaching for ECRs ([see Cluster Intranet](#)). In case you get reimbursed for your teaching, it needs to be approved as **secondary employment** (see below.)

Accident at work

Accidents at work include accidents that occur at the place of your official work (e.g. campus, official off-campus events) and on the journey between your workplace and home. In this case, members of the university hold accident insurance coverage and are expected to report such accidents to their HR officer.

Pregnancy and maternity protection

During pregnancy, the employer is obliged to provide comprehensive protection for the expectant mother and the child. For this reason, we kindly request expectant mothers to notify your HR officer on pregnancy providing a medical pregnancy certificate and the expected date of birth of the child. We also recommend to inform your supervisor. Upon your notification, HR will notify the inhouse doctor and, if required, the work safety experts, to check the risk potential of your individual work environment, and take action.

Career talks

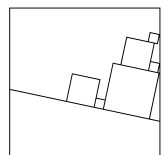
The university encourages superiors and staff members to quest for open, mutually respectful cooperation. Therefore, career talks are provided that 1) are organized between the staff member and their direct supervisor, 2) take place once a year, and 3) have a confidential character. They focus on the personal work situation of the staff member, the leadership behaviour of the supervisor/PI, and the expectations of both parties. The talks aim at an open dialogue between equal dialogue partners ([see Guideline on appraisal interviews](#) – in German).

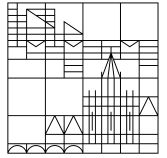
Additionally, careers talks are included in the Cluster's Code of Practice for Early Career Researchers. For guidance, if wanted, see the [Template for Career Talks](#) ([see Cluster Intranet](#)).

Employment certificate

You are entitled to get a qualified employment certificate from your supervisor including the details of your employment dates, your tasks and a both benevolent and realistic appraisal of your performance.

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On good cooperation: Organizational guidelines and agreements

The University of Konstanz strives to provide a fair and collaborative working environment for all staff members. The following guidelines for self-commitment have been convened:

- [Code of Practice for Doctoral Researchers at the University of Konstanz](#)
- [Konstanz Code of Practice for Postdoctoral Researchers](#)
- [Attractive and reliable career paths for excellent researchers](#)
- [Cooperative behaviour at the workplace and place of study \(in German\)](#)
- [Good work including guideline on the time limitation of work contracts \(in German\)](#)
- [Code of practice on diversity](#)
- [Leadership guidelines and inclusive leadership \(in German\)](#)
- [Code of practice on gender equality](#)
- [Guidelines to combat discrimination and sexualized violence](#)

Support services for Early Career Researchers

Career development for early career researchers

The [Academic Staff Development](#) offers cost free and individually tailored coaching sessions by experienced trainers. In a confidential one-to-one setting, you can discuss issues on career development inside and outside academia, finding solutions to present work-related challenges and situations of change. Moreover, you will find a wide range of seminars and workshops to help you develop your research, teaching and management skills.

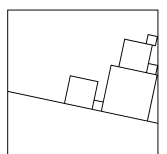
Research Support

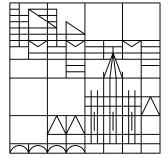
The [Research Support](#) unit offers support in obtaining third-party funding for research projects. They give advice on funding lines and hands-on feed-back on grant proposal writing.

Career Service

The [Career Service](#) is a free of charge service for all University of Konstanz students, doctoral researchers and graduates (until two years after graduating). They offer for e.g. individual advising and seminars on job application, application check and mock job interviews.

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Mentoring and diversity programmes for Early Career Researchers

The university has mentoring programmes which focus on different stages of academic careers and specific goals / situations (international careers, diversity-related):

- Mentoring for female researchers (PhD mentoring, Konstanzia MEiN, Konstanzia Fellowship, Konstanzia Duo, MuT – Mentoring and training)
- Diversity mentoring: supports Early Career Researchers who face particular challenges in balancing special circumstances in their lives with the requirements of the academic system. The programme focuses on under-represented groups at the University of Konstanz (e.g. first generation academics) as well as researchers who have experienced disadvantage or discrimination.

Mental health

- Offers for academics who want to take care for their own mental health and well-being
- Psychotherapeutical counselling by Seezeit offers cost free and confidential counselling sessions (multilingual) in personal situations of stress for all enrolled (PhD) students.

Additional funding options

With additional funding lines, the Cluster would like to support individual support in research, career development and equal opportunity matters.

We strongly encourage you to make use of these core support services.

Contact persons

Contact persons for Early Career Researchers

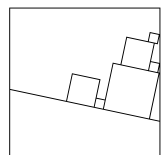
Coordinator Early Career Researchers

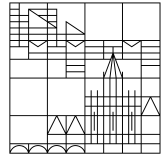
As your first point of contact for any questions related on early career support programmes, services and funding lines offered by the Cluster or the university, please contact Alexandra Frasch in the Managing Office.

Cluster Assembly of Early Career Researchers

The Cluster's Early Career Researchers are organized in the Assembly of Early Career Researchers. The assembly elects up to two spokespersons who represent the interests of the Early Career Researchers on the Cluster Board. Please find the present spokespersons here.

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Conflicts at the workplace

Wherever people meet and work, problems, conflicts or even forms of harassment or discrimination can happen. The Cluster and the University of Konstanz provide information and support on how to deal with stressful situations as well as contacts for mediation.

Cluster Person of Trust for Early Career Researchers

In the event of conflict in the working relationship between Early Career Researchers and Principal Investigators, the [Cluster Person of Trust](#) can be called upon whenever third-party advice is considered beneficial. The Cluster Person of Trust is complimentary to (and can be called regardless of the right to refer to) the university ombudspersons for research and for Doctoral Research.

Ombudspersons for doctoral research

The University of Konstanz's [Ombudspersons for doctoral research](#) provide independent and neutral advisory, mediating and support services in case of conflict to both doctoral students and supervisors.

Ombudsperson for research

If you have any questions or concerns about good scientific practice, possible violations thereof (such as scientific dishonesty) or related conflicts, please contact the [Ombudsperson for Research](#) or the [Commission of Inquiry into Scientific Misconduct](#).

Contact persons for questions relating to sexual harassment

The [Guidelines to Combat Discrimination and Sexualized Violence](#) take a stand against sexual discrimination, harassment, sexual violence and stalking according to the **Allgemeines Gleichbehandlungsgesetz** (AGG, general law on equal opportunity) and are binding for all persons on campus. You can find the the contact persons on sexual harassment [here](#).

Points of contact in case of discrimination

If you would like to report on discrimination, please refer to the corresponding points of contact. The dimensions of discrimination include racist grounds, ethnic origin or (assumed or actual) religious and ideological identity, disability, illness or mental impairment, gender identities and sexual orientations, age and socio-economic origin, migration, flight and other stigmatisation. The University of Konstanz has also appointed an [official contact person for anti-discrimination](#) according to the State University Act of 2021.

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