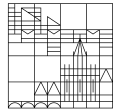
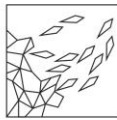


ONBOARDING PROCESS FOR CLUSTER EMPLOYEES





General Information

The cluster office forms the link between the international researchers and the university's administration – cultural differences can sometimes lead to misunderstandings, which we try to resolve and explain. Attempts are made to take account of special needs of a cultural or gender nature. The entire team is constantly trying to develop further and keep up to date with new developments. Some members of the team had a special training in intercultural competences.

In case of any questions please contact cascb@uni-konstanz.de.

Before the Start of the Contract

Before the start of the contract, a member of the cluster office will get in contact with the candidate after they have been offered and accepted a position at the cluster.

We assist in all visa matters and put candidates in contact with the university's [Welcome Center](#), which supports international researchers and their families with planning, preparing for, and participating in a stay in Konstanz.

The cluster will issue the employment contract in close collaboration with the university's [HR department](#) and solve all upcoming questions.

Depending on needs of the candidate and capacity of cluster apartments, the cluster office will arrange the stay in one of the cluster's apartments.

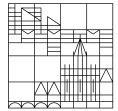
Upon arrival, candidates are met in person, picked up at the train station, and taken to their apartment.

Arrival at the University

Candidates are accompanied to sign their employment contract and collect their employee ID at the HR department, to set up their email address at the [KIM](#) (Communication, Information, Media Centre) and to collect their transponder/key to access their assigned office/lab.

The candidate will receive an information folder with materials about the cluster, including a detailed "[How-To Manual](#)" which will resolve many questions, and practical tips for the city.

Furthermore, candidates are contacted individually by the CASCB Science Management, RDM, and Science Communication colleagues with a welcome e-mail. Hereby, the newbies will learn about the key aspects of the respective area, the supporting



services available to them, and know whom to contact. They will be invited for individual onboarding meetings if desired. On top of that, they are listed on the cluster website, get access to the [internal website area](#), and are invited to provide information for so called “BioCards” with which researchers present themselves on the cluster floor. This helps to network with the community.

The cluster office will assist in ordering basic equipment like a PC/laptop and, if needed for the project, more specific equipment.

If you're starting an employment at the Uni Konstanz you can download Microsoft Office, to be specific Office Professional Plus, for free via this [website](#).

If the candidate stays in a cluster apartment, we will issue a landlord certificate and exemption from waste disposal charges to register with the [Citizens' Office](#).

During the candidate's stay in Konstanz, they will be integrated into the city's urban life with event tips as well as information on local rituals and customs. The cluster office will also assist with all aspects of daily life – to name but a few: Doctor visits, car repairs, weddings, bank accounts, travels, death of a family member, insurances, etc.

At the End of the Contract

The cluster office hands out an information sheet regarding the end of the candidate's contract. They are bid farewell and added to the alumni mailing list so that they can stay in touch with the cluster.

Information on Research Ethics

Our researchers benefit from the following guidelines defined by the university:

- Suggestions and regulations for a responsible approach to scientific freedom and scientific risks at the University of Konstanz
- University of Konstanz guidelines to ensure 'Good Scientific Practice'
- Statute to ensure 'Good Scientific Practice' and approach accusations of scientific misconduct at the University of Konstanz

Please familiarize yourself with the [topic](#).