

Young Researchers in the Department of Mechanical Engineering

MASCHINENBAU
We engineer future



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Your WiMi representatives on the faculty council



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Pia-Sophie Becks

WiMi at MPA/IfW



Nicola Jessen

WiMi at PtU



Vinzenz Schuh

WiMi at STFS

[LINK](#)

The Dean's Office Team



TECHNISCHE
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- **Petra Wiesner-Schmitt, Doctoral Office**
- **Giuliana Fetzter, Doctoral Office** (Thursdays only)
- Tanja Drobek, Manager
- Claudia Baltes, Dean's Assistant
- Gianina Camino, Student Assistant's Contracts
- Pia Forno, Accounting and Administration
- Nicole Schemel, Controlling and Employment Contracts
- Manuela Landgrebe, Controlling and Employment Contracts
- Elena Dröge, Communication and Marketing
- Claus Seibold, IT Administration



Petra
Wiesner-Schmitt



Giuliana Fetzter

[LINK](#)



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MechCenter

Study Office of the
Department of Mechanical Engineering

www.maschinenbau.tu-darmstadt.de/mechcenter



Agenda

- 1 Welcome
- 2 WiMis at the Department of Mechanical Engineering
- 3 Info about the PHD/Promotion
- 4 Teaching
- 5 Offers and contact persons

WiMis at the Department of Mechanical Engineering



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THE DEPARTMENT FIGURES



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30 Professors



2070 Students



500+ Researchers



150+ Administrative and Technical Staff



Information via Mailing List and Website



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- Possibility of direct communication
- Independent log-on and log-off possible



TU Darmstadt > Maschinenbau > Forschung > Wissenschaftliche Mitarbeitende

Sie bilden das Rückgrat der Forschung und Lehre einer Universität: die wissenschaftlichen Mitarbeiter:innen, intern auch WiMi genannt. Mehrere hundert von ihnen arbeiten in Darmstadt unter Leitung der Professor:innen in den Fachgebieten und Forschungsgruppen am Fachbereich Maschinenbau. Die meisten sind Doktorand:innen oder Habilitand:innen. Sie arbeiten in unterschiedlichen befristeten und unbefristeten Angestelltenverhältnissen oder werden durch ein Stipendium gefördert.

KONTAKT

Abonnieren Sie die
Mailingliste!

Committees and working groups at the department



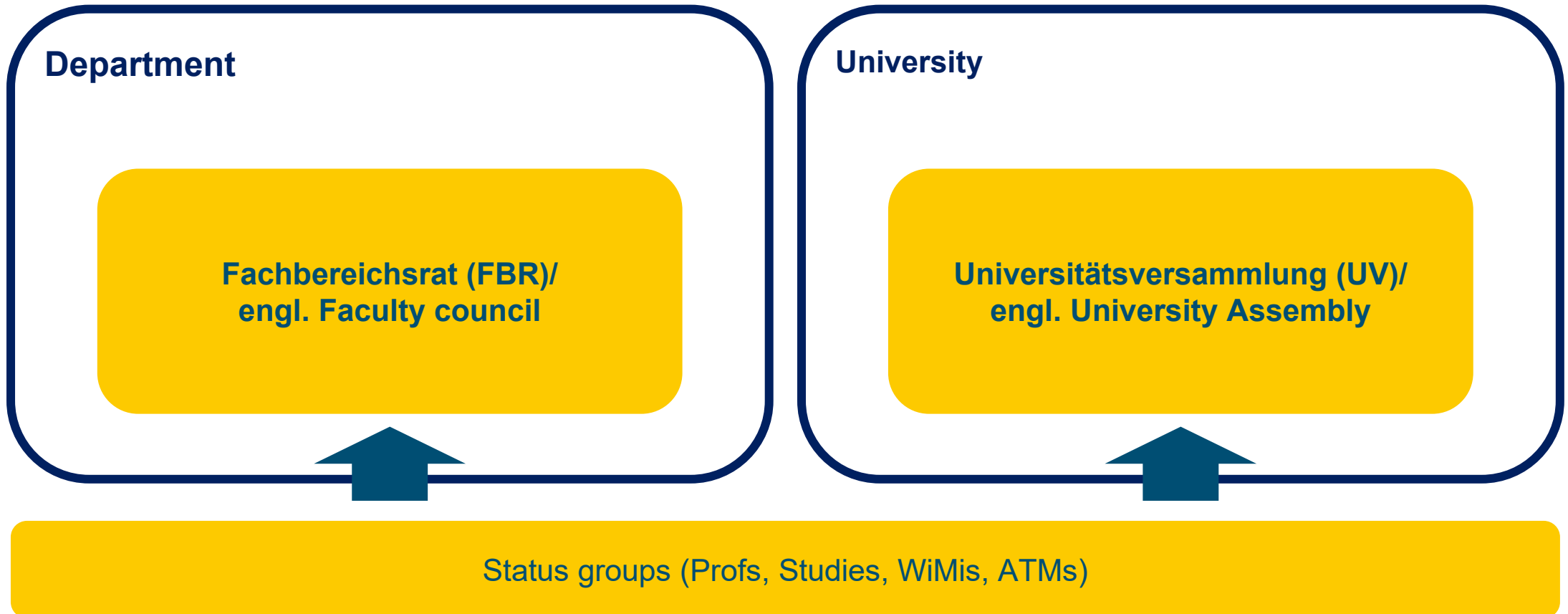
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There are two areas

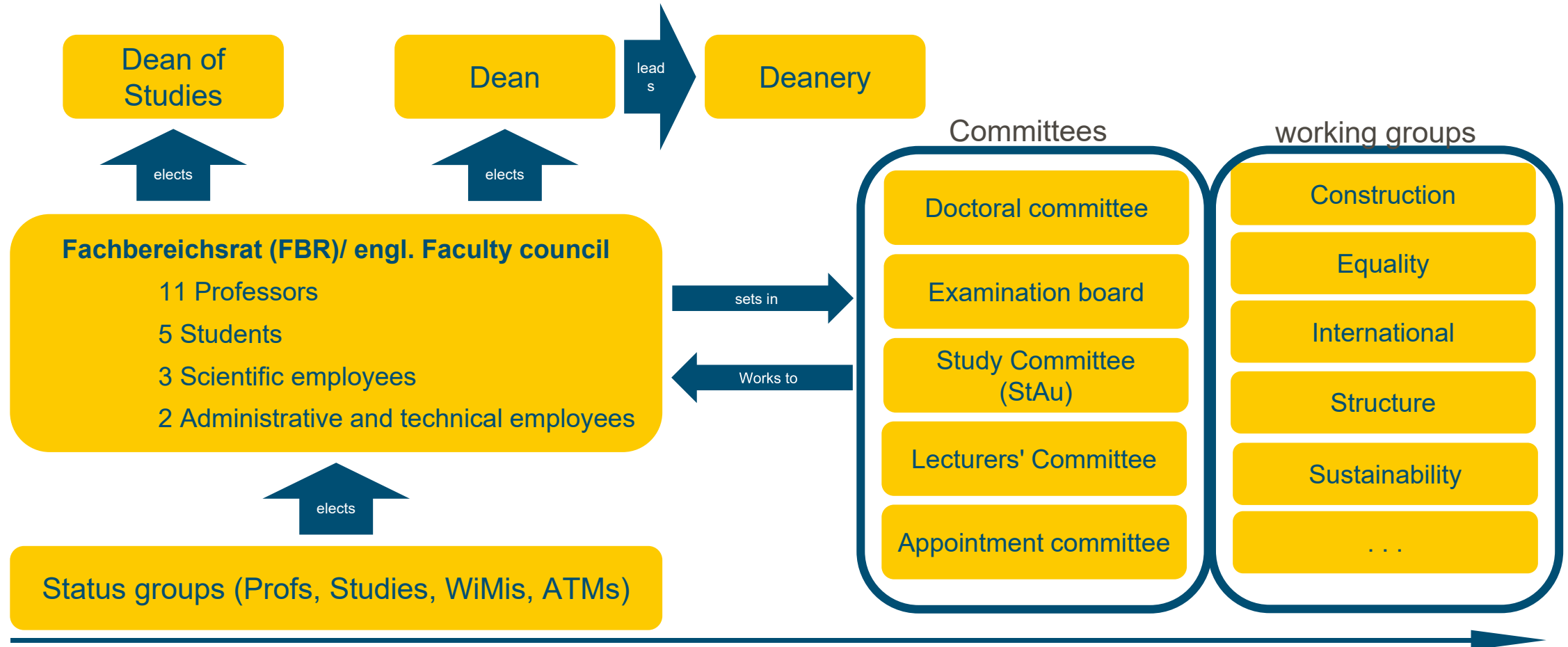
Department and University



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Committees and working groups at the Department of Mechanical Engineering



The faculty council is the central decision-making body in the faculty

Fachbereichsrat (FBR)/ engl. Faculty council

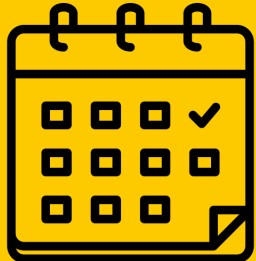


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Composition:

- 11 professors
- 5 students
- 3 WiMis
- 2 ATMS



Meets:

- 6x per year (3x per semester)

Tasks:



Elects Dean's Office (Dean, Dean of Studies)/ Appoints members of committees and commissions



Decisions on the budget, fundamental issues, etc.



Makes legally binding decisions on proposals from committees (e.g. study committee, appointment committees, study regulations, etc.)

Doctoral committee decides on all formalities of the doctorate

Doctoral committee

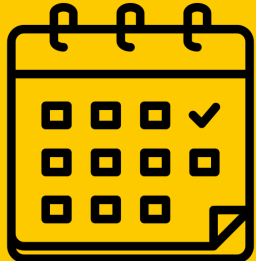


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Composition:

- Dean
- at least 3 Profs
- 2 WiMis (PostDoc+ PhD student)
- 1 student (advisory vote)



Meets:

- Meets approx. 8 times a year (usually after the FBR)

Tasks:



Acceptance & rejection of doctoral candidates



Determination of the examination composition for the doctoral examination



Approves the title of the dissertation

Decides on teaching topics

Study Committee

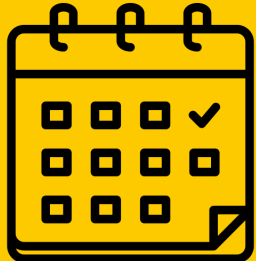


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Composition:

- 4 professors
- 4 students
- 4 WiMis



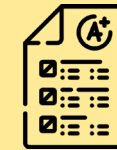
Meets:

- 6x per year (usually 2 weeks before the FBR)

Tasks:



Inclusion of new courses in the module handbook



Assessing the evaluation results of courses



Elaboration of the new examination regulations

Participation in the committees

- WiMis are represented in many committees and working groups and can therefore participate in the development of the faculty
- Please contact the WiMi representatives on the faculty council if you are interested in participating

Info about the promotion



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Doctoral Research at the Department



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Application
and
Registration

Research Project

Doctoral
examination

How to find
a PhD
position

How to get
a contract

How to
define the
thesis topic

Science

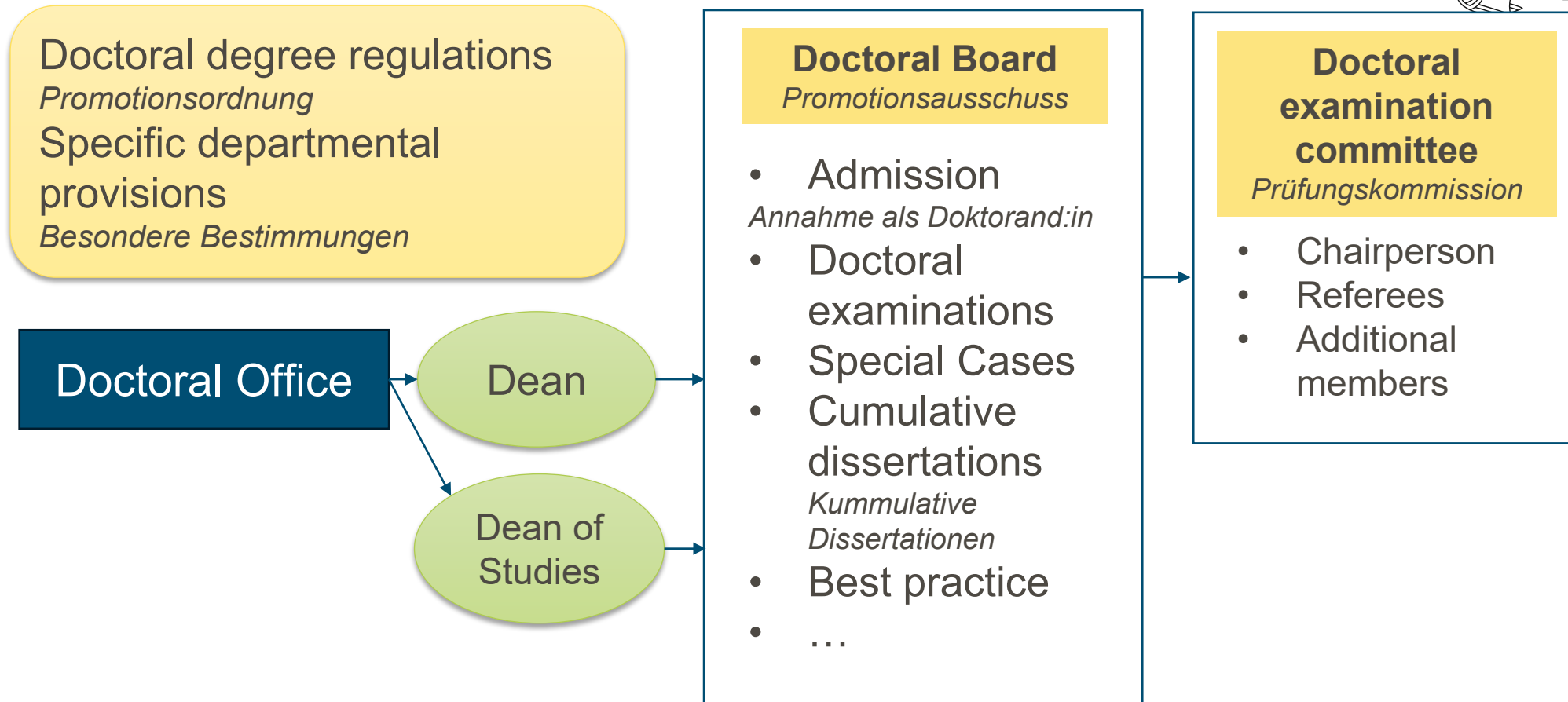
Thesis
writing

Career
planning

Regulatory Framework



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Application and Registration



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First Step

Application as a doctoral candidate in **TUCaN** (Campus Management platform)

Optional

Enrolment as a doctoral student
☐ Student Card, Semester ticket



[Online registration/TUCaN](#)



Second Step

Application at the department →
Doctoral board's decision

- **Acceptance/Admission**
- **Registration**



[Departmental website](#)

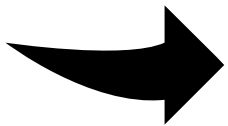
When is the best time to apply for admission?

- **As soon as possible** after starting as a researcher
- At least 3 years before doctoral examination

After admission, the acceptance is valid for 5 years and can be prolonged (application for extension)

Advantages

- Guaranteed supervision
- The thesis will be assessed
- Correct statistics



Everyone should have the opportunity to successfully finish the thesis!

Doctoral Mentor

Promotionsbegleiter



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- Second contact person in addition to the supervisor
- Available for discussions and consultation and in case of problems and disagreements

The Doctoral Mentor

- should be a member of the TU Darmstadt,
- should be able to act on an equal footing with the first supervisor,
- should not be dependent on the first supervisor or the doctoral candidate,
- should be familiar with the doctoral culture in mechanical engineering,
- does not have to be an expert in the field of the thesis.

Up to the doctoral candidates to initiate the contact!

Cumulative dissertations

Kumulative Dissertationen

Approx. 10% of the dissertations

Requirements

- Consent of the supervisor and the co-authors
- 3-6 Peer reviewed high quality publications that fit together (3 as first author)
- Introduction 20-30 pages
- Synopsis of min. 30-50 pages, scientific framework

Approx. 6 months before submission the PA has to approve

Initiating the doctoral examination procedure

Einleitung des Promotionsverfahrens



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Submission

Please contact the Doctoral Office Team. They provide

- Exam date and Examination Board (except special examination dates)
- Hessenboxlink for upload



Doctoral Board's decision

- Doctoral exam committee ok?
- Referees ok?
- Titel ok?



The Doctoral Office will initiate the reports. It also invites the examination board to the exam.

The Doctoral Examination / Dissertation Defence



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Predefined defence dates

Tuesday and Wednesday
afternoon

Special dates

have to be
organized by the
candidate

Option: Hybrid exams

for the committee
members, no
„broadcasting“

Examination and defence

- Public presentation 30 min
- Questions by the committee 60 min
- Decision of the committee and notification of the result

Preparation

- Watch a few defences in advance
- Ask your colleagues about their experience

Publication, certificate and doctoral title

Veröffentlichung, Urkunde und Dokortitel



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The dissertation has to be published **within 12 months** after the defence

- Usually **electronic version** at the ULB
- Exceptions: Printed form by a publishing house (150 copies)
- Prior to publication, the dissertation has to be checked by the first supervisor
- A signed [declaration of the transfer of rights](#) must be submitted **in paper to the Doctoral Office**
- In cases of publication in printed form send a confirmation to the Doctoral Office

For more information
see [ULB Website](#)

- Certificate is handed over in the Doctoral Office
- After that, the doctoral title can be used

Teaching at Faculty 16



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Teaching at Faculty 16

- 1 What's your job?
- 2 Involvement in lectures
- 3 Theses and ADPs
- 4 Helpful Links and MechCenter

What's your job?



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What's your job?

Hessian University Law, HHG, §72 (1)¹:

- "Academic staff provide academic services in research and teaching, (...).
- Academic services also include imparting specialised knowledge and practical skills to students and instructing them in the application of scientific methods, insofar as this is necessary to ensure the required range of courses. (...)
- Within the scope of the existing possibilities, academic staff should be given the opportunity to conduct independent research and to gain qualifications in higher education didactics.(...)"
- „Wissenschaftliche Mitarbeiterinnen und Mitarbeiter erbringen **wissenschaftliche Dienstleistungen** in Forschung und **Lehre**, (...).
- Zu den wissenschaftlichen Dienstleistungen gehört auch, **Studierenden Fachwissen und praktische Fertigkeiten zu vermitteln und sie in der Anwendung wissenschaftlicher Methoden zu unterweisen**, soweit dies zur Gewährleistung des erforderlichen Lehrangebots notwendig ist. (...)
- Im Rahmen der bestehenden Möglichkeiten soll den wissenschaftlichen Mitarbeiterinnen und Mitarbeitern Gelegenheit zu selbstbestimmter Forschung und zu **hochschuldidaktischer Qualifizierung** gegeben werden. (...)"

What's your job?



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Hessian University Law, HHG, §72 (1)¹:

- "Academic staff **Provide academic services in teaching** teaching, (...).
- **Imparting specialised knowledge and practical skills to students** Academic services also include imparting specialised knowledge and practical skills to students and instructing students to ensure the required range of courses. (...)
- **Instructing students in the application of scientific methods** Within the scope of the existing possibilities, academic staff shall instruct students in the application of scientific methods, independent research and to gain qualifications in higher education didactics. (...)
- **Opportunity to gain qualifications in higher education didactics** „Wissenschaftliche Mitarbeiterinnen und Mitarbeiter haben die Gelegenheit zur Weiterbildung in der Forschung und Lehre, (...).
- *Zu den wissenschaftlichen Dienstleistungen gehört auch, Studierenden Fachwissen und praktische Fertigkeiten zu vermitteln und sie in der Anwendung wissenschaftlicher Methoden zu unterweisen, soweit dies zur Gewährleistung des erforderlichen Lehrangebots notwendig ist. (...)*
- *Im Rahmen der bestehenden Möglichkeiten soll den wissenschaftlichen Mitarbeiterinnen und Mitarbeitern Gelegenheit zu selbstbestimmter Forschung und zu hochschuldidaktischer Qualifizierung gegeben werden. (...)*

What's your job? Could be...



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Lectures

- Support of Professor
- Support of students
- Updating Slides, Moodle, Homepage,...



Exams

- Consultation Hours
- Written exams: Design, Exam organisation, correction, exam review
- Oral exams: Preparation, Assessor, protocol



Theses & Projects

- Official Examiner: Professor
- Supervising research assistant: Assessor (*Beisitzer*)

Clarify with
your Professor

Involvement in lectures

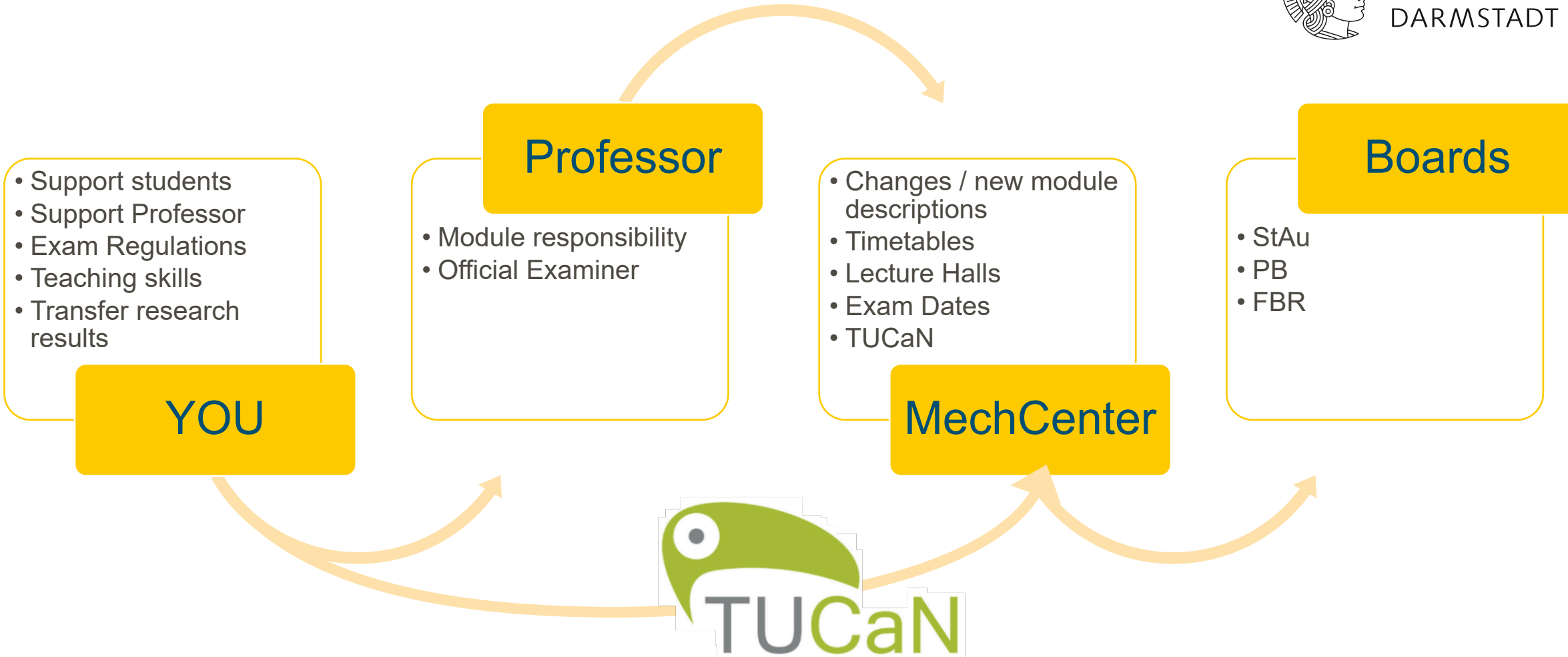


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Your involvement in (new) lectures



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New lectures or changes – First steps

Who can offer (new) lectures?

Professors + Post-Docs with an according teaching appointment

Steps for new (or changing) lectures (not for mandatory modules!)

- Check the module handbooks: does a comparable lecture already exist?
- Talk to your professor
- Prepare a module description based on the departmental template and information
- The module description will be discussed and decided upon in the following committees:
 - Studienausschuss / Study Committee
 - Professor:innenbesprechung / Professors' meeting
 - Fachbereichsrat / Faculty Council
- Room and time slot for the lecture: Get in touch with Hartmut Jawinski

Deadlines:

Mid April
for winter term

Mid October
for summer term

New lectures – Preparing the course

Detailed preparation of the lecture:

- Considering constraints and possibilities based on the Regular examination Rules ([APB](#)) and regulations of the study programme
- Keep in mind the Principles for Academic Study and Teaching of TU Darmstadt ([English](#) / [German](#))
- Take into account Blooms taxonomy
- Boost your teaching skills! Use the wide range of offers of the HDA ([English](#) / [German](#))
- What does eLearning tools (moodle and more) have to offer? Check their website ([English](#) / [German](#))
- Looking for digital platform for crafting impactful learning design solutions? Check this offer of the Goethe University Frankfurt <https://fola.digital/>

Theses and ADPs



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Stumbling blocks - Theses



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Prepare!

- Make sure, the topic is suitable for the type of thesis and required resources are available (test benches, parts for the experiments, software licenses,...)
 - Bachelor „Maschinenbau – Sustainable Engineering“ + „Bio-Materials Engineering“:
360 working hours, 20 weeks
 - Master “Maschinenbau” + “Aerospace Engineering”:
900 working hours, 24 weeks
- Thesis is related to one of the [specialisations](#) or Aerospace Eng. → State that on the task definition
- Ask a colleague to help you with your first supervision of a thesis
- Keep in my mind the formal framework, given by the examination regulations
 - FAQ for teaching staff ([English](#) / [German](#))
 - Additional information can be found [here](#) (*German only*)
 - Students find all information about the registration process, formal criteria and the process of handing in the final thesis on these websites: [Bachelor](#) / [Master](#)



Promote!

- Promote your topic:
 - use the black board at your institute,
 - the homepage of your institute,
 - the [homepage of the Department](#),
 - the „[Maschinenbauer-Forum](#)“, ...
- Thesis is related to one of the [specialisations](#) or Aerospace Engineering
→ State that on the thesis advertisement
- Advertise your topic in German and English

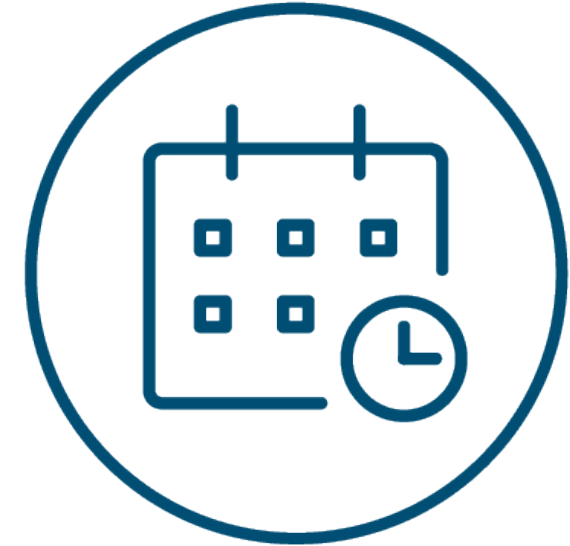
Theses



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Perform!

- Clarify with your student details about the further process
 - Deadlines & Responsibilities
 - Specifications of your own institute
 - Regular Meetings and communication
 - Steps to take if any problems occur
 - Presentation of interim results
 - Feedback-Loops and encouraging self reflection process of student
- Make it clear:
 - Which KI-tools are allowed? How to indicate its use in the thesis? ([English](#) / [German](#))
 - How to [avoid plagiarism](#)! Different backgrounds – different understanding.
- Make your feedback constructive, honest and appreciative
- Get in touch with the MechCenter (studienberatung@mechcenter.tu-darmstadt.de) if you (or your student) [struggle with the \(supervision of a\) thesis](#)



Evaluation of the thesis

Form of examination: Thesis: Written thesis and a seminar presentation followed by discussion (40 min).

Colloquium (*depending on the degree programme!*):

Department of Mechanical Engineering: Two examination events:

- Thesis = Standard Rating; (Attention: *Thesis has to be uploaded in TUbama within the thesis deadline!*)
- Colloquium
 - pass/fail → no own grade
 - But: Make use of the bonus regulation → For a good colloquium, you can upgrade the overall grade up to 0,4 points. (APB, § 25(2))
- Both partial exams must be passed separately!

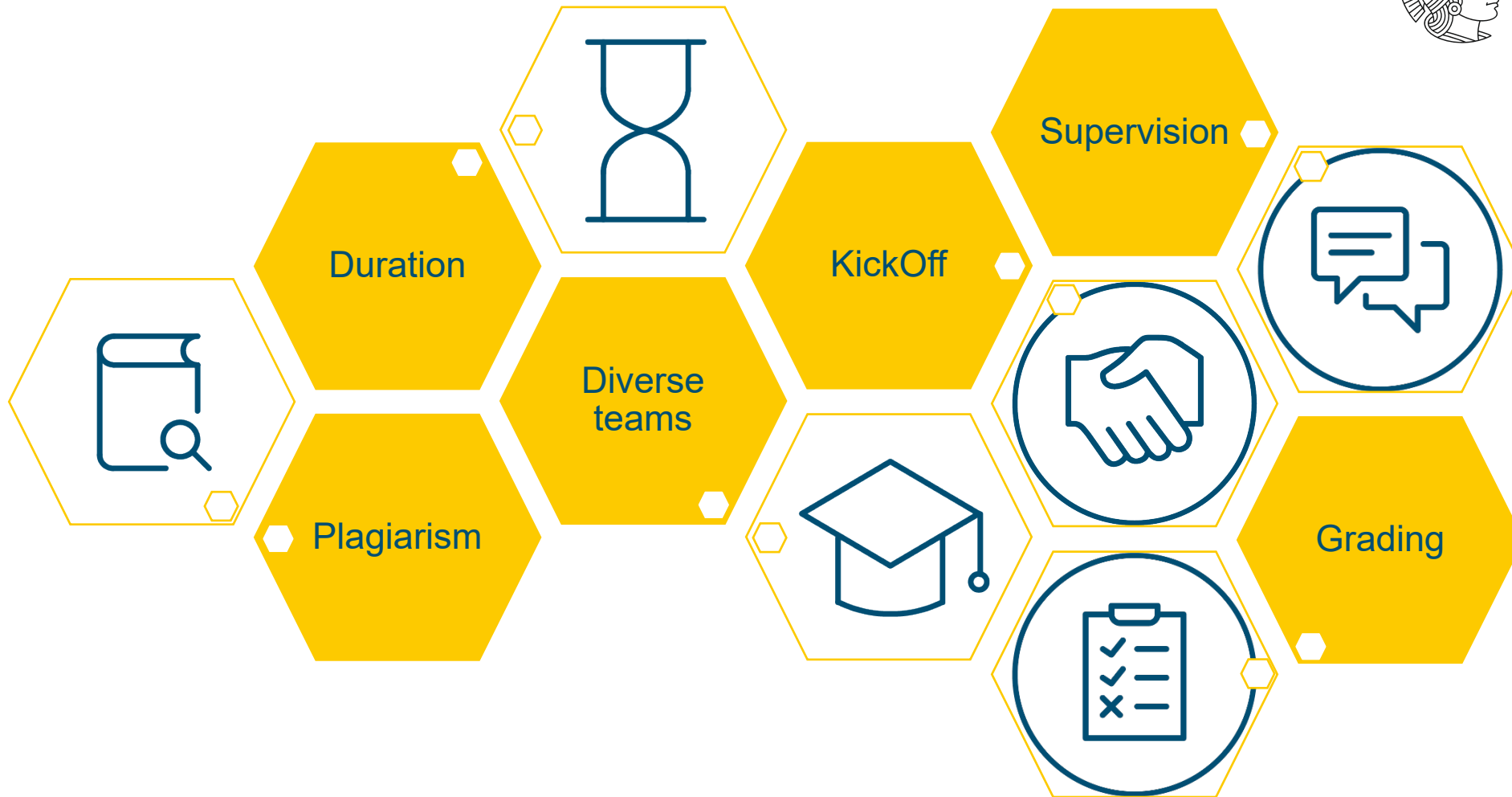
Review (*Gutachten*)

- Two (independent) reviews, usually professor + WiMi
- Tabular or prose
- Independent evaluation must be recognizable (minimum: "*I agree with the above evaluation.*")

Stumbling blocks - ADP



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Prepare!

- Make sure, the topic is suitable for the ADP and required resources are available (test benches, parts for the experiments, software licenses,...)
 - 6 CP = 180 working hours per student
- ADP is related to Aerospace Eng. → State that on the task definition (*“This ADP is located in the subject area Aerospace Engineering” or “This ADP is eligible for counting as an Aerospace Engineering ADP”*)
- Ask a colleague to help you with your first supervision of an ADP
- Keep in my mind the formal framework:
 - Guideline for ADPs by the Department of Mechanical Engineering ([English](#) / [German](#))
 - Further ADP information and Templates in the Download Area: ([English](#) / [German](#)), e.g.: Module descriptions, Assessment Sheets, Guide for multinational group work



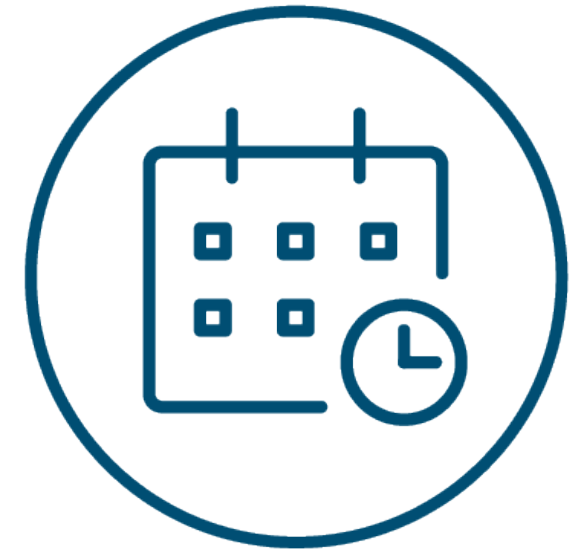


Promote

- Promote your topic:
 - use the black board at your institute,
 - the homepage of your institute,
 - the [homepage of the Department](#),
 - the „[Maschinenbauer-Forum](#)“, ...
- ADP is related to Aerospace Engineering → State that on the ADP advertisement
- Advertise your topic in German and English

Perform

- Consider the aspects for a KickOff Meeting of the ADP guidelines
- Clarify with your ADP group details about the further process
 - Deadlines
 - Responsibilities
 - Specifications of your own institute
 - Regular Meetings and communication
 - Steps to take if any problems occur
 - Presentation of interim results
 - Feedback-Loops
- Make your feedback constructive, honest and appreciative
- Get in touch with the MechCenter (studienberatung@mechcenter.tu-darmstadt.de) if you struggle with the supervision of an ADP



Helpful Links and MechCenter



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LINK LIST



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General Examination Regulations and information on study programmes

- [General Examination Regulations](#) of TU Darmstadt
- FAQ on the General Examination regulations ([English](#) / [German](#))
- Information on TUCaN ([FAQ](#) / [Video-Tutorials](#))
- Information on the study programmes at the Department of Mechanical Engineering ([Bachelor](#) / [Master](#)) and in the [Download](#) section
- Information on specialisations of the Masters' programme ([English](#) / [German](#))
- Guidelines and regulations for teaching staff of the Department of Mechanical Engineering ([English](#) / [German](#)), e.g.:
 - Guidelines for ADPs
 - Guidelines for theses and examination guidelines
 - Guide for recognition of achievements abroad
 - Communication guide

LINK LIST



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Theses

- FAQ for teaching staff ([English](#) / [German](#))
- Additional information can be found [here](#), page 3 and 4 (*German only*)
- Guideline for use of AI-Tools by the University of Basel ([English](#) / [German](#))
- Avoiding plagiarism (*German only*) - [LINK](#)
- Students find all information about the registration process, formal criteria and the process of handing in the final thesis on these websites: [Bachelor](#) / [Master](#)

ADP

- Guideline for ADPs by the Department of Mechanical Engineering ([English](#) / [German](#))
- Further ADP information and Templates in the Download Area: ([English](#) / [German](#)),

LINK LIST



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Boost your teaching skills!

- Offers of the HDA (Center for Educational Development and Technology) ([English](#) / [German](#))
- Offers of the eLearning Team ([English](#) / [German](#))
- Keep in mind the Principles for Academic Study and Teaching of TU Darmstadt ([English](#) / [German](#))
- Looking for digital platform for crafting impactful learning design solutions? Check this offer of the Goethe University Frankfurt <https://fola.digital/>



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Study Office of the
Department of Mechanical Engineering

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Contact
Technische Universität Darmstadt
MechCenter
Fachbereich Maschinenbau
Otto-Berndt-Straße 2
64287 Darmstadt

Prodean
Prof. Dr. habil.
Andreas Dreizler

Dean
Prof. Dr.-Ing.
Eckhard Kirchner

Dean of Studies
Prof. Dr.-Ing.
Bernd Eppler



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MechCenter

**Management
MechCenter**
Dipl.-Ing. Sonja Rehwald

Secretary

Andrea Zalman

Study and Internship- coordination

Dr.-phil. Hardy Frehe
Dr.-Ing. Jennifer
Bödecker
EDuStart:
N.N.

Internationalisation and Master's Admission

Sebastian Keller, M.A.
Dipl.-Geogr. Gabriele
von Laufenberg
(Admin.
Unterstützung:
Giuliana Fetzer)

Examination and Internship Affairs

Kerstin Gutierrez
(Teamleitung)
Giuliana Fetzer
Ulrike Mostberger
Stephanie Müller
Barbara Schulz
Michaela Wörner

Study and Internship Advisory Service

Jens Hasenbank-
Kriegbaum, M.A.
Dr.-Ing. Desislava
Veleva
Tanja Pieschel, M.A.
Dr. rer. agr. Elke Plies-
Balzer
Dipl.-Geogr. Gabriele
von Laufenberg

Course and room management; Modeling

Dipl.-Ing. Hartmut
Jawinski
Ulrike Mostberger

DLR_School_Lab

Dr.-Ing. Jennifer
Bödecker
Dr. rer. nat. Ute
Brinkmann

Get in touch - Examination Affairs

Your requests:

- Problems with administering a course or exam in TUCaN
- Questions concerning the registering process for an exam, thesis or ADP
- Coordinating exam dates
- Release of exam results

pruefungsmanagement@mechcenter.tu-darmstadt.de

Kerstin Gutierrez; Giuliana Fetzer; Ulrike Mostberger; Barbara Schulz; Michaela Wörner

Get in touch - Student Advisory Service

Your requests:

Study and Examination Regulations

- How and for what reason can topics be returned?
- What happens if there are absences due to illness?

Supervision of Advanced Design Projects

- How do I deal with difficulties with supervision or problems in the student team?



Tanja Pieschel, Elke-Plies Balzer, Desislava Veleva, Jens Hasenbank-Kriegbaum, Gabriele von Laufenberg

Get in touch - Student Advisory Service

Your requests:

Supervision of Bachelor's and Master's theses

- How do I create a good starting point for supervision?
- What can I do if conflicts become apparent?
- How do I recognize early on that the passing of the thesis may be at risk?
- How do I deal with contact and communication difficulties?

studienberatung@mechcenter.tu-darmstadt.de

Tanja Pieschel, Elke-Plies Balzer, Desislava Veleva, Jens Hasenbank-Kriegbaum, Gabriele von Laufenberg

Get in touch – International Affairs

Your requests:

- Questions concerning enquiries about the recognition of foreign exchange courses
- Ideas on new student exchange programs with international partners

internationales@mechcenter.tu-darmstadt.de



Sebastian Keller

Get in touch – Course management

Your requests:

- Getting access to the TUCaN course of a module you are responsible for
- Questions concerning timeslots and lecture rooms for courses

jawinski@mechcenter.tu-darmstadt.de



Hartmut Jawinski

Get in touch – Study coordination

Your requests:

- Necessary changes to module descriptions
- Planning a new lecture

frehe@mechcenter.tu-darmstadt.de



Hardy Frehe

Offers and contact persons



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- Broad range of workshop offerings
- The workshops are aimed at individual career planning and development in academia, business and society through targeted and tailor-made support
- You can take a maximum of 5 workshops per semester
- Many of the workshops are booked up very quickly, so you should register as soon as the workshops are published.
- If you are unable to attend a workshop, be sure to cancel so that someone from the waiting list can take your place

Center for Educational Development and Technology (HDA)



- support teachers in building up and developing teaching competence
- offer qualification and continuing education, advice and guidance, networking and exchange, tools and support, assistance with quality development, and specific information sites and materials
- Broad range of workshop offerings
- Many of the workshops are booked up very quickly, so you should register as soon as the workshops are published.
- If you are unable to attend a workshop, be sure to cancel so that someone from the waiting list can take your place

- central place of consultation at the TU Darmstadt in all fields of academic or scientific writing
- Offers for doctoral candidates:
 - Writing advice and writing coaching
 - Writing camp in the Odenwald
 - Writing workshop
 - Writing sprint
- Offers workshops and coaching also for students

Support services for scientific tasks



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Dezernat Forschung /Directorate VI – Research Services & Technology Transfer offers support in preparing funding proposals



Schreibcenter/ Writing Lab offers support in all fields of academic or scientific writing

ULB / University Library is a competence centre for scientific literature publishing, research data management ...

Highest is an innovation and start-up center

Ombudspersons



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Ombudspersons provide support in the event of conflicts and for for counselling



Dr. Tanja Drobek



Prof. Dr. habil.
Andreas Dreizler

Counselling and advice



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BuB: Counselling services for employees at TU Darmstadt



Staff Council: Represents the employees at TU Darmstadt

Welcome Centre for international researchers at TU Darmstadt

Family Service supports employees and students in organizing their family obligations with their academic and professional careers

See also the Website of the university's confidentiality offices

CYCLING TOGETHER!



From **14 June to 4 July 2024**, the City of Science Darmstadt will once again be taking part in the international STADTRADELN (city cycling) campaign organised by the Climate Alliance. The aim is to cycle with enthusiasm, thereby promoting the urban mobility transition and doing something for your own health at the same time. [Registration](#) is now open!

TO-DO:

1. Sign up for the team in Darmstadt:
Team **TU DARMSTADT | Subteam FB 16 Maschinenbau**
2. Download the [city cycling app](#) or enter kilometres online in the [km book](#)
3. Cycle along from 14 June!