



FIRST STEPS

*Guidelines for new employees
at the Friedrich Schiller University Jena*

FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA

IMPRINT

Friedrich Schiller University Jena
Division for Human Resources
Fürstengraben 1
07743 Jena, Germany

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WORDS OF WELCOME FROM THE PRESIDENT

Dear new colleagues,

Welcome at the Schiller University Jena. I am glad that you decided for Jena and for our University, and wish you a warm welcome on behalf of all our members. If you have any questions regarding your new working environment, please do ask your colleagues who would be glad to help you.

Please do not hesitate to contact the University's management either if there are any critical matters we should address.

We all wish you to have a good start in Jena!

You opted for one of the German cities in which it is worth living to the utmost.

Jena, the “small big city” at the river Saale, impresses with its beautiful setting and young appearance.

For centuries, the University has been holding its central position in the city and contributing to the atmosphere in Jena significantly. You can look forward to a vivacious and diverse cultural scene, scenic walking tours along the river Saale or in the green hills, and—what is particularly important in the everyday life—short ways.

In Jena, everything is close to each other: tradition and high tech, top-level research and an economy with a strong innovative capacity, historical places, and modern industrial architecture.

You will be able to make contact with others quickly and feel at home. The University is a lively place we all shape. Engage in your new working environment and the university activities, make suggestions, and formulate your critic. We are curious about your ideas—we evolve together.

I wish you a successful start and I am looking forward to a fruitful collaboration!

A handwritten signature in blue ink that reads "W. Rosenthal".

Prof. Dr. Walter Rosenthal
President



WORDS OF WELCOME FROM THE HEAD OF ADMINISTRATION

Dear colleagues,

On behalf of the University's management and all other members of the Friedrich Schiller University Jena, I kindly welcome you at the *alma mater jenensis*, at the university that has been shaping the city of Jena and the whole region for four and a half centuries decisively. We are obliged to follow this tradition, but we also stand for innovation and progress in research and teaching at the same time.

If you are about to begin with your work at the University now, you will have great prerequisites- to further develop and use your knowledge, skills, and interests. This refers to both your occupation and the manifold offers in culture, spare time, and continuing education.

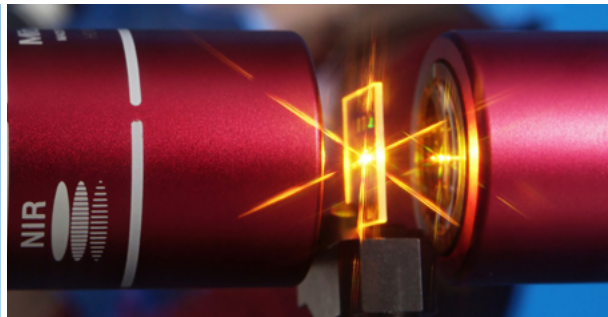
Please support the University in its future development, shape change processes actively, and do not hesitate to suggest improvements. Numerous employees of the University have made an effort to make your start at your new job easier by carefully preparing the contents of these guidelines.

In addition, your new colleagues will introduce you to your workplace, offer their support, and will be glad to answer to your questions beyond this brochure.

For further information on your occupation as well as on the structure and organization of the University, please visit this website: www.uni-jena.de/erste_schritte

I wish you all the best for your future at the University and in Jena, and look forward to a fruitful collaboration!

Dr Klaus Bartholmé



ABOUT THE FRIEDRICH SCHILLER UNIVERSITY JENA

The Friedrich Schiller University Jena is a future-oriented university with tradition. In 1548, the Prince-Elector John Frederick I. of Saxony initiated the establishment of a 'Hohe Schule', an institution of higher education for theology and philosophy. Based on a royal prerogative, on 2 February 1558—on Candlemas—the institution was established with an opening ceremony.

The 'Salana' had four classical faculties: theology, law, medicine, and philosophy. Being the state university of the Ernestine duchies, it thus guaranteed the education for clerics, jurists, doctors, and teachers. In the seventeenth century, the institution was one of the most visited

universities in the Holy Roman Empire. The period around 1800 is considered the golden era of the University Jena. At that time, it was supervised by Goethe and attracted renowned scholars, e.g. Schiller, the brothers Schlegel, Hegel, Fichte, and Voß.

Increasingly, also the natural sciences took on a new significance heralding the silver era in the mid-nineteenth century. By having initiated an early public-private alliance, Abbe, Zeiss, and Schott laid foundations for the positive economic development of the city still lasting and the reputation of the University Jena as a hub of physics. Since 1934, the University is named after Friedrich Schiller.

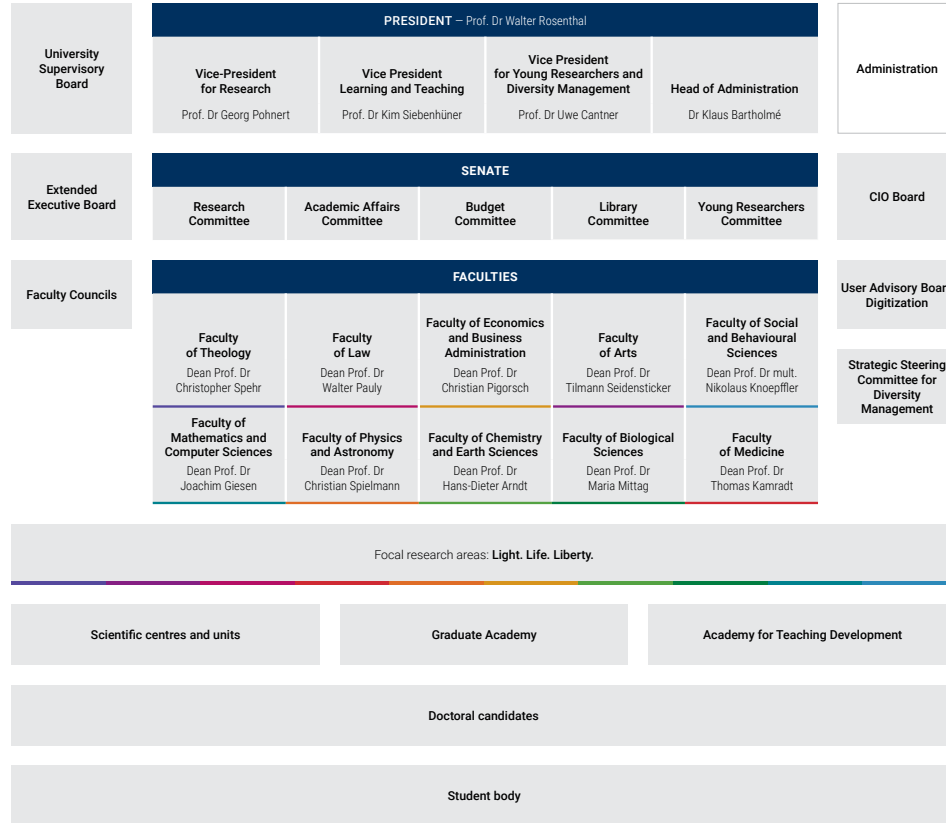
During the National Socialism, the University Jena evolved into a showcase university in which the teaching and research were subordinated to military objectives and needs. After the end of the WWII, the University re-opened its doors for students and academia as the first university in Eastern Germany. In the course of the 3rd reform of institutions of higher education in 1968, the University underwent considerable restructuring and was placed under strict government control.

In 1989, around 5,000 students were enrolled in Jena. In the autumn of the same year, the University initiated a process of democratic renewal.

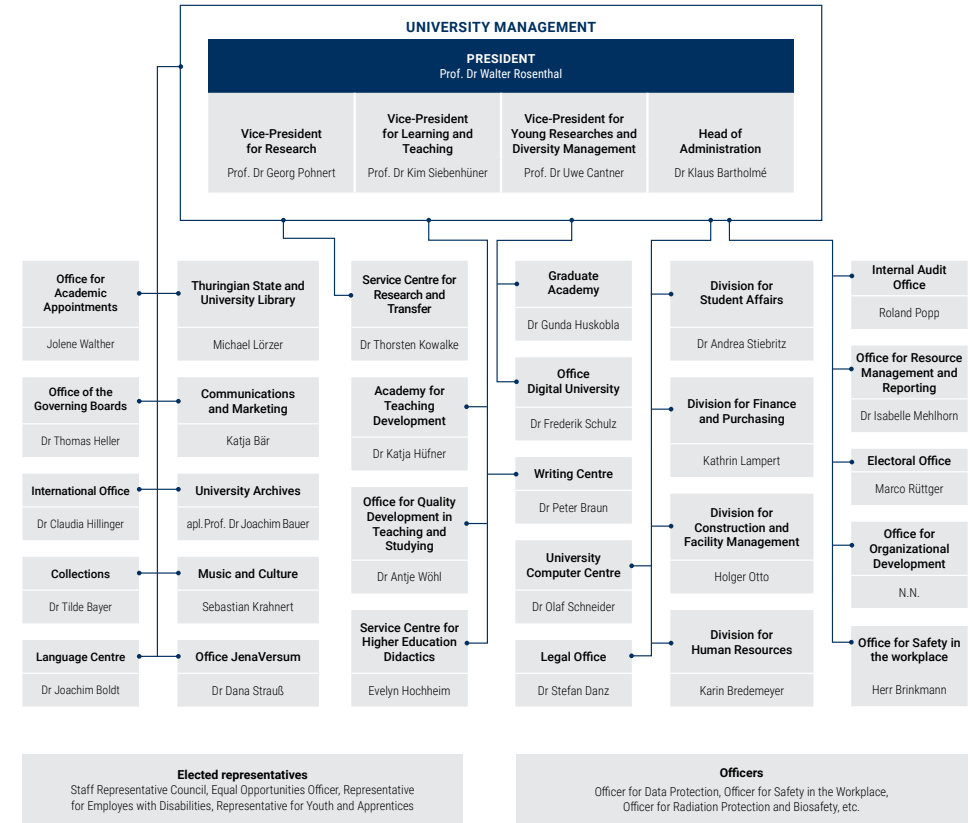
Today, the University has more than 18,000 students and over 350 professors. Having over 8,000 employees, including those of the Jena University Hospital, it influences the whole region. With its ten faculties, it is the only traditional university in the Free State of Thuringia being its largest and oldest institution of higher education. Since 2014, the President of the Friedrich Schiller University Jena is Prof. Dr Walter Rosenthal. Until 2021, the position of Head of Administration was held by Dr Klaus Bartholmé.

For more information on the history of the Friedrich Schiller University Jena, please visit: www4.uni-jena.de/en/history

ACADEMIC STRUCTURE



ADMINISTRATIVE STRUCTURE





POINTS OF CONTACT

PRESIDENT

Prof. Dr Walter Rosenthal

Fürstengraben 1, 07743 Jena
Telephone: 03641 9-401 000
praesident@uni-jena.de

VICE-PRESIDENT

FOR LEARNING AND TEACHING

Prof. Dr Kim Siebenhüner

Fürstengraben 1, 07743 Jena
Telephone: 03641 9-401 200
vplehre@uni-jena.de

UNIVERSITY ARCHIVES

apl. Prof. Dr Joachim Bauer

Bibliotheksplatz 2, 07743 Jena
Telephone: 03641 9-401 908
uaj@uni-jena.de

VICE-PRESIDENT FOR RESEARCH

Prof. Dr Georg Pohnert

Fürstengraben 1, 07743 Jena
Telephone: 03641 9-401 100
vpforschung@uni-jena.de

HEAD OF ADMINISTRATION

Dr Klaus Bartholmé

Fürstengraben 1, 07743 Jena
Telephone: 03641 9-402 000
kanzler@uni-jena.de

THURINGIAN STATE AND UNIVERSITY LIBRARY

Michael Lörzer

Bibliotheksplatz 2, 07743 Jena
Telephone: 03641 9-404 000
thulb_direktion@thulb.uni-jena.de

VICE-PRESIDENT FOR YOUNG RESEARCHERS AND DIVERSITY

Prof. Dr Uwe Cantner

Fürstengraben 1, 07743 Jena
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vpwiss.nachwuchs@uni-jena.de

INTERNATIONAL OFFICE

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COMMUNICATIONS AND MARKETING

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LANGUAGE CENTRE

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MUSIC AND CULTURE

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DIVISION FOR STUDENT AFFAIRS

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DIVISION FOR CONSTRUCTION AND FACILITY MANAGEMENT

Holger Otto

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DIVISION FOR HUMAN RESOURCES

Karin Bredemeyer

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OFFICE FOR RESOURCE MANAGEMENT AND REPORTING

Dr Isabelle Mehlhorn

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LEGAL OFFICE

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INTERNAL AUDIT OFFICE

Roland Popp

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**SERVICE CENTRE FOR
RESEARCH AND TRANSFER**

Dr habil. Thorsten Kowalke
Fürstengraben 1, 07743 Jena
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**RESEARCH DATA MANAGEMENT
HELPDESK**

Roman Gerlach
Leutragraben 1, 07743 Jena
Telephone: 03641 9-46 340
researchdata@uni-jena.de

UNIVERSITY COMPUTER CENTRE

Dr Olaf Schneider
Am Johannisfriedhof 2,
07743 Jena
Telephone: 03641 9-404 500
itservice@uni-jena.de

Multimedia Centre

Dr. Olaf Götz
Carl-Zeiss-Straße 3, 07743 Jena
Telephone: 03641 9-404 560
olaf.goetz@uni-jena.de

EQUAL OPPORTUNITIES OFFICE

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Zwätzengasse 3, 07743 Jena
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DIVERSITY OFFICE

Prof. Dr David Green
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**REPRESENTATIVE FOR EMPLOYEES
WITH DISABILITIES**

Dr Ruth Eßer
Carl-Zeiß-Straße 2, 07743 Jena
Telephone: 03641 9-400 910
sbv.mail@uni-jena.de

GREEN OFFICE

Robin Muggenthaler
Telephone: 03641 - 401 460
nachhaltigkeit@uni-jena.de

**REPRESENTATIVE OF
YOUTH AND APPRENTICES**

Fürstengraben 1, 07743 Jena
Telephone: 03641 9-309 00
jav.info@uni-jena.de

STAFF REPRESENTATIVE COUNCIL

Karsten Horn
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Telephone: 03641 9-400 900
personalrat@uni-jena.de

**STUDENT REPRESENTATIVE
COUNCIL**

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Telephone: 03641 9-400 990
buero@stura.uni-jena.de

**COUNCIL OF DOCTORAL
CANDIDATES**

Johannisstraße 13, 07743 Jena
dr.fsu@uni-jena.de



THINGS YOU NEED

Thoska / keys / telephone / office supplies / ThULB / refreshment facilities / season tickets for public transport / parking / working hours / housing

THOSKA

thoska is a multifunctional chip card for all members of the University.

The *thoska* is a multifunctional chip card which can be used by various user groups of the University across the Thuringian institutions of higher education. It may be used for contactless data communication in the context of different applications if needed. For example, it functions as electronic wallet for paying meals in the canteen, as a copy and printing card, or as an electronic key for accessing rooms and lockers. After registration at the Thuringian State and University Library (ThULB), it serves as user ID for libraries that are part of the ThULB.

As a member of staff of the University, you can apply for a *thoska* in the Thoska Office. Please refer to the following link for the application form and detailed information.

The *thoska* you are issued as an employee of

the University is assigned a limited validity period based on your employment and does not exceed two years.

After that, the *thoska* must be re-validated. To validate your *thoska*, please use one of the self-service terminals or visit the Thoska Office.

As employee of the University, you receive the *thoska* card free of charge. If you lose your *thoska* or damage it, the Thoska Office will charge you a fee of €10 for replacement.

Contact:

Thoska Office in the Student Service Centre
Fürstengraben 1 (University Main Building),
room E 0.68, 07743 Jena
Phone: +49 (0) 3641 9-411 150 and +49 (0)
3641 9-411 151
Email: thoska@uni-jena.de

Find out more:

www.uni-jena.de/thoska_mitarbeiter

KEYS

If employees need a key, need to swap their keys, or lose their keys for the university facilities, they must inform the competent department about it.

Contact:

Division for Construction and Facility Management – Section Estate Property and Service Management
Phone: +49 (0) 3641 9-414 218 or +49 (0) 173 5895355

Further information:

www.dez4.uni-jena.de > Abt. Liegenschaften/Service > Sachgebiet Liegenschaftsmanagement

TELEPHONE

The telephone numbers of the University consists of the area code (+49 (0) 3641), of the university-specific first digit "9", and of a five- or a six-digit device-specific number.

Telephone calls within the University are free of charge. For internal calls, please dial the five- or six-digit internal number.

To make official exchange calls, you should always dial "0" first. For private exchange calls, you should dial "7" first. Costs of private calls are deducted when the employee reaches the limit of €15 or once per year when the employee reaches the minimum limit of €2.5. The same regulations apply to the use of fax messages, too.

The University's operator has been cancelled. The central fax number of the University of Jena (University Post Office) is +49 (0)3641 9-414 242.

OFFICE SUPPLIES

The FSU Jena purchases office supplies and furniture based on a contract with an external provider.

In every department, there is at least one person eligible to order products from the catalogue available in the provider's online shop. The products ordered are delivered to the given department. If you wish to order products, which are not in the catalogue, you must fill in the form and submit it to the Section – Purchasing of the Division for Finances and Purchasing.

Further information:

www.uni-jena.de/dezernat_2
> Abteilung Einkauf
www.hanfried.uni-jena.de

THULB (LIBRARY)

You may use the media of the Thuringian State and University Library (ThULB) at four section libraries and in four smaller facilities. To be able to use the services, please register first! Your *thoska* card is your library card, too.

Contact:

ThULB · Bibliotheksplatz 2, 07743 Jena
Phone: 03641 9-404 100

Find out more:

www.thulb.uni-jena.de/en/start

CANTEENS / CATERING SERVICES

The employees of the University can use the canteens and cafeterias of the student services organization *Studierendenwerk Thüringen*.

You must prove your status by presenting your *thoska* card and can pay your meals with it, too.

These are the refreshment facilities available:

- Mensa *Ernst-Abbe-Platz* (canteen)
- *vegeTable*, Ernst-Abbe-Platz (vegetarian/vegan canteen)
- Cafeteria *Carl-Zeiß-Straße*
- Mensa *Philosophenweg* (canteen)
- Cafeteria *Zur Rosen*, Johannisstraße
- Cafeteria *Uni-Hauptgebäude*
- Cafeteria *Bibliothek* (ThULB)
- Mensa *Carl-Zeiss-Promenade* (canteen)
- Cafeteria *EAH*

Find out more:

www.stw-thueringen.de/english/dining-halls

SEASON TICKETS FOR PUBLIC TRANSPORT

As a staff member of the University, you have the opportunity to purchase season tickets of the public transport network 'Verkehrsbund Mittelthüringen (VMT)' for your daily trip to work with a 10% discount.

You can opt for a season ticket with monthly or annual payment. Monthly tickets are not subsidized by the University. A 'CityTarif Jena' season ticket allows you to travel within the city area of Jena by buses and trams.

Find out more:

www.uni-jena.de/dezernat_5
> Reisekostenstelle

PARKING/ PARKING SPACES

There is a limited number of chargeable parking spaces available to employees of the University.

Allocation of parking spaces is regulated in a service agreement (Parkplatzdienstvereinbarung). Since the demand is very high, it may not always be possible to allocate a parking space immediately. However, a list of interested parties is kept and you will be contacted as soon as a suitable offer can be made. The allocation is carried out in line with the criteria laid down in section 4 of the service agreement (Parkplatzdienstvereinbarung). In order for your individual reasons to be taken into account, evidence must be submitted (email is sufficient).

Contact:

Division for Construction and Facility Management
Staff Unit Property Management

Phone: +49 3641 9-414 212
Email: parkplatzvergabe@uni-jena.de

WORKING HOURS

Regular working hours of full-time employees subject to collective agreements are currently 40 hours per week. In principle, they must not exceed 10 hours per day and 50 hours per week for a 5-day week.

The Thuringian Working Hours Ordinance applies to civil servants. Respective regulations for professors can be found in section 97 of the Thuringian Higher Education Act.

Working hours are to some extent regulated differently in the individual departments of the University. Flexitime agreements exist for the ThuLB, the Botanical Garden, the Central University Administration, and the scientific workshop at the Faculty of Physics and Astronomy.

With regard to the Central University Administration, a general agreement on flexitime has been made with the Staff Representative Council. The working hour window (time between the earliest accountable start and the latest end) is Mondays to Fridays, 6:30–20:00.

Within this window, there are the core time during which every employee has to be present at their workplace and the flexitime (individual working time). Service agreements and arrangements of the respective departments must be observed.

Within the faculties, there are no uniform arrangements. Please ask your department which regulations apply to you. The daily working hours are to be recorded by the employees individually.

Contact:

Division for Human Resources
Phone: +49 3641 9-415 000
Email: dez5@uni-jena.de

Find out more:

www.uni-jena.de/dezernat_5

HOUSING

The Friedrich Schiller University Jena operates three guest houses for the short-term accommodation of scholarship holders, doctoral students, visiting scientists, employees, and guests.

Accommodation in one of the University's guest houses is limited to two years.

Completely furnished, spacious single, double, and family apartments are available. We hope that our apartments are to your liking and that you will find them a comfortable place to stay, no matter if you stay in Jena only for a few days or for several months.

Contact:

Division for Construction and Facility Management
Guest House Management
Ziegelmühlenweg, 07743 Jena, Germany
Email: herberge@uni-jena.de

Find out more:

www.uni-jena.de/en/university/faculties+_institutions/guest+houses



IT SERVICES AND THE LIKE

University Computer Centre / login / email / Friedolin / Printing Centre / IT

UNIVERSITY COMPUTER CENTRE

The employees of the University may use the devices, facilities, and services of the University Computer Centre for scientific purposes, i.e. research, teaching, and learning. They may also use them for the library services and university administrative processes, for training and continuing education, and when they must fulfil any other tasks at the University.

Any commercial use is prohibited. During the working time and office hours, the private use is not allowed either.

The services comprise programming environments, statistical software, mathematical routines, graphics software, MS Office programmes, and other software.

You receive your login credentials for the Internet access and your personal email account at the University Computer Centre, too. In addition, the central IT unit runs its Multimedia Centre (MMZ) at the main campus (Ernst-Abbe-Platz 4 and 8). There, you may use PC

pools, seminar rooms, and audio language laboratory.

In the Multimedia Centre, there is also a multimedia room in which the courses may be broadcast across other universities.

Among the services, all employees of the University may use the printing services of the Printing Centre, too. To use the services and facilities of the University Computer Centre, you need an admission by the Centre, Ernst-Abbe-Platz 4, 1st floor, room 1209.

Find out more:

www.uni-jena.de/urz

LOGIN

You need login credentials to use a computer and central IT services of the University.

This is provided by the University Computer Centre. Please contact the employees of the University Computer Centre in person or send

an email with a copy of your ID attached. You can also contact the IT team if you encounter any technical problems.

Further information:

www.uni-jena.de/urz
> Dienste

E-MAIL

Having received login credentials for the university network, every employee also receives a personal email address, including an inbox.

You may use your inbox in various email clients, e.g. Webmail or MS Outlook. Depending on your faculty and department, you may need different additional software.

In the Central Administration, for example, employees use Outlook Exchange. If you experience any troubles with MS Outlook or other applications on your PC, you can contact one of the administrators by clicking the desktop icon "Servicedesk".

Further information:

www.uni-jena.de/urz
> Dienste

FRIEDOLIN

Friedolin is the University's online course and examination management system.

For a comprehensive FAQ for teaching staff and examiners, please visit the website below.

The University Computer Centre offers introductory courses on *Friedolin*.

For registering, please see Friedolin > Schedule of classes > Courses for staff members > Angebote Dezernat 1

Find out more:

friedolin.uni-jena.de

PRINTING CENTRE

Printing materials for teaching, research, public relations, and administration

The services of the Printing Centre are available to all employees of the University and may be covered by the respective cost centre.

You can order your business cards, handouts, invitations, lecture notes, brochures, handbooks, and doctoral theses choosing from

various types of paper and large posters on paper or fabric.

Find out more:

www.uni-jena.de/druckzentrum

IT SERVICES FOR THE UNIVERSITY'S ADMINISTRATION

The Central University Administration has separate IT services at the University Computer Centre. They help you at purchasing, software installation, maintenance, and hardware support.

The Central IT Services provide the required standard software, too. If you encounter any problems, you can contact the Central IT Services by computer using the desktop icon "Servicedesk".

The use of the PC workplace is only possible with the personal login credentials. These are created automatically at the beginning of the contract of employment and activated by the University Computer Centre. For the activation, the employee must present a valid ID with a photo to the University Computer Centre in person or by email attaching a copy of the ID to the Centre's employees

(Ernst-Abbe-Platz 4, 1st floor, room 1209; telephone number: +49 3641 9-404777).

The login is a prerequisite for the installation of an email address, usually in this form: first name.family name@uni-jena.de.

By activating the login credentials, the user accepts the user regulations of the University Computer Centre.

If you want to use other IT services of the Central Administration, please contact the Central IT Services to activate your account for those services. Please fill in the relevant form at: www.uni-jena.de/urz > Dienste > IT-Service für Verwaltung > Nutzerantrag and send it to the University Computer Centre.

Other services comprise, for instance, MS Outlook for appointments management and as an email client, and the access to the shared files.

User Regulations for the Data Network of the Friedrich Schiller University Jena:

www.hanfried.uni-jena.de



STAY ON COURSE

Staff development / Service Centre for Higher Education Didactics (LehreLernen) / Graduate Academy / Service Centre for Research and Transfer (SFT)

STAFF DEVELOPMENT AND CONTINUING EDUCATION

Are you striving for fulfilment in your career? On your way there, we do not leave you alone. Ranging from individual trainings, in-house courses to leadership development, coaching, mediation and much more—we would be glad to advise you on our manifold offers.

Find out more:

www.uni-jena.de/en/staff_development

SERVICE CENTRE FOR HIGHER EDUCATION DIDACTICS

The Service Centre for Higher Education Didactics (LehreLernen) offers further education options for teaching staff which focus on higher education didactics. The training options comprise certified programmes, short courses, daily courses on specific topics with regard to teaching as well as individual consultations and feedback on your courses.

Find out more:

www.lehrelernen.uni-jena.de/en

GRADUATE ACADEMY

Our generic qualifications programme concentrates on doctoral candidates and postdocs of all disciplines of the University. The programme aims at helping you in your current occupation and your further education for future fields of work within and beyond the science.

Find out more:

www.jga.uni-jena.de/en/Graduate+Academy-p-1

SERVICE CENTRE FOR RESEARCH AND TRANSFER

The Service Centre for Research and Transfer (SFT) offers information events on research funding, research transfer, research and development marketing, copyright, business start-ups, and entrepreneurship. For individual advisory services on your concrete plan, you can make an appointment with the team of the Service Centre, even at short notice.

Find out more:

www.sft.uni-jena.de



PERFECTLY IN TUNE

Occupational health management / JUniFamilie / JUniKinder

OCCUPATIONAL HEALTH MANAGEMENT

“Health is not everything, yet without health everything is nothing.”

Arthur Schopenhauer

At the Friedrich Schiller University Jena, we are concerned with the health and well-being of our employees. Therefore, we support our colleagues in staying healthy, productive and motivated, and we offer advice in finding ways to do so.

The occupational health management has a wide range of health-promoting measures for you. Whether exercise options, mindfulness trainings, pieces of advice on ergonomics of workplace, nutrition workshops, leadership trainings or many other health-related options—we would be glad to see you healthy and satisfied.

Find out more:
www.uni-jena.de/en/Gesundheit

FAMILY OFFICE JUNIFAMILIE

In the University's family office you can find answers to your questions on the reconciliation of family and career, and other information, for instance, on maternity leave, on parental allowance and parental leave, on the search for a nursery, school registration, care for relatives and much more.

Further information:
www.uni-jena.de/en/Familienbuero

FLEXIBLE CHILDCARE JUNIKINDER

You can leave your children, aged between 12 weeks and ten years, at the nursery where a team of experienced supervisors will take care of them as part of the flexible childcare. Your children may stay there for max. four hours per day or ten hours per week.

For further information or for registration, please contact the service desk INFOtake (Ernst-Abbe-Platz 5; phone number: +49 3641 9-400 506).



IMPORTANT AND USEFUL INFORMATION

Emergency numbers / first aid / fire protection / technical problems

EMERGENCY NUMBERS

- Police: 110
- Fire and rescue services: 112
- In-house emergency units:

During the office hours of the respective unit:

- Safety Officer
Telephone: +49 3641 9-414 050
- Division 4,
Section for Technical Infrastructure
Telephone: +49 3641 9-419 777
- Occupational Health
Telephone: +49 3641 9-398 101
- Coordinator of Biological Safety
Telephone: +49 3641 9-49 030
- Officer for Radiation Protection
Telephone: +49 3641 9-328 480

For emergency cases beyond the office hours or when the above-mentioned phone numbers are not available, please contact:

- University's Security Service
Telephone: +49 3641 9-419 999

FIRST AID

In emergency cases, first aiders must take appropriate measures immediately, call for help, prepare the medical care, and prevent any acute life- and health endangering circumstances.

Generally, everyone who passed a required training can be a first aider. At the University, each unit having at least 20 employees should have one first aider. If the unit consists of more than 20 employees, there should be more first aiders accordingly. The trainings for first aiders are being organized on regular basis.

Defibrillators for the first aid in case of heart arrhythmia can be found here:

- University Main Building
(foyer, entrance "Schlossgasse")
- Carl-Zeiss-Platz 3, Campus Bau 6/7
(foyer, Security Service)
- ThULB, Bibliotheksplatz
(foyer, Security Service)
- Faculty of Physics and Astronomy,
Max-Wien-Platz 1 (foyer east)

- Faculty of Chemistry and Earth Sciences, Am Steiger 3, Hörsaal 4 (foyer entrance “Am Steiger”)

Contact:

Office for Safety in the Workplace
Telephone: +49 3641 9-414 052

Further information:

<https://www.uni-jena.de/en/individuelleFortbildungen> > First Aid

FIRE PROTECTION

Every employee should prevent the facilities from fire and fight the fire if necessary.

In case of fire, the fire fighters should be informed by dialling emergency call number **112** immediately.

Taking account of one’s own safety, one should begin rescuing persons and fighting a fire. Therefore, it is critical to know the positions of fire extinguishers and fire detectors.

Contact:

Office for Safety in the Workplace
Telephone: +49 3641 9-414 052

Further information:

www.dez4.uni-jena.de > Management of Safety Critical Systems > Regulations

TECHNICAL PROBLEMS, DANGERS, OR HAZARDS RELATED TO TECHNICAL INSTALLATIONS OR BUILDINGS

Damages, dangers, or hazards related to technical installations or buildings should be reported to:

During the working hours

(Monday–Friday: 7:00–15:30)

- Electricity, heating, ventilation, sanitation
Telephone: +49 3641 9-419 777
- Telecommunications
Telephone: +49 3641 9-414 340
- Video projectors and audio equipment
Telephone: +49 3641 9-414 350
- Hazards related to technical installations and buildings
Telephone: +49 3641 9-419 777

Outside the working hours (all technical problems):

- University’s Security Service

Telephone: +49 3641 9-41 777

These telephone numbers should only be used for reporting the following issues:

- breakdowns of facility-related and supply technology which prevent the continuation of courses or urgent on-going experimental work
- dangerous conditions of facility-related and supply technology
- acute facility-related endangerments
- breakdowns of telecommunications devices
- breakdowns of video projectors and audio equipment during courses.

For any repairs, please contact the component department describing the technical problem by mail or by fax:

- Division 4,
Section for Technical Infrastructure
Email: dez4-technik@uni-jena.de
for technical problems with heating, ventilation and air conditioning, sanitation, electrical systems, telecommunications devices, video projectors and audio equipment, carpentry and locksmithing tasks
- Division for Construction and Facility Management

Email: dez4@uni-jena.de

for damages and defects of constructions.

Useful websites:

www.dez4.uni-jena.de > Technik
www.dez4.uni-jena.de > Bauplanung

FOR FURTHER INFORMATION,
PLEASE VISIT THE OFFICIAL WEBSITE:

www.uni-jena.de/en/first_steps





CAMPUS MAP

- 1 **University Main Building (UHG)**
Office of the President
Office of the Vice President for Learning and Teaching
Office of the Vice President for Research
Office of the Vice President for Young Researchers and Diversity Management
Office of the Head of Administration (Kanzler)
International Office
Division for Student Affairs
Division for Human Resources
Student Service Centre (SSZ)
Cafeteria
- 2 Graduate Academy
- 3 Office for Student Affairs and Examinations
- 4 Master Service Centre
- 5 Thuringian State and University Library
- 6 Multimedia Centre
- 7 University Computer Centre
- 8 Division for Finances and Purchasing
- 9 Division for Facility Management
- 10 Mensa *Philosophenweg* (canteen)
- 11 Mensa *Ernst-Abbe-Platz* (canteen)



ALWAYS UP TO DATE

with the channels of the University of Jena

Daily updated information is available here:

www.uni-jena.de

Social Media

www.facebook.com/unijena

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Infoscreens

at the Student Service Center
in the Academic Studies & Examinations Office
in several institutes



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Store

Uni-Shop in the Campus Foyer
Carl-Zeiss-Straße 3 | 07743 Jena

Opening hours

Monday to Friday 9:30 – 14:00
→ www.uni-shop-jena.de

www.uni-jena.de/en