

### **Welcome and Service Desk**

At our Welcome and Service Desk for Doctoral Candidates and Postdocs, we offer assistance and advice regarding e.g. the counselling for postdocs and the qualification programme. Furthermore, we arrange for you to find the right contact person at Friedrich Schiller University or any other institution. If you are new to Jena, we offer a Welcome Service that includes:

- registration and help for administrative procedures at university
- questions about visa issues
- International Tutoring Service (intudoc): orientation in town and around the university, help with visits to the authorities (e.g. Foreigner's Office)
- counselling in questions of financing
- support with finding German language courses
- events and networking offers

#### Postdoc Newsletter

To regularly receive information about current announcements, advanced training programmes and relevant events at Jena University, subscribe to our postdoc newsletter!

→ www.uni-jena.de/en/postdoc\_newsletter



### Contact

Graduate Academy "Zur Rosen" – House for young researchers Johannisstraße 13 07743 Jena

Phone: +49 3641 9 401333

E-Mail: graduate.academy@uni-jena.de

www.uni-jena.de/en/postdoc www.facebook.com/GA.UniJena

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# Offers for Postdocs





### **Career counselling for Postdocs**

National and international postdocs can get individual counselling at the Graduate Academy. There, questions such as the following can be discussed: Do I want to continue working in science after my doctorate? What can I do to improve my prospects of a career in academia? How do I benefit from my scientific skills in other occupational fields?

We will gladly arrange a personal appointment with you by phone or via e-mail.

Dr. Hanna Kauhaus Phone: +49 3641 9-401311

E-Mail: hanna.kauhaus@uni-jena.de

www.uni-jena.de/en/postdoc\_consulting

#### Conflict resolution and Ombudsperson

In cases of conflict in your working environment, please contact the Graduate Academy. For serious conflicts with your scientific mentors, there is the office of the ombudsperson at Graduate Academy. It consists of two experienced academics who mediate in a confidential, neutral, and independent manner.

www.uni-jena.de/en/postdoc\_ombudspersons

## **Qualification Programme**

The Graduate Academy supports postdocs in their qualification as a researcher and in their development of key competences. For this reason, we offer workshops in German and English:

- Career planning and job application,
   e.g. "Pursueing an Academic Career in Germany:
   Pros and Cons", "Plan B How to find your career
   outside academia", "How to apply for Research Funding in Germany"
- Communication, leadership, management,
   e.g. "Leadership skills in Academia and Industry",
   "Project management", "Research supervision: How
   to become a good doctoral supervisor", "Fundamentals of Business Administration and Management"
- Presenting and publishing,
  e.g. "Voice Matters! Speech and Vocal Training"
- Research methods
- Fundamental questions of science,
  e.g. "Good scientific practice Protecting Scientific
  Integrity", "Research Ethics: Moral decision-making in Science", "Communicating Science Lost for words in the real world?
- Languages,
  e.g. "Academic Writing Skills", "German for Beginners"

→ www.uni-jena.de/en/postdoc\_qualification





## **Initiatives and Networking**

# Support for workshops and conferences organized by postdocs

To support early independence of postdocs, the Graduate Academy funds scientific workshops and conferences which are organized by postdocs. Every year, there is a call for applications for scientific events that will be funded in the subsequent year.

#### Peer coaching for postdocs

Your role as a postdoc is defined by different tasks like networking, developing your own research profile and supervising doctoral candidates. To handle all that at a time, it may be helpful to exchange with other postdocs about your experiences. That's why the Graduate Academy offers peer coaching workshops as well as support for you, if you want to start your own peer networking group.

Anne Dünger

Phone: +49 3641 9-401318

E-Mail: anne.duenger@uni-jena.de

→ www.uni-jena.de/en/postdoc\_initiatives