

Leitfaden für internationale Studierende und Studieninteressierte

Deutsch

Guide for International and Prospective Students

English

Guía para estudiantes y solicitantes
de estudio internacionales

Español

Справочник для иностранных
студентов и абитуриентов

Uluslararası Öğrenciler ve Öğrenci Adayları
için Yönlendirme Broşürü

Русский

留学生手册

Türkçe

中文

Liebe Studieninteressierte und Studierende aus dem Ausland,

wir freuen uns, dass Sie sich für ein Studium an der Ernst-Abbe-Hochschule Jena interessieren und heißen Sie herzlich willkommen. Die EAH Jena wurde 1991 gegründet und zählt heute 4.682 Studierende (Stand: WS 2015/16). Die Anzahl der ausländischen Studierenden ist in den letzten Jahren stetig gewachsen, so dass wir derzeit 646 Studentinnen und Studenten aus über 65 Ländern an unserer Hochschule begrüßen können. Mit derzeit 48 Bachelor- und Masterstudiengängen in den Ingenieurwissenschaften, der Betriebswirtschaft und den Sozialwissenschaften bietet die Ernst-Abbe-Hochschule Jena ein breites Fächerspektrum. Das Studium in einem anderen Land bringt für den Einzelnen große Herausforderungen mit sich. Man sieht sich nicht nur mit einer fremden Sprache und fremden Menschen konfrontiert, sondern muss auch alle Dinge des täglichen Lebens in der neuen Umgebung bewältigen.

Um Ihnen den Start in diesen neuen Lebensabschnitt zu erleichtern und Ihnen damit eine unvergessliche Zeit an der Ernst-Abbe-Hochschule Jena zu ermöglichen, fasst dieses Handbuch alle wichtigen Informationen rund um das Studium an der Hochschule und das Leben in unserer schönen Stadt für Sie zusammen.

Sie können sich bei allen Fragen und Problemen jederzeit gern an die kompetenten und freundlichen Mitarbeiter des ServiceZentrums Studentische Angelegenheiten und des Akademischen Auslandsamtes wenden.

Wir erwarten Sie und wünschen Ihnen alles Gute für Ihre Zeit an der EAH Jena.



Dear International and Prospective Students,

We would like to welcome you at the Jena University of Applied Sciences (EAH Jena) and are pleased that you are interested in studying at our university. The EAH Jena was founded in 1991 and counts 4,682 students (as of WS 2015/16). The number of international students has grown with every year, so that by now we can welcome 646 students of more than 65 different countries at our university. The EAH Jena offers with 48 Bachelor and Master Study Courses in the fields of Engineering, Business Studies and Social Studies a wide range of study programmes. Studying in a foreign country is a big challenge. You do not only encounter a new language and new people but need to get your daily life arranged in this new surrounding.

To facilitate your first steps into this new chapter of your life in a way that you will have an unforgettable time in Jena, the present guide contains all necessary information about studying at the EAH Jena and life in Jena itself.

If you have further questions do not hesitate to contact our helpful staff members of the ServiceCentre of Study Affairs and the International Office.

We look forward to welcoming you at our university and wish you all the best for your time here.

Prof. Dr. Gabriele Beibst
Rektorin der Ernst-Abbe-Hochschule Jena
President of the Jena University of Applied Sciences

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Studienangebot/Courses of Study

Bachelorstudiengänge an der Ernst-Abbe-Hochschule Jena

Bachelor Courses at EAH Jena

Ausführliche Informationen zu den einzelnen grundständigen Studiengängen unter:

Detailed information on the Bachelor Courses www.eah-jena.de/studium

Ansprechpartner Bewerbung Bachelorstudium:

Contact person application Bachelor Courses
Herr Uwe Scharlock,
Uwe.Scharlock@fh-jena.de
+49 (0) 3641 205 230



Studiengang Study Course	Studieninhalte Content of Study	Voraussetzungen Prerequisites	Regelstudienzeit Period of Study
Fachbereich Betriebswirtschaft (BW) Department of Business Administration			
Business Administration/Betriebswirtschaft – B.A. Business Administration – B.A.	Controlling, Marketing, Steuern, Wirtschaftsinformatik, Recht, Finanz-/Personalwirtschaft	keine	7 Semester, NC
Business Information Systems – B.A. Business Information Systems – B.A.	Grundlagen der Betriebs- und Volkswirtschaftslehre, Schwerpunkt: Wirtschaftsinformatik,	keine	7 Semester, NC
Fachbereich Elektrotechnik und Informationstechnik (ET/IT) Department of Electrical Engineering and Information Technology			
Automatisierungstechnik / Informationstechnik International – B.Eng. Automation Engineering / Information Engineering International – B.Eng.	Mess-, Steuerungs-, Regelungs- und Leittechnik, elektrische Antriebstechnik Interkulturelle Kommunikation, Fremdsprachen, Auslandssemester	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester
Elektrotechnik / Informationstechnik – B.Eng. Electrical Engineering / Information Technology – B.Eng.	Vertiefungsrichtungen: Automatisierungstechnik, Kommunikations- und Medientechnik, Technische Informatik, Wirtschaft, International	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester
Elektrotechnik / Informationstechnik als Frauenstudiengang – B.Eng. Electrical Engineering / Information Technology (for women) – B.Eng.	Siehe Elektrotechnik / Informationstechnik; technische Grundlagenfächer (z. B. Mathematik) werden im 1. bis 3. Semester separat für Frauen angeboten	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester
Optoelektronik – B.Eng. Optoelectronics – B.Eng.	Beleuchtungs-, Kommunikations-, Laser-, Medizintechnik, optische Messtechnik	keine	7 Semester

Fachbereich Gesundheit und Pflege (GP)

Department of Health and Care

Geburtshilfe / Hebammenkunde – B.Sc. <i>Midwifery – B.Sc.</i>	Ausbildung zur Hebamme und akademischer Abschluss, alternative Heilverfahren, Naturheilmittel	Ausbildungsvertrag mit einem Thüringer Krankenhaus.	8 Semester
Pflege Dual – B.Sc. <i>Nursing – B.Sc.</i>	Ausbildung Gesundheits- und Krankenpfleger(in) mit akademischen Abschluss	Ausbildungsvertrag mit einem Thüringer Krankenhaus.	8 Semester
Pflege / Pflegeleitung – B.Sc. (Fernstudium) <i>Nursing – B.Sc. (Correspondence Course)</i>	Pflegeberatung, Qualitätsmanagement, Leitungstätigkeiten	Anerkannter pflegerischer Berufsabschluss	7 Semester, NC

Fachbereich Maschinenbau (MB)

Department of Mechanical Engineering

Maschinenbau – B.Eng. <i>Mechanical Engineering – B.Eng.</i>	Werkstofftechnik, Mechanik, Maschinenelemente, Konstruktion, Fertigungstechnik, Energietechnik	Abgeschlossene Berufsausbildung oder ein mind. 10-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester
Mechatronik – B.Eng. <i>Mechatronics – B.Eng.</i>	Fertigungstechnik, Werkstoffe, Konstruktion, Elektrotechnik, Antriebstechnik, Robotertechnik, Modellierung, Simulation	Abgeschlossene Berufsausbildung oder ein mind. 10-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester

Fachbereich Medizintechnik und Biotechnologie (MT/BT)

Department of Medical Engineering and Biotechnology

Biotechnologie – B.Eng. <i>Biotechnology – B.Eng.</i>	Molekular-, Mikro- und Zellbiologie, Biochemie, Biophysik, Mess- und Analysetechnik, Verfahrenstechnik	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	6 Semester, NC
Medizintechnik – B.Eng. <i>Medical Engineering – B.Eng.</i>	Mess-, Geräte- und Labortechnik, Sensorik, Signal- und Systemanalyse, biomedizinische Informatik, Biophysik	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	6 Semester,

Fachbereich SciTec – Präzision – Optik – Materialien – Umwelt (SciTec)

Department of SciTec

Augenoptik/Optomietrie – B.Sc. <i>Optometry/Ophthalmic Optics – B.Sc.</i>	Optometrie, Ophthalmotechnologie, Biomedizin, Physiologische Optik, Laser-/Lichttechnik, Optische Geräte	Gesellenbrief Augenoptiker oder vergleichbare Qualifikation	7 Semester
Feinwerktechnik – B.Eng. <i>Precision Engineering – B.Eng.</i>	Feinmechanik, Elektronik, Technische Optik, Informatik	keine	6 Semester
Laser- und Optotechnologien – B.Eng. <i>Laser- and Optotechnologies – B.Eng.</i>	Lasertechnik, Optik, Optotechnologie, Optoelektronik, Informatik, Messtechnik, Regelungstechnik, Lichttechnik, Fertigungstechnik, Steuerungstechnik	keine	6 Semester
Physikalische Technik – B.Sc. <i>Physics Engineering – B.Sc.</i>	Mikrotechnologie, Optik, Lasertechnik, Sensortechnik, Thermodynamik, Mess- und Analysetechnik, Konstruktion	keine	6 Semester
Werkstofftechnik – B.Eng. <i>Materials Engineering – B.Eng.</i>	Metallurgie, Kunststoffe, Glas/Keramik Chemie, Mechanik, Fertigungstechnik, Konstruktion, Messtechnik	keine	6 Semester

Studienangebot/Courses of Study

Fachbereich Sozialwesen (SW)

Department of Social Work

Soziale Arbeit – B.A. Social Work – B.A.	Gesundheitswissenschaften, Recht, Soziologie, Psychologie, Sozialpolitik, Erziehungswissenschaften	keine	7 Semester, NC
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Fachbereich Wirtschaftsingenieurwesen (WI)

Department of Industrial Engineering

E-Commerce – B.Sc. E-Commerce – B.Sc.	Rechnungswesen, Wirtschaftsrecht, Logistik, Controlling, Data Mining, Objektorientierte Modellierung und Programmierung, Datenbanken	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester
Umweltechnik – B.Sc. Environmental Engineering – B.Sc.	Elektrotechnik, Physikalische Chemie und Thermodynamik, Mathematik, Internationale Wirtschaft, Integration, Umweltanalytik, Umweltmanagement	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester
Umweltechnik und Entwicklung – B.Sc. Environmental Engineering and Development – B.Sc.	Siehe Umweltechnik, zusätzlich Englisch, Entwicklungszusammenarbeit, Internationale wirtschaftliche Integration, Auslandsjahr	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	8 Semester
Wirtschaftsingenieurwesen (Industrie) – B.Sc. Industrial Engineering (Industry) – B.Sc.	Mess-, Regelungs-, Steuerungs- und Fertigungstechnik, Informatik, Logistik, Wirtschaftsrecht, Controlling, Außenhandel, Rechnungswesen	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester, NC
Wirtschaftsingenieurwesen (Informationstechnik) – B.Sc. Industrial Engineering (Information Technology) – B.Sc.	Informatik, Konstruktion, Elektronik, Datenbanken, Programmierung, Recht, Logistik, Produktion, E-Business, Controlling, Rechnungswesen	Abgeschlossene Berufsausbildung oder ein mind. 8-wöchiges Vorpraktikum (Nachweis bis zum 3. Fachsemester)	7 Semester

B.A. – Bachelor of Arts
B.Eng. – Bachelor of Engineering
B.Sc. – Bachelor of Science
NC – Numerus Clausus

M.A. – Master of Arts
M.Eng. – Master of Engineering
M.Sc. – Master of Science
MBA – Master of Business Administration

Masterstudiengänge an der Ernst-Abbe-Hochschule Jena

Master Courses at EAH Jena

Ausführliche Informationen zu den einzelnen Masterstudiengängen unter:
Detailed information on the Master Courses
www.master.eah-jena.de

Ansprechpartner Bewerbung Masterstudium:

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Studienangebot/Courses of Study

Studiengang Study Course	Studieninhalte Content of Study	Voraussetzungen Prerequisites	Regel- studienzeit Period of Study
Fachbereich Betriebswirtschaft (BW) <i>Department of Business Administration</i>			
General Management – M.A. <i>General Management – M.A.</i>	Unternehmensrechnung, Gründung, marktorientierte Unternehmensführung, International Economics	Bachelorabschluss (mind. 210 ECTS) oder Diplomabschluss, Englischkenntnisse (TOEFL)	3 Semester
General Management – MBA (Weiterbildungsstudiengang) <i>Master of Business Administration – MBA (Career-integrated study)</i>	Controlling, Wirtschaftsinformatik/-recht, Finanz- und Personalwirtschaft, Unternehmensführung, Interkulturelles Management	Einschlägiger Bachelorabschluss (mind. 210 ECTS) + 2 Jahre Berufserfahrung, Englischkenntnisse (TOEFL)	4 Semester, Gesamtgebühr 9.900 €
Health Care Management – MBA (Weiterbildungsstudiengang) <i>Health Care Management – MBA (Career-integrated study)</i>	Unternehmensführung, Personal, Steuern, Gesundheitsevaluation, Gesundheits- und Krankenhausmanagement	Einschlägiger Bachelorabschluss (mind. 210 ECTS) + 2 Jahre Berufserfahrung, Englischkenntnisse (TOEFL)	4,5 Semester, Gesamtgebühr 11.900 €
Fachbereich Gesundheit und Pflege (GP) <i>Department of Health and Care</i>			
Pflegewissenschaft / Pflegemanagement – M.Sc. (Fernstudium) <i>Nursing Science / Nursing Administration – M.Sc. (Correspondence Course)</i>	Management und Mitarbeiterführung; Vertiefungsrichtungen: Casemanagement in Health Care, Advanced Nursing Practice	Bachelor-, Diplom- bzw. Magisterabschluss im Bereich Pflege mit einer Mindestgesamtnote „2,0 (Gut)“ oder besser	5 Semester
Fachbereich Elektrotechnik und Informationstechnik (ET/IT) <i>Department of Electrical Engineering/ Information Technology</i>			
Mechatronik – M.Eng. <i>Mechatronik – M.Eng.</i>	Mechatronik, Informationstechnik, Produktentwicklung, Embedded Systems, Automatisierungstechnik	Einschlägiger Bachelorabschluss (mind. 210 ECTS) mit Mindestgesamtnote von 2,0	3 Semester
Raumfahrtelektronik – M.Eng. <i>Space Electronics – M.Eng.</i>	Satellitenkommunikation/-systeme/-anwendung, Elektronikdesign, Digitale Signalverarbeitung, Sensorik, Aktorik	Einschlägiger Bachelorabschluss (mind. 210 ECTS) mit Mindestgesamtnote von 2,0	3 Semester
System Design – M.Eng. <i>System Design – M.Eng.</i>	Informatik, Systementwicklung, Digitale Signalverarbeitung, Automation, Embedded Systems, Optoelektronik	Einschlägiger Bachelorabschluss (mind. 210 ECTS) mit Mindestgesamtnote von 2,0	3 Semester
Fachbereich Maschinenbau (MB) <i>Department of Mechanical Engineering</i>			
Maschinenbau – M.Eng. <i>Mechanical Engineering – M.Eng.</i>	Maschinen-/Getriebe-/Strömungslehre, Produktentwicklung, Steuerung, Fahrzeugakustik, Rotodynamik	Bachelorabschluss (mind. 210 ECTS) oder Diplomabschluss	3 Semester
Fertigungstechnik / Produktionsmanagement – M.Eng. (Weiterbildungsstudiengang) <i>Production Engineering / Management – M.Eng. (Career-integrated study)</i>	Produktmanagement, Beschaffung/ Supply Management, Projektmanagement, Marketing/Vertrieb, Fertigung Qualitätsmanagement	Bachelorabschluss (B.Eng./B.Sc.) mit 180 ECTS + 2 Jahre Berufspraxis oder Bachelorabschluss mit 210 ECTS oder Master-/Diplomabschluss	5 Semester, Gesamtgebühr 14.400 €
Patentingenieurwesen – M.Eng. (Weiterbildungsstudiengang) <i>Patent Engineering – M.Eng. (Career-integrated study)</i>	Kosten- / Leistungsrechnung, Innovations- / Personalmanagement, Arbeits-Wirtschafts- / Verfahrensrecht, gewerblicher Rechtsschutz	Ingenieur- oder naturwissenschaftliches Studium mit einem Master-, Diplom- oder Bachelorabschluss (mind. 7 Semester + 210 ECTS-Punkte)	5 Semester

Studienangebot/Courses of Study

Fachbereich Medizintechnik und Biotechnologie (MT/BT)

Department of Medical Engineering and Biotechnology

Pharma-Biotechnologie – M.Sc. <i>Pharmaceutical Biotechnology – M.Sc.</i>	Molekulare Zellbiologie, Gentechnik, Enzymtechnologie, Niedermolekulare Bioprodukte, Biophysik	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, internes Auswahlverfahren	4 Semester
Medizintechnik – M.Eng. <i>Medical Engineering – M.Eng.</i>	Medizinische- und Bioinformatik, Geräte- und Sensortechnik, Biophysik, Embedded Digital Systems	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, internes Auswahlverfahren	4 Semester
Miniaturisierte Biotechnologie – M.Sc. <i>Miniaturised Biotechnology – M.Sc.</i>	Mikrosystemtechnik, Instrumentelle Analytik, Biochemie, Biomaterialien, Biophysik, Biologische Systeme	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, internes Auswahlverfahren	4 Semester

Fachbereich SciTec – Präzision – Optik – Materialien – Umwelt (SciTec)

Department of SciTec

Optometrie/Vision Science – M.Sc. <i>Optometry/Vision Science - M.Sc.</i>	Optometrie, Ophthalmotechnologie, Optische Messtechnik, Optikdesign, Lichttechnik, Laser in der Medizin	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, ggf. Auswahlverfahren	3 Semester
Laser- und Optotechnologien – M.Eng. <i>Laser- and Optotechnologies – M.Eng.</i>	Lasertechnik, Optiktechnologie, Optikentwicklung, Optoelektronik, Technisches Englisch, Patentrecht, Numerische Mathematik, Marketing	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, Mindestgesamtnote "Gut", Eignungsfeststellungsgespräch	4 Semester
Scientific Instrumentation – M.Sc. <i>Scientific Instrumentation – M.Sc.</i>	Embedded Digital Systems, Optical Instruments, Physical Materials Diagnostics, Sensor Technology, Micro- and Nanostructures	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, Englischkenntnisse (TOEFL), Auswahl durch Kommission	4 Semester, englischsprachig
Werkstofftechnik – M.Eng. <i>Materials Engineering – M.Eng.</i>	Materials Diagnostics, Thermodynamik, Werkstoffverarbeitung, Microsystem Engineering, Kunststoffe, Keramiktechnologie, Metalle	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, Englischkenntnisse (TOEFL), Auswahl durch Kommission	4 Semester

Fachbereich Sozialwesen (SW)

Department of Social Work

Coaching und Führung – M.A. <i>(Weiterbildungsstudiengang) Coaching and Leadership – M.A. (Career-integrated study)</i>	Konflikt- / Krisenmanagement, Personal- und Organisationsentwicklung, Coaching von Team- und Kollegialsystemen, Einzelcoach	Bachelor-, Diplom- bzw. Magisterabschluss (mind. 180 ECTS)	4 Semester, Gebühr 2.000 € pro Semester
Pflegewissenschaft / Pflegemanagement – M.Sc. (Fernstudium) <i>Nursing Science / Nursing Administration – M.Sc. (Correspondence course)</i>	Pflegeforschung / -wissenschaft, Vertiefungsrichtungen: Casemanagement in Health Care, Advanced Nursing Practice	Bachelor-, Diplom- bzw. Magisterabschluss im Bereich Pflege, Eignungsverfahren	4 Semester, Gebühr 39 € pro Semester
Soziale Arbeit – M.A. <i>Social Work – M.A.</i>	Forschungsmethoden, Soziale Arbeit, Management, Recht, Internationales, Personal-/Organisationsentwicklung	Bachelor- (mind. 180 ECTS) oder Diplomabschluss, Mindestgesamtnote 2,0	3 Semester
Spiel- und Medienpädagogik – M.A. <i>Games and Media Literacy – M.A.</i>	Neuer weiterbildender Masterstudiengang zum Sommersemester 2016.	Bei Redaktionschluss noch nicht bekannt.	Gebührenpflichtig

Fachbereich Wirtschaftsingenieurwesen (WI)

Department of Industrial Engineering

Wirtschaftsingenieurwesen – M.Sc. <i>Business Administration and Engineering – M.Sc.</i>	Geschäftsprozess- und Qualitätsmanagement, Forschungs- und Entwicklungsmanagement, Digitales Unternehmen, Standortpolitik	Bachelor- (mind. 210 ECTS) oder Diplomabschluss, Mindestgesamtnote 2,5, Englischkenntnisse	3 Semester
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ServiceZentrum Studentische Angelegenheiten

Zuständigkeiten

- Beratung zu Bewerbungs- und Zulassungsangelegenheiten für grundständige Studiengänge (Bachelorstudium)
- Immatrikulation, Beurlaubung, Rückmeldung, Exmatrikulation, Studiengangswechsel, Studienbescheinigungen
- Informationen für ausländische und staatenlose Bewerber sowie für Staatsangehörige eines Mitgliedslandes der EU und Bildungsinländer



Kontakt

Herr Uwe Scharlock, Leiter
Tel. +49 (0) 3641 205 230/-32/-33
Fax +49 (0) 3641 205 231
E-Mail uwe.scharlock@fh-jena.de
Büro Haus 1, Raum: 01.00.15

Servicestelle Masterstudium

Zuständigkeiten

- Beratung zu konsekutiven Studienmöglichkeiten an der EAH Jena sowie Zugangsvoraussetzungen
- Bewerbungsangelegenheiten: alle Masterbewerber
- Information zu den allgemeinen Zulassungs- und Immatrikulationsregelungen: alle Masterbewerber
- Einführungstage, Informationstage, Master-Messen



Kontakt

Frau Elvira Babić, Koordinatorin
Tel. +49 (0) 3641 205 148
Fax +49 (0) 3641 205 837
E-Mail master@fh-jena.de
Büro Haus 5, Raum: 05.00.29/2

Akademisches Auslandsamt

Zuständigkeiten

- Bewerbungangelegenheiten: Austausch- & Partnerschaftsstudierende
- internationale Hochschulpartnerschaften
- Auslandsstudium und Auslandspraktikum
- Stipendien- und Fördermöglichkeiten
- Programme z.B. ERASMUS+/LEONARDO/IAESTE



Kontakt

Frau Angelika Förster, Leiterin
Tel. +49 (0) 3641 205 135
Fax +49 (0) 3641 205 136
E-Mail auslandsamt@fh-jena.de
Büro Haus 1, Raum 01.00.12

1. Information on system of higher education in Germany

Those who wish to study in Germany have a choice between different types of institutes of higher learning: universities, technical universities, universities of applied sciences, music and art academies. The decision about which type of university is the right one for you depends on the aims you have in studying. There is information available for all of the various types of institutions of higher learning. We particularly recommend that you take a look at the website www.daad.de and www.inobis.de.

The University of Applied Sciences Jena belongs to the tradition of applied science colleges in Germany. These were founded in the 1960s. The courses of study they offer are primarily in areas related to engineering disciplines, economic fields and social studies.

They are characterised by having shorter studying times, tight study durations and a greater emphasis on being practice oriented.

The grading system of German universities

- 1 very good
- 2 good
- 3 satisfactory
- 4 sufficient (passed)
- 5 insufficient (failed)

2. A portrait of the Jena University of Applied Sciences

The University of Applied Sciences Jena was founded in 1991 and was one of the first educational institutions of its kind in the new federal states. Today it has 4,682 students (as of the winter semester 2015–16). The short study periods and a practically oriented focus of studies complement in a sensible way the education at universities and technical universities. The EAH Jena rests on 3 education columns: Engineering Sciences, Business Administration and Social Studies. We offer a wide range of attractive Bachelor and Master Courses.

Types of degrees

Since the beginning of 2007 the system's change to that of bachelor and master degrees is completed. The Bachelor's degree is a university degree providing a first occupational qualification and the prerequisite for acceptance for studying a Master's degree. The period of study is normally 6–8 semesters and equips students



with the ability to carry out a wide range of activities and to be employed in a wide range of occupations.

The Master's degree provides a further occupational specialisation. The period of study for a Master's degree is normally 3–4 semesters and serves the purpose of extending and deepening knowledge and ability gained from a Bachelor's degree.

The EAH Jena offers a wide range of attractive Bachelor and Master Courses.

- ▶ An overview of the current courses of study on offer: www.eah-jena.de/studium

The academic calendar

The Academic year is divided into 2 semesters:

Winter semester (October – March)

Summer semester (April – September)

Holidays in Thuringia, Germany

03 rd October	German Unification Day
31 st October	Reformation Day
24 th December	Christmas Eve
25 th December	1 st Christmas Holiday
26 th December	2 nd Christmas Holiday
31 st December	New Year's Eve
01 st January	New Year
In April	Good Friday (Friday before Easter Sunday) Easter Sunday Easter Monday (Monday after Easter Sunday)
01 st May	May Day
In May	Ascension Whit Sunday (49 th day after Easter Sunday) Whit Monday (Monday after Whit Sunday)

- ▶ Current semester terms:
www.eah-jena.de ▶ *Studium/Weiterbildung* ▶
Servicestellen ▶ *Studienorganisation*

Departments

The University of Applied Sciences Jena consists of the following 9 Departments:

Department of Business Administration (BW)

homepage www.bw.fh-jena.de

e-mail bw@fh-jena.de

Department of Electrical Engineering/ Information Technology (ET/IT)

homepage www.et.fh-jena.de

e-mail et@fh-jena.de

Department of Fundamental Sciences (GW)

homepage www.gw.fh-jena.de

e-mail gw@fh-jena.de

Department of Health and Care (GP)

homepage www.gp.fh-jena.de

e-mail gp@fh-jena.de

Department of Mechanical Engineering (MB)

homepage www.mb.fh-jena.de/page/de/home

e-mail mb@fh-jena.de

Department of Medical Engineering and Biotechnology (MT/BT)

homepage www.mt.fh-jena.de

e-mail mt@fh-jena.de

Department of SciTec (SciTec)

homepage www.scitec.fh-jena.de

e-mail SciTec@fh-jena.de

Department of Social Work (SW)

homepage www.sw.fh-jena.de

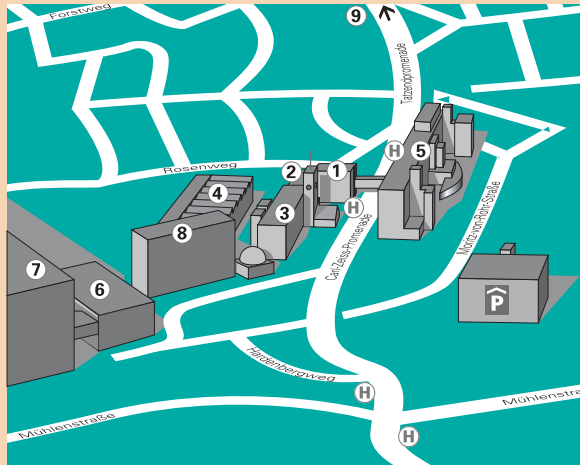
e-mail sw@fh-jena.de

Department of Industrial Engineering (WI)

homepage www.wi.fh-jena.de

e-mail wi@fh-jena.de

3. The Campus



 **Ernst-Abbe-Hochschule Jena**
University of Applied Sciences

- House 1–5** The Jena University of Applied Sciences
- House 6** Carl-Zeiss-Mensa
- House 7** Carl-Zeiss GmbH
- House 8** Student dormitory
Carl-Zeiss-Promenade



House 1

International Office, University Management/Administration, Examination office III (ET/IT, MT/BT, SciTec), Computer, ServiceCentre, ServiceCentre for Student Affairs, Study Counselling Centre



House 2

Foyer/placement
University Public Relation
Rector's Office/Vice President's Office
Self-service point

House 3

Fundamental Sciences (GW)
Medical Engineering and
Biotechnology (MT/BT)
Industrial Engineering (WI)
University sports centre (gym)
WI examinations and internship
office
Post room



House 4

Assembly hall
Mechanical Engineering (MB)
SciTec
Building services
Snack bar
Museum of historical bar turning
Internship office (ET/IT, MB, MT/BT,
SciTec)



House 5

Library
Cafeteria
Career service
Business Administration (BW)
Electrical Engineering and Information
Technology (ET/IT)
Examinations office I (BW, MB)
Examinations office II (SW)
Health and Care (GP)
Internship offices for BW, GP and SW
Master's Studiums Service Centre
ServiceCentre of Research and
Transfer
Social Work (SW)
Student council (StuRa)



4. Central Facilities

Library

The EAH Jena has its own specialist library with a stock of more than 300,000 volumes and over 400 periodicals available for use. Over 10,000 e-journals, the entire DIN standards literature, numerous specialist databases (online or CD-ROM) and electronic reference works can be used free of charge in the local library network, either at terminals or with personal portable computers.

The services provided by the library and the library catalogue can be called up and used by accessing online the URL www.eah-jena.de/bib in the internet. At the library, there are lending facilities, (also with long-distance lending online), rooms for group work and a reading room with modern online facilities enabling users to link up to international databank facilities and the possibility of CD-ROM research.

In addition, there is the possibility of access to diploma dissertations and the possibility of contract research. In order to make use of the library's facilities, you will need a THOSKA (student ID card).

Use of computers and the Internet

PC pools can be found in all departmental areas. In the foyer of House 2, students can access the Internet at terminals and use the EAH Jena self-service facilities. In order to be able to access all university institutions worldwide via free wi-fi using your own computer or mobile device, you should register for Education Roaming (eduroam). You can find instructions on how to set up eduroam at: www.eah-jena.de/eduroam.

Copy Service

Copy machines can be found in the library or in the foyer of House 2. To use them you will need a THOSKA card. This must first be charged with credit. You can find THOSKA card charging points on the EAH Jena campus in the dining hall and cafeteria.

University Sport

Those who are interested in participating in sport can make use of the wide range of sports on offer at the



EAH Jena and the Friedrich-Schiller-University. Sports on offer, training times and locations are announced at the beginning of the semester. Online registration for sports courses, for a small fee, also takes place at the beginning of the semester. Moreover, after an orientation session with a trainer, it is also possible to use the Powerpoint fitness centre on payment of a fee. The semester programme of the EAH Jena university sport office also includes competitions and events such as the summer games, summer dance and Christmas contests. You can find further information online at: www.hochschulsport.eah-jena.de.

Students Dining Hall and Cafeterias

Food and drinks are provided for students in the students dining hall and cafeterias of the Association for Student Affairs, at various locations on the campus.

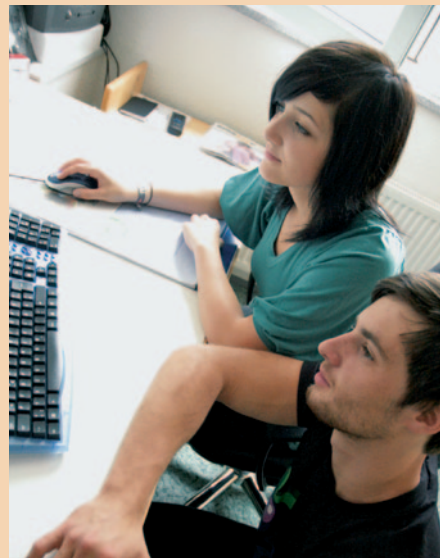
In Jena you can find three students dining hall and six cafeterias. The most important are:

- a smaller students dining hall at Philosophenweg (near city center)
- the students dining hall in the city center at Ernst-Abbe-Platz
- the students dining hall at Carl-Zeiss-Promenade is the closest to the EAH Jena and is used together with the staff of Carl Zeiss Jena GmbH
- at House 5 of the EAH Jena you can find a cafeteria
- the vegeTable cafeteria on Ernst-Abbe-Platz (opposite the dining hall) serves exclusively vegetarian and vegan dishes

The range of food on offer is of an exceptionally wide ranging. The prices are affordable as a meal can start at just 1.75 €. Children aged 6 or under can obtain a free lunch in most dining halls on presentation of a children's identity card, which can be ordered from the Association for Student Affairs Thuringia. You can find further information at: www.stw-thuringen.de/mensen.

Foreign Language Lab

The Foreign Language Lab at the EAH Jena is operated by the Fundamental Sciences Department. Since foreign language training is an obligatory part of studying at the EAH Jena, in addition to English (business/technical English), French, Spanish, Russian, and German as a foreign language call all be taken at varying levels of difficulty. For more information please visit www.gw.eah-jena.de ► *Sprachen*.



5. Prerequisites of Admission

a) General Entry Prerequisites

Foreign students require a university entrance qualification (HZB) in order to be able to study in Germany.

The revision of their handed-in certificates and the ascertainment of equivalence are conducted after the uniform evaluation standard applicable in the Federal Republic of Germany. You can check for yourself whether your school leaving qualifications entitle you to direct entry into German universities, or whether you need to perform additional tasks in the form of years of study in your home country or attendance at a study college in Germany. The German Academic Exchange Service (DAAD) will help you with such questions step by step on its Internet pages at: www.daad.de/deutschland/nach-deutschland/voraussetzungen/en. Within a few clicks you will know whether you have direct access to German universities. If you can't find your country in the DAAD database, please use the official admissions database at: www.anabin.de.

In case you do not hold a direct admission for German university or just a subject-linked admission which does not correspond to the field of studies you want to apply for, you have to visit the **Study College** in Germany and pass the **entrance examination** at the end of the course. You can find an overview of all study colleges in Germany at www.studienkollegs.de.

The EAH Jena recommends the study college Nordhausen (see appendix). If needed, we will inform you about courses and dates of examinations. Please contact Mr. Scharlock of the Service Centre for Students Affairs for further information (see appendix).

b) Technical Preliminary Practical Exercises

Certain Bachelor's programmes demand as an entry requirement preliminary practical exercises lasting 8–12 weeks, and possibly also vocational qualifications. Generally speaking it is possible to catch up on these preliminary practical exercises until the third semester of the course. In every study course, this is regulated by the respective study and examination regulations. Please refer any questions you may have to the Practical Training Office of the corresponding faculty (see appendix) or at www.eah-jena.de ► *Studium / Weiterbildung* ► *Servicestellen* ► *Praktikantenämter*. No technical preliminary practical exercises are required for application to Master courses.

c) Language skills

International student who apply for full-time study have to pass the language exams **DSH 2 or DSH 3 or TestDaF with 4 or 5 points in all portions** (at least 16 points, in individual cases exist the possibility to balance out). If you lack knowledge of the German language we recommend a language course in order to pass the DSH or the TestDaF.

The Friedrich-Schiller University (see appendix) offers **DSH-language courses**. The **TestDaF-examination** can be taken at the Institut für Interkulturelle Kommunikation e.V. in Jena (see appendix). The Volkshochschule (adult education centre) in Jena (www.vhs-jena.de) and the Institute for Education and Integration (www.ibi-jena.de) also offer German courses at various levels (for contact details see the address directory).

The Scientific Instrumentation Master Programme is an exception to this rule. Applicants must provide the following to prove their English abilities: a TOEFL of at least 550 points in the "paper-based version", 213 points

Contact persons for application issues:

Issues regarding application for Bachelor

Mr. Uwe Scharlock
Uwe.Scharlock@fh-jena.de
+49 (0) 3641 205 230

Issues regarding application for Master

Ms. Elvira Babić
master@fh-jena.de
+49 (0) 3641 205 148

in the “computer-based version” or 79 points in the “internet-based version”, IELTS 6.0 “overall band score” or adequate equivalent. A basic knowledge of German is recommended. German as a foreign language can be taken at the language centre at the EAH Jena. More information can be found under: www.gw.eah-jena.de
 ► *Sprachen*.

For all questions relating to applying for a Master Programme, please contact Ms. Elvira Babić at the Master Studies Service Centre (master@fh-jena.de).

d) Limitations on admission

In some study courses, the number of applicants is larger than the number of available places to study. Therefore, the average grade of the admission to university is used as a selection criterion for both German and foreign applicants. A minimum grade point average (Numerus Clausus, NC) limits admission.

Until now, none of our international applicants have had problems getting the admission to their designated courses.

e) Special information for Chinese/Mongolian/Vietnamese candidates

Since 2001, documents of Chinese applicants related to entitlement to admission to a German university have been assessed by an academic inspection office in Beijing (AIO). Since 2006 the same procedure is established for Mongolian applicants, 2007 for Vietnamese applicants. Those applicants please contact the AIO in Ulan Bator and Hanoi respectively.

- Academic Inspection Office Beijing
www.aps.org.cn
- Academic Inspection Office Hanoi
www.hanoi.diplo.de
- Academic Inspection Office Ulan Bator
www.ulan-bator.diplo.de



6. Application

a) Course offer and closing dates for application

Applications for studying at the EAH Jena are accepted for the following summer or winter semester. When applying, please take into account that not every field of study accepts applicants in each semester. For the most up-to-date information about current application deadlines please visit www.eah-jena.de/studium..

The closing date for applications for the summer semester starts **01.12.** and ends **15.01.** for bachelors and **15.01.** or **15.02.** for masters.

For the winter semester you can apply from **16.05.** till **15.07.** for courses with NC, normally till **15.08.** for all bachelors. The closing date for masters ends depending on the course **15.07.** or **15.08.**

Please obtain the relevant information about the exact closing dates of your designated course beforehand. The

date of arrival of the complete application documents at uni-assist e.V. or at EAH Jena is decisive for complying with the deadline.

b) Application for Bachelor courses

Applications from foreign students for Bachelor courses are treated differently at EAH Jena.

Direct application procedure to EAH Jena

Applications from:

- EU-members and citizens of the EEA-states (Iceland, Lichtenstein, Norway, Switzerland)
- Students transferring from another German university
- Students who have successfully completed Study College

Please apply online using the relevant platform for your needs at:
www.eah-jena.de/bewerbung.

Responsible for all issues referring application for and enrolment in Bachelor courses is the ServiceCentre for Student Affairs (see appendix). Your contact person is Mr. Scharlock (Uwe.Scharlock@fh-jena.de).

Application with uni-assist e.V. (Arbeits- und Servicestellen für ausländische Studienbewerbungen)

All international applicants who do not belong to the groups listed above (EU, EEA etc.) should apply online using the applicant portal of our partners at uni-assist e.V. The EAH Jena is an **uni-assist-university**, which means that the “Arbeits- und Servicestelle für ausländische Studienbewerbungen” uni-assist e.V. examines for a fee by order of the EAH Jena a multitude of applications.

You can find the uni-assist applicant portal at:
www.uni-assist.de/online

Uni-assist e.V. charges **€75** for the first application to an uni-assist-university. From the second application on you pay **€15** per application form. You can find further information on fees and payments at www.uni-assist.de/zahlungstransfer.htm. You find an actual list of all uni-assist-universities under www.uni-assist.de/uni-assist-mitglieder.html.

Enclosures to the application form

Before applying, please take time to obtain detailed information about the range of courses of study on offer and the prerequisites for admission to each of the courses of study you have selected. Further information can be obtained from www.eah-jena.de/studium.

You should enclose the following documents with your application:

- officially certified copy and sworn translation of the **school-leaving certificate**
- if existent, officially certified copy and sworn translation of your hitherto **course achievements**
- if existent, officially certified copy and sworn translation of your **final degree**
- if existent, officially certified copy of the **Feststellungsprüfung**
- officially certified copy of certified knowledge of the German language (TestDaF or DSH)

- ❑ when indicated proof of successfully completed occupational training or preliminary training (can be completed within the first 3 semesters)
- ❑ copy of your passport
- ❑ passport photograph
- ❑ *for Chinese/Mongolian/Vietnamese applicants*: documentary proof of the certificate from the academic examination office (AIO) regarding successful validation of the study performance documents

c) Application to Master Courses

Those wishing to apply for a Master Programme at the EAH Jena must apply directly to the EAH. The person responsible for admissions and applications is Ms. Elvira Babić (master@fh-jena.de).

The Master portal:

www.master.fh-jena.de

Applications are processed online and are only accepted via mail in exceptional cases. All applicants who have obtained their Bachelor's degree outside Germany must pay a fee of **€25** for evaluating their grades and processing their application. The application cannot be processed until the fee is paid into the EAH Jena account.

Account details for transfer of the €25 fee from abroad:

Payee:	Ernst-Abbe-Hochschule Jena
Bank:	Landesbank-Hessen-Thüringen HELABA)
IBAN:	DE25 8205 0000 3004 4443 31
BIC:	HELADEFF820
Reference:	[your applicant number] – [family name, given name] – Master Appl. 0450

Please have the following documents ready for your **online application**:

- ❑ PDF generating software, application for Master studies fully completed and signed
- ❑ Tabular resume
- ❑ Passport photo
- ❑ Letter of motivation, if needed
- ❑ Notarized copy of entrance qualification
- ❑ Notarized copy of qualifying degree (Bachelor, Diploma)
- ❑ Notarized copy of proof of needed language skills (German and/or English)
- ❑ APS Certificate (for Chinese, Mongolian, and Vietnamese applicants)
- ❑ Proof of internships, training and work experience, if available
- ❑ Proof of works published, if available
- ❑ Recommendation from an academic reviewer, if needed



Please note that, when transferring money from abroad, supplementary fees may be incurred both at your bank and at the payee's bank.

7. Matriculation and Re-registration

a) Matriculation

The date for enrolment can be obtained from the registration document. Enrolment takes normally place on the postal way, but can also be processed in the Student Secretariat (see appendix). You will need to attend personally with the **document of admission to study**, proof of **health insurance**, an **account statement as proof of paid semester fee** and a **valid identification card** (normally a passport with visa). Only in exceptional circumstances (for example, in the case of illness) enrolment can be undertaken by another person who has been given written authorisation.



Health insurance

For the duration of your studies at the EAH Jena you must have a health insurance. Please check in your native country whether the health insurance you have there is also valid in Germany or whether it can be extended for Germany. Students from member states of the European Union should bring the **European Health Insurance Card** with them which can be obtained from their insurance company in their native country. There is also the possibility of obtaining health insurance in Germany which often is more convenient. Detailed information is given in the chapter 'Living in Jena' under the point Insurances.

Semester fee

The semester fee has to be paid before enrolment from a German bank account. In the chapter 'Living in Jena' you will find further information about accounts and banks in the correspondent chapter. Please inform yourself about the bank details and requested information linked to the transfer in your admission papers or applicant information.

The semester fee can also vary from semester to semester. You will find the needed information in the FAQs at www.eah-jena.de or in the ServiceCentre of Student Affairs (see appendix). Currently, the semester fees amounts to around €200 for the initial enrolment (as at winter semester 2015/6). General tuition fees are currently not raised at EAH Jena.

THOSKA – Student identification card

With successful enrolment you will get your student identification card within two weeks at the THOSKA Office (see appendix).

Functions of the THOSKA:

- Student identity card
- Library card (use of copy machines, loan of books)
- Re-registration/update of validity period (validation)
- Cashless payment in dining halls and cafeterias (can be recharged with between €10–50)
- Entry permit for buildings, rooms, car parking facilities
- Use of washing machines in Association for Student Affairs accommodation blocks
- Term-time ticket for use on regional railways and city transport

A replacement card can be obtained, following application, and payment of a fee amounting to €10.

b) Re-registration

The matriculation only applies for the directly upcoming semester. The re-registration has to be done again before every following semester. It can only be done in writing. You will receive the request for re-registration by e-mail at your university mail address. You receive the access data for your e-mail postbox during matriculation at EAH Jena. The receipt of payment will be automatically assigned to your student number and thereby your re-registration will be confirmed.

Please not: if you re-register too late you might have to pay reminder charges (€25). If you do not re-register at all, this may result in ex-matriculation and a premature ending of your studies! You should therefore check your university e-mail inbox for incoming mail at regular intervals.

c) Long-term study fee

Since the winter semester 2004/2005, long-term study fees have been collected at all Thuringian universities. The fee has to be paid by students who exceed the time limit of a course of study that leads to a first qualification for a career (Bachelor course) by more than 4 semesters (tolerance semesters). The time limit is determined by the respective examination regulations for the course of study.

In the case of a second study course following an already completed course of study at a university, the time limit for the course of study for the first and second course of study are counted together when it is shown that the first study lies well over the average (30 %) of the examination year. Bei den konsekutiven Masterstudiengängen wird in gleicher Weise verfahren, allerdings ohne Berücksichtigung der 30 %-Regelung.

The fee amounts to **€500** for each semester. It only has to be paid once in the case of matriculation at the same time in several courses of study. You can obtain further details from the Student Secretariat (see appendix).

d) Double affiliation at the Friedrich Schiller University (FSU) Jena

In Jena, there are two separate universities which are completely independent of one another. In addition to the “younger” Jena University of Applied Sciences Jena, since 1558 the Friedrich Schiller University (FSU) Jena offers a wide range of subjects of a traditional German university.

If you are a so-called “double affiliate” wishing to attend courses at the FSU Jena, please inform yourself via the internet site of the FSU under www.uni-jena.de about range of subjects on offer and their running times. You can obtain an application form and information online at www.uni-jena.de/zweihoerer.

Double affiliates are not members of the FSU and therefore do not need to pay the semester fee. Applications for all courses are normally accepted up to the 15th of the month preceding the start of the semester at the student service centre (SSZ) of the EAH Jena. Acceptance of applications takes place until – at the latest – two weeks after the start of lectures at the FSU.

8. Service offers of EAH Jena**Tutor programme**

For many years it has been the aim of the tutor programme of EAH Jena to ease the new students the first steps into their new lives.

Do you need help? Student tutors would love to help you around the city and EAH Jena which includes:

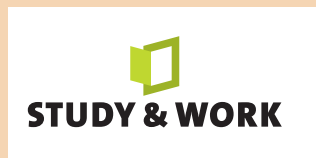
- Pick up from the train station
- Help with accommodation matters (rental contract)

- Help with diverse formalities (opening a bank account, health insurance)
- Administrative aspects (City Registration Office, Foreigner's Registration Office)
- Enrolment (student identity card THOSKA, proof of studies)
- Timetable, set enrolment and helping around the department
- Campus- and city tours
- Cultural activities, Intense German language course and Intercultural Training

You find further information regarding the tutor programme and the services provided by the international students' office at: www.eah-jena.de ► *International* ► *Internationale Studierende*.

STAY – Study. Work. Live in Thuringia.

The STAY project was created as part of 'Study and Work – regional networks to connect international students', an initiative of the representatives for the new federal states in the German Federal Ministry for Economic Affairs and Energy, and the Donors' Association for the Promotion of Sciences and Humanities in Germany.



The principal aim of STAY is to heighten awareness of Thuringian businesses and international students. The goal is to increase both groups' awareness of each other. International students are prepared for entry into the job market by means of various initiatives – for example information events and workshops on vocational fields or how to draft application documents – and their attention is drawn to Thuringia as a location. Attention is also focused on specialist tutorials, which are intended to support international students of the University of Applied Sciences Jena and Friedrich Schiller University Jena as they journey towards academic success. International students are made more familiar with the range of extracurricular advice and guidance options that already exists, and it is presented to them in more accessible form.

International students can take part in all the initiatives carried out as part of the project free of charge. Information on the themed information events and company visits is sent to international students of the Jena University of Applied Sciences by email.

The STAY project is a collaboration between the Jena Employment Agency, the Training Institute of Thuringian Industry e. V., the Friedrich Schiller University Jena, the Welcome Center Thuringia, and the Jena Economic Promotion Company Ltd. It is coordinated by the Jena University of Applied Sciences. The project is additionally supported by numerous Thuringian universities, companies and associations.

The project is coordinated by Ms. Ekaterina Maruk (for contact details see the address directory).



Study & Work ist eine Initiative von



Die Beauftragte der Bundesregierung für die neuen Bundesländer



STIFTERVERBAND
Bildung, Wissenschaft, Innovation.

Gefördert durch:



Bundesministerium für Wirtschaft und Energie

aufgrund eines Beschlusses des Deutschen Bundestages

Introduction for first semester students

The introduction days for first semester students always take place one week before lectures start. They offer new students a good navigation around the campus and especially in the departments. During these days a lot of student tutors of all departments are around to give you tons of important and useful information regarding the department as well as the student life.

9. Practical Advices

Visa for education and training

Students and student applicants need a visa to enter Germany. You must not enter Germany with a tourist visa as you can not change it into a visa for education and training afterwards. With some countries like the EU-states, Australia, Israel, Japan, Canada, New Zealand, South Korea and the USA, special agreements exist which allow their citizens to enter Germany without a visa. As soon as you have your admission for studying in Germany you can apply for the visa at the Germany Embassy or Consulate in your home country. You can find an overview of overseas embassies and consulates of the Federal Republic of Germany at: www.auswaertiges-amt.de/auslandsvertretungen.

For those who are interested in studying in Germany but are still without admission can apply for a visa for student applicants. It allows them to enter Germany and apply for university in between 9 month.

You should inform yourself about how to apply for a visa for education and training as early as possible as on the one hand providing the needed documents and on the other hand handling the application can occupy lots of time.

The following documents are normally needed for application:

- valid passport
- entrance qualification for German university
- proof of financing
- admission to study from a German university or at least application confirmation
- health insurance

You can gain detailed information at the DAAD-homepage www.daad.de/deutschland/nach-deutschland/bewerbung. Registration is compulsory for all foreign students. EU students simply register at the Citizens' Service Office of the City of Jena. All non-EU students are obliged to be registered with the Jena Aliens Department as well as the Citizens' Service (see appendix).

For this purpose, you will need the following documents:

- **Citizens' Service Office:** passport and your rental agreement
- **Aliens Department:** Application for issue of a residence permit, passport, a biometric passport photograph (35 x 45 mm), certificate of study (with stamp and signature of Head of Service Centre for Student Affairs), student ID, rent contract, evidence of German health insurance, registration with Citizens' Service, proof of ability to finance studies (e.g. grant documentation, explanation of funding, bank statement, blocked account etc.), €80–100. For the Aliens Department an appointment time must be agreed in advance. This can be done online at www.jena.de/auslaenderbehoerde.

Arrival

There are two airports in the vicinity of Jena: Leipzig-Halle (www.leipzig-halle-airport.de) and Erfurt-Weimar



(www.flughafen-erfurt-weimar.de). You can reach Jena from anywhere in Germany by train. Exact train departure times and connections can be found on the webpage of Deutsche Bahn AG (www.bahn.de). You find all bus and tram routes as well as the schedules for the public transport in Jena at www.jenah.de. You can use trams and buses in Jena for free with your student identity card THOSKA. If you need a hotel go to www.jenatourismus.de to find a selection there. A cheaper alternative is the IB-Jugendgästehaus Jena, Am Herrenberge 3, phone: +49 (0) 3641 806 403, www.jugendgaestehaus-jena.de.

Checklist – What to carry with me?

- Confirmation of admission or application confirmation
- Proof of financing
- An original as well as a certified copy of secondary school leaving certificate
- Passport (valid for the whole period of stay as well as the correct visa)
- Insurances (Health insurance, maybe personal liability insurance)
- Enough money for the start (at least €250 in cash)
- Passport photographs (approx. 5, complying to biometric standard 35X45)
- A room in a hotel or in a youth hostel for the first days
- Tickets for the flight, bus and train
- Traveller cheques and credit card
- International driving licence if existent and needed
- City map



Financing the stay

You will need to convince the German Consulate/ Embassy with documentary evidence of your financial viability. Currently, the required amount is about €8040 for the first year. This amount must be paid into a blocked account in your home country, from which a maximum of €670 per month may be spent during the first year. Only with a proof of financial viability the visa for education and training can be handed out.

German universities themselves do not offer scholarships. International students (with the exception of exchange and visiting programme students) are eligible to apply for student graduation assistance from the DAAD once per semester. Additionally international students can also apply for a Germany Scholarship, and moreover once a year the DAAD Prize is awarded to an outstanding international

Living costs in Jena

Beside the semester fee you have to be able to afford the costs for travelling, the visa, rent, telephone and food. Moreover you have to count on costs for means for work (books and/or computer), travelling in Germany and in some cases medication and treatment expenses. €600 per month are realistic as needed.



student at the EAH Jena. Further external sources of funding, tips and search engines can be accessed at: www.eah-jena.de ► *International* ► *Internationale Studierende* ► *Finanzielle Unterstützung*.

The most extensive support programme is offered by the Deutsche Akademische Austauschdienst (DAAD). It grants scholarships to students and graduates with different durations, but does not finance a complete period of study in Germany. Scholarships are normally offered according to performance rather than social criteria. Specialist qualification, personal aptitude as well as expert reports from university teaching staff are the most important selection criteria for DAAD scholarships. You should obtain information in good time at www.daad.de

as deadlines for applications are often very in advance of the possible beginning of effective payment of scholarship.

10. Working in Germany

General

The legal requirements for pursuing gainful employment in Germany are stipulated in the Residence Act (Aufenthaltsgesetz, or AufenthG for short) and Employment Regulation (Beschäftigungsverordnung, BeschV). These apply only to international students or graduates, not to students from EU states or the European Economic Area (EEA). Up-to-date versions of the texts of these laws can be consulted on the Internet. Students from EU states and the EEA have unrestricted access to the German employment market and may work in Germany for as long as they wish.

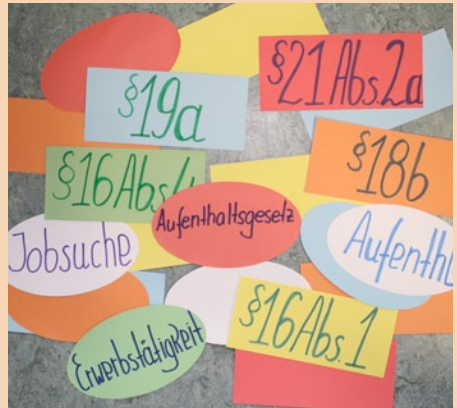
Working while studying

For international students according to **§ 16 para. 1 of the AufenthG, 'Study'**:

- Alongside their studies, students may work 120 full days or 240 half days per (calendar) year. Anything which exceeds this requires approval from the Aliens Department and the Federal Employment Agency (§ 16 para. 3 of the AufenthG).
- During term time, you may only work a half day at the most. In vacation periods, all 120 days may be used up.
- Please note: a half day = half the daily working hours (for example, if the working day is 8 hours a half day is 4 hours, if it is 10 hours a half day is 5 hours).
- Night shifts up to a maximum of 8 hours are equivalent to one full working day.
- While students are certainly allowed to take on part-time work in connection with their studies without restriction (e.g. as student or academic assistants at universities, for the Association for Student Affairs, or for the student housing administration), these must not conflict with the goal of their studies or extend the period of study.
- Mandatory internships as part of study (including those that are paid) and internships with companies in order to complete a final submission require no approval from the Aliens Department or Employment Agency. The hours worked are not included in the total hours of employment (120 full or 240 half days). There is no right to the minimum wage (§ 22 para. 1 no. 1 of the Minimum Wage Act).
- Internships providing orientation for admission to a course of study and those accompanying studies (for up to three months) do not require approval, as long as you have not taken part in an equivalent or similar intern-

ship already. There is no right to the minimum wage (§ 22 para. 1 nos. 2 and 3 of the Minimum Wage Act).

- All other internships are included in the stipulated 120 full or 240 half days, and require the approval of the Aliens Department and the Employment Agency.
- Working on a self-employed or freelance basis while studying requires the approval of the Aliens Department.
- While applying for studies, and during preparatory activities before study (e.g. DSH or TestDaF preparatory courses, study college), the 120 full or 240 half days may only be used during vacations for the first year. From the second year onwards, the 120 full or 240 half days may be worked throughout the calendar year.



Working after study

Jobseeking phase

- After they have successfully completed their studies, students may apply for a residence permit to seek employment in Germany, which can be valid for up to 18 months. The job they are seeking in Germany must correspond to the qualification obtained in Germany (§ 16 para. 4 p. 1 of the AufenthG). During this jobseeking phase, students can take on any job in order to secure a means of subsistence. Evidence that they are securing a means of subsistence must be presented to the Aliens Department.
- Students who have received an award from their home country to study in Germany, and who have undertaken to return to their home country after their studies, are not entitled to receive a jobseeker's residence permit.

Gainful employment

- If students find a job in Germany after the jobseeking phase, or immediately after completing their studies, their residence status in Germany changes.
- There are various residence permits for which international graduates in Germany can apply in order to pursue gainful employment: § 18 para. 4 (Employment), §19a (EU Blue Card) and §21 para. 2a (Self-employed Activities) of the AufenthG. There is no legal right to a residence permit (except when all the conditions of § 19a of the AufenthG have been fulfilled). The Aliens Department responsible makes an independent decision on this matter. Please note that each type of residence permit is accompanied by certain conditions.

To obtain a residence permit for gainful employment according to **§ 18 para. 4 of the AufenthG, 'Employment'**, international graduates of German universities must provide evidence of the following:

- A concrete job offer. It must be clear from the employment contract precisely what sort of job is involved.
- The activity in question must not be self-employed work (self-employment is covered by § 21 para. 2a of the AufenthG).
- Graduates must provide evidence of a certified professional education, i.e. their professional education in Germany must have lasted at least 2 years and the studies must have led to a final qualification.
- Additionally, in order to obtain a residence permit for gainful employment, the stipulations of **§ 5 of the AufenthG** must be fulfilled:
 - » A passport or legally valid alternative form of identification is available
 - » The employment must secure subsistence
 - » Identity and nationality have been declared
 - » There are no grounds for deportation (e.g. because of punishable offences)
 - » The interests of Germany are not threatened or impaired
 - » The applicant entered the country with the correct visa (e.g. for study)
 - » There are no grounds for refusal (e.g. plans for a serious punishable offence that threatens the state,

membership of a terrorist organisation)

- » Pursuing the occupation does not require the approval of the Federal Employment Agency.
- After 2 years in employment it is possible to apply for a permanent residence permit (for the exact requirements see § 18b of the AufenthG).

For the employer: The employer is required to keep a copy of the employee's residence permit for the duration of employment, or until it is changed for a permanent residence permit. It must be clearly apparent from this that the employee is entitled to pursue his or her occupation (§ 4 para. 3 p. 4 of the AufenthG). Please do not confuse this with the fact that, in certain cases, the right to pursue employment in Germany arises directly from the legislation (e.g. in the case of a permanent residence permit according to § 9 para. 1 p. 2 of the AufenthG).

To obtain a residence permit according to **§ 19a of the AufenthG, 'EU Blue Card'**, international graduates of German universities must provide evidence of the following:

- Graduation from a Germany university
- A concrete job offer or an employment contract
- The job must correspond to the qualification
- The approval of the Federal Employment Agency is not required
- Minimum earnings (gross, 2015):
 - » €48,400 annual salary
 - » €37,752 annual salary for specific understaffed professions such as doctors, MINT professionals (MINT = mathematics, information technology, natural sciences, technology)
 - » Note: the minimum income stipulated by the Federal Ministry of the Interior is revised each year. Please check the current situation.
- If all conditions for the EU blue card have been fulfilled, a legal right to it arises (i.e. you must get a residence permit).
- After 33 months it is possible to apply for a permanent residence permit. If you have German language skills (B1 level at least) you can already apply for a permanent residence permit after 21 months. Additionally, for a permanent residence permit the conditions of § 9 para. 2 p. 1 nos. 2, 4–6 and 8–9 of the AufenthG must be fulfilled:
 - » No. 2: Subsistence must be guaranteed.
 - » No. 4: There are no objections on the grounds of public security and order.
 - » No. 5: Employment as an employee is permitted.
 - » No. 6: The applicant possesses other necessary permits for the pursuit of gainful employment (e.g. official approval for self-employed work)
 - » No. 8: Basic understanding of the legal and social order and everyday life in Germany.
 - » No. 9: Sufficient living space.

To obtain a residence permit according to **§ 21 para. 2a of the AufenthG, 'Self-employed Activities'**, international graduates of German universities must provide evidence of the following:

- Graduation from a German university.
- It must be possible to see a connection between the intended self-employment and the abilities acquired during university education.
- The Aliens Department assesses the connection with the subjects studied, and decides whether to issue a residence permit.
- After three years a permanent residence permit can be issued if the planned activity is proceeding satisfactorily, and the subsistence of the applicant (and, if applicable, their family dependents in Germany) is secured. The conditions of § 9 para. 2 of the AufenthG, 'Permanent Residence Permit', do not apply.

11. Jena in short

Jena – the student paradise

Jena is situated in Thuringia, the “Green Heart” of Germany. The traditional old university town is a well-known centre of high technology and, moreover, it is situated in a unique, charming landscape. About 100,000 people, among them approx. 24,000 students from Germany and abroad, live here. The cultural landscape is therefore colorful and manifold.

Tourist Office Jena

Markt 16

07743 Jena

phone: +49 (0) 3641 498 050

tourist-info@jena.de

Jena is a modern student and high tech city. The city combines urban density with a high standard of living. The glamorous intellectual history of the city, the manifold of cultural and historic treasures, a young pulsating cultural scene, international flair, dynamic business structures, a top class science landscape, the modern architecture of Jena as well as the green surrounding create in their mixture a unique cityscape.

Jena in numbers

- Inhabitants: 100,000
- Location: Thuringia, Middle Saale Valley
- Universities: EAH Jena (about 4,700 students) and Friedrich Schiller University Jena (about 19,000 students)
- over 30 scientific institutes
- Businesses e.g. Carl Zeiss Jena GmbH, JENOPTIK Germany AG, Jenapharm GmbH Co. KG, SCHOTT JENAer Glas GmbH, INTERSHOP Communications AG
- Science City 2008



International Centre

You can find the International Centre at Johannesplatz 26 in the city centre of Jena. Organisations, alliances and facilities of Friedrich Schiller University and University of Applied Sciences as well as the city of Jena, which work towards integration of foreign students, are active in this location.

For example, it's here you'll find the co-ordinator of the Thuringia-wide project 'STAY – Study. Work. Live in Thuringia'. A comfortable sofa and free internet access at the computer pool invite you to stay longer. There are also regular events like international evenings, movie showings, theatre plays and lectures in the rooms of the International Centre. You find more information on the official website: www.internationales-centrum-jena.de.



Pubs and cafes

Social life should not get a raw deal. There are many opportunities in Jena for going for a coffee or drinking a beer in one of the numerous pubs and coffeehouses. You can chat about the day's events with your fellow students and friends. Especially the "pub miles" around the Wagnergasse and Marktplatz are popular among students. Here is a small selection:

- *Fiddler's Green (Irish Pub)* – Bachstraße 39
Here you will find a true Celtic atmosphere combined with live music and a large selection of Irish and international drinks and refreshments.
- *Café Stilbruch* – Wagnergasse 2
One of the most popular cafes in Jena. Cosy atmosphere on three levels. It is always full and invites you to take a tasty breakfast.
- *Café Daheme* – Johannisplatz 15
Here you can enjoy a tea or coffee in a relaxed atmosphere.
- *Café Immergrün* – Jenergasse 6
An alternative cafe. There is a good selection of teas, newspapers and board games, as well as a garden. Economic prices.

Student clubs

As expected in an university town, Jena also has some student clubs:

- *Rosenkeller* – Johannisstraße 13
Popular meeting point for students, particularly on Tuesdays and Saturdays. Entry 2–3 €, beer at a good price and rock and metal music.
- *Kassablanca* Gleis 1 – Felsenkellerstrasse 13a
Situated right by the West Station, the 'Kassa' attracts internationally famous artists from every genre of music. In addition there are film screenings, literary evenings, workshops, collaborations with the Jena Theatre and a daytime café.
- *F-Haus* – Johannesplatz 14
The F-house offers, in alternation at weekends, "Flirty dancing", "Club- Night" or "70s/80s Party".
- *Flowerpower* – Markt 8
The music pub for rock, oldies and live music, famous for still staying open when other pubs are already closed.



Sights

- *Zeiss-Planetarium*
The planetarium was opened in 1926 and is the longest operating planetarium in the world. It offers a changing, entertaining programme and is not only warmly recommended for hobby astronomers, but for everyone.
- *Botanischer Garten*
In greenhouses and gardens, you can find about 12,000 different types of plants from every corner of the world. Even J.W. Goethe sought inspiration here and used it for botanical studies.
- *Stadtmuseum "Göhre"*
The museum recounts the history of the town from the first reference in the 9th century, the founding of the university in 1558 and the battle at Jena in 1806, through to the founding of the original Students Society. The history of the town is portrayed and explained with great care.
- *Gedenkstätte in Cospeda (nahe Jena)*
One of the most important battles in the war of the Napoleon armies against Prussia took place in 1806 at Cospeda (the battle of Jena/Auerstedt). The monument shows old maps, weapons, a model of the battle and many other interesting items.
- *Optisches Museum*
The museum shows the development of optical instruments from 5 centuries. The highlight of the museum is certainly the largest collection of spectacle glasses in Europe.

12. Living situation in Jena



at www.stw-thueringen.de/wohnen.

a) Student dormitories

The Association for Student Affairs currently has 26 student dormitories. The rent for rooms depends on size and quality and varies between €120 and €300.

Most student dormitories are completely furnished and are equipped with a room with washing machines, a telephone connection for each residential unit, television room, as well as a place for bicycles. Some student dormitories have a sports room, internet connection or an own student club. Apart from a few exceptions, showers, bathrooms and kitchens are located within the residential units.

All relevant information on student accommodation (how to apply, entitlement, rent prices, overview of all accommodation etc.) can be found on the Internet

Those who are interested in obtaining a place in a student dormitory should not leave it too late applying for it as the demand is extremely high and available accommodation is allocated according to the order in which applications are received. Application is via an online form – the direct link is <https://tl1host.de/SWJ>.

b) Student flat share

Student flat share is the most common way to live together among students. The advantages of a room in a flat share are the price you pay for living and the possibility of quick contact to fellow students through the flat mates. The Association for Student Affairs provides extensive information on looking for a room in Jena and has its own private room placement service. You can find out what's currently on offer at www.studenten-wohnen-jena.de.

Useful links are: www.studenten-wg.de, www.wg-gesucht.de, www.studenten-wohnung.de, jena.studenten-wohnung.de, www.wg-zimmer-jena.de

c) Private accommodation

It is very difficult indeed to find private accommodation in Jena at an affordable price. Those who wish to rent private accommodation are therefore advised to obtain accommodation in a student dormitory first and then to seek private accommodation.

It is always worth looking at notice boards, in the internet and newspapers for offers of accommodation. The regional residential building cooperative can also help. The EAH Jena itself does not offer any placement service.



13. The Association for Student Affairs

It is the task of the Association for Student Affairs to support and promote students economically, culturally and socially. In addition to the running of student dormitories, dining halls and cafeterias, it has a range of counselling and further services:



a) Social Counselling

Studying is not always as easy as it seems. Sometimes you have to deal with certain crises or a changing living situation. In this case the counselling department of the Association for Student Affairs can be a helping hand. The psychosocial counselling is also offered in English. Any kind of study-related problems as well as personal conflict situations can be talked about during consultation.

b) Financial counselling and support

You can get information about financing the time of study with the help of employment and social benefit like loans or token coins. Moreover, they advise on possibilities of saving money in daily life (e.g. exemption from radio and TV licence fees) and get benefits, for example, for meals in the dining halls or immunisation of hepatitis A or B. You will find further information at www.stw-thueringen.de/soziales. The Counselling Centre for Financial Support (see appendix) can also help.

c) The service packet for foreign students

The Association for Student Affairs offers a Service packet for foreign students (www.stw-thueringen.de/wohnen). The service packet provides the following:

- furnished single room or apartment in a student accommodation facility
- internet connection
- bedding pack (quilt, pillow and sheets)
- vouchers to a total value of €280 for dining halls and cafeterias of the Thuringia Student Association
- advice and counselling at the place of study
- Association for Student Affairs membership fee
- Term-time travel ticket
- statutory accident insurance and off-campus accident insurance
- liability insurance for classes and internships

Deadlines for application are **31st June** for the winter semester and **31st January** for the summer semester. Please address your enquiries directly to the Association for Student Affairs (see appendix).



14. Insurances

a) Health Insurances

Generally, all students have to have a health insurance. The fees for students are equal at all statutory insurance companies. Since January 2015 they have been €61.01 plus a supplementary fee, which varies from one insurance company to another. This rate applies until the end of the 14th semester of study and/or end of the student's 30th year. Possible insurances are Techniker Krankenkasse, AOK oder Barmer GEK (see appendix).

Students also have the option of insuring themselves with a private health insurance scheme. The initial payment for private health insurance is often less than that for the statutory insurance. However the monthly fee then increases with age. The EAH Jena recommends taking out statutory health insurance, because with private health insurance, when you visit the doctor you have to pay in advance, which in certain circumstances can be very costly. With statutory health insurance you receive an insurance card, by means of which visits to the doctor are billed. The entire basic health provision is covered by your monthly contributions, so that when you go to the doctor you only have to show your card.

The same price quarterly is to be paid separately for a visit to a dentist. This does not apply, however, for preventive check-ups. It is recommended that you visit a so-called Hausarzt (general practitioner, GP) who will carry out a preliminary examination. If necessary, this doctor will refer you to a specialist.

In Germany, medicines are classified in three groups:

- **Those only available on doctor's prescription** (like antibiotics) can only be obtained from a pharmacy on presentation of a prescription issued by a doctor. For such medicines, you have to pay a small fee. You can obtain information about this from your health insurance company.
- **Those only available at a pharmacy (chemist's shop), but prescription-free** (for example, nose drops, aspirin and similar tablets) can only be obtained from pharmacies or chemist's shops, but no prescription from a doctor is required. But, you will have to pay the full price for such medicine.
- **Those not only available at a pharmacy** (like vitamin tablets, cough lozenges) can also be obtained from chemists' shops/drugstores or supermarkets. For these you do not need a prescription and you will have to pay the full price.

b) Liability insurance and Household insurance

As an enrolled student, you are automatically insured via the Association for Student Affairs for liability insurance. Included in the insurance are damage to persons, property and assets that occur as a result of participating in the teaching and research activities of the university. However, we recommend that in addition you take out private liability insurance, which also covers loss of keys. For example, if you lose the key to a company where you have been serving an internship, the company's entire key system has to be changed, which – depending on the size of the company – can easily cost several thousand euros. This is not covered by the liability insurance of the Association for Student Affairs.

There is no general household insurance made by the Association for Student Affairs. Insurance against theft or damage with regard to objects brought by students into student dormitories therefore does not exist following conclusion of a rental contract.

c) Statutory accident insurance and Accident insurance for leisure activities

Students of universities cared for by the Association for Student Affairs Thuringia have statutory insurance against accidents by the Unfallkasse Thüringen. Insurance protection extends to all activities that are associated in time, location or causal relationship with studies, such as taking part in lectures (including breaks), use of libraries, excursions, activities in student self-administration, all routes to and from the university, as well as to banks at which students hold accounts.

In the event of an accident, services required for rehabilitation of injuries (treatment and occupational help), pension claims and reimbursement of costs are guaranteed. It is important that all accidents are notified to the Association for Student Affairs (see appendix).

The Association for Student Affairs has also concluded a group insurance for accidents that do not occur during the period of education or training. However, in such cases, there is only insurance cover in those instances in which this has not been taken over by other insurers. Insurance cover includes accidents throughout the world and includes benefits in the event of invalidity, as well as rescue costs and cosmetic operations.

15. Banks and bank account

a) Account opening

Primarily, you need a German bank account to transfer the semester fee. Later it is also the easiest way to pay your rent or insurance. In order to open an account in Germany, you need a valid identity document, a proof of residence in Germany (rental agreement) and your certificate of enrolment or the student identification card to be released from account fees.

b) German banks

Large banks in Germany are, for example, Deutsche Bank, Commerzbank, Postbank and Sparkasse. There exist differences in terms of costs and services among them. Therefore, it is sensible to compare the offers of different banks. The banks are normally open 9.00–16.00 on working days. On one or more days (often Thursday) the opening times are longer.

In the city centre of Jena, there are a few banks, such as the Postbank and Deutsche Bank. In the vicinity of the EAH Jena, there is a branch of the Sparkasse Jena. Addresses and opening times are listed in the appendix.

c) Money transfer and online banking

There are several possibilities of transferring money:

Transfer: A transfer is used to put money from the own account into another. To do this, you need to fill out a transfer form (obtainable from your bank) and hand it in at your bank. This form of payment transfer is normally used when making a single payment.

Debit entry: Debit entry means you give a collection authorization to the payee. This method is used for regularly occurring charges which have variable amounts like telephone bills. You should regularly check debiting from your account using the printouts of your account which can be obtained with your account holder's card at automatic account printing machines at your bank or if you choose online banking on the internet.

Standing orders: You can give standing orders to your bank if you have to transfer equal amounts on a regular basis (like your rent). The bank will transfer the fixed amount at a date specified to a specific bank account. Forms for this can be obtained from your bank.

Credit cards: You can use a credit card at many large shops, hotels etc. to pay without cash. At the entrances to those signs indicate which credit cards are accepted. If you are not sure, you can simply ask whether your credit card will be accepted.

When making an application for a credit card, it is also worth comparing the conditions offered by different banks. Lots of banks offer gratuitous credit cards with the opening of an account or other interesting combinations of credit cards with other services, for example a Railcard and credit card in one.

16. Further useful information

Traffic and driving licence

In order to drive a car in Germany, you will need a “fully valid” driving licence. This means an EU driving licence, an international driving licence or a driving licence from your native country provided with a certified translation. You should note that international driving licences and licences from your country of origin are only valid for one year. If you want to drive for more than one year in Germany, you will need an EU driving licence or you will have to do a driving test to obtain a German driving licence. Driving in Germany you always have to carry the licence and the car documents with you. The recommended speed on autobahns is 130 km/h. Within built-up areas, you may not drive faster than 50 km/h, outside these areas 100 km/h is considered to be the maximum speed.

In Germany, if you have more than 50 millilitres of alcohol in your blood you have committed an offence against public order and will receive a driving ban. So, the best rule to follow is “Don’t drink and drive”. Illegal parking is expensive (up to €50) and the towing of your car can be the consequence.

Telephone and mobile phone

In Germany you find public telephones all over the streets which operate mostly with a telephone card. If you want to use a mobile phone, there are different providers and rates on offer. Using a prepaid-card (rechargeable), you might be able to use your mobile phone you brought along, as long as it is activated for use in Germany. Signing a contract, please inform yourself at the shops of the different providers or in the internet (i.e. eplus, o2, vodafone). Almost every provider offers special rates for students.

Emergency numbers

Police	110
Fire service	112
Doctor on call	112
Ambulance	19222

Reductions

As a student, you get frequently reductions for entry to museums, theatres, opera houses and cinemas when presenting your student identification card. You should therefore always carry your student identification card with you and task if there are price reductions for students, even if there is no sign indicating this.

Forms of address

Normally, you may only use the “du”-form for “you” with really good friends, otherwise you must use the “Sie”-form. Students and younger people, however, normally use “du” when speaking to one another.

Radio and television

In Germany, you need to pay a licence fee for radio and television. Information can be obtained in the internet at www.rundfunkbeitrag.de.

Post

A standard letter within Europe costs €0.62, a postcard €0.45. It is best to send letters to foreign addresses using airmail. If you have any questions about postal charges use the following link: www.deutschepost.de.



Electricity

The supply voltage in Germany is 220V/50Hz. Please bear in mind that electrical apparatus which you may have brought with you with a lower operating voltage can be damaged. Therefore, you should make use of a transformer.

Disposal of rubbish

In Germany, great attention is paid to eco-friendly disposal of rubbish and thinking of the environment. Therefore great value is placed on rubbish recycling. There are containers everywhere (in particular for plastics, glass, paper and residual waste) for separate disposal of rubbish. You are requested to make use of these.

17. Getting around in Thuringia

a) Hiking in the surroundings of Jena

Jena lies in the beautiful Saale valley. The Saale and its tributaries have worn deeply into the shell limestone and mottled sandstone hills and created an impressive landscape. There exist numerous hiking routes which start in Jena and run up to the elevated plains from which you will have a panoramic view of the town and its surroundings.

You will certainly enjoy a walk to the Fuchsturm, the Steiger or the Landgrafen. The so-called "Horizontals" lead at different heights hundreds of kilometres around Jena and the surroundings. Those who like hiking or mountain-biking will find a paradise here. Those who like lengthy hikes should obtain information in advance from the Jena Tourist Office (see appendix). Hiking is a must in Jena!



b) Weimar

Weimar is located about 20 km away from Jena and can be reached, by car or train, in about 20 min. Without exaggeration, it can be claimed that Weimar is one of the most important towns in Germany. Weimar is known for a number of well-known people (e. g. Cranach, Goethe, Schiller, Herder, Liszt), its history (the Weimar Republic, the concentration camp Buchenwald), as well as a number of historical buildings (Bauhaus). Places well worth a visit include, in particular, the Goethe house, Goethe's garden house, Belvedere palace and the town church with an altar painting by Lucas Cranach. A tour of the German National Theatre is recommended to all those who love theatre or opera. You can (and should!) reserve tickets at the Jena - Information centre. Also to be recommended is a guided tour of the town. Weimar offers much flair and atmosphere. Night owls are fond of the "Kasseturm", a student club with beer cellar, wine tavern, disco, live hall, a snack bar and a lot of good atmosphere. In 1999, Weimar was the capital cultural town of Europe and it attracts visitors annually with a number of interesting and spectacular events.



c) Erfurt

The capital of the federal state of Thuringia, Erfurt, is also the largest city in the federal state. As it is the greatest tourist attraction, next to Weimar, it is not surprising that it has been lovingly spruced up. The carefully renovated half-timbered buildings in the Marktstraße, the historic Marktplatz and, in particular, the beautiful Krämerbrücke, which was already referred to in 1117, which has houses on both sides, in which retailers offer their products for sale, bear witness to the fact that, already in the Middle Ages, Erfurt was one of the most important cities for trading; especially for oriental spices and indigo (a dye for materials). If you go in the direction from the Krämerbrücke to Domplatz and encounter a large crowd of people, then you will certainly have come to Thuringia's best ice cafe. It will certainly be worth your while to queue! Those



who are not only interested in the history of the city and culture can use their time to wander along the streets of the city and make use of its excellent shopping facilities.

d) Leuchtenburg

About 20 km away from Jena, near to the town of Kahla, located 400 m high, you find the Leuchtenburg. The Leuchtenburg has been enthroned on this peak since the first third of the 13th century, from which you will have a magnificent panoramic view in all directions. There is a museum, a castle inn, a knights hall and a skywalk. The museum has exhibitions of the history of the castle, grape cultivation on the Saale, Thuringian porcelain and a history of hunting. Special highlights are the "Middle Ages spectacles", which take place on a regular basis. You can obtain further information from the Jena Tourist Office.



e) Dornburger Castles

The ensemble of Dornburger Castles is located north of Jena on a plateau located over the river Saale in Dornburg-Camburg. Since the 12th of December 2008, all three castles belong to the Castle and Garden Foundation of Thuringia. The three castles, each from a different era, invite you to embark on a unique journey through time. The park surrounding the castles is also unique with its vineyards, rose gardens, and access balconies in French and English style.

f) Eisenach

Eisenach is in the western part of Thuringia. Eisenach is best known for the Wartburg which is located over the city and is a UNESCO World Heritage Site and was the chair of the Landgraves of Thuringia in the Middle Ages. Martin Luther translated the New Testament here from Greek to German in 1817 and the Wartburg Festival, one of the most important events of the Vormärz (eve of the 1848 German revolution). The composer Johann Sebastian Bach was born in Eisenach in 1685.

In the second half of the 19th century industrialization came to Eisenach and in 1896 the Automobile Factory Eisenach was founded. Starting in 1928, the factory belonged to BMW and later built the Wartburg. The tradition of automobile manufacturing was continued by Adam Opel AG after the reunification of Germany.



18. Welcome Center Thuringia

The Welcome Center Thuringia is the main enquiry point for all questions relating to working, studying and living in Thuringia. Operating under the umbrella of the Thuringian Agency for Recruitment of Skilled Staff (ThAFF), it is located at the premises of the Thuringian Federal Development Company (LEG Thüringen) Ltd (for contact details see the address directory).



The Welcome Center team is on hand to assist international students of Thuringian universities as:

- **Contact partners:** they compile general information on life and work in Thuringia as well as more detailed, individualised information packs.
- **Event organisers:** they organise workshops and lectures providing extensive information on looking for jobs in Thuringia and help you with application procedures.
- **Guides:** they provide an online job/applicant exchange platform for getting in contact with Thuringian businesses, as well as the annual recruitment fair 'academix Thüringen'
- **Networking partners:** they pool the expertise of responsible players in Thuringia and relay information to the relevant places and contacts.



© LEG Thüringen Andreas Hultsch (oben), Michael Voigt (unten)

Ernst-Abbe-Hochschule Jena (www.eah-jena.de)

Postanschrift

Ernst-Abbe-Hochschule Jena
Postfach 10 03 14
07703 Jena

Besucheranschrift

Ernst-Abbe-Hochschule Jena
Carl-Zeiss-Promenade 2
07745 Jena

ServiceZentrum Studentische Angelegenheiten

Herr Uwe Scharlock, Leiter

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Do: 13.00–15.30 Uhr

sowie nach Vereinbarung

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Do: 09.00–12.00 Uhr und 13.00–15.30 Uhr

Fr: 09.00–12.00 Uhr

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Di: 11.00–12.00 Uhr und 13.00–14.00 Uhr

Mi: nach Vereinbarung

Do: 11.00–12.00 Uhr und 13.00–14.00 Uhr

Fr: 11.00–12.00 Uhr

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Do: 13.00–15.30 Uhr

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Mi: 13.00–14.30 Uhr

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STAY – Studieren. Arbeiten. Leben in Thüringen.

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außerhalb der Vorlesungszeit nach Vereinbarung

Adressverzeichnis/Appendix

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Mi: 10.00–11.00 Uhr

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Di/Do: 12.00–18.00 Uhr
Fr: 10.00–12.00 Uhr

Adressverzeichnis/Appendix

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Landesentwicklungsgesellschaft Thüringen mbH (LEG Thüringen)

Willy-Brandt-Platz 1, 99084 Erfurt

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E-Mail: welcome-center@leg-thueringien.de

Homepage: www.welcome-to-thuringia.de

Öffnungszeiten:

Mo: 09.00–17.00 Uhr

Di/Fr: 09.00–12.00 Uhr

Do: 09.00–18.00 Uhr

Stadt Jena (www.jena.de)

Jena Tourist-Information

Markt 16, 07743 Jena

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Fax: (03541) 498 055

E-Mail: tourist-info@jena.de

Ausländerbehörde Jena

Richard-Sorge-Str. 4, 07747 Jena

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Fax: (03641) 491 13761

E-Mail: auslaenderbehoerde@jena.de

Öffnungszeiten:

Mo/Fr: 09.00–12.00 Uhr

Di: 09.00–12.00 Uhr und 14.00–18.00 Uhr

Do: 09.00–12.00 Uhr und 14.00–16.00 Uhr

Mi: geschlossen

Bürgerservice City

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Mo–Do: 09.00–19.00 Uhr

Fr: 09.00–15.00 Uhr

Sa: 09.00–12.30 Uhr

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 Homepage: www.commerzbank.de

Deutsche Bank

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 Tel.: (03641) 455 0
 Homepage: www.deutsche-bank.de

Sparkasse Jena

Tatzendpromenade 2, 07745 Jena
 Tel.: (03641) 679 0
 Homepage: www.s-jena.de

HypoVereinsbank

Schillerstraße 4, 07745 Jena
 Tel.: (03641) 593 0
 Homepage: www.hypovereinsbank.de

Hotels (Auswahl)

Alpha One Hostel Jena

Lassallestraße 8, 07743 Jena
 Tel.: (03641) 597 897
 E-Mail: info@hostel-jena.de
 Homepage: www.hostel-jena.de

Übernachtung ab 15,00 €

JenHostel

Schaefferstraße 17, 07743 Jena
 Tel.: 0176 613 048 25
 E-Mail: info@jenhostel.de
 Homepage: www.jenhostel.com

Übernachtung ab 19,00 €

IBIS Hotel

Teichgraben 1, 07743 Jena
 Tel.: (03641) 813 0
 E-Mail: H2207@accor.com
 Homepage: www.ibishotel.com

Übernachtung ab 69,00 €

IB Jugendgästehaus

Am Herrenberge 3, 07745 Jena
 Tel.: (03641) 687 230
 E-Mail: jugendgaestehaus.jena@internationaler-bund.de
 Homepage: www.jugendgaestehaus-jena.de

Übernachtung ab 20,70 €

Thüringer Hof

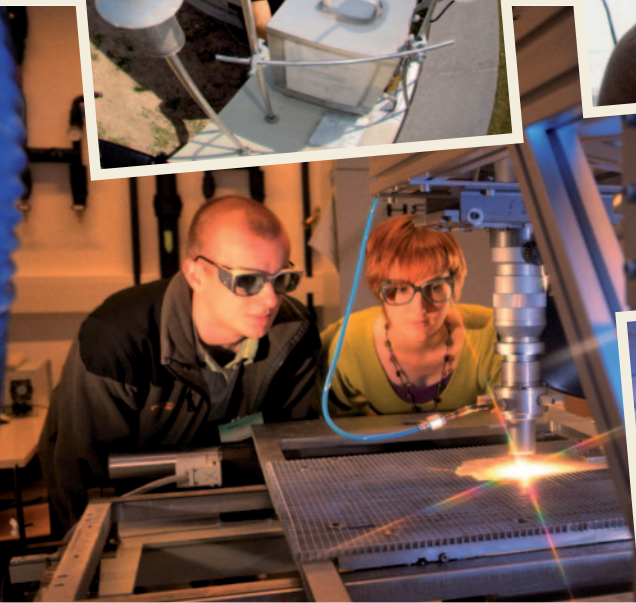
Westbahnhofstr. 8, 07745 Jena
 Tel.: (03641) 292 90
 E-Mail: info@thueringerhof-jena.de
 Homepage: www.thueringerhof-jena.de

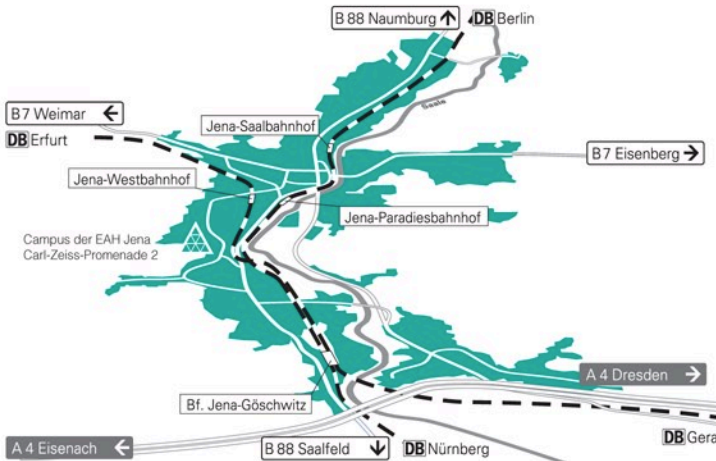
Einzelzimmer ab 45,00 €
 Doppelzimmer ab 65,00 €

Zur Noll

Oberlauergergasse 19, 07743 Jena
 Tel.: (03641) 59 770
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 Homepage: www.zur-noll.de

Einzelzimmer ab 65,00 €
 Doppelzimmer ab 65,00 €





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