

Contact addresses for students of Scientific Instrumentation

General administration: Administrative and practical aspects of study and life

- **Master's Studies Service Centre**
Mrs. Elvira Babić
Room no. 05.00.29/2
Contact hours: Tuesday: 9:00 - 12:00, Thursday 13:00 - 15.30
and after arrangement
Phone: +49 (0) 3641 205 148 Email:
master@eah-jena.de
 - Contact point for general questions
 - Information about administrative departments and persons in charge in the university
 - Contact to the Foreigner's Registration Office (Ausländerbehörde) and support for visa extensions
 - Contact to the Studentenwerk

- **International Office - Akademisches Auslandsamt**
Mrs. Angelika Förster, Head

Mr. Danny von Nordheim
Room no. 04.03.20
Contact hours: Monday 10:00 - 12:00, Tuesday 9:00 - 12:00,
Thursday 13:00 - 15:30
Phone: +49 (0) 3641 205 388
Email: scientific-instrumentation@eah-jena.de
 - Contact point for general questions
 - Information about administrative departments and persons in charge in the university

- **Mr. Robert Schäf**
Room no. 01.00.12
Contact hours:
Phone: +49 (0) 3641 205 167
Email: Robert.schaef@eah-jena.de
Contact hours: Monday 10:00 - 12:00, Tuesday 09:00 – 12:00 an, Thursday 13:00 – 15:30, and on appointment
 - Organisation of student tutors
 - Organisation of events for international students (Welcome Event for new students of EAH Jena, Intercultural Trainings, excursions)
 - Funding and scholarships for international students

- **Examination Office - Prüfungsamt III**
Mrs. Gudrun Maetzig
Room no. 01.00.18/2
Contact hours: Tuesday 13:00 - 15:30
Thursday 09:00 - 11:30
Phone: +49 (0) 3641 205 236
Email: PA-III@eah-jena.de
 - **Internship Office – Praktikantenamt**
Dr. Sabine Karthe, Dr. Dirk Schlegel
Room no. 03.02.19/20
Contact hours: Monday/Tuesday 10:00 - 12:00
Thursday 13:00 - 15:00
and on appointment
Phone: +49 (0) 3641 205 485
Email: praktikantenamt-technik@eah-jena.de <http://www.fh-jena.de/~karthe>
- Information and support for Research Internship (contracts etc.)

Department of SciTec: Academic aspects of study

- **Dean's Office – Sekretariat**
Mrs. Yvonne Guddei, Mrs. Nicole Kapphingst
Room no. 04.03.19
Phone: +49 (0) 3641 205 350
Email: scitec@eah-jena.de
- **Coordinators Master Programme Scientific Instrumentation**
Mr. David Smykalla
Room no. 04.03.20
Contact hours: Monday 10:00 - 12:00, Wednesday 13:00 - 15:00,
Phone: +49 (0) 3641 205 388
Email: scientific-instrumentation@eah-jena.de
- **Course Leader Master Programme Scientific Instrumentation**
Prof. Dr. Bernd Ploss
Room no. 04.02.23
Contact hours: see personal internet pages
Phone: +49 (0) 3641 205 353
Email: scientific-instrumentation@eah-jena.de

Important Internet Addresses

- **Time table:** <http://stundenplanung.eah-jena.de/>
- **Info, forms:** <http://www.scientific-instrumentation.de>