Welcome and Service Desk for Doctoral Candidates and Postdocs

At the Welcome and Service Desk, assistance and advice are offered to all doctoral candidates and postdocs of the University of Jena.

You can find us on the ground floor in the House for Young Researchers, Johnnissstraße 13 (vis-à-vis to the cafeteria).

Doctoral candidates, those interested in a doctorate and postdocs receive information, assistance and advice concerning i.a. the following topics:

- First steps to the doctorate
- Registration and admission as a doctoral candidate
- Enrolment
- Information on the funding of a doctorate
- Advice possibilities
- Information about proof reading service
- Information concerning the offers of the Graduate Academy e.g. the qualification programme or events
- Transfer to the proper contact person at FSU and beyond that

Any further questions? In case you would like a more detailed or a confidential consultation, we would be happy to arrange an individual appointment. Please contact us!

Telephone: +49 (0) 3641 9401333
E-Mail: (PGP, Certificate)

Opening hours:
Monday, Wednesday: 9.00-13.00 h
Tuesday, Thursday: 9.00-16.00 h

Please note: Due to the corona pandemic, personal advice in the Welcome and Service Desk for Doctoral Candidates and Postdocs is only possible during limited opening hours: From Monday to Thursday from 10.00h to 12.00h. For entering the Welcome and Service Desk, a mouth-nose cover is required. It can be taken off while sitting at the information desk. A maximum of two persons may enter the Welcome and Service Desk at the same time.

You can also send us your requests via e-mail (). If you want to hand in documents, e.g. for enrolment, please send it via post (Johannisstr. 13, 07743 Jena) or use the mailbox behind the big front door.

Unfortunately, the Welcome and Service Desk is not wheelchair-accessible and not barrier-free. That's why we also offer you consultation meetings outside the office. Feel encouraged to contact us for an appointment.