



GRADUATE ACADEMY

## Service and Information Desk

At the service and information desk, assistance and advice are offered to all young researchers of the University of Jena. Here you receive information regarding counselling of postdocs and the qualification programme. Furthermore, we arrange for you to find the right contact person at Friedrich Schiller University and beyond that.

You can find the service and information desk on the ground floor in the House for Young Researchers.

Phone: +49 3641 930405

E-Mail: [graduate.academy@uni-jena.de](mailto:graduate.academy@uni-jena.de)

## Contact

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[www.jga.uni-jena.de/postdocs](http://www.jga.uni-jena.de/postdocs)  
[www.facebook.com/GA.UniJena](https://www.facebook.com/GA.UniJena)

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## Offers for Postdocs

### Postdoc Newsletter

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

➤ [www.jga.uni-jena.de/postdocnewsletter](http://www.jga.uni-jena.de/postdocnewsletter)

Friedrich-Schiller-Universität Jena





## Qualification Programme

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

- Career planning and job application, e.g. "Career goal professorship?", "Training of appointment procedures", "Work-life-balance"
- Communication, leadership, management, e.g. "Leadership skills", "Project management for postdocs", "Leadership of employees"
- Presenting and publishing, e.g. "Grant proposal writing"
- Research methods
- Fundamental questions of science, e.g. "Good scientific practice", "What impact does my research have?"
- Languages, e.g. "English Conversation", "Academic Writing Skills"

↳ [www.jga.uni-jena.de/qualification](http://www.jga.uni-jena.de/qualification)



## Support of Joint Initiatives

We would like to support networking among young researchers. Rooms at the House for Young Researchers "Zur Rosen" are provided for communicative exchange and events. Furthermore you can apply for a financial grant:

- For interdisciplinary work groups and research networks: support by, e.g., bearing the expenses for guest speakers, joint publications or student assistants (up to 1,000 Euro/Year)
- For events arranged by doctoral candidates and postdocs that address interdisciplinary scientific or science policy topics: support by, e.g., bearing the expenses for guest speakers, student assistants or advertising material (up to 1,000 Euro)
- Publications, written or edited by a team of two or more doctoral candidates and/or postdocs of FSU from different disciplinary backgrounds: Publication Grants (up to 1,000 Euro)

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↳ [www.jga.uni-jena.de/initiatives](http://www.jga.uni-jena.de/initiatives)

## Advice for Postdocs

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

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

Dr. Hanna Kauhaus  
Phone: +49 3641 930396  
E-Mail: [hanna.kauhaus@uni-jena.de](mailto:hanna.kauhaus@uni-jena.de)

## Tutor Service for International Postdocs

In addition to counselling, we offer a tutor service for international young researchers (intudoc) who just arrived in Jena. Our international tutor team supports you in taking care of forms and formalities.

↳ [www.jga.uni-jena.de/intudoc](http://www.jga.uni-jena.de/intudoc)

