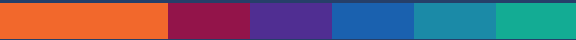




HOCHSCHULE
SCHMALKALDEN
UNIVERSITY OF APPLIED SCIENCES

ADVISORY SERVICES

on campus



STUDENT ADVISORY SERVICE

The **Student Advisory Service** is here to help you with any challenges or questions about your studies. Whether you're struggling with your course choice, thinking about changing programmes, or planning your next steps – our advisor provides personalised support in friendly, problem-solving sessions.

We can help you with:

- Choosing the right degree programme
- Changing to a different programme or university
- Deciding whether to continue or stop your studies
- Personal or academic problems affecting your studies
- Planning your transition from Bachelor's to Master's studies
- Preparing for your career after graduation

Phone: 03683 – 688 1023

Location: Building C, Room 0005

How to book: Call or email to arrange an appointment

Email: studienberatung@hs-schmalkalden.de



STUDENT ADMINISTRATION & EXAMINATION OFFICE

Prospective students can obtain information about admission and entry requirements at Schmalkalden University of Applied Sciences from the staff of the Student Administration Office. The application process for all Bachelor's and Master's degree programmes, including admission and enrolment, is handled by the Student Administration Office. During your studies, you can contact the staff of the Student Administration Office for administrative matters, such as information on re-registration, leave of absence, change of degree programme, guest and secondary enrolment, as well as de-registration and long-term study fees.

The staff of the Examination Office organise the examination periods in consultation with the five faculties and are responsible for coordinating the recording of grades. If you have any questions about examination registration, the Examination Office is the right point of contact. They also prepare and issue transcripts.

Location: Building A, Room 0001
Office hours: Monday to Friday: 1:00 p.m. – 3:00 p.m.,
Tuesday and Thursday: 10:00 a.m. – 12:00 p.m.
Email: ssz@hs-schmalkalden.de

ACADEMIC ADVISING

The **academic advisers** within the faculties provide detailed information about the respective course content and structure of the Bachelor's and Master's programmes. If you would like to receive individual advice, please arrange an appointment in advance.

Faculty of Electrical Engineering

Elektrotechnik und Informationstechnik (B.Sc.), Medizintechnik (Intelligente Assistenzsysteme in Gesundheit, Medizin und Pflege) (B.Sc.), Elektrotechnik und Informationstechnik (M.Sc.)

Electrical Engineering and Information Technology (B.Sc.), Medical Technology (B.Sc.), Electrical Engineering and Information Technology (M.Sc.)

Prof. Dr. Silvio Bachmann

Phone: 03683 – 688 5102

Email: s.bachmann@hs-sm.de

Elektrotechnik und Management (M.Eng.) berufsbegleitend

Electrical Engineering and Management (M.Eng.) extra-occupational

Anke Köhler

Phone: 03683 – 688 1740

Email: a.koehler@hs-sm.de

Faculty of Business Law

Wirtschaftsrecht (LL.B.)

Business Law (LL.B.)

Prof. Dr. iur. Sven Müller-Grune

Phone: 03683 – 688 6101

Email: s.mueller-grune@hs-sm.de

Recht der Digitalisierung (LL.B.)

Law of Digitalisation (LL.B.)

Prof. Dr. iur. Wojciech Lisiewicz / Prof. Dr. iur. Ulf Müller

Phone: 03683 – 688 6111 / 6110

Email: w.lisiewicz@hs-sm.de / u.mueller@hs-sm.de

Wirtschaftsrecht (LL.M.)

Business Law (LL.M.)

Prof. Dr. iur. Sven Müller-Grune

Phone: 03683 – 688 6101

Email: s.mueller-grune@hs-sm.de

Steuerrecht und Steuerlehre (LL.M.)**Öffentliches Recht und Management (MPA)***Tax Law and Tax Policies (LL.M.) Public Law and Management (MPA)*

Franziska Kemnitz, LL.M.

Phone: 03683 – 688 1746

Email: f.kemnitz@hs-sm.de

Faculty of Business and Economics**BWL, VWL, Wirtschaftswissenschaften and Int. Business and Economics (B.A.)***Business Administration (B.A.), Economics (B.A.), International Business and Economics (B.A.)*

Email: wiwi@hs-schmalkalden.de

Wirtschaftspsychologie (B.Sc.)*Business Psychology (B.Sc.)*

Email: wipsy@hs-schmalkalden.de

Finance (M.Sc.)

Prof. Dr. Mareike Heinemann

Phone: 03683 – 688 3113

Email: m.heinemann@hs-sm.de

International Business and Economics (M.A.)

Andrea Dellit

Phone: 03683 – 688 3207

Email: a.dellit@hs-sm.de

Faculty of Mechanical Engineering**Maschinenbau (B.Eng.), Mechatronics & Robotics (B.Eng.), Maschinenbau und Kunststofftechnik (M.Eng.) Mechatronics & Robotics (M.Eng.)***Mechanical Engineering (B.Eng.), Mechatronics & Robotics (B.Eng.), Mechanical Engineering and Plastics Technology (M.Eng.), Mechatronics & Robotics (M.Eng.)*

Prof. Dr.-Ing. Robert Pietzsch

Phone: 03683 – 688 2119

Email: r.pietzsch@hs-sm.de

Wirtschaftsingenieurwesen und Digitalisierung (B.Eng.) berufsbegleitend*Business Administration and Engineering with focus on Digitalisation (B.Eng.) extra-occupational*

Franziska Kemnitz, LL.M.

Phone: 03683 – 688 1746

Email: f.kemnitz@hs-sm.de

Angewandte Kunststofftechnik (M.Eng.) berufsbegleitend, Maschinenbau und Management (M.Eng.) berufsbegleitend

Applied Plastics Engineering (M.Eng.) extra-occupational, Mechanical Engineering and Management (M.Eng.) extra-occupational

Anke Köhler

Phone: 03683 – 688 1740

Email: a.koehler@hs-sm.de

Faculty of Computer Science

Informatik (B.Sc.)

Computer Science (B.Sc.)

Prof. Dr. Thomas Heimrich

Phone: 03683–688 4116, Email: t.heimrich@hs-sm.de

Wirtschaftsinformatik (B.Sc.)

Business Informatics (B.Sc.)

Prof. Dr. habil. Florian Johannsen

Phone: 03683 – 688 4119, Email: f.johannsen@hs-sm.de

Wirtschaftsinformatik und Digitale Transformation (B.Sc.) berufsbegleitend

Business Informatics and Digital Transformation (B.Sc.) extra-occupational

Franziska Kemnitz, LL.M.

Phone: 03683 – 688 1746, Email: f.kemnitz@hs-sm.de

Multimedia-Marketing (B.Sc.)

Prof. Dr. Uwe Hettler

Phone: 03683 - 688 1005, Email: u.hettler@hs-sm.de

Verwaltungsinformatik / E-Government (B.Sc.)

Administrative Informatics) / E-Government (B.Sc.)

Prof. Dr. Regina Polster

Phone: 03683 – 688 4112, Email: r.polster@hs-sm.de

Applied Computer Science (M.Sc.)

Prof. Hartmut Seichter, PhD

Phone: 03683 – 688 4104, Email: h.seichter@hs-sm.de

Digitales Marketing (M.Sc.)

Digital Marketing (M.Sc.)

Prof. Dr. Klaus Chantelau

Phone: 03683 – 688 4121, Email: k.chantelau@hs-sm.de

MOBILITY MANAGEMENT

Mobility Management is the point of contact for international students who wish to study at Schmalkalden University of Applied Sciences as exchange students for one to a maximum of two semesters (incoming) and for students at the university who wish to spend a semester abroad or complete an internship abroad (outgoing). Schmalkalden University of Applied Sciences offers students the unique opportunity to gain international experience, discover new cultures, and develop valuable personal skills as part of the Erasmus+ programme.

Phone: 03683 – 688 1012

Location: Building A, Room 0009

Office hours: Monday to Thursday: 1:00 p.m. - 3:00 p.m.

E-Mail: io-mobility@hs-schmalkalden.de



CAREER SERVICE

The **Career Service** at Schmalkalden University of Applied Sciences bridges the gap between your studies and your career. It supports German students from an early stage in preparing for a successful transition to working life. This includes personalised guidance in German on career direction, building your professional profile, and career planning, as well as help with job applications and organisation of recruitment events, workshops, and training sessions.

The Career Service also serves as a key contact for employers seeking interns, working students, or graduates. The team also coordinates support for part-time and dual study programmes, Germany Scholarships, and alumni services.

Contact:

Dominik Strempel

Phone: 03683 – 688 1028

Fax: 03683 – 688 98 1028

E-Mail: cs@hs-schmalkalden.de

International Career Service (ICS)

As part of the Career Service, the **International Career Service (ICS)** provides specialised support for international students and graduates. All services are provided in English. The ICS offers individual career counselling, application support aligned with German recruitment standards, and guidance on internships, working student positions, and entry-level employment. Workshops, company visits, and networking events support a smooth transition from studies to employment in Germany.

Contact

Christian Simoneit & Jana Blochberger

Phone: 03683 – 688 1070 / 1857

Fax: 03683 – 688 98 1070 / 1857

Email: ics@hs-schmalkalden.de

Alumni Services

Schmalkalden University maintains a strong alumni network. The university recognises that graduation marks the beginning of your lifelong connection to the institution.

Alumni services include access to an online alumni portal to connect with former fellow students, participation in alumni events and networking opportunities, mentoring programmes, and invitations to contribute to the university community. For more information, visit <https://www.hs-schmalkalden.de/en/angebote-fuer/alumni> or contact the Alumni Services.

Contact

Jana Blochberger

Phone: 03683 – 688 1857

Fax: 03683 – 688 98 1857

E-Mail: alumni@hs-schmalkalden.de

STARTERWERK START-UP SUPPORT

Start-up support at Schmalkalden University of Applied Sciences is provided through the StarterWerk, the university's central hub for entrepreneurship. The StarterWerk supports students, researchers, alumni, and staff at all stages of the start-up journey – from initial idea development to company formation. Core services include individual start-up counselling, feedback on business ideas, support with business models and pitches, access to workshops and competitions, and guidance on funding opportunities such as EXIST.

The StarterWerk is an active partner in the StarTH – Thüringer Hochschulgründungsnetzwerk, which connects all public universities in Thuringia. Through this network, founders in Schmalkalden benefit from shared programmes, joint events, specialised expertise at other locations, and access to a broad regional ecosystem of mentors, investors, and partners. This close cooperation strengthens start-up support locally while embedding it in a state-wide innovation and entrepreneurship framework.

Contact

Christian Simoneit & Anna-Lena Abel

Phone: 03683 – 688 1070 / 1034

Fax: 03683 – 688 98 1070 / 1034

Email: gruendung@hs-schmalkalden.de

DIVERSITY OFFICER

The **Diversity Officer** provides anti-discrimination counselling for all members and affiliates of Schmalkalden University of Applied Sciences, with a focus on greater equality of opportunity, social justice, and the elimination of existing disadvantages and barriers in studies, teaching, research, and continuing education.

At the same time, the Diversity Officer is an important point of contact for prospective students and students with study-related health impairments. Support is available by phone, email, or in person, particularly regarding advice on compensation for disadvantages in university admission, accommodation during studies and examinations, and organisation and planning of studies.

Contact

Selina Manger

Phone: 03683 – 688 1430

E-Mail: diversity@hs-schmalkalden.de

EQUAL OPPORTUNITIES OFFICER

The **Equal Opportunities Officer** of the University is in charge of ensuring the implementation of the constitutionally guaranteed gender equality and is working in close collaboration with the administration of the university. For any matters concerning gender equality and a corresponding need for consultation please contact the Equal Opportunities Office of the University of Applied Sciences Schmalkalden. We will provide you with a confidential advice service. This means that we will keep your information safe and we will not tell other people about your visit or other issues. You may remain anonymous if you wish.

Contact

Susann Saarmann

Phone: 03683 – 688 1632

E-Mail: s.saarmann@hs-sm.de



COUNSELLING SERVICES OFFERED BY THE STUDIERENDENWERK THÜRINGEN

Studierendenwerk Thüringen is an independent student services organisation serving all universities in the federal state of Thuringia. Its **General Social Counselling Service (Allgemeine Sozialberatung, ASB)** offers guidance and decision-making support as well as information on complex social issues such as:

- Social benefits provided by the Studierendenwerk
- Benefits and information for pregnant students and students with children
- Entitlements to social benefits and general conditions of study
- Questions from students with visible and invisible disabilities or illnesses
- Questions from international students

Consultations are available by phone, online, or by email. Please book an appointment by emailing asb@stw-thueringen.de and communicate which university you attend.

Contact

Stephen Ejaz Gill

Location: Blechhammer 9b, Haus S

Phone: 03641 5546 – 822

E-Mail: asb-schmalkalden@stw-thueringen.de

Office hours*: Wednesday: 11:00 a.m. – 3:00 p.m.*

*Office hours are only held on site during the lecture period. During the lecture-freeperiod, please contact the service by email.

If you have general questions about student funding under the **Federal Training Assistance Act (BAföG)**, the service team is available to help. The team provides information on basic topics such as eligibility requirements, the application process, required documents, deadlines, and the calculation of financial aid.

Contact:

Phone: 03641 – 5546 390

E-Mail: f@bafoeg-thueringen.de

Psychosocial Counselling (Psychosoziale Beratung, PSB) is available free of charge to all students at universities in Thuringia who feel the need to talk to a neutral person about themselves, their situation, and their problems. The service supports students in finding solutions and rediscovering their skills and strengths. All consultations are confidential and take place at individually agreed appointments.

You can contact the service if, for example, you:

- Suffer from learning and work disorders
- Have difficulty interacting with other people
- Are experiencing conflicts with parents, in a relationship, or in a shared apartment
- Often feel overwhelmed and insecure
- Are tormented by examination anxiety and other fears
- Experience depressive moods
- Are at risk of addiction or are addicted (to the internet, drugs, food, etc.)
- Often doubt yourself and/or your studies
- Feel that your studies are becoming a never-ending story
- Need information about psychotherapy

In an initial consultation, you can calmly discuss your concerns with a neutral person. You will discuss your goals for the counselling and what form of support is possible within the framework of psychosocial counselling. Further consultations may follow the initial consultation. You can remain anonymous if you wish.

Other formats include written online counselling and ongoing group sessions on various topics.

Contact:

E-Mail: psb-schmalkalden@stw-thueringen.de

Website: <https://www.stw-thueringen.de/en/counselling/psycho-social-counselling/making-an-appointment-for-consultation/>

CAMPUS MAP

Building D

Faculty of Mechanical Engineering
Faculty of Business Law
Office for Equal Opportunities & Families
Centre for Interdisciplinary Learning

Building G

Faculty of Mechanical Engineering
Gym
Central Workshop

Building C

Auditorium
Student Council
Academic Advising
Faculty of Business & Economics

Building K

Department 2: Research & Transfer
Diversity Officer
University Presidency

Building A

Career Service
Dep. 1: Student Affairs
Dep. 4: Finance & Controlling
Dep. 5: Facility Management
University Communications
University Sports
International Office
Student & Examination Administration
Student Marketing
Mailroom
Press Office
Science Communication & Knowledge Transfer

Student Housing

Student Services (General Social
Counselling, Psychosocial Counsel-
ling, Student Residences)

Cafeteria & Dining Hall

Building H

Audimax (Main Lecture Hall)
Lecture Halls & Seminar Rooms
Student Service Zone
Central Quality Management

Building I

Library „Cellarius“

Sports Facilities

Building P

Automotive Laboratory

Building E

Faculty of Electrical Engineering
Faculty of Mechanical Engineering

Building B

Faculty of Electrical Engineering
Faculty of Computer Science
Dep. 3: Human Resources & Legal Affairs
University Computing Centre
Student Research Centre

Building F

Faculty of Computer Science

Building M

Centre for Continuing Education
(Asbacher Straße)

-  Parking lots
-  Accessible Parking Space
-  Baby changing station
-  Accessible Toilet
-  Elevator
-  Accessible Entrance

 Entrance (not wheelchair-accessible)

