



ADVICE OFFERS

■ ■ ■ on the campus

Central Student Advisory Office

We inform and advise you confidentially and openly ...

- on **study opportunities**, requirements and contents as well as on questions and difficulties that may arise in connection with the decision to study.
- on questions regarding **application and admission**, such as the application procedure and admission restrictions.
- during the **introductory phase of your study program** and on **planning your studies**.
- on any individual questions and difficulties you may have **during the course of studies**, e.g. orientation difficulties, interruption of studies, change of courses or dropout.
- during the **final study phase**.

Contact

Central Student Advisory Office

Phone: +49 (0)3683–688 1024

Fax.: +49 (0)3683–688 98 1024

e-mail: studienberatung@hs-schmalkalden.de

Current office hours and information:

<https://www.hs-schmalkalden.de/Studienberatung.html>

Career Service

The Career Service at the Schmalkalden University of Applied Sciences is the central interface between studies and work.

It supports students at an early stage in their preparation for a successful career start.

This includes

- Individual **advice** on topics such as **vocational orientation, personal profile development and career planning**,
- Support in the application process,
- Organisation of the **job fair** as well as of **workshops** and **trainings** dealing with the topic career,
- Initiating **contacts between employers and students**.

The Career Service is the first point of contact for companies looking for interns, graduates or cooperation opportunities.

Contact

Dominik Stempel

Phone: +49 (0)3683–688 1028

Fax: +49 (0)3683–688 98 1028

e-mail: cs@hs-schmalkalden.de

Current office hours and information:

<https://www.hs-schmalkalden.de/hochschule/einrichtungen/career-service.html>

Study Counselling

The faculties' academic counsellors offer detailed information on study contents and study structure of Bachelor's and Master's programs. If you need advice, we recommend you to make an appointment in advance.

Faculty of Electrical Engineering

Electrical Engineering and Information Technology (B.Sc.) *Medical Engineering (B.Sc.)*

Prof. Dr. Jürgen Kelber
Phone.: +49 (0)3683–688 5114
e-mail: j.kelber@hs-sm.de

Prof. Dr. Silvio Bachmann
Phone.: +49 (0)3683–688 5102
e-mail: s.bachmann@hs-sm.de

Electrical Engineering and Management (M.Eng.)

Prof. Dr. Silvio Bachmann
Phone.: +49 (0)3683–688 5102
e-mail: s.bachmann@hs-sm.de

Industrial Engineering specialised in Electrical Engineering (B.Eng.)

Prof. Dr. Walter Blancke
Asbacher Str. 17c, 98574 Schmalkalden
Phone.: +49 (0)3683–688 1749
e-mail: w.blancke@hs-sm.de

Faculty of Computer Science

Mobile Computing (B.Sc.)

Prof. Ralf C. Staudemeyer, PhD
Phone.: +49 (0)3683–688 4117
e-mail: r.staudemeyer@hs-sm.de

Business Informatics (B.Sc.)

Prof. Dr. Uwe Hettler
Phone.: +49 (0)3683–688 1005
e-mail: u.hettler@hs-sm.de

Applied Computer Science (M.Sc.)

Prof. Dr. Michael Cebulla
Phone.: +49 (0)3683–688 4109
e-mail: m.cebulla@hs-sm.de

Multimedia-Marketing (B.Sc.)

Prof. Dr. Kurt Englmeier
Phone.: +49 (0)3683–688 4105
e-mail: k.englmeier@hs-sm.de

Computer Science (B.Sc.)

Prof. Dr. Thomas Heimrich
Phone.: 03683–688 4116
e-mail: t.heimrich@hs-sm.de

Applied Media Informatics (M.Sc.)

Prof. Dr. Klaus Chantelau
Phone.: +49 (0)3683–688 4121
e-mail: k.chantelau@hs-sm.de

Faculty of Mechanical Engineering

Mechanical Engineering (B.Eng.)

Applied Plastics Engineering (M.Eng.)

Prof. Dr. Hendrike Raßbach
Tel.: 03683–688 2112
E-Mail: h.rassbach@hs-sm.de

Business Administration and Engineering (B.Eng.)

Prof. Dr. Eberhard Christ
Phone.: +49 (0)3683–688 2106
e-mail: e.christ@hs-sm.de

Faculty of Business Law

Matthias Dick
Phone.: +49 (0)3683–688 6206
e-mail: m.dick@hs-sm.de

Faculty of Business and Economics

*Business Administration (B.A.), Economics (B.A.),
Business and Economics (B.A.), International Business
and Economics (B.A.)*

Prof. Dr. Wiebke Störmann
Phone.: +49 (0)3683–688 3101
e-mail: w.stoermann@hs-sm.de

International Business and Economics (M.A.)

Prof. Dr. Peter Schuster
Phone.: +49 (0)3683–688 3112
e-mail: p.schuster@hs-sm.de

Business Psychology (B.A.)

Prof. Dr. Robin Hau
Phone.: +49 (0)3683–688 3110
e-mail: r.hau@hs-sm.de

Student Office

The Student Office is the central contact point for all applicants and students in all administrative matters.

The Student Office secures all study-related administrative processes along the student life cycle: This is where you can obtain information on the topics

- of applying to university (by applicants with a German higher education entrance qualification), admission and enrolment during the introductory phase, information on re-registration,
- Thoska and leave of absence during the course of studies,
- and information on long-term tuition fees and de-registration during the final phase of studies.

The staff is available to you personally during office hours as well as by telephone and e-mail.

Current office hours and information:

<https://www.hs-schmalkalden.de/hochschule/einrichtungen/studentische-angelegenheiten.html>

Contact

Phone.: +49 (0)3683–688 1204, –1205

e-mail: studierendenverwaltung@hs-schmalkalden.de

Examination Office

The Examination Office is the central contact point for all students in all administrative matters concerning examinations.

The Examination Office is responsible for all examination-related administrative steps: This is where you can obtain information

- on issues such as planning, registering for and booking examinations
- and on issuing certificates.

The staff is available to you in person during regular office hours, as well as by telephone and e-mail.

Current office hours and information:

<https://www.hs-schmalkalden.de/hochschule/einrichtungen/studentische-angelegenheiten.html>

Contact

Phone.: +49 (0)3683–688 1201, –1202, –1203

e-mail: pruefungsverwaltung@hs-schmalkalden.de



International Office

The International Office is the central point of contact for all mobility-related needs as well as for the support of international students.

The tasks of the International Office include:

- mobility administration during stays abroad,
- advice on scholarships for outgoing students,
- the examination of applications from applicants with foreign university entrance qualifications,
- the interdisciplinary support of foreign guests during their stay at the university
- and the implementation of an interdisciplinary range of courses for international students including "German as a foreign language".

The staff is available to you personally during regular office hours as well as by telephone and e-mail.

Current office hours and information:

<https://www.hs-schmalkalden.de/international.html>

Contact

Phone.: +49 (0) 3683 – 688 1011, –1014

e-mail: io@hs-schmalkalden.de



Foto: Wolfgang Benkert

Family Office of the Schmalkalden University of Applied Sciences

At the Family Office of the Schmalkalden University of Applied Sciences, parents-to-be or students with child(ren) can obtain information on all aspects of studying with children. Whether in a personal conversation, by telephone or by e-mail, we are available to provide advice and support on all questions concerning the compatibility of family and studies. This includes, for example:

- Information on available childcare options,
- Advice on financial support during pregnancy and after the birth of the child,
- Advice on the coordination of everyday study life, on leave semesters and on long-term study fees.



Photo: Susann Saarmann

Please contact us in good time if you are interested in a childcare place for your child. There is a small day care for children aged 0.5 - 3 years on campus which provides a limited number of places. The immediate proximity and short distances save you valuable time. In addition, Schmalkalden University provides various breastfeeding and nappy-changing facilities (see the campus map in this brochure).

Contact

Susann Saarmann

Phone.: +49 (0)3683 – 688 1632

e-mail: s.saarmann@hs-sm.de

Commissioner for Diversity Affairs

The Commissioner for Diversity offers anti-discrimination counselling for all members of the Schmalkalden University of Applied Sciences that focuses on creating equal opportunities and social justice and on reducing the existing disadvantages and barriers in studies, teaching, research and further education.

At the same time, the Commissioner for Diversity is an important contact person for prospective students and students with health impairments. In particular, she is happy to provide them advice and support regarding the compensation of disadvantages for admission to higher education, during studies and examinations as well as with regarding the organization of courses and studies.

Contact

Selina Manger

House K, room 0301

Phone.: +49 (0)3683-688 1430

e-mail: diversity@hs-schmalkalden.de

Advice offers of Studentenwerk Thüringen on the campus

General Social Counseling

In General Social Counseling, we offer orientation and decision making assistance as well as information about complex social questions such as:

- Financing your studies through gainful employment (social insurance, maternity leave/protection, internship, recognized social benefits...)
- Social Benefits of the Studierendenwerk (STW) (Loans, Food Token Coins)
- Benefits for soon-to-be-mothers and students with children (increased demand for the measurements in the 12nd Book of the Social Code, monetary support for parents, child money, income support, maintenance...)
- Potential savings (exemption of Radio & Television License Fees...)
- Framework of Studies (Health and other insurance, organization of studies)
- Questions from Students with Handicaps and chronic illnesses
- Questions from International Students

Psychosocial Counseling

The Psychosocial counseling (PSC) can be utilized by all students of the universities of Thuringia free of charge, for those who need to talk to a neutral person about themselves, their situation and /or problems as well as to learn about further supports. You can schedule a counseling appointment with the consultative partners by e-mail or telephone during their registration times. Individuals or couples looking for advice can turn to us with problems based of their study performance as well as personal conflicts and situations. The PSC is also, by request, offered in English.

We are the right place for you, if you:

- are suffering through problems with learning + working
- have problems coming into contact with others
- have conflicts with your parents, partner or WG (shared apartment) roommates -> Mediation
- often feel overwhelmed + insecure
- are being tortured by fears of exams + other fears
- are constricted by feelings of depression, depressive moods
- are addicted to something or becoming addicted to something (Internet, Drugs, Food)
- often have doubts about yourself/ your studies
- have the feeling that your studies are turning into a never ending story
- need information about psychological counseling

BAföG-Counseling

The abbreviation BAföG denotes the state funding option, which many students who receive little or no support from their parents can and should make use of.

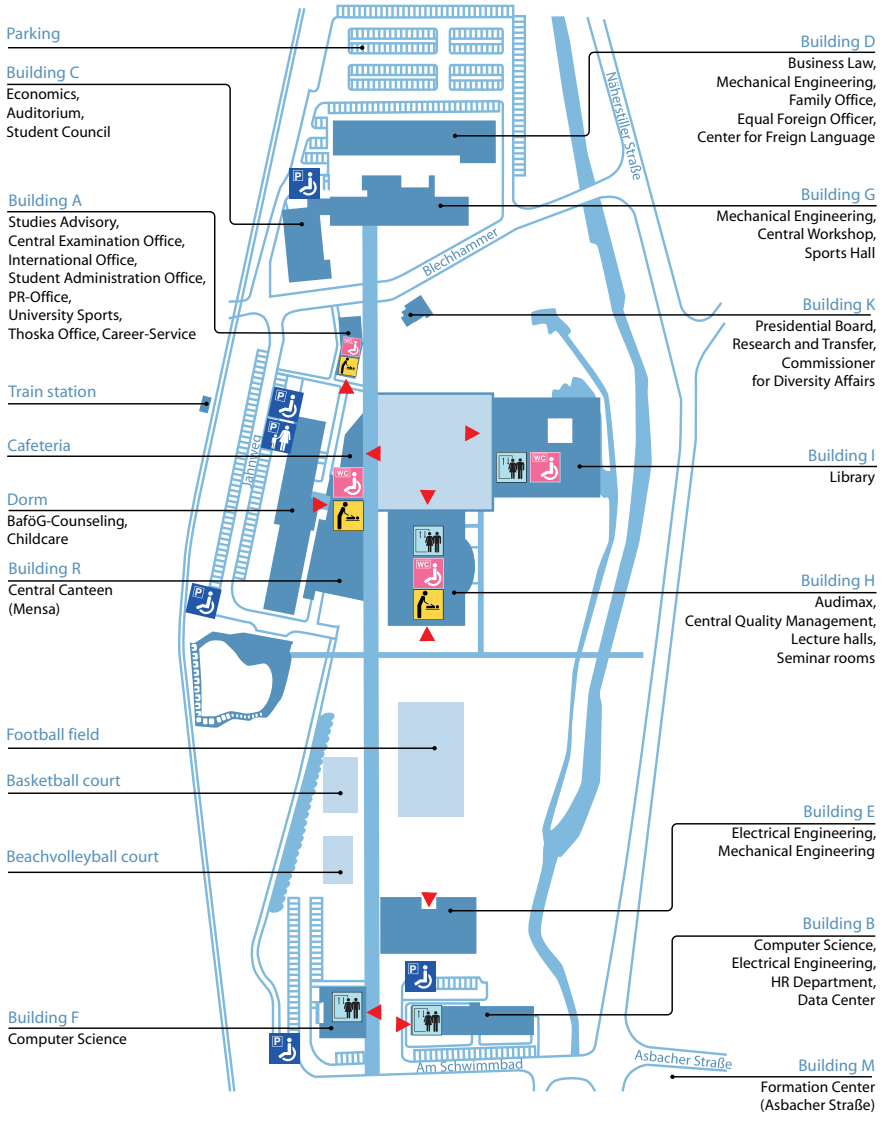
Office hours







We accept your telephone inquiries during the usual office hours. We can be reached by email and post.

Phone.: 03683-469114 or -469115

e-mail: f@stw-thueringen.de

Campusplan



-  Elevator
-  Barrier-free parking lot
-  Parent-child parking
-  Barrier-free toilet
-  Changing possibility
-  Access area without steps and thresholds