



Guidelines for host units

Internal contact persons for visiting students, visiting doctoral candidates, visiting scientists and scholars, interns, trainees, other visiting individuals, and their respective host units

The Friedrich Schiller University Jena hosts numerous visiting individuals from Germany and from abroad who spend a part of their education and carry out part of their scientific activities in Jena. Most of the guests are registered with the University's Administration and receive a contract (contract for visiting scientists and scholars, contract of employment, internship contract) or are enrolled as students. They can thus become members or affiliates of the University and use its resources (login credentials of the University Computer Centre, *thoska* card, etc.).

The responsibilities for registering guests at our university depend on the following factors: the status of these individuals at their home institution, the duration of their stay, its purpose, and of the financial circumstances of their stay. Prior to inviting a guest to Jena, as the host units you are expected to check the respective circumstances and to mind internal responsibilities. The content of these guidelines is approved by the Legal Office.

If you are not sure to which category your guest belong, please contact one of the contact persons listed below. If you, as a host unit, search for your first point of contact within the University's Administration, please consider the following points first:

1. Is your guest about to enter an employment relationship with our university (e.g. through a contract of employment)? → If yes, it is the Division for Human Resources which is responsible for your guest. If not:
2. Which status does your guest have at the home institution? If your guest is a student/a visiting scientist or a scholar: is the home institution located in a foreign country?
3. How long does the guest tend to stay at our university?
4. What are the objectives and purpose of the stay?

For further information on the responsibilities and respective details, please refer to the table below:



Central points:

1. employment relationship at our university
2. status at the home institution
3. purpose of the stay at our university
4. nationality

Employment relationship at our university	Status	Purpose of the stay	Nationality	Responsibility, additional information
yes (civil servants, academic staff, or non-academic staff)				Department for Human Resources → refer to 1.1
no	interns (pupils, students)	internship		Division for Human Resources → refer to 1.2 and 1.3
	Students of our partner institutions abroad	guest studies		International Office → refer to 1.4
	doctoral candidates	research/teaching activities / continuing education		Graduate Academy → refer to 1.5
	postdocs, scientists and scholars with or without doctorate	research/teaching activities / continuing education	German citizens	Graduate Academy → refer to 1.6
		research/teaching activities / continuing education	internationals	International Office → refer to 1.6
	professors	research/teaching	German citizens	Division for Human Resources → refer to 1.7
		research/teaching	internationals	International Office → refer to 1.7
no	other visitors or no home institution			host unit → refer to 2



1. REGULAR STAYS

For guests who meet the following requirements, there are regular procedures and contact persons within the Administration. The responsible administration unit should be informed about these guests in advance. Depending on the type of their stay, the guests receive a corresponding status on a case-by-case basis. Being members of our university, they have an accident insurance and a liability insurance within the University. Upon request, they may receive personal login credentials (University Computer Centre), and, if applicable, their personal *thoska* card (as a student, a member or an employee of the University).

1.1 EMPLOYEES WITH A FIXED-TERM CONTRACT

Status at the home institution:

employees of scientific institutions in Germany or abroad (leave of absence at their home institution possible)

Duration of stay:

no restrictions

Objective/purpose of the stay:

research activity or teaching activity at our university with a contract of employment at our university

Example:

- A junior professor from India spends one semester teaching at our university as part of a DAAD-project with our partner university.
- A professor from the USA spends two semesters as a Mercator fellow of the German Research Foundation (DFG) based on an application as defined in the section 94 subsection 3 of the Thuringian Higher Education Act (*Thüringer Hochschulgesetz*, ThürHG).

Contact persons in the Administration:

Anja Wahlmann, Division for Human Resources, Department of Academic Staff (Budget Funds)

+49 (0)3641 9-415220 anja.wahlmann@uni-jena.de

Heike Möckel, Division for Human Resources, Department of Academic Staff (Third-Party Funding)

+49 (0)3641 9-415230 heike.moeckel@uni-jena.de

Alexander Marth, Division for Human Resources, Department of Professorships, Civil Servants and General HR Tasks (public legal relationships according to the section 94 subsection 3 of ThürHG)

+49 (0)3641 9-415100 alexander.marth@uni-jena.de

1.2 INTERNS (students)

Status at the home institution:

enrolled students



Duration of stay:

as defined in respective examination regulations and in the Guidelines on Internships from the 'Tarifgemeinschaft deutscher Länder' (TdL)

Objective/purpose of the stay:

- study-specific internship prior to one's studies or compulsory internship in accordance with respective examination regulations, and with the Guidelines on Internships
- *No supervision of bachelor's theses, master's theses or Erasmus traineeships possible!*

Examples:

- A student of a university of applied sciences does a compulsory internship in accordance with respective examinations regulations.

Please note: if students are not EU citizens, the host unit must submit a request for an internship to the competent unit of the Federal Employment Agency prior to the internship planned (processing time: from three to six weeks). For further information, please refer to:

<https://www.arbeitsagentur.de/unternehmen/arbeitskraefte/studienfachbezogene-praktika>

Contact person in the Administration:

Szilvia Mammel, Division for Human Resources, Department of Vocational Training

+49 (0) 3641 9-415412

praktikum@uni-jena.de

For further information, please refer to:

www.uni-jena.de/Praktikum

1.3 INTERNS (pupils, high-school students)

Status at the home institution:

pupils or high-school students

Duration of stay:

defined in respective school-specific regulations, in the Act on Protection of Working Youth (*Gesetz zum Schutze der arbeitenden Jugend*, JArbSchG), and in the Guidelines on Internships from the TdL

Objective/purpose of the stay:

- work experience placement

Examples:

- A pupil from Stadtroda does an internship in the laboratory of the Chair of Inorganic Chemistry.
- *No subject-specific seminar papers possible!*

Contact person in the Administration:

Szilvia Mammel, Division for Human Resources, Department of Vocational Training

+49 (0) 3641 9-4154121

praktikum@uni-jena.de

For further information, please refer to:

www.uni-jena.de/Praktikum



1.4 VISITING/EXCHANGE STUDENTS

Status at the home institution:

students of bachelor's programmes and master's programmes who are enrolled at one of our partner institutions or have one of the following scholarships/grants: DAAD, KAAD, RISE, TASSEP or Fulbright

Duration of stay:

from 3 month to 12 (full) months

Objective/purpose of the stay:

- participation in courses or research activities for bachelor's students and master's students or other study-related scientific projects (*no Erasmus traineeships possible*)
- enrolment limited to the period of stay (guest students/exchange students)

Examples:

- An Erasmus student from France takes part in regular courses.
- An Erasmus+ student from Russia intends to write a master's thesis at our university and to take part in two courses (one semester).

Contact person in the Administration:

Sylvia Canario Acosta/Sophie Schwarz, International Office/International Students
+49 (0)3641 9-401525/401527 incoming@uni-jena.de

For further information and forms, please refer to:

www.uni-jena.de/Gaststudium_international

1.5 VISITING DOCTORAL CANDIDATES

Status at the home institution:

doctoral candidates enrolled at one of German or foreign higher education institutions

Duration of stay:

no restrictions

Objective/purpose of the stay:

research activity for doctoral thesis

Examples:

A doctoral candidate of one of the French higher education institutions does research in one of the University's laboratories (4 months).

Point of contact in the Administration:

Graduate Academy, Welcome and Service Desk
+49 (0)3641 9-401333 graduerten.akademie@uni-jena.de

For further information, please refer to:

www.jga.uni-jena.de/gawi



Please note: when staying at our university from 3 to 12 months, doctoral candidates of foreign institutions of higher education can be enrolled also as visiting students. For further information, please refer to: Graduate Academy.

1.6 VISITING POSTDOCS, VISITING SCIENTISTS AND SCHOLARS WITH OR WITHOUT DOCTORATE

Status at the home institution:

Non-student members of a scientific institution in Germany or abroad

Duration of stay:

no restrictions

Objective/purpose of the stay:

research activity, teaching activity or work shadowing funded by scholarship/grant or by oneself

Examples:

- A research associate of a Canadian university with a scholarship of the Canadian government conducts research and teaches at our university (one semester).
- A German postdoc participates in a research project within one of the clusters.

Contact person in the Administration:

for international visiting postdocs or visiting scientists and scholars without doctorate:

International Office: Welcome Point for Visiting Scientists and Scholars

+49 (0)3641 9-401552

gawi@uni-jena.de

For further information, forms, and services, please refer to:

<https://www.uni-jena.de/en/international+scientists>

for German postdocs: Graduate Academy, Welcome and Service Desk

+49 (0)3641 9-401333

graduierten.akademie@uni-jena.de

For further information, please refer to:

www.jga.uni-jena.de/en/gawi

1.7 GUEST PROFESSORS

Status at the home institution:

professors of a scientific institution in Germany or abroad

Duration of stay:

no restrictions

Objective/purpose of the stay:

research activity funded by scholarship/grant or by oneself

Examples:

- A German professor, who has a grant from the DFG, conducts research at our university.



- An Australian professor participates in an excavation with archaeologists in Jena (two weeks).

Contact person in the Administration for international visiting professors:

International Office: Welcome Point for Visiting Scientists and Scholars

+49 (0)3641 9-401552 gawi@uni-jena.de

For further information, forms, and services, please refer to:

<https://www.uni-jena.de/en/international+scientists>

Contact person in the Administration for German visiting professors:

Alexander Marth, Division for Human Resources, Department of Professorships, Civil Servants, and General HR Tasks

+49 (0)3641 9-415100 alexander.marth@uni-jena.de

2. OTHER VISITING INDIVIDUALS

Other individuals, who do not belong to any of the above-mentioned categories, do not have any corresponding status at our university. Therefore, the host unit is solely responsible for its guest. These guests do not receive any *thoska*.

Examples:

- An employee of another institution of higher education is on a business trip to Jena, which is paid by her/his employer, in order to develop a joint project proposal.
- A student of a master's programme from Cameroon conducts research for the master's thesis (2 months).
- A student of a master's programme from Turkey comes to Jena for a 2-month Erasmus+ traineeship.
- A Dutch medical-technical assistant of the University in the Hague attends research activities in the laboratory of the Institute of Microbiology.
- During the stay in Jena, an employee of an Ecuadorian university attends a conference, exchanges with colleagues, and searches literature.

Prior to invitation of other visiting individuals as mentioned above, the host unit should ensure the following aspects:

Before arrival

- The host unit should sign an *Agreement on guest status* ([form](#)) with the guest in which the following details on the stay planned must be determined: contact persons, rights and obligations of the guest, and those of the host unit.
 - Specific requirements 1: *Traineeship Agreement* of the respective traineeship programme (ERASMUS+ or LEONARDO); in both cases, a special approval from the Federal Employment Agency in accordance with the section 15 subsection 2 of the Ordinance on Employing Foreigners (*Verordnung über die Beschäftigung von Ausländerinnen und Ausländern*, BeschV) is not required.



- Specific requirement 2: institutes pay a scholarship from third-party funding; apart from the *Agreement on Guest Status*, a scholarship agreement, which shall determine whether travel expenses are to be reimbursed separately (if applicable, up to what amount?), must be filled in and submitted to the Division for Finances and Purchasing.
- If applicable, the host unit should provide an invitation which is required for issuing an entry visa on the host's letter head, mentioning the guest's data, host's contact data, duration and aim of stay, funding
- If applicable (in case of longer stays): the host unit should support its guest in requesting a residence permit.
Please also refer to: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt>
- The host unit should support its guest in searching for an accommodation (e.g. hotel, hostel, a holiday apartment). Guests generally cannot be accommodated in the University's guest houses. In order to be given a flat in the guest houses, the respective host unit should name a contact person, also for potential inquiries (for example, if flat rents are not paid on time). In the halls of residences run by the Studierendenwerk Thüringen, only students who are enrolled at one of the Thuringian institutions of higher education may be accommodated.
Please also refer to: <https://www.visit-jena.de/reise-planenhotels-unterkuenfte/>
- The guest should have sufficient funds for the stay in Jena. (If the host unit tends to employ the guest on a fixed-term basis, the unit should contact the Division for Human Resources in advance; refer to point 1 of the present guidelines.)
- The host unit should determine one of its employees as a contact person and official assistant for the guest. The employee should assist the guest before and during the stay in Jena. Please take language skills into consideration (especially important for communication with the local authorities).

At the beginning of the stay

- If applicable: a responsible person should pick up the guest from a railway station and accompany the guest when going to and communicating with authorities.
 - Registration at the local registration office in the first week of the stay; refer to: <https://service.jena.de/online-termin>
 - health insurance
 - bank
 - if applicable: local immigration office: <https://service.jena.de/online-termin>
- The host unit should ensure that the guest has a sufficient coverage regarding health insurance, accident insurance, and liability insurance for the duration of the stay. It is, however, the guest who is responsible for the insurance coverage mentioned. (We recommend the host units to check this in advance and that the guest has a German insurance coverage). In case of an insurance claim, the insurance in question should be contacted. If any problems occur in the case of recognizing liability claims, the Legal Office should be informed about the procedure.
- Instruction [regarding good scientific practice](#); if applicable: safety instructions (e.g. work in laboratory)



- Assisting the guest in requesting [guest login credentials](#) at the University Computer Centre
- Advising the guest on purchasing a monthly ticket of the local transport services (semester ticket can only be purchased by the students enrolled at our university); please also refer to: <https://www.nahverkehr-jena.de/tickets.html>
- Advising the guest on a copy card (*thoska* card for guests in the University library [ThULB](#))
- Providing information on the language courses offered by the [Language Centre](#) (extra price for guests) or on the option of [visiting courses as an occasional student](#) (attending courses for a special fee).

It is in the guest's best interest—but also in the interest of our university and our quality control—not to invite guests who do not fulfil the requirements described above.