

General Information

Description	Room	Function	Name	Contact
Academic Guidance	The Academic Coordinators coordinate events and are the student's contact persons regarding lecture terminations, room allocations and deadlines. In addition, we will try to help students overcome some of the obstacles of studying in Germany.			
Mon - Fri 09:00 - 12:00 -Tue 09:00 - 12:00 14:00 - 16:00 Thu 09:00 - 12:00 14:00 - 16:00	H 1.12	Academic Guidance	Marie Bock	marie.bock@hfg-gmuend.de 07171 602-625
	H 1.23	Basic Design	Bernhard Sacha	bernhard.sacha@hfg-gmuend.de 07171 602-6770
	H1.01	Communication Design	Hannah Clauß	am-pg@hfg-gmuend.de 07171 602-645
		Product Design	Bianca Koch	am-iot@hfg-gmuend.de 07171 602-609
		Internet of Things	Lea Lippmann	lea.lippmann@hfg-gmuend.de 07171 602 6991
	H 1.21	Master programs	Ann Katrin Spörl	ann.spoerl@hfg-gmuend.de 07171 602-632
VS	The VS consists of elect members of the student body. The main tasks concern: Senate: Vote, participation in appointment procedures, representation of the student body. Mouthpiece: The VS is also the students' mouthpiece which voices and catalyzes the students' opinions. VS Store: The VS Store administrates and bulk orders materials.			
				vs@hfg-gmuend.de 07171 602-636
Cafeteria	Food service only while the university is in session: www.uni-ulm.de/uni/studentenwerk/speisebe/fhgd/			
Computer Centre	The computer centre operates all of the university's computer networks. It also services the university's computer pools and provides the necessary equipments and instalments. It also supports staff and students who intend to use the computer pools.			
Mon - Thu 09:00 - 17:00 Fri 09:00 - 15:30	H 2.05	Administration	Günther Alka	guenther.alka@hfg-gmuend.de 07171 602-624
			Klaus Schäfer	klaus.schaefer@hfg-gmuend.de 07171 602-624
	H 2.02	Service and Support	Benjamin Funk	benjamin.funk@hfg-gmuend.de 07171 602-623
	H 2.05	Locker and Campus Card	Figan Polat	figan.polat@hfg-gmuend.de 07171 602-6789
Fine Metal Workshop	H -1.19		Jens Krause	jens.krause@hfg-gmuend.de 07171 602-613
			Gerd Schmidt	schmidt@hfg-gmuend.de 07171 602-613
Forming and Moulding Workshop	H-1.17		Volkmar Meyer-Schönbohm	meyer-schoenbohm@hfg-gmuend.de 07171 602-638
Helpdesk	The Helpdesk supports lecturers, staff and students in obtaining and installing software and updates. The Helpdesk services the university's computers and also distributes and services laptops and beamers.			
		Helpdesk	N.N.	helpdesk-verleih@hfg-gmuend.de

Handout
for exchange students

Summer Semester 2017

Bachelor of Arts
Communication Design
Product Design
Interaction Design
Internet of things

House Administration	Access to the buildings during the weekend			
Mon - Fri 13:00 - 14:00	H -1.25		Artur Hirning	artur.hirning@hfg-gmuend.de 07171 602-642
International Office	Coordination for International Student Exchange & Erasmus exchange.			
	H 1.01	International	Claire Garnier	claire.garnier@hfg-gmuend.de 07171 602-633
Library				
Mon - Thu 10:00 - 17:00 Fri 10:00 - 13:00	W 0.01	Administration	Hanna Heer Birgit Rometsch	bibliothek@hfg-gmuend.de 07171 602-637
Materials Library	Key at the library.			
Mo - Thu 09:00 - 21:00 Fri 09:00 - 19:00	W 1.04			
Media Laboratory	H 1.21	Administration	Florian Lubnau	florian.lubnau@hfg-gmuend.de 07171 602-660
Model Workshop	H -1.19	Administration	Johannes Binder	johannes.binder@hfg-gmuend.de 07171 602-644
Photographic Studio	Several analogue and digital camera can be lent from the photographic studio.			
	B 1.02	Administration	Torsten Dodillet	torsten.dodillet@hfg-gmuend.de 07171 602-628
Printing Workshop	ZAPP	Administration	Frank Müller	mueller@hfg-gmuend.de 07171 602-669
Public Relations	H 3.06	Public Relations	Carmen Fischer	pressestelle@hfg-gmuend.de 07171 602-617
Smoking	Smoking is not allowed in any building of the university.			
Student Administration	The secretaries at the main office support students in any bureaucratic matters (such as enrolment, statements and certificates, tuition, financial aid).			
Mon - Thu 09:00 - 12:00 14:00 - 15:30 Fri 09:00 - 12:00 14:00 - 14:30	H 0.08	Administration	Petra Fütterling Tanja Kreutzer	sekretariat@hfg-gmuend.de 07171 602-605
		afternoon	Tanja Kreutzer Gerda Weng	07171 602-600 07171 602-600
Video Studio			Rasih Bayölken	rasah.bayoelken@hfg-gmuend.de

Description of the workshops

Fine Metal Workshop	The instructors offer an introduction and a guided tutorial to the workshop's tools and machinery. The instructors explain and demonstrate their application. Here students are also required to obtain a workshop permit which familiarises students with the standard joining techniques such as brazing and soldering, surface processing and design, c&nc-milling, rapid-prototyping. The instructors will also tutor and advise students during the modelling of their semester projects.
Forming and Moulding Workshop	This workshop introduces students to the most common materials such as gypseous alabaster, special hard gypseous, silicone, casting compounds, elastomeres, soft synthetics, casting resin, design-clay and ceramics. The instructors advise students in the choice of materials and their application to their projects. An introductory exercise asks the students to apply of three different materials thus introducing the students to basics of casting. In this context, the instructors will also introduce the students to accident prevention and safety procedures.
Media Laboratory	The media-lab provides the opportunity to test and explore new fields of application of augmented and virtual reality technologies. In addition, our haptic-sensorical projects enable students to compare the different applications. During the regular hours the assistants provide advice and support for students specific needs. The main emphasis of this lab lies in interface design and human-machine interface. The media-lab is not only a work environment but also provides exhibition space and serves as an archive. A special focus lies on computer input devices (touch screen, webcam, control dial, sensory). All of the existing equipment can be used for research project that focus on interaction or interface design topics. The only requirement is an instruction tutorial.
Model Workshop	Here students of product design are taught the principles of three dimensional modelling. Through assigning practical tasks, it introduces students to the proper use and handling of machinery and tools. In this context, the instructors place a strong emphasis on accident prevention and safety procedures. The main areas of modelling with wood, metal and synthetic materials are presented. The instructors tutor and advise students about the modelling of their semester projects. After completing the first semester, students will acquire a workshop permit which allows them to work independently.
Printing Workshop	Here the instructing staff provides workshops ranging from basic skills to professional application. The range of workshops includes: Scan: - different resolutions depending on the field of application - Enlargement - Elimination moiré - Image data formats Image editing: - Image editing - Image data formatting - Colour correction Data handling: - Avoiding superfluous image data volume - Compatible data formats Image data formatting for print
Video Studio	Through workshops and smaller project the video section of the university provides the opportunity to gather first handexperience in video techniques. The lab offers seven digital editing suits and several mini-dvd cameras. The suits are Mac-based and operate on final-cut and aftereffects software. The recording studio has a sound proof room and equipment for bluebox recording. It also has further equipment for sound and video recording.

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Professors

Name	Room	ID	CD	PD	IoT	Function
Beck, Jörg		x	x			
Biggel, Franz	H 0.13	x		x		on sabbatical
Biste, Günther	H 1.14		x			Advisor in financial aid programmes and scholarships
Bohnacker, Hartmut	H 1.15	x	x			Head of BA Interaction Design, Advisor for traineeships
Döring, Jens	H 1.13	x			x	Head of Internet of things
Dringenberg, Ralf	B 2.01	x	x			Rector
Geiselhart, Florian	H 2.19	x			x	
Götte, Michael	B 2.01	x	x			Head of Design foundations Advisor for prospective students
Groß, Benedikt	H 2.19	x				
Guntow, Marc	H 1.14		x			Vice-Rector
Held, Jürgen (Dr. habil.)	H 1.20			x		on sabbatical
Held, Matthias	B 2.01			x		
Hoffmann, Jürgen			x			
Karger, Angelika (PD Dr. habil.)	H 0.18	x	x	x		Equal opportunity representative
Kneer, Georg (Dr. habil.)	H 2.15	x	x	x		
Krämer, Hans	H 1.13	x				on sabbatical
Oswald, David	H 1.15	x				
Reichert, Gabriele N.	H 1.07			x		Public Relations
Reichert, Gerhard	H 0.13			x		
Rinker, Dagmar (Dr.)	H 0.11	x	x	x		Vice-Rector
Schendzielorz, Ulrich	H 2.15	x	x			Vice-Rector for International relations
Schade, Susanne (Dr.)	H 0.11			x		Head of MA Strategic Design
Schuster, Michael	B 3.06				x	
Utz, Daniel	H 1.13		x			Head of BA Communication design
Willnauer, Sigmar	H 0.15			x		Head of BA Product Design Advisor for prospective students