

# WE ARE HERE FOR YOU

## FEEL FREE TO CONTACT US.

The University of Hamburg supports you as you work to balance your job or study with family life. The Family Office is the central service point for all members of the University.

We help you find the best solution for you and your family using the wealth of information and advising services on offer. We are here to help you if you or your institution has any questions concerning the following:

- Family-friendly studies and exams
- Statutory maternity leave, parental leave, academic leave, and family-friendly working hours and workplaces, as well as the parentchild room
- Regular and flexible childcare
- Leave of absence or academic leave and the range of resources available if you are caring for family members
- Family policies and regulations for employees on limited contracts
- Conflicts in the workplace or studies arising from family obligations



You can also visit our website [www.uni-hamburg.de/en/familienbuero](http://www.uni-hamburg.de/en/familienbuero) to read more about combining study or work with family life or to go to the **UHH-App** (University of Hamburg app) for an overview of services available on our family-friendly Campus.

## CONTACT

University of Hamburg  
Equal Opportunity Unit,  
Family Office  
Mittelweg 177  
20148 Hamburg  
[familienbuero@uni-hamburg.de](mailto:familienbuero@uni-hamburg.de)  
Individual advising by arrangement

**SVENJA SAURE**  
Gender Equality Advisor  
[svenja.saure@uni-hamburg.de](mailto:svenja.saure@uni-hamburg.de)  
Tel.: 040 42838-4281

**CAROLIN STEINAT**  
Gender Equality Advisor  
[carolin.steinat@uni-hamburg.de](mailto:carolin.steinat@uni-hamburg.de)  
Tel.: 040 42838-4510

**OFFICE HOURS (TELEPHONE AVAILABILITY):**  
Tuesday, 10 am - 11 noon  
Thursday, 1 - 2 pm



Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG



# THE FAMILY OFFICE

AT THE UNIVERSITY OF HAMBURG  
CENTRAL POINT OF CONTACT, INITIAL ADVISING,  
AND INFORMATION ABOUT COMBINING STUDY  
OR WORK WITH FAMILY LIFE

# UNIVERSITY: FAMILY-FRIENDLY

## STUDYING AND CARING FOR A FAMILY

Organize your studies and exams in a family-friendly way

## WORKING AND CARING FOR A FAMILY

Organize your work in a family-friendly way

## CHILDCARE

Support in your search for suitable childcare

## NURSING CARE

Support staff and students providing nursing care to relatives

## BALANCING STUDY OR WORK WITH FAMILY LIFE

### WHAT WE STAND FOR

Students, academic and administrative staff can contact family Services for advice and support. Our job is to collate all the information you need about balancing your studies, work, and family obligations.

Our web platform provides an overview of the current advising and support services. With the help of our network, we can refer you to contact persons who can help you find the best possible solution for your situation.

To do this, we work together with both University and non-University institutions, the academic offices, the Campus Center and Center for Academic Advising, Human Resources, the Career Center, and the Welcome Service. We also have numerous other cooperation partners such as the Studierendenwerk Hamburg and Hochschulsport.

Our general and themed information sessions offer extensive information on our family-friendly University.



## AUDIT FAMILY-FRIENDLY UNIVERSITY – A SEAL OF APPROVAL

On 30. August 2010, the University of Hamburg was officially deemed a family-friendly university in the „audit familiengerechte hochschule“. This audit aims to promote the development of existing services and policies at German universities for staff and students balancing childcare or nursing care with professional and academic obligations. The Family Office, established in 2012, is an important successful outcome of the audit procedure.

