FRIEDRICH-SCHILLER-UNIVERSITÄT JENA International Office

Information sheet for student exchange

Please note that fields marked as follows E+ICM contain special/additional remarks for Erasmus+ International Credit Mobility only.

General information

Address	Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany
E-mail	incoming@uni-jena.de
Web address	www.uni-jena.de/international
Fax	+49 3641 9401522 or 9401512
Erasmus code	D JENA01

Contact persons at the FSU International Office

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Course schedule, Learning Agreements, Transcripts of Records	Janna Friedel incoming@uni-jena.de	+49 3641 9401524
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E+ICM bilateral agreements, finances, Grant Agreements and staff nominations	Franziska Bröckl erasmusplus_international@uni-jena.de	+49 3641 9401562

Academic calendar

Winter semester	1 October – 31 March https://www.uni-jena.de/en/start+studying+international
Summer semester	1 April – 30 September https://www.uni-jena.de/en/start+studying+international

The lecture and exam periods for the winter semester 2020/2021 and summer semester 2021 are subject to changes. ↘ For details, please see:
https://www.uni-jena.de/en/start+studying+international

Nomination and application procedures

Periods and deadlines

Recommended nomination period	Winter semester and full academic year	1 May – 30 June
	Summer semester	1 November – 15 December
E+ICM nomination period	Winter semester and full academic year	1 May – 30 June
	Summer semester	25 October – 30 November
Application deadline for students	Winter semester and full academic year	15 July
	Summer semester	15 January

Procedures

Nomination procedure	The partner university nominates students for the upcoming exchange semester or full academic year. Please use our nomination list ↘ https://www.uni-jena.de/en/guest+studies+application.html to make sure your nomination includes all relevant data • name, place, country of home university • Erasmus code of home university (if applicable) • family name/s • first name/s • gender • date, place, country of birth • nationality • e-mail address • time frame of planned study visit • degree pursued at home university • field of study at home university • field of study pursued at FSU Jena • for research visits: a Supervision Agreement (↘ https://www.uni-jena.de/en/guest+studies+application) must be submitted upon nomination • home coordinator's name and e-mail address and send it via email to incoming@uni-jena.de.

E+ICM nomination procedure	The Incoming team at FSU Jena will contact you in May/October to inform you about the number of available E+ICM scholarships. Using the specific E+ICM nomination list, please nominate your candidates plus at least two candidates to replace possible dropouts. If students are nominated outside E+ICM (via bilateral partnerships), please add them in the same nomination list.

Requirements

Student status	At the time of application, applicants should be at least in their third semester of university education and must remain enrolled at their home university while studying in Jena.
Language proficiency	Sending institutions should make sure they nominate students with sufficient language abilities. We do not ask for any test certificates. We strongly recommend guest students to prepare for their studies in Jena by learning enough German to be able to follow the instructions and successfully pass exams. Only few courses are taught in English. The minimum level required for either language is **B2** according to the Common European Framework of Reference for Languages. To find out whether a **study programme** is offered in **German or English**, please choose either of these languages on the following search form: ↘ https://www.uni-jena.de/en/Studies/Study+programme.html.
Application procedure	1. Students must apply online after being nominated by their home university. **The link is sent by email to nominated students.** 2. Print the application. 3. Mark the planned period of stay on page 1. 4. Sign your application on the last page. 5. Have it signed by the home university exchange coordinator (page 1). 6. Send the application with - one passport photo attached to the thoska form (last page) - a copy of the personal data page in the passport/personal ID card by email to incoming@uni-jena.de and by airmail to Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany Please note the **deadlines 15 January/15 July.**

Study Programme

Credit system	FSU Jena works with the ECTS system. Students may earn ECTS credits in all courses, provided that they take part regularly and fulfil the course and exam requirements. The number of credits earned depends on the type of course and workload. The EU standard is 30 credits per semester. ↘ FSU Credit information: https://www.uni-jena.de/en/gueststudies+courses

Special Corona situation in the academic year 2020/2021	The semester schedule is subject to changes. We will keep students informed. We cannot say, today, whether the University of Jena will be able to offer on-site or online teaching throughout the semester/ academic year 2020/2021, depending on the development of the corona situation in Jena, Germany and worldwide. However, we are planning to be prepared for both options and will keep you informed. We cannot guarantee that all courses will be offered or finished on a regular on-site basis. This also depends on the development of the Corona situation in Jena, Germany, and worldwide. Students should be aware of the fact that they might return home without any, or the full number of, credits. We are trying to facilitate guest students having to return home before our lecture period ends to take exams online, under supervision provided by their home university staff, or via remote interview. We will rely on the cooperation of our partner universities regarding offering on-site supervision of written tests or the accreditation of part-time digital courses/testing. We will not be offering completely remote guest studies through forms of online teaching/digital platforms yet. Students may not enrol from abroad and stay there the whole time and study at FSU Jena. We will also keep you updated if and when such is an option is available. Please check our information about the organisation of guest studies/ECTS regularly: ↘https://www.uni-jena.de/en/gueststudies+courses .
Course/ programme catalogue	Past, current and upcoming courses are available in the course catalogue. Please note that not all courses are offered every semester. Guest students should choose courses from their academic field but may also choose freely from the courses offered in related fields (except Medicine, Dentistry and Pharmacy). They may take part in individual courses as well as in modules (course units). Having made a choice, students have to make sure their home university agrees to their plans. ↘ Course catalogue: https://friedolin.uni-jena.de
Learning Agreement and course schedule	Students should ask their home university which and how many courses they should take (EU standard is 30 credits per semester). The Learning Agreement contains all chosen courses and their corresponding credits and is signed by all parties. After arriving in Jena, students will take part in the information sessions for guest studies and create their final timetable.
E+ICM Learning Agreement and course schedule	Students benefiting from an E+ICM scholarship are required to accomplish 30 credits per semester and should fill their Learning Agreement accordingly.
Final theses/ research projects	Students not taking part in regular courses but pursuing an individual project or research, for example for their Master thesis, 1. have to find an academic supervisor at FSU Jena able and willing to supervise their research/project work by themselves. 2. Together with that supervisor, they must prepare a Supervision Agreement for Guest Students (↘ https://www.uni-jena.de/en/guest+studies+application) which sets out the commitment of student, supervisor at FSU Jena as well as the supervisor at the home institution. This document forms part of

	the application process. Arrange to regularly meet and discuss the project's progress and work-load with that supervisor. 3. The supervisor's final evaluation is the basis for the Transcript of Records and Confirmation of Stay.
E+ICM final theses/ research projects	Students and doctoral candidates within the E+ICM programme conducting research must draw up both a Learning Agreement (EU requirement) and Supervision Agreement (FSU quality insurance requirement). For thesis/research projects, a number of 30 credits should also be aimed for.
Transcript of Records	The FSU Jena International Office issues a Transcript of Records for all guest students taking part in regular courses after each semester.
Support programme	All students who request it may get a volunteer student mentor from Jena who helps them to deal with the bureaucracy after arrival. Students will be invited by email to register for the mentoring programme.

Accommodation

General information	Jena is a medium-sized city very popular with students. About ¼ of its 111,000 inhabitants are students. Thus, student housing is in high demand. Finding appropriate accommodation may be difficult, especially in the winter semester. We therefore highly recommend applying for student accommodation in dormitories. The website below informs about all rooms, location, equipment of dorms, and prices.	
Application	Apply online at the Studierendenwerk Thüringen accommodation service: ↘ www.stw-thueringen.de/english/housing/index.html	
Application deadlines	Winter semester and full academic year	15 July
	Summer semester	15 January
Application confirmation	It is necessary to confirm the application by replying to an email sent by the accommodation service.	
Allocation	Room offers are sent by email in early September/March and must be confirmed by replying to the email offer in order to keep the reservation.	

Preparation, arrival, and enrolment

Support programme	All students who request it may get a volunteer student mentor from Jena who helps them to deal with the bureaucracy after arrival. Students should register for the mentoring programme at ↘ https://www.uni-jena.de/en/inital+mentoring+students
Enrolment	The exact date, time, and place of the enrolment at FSU Jena will be communicated in the admission letter. Erasmus+ students are expected to enroll on 1 April/October. Students should use the Enrolment Guide for preparation: ↘ https://www.uni-jena.de/en/enrolmentguide.html

Orientation week, Welcome Days	Before lectures start, FSU Jena offers an Orientation Week in order to introduce new students to each other, to the city and the university. Information about the Orientation Week is sent by email about one month before the semester begins. The Welcome Days, a five week series of events, help to introduce new students to the university and region, to other students and student life. ↘ https://www.uni-jena.de/en/start+studying+international

Estimated costs of living (per semester) in EURO

Tuition fee	0	
Semester contribution	250	incl. regional public transportation ticket
Accommodation	2,700	
Learning materials	150	
Healthcare insurance	600	(see remarks below)
Visa/residence permit	100	for non-EU students
Other expenses	1,800	depending on individual needs
Cash amount needed for the first 4 weeks	It is recommended that students bring at least 700 € cash for the expenses of the first month and a debit card or credit card. Students may have to open a German bank account for paying rent, health insurance fees and regular debits.	

Visa Requirements and Residence Permit

Entering Germany	EU citizens or citizens of Australia, Brazil, Canada, El Salvador, Honduras, Iceland, Israel, Japan, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland, South Korea, and the USA may enter Germany without a visa. **Everybody else** must apply for a visa for study purposes at the German diplomatic representation in their country of residence about 6-8 weeks before leaving, using the FSU Jena letter of admission. Students must not enter Germany for study purposes with a tourist or Schengen visa under any circumstances.
Residence Permit and Study Visa	After arrival, all international students have to register at their local resident registration office. **All non-EU-citizens also have to go to their local Immigration Office**. They will receive an electronic visa card (fees: €100). All international students must be able to submit a proof of funding for their stay in Germany ("Finanzierungsnachweis"). They must submit this document to the local immigration office on demand (this also applies to EU citizens). This document may be a scholarship/ grant certificate, a letter of their home university or a letter from their parents.

Health insurance

General remarks	Before registering at the University Jena, students have to contact their health insurance provider to obtain a certificate of health insurance. The insurance providers supply a certificate to declare that the student is either

	insured with them or some other health insurance provider. Every student should have a sufficient vaccination. Students receiving a DAAD scholarship usually are provided with a *Continental* insurance which the University Jena recognizes. Everyone else must have a contract with one of the German public health insurance providers for students. Currently, the insurance fee amounts to €100 per month (2020) for all students younger than 30. All student who are older than 30 years should opt for one of the following German private health insurance providers: Advigon/*Educare24, Hanse Merkur, Mawista or Würzburger* (information and application online). Please note that the University Jena does not consider any international travel or emergency medical insurances a sufficient coverage. This insurance coverage may be required when applying for visa and travelling to and from Germany. However, they do not suffice as a student health insurance.
European Health Insurance Card (EHIC) or equivalent	EU citizens who have got a European Health Insurance Card (EHIC) or an insurance based on a bilateral agreement, may submit a copy of EHIC or the E111 form (or equivalent) to the International Office on enrollment. The following countries issue the respective forms: Bosnia-Herzegovina (BH 6), Serbia/Montenegro (JU 6), Croatia (D/HR 111), Macedonia (JU 6), Turkey (A/T 11). The insurance (card or form) must be valid for throughout a student's stay.

Miscellaneous

Language Centre	The University Language Centre offers courses in several modern languages with special regard to scientific terminology. During their studies, foreign students may attend a German course to improve their German skills. Classes in various languages are available for €20 per semester. The courses range from those for beginners to courses at intermediate and advanced level. ↘ https://www.uni-jena.de/en/Language_Centre.html
German Intensive Course	Guest students are welcome to attend our **German intensive course**, offered by our Language Centre from 28 September through to 16 October 2020: • see here for details and prices (fees at student prices are not covered by the exchange programme) see: ↘ https://www.uni-jena.de/en/SPZ_German • 30 hours, 5 credits • application from 24 August until 22 September • entrance and placement test on 22 September • personal registration 25 September • The course will be taught on-site in Jena or online, depending on the circumstances. In any case it is necessary to be present for the personal course registration and the university enrolment on 28 September. The student number issued there must be submitted to the Language Centre until 5 October to be eligible for student prices.
Sports Centre	The Sports Centre at the FSU offers several sports facilities and courses ranging from American football to Zumba. Participation fee and accident insurance usually cost €20 per semester. Registration for courses starts 1-2 weeks before the beginning of the lecture period.

Student groups	Student life of international students at the University is a diverse one. Numerous intercultural groups, for example, the International Room and Erasmus Student Network, and many more. They organize parties, excursions and trips, visits to the theatre or museum, the International Food Fair, the International Poetry Reading, and the International Concert as well as language courses and language tandems. The student choir, university orchestra, theatre groups, and political parties welcome eve-ryone.
Jobs, career services	Employment usually requires a good command of German. Non-EU-students should take into consideration that they are only allowed to work for up to 120 days per year. EU citizens are equal in law with German students so that they do not require any work permission. The Career & Welcome Point of the University gives advice regarding internships and career planning.
Support and advice	The International Office is a student's first contact whenever they have any questions or problems. There are also many other institutions in the city that provide support or legal and psychological advice to international students.
More information	↘ https://www.uni-jena.de/en/gueststudies ↘ https://www.uni-jena.de/en/enrolmentguide.html ↘ www.facebook.com/UniJena ↘ https://www.youtube.com/user/UniJena