

# Erasmus+ Programme

## D JENA01

### Friedrich-Schiller-Universität Jena

### Departmental coordinator: Alber Birgit

#### A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
<b>Friedrich-Schiller-Universität Jena</b> Institutional Coordinator: Jana Blumenstein, M.A.  Departmental Coordinator: Svenja Brünger Institut für Romanistik Ernst-Abbe-Platz 8 07743 Jena Tel: +49 3641944643 Fax: +49 3641944602 Email: s.bruenger@uni-jena.de  Prof. Adrian Simpson Institut für Germanistische Sprachwissenschaft	<b>D JENA01</b>	International Relations Office  Fuerstengraben 1 07743 Jena, Germany Tel: +49-3641-931163 Fax: +49-3641-931162 Email: international@uni-jena.de	Web page: <a href="http://www.uni-jena.de/en/startstudying_international.html">http://www.uni-jena.de/en/startstudying_international.html</a>  Course Catalogue: <a href="https://fredolin.uni-jena.de/qisserver/rds?state=user&amp;type=0">https://fredolin.uni-jena.de/qisserver/rds?state=user&amp;type=0</a>

#### C. Recommended language skills

Receiving institution [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	
<b>D JENA01</b>	Languages and Philological Sciences	German		B1, better B2	

#### D. Additional requirements

##### Student Mobility for Studies

Receiving institution	Subject area	Minimum Number of	Faculty or Department(s) where students will be	Access to other Faculties or	Support and infrastructure to
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[Erasmus code]		Credits to be included in the study plan	entitled to attend courses/modules	Departments (yes / no)	welcome students/staff with disabilities (yes / no)
D JENA01	Languages and Philological Sciences	30 per semester	Philosophische Fakultät	Yes ( <u>to be agreed previously on a case to case basis</u> )	See below

**D JENA01:** Although the University of Jena has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, some infrastructures may not be adequate. The University of Jena would advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility

## E. Calendar

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
D JENA01	Nomination: June 30 <sup>th</sup> Application: July 15 <sup>th</sup>	Nomination: December 31 <sup>st</sup> Application: January 15 <sup>th</sup>

## F. Information

### 1. Grading systems of the institutions

Receiving institution [Erasmus code]	ECTS Link
D JENA01	<a href="http://www.uni-jena.de/Internationales/Studium_in_Jena-p-228002/Kurzzeitstudium/ECTS_Informationen.html">http://www.uni-jena.de/Internationales/Studium_in_Jena-p-228002/Kurzzeitstudium/ECTS_Informationen.html</a>

### 2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D JENA01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_guest_studies_FAQ.html">http://www.uni-jena.de/en/guide_guest_studies_FAQ.html</a> non-EU-nationals will have to apply for student visa before or after arrival

### 3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D JENA01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_guest_studies_FAQ.html">http://www.uni-jena.de/en/guide_guest_studies_FAQ.html</a> accepted insurances: European Health Insurance Cards or German public student HI

#### 4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D JENA01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_guest_studies_FAQ.html">http://www.uni-jena.de/en/guide_guest_studies_FAQ.html</a> <a href="http://www.stw-thuringen.de/english/housing/index.html">http://www.stw-thuringen.de/english/housing/index.html</a> Deadlines: January 31 <sup>st</sup> , July 31 <sup>st</sup>



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## Information Sheet for Exchange Students

### Friedrich Schiller University Jena (FSU Jena)

<b>Address</b>	Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany
<b>E-Mail</b>	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a>
<b>Internet Address</b>	<a href="http://www.uni-jena.de/international">www.uni-jena.de/international</a>
<b>Fax</b>	+49 3641 931147 or 931168
<b>Erasmus Code</b>	D JENA01

### Contact Persons at the FSU International Office

<b>Head of the International Office</b>	Dr. Claudia Hillinger <a href="mailto:claudia.hillinger@uni-jena.de">claudia.hillinger@uni-jena.de</a>	+49 3641 931160
<b>Incoming Students' Admission</b>	Mathias Kirchner <a href="mailto:mathias.kirchner@uni-jena.de">mathias.kirchner@uni-jena.de</a>	+49 3641 931145
<b>Student Data Management</b>		
<b>Enrolment/Support</b>	Dr. Britta Salheiser <a href="mailto:britta.Salheiser@uni-jena.de">britta.Salheiser@uni-jena.de</a>	+49 3641 931146
<b>Transcripts/Course Schedule</b>	Sibylle Löbnitz <a href="mailto:sibylle.loebnitz@uni-jena.de">sibylle.loebnitz@uni-jena.de</a>	+49 3641 931149
<b>Bilateral Agreements (and outgoing students)</b>	Jana Blumenstein <a href="mailto:jana.blumenstein@uni-jena.de">jana.blumenstein@uni-jena.de</a>	+49 3641 931165

## Academic Calendar

winter semester	1 October – 31 March lecture period mid-October – mid-February
summer semester	1 April – 30 September lecture period early April – mid-July

## Nomination Deadlines for Coordinators

winter semester	30 June (also for full year stays)
summer semester	31 December

## Application Deadline for students

winter semester	15 July (also for full year stays)
summer semester	15 January

## Application Procedure

<b>Nomination</b>	The partner university nominates students for the upcoming exchange semester or year. Nomination emails contain the student's names, female/male, date of birth, place of birth, citizenship, length of stay, planned study period at Jena university, study program at the home university (subjects), email, erasmus code / name of home university, and are preferably sent by email to <a href="mailto:international@uni-jena.de">international@uni-jena.de</a>
<b>Nomination Requirements</b>	Applicants should be in their fourth semester of university education and must remain enrolled students at their home university while studying in Jena.
<b>Language Proficiency</b>	On nomination, students must show their ability of speaking German sufficiently. Friedrich Schiller University Jena does not require any test certificates, but recommends that students should know German at the B2 level (European Frame of Reference) minimum in order to follow the course instructions. For those participating in English-taught courses, English at the B2 level minimum is required
<b>Application</b>	1. Students <b>must apply online after being nominated</b> by their home university on the following platform:

↘ **Dispatch of the link by email to future guest students**

2. Print and sign the application (page 5).
3. Have it signed by the exchange coordinator (page 1).
4. Send the application form with
  - one passport photo (attached to the Thoska form, page 7)
  - a copy of the personal data pages in your passport/state ID card
 to
 

Friedrich-Schiller-Universität Jena  
International Office  
Fürstengraben 1  
07743 Jena  
Germany

Please note the **deadlines 15 January/July**.

**Credit System**

FSU Jena works with the ECTS system. Students may earn ECTS-Credits in all courses, provided 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.

↘ [www.uni-jena.de/en/ECTS information](http://www.uni-jena.de/en/ECTS_information)

**Course/Programme Catalogue**

Guest students should choose courses from their academic field but may also choose freely from the courses offered in all fields (except Medicine, Dentistry and Pharmacy). They may take part in individual courses as well as in modules (course units).  
View the courses offered at Jena University. If you have any questions about a specific course, ask the instructor with whom you have to register for the course. Please note that not all courses are offered every semester. Having made your choice, make sure your home university agrees to your plans.

↘ <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). After arriving in Jena, students will create their final time table and take part in the information sessions on guest studies.

**Master Thesis/ Project**

Students not taking part in regular courses but pursuing an individual project or research, for example for their Master thesis, should

1. Find an academic supervisor at FSU Jena able and willing to supervise their research/project work.
2. Arrange with that supervisor to regularly meet and discuss the project's progress and work load. The supervisor's final evaluation is the basis for the Transcript of Records issued to those students.

<b>Academic Transcript</b>	The FSU Jena International Office issues a Transcript of Records to all guest students taking part in regular courses after each semester.
<b>Support Programme</b>	All students who request it may get a Jena mentor who helps them to deal with the bureaucracy after arrival. Students will be invited by email to register for the mentoring programme.

## Accommodation

<b>General Information</b>	Jena is a medium-sized city popular with students. Student housing is in high demand. Finding appropriate accommodation may be difficult, especially in the winter semester. We therefore recommend greatly to apply for student accommodation in dormitories.	
<b>Application</b>	Apply online at the Studentenwerk accommodation service: ↳ <a href="http://www.stw-thueringen.de/english/housing/index.html">www.stw-thueringen.de/english/housing/index.html</a>	
<b>Application Deadlines</b>	winter semester (+ full year)	15 July
	summer semester	15 January

## Arrival and Enrolment

<b>Enrolment</b>	The exact date and time for exchange students' enrolment at FSU Jena will be communicated in the admission letter.
<b>Orientation Week</b>	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.

## Estimated Costs of Living (per Semester)

<b>Tuition Fee</b>	0 €
<b>Semester Contribution</b>	190 € incl. regional public transportation ticket
<b>Accommodation (Dormitory)</b>	2.700 €
<b>Books and Learning Materials</b>	150 €
<b>Health Insurance</b>	500 € for non-EU students
<b>Visa</b>	110 € for non-EU students

<b>Other Expenses</b>	300 € depending on individual needs
<b>In general...</b>	It is recommended that students bring at least 600 € cash for the expenses of first month. Students may have a German bank account for free. It is necessary for paying rent, health insurance fees and regular debits.

## Visa Requirements and Residence Permit

<b>Entry Regulations</b>	<p>EU-citizen or citizen of Albania, Argentina, Australia, Bosnia, Brazil, Canada, Chile, Honduras, Iceland, Israel, Japan, Liechtenstein, Malaysia, Mexico, Monaco, New Zealand, Nicaragua, Norway, Panama, Paraguay, San Marino, South Korea, Switzerland, Taiwan, the United States, Uruguay and Venezuela may enter Germany without a visa.</p> <p><b>Everybody else must apply for a visa for study purposes</b> via the German diplomatic representation <b>in their country</b> about 4-6 weeks <b>before leaving home</b>. Submit your letter of admission which you received from Jena University with your visa application. Citizens of states not mentioned above must not under any circumstances travel to Germany on a tourist visa.</p>
<b>Residence Permit and Study Visa</b>	<p>After arrival all international students have to register at the city resident registration office.</p> <p><b>All non-EU-citizens also have to go to the local Immigration Office.</b> They will get an <b>electronic visa card</b> (fees: € 110 maximum).</p>

## Health Insurance

<b>General Remarks</b>	Every student has to take out a German public health insurance, according to law. Please note that the International Office does not accept any private or travel insurances from abroad as they do not provide an adequate coverage.
<b>European Health Insurance Cards</b>	Students insured in a public European health insurance may bring their EUHI card or the form E111 or a proof of a binationally accepted European health insurance to Jena. The following countries issue specific forms: Bosnia-Herzegovina (BH 6), Serbia/ Montenegro (JU 6), Croatia (D/HR 111), Macedonia (JU 6), Turkey (A/T 11), Tunesia (A/TN 11). We may accept other European insurances only after recognition by a public German health insurance. The insurance (card or form) must be valid for the full length of a student's stay.



## Miscellaneous

<b>Language Centre</b>	The FSU Language Centre offers courses in several modern languages with special regard to scientific terminology. During their studies, foreign students have the opportunity to attend an optional course in German to help them improve their language knowledge. Classes in various languages are available at 20€/semester. These classes range from beginners' course to intermediate and advanced level.
<b>Sports Centre</b>	The FSU Sports Centre offers a gym, swimming pool and several sports grounds as well as many courses, ranging from American Football to Yoga. Fee and accident insurance cost 20 € per semester.
<b>Student Groups</b>	International student life at FSU is very diverse. There is a large number of intercultural groups, such as International Room, Erasmus Alumni 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 everyone.
<b>Jobs</b>	Around the university campus there are only a few jobs available and they are mostly occupied by German students. Those interested in working part-time should start searching early. German language competence is required. Non-EU-students should take into consideration that they are only allowed to work for up to 120 days per year. EU nationals are equal in law with German students, are not subject to limitations and do not need work permission. All students employed have to make sure whether they have to pay taxes.
<b>Support and Advice</b>	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 give support or legal and psychological advice to international students.
<b>More Information</b>	<ul style="list-style-type: none"> <li>↳ <a href="http://www.uni-jena.de/en/guest_studies">www.uni-jena.de/en/guest_studies</a></li> <li>↳ <a href="http://www.uni-jena.de/studienstartwegweiser">www.uni-jena.de/studienstartwegweiser</a></li> <li>↳ <a href="https://www.facebook.com/UniJena">www.facebook.com/UniJena</a></li> </ul>