

Fact Sheet for Student Exchange



**FRIEDRICH-SCHILLER-
UNIVERSITÄT
JENA** International Office

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
Email	incoming@uni-jena.de
Homepage	↘ https://www.uni-jena.de/en/gueststudies
Fax	+49 3641 9401522 (Incoming) or +49 3641 9401512 (Outgoing)
Erasmus+ Code	D JENA01

Contact Persons at the Friedrich Schiller University Jena - International Office

Head of the International Office	Dr Claudia Hillinger international@uni-jena.de	+49 3641 9-401500
Erasmus+ incoming students	Sylvia Canario Acosta incoming@uni-jena.de	+49 3641 9-401525
Erasmus+ International Credit Mobility (E+ICM), bilateral exchange incoming students	Susi Streit incoming@uni-jena.de	+49 3641 9-401527
Course schedule, Learning Agreements, Transcripts of Records	Stefanie Müller incoming@uni-jena.de	+49 3641 9-401524
Welcome Buddy programme	Sindy Meinhardt ib-mentoring@uni-jena.de	+49 3641 9-401530
Support, Head International Students Team	Dr Britta Salheiser incoming@uni-jena.de	+49 3641 9-401521
Bilateral Agreements (Europe)	Jana Blumenstein outgoing@uni-jena.de	+49 3641 9-401511
Bilateral Agreements (worldwide)	Anne Poser agreements@uni-jena.de	
E+ICM agreements, finances, staff nominations	Franziska Bröckl erasmusplus_international@uni-jena.de	+49 3641 9-401516

Academic Calendar

Winter semester	1 October – 31 March
Summer semester	1 April – 30 September

The lecture and exam periods for each semester 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 deadline	Winter semester and full academic year	until 15 June
	Summer semester	until 15 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 ↘ the excel form and make sure the nomination includes all the students' relevant data. Please send us the completed excel sheet until 15 June / 15 November.	
E+ICM nomination procedure	The International Office of the University of Jena will contact E+ICM partner universities in April/October to inform them about the available numbers of E+ICM scholarships. Using the excel sheet we send you, please nominate selected 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 sheet.	
Requirements		
Student status	At the time of application, applicants should be at least in their second semester of university education and must remain enrolled at their home university while studying in Jena.	
ECTS Credits for students and  students	All students must meet the credit requirements of their home university and/or scholarship programme. Erasmus+ and E+ICM students must take 30 credits per semester. Regardless of the exchange programme, all guest students must take at least two courses in the field of their studies and/or earn at least 10 credits per semester. ↘ https://www.uni-jena.de/en/gueststudies-programmes	
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, successfully pass exams, and live in Germany. 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 (CEFR). To find out whether a study programme is offered in German or English, please select either of these languages in the following search mask: ↘ https://www.uni-jena.de/unijenamedia/internationales/dokumente/studiuminjena/gaststudium/studiengangliste.pdf	
Preparation workshops	We provide online live Zoom Preparation workshops with topics: Applying to guest studies, living in the student dormitory, Timetable and Learning Agreement, Mentoring and final preparations and Enrolment. The invitation link will be sent to nominated students before.	
Application procedure	1. Students must apply online after nomination by their home university. The link will be sent to nominated students by email. 2. After Admission is provided in the application portal, print and sign the application for enrolment pdf. 3. Send the application for enrolment with the documents from the check list. 4. by airmail within the deadlines 15 January / 15 July to us.	