



seit 1558

## Information Sheet for Student Mobility in the framework of Erasmus+ International Dimension

### Friedrich Schiller University Jena (FSU Jena)

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### General Information about International Credit Mobility (ICM)

Under international credit mobility, a Higher Education Institution (HEI) in a Partner Country (outside Europe) can send its students, doctoral candidates or staff to a partner HEI in a Programme Country, and vice versa. **Students or doctoral candidates** are able to study abroad for a limited period of **3 to 12 months** for which **credits are obtained**. After the mobility phase, the students return to their sending institution to complete their studies. Similarly, **staff** can spend a teaching and/or training period abroad for **1 week up to 2 months**.

Regarding the definite mobility amount and duration of the approved scholarships with your University, please check the Inter-Institutional Agreement (IIA) attached to this mail.

**Goals:** the support of the academic teaching and exchange in the international dimension

**Times Frames:** 01.07.2016 – 31.07.2018: by 31.07.2018 ALL mobilities have to be completed at the partner university

**Finances:** are managed by FSU Jena (see overview in PDF-File attached)

**Quality Assurance:** the quality will be assured by Skype-Meetings, Staff Training, face to face conferences, Time Frames and Deadlines which are already mentioned above

#### Academic Calendar:

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

#### Preselection by Partner Universities (Nomination)

<b>winter semester</b>	15 May (also for full year stays)
<b>summer semester</b>	31 October

#### Final Selection by FSU Jena

<b>winter semester</b>	01 June
<b>summer semester</b>	15 November

#### FSU Internal Application Deadline for students

<b>winter semester</b>	15 July (also for full year stays)
<b>summer semester</b>	15 January

**Arrival/Departure:** has to be defined by staff members in the department first, has to be approved by Academic Supervisors of the host university (Professors, who invite staff members at host university)

**Learning Agreement:** is necessary for Master and PhD-students,  
 Master – PhD Thesis: only research plan is necessary,  
 If courses will be taken by exchange students, they have to be indicated in the Learning Agreement

### Application Procedure - What do we need from our Partners?

<p><b>Application documents</b></p>	<p>Curriculum Vitae  <a href="https://europass.cedefop.europa.eu/de/documents/curriculum-vitae">https://europass.cedefop.europa.eu/de/documents/curriculum-vitae</a>            Scan-copy of the passport or ID-Card            Motivation Letter            Official language certificates (see Language Proficiency below)            Transcript of Records            Learning Agreement Before the Mobility  <b>PhD</b> Research Plan should be attached to the Learning Agreement and Invitation Letter by Academic Supervisor at FSU Jena, if available please provide the most recent Publication list</p>
<p><b>Nomination</b></p>	<p>The partner university nominates students for the upcoming exchange semester or year. Nomination emails contain the student's names, email, date of birth, length of stay , field of studies and <b>complete application documents</b> and are sent by email to <a href="mailto:erasmusplus_international@uni-jena.de">erasmusplus_international@uni-jena.de</a></p>
<p><b>Language Proficiency</b></p>	<p>See Interinstitutional Agreement (IIA) Language Certificates English German (Overview)</p>
<p><b>Active Application part by your students</b></p>	<p>1. Students <b>must apply online after being nominated</b> by their home university on the following platform at FSU Jena:</p>
<p>↳ <a href="https://friedolin.uni-jena.de/qisibfsu/rds?state=wimma&amp;stg=f&amp;imma=einl">https://friedolin.uni-jena.de/qisibfsu/rds?state=wimma&amp;stg=f&amp;imma=einl</a></p>	
<p>2. Print and sign the application (page 3).            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 4)            - 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</p>	

	Please note the <b>deadlines 15 January/July</b> .
<b>Credit System</b>	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. ↘ <a href="http://www.uni-jena.de/en/ECTS_information">www.uni-jena.de/en/ECTS_information</a>
<b>Course/Programme Catalogue</b>	Guest students should choose courses from their academic field but may also choose freely from the courses offered in all fields (defined in IIA). They may take part in individual courses as well as in modules (course units). You find the course catalogue below ↘ <a href="https://friedolin.uni-jena.de">https://friedolin.uni-jena.de</a>
<b>Learning Agreement and Course Schedule</b>	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.
<b>Master Thesis/ Project</b>	Students not taking part in regular courses but pursuing an individual project or research, for example for their Master thesis, should <ol style="list-style-type: none"> <li>1. Find an academic supervisor at FSU Jena able and willing to supervise their research/project work.</li> <li>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.</li> </ol>
<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

The mobility period in the winter semester starts with the first of October. Please guarantee the arrival at the end of September.

The mobility in the summer semester starts with the first of April. Please guarantee the arrival at the end of March.

The exact date and time for exchange students' enrolment at FSU Jena will be communicated in the admission letter.

### Scholarship Payments

1. Payment **AFTER** arrival : once: cash payment: travel expenses (360,00 Euros) will be reimbursed as a fix amount **plus** scholarship will be paid for the first two monthly allowances (800,00 Euros x 2 = 1600,00 Euros);
2. Semester Contribution will be taken off automatically from the scholarship:

Payment Elements	Amount in €
travel expenses	360,00
first two monthly allowances	1.600,00
minus Semester Contribution	202,40
<b>TOTAL</b>	<b>1.757,60</b>

3. Every month in addition of the scholarship will be paid and transferred with 800,00 Euros by the end of the ongoing month for the upcoming one to a German Bank Account
4. Exception: Mobilities with a maximum of three months (for instance PhD-Students): everything will be paid in cash , minus the semester contribution fee (as mentioned above)

### Health Insurance

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.

### Orientation Week

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>	210 € incl. regional public transportation ticket
<b>Accommodation and living costs</b>	2.700 €

<b>Health Insurance</b>	500 €
<b>Other Expenses</b>	450 € depending on individual needs
<b>Total</b>	<b>3.860 €</b>
<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><b>Everybody 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> <p>After arrival all international students have to register at the city resident registration office.</p>
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### Additional Service Offers

<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

	<p>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.</p>
<b>Support and Advice</b>	<p>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.</p>
<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>