



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
Email	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 Friedrich Schiller University Jena International Office

Head of the International Office	Dr Claudia Hillinger claudia.hillinger@uni-jena.de	+49 3641 9-401501
Erasmus+ incoming students	Sylvia Canario Acosta sylvia.canario@uni-jena.de	+49 3641 9-401525
Erasmus+ICM, bilateral exchange incoming students	Sophie Schwarz sophie.schwarz@uni-jena.de	+49 3641 9-401527
Course schedule, Learning Agreements, Transcripts of Records	Stefanie Müller incoming@uni-jena.de	+49 3641 9-401524
Mentoring programme	Britta Möbius ib-mentoring@uni-jena.de	+49 3641 9-401530
Support	Dr Britta Salheiser britta.Salheiser@uni-jena.de	+49 3641 9-401521
Bilateral Agreements (Europe)	Jana Blumenstein jana.blumenstein@uni-jena.de	+49 3641 9-401511
E+ICM agreements, finances, staff nominations	Franziska Bröckl erasmusplus_international@uni-jena.de	+49 3641 9-401562



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 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 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 the excel form and make sure the nomination includes all the students' relevant data. Please send us the completed excel sheet until 31 May / 30 November.
E+ICM nomination procedure	The International Office of the University of Jena will contact E+ICM partner universities in May/October to inform them about the number of available E+ICM scholarships. Using the excel sheet we send you, please nominate selected candidates plus at least three candidates to replace possible dropouts. If students are nominated outside E+ICM (via bilateral partnerships), please add them in the same nomination platform.
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, 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. 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/en/Studies/Study+programme.html .
Application procedure	<ol style="list-style-type: none"> 1. Students must apply online after being nominated by their home university. The link is sent to nominated students by email. 2. Print the application pdf. 3. Sign the application on the last page.



4. Send the application with 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 University Jena
International Office
Fürstengraben 1
07743 Jena
Germany

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

Study Programme

Credit system	Friedrich Schiller University 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. ↘ University of Jena Credit information: https://www.uni-jena.de/en/gueststudies+courses .
Special Corona situation	Please check our information about the current Corona situation at https://www.uni-jena.de/en/incoming+coronainfo and 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 in 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's thesis, <ol style="list-style-type: none">1. have to find an academic supervisor at Friedrich Schiller University 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, the supervisor at the University of Jena as well as the supervisor at the home institution. This document forms part of the application process. They are to arrange regular



	<p>meetings with that supervisor to discuss the project's progress and workload.</p> <p>3. The supervisor's final evaluation is the basis for the Transcript of Records and Confirmation of Stay.</p>
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 (University of Jena quality insurance requirement). For thesis/research projects, a number of 30 credits should also be aimed for.
Transcript of Records	The International Office at the University of Jena issues a Transcript of Records for all guest students taking part in regular courses after each semester.

Accommodation

General information	Jena is a medium-sized city very popular with students. About ¼ of its 115,000 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 student services organization <i>Studierendenwerk Thüringen</i> : https://www.stw-thueringen.de/wohnen/bewerbung/online-bewerbung.html				
Application deadlines	<table border="1"> <tr> <td>Winter semester and full academic year</td> <td>15 July</td> </tr> <tr> <td>Summer semester</td> <td>15 January</td> </tr> </table>	Winter semester and full academic year	15 July	Summer semester	15 January
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/initial+mentoring+students .
Enrolment	The exact date, time, and place of the enrolment at Friedrich Schiller University Jena will be communicated in the admission letter. Erasmus+ students are expected to enrol 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, Friedrich Schiller University 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	265 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 €750 in 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	<p>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.</p> <p>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 University of Jena letter of admission. Students <u>must not</u> enter Germany for study purposes with a tourist or Schengen visa under any circumstances.</p>
Residence Permit and Study Visa	<p>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.</p>



Health insurance

General remarks	<p>Before registering at the University of 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.</p> <p>Students receiving a DAAD scholarship usually are provided with a <i>Continental</i> insurance which the University Jena recognizes.</p> <p>Everyone else must have a contract with one of the German public health insurance providers for students. Currently, the insurance fee amounts to approx. €110 per month (2021) for all students younger than 30.</p> <p>All student who are older than 30 years should opt for one of the following German private health insurance providers: <i>Advigon/Educare24, Hanse Merkur, Mawista, Vela optimal or Würzburger</i> (information and application online).</p> <p>Please note that the University Jena does not consider any international travel or emergency medical insurances a sufficient coverage.</p> <p>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.</p>
European Health Insurance Card (EHIC) or equivalent	<p>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 enrolment. 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).</p> <p>The insurance (card or form) must be valid throughout a student's stay.</p>

Miscellaneous

Language Centre	<p>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.</p> <p>↘ https://www.uni-jena.de/en/Language_Centre.html</p>
Sports Centre	<p>The Sports Centre at Friedrich Schiller University Jena 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.</p>
Student groups	<p>Student life of international students at the University is a diverse one. There are 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 everyone.</p>



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	<ul style="list-style-type: none">↘ 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