



## 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

<b>Address</b>	Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany
<b>Email</b>	<a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a>
<b>Web address</b>	<a href="http://www.uni-jena.de/international">www.uni-jena.de/international</a>
<b>Fax</b>	+49 3641 9401522 (Incoming) or +49 3641 9401512 (Outgoing)
<b>Erasmus code</b>	D JENA01

### Contact Persons at the Friedrich Schiller University Jena - International Office

<b>Head of the International Office</b>	Dr Claudia Hillinger <a href="mailto:international@uni-jena.de">international@uni-jena.de</a>	+49 3641 9-401500
<b>Erasmus+ incoming students</b>	Sylvia Canario Acosta <a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a>	+49 3641 9-401525
<b>Erasmus+ International Credit Mobility (E+ICM), bilateral exchange incoming students</b>	Susi Streit <a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a>	+49 3641 9-401527
<b>Course schedule, Learning Agreements, Transcripts of Records</b>	Stefanie Müller <a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a>	+49 3641 9-401524
<b>Mentoring programme</b>	Laura Huschenbett <a href="mailto:ib-mentoring@uni-jena.de">ib-mentoring@uni-jena.de</a>	+49 3641 9-401530
<b>Support, Head International Students Team</b>	Dr Britta Salheiser <a href="mailto:incoming@uni-jena.de">incoming@uni-jena.de</a>	+49 3641 9-401521
<b>Bilateral Agreements (Europe)</b>	Jana Blumenstein <a href="mailto:outgoing@uni-jena.de">outgoing@uni-jena.de</a>	+49 3641 9-401511
<b>E+ICM agreements, finances, staff nominations</b>	Franziska Bröckl <a href="mailto:erasmusplus_international@uni-jena.de">erasmusplus_international@uni-jena.de</a>	+49 3641 9-401516



## Academic Calendar

<b>Winter semester</b>	1 October – 31 March
<b>Summer semester</b>	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		
<b>Recommended nomination period</b>	Winter semester and full academic year	1 May – 30 June
	Summer semester	15 October – 30 November
<b>E+ICM nomination period</b>	Winter semester and full academic year	1 May – 30 June
	Summer semester	15 October – 30 November
<b>Application deadline for students</b>	Winter semester and full academic year	15 July
	Summer semester	15 January
Procedures		
<b>Nomination procedure</b>	The partner university nominates students for the upcoming exchange semester or full academic year. Please use the <a href="#">excel form</a> and make sure the nomination includes all the students' relevant data. Please send us the completed excel sheet until 30 June / 30 November.	
<b>E+ICM nomination procedure</b>	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 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		
<b>Student status</b>	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.	
<b>Language proficiency</b>	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 <b>B2</b> according to the Common European Framework of Reference for Languages (CEFR). To find out whether a <b>study programme</b> is offered in <b>German or English</b> , please select either of these languages in the following search mask: ↳ <a href="https://www.uni-jena.de/unijenamedia/internationales/dokumente/studiuminjena/gaststudium/studiengangliste.pdf">https://www.uni-jena.de/unijenamedia/internationales/dokumente/studiuminjena/gaststudium/studiengangliste.pdf</a>	
<b>Application procedure</b>	<ol style="list-style-type: none"><li>1. Students must apply online after nomination by their home university. <b>The link will be send to nominated students by email.</b></li><li>2. Print the application pdf.</li><li>3. Sign the application on the last page.</li><li>4. A passport photo is required on the according student ID page.</li></ol>	



5. Send the application with a copy of the personal data page and a passport/personal ID card copy
6. by email to [incoming@uni-jena.de](mailto:incoming@uni-jena.de) and
7. by airmail to Friedrich Schiller University Jena  
International Office  
Fürstengraben 1  
07743 Jena  
Germany

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

## Study Programme

<b>Credit system</b>	<p>Friedrich Schiller University Jena works with the ECTS system. Students may earn ECTS credits in all courses, if 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.</p> <p>↘ University of Jena Credit information: <a href="https://www.uni-jena.de/en/gueststudies+courses">https://www.uni-jena.de/en/gueststudies+courses</a>.</p>
<b>Course/ programme catalogue</b>	<p>Past and current courses as well as upcoming courses for the according consecutive semester are available in the course catalogue. Please note that not all courses are offered each 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).</p> <p>Having made a choice, students have to make sure their home university agrees to their plans.</p> <p>↘ Course catalogue: <a href="https://friedolin.uni-jena.de">https://friedolin.uni-jena.de</a>.</p>
<b>Learning Agreement and course schedule</b>	<p>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.</p>
<b>E+ICM Learning Agreement and course schedule</b>	<p>Students benefiting from an E+ICM scholarship are required to accomplish 30 credits per semester and should fill in their Learning Agreement accordingly.</p>
<b>Final theses/ research projects</b>	<p>Students not taking part in regular courses but pursuing an individual project or research, for example for their master's thesis,</p> <ol style="list-style-type: none"><li>1. have to find an academic supervisor at Friedrich Schiller University Jena able and willing to supervise their research/project work by themselves.</li><li>2. Together with that supervisor, they must prepare a Supervision Agreement for Guest Students (↘ <a href="https://www.uni-jena.de/en/guest+studies+application">https://www.uni-jena.de/en/guest+studies+application</a>) 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 meetings with that supervisor to discuss the project's progress and workload.</li><li>3. The supervisor's final evaluation is the basis for the Transcript of Records and Confirmation of Stay.</li></ol>



<b>E+ICM final theses/ research projects</b>	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.
<b>Transcript of Records</b>	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

<b>General information</b>	There is no automatic room reservation. Students must find accommodation themselves. As student housing is in high demand, finding a room is very difficult, especially for the winter semester. We therefore highly recommend applying for student dormitories. Guest students will be prioritised. The website below informs about all rooms, location, equipment of dorms, and prices.	
<b>Application</b>	Apply online at the student services organisation <i>Studierendenwerk Thüringen</i> : ↳ <a href="https://www.stw-thueringen.de/en/housing/application/online-application.html">https://www.stw-thueringen.de/en/housing/application/online-application.html</a> .	
<b>Application deadlines</b>	Winter semester and full academic year	15 July
	Summer semester	15 January
<b>Application confirmation</b>	It is necessary to confirm the application by replying to an email sent by the accommodation service.	
<b>Duration of lease</b>	Rooms are usually let for 6 months, i.e. 1 October – 31 March, 1 April – 30 September. Guest students may rent rooms for 4, 5 or 6 months but should make that decision before signing the contract. The decision should take into account that the exam period starts at the end of the lecture period and may last until the end of February/August.	
<b>Allocation</b>	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

<b>Support programme</b>	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 ↳ <a href="https://www.uni-jena.de/en/initial+mentoring+students">https://www.uni-jena.de/en/initial+mentoring+students</a> .
<b>Enrolment</b>	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/1 October, otherwise they might risk a reduction of their scholarship, depending on their home university's rules.  Students should check our preparation website: ↳ <a href="https://www.uni-jena.de/en/start-studying-international">https://www.uni-jena.de/en/start-studying-international</a> .



<b>Orientation week, Welcome Days</b>	<p>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 will be send by email about one month before the semester begins.</p> <p>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.</p> <p>↳ <a href="https://www.uni-jena.de/en/welcomedays">https://www.uni-jena.de/en/welcomedays</a></p>
---------------------------------------	---

## Estimated Costs of Living (per semester/6 months) in EURO

<b>Tuition fee</b>	0
<b>Semester contribution</b>	265 incl. regional public transportation ticket
<b>Accommodation</b>	3,120
<b>Learning materials</b>	300
<b>Healthcare insurance</b>	720 (see remarks below)
<b>Visa/residence permit</b>	100 for non-EU students
<b>Other expenses</b>	750 - 900 depending on individual needs
<b>Cash amount needed for the first 4 weeks</b>	It is recommended that students bring at least €1,000 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

<b>Entering Germany</b>	<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, the United Kingdom and the USA may enter Germany without a visa.</p> <p>Non-EU citizens studying at a university within the EU will be asked by us separately to take part in the <a href="#">mobility scheme</a> of the Federal Office for Migration and Refugees (BAMF) for a residence permit application.</p> <p><b>Everybody else</b> 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>
<b>Residence Permit and Study Visa</b>	<p>After arrival, all international students have to register at their local resident registration office. <b>All non-EU-citizens without a study visa/residence permit also have to go to their local Immigration Office.</b> 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

<b>General remarks</b>	<p>Before registering at the University of Jena, all students under 30 years have to register at a German statutory health insurance. Currently, the insurance fee amounts to approx. €100 per month; European Health Insurance Cards are accepted as equivalent. The statutory health insurance sends a note of insurance to the University.</p> <p>All non-EU students 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), because this is necessary for obtaining a residence permit.</p> <p>Please note that international travel or emergency medical insurances may be required when applying for visa and travelling to and from Germany. However, they do not suffice as a student health insurance.</p> <p>Every student should have a sufficient vaccination and bring proof in German, English or French with them.</p>
<b>European Health Insurance Card (EHIC) or equivalent, DAAD or Fulbright health insurance</b>	<p>EU citizens who have got a European Health Insurance Card (EHIC) or an insurance based on a bilateral agreement must take this to a German statutory health insurance to be exempt from taking out a German insurance. The same procedure applies to students with a DAAD or Fulbright scholarship related insurance (Switzerland, BH 6 from Bosnia Herzegowina, D/RM 111 from North Macedonia, DE/MNE 111 from Montenegro, DE 111 SRB from Serbia, A/TN 11 from Tunisia and A/T 11 from Turkey).</p>

## Miscellaneous

<b>Language Centre</b>	<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>↘ <a href="https://www.uni-jena.de/en/Language_Centre.html">https://www.uni-jena.de/en/Language_Centre.html</a></p>
<b>Sports Centre</b>	<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> <p>↘ <a href="https://www.hochschulsport.uni-jena.de/en">https://www.hochschulsport.uni-jena.de/en</a></p>
<b>Student groups</b>	<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 organise many events such as parties, excursions and trips, visits to the theatre or museum, the International Food Fair, the International Days, and the International Concert. The student choir, university orchestra, theatre groups, and diverse groups welcome everyone.</p> <p>↘ <a href="https://www.uni-jena.de/en/free_time">https://www.uni-jena.de/en/free_time</a></p>
<b>Jobs, career services</b>	<p>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 Point of the University gives advice regarding internships and career planning.</p>



<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 provide support or legal and psychological advice to international students.
<b>More information</b>	<ul style="list-style-type: none"><li>↘ <a href="https://www.uni-jena.de/en/gueststudies">https://www.uni-jena.de/en/gueststudies</a></li><li>↘ <a href="https://www.uni-jena.de/en/start-studying-international">https://www.uni-jena.de/en/start-studying-international</a></li><li>↘ <a href="https://www.facebook.com/UniJena">https://www.facebook.com/UniJena</a></li><li>↘ <a href="https://www.youtube.com/user/UniJena">https://www.youtube.com/user/UniJena</a></li><li>↘ <a href="https://www.instagram.com/unijena">https://www.instagram.com/unijena</a></li><li>↘ <a href="https://mmt.ec2u.eu">https://mmt.ec2u.eu</a></li></ul>