



Information Sheet for Partner Universities

Friedrich Schiller University Jena (FSU Jena)

Address	Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany
E-Mail	incoming@uni-jena.de
Web	www.uni-jena.de/international
Fax	+49 3641 931147 or 931168
Erasmus Code	D JENA01

Contact Persons at the FSU International Office

Head of the International Office	Dr. Claudia Hillinger claudia.hillinger@uni-jena.de	+49 3641 931160
Incoming Student Admission	Mathias Kirchner mathias.kirchner@uni-jena.de	+49 3641 931145
Student Data Management		
Enrolment/Support	Dr. Britta Salheiser britta.Salheiser@uni-jena.de	+49 3641 931146
Transcripts/Course Schedule	Stefanie Müller mueller.stefanie@uni-jena.de	+49 3641 931149
Bilateral Agreements (and outgoing students)	Jana Blumenstein jana.blumenstein@uni-jena.de	+49 3641 931165
Mentoring Programme	Britta Möbius britta.moebius@uni-jena.de	+49 3641 931148
ERASMUS+ worldwide	Stefanie Waterstradt Stefanie.waterstradt@uni-jena.de	+49 3641 931169



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
	https://www.uni-jena.de/Semestertermine.html

Nomination Period for Coordinators

Winter Semester	May – June (also for full-year stays)
Summer Semester	November – December

Application Deadline for Students

Winter Semester	15 July (also for full-year stays)
Summer Semester	15 January

Application Procedure

Nomination	<p>The partner university nominates students for the upcoming exchange semester or year. Nomination emails contain:</p> <ul style="list-style-type: none">• the students' names• sex• date of birth• place of birth• citizenship• email• planned study period at Jena University• planned study programme at Jena University (subjects)• study programme at the home university (subjects, BA/BSc/MA/MSc/PhD)
-------------------	---



	<ul style="list-style-type: none">• erasmus code / name of home university and should be sent by email to incoming@uni-jena.de
Nomination Requirements	Applicants, at the time of application, should at least be in their third semester of university education and must remain enrolled at their home university while studying in Jena.
Language Proficiency	On nomination, students must show their ability to speak German sufficiently. Friedrich Schiller University Jena does not require any test certificates, but recommends that students should know German at least at the B2 level (European Framework of Reference) in order to follow the course instructions. For those participating in English-taught courses, English at the B2 level is required. FSU Jena does not require any test certificates but asks its partners to make sure they nominate students with sufficient language abilities.
Application	<p>1. After being nominated by their home university, students apply online using the following link:</p> <p>↘ Dispatch of the link by email to future guest students</p> <p>2. Print and sign the application (last page). 3. Have it signed by the exchange coordinator (page 1). 4. Send the application form with</p> <ul style="list-style-type: none">- one passport photo (attached to the thoska form)- a copy of the personal data pages in their passport/ state ID card <p>To</p> <p>incoming@uni-jena.de and to Friedrich-Schiller-Universität Jena International Office Fürstengraben 1 07743 Jena Germany</p> <p>Please note the deadlines 15 January/July.</p>
Credit System	FSU 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.
	↘ http://www.uni-jena.de/en/gueststudies_courses.html



Course/Programme Catalogue	<p>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).</p> <p>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.</p> <p>↘ http://friedolin.uni-jena.de</p>
Learning Agreement and Course Schedule	<p>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 timetable. Individual advising and Q & A session available.</p>
Master Thesis/ Project	<p>Students not taking part in regular courses but pursuing an individual project or research, for example for their Master thesis, should find an academic supervisor at FSU Jena able and willing to supervise their research/project work.</p> <p>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.</p>
Academic Transcript	<p>The FSU Jena International Office issues a Transcript of Records to all guest students taking part in regular courses after each semester.</p>
Support Programme, mentor	<p>All students who request it may get a mentor from Jena who helps them to deal with the bureaucracy after arrival. Students will be invited by email to register for the mentoring programme on admission.</p>

Accommodation

General Information	<p>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 highly recommend applying for student accommodation in dormitories.</p>
----------------------------	--



Application	Apply online at the Studierendenwerk accommodation service: ↳ www.stw-thueringen.de/english/housing/index.html
Application Deadlines	winter semester (+ full year) 15 July summer semester 15 January

Arrival and Enrolment

Enrolment	The exact date, time and place for the enrolment at FSU Jena will be communicated in the admission letter.
Orientation Period, Welcome Days	Before lectures start, FSU Jena offers an Orientation Period and Welcome Days in order to introduce new students to each other, to the city and the university. Information about the Orientation Period is sent by email about one month before the semester begins. ↳ http://www.uni-jena.de/en/startstudying_international.html

Estimated Costs of Living (per Semester)

Tuition Fee	0 €
Semester Contribution	222 € incl. regional public transportation ticket
Accommodation	2.700 €
Learning Materials	150 €
Health Insurance	500 € for non-EU students
Visa	100 € for non-EU students
Other Expenses	300 € depending on individual needs
In general...	It is recommended that students bring at least 700 € cash for the expenses of the 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

Entry Regulations	<p>EU-Citizen or citizens of Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, South Korea, 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 about 4-6 weeks before leaving home. 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>
Residence Permit and Study Visa	<p>After arrival all international students have to register at the city resident registration office.</p> <p>All non-EU-citizens must apply for a student residence permit within 90 days of residence after entering the EU at the Immigration Office of their city (fees: € 100).</p>

Health Insurance

General Remarks	<p>Every student has to take out a German public health insurance policy, according to law. Please note that the International Office does not accept any private or travel insurance from abroad as they do not provide adequate coverage.</p>
European Health Insurance Cards	<p>Students insured with a public European health insurance may bring their EUHI card or the form E111 or a proof of a binationally accepted European health insurance policy 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), Tunisia (A/TN 11). We may accept other European insurances only after recognition by a public German health insurance institution. The insurance (card or form) must be valid for the full length of a student's stay.</p>

Miscellaneous

Language Centre	<p>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</p>
------------------------	--



	<p>German to help them improve their language skills. Classes in various languages are available at 20€/semester. These classes range from beginner's courses to intermediate and advanced levels.</p>
Sports Centre	<p>The FSU Sports Centre offers a gym, swimming pool and several sports grounds as well as many courses, ranging from American Football to Zumba. The fee and accident insurance cost 20 € per semester per course.</p>
Student Groups	<p>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 theatres or museums, 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 other initiatives welcome everyone.</p>
Jobs	<p>Around the university campus, there are only a few jobs available. 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 legally equivalent to German students, are not subject to limitations and do not need a work permit. All students employed have to check whether they have to pay taxes.</p>
Support and Advice	<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. The International Office provides their contact information.</p>
More Information	<ul style="list-style-type: none">↳ www.uni-jena.de/en/guest_studies↳ http://www.uni-jena.de/en/enrolmentguide.html↳ www.facebook.com/UniJena