

ANNEX TO ERASMUS+ INTER-INSTITUTIONAL AGREEMENT  
 INSTITUTIONAL FACT SHEET  
 JOHANNES GUTENBERG-UNIVERSITÄT MAINZ  
 CAMPUS GERMERSHEIM / FACULTY 06 / TRANSLATION STUDIES

INSTITUTIONAL INFORMATION

INSTITUTIONAL DETAILS

<b>Name of the institution</b>	Johannes Gutenberg-Universität Mainz, Fachbereich 06 Translations-, Sprach- und Kulturwissenschaft, GERMERSHEIM (Faculty 06 Translation, Linguistics and Cultural Studies)
<b>Erasmus Code</b>	D MAINZ 01
<b>EUC</b>	Nr. 29716
<b>City, Country</b>	Germersheim, Germany
<b>Institution website</b>	<a href="http://www.fb06.uni-mainz.de/">http://www.fb06.uni-mainz.de/</a>
<b>About Faculty 06</b>	<p>Faculty 06 of Johannes Gutenberg University Mainz in GERMERSHEIM is specialized in Translation and Interpretation. Academic programs offered at Faculty 06:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree: Sprache Kultur Translation (BA SKT – Language Culture Translation, <a href="http://www.fb06.uni-mainz.de/studium/31.php">www.fb06.uni-mainz.de/studium/31.php</a>)</li> <li>• Master's degree: Translation (MA T, <a href="http://www.fb06.uni-mainz.de/studium/560.php">www.fb06.uni-mainz.de/studium/560.php</a>)</li> <li>• Master's degree: Konferenzdolmetschen (MA KD – Conference Interpretation, <a href="http://www.fb06.uni-mainz.de/studium/304.php">www.fb06.uni-mainz.de/studium/304.php</a>)</li> </ul> <p>Please note: Foreign students at GERMERSHEIM join the Department fir Intercultural German Studies within the above-mentioned academic programs.</p>
<b>Online course catalogue</b>	<p><a href="https://jogustine.uni-mainz.de">https://jogustine.uni-mainz.de</a>                  Follow the links "course catalogue" → [respective term] → [Faculty 06]                  Courses are taught in German; selected courses in the (language) departments are taught in the respective foreign language.</p>

MAIN CONTACTS

<b>Contact person</b>	Ms Dr. Birgit Weiss
<b>Responsibility</b>	Central management of the ERASMUS+ program Teaching Staff Mobility, Staff Mobility, Bilateral Agreements
<b>Contact details</b>	Phone: +49613139 22902 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>
<b>Contact person</b>	Ms Lenka Tucek
<b>Responsibility</b>	Central management of the ERASMUS+ program Contact person for outgoing students
<b>Contact details</b>	Phone: +49613139 20039 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>
<b>Contact person</b>	Mr Dr. Marcel Vejmelka
<b>Responsibility</b>	Contact for all questions regarding <u>Campus GERMERSHEIM</u>
<b>Contact details</b>	<p>International Office GERMERSHEIM, Room 118                  Fachbereich 06 Translations-, Sprach- und Kulturwissenschaft (FTSK)                  Johannes Gutenberg-Universität Mainz (D MAINZ01)                  An der Hochschule 2 – 76726 GERMERSHEIM – Germany                  Phone: +49-7274-508 35 118 – Email: <a href="mailto:akadauslandsamt06@uni-mainz.de">akadauslandsamt06@uni-mainz.de</a></p>

## DETAILED REQUIREMENTS AND ADDITIONAL INFORMATION

### RECOMMENDED LANGUAGE SKILLS

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level*
Student Mobility for Studies	Any	German	B2**
Staff Mobility for Teaching	Any	German / English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

\*\* German: B1 (CEFR) qualifies for participation in a special course package **“German for Translators” (24 ECTS)** ([information in German](#)) + selected courses from our course catalogue.

German: B2 (CEFR) qualifies for free choice from the courses offered at Faculty 06.p

For more details on the language of instruction recommendations, please refer to our course catalogue.

### ADDITIONAL REQUIREMENTS

**Students with disabilities:** Information about facilities to welcome students with disabilities available on individual request depending on special needs. Please contact Dr Marcel Vejmelka ([vejmelka@uni-mainz.de](mailto:vejmelka@uni-mainz.de)) and Mrs Dora Warth ([warth@uni-mainz.de](mailto:warth@uni-mainz.de)) during the nomination process detailing which disabilities and needs should be covered. Final acceptance will be done on a case by case basis.

### CALENDAR

#### NOMINATION DEADLINES

There is no nomination deadline.

Faculty 06 will contact nominated students directly by early July (for the winter term) and early January (for the summer term), sending them an information package regarding application, housing, registration and necessary documents.

**NEW:** Nominated exchange students [apply online](#). FTSK has prepared a short [tutorial for the online application](#).

Applications must reach our institution by:

<b>Winter term</b>	15 September
<b>Summer term</b>	15 March

#### DECISION RESPONSE

We will send our decision within 5 weeks.

#### ACADEMIC CALENDAR

	Official semester dates	Lecture periods (approximate dates)
<b>Winter term</b>	1 October – 31 March	Mid-October – beginning of February
<b>Summer term</b>	1 April – 30 September	Mid-April – Mid-July

An orientation week is planned to welcome exchange students only at the beginning of the winter term (the week before the lecture period). Attendance to these sessions is strongly recommended.

#### TRANSCRIPTS OF RECORDS

A Transcript of Records will be issued no later than 8 weeks after the assessment period has finished at our institution.

#### TERMINATION OF AGREEMENT

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

## ADDITIONAL INFORMATION

### COST OF LIVING

Students should plan the following monthly expenses (approximate):

- Housing: starting by €200 (shared flat) or €240 (students' residence)
- Transport: Students' tickets (covers all public transport in the region during 6 months, Faculty 06 students can choose from two different regions), approx. €150
- Other expenses depending on individual life style.

### LEARNING AGREEMENT

Please note: the "responsible person" for Faculty 06 to be indicated in the Erasmus+ Learning Agreements is the respective **Erasmus+ coordinator** (= former "departmental coordinator"), see the [list of coordinators at Faculty 06](#).

### ENROLMENT

Students will enroll by the second lecture week through the International Office Germersheim (specific information for each term will be sent directly to the incoming students).

Due to the geographical situation of the Germersheim Campus (approx. 100 km south of Mainz) it is not possible to attend courses at other faculties of Johannes Gutenberg University.

### GRADING SYSTEM

Our grading system is based on a scale from 1,0 to 5,0. The minimum passing mark is 4,0.

1,0 to 1,3 – outstanding | 1,7 to 2,3 – good | 2,7 to 3,3 – regular | 3,7 to 4,0 – passed | 5,0 – suspense

In some courses no marks, but "passed" or "suspense" and the respective ECTS credits are given.

### VISA

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance is provided on the following website: <http://www.fb06.uni-mainz.de/studium/54.php> or by the International Office Germersheim (phone: +49 7274 508 35 118; e-mail: [akadauslandsamt06@uni-mainz.de](mailto:akadauslandsamt06@uni-mainz.de)).

### INSURANCE

Our institution provides assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. We inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance is provided on <http://www.international.uni-mainz.de/studienbewerberinnen-und-studierende/> or by our Erasmus Office ([erasmus@international.uni-mainz.de](mailto:erasmus@international.uni-mainz.de)).



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### Johannes Gutenberg-Universität Mainz, **Campus Mainz**

## 1. Institutional Information

### 1. Institutional details

Name of the institution	Johannes Gutenberg-Universität Mainz
Erasmus Code	D MAINZ 01
EUC	Nr. 29716
Institution website	<a href="http://www.uni-mainz.de">http://www.uni-mainz.de</a>
Online course catalogue	<a href="https://jogustine.uni-mainz.de">https://jogustine.uni-mainz.de</a>

### 1.2. Main contacts

Contact person	Ms Dr. Birgit Weiss
Responsibility	Central management of the ERASMUS+ programme Teaching Staff Mobility, Staff Mobility, Bilateral Agreements
Contact details	Phone: +49613139 22902 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>

Contact person	Ms Lenka Tucek
Responsibility	Central management of the ERASMUS+ programme Contact person for outgoing students
Contact details	Phone: +49613139 20039 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>

Contact person	GIS Services: Mr Fouad Ahsayni/ Mr Jan Koloska
Responsibility	Contact person for incoming students
Contact details	Fax: +49 6131 39 20695 Email: <a href="mailto:gis@international.uni-mainz.de">gis@international.uni-mainz.de</a>

## 2. Detailed requirements and additional information

### 1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any except Medicine, Biology, German Studies	German / occasionally English	B1
Student Mobility for Studies	Medicine	German	B2 or B1 plus Language Course**
Student Mobility for Studies	Biology German Studies	German	B2
Staff Mobility for Teaching	Any	German / English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR).

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

\*\* Obligatory language course offered by the Medical School

Exchange students do not have to pass a formal language examination in German in order to qualify for enrolment at JGU. We do, however, expect intermediate language proficiency in German equivalent to B1 since only a few departments offer courses in English. *Please check with the departmental coordinators before you nominate the students.*

For more details on the language of instruction recommendations, please refer to our course catalogue.

<https://jogustine.uni-mainz.de> (Click "course catalogue")

Language courses for ERASMUS students are offered by the language center (ISSK) during the semester (all levels):

<https://www.blogs.uni-mainz.de/issk-eng/german-as-a-foreign-language/german-courses-for-international-students-enrolled-in-a-study-program/>

## 2. Calendar

### 1. Academic Calendar

The academic calendar is available online <https://www.studium.uni-mainz.de/fristen-und-termine/> (German version only)

**Exam period:** There is no general exam period. Exams are usually scheduled for the last week of classes or for the weeks that follow.

**InfoDays** for exchange students:

<b>Winter semester</b>	Early October - Recommended arrival date: October 1
<b>Summer semester</b>	Early April - Recommended arrival date: April 1

### 2.2.2. Nomination Deadlines

<b>Winter semester</b>	May 15 <sup>th</sup> *
<b>Summer semester</b>	November 15 <sup>th</sup> *

Please use our online nomination form: [www.international-office.uni-mainz.de/nomination2022](http://www.international-office.uni-mainz.de/nomination2022)

\* We will also consider late nominations.

**Please note:** special requirements apply to the **School of Music and the Academy of Fine Arts.**

For information on the additional nomination requirements, please read "4. Specific information on individual departmental requirements."

### 2.2.3. Application Deadlines and Procedures

Information about the application procedures is available online (including a PDF and a video-tutorial for the online application system): <http://www.studying.uni-mainz.de/application-and-admission/>

Applications must reach our institution by:

<b>Winter semester</b>	July 15*
<b>Summer semester</b>	January 15*

\* We will also consider applications that arrive at a later date. But esp. for students who need to apply for a visa it is necessary to send the application as soon as possible.

## 2.2.4. Decision Response

We will send our decision within 5 weeks.

## 3. Choice of courses

All courses are listed in our online course catalogue: <https://jogustine.uni-mainz.de> (available without login, click "course catalogue"). Students are allowed to choose courses from different departments. It is recommended, however, to take at least 50% in the field they are enrolled in. Courses in Music, Arts and Medicine are in general not available to students from other departments.

## 4. Transcript of Records

A Transcript of Records will be issued by the respective departments no later than 5 weeks after the assessment period has ended at our institution.

## 5. Termination of Agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

## 3. Additional information

### 1. Grading system

Number Grade	Corresponding Letter Grade
1,0	Sehr gut / Very good
1,3	Sehr gut / Very good
1,7	Gut / Good
2,0	Gut / Good
2,3	Gut / Good
2,7	Befriedigend / Satisfactory
3,0	Befriedigend / Satisfactory
3,3	Befriedigend / Satisfactory
3,7	Ausreichend /Sufficient
4,0	Ausreichend /Sufficient
5,0	Mangelhaft / Fail

Grade distribution tables for various subjects and study cycles are available under <https://sl.uni-mainz.de/notenverteilungsskala/>

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Mr Jonathan Lasi / Ms Mehrnoush Hajipour
<b>Responsibility</b>	Visa assistance for incoming students
<b>Contact details</b>	Phone: +49 6131 3921225 Fax: +49 6131 3925548 - Email: <a href="mailto:service@international.uni-mainz.de">service@international.uni-mainz.de</a>
<b>Website</b>	<a href="https://www.international-office.uni-mainz.de/exchange/visa/">https://www.international-office.uni-mainz.de/exchange/visa/</a>

### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	N.N.
<b>Responsibility</b>	Contact person for incoming students/staff
<b>Contact details</b>	<a href="mailto:gis@international.uni-mainz.de">gis@international.uni-mainz.de</a>
<b>Website</b>	<a href="https://www.international-office.uni-mainz.de/exchange/health-insurance/">https://www.international-office.uni-mainz.de/exchange/health-insurance/</a>

### 4. Additional Requirements

JGU's Student Disabilities' Service offer assistance to help disabled students to complete their exchange period under the best possible conditions. <http://www.barrierefrei.uni-mainz.de/>

### 5. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

<b>Contact person</b>	Ms Petra Volanakis
<b>Responsibility</b>	Housing arrangements
<b>Contact details</b>	<a href="mailto:international@studierendenwerk-mainz.de">international@studierendenwerk-mainz.de</a>
<b>Website</b>	<a href="https://www.studierendenwerk-mainz.de/internationales/wohnen-international">https://www.studierendenwerk-mainz.de/internationales/wohnen-international</a>
<b>Application deadline</b>	Winter semester: July 15 Summer semester: January 15
<b>Special offer</b>	If your students apply before the deadline the Studierendenwerk <b>guarantees</b> a room for ERASMUS students in one of the student dorms.

### 3.6. Buddy Program

Our institution offers a Buddy Program for international students: <https://www.studierendenwerk-mainz.de/buddy>

In addition, the program "Fremde werden Freunde"/ "Foreigners become Friends" helps international students to get in touch with citizens of Mainz. <https://www.studierendenwerk-mainz.de/internationales/freunde-finden/fremde-werden-freunde>

## 4. Specific information on individual departmental regulations

### 1. School of Music

Please complete the ADDITIONAL nomination form (download: <https://www.international-office.uni-mainz.de/nomination2022/>) and send it together with the required documents listed below **via e-mail** to Univ.-Prof. Thomas Hell [thell@uni-mainz.de](mailto:thell@uni-mainz.de) **OR via regular mail** to

Hochschule für Musik Mainz an der Johannes Gutenberg-Universität Mainz  
z. H. Herrn Univ.-Prof. Thomas Hell  
Jakob-Welder-Weg 28, 55128 Mainz  
D-55099 Mainz  
Germany

#### **Nomination deadline School of Music:**

Winter semester: May 15<sup>th</sup>

Summer semester: December 15<sup>th</sup>

**Supporting documents:**

Please submit the following supporting documents with your nominations

- ✓ Letter of motivation (in English or in German),
- ✓ CV (in English or in German),
- ✓ 2 audio/video recordings covering different musical styles (each approx. 7 minutes or longer). Samples can be submitted via DVD, CD, YouTube or Dropbox

**Decision response:**

The School of Music will send the decision directly via email to the contact person at the sending institution as soon as possible.

*Please note that each student nominated has to provide a sample of her/his skills along with the application documents. The decision about admission will largely be based on the student's skills. Admission is limited even for exchange students, since the School of Music offers one-on-one education and therefore has limited capacities for the number of students who can be enrolled.*

If you need further information please contact Univ.-Prof. Thomas Hell [thell@uni-mainz.de](mailto:thell@uni-mainz.de)

## 4.2. Academy of Fine Arts

Please complete the ADDITIONAL nomination form (download: <https://www.international-office.uni-mainz.de/nomination2022/>) and send it together with the required documents listed below via e-mail to:

- the preferred professor

Our academy is structured with "Künstlerische Klassen" (classes for fine art, with well-known artists as professors in new media art, painting, drawing, sculpture, and film). If your students wish to apply for an exchange semester in fine arts, they should contact one of the professors at our school directly. They will find further information about the classes on our website: <https://www.kunsthochschule-mainz.de/kunsthochschule/lehre/>.

- and in copy to the Student Advising Office, Kornelia Büttner, [studienbuero@kunsthochschule-mainz.de](mailto:studienbuero@kunsthochschule-mainz.de)

**Nomination deadline Academy of Fine Arts:**

Winter semester: May 15<sup>th</sup>

Summer semester: December 15<sup>th</sup>

**Please submit the following supporting documents by e-mail to the preferred professor and in copy to the Student Advising Office ([studienbuero@kunsthochschule-mainz.de](mailto:studienbuero@kunsthochschule-mainz.de)):**

- ✓ Letter of motivation
- ✓ Curriculum vitae / passport photo
- ✓ Portfolio of works (20-30 artworks). There are no guidelines for the portfolio.

**Decision response:**

The Mainz Academy of Fine Arts will send the decision directly via e-mail to the contact person at the sending institution as soon as possible.

If you need further information please contact the Student Advising Office, Kornelia Büttner, [studienbuero@kunsthochschule-mainz.de](mailto:studienbuero@kunsthochschule-mainz.de)