



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

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

## 1. Institutional Information

### 1.1. 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: Ms Lara Neef / Mr Fouad Ahsayni
Responsibility	Contact person for incoming students
Contact details	Fax: +49 6131 39 27018 Email: <a href="mailto:gis@international.uni-mainz.de">gis@international.uni-mainz.de</a>

## 2. Detailed requirements and additional information

### 2.1. 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 and Biology	German / occasionally English	B1
Student Mobility for Studies	Medicine	German	B2 or B1 plus Language Course**
Student Mobility for Studies	Biology	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):

<http://www.issk.uni-mainz.de/41.php#Erasmus>

## 2.2. Calendar

### 2.2.1. Academic Calendar

The academic calendar is available online <http://www.studium.uni-mainz.de/fristen-und-termin-e-studium/> (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 term</b>	Early October - Recommended arrival date: October 1
<b>Summer term</b>	Early April - Recommended arrival date: April 1

### 2.2.2. Nomination Deadlines

<b>Winter term</b>	May 15th
<b>Summer term</b>	November 15th

\* We will also consider late nominations.

Nominations should be sent via email to [gis@international.uni-mainz.de](mailto:gis@international.uni-mainz.de). Please provide the following information for the nominees:

- Name
- First Name
- Sex
- Date of Birth
- Nationality
- E-mail address
- Subject
- Home institution
- Host institution
- Duration of stay
- Stay cycle

**Please note:** special requirements apply to the School of Music. For information on the School of Music's nomination process, 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 term</b>	July 15*
<b>Summer term</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.

## 2.3. 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, Sports, Arts and Medicine are not available to students from other departments.

## 2.4. 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.

## 2.5. 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

### 3.1. 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/service/einrichtung-aenderung-studiengaenge/notenverteilungstabellen-notenumrechnung/>

### 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>	Ms Marta Marciniak-Gorski / Ms Mehrnoush Hajjipour
<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:erasmus@international.uni-mainz.de">erasmus@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>

### 3.4. 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/>

### 3.5. 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="http://www.studierendenwerk-mainz.de/internationales/a-home-away-from-home/living-international/?L=3">http://www.studierendenwerk-mainz.de/internationales/a-home-away-from-home/living-international/?L=3</a>
<b>Application deadline</b>	Winter term: July 15 Summer term: 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/internationales/making-friends/buddy/?L=3>.

In addition the program "Fremde werden Freunde"/ "Foreigners become Friends" helps international students to get in touch with citizens of Mainz. <http://www.fremdewerdenfreunde-mainz.de/>

## 4. Specific information on individual departmental regulations

### 4.1. School of Music

**Nomination deadlines:** Nominations for the School of Music must reach our institution by:

Winter term	May 15
Summer term	December 15

**Nomination process:** Please complete the nomination form (<https://www.international-office.uni-mainz.de/exchange/>)

and send it 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

**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 our decision directly via email to the contact person at the sending institution as soon as possible.