



# 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: 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

### 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):

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

## 2.2. Calendar

### 2.2.1. Academic Calendar

The academic calendar is available online <http://www.studium.uni-mainz.de/fristen-und-termine-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 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/nomination2020](http://www.international-office.uni-mainz.de/nomination2020)

\* 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.

## 2.3. Choice of courses

All courses are listed in our online course catalogue: <https://iogustine.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 in general 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 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>

### 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="https://www.studierendenwerk-mainz.de/ab/internationales/housing-international/">https://www.studierendenwerk-mainz.de/ab/internationales/housing-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/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. <https://www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/?L=3>

## 4. Specific information on individual departmental regulations

### 4.1. School of Music

Please complete the ADDITIONAL nomination form (download: <https://www.international-office.uni-mainz.de/nomination2020/>) 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/nomination2020/>) 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)