

PRACTICAL GUIDE

FOR
EXCHANGE STUDENTS
- GETTING STARTED -



Summer semester
2020

Welcome! Herzlich Willkommen an der JGU!

Dear students,

The Gutenberg International School Services (GIS Services) are very happy to soon welcome you here in Mainz! We are part of the International Office and your main contact during your stay in Mainz.

You probably already have a lot of questions. This brochure will help guide you through all the important steps of your exchange semester – beginning with a checklist for things you should bring with you, followed by information about your arrival, your schedule for the InfoDays during your first week here, and, also, how to prepare for your studies.

Since you're not only here to study, we'll also provide you with some recommendations for the social and cultural activities that take place on and off campus that you shouldn't miss out on!

Please read more about our services on page 8.

Enjoy your stay!

Your GIS Services Team


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#STUDYINMAINZ



Let's get connected!

 / jguinternationalstudents

 / unimainz_internationalstudents

 / www.uni-mainz.de/video/JGU_welcome

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PRE-DEPARTURE CHECKLIST

GETTING READY...

A new chapter of your time as a student is about to begin! In order to make sure you don't forget anything, please go through the following pages before your departure.

YOU'RE ALMOST THERE

Do you remember the Practical Guide Part 1?! You're almost there: JGU is in sight 😊

7 SCHRITTE ZUR JGU/ 7 STEPS TO JGU

PRACTICAL GUIDE Part 1

1 – ALLGEMEINE INFOS/ GENERAL INFORMATION		
2 – ONLINE BEWERBUNG STUDIENPLATZ/ ONLINE APPLICATION STUDIES		DONE ✓
3 – ONLINE BEWERBUNG WOHNHEIMPLATZ/ ONLINE APPLICATION DORMITORIES		DONE ✓
4 – KURSWAHL/ COURSES		DONE ✓
5 – SEMESTERBEITRAG/ SEMESTER FEE		Registrations take place during Welcome Week
6 – KRANKENVERSICHERUNG/ HEALTH INSURANCE		
7 – BUDDY PROGRAMM/ BUDDY PROGRAM		

TO DOs - refer to the next page



TO DO

GENERAL

- Read this guide carefully 😊
- Register for the Buddy Program (see page 20)

FINANCIAL MATTERS

- [*Only students in countries with EURO as their currency*]: Transfer the student semester fee, amount is indicated in your letter of admission (see page 39)
- Transfer rent + deposit to Studierendenwerk Mainz (Stw Mainz) if you rent a room in their dormitories (see pages 7)

ACCOMMODATION

- The official moving-in day is the **1st of April 2020**
- Fill in the Online Check-In as soon as you know your exact date and time of arrival in the dormitory, at least a week in advance (see page 9)
- Order a basic pack if you need equipment for your room in the dormitory (see page 7)

HEALTH CARE

- Get printed proof (in English or German) of your health insurance from your home country, valid for your entire stay in Germany

TO PACK

PACKING LIST

- Passport/identity card
 - EU-Citizens*: identity card or passport (valid at least 3 month)
 - Non-EU-Citizens*: passport valid at least for another 15 months, including student residence permit or student visa
- 1 passport picture
- Printout or pdf of your letter of admission
- Printed proof of bank transfer of the student semester fee
- Printed proof of health insurance from your home country, valid for your entire stay in Germany (for EU-Students e.g. EHIC)
- Scholarship holders only*: certificate/confirmation of scholarship
- If you did not transfer in advance: enough cash to cover deposit, rent and student semester fee





IMPORTANT DATES - TIMELINE OF YOUR STAY

Your journey starts here...

WELCOME WEEK	ARRIVAL DAY	01.04.2020	Move-in day for dormitories of the Studierendenwerk Mainz
	Info Days	02.04.2020	InfoDays: Day 1 - Welcome to JGU
		03.04.2020	InfoDays: Day 2 - Welcome to your studies & student life
		04.04.2020 & 06.04.2020	InfoDays: Day 3 & 4 - Welcome to the campus & city
PREPARING STUDY START	REGISTRATION FOR CLASSES	06.04.2020 - 17.04.2020	Print out the registration form for courses and go to see the academic advisor (more details page 27).
	REGISTRATION FOR GERMAN COURSES	01.04.2020 - 07.04.2020	Print out the registration form for German Courses, fill it out and send it via e-mail (more details page 26).
		Further Tasks:	<ul style="list-style-type: none"> ✓ Get your StudiCard (using printers on campus, cashless payment in cafeterias), see page 46 ✓ Register at the Bürgerservice Mainz (registration office), see page 43 ✓ Register for license fee for public service media, see page 45 ✓ Download your certificate of enrollment, see page 42
LECTURE PERIOD		14.04.2020	Begin of lecture period
	PUBLIC HOLIDAYS	13.04.2020 01.05.2020 21.05.2020 01.06.2020 11.06.2020	Easter Monday May Day (Maifeiertag) Ascension Day (Christi Himmelfahrt) Whit Monday (Pfungstmontag) Corpus Christi (Fronleichnam)
			Time to study, live & explore <ul style="list-style-type: none"> ✓ Make use of your student ticket ✓ Take part in social activities ✓ Enjoy the #mainzgefühl ✓ Study hard ☺

IMPORTANT DATES - TIMELINE OF YOUR STAY



LECTURE PERIOD	REGISTRATION FOR EXAMS	~ first/second week of June	This is the registration period for exams. If you haven't discussed the exam procedure with your teacher yet, now is the time!
	EXTENDING YOUR STAY?	before 30.06.2020	Tasks: <ul style="list-style-type: none"> ✓ Fill in the form „Antrag auf Verlängerung“ (application for extension), which you can get from the GIS Services ✓ Take the "Antrag auf Verlängerung" to the Infodesk ✓ Get the confirmation/approval from your home university (via e-mail) and the confirmation from your department at JGU (at the form "Antrag auf Verlängerung") ✓ Extend your rental contract and inform the Studierendenwerk ✓ Extend all other contracts, Visa, health insurance...
	DEADLINE REMATRICULATION SEMESTER FEE	15.07.2020	You're staying longer than one semester? Remember to transfer the student semester fee by July 15, 2020! Please find more information here: www.studying.uni-mainz.de/rematriculation/
		03.07.2020	Farewell Reception & ERASMUS-Party
		10.07.2020	End of lecture period
DEPARTURE	END OF STAY TASK LIST	Tasks: <ul style="list-style-type: none"> ✓ Download your confirmation of exmatriculation in JoGUSTine (see page 42) ✓ Have the GIS Services signed the confirmation of departure? ✓ Contact your department for the Transcript of Records ✓ Deregister at the Bürgerservice Mainz ✓ Deregister from the license fee for public media service 	
		31.09.2020	End of semester student ID/ticket expires <div style="float: right; background-color: white; padding: 2px 5px; border: 1px solid black;">GUTENBERG alumni</div>



HOW TO GET TO MAINZ & THE CAMPUS

In the following, we will provide you with a quick overview on how to travel to Mainz and JGU. If you need further information please check:

www.uni-mainz.de/eng/118.php



TRAVELING FROM THE AIRPORT TO MAINZ CENTRAL STATION

There are two airports close to Mainz:

1. FRANKFURT INTERNATIONAL AIRPORT (30 MIN. AWAY)

From there you can catch the train or S-Bahn to Mainz central station.

From Frankfurt/Flughafen Fernbahnhof, trains: (EC), Intercity (IC), Intercity Express (ICE), tickets cost around EUR 14, travel time: about 20 minutes.

From Frankfurt / Flughafen Regionalbahnhof, trains: S-Bahn S8, Regional Railway (RB), Regional Express (RE), tickets cost around EUR 4.90, travel time: around 30 minutes.

You can find the link to the train schedule here:

www.bahn.com/en/view/index.shtml

2. FRANKFURT HAHN AIRPORT (HUNSRÜCK REGION, 90 MIN. AWAY)

From there you can travel by bus to Mainz central station. The "Flibco" bus leaves from Terminal 3 every three hours for Mainz central station. Tickets cost around EUR 12, travel time: around 90 minutes.

You can find the timetable here: www.bohr.de/en/scheduled-services/busline-hahn-mainz

You can book the tickets here: www.flibco.com



TRAVELING FROM MAINZ CENTRAL STATION TO THE CAMPUS

Plenty of buses and tram lines go from the central station to the campus. There are several different stops due to the large scale of the university campus. We would recommend using tram lines 51, 53, 59 or the number 57 bus, because they stop directly at the main entrance of the campus.

All of the stations are marked with this image on the campus map:



HOW TO GET TO MAINZ & CAMPUS



For buses, tram and train schedules in and to Mainz you can check the app or homepage of the MVG – Mainzer Mobilität:

www.mainzer-mobilitaet.de/

RMV – Rhein-Main Verkehrsgesellschaft - which also covers the whole region:

www.rmv.de

RIDE A BIKE IN MAINZ

You want to buy a bike? Have a look on portals like *ebay Kleinanzeigen*, postings on the notice boards or in unibike shop.

RENTAL BIKES



Once you settle in, you can also explore the campus and city by bike. You can register online to use the Mainz city bikes.

You can find further information about registration and the bike stations here:

www.mainzer-mobilitaet.de/meinrad/neuigkeiten

You can find all of the rental bike stations on the campus by looking on the campus map.

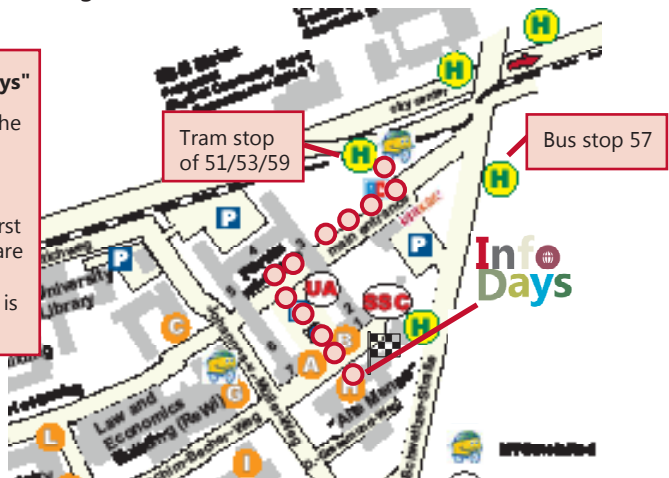
HOW TO GET TO THE InfoDays



Alte Mensa,
Johann-Joachim-Becher-Weg 5

Please follow the signs "InfoDays"

- 1 Take the trams 51/53/59 from the central station
- 2 Go straight through the main entrance
- 3 Turn left after you passed the first archway and go across the square with the fountain
- 4 The big building in front of you is the „Alte Mensa“





ACCOMODATION

STUDIERENDENWERK MAINZ DORMITORIES

Here you will find an overview of all the dormitories of the Studierendenwerk Mainz (Stw Mainz). To find out how to get there, simply click on your dormitory and you will be provided with a description

www.studierendenwerk-mainz.de/ab/wohnen/dormitories/

ROOM EQUIPMENT: BASIC PACK

Every room is equipped with furniture (wardrobe, bed, chair, table and desk chair).

Please keep in mind that the following is NOT provided:

- Bedding (blanket, pillow, bedcovers) & towels
- Dishes, cooking pots & cutlery

If you are unwilling or unable to transport these items, you can order a **basic package** that includes the listed items for a fee. More information: www.studierendenwerk-mainz.de/ab/internationales/housing-international/basic-room-equipment/

MOVING-IN

The official moving-in day is the **1st of April**. Please make sure to arrive on this day. If you know at what time you will arrive, inform the Studierendenwerk by using the Online-Check-In (see page 9).

DEPOSIT

When moving in, you are required to pay a one-time deposit ("Kaution" = the sum of two month's rent), which will be returned to you when you move out, providing that you have left your room in a good shape.

If you have not transferred it before your arrival, please bring enough money to pay the rent and deposit during the InfoDays.

RENT

Transfer the money online in advance or pay the rent and deposit during the InfoDays cash (Hauptkasse) at Stw Mainz. Get the receipt for the payment at the Housing International Office of Stw Mainz.



Studierendenwerk Mainz, Campus, SB II, Colonel-Kleinmann-Weg 2

PRIVATE ACCOMODATION

If you want to find a room in a flat on the private housing market, you can check the following online-platforms:

- WG-Gesucht.de
- Mitwohnzentrale.de
- Wohnungsboerse.de
- Facebook groups

GUTENBERG INTERNATIONAL SCHOOL SERVICES

The Gutenberg International School Services (GIS Services) are your main contact for your time abroad at JGU Mainz.

We are here for you in order to make your time in Mainz as pleasant and successful as possible. We will accompany you through all the phases of your study abroad at JGU – from preparation at home to advice and support here on the spot, to your departure at the end of your stay.

If you have any questions concerning your stay – administrative matters, accommodation, health insurance, on-campus orientation or study organization – don't hesitate to contact us!

We can either answer your question right away or we will know who to ask 😊

You can reach us via e-mail, telephone or see us in person during our office hours. You can also arrange an appointment with us at any time.

We are looking forward to welcoming you in Mainz soon!

Your GIS Services Team

OUR SERVICES AT A GLANCE

you can contact/visit us for...

...Advice on

- Administrative matters
- Health care
- Visa matters
- Financial matters
- Accommodation
- Study organization

...Help and support for any other problem and question

...Or just to chat with us 😊

GIS SERVICES

Building: Forum universitatis 7
Rooms: 01-710 and 01-714

Phone: +49 6131 39-20695

Email: gis@international.uni-mainz.de

Office hours during the week after the InfoDays
07.04.-09.04.2020:
Tue-Thu 10 am - 12 pm

For office hours during the semester please check our website
www.international-office.uni-mainz.de/exchange/





WELCOME WEEK

ARRIVAL DAY

We highly recommend you plan your arrival for **April 1st**, since this is the official moving-in-day for the dormitories of the Studierendenwerk and only then you can attend the InfoDays beginning on April 2nd.



Please inform Stw Mainz of your time of arrival in advance by filling in the Online Check-In.

www.studierendenwerk-mainz.de/ab/internationales/housing-international/move-in/online-check-in/

If you arrive earlier, you can also book a relatively cheap room in the Youth Hostel Mainz.

We strongly recommend you book a room there prior to your arrival in Mainz, either by phone or email.

www.jugendherberge.de/en/youth-hostels/mainz-411/portrait/

InfoDays



The most important “places to be” in the first week are the InfoDays on the **2nd- 6th of April**.

They take place on campus in the “**Alte Mensa**” building (**Johann-Joachim-Becher-Weg 5**). You can find a description of how to get there on page 6.

During the InfoDays you will...

- ① be guided through **administrative tasks**
- ② get to know **each other, the campus & the city**
- ③ get ready for **your studies**

Our tutor team will assist you and help you with any questions on the spot.

So make sure you're there!

YOU CAN'T MAKE IT TO THE InfoDays?



First of all: Don't panic - of course you can still study at JGU!

If you cannot be present, please inform us beforehand via e-mail:

gis@international.uni-mainz.de.

Then you will receive more information from us about the next steps and about a time when you can come to meet with us.

On the following pages you can find detailed information about the important tasks that need to be completed at the beginning of your stay.



WHAT DO I NEED?

CHECKLISTS FOR EACH InfoDay

DAY 1 - 02.04.2020 WELCOME TO JGU



- Passport/Identity Card
- 1 passport picture
- Printout or pdf file of your letter of admission (Zulassungsbescheid)
- Only EU-Citizens in countries with the EURO:*
payment/receipt of the student semester fee
- For those who haven't yet paid the fee:* approx. EUR 350 in cash!
- Proof of health insurance from your home country, valid for your entire stay in Germany (in German or English!)
- Scholarship recipients:* Scholarship Certificate from your home institution or your scholarship donor



Please bring everything that is listed above – otherwise you cannot successfully enroll on the first day.

DAY 2 - 03.04.2020 WELCOME TO YOUR STUDIES & YOUR STUDENT LIFE



- Semester ticket
- Learning agreement or list of courses you would like to choose
- Open mind & many questions 😊

DAY 3 - 04.04.2020 WELCOME TO THE CITY

- Good shoes 😊
- Yourself and a good mood 😊

DAY 4 - 06.04.2020 WELCOME TO THE CAMPUS

- Passport/identity card
- Cash for deposit and rent if you haven't paid yet
- Semester ticket



The confirmation of arrival for ERASMUS students will be signed during the InfoDays by the GIS Services.



WELCOME WEEK

PROGRAM


THURSDAY, 02.04.2020 WELCOME TO JGU		FRIDAY, 03.04.2020 WELCOME TO THE CAMPUS	
9am	WELCOMING ADDRESS 📍 Alte Mensa, Audimax, Johann-Joachim-Becher-Weg 5	9am	WELCOME TO YOUR STUDIES DAY 📍 Alte Mensa, Audimax, Linke und Rechte Aula, Johann- Joachim- Becher-Weg 5
10am - 1pm	PREPARATION FOR ENROLLMENT We will make sure that you have all the documents you need for your enrollment: <ol style="list-style-type: none">1. Semester fee2. Health insurance3. Passport picture	9am- 10.30am	PRESENTATION: "Your exchange semester at the JGU"
12pm- 2pm	FREE MENSA LUNCH & SMALL CAMPUS TOUR 📍 Zentralmensa, Staudingerweg 18	10.30am- 12.30pm	ADVICE: Meet the Academic Advisors
1pm - 4pm	MATRICULATION & INFORMATION Station 1: Enrollment Station 2: Activation of Online-Account Station 3: Confirmation of Arrival 📍 Alte Mensa, Rechte Aula	1.30pm- 5.30pm	PRESENTATIONS of the departments, see page 22
7pm	WELCOME MEET & GREET 📍 Alte Mensa, Rechte Aula	the whole day (from 10.30am - 5pm)	SERVICE: Computers and assistance for filling the registration form will be provided.
10pm	ERASMUS PARTY 📍 Kulturcafé, Johann-Joachim-Becher-Weg 5	2pm - 4pm	INFOCAFÉ Find out what JGU has in store for you! Overview of services as well as academic and non-academic offers. 📍 Alte Mensa, Rechte und Linke Aula

Here you receive your group color

ADMINISTRATION

GETTING READY FOR YOUR STUDIES



SATURDAY, 04.04.2020 WELCOME TO THE CITY		MONDAY, 06.04.2020 WELCOME TO CAMPUS	
GETTING TO KNOW THE CITY		9 am-12pm Groups: ● 9.00 am ○ 9.30 am ● 10 am ● 10.30 am ● 11 am ● 11.30 am	SIGNING RENTAL CONTRACT (DORMITORIES OF STUDIERENDENWERK MAINZ) This only applies to those who have rented a room in the dormitories of Stw Mainz 📍 SB II, Colonel-Kleinmann-Weg 2
		9am-12.30pm	INFORMATION: REGISTRATION AT THE BÜRGERSERVICE & VISA 📍 Alte Mensa, Rechte Aula
	14.45pm -5pm	GUIDED CITY TOUR 📍 Fastnachtsbrunnen, Schillerplatz, Mainz city center	2pm-4pm 
		WEDNESDAY 08.04.2020 APPOINTMENT AT THE "BÜRGERSERVICE"	
		11am-3pm (see page 43)	📍 Bürgeramt: Abteilung Bürgerservice, Stadthaus, Lauteren-Flügel, Entrance in the Kaiserstraße 3-5



ADMINISTRATION

During the InfoDays, we will send you an e-mail each day to remind you of the most important information for the day.

You will have to fulfill the administrative tasks listed below – but don't panic: We will help you!

At the beginning, we will divide you into different groups depending on the documents you require.

Ready, set - GO!



DAY 1 - 02.04.2020



TASK 1: PAYING THE STUDENT SEMESTER FEE

If you are a student from a country that uses the Euro as their currency, you should have already transferred the student semester fee by now.

For non-EU students or EU students from countries that don't use the Euro as their currency, you will have the opportunity to pay it in cash on the first day of the InfoDays (see page 39).



I'M AN ERASMUS STUDENT WHY DO I HAVE TO PAY THE SEMESTER FEE?!

At JGU there are no tuition fees. But all students have to pay a mandatory fee which entitles students to use the service institutions and benefits at JGU (e.g. sport facilities) and includes the semester ticket (see page 41).

TASK 2: HEALTH INSURANCE – CONFIRMATION AND ADVICE

In order to be enrolled, you will need confirmation that your health insurance from your home country is sufficient and valid for your stay in Germany. During the InfoDays, your health insurance (**EHIC** or private) will be checked by the local health insurance companies and you will then receive the document required for your enrollment.

A **private** health insurance has to cover ambulant, stationary and dental treatments. You will have to provide proof of coverage either in English or in German. **This must name the exact benefits, e.g. validity, services, policy territory and financial coverage.**

If your own health insurance doesn't meet the requirements, you will receive advice as to what to do. You can then get health insurance on the spot during the InfoDays.



NO PASSPORT PICTURE?

No need to worry. You can take one during lunch time in the photo booth in the Zentralmensa. But: The machine returns no change! (see map no. **13**)



TASK 3: ENROLLMENT – STUDENT ID/TICKET

You will be enrolled during the Info-Days on the **2nd of April**.

You will need the following 5 documents:

- ✓ Printed-out or pdf file of your letter of admission (Zulassungsbescheid) to JGU
- ✓ Confirmation of health insurance issued by a German health insurance company (you will receive this during the InfoDays in the morning)
- ✓ Bank receipt for the payment of the semester fee (see page 39)
- ✓ 1 passport photo
- ✓ Your passport or identity card

Please make sure to bring everything with you today. Only then can you be enrolled today and receive your **student ticket (student ID) which allows you to use public transport for free** and your login data (PUK) for your student account.



TASK 4a: INTERNET & STUDENT ACCOUNT



Once enrolled, you will also receive your login data (PUK) for your student account, which will enable you to use the Wi-Fi on campus and in the dormitories.

You can activate your account here: account.uni-mainz.de/Passwort/ActivateAccount?

More details see page 42.

However, if your university is part of the **Eduroam network**, you will also be able to use Eduroam prior to being enrolled. Further information here:

www.eduroam.org/

TASK 4b: CHANGE ADDRESS

We need your address in Germany for the enrollment. Please log in to Jogustine (student account) and up-date your address. Go to "Service" > "Personal details" > "Change" and "Save".

If you don't have a permanent home yet, please indicate the address of your hotel/ a friend etc.

If you move again later, please remember to change the address here again.



DAY 4 - 06.04.2020

**Program Day
2 & 3 -
see pages
17 - 26**

TASK 5: SIGNING RENTAL CONTRACT (STUDIERENDENWERK MAINZ DORMITORIES)



This only applies to those who have rented a room in the dormitories of Stw Mainz: The signing of your rental contracts will take place in groups on the **6th of April**. Please check your group color to know what time you have to be at the meeting point (in front of SB II, Colonel-Kleinmann-Weg 2). No signature of the original rental contract is necessary before this, so please wait for this date.

If you haven't transferred rent, deposit and the money for the basic pack yet, remember to bring enough cash to pay for all of it!

TASK 6: REGISTRATION AT THE BÜRGERSERVICE MAINZ

Every resident of Mainz has to register at the "Bürgeramt"/ Registration Office Mainz. There you will receive your "Anmeldebestätigung" (confirmation of registration) which you will need for different bureaucratic matters (e.g. if you are thinking of opening a bank account - see task 10 - or borrowing books from a public library).



TASK 7: VISA INFORMATION

During the InfoDays, you will receive all the information on how to get your residence permit.

The Foreigners Authority (Ausländerbehörde) Mainz offers a special day for international Students living in Mainz. We will check your pre-documents at the **end of April** (dates follow) and then tell you when your appointment will be.

For questions concerning your visa, you can contact the International Office: service@international.uni-mainz.de

SPECIAL SERVICE

On 8th of April from 11am to 3pm the Bürgerservice Mainz will offer a special service hour for all exchange students at JGU to register at the city. On this day you can go to the Bürgerservice without making an appointment. Please note that you still have to take a queue ticket. If you can't make it on this day, you will have to make an appointment yourself.

See pages 43/44 for more information.





FURTHER TASKS/OPTIONS



TASK 8: "STUDICARD" – CASHLESS PAYMENT, PRINTER AND LIBRARY USE



The Studicard will enable you to pay in the Mensa and most other cafeterias without needing cash. You will also need the card for using printers and photocopiers on campus as well as the washing machines and dryers in the dormitories.

If you are renting a room in a dormitory of the Studierendenwerk Mainz, you will receive the StudiCard automatically, since it is your keycard to your apartment (except for Weisenau and Hechtsheim).

Please find more information how to obtain the Studicard and its use on page 46.



TASK 9: LICENSE FEE

In Germany, all citizens (with very few exceptions) are obliged to pay the license fee. This is a fee that guarantees the supply of information, education, advice, and entertainment via the TV stations ZDF and ARD as well as the radio station Deutschlandradio. With your registration at the "Bürgerservice" you are automatically registered for the license fee and hence you are required to contribute.

Therefore, please register online under: www.rundfunkbeitrag.de/index_ger.html

Please check page 45 for further information.

TASK 10: BANK ACCOUNT - OPTIONAL



It is not obligatory to open a bank account. However, it can be useful, especially if you are a non-EU student who has to pay high transfer fees.

In order to open a bank account, you need a **tax number** which will be automatically sent to you as soon as you have registered at the Bürgerservice. If you do not receive your number automatically, you can go to the tax office and ask there.

In case you have further questions or problems opening an account, you can send us an email at



CERTIFICATE OF ENROLLMENT

If you need a certificate of enrollment (e.g. to submit to agencies, offices or your home university to prove that you are enrolled at Johannes Gutenberg University Mainz), you can print it out by yourself (see page 42).





GETTING TO KNOW... EACH OTHER, THE CAMPUS & THE CITY

DAY 1 - 02.04.2020

WELCOME MEET & GREET

7pm, Alte Mensa

After you've managed to work your way through all the administrative tasks of the first day, the fun can begin! In the evening, you'll be invited to join our Welcome Meet & Greet.

This way you can meet everyone else in a relaxed atmosphere accompanied by „Meenzer“snacks ☺

Afterwards, we will celebrate the first ERASMUS-Party of the semester!

DAY 3 - 04.04.2020



GUIDED CITY TOUR

2:45 pm - 5 pm

Since your stay here isn't only all about studying, dive into the city life with a guided city tour! Get to know the highlights of Mainz, learn the meaning of the blue and red street signs and a whole lot more!

Meeting point is at the Fastnachtsbrunnen at the Schillerplatz in the city center

DAY 4 - 06.04.2020

CAMPUS RALLY

2 pm - 4 pm



After 3 InfoDays you already walked a lot across our campus, but did you really get to know it? During the campus rally, organized by the LEI Erasmusteam you can find out how well you're already acquainted with the campus. You'll definitely get to know a lot of new nice, fun, or important locations. ☺

Have fun on YOUR JGU-campus!

**We meet in front of the „Alte Mensa“,
Johann-Joachim-Becher-Weg 5**





DAY 2 - 03.04.2020



INFOCAFÉ

2 pm - 4 pm, Alte Mensa

Studying in Mainz - it's more than "just" studying!

Services from A to Z!

Learn more about the services and counseling offers for any life situation!

Broaden your academic horizon!

Find out which academic offers JGU has in store for you!

Feeling lonely? Join us!

Get to know students and citizens of Mainz!

Bored?

There is no time for that! Sports, music, arts, theater, excursions everywhere!

YOU CAN GET TO KNOW ALL THESE OFFERS:

- AHS - General University Sports-Program
- AKIN - Akademische Integrität
- AOK (health insurance)
- AStA Ausländer*innen-Referat
- Buddy Program (Studierendenwerk Mainz)
- Events & Culture (Studierendenwerk Mainz)
- Family Services Center
- Foreigners become Friends (Studierendenwerk Mainz)
- Geographie für alle e.V.
- GIS - Gutenberg International School
- Equality and Diversity
- Gutenberg Alumni
- ICON- International Students' Conference
- ISSK - International Preparatory and Language Center
- JGU international
- KHG - Catholic University Chaplaincy
- LEI Erasmusteam Mainz (Local Erasmus Initiative)
- Mental Health Services for Students
- PHILIS (Faculty 05)
- Bleib! - Program for international students and graduates (Federal Employment Agency)
- Writing Center
- SoWi?So! (Faculty 02)
- Language Café (Studierendenwerk Mainz)
- Staatstheater Mainz
- City of Mainz
- Study Program Q+
- Studium Generale
- Summer@JGU - International Summer School of JGU
- The Authentic Voices (choir)
- TK (health insurance)
- UB - University Library
- ZSB - Zentrale Studienberatung & Career Service



WELCOME WEEK

STUDENT GROUP FAIR

08.04.2020, 10 am to 2 pm

Get to know the various student groups that are active on campus 😊

The fair takes place in the **Law and Economics building (ReWi), Jakob-Welder-Weg 9**

LEI ERASMUSTEAM MAINZ

We, the Erasmus Team Mainz, want to make your stay in Mainz unforgettable! Therefore we are planning a pub crawl, a wine-tasting, a canoe trip, trips to Heidelberg and Strasbourg and much more this summer!

We look forward to seeing you!

The Student Councils (**Fachschaften**) represent students of one subject. They are also organizing **introduction events** for all new students during the week before the lecture period starts (06th April - 10th April / pub crawl, breakfasts and more) and you are very welcome to join these as well!

The events organized by the Student Councils can be found here: www.studium.uni-mainz.de/fachbezogene_einfuehrungsveranstaltungen/ (German version only)

Got you interested? For news and info on upcoming events follow us on social media:

Register for our newsletter via email: erasmus.mainz@gmail.com

Facebook: facebook.com/erasmusmainz

Instagram: [@erasmusteam_mainz](https://instagram.com/erasmusteam_mainz)





Summer Semester 2020
ERASMUS PARTYS
 at the Kulturcafé

Speak English
 Drink German
 Kiss French
 Party Erasmus

Thursday, April 2nd
 Welcome to Mainz

Friday, April 17th
 Semester Opening

Friday, May 15th
 Latin Night



Friday, June 19st
 Flag Party

Friday, July 3rd
 Mallorca Party

Friday, July 17th
 Happy Holidays



Kulturcafé



ERASMUS PARTY

02.04.2020, 10 pm



On the first day of the InfoDays we will celebrate the first ERASMUS party of the semester. With good music and other specials, you can discover the nightlife of Mainz. Don't miss out on it! 😊

Kulturcafé, Johann-Joachim-Becher-Weg 5

FINDING A BUDDY



A Buddy can help you feel comfortable in Mainz. If you have a Buddy, you can also improve your German language skills and – most importantly – a Buddy can become a lifelong friend. Are you interested?

Find more information on:
www.studierendenwerk-mainz.de/internationales/making-friends/buddy/?L=3

FOREIGNERS BECOME FRIENDS

The **foreigners become friends** program creates contacts between international students and people of the region. The program finds hosts or "guest-friends" for you.

Together with your host/friend you can go on excursions, cook, have lunch, drink coffee, discover a city, go hiking, do sports - basically everything that you like!

You can register here:

<https://www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/registration/anmeldung-studis/?L=3>





WELCOME WEEK



GET READY FOR YOUR STUDIES

In this chapter, we will provide you with all the necessary information on how to organize and succeed in your studies!

DAY 2 - 03.04.2020

WELCOME TO YOUR STUDIES

You are already enrolled at JGU – now your studies can finally begin! In cooperation with the departments at JGU, we will try to answer all of your questions today!

WHO CAN ANSWER MY QUESTIONS?

THE GIS SERVICES

...give you an **overview** for your exchange semester at JGU
...can answer your **general** questions about the course **registration process**
...and our tutor team can help you fill out the **course registration form**

THE DEPARTMENTAL ACADEMIC ADVISORS AND THE ERASMUS DEPARTMENTAL COORDINATORS

...are there to support you on this day
...can answer all of your **academic** questions
...give you **advice** on your choice of courses
...**sign** the course registration form

Which deadlines do I need to be aware of?

Is it possible to attend courses from different departments?

Who are my academic advisors?

Which courses are taught in English or in another foreign language?

Where do I find the course catalogue?



PROGRAM 03.04.2020

When?	What?	Who?	Language
All presentations take place in the Alte Mensa (Audimax)			
9am-10:30am	PRESENTATION: "Your exchange semester at JGU"	GIS Services	German & English
10:30am - 12:30pm	<p>ADVICE ACADEMIC ADVISORS: Take the chance to contact your academic advisors right away and ask all your questions about your course wishlist, your timetable, the credits, etc. These Academic Advisors and ERASMUS departmental coordinators are here for you:</p> <p>GIS - Gutenberg International School ISSK - International Preparatory and Language Center Alte Mensa, Rechte Aula Faculty 02 - Social Sciences, Media, & Sports Faculty 03 - Law, Management & Economics Faculty 04 - University Medicine Faculty 05 - Philology & Philosophy Faculty 07 - History and Cultural Studies Faculty 09 - Chemistry, Pharmaceutical Sciences, Geography & Geosciences Faculty 10 - Biology Mainz School of Music</p> <p>Some other Academic Advisors and ERASMUS Departmental Coordinators can be consulted in their offices today (see list below)</p>		
1.30pm - 2:30 pm	PRESENTATION: "Germanistik for exchange students"	Julia Josten (Dr. Carsten Jakobi)	German
3pm - 4pm	PRESENTATION: "Studying (Cultural) History"	Dr. Pia Nordblom	German & English
4h30pm - 5h30pm	PRESENTATION: "English Philology for Incomings: English Linguistics, English Literature and Culture, American Studies"	Dr. Patrick Gill	English
10h30pm - 5pm	SERVICE (COMPUTER): Assistance for filling the course registration form and for registration for language courses at ISSK	Tutors GIS Services	German & English

ACADEMIC ADVISORS (offices)

Anthropology and African Studies	Cassis Kilian	10h30 - 12h	Forum universitatis 6/ Room 00-674
Biologie	Günther Ochs	10h30 - 12h30	Alte Mensa, Entrance Gresemundweg 2/ Room 02-235
Mainz School of Music	Cornelia Martin	09.04.2020 10h - 12h	Studenbüro Musik/Jakob- Welder-Weg 28/ Raum 02-142
Management & Economics (NON_ERASMUS)	Svenja Telgheder	10h - 12h	Building Altes Rewi/ Room 01-335



WELCOME WEEK

WHAT JGU HAS IN STORE FOR YOU



As an exchange student, you have many options to fill your timetable. In the following, we will inform you of JGU's various offers and tell you where you can find the right course for you (see presentation April 3rd "Your exchange semester at JGU").

GUTENBERG INTERNATIONAL SCHOOL

The Gutenberg International School (GIS) offers courses for students with no knowledge of the German language or students who have German language skills on an intermediate level.

Our interdisciplinary GIS courses mainly deal with the topics (German) history and culture, as well as social sciences and society.

Additionally, you can improve your German language skills with our special offers for exchange students.

You can either earn all your credits with GIS courses or complement the courses from your subject in case you want to gain insight into other fields. Please note: the registration for the courses must be done in the subjects in which these courses are offered and not through the Gutenberg International School!

As a special service, we will also provide you with a list of all the courses taught in languages other than German at JGU which are open for exchange students.

So, just have a look what JGU has in store for you!

Contact: Dr. Thomas Weik (GIS)
gis@international.uni-mainz.de



**GUTENBERG
INTERNATIONAL
SCHOOL**

You want to...

- ... improve your German Skills?
- ... earn credits?
- ... broaden your horizon?



COURSE OFFER

GIS- SPECIAL COURSES FOR EXCHANGE STUDENTS



HISTORY & CULTURE

Are you interested in German history & culture and/or History & Culture in general? Do you want to learn about the influence of the past and its effect on today's culture? Just take a look at the interdisciplinary offers in English in these areas.

Do you study social sciences or just want to see what kind of research is done here in Germany in this field (from international relations or innovation and technology sociology to media and globalization)? Then these English-language offers may be the right fit for you.



SOCIAL SCIENCE & SOCIETY



GERMAN LANGUAGE

Would you like to study at JGU primarily to improve your German language skills and learn more about German literature and culture at the same time? We may have just what you need.

LIST OF NON-GERMAN-LANGUAGE COURSES OPEN FOR EXCHANGE STUDENTS

Studying at JGU without sufficient German language skills is not possible? Wrong! Check out the JGU courses offered in languages other than German (which also includes the GIS courses in languages other than German). As an exchange student, you are very flexible in taking courses from various departments, so you can construct your class schedule according to your wishes.



NON-GERMAN COURSES

Check out the course offer on:

www.international-office.uni-mainz.de/exchange/gis/



WELCOME WEEK

JGU GENERAL OFFER

You already know our main study-platform JOGU-StiNe from your application. You can also find there the general course catalogue, which lists (nearly) all of the courses offered by the various subjects, departments and other institutions.

You don't need a login for the course catalogue!
<https://jogustine.uni-mainz.de>



Course catalogue

Overview

- Faculty 01 - Catholic Theology and Protestant Theology
- Faculty 02 - Social Sciences, Media, and Sports
- Faculty 03 - Law, Management, and Economics
- Faculty 04 - Human Medicine and Dentistry
- Faculty 05 - Philosophy and Philology
- Faculty 06 - Translation Studies, Linguistics and Cultural Studies
- Faculty 07 - History and Cultural Studies
- Faculty 08 - Physics, Mathematics and Computer Science
- Faculty 09 - Chemistry, Pharmaceutical Sciences, Geography and Geoscience
- Faculty 10 - Biology
- Mainz Academy of Arts
- Mainz School of Music
- Career Service
- Gutenberg International School (GIS)
- International Preparatory and Language Center (ISSK)
- Studium generale
- University Library
- Teacher Training Center (ZfL)
- Data Center (ZDV)
- Zentrum für Interdisziplinäre Forensik (ZIF)

GENERAL COURSE OFFER

GIS COURSES FOR EXCHANGE STUDENTS
(see page 23/24)

How to register for all of courses - see page 27

STUDIUM GENERALE
Interdisciplinary lecture series that deals with contemporary issues in the fields of philosophy, cultural studies and inter-culturalism.

ZDV COURSES – COMPUTER SKILLS
Courses offered by the ZDV (Data Center) for all students (e.g. PowerPoint, Photoshop etc.)

ACADEMIC WRITING SKILLS
Tutorials for academic writing open for students from all subjects. For more information please see: <https://www.schreibwerkstatt.uni-mainz.de/>

THERE ARE MANY OPTIONS WAITING FOR YOU!

So don't hesitate to ask the academic advisors to organize your timetable and find out the courses that fit best for YOU.



LEARNING GERMAN



ISSK – INTERNATIONALES STUDIEN- UND SPRACHENKOLLEG

BINGER STR. 14-16

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COURSES OFFERED

Classes at levels A1, A2, B1, B2.1, B2.2 and C1 meet twice a week for a total of 6 academic units per week and run for 13 weeks throughout the semester lecture period.

Additional classes at levels C1-C2 meet once per week for 2-4 academic units.

For every course you successfully complete, you can obtain ECTS credit points.

LANGUAGE PROFICIENCY

1. Absolute Beginners (A1)

You have little or no knowledge of German.

2. Students with certificate A1-C1

You have an official certificate.

3. Students who have taken the Erasmus+ OLS German Language Test

You took the Erasmus+ OLS German language test in your home country.

4. Students who do not know what their level is

Estimate your knowledge of German and test yourself with one of the following online placement tests. You can also do that before your departure.

Placement test for levels

A1 - B1: www.learngerman.dw.com/de/placementDashboard

Placement test for levels

B2 - C2: www.sprachtest.de/einstufungstest-deutsch

REGISTRATION

FROM 01.04.2020 TO 07.04.2020

Please register for the courses within this week. All of the information and the registration form is available online:

www.blogs.uni-mainz.de/issk-eng/german-as-a-foreign-language/german-courses-for-international-students-enrolled-in-a-study-program/registration-for-the-german-courses/

Registration forms sent before or after this period will not be accepted or processed!



You have to:

1. Download the registration form
2. Fill out the registration form
3. Send the registration form to: anmeldung-DaF@uni-mainz.de

The ISSK will be there for all your questions on 3rd April (see page 22)

*Interested in a language tandem?
See page 34 for more information*



HOW TO REGISTER FOR CLASSES AND LANGUAGE COURSES



PLEASE NOTE

Special conditions apply to LAW and ECONOMICS students.

Please visit the links below:

MANAGEMENT & ECONOMICS:
<http://erasmus.wiwi.uni-mainz.de/618.php>

LAW:
www.jura.uni-mainz.de/auslandsbuero/132.php

In order to register, you will need to select all the courses you would like to attend on a **registration form** and have it **confirmed by the academic advisor of the subject** you would like to take classes in. On 3rd of April, you can use our computers from 10.30am-5pm. Our tutors will be happy to help you with your questions about the form.

You can download the **registration form, the list of academic advisors and further explanations** about the registration process here:
www.international-office.uni-mainz.de/exchange/gis/
(in the download menu)

1



STEP 1: DOWNLOAD AND FILL IN THE REGISTRATION FORM

- a) Download the registration form. You can fill it out on your computer and save it or print it out right away.
- b) Write down the courses you would like to attend
- c) Save and print out the form for each subject in which you want to take courses.

Please note:

- ✓ The total number of courses should not exceed 30 ECTS each semester.
- ✓ Your major (the subject in which you are enrolled at JGU, compare to your letter of admission) should account for 15 ECTS minimum. If you have to achieve more than 15 ECTS, the remaining credits can also be chosen from different subjects.
- ✓ ERASMUS-students: Please try to keep to your Learning Agreement as much as possible.



Anmeldung zu Lehrveranstaltungen für Austauschstudierende Course Registration for Exchange Students

Bitte gehe zu jguonline.uni-mainz.de und wähle den Button "Vorlesungen" und klicke links auf das entsprechende Semester. Die Veranstaltungen sind nach Fachbereichen sortiert. Zu welchem Fachbereich deine gewünschten Studienfächer gehören, erfindest du auf studien.uni-mainz.de/studienangebot. Fülle dieses Formular vollständig aus und drucke es aus. Gehe mit dem Formular in die Sprachabteilung der Studiencollegien (SPS) aller Fächer, in denen du Lehrveranstaltungen belegen willst und lasse es dort prüfen und bestätigen. **Deine Anmeldung für die Lehrveranstaltungen ist verbindlich und kann nach dem Einreichen der Formulare bei den Studienbüros nicht mehr geändert werden.**

Please go to jguonline.uni-mainz.de, change the language to English in the top-right corner, click on "Course Catalogue" and select the respective semester on the left-hand side. The courses are sorted by the faculties that offer them. If you are not sure which faculty offers your course of study, please go to studien.uni-mainz.de/studienangebot. Then, complete this registration form with all the courses you wish to attend and print it out. Take the form to the academic advisors (A.A.) of each subject in which you plan to take courses to and let them check and confirm it. Please note: **Your course registration is binding and cannot be changed once the registration process is completed.**

Persönliche Daten/ Personal Data		Semester/ Course of Study	
Nachname/ Family Name	Vorname/ First Name	Semester/ Semester	WiSe 2019/20
Matrikelnummer/ Student ID Number	E-Mail-Adresse/ Email Address	Kernfach/ Major	Bitte auswählen/ Please select
Heimathochschule/ Home University		Immatrikulation an der Uni Mainz/ Enrollment at Mainz University	
Land/ Country		<input type="radio"/> Ich bin neu an der Uni Mainz immatrikuliert. / I'm newly enrolled at Mainz University. <input type="radio"/> Ich bin seit dem letzten Semester an der Uni Mainz immatrikuliert. / I have been enrolled at Mainz University since last semester.	

1 Enter your personal data

2 Choose "I'm newly enrolled in Mainz"

Veransteltungsanmeldung/ Course Registration

Fach/ Subject	Nummer/ Number	Kursfall/ Course Title	Wochentag u. Uhrzeit/ Weekday and Time	Credits	Unterschrift der SPS/ Signature by A.A.
<input type="checkbox"/> Checklisten für Austausch/Inländerstud. / Course List for Exchange Students					
Wirtschaftswissenschaften/ Example Subject	15.025.999	Multimediale Gestaltung/ Example Course	Mo, 10:15-11:45 Uhr		
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					This part will be filled in by the academic advisors
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
weitere Veransteltungs/ additional course					

3 Enter your choice of courses

There is no general deadline for the registration. Please check with your department!

STEP 2: PERSONAL CONSULTATION WITH YOUR ACADEMIC ADVISOR

- Check the list of academic advisors (see links on previous page). Choose the relevant person(s) and go to see them during the office hours or arrange an appointment.
- They will advise you and officially confirm your choice by signing the form. The form remains usually with the academic advisor. He/She will forward the form to the Studienbüro (registration for courses).
- Repeat the process for every subject in which you would like to attend classes.



Please note: Your registration is binding and cannot be changed once you have submitted the form!

2





WELCOME WEEK

REGISTRATION FOR EXAMINATION



There is **no general rule** for exam registrations (except for students of Law & Economics - see page 27).

In each course, you have to ask your teacher which regulations apply to you. Usually, exams are taken at the **end of the lecture period or shortly after**.



Please consider this when planning your departure!

There is no general deadline for the exam registrations. Please check with your department!

Grade distribution:

You receive grades between 1.0 and 5.0. You pass your examination when your grade is between 1.0 (very good) and 4.0 (sufficient). You fail when you get a 5.0 (not sufficient).

Exception Law: Points between 0 and 18 (You pass with 4 points)

Credit Points (CP):

The workload of 1 CP is up to 30 hours. They are based on the ECTS (European Credit Transfer System).



TYPES OF EXAMS

There are usually four different types of exams depending on the classes you take:

WRITTEN EXAM ("KLAUSUR")

Usually written at the end of the semester in one of the last sessions.

ORAL EXAM ("MÜNDLICHE PRÜFUNG")

An examination in the form of a discussion between you and your examiner, on a certain academic subject.

WRITTEN TERM PAPER ("SCHRIFTLICHE HAUSARBEIT")

After consulting with your teacher, you choose a topic connected to your class to write a term paper on.

PRESENTATION ("REFERAT")

The teacher assigns a topic that is relevant to the course. You have to prepare an oral report, either alone or in a group. Presentations are usually held during the semester in one of the class sessions.



ADMINISTRATION

- ✓ Semester Fee
- ✓ Health Insurance
- ✓ Enrollment & Student Ticket
- ✓ Internet & Student Account
- ✓ Signing Rental Contract
- ✓ Registration at Bürgerservice
- ✓ Visa

GETTING READY FOR YOUR STUDIES

- ✓ Finding Courses
- ✓ Learning German
- ✓ Registration

GETTING TO KNOW

- ✓ Campus
- ✓ City
- ✓ People

You are here

READY FOR YOUR STUDENT LIFE?

see the next chapter





WHERE TO EAT?

There are plenty of possibilities to refill your energy supply before the next course – here's a culinary overview of the campus.

You can check the daily offer here:

www.campus-mainz.net/essen/



1 ZENTRALMENSA

Staudingerweg 15

Offers hot meals at 4 different counters (Theken) including vegetarian or vegan options

you can only pay with the StudiCard!

Mon-Fri 11.30 am – 2.20 pm

Sat 11.30 am – 1.15 pm

2 MENS@RIA

Staudingerweg 15

Offers snacks as well as hot meals and coffee

Mon-Thu 8 am – 6 pm

Fri 8 am – 5 pm

3 ESSBAR

Staudingerweg 21

Offers pizza, kebab, sandwiches, burgers as well as breakfast pancakes and pastries

Mon-Fri 10.30 am - 7 pm

Sat 11 am - 5.30 pm

4 INSGRÜNE – KAFFEEBAR IM PHILO

**Jakob-Welder-Weg 18,
Philosophicum**

Offers snacks like bagels, pastries, smoothies and fresh coffee

Mon-Thu 8 am – 3.30 pm

Fri 8 am – 2 pm

5 DIWAN

Johann-Joachim-Becher-Weg 23a

Middle Eastern cuisine, offers kebab, falafel, pizza and pasta & rice dishes

Mon-Fri 11.30 am – 8 pm

www.diwan-mainz.de/

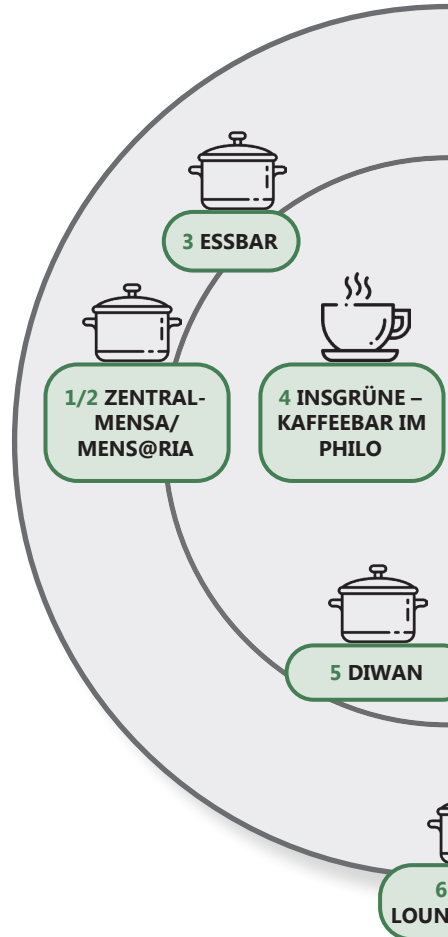
6 BASE LOUNGE & BAR

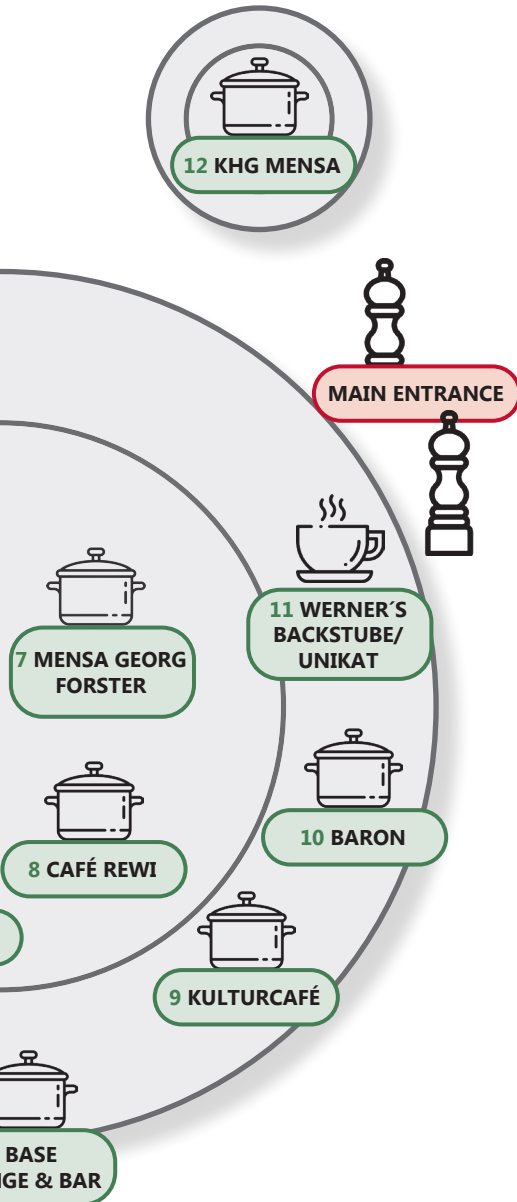
Dalheimer Weg 2

Offers breakfast, waffles, snacks, burgers and more

Mon-Fri from 10 am

www.base-lounge.com/speisekarte/





MENSA GEORG FORSTER 7
Jakob-Welder-Weg 12, Georg-Forster Bau

Offers warm meals - including vegetarian options as well as sandwiches, pastry, salads, sweets and coffee

Mon-Fri 10 am – 7 pm

CAFÉ REWI 8
Jakob-Welder-Weg 9, ReWi Gebäude

Two different meal options – including a vegetarian option, stews, as well as sandwiches, salads, sweets and coffee. Highlight: the MüsliBar (cereals) for an energized start to your morning!

Mon-Thu 7.30 am – 5 pm
Fri 7.30 am – 4 pm

KULTURCAFÉ/Q-KAFF 9
Johann-Joachim-Becher-Weg 5

Offers warm meals, sandwiches, snacks, pastries & coffee

Mon-Fri from 09.30 am

That's not all! In the evening, it transforms into an event location!
www.kulturcafe-mainz.de/veranstaltungen/

BARON 10
Johann-Joachim-Becher-Weg 3

Offers warm meals, a bit more pricey

Mon-Fri 9 am – 10 pm

Sat 12 pm – 10 pm

That's not all! In the evening, it transforms into an event location!
www.baron-mainz.de/veranstaltungen/

WERNER'S BACKSTUBE/UNIKAT 11
Jakob-Welder-Weg 1

Bakery, offers sandwiches, pastries, and coffee

Mon-Thu 7 am – 6 pm

Sat 8 am – 3 pm

KHG MENSA 12
Saarstraße 20

Offers two meals – meat and vegetarian options

Mon-Fri 11.30 am – 2pm



LEISURE TIME - SOCIAL AND CULTURAL ACTIVITIES



It's not all about studying...
We have some ideas for you!

How about...

SINGING?

The UniChor of the **Collegium Musicum** is open for all JGU students and staff.

www.unichor-mainz.de/home.html

The **Joy Singers** of Stw Mainz meet every Tuesday. Join either the singing group (like singing around a campfire) or the regular choir.

www.studierendenwerk-mainz.de/ab/kultur/joy-singers-tuesdays/

The **Authentic Voices** are the choir of the English Department of JGU. They meet every Thursday (open to all students).

www.authentic-voices.de/

SPORTS?

11

The **"Allgemeiner Hochschulsport (AHS)"** of the JGU offers a broad range of sports. You will find everything from Aerobics to Yoga.

The best thing: it's for free!
(Apart from certain special courses.)
You can check out and download the program on the website.

www.hochschulsport.uni-mainz.de
www.hochschulsport.uni-mainz.de/Downloads/Programmheft_Uebersetzung.pdf

A TASTE OF THE WINE REGION?

Part of your program to explore Mainz should definitely be a **trip through the vineyards**. "Campus Mainz" organizes monthly trips to the vineyards or wine markets in the region. Costs are around EUR 15 per person.

You can check out their program on their website or get inspired for your own trips.
www.campus-mainz.net/weinexpress/

MEETING NEW PEOPLE?

Every semester, the **LEI - Erasmusteam Mainz** organizes a varied program of activities for all students. From regular sport activities, cultural excursions to parties – there is something for everyone.

www.facebook.com/erasmusmainz/

(see page 19)

GOING TO THE CAMPUS CINEMA?

Every Monday and Wednesday, the lecture hall N2 in the "Muschel" (see campus map no. 8) turns into a

cinema. You can purchase drinks at the entrance.

You can find the program here:
www.unifilm.de/studentenkinos/Mainz

MASTERING A NEW SKILL?

The **"Kulturkurse"** are a great opportunity to learn a skill you always wanted to learn, like dance, survival in the woods, calligraphy or a software program – to name just a few examples of the varied program.

www.campus-mainz.net/kulturkurse/



BEING A JOURNALIST?

Students who want to gain experience working in the media (TV, radio, online) have several opportunities at JGU.

CAMPUSTV MAINZ

TV made by students for students. The team of **CampusTV Mainz** produces broadcasts and videos about all kinds of topics connected with studies, research and life on the JGU campus.

Open to all students.

www.campus-tv.uni-mainz.de/wp2/

CAMPUSRADIO

Campusradio is a JGU project to give students insight into the work of a radio station. Students learn how to produce their own radio broadcast.

www.campusradio.uni-mainz.de/

CAMPUS MAINZ E.V.

Campus Mainz is a non-profit organization that offers information on campus news, food, events, studies and more on their website. If you would like to support the editors and write articles, you can contact them via email.

mail@campus-mainz.net

www.campus-mainz.net

PRACTICING YOUR LANGUAGE SKILLS?

The **Sprachcafé** is the ideal place to practice your language skills or to speak your language to interested persons and help them practice yours. Every Wednesday from 6-8 pm in the Zentralmensa (central canteen) starting Wednesday 15.04.2020.

www.studierendenwerk-mainz.de/ab/kultur/language-cafe-wednesdays/

www.facebook.com/stwmainz

LANGUAGE TANDEM

You can register for a **language tandem** at the ISSK until **April 30th**. A language tandem is an ideal opportunity to improve your German skills and learn more about Germany and its inhabitants. In the face-to-face tandem you will speak your native language to German students who want to improve their language skills in contact with you.

For more information, visit:

www.blogs.uni-mainz.de/issk-eng/german-as-a-foreign-language/language-tandem/

LIFE IN THE CITY

GOING TO THE THEATRE?



You can visit the **State Theatre Mainz** for free!

You can go to the box office and get a ticket for free 3 days before the performance you want to see. There, you will need to show your student ID and a picture ID in order to get the ticket.

www.staatstheater-mainz.com/web/

 Gutenbergplatz 7, city center

GETTING TO KNOW PEOPLE FROM MAINZ?

The Stw Mainz offers a program called **Foreigners become Friends** (Fremde werden Freunde) where you can get to know people from Mainz who are not students. Have a coffee, go for a walk, practice your German and explore the region together!

If you are interested, you can register here:

www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/?L=3

(see page 20)



ON-CAMPUS ORIENTATION AND USEFUL ADDRESSES



SERVICES

GUTENBERG INTERNATIONAL SCHOOL SERVICES/ INTERNATIONAL OFFICE

①

Here you can get help with any question concerning your stay.

Forum universitatis, entrance 7, 1st floor, rooms 01-710, 01-714

Office hours: please check the website
www.international-office.uni-mainz.de/exchange/
gis@international.uni-mainz.de

STUDENT SERVICES/ INFO DESK

②

The Student Service Center (Infodesk) is responsible for the general student administration. You can go there if you have lost your student ticket.

Forum universitatis, Entrance 1, 1st floor

Opening hours:

Mon, Tue & Thu 9 am – 4 pm

Wed 9 am – 12 pm, 1 – 4pm

Fri 9 am – 1 pm

www.studying.uni-mainz.de/service/

STUDIARENWERK MAINZ (Stw Mainz)

①7

The Stw Mainz is responsible for the social services for students. It supports students in social, economic and cultural aspects. It assists international students with finding accommodation before arrival, coordinates contact programs and organizes events and parties together with student's volunteer teams. You can pay your rent here and get answers to any question concerning your accommodation.

Studierendenhaus, SB II, Colonel-Kleinmann-Weg 2

www.studierendenwerk-mainz.de/internationales/?L=3
international@studierendenwerk-mainz.de

Office Hours Housing International:

Mon–Fri 10 am – 12 pm

Wed 1.30 pm – 3.30 pm

ALLGEMEINER STUDIERENDEN- AUSSCHUSS (ASTA) – TEXT CAFÉ & LEGAL ADVICE

①5

The AStA (General Student Committee) has various sections. This includes the section for international students, which offers support in the process of integration on campus and in Mainz through cultural events, workshops, seminars, and the TextCafé, which is the place to go for help with German language assignments. Support for socially disadvantaged students can be found here, as well as political and cultural events and free legal advice for international students.

Studierendenhaus, Staudingerweg 21

Textcafé

www.schreibwerkstatt.uni-mainz.de/

Legal Advice for International Students

Office hours:

once per month, Tuesdays 5-7 pm

www.blogs.uni-mainz.de/asta/ab-ref/auslaenderinnen/

HEALTH INSURANCES

①4

Staudingerweg 21 (both)

AOK

www.aok.de/pk/rps/zielgruppen-ebene-b/studierende/

AOK Opening Hours:

Mon – Wed 8 am – 4 pm,

Thu 8 am – 6 pm, Fri 8 am - 1 pm

**TK**

www.tk.de/tk/kundenberatung-a-z/m/0685-mainz-campus/150496

TK Opening Hours:

Mon, Wed, Fri	9 am – 1 pm
Tue, Thu	10 am – 1 pm
Fri	2 pm – 4 pm

AGENTUR FÜR ARBEIT MAINZ – BLEIB! 16

Are you thinking of staying and working in Germany? The Agentur für Arbeit Mainz can help you with applications for internships and jobs in Germany. Advice is offered in German and English, as is the preparation and correction of application documents, workshops and trainings for international students and graduates. All of these services are free.

Staudingerweg 21, entrance F

www.arbeitsagentur.de/mainz/akademiker-und-studierende

Opening Hours:

Mon & Thu	9.30 am – 3 pm
mainz.271-Akademiker@arbeitsagentur.de	

MENTAL HEALTH SERVICES FOR STUDENTS (PBS) - me@JGU 19

JGU's Mental Health Services provide professional help in dealing with specific problems that may occur while you are at the university. If you are having personal problems or trouble coping with your studies (such as test anxiety), need life advice or simply someone to listen, see the Mental Health Services. They also offer counseling and some courses in English.

Additionally, the JGU Health Services offer courses like "Test Anxiety", "Writers Block", "Stress Management".

If you need tips or information, you can have a look at **me@JGU**, an online portal for JGU students. The website contains exercises on various topics in form of texts, audios, videos and podcasts.

www.me-at-jgu.de

Hegelstraße 61, 5th floor

www.pcc.uni-mainz.de/

Tel.: 06131-39 22312

pbs@uni-mainz.de

To make an appointment for counseling, you can come by or call during office hours.

Mon-Fri 9 am – 12 pm

Mon, Tue, Thu 1.30 pm – 3.30 pm

OFFICE OF ACCESSIBILITY (SBS)

If you are handicapped, chronically ill or have mental health issues, the Office of Accessibility can provide support and advice on personal problems, problems with studies, legal questions, organisation and financing.

Forum 1, Raum 02-101

office hours:

Mon – Thu 10am - 2pm

Fri 10am - 12pm

and by arrangement

INTERNATIONAL PREPARATORY AND LANGUAGE CENTER (ISSK) 21

You want to learn German or another foreign language? The ISSK (International Preparatory and Language Center) offers a variety of foreign language and German courses at different levels. Please find more information here: <https://www.blogs.uni-mainz.de/issk-eng/> and on page 26

Binger Straße 14-16



BUILDINGS & LIBRARIES

UB - UNIVERSITY LIBRARY

④

The University Library consists of the Central Library, eight departmental libraries and the central archive.

Jakob-Welder-Weg 6

www.ub.uni-mainz.de/

Opening Hours

Mon-Fri 8 am – 12 am

Sat-Sun: 10 am – 12 am

REWI GEBÄUDE (LAW & ECONOMICS BUILDING)

③

The Faculty of Law, Management, and Economics.

In the so-called ReWi (Recht und Wirtschaft) building, you can find the departments of law, economics, and business education. Lecture hall RW1 is the biggest on campus, with almost 1000 seats. The departmental library is also located here.

Jakob-Welder-Weg 9

www.rewi.uni-mainz.de

Opening hours library:

Mon-Sat 8 am – 12 am

Sun 10 am – 12 am

Information Desk

Mon-Fri 9 am – 3 pm

The library is closed on public holidays.

GEORG FORSTER GEBÄUDE (GFG)

⑤

The Institute of Education, the Department of Political Science, the Department of Communication, and the Institute of Sociology are all located in the GFG.

Various departmental libraries as well as the USA library are located here.

Jakob-Welder-Weg 16

www.ub.uni-mainz.de/bereichsbibliothek-georg-forster-gebäude/

Library Opening Hours:

Mon-Fri 8 am – 12 am Sat-Sun 10 am – 12 am

Information Desk

Mon-Fri 9 am – 5 pm

The library is closed on public holidays.

PHILOSOPHICUM

⑥

The Philosophicum library is a combination of 15 departmental libraries of Faculty 05 (Philosophy and Philology) and Faculty 07 (History and Cultural Studies). The names of the lecture halls and rooms in the Philosophicum start with a "P". Lecture Hall P1 is the biggest in the Philosophicum, and it is located outside the main entrance of the building. Films and student plays are occasionally shown here during the semester.

Jakob-Welder-Weg 18

www.ub.uni-mainz.de/bereichsbibliothek-philosophicum/

Library Opening Hours:

Mon-Fri 8 am – 10 pm

Sat-Sun 10 am – 10 pm

The library is closed on public holidays.

HOCHSCHULE FÜR MUSIK (HfM) (SCHOOL OF MUSIC)

⑦

The Mainz School of Music is the only college of music in Rhineland-Palatinate! You can go to concerts here, and join the choir or the orchestra (more information see page 33).

Jakob-Welder-Weg 28

www.musik.uni-mainz.de/veranstaltungen/veranstaltungskalender/



KUNSTHOCHSCHULE

At the Kunsthochschule you can go to exhibitions or listen to lectures.

Am Taubertsberg 6

<https://kunsthochschule-mainz.de/neues/calender/>

ZENTRUM FÜR DATEN- VERARBEITUNG (ZDV) DATA CENTER / NATFAK BUILDING

9



Numerous computer labs with internet access, various software programs and printers are located in the ZDV. The ZDV information center is located in room 00-47. The courses offered by the ZDV take place here.

NatFak (Naturwissens. Fakultät)

Anselm-Franz-von-Bentzel-Weg 12

www.zdv.uni-mainz.de/

ZDV Service Center Opening Hours:

Mon-Fri 9 am – 6 pm

PC-Pool Opening Hours:

Mon-Fri 8 am – 10.15 pm

NATURAL SCIENCES

12

The Institutes of Physics, Mathematics, Computer Science and Meteorology are located in these buildings.

Staudingerweg 7

www.phmi.uni-mainz.de/111.php

“MUSCHEL” + CINEMA (KLUBKINO MAINZ)



8

If you wondered what a “Muschel” (shell) is doing on the campus – it’s a lecture building shaped like a shell ☺

But it is also the place where the “Klubkino” – cinema in a lecture hall (room N2) – takes place. Twice a week in the evening, a variety of films are shown. The atmosphere is pleasant and tickets are inexpensive.

Johann-Joachim-Becher-Weg 21

www.unifilm.de/studentenkinos/Mainz

LEISURE

BOTANICAL GARDEN

10

The JGU Botanical Garden is an educational and scientific garden. It displays a broad range of plants and contributes to research and conservation. It is also nice to take a walk through the different vegetations to refresh body and mind on an exhausting day.

CATHOLIC COMMUNITY MAINZ (KHG) & PROTESTANT STUDENT COMMUNITY MAINZ (ESG)

20

KHG and ESG are Catholic and Protestant student institutions, respectively. They offer a wide variety of events which may be of interest to you. They also offer counseling services.

KHG: Saarstraße 20

55122 Mainz

www.khg-mainz.de/

ESG: Am Gonsenheimer Spieß 1

55122 Mainz

www.esg-mainz.de/

UNIKAT SHOP

Here you can buy souvenirs for your friends and family, but also for yourself. Go and get your JGU jumper, a cup, a pen and so on!

Jakob-Welder-Weg 1

Opening Hours

Mon-Fri: 8am - 6pmr

Sat 8am - 3pm (during vacation from 8am - 2pm)



PAYING THE STUDENT SEMESTER FEE

1. Transfer the amount

If you come from a country that uses the Euro, you will usually already have transferred the amount prior to your departure. If not, you will find the necessary bank details here again.

Recipient: Landeshochschulkasse Mainz
IBAN: DE46 5500 0000 0055 0015 21
BIC: MARKDEF1550
Reason for payment: *IBW Applicant number Last name, first name*
Amount SoSe 2020: 322,18€

You will find your applicant number in your letter of admission.

2. Pay the amount in cash

If you come from a country that does not use the Euro, you have to fill out this form and go to the cash point of the Stw Mainz to pay the amount in cash.



An Hauptkasse - To Cash Point

Betrifft: Zahlung der studentischen Beiträge an die Johannes Gutenberg-Universität Mainz über die Hauptkasse des Studierendenwerk Mainz
Concerning payment of the student fee to the Johannes Gutenberg-Universität Mainz via the cash point of Studierendenwerk Mainz

Von: From Familienname, Vorname - Family name, first name

Verwendungszweck - siehe Zulassungsbescheid:
Purpose of use - see letter of admission

IBW
IBW/IBW-Nr./ Familienname, Vorname - applicant number/family name, first name
[Beispiel - example: IBW12223 Müller, Toni]

Bezeichnung der Ausgabe - Designation of the costs

Semesterbeitrag: 322,18 EUR **Kostenstelle 3110 Konto 4832**
Semester fee

Gebühr: 5,00 EUR
Charge

Von der Hauptkasse zu vereinnahmender Betrag - Amount to be collected from the cash point:

327,18 EUR

Ort/Datum Mainz,
Place/Date

Stempel/ Unterschrift _____
Stamp/ Signature Hauptkasse Studierendenwerk Mainz - Cash Point Studierendenwerk Mainz

Please enter your name here (clearly legible).

The reason for payment consists of the letters "IBW", your applicant number and your name.


Please write "IBW12223 Müller, Toni" (as example).

You need:

amount of student semester fee in cash (see letter of admission) + 5 Euro charge



CASH POINT (STUDIERENDENWERK)

OPENING HOURS
Mo-Fri 9am-12.30pm Mo-Wed 1pm-2.30pm
ADDRESS
Staudingerweg 15, see map no.  (back of the Mensa)

RE-REGISTRATION

If you plan to stay another semester at JGU you must not forget to re-register. You do so by paying the semester fee again.

SAVE THE DATE

RE-REGISTRATION Summer Semester 2020

**You stay for two semesters?
Great!**

Please remember to pay the
**semester fee for the second semester
by July 15, 2020.**

You will then receive your semester ticket
automatically by mail.



DEADLINE JULY 15, 2020



TUTORIAL SECTION

STUDENT ID = STUDENT SEMESTER TICKET

FREE USE OF PUBLIC TRANSPORT & FREE ENTRY FOR STAATSTHEATER MAINZ



Once you are enrolled, you will receive your **student ID which doubles as your student semester ticket!**

It allows you to use public transportation **for free** – buses, trams, subways and trains (excluding IC, EC and ICE).

The semester ticket is valid in the area of Mainzer Verkehrsgesellschaft (MVG), Rhein-Main-Verkehrsverbund (RMV) and Rhein-Nahe-Nahverkehrsverbund (RNN). This is a rather large area (see area marked in green).

So make sure you visit some places during your stay!

AREA OF YOUR TICKET



Loreley, Darmstadt, Felsenmeer...

You can find ideas for trips with your student semester ticket here:

www.campus-mainz.net/newsdetails/news/artikelreihe-mit-dem-semester-ticket-nach/

With your student ID, you can also visit the theatre **Staatstheater Mainz** for **free!** For more information see page 34.



Please note:

The semester ticket is only valid in combination with a valid photo ID (passport or personal ID)!
The semester ticket may not be laminated or sealed in plastic wrap.



HOW TO ACTIVATE YOUR STUDENT ACCOUNT



Once you are enrolled, you will receive your log-in data for your student account. Your username and password enable you to log into any computer on campus, to use your own student e-mail account as well as the printers and photocopiers all across campus and to log in to JOGU-StINE. You will also have access to the WIFI on the campus and in the dormitories.

For your account activation go to account.uni-mainz.de/Passwort/ActivateAccount

STEP 1: Enter your student ID number

STEP 2: Enter your PUK (you will receive this once you are enrolled)

STEP 3: Create your password
Rules for your password:

- ✓ At least 8 characters
- it must include:*
- ✓ Upper Case Letters (A...Z)
- ✓ Lower Case Letters (a...z)
- ✓ Numbers (0...9)
- ✓ Symbols (!"#\$%&/()=?)

Please avoid:

- ✓ Characters which are not part of all keyboards such as: §, Ä, ö, ü, Ö, Ü
- ✓ Words from dictionaries
- ✓ Parts of your name or family name

Please write down your password or take a photo of it. Should you still forget it, you can change it here:

<https://account.uni-mainz.de/Passwort>

CERTIFICATE OF ENROLLMENT & CONFIRMATION OF EXMATRICULATION



If you need a certificate of enrollment or your confirmation of exmatriculation you can print it out by yourself:

In order to do so, please go to JOGU-StINE jogustine.uni-mainz.de choose "Service" – "My documents" and download the document you need.

You may need the confirmation of exmatriculation in the future, e.g. when you plan another study period/ study program in Germany. The confirmation of exmatriculation will be online from **mid-September.**

Note: Download your documents from the online portal and save them in order to have permanent access to them. Access to the online platform JOGU-StINE is limited to the duration of your enrollment. Your account will be deleted one semester after the end of your stay. Your enrollment documents are provided only in electronic form on JOGU-StINE. They won't be sent via email.

Don't forget to check your student e-mail (...@students.uni-mainz.de) regularly as some offices only use this e-mail address to contact you.

Alternatively, you can also set up a redirect. You can find out how to do this at www.zdv.uni-mainz.de/mailweiterleitung/



REGISTRATION AT THE "BÜRGERSERVICE" MAINZ

During your time in Germany you have to be registered at the city's registration office ("Bürgerservice"). For all students living in Mainz, the registration at the "Bürgerservice" is on 8th April 2020 from 11am-3pm. If you are unable to attend this appointment, you will have to make an appointment with the "Bürgerservice" yourself. You can find out how to do this on the next page. If you live in another city, you have to visit the registration office there in order to register.


At the end of your stay you need to **de-register** again.

During the InfoDays you will receive this **checklist** from us. It will help you to register at the "Bürgerservice", but you're not obligated to take it with you to the appointment.

Nachname Last name
Geburtsname Birth name
Vorname First name
Geburtsort Place of birth
Staatsangehörigkeit Nationality
Familienstand (ledig/ verheiratet) Civil status (unmarried/ married)
Religionszugehörigkeit Religion
Bisherige Wohnung im Ausland (Stadt, Land) Previous location abroad (City Country)



FOR THE REGISTRATION, YOU NEED TO BRING:

- "Wohnungsgeberbestätigung"**:
You receive this from the Studierendenwerk (if you sign the rental contract there) or from your private landlord
- Passport/identity card**
-  **If you don't register on 8th of April, please note that you must register yourself within 14 days after your arrival.**



HOW TO MAKE AN ONLINE APPOINTMENT AND HOW TO REGISTER AT THE „BÜRGERSERVICE“ MAINZ

It's best to make use of the special service hour for exchange students on 8th of April. You only have to make your own appointment if you can't make it during that time.

You can go to the "Bürgerservice" (registration office) individually or in groups, but remember to make an appointment beforehand.

You can arrange it under

www.mainz.de/verwaltung-und-politik/buergerservice-online/buergeramt-online-terminvereinbarung.php

STEP 1: Confirm the Data Protection

STEP 2: Click "Bürgerservice"

STEP 3: Choose "Anmeldung eines Wohnsitzes in Mainz, Unionsbürger und Ausländer"

STEP 4: Optional download of the „Wohnungsgeberbescheinigung“. You receive this from the Studierendenwerk. You only need to download it and have your landlord fill it out if you live in a private flat.

STEP 5: Insert how many people are coming to the appointment, since you can go alone or in groups

STEP 6: Fill in your personal data

STEP 7: Choose a time (you have to mark two consecutive slots)

grey = free time slot

red = already taken

green = your choice

STEP 8: Check your emails and confirm the link – only then does the office get notice of your request

STEP 9: Your request will be checked and you will get a second email with the final confirmation and information

ADDRESS

Bürgeramt: Abteilung Bürgerservice, Stadthaus, Lauteren-Flügel, Entrance Kaiserstraße 3-5, 55116 Mainz

Bus & Tram Stop: „Hauptbahnhof“ (Central Station): all buses except No. 28, 33 and 70



TUTORIAL SECTION

HOW TO REGISTER FOR THE LICENCE FEE

Once you registered at the „Bürgerservice“ Mainz, you are also required to register for the so called „Rundfunkbeitrag“ (licence fee) which finances the public sector media.

You can register under www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/index_ger.html

STEP 1: Choose "Wohnung anmelden" and "Online ausfüllen"



STEP 2: Fill in your personal data

STEP 3: Insert data of the room/flat



17.50 EUR
per month
per flat

STEP 4: Choose your payment pattern and method

STEP 5: Re- check your information for accuracy, if necessary click on "Korrigieren" to correct, something if necessary. If everything is fine, click:

Anmelden

PLEASE NOTE:
After submitting your online registration, you will receive a confirmation. As soon as the payment is due, you will receive a notification from the "Rundfunkbeitragservice" via regular mail/post. With this notification, you will receive information about the payment and the recipient account (IBAN and amount).

BUT I DON'T HAVE A TV!

The payment is due regardless of whether you possess a TV or a radio since all programs are also available online.

SHARED APARTMENT = SHARED FEE

If you live in a shared apartment, please check with your flat mates to see if somebody is already paying because each household only has to pay once (not per person but per apartment door). If this is the case, you can deregister at:

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

(German version only)

ALL OF THE INFORMATION FOR STUDENTS IS SUMMARIZED AT:

www.rundfunkbeitrag.de/welcome/english/index_ger.html



HOW TO RECEIVE AND USE THE STUDICARD

The StudiCard enables you to pay without cash in the Mensa and cafeterias as well as use printers and photocopiers on campus.



HOW TO OBTAIN THE STUDICARD

You can get the StudiCard for 5 Euro at the:

Info-Point, Studihaus, Staudingerweg 21, Entrance F, or to mensa and all cafés on campus:

- Mensaria
- INSGRÜNE Cafébar im Philo
- Mensa Georg Forster
- Café Rewi

The only reason you don't need to buy the StudiCard is if you received it as a key for your dormitory apartment.

In order to pick it up you need to bring:

- ✓ Your student ID
- ✓ A valid photo ID (passport)
- ✓ 5 Euro for issuing the card



HOW TO LOAD MONEY

Your Studicard has the function to automatically reload as soon as it runs out of money (Autoload). To activate this function, you must first share your bank information with the staff of the Info-Point.



Alternatively you can also use the so called „Kartenaufwerter“, to load money on the card. You find them in the Mensa or in any cafeteria. The machine only accepts bills (no coins!)



PLEASE NOTE:

There are two different accounts on your StudiCard.

You have your

a) GENERAL ACCOUNT

this is the money you load on your card via the "Kartenaufwerter" (see picture above) and which you use to pay in the Mensa.

b) PRINTING ACCOUNT

this allows you to use the campus printing system. In order to load money on your printing account, you first have to make sure that you have enough money on your "general account", then to go to a service terminal e.g. in the University Library (UB) and choose "Geld aufbuchen" (more details on page 47).



HOW TO PRINT



You can print and scan in most of the libraries or in the ZDV (Data center) computer pool. For this you need your **StudiCard** (see previous page).

You can also check out these detailed instructions

www.en-zdv.uni-mainz.de/operating-instructions-for-service-terminals/

STEP 1: FIND A SERVICE TERMINAL (COMPUTER)

Go to a service terminal, e.g. in the University Library (UB)

More locations: www.zdv.uni-mainz.de/standorte-serviceterminals/

The service terminal's screen will look like this:



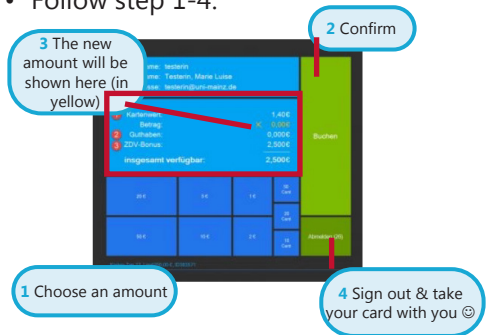
STEP 2: ASSIGNING YOUR STUDICARD

- Click on "Karte zuordnen"
- Log in with your student account (you received the login data during the matriculation).
- Change your PIN (only numbers, at least 4)

STEP 3: LOAD MONEY ON YOUR STUDICARD PRINTING ACCOUNT

First you have to check if you have enough money on your card's general account. If you do, follow the next steps:

- Click "Druckguthaben aufbuchen" on the service terminal screen
- Hold your card to the black/blue – scanner
- Enter your PIN
- Hold your card to the other scanner (light blue/grey)
- Follow step 1-4:



ZDV Bonus: You already have Euro 2.50 on your printing account

STEP 4: SCANNING & PRINTING

- Scanning**
- Put your Studicard on the card reader at the side of the printer
 - Enter your PIN

- Printing**
- Send your print jobs to the printer **\\jgu-ps-1.zdv.net\Drucken**
 - Put your Studicard on the card reader at the side of the printer
 - Enter your PIN
 - Choose and enable your print job



FINDING LITERATURE IN LIBRARIES AND ONLINE CATALOGUE



You will find a wide variety of libraries on campus.

Except for libraries from the Medicine and Psychology departments, all other departments are represented on the campus.

You can find an overview of all libraries and their addresses here:

www.ub-eng.uni-mainz.de/library-system/

See also the campus map in the middle of the guide for the exact locations.

In the **online catalogue** (“Rechercheportal”) you can check out where to find certain books and browse through the huge digital catalogue of literature:

hds.hebis.de/ubmz/index.php

In most of the libraries, you can also find **computer rooms** where you have the opportunity to **scan** and **print** out literature.



HOW TO OBTAIN A LIBRARY CARD

If you want to borrow books, you will need a library card. You can get it from the lending desk at the University Library (UB, see on the map no. ④).



BORROWING AND RETURNING BOOKS

Please note: In most libraries, taking books home for long periods of time is not permitted. Most likely you may only borrow them overnight or for a weekend.

Exemption: University Library
There, you can borrow books for up to 4 weeks. In order to borrow books there, use the book scanners at the entrance of the “Lehrbuchsammlung”. You put your library card in the slot and enter your library card PIN (your date of birth in the format dd/mm/yy).

If you are interested in a **guided tour** you can visit: www.ub.uni-mainz.de/fuehrungen/



IN CASE OF EMERGENCY...

The most important number for you is 112. You only need to dial this number (free of charge) in order to reach the emergency services – police, medical services or fire brigade – anywhere in Germany and Europe immediately.

More important local emergency addresses and numbers in and around Mainz:

Fire brigade	Tel.: 112
Emergency medical services/ ambulance	Tel.: 19 222
Police	Tel.: 110
Central Phone number University Hospital Mainz	06131-17-0
Poison helpline	06131 - 19240 or 0700/44384636
Hospitals Mainz and Rhineland Palatinate	http://gesundheitsseiten.de/notdienst_krankenhaus.php
Pharmacy emergency service	https://gesundheitsseiten.de/notdienst_apotheke.php Rheinland-Pfalz: 0800 - 228 228 0 (free service number also from your mobile phone!) http://www.lak-rip.de/startseite/
Medical emergency service Mainz St Vincenz Hospital	An der Goldgrube 11 , 55131 Mainz Tel.: 116 117 Weekend: Fri 4pm - Mon 7am Weekdays: 7pm - 7am / Wed 2pm – Thu 7pm http://gesundheitsseiten.de/notdienst_arzt.php
Dental emergency service Mainz City Center	Tel. 01805 / 66 61 60 Weekends & holidays, days between holidays and week- ends (Mon/ Fri) & between Christmas and New Year http://gesundheitsseiten.de/notdienst_zahnarzt.php Search for other cities: http://gesundheitsseiten.de/notdienst_zahnarzt.php

We hope that you will not need one of these emergency services while you are in Mainz, but it is always good to know where to get quick help in case of an emergency. Of course, you can always contact us in case of emergency or afterwards, no matter what has happened (accident, violence, theft...) – we are there to support and assist you!

GIS: +49 16131 39-20695 or gis@international.uni-mainz.de

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