



Johannes Gutenberg-Universität Mainz

Institutional Factsheet

Annex to Erasmus+ Inter-Institutional Agreement

Campus Mainz

Campus Germersheim

Important Note: JGU Mainz has two campuses.

The main campus in **Mainz** where nearly all departments are located. Our second campus in **Germersheim**, about 100km away from Mainz, where the department of Translational Studies, Linguistics and Cultural Studies is located. The contact persons, administration processes and deadlines as well as additional information are different for the two campuses, so please make sure to find the right information for the respective campus.

CAMPUS MAINZ

1. Institutional Information JGU Institutional details

Name of the institution	Johannes Gutenberg-Universität Mainz
Erasmus Code	D MAINZ 01
EUC	Nr. 29716
Institution website	http://www.uni-mainz.de
Online course catalogue	https://joqustine.uni-mainz.de

1.1. Main contacts Campus Mainz

Contact person	Benjamin Grosch (he/his) & Team
Responsibility	Central coordinator for bilateral agreements/ partnerships (Erasmus+ and non-erasmus) Contact person for Digital IIA's
Contact details	Email: cooperations@international.uni-mainz.de

Contact person	Lenka Tucek (she/her) & Team
Responsibility	Erasmus+ Institutional Coordinator Contact person for outgoing students (Erasmus+ programme)
Contact details	Phone: +49613139 26783 Email: erasmus@international.uni-mainz.de

Contact person	International Office/ Outgoing (non-erasmus/ non-european partnerships) Carolyn Oberwittler (she/her)/ Petra-Angela Wacker (she/her)
Responsibility	Contact person for outgoing exchange students (except Erasmus+)
Contact details	aussereuropa@international.uni-mainz.de europa@international.uni-mainz.de

Contact person	Silke Jennerich (she/her) & Team International Student Support:
Responsibility	Contact person for incoming exchange students (all programs) and international degree students
Contact details	Phone : +49613139 20695 Email: international-students@uni-mainz.de Contact form students : https://www.international.uni-mainz.de/contact-international-student-support/

2. Detailed requirements CAMPUS MAINZ

Exchange Students must have completed at least one academic year at the home university and be nominated by the sending partner institution.

2.1. Recommended language skills CAMPUS MAINZ

The sending institution, following the 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.

Exchange students do not have to pass a formal language examination in German in order to qualify for enrollment at JGU. To be able to study successfully at JGU, your students must be able to understand the courses taught in German and/or English and take exams in German and/or English as well (depending on the language of instruction).

Please note that not all subjects offer English taught courses.

For these purposes, it would be best if they had an **intermediate (B2) level of German (and/or English) or at least a B1 level with a good final grade**.

Please check our website <https://www.studium.uni-mainz.de/en/your-application/exchange-students/> for more details about which subjects offer courses in English) or get in touch with the departmental coordinator before you nominate the students. Additionally please refer to our course catalogue <https://joqustine.uni-mainz.de> (click "course catalogue") and chapter 2.4. "Choice of courses" for more information.

For courses taught in English open to Erasmus+ students in all departments please check the list available <https://www.studium.uni-mainz.de/en/starting-your-studies/starting-your-studies-as-an-international-student/non-degree-seeking-students/gutenberg-international-school-gis/> (see downloads "Overview of non-German courses").

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	For the details of each subject please see https://www.studium.uni-mainz.de/en/your-application/exchange-students/ (Language proficiency – Subjects with courses taught in English)	German Occasionally: English	<i>In general:</i> B1 (with a good final grade) Better would be B2
Student Mobility for Studies	Medicine/ Dentistry	German	B2 or B1 plus Language Course** (student mobility)/ C1 for the practical year
Student Mobility for Studies	German Studies	German	B2*** (certification required) – (if B1, only limited access to courses)
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

***The specific language requisite of **B2 for German Studies** is a requirement from the German Department to emphasize that German Studies is a philology (i.e. the study of German linguistics, literature and culture) and not a language learning programme. Thus, the students intending to study German Studies must have at least a **high B1** level overall and preferably a **B2** level to be able to follow the lessons successfully. But if your nominee's level of language proficiency is a special case, please feel free to contact us for an individual clarification. After all, we wish your students to feel comfortable in their courses and to study successfully at JGU. When applying to JGU, your students in the field of German Philology need to indicate their language proficiency in the online application form and to upload a confirmation for it. Students who come to JGU with B1 level, might have only limited access to courses in German Studies. **They don't need an official language test** to prove their knowledge. A statement by the coordinator/ a university teacher from the home university that they study German Studies and/ or have advanced B1 or preferably B2 level is sufficient to get admitted.

2.2. Additional requirements (students with disabilities) CAMPUS MAINZ

JGU's Office of Accessibility offers assistance to help disabled students to complete their exchange period under the best possible conditions. JGU will be happy to welcome your students and offer them help and support, no matter what kind of special needs they might have. Our goal is to support each student so that they can experience a successful semester at JGU. Please feel free to contact us for more information and have a look on the websites indicated below.

Studierendenwerk Mainz (Housing): You can indicate special requirements during the room application process.

<https://www.studierendenwerk-mainz.de/en/housing>

Office of Accessibility <https://accessible.uni-mainz.de/>

Family Services <https://www.family-services-center.uni-mainz.de/>

Mental Health Service <https://www.mhs.uni-mainz.de/>

Equality and Diversity Office diversitaet@uni-mainz.de

2.3. Specific information on individual departmental regulations CAMPUS MAINZ

2.3.1. Medicine (practical year)

German proficiency level C1 is required for the practical year.

Contact person Medicine Incomings: Aline Possél (she/her) auslandsstudium-medizin@uni-mainz.de

Contact person practical year Medicine: Ines Schmitt (she/her) pj-buero@uni-mainz.de

2.3.2. School of Music

Please check the website <https://www.music.uni-mainz.de/studies/study-abroad-erasmus/incomings/> for more details about the deadlines, the required additional documents and the required recordings.

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

Nomination deadline School of Music:

Winter semester: April 30th

Summer semester: October 31st

Contact person School of Music Incomings: Univ.-Prof. Jesse Milliner (he/him) erasmus-hfm@uni-mainz.de

2.3.3. Academy of Fine Arts

Please complete the ADDITIONAL nomination form (download included in <https://jgumainz.moveon4.de/form/61d6cccd0e2c940e2711248b/eng>) and send it together with the required documents listed below via e-mail to:

- **the preferred professor**

The 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 Departmental Coordinator, Björn Drenkwitz (he/him), international@kunsthochschule-mainz.de**

Nomination deadline Academy of Fine Arts:

Winter semester: April 30th

Summer semester: October 31st

Please submit the following supporting documents :

Letter of motivation

Curriculum vitae / passport photo

Portfolio of works (20-30 artworks). There are no guidelines for the portfolio.

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.

3. Important Dates and Deadlines

3.1. **Nomination Deadlines CAMPUS MAINZ* NEW**NEW**NEW**

Winter semester	April 30th*
Summer semester	October 31st*

Please use our online nomination form: <https://jgumainz.moveon4.de/form/61d6cccd0e2c940e2711248b/eng>

** We will also consider late nominations.*

If you have questions about the nominations please contact: international-students@uni-mainz.de

Please note: special nominations requirements apply to **Medicine for the practical year**, to the **School of Music and the Academy of Fine Arts** . For information on the additional nomination requirements, please see below 2.3.

Decision Response (Nomination): We will send our decision within 5 weeks.

3.2. Application Deadlines and Procedures CAMPUS MAINZ

Information about the application procedures valid for all exchange students (Bachelor, Master, Ph.D.) is available online on our Website with Up-to-Date information and tutorial to guide through the process:

<https://www.studium.uni-mainz.de/en/your-application/exchange-students/>

We will send our decision within 5 weeks.

Application period and deadline:

Winter semester	Mid/end of May - July 15
Summer semester	Mid/end of November - 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.*

3.3. Letter of Admission

After successful admission, the letter of admission will be uploaded to the application platform JOGU-StiNe, where it can be downloaded and printed. The letters of admission are verified and thus also valid for the German authorities at home and abroad. The letter of admission is an official confirmation that the admitted student can study at the JGU. The letters of admission are uploaded from mid-July to mid-September for the winter semester and from mid-January to mid-March for the summer semester

Please note:

The application for studies does not include an application for a room in the dormitories. Nominees need to apply for a room in the dormitories directly with the Team Housing International of the Studierendenwerk Mainz.

3.4. Welcome Week for international students CAMPUS MAINZ:

Winter semester	First week of October Recommended arrival date: October 1 (or: first workday in October)
Summer semester	First week of April Recommended arrival date: April 1 (or: first workday in April)

3.5. Academic Calendar JGU

The academic calendar is available online <https://www.studium.uni-mainz.de/en/during-your-studies/dates-and-deadlines/>

Please also check our website for incoming students for the current semester dates jgu.to/studium/exchange

Winter semester: formally October, 1st until March, 31st; lecture period late October until mid-February.

Summer semester: formally April, 1st until September, 30th; lecture period: mid-April until late July.

3.6. Exam period CAMPUS MAINZ

There is no general exam period, the exams are organized and scheduled by the departments. Exams are usually scheduled for the last week of classes or for the weeks that follow.

4. Learning Agreement, Choice of courses and registration for courses CAMPUS MAINZ

Please note: the “responsible person” to be indicated in the Erasmus+ Learning Agreements is the respective **Erasmus+ departmental coordinator** see the list of coordinators at Campus Mainz: https://www.international-office.uni-mainz.de/academic-advisors_exchange/

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

The registration for courses is done during the first weeks in Mainz. There are no general deadlines, the subjects have different procedures.

4.1. German Language Courses CAMPUS MAINZ

German language courses for Erasmus+ students are offered by the JGU language center (ISSK) during the semester (all levels): <https://issk-en.uni-mainz.de/german-as-a-foreign-language/german-courses-for-international-students-enrolled-in-a-study-program/>

Contact Person Dorota Piestrak-Demirezen (she/her) piestrad@uni-mainz.de

4.2. GIS special courses for Incomings CAMPUS MAINZ

In addition to the courses offered by the subjects and faculties, your students can also take advantage of the courses offered by the **Gutenberg International School (GIS)**. **These courses are specially designed for exchange students**. They are offered either in English or intermediate-level German. The course catalog includes courses for learning German as well as courses in the areas of social sciences, history, and society. jgu.to/studium/exchange-gis

Each semester, the GIS compiles an overview of all courses available to exchange students at JGU that are taught in English or another language other than German.

Contact Person Dr. Thomas Weik (he/him) gis@international.uni-mainz.de

4.3. Transcript of Records JGU

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

5. Additional Information CAMPUS MAINZ

5.1. Grading system JGU

Our grading system is based on a scale from 1,0 to 5,0. The minimum passing mark is 4,0.
1,0 to 1,3 – outstanding | 1,7 to 2,3 – good | 2,7 to 3,3 – regular | 3,7 to 4,0 – passed | 5,0 – suspense
In some courses no marks, but “passed” or “suspense” and the respective ECTS credits are given.

Grade distribution tables for various subjects and study cycles are available under <https://sl-en.uni-mainz.de/grade-distribution-table/> (Download section on the right hand side).

5.2. Visa CAMPUS MAINZ

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:

Contact person	International Student Support
Responsibility	Visa assistance for incoming students
Contact details	Phone: +49 6131 3921225 Fax: +49 6131 3925548 - Email: service@international.uni-mainz.de Contact form for students: https://www.international.uni-mainz.de/contact-international-student-support/
Website	https://www.studium.uni-mainz.de/en/starting-your-studies/starting-your-studies-as-an-international-student/non-degree-seeking-students/#visa-and-residence-permit

General information can be found on the following websites:

https://www.study-in-germany.de/en/plan-your-studies/requirements/visa_26604.php

<https://www.auswaertiges-amt.de/en/visa-service>

Overview of German missions: <https://www.auswaertiges-amt.de/en/aussenpolitik/laenderinformationen>

5.3. Insurance CAMPUS MAINZ

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). In order to enroll, students need a valid health insurance. 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:

Contact person	International Student Support
Responsibility	Assistance: Health Insurance for incoming students
Contact details	Email: international-students@uni-mainz.de Contact form for students: https://www.international.uni-mainz.de/contact-international-student-support/
Website	https://www.studium.uni-mainz.de/en/your-application/exchange-students/#health-insurance

5.4. Social fee CAMPUS MAINZ

There is **no tuition fee** at JGU. But a **social mandatory semester fee** of currently ca. 305 EUR has to be paid per semester by each student, also by exchange students/ Erasmus+ students. The fee includes many benefits (all free of charge), like public transport on local/regional lines all over Germany (**new since summer 2024**), wide selection of sports courses, Welcome Week (before lecture period) helping exchange students with their course registration; registration with the local authorities and other formalities, wide range of course selection from any department (for exceptions, see 2.3 above), German language course during the semester

5.5. Housing CAMPUS MAINZ

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.

It is important that students apply within the deadline indicated below, since there is no guarantee to get a room in the student dormitories but those applying within the deadline and are open to all dormitory options have good chances to get a room offer.

Contact person	Doris Halbe (she/her) & Team Housing International Studierendenwerk Mainz
Responsibility	Housing arrangements
Contact details	wohnen@studierendenwerk-mainz.de
Website	https://www.studierendenwerk-mainz.de/en/housing
Application deadline	Winter semester: July 15 Summer semester: January 15

5.6. Buddy Program, Arrival Assistance, Foreigners Become Friends, ESN Section Mainz

CAMPUS MAINZ

The **Studierendenwerk Mainz** offers a Buddy Program as well as an Arrival Assistance and a contact program with citizens of Mainz ("Foreigners become Friends") that are open to all exchange students. Please check the websites for more information.

Buddy Programm: <https://www.studierendenwerk-mainz.de/en/freetime/studentsbecomefriends>

Arrival Assistance: <https://www.studierendenwerk-mainz.de/en/freetime/arrival-assistance>

Foreigners become Friends: <https://www.studierendenwerk-mainz.de/en/freetime/foreigners-become-friends>

The **ESN Section Mainz (Erasmusteam/ Erasmus Student Network)** offers a wide range of events in Mainz, on campus and in the area for international students from all over the world and national students. Please check their account on Instagram for more information: https://www.instagram.com/esn_mainz/

5.7. International Alumni Network JGU

For more information please check the website: <https://www.alumni.uni-mainz.de/>

Contact person: Kumi-Raine Kost (she/her): kkost@uni-mainz.de

5.8. Summer Course JGU

JGU offers an International German Language School (Campus Mainz) and summer schools in the various departments

More information on: <https://summer.uni-mainz.de/> and <https://summer.uni-mainz.de/german-language-school/>

CAMPUS GERMERSHEIM

1. Institutional Information

Name of the institution	Johannes Gutenberg-Universität Mainz Faculty 06 Translation, Linguistics and Cultural Studies
Erasmus Code	D MAINZ 01
EUC	Nr. 29716
Institution website	http://www.fb06.uni-mainz.de/
About Faculty 06	Faculty 06 is specialized in Translation and Interpretation; academic programs offered at Campus GERMERSHEIM: Bachelor's degree: Translation (BA T) Master's degree: Translation (MA T)
Online course catalogue	https://jogustine.uni-mainz.de Follow the links "course catalogue" – [respective term] – [Faculty 06] Courses are taught in German; selected courses in the (language) departments are taught in the respective foreign language.

1.1. Main contacts Campus GERMERSHEIM

Contact person	International Office GERMERSHEIM, Dr Marcel Vejmelka (Head) An der Hochschule 2 – 76726 GERMERSHEIM – Germany
Contact details	Phone: +497274 50835118 Email: intger@uni-mainz.de

2. Detailed requirements CAMPUS GERMERSHEIM

2.1. Recommended language skills CAMPUS GERMERSHEIM

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	Languages, Translation	German	B2**
Staff Mobility for Teaching	Languages, Translation	German / English	B2

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

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

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

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

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

2.2. Additional requirements (students with disabilities) CAMPUS GERMERSHEIM

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

3. Important Dates and Deadlines

3.1. Nomination Campus GERMERSHEIM

Please use our online nomination form: <https://jgumainz.moveon4.de/form/65a8da2c7f9d19630403eee1/eng#>

There is no nomination deadline.

Faculty 06 will contact nominated students directly, confirming their nomination and sending them an information package regarding application, housing, registration and necessary documents.

3.2. Application CAMPUS GERMERSHEIM

Nominated exchange students [apply online](#). Applications must reach our institution by the following deadlines. We will send our decision within 5 weeks.

Winter term: 15 September	Summer term: 15 March
----------------------------------	------------------------------

3.3. Letter of Admission CAMPUS GERMERSHEIM

After successful admission, the letter of admission will be uploaded to the application platform JOGU-StiNe. The letters of admission are verified and thus also valid for the German authorities at home and abroad. The letter of admission is an official confirmation that the admitted student can study at the JGU.

3.4. Welcome Week for international students CAMPUS GERMERSHEIM

Faculty 06's Welcome Week at the beginning of the winter term (the week before the lecture period) is also dedicated to exchange students; on the first day of the summer term lecture period, the International Office offers a welcome session for exchange students. Attendance to these sessions is strongly recommended.

3.5. Academic Calendar CAMPUS GERMERSHEIM

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

The detailed academic calendar is available online: <https://studium.fb06.uni-mainz.de/service-und-informationen/fristen-und-termine/> (German version only)

There is no general exam period. Exams are usually scheduled for the last week of classes or for the week that follows.

4. Learning Agreement and course registration CAMPUS GERMERSHEIM

The “responsible person” for Faculty 06 to be indicated in the Erasmus+ Learning Agreements is the respective **Erasmus+ coordinator**, see the [list of coordinators at Faculty 06](#).

Students will register for their courses during the first two lecture weeks through the International Office GERMERSHEIM (specific information for each term will be sent directly to the incoming students).

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

4.1. Transcript of Records CAMPUS GERMERSHEIM

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

5. Additional Information

5.1. Grading system CAMPUS GERMERSHEIM

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

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

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

JGU's grade distribution table and information on grade conversion: <https://sl-en.uni-mainz.de/grade-distribution-table/>

5.2. Visa CAMPUS GERMERSHEIM

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

Information and assistance is provided by the International Office GERMERSHEIM (phone: +49 7274 50835118; e-mail: intger@uni-mainz.de).

5.3. Insurance CAMPUS GERMERSHEIM

Our institution provides assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. We inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance is provided by the International Office Germersheim (phone: +49 7274 50835118; e-mail: intger@uni-mainz.de).

5.4. Social fee CAMPUS GERMERSHEIM

There is **no tuition fee** at JGU.

But a **social fee of currently ca. 325 EUR** has to be paid per semester by each student, also exchange students/ Erasmus+ students, including public transport all over Germany free of charge (Deutschlandticket).

5.5. Housing CAMPUS GERMERSHEIM

Students apply individually: [Municipal student dormitory](#) (Städtisches Studentenwohnheim), In der kleinen Au 2, 76726 Germersheim – one to three-room flats (17-58 m²): approx. 270-660 €

[Student dormitory of the Association for Student Affairs](#) (Studierendenwerk), An der Hochschule 2, 76726 Germersheim – Single rooms and flats (12-22 m²): approx. 165-225 €

INDEPENDENT ROOM-HUNTING: The rent for rooms in shared flats is about 300-400 €/month; the rent for flats is about 400-500 €/month. [List with room offers](#) provided by the General Students' Committee (AStA).

5.6. Peer-Mentoring CAMPUS GERMERSHEIM

Exchange students coming to Germersheim can contact Faculty 06's Peer-Mentoring Program for information and orientation beyond the formal aspects. Our mentors will contact all incoming exchange students before the semester start and inform them about planned activities: ftsk-peer-mentoring@uni-mainz.de

5.7. International Alumni Network JGU

Information: <https://www.alumni.uni-mainz.de/>, contact: alumni-fb06@uni-mainz.de

5.8. Summer courses for international students

Faculty 06's [Competence Center for Translation and Communication \(CCTC\)](#) offers different summer courses for international students.

Additional information for Erasmus+ Bilateral Agreements

Termination of **Erasmus+** Agreement JGU

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".

Last Update: January 2025