

Institution Name	Johann Wolfgang Goethe-Universität, Frankfurt am Main
Head of Institution	Prof. Dr. Enrico Schleiff, President
Institution website	<a href="http://www.uni-frankfurt.de">www.uni-frankfurt.de</a> (English: <a href="http://www.uni-frankfurt.de/en?locale=en">http://www.uni-frankfurt.de/en?locale=en</a> )

### **Global Affairs Study and Teaching**

#### **Global Office**

Postal Address	Goethe University, 60629 Frankfurt am Main, Germany
Visitor's Address	Campus Westend, c/o House of Labour, 3rd floor, Eschersheimer Landstraße 155, 60323 Frankfurt am Main
Website	<a href="http://www.uni-frankfurt.de/io">www.uni-frankfurt.de/io</a> (English: <a href="http://www.uni-frankfurt.de/44341978/home">http://www.uni-frankfurt.de/44341978/home</a> )

#### **Global Office: International Partnerships**

General questions on agreements/co-operations:	
Name	Ms Cathrin Rieger
Email	<a href="mailto:cooperation@uni-frankfurt.de">cooperation@uni-frankfurt.de</a>
Telephone	+49 69 798 17247

#### **Global Office: Responsible Officer for Incoming Students**

Name	Ms Julia Freier	Ms Nina Schnauer
Email	<a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a>	
Telephone	+49 69 798 15080	+49 69 798 17254
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#### **Global Office: Responsible Officers for Outgoing Students**

Name	Mr. Olaf Purkert	Ms Jule Türke
Email	<a href="mailto:outgoing@uni-frankfurt.de">outgoing@uni-frankfurt.de</a>	
Telephone	+49 69 798 17190	+49 69 798 12307
Fax	+49 69 798 763 17190	

### **Academic Calendar 2022-2023**

<b>Winter Term (Semester 1)</b>	
<b>Nomination Deadline</b>	<b>May 15<sup>th</sup></b>
<b>Application Deadline</b>	<b>June 15<sup>th</sup></b>
Pre-Semester Intensive Language Course (free of charge)	Four weeks starting in September
Duration of Winter Term	October 1 <sup>st</sup> until March 31 <sup>st</sup>
Lecture Period (exam period ~ mid- to end February/(mid-March)*)	October 17 <sup>th</sup> until February 10 <sup>th</sup>
Christmas Vacation	two weeks over Christmas/New Year (December 24 <sup>th</sup> until January 06 <sup>th</sup> )

<b>Summer Term (Semester 2)</b>	
<b>Nomination Deadline</b>	<b>November 15<sup>th</sup></b>
<b>Application Deadline</b>	<b>December 15<sup>th</sup></b>
Pre-Semester Intensive Language Course (free of charge)	three weeks starting in March
Duration of Summer Term	April 1 <sup>st</sup> until September 30 <sup>th</sup>
Lecture Period (exam period ~ mid- to end July/(mid-August)*)	April 11 <sup>th</sup> until July 14 <sup>th</sup>
Exam schedule	Goethe University does not have a centralized <b>exam schedule</b> . Students need to contact the respective

	faculty for information on the exam schedule.
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**Application Procedure for Exchange Students**

Please note the deadlines for student nominations above. Please submit nominations to [incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de). (**Departmental exchange:** Please send the nomination carbon copy to the responsible officer at the respective faculty also.) Please provide the following information of the nominated students: (1) name, (2) e-mail address, (3) field of study at home university, (4) planned field of study at Goethe University, (5) level of studies at Goethe University ((a) First Cycle/ Undergraduate/ Bachelor, (b) Second cycle / Postgraduate / Master or (c) Third cycle / Doctorate / Ph.D) and (6) planned study period (winter term or winter and summer term). Please refrain from sending application documents of the student at that point.

Once nominated by the sending institution, students are required to fill in our **online application form**. The link to the form will be sent to the students directly starting **end of April** for the winter term/ **beginning of November** for the summer term. **If nominated students do not receive the link to the form, it is the responsibility of the student to contact us before the deadline expires, in order to enquire why they have not received the link.** We highly recommend students add the addresses: [incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de) and [freier@em.uni-frankfurt.de](mailto:freier@em.uni-frankfurt.de) to their safe senders list, in order to avoid that the e-mail with the link is directed to their junk mail folder.

After submitting the online application, students need to (1) sign up for the online platform (Mobility-Online), (2) log into their personal account, (3) in the work-flow of their personal account students need to: complete their personal data, upload a photo, print the application form (PDF document) and **(4) have the form signed by their coordinator before uploading it in their personal work-flow.**

**Please note: The online-application is only valid if signed and stamped by the home university.** By signing the application, the home institution confirms that they have tested the student’s German language skills and that they are sufficient for study (at least level B1 according to the Common European Framework of Reference for Languages, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>) – applicable to German taught programs.

**Complete student documents must be submitted by the above stated application deadlines**

<b>Online Application Forms</b>	The link will be sent to students directly starting <b>end of April</b> for the winter term/ <b>beginning of November</b> for the summer term. Information for prospective exchange students: <a href="https://www.goethe-university-frankfurt.de/44421407/News#pros">https://www.goethe-university-frankfurt.de/44421407/News#pros</a> <a href="http://www.uni-frankfurt.de/44420860/preparations#aust">http://www.uni-frankfurt.de/44420860/preparations#aust</a>
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<b>Minimum GPA</b>	Not applicable. We rely on our partner's selection process.
<b>Minimum Language Requirement</b>	<p>The majority of courses at Goethe University – especially on the undergraduate level – are taught in German. We rely on our partner's selection <b>to nominate students with sufficient (German) language skills for the respective program/ course of study.</b> In some faculties (e.g. Economics and Business Administration), no German language skills may be necessary; in other faculties German language skills are imperative in order for students to successfully complete courses. A list of degree programs (in German or English) can be found <a href="#">here</a>. A list of English taught courses in the current semester can be found <a href="#">here</a>. For additional information on the availability of English taught courses, students need to contact the respective faculty/ department directly. They can find contact information of the faculties/ departments through this <a href="#">website</a>. <b>Some faculties/ departments do not offer English taught courses at all. In the best interest of students only students with sufficient language skills should be nominated.</b> If students do not have the language skills necessary, in order to study in the respective field at Goethe University, we reserve the right to cancel/ deny admission/ enrollment, even if the student has already arrived.</p>

### General Information

General Information	<a href="http://www.uni-frankfurt.de/incoming/en">http://www.uni-frankfurt.de/incoming/en</a>
Course Catalog (current semester) (Multilanguage support under construction)	<a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a> (In order to access the course catalogue click on “courses” then click on “course overview”. It is not necessary to log in.) The catalogue for the summer term will be available in Jan.; the catalogue for the winter term will be available in June.
Grading System	<a href="http://www.uni-frankfurt.de/54720922/Veroeffentlichungsversion_Rahmenordnung-komplett.pdf">http://www.uni-frankfurt.de/54720922/Veroeffentlichungsversion_Rahmenordnung-komplett.pdf</a> (German version, see p.39ff)  <a href="http://www.lug.uni-frankfurt.de/54065524/Veroeffentlichungsversion-Rahmenordnung-englisch.docx">http://www.lug.uni-frankfurt.de/54065524/Veroeffentlichungsversion-Rahmenordnung-englisch.docx</a> (English version, see p.38ff)
Information for Disabled Students	<a href="http://www.uni-frankfurt.de/40086436/barrierefrei">http://www.uni-frankfurt.de/40086436/barrierefrei</a>
Buddy-Program	<a href="http://www.uni-frankfurt.de/55616991/150_Buddy-Programm">http://www.uni-frankfurt.de/55616991/150_Buddy-Programm</a>
“Internationaler Studientreff (IST)”	<a href="https://www.goethe-university-frankfurt.de/62902487/Internationaler_Studientreff">https://www.goethe-university-frankfurt.de/62902487/Internationaler_Studientreff</a>

### Accommodation Details

<p><b>We cannot guarantee student housing for all incoming students.</b> If accommodation is available within the allotment for exchange students, <b>the application form</b> for accommodation in a student residence – administered by Student Services (<i>Studentenwerk</i> Frankfurt) – <b>will be made available through the online application work-flow.</b></p>	
<p><b>The application for student housing must be signed by the student and then uploaded in the work-flow of the personal account. Accommodation will be assigned on a first come, first served basis. The sooner the signed application form is uploaded in the work-flow, the better the chances to receive housing. Students carefully need to read the conditions (e.g. standardized period of tenancy) of the application for accommodation in a student residence. By signing the application, they agree to the terms and conditions.</b></p>	
<p><b>Six weeks before</b> the beginning of the standardized rental period (=in <b>July</b> for winter term/ <b>January</b> for summer term) the student housing administration requires students to pay a deposit (= €600) plus an approximation of the first monthly rent for <b>September</b> (beginning standardized rental period winter term)/ <b>March</b> (beginning standardized rental period summer term). On the housing application, the approx. monthly rent of each of the student residences is stated. Depending on the accommodation students receive, the amount for the deposit + approx. first monthly rent varies from €850 (single room with shared bathroom and kitchen) to €1000 (single apartment). Students who have signed the standardized rental contract have rented the accommodation for the entire standardized rental period. <b>It is not possible to terminate the contract early.</b> Students, who need to terminate their exchange period prematurely due to illness, should contact the Global Office, so that we may discuss with the student housing administration what options there are for terminating the rental contract in exceptional cases.</p>	
<p><b>Waiting List</b> Students who applied by deadline, but could not receive accommodation in the first come, first served selection, are automatically on the waiting list. If additional accommodation becomes available, e.g. due to cancellations, those students, will be contacted with an offer. We require students to inform us, if they no longer need to be on the waiting list, so offers immediately go to students who are still in need of accommodation.</p>	
Period of tenancy	September 1 <sup>st</sup> until February 28 <sup>th</sup> (winter semester) March 1 <sup>st</sup> until August 31 <sup>st</sup> (summer semester) September 1 <sup>st</sup> until August 31 <sup>st</sup> (full year)
Website	<a href="https://www.goethe-university-frankfurt.de/44421703/Accommodation">https://www.goethe-university-frankfurt.de/44421703/Accommodation</a>

<p>For details on private accommodation, please consult</p> <ul style="list-style-type: none"> <li>• the website of the <i>Studentenwerk Frankfurt am Main</i> (Student Services): <a href="https://www.studentenwerkfrankfurt.de/en/accommodation/other-housing-offers">https://www.studentenwerkfrankfurt.de/en/accommodation/other-housing-offers</a> or</li> <li>• <a href="https://www.wohnraum-gesucht.de/wohnraumbangebote">https://www.wohnraum-gesucht.de/wohnraumbangebote</a> (an initiative started by the <i>Studentenwerk</i> and the Frankfurt universities)</li> </ul>	
<p>Approximate cost of living per month (including accommodation)</p>	<p>Around EUR 850 <a href="http://www2.uni-frankfurt.de/44422293/living">http://www2.uni-frankfurt.de/44422293/living</a></p>

### German Language Courses

<p>One month before the beginning of the semester, Goethe-University offers a <b>Pre-Semester Intensive German Language Course</b> (“DIA”). The course is <b>free of charge</b> for students from partner universities. <b>Students who want to enroll in the language course have to indicate it on the online application form.</b></p> <p>Please contact the German as a Foreign Language Section (<i>Internationales Studien- und Sprachenzentrum</i> (ISZ)) (<a href="mailto:deutsch-im-studium@uni-frankfurt.de">deutsch-im-studium@uni-frankfurt.de</a>), in order to find out which level courses are offered for exchange students. The course catalogue of the ISZ can be found in the Course Catalog &gt; Course Overview &gt; Other Courses &gt; <i>Internationales Studienzentrum</i> &gt; <i>Deutsch im Studium</i> &gt; <i>Kurse für Programmstudierende (Erasmus)</i>.</p> <p><b>During the semester</b>, the <i>Internationales Studienzentrum</i> offers <b>various German language courses</b> (“studienbegleitende Deutschkurse”). Students can find the schedule in the course catalogue -&gt; course overview -&gt; other courses -&gt; Internationales Studienzentrum -&gt; Deutsch im Studium -&gt; Kurse für Programmstudierende (Erasmus). Students need to enroll through QIS/LSF (<a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a>). Students can contact the German as a Foreign Language Section (<i>Internationales Studien- und Sprachenzentrum</i> (ISZ)) (<a href="mailto:deutsch-im-studium@uni-frankfurt.de">deutsch-im-studium@uni-frankfurt.de</a>) for any questions pertaining to the courses and how to register.</p>
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### Enrollment as a guest student

<p><b>Letter of admission / Enrollment</b></p>	<p>Students will receive the letter of admission <b>via e-mail</b> in <b>August</b> (application for winter term)/ in <b>February</b> (application for summer term).</p> <p>In the letter of admission, students will find all necessary information regarding enrollment through the Global Office. The letter of admission includes:</p> <ul style="list-style-type: none"> <li>• enrollment number</li> <li>• instructions on how to apply for the Goethe-Card (=student-ID) and user account of the university computer center</li> <li>• account information for transfer of semester social contribution (the contribution is <u>no</u> tuition fee, but a social contribution to the student body committees plus the cost of the semester ticket).</li> </ul> <p><u>All exchange students need to pay the semester social contribution in order to be enrolled and receive the Goethe-Card.</u></p> <p>After successful enrollment, students can obtain their confirmation of enrollment through the university information system: <a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a>.</p>
<p><b>Preliminary letter of admission</b></p>	<p>Students, who need to apply for visa, might need the letter of admission before August/ February. They may contact <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> in order to ask for a preliminary letter of admission.</p> <p>The preliminary letter can only be issued once we have received the complete application of the student.</p>
<p><b>Semester social fee</b></p>	<p>The semester social fee is no tuition fee, but a social</p>



	<p>contribution to the Student Body Committees plus the costs of the semester ticket. The advantages of the semester ticket are: during the whole semester every student has free use of public transport within the area of the <i>RMV</i> (=transport association; the ticket covers public transportation in a large part of the state of Hesse – a map of the area of validity can be found on the website of the student’s union (<i>AStA</i>): <a href="http://asta-frankfurt.de/angebote/geltungsbereich-des-semestertickets">http://asta-frankfurt.de/angebote/geltungsbereich-des-semestertickets</a>; click on: “Gültigkeitsbereich des Semestertickets” under “Dateien zum Download”. The monthly cost of the semester ticket is considerably lower than a regular monthly ticket for the city of Frankfurt alone. The student card (Goethe-Card) is valid as a ticket.</p>
<b>Confirmation of receipt application for exchange students</b>	<p>Students need to check their application work-flow (online platform) in order to find out whether the Global Office has marked their application as complete.</p>
<b>Course registration</b>	<p><b>Course registration</b> at Goethe University is de-centralized. Students need to contact the respective faculty via e-mail – <b>before the start of the semester</b>. Students receive an e-mail once the course catalogue is online (approx. <b>June</b> for winter term; approx. <b>January</b> for summer term). If students need assistance, they may contact the Global Office. Then, we may point out who the contact person at the faculty/department is. It is the student’s responsibility to contact that person. Course registration does not take place at the Global Office. This implies that the Global Office has no means of monitoring whether exchange students have successfully registered for courses, nor can we monitor regular attendance throughout the semester.</p>
<b>Arrival dates</b> <b>(Airport pickup cannot be provided)</b>	<p>When scheduling their arrival, students should take into consideration the dates of the pre-semester German language course, the dates for the orientation offered by the respective faculty/ department, the beginning of the lecture period, as well as the information provided regarding moving into student housing (only on weekdays) (&gt;conditional confirmation sent to students)</p>
<b>Insurance</b>	<p><a href="http://www.goethe-university-frankfurt.de/44421804/health_insurance">http://www.goethe-university-frankfurt.de/44421804/health_insurance</a></p>
<b>Orientation faculty/ department</b> <b>Welcome and information session Global Office (winter term in digital format)</b>	<p><a href="http://www.uni-frankfurt.de/36075742/OV">http://www.uni-frankfurt.de/36075742/OV</a>  <a href="https://www.uni-frankfurt.de/91925827/GU_IO_Welcome_Info_Session_WS2021.pdf">https://www.uni-frankfurt.de/91925827/GU_IO_Welcome_Info_Session_WS2021.pdf</a></p>
<b>Transcripts of Records</b>	<p><a href="http://www.uni-frankfurt.de/47971870/Transcript-of-Records">http://www.uni-frankfurt.de/47971870/Transcript-of-Records</a></p>
<b>Student user accounts</b>	<p>Exchange students receive an account in two <b>separate</b> systems:</p> <ol style="list-style-type: none"> <li>1. The online portal used by the Global Office</li> <li>2. The account of the university computer center (central university administration).</li> </ol> <p>The two accounts are not connected!</p> <p>In order to apply for the exchange, students need to register with the online portal used by the Global Office in order to administrate the exchange, beginning with the application and ending with the issuance of the Transcript of Records at the</p>

	<p>end of the study period). Exchange students frequently need to check their so-called “work-flow”, in order not to miss important steps <b>before, during or after the mobility period!</b></p> <p>After successful enrollment, students receive a student account for the university computer center “HRZ-account” (=Hochschulrechenzentrum). Students need it for administration of their studies, (e.g. usage of computers on campus, Wi-Fi in student housing, registration courses/ exams) and login into learning platforms and e-learning systems.</p>
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**Extension/Re-enrollment**

<p><b>Extension</b></p>	<p>The following confirmations that an extension has been approved need to reach <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> before 31 December (extension for summer term)/ 30 June (extension for summer term).</p> <ol style="list-style-type: none"> <li>1. Confirmation of home institution (e-mail by International Office).</li> <li>2. Confirmation of faculty/department at Goethe University (e-mail by departmental coordinator/ International Office (Auslandsbüro)).</li> </ol>
<p><b>Extension rental contract student housing</b></p>	<p>An extension along with the study period may not always be possible, as the student housing allotment for the following semester may already be reassigned. An extension of accommodation may only be possible, if the extension is granted early (i.e. before 01 December/ 01 June).</p>
<p><b>Re-enrollment (Study period of more than one semester)</b></p> <p>The deadline for re-enrollment ends <u>before</u> the current semesters ends.</p> <p>Enrollment of exchange/ guest students is limited to the planned study period. Re-enrollment beyond the originally planned study period is only possible once an extension has been granted.</p>	<p>Students need to re-enroll for each consecutive semester, they need to do so in:</p> <ul style="list-style-type: none"> <li>• January (re-enrolment for the summer semester)</li> <li>• July (re-enrolment for the winter semester).</li> </ul> <p>If students fail to re-enroll, their enrollment will be cancelled by the registrar’s office. A number of reminder e-mails are sent to the students by the Global Office regarding re-enrollment. It is the student’s responsibility to take care of re-enrollment before the preclusion period for re-enrollment ends.</p>
<p><b>Confirmation of enrollment</b></p>	<p>After the successful re-enrollment students can obtain their confirmation of enrollment for the following semester through the university information system: <a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a>.</p>

subject to change without notice  
**September 2021**