

Dear partners,

Due to the current situation and following the request of our partners, we have decided to postpone the **nomination and application deadline for the winter term 2020/2021 for one month**, i.e.:

**New Nomination Deadline Winter Term 2020/21: 15 June**

**New Application Deadline Winter Term 2020/21: 15 July.**

By extending the deadlines for one month, we are being as flexible as we can possibly be, taking into consideration administrative restraints and all aspects of the internal work process of admission, as well as constraints in relation to the distribution of student housing within the limited exchange student allotment provided by Student Services (*Studentenwerk*).

**We will not be able to offer any further extension of deadline. All students, who have not uploaded their complete application forms by the final deadline 15 July, will not be admitted. We are working on a very tight schedule and no exceptions will be possible. Please make sure that students upload their complete application forms by the final deadline, in order for them to be admitted as exchange students at Goethe University in the winter term 2020/21.**

**Student housing** is distributed first come, first served. The application will become available starting 01 June for all students who have at least printed their application for admission as an exchange student in their work-flow (Mobility-Online account). That implies that students, who have not been nominated by that date, have less of a chance of receiving student housing. That is unfortunate, but in order to ensure the timely distribution and assignment of student housing – in collaboration with the student housing administration of Student Services – **we are unable to postpone the start of the application for student housing any further than 01 June.**

As of now, the winter term 2020/21 has not been postponed, if, at a later point, such a decision is made by Goethe University's executive board, we will of course inform all partners. Thank you for your cooperation.

### **Postponements from the summer term 2020**

Departmental cooperations: If you have already selected/nominated the maximum number of students agreed upon, but you would like to additionally nominate students, who were forced to cancel their exchange in the summer term 2020 due to the CORONAVIRUS / COVID-19 situation, please contact the departmental coordinator of the cooperation at Goethe University, in order to enquire whether the department at Goethe University agrees to the additional nomination(s).

The decision is up to the respective department. Please send us the nomination, including the confirmation of the departmental coordinator at Goethe University (e.g. forwarded e-mail correspondence). The students will need to re-apply.

## Institutional Key Data 2020-2021 ERASMUS+ (updated April 2020)

Institution Name	Johann Wolfgang Goethe-Universität, Frankfurt am Main (English: Goethe University Frankfurt)
Institutional Erasmus code	D FRANKFU01
Erasmus Charter Number	28247-EPP-1-2014-1-DE-EPPKA3-ECHE
PIC / OID	999978724 / E10209408
Head of Institution	Prof. Dr. Birgitta Wolff, President
Institution website	<a href="http://www.uni-frankfurt.de">www.uni-frankfurt.de</a> (English: <a href="http://www.goethe-university-frankfurt.de/en?locale=en">http://www.goethe-university-frankfurt.de/en?locale=en</a> )

### **International Office**

Postal Address	Theodor-W.-Adorno-Platz 6, D-60629 Frankfurt am Main, Germany
Visitor's Address	Campus Westend, PEG Building, 2 <sup>nd</sup> floor Theodor-W.-Adorno-Platz 6, D-60323 Frankfurt am Main, Germany
Websites (German/English)	<a href="http://www.goethe-university-frankfurt.de/io">http://www.goethe-university-frankfurt.de/io</a> <a href="http://www.goethe-university-frankfurt.de/44341978/home">http://www.goethe-university-frankfurt.de/44341978/home</a>

### **Erasmus Institutional Co-ordinator**

*Inter-institutional Agreements, Teaching and Non-Teaching Staff Mobility, Budget Responsibility, Reporting*

Name	Ms Uta Brucker
Email	<a href="mailto:erasmus-io@uni-frankfurt.de">erasmus-io@uni-frankfurt.de</a>
Telephone	+49 69 798 12263

### **Responsible Officer for Incoming Students at the International Office**

*Enrolment, Accommodation, Language Courses*

Name	Ms Julia Freier
Email	<a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a>
Telephone	+49 69 798 15080

### **Responsible Officers for Outgoing Students at the International Office**

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

### **ERASMUS Departmental Coordinators**

Website	<a href="http://www.io.uni-frankfurt.de/studyabroad/ErasmusPartnerhochschulen">www.io.uni-frankfurt.de/studyabroad/ErasmusPartnerhochschulen</a>
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### **Academic Calendar 2020-2021**

<b>Winter Term (Semester 1)</b>	
<b>New Application Deadline</b>	<b>July 15<sup>th</sup></b>
Intensive Language Course (free of charge)	4 weeks 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)	October 12 <sup>th</sup> until February 12 <sup>th</sup>
Christmas Vacation	2 weeks over Christmas/New Year (December 19 <sup>st</sup> until January 8 <sup>th</sup> )

<b>Summer Term (Semester 2)</b>	
<b>Application Deadline</b>	<b>December 15<sup>th</sup></b>
Intensive Language Course (free of charge)	3 weeks 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)	April 12 <sup>th</sup> until July 16 <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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### **ERASMUS Nomination and Application Procedure**

Deadline for student **nominations** by your international office is **June 15<sup>th</sup>** for the **winter term** and **November 15<sup>th</sup>** for the **summer term**. Nominations must be submitted to [incoming@uni-frankfurt.de](mailto:incoming@uni-frankfurt.de) and also to the respective departmental coordinator (see link on page 1).

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 the **online ERASMUS application form**. The online application form will be made available by Mid-April for students coming in the fall term, and by the beginning of November for students coming in 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) – applicable to German taught programs.

**Complete student documents must reach Ms Freier by **July 15<sup>th</sup>** for the **winter term** or **December 15<sup>th</sup>** for the **summer term** at the latest.**

<b>Online Application Forms</b>	<a href="http://www.uni-frankfurt.de/44420860/preparations">http://www.uni-frankfurt.de/44420860/preparations</a>
<b>Subject Area Information</b>	Please always state the ERASMUS subject area of the nominated students.  If your students want to study in a field of study /department <b>outside</b> of our cooperation, they need to contact the departmental coordinator of this cooperation as well as the department they wish to study in. If both coordinators agree then please forward this information to Ms Freier.
<b>Transcripts of Records</b>	A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished, if students have handed in all necessary documents.  <a href="http://www.uni-frankfurt.de/47971870/Transcript-of-Records">http://www.uni-frankfurt.de/47971870/Transcript-of-Records</a>
<b>Cancellation</b>	If one of your students decides to cancel his study abroad period, we kindly ask you to inform Ms Freier as soon as possible.

### General Information

General Information for Visiting Students and Academic Information of all Faculties/Departments	<a href="http://www.io.uni-frankfurt.de/incoming/en">http://www.io.uni-frankfurt.de/incoming/en</a>
Guide for Visiting Students	<a href="http://www.io.uni-frankfurt.de/incoming/guide">http://www.io.uni-frankfurt.de/incoming/guide</a>
Orientation	<a href="http://www.uni-frankfurt.de/36075742/OV">http://www.uni-frankfurt.de/36075742/OV</a>
Support Networks	<a href="http://www.goethe-university-frankfurt.de/44422531/support_networks">http://www.goethe-university-frankfurt.de/44422531/support_networks</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.luq.uni-frankfurt.de/54065524/Veroeffentlichungsversion-Rahmenordnung_englisch.docx">http://www.luq.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>

### Language Requirement

The majority of courses at Goethe University – especially on the undergraduate level – are taught in German. We rely on our partner’s selection **to nominate students with sufficient (German) language skills for the respective program/course of study**. 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 [here](#).

A list of English taught courses in the current semester can be found [here](#).

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 [website](#).

**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.**

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.

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		German	B1
		(unless otherwise stated in the inter-institutional agreement)	
Staff Mobility for Teaching		German /English	C1
		(unless otherwise stated in the inter-institutional agreement)	

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

### German Language Courses

In September and March, **before the start of term**, Goethe University offers an **Intensive German Language Course** (“DIA”) designed especially for visiting students. The course is **free of charge** for Erasmus students. **Students who want to enroll in the language course have to indicate it on the online Erasmus application form.**

Please contact the German as a foreign language department (*Internationales Studien- und Sprachenzentrum* (ISZ)) ([deutsch-im-studium@uni-frankfurt.de](mailto:deutsch-im-studium@uni-frankfurt.de)), 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 > Course Overview > Other Courses > *Internationales Studienzentrum* > *Deutsch im Studium* > [Kurse für Programmstudierende \(Erasmus\)](#).

**During the semester** the “Internationales Studienzentrum” offers **various German language courses** (“studienbegleitende Deutschkurse”). Students receive the schedule during enrollment.

### Accommodation

**We cannot guarantee student housing for all ERASMUS students.** If accommodation is available within the allotment for exchange students, **the application form** for a place in a student residence – administered by Student Services (*Studentenwerk* Frankfurt) – **will be made available through the online application work-flow.**

**The application for student housing must be signed by the student and then uploaded in the work-flow of the personal account. Rooms 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. Student 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.

In **July** (=six weeks before the beginning of the standardized rental period) the student housing administration requires students to pay a deposit (=€600) plus an approximation of the first monthly rent for **September**. 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. It is not possible to terminate the contract early.

Students, who need to terminate their exchange period prematurely due to illness, should contact the International Office, so that we may discuss with the student housing administration what options there are for terminating the rental contract in exceptional cases.

#### Waiting List

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.

<b>Period of tenancy for Semester 1</b>	September 1 <sup>st</sup> until February 28 <sup>th</sup>
<b>Period of tenancy for Semester 2</b>	March 1 <sup>st</sup> until July 31 <sup>th</sup> or August 31 <sup>st</sup> , depending on the student residence
<b>Approximate cost of living per month (including accommodation)</b>	Around EUR 850 <a href="http://www2.uni-frankfurt.de/44422293/living">http://www2.uni-frankfurt.de/44422293/living</a>

<b>Contact</b>	<p><b>For students:</b> Ms Julia Freier Tel.: +49-(0)69-798-15080 Email: <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> <a href="http://www.goethe-university-frankfurt.de/44421703/accommodation">http://www.goethe-university-frankfurt.de/44421703/accommodation</a></p> <p>For details on <b>private accommodation</b>, please consult</p> <ul style="list-style-type: none"><li>• the <a href="#">Guide for Visiting Students</a>,</li><li>• the website of the <i>Studentenwerk Frankfurt am Main</i> (Student Services): <a href="http://www.studentenwerkfrankfurt.de/en/accommodation/andere-anbieter.html">http://www.studentenwerkfrankfurt.de/en/accommodation/andere-anbieter.html</a>, or <a href="http://www.wohnraum-gesucht.de/wohnraumbangebote.html">http://www.wohnraum-gesucht.de/wohnraumbangebote.html</a> (an initiative started by the <i>Studentenwerk</i> and the Frankfurt universities)</li></ul> <p><b>For staff:</b> Ms Isabelle de Porras Tel. +49-69-798-17193 Email: <a href="mailto:Porras@em.uni-frankfurt.de">Porras@em.uni-frankfurt.de</a> <a href="http://www2.uni-frankfurt.de/45730456/Accommodation">http://www2.uni-frankfurt.de/45730456/Accommodation</a></p>
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### Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

<b>Contact</b>	<p><b>For students:</b> Ms Julia Freier Tel.: +49-(0)69-798-15080 Email: <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> <a href="http://www2.uni-frankfurt.de/44421621/entry_requirements">http://www2.uni-frankfurt.de/44421621/entry_requirements</a></p> <p><b>For staff:</b> Mr Florian von Bothmer Tel. +49-69-798-17192 Email: <a href="mailto:vonBothmer@em.uni-frankfurt.de">vonBothmer@em.uni-frankfurt.de</a> <a href="http://www2.uni-frankfurt.de/45728083/Visa">http://www2.uni-frankfurt.de/45728083/Visa</a></p>
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### Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. [http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter\\_en.pdf](http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter_en.pdf)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact</b>	<p><b>For students:</b> Ms Julia Freier Tel.: +49-(0)69-798-15080 Email: <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a> <a href="http://www2.uni-frankfurt.de/44421804/health_insurance">http://www2.uni-frankfurt.de/44421804/health_insurance</a> <a href="https://www.studentenwerkfrankfurt.de/en/consulting-service/insurance/">https://www.studentenwerkfrankfurt.de/en/consulting-service/insurance/</a></p> <p><b>For staff:</b> Mr Florian von Bothmer Tel. +49-69-798-17192 Email: <a href="mailto:vonBothmer@em.uni-frankfurt.de">vonBothmer@em.uni-frankfurt.de</a> <a href="http://www2.uni-frankfurt.de/45727626/Insurances">http://www2.uni-frankfurt.de/45727626/Insurances</a></p>
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**Enrollment as Erasmus exchange student**

<p><b>Enrollment as exchange student (International Office) and placement test for German intensive language course (“Internationales Studienzentrum”)</b></p>	<p>Approx. in July, the preliminary enrollment dates can be found under: <a href="http://www2.uni-frankfurt.de/44421407/news">http://www2.uni-frankfurt.de/44421407/news</a>.</p>
<p><b>Letter of admission</b>  <b>Enrollment dates</b></p>	<p>Students will receive the letter of admission in <b>August</b> (application for winter term) In the letter of admission, students will find all necessary information regarding enrollment through the International Office (time and place of the enrollment, 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). <u>All exchange students need to pay the semester social contribution in order to be enrolled and receive the Goethe-Card.</u> <a href="http://www.uni-frankfurt.de/44422460/enrollment">http://www.uni-frankfurt.de/44422460/enrollment</a>). The letter of admission will be sent <b>via e-mail</b>.</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. 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. 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 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 (AStA): <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>

<p><b>Confirmation of receipt application for exchange students</b></p>	<p>Students need to check their application work-flow (online platform) in order to find out whether the International Office has marked their application as complete.</p>
<p><b>Course registration</b></p>	<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. June for winter term; approx. January for summer term). If students need assistance, they may contact the International 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 International Office. This implies that the International Office has no means of monitoring whether exchange students have successfully registered for courses, nor can we monitor regular attendance throughout the semester.</p>
<p><b>Arrival dates</b>  <b>(Airport pickup cannot be provided)</b></p>	<p>When scheduling their arrival, students should take into consideration the suggested enrollment dates (two optional dates), as well as the information provided regarding moving into student housing (only on weekdays) (&gt;conditional confirmation sent to students)</p>

**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 01 December (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 (<i>Auslandsbüro</i>)).</li> </ol>
<p><b>Extension rental contract student housing</b></p>	<p>An extension along with the study period may not always be possible, since 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 15 November).</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 International 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>