

## Institutional Key Data 2021-2022 ERASMUS+

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	999978724
Head of Institution	Prof. Dr. Birgitta Wolff, President (until 31 December 2020); Prof. Dr. Enrico Schleiff, President (as of 1 January 2021)
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	PEG Building Theodor-W.-Adorno-Platz 6 60323 Frankfurt am Main
Visitor's Address	Campus Westend, PEG Building, 2 <sup>nd</sup> floor Theodor-W.-Adorno-Platz 6 60323 Frankfurt am Main
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 Coordinator**

*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
Fax	+49 69 798 763 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
Fax	+49 69 798 763 15080

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

Name	Mr Olaf Purkert (ERASMUS+)	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	+49 69 798 763 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 2021-2022

<b>Winter Term (Semester 1)</b>	
<b>Application Deadline</b>	<b>June 15<sup>th</sup></b>
Intensive Language Course (free of charge)	four 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 18 <sup>th</sup> until February 18 <sup>st</sup>
Christmas Vacation	December 17 <sup>th</sup> until January 7 <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)	three 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 11 <sup>th</sup> until July 15 <sup>th</sup>

### ERASMUS Nomination and Application Procedure

Deadline for student nominations by your international office is May 15<sup>th</sup> for the winter term and November 15<sup>th</sup> for the summer term. Nominations must be submitted to Ms Julia Freier and also to the respective departmental coordinator (see link on page 1). Please provide correct email-addresses of all nominated students as further correspondence will take place per email.

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. After transmitting the online application, students have to generate the application form as PDF document with Adobe Acrobat and have it 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!**

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

<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>Online Application Forms</b>	<a href="http://www.io.uni-frankfurt.de/incoming/preparations">http://www.io.uni-frankfurt.de/incoming/preparations</a>
<b>Decision Response</b>	The admission documents will be made available at the beginning of February (for the summer term) / August (for the winter term).
<b>Extension of Study Abroad Periods</b>	For the extension of a study abroad period, please inform Ms Freier by June 30 <sup>th</sup> (extension for winter term) / December 31 <sup>st</sup> (extension for summer term) per email because in this case a standard nomination is not necessary.
<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 <b>if students have handed in all necessary documents.</b>
<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>
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	<a href="https://qis.server.uni-frankfurt.de">https://qis.server.uni-frankfurt.de</a> (switch the language to English, choose <i>Courses</i> and then <i>Search for Lectures</i> )
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>

### Accommodation Details

<p><b>We cannot guarantee student housing for all ERASMUS students. Application forms for accommodation in student housing are only available from Ms Julia Freier after she has received the official student nomination via the home institution of the applicant.</b></p>	
Period of tenancy for Semester 1	September 1 <sup>st</sup> until February 28 <sup>th</sup> / July 31 <sup>st</sup> (for 2 semesters)
<b>Application Deadline for Semester 1</b>	approx. Mid-May
Period of tenancy for Semester 2 starts on	March 1 <sup>st</sup> until July 31 <sup>st</sup> Hansaallee: March 1st until August 31st
<b>Application Deadline for Semester 2</b>	approx. Mid-November
<b>Contact person</b>	Ms Julia Freier (incoming students) / Ms Isabelle de Porras (incoming staff)
<b>Contact details</b>	<p><b><u>For students:</u></b> Ms Julia Freier PEG Building Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a></p> <p><b><u>For staff:</u></b> Mrs Isabelle de Porras Campus Westend Bauleitgebäude D-60629 Frankfurt am Main Tel. +49-69-798-17193 Fax +49-69-798-763-17193 E-Mail: <a href="mailto:Porras@em.uni-frankfurt.de">Porras@em.uni-frankfurt.de</a></p>
<b>Website</b>	<b><u>For students:</u></b> <a href="http://www.goethe-university-frankfurt.de/44421703/accommodation">http://www.goethe-university-frankfurt.de/44421703/accommodation</a>

<https://www.studentenwerkfrankfurt.de/en/advising-services/international-students/accommodation>  
<https://www.studentenwerkfrankfurt.de/en/accommodation/general-information>

**For staff:**

<http://www2.uni-frankfurt.de/45730456/Accommodation>

### 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.**

Since the summer semester 2019, a course for level A1 will also be offered for guest students. Nevertheless, **B1** remains the official minimum level required by Goethe University.

**During the semester** the "Internationales Studienzentrum" offers **various German language courses** ("studienbegleitende Deutschkurse"), even a course for level A2.

Students can find the schedule in the course catalogue -> course overview -> other courses -> Internationales Studienzentrum -> Deutsch im Studium -> Kurse für Programmstudierende (Erasmus). Students need to enroll through QIS/LSF (<https://qis.server.uni-frankfurt.de>). Students can 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)), for any questions pertaining to the courses and how to register.

### Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period. **If nominated students do not reach the required level, they should contact their departmental coordinator at Goethe University, in order to check if exceptions are possible or not. The decision should be forwarded to Ms Freier.**

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>

### Visa

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

<b>Contact person</b>	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
<b>Contact details</b>	<b>For students:</b> Ms Julia Freier PEG Building Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main

	<p>Tel.: +49-(0)69-798-15080 E-Mail: <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a></p> <p><b><u>For staff:</u></b> Mr Florian von Bothmer Campus Westend Bauleitgebäude D-60629 Frankfurt am Main Tel. +49-69-798-17192 Fax +49-69-798-763-17192 E-Mail: <a href="mailto:vonBothmer@em.uni-frankfurt.de">vonBothmer@em.uni-frankfurt.de</a></p>
<b>Website</b>	<p><b><u>For students:</u></b> <a href="http://www2.uni-frankfurt.de/44421621/entry_requirements">http://www2.uni-frankfurt.de/44421621/entry_requirements</a></p> <p><b><u>For staff:</u></b> <a href="http://www2.uni-frankfurt.de/45728083/Visa">http://www2.uni-frankfurt.de/45728083/Visa</a></p>

### **Insurance**

<p>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. <a href="https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/he-charter_en.pdf">https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/files/resources/he-charter_en.pdf</a></p> <p>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:</p>	
<b>Contact person</b>	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
<b>Contact details</b>	<p><b><u>For students:</u></b> Ms Julia Freier PEG Building Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main Te.: +49-(0)69-798-15080 E-Mail: <a href="mailto:incoming@uni-frankfurt.de">incoming@uni-frankfurt.de</a></p> <p><b><u>For staff:</u></b> Mr Florian von Bothmer Campus Westend Bauleitgebäude D-60629 Frankfurt am Main Tel. +49-69-798-17192 Fax +49-69-798-763-17192 E-Mail: <a href="mailto:vonBothmer@em.uni-frankfurt.de">vonBothmer@em.uni-frankfurt.de</a></p>
<b>Website</b>	<p><b><u>For students:</u></b> <a href="http://www2.uni-frankfurt.de/44421804/health_insurance">http://www2.uni-frankfurt.de/44421804/health_insurance</a></p> <p><a href="https://www.studentenwerkfrankfurt.de/en/advising-services/insurance">https://www.studentenwerkfrankfurt.de/en/advising-services/insurance</a></p> <p><b><u>For staff:</u></b> <a href="http://www2.uni-frankfurt.de/45727626/Insurances">http://www2.uni-frankfurt.de/45727626/Insurances</a></p>