

Goethe-University Frankfurt (D FRANKFU01)

Procedure List for incoming students from University of Ca' Foscari / Venice within the framework of the Double-Master's Degree Italienstudien - Studi italiani

When:	Who:	To do:	Where:	Contact Person and/or Contact Email:
Before arrival	Students	Apply for financial contribution at the home university (Ca' Foscari)	International Relations Office at home university	jointdegree@unive.it
	Coordinator of the double/joint degree programme at the partner university	Nominates selected students by sending names, study periods and email addresses to receiving institution	Student Registration Office (Masterkoordination) / Goethe University Frankfurt	ssc-master@uni-frankfurt.de
	Student Registration Office (Masterkoordination) / Goethe University Frankfurt	Sends specific registration forms to nominated students		
	Students	Send back the documents by mail (attachment)	Student Registration Office (Masterkoordination) / Goethe University Frankfurt	ssc-master@uni-frankfurt.de
	Student Registration Office (Masterkoordination) / Goethe University Frankfurt	Sends acceptance letter with important information about enrolment procedure to nominated students		
	Students	Set up and sign Learning Agreement* (obligatory for ERASMUS)	Department of Romance Studies, Goethe University Frankfurt	Literature: Prof. Christine Ott (c.ott@em.uni-frankfurt.de) and Prof. Eugenio Burgio (burgio@unive.it)// Linguistics: Dr. Irene Caloi (caloi@em.uni-frankfurt.de) and Prof. Roland Hinterhölzl (rolandh@unive.it)
When arriving in Frankfurt	Students	Registration (collect the Goethe-Card)	Student Registration Office (Masterkoordination) / Goethe University Frankfurt	ssc-master@uni-frankfurt.de
	Students	Certificate of Arrival	Department of Romance Studies, Goethe University Frankfurt	Irene Caloi (caloi@em.uni-frankfurt.de)
	Students	If necessary: Changes to the Original Learning Agreement	Department of Romance Studies, Goethe University Frankfurt	Literature: Prof. Christine Ott (c.ott@em.uni-frankfurt.de) and Prof. Eugenio Burgio (burgio@unive.it)// Linguistics: Dr. Irene Caloi (caloi@em.uni-frankfurt.de) and Prof. Roland Hinterhölzl (rolandh@unive.it)
Before departure	Students	Transcript of Records	Department of Romance Studies, Goethe University Frankfurt	Irene Caloi (caloi@em.uni-frankfurt.de)
	Students	Certificate of Departure	Department of Romance Studies, Goethe University Frankfurt	Irene Caloi (caloi@em.uni-frankfurt.de)