

Institutional Key Data 2022-2023 ERASMUS+

Institution Name	Johann Wolfgang Goethe-Universität, Frankfurt am Main (English: Goethe University Frankfurt)
Institutional Erasmus code	D FRANKFU01
Erasmus OID Number	E10209408
PIC	999978724
Head of Institution	Prof. Dr. Enrico Schleiff, President
Institution website	www.uni-frankfurt.de (English: http://www.goethe-university-frankfurt.de/en?locale=en)

Global Office

Postal Address	Goethe University Frankfurt Studium Lehre Internationales 60629 Frankfurt am Main
Visitor's Address	House of Labour Eschersheimer Landstraße 155 60323 Frankfurt am Main
Websites (German/English)	http://www.goethe-university-frankfurt.de/io http://www.goethe-university-frankfurt.de/44341978/home

Erasmus Institutional Coordinator

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

Name	Ms Uta Brucker
Email	brucker@em.uni-frankfurt.de
Telephone	+49 69 798 12263
Fax	+49 69 798 763 12263

Responsible Officer for Incoming Students at the Global Office

Enrolment, Accommodation, Language Courses

Name	Ms Julia Freier
Email	incoming@uni-frankfurt.de
Telephone	+49 69 798 15080
Fax	+49 69 798 763 15080

Responsible Officers for Outgoing Students at the Global Office

Name	Mr Olaf Purkert (ERASMUS+)	Ms Jule Türke
Email	outgoing@uni-frankfurt.de	
Telephone	+49 69 798 17190	+49 69 798 12307
Fax	+49 69 798 763 17190	+49 69 798 763 12307

ERASMUS Departmental Coordinators

Website	www.io.uni-frankfurt.de/studyabroad/ErasmusPartnerhochschulen
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Academic Calendar 2022-2023

Winter Term (Semester 1)	
Application Deadline	June 15th
Intensive Language Course (free of charge)	four weeks in September
Duration of Winter Term	October 1 st until March 31 st
Lecture Period (exam period ~ mid- to end February)	October 17 th until February 10 th
Christmas Vacation	December 24 th until January 7 th

Summer Term (Semester 2)	
Application Deadline	December 15th
Intensive Language Course (free of charge)	three weeks in March
Duration of Summer Term	April 1 st until September 30 th
Lecture Period (exam period ~ mid- to end July)	April 11 th until July 14 th

ERASMUS Nomination and Application Procedure

Deadline for student nominations by your Global Office is May 15th for the winter term and November 15th 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 15th for the winter term or December 15th for the summer term at the latest.

Subject Area Information	Please always state the ERASMUS subject area of the nominated students! If your students want to study in a field of study /department outside 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.
Online Application Forms	http://www.io.uni-frankfurt.de/incoming/preparations
Decision Response	The admission documents will be made available at the beginning of February (for the summer term) / August (for the winter term).
Extension of Study Abroad Periods	For the extension of a study abroad period, please inform Ms Freier by June 30 th (extension for winter term) / December 31 st (extension for summer term) per email because in this case a standard nomination is not necessary.
Transcripts of Records	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 . https://www.goethe-university-frankfurt.de/47971870/Transcript-of-Records
Cancellation	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	http://www.io.uni-frankfurt.de/incoming/en
Guide for Visiting Students	http://www.io.uni-frankfurt.de/incoming/guide
Support Networks	http://www.goethe-university-frankfurt.de/44422531/support_networks
Course Catalog	https://qis.server.uni-frankfurt.de (switch the language to English, choose <i>Courses</i> and then <i>Search for Lectures</i>)
Grading System	http://www.uni-frankfurt.de/54720922/Veroeffentlichungsversion_Rahmenordnung-komplett.pdf (German version, see p.39ff) http://www.luq.uni-frankfurt.de/54065524/Veroeffentlichungsversion-Rahmenordnung-englisch.docx (English version, see p.38ff)
Information for Disabled Students	Goethe-Universität — Inklusive Hochschule (goethe-university-frankfurt.de)

Accommodation Details

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.	
Period of tenancy for Semester 1	September 1 st until February 28 th / July or August 31 st depending on the student residence (for 2 semesters).
Application Deadline for Semester 1	approx. Mid-May
Period of tenancy for Semester 2 starts on	March 1 st until July 31 st Hansaallee: March 1st until August 31st
Application Deadline for Semester 2	approx. Mid-November
Contact person	Ms Julia Freier (incoming students) / Ms Isabelle de Porras (incoming staff)
Contact details	<u>For students:</u> Ms Julia Freier Global Office House of Labour Eschersheimer Landstraße 155 D-60323 Frankfurt am Main Tel.: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de <u>For staff:</u> 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: Porras@em.uni-frankfurt.de
Website	<u>For students:</u> http://www.goethe-university-frankfurt.de/44421703/accommodation

	<p>https://www.studentenwerkfrankfurt.de/en/advising-services/international-students/accommodation https://www.studentenwerkfrankfurt.de/en/accommodation/general-information</p> <p>For staff: http://www2.uni-frankfurt.de/45730456/Accommodation</p>
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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.**

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 -> Internationales Studienzentrum -> Deutsch im Studium -> Kurse für Programmstudierende (Erasmus). They need to enroll through QIS/LSF (<https://qis.server.uni-frankfurt.de>). For any questions pertaining to the courses and how to register, students can contact the German as a Foreign Language Department (*Internationales Studien- und Sprachenzentrum (ISZ)*) (deutsch-im-studium@uni-frankfurt.de).

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	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:

Contact person	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
Contact details	<p>For students: Ms Julia Freier Global Office House of Labour Eschersheimer Landstraße 155 D-60323 Frankfurt am Main Tel.: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p>

	<p><u>For staff:</u> 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: vonBothmer@em.uni-frankfurt.de</p>
Website	<p><u>For students:</u> http://www2.uni-frankfurt.de/44421621/entry_requirements</p> <p><u>For staff:</u> http://www2.uni-frankfurt.de/45728083/Visa</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 (Erasmus Charter for Higher Education Erasmus+ (europa.eu)).</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>	
Contact person	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
Contact details	<p><u>For students:</u> Ms Julia Freier Global Office House of Labour Eschersheimer Landstraße 155 D-60323 Frankfurt am Main Tel.: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p> <p><u>For staff:</u> 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: vonBothmer@em.uni-frankfurt.de</p>
Website	<p><u>For students:</u> http://www2.uni-frankfurt.de/44421804/health_insurance https://www.studentenwerkfrankfurt.de/en/advising-services/insurance</p> <p><u>For staff:</u> http://www2.uni-frankfurt.de/45727626/Insurances</p>