

PRACTICAL GUIDE

FOR EXCHANGE STUDENTS

- GETTING STARTED -



Summer Semester
2021



GUTENBERG
INTERNATIONAL
SCHOOL
SERVICES

JOHANNES GUTENBERG
UNIVERSITÄT MAINZ



Note:

It is possible that we may have to make changes to the information given here. In that case we will send you updates as soon as possible.

Please check our website <https://en.corona.uni-mainz.de/> regularly to find out how JGU is dealing with the corona crisis.

It is also possible that some leisure, social and cultural activities will not take place (pages 20-21).

Welcome! Herzlich Willkommen an der JGU!

Dear students,

the Gutenberg International School Services (GIS Services) are very happy to soon welcome you here in Mainz! We are part of the International Office and your main contact during your stay in Mainz.

You probably already have a lot of questions. This brochure will help guide you through all the important steps of your exchange semester, such as how to prepare for your studies. You will get all the important information you need for a successful study.

Please read more about our services on page 8.

We wish you good health, a lot of fun and great success for your exchange semester in Mainz!

Your GIS Services Team


Marion Jorzyk | Dr. Thomas Weik | Jan Koloska | Fouad Ahsayni



#STUDYINMAINZ



Let's get connected!

 / jguinternationalstudents

 / unimainz_internationalstudents

 / www.uni-mainz.de/video/JGU_welcome

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IMPORTANT DATES - TIMELINE OF YOUR STAY

Your journey starts here...

PREPARING STUDY START	ARRIVAL	From 01.04.2021	Start of moving into the dormitories of the Studierendenwerk Mainz
	REGISTRATION FOR CLASSES	From 01.04.2021	Use the registration form for courses and get in contact with your the academic advisor (more details on page 15).
	REGISTRATION FOR GERMAN COURSES	06.04.2021 - 08.04.2021	Print out the registration form for German courses, fill it out and send it via e-mail (more details on page 13).
		Further Tasks: ✓ Get your StudiCard (using printers on campus, cashless payment in cafeterias), see page 34 ✓ Register at the Bürgerservice Mainz (registration office), see page 32 ✓ Register for license fee for public service media, see page 33 ✓ Download your certificate of enrollment, see page 30	
LECTURE PERIOD		12.04.2021	Begin of lecture period
	PUBLIC HOLIDAYS	01.05.2021	May Day
		13.05.2021	Ascension
		24.05.2021	Whit Monday
		03.06.2021	Corpus Christi
			Time to study, live & explore ✓ Make use of your student ticket ✓ Take part in social activities ✓ Enjoy the #mainzgefühl ✓ Study hard ☺

IMPORTANT DATES - TIMELINE OF YOUR STAY



LECTURE PERIOD	REGISTRATION FOR EXAMS	~ first/second week of June	This is the registration period for exams. If you haven't discussed the exam procedure with your teacher yet, now is the time!
	EXTENDING YOUR STAY?	before 15.07.2021	Tasks: <ul style="list-style-type: none"> ✓ Fill in the form „Antrag auf Verlängerung“ (application for extension), which you can get from the GIS Services ✓ Take the "Antrag auf Verlängerung" to the Infodesk ✓ Get the confirmation/approval from your home university (via e-mail) and the confirmation from your department at JGU (at the form "Antrag auf Verlängerung") ✓ Extend your rental contract and inform the Studierendenwerk ✓ Extend all other contracts, Visa, health insurance...
	DEADLINE REMATRICULATION SEMESTER FEE	15.07.2021	You're staying longer than one semester? Remember to transfer the student semester fee by July 15, 2021! Please find more information here: www.studying.uni-mainz.de/rematriculation/
		17.07.2021	End of lecture period
DEPARTURE	END OF STAY TASK LIST	Tasks: <ul style="list-style-type: none"> ✓ Download your confirmation of exmatriculation in JoGUSTine (see page 30) ✓ Have the GIS Services signed the confirmation of departure? ✓ Contact your department for the Transcript of Records ✓ Deregister at the Bürgerservice Mainz ✓ Deregister from the license fee for public media service 	
		30.09.2021	End of semester student ID/ticket expires
STAYING IN TOUCH		We hope you enjoyed your stay in Mainz and at JGU! GUTENBERG alumni If you would like to stay connected and hear about the events going on at JGU, then sign up for the alumni network! www.alumni.uni-mainz.de/eng/index.php	



HOW TO GET TO MAINZ & THE CAMPUS

In the following, we will provide you with a quick overview on how to travel to Mainz and JGU. If you need further information please check:

www.uni-mainz.de/eng/118.php



TRAVELING FROM THE AIRPORT TO MAINZ CENTRAL STATION

There are two airports close to Mainz:

1. FRANKFURT INTERNATIONAL AIRPORT (30 MIN. AWAY)

From there you can catch the train or S-Bahn to Mainz central station.

From Frankfurt/Flughafen Fernbahnhof, trains: (EC), Intercity (IC), Intercity Express (ICE), tickets cost around EUR 14, travel time: about 20 minutes.

From Frankfurt / Flughafen Regionalbahnhof, trains: S-Bahn S8, Regional Railway (RB), Regional Express (RE), tickets cost around EUR 4.90, travel time: around 30 minutes.

You can find the link to the train schedule here:

www.bahn.com/en/view/index.shtml

2. FRANKFURT HAHN AIRPORT (HUNSRÜCK REGION, 90 MIN. AWAY)

From there you can travel by bus to Mainz central station. The "Flibco" bus leaves from Terminal 3 every three hours for Mainz central station. Tickets cost around EUR 12, travel time: around 90 minutes.

You can find the timetable here: www.bohr.de/en/scheduled-services/busline-hahn-mainz

You can book the tickets here: www.flibco.com



TRAVELING FROM MAINZ CENTRAL STATION TO THE CAMPUS

Plenty of buses and tram lines go from the central station to the campus. There are several different stops due to the large scale of the university campus. We would recommend using tram lines 51, 53, 59 or the number 57 bus, because they stop directly at the main entrance of the campus.

All of the stations are marked with this image on the campus map:





For buses, tram and train schedules in and to Mainz you can check the app or homepage of the MVG – Mainzer Mobilität:

www.mainzer-mobilitaet.de/

RMV-Rhein-Main Verkehrsgesellschaft - which also covers the whole region:

www.rmv.de

RIDE A BIKE IN MAINZ

You want to buy a bike? Have a look on portals like *ebay Kleinanzeigen*, postings on the notice boards or in unibike shop.



You can also rent a bike by using SWAPFIETS. They will give you a bike for a fixed and monthly fee. Students can also get a discount. If your bike breaks down it will get repaired for free. You can cancel the subscription monthly.

You can find more information via <https://swapfiets.de/en/>

RENTAL BIKES

Once you settle in, you can also explore the campus and city by bike. You can register online to use the Mainz city bikes.

You can find further information about registration and the bike stations here:

www.mainzer-mobilitaet.de/meinrad/neuigkeiten

You can find all of the rental bike stations on the campus by looking on the campus map.



ACCOMODATION

STUDIERENDENWERK MAINZ DORMITORIES

Here you will find an overview of all the dormitories of the Studierendenwerk Mainz (Stw Mainz). To find out how to get there, simply click on your dormitory and you will be provided with a description

www.studierendenwerk-mainz.de/en/wohnen/dormitories

ROOM EQUIPMENT: BASIC PACK

Every room is equipped with furniture (wardrobe, bed, chair, table and desk chair).

Please keep in mind that the following is NOT provided:

- Bedding (blanket, pillow, bedcovers) & towels
- Dishes, cooking pots & cutlery

If you are unwilling or unable to transport these items, you can order a basic package that includes the listed items for a fee. More information:

www.studierendenwerk-mainz.de/en/internationales/housing-international/basic-room-equipment

MOVING-IN

You can arrive from the 1st of April onwards and move in to the dormitories of the Studierendenwerk. . You have to make an appointment for your moving day with the facility manager of your student house. You will get more information about the procedure from the Studierendenwerk by email.

DEPOSIT

When moving in, you are required to pay a one-time deposit ("Kaution" = the sum of two month's rent), which will be returned to you when you move out, providing that you have left

PRIVATE ACCOMODATION

If you want to find a room in a flat on the private housing market, you can check the following online-platforms:

- WG-Gesucht.de
- Mitwohnzentrale.de
- Wohnungsboerse.de
- ImmoScout24.de
- Facebook groups

GIS SERVICES - THE FIRST ADDRESS FOR YOUR STAY

GUTENBERG INTERNATIONAL SCHOOL SERVICES

The Gutenberg International School Services (GIS Services) are your main contact for your time abroad at JGU Mainz.

We are here for you in order to make your time in Mainz as pleasant and successful as possible. We will accompany you through all the phases of your study abroad at JGU – from preparation at home to advice and support here on the spot, to your departure at the end of your stay.

If you have any questions concerning your stay – administrative matters, accommodation, health insurance, on-campus orientation or study organization – don't hesitate to contact us!

We can either answer your question right away or we will know who to ask 😊

You can reach us via e-mail and telephone.

We are looking forward to welcoming you in Mainz soon!

Your GIS Services Team

OUR SERVICES AT A GLANCE

you can contact/visit us for...

...Advice on

- Administrative matters
- Health care
- Visa matters
- Financial matters
- Accommodation
- Study organization

...Help and support for any other problem and question

...Or just to chat with us 😊

GIS SERVICES

Building: Forum universitatis 7
Rooms: 01-710 and 01-714

Phone: +49 6131 39-20695

Email: gis@international.uni-mainz.de

Please check our website for more information:

www.international-office.uni-mainz.de/exchange/





WELCOME WEEK



GET READY FOR YOUR STUDIES

In this chapter, we will provide you with all the necessary information on how to organize and succeed in your studies!

WELCOME TO YOUR STUDIES

You are already enrolled at JGU – now your studies can finally begin! In cooperation with the departments at JGU, we will try to answer all of your questions today!

WHO CAN ANSWER MY QUESTIONS?

THE GIS SERVICES

- ...give you an overview for your exchange semester at JGU
- ...can answer your general questions about the course registration process
- ...and our tutor team can help you fill out the course registration form

THE DEPARTMENTAL ACADEMIC ADVISORS AND THE ERASMUS DEPARTMENTAL COORDINATORS

- ...are there to support you
- ...can answer all of your academic questions
- ...give you advice on your choice of courses
- ...sign the course registration form

Which deadlines do I need to be aware of?

Is it possible to attend courses from different departments?

Who are my academic advisors?

Which courses are taught in English or in another foreign language?

Where do I find the course catalogue?



WHAT JGU HAS IN STORE FOR YOU



As an exchange student, you have many options to fill your timetable. In the following, we will inform you of JGU's various offers and tell you where you can find the right course for you.

GUTENBERG INTERNATIONAL SCHOOL

The Gutenberg International School (GIS) offers courses for students with no knowledge of the German language or students who have German language skills on an intermediate level.

Our interdisciplinary GIS courses mainly deal with the topics (German) history and culture, as well as social sciences and society.

Additionally, you can improve your German language skills with our special offers for exchange students.

You can either earn all your credits with GIS courses or complement the courses from your subject in case you want to gain insight into other fields. Please note: the registration for the courses must be done in the subjects in which these courses are offered and not through the Gutenberg International School!

As a special service, we will also provide you with a list of all the courses taught in languages other than German at JGU which are open for exchange students.

So, just have a look what JGU has in store for you!

Contact: Dr. Thomas Weik (GIS)
gis@international.uni-mainz.de



**GUTENBERG
INTERNATIONAL
SCHOOL**

You want to...

- ... improve your German Skills?
- ... earn credits?
- ... broaden your horizon?



WELCOME WEEK

COURSE OFFER

GIS- SPECIAL COURSES FOR EXCHANGE STUDENTS



HISTORY
& CULTURE

Are you interested in German history & culture and/or History & Culture in general? Do you want to learn about the influence of the past and its effect on today's culture? Just take a look at the interdisciplinary offers in English in these areas.

Do you study social sciences or just want to see what kind of research is done here in Germany in this field (from international relations or innovation and technology sociology to media and globalization)? Then these English-language offers may be the right fit for you.



SOCIAL
SCIENCE &
SOCIETY



GERMAN
LANGUAGE

Would you like to study at JGU primarily to improve your German language skills and learn more about German literature and culture at the same time? We may have just what you need.

LIST OF NON-GERMAN-LANGUAGE COURSES OPEN FOR EXCHANGE STUDENTS

Studying at JGU without sufficient German language skills is not possible? Wrong! Check out the JGU courses offered in languages other than German (which also includes the GIS courses in languages other than German). As an exchange student, you are very flexible in taking courses from various departments, so you can construct your class schedule according to your wishes.



NON-GERMAN
COURSES

Check out the course offer on:

www.international-office.uni-mainz.de/exchange/gis/



JGU GENERAL OFFER

You already know our main study-platform JOGU-StiNe from your application. You can also find there the general course catalogue, which lists (nearly) all of the courses offered by the various subjects, departments and other institutions.

You don't need a login for the course catalogue!

jogustine.uni-mainz.de



Course catalogue

Overview

- Faculty 01 - Catholic Theology and Protestant Theology
- Faculty 02 - Social Sciences, Media, and Sports
- Faculty 03 - Law, Management, and Economics
- Faculty 04 - Human Medicine and Dentistry
- Faculty 05 - Philosophy and Philology
- Faculty 06 - Translation Studies, Linguistics and Cultural Studies
- Faculty 07 - History and Cultural Studies
- Faculty 08 - Physics, Mathematics and Computer Science
- Faculty 09 - Chemistry, Pharmaceutical Sciences, Geography and Geoscience
- Faculty 10 - Biology
- Mainz Academy of Arts
- Mainz School of Music
- Career Service
- Gutenberg International School (GIS)
- International Preparatory and Language Center (ISSK)
- Studium generale
- University Library
- Teacher Training Center (ZfL)
- Data Center (ZDV)
- Zentrum für Interdisziplinäre Forensik (ZIF)

 GENERAL
COURSE OFFER

 GIS
COURSES FOR
EXCHANGE
STUDENTS
(see page 11)

STUDIUM GENERALE

Interdisciplinary lecture series that deals with contemporary issues in the fields of philosophy, cultural studies and inter-culturalism.



ZDV COURSES – COMPUTER SKILLS

Courses offered by the ZDV (Data Center) for all students (e.g. PowerPoint, Photoshop etc.)



ACADEMIC WRITING SKILLS

Tutorials for academic writing open for students from all subjects. For more information please see: <https://www.schreibwerkstatt.uni-mainz.de/>



THERE ARE MANY OPTIONS WAITING FOR YOU!

So don't hesitate to ask the academic advisors to organize your timetable and find out the courses that fit best for YOU.



WELCOME WEEK

LEARNING GERMAN

ISSK – INTERNATIONALES
STUDIEN- UND SPRACHENKOLLEG

📍 BINGER STR. 14-16



21

COURSES OFFERED

Classes at levels A1, A2, B1, B2.1, B2.2, C1 and C2 meet twice a week for a total of 6 academic units per week and run for 13 weeks throughout the semester lecture period.

For every course you successfully complete, you can obtain ECTS credit points.

LANGUAGE PROFICIENCY

1. Absolute Beginners (A1)

You have little or no knowledge of German.

2. Students with certificate A1-C1

You have an official certificate.

3. Students who have taken the Erasmus+ OLS German Language Test

You took the Erasmus+ OLS German language test in your home country.

4. Students who do not know what their level is

Estimate your knowledge of German and test yourself with one of the following online placement tests. You can also do that before your departure.

Placement test for levels

A1 - B1: www.learngerman.dw.com/de/placementDashboard

Placement test for levels

B2 - C2: www.sprachtest.de/einstufungstest-deutsch

REGISTRATION

FROM 06.04.2021 TO 08.04.2021

Please register for the courses within this period. All of the information and the registration form is available online:

www.blogs.uni-mainz.de/issk-eng/german-as-a-foreign-language/german-courses-for-international-students-enrolled-in-a-study-program/registration-for-the-german-courses/



Registration forms sent before or after this period will not be accepted or processed!



You have to:

1. Download the registration form
2. Fill out the registration form
3. Send the registration form to:

Anmeldung-DaF@uni-mainz.de



HOW TO REGISTER FOR CLASSES AND LANGUAGE COURSES

1



PLEASE NOTE

Special conditions apply to LAW and BUSINESS & ECONOMICS students.

Please visit the links below:

BUSINESS & ECONOMICS:
erasmus.wiwi.uni-mainz.de

LAW:
auslandsbuero.jura.uni-mainz.de

In order to register, you will need to select all the courses you would like to attend on a registration form and have it confirmed by the academic advisor of the subject you would like to take classes in.

You can download the registration form, the list of academic advisors and further explanations about the registration process here:
www.international-office.uni-mainz.de/exchange/gis/
(in the download menu)

STEP 1: DOWNLOAD AND FILL IN THE REGISTRATION FORM

- a) Download the registration form.
You can fill it out on your computer and save it or print it out right away.
- b) Write down the courses you would like to attend
- c) Save and print out the form for each subject in which you want to take courses.

Please note:

- ✓ The total number of courses should not exceed 30 ECTS each semester.
- ✓ Your major (the subject in which you are enrolled at JGU, compare to your letter of admission) should account for 15 ECTS minimum. If you have to achieve more than 15 ECTS, the remaining credits can also be chosen from different subjects.
- ✓ ERASMUS-students: Please try to stick to your Learning Agreement as much as possible.



WELCOME WEEK

Anmeldung zu Lehrveranstaltungen für Austauschstudierende Course Registration for Exchange Students



Bitte gehe zu <https://www.jgu-mainz.de> und klicke auf den Button "Vorlesungen" und klicke links auf das entsprechende Semester. Die Veranstaltungen sind nach Fachbereichen sortiert. Zu welchem Fachbereich dein gewünschtes Studienfach gehört, klicke du auf studien.uni-mainz.de/studienangebot. Fülle dieses Formular vollständig aus und drucke es aus. Gehe mit dem Formular in die Sprechstunden der Studienfachberatungen (SFB) aller Fächer, in denen du Lehrveranstaltungen belegen willst und lasse es dort prüfen und bestätigen. Deine Anmeldung für die Lehrveranstaltungen ist verbindlich und kann nach dem Einreichen der Formulare bei den Studentinnen nicht mehr geändert werden.

Please go to <https://www.jgu-mainz.de>, change the language to English in the top-right corner, click on "Course Catalogue" and select the respective semester on the left-hand side. The courses are sorted by the faculties that offer them: if you are not sure which faculty offers your course of study, please go to studien.uni-mainz.de/change-of-courses-2. Then, complete this registration form with all the courses you wish to attend and print it out. Take the form to the academic advisors (A.A.) of each subject in which you plan to take courses to and let them check and confirm it. Please note: Your course registration is binding and cannot be changed once the registration process is completed.

Persönliche Daten/ Personal Data		Studium/ Course of Study	
Nachname/ Family Name	Vorname/ First Name	Semester/ Semester	WiSe 2019/20
Matrikelnummer/ Student ID Number	E-Mail-Adresse/ Email Address	Fachfach/ Major	Bitte auswählen/ Please select
Heimathochschule/ Home University		Immatrikulation an der Uni Mainz/ Enrollment at Mainz University	
Land/ Country		<input type="radio"/> Ich bin neu an der Uni Mainz immatrikuliert. / I'm newly enrolled at Mainz University. <input type="radio"/> Ich bin seit dem letzten Semester an der Uni Mainz immatrikuliert. / I have been enrolled at Mainz University since last semester.	

Veranstaltungsanmeldung/ Course Registration

Fach/ Subject	Nummer/ Number	Kursbezeichnung/ Course Title	Wochentag u. Uhrzeit/ Weekday and Time	Credits	Unterschrift der SFB/ Signature by A.A.
<input type="checkbox"/> Checklisten für Austausch/Incoming/Outgoing Course for Exchange Students					
Wahlfach/ Example Subject	15.025.999	Musterveranstaltung/ Example Course	Mo, 10:15-11:45 Uhr		
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
<input checked="" type="checkbox"/> Bitte auswählen/ Please select					
weitere Veranstaltungen/ additional course:					

There is no general deadline for the registration. Please check with your department!

STEP 2: PERSONAL CONSULTATION WITH YOUR ACADEMIC ADVISOR

- Check the list of academic advisors (see links on previous page). Choose the relevant person(s) and contact them by mail.
- They will advise you and officially confirm your choice by signing the form. The form remains usually with the academic advisor. He/She will forward the form to the Studienbüro (registration for courses).
- Repeat the process for every subject in which you would like to attend classes.



Please note: Your registration is binding and cannot be changed once you have submitted the form!

2





REGISTRATION FOR EXAMINATION



There is no general rule for exam registrations (except for students of Law & Economics - see page 14).

In each course, you have to ask your teacher which regulations apply to you. Usually, exams are taken at the end of the lecture period or shortly after.



Please consider this when planning your departure!

There is no general deadline for the exam registrations. Please check with your department!

Grade distribution:

You receive grades between 1.0 and 5.0. You pass your examination when your grade is between 1.0 (very good) and 4.0 (sufficient). You fail when you get a 5.0 (not sufficient).

Exemption Law: Points between 0 and 18 (You pass with 4 points)

Credit Points (CP):

The workload of 1 CP is up to 30 hours. They are based on the ECTS (European Credit Transfer System).



TYPES OF EXAMS

There are usually four different types of exams depending on the classes you take:

WRITTEN EXAM ("KLAUSUR")

Usually written at the end of the semester in one of the last sessions.

ORAL EXAM

("MÜNDLICHE PRÜFUNG")

An examination in the form of a discussion between you and your examiner, on a certain academic subject.

WRITTEN TERM PAPER

("SCHRIFTLICHE HAUSARBEIT")

After consulting with your teacher, you choose a topic connected to your class to write a term paper on.

PRESENTATION ("REFERAT")

The teacher assigns a topic that is relevant to the course. You have to prepare an oral report, either alone or in a group. Presentations are usually held during the semester in one of the class sessions.



GETTING TO KNOW EACH OTHER, THE CAMPUS & THE CITY

FINDING A BUDDY



A Buddy can help you feel comfortable in Mainz. If you have a Buddy, you can also improve your German language skills and – most importantly – a Buddy can become a lifelong friend. Are you interested?

Find more information on:

<https://www.studierendenwerk-mainz.de/en/buddy>

LANGUAGE CAFE (SPRACHCAFE)

The Language Cafe helps you to improve your foreign language skills, meet new people and learn more about country and culture.

It takes place during the lecture periode on every wednesday from 18 to 20h. It is held online.

For more information and the participation link go to:

<https://www.studierendenwerk-mainz.de/eventsandkultur/sprachcafe-mittwochs>

FOREIGNERS BECOME FRIENDS

The foreigners become friends program creates contacts between international students and people of the region. The program finds hosts or "guest-friends" for you.

Together with your host/friend you can go on excursions, cook, have lunch, drink coffee, discover a city, go hiking, do sports - basically everything that you like!

You can register here:

<https://www.studierendenwerk-mainz.de/en/internationales/freunde-finden/fremde-werden-freunde/anmeldung/anmeldung-studis>



LEI ERASMUSTEAM MAINZ

We, the Erasmus Team Mainz, want to make your stay in Mainz unforgettable!

You can ckeck the website for more information about the program: for the winter seemster:

<https://www.international-office.uni-mainz.de/erasmusteam-mainz/>





WHERE TO EAT?

There are plenty of possibilities to refill your energy supply before the next course – here's a culinary overview of the campus.

You can check the daily offer and the current opening hours here:
www.campus-mainz.net/essen/



- 1 **ZENTRALMENSA**
 Staudingerweg 15
 Offers hot meals at 4 different counters (Theken) including vegetarian or vegan options
you can only pay with the StudiCard!
 Closed because of the Corona pandemic.

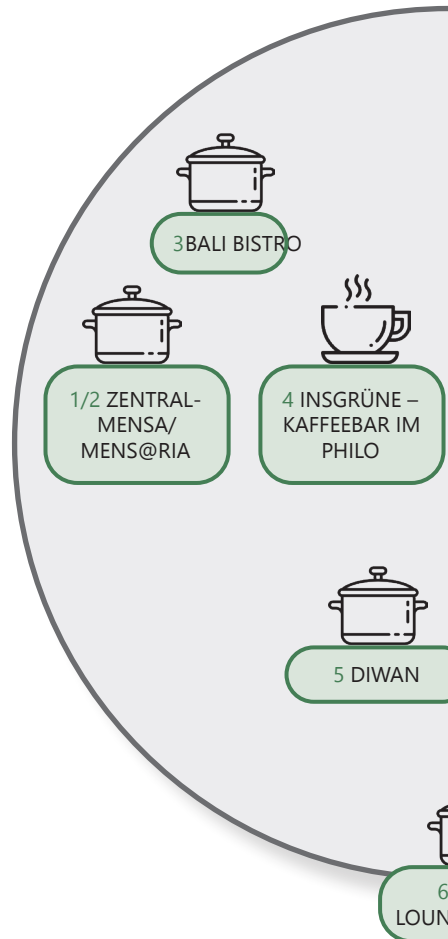
- 2 **MENS@RIA**
 Staudingerweg 15
 Offers snacks as well as hot meals and coffee
 Mon-Thu 8 am – 6 pm
 Fri 8 am – 5 pm

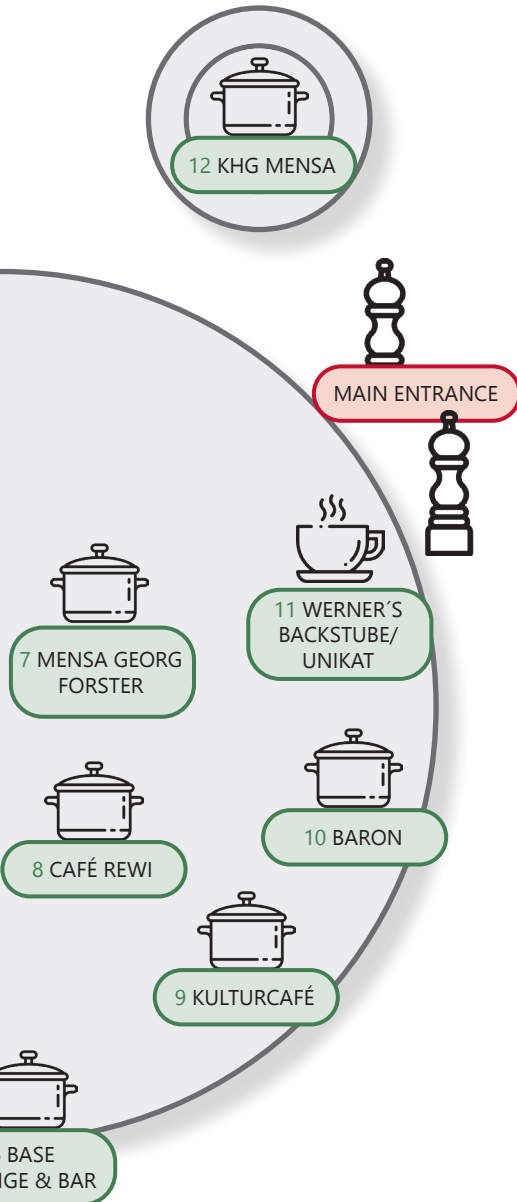
- 3 **BALI BISTRO**
 Staudingerweg 21
 Offers burgers, pokebowls & more
 Mon-Fri 11.30 am - 10 pm

- 4 **INSGRÜNE – KAFFEEBAR IM PHILO**
 Jakob-Welder-Weg 18,
 Philosophicum
 Offers snacks like bagels, pastries, smoothies and fresh coffee
 Closed because of the Corona pandemic.

- 5 **DIWAN**
 Johann-Joachim-Becher-Weg 23a
 Middle Eastern cuisine, offers kebab, falafel, pizza and pasta & rice dishes
 Mon-Fri 11.30 am – 8 pm
www.diwan-mainz.de/

- 6 **BASE LOUNGE & BAR**
 Dalheimer Weg 2
 Offers breakfast, waffles, snacks, burgers and more
 Mon-Fri from 10 am
www.base-lounge.com/speisekarte/





MENSA GEORG FORSTER

7

Jakob-Welder-Weg 12, Georg-Forster Bau

Offers warm meals - including vegetarian options as well as sandwiches, pastry, salads, sweets and coffee

Mon-Fri 10 am – 7 pm

CAFÉ REWI

8

Jakob-Welder-Weg 9, ReWi Gebäude

Two different meal options – including a vegetarian option, stews, as well as sandwiches, salads, sweets and coffee. Highlight: the MüsliBar (cereals) for an energized start to your morning!

Closed because of the Corona pandemic.

KULTURCAFÉ/Q-KAFF

9

Johann-Joachim-Becher-Weg 5

Offers warm meals, sandwiches, snacks, pastries & coffee

Mon-Fri from 09.30 am

That's not all! In the evening, it transforms into an event location!

www.kulturcafe-mainz.de/veranstaltungen/

BARON

10

Johann-Joachim-Becher-Weg 3

Offers warm meals, a bit more pricey

Mon-Fri 9 am – 10 pm

Sat 12 pm – 10 pm

That's not all! In the evening, it transforms into an event location!

www.baron-mainz.de/veranstaltungen/

WERNER'S BACKSTUBE/UNIKAT

11

Jakob-Welder-Weg 1

Bakery, offers sandwiches, pastries, and coffee

Mon-Thu 7 am – 6 pm

Sat 8 am – 3 pm

KHG MENSA

12

Saarstraße 20

Offers two meals – meat and vegetarian options

Mon-Fri 11.30 am – 2pm



LEISURE TIME - SOCIAL AND CULTURAL ACTIVITIES



It's not all about studying...
We have some ideas for you!

How about...

SINGING?

The UniChor of the Collegium Musicum is open for all JGU students and staff.

www.unichor-mainz.de/home.html

The Joy Singers of Stw Mainz meet every Tuesday. Join either the singing group (like singing around a campfire) or the regular choir.

<https://www.studierendenwerk-mainz.de/en/eventsandkultur/alt/cultural-student-unions/choirs>

The Authentic Voices are the choir of the English Department of JGU. They meet every Thursday (open to all students).

www.authentic-voices.de/

SPORTS?

11

The "Allgemeiner Hochschulsport (AHS)" of the JGU offers a broad range of sports. You will find everything from Aerobics to Yoga.

The best thing: it's for free!

(Apart from certain special courses.)

You can check out and download the program on the website. Due to the Pandemic it is possible that only a few courses will take place.

<https://www.ahs.uni-mainz.de/>

A TASTE OF THE WINE REGION?

Part of your program to explore Mainz should definitely be a trip through the vineyards. "Campus Mainz" organizes monthly trips to the vineyards or wine markets in the region. Costs are around EUR 15 per person.

You can check out their program on their website or get inspired for your own trips.

www.campus-mainz.net/weinexpress/

MEETING NEW PEOPLE?

Every semester, the LEI - Erasmusteam Mainz organizes a varied program of activities for all students. From regular sport activities, cultural excursions to parties – there is something for everyone.

www.facebook.com/erasmusmainz/

(see page 17)

GOING TO THE CAMPUS CINEMA?

Every Monday and Wednesday, the lecture hall N2 in the "Muschel" (see campus map no. ⑧) turns into a cinema.

You can purchase drinks at the entrance. You can find the program here:

www.unifilm.de/studentenkinos/Mainz

Due to the pandemic it is possible that the cinema is closed.

MASTERING A NEW SKILL?

The "Kulturkurse" are a great opportunity to learn a skill you always wanted to learn, like dance, survival in the woods, calligraphy or a software program – to name just a few examples of the varied program.

www.campus-mainz.net/kulturkurse/



BEING A JOURNALIST?

Students who want to gain experience working in the media (TV, radio, online) have several opportunities at JGU.

CAMPUSTV MAINZ

TV made by students for students. The team of CampusTV Mainz produces broadcasts and videos about all kinds of topics connected with studies, research and life on the JGU campus.

Open to all students.

www.campus-tv.uni-mainz.de/wp2/

CAMPUSRADIO

Campusradio is a JGU project to give students insight into the work of a radio station. Students learn how to produce their own radio broadcast.

www.campusradio.uni-mainz.de/

CAMPUS MAINZ E.V.

Campus Mainz is a non-profit organization that offers information on campus news, food, events, studies and more on their website. If you would like to support the editors and write articles, you can contact them via email.

mail@campus-mainz.net

www.campus-mainz.net

PRACTICING YOUR LANGUAGE SKILLS?

The Sprachcafé is the ideal place to practice your language skills or to speak your language to interested persons and help them practice yours. Every Wednesday from 6-8 pm online. (see page 17)

<https://www.studierendenwerk-mainz.de/en/eventsandkultur/language-cafe-wednesdays>

www.facebook.com/stwmainz

LANGUAGE TANDEM

A language tandem is an ideal opportunity to improve your German skills and learn more about Germany and its inhabitants. In the face-to-face tandem you will speak your native language to German students who want to improve their language skills in contact with you.

For more information, visit:

www.blogs.uni-mainz.de/issk-eng/german-as-a-foreign-language/language-tandem/

LIFE IN THE CITY

GOING TO THE THEATRE?



You can visit the State Theatre Mainz for free!

You can go to the box office and get a ticket for free 3 days before the performance you want to see. There, you will need to show your student ID and a picture ID in order to get the ticket.

www.staatstheater-mainz.com/web/

📍 Gutenbergplatz 7, city center

GETTING TO KNOW PEOPLE FROM MAINZ?

The Stw Mainz offers a program called Foreigners become Friends (Fremde werden Freunde) where you can get to know people from Mainz who are not students. Have a coffee, go for a walk, practice your German and explore the region together!

If you are interested, you can register here:

<https://www.studierendenwerk-mainz.de/en/internationales/making-friends/foreigners-become-friends>

(see page 17)



ON-CAMPUS ORIENTATION AND USEFUL ADDRESSES



SERVICES

GUTENBERG INTERNATIONAL SCHOOL SERVICES/ INTERNATIONAL OFFICE

1

Here you can get help with any question concerning your stay.

Forum universitatis, entrance 7, 1st floor, rooms 01-710, 01-714

Office hours: please check the website
www.international-office.uni-mainz.de/exchange/
gis@international.uni-mainz.de

STUDENT SERVICES/ INFO DESK

2

The Student Service Center (Infodesk) is responsible for the general student administration. You can go there if you have lost your student ticket.

Forum universitatis, Entrance 1, 1st floor

www.studying.uni-mainz.de/service/

STUDIERENDENWERK MAINZ (Stw Mainz)

17

The Stw Mainz is responsible for the social services for students. It supports students in social, economic and cultural aspects. It assists international students with finding accommodation before arrival, coordinates contact programs and organizes events and parties together with student's volunteer teams. You can pay your rent here and get answers to any question concerning your accommodation.

SB II,

Colonel-Kleinmann-Weg 2

www.studierendenwerk-mainz.de/internationales/?L=3

international@studierendenwerk-mainz.de

ALLGEMEINER STUDIERENDEN- AUSSCHUSS (ASTA) – TEXT CAFÉ & LEGAL ADVICE

15

The AStA (General Student Committee) has various sections. This includes the section for international students, which offers support in the process of integration on campus and in Mainz through cultural events, workshops, seminars, and the TextCafé, which is the place to go for help with German language assignments. Support for socially disadvantaged students can be found here, as well as political and cultural events and free legal advice for international students.

Studierendenhaus, Staudingerweg 21
Textcafé

www.schreibwerkstatt.uni-mainz.de/

Legal Advice for International
Students

www.blogs.uni-mainz.de/asta/ab-ref/auslaenderinnen/

HEALTH INSURANCES

14

Staudingerweg 21 (both)
AOK

www.aok.de/pk/rps/zielgruppen-ebene-b/studierende/

TK

www.tk.de/tk/kundenberatungen-az/m/0685-mainz-campus/150496



AGENTUR FÜR ARBEIT MAINZ – BLEIB!

16

Are you thinking of staying and working in Germany? The Agentur für Arbeit Mainz can help you with applications for internships and jobs in Germany. Advice is offered in German and English, as is the preparation and correction of application documents, workshops and trainings for international students and graduates. All of these services are free.

Staudingerweg 21, entrance F
www.arbeitsagentur.de/mainz/akademiker-und-studierende
mainz.271-Akademiker@arbeitsagentur.de

Hegelstraße 61, 5th floor
www.pbs.uni-mainz.de/
 Tel.: 06131-39 22312
pbs@uni-mainz.de

OFFICE OF ACCESSIBILITY (SBS)

If you are handicapped, chronically ill or have mental health issues, the Office of Accessibility can provide support and advice on personal problems, problems with studies, legal questions, organisation and financing.

Forum 1, Raum 02-101
<https://www.barrierefrei.uni-mainz.de/>
barrierefrei@uni-mainz.de

MENTAL HEALTH SERVICES FOR STUDENTS (PBS) - me@JGU

19

JGU's Mental Health Services provide professional help in dealing with specific problems that may occur while you are at the university. If you are having personal problems or trouble coping with your studies (such as test anxiety), need life advice or simply someone to listen, see the Mental Health Services. They also offer counseling and some courses in English.

Additionally, the JGU Health Services offer courses like "Test Anxiety", "Writers Block", "Stress Management". If you need tips or information, you can have a look at me@JGU, an online portal for JGU students. The website contains exercises on various topics in form of texts, audios, videos and podcasts.

www.me-at-jgu.de

INTERNATIONAL PREPARATORY AND LANGUAGE CENTER (ISSK)

21

You want to learn German or another foreign language? The ISSK (International Preparatory and Language Center) offers a variety of foreign language and German courses at different levels. Please find more information here: <https://www.blogs.uni-mainz.de/issk-eng/> and on page 13

Binger Straße 14-16



BUILDINGS & LIBRARIES

UB - UNIVERSITY LIBRARY

④

The University Library consists of the Central Library, eight departmental libraries and the central archive.

Jakob-Welder-Weg 6

www.ub.uni-mainz.de/

Opening Hours

Mon-Fri 8 am – 12 am

Sat-Sun: 10 am – 12 am

REWI GEBÄUDE

(LAW & ECONOMICS BUILDING)

③

The Faculty of Law, Management, and Economics.

In the so-called ReWi (Recht und Wirtschaft) building, you can find the departments of law, economics, and business education. Lecture hall RW1 is the biggest on campus, with almost 1000 seats. The departmental library is also located here.

Jakob-Welder-Weg 9

www.rewi.uni-mainz.de

Opening hours library:

Mon-Sat 8 am – 12 am

Sun 10 am – 12 am

Information Desk

Mon-Fri 9 am – 3 pm

The library is closed on public holidays.

GEORG FORSTER GEBÄUDE (GFG)

⑤

The Institute of Education, the Department of Political Science, the Department of Communication, and the Institute of Sociology are all located in the GFG.

Various departmental libraries as well as the USA library are located here.

Jakob-Welder-Weg 16

www.ub.uni-mainz.de/bereichsbibliothek-georg-forster-gebaeude/

Library Opening Hours:

Mon-Fri 8 am – 12 am Sat-Sun 10 am – 12 am

Information Desk

Mon-Fri 9 am – 5 pm

The library is closed on public holidays.

PHILOSOPHICUM

⑥

The Philosophicum library is a combination of 15 departmental libraries of Faculty 05 (Philosophy and Philology) and Faculty 07 (History and Cultural Studies). The names of the lecture halls and rooms in the Philosophicum start with a "P". Lecture Hall P1 is the biggest in the Philosophicum, and it is located outside the main entrance of the building. Films and student plays are occasionally shown here during the semester.

Jakob-Welder-Weg 18

www.ub.uni-mainz.de/bereichsbibliothek-philosophicum/

Library Opening Hours:

Mon-Fri 8 am – 10 pm

Sat-Sun 10 am – 10 pm

The library is closed on public holidays.

HOCHSCHULE FÜR MUSIK (HfM) (SCHOOL OF MUSIC)

⑦

The Mainz School of Music is the only college of music in Rhineland-Palatinate! You can go to concerts here, and join the choir or the orchestra (more information see page 20).

Jakob-Welder-Weg 28

www.musik.uni-mainz.de/veranstaltungen/veranstaltungskalender/



KUNSTHOCHSCHULE

At the Kunsthochschule you can go to exhibitions or listen to lectures.

Am Taubertsberg 6

<https://kunsthochschule-mainz.de/neues/calender/>

ZENTRUM FÜR DATEN- VERARBEITUNG (ZDV)

9



DATA CENTER / NATFAK BUILDING

Numerous computer labs with internet access, various software programs and printers are located in the ZDV. The ZDV information center is located in room 00-47. The courses offered by the ZDV take place here.

NatFak (Naturwissens. Fakultät)

Anselm-Franz-von-Bentzel-Weg 12

www.zdv.uni-mainz.de/

ZDV Service Center Opening Hours:

Mon-Fri 9 am – 6 pm

PC-Pool Opening Hours:

Mon-Fri 8 am – 10.15 pm

NATURAL SCIENCES

12

The Institutes of Physics, Mathematics, Computer Science and Meteorology are located in these buildings.

Staudingerweg 7

www.phmi.uni-mainz.de/111.php

“MUSCHEL” + CINEMA (KLUBKINO MAINZ)



8

If you wondered what a “Muschel” (shell) is doing on the campus – it’s a lecture building shaped like a shell ☺

But it is also the place where the

“Klubkino” – cinema in a lecture hall (room N2) – takes place. More

information about the program and the tickets under:

www.unifilm.de/studentenkinos/Mainz

Johann-Joachim-Becher-Weg 21

LEISURE

BOTANICAL GARDEN

10

The JGU Botanical Garden is an educational and scientific garden. It displays a broad range of plants and contributes to research and conservation. It is also nice to take a walk through the different vegetations to refresh body and mind on an exhausting day.

CATHOLIC COMMUNITY MAINZ (KHG) & PROTESTANT STUDENT COMMUNITY MAINZ (ESG)

20

KHG and ESG are Catholic and Protestant student institutions, respectively. They offer a wide variety of events which may be of interest to you. They also offer counseling services.

KHG: Saarstraße 20

55122 Mainz

www.khg-mainz.de/

ESG: Am Gonsenheimer Spieß 1 55122

Mainz

<https://esg.ekhn.de/esg-mainz/index.html>

UNIKAT SHOP

Here you can buy souvenirs for your friends and family, but also for yourself. Go and get your JGU jumper, a cup, a pen and so on!

Jakob-Welder-Weg 1

Opening Hours

Mon-Fri: 8am - 6pm

Sat 8am - 3pm (during vacation from 8am - 2pm)



PAYING THE STUDENT SEMESTER FEE

Transfer the amount

You have to pay the semester fee to enroll at JGU. You are doing this by transferring the amount to the following bank details:

Recipient: Landeshochschulkasse Mainz

IBAN: DE46 5500 0000 0055 0015 21

BIC: MARKDEF1550

Reason for payment: *IBW Applicant number Last name, first name*

Amount SoSe 2021: 326,11€

You will find your applicant number in your letter of admission.

If you transfer from outside the EU, please make sure that you transfer a bit more (i.e. 350€). Either you will get the money back or it will be credited (in case you stay for two semesters) to your next semester fee.



RE-REGISTRATION

If you plan to stay another semester at JGU you must not forget to re-register. You do this by paying the semester fee again before the **deadline of July 15, 2021**.

You will find the exact amount to transfer and all further information at www.studying.uni-mainz.de/rematriculation.



Health Insurance

In order to be enrolled, you will need confirmation that your health insurance from your home country is sufficient and valid for your exchange semester.

EU-citizens need the European Health Insurance Card (EHIC) to enroll. You only need an exemption from a German health care provider.

A private health insurance has to cover ambulant, stationary and dental treatments. You will have to provide proof of coverage either in English or in German. This must name the exact benefits, e.g. validity, services, policy territory and financial coverage. If any of the three areas (ambulant, stationary and dental) is not covered, you will not be exempted from the health insurance requirement. In this case you would have to provide a new private insurance policy or contract an insurance in Germany.

You can contact the following German health care providers in order to get an exemption or a health insurance. Both also have a facility on the JGU campus.

Techniker (TK)

Contact person: Frau de Marées

E-Mail: Annelie.de.Marees@tk.de

AOK

Contact person: Frau Petrou

E-Mail: georgia.petrou@rps.aok.de



STUDENT ID = STUDENT SEMESTER TICKET

FREE USE OF PUBLIC TRANSPORT & FREE ENTRY FOR STAATSTHEATER MAINZ



Once you are enrolled, you will receive your student ID which doubles as your student semester ticket!

It allows you to use public transportation for free – buses, trams, subways and trains (excluding IC, EC and ICE).

The semester ticket is valid in the area of Mainzer Verkehrsgesellschaft (MVG), Rhein-Main-Verkehrsverbund (RMV) and Rhein-Nahe-Nahverkehrsverbund (RNN). This is a rather large area (see area marked in green).

So make sure you visit some places during your stay!

AREA OF YOUR TICKET



Loreley, Darmstadt,
Felsenmeer...

You can find ideas for trips with your student semester ticket here:

www.campus-mainz.net/newsdetails/news/artikelreihe-mit-dem-semester-ticket-nach/

With your student ID, you can also visit the theatre Staatstheater Mainz for free! For more information see page 21.



Please note:

The semester ticket is only valid in combination with a valid photo ID (passport or personal ID)!

The semester ticket may not be laminated or sealed in plastic wrap.



TUTORIAL SECTION

HOW TO ACTIVATE YOUR STUDENT ACCOUNT



Once you are enrolled, you will receive your log-in data for your student account. Your username and password enable you to log into any computer on campus, to use your own student e-mail account as well as the printers and photocopiers all across campus and to log in to JOGU-StlNe. You will also have access to the WIFI on the campus and in the dormitories.

For your account activation go to account.uni-mainz.de/Passwort/ActivateAccount

STEP 1: Enter your student ID number

STEP 2: Enter your PUK (you will receive this once you are enrolled)

STEP 3: Create your password

Rules for your password:

- ✓ At least 8 characters
- it must include:*
- ✓ Upper Case Letters (A...Z)
- ✓ Lower Case Letters (a...z)
- ✓ Numbers (0...9)
- ✓ Symbols (!"#\$%&/'()=?)

Please avoid:

- ✓ Characters which are not part of all keyboards such as: \$, Ä, ö, ü, Ö, Ü
- ✓ Words from dictionaries
- ✓ Parts of your name or family name

Please write down your password or take a photo of it. Should you still forget it, you can change it here:

<https://account.uni-mainz.de/Passwort>

CERTIFICATE OF ENROLLMENT & CONFIRMATION OF EXMATRICULATION



If you need a certificate of enrollment or your confirmation of exmatriculation you can print it out by yourself:

In order to do so, please go to JOGU-StlNe jogustine.uni-mainz.de choose "Service" – "My documents" and download the document you need.

You may need the confirmation of exmatriculation in the future, e.g. when you plan another study period/ study program in Germany. The confirmation of exmatriculation will be online from mid-September.

Note: Download your documents from the online portal and save them in order to have permanent access to them. Access to the online platform JOGU-StlNe is limited to the duration of your enrollment. Your account will be deleted one semester after the end of your stay. Your enrollment documents are provided only in electronic form on JOGU-StlNe. They won't be sent via email.

Don't forget to check your student e-mail (...@students.uni-mainz.de) regularly as some offices only use this e-mail adress to contact you.


Alternatively, you can also set up a redirect. You can find out how to do this at www.zdv.uni-mainz.de/mailweiterleitung/



REGISTRATION AT THE "BÜRGERSERVICE" MAINZ

During your time in Germany you have to be registered at the city's registration office ("Bürgerservice"). You have to make an appointment with the "Bürgerservice" yourself. You can find out how to do this on the next page. If you live in another city, you have to visit the registration office there in order to register.

At the end of your stay you need to de-register again.

 You must register yourself within 14 days after your arrival.

The checklist will help you to make an appointment at the registration office. You will need the following information to register in Mainz:

Nachname Last name
Geburtsname Birth name
Vorname First name
Geburtsort Place of birth
Staatsangehörigkeit Nationality
Familienstand (ledig/ verheiratet) Civil status (unmarried/ married)
Religionszugehörigkeit Religion
Bisherige Wohnung im Ausland (Stadt, Land) Previous location abroad (City Country)

FOR THE REGISTRATION, YOU NEED TO BRING:

- ☐ "Wohnungsgeberbestätigung":
You receive this from the Studierendenwerk (if you sign the rental contract there) or from your private landlord
- ☐ Passport/identity card



TUTORIAL SECTION

HOW TO MAKE AN ONLINE APPOINTMENT AND HOW TO REGISTER AT THE „BÜRGERSERVICE“ MAINZ



You can arrange your appointment under :

www.mainz.de/verwaltung-und-politik/buergerservice-online/buergeramt-online-terminvereinbarung.php

STEP 1: Confirm the Data Protection

STEP 2: Click "Bürgerservice"

STEP 3: Choose "Anmeldung eines Wohnsitzes in Mainz, Unionsbürger und Ausländer"

STEP 4: Optional download of the „Wohnungsgeberbescheinigung“. You receive this from the Studierendenwerk. You only need to download it and have your landlord fill it out if you live in a private flat.

STEP 5: Choose a time .
grey = free time slot
red = already taken
green = your choice

STEP 6: Fill in your personal data

STEP 7: Choose "Termin reservieren" (Make a reservation)

STEP 8: Check your emails and confirm the link – only then does the office get notice of your request

STEP 9: Your request will be checked and you will get a second email with the final confirmation and information

ADDRESS
Bürgeramt: Abteilung Bürgerservice, Stadthaus, Lauteren-Flügel, Entrance Kaiserstraße 3-5, 55116 Mainz
Bus & Tram Stop: „Hauptbahnhof“ (Central Station): all buses except No. 28, 33 and 70



HOW TO REGISTER FOR THE LICENCE FEE

Once you registered at the „Bürgerservice“ Mainz, you are also required to register for the so called „Rundfunkbeitrag“ (licence fee) which finances the public sector media.

You can register under www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/index_ger.html



17.50 EUR
per month
per flat

STEP 4: Choose your payment pattern and method

1 PAYMENT PATTERN
Decide between
1 in the middle of a three-month period (by the 15th)
2 quarter- yearly (3 months) in advance
3 half-yearly (6 months) in advance
4 annually in advance (only if you stay 2 semesters)

2 PAYMENT METHOD
Decide between
1 "Lastschrift" – automatic transfer
2 own bank transfer

STEP 1: Choose "Wohnung anmelden" and "Online ausfüllen"

Wohnung anmelden
Sie möchten sich erstmalig für den Rundfunkbeitrag anmelden? Nutzen Sie bitte dieses Formular.
Falls Sie schon angemeldet sind und umziehen werden, nutzen Sie bitte das Formular unter „Bedeutung zum Beitragskonto“, um Ihre neue Adresse mitzuteilen.

[Online ausfüllen](#)
[PDF herunterladen](#)

STEP 2: Fill in your personal data

Persönliche Daten:
Pflichtfelder sind mit * gekennzeichnet.
Anrede *
☐ Frau ☐ Herr
Vorname *
Nachname *
PLZ * Ort *
Straße * Hausnummer *
Adresszusatz *
Sie sind bereits mit einer Wohnung angemeldet?
☐ Ja ☐ Nein
Geburtsdatum *
Tag * Monat * Jahr *

1 Gender
2 First name
3 Surname
4 Zip code & city (Mainz)
5 Street & number
6 Dorm room/flat number
7 Click „Nein“
8 Date of birth

STEP 3: Insert data of the room/flat

Folgende Wohnung/en möchte ich anmelden:
Pflichtfelder sind mit * gekennzeichnet.
Abweichende Adresse *
☐ Nein ☐ Ja
Anmeldung zu *
Monat * Jahr *
[+ Zumeldung einer weiteren Wohnung](#)
[Weiter](#)

1 Click „Nein“
2 Insert move-in date/Begin of rental contract

STEP 5: Re- check your information for accuracy, if necessary click on "Korrigieren" to correct, something if necessary. If everything is fine, click:

Anmelden

PLEASE NOTE:

After submitting your online registration, you will receive a confirmation. As soon as the payment is due, you will receive a notification from the "Rundfunkbeitragservice" via regular mail/post. With this notification, you will receive information about the payment and the recipient account (IBAN and amount).

BUT I DON'T HAVE A TV!

The payment is due regardless of whether you possess a TV or a radio since all programs are also available online.

SHARED APARTMENT = SHARED FEE

If you live in a shared apartment, please check with your flat mates to see if somebody is already paying because each household only has to pay once (not per person but per apartment door). If this is the case, you can deregister at:

https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html
(German version only)

ALL OF THE INFORMATION FOR STUDENTS IS SUMMARIZED AT:

www.rundfunkbeitrag.de/welcome/englisch/index_ger.html



TUTORIAL SECTION

HOW TO RECEIVE AND USE THE STUDICARD

The StudiCard enables you to pay without cash in the Mensa and cafeterias as well as use printers and photocopiers on campus.



HOW TO OBTAIN THE STUDICARD

You can get the StudiCard for 5 Euro at the:

Info-Point, Studihaus, Staudingerweg 21, Entrance F, or to mensa and all cafés on campus:

- Mensaria
- INSGRÜNE Cafébar im Philo
- Mensa Georg Forster
- Café Rewi

The only reason you don't need to buy the StudiCard is if you received it as a key for your dormitory apartment.

In order to pick it up you need to bring:

- ✓ Your student ID
- ✓ A valid photo ID (passport)
- ✓ 5 Euro for issuing the card



HOW TO LOAD MONEY

Your Studicard has the function to automatically reload as soon as it runs out of money (Autoload). To activate this function, you must first share your bank information with the staff of the Info-Point.



Alternatively you can also use the so called „Kartenaufwerter“, to load money on the card. You find them in the Mensa or in any cafeteria. The machine only accepts bills (no coins!)



PLEASE NOTE:

There are two different accounts on your StudiCard.

You have your

a) GENERAL ACCOUNT

this is the money you load on your card via the „Kartenaufwerter“ (see picture above) and which you use to pay in the Mensa.

b) PRINTING ACCOUNT

this allows you to use the campus printing system. In order to load money on your printing account, you first have to make sure that you have enough money on your „general account“, then to go to a service terminal e.g. in the University Library (UB) and choose „Geld aufbuchen“ (more details on page 35).



HOW TO PRINT



You can print and scan in most of the libraries or in the ZDV (Data center) computer pool. For this you need your StudiCard (see previous page).

You can also check out these detailed instructions

www.en-zdv.uni-mainz.de/operating-instructions-for-service-terminals/

STEP 1: FIND A SERVICE TERMINAL (COMPUTER)

Go to a service terminal, e.g. in the University Library (UB)

More locations: www.zdv.uni-mainz.de/standorte-serviceterminals/

The service terminal's screen will look like this:



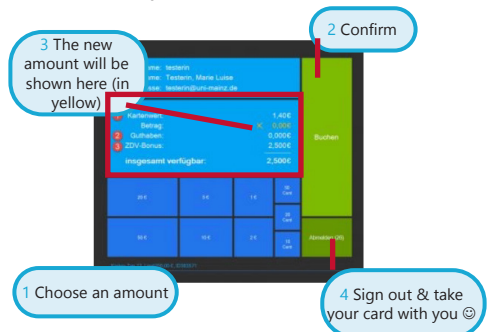
STEP 2: ASSIGNING YOUR STUDI-CARD

- Click on "Karte zuordnen"
- Log in with your student account (you received the login data during the matriculation).
- Change your PIN (only numbers, at least 4)

STEP 3: LOAD MONEY ON YOUR STUDICARD PRINTING ACCOUNT

First you have to check if you have enough money on your card's general account. If you do, follow the next steps:

- Click "Druckguthaben aufladen" on the service terminal screen
- Hold your card to the black/blue – scanner
- Enter your PIN
- Hold your card to the other scanner (light blue/grey)
- Follow step 1-4:



ZDV Bonus: You already have Euro 2.50 on your printing account

STEP 4: SCANNING & PRINTING

Scanning

- Put your StudiCard on the card reader at the side of the printer

Printing

- Enter your PIN
- Send your print jobs to the printer \\jgu-ps-1.zdv.net\Drucken
- Put your StudiCard on the card reader at the side of the printer
- Enter your PIN
- Choose and enable your print job



TUTORIAL SECTION

FINDING LITERATURE IN LIBRARIES AND ONLINE CATALOGUE

You will find a wide variety of libraries on campus.

Except for libraries from the Medicine and Psychology departments, all other departments are represented on the campus.

You can find an overview of all libraries and their addresses here:

www.ub-eng.uni-mainz.de/library-system/

See also the campus map in the middle of the guide for the exact locations.

In the online catalogue ("Rechercheportal") you can check out where to find certain books and browse through the huge digital catalogue of literature:

hds.hebis.de/ubmz/index.php

In most of the libraries, you can also find computer rooms where you have the opportunity to scan and print out literature.



HOW TO OBTAIN A LIBRARY CARD

If you want to borrow books, you will need a library card. You can get it from the lending desk at the University Library (UB, see on the map no. ④).



BORROWING AND RETURNING BOOKS

Please note: In most libraries, taking books home for long periods of time is not permitted. Most likely you may only borrow them overnight or for a weekend.

Exception: University Library

There, you can borrow books for up to 4 weeks. In order to borrow books there, use the book scanners at the entrance of the "Lehrbuchsammlung". You put your library card in the slot and enter your library card PIN (your date of birth in the format dd/mm/yy).



IN CASE OF EMERGENCY...

The most important number for you is 112. You only need to dial this number (free of charge) in order to reach the emergency services – police, medical services or fire brigade – anywhere in Germany and Europe immediately.

More important local emergency addresses and numbers in and around Mainz:

Suspicion of an infection: central patient service	116117
Emergency medical services/ ambulance	Tel.: 19 222
Police	Tel.: 110
Central Phone number University Hospital Mainz	06131-17-0
Poison helpline	06131 - 19240 or 0700/44384636
Hospitals Mainz and Rhineland Palatinate	http://gesundheitsseiten.de/notdienst_krankenhaus.php
Pharmacy emergency service	https://gesundheitsseiten.de/notdienst_apotheke.php Rheinland-Pfalz: 0800 - 228 228 0 (free service number also from your mobile phone!) http://www.lak-rlp.de/startseite/
Medical emergency service Mainz St Vincenz Hospital	An der Goldgrube 11 , 55131 Mainz Tel.: 116 117 Weekend: Fri 4pm - Mon 7am Weekdays: 7pm - 7am / Wed 2pm – Thu 7pm http://gesundheitsseiten.de/notdienst_arzt.php

We hope that you will not need one of these emergency services while you are in Mainz, but it is always good to know where to get quick help in case of an emergency. Of course, you can always contact us in case of emergency or afterwards, no matter what has happened (accident, violence, theft....) – we are there to support and assist you!

GIS: +49 16131 39-20695 or gis@international.uni-mainz.de



JOHANNES GUTENBERG
UNIVERSITÄT MAINZ

German Federal Bank
Opening hours: Mon-Fri 8 am - 1 pm
Address: Hegelstraße 65, 55112 Mainz

JGU Campus Map

for more
information
see page 23

HDI Building, Hegelstraße 61, 5th floor
Office for Learning and Teaching (w/out Student Services Center)

- Head of Office
- SL 1 (Study and examination system)
- SL 3 (Psychotherapeutic Counseling Services)
- SL 4 (Integrated Campus Management System)
- SL 5 (Academic Advising and Information Center - ZSB & Career Service)
- ZSB on-site student counseling at Forum universitatis 1
- Staff Unit HSP/LOB

- 1 Gutenberg International School Services/ International Office
- 2 Student Service Center/ Infodesk
- 3 Law and Economics Building
- 4 University Library (UB)
- 5 Georg Forster Building
- 6 Philosophicum
- 7 School of Music
- 8 Muschel
- 9 NatFak & ZDV Data Center
- 10 Botanic Garden
- 11 AHS Sports
- 12 Nature Sciences
- 13 CentralCanteen + Photo Booth
- 14 Health Insurances
- 15 ASTA
- 16 Agentur für Arbeit
- 17 Studierendenwerk Mainz / Stw Mainz
- 18 Psychotherapeutic Counseling Center
- 19 German Federal Bank
- 20 KHG & ESG

ISSK
Internationale Studien- und
Sprachenkolleg
Binger Str. 14-16
(in the „Conrad-building“)

School of Arts
University Medical Center

GIS Services
Forum
Entrance 7
1st floor

Infodesk
Forum
Entrance 1
1st floor

- ATM
- MVGmeiRad
- University Administration
- Student Service Center (incl. on-site student counseling of the Academic Advising and Information Center - ZSB)
- bus/tram stop
- parking spaces
- JGU shop
- day care center

lecture halls (HS) and seminar rooms (SR)

- A** HS 10, HS 13, HS 15, and HS 16
- B** HS 7
- C** HS I to HS IX
- D** all lecture halls with an initial P
- E** HS N 1 to N 3
- F** HS S1 to S 3
- G** HS in the ReWi building RW 1 to RW 6
- H** Atrium maximum, Audimax, Left Auditorium, and HS 11
- I** HS 18
- J** HS 19
- K** HS 20
- L** HS 21
- M** HS 22 and HS 23
- N** lecture halls N 025, N 6, and SR 537
- O** SR I and SR II
- P** HS C 01 to C 03
SR C 04 to C 05

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Lea Friedmann

ICONS & FOTOS

YouTube icon, Icon made by Pixel perfect from www.flaticon.com, Traveler with a suitcase free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. front, 5,6, Black plane free icon, Icon made by Google, google.com, from www.flaticon.com, S. 5, Bus and Train Silhouettes free icon, Icon made by Scott de Jonge, <http://www.scottdejonge.com>, from www.flaticon.com, S. 5, 34, Bicycle free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 6, Creative free icon, Icon designed by Good Ware, Creative free icon, from Freepik, www.freepik.com, www.flaticon.com, S. 18, 32, Calendar free icon, Icon made by Smashicons, <https://smashicons.com/>, from www.flaticon.com, front, S. 3, 4, Home free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, S. 1, 7, Placeholder free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 15, 20 Pin free Icon, Icon made by Smashicons, <https://smashicons.com/>, from 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Good Ware, <https://www.flaticon.com/authors/goodware>, from www.flaticon.com, S. 30, Pencil free icon, Icon made by Situ Herrera, <http://www.rivolta.es>, from www.flaticon.com, S. 14, 27, Passport free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 15, Credit card free icon, Icon made by Dave Gandy, <http://fontawesome.io>, from www.flaticon.com, S. 39, Studicard, <https://www.studierendenwerk-mainz.de/essentrinken/studicard/?L=3>, S. 39, Kartenaufwerter, <https://www.studierendenwerk-mainz.de/essentrinken/studicard/>, S. 39, suitcase with details, Icon made by Daniel Bruce, <http://www.danielbruce.se>, from www.flaticon.com, S. 2, pillar free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 13, Holding hands in a circle free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 13, Speech bubble free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 13, List free icon, Icon made by Gregor Cresnar, 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