

PRACTICAL GUIDE

FOR
EXCHANGE STUDENTS

- GETTING STARTED -



Winter Semester
2023/24



Let's get connected!

 /jguinternationalstudents

 /unimainz_internationalstudents

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

 /erasmusteam_mainz

NEW TO MAINZ?

Welcome. We want to make your stay unforgettable.

ABOUT OUR TEAM

- The **L**ocal **E**rasmus **I**nitiative team is a group of students at JGU.
- We organize a variety of events for all international students so that you can get to know Mainz and its surroundings better. We plan hiking trips; we arrange parties and much more to provide you with an unforgettable time.
- Our intention is to simplify and guide you in starting and settling in Mainz.

Furthermore, we want you to get to know the region better and connect with Each other through participating in the events.

SOME OF OUR EVENTS AND ACTIVITIES

- Going on hikes (Bacharach, Bingen, etc.)
- Ice Skating
- Picnics
- Visiting Christmas Markets
- Sport Tournaments
- Parties with different themes
- Wine tasting
- Pub-Tour & Pub-Quiz
- Stammtisch
- Day trips to Strassburg, Heidelberg, etc.

GET IN TOUCH WITH US



Our office at the JGU Campus:

Forum 3, 2nd floor, Room 02-308



You can get ESN-Cards for discount there!

Office hours will be announced on social media



erasmuslei@uni-mainz.de

Follow us on Instagram and become part of the WhatsApp Group to not miss out on any information about events and news !!



@erasmusteam_mainz



Join our WhatsApp Group



WANNA JOIN THE TEAM?

Just message us through our socials.

We are looking forward to meeting you.

Dear student,

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

You probably already have many questions. This brochure will help guide you through all the important steps of your exchange semester, such as how to prepare for your studies and much more. It contains everything you need to know for a successful time abroad.

Since you are here not only to study, but also to experience a different culture and student life in Germany, we will give you tips for (cultural) events you should not miss on and around campus.

Please read more about our services on page 14.

We wish you good health, a lot of fun and tons of new academic insights for your exchange semester in Mainz!

Your GIS Services Team

Silke Jennerich | Jan Koloska | Anna Herrmann | Omar Hala



CHECKLIST	6	LIFE ON CAMPUS	28
		Where to Eat	
IMPORTANT DATES FOR YOUR STAY	8	Leisure Time	
		Useful Addresses	
HOW TO GET TO MAINZ & CAMPUS	10	TUTORIAL SECTION	36
		Semester Ticket	
		Student Account	
ACCOMMODATION	12	JGU-App	
		Registration at Bürgerservice	
GIS SERVICES	14	Visa	
		Licence Fee	
WELCOME WEEK	15	StudiCard	
InfoDays		How to Print	
Important to do's after arriving		Libraries & Literature	
Getting ready for studying		In case of emergency	
Learning German		CAMPUS MAP	47
How to register for classes		PUBLISHING DETAILS	48



CHECKLIST

PREPARING FOR TRAVEL

You're starting a new chapter in your studies soon!

You're probably nervous and busy planning 😊. We made you a checklist, so you won't forget anything! You want to read the information again? Please check <https://www.international-office.uni-mainz.de/practical-guides-for-exchange-students/>

- Remember the **Practical Guide Part 1**
You should have completed most of the tasks by now

- It would be best if you have also already completed everything for your **enrollment** (see the instructions in the email you received).

CHECKLIST

- ✓ Ich habe die Zulassung durch JOGU-StiNe erhalten
✓ Zulassung speichern/ ausdrucken
- ✓ Semesterbeitrag überweisen
- ✓ E-Mail an eine deutsche gesetzliche Krankenversicherung schreiben
 - ✓ Versicherungsstatus/ Versicherungsschutz klären
 - ✓ Ich habe eine E-Mail erhalten, dass die Meldung der Krankenversicherung an die JGU erfolgt ist
- ✓ Immatrikulation in JOGU-StiNe machen
 - ✓ Nachweis der Zahlung des Semesterbeitrag hochladen
 - ✓ Immatrikulation abschicken (per Klick)

antrag eingereicht

Der Immatrikulationsantrag ist bei den Immatrikulationsbeauftragten eingegangen.

Wichtig: Alle Immatrikulationsunterlagen für Ihre Einschreibung an der JGU erfüllt sind, wird die Immatrikulation durchgeführt, dies kann bis zu mehreren Wochen dauern. Bitte beachten Sie, dass die Immatrikulation schriftlich über Ihren Austauschlehrer digital zur Verfügung gestellt.

Bitte beachten Sie, dass eine vollständige Immatrikulation erst ab der JGU-Website (Studienleistungen -> Einschreibung) möglich ist.

- ✓ **Deine Immatrikulation? - alles erledigt!**

Lind wie geht es weiter? Ich erhalte den **Practical Guide Part 2** durch die OS Services per E-Mail (September 2022). Danach ich mein Studium an der JGU planen kann.

CHECKLIST

- ✓ I have received the letter of admission via JOGU-StiNe
✓ Save/ print letter of admission
- ✓ Pay semester fee
- ✓ Write an email to a German statutory health insurance provider
 - ✓ Clarify your insurance status/ coverage
 - ✓ I received an e-mail that the health insurance provider informed JGU
- ✓ Do the enrollment via JOGU-StiNe
 - ✓ Upload bank receipt/ proof of transaction
 - ✓ Send the enrollment (via click)

Enrollment done

Die Immatrikulation ist bei den Immatrikulationsbeauftragten eingegangen.

Wichtig: Alle Immatrikulationsunterlagen für Ihre Einschreibung an der JGU erfüllt sind, wird die Immatrikulation durchgeführt, dies kann bis zu mehreren Wochen dauern. Bitte beachten Sie, dass die Immatrikulation schriftlich über Ihren Austauschlehrer digital zur Verfügung gestellt.

Bitte beachten Sie, dass eine vollständige Immatrikulation erst ab der JGU-Website (Studienleistungen -> Einschreibung) möglich ist.

- ✓ **Your enrollment? Everything done!**

What next? I will receive **Practical Guide Part 2** via email by the OS Services (September 2022), so that I can prepare my studies at JGU.



All done? Great! You have almost reached your goal: JGU is on the horizon!



You noticed something you haven't done yet?

Then try to complete it as fast as possible or write us an email so we can help you.

TO DO BEFORE YOU DEPART?

- Carefully read through this **guide**



PLAN YOUR ARRIVAL

- The first day you can officially **move in** to the Studierendenwerk's dormitories is October 2nd, 2023
- The **InfoDays** take place from October 4th to October 6th, 2023.
- Order a **Basic-Pack** in case you need basic items for your room in the Studierendenwerk's dormitories (see page 12)



PACKING YOUR SUITCASE – TAKE IMPORTANT DOCUMENTS


Remember to bring all of your documents either as paper copy or saved on your phone/computer:



- Passport/ID card
 - EU citizens: passport or ID card (at least 3 months to expiration date)
 - Non-EU citizens: passport (at least 15 months to expiration date), including residence permit or student visa.
- official letter of admission
- confirmation of semester fee payment
- certificate of health insurance coverage (home country) (EU students: EHIC, for example)
- proof of corona vaccination
- Only scholarship recipients: certificate/confirmation of scholarship

IMPORTANT DATES - TIMELINE OF YOUR STAY

Your journey starts here...

WELCOME WEEK	ARRIVAL	From 02.10.2023	Start of moving into the dormitories of the Studierendenwerk Mainz
	ENROLLMENT	Until 25.09.2023	Enrollment via JOGU-StINE until 25.09.23 (see page 6) Activate Account and install JGU apps to be able to use your semester ticket and your student ID (see page 39)
		04.10.2023	InfoDays: Day 1 Welcome to the campus (campus tours)
		05.10.2023	InfoDays: Day 2 Welcome to the city (city tour)
06.10.2023		InfoDays: Day 3 Welcome to student life (info regarding course registration)	
www.international-office.uni-mainz.de/infodays/			
PREPARING STUDY START	REGISTRATION FOR CLASSES	From 01.10.2023	Use the registration form for courses and contact your academic advisors (see page 24).
	REGISTRATION FOR GERMAN COURSES	11.10. - 15.10.2023	Register for the German courses of the ISSK via JOGU-StINE (see page 23)
		Further Tasks:	<ul style="list-style-type: none"> ✓ Get your StudiCard to be able to use printers on campus and cashless payment in cafeterias (see page 43) ✓ Register at the city's registration office = Bürgerservice Mainz (see page 40-41) ✓ Register for license fee for public service media (see page 42) ✓ Download your certificate of enrollment (see page 38)
LECTURE PERIOD		23.10.2023	Begin of lecture period
	PUBLIC HOLIDAYS	01.11.2023 24.12.2023 -08.01.2024	All Saints' Day Christmas holidays
			Time to study, live & explore <ul style="list-style-type: none"> ✓ 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 January	This is the registration period for exams. If you haven't discussed the exam procedure with your lecturer yet, now is the time! (Note: Exchange students usually do NOT register via JOGU-StIne)
	DEADLINE REMATRICULATION SEMESTERFEE	15.01.2024	You're staying longer than one semester? Remember to transfer the student semesterfee by January 15th, 2024! You can find more information here: www.studying.uni-mainz.de/rematriculation/
	EXTENDING YOUR STAY?	before 31.03.2024	Tasks: <ul style="list-style-type: none"> ✓ Apply for the extension in JOGU-StIne https://www.international-office.uni-mainz.de/practical-guides-for-exchange-students/ Get the confirmation/approval from your home university and the confirmation from your department at JGU (both via email) and upload the confirmations in your application in JOGU-StIne. ✓ Transfer the semester fee after receiving the notification from JOGU-StIne that your stay will be extended. ✓ Extend your rental contract -and inform the Studierendenwerk- and all other contracts, Visa, health insurance...
		10.02.2024	End of lecture period
DEPARTURE	END OF STAY TASK LIST	Tasks:	<ul style="list-style-type: none"> ✓ You will receive the Practical Guide Part 3 including all relevant information before the end of your stay from GIS Services via email at the end of the lecture period. ✓ Download your confirmation of exmatriculation in JOGU-StIne (your account will remain active for another semester, see page 38) ✓ Have your Confirmation of Departure signed by GIS Services ✓ Contact your department for the Transcript of Records. ✓ Deregister at the Bürgerservice Mainz ✓ Deregister from the license fee for public media service
		31.03.2024	End of semester student ID/ticket expires
STAYING IN TOUCH	ALUMNI NETWORK		We hope you enjoyed your stay in Mainz and at JGU! If you would like to stay connected and hear about the events going on at JGU, then sign up for the alumni network! eng.alumni.uni-mainz.de



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 take the train or S-Bahn to Mainz central station.

Trains from Frankfurt / Flughafen Regionalbahnhof to Mainz: S-Bahn S8, Regional Railway (RB) and the Regional Express (RE); Tickets cost around 5€. Travel time about 30 minutes.

You can find the train schedule here:

www.bahn.com/en/

2. FRANKFURT HAHN AIRPORT (90 MIN. AWAY)

From here you can travel by bus to Mainz central station. The "Flibco" bus leaves for Mainz from Terminal 3 every three hours. Tickets cost around EUR 14,50. Travel time about 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/en



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

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



From October 1, you can use your semester ticket for your journey from Frankfurt and within Mainz (regional transport)

To do this, your enrollment must be completed beforehand (see pages 36 - 39).



HOW TO GET TO MAINZ & THE CAMPUS



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/c/en/homepage

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 the Unibike shop.

RENTAL BIKES

Once you settle in, you can also explore the campus and the 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/mehr-mobilitaet/meinrad

You can find all of the rental bike stations on the campus by looking on the campus map (See Page 47).

„GREEN MOBILITY “

Sustainability and climate protection are two of our time's central topics and everyone can contribute. JGU Mainz is glad about every exchange student who (if possible) chooses to travel to the university using **climate friendly modes of transport** (train or bus instead of airplane or car).

Mainz is easily reached with a train from most European cities via Frankfurt am Main.



Information for Erasmus+ students: The Erasmus+ program is also pursuing the goal of becoming more sustainable – ask your home university if you can receive the special “green mobility” grant for your trip. For more information about this topic please also go to the website “Green Erasmus”: www.greenerasmus.org



ACCOMMODATION

STUDIERENDENWERK MAINZ DORMITORIES

If you applied for a room in the dormitories within the application deadline, you should already have had contact with the Studierendenwerk Mainz by now (wohnen@studierendenwerk-mainz.de) or you may have already received a confirmation for a room.

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 directions. 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 can't or don't want to transport these items, you can order a basic package that includes the listed items for 75 euros. More information:

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

RENT

Transfer the rent and the deposit to the Studierendenwerk Mainz **before the contract period** begins. Information on payment and the account information is in the email "Mietvertrag angekommen" from the Studierendenwerk.

Once you have returned the contract digitally to wohnen@studierendenwerk-mainz.de, send the original contract with your original signature (pen on paper ) to the following address within the next 10 days:

Studierendenwerk Mainz
Abteilung Studentisches Wohnen
Staudingerweg 21
55128 Mainz

If you do **not** live in Europe, take the original contract with you and either drop it in the letterbox at the **Info point** (Studierendenwerk Mainz, Abteilung Studentisches Wohnen, Staudingerweg 21, 55128 Mainz), hand it in there, or send it via regular mail once you arrive at JGU.

DEPOSIT

When moving in, you are required to pay a one-time deposit ("Kautions"= the sum of two month's rent), which will be returned to you when you move out, providing that you have left your room in good condition. Report any damages present when you move in to your dormitory's facility manager office and have them entered in the log.



MOVING-IN

Head directly to your dormitory on moving-in day. The **facility manager** will give you the keys to your room.

The earliest day for moving in during the winter semester 2023/24 is **October 2nd**, as October 1st falls on a weekend and October 3rd is a public holiday. It is not possible to move in on these days. If you arrive on October 2nd, you can comfortably participate in the InfoDays starting on October 4th.

The Studierendenwerk will send you further information on the moving-in process via email shortly before you move in.



You can only move in during the opening hours of the respective caretaker ("**Hausmeister**") of the dormitory. You can find the office hours here:

www.studierendenwerk-mainz.de/en/wohnen/moving-in/office-hours-of-the-caretaker

Please note this when you book your train/flight and inform the caretaker of your dormitory in advance when exactly you will be arriving (email/phone), so that you are not faced with closed doors.

Here you can download the Studierendenwerk's dormitory brochure again :

www.studierendenwerk-mainz.de/fileadmin/user_upload/Wohnen/Wohnheimbroschuere/Wohnheimbroschuere_web.pdf



For all general information about housing/dormitories (prices, important links, application, rental period, sublease, private accommodation...), please check again Practical Guide 1, chapter "Application Dormitories"

CONTACT



Studierenden
Werk Mainz

Studierendenwerk Team Housing:
wohnen@studierendenwerk-mainz.de

Info-Point
Studierendenwerk Mainz
Staudingerweg 21 (Studihaus see campus map 17)
55128 Mainz

Looking for private accommodation?!

www.studierendenwerk-mainz.de/en/wohnen/private-living/page

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!


Either we will be able to answer your question right away or we will know whom to ask. 😊

You can reach us via email and telephone or during our office hours.

We are looking forward to welcoming you in Mainz soon!

During the InfoDays from October 4th to October 6th we will be available daily to answer your questions (Details will follow via email).

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 2
Room: 00-241

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/






HOW TO GET TO THE InfoDays

ALTE MENSA

The Welcome Week/ InfoDays events take place in the building "Alte Mensa" near the main entrance of the JGU campus. You can find the building by following the description at the bottom of this page and our signs.

OFFICE GIS SERVICES

You will find the GIS Services office close to the "Alte Mensa" in the "FORUM UNIVERSITATIS" building, entrance 2 (the only one with a balcony above). You will find us on the ground floor in the hallway to the left, at the very end of the hallway in ROOM 00-241.

 Alte Mensa,
Johann-Joachim-Becher-Weg 5

Please follow the signs "InfoDays"

- 1 Take the trams 51/53/59 from the central station
- 2 Go straight through the main entrance
- 3 Turn left after you passed the first
- 4 archway and go across the square with the fountain
- 5 The big building in front of you is the „Alte Mensa“





WELCOME WEEK

INFODAYS



During the InfoDays, JGU welcomes all of the newly arrived international exchange students on the Mainz campus.

Over the course of the InfoDays, you will get to know the campus together with us and find out all the necessary information for a good start into your exchange semester at JGU.



You are unable to attend the InfoDays?

First of all, don't panic – you can still study at JGU!

But please do inform us of your absence in advance via email: gis@international.uni-mainz.de.



The **Confirmation of Arrival** for Erasmus+ students will be signed by the GIS Services during the InfoDays. Please print the form of your home university beforehand and take it with you.

INFODAYS PROGRAM



We will send you a detailed program via email.

DAY 1 – October 4th, 2023

WELCOME TO JGU

- Welcoming address
- Campus tour in groups

DAY 2 – October 5th, 2023

WELCOME TO THE CITY

- Guided city tour through Mainz

DAY 3 – October 6th, 2023

WELCOME TO YOUR STUDIES AND STUDENT LIFE

- Online presentation on how to sign up for courses
- More events 😊 Party, Brunch, Pub crawl, ... (details will follow),



IMPORTANT THINGS TO DO AFTER YOU ARRIVE IN MAINZ (if not done yet)

STARTING INTO YOUR STUDIES



- activate your student account (page 37)
- download and install both JGU apps (page 39)
- upload your picture in the app (page 38)
- activate your student ID card and semester ticket in the app "JGU Ausweise"(page 36)
- apply for your library account through the app (page 45)
- update your address (page 38)
- get a StudiCard (page 43)
- get your Confirmation of Arrival (page 16)
- take part in the InfoDays and get to know the campus (page 16)
www.international-office.uni-mainz.de/infodays/
- sign up for the German language course (Page 23)
- sign up for courses (page 24)

MOVING IN

- move into your dormitory room: Basic- Pack, taking possession of your room, keys (page 12)
- hand in your original rental contract (page 12)
- activate WiFi

LIVING IN MAINZ



- register at the city's registration office (Bürgerservice) (page 40/ 41)
- appointment for your visa (page 41)
- license fee (page 42)
- open an account (optional/ page 41)
- take part in a city tour (page 16)

Special Office Hours

during the InfoDays

from October 4th to October

6th, 2023, GIS Services will be

available to answer your

questions the whole day. (Further details will be sent via email).





STUDYING IN MAINZ IS MUCH MORE THAN "JUST" STUDYING

VIRTUAL INFOCAFÉ



Always well advised!

Find out more about the services and advising offers for every stage of your life!

Broaden your academic horizon!

Take a look at the academic options JGU has to offer!

Lonely? Not with us!

Get to know students and citizens of Mainz!

Boredom? What's that?

Sports, music, art, theatre, excursions everywhere you look!



Did we spark your interest in the different offers?

Then look here: www.international-office.uni-mainz.de/infocafé

UNIVERSITY GROUPS ("Hochschulgruppen")

Get to know the different student groups at our university through the university group fair: Wednesday October 18, in the morning Building "Recht und Wirtschaft" (ReWi)/ Foyer – see Campus map

STUDENT COUNCILS ("Fachschaften")

The student councils are elected representatives for all students within a specific faculty. You can find out more about upcoming events for the beginning of the semester on your faculty's student council page. Here is a list of all the student councils (link in German):

www.studium.uni-mainz.de/fachschaften/

Do you want to be part of ICON?

ICON is a conference organized by students for students. Would you like to join the organization team or participate in the conference?

icon.uni-mainz.de/



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!



Come to our presentation on October 6th during the InfoDays and take a look at the additional information and offers of the subjects at: www.international-office.uni-mainz.de/infodays/

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!

WHO CAN ANSWER MY QUESTIONS?

THE GIS SERVICES

...provide an **overview** over your exchange semester at JGU

...can answer **general** questions about the course registration procedure

THE DEPARTMENTAL ACADEMIC ADVISORS AND THE ERASMUS+ DEPARTMENTAL COORDINATORS

...can answer all of your **academic** questions

...give advice about your course selection and confirm your choice of courses

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 courses 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



You want to...

... improve
your
German
Skills?

... earn credits?

... broaden
your horizon?



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 and enrollment. You can also find the general course catalogue there, 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
 You can find all offers on the website:
www.international.uni-mainz.de/exchange/gis/
 (See pages 20 and 21)


STUDIUM GENERALE

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



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.
www.writingcenter.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.



LEARNING GERMAN

ISSK – INTERNATIONALES
STUDIEN- UND SPRACHENKOLLEG

(= International Preparatory and
Language Center)

 BINGER STR. 14-16

21

COURSES OFFERED

Classes at levels A1- C1 meet twice
or three times a week for a total of
2 to 4 academic units per week.
For every course you successfully
complete, you can obtain ECTS (after
passing the exam).

You find the course overview
in JOGU-StlNe ([course catalogue](#)>
[winter semester 2023/24](#)> [ISSK](#)>
[German as a foreign language](#))

CONTACT GERMAN COURSES

Internationales Studien-
und Sprachenkolleg

ISSK

Ms. Dr. Dorota Piestrak-Demirezen
piestrad@uni-mainz.de

REGISTRATION

Registration phase

11.10.2023, 10:00 a.m. -

15.10.2023, 18:00 p.m.

Please register for the German
courses during this period. You can
register for the German courses of
the ISSK via JOGU-StlNe. In
addition, you have to upload a
language certificate after
registration.

Detailed information about the
registration and the placement
(placement test; approved/required
language certificates) can be found
on the ISSK website:

[issk-en.uni-mainz.de/registration-
for-the-german-courses/](https://issk-en.uni-mainz.de/registration-for-the-german-courses/)



HOW TO REGISTER FOR CLASSES



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 and find further explanations about the registration process here:
<https://www.international.uni-mainz.de/wintersemester-2023-24/>

1



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.
- b) Write down all courses you would like to attend.

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. Please make sure that you enter the correct Erasmus+ departmental coordinator. **Please note the information in the Practical Guide Part 1 ("7 steps to JGU")**.





Anmeldung zu Lehrveranstaltungen für Austauschstudierende Course Registration for Exchange Students



Bitte rufe www.uni-mainz.de auf, klicke den Button "Anmeldungen" und klicke links auf das entsprechende Semester. Die Veranstaltungen sind nach Fachbereichen sortiert. Zu welchem Fachbereich deine gewünschten Studiengänge gehören, erfährst du auf studien.uni-mainz.de/studienangebot. Fülle dieses Formular vollständig aus und drucke es aus. Gehe mit dem Formular in die Schreibstube der Studentenfürsprecher (SFS) 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 Studentenfürsprechern nicht mehr geändert werden.

Please go to www.uni-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/studienangebot. Then, complete this registration form with all the courses you wish to attend and print it out. Take the form to the academic advisors (AA) 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

Nachname/ Family Name: _____ Vorname/ First Name: _____

Matrikelnummer/ Student ID Number: _____ E-Mail-Adresse/ E-mail Address: _____

Heimhochschule/ Home University: _____ Land/ Country: _____

1 Enter your personal data

Studium/ Course of Study

Semester/ Semester: **WiSe 2019/20**

Kamfacht/ Major: **Bitte auswählen/ Please select**

Inmatrikulation an der Uni Mainz/ Enrollment at Mainz University

Ich bin neu an der Uni Mainz immatrikuliert / I'm newly enrolled at Mainz University

Ich bin seit dem letzten Semester an der Uni Mainz immatrikuliert / I have been enrolled at Mainz University since last semester

2 Choose "I'm newly enrolled in Mainz"

Veranstaltungsanmeldung/ Course Registration

Fach/ Subject	Nummer/ Number	Kurszahl/ Course Title	Werktag u. Uhrzeit/ Weekday and Time	Credits	Unterschrift der SFS/ Signature by AA
<input type="checkbox"/> Doppelkurs für Austausch/Internationaler/ German Course for Exchange Students					
<input type="checkbox"/> Modulfach/Example Subject	19-021590	Modernveranstaltung/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 Veranstaltung/ additional course:					

3 Enter your choice of courses

This part will be filled in by the academic advisors

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 email or during their office hours.
- They will advise you and officially confirm your choice. Afterwards, they will forward the form to the Studienbüro (office for the registration of courses).
- Repeat the process once 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!





REGISTRATION FOR EXAMINATION



There is **no general rule for exam registrations** (except for students of Law & Economics - see page 24).

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 and consult with your department!

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

Grade distribution:

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

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

Credit Points (CP)/ ECTS:

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 or shortly after the end of the lecture period.

ORAL EXAM ("MÜNDLICHE PRÜFUNG")

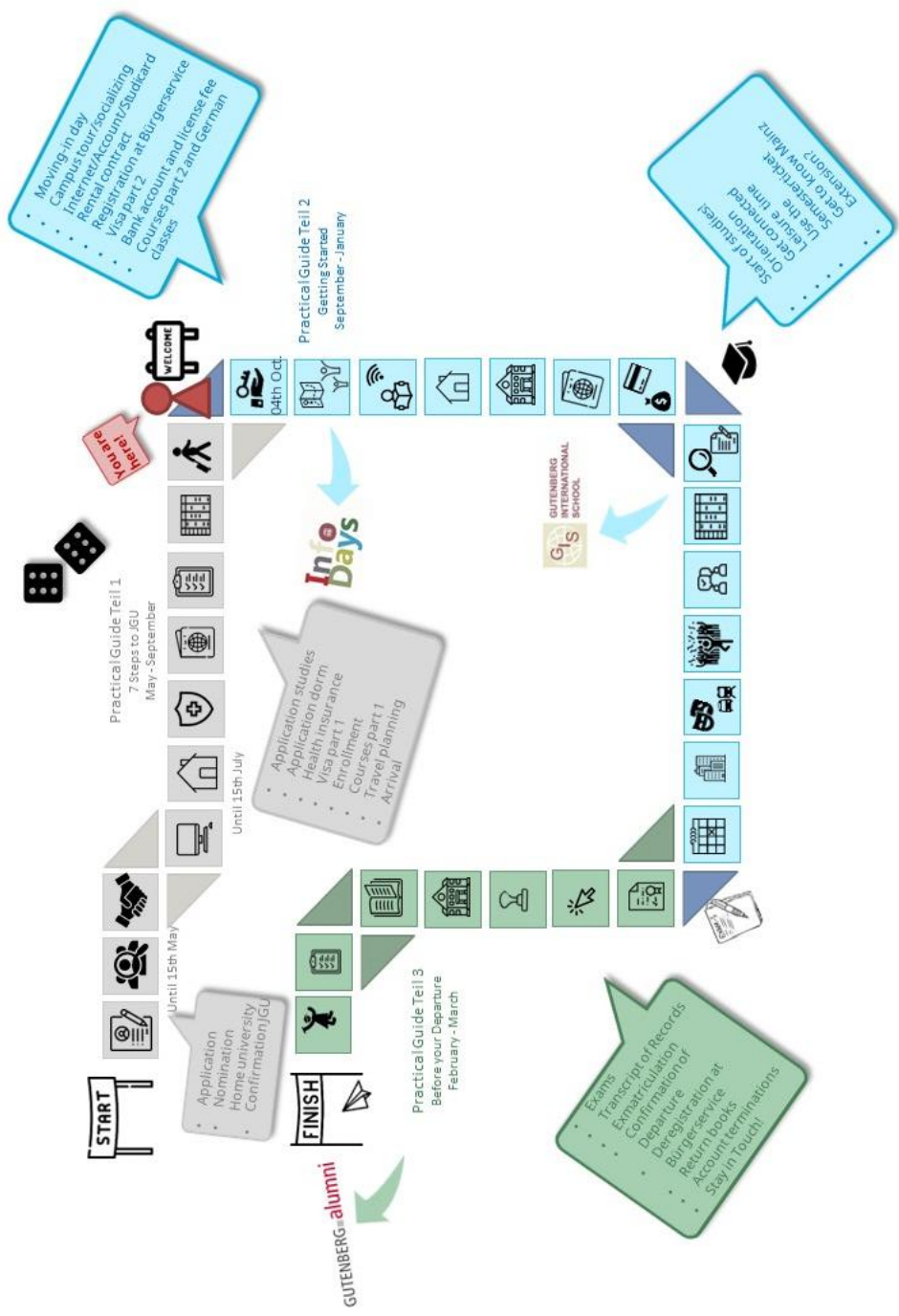
An examination in the form of a discussion between you and your examiner, on a certain academic subject.

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.





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.studying.uni-mainz.de/refreshment-facilities-on-campus/ or in the JGU app. Please note that there may be closures or special access rules due to the Corona pandemic.



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

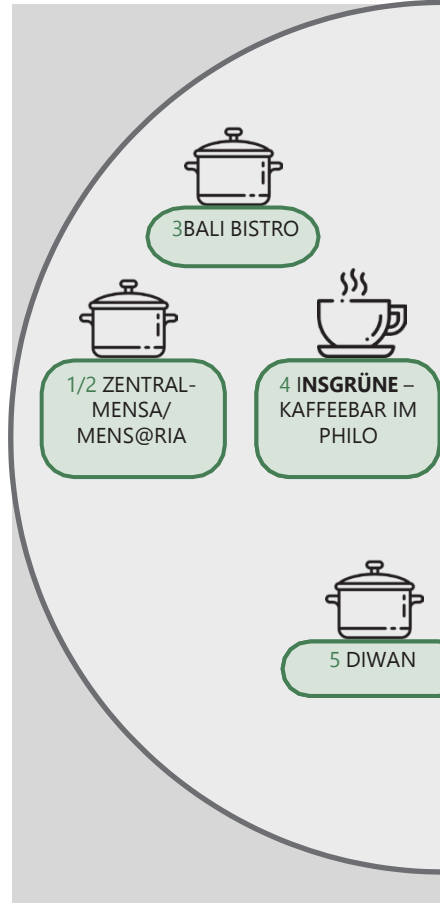
13

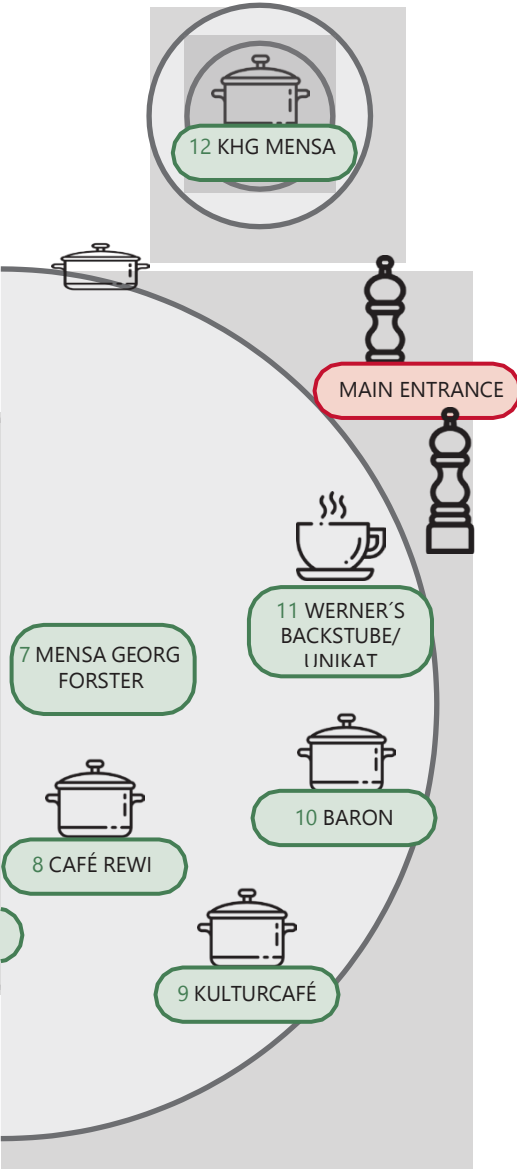
- 2 **MENS@RIA**
Staudingerweg 15
Offers snacks as well as hot meals and coffee

- 3 **BALI BISTRO**
Staudingerweg 21
Offers burgers, pokebowls & more

- 4 **INSGRÜNE – KAFFEEBAR IM PHILO**
Jakob-Welder-Weg 18, Philosophicum
Offers snacks like bagels, pastries, smoothies and fresh coffee

- 5 **DIWAN**
Johann-Joachim-Becher-Weg 23a
Middle Eastern cuisine, offers kebab, falafel, pizza and pasta & rice dishes
www.diwan-mainz.de





MENSA GEORG FORSTER

7

Jakob-Welder-Weg 12, Georg-Forster Gebäude

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

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!

KULTURCAFÉ/Q-KAFF

9

Johann-Joachim-Becher-Weg 5

Offers warm meals, sandwiches, snacks, pastries & coffee

But 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

But 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

KHG MENSA

12

Saarstraße 20

Offers two meals – meat and vegetarian options



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 Authentic Voices are the choir of the English Department of JGU. They meet every Thursday (open to all students). www.authentic-voices.de

SPORTS?

The "**Allgemeiner Hochschulsport (AHS)**" of 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 (German Link). www.ahs.uni-mainz.de/

11

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/

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

LEARNING 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.

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

<https://campusradio-mainz.de>

CAMPUS Mainz is a non-profit organization that offers campusnews, 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

MEETING NEW PEOPLE?

There are several university groups at JGU that organize events and activities with an international focus. These include the LEI Erasmusteam and the AStA International team.

We as **LEI Erasmusteam** love to bring people together.

We organize socials, have fun together or show you around Mainz and organize day trips.

We want to meet you follow us on Instagram [@erasmusteam_mainz](https://www.instagram.com/erasmusteam_mainz/) (www.instagram.com/erasmusteam_mainz/)

We from **ASTA INTERNATIONAL** look forward to welcoming you in the winter semester and celebrating together with you.

[@asta.international.unimainz](https://www.instagram.com/asta.international.unimainz/) (www.instagram.com/asta.international.unimainz/)

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





Check out the map in the end of the guide!

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 2, Ground floor, room 00-241
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. Forum universitatis, Entrance 1, 1st floor www.studying.uni-mainz.de/service

STUDIENDENWERK MAINZ (Stw Mainz)

17

The Studierendewerk Mainz supports students in social, economic and cultural aspects and allocates the dormitories. They are the right contact for all questions about housing.

Info-Point

Studierendenhaus/Studi-Haus Staudingerweg 21 , 55128 Mainz www.studierendenwerk-mainz.de/en/internationales wohnen@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. Offers are e.g. the **Textcafé** (support with writing academic texts in German)

www.writingcenter.uni-mainz.de/, support for socially disadvantaged students or the **legal advice** for international students en.asta.uni-mainz.de/sb/asta/international/ Studierendehaus, Staudingerweg 21

HEALTH INSURANCE

14

Staudingerweg 21 Techniker Krankenkasse (TK) is a German public health insurance provider and has an office on our campus. Studierendehaus, Staudingerweg 21 students.jgu@tk.de

CAREER SERVICE

25

If you are thinking about staying and working in Germany, the Career Services' offers may be of interest to you. career@uni-mainz.de www.uni-mainz.de/jobteaser.com



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/vor-ort/mainz/bleib-mainz.152-berufsberatung@arbeitsagentur.de

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

19

The Mental Health Services (PBS) are open to all JGU students. They provide professional help (counseling, seminars, courses) in coping with psychological problems of any kind that may arise during studies and everyday life.

Additionally, the JGU Health Services offer courses like "Test Anxiety", "WritersBlock", "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

www.pbs.uni-mainz.de/

pbs@uni-mainz.de

Hegelstraße 61, 5th floor

To make an appointment, you can write an email or call during office hours: Mo - Fri 9 a.m. - 12 p.m

OFFICE OF ACCESSIBILITY (SBS)

18

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 Universitatis 1, room 02-101
accessible.uni-mainz.de/
barrierefrei@uni-mainz.de

INTERNATIONAL PREPARATORY AND LANGUAGE CENTER (ISSK)

21

You want to learn German or another foreign language?

issk-en.uni-mainz.de/registration-for-the-german-courses/ also see page 23

Binger Straße 14-16

EQUALITY AND DIVERSITY OFFICE

26

Offers to promote equal opportunities, diversity and realize a discrimination-free, diversity-sensitive culture (advice, coaching for career planning, conflict resolution, diversity trainings, gender consulting)

gleichstellungsbuero@uni-mainz.de

FAMILY SERVICE CENTER

24

If you have questions about studying as a parent, this is the right office for you.

Forum universitatis, entrance 3

www.family-services-center.uni-mainz.de/
familien-servicebuero@uni-mainz.de



BUILDINGS & LIBRARIES

UB - UNIVERSITY LIBRARY

4

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

Jakob-Welder-Weg 6

Overview of locations and opening hours for all UB locations (link in German):

www.ub.uni-mainz.de/de/standorte

REWI GEBÄUDE

3

(LAW & ECONOMICS BUILDING)

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

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. The library is closed on public holidays.

Jakob-Welder-Weg 16

PHILOSOPHICUM

6

The Humanities library (Bereichsbibliothek Philosophicum) is a combination of 20 former

departmental libraries of Faculty 05 (Philosophy and Philologies) and Faculty 07 (History and Cultural Studies) as well as the School of Music.

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

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 (page 30).

Jakob-Welder-Weg 28

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

UNIVERSITY MEDICAL CENTER

23

The map of the campus of the University Medical Center can be found here

[www.unimedizin-](http://www.unimedizin-mainz.de/header/anfahrt.html)

[mainz.de/header/anfahrt.html](http://www.unimedizin-mainz.de/header/anfahrt.html) (link in German)



LEISURE

KUNSTHOCHSCHULE

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

Am Taubertsberg 6
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

NATURAL SCIENCES

12

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

Staudingerweg 7
www.phmi.uni-mainz.de/fachbereich-08/institute-des-fachbereichs/

"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

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.

Anselm-Franz-von-Bentzel-Weg 9b
www.botgarten.uni-mainz.de

CATHOLIC COMMUNITY MAINZ
(KHG) & PROTESTANT STUDENT

20

COMMUNITY MAINZ (ESG)

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
esg.ekhn.de/esg-mainz/index.html

UNIKAT SHOP (in the bakery)

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 - 6pmr
 Sat 8am - 3pm (during vacation
 from 8am - 2pm)



STUDENT ID = STUDENT SEMESTER TICKET

FREE USE OF PUBLIC TRANSPORT

Once you are enrolled, you will receive your semester ticket via the JGU-App "JGU Ausweise" (see page 39).

You can find the relevant information here: www.studying.uni-mainz.de/app-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-Verkehrsverbund (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, Koblenz,
Gießen, Darmstadt,
Felsenmeer...

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

www.campus-mainz.net/newsdetails/news/artikelrue-ih-e-mit-dem-semesterticket-nach/



With your student ID, you can also visit the theatre Staatstheater Mainz for free! For more information see page 31.



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 email account as well as the printers and photocopiers all across campus and to log in to JOGU-StInE. You will also have access to the WIFI on the campus and in the dormitories. With your account you can also log in to the JGU apps and use the semester ticket and library card.

ACTIVATING YOUR ACCOUNT

In order to be able to use your student account, you have to activate it:

You will receive an email to your private email address with an individual link and a personal activation code.

After clicking on the link, you have to enter the activation code. Then you can create your personal password.

CREATING A SAFE PASSWORD

Please note the following rules for your password:

www.en-zdv.uni-mainz.de/account-change-of-password/

Your password should consist of...

- ✓ at least 12 characters
- ✓ from the following categories:
 - ✓ 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 first or last name
- ✓ your old password
- ✓ y, Y, z or Z

CHANGING YOUR PASSWORD

Please write down your password or take a photo of it. In case you happen to forget it anyway, you can change it here: account.uni-mainz.de/password



Please access your **student email** (...@students.uni-mainz.de) regularly, since some offices only use this address to contact you!



CERTIFICATES OF ENROLLMENT AND EXMATRICULATION



If you need a certificate of **enrollment** at JGU in order to submit it to authorities or your home university, for example, you can print it out yourself.

You can also print out your certificate of **exmatriculation**, for your time at JGU, yourself. You will need a certificate of exmatriculation in case you plan to spend another semester abroad or complete a degree in Germany. The certificate is made available mid-April (winter semester) or mid-October (summer semester).

In order to access the certificates, log into JOGU-StI Ne and select "**Service**" – "**My Documents**". Download your documents from the online portal and save them in order to have permanent access to them.



The Access to the online platform JOGU-StI Ne is limited to the duration of your enrollment and will be deleted the semester after the end of your stay

Your documents are provided only in electronic form and will **not** be sent via email.

UPDATE YOUR ADDRESS

Please use your student account to log into JOGU-StI Ne and update your address once you moved into Mainz.

In order to do so, click on "**Service**" > "**Personal Details**" > "**Change**" > "**Save**".

If you move later, please always remember to change your address here.

UPLOAD A PICTURE

You can upload two pictures in your account:

1. Account picture
= profile picture for Skype, Outlook, MS Teams, etc.
2. ID Photo
= for use of your semester ticket and your student ID.

You CANNOT access your semester ticket in the app without an ID photo.



For further information (link in German):

www.zdv.uni-mainz.de/account-benutzerbilder-hochladen-aendern/



JGU APP and JGU AUSWEISE (=ID cards) APP

As a JGU student, you have 2 important apps at your disposal. In addition to the "JGU App" (= information about studying), there is a separate app "JGU AUSWEISE" for using the semester ticket and the library card.

Please download **both** apps ("JGU APP" and "JGU AUSWEISE") from the Google Play Store or the Apple App Store. All download information can be found at www.en-zdv.uni-mainz.de/jgu-app/ and www.en-zdv.uni-mainz.de/jgu-id-card-app/

How do I register?

You can register using your JGU account. Please upload a **passport photo** for the use of the student ID and the student ticket in the account administration of the JGU account.uni-mainz.de (see p. 38).

What functions do the apps offer me?

1. JGU AUSWEISE APP

Digital student ID, digital semester

If you have any questions about the apps or the passport picture in the account management, please contact the ZDV hotline: www.en-zdv.uni-mainz.de/hotline/ You can find more information about the App-Ticket at www.studying.uni-mainz.de/app-ticket/.



In exceptional cases, you can have your semester ticket issued in paper form.

ticket and digital library card

2. JGU APP

CampusMap: Overview of all JGU buildings and libraries

Display of the semester timetable for students

Search function: Search for contact details, office addresses as well as buildings and departments.

Public transport: Timetables for stops on campus.

Mensa: The menu plans of refectories and cafeterias on campus (Studierendenwerk and KHG).

Libraries: Link to research and UB opening hours.

ZDV service status: Current status of the individual ZDV services at JGU.



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. If there is no appointment available within two weeks of your arrival, simply choose the next possible appointment that is free.

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**

ADDRESS

Bürgeramt:
Abteilung Bürgerservice,
Stadthaus, Lauteren-Flügel,
Entrance Kaiserstraße 3-5
55116 Mainz

One minute walk from the
Bus & tram stop:
Mainz central station



HOW TO MAKE AN APPOINTMENT ONLINE AT THE „BÜRGERSERVICE “

You can arrange your appointment under: otv.mainz.de/

TERMIN



STEP 1: Click “Bürgerservice/ Ortsverwaltungen”.

STEP 2: Choose “Anmeldung (Zuzug aus dem Ausland)”.

STEP 3: Optional download of the template „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 4: Choose a day and a time slot.

STEP 5: Fill in your personal data

STEP 6: You will receive an email. Confirm the appointment by clicking the link in the email.

STEP 7: Your request will be checked and you will get a second email with the final confirmation and information.

VISA



For any and all questions concerning your visa, you can contact us::

gis@international.uni-mainz.de

Students who need a visa must make an appointment with the Foreigners’ Registration Office in Mainz AFTER they have registered with the city of Mainz. You can make an appointment online under otv.mainz.de/ (See instructions on the left)

Please choose „Abteilung Ausländerangelegenheiten” and then „Aufenthaltserlaubnis zum Studium/Sprachkurs”.

At the moment there are extremely long waiting times. Therefore, we recommend all students to apply for a visa already in their home country, even if entry without a visa would be possible.

Please read again our advice from Practical Guide 1 (Step 4 - Visa).



OPENING A BANK ACCOUNT (OPTIONAL)

You are not required to open a bank account. However, it could be useful if you hail from a non-EU country, for example. In order to open an account, you need a tax identification number. This will automatically be sent to you once you registered with the city. If you don’t receive anything, you can go to your local tax office and inquire there. If you have further questions, write us an email using gis@international.uni-mainz.de.



18,36 €
each
month

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

STEP 1: Choose “Wohnung anmelden” and “Online ausfüllen”

STEP 2: Fill in your personal data

STEP 3: Insert data of the room/flat

STEP 4: Choose your payment pattern and method

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

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



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 and wash machines and dryers in the dormitories.



HOW TO OBTAIN THE STUDICARD

You can get the StudiCard for 5 Euro at the:

Info-Point, (Studihaus, Staudingerweg 21, Entrance F), or in **mensa and all cafeterias** 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 (except Hechtsheim and Weisenau).

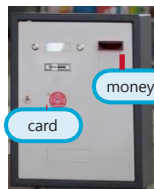
In order to pick it up you need to bring:

- ✓ Your student ID (App)
- ✓ 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.

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 UniversityLibrary (UB) and choose “Geld aufbuchen” (more details on page 44).

Bonus of ZDV: You get 2.50 euros for free on your printing account!



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/

CHARGE PRINT ACCOUNT

STEP 1: FIND A SERVICE TERMINAL (COMPUTER)

Go to a service terminal, e.g. in the University Library (UB)
More locations: www.en-zdv.uni-mainz.de/service-terminal-locations/ The service terminal's screen will look like this:



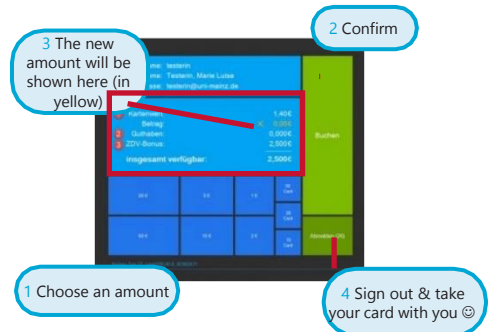
STEP 2: ASSIGNING YOUR STUDI-CARD

- 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 aufbuchen" 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:



PRINTING

- Send your print jobs to the printer `\\jgu-ps-1.zdv.net\Drucken` or upload them online under drucken.zdv.net/app
- Put your Studicard on the card-reader at the side of the printer
- Enter your PIN, choose your print job



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.uni-mainz.de/en/standorte

See also the campus map at the end 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 ID. You can apply for this online and use it with the JGU app.

You can find detailed instructions here:

www.ub.uni-mainz.de/de/bibliotheksausweis-beantragen



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) or use the JGU-app.



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.

Stay **SAFE** anywhere in Europe!

Emergency?

112
SOS

Call **112** anywhere **in the EU**, free of charge, 24/7 for:

- police
- emergency medical services
- fire brigade

SOS

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

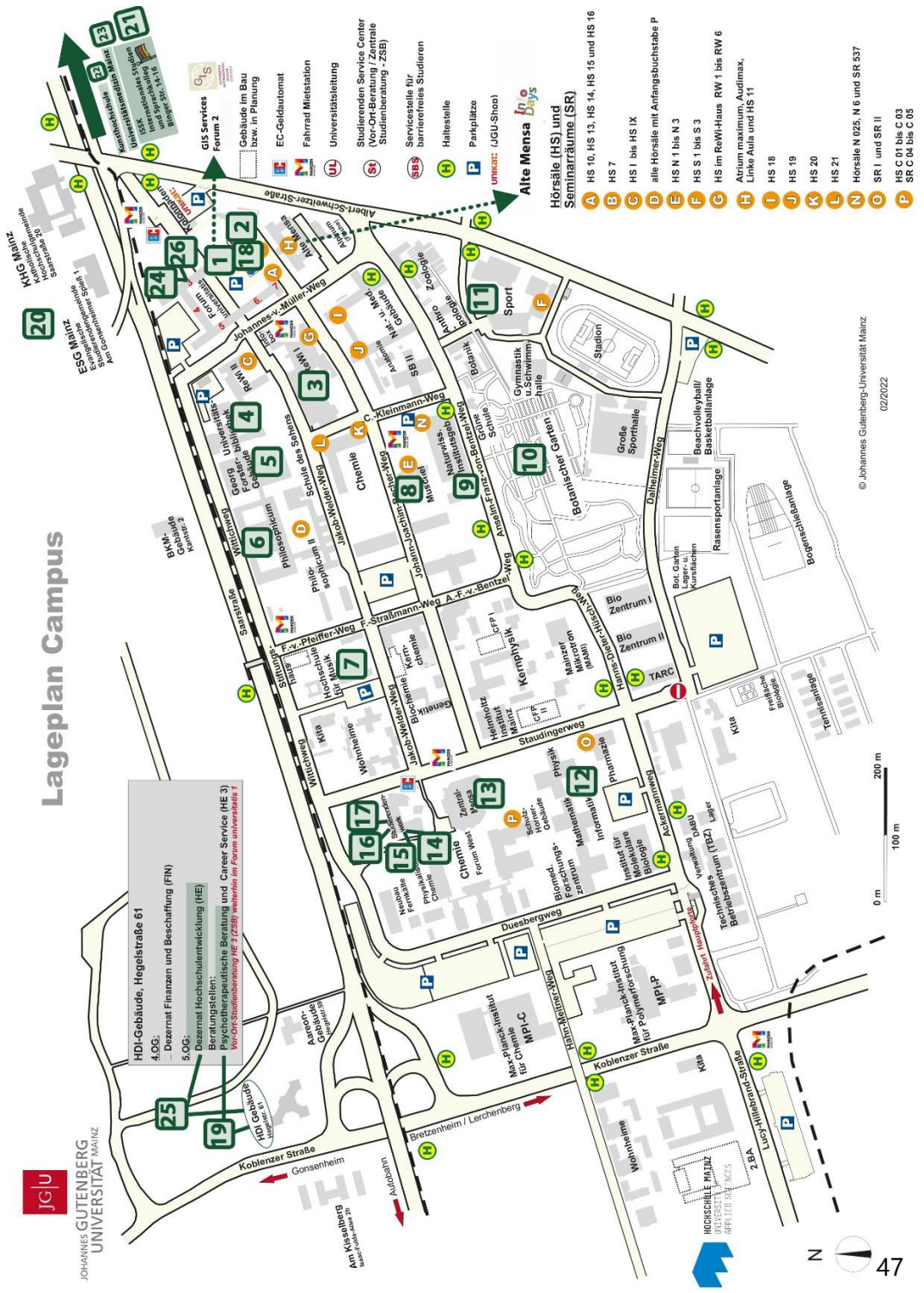
Suspicion of a Corona infection: central patientservice	116117
Gesundheitsamt Mainz/ Landkreis Mainz-Bingen	Corona-Hotline: 06131 - 69333-4275 www.mainz-bingen.de/de/Aemter-Abteilungen/Gesundheit/corona@mainz-bingen.de
Emergency medical services/ ambulance	Tel.: 19 222
Police	Tel.: 110
Central Phone number University Hospital Mainz	06131-17-0
Poison helpline	06131 - 19240 or 0700/44384636
Hospitals Mainz and Rhineland Palatinate	https://www.mainz.de/leben-und-arbeit/soziale-hilfenpflege-gesundheit/gesundheits/krankenhaeuser.php
Pharmacy (German: Apotheke) emergency service	https://www.aponet.de/apotheke/notdienstsuche/55116/%20/5 Tel.: 0180-5-258825-PLZ (In place of the "PLZ" add your postal code to the number given above) www.lak-rjp.de
Medical emergency service Mainz Marienhaus Hospital Mainz	An der Goldgrube 11, 55131 Mainz Tel.: 116 117 Weekend: Fri 4pm - Mon 7am Weekdays: 7pm - 7am / Wed 2pm – Thu 7pm

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!

Lageplan Campus

HDI-Gebäude, Hegelstraße 61
4.OG: Dezernat Finanzen und Beschaffung (FN)
5.OG: **Dezernat Hochschulentwicklung (HE)**
Beratungsstellen:
Psychotherapeutische Beratung und Career Service (HE 3)
Vor-Ort-Studienberatung HE 3 (ZSB) weiterhin im Forum Universitäts 1



Alte Mensa Ino Boys
Hörsäle (HS) und Seminarräume (SR)

- A HS 10, HS 13, HS 14, HS 15 und HS 16
- B HS 7
- C HS 1 bis HS IX
- D alle Hörsäle mit Anfangsbuchstabe P
- E HS N 1 bis N 3
- F HS S 1 bis S 3
- G HS im RoWi-Haus RW 1 bis RW 6
- H Atrium maximum, Auditorium, Linde Aula und HS 11
- I HS 18
- J HS 19
- K HS 20
- L HS 21
- N Hörsäle N 025, N 6 und SR 537
- O SR I und SR II
- P HS C 01 bis C 03
- Q SR C 04 bis C 05

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EDITORIAL TEAM

Fouad Ahsayni	Lea Friedmann	Lara Neef	Naomi Eckhardt
Silke Jennerich	Heidi Rotroff	Dr. Thomas Weik	Carolyn Schrenk
Annik Flügel	Jan Koloska	Manal Al-Towaie	Omar Hala

CONTACT

Johannes Gutenberg University Mainz
International Office
Gutenberg International School Services
(GIS Services)
gis@international.uni-mainz.de
www.international-office.uni-mainz.de/
exchange/

LAYOUT AND DESIGN

Lea Friedmann

ICONS & FOTOS

YouTube icon, Icon made by Pixel perfect from www.flaticon.com, S. 1, Traveler with a suitcase free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. front, 7,10,11, Black plane free icon, Icon made by Google, google.com, from www.flaticon.com, S. 10, Bus and Train Silhouettes free icon, Icon made by Scott de Jonge, <http://www.scottdejonge.com>, from www.flaticon.com, S. 10, 34, Bicycle free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 11, Creative free icon, Icon designed by Good Ware, from Freepik, www.freepik.com, www.flaticon.com, S. 11, 14, 16, 24, 35, 41, Calendar free icon, Icon made by Smashicons, smashicons.com, from www.flaticon.com, front, S. 8, 9, Home free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, S. 12,15 Placeholder free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 21, 29, 31 Pin free Icon, Icon made by Smashicons, smashicons.com, from www.flaticon.com, S. 13, 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S. 25-33, Pot free icon, Icon made by Freepik from www.flaticon.com, S. 26, 27, Coffee cup free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 26, 27, Pepper Mill free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 27, Fork free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 25, 26, Joy free icon, Icon made by Retinaicons, www.flaticon.com/authors/retinaicons, from www.flaticon.com, front, S. 25, 28 Contract free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 22, 25 Printer free icon, Icon made by Gregor Cresnar, www.flaticon.com/authors/gregor-cresnar, from www.flaticon.com, S. 22, 41-43, Man Certificate free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 23, Graduated student free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 23, Communication free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 23, Map free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, 25,30, Settings free icon, Icon made by Smashicons, www.smashicons.com, from www.flaticon.com, front, S. 34-44, Theater masks couple free icon, Icon made by Freepik from www.flaticon.com, S. 29, 34, Question free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, front, 7, 15 Chat free icon, Icon made by dmitri13, www.flaticon.com/authors/dmitri13, from www.flaticon.com, front,15 Computer free icon, Icon made by Freepik from www.flaticon.com, S. 20, 33, 43, City hall free icon, Icon made by Creaticca Creative Agency, <http://www.creaticca.com/>, from www.flaticon.com, S. 25, 39, Coins free icon, Icon made by Smashicons, smashicons.com, from www.flaticon.com, S. 40, Sunset free icon, Icon made by monkik, www.flaticon.com/authors/monkik, from www.flaticon.com, S. 34, Video camera free icon, Icon made by Good Ware, www.flaticon.com/authors/goodware, from www.flaticon.com, S. 33, Pencil free icon, Icon made by Situ Herrera, www.rivolta.es, from www.flaticon.com, S. 20, 22, Passport free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 25, 39, Credit card free icon, Icon made by Dave Gandy, fontawesome.io, from www.flaticon.com, S. 39, Studicard, [www.studierendenwerk-mainz.de/essentrinken/studicard/](http://www.studierendenwerk-mainz.de/essentrinken/studicard/?L=3), S. 41, Suitcase with white details, icon made by Daniel Bruce, <http://www.danielbruce.se>, from www.flaticon.com, S. 7, Pillar free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 19, Holding hands in a circle free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 19, Speech bubble free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. 19, List free icon, Icon made by Gregor Cresnar, www.flaticon.com/authors/gregor-cresnar, from www.flaticon.com, S. 19, Skyline free icon, Icon made by Freepik from www.flaticon.com, S. 25, Schedule free icon, Icon made by Pause08, www.flaticon.com/authors/pause08, S. 18, College graduation free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, S. front, 17, 20, Checklist free icon, Icon made by Freepik, www.freepik.com, from www.flaticon.com, front, S. 6, 7, Mask free icon, Icon from Microsoft 365, S. 2, Coronavirus free icon, Icon from Microsoft 365, S. 3, www.rundfunkbeitrag.de/