

Friedrich-Schiller-Universität Jena



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Study Guide for International Students in Exchange Programmes

Academic Year 2011 / 2012

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Jena is waiting for you!

Here you can

- ... meet young people from all over the world
- ... learn German and get to know the country
- ... study at a University that is full of tradition but also modern
- ... acquire credits in an attractive graduate school programme
- ... live in a young, lively city.

Here you will

- ... be supervised by tutors right from the start
- ... broaden your private and scientific horizon
- ... live in a nice environment which offers lots of things to do.

Come to Jena – it's the right decision!



Information, Preparation and Application

Jena Intercampus

Having been nominated for a period of guest studies at FSU Jena, you may register at the online preparation platform **Jena Intercampus** (<http://distributed-campus.org/intercampus>) where you will find more information about the university and the city of Jena. The platform will guide you through the application and preparation process and will tell you what you have to do before and after arrival. Also, it is linked up to many useful websites. Use Jena Intercampus as your personal tutor!

Subjects and Fields of Study

Exchange students may participate in courses of the following subjects (please note that most courses are taught in German):

Ancient History	Geosciences
Antiquity	German as a Foreign Language
Applied Informatics	German Linguistics
Arab Studies	German Literature
Art History	German Studies
Biochemistry	Greek Studies
Biogeosciences	History
Bioinformatics	History of the Natural Sciences
Biology	Indogermanistics
Biological Anthropology	Informatics
Business Informatics	Intercultural Business Communication
Business Mathematics	Languages and Cultures of the Middle East
Business Administration and Economics	Latin Studies
Caucasian Studies	Law
Chemistry	Linguistics
Christian Studies	Material Science
Classical Archeology	Mathematics
Communication Science	Medieval and Modern Latin
Economic and Social History	Music (aptitude test required by the Hochschule für Musik Weimar http://www.hfm-weimar.de/index.php?lang=en),
Education Science	Nutrition Science
English and American Studies	
Folklore and Culture Studies	
Geography	
Geology	

Philosophy	Religious Studies
Phonetics and Phonology	Romance Languages and Studies
Physics	Slavonic Languages and Studies
Political Science	Sociology
Pre- and Early History	South East Europe Studies
Protestant Theology	Sports
Psychology	

→ Students of **Medicine, Dentistry or Pharmacy** have to make a special agreement and study programme with their coordinator. Please ask us.

Requirements for Admission

Guest students have to be enrolled as full-time-students at their home university. They should have completed at least their first year before coming to Jena.

If you are admitted to guest studies (kurzzeitiger Studienaufenthalt) you are not entitled to take degree examinations (Diplom, Magister, Bachelor, Master, Staatsexamen), but you may take tests in individual classes.

Language Requirements

Students need to have a sufficient knowledge of German in order to follow the lectures and seminars and to receive credits for their courses, as almost all courses are taught in German (exception: English/American Studies, individual courses in other departments; please check <http://lsf.uni-jena.de>).

Deadlines for Application:

15 July for following **Winter Semester**

15 January for following **Summer Semester**

Apply to:

Email:	aaa@uni-jena.de
Postal address:	Internationales Büro Friedrich-Schiller-Universität Jena D-07737 Jena
Telephone:	+ 49 3641 931165
Fax:	+ 49 3641 931167

Academic Calendar 2011/12

The academic year consists of a Winter Semester (1 October – 31 March) and a Summer Semester (1 April – 30 September). Every semester has a 15 weeks lecture period plus exam period and a free period. These dates are subject to changes.

Winter Semester 1 October 2011 - 31 March 2012	
Recommended arrival:	1 October (!3 October is a public holiday!)
Enrolment/registration	see your letter of admission
Start of lectures	17 October
German language course	3 – 7 October
Orientation week	11 – 14 October
Public holiday, Christmas vacation*	31 October, 24 – 31 December
End of lecture period	3 February
Exam period (4 weeks)	February / March
Spring break	March
Summer Semester 1 April 2012 - 30 September 2012	
Recommended arrival:	Before 1 April
Enrolment/registration	see your letter of admission
Start of lectures	16 April
Language course	9 - 10 April
Orientation	4 – 8 April
Public holidays*	1 May, 2 June, 13 June
End of lecture period	20 July
Exam period (4 weeks)	July / August
Summer break	August and September
* Please note: the university, many other institutions and shops are closed on public holidays	

Costs

Fees

There is no tuition for regular courses. Guest students have to pay fees (15-30 € per term) only for such courses which are not part of their study programme, such as optional language courses or sports courses.

Semester Contribution/Semester Ticket

Each student pays semester contribution (Semesterbeitrag) for the financial support of the Student Social Services (winter semester 2010 = € 146.40). In addition to financing extra-curricular activities and student self-government, with this contribution all students buy a semester ticket. The ticket can be used for all public means of transport in and around Jena as well as for regional trains in Thuringia for six months (the length of a semester). (See also: Public Transportation).

Costs of Living

Make sure that you have at least € 600 per month for accommodation, food, health insurance, books and personal needs.

The Student Social Services (Studentenwerk Thüringen) also offer a **Service Package** which costs € 1,550 or €1,700 per semester and includes: a furnished single room in a residence hall, lunch from Monday to Friday, the semester contribution and free entrance to events organised by the Student Services. More information available at: <http://www.stw-thueringen.de/en/> (click on "International Students" → "Service"). Applications should be sent to:

Abteilung Wohnen
Studentenwerk Thüringen
PF 100822
D-07708 Jena
Fax: +49 3641 930502

Stipends, Scholarships, Funding

The University Jena provides stipends for selected students in Master courses (graduate schools) as well as scholarships for students in need. Further information can be obtained from the International Office. Information about German scholarships and funding opportunities can be found at the stipend database of the German Academic Exchange Service (DAAD):

<http://www.daad.de/deutschland/foerderung/stipendiendatenbank/00462.en.html>

Visa and Residence Permit

You do not need a visa for entering Germany if....

you are an EU-citizen or citizen of Australia, Canada, Honduras, Iceland, Israel, Japan, Liechtenstein, Monaco, New Zealand, Norway, San Marino, South Korea, Switzerland and the United States.

Everybody else must apply for a visa for study purposes via the German diplomatic representation in their country about 4-6 weeks **before leaving home**. Submit your letter of admission which you received from Jena University with your visa application. Citizens of states not mentioned above must not under any circumstances travel to Germany on a tourist visa. **After arrival all international students have to register at the city resident registration office. All non-EU-citizens also have to go to the foreigners' registration office.**

Every guest student has to bring with them an official **proof of sufficient financial resources**. This can be either a stipend/grant certificate (DAAD or ERASMUS), a letter from your parents or a bank account statement. Please note that everyone, even European nationals have to be able to show this proof any time.

Insurances

Health Insurance

Before registering at the university, students have to contact their health insurance company to obtain certification of health insurance. These companies supply a certificate to testify that the student is either insured with them or some other health insurance company. Make sure you have sufficient vaccination.

Students from EU countries are not required to take out extra insurance. They and all other foreign students may get a European Health Insurance Card, an E 109 or E 111 form from their insurance at home. The following countries issue the respective forms: Bosnia-Herzegovina (BH 6), Serbia/Montenegro (JU 6), Croatia (D/HR 111), Macedonia (JU 6), Turkey (A/T 11), Tunisia (A/TN 11). Please present a copy of the form or card to the Jena International Office on arrival.

Everyone else will have to take out a German health insurance for students. At present this amounts to ca. € 78 per month (2011). Please note that the International Office of FSU Jena **does not accept any private travel or emergency medical insurances as sufficient coverage**. These are necessary for applying for visa and useful for travelling to and from Germany. While a

student, however, you need to have more than just an emergency insurance. Please ask the International Office if you are in doubt about your coverage.

Other Insurances

The student or semester contribution paid by every student also includes accident and liability insurance for study-related cases. Students are insured against accidents in all FSU and Studentenwerk buildings, on their way to and from the university, at FSU events and at FSU-sponsored sports and leisure activities. Accidents should be brought to the notice of the International Office. We urgently recommend that students also take out a private liability insurance which covers all costs of other damages outside the university, for instance with AXA in Jena at just 4.85€/month.

Accommodation

Students have two options regarding accommodation:

Student Halls of Residence

The Studentenwerk Thüringen (Student Social Services) administers 21 student residence halls in Jena with an approximate capacity of 3,000. Rooms are furnished with a bed, table, chair and cupboard; they are usually single rooms and part of a flat with a kitchen and one bathroom shared by 2-8 female and male students.

The rent prices are usually set for a rent period of at least 6 months, the length of one semester (1.10.-31.3 and 1.4.-30.9.). That means that *if the rent period is shorter than 6 months, you have to pay a considerably higher monthly rent.* For example, if the 6-months-rent is 180€/month, it amounts to 245€/month if you rent the same room for 4 months only. There are no rooms at under 120€/month. The Studentenwerk requires a deposit of 200 € to be paid after the signing of the contract.

The rooms are in very high demand. Therefore you should make a reservation for a room as soon as possible. Information on dormitories is available at <http://www.stw-thueringen.de/en/menu-oben/accomodation.html>. The application form is available at www.distributed-campus.org/intercampus (see next chapter). Send the completed form to:

Studentenwerk Thüringen
Abteilung Studentisches Wohnen
PF 100822
D-07708 Jena
Fax: +49 (0) 3641 930502

Deadlines for Application:

31 January for the Summer Semester
31 July for the Winter Semester

Please note: Respect these deadlines because otherwise the reservation of a room cannot be made. There is no guarantee that you get a room even if you meet the deadline, so please read the information on private accommodation below. Dormitory rooms are let for 6 months minimum, starting 1 April and 1 October. Please do not forget to accept room offers and let the Studentenwerk know your definite date and time of arrival as well as your e-mail address. The best days to arrive are Monday through Friday, during office hours. Only very rarely rooms are let before October 1st or April 1st (i. e. before the commencement of the rent period). Please inquire at the dormitory you have been assigned to. The rent for the time before the start of the official rent period is 15 €/day. If you have questions about your residence hall or if you want to let us know your date and time of arrival, please contact: wj@stw-thueringen.de

Private Rooms, Apartments and Shared Apartments

You can also look for an apartment or a room in a shared apartment yourself. In the buildings of the university there are numerous information boards with offers of rooms and apartments/shared apartments to let.

Consider, however, that the availability of affordable private rooms in Jena is very limited. Thus, please also search in nearby cities such as Weimar, Kahla, Apolda, Gera and Erfurt, too. It could take a while until you find a room or an apartment in this way, and you have to take care of accommodation yourself in the meantime. You would have to live either in a hotel, a guesthouse or with friends. If, on arrival, you find yourself without accommodation you will have to book yourself into a boarding house, hotel or some other form of temporary accommodation. Please check the websites listed at <http://www.uni-jena.de/Wohnliches.html>.

The International Office publishes information about offers from students who want to rent out their Jena apartments/rooms during their own stay abroad. <http://www.uni-jena.de/en/International.html> (→ Downloads → Studying in Jena → Private Accommodation Offers). Please contact these students directly.

Preparing for Jena / Arrival in Jena

Jena Intercampus

Our online portal – *Jena intercampus* – will guide you through the application and registration process before and after your arrival. Please register at www.distributed-campus.org/intercampus with the login which we will send you soon after your admission to the programme.

→ At the end of this booklet you can find a checklist of things to do before leaving home and a checklist of things to do after arriving in Jena. You should also make use of the internet portal Jena Intercampus. If you have any questions, please ask your tutor or the International Office.

Planning your Arrival

You are advised to arrive at Jena University on or after 1 October, for the winter semester, and on or after 1 April, for the summer semester. This will enable you to get to know your surroundings before the semester starts. Note that accommodation cannot be guaranteed before 1 April and 1 October. Do not forget to give notice of your date and time of arrival via email to the Studentenwerk and the International Office

Try to arrange your arrival for a weekday during day time. If this is impossible, make sure you contact the student hall tutor before and make an appointment. Otherwise you might need to stay at a youth hostel or Bed and Breakfast for the first night(s). You should inform the student hall manager or tutor about the time of arrival **in any case**.

Student hall tutors help you to find your way around your hall of residence and are your first point of contact (<http://www.stw-thueringen.de/en/> click on „Accommodation“)

Student Tutors

Jena students will act as tutors for you. They will assist you in preparing your arrival in Jena, will meet you when you arrive, will help you to take bureaucratic hurdles and will introduce you to student life at Jena. The International Office will ask your tutor to contact you by e-mail. Please respond to him/her as soon as possible and stay in contact with him/her all the time. If you lose contact, please inform the International Office.

Orientation Week

Before classes start Jena University offers an Orientation Week in order to introduce new students to each other, to the city and the university. Information about the orientation week is sent with the letter of admission. The programme will be handed out to you on enrolment.

German Language Course

Jena University offers a one week language course for exchange students to brush-up your German. The course comprises 25-30 hours and is free of charge. You have to register in advance, however. The course is held two weeks before regular classes start. You can find the application form among the papers sent to you with your letter of admission.

Intercultural Training

During enrolment at the International Office you may register for a **free Intercultural Training**. This will introduce you to the basics of intercultural communication, possible footfalls and remedies if communication has gone wrong, and you will be able to put your knowledge into practice which will be fun. The training will help you to master your culture shock, critical situations and it will enable you to communicate adequately in a German university context or typical everyday situations.



Registration after Arrival

Registration at the International Office (Einschreibung/Immatrikulation)

First of all you should register at the International Office. Here you get your student ID, important information and the *welcome package* with a city map and a university calendar. Please bring your passport and your letter of admission (Zulassung) with you.

Registration in the City and Residence Permit

All students have to register personally at the respective city registration office (Bürgerservice) within seven days after their arrival. After calling at the registration office non-EU citizens have to register in person at the foreigners' office (Ausländerbehörde) where you will be given the residence permit (cancellation of one's registration also requires personal attendance).

→ Please note the **checklists** at the end of this booklet

Banks and Money Matters

The Germany currency is the EURO (€). Please bring at least 200€ in cash, to pay everything necessary in the first days.

You will need to open an account or to have an account available for payments you have to make, such as rent. You may open a current account (Girokonto) at banks, savings banks and postal banks. They offer more or less the same service, but the charges you have to pay for keeping an account in Germany differ. As a student you may be exempt from account management charges (Kontoführungsgebühren) on application, but not with all banks. As an account-holder you can carry out monetary transactions at any branch and you can get money from your account from a cash point at any time. In order to open the account you will need your passport or identity card and current address in Germany. In Germany, in contrast to many other countries, it is not usual to send cheques to people by post (eg. the rent to your landlord). There are various ways of conducting monetary transactions.

Before choosing a bank you should ask how many fees you have to pay, whether you get an EC or credit card and how long it takes to be able to use all services.

Guest Studies: What, how, when, where?

Courses, Modules and ECTS Credits

Guest students may choose courses from almost all fields of studies (see pages 3-4). You may take complete modules or parts of modules (individual courses) only. You will earn ECTS credits for every course, depending on regular participation and the fulfilment of specific requirements (tests, papers, etc.). The number of credits depends on the in-class hours, workload and type of assessment. Please read all the information about this topic at http://www.uni-jena.de/en/ECTS_information.html

Choice of Courses, Time Tabling, Learning Agreement (Onleila)

Find out which and how many courses your **home university** and your course of study requires you to attend while in Germany. Find out about the range of courses offered, the level and the scope of each individual course at the **electronic course programme** (Vorlesungsverzeichnis), <http://lsf.uni-jena.de> and http://www.uni-jena.de/en/ECTS_information.html. Please be aware that only a few set courses are offered in every semester.

If you have any questions, please ask the instructor in charge of the course or the student counsellor (Fachberater) of the respective institute. You should always contact the Erasmus exchange coordinator of the department (http://www.uni-jena.de/en/Credits_of_Institutes_and_Departments.html).

Having chosen courses of your interest, make sure that they will be accepted by your university. Make a "**Learning Agreement**". If you need to do that before going abroad, ask your International Offices for a form for a Learning Agreement (or just ask us at aaa@uni-jena.de). In any case, after your arrival in Jena, you have to register at **Onleila** (<http://www.uni-jena.de/onleila/cgi/>). At this online platform you will register your courses to make the final Learning Agreement and ensure you get a Transcript of Records at the end of your stay to take home with. Your tutor, student representatives and student counsellors at the institutes as well as the International Office are happy to assist you.

Assessments, Grades and Transcript of Records

Assessment in courses takes place during and at the end of term. The type of assessment varies: you may have to sit a written exam, give a talk, write a paper or do other things which will be specified by the course instructor at the beginning of term. Make sure you know what you have to do in order to earn the credits you wish to earn.

The German grading system at universities ranges from 1 to 5: 1 = sehr gut (outstanding); 2 = gut (good); 3 = befriedigend (satisfactory); 4 = ausreichend (sufficient); 5 = ungenügend (deficient, fail).

In order to make sure the recognition of your academic achievements at your home university, it is important that you collect all grades on your Course Card (Kurskarte). The Course Card is issued by the International Office. Please contact the International Office **before** you leave Jena to get a transcription of your Course Card, grades and credits (Transcript of Records).

Degree Studies: Further Opportunities

Having completed your guest studies at FSU Jena or your degree programme at your home university, you are welcome to proceed to a degree programme at FSU Jena. You may enter a course of studies in the fields listed at the following website: http://www.uni-jena.de/Courses_and_Degrees-lang-en.html . Degree courses take 3-4 years (Bachelor), 1-2 years (Master) or 3-5 years (PhD) to complete. Further details about the application requirements and procedures may be obtained from the following website: http://www.uni-jena.de/How_to_apply-lang-en.html .

We would be happy to welcome you as a degree-seeking student. If you have any questions, you should contact the International Office at telephone +49 (0)3641 931165 or aaa@uni-jena.de .



The City of Jena

Jena is the German "CITY OF THE SCIENCES 2008", a true university town, crowded with students. It provides the unique combination of a beautiful setting, strong cultural and philosophical traditions, high-tech industry, and, above all, a modern university.

With about 100,000 inhabitants, Jena is the largest town in the central Saale valley. Situated in Thuringia, the "Green Heart of Germany", it is famous for its beautiful landscape and natural setting. Limestone slopes on both banks of the river Saale are responsible for a mild climate. Even grapes are planted on the slopes of the mountains, and there is a large variety of wild orchids in the surrounding area.

The Thuringian Forest provides ample opportunity for walking and hiking in warmer weather as well as a variety of winter sports.

The town of Jena is situated on the East-West A4 highway running between Frankfurt and Dresden, and close to the North-South A9 highway running between Berlin and Munich. Trains to the airports of Leipzig and Erfurt take about one hour and run every 30 minutes and every hour, respectively. Airports in Frankfurt/Main, Berlin, and Munich can all be reached in 3-4 hours by train. Travel by train to many large European cities like Amsterdam, Budapest, Paris, and Prague is also convenient, due to Jena's central location.

At the same time Jena is an important industrial centre. The development of high-precision optical devices dates back to the days of Carl Zeiss and Ernst Abbe. The planetarium in Jena is one of the oldest in the world.



Friedrich Schiller University

The University of Jena was founded as an academic school in 1548, by Prince-Elector Johann Friedrich the Magnanimous of Saxony. It was raised to the status of a university by Emperor Ferdinand I in 1557, and opened as such in 1558. In 2008, we celebrated the 450th anniversary of this event.

Among the most famous professors, researchers and students are the great German poets Friedrich Schiller and Johann Wolfgang von Goethe; mathematician Gottfried Wilhelm Leibniz; world-famous philosophers like Johann Gottlob Fichte, Friedrich-Wilhelm Joseph Schelling and Georg Wilhelm Friedrich Hegel; authors like Johann Christian Günther, Friedrich Gottlob Klopstock, Matthias Claudius, Friedrich Hölderlin, Novalis, Clemens Brentano, Gerhard Hauptmann and Kurt Tucholsky; pedagogics Christian Gotthilf Salzmann, Friedrich Wilhelm August Fröbel and Peter Petersen; the chemist Johann Wolfgang Döbereiner; the 'German Darwin', Ernst Haeckel; the physicist Hans Busch; and the neurologist Hans Berger.

The optician and mechanic Carl Zeiss, the physicist Ernst Abbe and the glass chemist Otto Schott formed, through their collaboration at the end of the 19th century, a unique example of cooperation of science and industry that has been shaping the profile of scientific research at Jena University to this day.

The University Today

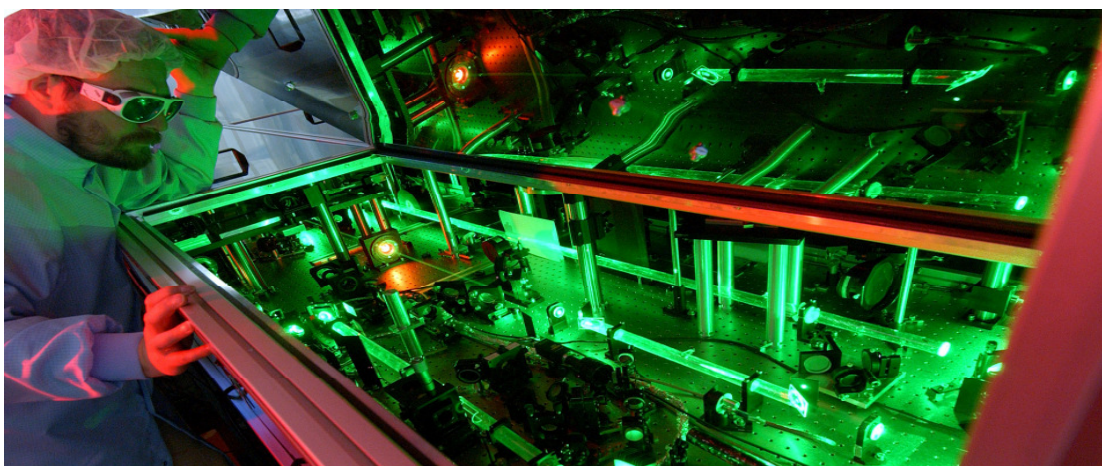
The Friedrich Schiller University is a university on the move. With a student body of 21,500 (2010) it is one of Germany's fastest growing universities. Despite the fact that the number of students has quadrupled since 1989, the university is not overcrowded. More than 2000 lecturers and researchers, 338 of whom are professors, ensure quality teaching and training commensurate with a classic university. In addition, more than 800 scientists and technical staff work on research projects financed by outside sponsors. About 7% of the students come from abroad.

The FSU is comprised of the following **10 faculties** / schools (Fakultäten): Theologische Fakultät (School of Theology), Rechtswissenschaftliche Fakultät (School of Law), Philosophische Fakultät (School of Philosophy /Arts and Letters), Wirtschaftswissenschaftliche Fakultät (School of Economics and Business Administration), Fakultät für Sozial und Verhaltenswissenschaften (School of Social and Behavioural Sciences), Fakultät für Mathematik und Informatik (School of Mathematics and Computer Science), Physikalisch-Astronomische Fakultät (School of Physics and Astronomy), Chemisch-Geowissenschaftliche Fakultät (School of Chemistry and Earth Sciences), Biologisch-Pharmazeutische Fakultät (School of Biology and Pharmacy), Medizinische Fakultät (School of Medicine). Each faculty consists of several departments (Institute) or chairs (Lehrstühle). All

faculties are known for their high quality education (undergraduate, graduate and postgraduate level) and research (basic and applied research). Jena University has always enjoyed an excellent reputation for its academic potential.

The most striking features of research in Jena are interdisciplinarity, synergetic networking and innovative approaches. Main lines of research are: Optics, photonics and photonic technologies, Innovative materials and technologies, Dynamics of complex biological systems, People in processes of social changes, Science and cultural structures, the dynamics of complex biological systems; human beings in processes of social change; the Weimar-Jena Classical Era around 1800.

Jena University has a unique and invigorating scientific context. It cooperates with renowned **research institutes in Jena, such as** Max Planck Institute of Economics, Max Planck Institute of Biogeochemistry, Max Planck Institute of Chemical Ecology, Leibniz Institute of Nature Research and Infection Biology (Hans-Knöll-Institut), Leibniz Institute for Aging Research (Fritz-Lipmann-Institut) and the Institute for Photonic Technologies.



Facilities

University Library (Thüringer Universitäts- und Landesbibliothek)

The Thuringian University (<http://www.thulb.uni-jena.de/>) and State Library holds 4 million monographs and periodicals. The new main building was opened in December 2001. It is both facilitated with technical and logistic equipment of the highest international standard. It houses the general scientific library of the former main reading room, the complete library branches of the humanities, the manuscript department and the historic part of the university archives. The branches of the natural sciences, law, economics, and medicine are located at the sites of the respective faculties or departments.

Students and faculty have access to the library reading rooms, may check out books and use German and international data banks for their studies and research.

Computer Centre

The University Computer Centre offers extensive computer privileges free of charge for students, faculty and staff. The centre includes UNIX workstations and X-terminals, three PC pools and two CD-ROM towers, providing CD documents, programming utilities, statistics packages, text processors, mathematics routines, graphics programmes, word processors and other software. The Computer Centre runs a Multi-Media Centre on the "New Campus" with computer labs, lecturing rooms for tele-teaching and video conferences, and an auditive language lab. Individual e-mail accounts and internet access provide communication links to virtually everywhere in the world. More information available at: <http://www.uni-jena.de/URZ.html> .

Language Centre

The University Language Centre offers courses in several modern languages with special regard to scientific terminology. During their studies, foreign students have the opportunity to attend an optional course in German to help them improve their language capabilities. Classes in various languages are available to the complete student body. These classes range from intermediate to advanced level.

The international student group **Int.Ro** offers language courses and tandem partners, too. More information available on <http://www.introseite.de>.

Sports Centre

The Sports Centre at the FSU offers a gym, swimming pool and several sports grounds as well as many courses, ranging from American Football to Yoga. Fee and accident insurance cost 15 € per semester. Registration for courses starts ca. 1-2 weeks before lectures commence. Further information can be found at www.uni-jena.de/Hochschulsport.html. There is an annual University Championship, the "Hanfried Tournament". Students may take part in a variety of sports events in town. Jena has a first-league womens' football team, second league basketball team and American football team.

Student Life

Studying abroad poses you with a certain number of organisational questions: What will I find in the new town and the foreign country? Where will I live? Where can I buy food? What will my studies entail? What will I do in my spare time?

The Student Social Services (Studentenwerk) helps students answer these questions by providing housing, child care, food services, etc. This organisation is run separately from the university. The Jena-Weimar Student Services has 18 residential halls with 2,786 places and 5 daycare facilities at its disposal. It runs 3 canteens and 7 cafeterias and also offers psychological and legal advice to students free of charge.

In addition, the Student Services provide facilities, materials, and rooms for choirs, theatre groups and student organizations that always welcome new members.

International student life at FSU is very diverse. There is a large number of intercultural groups, such as International Room, Erasmus Alumni, Jenaer Internationaler Studierenden Kreis and many more. They organize parties, excursions and trips, visits to the theatre or museum, the International Food Fair, the International Poetry Reading and the International Concert as well as language courses and language tandems. The student choir, university orchestra, theatre groups and political parties welcome everyone. They will be happy to meet you!



Food

The University of Jena does not offer any meal plans, and students largely cater for themselves. In addition to being able to cook in their apartments, students (food and equipment can be bought from nearby supermarkets) can buy warm meals in two big dining halls (Mensas) and several smaller cafeterias. There are always three meal choices for € 1.50 – 3.50. The dining halls regularly offer culturally different food; such as Chinese, American and Italian, in addition to typical German meals. Dining halls are open around noon and cafeterias open in the morning and some are open until night. There are grocery stores close to all university buildings and residence halls.

Public Transportation

Since the university buildings are all located in the downtown area and most of the residence halls are in the suburbs, students use public transportation regularly. There is an excellent round-the-clock tram service and a ride to the downtown area takes only 10-15 minutes.

The semester contribution paid to Student Services includes 6-month access for all public transportation in and around Jena. With the student ID and a form of personal ID (for example, a passport), students have unlimited use of Jena buses and trams as well as the regional trains throughout the State of Thuringia.

Bookstores

There are a number of bookstores in Jena. It is recommended that students purchase their textbooks at the "Jenaer Universitätsbuchhandlung" (JUB). All books required can be ordered here very conveniently. Books usually cost € 10 – € 40, depending on the books and the individual seminar. Many seminar readers may be bought from one of the numerous copy shops in the city centre.

Jobs

Around the University campus there are only a few jobs available and they are mostly occupied by German students. It is sometimes possible to find a job with the help of the "Jobvermittlung" (www.jobmailing.de). Non-EU-students should take into consideration that they are only allowed to work for up to 90 days per year and have to apply for a work permit if they exceed this limit. EU nationals (except for Romanians and Bulgarians) are equal in law with German students, are not subject to limitations and do not need a work permission. All students employed have to make sure whether they have to pay taxes.

Weather

Jena's weather can be described as temperate with warm summers and cold winters. Students studying in Jena for the winter semester will usually enjoy a relatively mild autumn and finish in the cold of winter (down to -20°C). Students studying in Jena for the summer can expect to start in a mild spring and finish in early summer (up to 35°C).



Counselling and Assistance

The **International Office** should be your first contact whenever you have any questions or problems. Please come to us during office hours or contact us via email (aaa@uni-jena.de) or telephone 03641 931166. There are also many other institutions in the city that give support or advice to international students. Please ask at the International Office for their contact information. A list of English-speaking doctors in Jena is available at the International Office.

The Studentenwerk offers all students **free (anonymous) counsel** in case of **social, financial, legal or personal psychological** distress. There are counsellors who speak English, too. Their office is situated in the city centre at Wagner-gasse 26, email: psb@stw-thueringen.de.

A list of English-speaking doctors in Jena is available at the International Office.

Nightlife

The cultural scene in Jena is rich and includes concerts of the Jena Philharmonic Orchestra with outstanding soloists, performances of the National Theater in Weimar (20 km from Jena), the Jenaer Theaterhaus, experimental theater, and open-air concerts. One of the biggest events during the summer months is the series of festival programmes called the "Kulturarena". Twice a year there is "The Long Night of the Museums" and "Nightflight," a pub crawl with films and live music in many of the bars and restaurants. Jena has two cinemas, showing German und international, mainstream as well as low-budget films. Salsa parties, Southamerican, African and Asian events also frequently take place in Jena. Students of Jena University organize the "International Days" in June every year, and a series of other multicultural events. Many of them take place at the International Centre which also hosts various international student groups and part of the International Offices of the University, the University of Applied Science and the Studentenwerk Thüringen.

The most popular street in Jena is the "Wagnergasse", a romantic alley with many bars and cafés. Located in this street, the student house "Wagner" has, among other things, a café, a photo lab and a stage for performances. Students also run many other student clubs which provide a variety of events including concerts, dance parties, lectures, talks, and discussions. Jena also offers quite a selection of German and international restaurants.



Important Links

Study

University of Jena

<http://www.uni-jena.de>

International Office (email: aaa@uni-jena.de)

<http://www.uni-jena.de/en/International.html>

Erasmus coordinators

http://www.uni-jena.de/en/Credits_of_Institutes_and_Departments.html

Application forms

<http://www.uni-jena.de/en/International.html> → Download → Studying in Jena

ECTS information

http://www.uni-jena.de/en/Credits_of_Institutes_and_Departments.html

Electronic course programme

<http://lsf.uni-jena.de>

Onleila (online learning agreement)

<http://www.uni-jena.de/onleila>

International

International student groups

<http://www.introseite.de>

Erasmus student group

<http://jena.esngermany.org/>

Unique (FSU international student journal)

<http://www.unique-online.de>

Yahoo-group for FSU international students

http://de.groups.yahoo.com/group/jena_international_students/

Living and Free Time

Webpages of the city of Jena

<http://www.jena.de>

Studentenwerk (Student Social Services: accommodation, counselling, cafeterias)

<http://www.stw-thueringen.de/>

Private accommodation offers

<http://www.uni-jena.de/unijenamedia/Downloads/einrichtungen/aaa/Bewerbung+Incomings/Wohnraumangeboteaktuell.doc>

FSU Sports Centre

<http://www.hochschulsport.uni-jena.de/>

Jobs

<http://www.jobmailing.de>

Dictionary

alma mater: Latin, "nourishing mother", traditional term for a university

Anwesenheitspflicht: compulsory attendance, official rule in some departments: if one misses class more than twice, one is not given any credits (exception: certified illness)

Beurlaubung: full-time students may ask for an absence of leave if they are unable to study due to illness, child care, internship, study abroad, military service. Application at the International Office before end of term.

Campus: Ernst-Abbe-Platz close to the Goethe-Galerie, contains Mensa and lecture hall buildings

cum tempore, c.t.: Latin, "with time", academic quarter, i.e. the course starts 15 minutes after the full hour (10ct = 10:15 o'clock)

Dauerauftrag: regular money transfer, you may ask your bank to transfer amounts regularly, such as your rent

Dispositionscredit/Kreditkarten: you may arrange for a credit up to a certain amount with your bank. However, the fees and interest rates are quite high.

Eurocheque card: With Eurocheque Cards you can pay and draw money anywhere in Europe. You have to apply for the card at your bank.

Exmatrikulation: exmatriculation; the student's name is taken from the list of enrolled students

Fakultät: Faculty or school, sometimes divided into several institutes/ departments, undergraduate and graduate education. Head is the Dean.

Fachschaftsrat: student representatives at a faculty or department

Friedolin: online portal for course and exam registration

Hausarbeit: seminar paper, written in the course of several weeks, usually during the vorlesungsfreie Zeit (semester break) requires personal research. Note: Formal rules of a Hausarbeit are laid down in style sheets available in the department.

Homebanking/Onlinebanking: ask your bank for this free-of charge service

Hörsaal (HS): large lecture hall for 100-500 persons

Immatrikulation / Einschreibung: registration at International Office, necessary to become an regular university student

Internationales Büro: International Office, responsible for all international students, university partnerships and student exchange

IntRo: International Room, intercultural student group, resides at the Internationalen Centrum (Johannesplatz 26)

Klausur: final or mid-term written exam, in-class, 1-2 hours

Kurskarte: Course card, contains selected courses registered via ONLEILA; necessary to collect grades at the end of term; issued by the International Office.

Lastschrift: direct debit: You give the recipient a direct debit authorization ("Einzugsermächtigung") which authorises them to deduct the respective amounts from your account.

Learning Agreement: contract between student, home university and host university; contains list of selected courses and number of ECTS credits which will be gained, necessary for getting ERASMUS scholarship and for ensuring acceptance of credits earned after returning home.

ONLEILA: online portal for guest students for registering their courses and making their Learning Agreement (<http://www.uni-jena.de/onleila>)

Paradies: public park near the river Saale

Praktikum: internship, several weeks of practical training, outside of the university but required part of a course of studies; or esp. in sciences course of labwork

Prüfungsordnung: exam regulations, pertaining subject, content areas and organization of exams; download available at webpage of exam office (Prüfungsamt)

Referat: in-class oral presentation

Regelstudienzeit: officially set number of semesters needed to finish a given course of studies

Rektor: President of the university

Rückmeldung: re-registration, obligatory for every student at the end of a semester, done automatically by paying the semester fee, using code including matriculation number, deadline 15.2. or 15.8.

Semester: one half of the academic year, begins 1.10. or 1.4.

Semesterferien: officially: "vorlesungsfreie Zeit", no regular classes held during this time; usually six weeks in March/April and three months between July and October, time for exams, research or practical training

Semesterwochenstunden: amount of hours spent in classes every week during the lecture period, one hours = 45 minutes

Seminarraum (SR): smaller course room for 10-50 participants

sine tempore, s.t.: Latin: "without time", without the 'academic quarter'; the course starts at the full hour (10 s.t. = 10:00 o'clock)

Studentenrat (StuRa): elected student representatives

Studentenwerk: Student Social Services, associated with, but not part of, the university. Offers accommodation, meals, financial support, legal and psychological counsel free of charge.

Transcript of Records: list of courses finished and credits awarded, issued by the International Office.

Überweisung: transaction of money from one account to another.

Vorlesungsverzeichnis – course programme, <http://lsf.uni-jena.de> .



**The City and the University of Jena
look forward to welcoming you!**

Checklist

Before leaving home:

- On nomination by your home university, register at www.distributed-campus.org/intercampus and follow instructions
- Send application for studying to the International Office of Jena University (deadline: 15 January or 15 July) (application form available from **Jena Intercampus**)
- Send application for accommodation to the Studentenwerk Jena-Weimar (deadline: 31 January or 31 July) (application form available from **Jena Intercampus**)
- Check validity of passport, apply for study visa
- Europeans: get European Health Insurance Card or Form E111/E109
- Ask parents or scholarship institution for a letter of finance
- Answer emails of the International Office of Jena University
- Contact the Studentenwerk to accept room offer and arrange arrival
- Keep contact with your tutor

After arrival in Jena:

- Call parents and friends
- Enrol as student at the International Office of Jena University (and get your temporary student ID and further information)
- Sign your accommodation contract
- Register your address in your place of residence, register at the Foreigners' Office (visa extension)
- Open a bank account, pay the semester contribution to FSU Jena
- Take out a health insurance for the length of your stay
- Get your permanent student ID from the International Office
- Register at the computer centre (email, internet)
- Choose and register for courses, build timetable, register at **ONLEILA**

Before leaving Jena:

- Give notice of leave to International Office and City Registration Office
- Close your bank account, terminate your health insurance, accommodation contract