

Institutional Key Data 2017-2018 ERASMUS+

Institution Name	Johann Wolfgang Goethe-Universität, Frankfurt am Main
Institutional Erasmus code	D FRANKFU01
Erasmus Charter Number	28247-EPP-1-2014-1-DE-EPPKA3-ECHE
Head of Institution	Prof. Dr. Birgitta Wolff, President
Institution website	www.uni-frankfurt.de (English: http://www.goethe-university-frankfurt.de/en?locale=en)

International Office

Postal Address	PEG Building, Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main
Visitor's Address	Campus Westend, PEG Building, 2 nd floor Theodor-W.-Adorno-Platz 6 D-60323 Frankfurt am Main
Websites (German/English)	http://www.goethe-university-frankfurt.de/io http://www.goethe-university-frankfurt.de/44341978/home

International Programmes Director

Name	Ms Almuth Rhode
Email	a.rhode@em.uni-frankfurt.de

Erasmus Institutional Coordinator

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

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

Responsible Officer for Incoming Students at the International Office

Enrolment, Accommodation, Language Courses

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

Responsible Officers for Outgoing Students at the International Office

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

ERASMUS Departmental Coordinators

Website	www.io.uni-frankfurt.de/studyabroad/ErasmusPartnerhochschulen
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Academic Calendar 2017-2018

Winter Term (Semester 1)	
Application Deadline	June 15th
Intensive Language Course (free of charge)	four weeks in September
Duration of Winter Term	October 1 st until March 31 st
Lecture Period (exam period ~ mid- to end February)	October 16 th until February 9 th
Christmas Vacation	December 23 rd until January 8 th
Summer Term (Semester 2)	
Application Deadline	December 15th
Intensive Language Course (free of charge)	three weeks in March
Duration of Summer Term	April 1 st until September 30 th
Lecture Period (exam period ~ mid- to end July)	April 9 th until July 13 th

ERASMUS Nomination and Application Procedure

Deadline for student nominations by your international office is May 15th for the winter term and November 15th for the summer term. Nominations must be submitted to Ms Julia Freier and also to the respective departmental coordinator (see link on page 1). Please provide correct email-addresses of all nominated students as further correspondence will take place per email.

Once nominated by the sending institution students are required to fill in the online ERASMUS application form. The online application form will be made available by Mid-April for students coming in the fall term, and by the beginning of November for students coming in the summer term. After transmitting the online application, students have to generate the application form as PDF document with Adobe Acrobat and have it signed by their coordinator before mailing it to the International Office.

Please note: The online-application is only valid if signed and stamped by the home university!

Complete student documents must reach Ms Freier by June 15th for the winter term or December 15th for the summer term at the latest.

Subject Area Information	Please always state the ERASMUS subject area of the nominated students! If your students want to study in a field of study /department outside of our cooperation, they need to contact the departmental coordinator of this cooperation as well as the department they wish to study in. If both coordinators agree then please forward this information to Ms Freier.
Online Application Forms	http://www.uni-frankfurt.de/44420860/preparations
Decision Response	As receiving institution Goethe University will send its decision within 6 weeks starting from the application deadline.
Extension of Study Abroad Periods	For the extension of a study abroad period, please inform Ms Freier by 01 June (extension for winter term) / 01 December (extension for summer term) per email. Because in this case a standard nomination is not necessary.
Transcripts of Records	A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished, if students have handed in all necessary documents.
Cancellation	If one of yours students decides to cancel his study abroad period, we kindly ask you to inform Ms Freier as soon as possible.

General Information

General Information for Visiting Students	http://www.goethe-university-frankfurt.de/44386987/exchprog
Guide for Visiting Students	http://www.uni-frankfurt.de/38295158/guide.pdf
Support Networks	http://www.goethe-university-frankfurt.de/44422531/support_networks
Course Catalog	https://qis.server.uni-frankfurt.de/qisserver/rds?state=user&type=0&application=lsf&noDBAction=y&init=y (click on courses and then course overview)
Grading System	http://www.uni-frankfurt.de/54720922/Veroeffentlichungsversion_Rahmenordnung-komplett.pdf (German version, see p.39ff) http://www.lug.uni-frankfurt.de/54065524/Veroeffentlichungsversion-Rahmenordnung-englisch.docx (English version, see p.38ff)
Information for Disabled Students	http://www.uni-frankfurt.de/40086436/barrierefrei

Accommodation Details

<p>We cannot guarantee student housing for all ERASMUS students. Application forms for accommodation in student housing are only available from Ms Julia Freier after she has received the official student nomination via the home institution of the applicant.</p>	
Period of tenancy for Semester 1	September 1 st until February 28 th / July 31 th (for 2 semesters)
Application Deadline for Semester 1	June 1st
Period of tenancy for Semester 2 starts on	March 1 st until July 31 th
Application Deadline for Semester 2	December 1st
Contact person	Ms Julia Freier (incoming students) / Ms Isabelle de Porras (incoming staff)
Contact details	<p>For students: Ms Julia Freier PEG Building Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p> <p>For staff: Mrs Isabelle de Porras Campus Westend Bauleitgebäude D-60629 Frankfurt am Main Tel. +49-69-798-17193 Fax +49-69-798-763-17193 E-Mail: Porras@em.uni-frankfurt.de</p>
Website	For students: http://www2.uni-frankfurt.de/44421703/accomodation additional information:

<http://www.studentenwerkfrankfurt.de/en/accommodation.html>

For staff:

<http://www2.uni-frankfurt.de/45730456/Accommodation>

German Language Courses

In September and March, before the start of term, Goethe University offers an **Intensive German Language Course** ("DIA") designed especially for visiting students. The course is **free of charge** for Erasmus students. The course is designed for students with good knowledge of German (level B1 according to the Common European Framework of Reference for Languages), not for beginners. **Students who want to enroll in the language course have to indicate it on the online Erasmus application form.**

During the semester the "Internationales Studienzentrum" offers **various German language courses** ("studienbegleitende Deutschkurse"). For further details please contact Ms Julia Freier during enrolment.

Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period. **If nominated students do not reach the required level, they should contact their departmental coordinator at Goethe University, in order to check if exceptions are possible or not. The decision should be forwarded to Ms Freier.**

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies		German	B1
		(unless otherwise stated in the inter-institutional agreement)	
Staff Mobility for Teaching		German /English	C1
		(unless otherwise stated in the inter-institutional agreement)	

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
Contact details	For students: Ms Julia Freier PEG Building Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de

	<p>For staff: Mr Florian von Bothmer Campus Westend Bauleitgebäude D-60629 Frankfurt am Main Tel. +49-69-798-17192 Fax +49-69-798-763-17192 E-Mail: vonBothmer@em.uni-frankfurt.de</p>
Website	<p>For students: http://www2.uni-frankfurt.de/44421621/entry_requirements</p> <p>For staff: http://www2.uni-frankfurt.de/45728083/Visa</p>

Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/opportunities/higher-education/doc/he-charter_en.pdf

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Julia Freier (incoming students) / Mr Florian von Bothmer (incoming staff)
Contact details	<p>For students: Ms Julia Freier PEG Building Theodor-W.-Adorno-Platz 6 D-60629 Frankfurt am Main Telefon: +49-(0)69-798-15080 E-Mail: incoming@uni-frankfurt.de</p> <p>For staff: Mr Florian von Bothmer Campus Westend Bauleitgebäude D-60629 Frankfurt am Main Tel. +49-69-798-17192 Fax +49-69-798-763-17192 E-Mail: vonBothmer@em.uni-frankfurt.de</p>
Website	<p>For students: http://www2.uni-frankfurt.de/44421804/health_insurance https://www.studentenwerkfrankfurt.de/en/consulting-service/insurance/</p> <p>For staff: http://www2.uni-frankfurt.de/45727626/Insurances</p>