

**Annex to Erasmus+ Inter-Institutional Agreement  
Institutional Factsheet  
Johannes Gutenberg-Universität Mainz, Campus Mainz**

- **Institutional Information**

- **Institutional details**

<b>Name of the institution</b>	<b>Johannes Gutenberg-Universität Mainz</b>
Erasmus Code	D MAINZ 01
EUC	Nr. 29716
Institution website	<a href="http://www.uni-mainz.de">http://www.uni-mainz.de</a>
Online course catalogue	<a href="https://jogustine.uni-mainz.de">https://jogustine.uni-mainz.de</a>

- **Main contacts**

<b>Contact person</b>	Ms Dr. Birgit Weiss
<b>Responsibility</b>	Central management of the ERASMUS+ programme Teaching Staff Mobility, Staff Mobility, Bilateral Agreements
<b>Contact details</b>	Phone: +49613139 22902 Fax: +49 6131 39 27018 Email: erasmus@international.uni-mainz.de

<b>Contact person</b>	Ms Lenka Tucek
<b>Responsibility</b>	Central management of the ERASMUS+ programme Contact person for outgoing students
<b>Contact details</b>	Phone: +49613139 20039 Fax: +49 6131 39 27018 Email: erasmus@international.uni-mainz.de

<b>Contact person</b>	Ms Silke Jennerich
<b>Responsibility</b>	Contact person for incoming students
<b>Contact details</b>	Phone: +49613139 26288 Fax: +49 6131 39 27018 Email: erasmus@international.uni-mainz.de

- **Detailed requirements and additional information**

- **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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German	B1
Staff Mobility for Teaching	Any	German / English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR)  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

- **Additional requirements**

JGU's Student Disabilities' Service offer assistance to help disabled students to complete their exchange period under the best possible conditions.

- **Calendar**

- **Nomination Deadlines**

There is no nomination deadline. Applications must reach our institution by:

<b>Winter term</b>	July 15
<b>Summer term</b>	January 15

- **Decision Response** We will send our decision within 5 weeks.

- **Transcripts of Records** A Transcript of Records will be issued no later than 5 weeks after the assessment period has ended at our institution.

- **Termination of Agreement** In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

- **Additional information**

- **Grading system** Currently not available
- **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:

<b>Contact person</b>	Ms Marta Marciniak-Gorski
<b>Responsibility</b>	Visa assistance for incoming students/staff
<b>Contact details</b>	Phone: +49 6131 3921225 Fax: +49 6131 3925548 - Email: <a href="mailto:service@international.uni-mainz.de">service@international.uni-mainz.de</a>
<b>Website</b>	<a href="http://www.international.uni-mainz.de/">http://www.international.uni-mainz.de/</a>

- **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. 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:

<b>Contact person</b>	N.N.
<b>Responsibility</b>	Contact person for incoming students/staff
<b>Contact details</b>	<a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>
<b>Website</b>	<a href="http://www.uni-mainz.de/studium/333_DEU_HTML.php">http://www.uni-mainz.de/studium/333_DEU_HTML.php</a>

- **Housing** Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

<b>Contact person</b>	Ms Petra Volanakis
<b>Responsibility</b>	Housing arrangements
<b>Contact details</b>	<a href="mailto:international@studierendenwerk-mainz.de">international@studierendenwerk-mainz.de</a>
<b>Website</b>	<a href="http://sis-mainz.de/">http://sis-mainz.de/</a>