

GUIDEBOOK FOR EXCHANGE STUDENTS AT THE FTSK

Academic Year 2024/25

Winter semester 2024/25, summer semester 2025

Johannes Gutenberg-Universität Mainz
Fachbereich 06 Translations-, Sprach- und Kulturwissenschaft
International Office Germersheim

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[Homepage](#)

FORMALITIES

APPLICATION AND ENROLMENT

SEMESTER PERIODS

Winter semester: 01/10 to 31/03	Summer semester: 01/04 to 30/09
Lecture period in the winter semester 2023/24: 21/10/2024 – 08/02/2025	Lecture period in the summer semester 2024: 14/04 – 19/07/2025

ONLINE APPLICATION FOR EXCHANGE STUDENTS

Exchange students use our [online portal JOGUSStINE](#) to apply to study at the FTSK in Germersheim. You can find more detailed information in our [tutorial for exchange students](#).
Application periods:

winter semester:	16 May – 15 September
summer semester:	16 November – 15 March

A **copy of your passport** is required as PDF for your application.

If your application was successful, you will receive your **notice of admission** to the email address provided in your application. You can also access the notice in your JOGUSStINE account under “Service” → “My documents”.

ENROLMENT

Your notice of admission informs you what is required for enrolment:

- Proof of health insurance (more information in your notice of admission)
- Payment of **social contributions**. Please keep in mind that you may be required to pay additional fees for international bank transfers. Your bank will be able to provide you with the required information.

Social contributions are **not** a tuition fee and consist of contributions to the Association of student affairs (Studierendenwerk) of the Anterior Palatinate, to the student body of the FTSK and to the scholarship fund of the General Students' Committee [AStA]

Please start the **enrolment assistant** in your JOGU-StIne account, it will guide you through the necessary steps. Once we have received the notification on your health insurance and your payment of the social contribution, you will immediately receive the login credentials for your JGU account.

ENROLMENT RENEWAL

You are required to [renew your enrolment](#) on time for the **second semester**. You can do this by transferring the social contribution and specifying your name and student number.

Re-registration deadline for the summer semester:	15 January
Re-registration deadline for the winter semester:	15 July

If you have been nominated for just one semester, but want to stay for another, we will only need a written declaration of consent from the exchange coordinator or international office of your home university in order to **extend your stay**.

INSURANCES

HEALTH INSURANCE

Students from convention states with statutory or private health insurance	Students from states without conventions for health care
<p>Students who have statutory health insurance in their home country need to contact their health insurance provider and request the EHIC (European Health Insurance Card) (if they are studying in Germany for less than a year). With this form, any authorized statutory health insurance provider in Gernersheim will issue you with an insurance certificate, which you will need for a doctor's appointment.</p> <p>Students who have private health insurance in their home country will have to pay the doctor's bill in Germany themselves. However, they can submit the invoices to their private health insurance provider for reimbursement. Students who have private health insurance should find out beforehand whether their insurance company is willing to effect such reimbursements.</p>	<p>Students under 30 from non-convention states need to either take out a compulsory insurance with any statutory health insurance provider in Gernersheim or bring a certificate of private health insurance.</p> <p>Students over 30 from non-convention states and without private health insurance in their home country need to take out a private health insurance in Germany. Please find out in advance about waiting periods, insurance premiums, and services offered by different health care providers and whether you will be accepted for private health insurance.</p>

International students who wish to **work** in Germany during their study abroad period are required to **take out an insurance with a statutory German health insurance provider**. This regulation comes into force once you sign an employment contract. One-time activities are excluded from this provision. This compulsory insurance regulation also applies to European students with European health insurance.

Electronic confirmation of your health insurance:

All exchange students (with private or compulsory insurance) need to contact a German statutory health insurance provider, providing Johannes Gutenberg University's **sender's number ("Absendernummer") H0002105**. The insurance provider will then notify us electronically about our insurance. [Further information](#) on this topic.

HEALTH INSURANCE PROVIDERS

Health insurance provider	Contact
<u>AOK Germersheim</u>	<p>Wolfgang Rapp (Studierendenservice) Kanalstraße 25, 67655 Kaiserslautern Tel. 0631 – 3637125 E-Mail: wolfgang.rapp@rps.aok.de</p> <p>Josef-Probst-Str. 1; 76726 Germersheim Tel.: +49 7274 955265 E-Mail: service@rps.aok.de</p>
<u>TK – Techniker Krankenkasse</u>	<p>Mr Marcel Nitzsche E-Mail: marcel.nitzsche@tk.de Phone: +49 40 46065107603 — +49 151 46753298 <u>Website for international students</u></p> <p>TK offers a website for students from the EU and agreement countries (p.e. Türkei, UK) with EHIC, GHIC, AT/11 etc. Just upload your EHIC and choose Johannes Gutenberg University. The University will then receive your notification automatically (German / English).</p>
Regarding the Electronic confirmation of your health insurance: One notification is sufficient, please do not contact several insurance providers simultaneously .	

PRIVATE LIABILITY INSURANCE

We highly recommend effecting a private liability insurance in order to protect yourself from follow-up costs due to damages which you might cause (e.g. losing your house keys). Contact providers in your home country about liability insurance which is also valid abroad.

RESIDENCE PERMIT

Students with EU citizenship	Students from non-EU countries
Students with EU citizenship do not need a visa . After moving into your accommodation, you must register at the residents' registration office (Einwohnermeldeamt) at the town council (Stadtverwaltung). This is where you will receive the form for your residence permit. It has to be signed by	Students from non-EU countries apply for a visa at the German embassy or the German consulate in their home country. Usually, the visa is only issued for three months . Please go to the residents' registration office in

your landlord. Please bring two passport photos and a certificate of your participation in a university exchange program with you. The town council will send your application to the Immigration Office (Ausländerbehörde). You will be informed as soon as your residence permit is ready for collection. Please do not forget to de-register at the residents' registration office before leaving for your home country!	Germersheim in good time before the expiration of your visa and apply for a residence permit for the rest of your stay abroad (see above "Students with EU citizenship"). For this purpose please bring two passport photos and a certificate of your participation in a university exchange program with you.
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RESIDENTS' REGISTRATION OFFICE (EINWOHNERMELDEAMT)

Stadtverwaltung Germersheim, Abteilung 2 - Einwohnermeldeamt, Kolpingplatz 3, 76726 Germersheim;
Phone: + 49 7274 960-233 — [Further information](#)

IMMIGRATION OFFICE (AUSLÄNDERBEHÖRDE)

Kreisverwaltung, Luitpoldplatz 1, 76726 Germersheim; Phone: + 49 7274 53 0 — [Application for a temporary permit & contacts](#)

ACCOMMODATION

DORMITORIES

MUNICIPAL STUDENT DORMITORY (STÄDTISCHES STUDENTENWOHNHEIM)

In der kleinen Au 2; 76726 Germersheim

- One to three-room flats (about 17-58 m²): approx. EUR 262-659
- [Information](#) on furnishing, rent, rental periods, additional costs and rental applications

STUDENT DORMITORY OF THE ASSOCIATION FOR STUDENT AFFAIRS (STUDIERENDENWERK)

An der Hochschule 2; 76726 Germersheim

- Single rooms and flats (about 12-22 m²): approx. EUR 165-225 €
- The Association of Student Affairs provides international students with [special offers](#). Amongst other things these include tutors for the student dormitory, illustrated student dormitory dictionaries and a health dictionary.
- [Information](#) on furnishing, moving-in dates, applications etc.

INDEPENDENT ROOM-HUNTING

The **rent** for rooms in shared flats is about EUR 300-400 a month at the moment. The rent for flats starts at about EUR 400-500 a month. There is a [list with the latest room offers](#) at the FTSK provided by the [General Students' Committee \(AStA\)](#).

RENTAL CONTRACTS

Rental contracts, whether orally or in writing, are binding! Rental payments must be made even if the tenant moves out before the contract period expires. If you have any problems, feel free to come to contact the General Students' Committee (AStA) for advice. The [representative for social matters of the General Student's Committee \(AStA\)](#) also offers **free legal assistance** during the lecture period.

BROADCASTING LICENCE FEE

Since 2013, public broadcasting companies in Germany have been charging a device-independent [broadcasting licence fee](#) which must be paid by every domestic owner of a respective receiver (especially television and radio sets). Every citizen of legal age pays a uniform fee of EUR 18.36

per month and flat regardless of whether the service is actually being used or not (last updated: October 2021). It does not matter how many devices there are in each flat or how many people live there. If a number of people live together, one person registers and pays the broadcasting licence fee for the shared flat. The fee also covers privately used vehicles but not secondary residences. For the latter you will need to pay another broadcasting licence fee.

TRAVEL AND PUBLIC TRANSPORT

BY PLANE

The nearest big airports are Frankfurt Airport and Stuttgart Airport (both have a train connection to Germersheim). Other airports in the area are Frankfurt-Hahn Airport and Karlsruhe/Baden-Baden Airport (transport connections via bus and train).

BY BUS AND TRAIN

For travelling within Germany you can use the train (Deutsche Bahn) as well as intercity buses. Germersheim is part of the association of transport companies Verkehrsverbund Rhein-Neckar (VRN) as well as the Karlsruher Verkehrsverbünde (KVV).

DEUTSCHLANDTICKET – LOCAL PUBLIC TRANSPORT FOR STUDENTS

By paying the semester fee, you receive the **Deutschlandticket** which entitles you to use the local public transport (bus and train) in all Germany (excepting express trains like IC, EC, ICE) and is valid during the whole semester. Once you are enrolled at JGU, you can [download the ticket](#).

THE CAMPUS OF THE FTSK

INTERNATIONAL OFFICE GERMERSHEIM

Visit us in the **International Office**. Avoid writing emails and come by during our office hours without an appointment any time you have questions. We look forward to meeting you!

Room 120 (main building, ground floor)

Email: intger@uni-mainz.de

OFFICE OF ADMISSION AND RECORDS (STUDIERENDENSEKRETARIAT)

The **Office of Admission and Records** is responsible for your applications for admission, enrolment, re-registration and exmatriculation.

Room 103 (main building, ground floor)

Email: studsek06@uni-mainz.de

Phone: +49 7274 508 35 103 – Opening hours

GENERAL STUDENTS' COMMITTEE (ASTA)

The **General Students' Committee (AStA)** represents the interests of students and gives you advice on all situations in life, and offers numerous activities and sports.

Room 143 (main building, ground floor)

Phone: +49 7274 508-35 143

COMPUTER FACILITIES FOR RESEARCH AND SCIENCE (CAFL)

Two working rooms and three classrooms, including the relevant translation software, are available for students in Germersheim. The computer facilities are on the ground floor of the main building at the end of the corridor (Rooms 148 and 150).

It is possible to access your data, some software and the resources of the library from home using the remote desktop server or the VPN.

UNIVERSITY ACCOUNT

If you want to work on our computers, we have to be able to identify you as a person. For this purpose you will receive a university account with a user name and a password upon enrolment. Students' accounts have to be activated. You can see information about your account, change your password or create a new one using the link user management.

You can test whether your account works correctly at <https://mail.students.uni-mainz.de/>. If you cannot log in, please contact the services of the Data Processing Centre (ZDV) for support.

WIRELESS INTERNET ACCESS (WLAN)

Free wireless internet access (WLAN) on campus through the networks **Uni-Mainz** (certificate from the server radius.zdv.uni-mainz.de required), **winulum** (unencrypted), and **eduroam** (students of universities that also use eduroam can connect with the account of their home universities).

PRINTING ACCOUNT

If you want to use the laser printers in the computer rooms (=CIP-Pool), you can pay for the costs of the paper during the office hours in room 150 (Wednesday 11.00am) (= you pay the money into your printing account).

STUDENTS WITH DISABILITIES

Representative of disabled students at the FTSK: Ms Warth, Room 147 (main building, ground floor); Phone + 49 7274 508-35 147, Fax: + 49 7274 508-35 457, Email: warth@uni-mainz.de.

IMPORTANT ADDRESSES AND PHONE NUMBERS

Institution	Address	Phone
Rescue service EMERGENCY NUMBER		112
German Red Cross - Germersheim	Hans-Graf-Sponeck-Straße 33	+49 7274 2460
Technisches Hilfswerk (Federal Agency for Technical Relief)	Postfach 1152	+49 7274 8761
Police EMERGENCY NUMBER		110
Local police	Friedrich-Ebert-Straße 5	+49 7274 9580
Fire brigade EMERGENCY NUMBER		112
Poison centre Mainz		+49 6131 19240
Medical emergency service:		
Emergency room (at the hospital „Asklepios Klinik“)	An Fronte Karl 2	+49 7274 19292

STUDYING AT FTSK

KNOWLEDGE OF GERMAN / LANGUAGE PROFICIENCY LEVEL

Please note: The level of your knowledge of German has nothing to do with your admission / enrolment, which will be effected independently!

PLACEMENT TEST

If you would like to participate in the regular courses as an exchange student, you must have a good knowledge of German. Therefore, we need to know your current proficiency level in German. Please take this [online placement test](#) and send the results via e-mail to Dr Thomas Kempa (kempa@uni-mainz.de). He then will invite you to an online conversation.

Here you can find [detailed instructions for the placement test](#).

DEADLINES

When coming to Germersheim in the **winter semester**, please send the test results **until the end of July** to Dr. Kempa. The **interviews** will take place between **01/09 and 10/10**.

When coming in the **summer semester**, please send the results **until the end of January**. The interviews will take place between **01/03 and 10/04**.

PLACEMENT

Depending on your language proficiency level, you will be assigned as follows:

B 2 and better	Free choice from the course catalogue in the BA (B2 and better) and MA programs (C1 and better). You may choose individual courses from the modules "Sprachkompetenz Deutsch 2" and "Sprachkompetenz Deutsch 3" or take the whole modules (12 ECTS).
B 2.1	Free choice from the course catalogue in the BA program. Recommendation: Take the whole module "Sprachkompetenz Deutsch 1" (12 ECTS)
B 1	Intensive course „German for Translators - Basic“ (24 ECTS)
A 2	Intensive course „German for Translators - Advanced“ (24 ECTS)

INTENSIVE COURSES GERMAN FOR TRANSLATORS

Even if you have to attend the intensive courses, you will by no means be restricted from attending courses in other subjects. However, German is the language of instruction in many courses and you will therefore need a correspondingly high level of German in order to successfully complete the courses (e.g. in translation practice classes).

The intensive courses “**German for Translators**” – Basic and Advanced – must be passed as complete “packages” which consist of five courses and two tutorials, respectively. You cannot attend individual classes from the Basic and Advanced Course. Here you can find the timetables (always subject to changes!):

- [Basic course](#)
- [Advanced course](#)

In total, you will be assigned 24 ECTS credits for either the Basic or the Advanced Course. You will receive a final grade and individual grades for the five classes; tutorials will not be graded.

If you do **not pass a class** in the Basic or Advanced Course, this class will count with 5,0 when calculating your final grade. If the final grade is worse than -4,0-, the complete course package is

no passed. In his case single classes which have been passed, will be included in the transcript, with a comment on the failing of the package.

If you intend to stay in Germersheim for two semesters, please keep the following in mind:

- Students who **successfully** complete the **Basic Course** in the first semester, will attend the **Advanced Course** in the second semester.
- Students who **successfully** complete the **Advanced Course** in the first semester, can attend the **regular degree program** in the second semester.

ECTS AND COURSE NUMBERS FOR INDIVIDUAL COURSES IN THE BASIC AND ADVANCED COURSE

	Name of the course	ECTS	Course number
German for Translators – Basic Course	Grammatik	6	06.880.900
	Grammatiktutorium	1	06.880.901
	Hörverstehen	2	06.880.902
	Leseverstehen	5	06.880.903
	Mündlicher Ausdruck	2	06.880.904
	Schriftlicher Ausdruck	7	06.880.905
	Wortschatztutorium	1	06.880.906
German for Translators – Advanced Course	Grammatik	6	06.880.910
	Grammatiktutorium	1	06.880.911
	Mündliche Kommunikation	2	06.880.912
	Rezeption mündlicher Texte	2	06.880.913
	Translationsorientierte Textanalyse	5	06.880.914
	Translationsorientierte Textproduktion	7	06.880.915
	Wortschatztutorium	1	06.880.916

LEARNING AGREEMENT

You should determine your learning agreement with the **departmental coordinator at your home university** before leaving and define the qualifications that are recognizable. The departmental coordinator in Germersheim will then confirm that the planned curriculum is feasible. Please also inform the coordinator in Germersheim when you create an online Learning Agreement (oLA).

REGISTRATION AND SELECTION OF COURSES

COURSE TYPES AND REQUIREMENTS

Lecture (Vorlesung)	Basics of the individual subjects. 3 ECTS credits ungraded.
Seminar (Seminar) / Preparatory seminar (Proseminar)	Individual issues of the respective subjects; autonomous and scientific work; compulsory attendance; presentation and seminar paper. 6 ECTS credits graded
Practice class (Übung)	Enhancement and reinforcement of language skills; conveyance of translational skills; compulsory attendance; written exam or other type of examination. 3 ECTS credits graded or ungraded (subject-dependent).
Tutorial (Tutorium)	Accompanying courses to practice classes, seminars or lectures. No ECTS credits, no grades.

The following applies to all course types: Lecturers can decide whether a course will be graded or not and what is required to pass the course. The requirements to pass the course will be determined

by the respective lecturer. It is your own responsibility to **discuss these requirements with the lecturers at the beginning of the semester.**

SELECTION OF COURSES

The **registration for your courses** and for the respective exams is centrally carried out by the **International Office Germersheim**. Deadlines will be communicated and the registration form supplied at the start of each semester via e-mail.

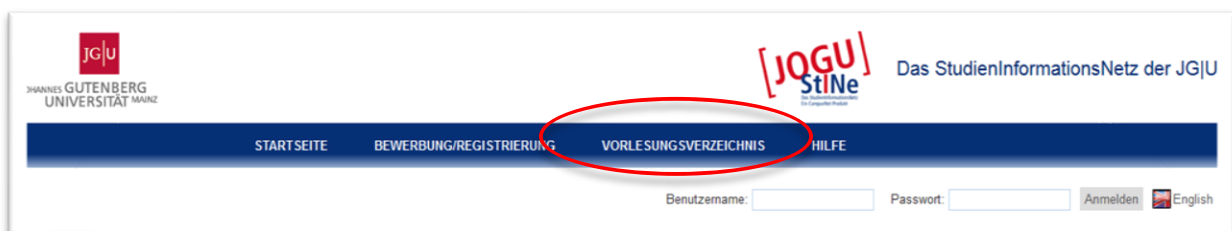
After registering, you will see your courses and exams on JOGU-StiNe, which you access with your university account.

Important: Please do not register yourself as a “listener” (Hörer) for courses which you would like to attend as a regular student (with ECTS credits)! Courses you attend as a “listener” do not appear in the Transcript of Records and cannot be graded or awarded ECTS credits.

COURSE CATALOGUE

You can exclusively choose courses from the almost complete course catalogue of the Faculty 06. Access the course catalogues of the individual subjects at the Faculty 06 here:

<https://jogustine.uni-mainz.de> → „Course catalogue (Vorlesungsverzeichnis)“ → [corresponding semester] → „Faculty 06 (Fachbereich 06)“.



Please note that last-minute changes may occur at the beginning of the semester.

TRANSCRIPT OF RECORDS

Six to eight weeks after the end of the lectures and all examinations, the lecturers enter the results of the examinations in their courses directly in JOGU-StiNe. Then, your **Transcript of Records** will be created and sent to you and your home university by email.

CHECKLIST

TO DO IN YOUR HOME COUNTRY

- Online application for a degree program at the FTSK
- Do the German proficiency test and send the result
- After being admitted, send the enrolment documents to the FTSK
- Organise your health insurance
- Organise your liability insurance
- Find accommodation
- Students from non-EU countries: Apply for a visa

TO BRING TO GERMERSHEIM

- Valid passport or identity card
- Documents for health insurance

TO DO IN GERMERSHEIM

- Register your new residency at the residents' registration office (Einwohnermeldeamt), apply for a residence permit
- Complete the procedure for your health insurance (if you have not done this yet in your home country)
- If you decide to stay in Germersheim for longer than originally intended, make sure to extend your visa in due time
- At the end of your stay, exmatriculate yourself and deregister at the residents' registration office (1-7 days prior to departure)