

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

Johannes Gutenberg-Universität Mainz, **Campus Germersheim**

Faculty of Translation Studies

1. Institutional Information

1.1. Institutional details

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

1.2. Main contacts

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

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

Contact person	Mr Dr. Marcel Vejmelka
Responsibility	Contact person for incoming students, Campus Germersheim
Contact details	Phone: +49-7274-508 35 118 Fax: +49-7274-508 35 428 Email: vejmelka@uni-mainz.de

2. Detailed requirements and additional information

2.1. 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), see <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.

2.2. Additional requirements

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

2.3. Calendar

2.3.1. Nomination Deadlines

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

Winter term	July 15
Summer term	January 15

2.3.2. Decision Response

We will send our decision within 5 weeks.

2.3.3. Transcripts of Records

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

2.3.4. 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."

3. Additional information

3.1. Grading system

Currently not available

3.2. 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	Mr Dr. Marcel Vejmelka
Responsibility	Visa assistance for incoming students/staff, Campus Gernersheim
Contact details	Phone: +49-7274-508 35 118 Fax: +49-7274-508 35 428 Email: vejmelka@uni-mainz.de
Website	http://www.fb06.uni-mainz.de/studium/54.php

3.3. 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:

Contact person	N.N.
Responsibility	Contact person for incoming students/staff
Contact details	erasmus@international.uni-mainz.de
Website	http://www.uni-mainz.de/studium/333_DEU_HTML.php

3.4. 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:

Contact person	Ms Faranak Jeyranlouie
Responsibility	Housing arrangements, excursions
Contact details	akadauslandsamt06@uni-mainz.de
Website	http://www.fb06.uni-mainz.de/studium/54.php