INFORMATION SESSION
OUTGOING MASTER STUDENTS

Goethe-Universität FB 02
Auslandsbüro
Competencies

- Auslandsbüro FB02 (International Office of the faculty 02): Nomination and general organization and assistance – international@wiwi.uni-frankfurt.de

- Global Office: Erasmus – outgoing@uni-frankfurt.de

- Prüfungsamt: Transfer of Credits and Course Choice - pruefungsamt@wiwi.uni-frankfurt.de

- Partner Universities: e.g. Registration, Housing, Course choice, Exams

If you have any questions please ask 😊
Duties before your studies abroad

- Check your Email regularly (if Erasmus student: Login regularly in mobility account)
- Application at Partneruniversity within the deadline!
- Course Selection and (Erasmus) Learning Agreement
- As a Erasmus student hand in all required documents through Mobility Online
- Organize Housing
- Communicate change in Email-address
- Learning Agreement
- Re-Enroll at Goethe University (Rückmeldung)
- Check if your ID/passport is valid
Duties before your studies abroad

- Double check your health insurance
- If nec. Visa
- Stay informed: Follow the updates about Corona, entry requirements etc. and check [Downloads- Auslandsbüro](#), [Informationen- Global Office](#)
- If nec. Semester on leave (Urlaubssemester) (Deadline: 31.10. for WiSe, 30.04. for SoS), Registration [here](#). If you are not sure if you want to hand in a Semester on leave this dokument may help
- If nec. Auslandsbafög
- **If nec. Request Return of Semester fees**
Transfer of Credits

- All Informationen about Transfer of Credits can be found here

- Overview Workload and Creditpoint Conversion of all Partner Universities

- Presentation about Credit Transfer form exchange during Master studies

- Learning Agreement: Erasmus students need to fill out the Erasmus Learning Agreement (this year Online Learning Agreement-OLA), worldwide students can fill out this Learning Agreement template
Scholarships

- **Erasmus+**: 330-450 Euros
- „Auslandsbafög“
- **Promos** (Application deadline 16.05.22)
- **Scholarship Website Goethe Uni**
Erasmus – Steps/ documents

1) Personal Data and Emergency contacts

2) Online Learning Agreement
   • Online Learning Agreement (OLA) is mandatory, only if partner university is not working with OIA you may send the old Learning Agreement.
   • Login through https://www.learning-agreement.eu/user/login
   • instructions: https://www.fb03.uni-frankfurt.de/101796933/Leitfaden_OLA_Stud_Outgoings_GU.pdf  
https://www.uni-frankfurt.de/101897937.pdf.
https://www.wiwi.uni-frankfurt.de/fileadmin/user_upload/dateien_pruefungsamt/Dateien_Anerkennungen/Erasmus_Bachelor.pdf

3) Grant Agreement
Erasmus- Steps/documents

4) OLS Language test
   • mandatory
   • your language competencies is tested before and after your studies abroad
   • Request is sent by email „noreply@erasmusplusols.eu“

5) Arrival/ Departure certificate

6) Report

Further information:
General Information Erasmus
Specific Information Erasmus
Erasmus – Grant for Language Courses

- Language courses of the „Sprachenzentrum“ at Goethe before your semester abroad or courses at the partner university can be subsidized (60 – 100 Euro)
- Upload Confirmation of participation and receipt of the course fees to your mobility account
- Check the deadline for the registration
Erasmus – information to fill out the forms

Erasmus Code Frankfurt: D FRANKFU01
Departmental Coordinator: Bianka Jäckel
Institutional Coordinator: Uta Brucker, Global Office, erasmus-io@uni-frankfurt.de

Responsible Persons at Sending University:
Sending Responsible Person - Silvia Benzel, Credit Transfer Coordinator, pruefungsamt@wiwi.uni-frankfurt, 0049-69-798-7749

Sending Administrative Contact Person - Melanie Voigtländer, Exchange Coordinator, voigtlaeender@wiwi.uni-frankfurt.de, 0049-69-798-34624

Responsible Person at Receiving
incoming contact at partneruniversity → a list will also be sent around via email
Duties during/after your studies abroad

Duties during your studies abroad

• Marketing for Goethe University during your semester abroad
• If you want to cancel your exchange, please inform Global Office (outgoing@uni-frankfurt.de) and Auslandsbüro (international@wiwi.uni-frankfurt.de)
• If Erasmus: Confirmation of Erasmus Study Abroad Period

Duties after your studies abroad

• Hand in Report
• Hand in Credit transfer „Antrag auf Anerkennung“ /Application for Transfer of Credits
Contact

Auslandsbüro Wirtschaftswissenschaften

Melanie Voigtländer, voigtlaender@wiwi.uni-frankfurt.de, (on parental leave until 18.09.2022)
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Bianka Jäckel, jaeckel@wiwi.uni-frankfurt.de
Anette Zell, azell@wiwi.uni-frankfurt.de
Jil Gillert, BEMA@its.uni-frankfurt.de
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