

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, voiglaender@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)

Lukas Stoffel: lstoffel@wiwi.uni-frankfurt.de

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Anette Zell, azell@wiwi.uni-frankfurt.de

Jil Gillert, BEMA@its.uni-frankfurt.de

Imke Häuser, hiwi-international@wiwi.uni-frankfurt.de

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