

GOETHE
UNIVERSITÄT
FRANKFURT AM MAIN



Go Global

INFORMATION SESSION OUTGOING MASTER STUDENTS

Goethe-Universität FB 02
Auslandsbüro



Responsibilities at Goethe-University

- Auslandsbüro FB02 (International Office Faculty of Econ. and Business): Nomination and general assistance:
international@wiwi.uni-frankfurt.de
- Examination Office: Learning Agreement and Transfer of Credits:
Silvia Benzel: pruefungsamt@wiwi.uni-frankfurt.de
- Partner Universities: e.g. application, housing, learning agreement, specific questions concerning your studies at the host university.
- Global Office: Erasmus grants, Mobility Online Platform Erasmus:
Olaf Purkert, outgoing@uni-frankfurt.de
Promos grants: Luisa Döhner, promos@uni-frankfurt.de

Duties/ before your exchange semester

- Check emails regularly, also stud. account
- Communicate changes in Email-address
- Apply at host university within the deadline!
- Check if your ID/passport is valid
- Select courses and complete (Erasmus) Learning Agreement
- Organize accommodation ([read student reports](#))
- Re-enroll at Goethe University (*Rückmeldung*), 1 exchange semester
- Decide about [semester of leave](#) (*Urlaubssemester*), deadline 31.10.
- Decide about [reimbursement of semester ticket](#)
- Clarify health insurance

Duties before your exchange semester

- Check [entry requirements](#) (Federal Foreign Office)
- Organize visa if necessary
- Apply for [Auslands-BAföG](#) if you are entitled
- **Worldwide exchange:** Apply for [PROMOS](#)
- **Erasmus exchange:** Login in mobility account and follow steps, upload required documents)
- Read website Global Office ([information on Erasmus+ in general](#) and [here](#) and [Erasmus+ 2024/25 in particular](#))
- Log into the mobility online account and follow the steps (OLA, Grant Agreement....)
- Improve your language skills
- Inform yourself about cultural issues (esp. for **worldwide exchange**)

Duties during / after your exchange semester

Duties during your studies abroad

- Advertise for studies in Frankfurt to help to balance our exchanges, attend International Day, if any
- See yourself as ambassador of Goethe-University
- If you have to cancel your exchange, please inform Global Office (outgoing@uni-frankfurt.de) and *Auslandsbüro* (international@wiwi.uni-frankfurt.de)

Duties after your studies abroad

- Write a report about your exchange semester (during or 4 weeks after your stay at the latest)
- Supply documents for recognition of courses

Scholarships

- [Erasmus+](#): Group 1 600 € monthly, 20 € per day
Group 2 and 3 540 € monthly, 18 € per day

75% in Sept., 25% after submittance of required documents

Social top up of 250 € for students

- a) from non-academic families
 - b) with disability
 - c) with employment
 - d) with child
 - e) who travel green ([see also webpage FB 03](#))
- [PROMOS](#): Max 550 Euros (4 months), application deadline 16.05.24)
 - [Scholarship Database Goethe Uni](#)

Information for Erasmus Students

- **Erasmus Code Frankfurt:** D FRANKFU01
- **Institutional Coordinator:** Uta Brucker, Global Office
- **Departmental Coordinator:** Bianka Jäckel

Responsible Person at Goethe University OLA:

Sending responsible person:


Silvia Benzel, pruefungsamt@wiwi.uni-frankfurt

Sending administrative contact person:

Bianka Jäckel, jaeckel@wiwi.uni-frankfurt.de

Receiving responsible person, please see [here](#)

Erasmus – steps/documents

- 1) Personal data and emergency contacts
- 2) Online Learning Agreement  Silvia Benzel
(examination office)
- 3) Grant Agreement: Funding modalities and Erasmus programme details. By signing you agree to the stated programme conditions and rules
- 4) Erasmus Confirmation of Study Period Abroad
(On arrival and departure at host university)
- 5) Report of exchange semester

Erasmus - Online Language Support (OLS)

Online language support via the [EU Academy](#) platform

- Language tests, so-called self-assessments
- Participation in language courses
- Exchange between the OLS communities during language learning
- Access via an email from the Global Office of Goethe University

Grant of 60 – 100 €

- For language courses of the „*Sprachenzentrum*“ at Goethe University before exchange semester
- For language courses at the host university
- Upload confirmation of participation and receipt of course fee in mobility online account

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 have to complete Erasmus Learning Agreement (Online Learning Agreement-OLA), worldwide students can fill out this [Learning Agreement template](#)

Contact

Auslandsbüro Wirtschaftswissenschaften:

Bianka Jäckel, jaeckel@wiwi.uni-frankfurt.de

Irem Haderlein, haderlein@em.uni-frankfurt.de

Email Auslandsbüro: international@wiwi.uni-frankfurt.de

Examination Office

Silvia Benzel, pruefungsamt@wiwi.uni-frankfurt.de

Thank you for your attention

**Have a great time,
much success and many
wonderful experiences!**