

# GUIDEBOOK FOR EXCHANGE STUDENTS AT THE FTSK

Academic year 2019/20

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

An der Hochschule 2, D - 76726 Germersheim

Telefon: +49-7274-508 35 118

E-Mail: [akadauslandsamt06@uni-mainz.de](mailto:akadauslandsamt06@uni-mainz.de)

Homepage: <http://www.fb06.uni-mainz.de/273>

<https://www.facebook.com/io.ftsk>



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# STUDYING AT THE FACULTY 06 FOR TRANSLATION STUDIES, APPLIED LINGUISTICS, AND CULTURAL STUDIES (FTSK)

## RANGE OF PROGRAMS AND COURSES

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The following **degree programs** are offered at the FTSK:

- BA Applied Linguistics, Cultural Studies and Translation Studies (BA SKT),
- MA Translation studies (MA T),
- MA Conference Interpreting (MA KD).

Exchange students enrol on the basis of their native language or a working language in the subject “German as a foreign language” with translation or interpreting as their specialisation.



## APPLICATION AND ENROLMENT AT THE FTSK

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### SEMESTER PERIODS

Winter semester: 01/10 to 31/03	Summer semester: 01/04 to 30/09
Lecture period in the winter semester 2019/20: 14/10/2019 – 08/02/2020	Lecture period in the summer semester 2020: 14/04 – 11/07/2020

For information on the semester periods, the lecture periods, and the exmatriculation deadline, go to [Dates and Deadlines](#).

### ONLINE APPLICATION FOR EXCHANGE STUDENTS

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



Applications for the winter semester must be submitted on the portal between 15 May and 15 September. Applications for the summer semester must be submitted between 15 November and 15 March. Therefore, the **application deadline** for the winter semester ends on **15 September** and on **15 March** for the summer semester.

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

The following document is required as PDF for your application:

- Copy of your passport.

We will review your complete application documents upon receipt. If your application was successful, the **Office of Admission and Records (Studierendensekretariat)** will send you a message informing you about your **notice of admission** to the email address provided in your application. You can also access the notice in your JOGUStInE account under “Service” → “My documents”.

## ENROLMENT

A list of all documents required for enrolment is included in your notice of admission:

- Copy of your notice of admission
- Proof of health insurance (more information in your notice of admission)
- Receipt for payment of **social contributions** (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 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.

Please send the required documents as stated in your notice of admissions via email to the **Office of Admission and Records (Studierendensekretariat)** ([studsek06@uni-mainz.de](mailto:studsek06@uni-mainz.de)) or submit them in person in **room 103** after your arrival in Germersheim. If all your documents are complete and we have received your payment, you will immediately receive your login credentials, which you need to access JOGU-StInE. **Enrolment is not possible if your documents are incomplete!**

## KNOWLEDGE OF GERMAN

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### LANGUAGE PROFICIENCY LEVEL / GERMAN LANGUAGE CERTIFICATES

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. As proof, we exclusively accept **TestDaF, OnDaF, OnSet, Goethe certificates and DSH**.

Please send one of these certificates via email to the coordinator for support of exchange students in the department of German, Mr Thomas Kempa ([kempa@uni-mainz.de](mailto:kempa@uni-mainz.de)). All other certificates or certifications from lecturers of your university can unfortunately not be accepted due to reasons of equal treatment and fairness.

If you cannot present any of the aforementioned certificates, you will automatically take part in our free **OnSet-Test** at the beginning of the semester.

Winter semester	Monday of the introduction week for recently enrolled students at the FTSK (= one week before the beginning of lectures)
Summer semester	Monday of the welcome week

You will receive the exact date via email in advance. It usually takes place on Monday morning at 8am in our Computer Facilities for Research and Science (CAFL, room 147).

Based on your test results, you will be assigned to the corresponding courses. Depending on your language proficiency level you will either attend the intensive courses “German for Translators” (one or two semesters; 24 ECTS credits) which will prepare you for the B2 level required to study in the regular degree program, or you will be directly enrolled in the regular degree program.

The courses “German for Translators 2” (D2) and “German for Translators 3” (D3) aim to rapidly and systematically impart all the knowledge of German required for successful specialised studies in the field of translation and interpreting (≠ beginners’ course!).



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

If you have any enquiries concerning language proficiency level / certificates of German for exchange students, please also contact Mr Thomas Kempa ([kempa@uni-mainz.de](mailto:kempa@uni-mainz.de)).

### **INTENSIVE COURSES “GERMAN FOR TRANSLATORS” D2 AND D3**

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” D2 and D3 differ in their language proficiency level. Both courses must be passed as complete “packages” which consist of five courses and two tutorials, respectively. You cannot attend individual courses from D2 or D3.

In total, you will be assigned 24 ECTS credits for either D2 or D3. You will receive a final grade and individual grades for the five courses; tutorials will not be graded.



If you do not pass a course in D2 or D3, you fail the whole package!

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

- Students who complete **D2** in the first semester and are graded with a **2.3 or worse**, will attend D3 in the second semester.
- Students who complete **D2** in the first semester and are graded with a **2.0 or better**, can attend the regular degree program in the second semester.
- Students who **successfully** complete **D3** in the first semester, can attend the regular degree program in the second semester.

## ECTS AND COURSE NUMBERS FOR INDIVIDUAL COURSES IN D2 AND D3

	Name of the course	ECTS	Course number
<b>German for Translators 2</b>	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
<b>German for Translators 3</b>	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

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The learning agreement is a **curriculum** which will be signed by you as an exchange student as well as by both your home and guest university. It is an agreement that specifies which recognizable course credits you want to obtain in Germersheim.

The **departmental coordinator at your home university** confirms that these qualifications are recognizable; and the **departmental coordinator in Germersheim** states that the planned curriculum is feasible.

You should determine your learning agreement with the departmental coordinator at your home university before leaving.

### RE-REGISTRATION

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You are required to re-register on time for the second and all following semesters. You can **re-register** by transferring the social contribution, currently EUR 135.13, and specifying your name and student number. The social contributions are **not a tuition fee** but contributions to the student government of the FTSK, the Association of Student Affairs (Studierendenwerk) of the Anterior Palatinate and the scholarship funds of the **General Students' Committee (AStA)**. Further information can be found here: <http://www.fb06.uni-mainz.de/studium/43.php>.

If you have been nominated for just one semester, we will also need a written declaration of consent from the departmental coordinator of your home university in order to extend your stay.

<b>Re-registration deadline for the summer semester:</b>	15 January
<b>Re-registration deadline for the winter semester:</b>	15 July

## TRANSCRIPT OF RECORDS

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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.

## RESIDENCE PERMIT

Students with EU citizenship	Students from non-EU countries
Students with EU citizenship do <b>not</b> need a <b>visa</b> . 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 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!	Students from non-EU countries apply for a visa at the German embassy or the German consulate in their home country. Usually, the <b>visa</b> is only issued <b>for three months</b> . Please go to the residents' registration office in 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.

## RESIDENTS' REGISTRATION OFFICE (EINWOHNERMELDEAMT)

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Stadtverwaltung Germersheim, Abteilung 2 - Einwohnermeldeamt, Kolpingplatz 3, 76726 Germersheim;

Phone: + 49 7274 960-233.

Contact and opening hours

## IMMIGRATION OFFICE (AUSLÄNDERAMT)

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Kreisverwaltung, 17-er-Straße 1, 76726 Germersheim; Phone: + 49 7274 960-0.

Opening hours

# 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 <b>statutory health insurance</b> in their home country need to contact their health insurance provider and request the <b>form E 111</b> (if they are studying in Germany for less than a year). With this form, any authorized statutory health insurance provider in Germersheim will issue you with an insurance certificate, which you will need for a doctor's appointment.</p> <p>Students who have <b>private health insurance</b> 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><b>Students under 30</b> from non-convention states need to either take out a compulsory insurance with any statutory health insurance provider in Germersheim or bring a certificate of private health insurance.</p> <p><b>Students over 30</b> 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>
<p>International students who wish to <b>work</b> in Germany during their study abroad period are required <b>to take out an insurance with a statutory German health insurance provider</b>. 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.</p>	

## HEALTH INSURANCE PROVIDERS

Health insurance provider	Contact
<a href="#">AOK Germersheim</a>	Josef-Probst-Str. 1; 76726 Germersheim Mr Gian-Luca Cogoini Email: <a href="mailto:gian-luca.cogoini@rps.aok.de">gian-luca.cogoini@rps.aok.de</a> Phone: + 49 7274 955441
<a href="#">DAK Germersheim</a>	Königstr. 15 (Entrance: Lilienstraße); 76726 Germersheim Phone: + 49 7274 949950
<a href="#">KKH – Kaufmännische Krankenkasse</a>	Mr Michael Burgard Email: <a href="mailto:michael.burgard@kkh.de">michael.burgard@kkh.de</a> Phone: +49 160 90532592
<a href="#">TK – Techniker Krankenkasse</a>	Ms Michaela Kohl Email: <a href="mailto:michaela.kohl@tk.de">michaela.kohl@tk.de</a> Phone: +49 151 57117954



## PRIVATE LIABILITY INSURANCE

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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.

## ACCOMMODATION

### DORMITORIES

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#### MUNICIPAL STUDENT DORMITORY (STÄDTISCHES STUDENTENWOHNHEIM)

Städtisches Studentenwohnheim; In der kleinen Au 2; 76726 Germersheim

One to three-room flats (about 17-58 m<sup>2</sup>): approx. EUR 262-659

Information on furnishing, rent, rental periods, additional costs and rental applications can be accessed or downloaded at <https://www.wohnbau-ger.de/studentenwohnheim/>

#### STUDENT DORMITORY OF THE ASSOCIATION FOR STUDENT AFFAIRS (STUDIERENDENWERK) OF THE ANTERIOR PALATINATE

Studierendenwohnheim des Studierendenwerks Vorderpfalz; An der Hochschule 2; 76726 Germersheim

Single rooms and flats (about 12-22 m<sup>2</sup>): 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. can be accessed at <https://www.studierendenwerk-vorderpfalz.de/home/wohnen/studienort-germersheim.html>

## INDEPENDENT ROOM-HUNTING

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If you want to look for rooms yourself, make sure to arrive in Germersheim in the middle of September at the latest. The **rent** for rooms in shared flats is about EUR 200-250 a month at the moment. The rent for flats starts at about EUR 250-300 a month. There is a [list with the latest room offers](#) at the FTSK provided by the [General Students' Committee \(AStA\)](#). There is also a [flat exchange group \(Wohnungsbörse am FTSK\)](#) on Facebook.

## RENTAL CONTRACTS

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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

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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 17.50 per month and flat regardless of whether the service is actually being used or not (last updated: November 2016). 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.

Please also take note of special regulations concerning [shared flats and subleases](#), [student dormitories](#), [recipients of social benefits](#) (including BAföG), and [people with disabilities](#).

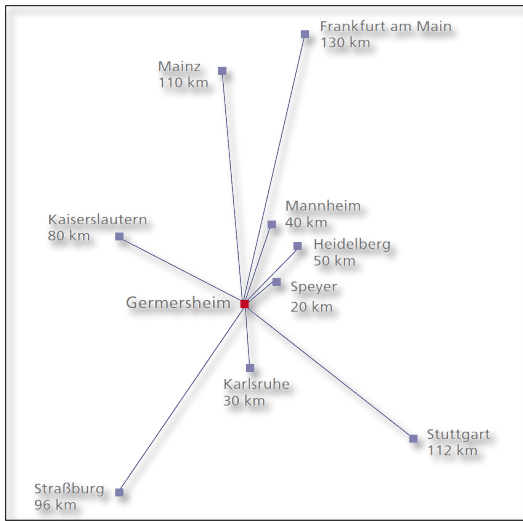
## TRAVEL AND PUBLIC TRANSPORT

### TOWN OF GERMERSHEIM

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The district town of Germersheim is located about 110 km south of Mainz on the Rhine, between the towns Speyer and Karlsruhe and in close proximity to France. Approximately 20,000 people live here and about 2,000 students are currently enrolled at the university. Therefore, the high ratio of young people dominates public life. In Germersheim, you can find many **student pubs, cafés and restaurants**. The town is homely and rather small. Therefore, it is a place where every newcomer soon feels at ease. The town is situated in the scenic Rhine Plain and shaped by the climatically mild Southern Palatinate. The **fruit and wine growing industry** contribute to the distinctive character of the region.



## 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 Verkehrsverbände (KVV).

## REGIONAL TRANSIT TICKET

By paying the semester fee, you are entitled to purchase a regional transit ticket either from the association of transport companies Verkehrsverbund Rhein-Neckar (VRN) or Karlsruher Verkehrsverbände (KVV). The regional transit tickets used for local public transport (bus and train) are valid for one semester and only within the respective association of transport companies.

## REGISTRATION AND SELECTION OF COURSES

### DEPARTMENTAL COORDINATORS

If you have any questions concerning the structure of your timetable, your learning agreement and the subjects, please refer to the corresponding departmental coordinators at the university. Use the first week of lectures to seek advice on scheduling from your departmental coordinators.

### COURSE TYPES AND REQUIREMENTS

<b>Lecture (Vorlesung)</b>	Basics of the individual subjects. <b>3 ECTS credits ungraded.</b>
<b>Seminar (Seminar)</b>	Individual issues of the respective subjects; autonomous and scientific work; compulsory attendance; presentation and seminar paper; usually limited number of participants. <ul style="list-style-type: none"> <li>•<b>Preparatory seminars (Proseminare):</b> Introduction to scientific work; preparation for seminars and BA/MA final papers.</li> <li>•<b>Seminars:</b> Reinforcement of basic knowledge and special issues.</li> </ul> <b>6 ECTS credits graded or in special circumstances “as a lecture” (3 ECTS credits ungraded).</b>
<b>Practice class (Übung)</b>	Enhancement and reinforcement of language skills; conveyance of translational skills; compulsory attendance; written exam or other type of examination. <b>3 ECTS credits graded or ungraded (subject-dependent).</b>
<b>Tutorial (Tutorium)</b>	Accompanying courses to practice classes, seminars or lectures. <b>No ECTS credits, no grades.</b>

The following applies to all other 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

At the university of Mainz, participation in courses and the respective exams are managed in the system JOGU-StINE. Upon enrolment, you will receive a **JOGU-StINE account**. The **registration for your courses** in JOGU-Stine and for the respective exams is centrally carried out by the **International Office Germersheim (Akademisches Auslandsamt)** in three steps and normally by the following **deadlines**:



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.

## RESTRICTIONS ON THE SELECTION OF COURSES

The following restrictions apply to exchange students when registering for the courses and are based on the guidelines of the respective lecturers:

Module “Foreign language competence” (“Fremdsprachliche Kompetenz”) in the subject English	Unfortunately the courses cannot be attended by exchange students.
Special fields (Sachfächer)	Unfortunately, it is not possible to take the courses individually. If you intend to stay at the FTSK for two semesters, you can take a special field as an entire module (2 courses per semester + final examination at the end of the second semester).
Interpreting practice classes in all subjects	<b>Interpreting propaedeutic in the bachelor’s degree program:</b> Exchange students may attend if there are places available. <b>Courses in the master’s degree program:</b> Only MA students who are enrolled in similar degree programs at their home university may attend these courses and only if

	there are places available.
Language centre courses (ISSK GERMERSHEIM)	These courses are <b>ungraded</b> . Students merely receive 3 credits and a “pass”.

## THE CAMPUS OF THE FTSK

### INTERNATIONAL OFFICE GERMERSHEIM (AKADEMISCHES AUSLANDSAMT)

Visit us in the International Office GERMERSHEIM. 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 118 (main building, ground floor)

Head: Dr. Marcel Vejmelka

Email: [akadauslandsamt06@uni-mainz.de](mailto:akadauslandsamt06@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](mailto:studsek06@uni-mainz.de)

Phone: +49 7274 508 35 103

Opening hours

## GENERAL STUDENTS' COMMITTEE (ASTA)

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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

Office hours of AStA representatives

## COMPUTER FACILITIES FOR RESEARCH AND SCIENCE (CAFL)

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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. If you want to access just your files, you can use Webdav.

## UNIVERSITY ACCOUNT

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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. A terminal is available for that purpose in front of room 147. You can see information about your account, change your password or create a new one using the link user management. If requested on university web pages, please always insert your **user name in lower case**.

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.



Benutzername

Kennwort

Anmelden an: UNI-MAINZ

Wie melden Sie sich an einer anderen Domäne an?

## WIRELESS INTERNET ACCESS (WLAN)

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If you have your own laptop, you can use the free wireless internet access (WLAN) on campus. Go to the list of the available networks by clicking on the corresponding icon in the taskbar or by opening control panel – network and Internet or settings – networks. Choose the network Uni-Mainz. You will be required to enter your user name and password and you will have to accept a certificate from the server radius.zdv.uni-mainz.de.

If you cannot access the network Uni-Mainz, you can briefly connect to the unencrypted network winulum. Open the web page Uni-Mail or JOGU-StINE in Internet Explorer and log in to load a certificate of the university. Next time, you should be able to access the network Uni-Mainz. If it does not work either, please check whether all network settings, including DNS, are received through the DHCP server and follow the [network configuration instructions](#).

If you also go to other universities, it could be useful to set up the global network [eduroam](#), a roaming service that enables the Data Processing Centre of the University Mainz to run a campus-wide coded wireless internet connection. Students of universities that have joined the European eduroam Confederation can connect to the Wi-Fi eduroam of the University Mainz by logging in with the account of their home universities. In turn, students of the University of Mainz that are studying at universities of the eduroam Confederation can use the local Wi-Fi eduroam with the account of the University of Mainz. Please also read the [instructions for the configuration of Eduroam with other operating systems](#).

## PRINTING ACCOUNT

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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).

The minimum deposit is EUR 3, a black and white print costs 5 cents, a colour print about 20 cents (A3: 40 cents). The black and white printer is set the default printer. If you need the colour printer you have to select it from the list. The costs will be charged to your account automatically until you run out of credit. You can check your balance by clicking on the euro icon in the bottom right corner.

## E-LEARNING PLATFORMS

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Lecturers can provide students with course materials on the [e-learning platforms Ilias, Moodle, Reader, Seafile](#) or on drive V ([utexte directory](#)).

## 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](mailto:warth@uni-mainz.de).



## IMPORTANT ADDRESSES AND PHONE NUMBERS

Bezeichnung	Anschrift	Telefon
Rescue service <b>EMERGENCY NUMBER</b>		<b>112</b>
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 <b>EMERGENCY NUMBER</b>		<b>110</b>
Local police	Friedrich-Ebert-Straße 5	+49 7274 9580
Fire brigade <b>EMERGENCY NUMBER</b>		<b>112</b>
Poison centre Mainz		+49 6131 19240
<b>Medical emergency service:</b>		
Emergency room (at the hospital „Asklepios Klinik“)	An Fronte Karl 2	+49 7274 19292



# CHECKLIST

## TO DO IN YOUR HOME COUNTRY

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- Online application for a degree program at the FTSK
- Send the proof of your German proficiency level (certificate)
- (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
- Inform the private owner or the responsible manager of the student dormitory in time (= at least two working days) about your arrival and arrange the handover of the keys to your room.

## TO BRING TO GERMERSHEIM

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- Valid passport or identity card
- A sufficient number of passport photos for documents, student files etc.
- Proof of participation in a university exchange program
- Documents for enrolment
- Documents for health insurance
- if necessary, medication

## TO DO IN GERMERSHEIM

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- Register your new residency at the residents' registration office (Einwohnermeldeamt), apply for a residence permit
- Enrol in the Office of Admission and Records / pick up your documents
- 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)