

Information on course and examination registration (Jogustine) for exchange students in the International Office Germersheim (summer semester 2019)

IMPORTANT: Do not register for courses as a “listener”; as a “listener” you will not receive ECTS credits or grades!

<p>Welcome week / First week of lectures, (15 – 18/04/2019)</p>	<p>Monday, 15/04: 8:30 am, CAFL: onSET test for exchange students <u>without</u> a German language certificate 11:15 am, R.328: Welcoming of the exchange students by the International Office</p> <p>The entire week:</p> <ul style="list-style-type: none"> • Find out about subjects and events • Contact departmental coordinators, discuss and sign the Learning Agreements and timetables • If needed, have the Certificates of Arrival signed in the International Office • Scheduling <ul style="list-style-type: none"> ○ Ask the lecturers whether you can join their courses (the number of places is limited) ○ Clarify for which courses you need a grade (home university) ○ Clarify whether it is possible to receive grades in these courses or not (only “bestanden” (“passed”) = ECTS credits <u>without</u> a grade): The lecturers decide which option they can offer you!
<p>22 – 26/04/2019 Course and examination <u>registration</u> at the International Office</p>	<ul style="list-style-type: none"> • Copy the courses from your timetable onto the registration form (you will receive the registration form via email) • Submit your completed registration forms to the International Office (after that, you will be registered in JOGU-StiNe for your courses <u>and</u> the corresponding examinations)
<p>13 – 17/05/2019 <u>Changing your registration</u> for courses and examinations at the International Office</p>	<ul style="list-style-type: none"> • Complete the information on the changes in the form (deregistration, new or changed registrations; you will receive the forms via email) • Submit your completed forms to the International Office (the changes will then be entered into JOGU-StiNe)
<p>After the end of lectures and all examinations:</p>	<ul style="list-style-type: none"> • The grades will be entered in JOGU-StiNe <u>by the lecturers</u> of your courses. It takes approximately six to eight weeks for all grades to be entered into JOGU-StiNe. • The <i>Transcript of Records</i> will be issued and sent via email to you <u>and</u> your home university as of approx. September 2019.

Please do not send us emails. If you have any questions, please come and see us during the office hours. We look forward to meeting you!