Information on course and examination registration (Jogustine) for exchange students in the International Office (IO) Germersheim (summer semester 2020)

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

| Week before the begin of lectures (14–17/04/2020) and first week of lectures (20–24/04/2020) | ● Find out about online courses (course catalogue: www.jogustine.uni-mainz.de)  
● Contact departmental coordinators*, discuss and sign the Learning Agreements and timetables  
● Clarify for which courses you need a grade (home university)  
● If needed, have the Certificates of Arrival signed by the IO (until further notice, only digitally)  
● Scheduling  
  ○ Ask the lecturers* whether you can join their courses (the number of places is limited) and join the online courses if possible (without registration yet)  
  ○ Clarify whether it is possible to receive grades in these courses or not (only “bestanden” (“passed”) = ECTS credits without a grade): The lecturers decide which option they can offer you! |
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| Course and examination registration at the IO (20–30/04/2020) | ● Copy the courses from your timetable onto the registration form (you will receive the registration form via email)  
● Submit your completed registration forms by email to the IO until 30/04 (after that, you will be registered in JOGU-StINe for your courses and the corresponding examinations) |
| Changing your registration for courses and examinations at the IO (30/04–end of the exam registration period (June; date will be updated)) | ● 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 IO until the end of the exam registration period (the changes will then be entered into JOGU-StINe) |
| After the end of lectures and all examinations | ● The grades will be entered in JOGU-StINe by the lecturers of your courses. It takes approximately six to eight weeks for all grades to be entered into JOGU-StINe.  
● The Transcript of Records will be issued and sent via email to you and your home university as of approx. September 2020. |

If you have any questions, don’t hesitate to contact us by email: intger@uni-mainz.de

*You can find the email addresses of the lecturers and departmental coordinators here: https://fb06.uni-mainz.de/personen/