

## Information on course and examination registration (JOGU-StiNe) for exchange students in the International Office (IO) Germersheim (winter semester 2023/24)

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

<b>Welcome week</b> (16 – 20/10/2023)	<b>Monday, 16/10: 08:00 am (CAFL): onSET test</b> for exchange students <u>without</u> a German language certificate <b>11:15 am: Welcoming of the exchange students</b> by the International Office <b>The entire week:</b> <ul style="list-style-type: none"> <li>Find out about subjects and events           <ul style="list-style-type: none"> <li>Subject-specific introductory events (see <a href="#">programme welcome week</a>)</li> <li>Course catalogue: <a href="http://www.jogustine.uni-mainz.de">www.jogustine.uni-mainz.de</a></li> </ul> </li> <li>Contact <b>departmental coordinators*</b>, discuss and sign the <b>Learning Agreements</b> and <b>timetables</b></li> <li>Clarify for which courses you need a grade (<b>home university</b>)</li> <li>If needed, have the <b>Certificates of Arrival</b> signed in the IO (also digitally)</li> </ul>
<b>First week of <u>lectures</u></b> (23 – 27/10/2023)	<b>Scheduling</b> <ul style="list-style-type: none"> <li><b>Join in the courses</b> (without registration yet) to find out more about content and level</li> <li><b>Ask the lecturers*</b> whether you can join their courses (the number of places is limited)</li> <li>Clarify whether it is possible to <b>receive grades</b> in these courses <b>or not</b> (only “bestanden” (“passed”) = ECTS credits <u>without</u> a grade): The lecturers decide which option they can offer you!</li> </ul>
<b>Course and examination <u>registration</u> at the IO</b> (30/10 – 03/11/2023)	<ul style="list-style-type: none"> <li>Copy the courses from your timetable onto the <b>registration form</b> (you will receive the registration form via email)</li> <li><b>Submit</b> your completed registration forms to the IO until <b>03/11</b>. After that, you will be registered in JOGU-StiNe for your courses <u>and</u> the corresponding examinations.</li> </ul>
<b><u>Changing your registration</u> for courses and examinations at the IO</b> (24/11/2023 respectively January 2024)	<ul style="list-style-type: none"> <li><b>Deregistrations and new registrations</b> are possible via email until <b>24/11/23</b>.</li> <li>Changes referring the <b>type of examination</b> (graded or only “bestanden”) are possible via email until approx.. <b>January 2024</b>.</li> <li>Every change must be communicated with the lecturers!</li> </ul>
<b>After the end of lectures and all examinations</b>	<ul style="list-style-type: none"> <li>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.</li> <li>The <b>Transcript of Records</b> will be issued and sent via email to you <u>and</u> your home university as of approx. March 2024.</li> </ul>

If you have any questions, don't hesitate to contact us by email ([intger@uni-mainz.de](mailto:intger@uni-mainz.de)) or come and see us during the office hours (room A.120). We look forward to meeting you! \*You can find the email addresses of the lecturers and departmental coordinators here: <https://fb06.uni-mainz.de/personen/>