



# EXCHANGE @ JGU

Your studies at  
**Department of  
Business & Economics**

**JOHANNES GUTENBERG UNIVERSITY  
MAINZ**



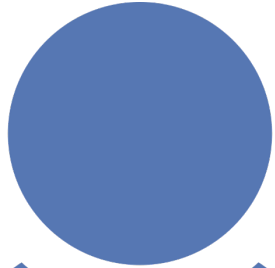
# AGENDA

- Contact Persons
- Campus and GSME Buildings
- JGU Account
- Libraries
- Cards and Passes
- Timetable
- Choosing Classes & Registering
- Registering for Exams
- Transcript of Records
- Mentoring & Buddy Programs



INCOMING  
STUDENTS

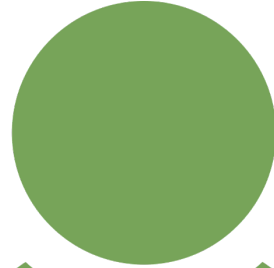
# CONTACT PERSONS



**Silke Jennerich &  
Kumi Raine-Kost**

**International Student  
Support (GIS Services)**

[international-students@uni-mainz.de](mailto:international-students@uni-mainz.de)



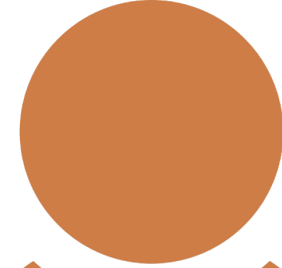
**Daniel Grenzebach  
& Dominik Kloos**

**Erasmus Büro WiWi**

[erasmus-wiwi@uni-mainz.de](mailto:erasmus-wiwi@uni-mainz.de)

Office hours: See [website](#)  
ReWi II, room 00-112

**Departmental Coordinator:  
Professor Dr. Philipp Harms**



**Leska Sahl &  
Karin Schmitt**

**International Office at GSME  
("Studienbüro")**





[fb03-international@uni-mainz.de](mailto:fb03-international@uni-mainz.de)

Office hours: Tue & Thurs 10-12  
ReWi II, room 01-335

# WHO TO CONTACT?

ERASMUS  
student

Non-  
ERASMUS  
exchange  
student

Application, accommodation, health insurance, visa, ...	 <b>GIS Services</b>		
Confirmation of Arrival/Departure			
General questions during your stay (main contact person)	 <b>ERASMUS Büro WiWi</b>  <i>erasmus-wiwi@uni-mainz.de</i>		 <b>International Office GSME</b>  <i>fb03-international@uni-mainz.de</i>
Problems with professors, lectures etc.			
Contact with coordinators of your home university			
Learning Agreements			
Transcript of Records			
Problems regarding registration for exams	 <b>International Office GSME</b>		

# FACHSCHAFT



„**Fachschaft** WiWi“ = Student Council Management and Economics

- Virtual campus tour
- Exams from previous semesters for exam preparation
- Tickets for parties
- Faculty hoodie



Campus-Rundgang:



# GSME ON CAMPUS



**ReWi** = **Re**chts- und  
**Wi**rtschaftswissenschaften  
(Law, Management and Economics)

What you can find in **ReWi I** and **ReWi II**:

- Lecture and tutorial halls
- Offices (administration and professors)
- PC Pools (computers and printer)
- Library
- Erasmus Büro Wiwi:  
ReWi II, Room 00-112



# JGU ACCOUNT



**ZDV** = „**Z**entrum für **D**aten**v**erarbeitung“ (Data Center)

- ZDV-Account = Email address, username and password
- Prerequisite for using most of the services at JGU:
  - ✓ free wi-fi on campus
  - ✓ course and exam registration
  - ✓ library
  - ✓ ...
- More information: <https://www.en-zdv.uni-mainz.de/account/>



# LIBRARIES

## Zentralbibliothek

= main library

## Bereichsbibliothek WiWi

= library of the Faculty of Law,  
Management and Economics

## Other libraries:

<https://www.ub.uni-mainz.de/de/standorte>

- Quiet workplaces
- Group study rooms
- Work places with power sockets
- Reading booths
- Jacket and bag may be taken along, water bottle allowed
- Library pass is needed for borrowing books





# STUDENT CARD / DIGITAL APP



- Card or App for payment in all “Studierendenwerk Mainz” facilities
- Printing and copying at JGU
- Paying for washing machines in the halls of residence
- Keys for some Studierendenwerk Mainz halls of residence (Card)
- How to get the card: <https://www.zdv.uni-mainz.de/tag/studicard/>
- How to get the digital app: <https://www.studierendenwerk-mainz.de/en/essentrinken/translate-to-englisch-bezahlen-in-der-mensa>

## (VIRTUAL) LIBRARY PASS



- Borrowing books from the libraries at JGU
- Get it here: <https://www.ub.uni-mainz.de/de/bibliotheksausweis-beantragen>

# TIMETABLE



[Fristen und Termine |  
Studium an der JGU \(uni-  
mainz.de\)](#)

## Winter term 2024/2025

- **Lecture period:** 21 October 2024 - 08 February 2025
- **Holidays:**
  - 1 November 2024 (All Saints Day)
  - 21 December 2024 - 5 January 2025 (Christmas holidays)
- **Exam period (first):** 10 February – 28 February 2025 (**approx.**)

The exact dates for the individual exams will be published by the „Studienbüro“ during the semester.

# CHOOSING CLASSES

## Which courses can I take?

- Important: The requirements of your **home university** must be met
- Standard: not more than **30 ECTS** per semester

Download the preliminary course list here:

→ <https://erasmus.wiwi.uni-mainz.de/>

→ Incomings → Downloads → PDF Courses for incoming exchange students 2024

**Languages:** English or German

**Levels:** Bachelor's level (**B.Sc.**)/ Master's level (**M.Sc.**)  
Master's level AND opened to advanced Bachelor students (**M.Sc.\***)

**Content:** See links to the most recent module handbooks at the end of the PDF





# CHOOSING CLASSES



## Additional course offer: GIS Special courses

- Special courses for exchange students in German and English
- Incoming students from all fields of study can learn and reflect on German history, literature, and society. Please find the current course offerings below
- Download course lists here: <https://www.international.uni-mainz.de/exchange/gis/>
- Course categories: History & Culture / Social Sciences & Society / Learning German

### GIS Special Courses in English for Exchange Students - Winter Semester 2021/22 - History & Culture

German History since the 20th century (exchange-students only)
Life and Death in the Rhine-Main Area. Man and Nature between Migrations and Settlements From the Celtic Age until the Time of Charlemagne (Bilingual German – English)
Culture Studies I & II - American Studies
Culture Studies I & III - English Literature & Culture
A Global History of Human Rights
Lectures on Globalisation, Culture, and Media Geography I & Reading Course I
Concepts of Cultural Geography
Medical Nihilism

### GIS Special Courses in English for Exchange Students - Winter Semester 2021/22 - Social Sciences & Society

The Social Scientist's View of Germany
Beyond Clichés – German and international students in intercultural exchange
Introduction to International Relations
New media, new challenges: Digital media and the ultra-Orthodox community in Israel
Theories of Media Geography
Bridge from Statistics to Data Science
Introduction to Sociology of Technology and Innovation
Analysis of value theory and innovation
Simulating Knowledge Dynamics in Innovation Networks (An introduction to the SKIN model)
Tutorial - Techniques of Academic Work (for Incoming)

### GIS Special Courses in German for Exchange Students - Winter Semester 2021/22 - Learning German

German Language Course for Exchange Students (offered by ISSK - likely online)	+
Deutschkurs B2.1 & B2.2 Studium & Beruf (offered by ISSK)	+
Conversation class German (intermediate level)	+
Introduction to German Grammar (Übung zur Grammatik des Deutschen)	+
Reading Course for Incoming Students I: topic to be announced (auf Mittelstufen-Deutsch)	+
Sterben - tot sein - erinnert werden. Sepulchralkultur im 20. und 21. Jahrhundert (auch für Austauschstudierende)	+
ICON - International Students' Conference - Project Work	+

# REGISTERING FOR CLASSES



- Register yourself using the online tool **JOGU-St|Ne**
- Pay attention to the **course registration periods**:
  - **Monday 14 October (1 pm) to Thursday 17 October (1 pm)**
  - **Monday 21 October (1 pm) to Friday 25 October (9 pm)**
- Registering for classes ≠ Registering for exams:
  - Registration for the courses is a prerequisite for taking the exams!
  - However, registration for a course does not mean you **MUST** take part in the exam!
  - Attention: Whenever you are asked to enter a “TAN”, you are registering to the course **AND** its exam at the same time!

# REGISTERING FOR CLASSES



## JOGU-StIne step-by-step tutorial

1. Enter the JOGU-StIne homepage: <https://jogustine.uni-mainz.de>
2. Login, using your ZDV username and password
3. Use the navigation in the menu on the left:

→ Modules/Courses

→ Registration

→ Module/Course registration

▼ Modules/Courses
Registration status
▼ Registration
▼ Module/Course registration
Electives
Auditor registration
International Preparatory & Language Center (ISSK)
My modules
My courses

4. Choose between Bachelor and Master classes
5. Click through the various categories until you get to the modules that you would like to register for

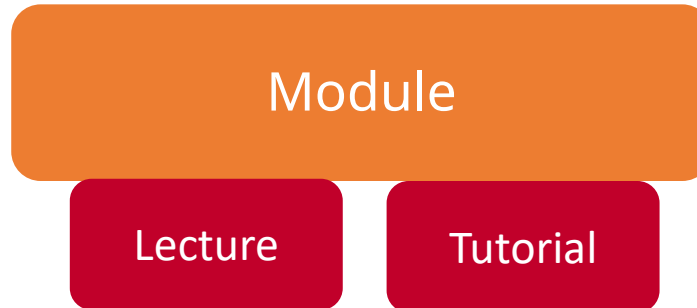


# REGISTERING FOR CLASSES



## “Modules and courses”

Please take care to always register for the **whole module!**  
= “package” of  
lectures/tutorials



For some courses, you will have to click “register” 3 times: once for the module, once for the lecture, and once for the tutorial.



**Problems while registering?**

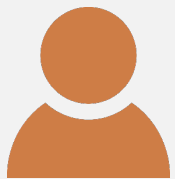
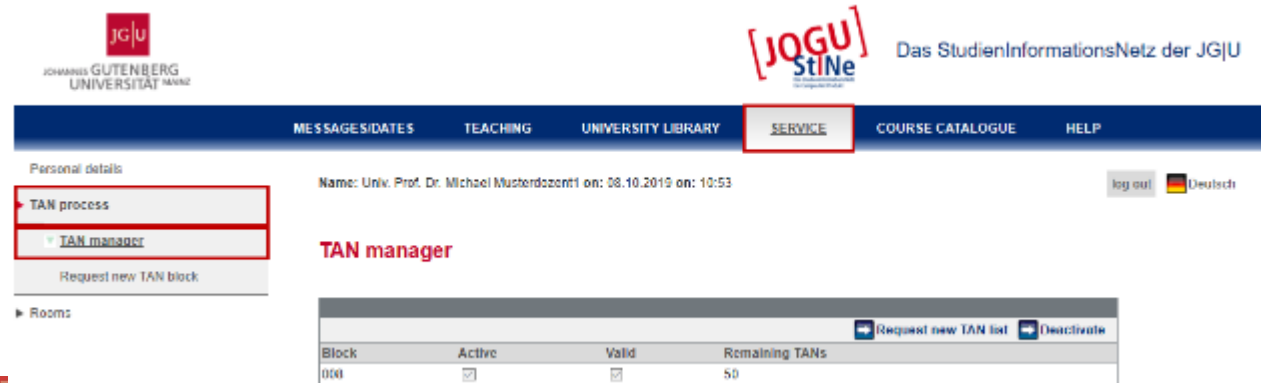
**International Office GSME**  
**Leska Sahl & Karin Schmitt**

**fb03-international@uni-mainz.de**

# REGISTERING FOR EXAMS



- Register yourself using the online tool **JOGU-StINE**
- Pay attention to the exam registration period!  
→ **Keep your eyes open for the information email including the dates of the registration period!**
- Usually you will need a **TAN** (transaction number) to register for examinations (you receive your first TAN list via mail to your new students mail account)
- If you haven't received a TAN list yet, you can [generate a new list](#) here:



**Problems while registering?**

**International Office GSME**  
**Leska Sahl & Karin Schmitt**

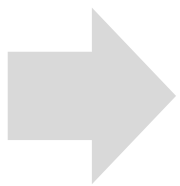
**fb03-international@uni-mainz.de**

# RETAKE EXAMS

- If you don't pass an exam in the first attempt, you can take part in the repeat exam offered a few weeks later.
- Registration deadline for a retake exam: **one week prior** to the date of the retake exam.
- You are **not** automatically registered for the retakes! If you would like to attend a retake exam, you have to register yourself again via **JOGU-StINe**.

It is strictly necessary that you are **still enrolled** at JGU at the date of the retake exam!

For some students, the dates of the retakes overlap with periods of mandatory presence at their home university.



In this **exceptional case**, a **special retake** may be offered only with the consent of the JGU faculty members. Please find out as soon as possible whether your presence at your home university at the time of a regular retake at JGU Mainz is absolutely required and get in touch with the "Studienbüro"/International Office GSME as soon as possible!



**Problems while registering?**

**International Office GSME**  
**Leska Sahl & Karin Schmitt**

**fb03-international@uni-mainz.de**



# TRANSCRIPT OF RECORDS

## How do I get my Transcript of Records (ToR)?

Before you request your ToR:

- ✓ All of your **exam results** have to show up in JOGU-StINe
- ✓ You have received the signature on your „**Confirmation of Departure**“ (Erasmus)

You then have to request your ToR via **e-mail**

→ *We will send you an e-mail with the exact instructions on how to order your ToR at the end of the semester!*

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# ENJOY YOUR STAY!



**Carnival**



**Wiesbaden**  
10 Minutes from Mainz



**Ship cruises  
on the Rhine**

**1. FSV Mainz 05**



**Christmas market**





# SOCIALIZING @ JGU



## International Mentoring Program (Faculty 03 only)

- Get a German student of Management or Economics assigned to you
- Peers for sharing experience
- Group activities
- Linguistic and emotional support
- Help in overcoming problems at the beginning of your studies
- Register: [Welc0m3 MENTEES Registration](#)

**Initial event (only after registration): Thursday, October 24<sup>th</sup> 4:00 p.m.**  
**Building: "ReWi II", Room HS V (00-341)**



# SURVEY

**We would love your help to improve your experience!**

Please take 5-10 minutes to answer our survey. Thank you!

[https://befragung.uni-mainz.de/evasys/online.php?p=fb03\\_24\\_25](https://befragung.uni-mainz.de/evasys/online.php?p=fb03_24_25)



# JOIN OUR SOCIAL MEDIA TEAM!

*International students—help us grow the Department of Business & Economics on Instagram!  
Be part of an exciting team and make your mark!*

- **Showcase your creativity** on Instagram and other platforms
- **Gain real-world marketing experience** and build your portfolio
- **Highlight the global community** in our department
- **Bring international voices and perspectives** to our social media presence
- **Collaborate with a dynamic team** and expand your network
- **Make an impact** on the Department of Business & Economics' online presence



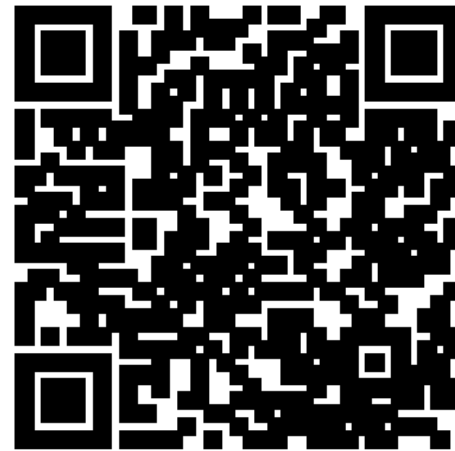
<https://en.wiwi.uni-mainz.de/social-media-team/>  
Questions? [fb03-international@uni-mainz.de](mailto:fb03-international@uni-mainz.de)

# INVITATION: 4<sup>TH</sup> INTERNATIONAL EVENING

Date: **November 5th, 2024** – 17:00-20:00

Place: Kasematte

Please let us know by November 3rd, 2024 if you're joining us!



<https://studienbuero.rewi.uni-mainz.de/international-evening/>





**HAVE A GREAT  
TIME AT JGU!**

