



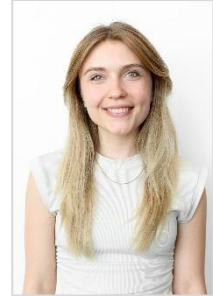
# Study Abroad Information Event 2024

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# 1. Study Abroad / Erasmus Coordinators

**Ina Siemer, M.A.  
& Tim Haas, M.A.  
& Kayla Draheim**



**[powi.international@uni-jena.de](mailto:powi.international@uni-jena.de)**

## **Responsibilities**

- Provision of information
- Application process
- Nomination (place allocation)
- Course recognition
- Communication with partners
- Strategic planning

# 1. Study Abroad / Erasmus Coordinators

## Other Important Points of Contact

- International Office (Funding, bilateral agreements, place offer, application process, general guidance)
- Embassy (Visa issues)
- Immigration Office “Ausländerbehörde” (Visa issues)
- Examination Office (ASPA)

# 1. Requirements

Criteria	Comment
Regular student at the FSU Jena (full study programme)	Already fulfilled when successfully enrolled
Completion of the first year of studies (3rd semester students)	Only relevant for BA students
Sufficient language skills (usually English B2)	BA = language test at PS institute MA = fulfilled when enrolled
Duration of stay between 3 and 12 months (1-2 semester)	
Completion of approx. 30 credit points per semester (fit with Jena)	MA IOCM with 20 cp as exception

# 1. Procedure (BA PolSci)

## Musterstudienplan (Variante) Kernfach Politikwissenschaft (120 LP)

1. FS	Politisches System der BRD (POL 210) 10 LP	Grundlagen POL 100 5 LP	Technik wiss. Arbeitens (POL 120) 5 LP	Ergänzungsfach 10 LP
2. FS	Politische Theorie und Ideengeschichte (POL 220) 10 LP	Quantitative Methoden (Teilmodul 1 von POL 140) 7,5 LP		Ergänzungsfach 10 LP
3. FS	Vergleichende Regierungslehre (POL 230) 10 LP	Qualitative Methoden 7,5 LP		Ergänzungsfach 10 LP
4. FS	Außenpolitik und Internationales Recht (POL 240) 10 LP	Europäische Studien / Internationale Politik (POL 250 + Gd: POL 260-1) Insg. 15 LP		Ergänzungsfach 10 LP
5. FS	Vertiefungsmodul nach Wahl - Voraussetz.: 10 LP	Praktikum 10 LP	BA-Oberseminar 0 LP	Ergänzungsfach 10 LP
(Ausl.)	Erasmusstudium, z.B. Erasmus+ 10 LP			
6. FS	Vertiefungsmodul nach Wahl - Voraussetz.: 10 LP			Ergänzungsfach 10 LP

➤ **Fulfill requirements: Language test**

➤ **Submit application: Where and why to study?**

➤ **Prepare your stay: Where and how to live?**

➤ **Study and have fun!**

➤ **Get your courses recognized: What has been achieved?**

# 1. Procedure (MA PolSci/ IOCM)

## Disciplinary Core Track

## Supplementary Track

Preparatory Course: Inter-Culturalism and Campus Life

Winter	<p>➤ <b>Submit your application:</b> Where and why to study?</p> <p>Introductory Modules 5 cp</p>	<p>International Organisations 10 cp</p>	<p>Crisis Management 10 cp</p>	<p>Interdisciplinary Studies 5 - 11 cp</p>	<p>Language Studies 9 - 15 cp</p>
Summer	<p>➤ <b>Prepare your stay:</b> Where and how to live?</p> <p>Executive Modules 5 cp</p>		<p>Summer School 10 cp</p>		
Winter	<p>➤ <b>Study and have fun!</b></p> <p>Specialisation (abroad) 10 cp</p>			<p>Internship (potentially abroad)* 10 cp</p>	
Summer	<p>➤ <b>Get your courses recognized:</b> What has been achieved?</p> <p>Master Thesis 10 cp</p>				

# Questions?

**What questions do you have relating to the general information (esp. requirements & procedure)?**



# 2. Where to find Places?

Where and how you apply depends on where you want to go and how you found your place

## 1. Institute of Political Science

- Erasmus+ / Rhode Island

## 2. **International Office (IO)**

- European Campus of City-Universities
- Erasmus+ worldwide
- Bilateral agreements

## 2. Where to find Places?

### 3. Other institutes (second allocation)

- Erasmus+

### 4. Free-mover at any University

- Usually no funding
- Self-organized

(Please click to be redirected to place offer)

## 2. Application Institute

### Submit the following documents as ONE Single PDF

- Erasmus+ application form
- Letter of motivation (max. 1 page)
- Tabular CV
- Friedolin grades overview (BA) or BA transcript (MA)

***All documents and forms can be found on the website of the International Office. Contact us when you need help.***

## 2. Application IO

- Consult the Place Offer on the International Office's website
- Partnerships are bilateral between entire universities, make sure your university of interest offers a fitting study program (e.g. Political Science)
- Follow the instructions for the application process as given on the IO website

## 2. Application Other Institutes

- Consult the place offer of another institute (e.g. History)
- Make sure their partner offers a program that matches yours
- Follow the other institute's application process
- **Caution:** At other institutes you will not be treated with priority! They will prioritize their students first

# 2. Application Free-Mover

- Exchange at a university we have no contract with
- Self-organized, lowest level of assistance
- Goal: Create a Learning Agreement (LA) with your desired host university
  - Choose a university that interests you and matches your study program
  - Consult with Tim or Ina; we approve or disapprove your plan
  - If we approve: Contact the university
  - Have all three parties sign the LA
- Note: Make sure that you can not only participate in classes but also be examined



# Learning Agreement

## Student Mobility for Studies

Student	Last name(s)	First name(s)	Date of birth	Nationality <sup>1</sup>	Sex [M/F]	Study cycle <sup>2</sup>	Field of education <sup>3</sup>
Sending Institution	Name	Faculty/Department	Erasmus code <sup>4</sup> (if applicable)	Address	Country	Contact person name <sup>5</sup> ; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

### Before the mobility

#### Study Programme at the Receiving Institution

Table A Before the mobility	Planned period of the mobility: from [month/year] ..... to [month/year] .....			
	Component <sup>6</sup> code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue <sup>7</sup> )	Semester	Number of ECTS credits (or equivalent) <sup>8</sup> to be awarded by the Receiving Institution upon successful completion
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence<sup>9</sup> in \_\_\_\_\_ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1  A2  B1  B2  C1  C2  Native speaker

#### Recognition at the Sending Institution

Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

# 2. Application Free-Mover

For IOCM free-movers at a German university:

- You are in a very unique situation, colleagues from other universities will have questions
- Once you reach out to the potential host university, keep in mind to explain you situation
- You will go as a guest student (Gaststudent) instead of an exchange student



# 2. Application

Programmes	Application to
<ul style="list-style-type: none"><li>• Erasmus+</li><li>• European Campus of City-Universities</li></ul>	<p><a href="mailto:powi.international@uni-jena.de">powi.international@uni-jena.de</a> Appl. via mail (PDF)</p>
<ul style="list-style-type: none"><li>• Erasmus+ worldwide</li><li>• Bilateral agreements</li></ul>	<p><a href="mailto:outgoing@uni-jena.de">outgoing@uni-jena.de</a> They maybe want a hard copy of your appl.</p>

## Deadlines:

North America: November 30

Africa, Asia, Europe & South America: January 15

## 2. Course Selection and Recognition

1. Before you apply for a specific destination you should **check the respective course offer**.
2. If you find courses that **fit to your personal interests and study programme** you should proceed with your planning.
3. After your application and before your departure you have to conclude a **learning agreement with the study abroad coordinators** about the courses you want to attend.
4. After your return the **fitting courses you have passed can be recognized** at FSU Jena (changes during the stay are possible).

## 2. Study Abroad Opportunities for Student Teachers

**Student teachers can participate in all programmes but also have access to specialized offers:**

- Lehramt.International (DAAD) and IDEAS (FSU Jena) as separate programmes for student teachers.
- Possibility to complete practical and/or university semesters abroad
- IDEAS partnerships with Georgia, Canada, Russia and Spain

**Contact:** Sophie Elly Ewers ([ideas@uni-jena.de](mailto:ideas@uni-jena.de))

# 2. Funding

1. **Erasmus+** (appox. 4 months included)
  - Studying abroad = 480 – 600 € per month
  - Internships = 450 – 550 € per month
2. **PROMOS** (after successful application)
  - Up to 500 € per month for studying abroad & internships
3. **AuslandsBAföG** (after successful application)
  - Travel and living costs for studying abroad & internships

***The funding will not cover all costs and depend on the living costs of your destination! Decisions for funding are an IO responsibility, we can only guide you.***

## 2. Semester of Leave?

- **Advantage:** No delay regarding your standard period of study when credits are recognized and no semester fee in Jena.
- **But:** Examinations in Jena are not possible during this time (e.g. retry and module exams or thesis registration)

Find further information [here](#)

# 2. Study Abroad Step by Step

## Before you leave

- 1. Apply until November 30 / January 15**
- 2. Receive notification about place allocation by mid-February**
- 3. Accept / reject place by end of February**
4. Attend the orientation event of the International Office
5. Secure your funding, accommodation and insurance
- 6. Get nominated by mid march (individual deadlines)**
7. Apply / register at partner university after nomination
- 8. Conclude the Learning Agreement 1**

# 2. Study Abroad Step by Step

## When you have arrived

1. Return your Certificate of Arrival (4 weeks)
2. **Indicate changes via the Learning Agreement 2 (4 weeks)**
3. Study and enjoy

## When you have returned

1. Submit your Letter of Confirmation (4 weeks)
2. Receive your Transcript of Records (4 weeks)
3. **Submit your Learning Agreement 3 (4 weeks)**
4. Participate in the evaluation (4 weeks)
5. **Get your courses recognized**

# 2. Questions

**What questions do you have relating to the application procedure (esp. places, courses, application)?**



# 3. Further Information

## **Institute of Political Science**

<https://www.fsv.uni-jena.de/31812/outgoing-students>

## **IOCM website**

<https://www.iocm.uni-jena.de/20/study-abroad>

## **International Office of FSU Jena (see also Fulbright & Go-East Programme)**

<https://www.uni-jena.de/en/international>

<https://www.uni-jena.de/97427/mal-wieder-was-erleben>

## **European Commission (Erasmus programme)**

[https://ec.europa.eu/programmes/erasmus-plus/node\\_en](https://ec.europa.eu/programmes/erasmus-plus/node_en)

# 4. Q&A Session

**What questions do you have about  
studying abroad?**

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Thank you  
for your attention!

