

Friedrich-Schiller-University Jena

Guideline

For incoming Double-Degree students from Varese



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I. Application process

After applying at Varese's international office and being nominated for the DD program, you will receive FSU Jena's Confirmation Letter. As soon as you receive it, we recommend you to prepare below explained steps. As a DD student you have to enroll to the 2-year of the M.Sc. in Economics program, including the specialization area "Innovation and Change". You will have to apply online, using the portal created by the Master Service Center. We advise you first to collect all the documents and then start the online application.

1.1 Required documents:

We provide you with a basic list to enroll, details and specific requirements for each type of document are well explained on the M.Sc. Economics program's webpage: http://www.master.uni-jena.de/en/MSc_Economics-path-1.html

1. The supplementary document: "*Proof of achievements during your previous study program and choice of specialization*" is available. You should download the form, print it, complete it, scan it and last upload it. You can download it from the website mentioned above, it belongs to the list of documents to be uploaded online. The online procedure plus links is explained in the section below.
2. All previous degrees (bachelor diploma, secondary education certificate).
3. English proficiency proof (IELTS 6.0, TOEFL 90 (IBT) or other proof – level B2). If you do not have any official proof valid at the moment, it will be enough if the International Office's head (Dr. Gallo) provide you with a document, stating that your previous studying was held in English language.
4. Motivation letter
5. Curriculum vitae (tabulated)

Bear in mind that you have to scan all the documents (completed and/or signed) and save them as PDF files (each document as one PDF, but less than 5 MB).

1.2 When you have everything prepared you can start applying online

1. Register here: https://www.uni-jena.de/master_online_application/privacy_statement!
2. Login here: https://www.uni-jena.de/master_online_application/login (e-mail = user name)
3. Go to "menu" and pick "Indications for application - Graduate Studies", and choose the options you need. The Application Assistant will guide you through the online-application. Fill in the online application and upload all the required PDF files you have prepared before. If a document is required but not named at the M.Sc. Economics' webpage, please upload there the replacement document!
4. When you are done with the above and checked all the data, click the button "download application" and save the application document "Application form for Master Application at the Friedrich Schiller University of Jena". Print this form and sign it.

The signed original "Application form for Master Application at the Friedrich Schiller University of Jena" you will have to send by regular post!! The address of the Master-Service-Centre is automatically written on the application form.

II. Learning Agreement

Arranging your Learning Agreement is a very important step and probably the most time intensive. Of course, it is usually not a problem to change it during your studying period abroad, but we suggest you to get this deal done with high accuracy right from the very beginning.

Here you can find more information: <https://www.wiwi.uni-jena.de/Fakult%C3%A4t/Zentrale+Einrichtungen/Departmental+International+Office/Doppelmasterprogr>

[http://www.uni-jena.de/Insubria/Universitaet%20degli+del+Insubria+\(Varese\)-p-750.html](http://www.uni-jena.de/Insubria/Universitaet%20degli+del+Insubria+(Varese)-p-750.html)

At this page you can see which courses you can choose and how they will be transmitted to your Italian curriculum.

Considering our own experience, we advise you to proceed in the following way:

1. Find the courses you want/need to take and when and how they are thought. Make sure you will be able to collect at least 42 ECTS. Also, have in mind that you have to write seminar papers. Therefore, it might be smart to select the Seminar "History of Innovation" at the University of Varese in your **first** year of Master Studies. If you are someone with a long term focus and reading this paper at the beginning of your first year of Master Studies try to connect with students from Jena (the International Office of the FSU will certainly help you with that) and find out which courses to avoid considering your personal preferences.
2. If a respective course should be cancelled for any reasons, the university administration will ask you to take (and help you to find) something equivalent. In that case you will have to fit your Learning Agreement to the new situation. So our advice is to check at the beginning in which semester which course is available.

III. **Friedolin. How to register for the courses and exams**

If all administrative issues are covered you will receive a login name and password to get access to your university e-mail account **and** your Friedolin account. It is a very similar kind of system as the University of Insubria uses for exam's online registrations and keeping records on student's performance. On the website you can choose English language, so there will be no troubles to find the course and register for it. The same procedure holds for exams. (Note: Friedolin enables you to register for courses **and** exams unlike the procedure in Varese)

Exams:

- Check for deadlines for exam registrations! Compared to Varese you have to register more early!
- There is only one exam date per semester the course is offered and you cannot reject your grade if passed. If you fail to pass the exam there will be a retake date. If you got a grade there is no way to improve it. If you did not show up on the exam's date but registered for it, it is counted as failure (unless you have medical proof that you were ill – check the specific requirements). Try your best at retake exam in order not to fail it again, the third try is the last one and after third failure there is a risk to be kicked out from the program if you are not permitted to be a hardship case! However, check for specific rules regarding compulsory and elective courses. The University's policy is changed from time to time, so try to be informed about the changes in order not to face any problems.

Courses:

- Like at the University of Varese exists a web tool like e-learning it is called Moodle: <https://moodle.uni-jena.de/> you can access to it with your 7 digit code and password that you use for eduroam.
- Other further material can be found in the webpage of the chair that offers the course.

IV. **Accommodation**

Jena is a student city, which means that there is a high student's fluctuation, especially within the shift from summer semester to winter semester. Our recommendation is to start looking for accommodation as soon as you know you are going to Jena because the amount of available rooms is progressively decreasing.

There are two main possibilities:

1. Student dormitory - <http://www.stw-thuringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html>. Even if you are not planning to live in a student dorm's room it is wise to apply for it anyway, in case you do not succeed in finding a private apartment. It exists a limited number of rooms exclusively reserved to foreigner students. On the webpage you can register and apply online for three different options, you can choose different locations and types of rooms etc..
2. You will find popular websites offering rooms in shared flats or private flats etc. The most commonly used websites are: <http://www.wg-gesucht.de> ; <http://www.immonet.de> ; <http://www.immobilienscout24.de> you will find a wide range of offers. If you explain your situation well it should not be a problem to arrange everything via Skype or the like. (In our opinion wg-gesucht.de is the most effective one to find a shared flat).

V. Arriving

Jena is quite easy to reach. Germany has a good transport infrastructure, so you can usually use train or bus service almost in all directions without problems.

Travel to Jena from main nearest airports by train:

Airport	airport Halle-Leipzig to Jena	Airport Frankfurt/M. to Jena	Train Airport Munich/ Main station to Jena	Berlin Hauptbahnhof to Jena
Departure	Leipzig main station	Frankfurt/M. Flughafen Fernbahnhof	München Hbf.	Berlin Hbf (tief)
Train	hourly	hourly	hourly	hourly
Duration	1 hour	3:10 until 3:45	3:50	2:24
Change	No changes	1x or 2x	0 or 1x	0 most likely 1x
Arrival	Jena Paradies	Jena West	Jena Paradies	Jena Paradies
Price	24,50 € saving price 19 €	61,00 €, saving prices 39,00 €	79,00 €, saving prices from 49,00 €	57,00 €, saving prices from 29,00 €

To check the timetable, directions and prices visit this page (train): www.bahn.de

To check whether you can use a bus (for example from Berlin, the bus drive needs almost the same time as the train, but is much cheaper). For information about the bus, visit this page: <https://www.flixbus.de/>

VI. Jena – student paradise

6.1 Mentoring program and student life

To make arriving and adaptation of international students easier, FSU Jena developed the “**Mentoring program**”. There are students who will help you with almost everything. They might pick you up from the central station (if you agree in advance), help you with administrative stuff like going to the main institutions (Immigration Office, bank, etc.) or registering for Friedolin. There are welcome days before the beginning of studying, when student trips are organized in order to show you the city's and university's facilities (libraries, mensa, other structures).

If you would like to be supported by a **student mentor** at the beginning of your stay in Jena, you can find the relevant information here: <https://www.uni-jena.de/en/inital+mentoring.html>

If you did not register in advance to become part of a mentor's group it is not a big problem, when you come to the University to register, there will still be time to find a mentor to help you. However, the more early you register the better the mentors will be able to react to your needs! It is almost impossible that you will feel lost or alone when you first arrive to Jena. The city is full of students, especially of international students, and there are many events from the very beginning in October, in order to get students to know each other and to get familiar with the city.

At the beginning and the end of the semesters many ERASMUS parties are organized in public places (clubs or pubs, see below), and many cultural evenings are held in Café International Jena.

Also, there are movie nights (in English) held in the main building of the University. All information about such kind of events is promoted online (Facebook for example). At the University you will find a lot of brochures about parties, concerts or any other kind of events. Do not worry, if you just look and listen around, you will be informed about all the most interesting "happenings" in Jena.

Here we give you a list of most popular **student places (Facebook pages)**:

Rosenkeller, night club-bar. Usually ERASMUS parties are organized here. If you are the fan of live, rock and hipster music it is a place for you

<https://www.facebook.com/RosenkellerJena?fref=ts>

JukeBox Jena. A place where table kicker, karaoke nights and cheap beer are common (often the place that is opened the longest)

<https://www.facebook.com/jukebox.jena/>

Café Wagner (Hip Hop and Electronic Music)

<https://www.facebook.com/cafewagner?Eref=ts>

Theatercafe. This place is open when it is warm outside, there are usually live jazz evenings or other kind of concerts organized.

<https://www.facebook.com/pages/Theatercafe-Jena/149796198397622?fref=ts>

Rossini

<https://www.facebook.com/pages/Rossini/183392415021939?fref=ts>

Kassablanca is a night club for electronic music lovers.

<https://www.facebook.com/kassablancajena?fref=ts>

There are plenty of other good places, most of them are at the city center at the "Wagnergasse".

6.2 Traveling

Thuringia, in German called Thüringen, is known as the "green heart of Germany", in particular Jena is surrounded by mountains and forests. It is a perfect location for hiking, mountain biking and just for foot trips around. There are many parks and "green zones" where you can chill or study or party open air.

Germany is also famous for its castles; you will find them in Jena (Lobeda) too.

The most important thing is that you as a student can use all means of public transport for free (inside the land of Thuringia). You can travel by fast and comfortable trains to Erfurt, Weimar, Eisenach (to visit Wartburg Castle, the place where Martin Luther translated the New Testament of the Bible into all dialects of German) and many other places within Thuringia.



FAQ

- **How much money do I need?**

Students need approx. 700 EURO/month for rent, food, health insurance, books, personal items. Living in Jena is less expensive than in Varese, but depends on one's needs and interests. In general, the stated amount of money is enough to cover all the costs.

For example:

- semester contribution and semester ticket (monthly rate): 30 €
- rent (may be higher): 230 €
- food: 200 €
- clothes: 50 €
- books, photo copies: 30 €
- health insurance: 80 €
- telephone, internet, broad cast fees : 30 €
- spare time (depends): 50 €

- **When does the lecture period begin and end?**

Visit this page: <http://www.uni-jena.de/Semestertermine.html>. There all the information about lecture time, holidays, and other free days can be found.

- **I have failed an exam or think that my courses are too difficult**

You can talk to the instructor/examiner whether you may resit the test. You might have to apply to the Exam Board to give you an extra chance (Härtefallantrag). Come to the Central Study Councillor (ZSB) or the International Office for an advice.

- **I had an accident or accidentally made a damage (eg. by fire or water).**

You should always bring this to the notice of the IO and the Studentenwerk, Abteilung Soziale Dienste. Some of the costs might be covered by one of the student insurances.

- **I am in trouble with certain contracts, eg. accommodation, mobile phone, etc.**

Please come to the IO for advice. There is free legal counsel available to students at the Wagnergasse 26 (Thursdays, 17:00).

- **Where can I get cheap household things like plates and pans?**

<https://www.facebook.com/groups/verschenks.jena/?fref=ts> there is a facebook page where students post offers of giving for free different stuff (furniture, kitchen equipment, cloths, etc.)

- **I lost important objects.**

Ask at the International Office or Jena's Lost & Found.