



Study Abroad Information Event 2025

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1. General Information

Study Abroad / Erasmus Coordinators

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IOCM Study Abroad



Other Study Programs



Assistance

Contact: powi.international@uni-jena.de

Note: This document includes links to all relevant websites. Please right-click them for access.

Study Abroad / Erasmus Coordinators

Responsibilities

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

Study Abroad / Erasmus Coordinators

Not in our Responsibility:

- Funding
- Visa, Residence Permits
- Housing
- Examination Questions

→ We are not in the legal situation to give binding answers
→ You can reach out to us about these questions and we redirect you to the correct point of contact

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)
- Host University (Class offer, tips on housing, specific requirements)

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

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 (Teilmodul 2 von POL 140) 7,5 LP		Ergänzungsfach	10 LP
4. FS	Außenpolitik und Internationale (POL 240) 10 LP	Europäische Studien / Internationale Studien (POL 250 + Gd. POL 260-1) insg. 15 LP		Ergänzungsfach	10 LP
5. FS	Vertiefungsmodul nach Wahl - Voraussetzung: English test 10 LP	Praktikum 10 LP	BA-Oberseminar 0 LP	Ergänzungsfach	10 LP
(Auslandsstudium, z.B. Erasmus+)					
6. FS	Vertiefungsmodul nach Wahl - Voraussetzung: English test 10 LP			Ergänzungsfach	10 LP

➤ **Fulfill requirements: Language test**

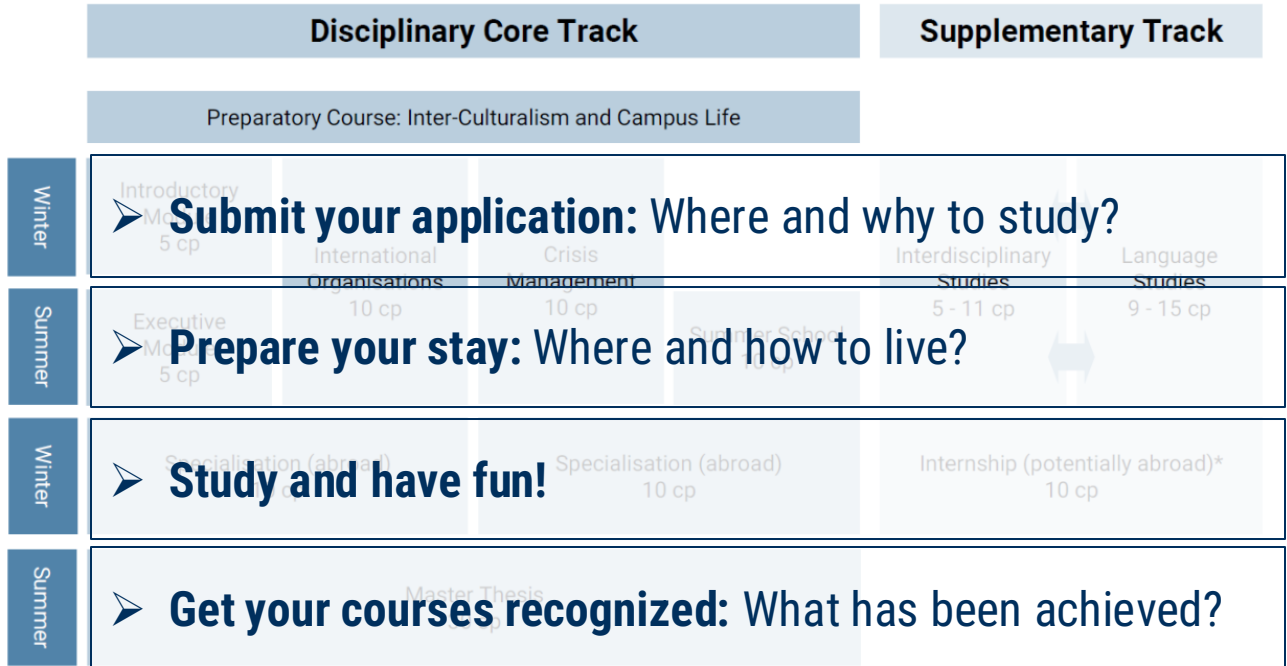
➤ **Submit application: Where and why to study?**

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

➤ **Study and have fun!**

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

Procedure (MA PolSci/ IOCM)

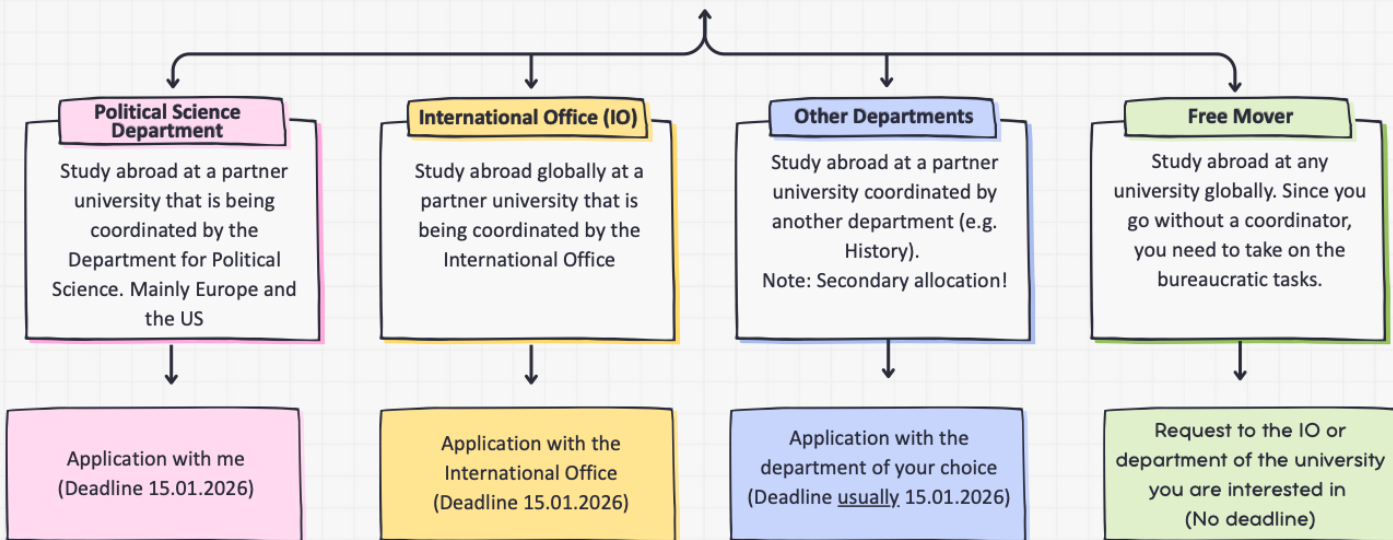


Questions?

**What questions do you have relating to the
general information**

2. Ways Abroad and Application

WAYS ABROAD



Option 1: Department for Political Science – Place Offer

■ Place offer: Institute of Political Science

Country	City	Partner University	Places* (Institute/IOCM)	Study Cycle	Max Duration
Austria	Linz	Johannes Kepler University Linz	1	BA/MA	1
Belgium	Antwerp	Universiteit Antwerpen	1/2	BA/MA/PhD	1
Czech Republic	Olomouc	Palacky University Olomouc	2	BA/MA	2
Estonia	Tartu	University of Tartu	1/1	BA/MA	2
Finland	Tampere	Tampere University	2	MA	2
France	Rennes	Sciences Po Rennes	1/1	BA/MA	2
Germany	Magdeburg	Otto von Guericke University Magdeburg	4	MA	1
Greece	Athens	Panteion University of Social and Political Science	2	BA	1
Hungary	Budapest	Corvinus University of Budapest	2/3	BA/MA	1
Italy	Forli	University of Bologna	1/2	MA	1
Netherlands	Leiden	Leiden University (Den Hague)	2	MA/PhD	1
Norway	Trondheim	Norwegian University of Science and Technology	1/1	MA	2
Norway	Bergen	NLA University College	2	BA	1
Poland	Krakow	Jagiellonian University	1/1	BA/MA	2
Poland	Lublin	Maria Curie-Skłodowska University	2/2	BA/MA	1
Poland	Wroclaw	University of Wroclaw	1/1	BA/MA	2
Slovakia	Banska Bystrica	Matej Bel University	3	BA/MA	1
Spain	Barcelona	Universitat Pompeu Fabra	2	BA	2
Spain	Castelló de la Plana	Universitat Jaume I	2	BA	2
Turkey	Istanbul	Istanbul Okan University	4	BA	2
Turkey	Bursa	Uludag University	3	BA/MA/PhD	1
United Kingdom	Poole	Bournemouth University	1 to 2	BA	1
USA	South Kingstown	University of Rhode Island	2	BA/MA	2

Option 1: Department for Political Science - Application

Submit the following documents as ONE Single PDF to powi.international@uni-jena.de

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

All documents and forms can be found on the [website of the International Office.](#)

Option 2: International Office – Place Offer

International Office (IO)

- European Campus of City-Universities
 - Erasmus+ worldwide
 - Bilateral agreements
-
- Note: Partnerships are between entire universities, make sure your university of interest offers a fitting study program

Option 2: International Office – Application

- Follow the instructions for the application process as given on the [IO website](#)
- Apply by January 15 at:
 - outgoing@uni-jena.de
 - They maybe want a hard copy of your appl.

Option 3: Through Other Departments – Place offer

- Consult the place offer of another institute (e.g. History)
- Make sure their partner offers a program that matches yours

Overview of all institutes place offers (second allocation)

Option 3: Through Other Departments - Application

- Follow the other institute's application process
 - Usually: Application by 15.01.2026 with the Erasmus Coordinator
- **Caution:** At other institutes you will not be treated with priority. They will prioritize their students first

Option 4: Free-Mover - Application

- 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
- Note: This option may include tuition fees, since there is no formal partnership with your university of choice

Extra: Opportunity 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)

Step by Step:

1. Look at the place offer
2. Apply by 15.01.26 (usually with 3 priorities)
3. Receive a place offer (mid-February)
4. Accept or decline the place offer
5. Nomination (ca. by mid-March)
6. The IO and host university contact you
 - Funding, bureaucraties through the IO
 - Formal application/registration at the host university

Questions?

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

3. Technicalities

Host University Application

- Post-nomination the host university will initiate an application process and contact you
 - Pure formality, but needed from their end
 - Provide personal information as requested (CV, grades, motivation letter)
 - Some host universities request language certificates
 - They will provide information on country-specific student's insurance

Course Selection and Learning Agreement

- After your nomination and before your departure you have to conclude a ***learning agreement with the study abroad coordinators***
- Can be digital or PDF (depending on host university)
- No matter your way abroad, we are always in charge of signing the LA
- Update your Learning Agreement if changes occur
- After your return the ***fitting courses you have passed can be recognized*** at FSU Jena



Learning Agreement

Student Mobility for Studies

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

Before the mobility

<i>Study Programme at the Receiving Institution</i>				
Table A Before the mobility	Planned period of the mobility: from [month/year] to [month/year]			
	Component ⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ⁷)	Semester	Number of ECTS credits (or equivalent) ⁸ 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 ⁹ 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 ☐				

<i>Recognition at the Sending Institution</i>				
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]				

Funding (IO Responsibility)

- All funding is subject to your application
- If you have a scholarship for your studies in Jena already, make sure you are allowed to receive further funding
- You do not have to take funding for your studies abroad

Funding (IO Responsibility)

1. **Erasmus+** (approx. 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
4. **Fulbright Program** (after successful application)
 - Full or partial scholarship specifically for the US
5. **Other Scholarships** (after successful application)
 - Smaller programs, often very specific

***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.***

Housing

To find housing is the student's responsibility

Semester of Leave?

- **Semester of Leave = Temporarily disenroll from FSU**
- **Advantage:** No delay regarding your standard period of study; no semester fee in Jena
- **But:** Examinations in Jena are not possible during this time (e.g. retry and module exams or thesis registration); in some cases not possibly due to visa/scholarship regulations

Find further information [here](#)

Visa + Scholarship Quirks

- We have a growing number of international students
- We have a growing number of scholarship holders
- Double-check early on if there are any conflicts (Scholarship provider, Embassy, Immigration Office “Ausländerbehörde”)

Step by Step:

1. Look at the place offer
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Step by Step:

7. Apply/register at the host university
8. Check visa and scholarship quirks
9. Secure funding, accomodation and insurance, consider a semester of leave
10. Conclude the Learning Agreement
- 11. Study and Enjoy**
12. Indicate any changes of classes in the Learning Agreement
13. Adhere to IO bureaucracy

Step by Step:

- 13. Conclude your studies abroad
- 14. Receive your Transcript of Records
- 15. Re-submit your Learning Agreement (if necessary)
- 16. Get your classes recognized

Q&A Session

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

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Thank you
for your attention!

