

## **Instructions for applying for an exchange place within the ERASMUS+ program**

### **Requirements for participation:**

#### **You...**

- are fully enrolled in physics (Bachelor in Physics, Master in Physics or Master in Photonics) or materials science or as a student towards a teacher degree with physics as a subject at the Friedrich Schiller University Jena,
- have completed at least your first year of study,
- have language skills in the working language abroad (at least B1/ B2 level).

### **Your application must contain the following:**

- **Erasmus application form** (<https://www.uni-jena.de/FormulareERASMUS.html> )
- **Letter of Motivation** (Reasons for a stay abroad and the chosen university) (in German or English)
- **CV**
- **High school diploma** or proof of a comparable school leaving certificate
- **Transcript of Records** obtained so far - if necessary, these can be requested from the examination office of the faculty, otherwise Friedolin printout
- proof of **foreign language skills** (working language: at least B1/ B2 level)
- **Letter of Recommendation** of a faculty member

Please submit your application documents as loose sheets (possibly in a slide) or in electronic form by e-mail!

### **Notes on language proficiency:**

- Ideally, you should already have the required language level of the language of instruction at the time of application, but at the latest before you start studying abroad.
- The language center of the FSU offers language courses in: English, Finnish, French, Italian, Dutch, Norwegian, Polish, Portuguese, Russian, Swedish, Spanish, Czech etc. Please check out yourself!

### **Application deadline:**

January 15th (for a planned stay abroad in the following academic year, i.e. winter semester and/or the following summer semester)

### **Please send your application to:**

Prof. Dr. Malte C. Kaluza,  
Institut für Optik und Quantenelektronik,  
Erasmus-Coordinator of the Physikalisch-Astronomischen Fakultät  
Postal address: Max-Wien-Platz 1, 07743 Jena  
Office: Fröbelstieg 3, room 304

### **Selection Criteria and Weighting:**

Motivation:	40%
language proficiency:	30%
academic achievements:	20%
form of application:	10%

### **Further procedure:**

- Those interested should apply by **January 15th**.
- Suitable students are selected by the Erasmus coordinator and will be informed in writing about the success of the application.
- Selected students will notify their acceptance of the place (declaration of acceptance can be downloaded from the website of the International Office)
- The students will then be then nominated to the International Office of the Friedrich Schiller University Jena and to the respective partner university. The foreign university usually get in touch with the students directly.
- Selected students fill out the relevant "Erasmus applications forms" from the respective host university (usually online forms which will be available from March/April on the websites of the host university).
- The International Office will discuss further procedures and offers in an orientation event at the beginning of the summer semester (invitation is sent by the IB via email)

### **Contact:**

Prof. Dr. Malte C. Kaluza, Institut für Optik und Quantenelektronik,

E-Mail: [malte.kaluza@uni-jena.de](mailto:malte.kaluza@uni-jena.de)

Postal adress: Max-Wien-Platz 1, 07743 Jena

Office: Fröbelstieg 3, Raum 304

Information on other programs and funding opportunities can be found at the International Office. Link: (<https://www.uni-jena.de/Auslandsstudium.html>)