



# The Unofficial MIEPP Students Manual!

*A guide for students, by students*

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## Welcome to Mainz!

You have decided to study in Mainz, a typical German University city with lots of superb leisure time opportunities which you will discover throughout the months. Good choice! You have also decided to become a MIEPP student which is an even better decision! To get you off to a flying start at Johannes Gutenberg University, some students created this little MIEPP manual. It covers challenges and questions that you may face during your first weeks on campus and is designed to serve as a little guideline.

### Pay it Forward

In case you guys run through challenges which are not covered in this manual yet - please share your experience by contributing to this project! You may either contact your MIEPP reps directly or use the following online form: <http://bit.ly/mieppmanualfeedback>

The next generation of MIEPP students will appreciate it! :)

## **Some useful terms to know**

*Alte Mensa* - Multi-purpose building (Johann-Joachim-Becher-Weg 3-9), housing two restaurants/bars: Baron and Kulturcafé

*Bibliothek* - Library

*Bürgeramt / Ausländerbehörde* - Citizen center / Aliens department

*Fachschaft* - Faculty student council

*FB03* - Fachbereich 03 = Faculty 03 = ReWi faculty

*Ilias* - Online platform for learning materials

*Jogustine* - Main online registration web portal (modules, exams, etc.)

*Mensa* - Canteen

*Pedell* - Office for registration of lockers and (sometimes) submission of term papers, located inside the “new ReWi” building

*ReWi* - Rechts- und Wirtschaftswissenschaften = Law and Economics (The MIEPP program is hosted by the ReWi faculty)

*ReWi I / new ReWi* - ReWi faculty building (Jakob-Welder-Weg 9)

*ReWi II / old ReWi* - ReWi faculty building (Jakob-Welder-Weg 4)

*Studierendensekretariat / Studsek* - Student affairs office

## **Registration: how to deal with ...**

### **Enrollment**

All incoming students have to enroll at the Studierendensekretariat office which is located in Forum 1 (the entrance is just across the “Alte Mensa”). You should have received the list of required documents via mail.

### **Module / Exam registration**

Module registration will be explained during the introduction at the beginning of the semester and is going to be performed online via “Jogustine” (link below, course selection via left side menu). In case you did not receive the Jogustine login code via email, you may obtain it at the main library (Zentralbibliothek). It is vital that you register before the end of the registration period - otherwise you will not be able to register for the exams at the end of the semester. Students usually register for their modules at the beginning of each semester over three phases lasting for a few weeks in total.

Exams and their corresponding registration periods will be announced during the semester via the official MIEPP mailing list (see the relevant section for the sign-up link). Similar to the registration of modules, registration for exams will be performed via “Jogustine”. In case you miss the registration deadline you will not be allowed to take the exam. <https://jogustine.uni-mainz.de>

## Residence registration for international students

Please make sure you go to the Mainz “Bürgeramt/Ausländerbehörde” (citizens service) to register your address and to get your residence permit/ID as you probably only have a 3-month temporary student visa in your passport. Their office is located within walking distance of the Hauptbahnhof (main train station).

**Step 1:** Go to Bürgeramt/Ausländerbehörde (Foreign Authority Office), Kaiserstraße 3-5, 55116 Mainz (a.k.a “Stadtverwaltung Mainz Standes- und Versicherungsamt” on Google Maps) Alternatively, use this map link: <http://bit.ly/residentsofficemainz> Once you entered the main entrance, there is a door directly ahead where you can enter and take a queue number. You will need to register yourself (your address mainly) at this office. Though there are many officers in this department, expect to wait about an hour or two if you’re not there when they open - it can get crowded, **as recommendation try to be there as early as possible so you don’t have to wait too long** (See below the office hours). After registration, the officer will direct you to another officer to process your Residents’ Permit. For this step, an appointment is not necessary.

- Bürgeramt/Ausländerbehörde (Office Hours)

Monday Tuesday Wednesday Thursday Friday

09:00 - 13:00 and 15:00 - 19:00 09:00 - 13:00 and 14:30 - 17:00

07:30 - 13:00 07:30 - 13:00 07:30 - 13:00

**Step 2:** You will need to make an appointment with the officer in charge of processing your Residents’ Permit. This is usually done via phone or email (Phone works better). Do not be surprised that the appointment date given is one to two months later - so we advise you to get this done quickly. Otherwise your 3-month temporary student visa may expire, which will technically turn you into an illegal resident!

More details can be found here (opening hours, documents required, email address, fees etc.)

<http://mainz.de/vv/produkte/buergeramt/100140100000026877.php>

\*They mostly only speak German, so do get a friend to help if necessary :)

## **Living Fundamentals**

### **Banking**

Students can choose from a wide variety of banks to open their accounts. Student accounts are usually free (i.e. no annual fees, transaction fees etc.), and online banking transactions are secured with 2nd factor authentication (i.e. TAN codes). However, please note that the banks may charge fees if you withdraw from an ATM that belongs to a different bank.

Good thing to note: there are banking unions where groups of banks share their ATM networks and hence do not charge fees if withdrawals are made from ATMs within the group. If you do not need to deposit cash on your account and can live without in-person consultation, an alternative choice might be an online bank which does not charge any fees and in addition allows for free cash withdrawals at any(!) ATM (some may only be applicable for EU-citizens/long-term residents).

Some commonly used banks and their respective banking groups:

**Cash Group:** *Commerzbank, Deutsche Bank, Postbank etc.*

**Sparkassen Network:** *Sparkassen in Germany (e.g. Sparkasse Mainz)*

**VR Group:** *Volksbanken & Raiffeisenbanken in Germany (e.g. Mainzer Volksbank eG)*

**Direct (online) Banks:** *number26, Comdirect, DAB, DKB*

\*Please note that this is not a complete overview of all available banks. For more information, you may also want to check out bank-comparison websites: <http://banks-germany.com/>

<https://www.check24.de/konto-kredit/>

*Also In case you arrived in germany and you don't have a german bank account, and you need to make some payments (rent, university fees, international transfer of money, etc), you can try "Reisebank" which they have a small office inside Mainz Main central station and you don't need to have a bank account to make payments through them. The only thing is that there is a fee of 6 euros (approximately) per transaction.*



## Health Insurance

As you probably know, having a health insurance is mandatory in Germany. If you do not hold a valid health insurance policy, the university may withdraw your place! EU students may be covered by their domestic insurance provider. Just ask your provider for the European Health Insurance Card (EHIC). If you come from a non-EU country, there are many providers you can choose from, both public and private. Private health insurance policies tend to be cheaper but may not have the same coverage as the public ones, so choose one according to your needs. Students who are older than 30 years may face some restrictions.

Some commonly used insurance companies:

**Public:** AOK, DAK, HKK, TK (approx. 80 eur per month for students) (?Also AOK, and TK have offices to sign up within University campus, next to Zentral Mensa)

**Private:** Debeka, Hanse Merkur (Care Concept\*), Mawista\* \*accepts students older than 30 years

*\*\*Please note that this is not a complete overview of all available insurance companies.*

## Housing / Accommodation in Mainz

Student housing (a.k.a. Wohnheim / Wohnung) by Studierendenwerk:

<http://www.studierendenwerk-mainz.de/internationales/a-home-away-from-home/living-international/?L=3>

Alternatively, check out THE standard online platform for shared flats: <http://www.wg-gesucht.de/en/>

Also is useful to check in the university building blackboard, Flat shares are often announced, in this media. It is very common to find post or announcements of Flat Shares within university campus, from other students.

## Medical care

### **General practitioner**

*Dr. Ulla Behringer*

<http://www.praxis-behringer.de/>

### **Dentist**

*Dent. M. Saad Kundakji*

### **Search engine to find doctors in Germany:**

<http://www.jameda.de/>

\*If you have other suggestions please share them!

## Student Aid / Bafög

In Germany, everyone who is a formal resident (working or studying here for a longer period) may be eligible for financial help from the state. If, and how much aid you receive depends on your overall financial situation and the income of your parents (important: not the wealth of your parents, only their income!). The office will have a look at your individual case and decide whether or not you are entitled to receive aid.

For general information check out the following website:

<https://www.bafög.de>

For JGU-specific information check out the local Bafög office homepage:

<http://www.blogs.uni-mainz.de/einrbafög/>

## **Transportation**

General information by the traffic authority of Mainz:

<http://www.mainz.de/leben-und-arbeit/mobilitaet-und-verkehr/mobil-in-mainz.php>

Conversion of foreign driving licenses:

<http://www.mainz.de/vv/produkte/verkehrsueberwachung/100140100000026788.php?organisationUnit=181010100000028896>

## Around the University

### Campus facilities / Important locations

There will be a campus tour during welcome week / math review. Main locations include the two ReWi buildings, the Studierendensekretariat, the central Mensa and the main library. The tour will also cover essential things you need to know: where and how to borrow books for your classes, where and how to access the school's computers (important for printing!), where and how to register for lockers (check section below), etc.

Here we will feature an important place for all MIEPPs: the **Faculty library** (located inside “new ReWi” building) Opening hours:

- Mondays~Saturdays 8:00 to 22:00 (bags are allowed but food/drinks are prohibited, check section “getting a ReWi locker”)
- Sundays 10:00~22:00 (On Sundays you will have to enter via the back entrance as the main building is closed. Bring along an extra lock as open lockers are available at the back entrance should you need one).

### Getting a ReWi locker

Many students choose to study on campus rather than at home. To save students the hassle of having to lug their books around, long-term lockers can be reserved at the “Pedell” office in the “new ReWi building” (It is right across the stairway when you enter the building, you won't miss it). Each locker has to be shared by two students - so find a buddy to share one together. Note: one of you will have to provide a numerical lock (the number code needs to be provided upon registration) and the enrollment certification which states you are a student of Master in International Economics (MIEPP). In case you want to use a temporary locker: these are available right at the library entrance (see picture above, photo ID required).

## Restaurants / Bars on campus

From time to time you might want to enjoy an alternative lunch, have a nice drink or just try something other than the standard Mensa food. Luckily, there is a wide variety of refreshment facilities across campus to choose from: <http://www.studying.uni-mainz.de/refreshment-facilities-on-campus/>

## Studicard

The Studicard basically has two functions: First, as a payment medium, it allows students to pay for their lunch without cash and to use the printing and photocopying machines across campus. Second, as an electronic ID it allows students to borrow books at the main library. Note: while any Studicard may be used for payment purposes, only the special cards handed out by the main library cover both functions and thus may be used for borrowing books, too. Studicards can be purchased (2016 price: 5€) at various locations across campus, for example, at the info booth in the Central Mensa. You may top-up the credit on your Studicard using cash bills at the top-up machines (available inside each Mensa) or by signing up for the autoload function.

\* As recommendation try best to get your studicard in the Main Library (Georg Forster-Gebäude) because it would be useful for borrowing books, printing, copying, and paying for lunch in Mensa cafeterias.

# MIEPP Program Essentials

## Alumni Network

All MIEPP graduates are welcomed to join the MIEPP Alumni Network on Xing and LinkedIn. The student representatives are working together with the program coordinator and professors to set up a useful network. As you progress in your course of study, the network may assist you with internships, career opportunities and recommendations, and eventually, once you have graduated, it may serve as a platform allowing you to keep in touch with fellow MIEPPs and support one another. Last but not least, the MIEPP Alumni Network represents the relatively young program (started in 2010) at both the academic and professional level and will help to further boost the recognition of the MIEPP program. More information about the Alumni community will be posted once it is available.

## Conferences and Summer/Winter Schools

For students, there are many opportunities for learning and building personal networks outside the traditional classroom - with conferences being a major one. In Europe and UK, many top universities and organisations conduct regular conferences which may be of interest to students. Additionally, there are also numerous summer and winter school courses offered by other universities which may be of interest to you. Here we share some of those we know:

### **1. Campus for Finance - organised by WHU**

WHU is considered one of Germany's best private business schools. If you would like to hear from top consulting firms, the big four accounting firms or major financial institutions, do check out their annual events in January and March. \*Hint: Suit and tie event, business formal, name cards (good to have;)) <http://campus-for-finance.com/>

## **2. Next Generation Forum**

The Next Generation Forum is a student-run educational and visionary conference at the Goethe-University Frankfurt comprising current as well as future economical and social issues.

The conference enables students and young professionals to enhance their independent analytic thinking and understanding of the current and future challenges faced by the profession through a series of presentations, discussions and workshops. The Forum offers students an excellent opportunity to enter into a dialogue with business, political and science experts. This event is usually held annually in Frankfurt around May. <http://www.next-generation-forum.com/>

## **3. Go East**

Go east is an initiative of the DAAD (German Academic Exchange Service) and aims to promote cooperation with Universities in Eastern Europe. Under this scheme, students enrolled at a German university are able to receive funding for academic programmes at the respective partner universities (depending on what is offered, one may find summer and winter school courses between 2 to 4 weeks, or even semester-long courses).

<https://goeast.daad.de/>

## **4. Others**

There are many other opportunities to participate in interesting conferences and courses as a student. Most (with the exception of the Go east initiative) are self-funded while the fees are relatively affordable (from 30€ to 200€). Do not hesitate to invest some time in researching such opportunities or simply ask around!

## **Introduction Day**

Usually on the first day of the upcoming semester, faculty members present the content of their courses to the first- and second-semester MIEPP students (higher semester students are, of course, also welcome to attend). This way, the faculty will seize the opportunity to welcome all new MIEPP students (and re-welcome the more senior ones). Also, it will help students with their choice of courses. This is particularly important for students starting in the summer semester since there are no mandatory lectures during summer. Detailed information on the introduction week program will be provided by the study office before the beginning of the new semester.

## **Learning materials**

Our professors will usually upload their slide sets at either of the learning platforms below (details are announced by each professor during the first lecture). You will need to log in with your university account to gain access. You may use the search function to find the appropriate module, and use the password given in class to access the lecture notes and tutorial sheets.

<https://ilias.uni-mainz.de>

<https://reader.uni-mainz.de>

## **Meeting other MIEPPs**

You will get to know the other MIEPP students during orientation week, however, in case you cannot wait until your first day on campus - you can also join the MIEPP Facebook group and get in touch ASAP! <https://www.facebook.com/groups/mieppunimainz/>

## **Mentoring by a Professor**

In the MIEPP program, each student is assigned an academic mentor. Usually, the professor dedicated to you as your mentor will invite you to an informal meetup, where you will chat about how your studies are going on, where you are from, etc.. Besides, you may also request assistance, for instance, if you require academic support in the course of the master program or in case you need a recommendation letter.

## MIEPP Mailing List / Newsletter

**Very Important** news from the faculty and administration regarding the MIEPP program are usually disseminated through the MIEPP email mailing list. **?Students are strongly encouraged to sign up for the newsletter using their university email accounts.** ?Also information regarding seminars, and their registration periods is provided through the MIEPP Newsletter.

<http://www.master.economics.uni-mainz.de/224.php>

\*Registration for seminars will be announced via MIEPP-Newsletter and has to be done via sending the ranking of preferences of all available seminars to the MIEPP Program Manager by email (For example, in case there are 7 seminars available, please rank your preference from 1 being your ideal choice to 7 your last option). Pay attention on the deadlines, because after deadlines is not possible to register for seminars. Registration via Jogustine does not apply in this case.

Additionally, there is also a faculty newsletter which may be of interest to you:

[http://wiwi.uni-mainz.de/1110\\_ENG\\_HTML.php](http://wiwi.uni-mainz.de/1110_ENG_HTML.php)

## Semester abroad / Exchange

Students in the MIEPP program may apply for a semester abroad. Further information can be found on the page below. There will also be information sessions during the course of the semester for prospective students, do look out for them if you're keen! <http://erasmus.wiwi.uni-mainz.de/index.php>

## Sub-committees

In 2015, some sub-committees including an orientation week committee, an alumni committee and a committee for intercultural events have been founded. If you would like to contribute to the successful development of the MIEPP program - feel free to join the sub-committees using this online form:

<http://bit.ly/miepp-subcom>



## The JGU Career Service

As you all know, networking is key. Make the next step and check out the official JGU portal:

[http://www.career.uni-mainz.de/index\\_ENG.php](http://www.career.uni-mainz.de/index_ENG.php)

## IT related stuff

### Changing university account language to English

After having activated the ZDV account, some of you may be stumped by the default system language. To switch to English using Microsoft Windows 7 Operating System and MS Office software in English, just click on the Windows Start-button and enter "Softwarecenter" into your search box. In this program "Verfügbare Software" refers to the available versions of a bunch of tools and programs.

Select "Windows 7 Language Pack EN-US V1000 - install - passive" & "Office 2013 Pro Plus EN ZDV V1000 - install - passive" and click on "Auswahl installieren" to install the language packs. You may be prompted to log-out of the system. After a short logout, just login again and enjoy using the system in the language of your choice.

If you have difficulties with this, please check the **Appendix** for screenshots.

### Printing from your personal device

If you prefer using the university's printers but do not want to miss the comfort of working with your own device - this section may be helpful. Just add your preferred printers in the university wifi network to your personal device (you need to be connected to Uni Mainz WIFI in order to do so).

Posters above the printer usually indicate their respective network ID.

#### **Adding printers on a Windows computer:**

[http://www.zdv.uni-mainz.de/eng/230.php#L\\_Add\\_missing\\_printers](http://www.zdv.uni-mainz.de/eng/230.php#L_Add_missing_printers)

#### **Adding printers on a Mac:**

<https://www.zdv.uni-mainz.de/4438.php>

## Remote access to university account from a personal device

Students are able to use remote desktop applications to access their university account from a personal device (laptop - Windows/Mac, Android phones, Windows phones, iPhones, tablets). This is a very useful feature that will come in handy when you're chilling on a beach in Mauritius and would like to read some journal articles;)

<http://www.zdv.uni-mainz.de/eng/4176.php>

If you want to access your files without loading the remote desktop, WebDAV is a faster option:

<http://www.zdv.uni-mainz.de/eng/4192.php>

## Software

Our university has signed an agreement with Microsoft allowing all students to download, install and use Microsoft Office 365 software on their personal computing devices for free. This is valid for both Windows and Macintosh systems: <https://www.zdv.uni-mainz.de/4907.php>

## University email account

Most information will be distributed via the official student email account. It is a good idea to set up your account right at the beginning using the official ZDV guideline: <http://www.zdv.uni-mainz.de/eng/227.php>

## Virtual Private Network (VPN)

As you may possibly be aware of, Virtual Private Networks (VPN) grant access to your favourite Youtube stars or Facebook followers even if you are in a country with restricted access to the world wide web (successfully tested in China).

More importantly, a VPN allows you to access the journal articles for your research which are sponsored by the University of Mainz ;) So if you prefer to read them on your personal device right at your swimming pool rather than at the library PC pool - here's how to set up a free Uni Mainz VPN:

<http://www.zdv.uni-mainz.de/eng/525.php>

## **Student Life**

### **Events & activities in and around Mainz**

#### **Activities by the Erasmus team**

For international students (including non-EU), there are many interesting activities organised by the Erasmus team in Mainz and the nearby regions (wine hikes, day trips, canoeing etc). Check out their homepage and sign up for their newsletter to receive regular updates: <http://aegee-mainz.de/>

<http://aegee-mainz.de/erasmus/newsletter/>

#### **Foreigners-become-friends program**

Organised by Studierendenwerk, this programme matches international students with families who are living in and around Mainz. There are many opportunities to get in touch with the German way of life through their activities (food sharing, hiking, tours, cultural events etc.)

[http://www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/?](http://www.studierendenwerk-mainz.de/internationales/making-friends/foreigners-become-friends/?L=3)

[L=3](#)

#### **TOM-Buddy program**

If you are new in Mainz and would like to make more friends, having a new buddy might be helpful.

This programme is organised by the Tutors of Mainz (TOM) and matches local students with

international students. [http://www.studierendenwerk-mainz.de/internationales/making-friends/tom-](http://www.studierendenwerk-mainz.de/internationales/making-friends/tom-buddys/?L=3)

[buddys/?L=3](#)

### **ISIC: International Student Identity Card**

Students all over the world are able to prove their official student status by showing the ISIC card.

ISIC enables you to make the most out of targeted student benefits and discounts in almost 125,000 locations across some 130 countries. An ISIC can be obtained at the Studierendenwerk office on

campus. Feel free to check out the benefits: <http://www.isic.de/en/benefits/>

## Other stuff the university has to offer

If you love sports, politics, debating, partying or have any other interest that you suspect other students might also have, there probably is a university club/group/team for it. There are numerous sport groups and teams you can sign up for, political clubs or debating groups where you can just show up and other interesting activities at the university which do not involve taking derivatives.

You can get a broad overview by following these links:

**International student initiatives:** <https://www.international-office.uni-mainz.de/initiatives-international-students/>

**Language classes:** <http://www.issk.uni-mainz.de/31.php>

**Sports:** <http://www.studying.uni-mainz.de/sport-and-recreation/>

**Student groups:** <http://www.campus-mainz.net/freizeit/studigruppen/>

Note that most of these websites are in German and that the working language in many groups is usually German, too. If you are in for doing a little more research, looking for university groups at JGU Mainz on Facebook or Google will probably yield good results, too.

## Open questions?



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Office: Jakob-Welder-Weg 9, Fachschaft WiWi, room  
00-217

Office Hours:

<http://www.master.economics.uni-mainz.de/110.php>

In case some question remain after checking out this guideline (which is rather natural) - please feel free to shoot us an email.

We are looking forward to seeing you on campus!

Best regards,

*Bianca & Jorge*

Bianca Miclaus & Jorge Polanco

Student Representatives

Master International Economics & Public Policy

Johannes Gutenberg-University Mainz

### **Acknowledgements**

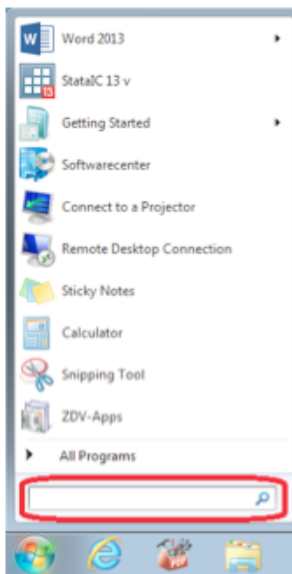
The production of this student manual would not have been possible without the helpful contributions of our fellow students, herewith named: Poh Chuen Tan (Stephen), Florian Neumann, Fabian Rieger, Dominik Zborek, Mohammed Khayyal...

***PS: Appendix below***

## Appendix: Changing university account language to English

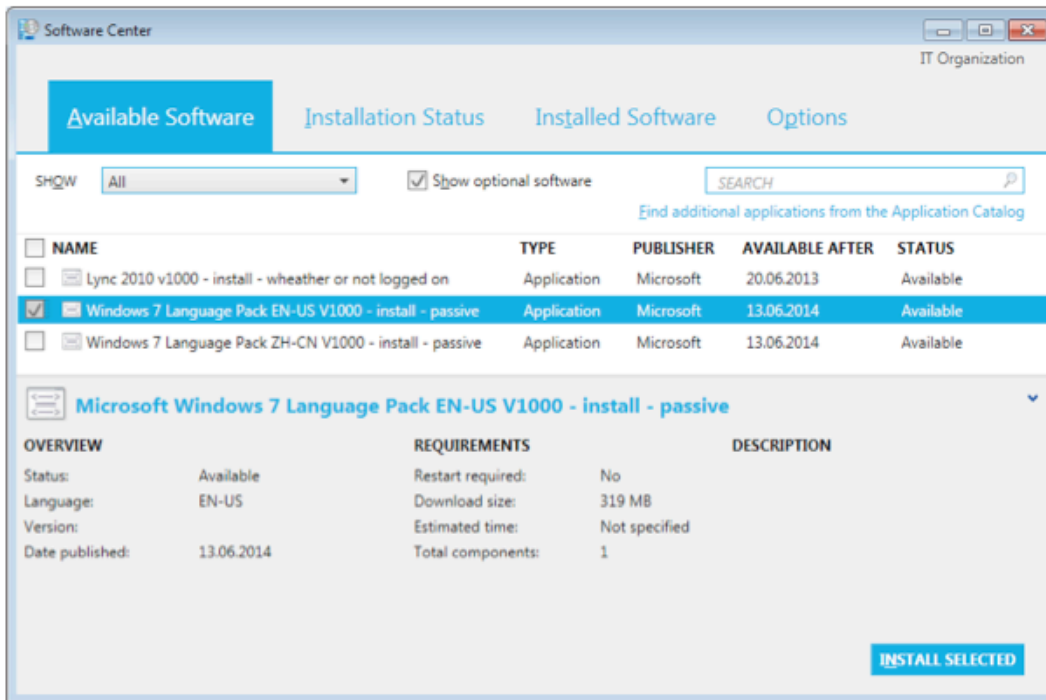
**Step 1:** Click on the Windows button to bring up the menu, look for the search box below

**Step 2:** Type in "Softwarecenter" into the search box and click to open the program.



**Step 3:** In this program "Verfügbare Software" refers to the available versions of a bunch of tools and programs. Select "Windows 7 Language Pack EN-US V1000 - install - passive" & "Office 2013 Pro Plus EN ZDV V1000 - install - passive" and click on "Auswahl installieren" to install the language packs. You may be prompted to log-out of the system. After a short logout, just login again and your operating language language should be English now.





**Note:** \* It is also possible to change the working language of “Jogustine” and “Ilias” to English. If you need help with that, feel free to contact your reps :)