

**Fact Sheet for Erasmus+ and SEMP-
Partner Universities**



Name of Institution	Freie Universität Berlin
Erasmus Code	D BERLIN01
Erasmus Website	www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents

Exchange Contact

Contact Person	Ms. Gesa Heym
Contact Title	Erasmus+ Institutional Coordinator
Telephone	+49 30 838 73443
Email	gesa.heyms@fu-berlin.de

Contact Person	Ms. Kathleen Plotka
Contact Title	Contact person for incoming students
Telephone	+49 30 838 57993
E-Mail	incoming@fu-berlin.de

Contact Person	Ms. Stefanie Erthner and Ms. Nicole Putbrese
Contact Title	Contact person for outgoing students
Telephone	+49 30 838 73401
E-Mail	outgoing-erasmus@fu-berlin.de

Contact Person	Ms. Nicole Schindler
Contact Title	Erasmus+ Programme Administrator, iiAs (Erasmus+ Europe)
Telephone	+49 30 838 57993
E-Mail	incoming@fu-berlin.de

Nomination

Nominations	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/Nominierung.html
Language Requirements	Please see inter-institutional agreements for detailed information
Academic Calendar	https://www.fu-berlin.de/en/studium/studienorganisation/termine

Academic Information

Language of Instruction	German. Only occasional courses are taught in English.
-------------------------	--

	Philology departments generally offer several courses taught in the respective language (French, Spanish, etc).
Hours a Week per Course	2-4
Required Number of Courses / Credits	According to student's individual needs and/or according to home university. We suggest 30 ECTS per term.
Course Catalogue	http://www.fu-berlin.de/w
German Language Courses	https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html
Course Registration Procedure	With only a few exceptions, exchange students register online via the "Campus Management" system. Information on how registration works will be provided during orientation days, along with the necessary log in data. <i>NOTE: Only those students that have met our deadlines and have sent all requested forms (as indicated in "Distributed Campus") will receive their log-in data in time. Since online registration starts only on the first day of term, i.e. 1 October/1 April, all Learning Agreements signed previously by our institution are to be regarded as preliminary.</i>
OLA	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/ola/index.html
Grading System / Credit System	https://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades
Period of Exchange	Possible periods are: winter term only / winter + summer term / summer term only
Is there an academic advisor to assist in choosing courses?	Erasmus+ departmental coordinators Requests can be sent to incoming@fu-berlin.de and will be forwarded.
Please note:	<ul style="list-style-type: none"> • BA students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for BA-related research they undertake. The home institution is responsible for accrediting BA students with ECTS credits for research completed at the host institution. • Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to incoming@fu-berlin.de. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program in the same field. MA students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for MA-related research they undertake. The home institution is responsible for accrediting MA students with ECTS credits for research completed at the host institution. • PhD students need to send a bachelor and master certificate to incoming@fu-berlin.de. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution. • It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

Accommodation and Living Costs

Please note that finding accommodation has become increasingly difficult in Berlin, so that we recommend incoming students to tackle the issue early when preparing their stay in Berlin.

On-campus Accommodation	
Application Procedure	http://www.fu-berlin.de/en/sites/unterbringung/
Living Costs	<p>While Erasmus students do not pay study or registration fees, they are required to pay social fees and the public transport ticket (“Semesterticket”), which is valid for one term. This payment must be made before or during the personal enrolment. Exemption from the public transport ticket is not possible.</p> <p>https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/gebuehren_beitraege_exchange.html</p> <p>Furthermore, every German household is required by law to pay the so-called “GEZ Gebühr”(television license). In almost all cases, Erasmus students are required to contribute to the household television license:</p> <p>https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf</p>

Pick-up service is **not** provided to exchange students upon arrival. We recommend that students use the public transport website (www.bvg.de/index.php/en/index.html) in order to plan their journey from the airports or the main train station to their respective accommodation.

Health Insurance

https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents
Students can find more information regarding insurance issues on “Distributed Campus”.

Visa / Residence permit

https://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/aufenthaltserlaubnis/index.html

Emergency numbers

<https://www.fu-berlin.de/en/hilfe>

Office for Students with Disabilities

<https://www.fu-berlin.de/en/service/behinderung>

Your Invitation to an International Exchange Semester at Freie Universität Berlin

www.fu-berlin.de/incoming-students

Contact

Freie Universität Berlin
Office of International Affairs
International Student Mobility – Welcome Services
Illtissstraße 4
14195 Berlin | Germany
Telephone: +49 30 83870000
info-service@fu-berlin.de
www.fu-berlin.de/incoming-students

Imprint

Responsible: Gesa Heym-Halayqa
Editors: Gesa Heym-Halayqa, Jana Niehues
Layout: Freie Universität Berlin, Center for Digital Systems
Photo Credits: Bernd Wannemacher



How to Design Your International Exchange Semester at Freie Universität Berlin

Orientation

As an incoming student, you may experience one week of orientation in order to get to know the university, the programme structures and their fellow students more easily. The **orientation days** include different information events concerning everyday university life as well as activities like campus tours or boat trips. The International Office also organizes further excursions and workshops like “Intercultural Training” during the semester.

The **International Club** offers you and German students a variety of events like movie or bar nights and excursions all year long, which makes it a great place to meet people from all over the world and to become acquainted with Berlin and the university.

You also have the opportunity to achieve an intercultural exchange and learn the German language at the same time by taking part in the **Tandem Programme** of the FU Language Centre.

Regular Course Offer

The FUB offers a wide range of studies on all academic levels. You may attend regular courses of the subject they are enrolled in. Students usually put together the semester schedule according to the **Course Catalogue** on their own.

The bachelor's degree programmes at FUB include an additional component: **General Professional Skills (ABV)**. It may provide you with interdisciplinary skills in different areas to improve your career prospects: information and media, gender and diversity, organization and management, communication, sustainable development or subject-related additional qualifications.

Courses for International Exchange Students

As an exchange student may sign up for special courses on **“Berlin and Germany in a European Perspective”**. The different modules cover key aspects of German history, culture or society and help you acquire useful skills for a German academic environment:

- Orientation in Berlin and Germany (GER)
- Central Aspects of German and European Society and Culture (GER)
- Key Issues of German and European Culture (GER)
- Film, Art and Literature in a Social and Cultural Context (GER)
- Aspects of German and European Culture (ENG)
- German and European Politics (ENG)
- German Media – Media in Germany (ENG)
- German History in a European Context (ENG)
- Economy and Economics in Germany and Europe (ENG)

German Language Courses

The FU Language Centre offers **German language courses** prior to and during the semester. For exchange students there is a reduced participation fee for the six-week intensive pre-semester courses. The courses during the semester range from 4–8 hours per week and are free of charge.

For further information, please check our homepage:

www.fu-berlin.de/incoming-students

We are looking forward to welcoming you at Freie Universität Berlin!



Academic Calendar and Important Dates

	Winter term	Summer term
Semester dates	October 1 to March 31	April 1 to September 30
Lecture period	Mid-October to mid-February	Mid-April to mid-July
Exam period	During the last two weeks of the lecture period; may vary from department to department	During the last two weeks of the lecture period; may vary from department to department
Lecture-free period	Mid-February to mid-April	Mid-July to mid-October
Enrollment in person for exchange and program students	Begins September 1	Begins March 1
Orientation period	During the first week of October	During the first week of April
Course registration	During October	During April
Suggested arrival	At least 5 to 10 days before orientation starts	At least 5 to 10 days before orientation starts

For the dates of the specific semester you will be spending at Freie Universität Berlin, please see: www.fu-berlin.de/en/studium/studienorganisation/termine



An excellent opportunity!
Become an exchange student
at Freie Universität Berlin

www.fu-berlin.de/exchangestudents

Contact

Freie Universität Berlin
Office of International Affairs
International Student Mobility – Welcome Services
Illtisstraße 4
14195 Berlin | Germany
Telephone: +49 30 838-70000
info-service@fu-berlin.de

Imprint

Responsible: Günter Schepker
Editors: Günter Schepker, Nicole Schindler, Judith Winkler
Layout: Freie Universität Berlin, Center for Digital Systems
Photo credits: Bernd Wannemacher (title, FU Neue Fächer);
Frank Beier (Oberbaumbrücke)
Berlin, August 2016

Frequently Asked Questions

Does Freie Universität Berlin offer on- or off-campus accommodation?

There is no on-campus accommodation, but our accommodation service offers various off-campus dorms and single or shared apartments. Since there has been an increase in the demand for student housing, we recommend that students apply as soon as possible after having received their admission letters. For more information, please see: www.fu-berlin.de/en/sites/unterbringung

Does Freie Universität Berlin charge tuition from exchange students?

Exchange students do not pay tuition or registration fees. However, all students pay the so-called “semester fees and contributions” of currently approximately 300 € per semester. These are non-university related fees and go to the student union, the elected student government as well as paying for the public

transportation ticket for the entire semester. Students will be asked to pay the fee after arrival in Berlin as part of their enrollment process.

How can I apply for a non-degree exchange?

As a non-degree exchange student, you cannot apply to Freie Universität Berlin directly. Application procedures, deadlines, and formalities are set by our partner universities’ international offices or by the external scholarship agency, depending on the type of non-degree exchange. Please contact the International Office of your home university or the external scholarship agency directly to find out more about the application procedure.

What kind of visa do I need to enter Germany and to study at Freie Universität Berlin?

Students who are citizens of the following countries do not need a visa in order to enter Germany: Member states of the European Union and of the European Economic Area, Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, San

Marino, South Korea, New Zealand, Switzerland, and the USA. Upon arrival in Berlin, citizens of these countries (except EU and EEA) must apply for a residence permit.

Students who are not citizens of the countries listed above must apply for a visa at their local German Embassy or German General Consulate before coming to Germany. For more information, please contact your local German Embassy or German General Consulate.

It is not possible to study in Germany on a tourist visa.

What are the German language requirements to study at Freie Universität Berlin?

Depending on the exchange agreement or the conditions of the external scholarship agency, a certain level of German language skills may be required. Generally, in order to follow and successfully complete courses, German language skills equivalent to at least B1, preferably B2 (CEFR), are recommended.

What is the language of instruction at Freie Universität Berlin? Are there any courses taught in English?

The main language of instruction is German. However, some departments regularly offer courses taught in English. Their availability may vary and cannot be guaranteed. As the courses change each semester, please consult the online course-catalogue for an overview of courses taught in English. The online course-catalogue is generally available about three months prior to the beginning of the semester.

For more information, please see: www.fu-berlin.de/vw/en

Which Student Services does Freie Universität offer?

Freie Universität Berlin offers a large number of services that aim to support students from the very beginning in all possible situations and circumstances. These services include family support, language courses, recreational sports, IT support, and psychological counseling.

For information on specific services, please see: www.fu-berlin.de/en/studium/beratung



Freie Universität Berlin

Freie Universität Berlin was founded in 1948 on the principles of academic freedom and democracy. Today, it is one of Germany's leading research universities with nearly 30,000 students and 4,000 staff. As an "International Network University," we connect students and scholars through a unique global alliance of strategic academic partnerships, joint research projects, and international liaison offices. Our global outlook and strategy have made us a leading destination for international researchers and Germany's most popular university amongst international doctoral candidates.

We are one of eleven Universities of Excellence in the German government's Excellence Initiative and have placed prominently in institutional rankings, including the CHE University Ranking, the Funding Ranking of the German Research Foundation (DFG), and the QS World University Ranking. As one of Germany's most international universities, we have scored top positions in rankings of the Alexander von Humboldt Foundation and the German Academic Exchange Service (DAAD) for years.

Berlin is one of the most exciting cities in Europe. As Germany's capital and cultural metropolis, it attracts people from around the world. A vibrant and constantly changing city, it is a center of cultural, political, and economic life.

The Dahlem campus hosts the majority of the university's 15 departments and central institutes, more than 20 libraries, various student cafes and dining halls – including Germany's first vegetarian university dining hall – university sport facilities, and the Botanic Garden. The campus is surrounded by wonderful green gardens and lakes.

Departments, Schools, and Central Institutes

We offer a wide range of studies and highly selective programs on all academic levels. We have an especially strong reputation in the humanities and social sciences, as well as the life sciences, and natural sciences.

Our programs are offered in the following departments, schools, and central institutes:

- Department of Biology, Chemistry, Pharmacy
- School of Business and Economics
- Department of Earth Sciences
- Department of Education and Psychology
- Department of History and Cultural Studies
- Department of Law
- Department of Mathematics and Computer Science
- Department of Philosophy and Humanities
- Department of Physics
- Department of Political and Social Sciences
- Department of Veterinary Medicine
- Institute for East European Studies
- Institute for Latin American Studies
- John F. Kennedy Institute for North American Studies

Together with the Humboldt-Universität zu Berlin, Freie Universität Berlin offers medical studies at the Medical School Charité – University Medicine Berlin. For further information on the exchange programs of the Charité, please contact the Charité International Cooperation Office.

How to come to Freie Universität for an Exchange

Freie Universität Berlin attracts a high number of exchange students from all over the world every semester. You can come study at our university within the framework of different exchange programs. We usually require non-degree exchange students to have completed at least two years of undergraduate studies and – depending on the specific exchange agreement – to have obtained a certain level of German language proficiency.

• The European Union's ERASMUS+ Program gives students the opportunity to spend part of their studies at another university in Europe. You can spend one or two semesters at Freie Universität Berlin within the framework of the Erasmus+ Program, if your home university has an Erasmus-Agreement with Freie Universität Berlin. In addition to our Erasmus-Partnerships within Europe, we also have partners in the Erasmus+ Worldwide program. For further information, please contact your home institution's international office.

• The DIRECT OR DEPARTMENTAL EXCHANGE PROGRAM is for students, whose home university has a bilateral exchange agreement with Freie Universität Berlin. Direct and departmental exchange students cannot apply to Freie Universität Berlin directly, they have to be nominated by their home university first. Application procedures, deadlines, and formalities are set by our partner universities' international offices.

• You can also come to Freie Universität Berlin within the framework of a SCHOLARSHIP from the German Academic Exchange Service (DAAD) or the German-American Fulbright Commission. Students apply directly to the external scholarship agency.

• Outside of our regular exchange programs, we also offer international students the opportunity to spend some time at Freie Universität Berlin in the FU-BEST (Freie Universität Berlin European Studies) and FUBIS (International Summer and Winter University) programs. For more information on these programs, please see: www.fu-berlin.de/fubest and www.fu-berlin.de/fubis

For international students seeking to pursue degree studies at Freie Universität Berlin, the normal admissions procedure applies. For more information, please see www.fu-berlin.de/en/studium/international/studium_fu

Advantages for Exchange Students

- A simplified admission and enrollment procedure
- Support from our student exchange office and an extensive orientation program before the semester starts, making your first steps at our university and in Berlin easier
- A wide range of German language courses for exchange and program students during the semester, from basic to advanced level (A2 to C1 in accordance with the Common European Framework of Reference for Language)
- The opportunity to take courses about Berlin, its history, and culture that have been designed specifically for exchange and program students

Discover Courses beyond your own Field of Study

Freie Universität offers a program of studies exclusively for exchange students. Courses in this program

- cover key aspects of German history, culture, and society in a European perspective, providing knowledge relevant to an understanding of current affairs, culture and everyday life in contemporary Berlin (and Germany more generally);
- help you acquire academic and intercultural skills which are useful in a German-speaking academic environment;
- give you more confidence regarding your spoken and written (academic) German.

Most of these courses are taught in German; two or three per semester will be offered in English. They are open to students from all academic fields, with a few courses being designed for students from Arts & Humanities, Social Sciences, and Cultural Studies.

This program is based at the Institute of German and Dutch Languages and Literatures. For more information about the program, the specific courses and enrollment, please see: www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/Studienangebot-fuer-internationale-Gaststudierende

Improve your German

The university's Language Center and its department for German as a Foreign Language offer courses for exchange students prior to and during the semester, as well as providing a self-learning center, where students can develop their language skills independently. You can also register for a language tandem, where you will be matched with a native German-speaker and can meet up regularly to hone your language skills in an informal setting. The intensive pre-semester language courses take place in the six weeks leading up to the semester. The reduced course fee for exchange students is 600 Euro (1,350 Euro for all other students). The German courses during the semester are free of charge for exchange students and range from 4 to 8 hours of classes per week.

For more information on the various programs of the Language Center and course registration, please see: www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch

