



ERASMUS/LLP INFORMATION SHEET 2019/20

Institution	Humboldt-Universität zu Berlin Faculty of Cultural, Social and Educational Science Institute of Asian and African Studies EUC: 29975 Erasmus-Code: D Berlin13	
Postal address	Humboldt-Universität zu Berlin Kultur-, Sozial- und Bildungswissenschaftliche Fakultät Institut für Asien- und Afrikawissenschaften Unter den Linden 6 10099 Berlin Germany	
Address of department	Institut für Asien- und Afrikawissenschaften Invalidenstr. 118 (entrance via Schlegelstraße 26 and Invalidenstraße 118, EDISON-HÖFE) 10115 Berlin Germany	
Erasmus Coordinator (contact via office, see below)	Dr. Chanfi Ahmed E-mail: ahmed.chanfi@rz.hu-berlin.de erasmus.iaaw@hu-berlin.de Office: Invalidenstr. 118 Office hours (consultation): by individual arrangement	Contact for incoming & outgoing students Signing authority (LA, ToR, other confirmations)
Office	Petra Sugita-Andrée E-Mail: petra.sugita@staff.hu-berlin.de erasmus.iaaw@hu-berlin.de Tel: +49 30 2093-66040 Office: Invalidenstr. 118, room 204 Office hours: Mon - Fri 9:00-13:00	Contact for incoming & outgoing students Advisory service

International Office (visitors)	Unter den Linden 6 (Main building; Lichthof West) 10099 Berlin E-mail: aia@uv.hu-berlin.de Tel: +49 30 20 93-25 65 Fax: +49 30 20 93-27 80	
Erasmus Incoming Team	E-mail: erasmus@uv.hu-berlin.de Tel: +49 30 20 93-20 47	Processing of applications Enrollment procedures Contact regarding administrative issues
Useful websites: Department International Office Language center Course directory (»AGNES«) uni-exchange	https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland?set_language=en http://www.iaaw.hu-berlin.de/ http://www.international.hu-berlin.de/ http://www.international.hu-berlin.de/ http://www.sprachenzentrum.hu-berlin.de/ http://www.agnes.hu-berlin.de https://huberlin.moveon4.de/locallogin/5abc0a2383fb96306eb4a3d8/eng	 General information Information on study structure and regulations, Advisory service Detailed information on online application, general requirements, Step-by-Step-Guide, ... Foreign language education Course directory (database) Website for online application of Erasmus and international students
Academic calendar	Oct. 1st - Mar. 31st Apr. 1st - Sept. 30th Oct. 13th, 2013 – Feb. 14th, 2015 Apr. 13th., 2015 – Jul. 18th, 2014 http://www.hu-berlin.de/interessierte/info/akademischefrist	 Winter term Summer term Lecture period (winter) Lecture period (summer) Term dates, holidays, etc.
Application period (incoming Erasmus students)	Apr. 1st - May 31st Oct. 1st - Nov. 30th	 Winter term Summer term

Nomination	Incoming students should be nominated at least two weeks before the respective application period terminates. Please, send an e-mail to the departmental Erasmus coordinator's office or the student assistant Erasmus coordination including at any rate name of student, subject, current study level, current semester, and e-mail address of the student.	
Online application	After students have been nominated, they have to apply online under: https://huberlin.moveon4.de/locallogin/5abc0a2383fb96306eb4a3d8/eng Further information will be provided by the host institution subsequent to nomination.	https://www.uni-exchange.eu
Processing of online applications, issuance of confirmation letters	May/Jun. (anticipated) Dec./Jan. (anticipated)	Winter term applications Summer term applications
Registration	Every incoming student will be given an individual appointment at the International Office to complete registration.	
Language requirements	We expect incoming Erasmus students to have a good command of German. The range of courses taught in languages other than German, e.g. English, differs from term to term. Hence, students need to be prepared to follow courses in German in order to acquire the credits they need. The language proficiency should be level B2 according to CEFR guidelines. Students have to prove their individual language skills when applying online by supplying the result of the online Language Placement Test (C-test) assessed by the Humboldt Language Center. Alternatively, a certificate of one of the following language examinations will suffice: <ul style="list-style-type: none"> - <i>Zentrale Oberstufenprüfung</i> - <i>Kleines Deutsches Sprachdiplom</i> - <i>Großes Deutsches Sprachdiplom</i> - <i>DSH (Deutsche Sprachprüfung zum Hochschulzugang)</i> - <i>TestDaF.</i> According to the proficiency level/test result students may be requested to participate in an intensive language training.	General guidelines Level B2 (CEFR)
Language courses	Language courses are available to Erasmus students. For further information please consult the HU Language Centre.	http://www.sprachenzentrum.hu-berlin.de

	A preparatory 4-week intensive language course for Erasmus students is offered in March and September. Currently the fee is 400€. Online registration in advance.	
Course directory	In general, the course directory is published about six weeks before the beginning of the semester. Please consult the »AGNES« database for the latest information.	www.agnes.hu-berlin.de
Courses/study paths available for incoming Erasmus students	BA Area Studies Asia/Africa MA Area Studies Africa MA Central Asian Studies MA Modern South & Southeast Asian Studies PhD	
Course registration	Incoming students can register for courses ONLY after their matriculation has been fully processed.	
Course choice	Incoming students are expected to conform to their Learning Agreement. Note, however, that participation in specific courses (e.g. Asian and African language classes) may be restricted. Contact the lecturer in charge in advance.	
Additional courses	»Berlin Perspectives« is an interdisciplinary and supplementary study programme for incoming international students. Subjects include: Humanities+Social Sciences. Language: English. Course directory and application:	Berlin Perspectives by BolognaLab http://bolognalab.hu-berlin.de/projekte-des-bologna.labs/berlin-perspectives
Orientation/ Introductory meetings	Welcoming session organized by the International Office (general introduction) during the first week of the semester. Please consult the departmental webpage http://iaaw.hu-berlin.de/events or the departmental Erasmus co-ordinator for additional information	
Accommodation	Applying online, students may apply for accommodation in one the Berlin student halls or under the link: https://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wohnen/wohnen Reservations are confirmed only after paying a deposit. For more information see also: http://www.studentenwerk-berlin.de/wohnen/wohnheimseite/index.html	Student housing / Accommodation

	Students may look for other types of accommodation by themselves. In this case, however, Humboldt-Universität does not provide any assistance.	
Before going abroad students should also make sure to have a valid passport, health insurance/European Health Insurance Card (EHIC), a valid visa (for non-EU residents), confirmation of grant/scholarship.	