



**Internationales**  
International Affairs

Technische  
Universität  
Berlin



# International Exchange Student Guide





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## Dear exchange student, Welcome to TU Berlin!

It is great that you will study as an exchange student at TU Berlin in the upcoming semester!

In order to help you prepare your stay and studies in Berlin we developed this guide and hope it will make it easier for you to adjust to your new environment.

It contains all the important information you need - from your preparations at home to the completion of your studies at TU Berlin - and for this reason should be your constant companion!

Since we do not want to overwhelm you with a flood of information the guide is chronologically structured. We suggest

you read the guide according to the steps you have to take while planning your stay in Berlin and during your studies here.

However, it would be good if you read the whole guide at least once before your arrival in Berlin or at the beginning of your exchange studies at the latest.

We hope all your questions can be answered and wish you a good start to successful studies, a great academic experience and a wonderful and exciting life in Berlin.

Again, we look very much forward to welcome you!

**Your Exchange Team**

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General Information

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Teaching and Studies

Structure of the University

Types of Courses

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Our Office

## GENERAL INFORMATION

Like almost all universities in Germany Technische Universität Berlin is a state institution. Of the four Berlin universities (there are Freie Universität, Humboldt-Universität and the Universität der Künste) it is the second largest and one of the oldest universities of technology in Germany.

During Summer Semester 2017 33,034 students were enrolled at TU Berlin, of whom 7,226 (23,2 %) were international students.

Currently about 339 professors, 43 guest professors and 2,634 assistant lecturers are involved in teaching and research as well as a staff of 2,135 employees for technical services and administrative tasks in the departments and the central administration.

Momentarily TU Berlin offers over 40 Bachelor degree programs and more than 60 Master degree programs with an emphasis on engineering and natural sciences, as well as economics, social sciences, planning sciences and humanities.



Technische Universität Berlin  
Straße des 17. Juni 135  
10623 Berlin (Charlottenburg)

Telephone: 314 - 0  
[www.tu-berlin.de](http://www.tu-berlin.de)

Our Office:  
[www.tu-berlin.de/?5179](http://www.tu-berlin.de/?5179)



## TEACHING AND STUDIES

Studying at TU Berlin (and German institutions of higher education in general) demands a great deal of self initiative. Whereas the curriculum of a particular field of study provides information about which subjects are to be taken and/or to be completed with an examination, it is left to the students to decide when to meet these requirements during their studies.

Owing to the Bologna process TU Berlin, like most German universities, has finished the transition from the old study structure to the undergraduate (Bachelor level) and graduate (Master level) program system and the curricula of the study courses have also changed accordingly. They are comprised of modules with lectures, exercises, seminars, projects, etc.

The purpose of the Bachelor degree programs is the systematic introduction of subjects and the imparting of basic knowledge, while the Master degree programs place greater emphasis on exemplary learning and research-oriented teaching.

For current undergraduate and graduate courses please refer to this website:

[www.tu-berlin.de/?7001](http://www.tu-berlin.de/?7001)

At present students do not pay a tuition fee at universities in Berlin even though its introduction is being discussed with increasing frequency. However, international exchange students will pay tuition to their home institutions as well as a contribution to the Student Social Fund. Additionally they have to cover the costs for the semester ticket which allows the use of Berlin's public transportation system (see page 32).



## STRUCTURE OF THE UNIVERSITY

The universities of Berlin are organized according to the principle of academic self-administration, the most important constituents being the Academic Senate, the Council, the Board of Curators and the President. The President acts as the head of the University and is elected by the Council for a period of 4 years. Faculties are in charge of teaching and research. They independently organise their curricula, research projects and the work plans of all employees.

The deans, elected among the professors, represent their school and deal with all matters of research and teaching.

Of course students are engaged in university politics as well. The official and most influential student organization is the *Allgemeiner Studentenausschuss* (General Student Committee), ASTA for short, which is usually formed by a coalition of several student parties. Apart from political activities, the ASTA offers a wide range of student services and activities, such as group travel for students, inexpensive movies, a stationery shop and much more.

### TU Berlin's Schools:

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- I Humanities
- II Mathematics and Natural Sciences
- III Process Sciences
- IV Electrical Engineering and Computer Sciences
- V Mechanical Engineering and Transport Systems
- VI Planning - Building - Environment
- VII Economics and Management

## TYPES OF COURSES

### Overview

In general courses at TU Berlin are parts of modules either of a undergraduate or graduate program. The most important types of courses at TU Berlin are *Vorlesung* (lecture), *Übung* (exercise/ tutoring), *Seminar*, *Hauptseminar* (seminar for advanced students), *Integrierte Veranstaltung* (integrated course), *Projekt* and *Praktikum* (practical course).

The main differences lie in the aim of the courses, the number of students per instructor and the degree and kind of participation expected from the students, e.g. presentations, discussions, homework, etc.

They do also vary in their examination requirements, i.e. the type of examination or proof of academic achievement. For more information concerning academic achievements please refer to page 58.



### *Vorlesung* VL (Lecture)

A *Vorlesung* primarily consists of a lecture held by a professor, and provides an overview of certain main points of a particular subject. Although students' participation is minimal, you are always welcome to ask questions.

The ratio of students to lecturer tends to be quite large but can vary from one course of study to another. Sometimes a written exam concludes the lecture.

### *Übung* UE (Exercise) / *Tutorien* TUT (Tutorials)

Exercises and tutorials are designed to go into full detail concerning the theoretical matters of a lecture and are usually conducted by an assistant lecturer or teaching assistant. Here the emphasis lies in the practically oriented application of what you have learned in the lecture, e.g. calculations.

An *Übung* / *Tutorium* requires more interaction between the students and the instructor and your active participation is desired.

The classes are generally medium in size (up to 30 students).

### *Seminar* SE, *Hauptseminar* HS (Advanced Seminar)

In seminars students and instructors work together on a clearly defined topic and common discourse plays a major role. For this reason lectures and papers prepared by the students who have concentrated on one aspect of the *Seminar* topic are very important. *Hauptseminare* are intended for more advanced students.

In general the number of students per teacher in seminars should be rather small (up to 20 students).

### **Integrierte Veranstaltung IV (Integrated Course)**

An *integrierte Veranstaltung* combines the concept of the lecture with that of the exercise. Hence, the lecturer is either a professor or an assistant lecturer and the lecture will be discussed during the seminar.

### **Projekt PJ (Project Work)**

*Projekte* give you the opportunity for independent research and the application

of knowledge, most often within given time limits, conducted by a teacher, a professor or an assistant lecturer acting as an advisor.

The results of the projects are summarized by the students in form of reports, papers or presentations. Generally project classes are rather small.

### **Praktikum PR (Practical Course)**

A practical course involves several hours of work a week on a daily basis mainly in laboratories or in other research facilities.



## THE ONLINE COURSE CATALOGUE

All courses offered per semester at TU Berlin are listed in the online course catalogue - the *Vorlesungsverzeichnis*. You can find the online course catalogue here:

[www.tu-berlin.de/lsf/](http://www.tu-berlin.de/lsf/)

Please use the link to the “*Online-Vorlesungsverzeichnis*” and then click again on “*Online-Vorlesungsverzeichnis*”. Now you have to choose the Semester in the upper right corner. Then click „*Suche nach Veranstaltungen*“ (search for lectures). Now you will be able to look for certain courses according to specific search criteria, e.g. language, time, lecturer, etc.

The courses are listed according to the faculties (see page 10).

Next to the title of the course and a brief description of its contents you will find the course number (e.g. 0150 L 10) as well as an abbreviation for the course type (see page 11/12).

The day, the time, the building and room, the frequency (e.g. weekly) and the name of the lecturer are stated as well.

The abbreviation SWS stands for *Semesterwochenstunden* (the average number of hours per week of a particular course during this semester). The average class usually accounts for 2 SWS.

It should be noted here that the academic hour is actually only 45 minutes long, so that 2 SWS cover 90 minutes (once a week).

In case the catalogue for the upcoming semester is not available yet (since it is usually published shortly before the beginning of the new semester), you should refer to those of the past semesters. The changes from one winter/summer semester to another are usually rather minor.

If you want more detailed information about the courses in specific areas please refer to this website:

[www.tu-berlin.de/?4510](http://www.tu-berlin.de/?4510)

For some departments commented course catalogues are listed here.

Although TU Berlin offers an increasing number of courses being held in English most lectures and courses are conducted in German. Exchange students should therefore have a notion of the German language (Erasmus students at least A2 level) in order to successfully study at TU Berlin and should attend the intensive German language courses offered through TU Berlin's Center for Modern Languages (ZEMS) before the start of each semester (see page 20).

## **SWS / ECTS CONVERSION**

There are two ways to measure academic workloads at TU Berlin: ECTS credits and SWS (*Semesterwochenstunden*).

The “European Credit Transfer System“ (ECTS) was initiated by European universities in order to make academic achievements transferable from one university to another. The goal of this system is to increase student mobility and to make the transfer and reliable assessment of academic achievements possible.

For this reason a certain number of ECTS credits has to be granted for a course with a certain workload that is comparable to the workload of a course at another European university.

Until now TU Berlin has assigned ECTS credits to all study courses already transformed into Bachelor and Master courses.

Another measure of the workload of a course at TU Berlin is the number of hours per week per semester (SWS). In some subject areas you will still have to settle for these SWS in case ECTS credits are not applied yet.

If your home university requests the amount of ECTS which is assigned to a course, please ask the professor to indicate it on the course certificate you get for successful participation. One ECTS credit equals one LP (Leistungspunkt).

## **ACADEMIC CALENDAR**

Winter Semesters:	October 01 - March 31
Lecture period:	middle of October - middle of February
Winter Holidays:	from around December 20 to the first days of January
Examination Period:	end of February
Summer Semesters:	April 01 - September 30
Lecture period:	middle of April - middle of July
Public Holidays:	May 01, Ascension Day and Pentecost
Examination Period:	end of July

For the exact semester dates please refer to our website:  
[www.tu-berlin.de/?159054](http://www.tu-berlin.de/?159054)

## OUR OFFICE

Our office is responsible for international exchange students at TU Berlin and provides guidance and help in all administrative matters. Above all, you should note the following:

We are taking care of your interests, advise you and help you organise your stay in Berlin.

So for a smooth and successful time at TU Berlin we strongly suggest you maintain close contact to our office and that you inform us of your plans and any changes that might occur without delay!

It is our goal to make your studies and your life in Berlin a great experience. So should you have any questions or problems during your stay just come to see us and we will take care of it!



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[www.tu-berlin.de/?5179](http://www.tu-berlin.de/?5179)

Erasmus+ / European Exchanges:  
[exchange.programmes@tu-berlin.de](mailto:exchange.programmes@tu-berlin.de)  
Tel: +49 30 314 - 24 696  
Fax: +49 30 314 - 28 644

Overseas:  
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Tel: +49 30 314 - 71 464  
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# Before Arrival

Choice of Courses

Applying to TU Berlin

Pre-Semester Intensive  
German Courses

Health Insurance

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Arrival

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## CHOICE OF COURSES

Before coming to Berlin, you should think about the courses you would like to attend. In order to make your choice you should use the online course catalogue (see page 13).

Basically you can attend all courses offered by TU Berlin. However, for some Master programs, students need to have an appropriate academic or professional background in order to get admission to certain courses, e.g. in architecture or industrial engineering. Additionally your exchange office or your coordinator has to approve the subjects within the framework of the exchange agreement (see next: Applying to TU Berlin).

In addition we advise to choose courses that will be recognized by your home university upon your return. Of course, you can also register for classes which you are interested in even if they will not be recognized by your home institution.

It is worth mentioning that a full-time student at TU Berlin normally registers for 30 credits per semester, but please refer to your exchange coordinator for the exact number of credits you are expected to achieve bearing in mind the possible language obstacles.

## APPLYING TO TU BERLIN

As you have received this brochure you should already have applied to TU Berlin. In case you did not, the procedure is shortly explained here. The necessary information depends on whether you come from a European university or an overseas university. The application forms can be downloaded from our website:

**ERASMUS / EUROPEAN STUDENTS:**  
[www.tu-berlin.de/?119503](http://www.tu-berlin.de/?119503)

### Check List- ERASMUS/Europe:

- Completed application form signed by your exchange coordinator
- Learning Agreement
- German Language Proficiency certificate (at least on A2 level)
- Recent Transcript of Records

or

**OVERSEAS STUDENTS:**  
[www.tu-berlin.de/?119505](http://www.tu-berlin.de/?119505)

### Check List Overseas:

- Completed application form signed by your exchange coordinator
- Learning Agreement
- German or English Language Proficiency Certificate
- Recent Transcript of Records

- **Exchange Student Application**  
Has to be filled in by both Erasmus/ European and Overseas students. This form serves to register you with us officially and to provide us with your personal data, your academic profile and further pertinent information. It is especially important to have your address, your telephone number and your e-mail address, in order to reach you if necessary.

Please do not forget to have your application form stamped and signed by your home university's exchange coordinator!

In case you would like to participate in our **Buddy Program** (see page 46) to get in contact with a TU Berlin student, please indicate this on the form accordingly.

- **Learning Agreement**  
Has to be filled in by Erasmus/ European and Overseas students. This form has to contain the courses you wish to attend at TU Berlin (see page 18).

#### Only for Erasmus students

- **Certificate of German Language Proficiency**  
Issued by a certified language institute (at least completed A2 level when applying) and not older than 3 years. For further information please check our website.

#### Only for Overseas students

- **Certificate of German Language Proficiency**  
Issued by a certified language institute (at least completed A2 level)

Only overseas students who do not have German skills at all may hand in this form:

- **Certificate of English Language Proficiency**  
Only overseas students whose native language is not English and who wish to attend mostly courses being held in English have to provide this form.

It is important that we receive your application documents **not later** than the following deadlines:

For winter semesters:

June 1<sup>st</sup> at the latest

For summer semesters:

December 1<sup>st</sup> at the latest



## PRE-SEMESTER INTENSIVE GERMAN COURSES

When filling in the application form please keep in mind that before each semester TU Berlin's Center for Modern Languages (ZEMS - Zentralreinrichtung Moderne Sprachen) offers 80 hours long pre-semester intensive German language courses on various levels! More info about the ZEMS on page 42.

The courses are intended for students with at least a basic knowledge of German (completed A2 level for Erasmus students). The courses are rather small with only up to 15 participants and take place during 20 days with 4 hours of classes. They either start at the beginning of September for winter semesters or at the beginning of March for summer semesters. The assessment/admission tests will take place at the ZEMS office directly shortly before the courses start.

On the ZEMS website you will find a link which leads you to the registration page of the intensive German language courses. The courses cost approximately €260.

## HEALTH INSURANCE

If you want to study in Germany you have to provide proof of sufficient health insurance (see page 31). Hence, it is important how you are insured at home - whether you have statutory or private health insurance.

### ■ Statutory health insurance

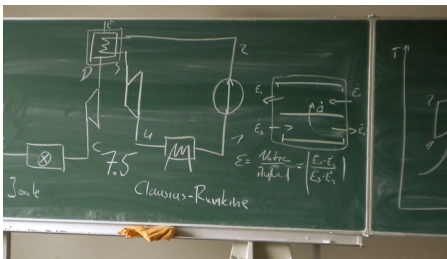
If you have a statutory health insurance in the EU or an associated country you only need the European Health Insurance Card EHIC (former form E 128).

EU and associated States: Albania, Iceland, Israel, Liechtenstein, Macedonia, Montenegro, Norway, Serbia, Switzerland and Turkey.

**French Students:** Please make sure that your EHIC is covering the whole time of your stay. Ask your health insurance company for a certificate if your card expires after September.

### ■ Private health insurance

Students with private health insurance (usually from overseas) need a formal written confirmation from their insurance company and can obtain a waiver of the mandatory health insurance through one of the statutory health insurance companies in Berlin, e.g. AOK or TK. In case your private health insurance is not sufficient for a waiver you will have to get statutory or private health insurance in Berlin.



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## ACCOMMODATION

In terms of prices and flexibility you have two long-term alternatives:

- Dormitories
- Private Accommodation, e.g. a shared flat or your own apartment

For a temporary or short-term stay you can settle for the following types of housing (see Appendix):

- IYHA Hostels
- Independent Hostels
- Student / Youth Hotels



## Dormitory

The dormitory rooms available to TU Berlin are administered by the *Studentenwerk Berlin* and their number is very limited for exchange students.

The rooms are generally small studios or single rooms with shared kitchen and bathrooms. They are furnished including a bed, a wardrobe, a desk and chairs. You have to bring your own bed linen, pillows and blankets, pots and pans, dishes, glasses and cutlery.

The prices of the rooms depend on size and furnishing. The average rent lies between €200 and €355. The dormitories' distance to our campus does not influence the price of the room.

The first month's rent and a safety deposit of one and a half month's rent are due when you move in. The safety deposit will be refunded (depending on the room's condition!) when you move out.



Please keep in mind:

If you wish to move into a dormitory room you have to apply for it through us. Information about the application procedure will be provided shortly after the application deadline via email.

It is not possible to apply for a room in any particular dormitory since they will be allocated according to availability!

### Important!

Once you applied for a dormitory room you will also have to cancel your application through our office if you found other accommodation or the assigned room is not what you have been looking for. You can cancel it up to one week upon the assignment without any explanation. After this deadline the Studentenwerk will charge you one month's rent.

**Note:** Dormitory rooms always have to be rented for the whole semester, i.e. until the end of February/March or end of August/September.

Other dormitory options for exchange students are the Student Village Schlachtensee or the House of Nations for which you have to apply independently:

[www.studentendorf-berlin.com](http://www.studentendorf-berlin.com)  
[www.house-of-nations.de](http://www.house-of-nations.de)

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## Private Accommodation

Finding suitable housing on the free market is getting more difficult every year - so please plan enough time for your flat search.

*Mitwohnagenturen* (Flat Sharing Agencies) are a way of finding a long-term furnished room, assuming you do not plan to ship your furniture to Berlin. These agencies will attempt to find lodgings for you if you inform them of the length of your stay, how much you are willing to pay and where you would like to live. Ideally you will obtain a room belonging to someone who is studying abroad for a year. You will find the addresses of some *Mitwohnagenturen* in the appendix under “other accommodation”.

Just in case you do not find satisfactory housing before you leave for Berlin you can look for a room in a shared flat on the internet. Google, for example, finds a lot of offers under ‘*WG-Zimmer in Berlin*’.

Lodging in a youth hostel makes sense if you simply need a place for a few days and when it is just a question of having a roof over your head for a short while but they are not suitable for longer periods of time.

Usually the rooms are shared and some youth hostels offer breakfast. However you should note that the IYHA (International Youth Hostel Association) hostels require a membership card. A number of addresses are listed in the appendix under: “IYHA Hostels, Independent Hostels, Student and Youth Hotels”.

Please check out our website for more housing options and webpages:

[www.tu-berlin.de/?119610](http://www.tu-berlin.de/?119610)

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## STUDY VISA

Citizens from the following countries **do not** need a visa to enter the country:

- **EU Countries:** Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovenia, Slovakia, Spain, Sweden and the United Kingdom.
- **Also:** Albania, Andorra, Antigua, Argentina, Australia, Bahamas, Barbados, Bermuda, Bosnia, Brasil, Brunei, Canada, Chile, Costa Rica, El Salvador, Guatemala, Honduras, Iceland, Israel, Japan, Liechtenstein, Macau, Macedonia, Malaysia, Mauritius, Mexico, Monaco, Montenegro, Norway, New Zealand, Nicaragua, Panama, Paraguay, San Marino, Serbia, Seychelles, Singapore, South Korea, St. Kitts and Nevis, Switzerland, Taiwan, Uruguay, USA, Vatican, Venezuela.

Exchange students of other nationalities must obtain a so-called *Bewerbervisum* (entry visa) at the German embassy or consulate in their home country before entering Germany.

Since it usually takes several weeks to obtain the visa we recommend to apply well in advance.

A *Bewerbervisum* can be transformed into a study visa after your enrollment at TU Berlin (see page 33). Please keep in mind: A tourist visa cannot be transformed into a study visa.





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## BANK ACCOUNT

You may want to open a bank account in Berlin in order to deal with financial matters more quickly and efficiently. For some procedures, like renting a room in a dormitory, having a German bank account is usually inevitable (see page 36).

To reduce costs for money transfers from abroad you should ask your home bank whether it has a subsidiary in Berlin or cooperates with a bank over here. Normally money transfers are free of charge then.

European students have the possibility to manage their bank affairs with the SEPA system as well.



## ARRIVAL

We advise you to be in Berlin about one week before classes commence so that you have enough time to get accustomed to your new environment and the university, get to know your way around, get enrolled and register for your courses (see chapter 3).

- *Additional forms:*  
It is advisable that you bring along your student ID from your home university.

Especially for those who have to apply for a study visa / residence permit proof of financial background is also required. You should consider obtaining the necessary documents already in your home country (see list on page 35).

Everything concerning these matters is specified in chapter 3.



# Beginning your Studies

Upon Arrival

Administrative Matters

Residence Registration

Proof of Health Insurance

Student Social Fund and Public  
Transportation Pass Fee

Enrollment

Residence Permit

Bank Account

Library Card

Computer Account

Public Transportation Pass

Mensa Card

Academic Matters

Language Courses

The University Sports Center

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## UPON ARRIVAL

As soon as you have arrived in Berlin, moved into your room and unpacked your bags, please come and visit us during our office hours to say hello and to start the enrollment process.

### Orientation Sessions:

Before each semester starts we organize orientation sessions for incoming exchange students in order to provide you with all the necessary information for your stay at TU Berlin.

The attendance of these orientation sessions is mandatory for all international exchange students!



### Our Office

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Located in the back of TU Berlin's main building  
rooms H 39-45 (Ground Floor, see map on back of the brochure)

Straße des 17. Juni 135  
10623 Berlin Charlottenburg

(U2-subway stop Ernst-Reuter-Platz and city-train stop Tiergarten)

European students (room 39):

Overseas students (room 41b):

Tuesdays      09.30 - 12.30  
                         14.00 - 16.00

09.30 - 12.30

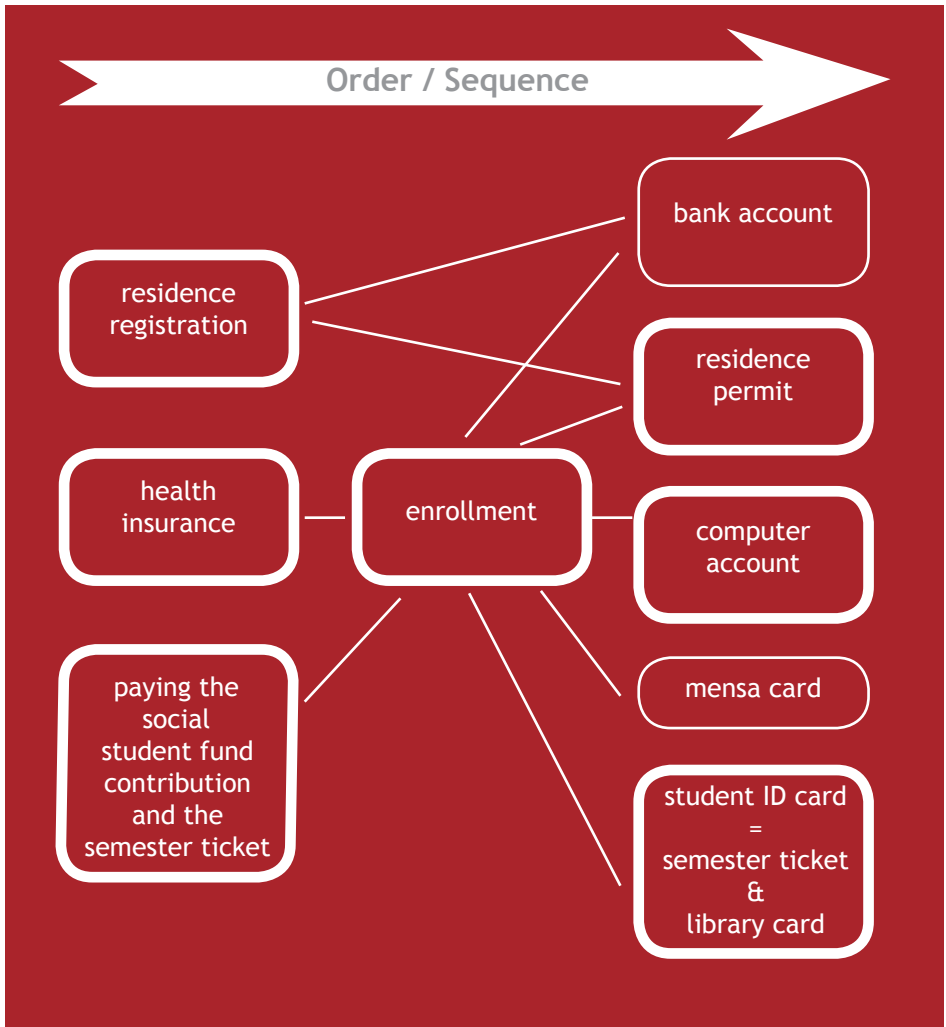
Thursdays      09.30 - 12.30  
                         14.00 - 16.00

09.30 - 12.30

## ADMINISTRATIVE MATTERS

Before you can start your studies at TU Berlin you will have to take care of a series of administrative matters. The steps you should take are illustrated in the scheme below.

The steps that are mandatory, i.e. definitely have to be done in order to get enrolled at TU Berlin and officially stay in the city are boldly framed. The remaining steps are optional.



## RESIDENCE REGISTRATION

Everyone living in Germany, including the Germans, has to register with the city they live in. You have to register with a *Meldestelle* (a residence registration office) at any *Bürgeramt* **within 14 days upon your arrival** and will receive an *Anmeldebestätigung* (confirmation of registration).

For the registration it is necessary to make an appointment well in advance online.

You will need the following documents to register:

- *Anmeldeformular* (registration form)
- Valid passport or official ID
- Moving-in-confirmation signed by your landlord

You can obtain the registration and the moving-in-confirmation forms at the *Meldestelle* or download them online.

You cannot register until you found permanent accommodation such as a dormitory room, a room in a shared flat or your own apartment. if you are renting a flat as a subtenant the main tenant must sign the form.

You should always carry a copy of your *Anmeldebestätigung* with you. If you move to another address in Berlin you have to register with the city again and have to change your address with TU Berlin through your student account online.

In order to make an online appointment and to download the registration and moving-in-confirmation forms please use:

[www.tu-berlin.de/?137244](http://www.tu-berlin.de/?137244)

Here you will find the link to the *Bürgerämter* where office hours and locations are listed. Use the *Bürgeramt* closest to you or check other *Bürgerämter* if you urgently need an appointment.



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## **PROOF OF HEALTH INSURANCE**

For students enrolled at a German university it is mandatory to provide proof of sufficient health insurance. Where and how you can get insured as well as the costs depend on the insurance you have in your home country and on the documents you bring along to Germany (see page 20).

### **European Health Insurance Card - EHIC**

Exchange students who have the EHIC just have to bring us a copy of their valid card in order to prove that they are sufficiently insured while studying in Berlin. For EHIC holders health insurance is free of charge. The German health insurance company will receive the money from the health insurance company in your home country in case you have to see a doctor or have to be hospitalized.

### **Non-European students**

Students from Non-European countries have to obtain compulsory student health insurance or if sufficiently privately insured may apply for a waiver (see page 20).

However, we must point out that it is not advisable to obtain a health insurance waiver. In case you have to see a doctor or, if worst comes to worst, have to be hospitalized you will have to pay the bills yourself.

Only after sending in your bills to your private health insurance company you will get back the money. This usually takes more than a few weeks. So please bear in mind that this means forsaking security in favour of false economies.

The monthly fee for compulsory health insurance is approximately €90.



## **STUDENT SOCIAL FUND AND PUBLIC TRANSPORTATION PASS FEE (SEMESTERTICKET)**

Each semester all students are obliged to pay a contribution to the *Studentenschaft* (student body), the *Studentenwerk* and the student social fund and also have to purchase the *Semesterticket* (public transportation pass). With the *Semesterticket* you are allowed to use public transportation in Berlin for the whole semester starting on the first day of the semester.

The combined semester contribution and ticket fee amounted to approx. € 260 (exact amount will be announced via email) in past semesters. Please note that this is not a tuition fee!

You can either pay cash directly at the cashier's office of TU Berlin in room H2106 on the second floor of the main building or make a money transfer through your bank account. You can find the details of TU Berlin's bank account at:

[www.tu-berlin.de/?137244](http://www.tu-berlin.de/?137244)

Please be aware that exchange students are exempted from paying the administrative fee.

You will receive a receipt of payment which you have to present in order to get enrolled at TU Berlin.

Cashier's Office  
(*Universitätskasse*) of TU Berlin

Room H2106  
(2. Floor, main building)  
Telephone: 314 - 22 505

Tuesday and Thursday 09.00 - 13.00





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## ENROLLMENT (IMMATRIKULATION)

Before coming to Berlin you have to register online. The link for the online registration will be provided via email. In order to get enrolled please make sure to bring the following documents to our office:

- Signed print-out of the online enrollment form
- Copy of your passport or official ID
- Proof of health insurance, copy of your EHIC or waiver form (Befreiung)
- Payment receipt for the semester ticket and the student social fund.

Graduate students enrolling in a Master degree program also have to provide

- a copy of their Bachelor's degree or a recent transcript

Please note that you need a Berlin postal address in order to get enrolled!



The enrollment procedure is handled by the Enrollment Office (*Immatrikulationsamt*) of TU Berlin: after about 1 - 2 weeks you will receive an email with the information about the set-up of your online student account. You then have to upload a picture and will receive the student ID card, which also serves as your library card and your *Semesterticket*, in the mail. Your first student ID card is free of charge, but should you lose it a €16 replacement fee needs to be paid.

All students must “re-register” (*Rückmeldung*) for each new semester, i.e. they must confirm that they intend to continue studying at TU Berlin. This requirement only concerns you if you are intending to remain at TU Berlin for more than one semester.

Towards the end of the first semester you will receive a letter from TU Berlin, in which you will be requested to pay the Student Social Fund Fee and *Semesterticket* fee again for the next semester. After paying the fee, you



will automatically be re-registered and receive a sticker to update your student ID card two to four weeks later.

**Please note:**

In case you move to a new address after enrollment do not forget to change your address in your student account online.

## Campus Center

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Enrollment Office (*Immatrikulationsamt*) :  
Room H 30/Main Building/ Ground Floor/ South Wing

[www.tu-berlin.de/?166686](http://www.tu-berlin.de/?166686)

Monday, Wednesday, Thursday      09.30 - 15.00

Tuesday      09.30 - 17.00

Friday      09.30 - 14.00

## RESIDENCE PERMIT (AUFENHALTSBEWILLIGUNG)

International students who are non-EU-citizens and who live in Germany for a period exceeding 3 months are required to obtain a residence permit if they did not get a visa for the whole time of their stay. This applies equally to exchange students who applied for a study or entry visa before entering the country since this visa expires after 3 months (see page 24). You can apply for the residence permit either through TU Berlin or at the office of the responsible authorities (*Ausländerbehörde*).

### At TU Berlin

On Fridays between 10:00 and 11:30 an appointment list will be put on the notice board in front of room H51. Sign up on the list and return for your appointment accordingly between 11:30 and 15:00. You can also make an appointment during their office hours.

The advantage is that it is on campus and rather convenient. The disadvantage is that it takes about four weeks to finally receive the residence permit. For further residence permit questions or to make an appointment you can reach our colleagues at [binstud@auslandsamt.tu-berlin.de](mailto:binstud@auslandsamt.tu-berlin.de)

Residence Permit Info:  
[www.tu-berlin.de/?137245](http://www.tu-berlin.de/?137245)

### At the authorities (*Ausländerbehörde*)

Here the advantage is that you will receive your residence permit on the same day you apply and have a wonderful opportunity to get acquainted with the proverbial German bureaucracy.

The disadvantage is that for the *Ausländerbehörde* (Immigration Office) you always have to make an appointment well in advance. Otherwise you will have to wait in line for hours. You need (including copies!):

- Student ID Card / Admission Letter / Enrollment Confirmation (Studienbescheinigung)
- Valid passport
- Residence Registration Confirmation
- 1 biometric passport-size photographs
- Proof of financial support
- Proof of health insurance
- Application fee of €60- €110

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Ausländerbehörde des  
Landeseinwohneramts

Keplerstraße 2  
10598 Berlin  
Telephone: 90269 - 4000  
Monday, Tuesday 07.00 - 14.00  
Thursday 10.00 - 18.00

## **BANK ACCOUNT**

It really makes sense to open a student bank account while in Berlin. For overseas students in dormitories it even is indispensable in order to be able to transfer the rent.

If your home bank co-operates with a particular bank in Berlin (see page 25), you should open an account with them. Usually money transfers from your home country are free of charge then.

If this is not the case, you can open a student account with one of the various banks in Berlin. For a student account you usually do not have to pay any administrative bank charges.

Deutsche Bank, Berliner Bank, Commerzbank, Postbank and HypoVereinsbank are worth mentioning here because they have a cash confederation. This means that you can withdraw cash from any automatic teller machine at any of these banks without paying an additional fee.



Deutsche Bank  
Otto-Suhr-Allee 6/16  
10585 Berlin (Charlottenburg)  
Telephone: 34 07 - 0

Monday, Tuesday, Thursday	10.00 - 18.00
Wednesday	10.00 - 16.00
Friday	10.00 - 14.00

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Berliner Sparkasse  
Rankestr. 33-34  
10789 Berlin (Charlottenburg)  
Telephone: 86986969

Tuesday, Thursday	09.30 - 18.00
Monday, Wednesday, Friday	09.30 - 15.00

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Commerzbank  
Kurfürstendamm 237  
10719 Berlin (Charlottenburg)  
Telephone: 844165

Monday - Thursday	09.00 - 18.30
Friday	09.00 - 16.00

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Otherwise there usually is no further difference in the general terms and conditions of these banks. The Berliner Sparkasse is also a good option since there is a good availability of branches throughout the city.

In order to open a student bank account with one of the banks in Berlin you will need the following documents:

- Passport or official ID
- Residence Registration
- TU Student ID Card / Enrollment Confirmation or Acceptance Letter

In case it is not possible to open a student account without the TU Student ID Card or the acceptance letter, you should open a regular provisional account (for which you have to pay banking fees) and later on have it transformed into a student account with your student ID Card.

It may also be an option to open a bank account with one of the many online bank institutes.



## **LIBRARY CARD (BIBLIOTHEKSAUSWEIS)**

To use the libraries of TU Berlin you only need your student ID card which you will receive within 1-2 weeks after starting the enrollment process. It is valid from April 1st / October 1st on.

If you want to use one of the other university libraries in Berlin, e.g. at *Humboldt* or *Freie Universität*, you just have to show their librarians your TU Berlin student ID card and they will provide you with a library card for external students which allows you to borrow their books and use their archives as well.

Please find further information concerning the TU Berlin library system in chapter four.

## **COMPUTER ACCOUNT**

The computer pools at TU Berlin are open to all students and administered by TU Berlin's IT-Service-Center tubIT. Permission to use the computer rooms does not come automatically with your admission to study.

Once you have set up your online student account you are also allowed to use the computer pools of TU Berlin.

If you are already registered with Eduroam you will also be able to use it at TU Berlin.

### tubIT Information

Einsteinufer 17  
10587 Berlin  
Room EN-024 (Ground Floor)

Monday, Wednesday - Friday  
08.00 - 18.00  
Tuesday  
10.00 - 18.00



## **PUBLIC TRANSPORTATION PASS (SEMESTERTICKET)**

Since April 2002 all students have to purchase a *Semesterticket* for use of the Berlin public transportation system (BVG). Along with the student social fund and administration contribution it costs approximately € 200-250 and has to be paid before your enrollment. Your student ID card will be a valid ticket for Berlin's public transportation for one semester. It is valid from April 1st / October 1st on. Please always carry along with your student ID card an enrollment confirmation (Studienbescheinigung) which can be downloaded and printed from your student account.

Please bear in mind that it may take up to 1 - 2 weeks after enrollment before you receive your *Semesterticket*. Any money laid out for individual public transportation tickets during that period can unfortunately not be refunded!



## **MENSA CARD**

The Mensa Card is the only way to pay your meals in the main student cafeteria (*Mensa*) and you can also use it in the Studentenwerk's cafeterias throughout the campus of TU Berlin and all the other universities in town.

To obtain a Mensa Card you need:

- TU Student ID Card / Admission Letter
- 1,55 Euro (deposit)

You can obtain the card at the registers in the TU Mensa, preferably between 11.15 and 11.45 or 13.30 and 14.30 when it is less busy.

The deposit of €1,55 will be refunded after you return the card. The card can be charged with money through the machines in the foyer of the *Mensa* (ground floor) and in the area of the food counters (first floor, near the registers).



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## ACADEMIC MATTERS

Besides administrative matters it is also important to make arrangements concerning your intended study plan at TU Berlin.

### Course Catalogue (Vorlesungsverzeichnis)

First of all, you should make sure that all the courses you wish to attend are offered during the semesters you are at TU Berlin. If your German is not sufficient the English course list you can find here may help:

[www.tu-berlin.de/?137266](http://www.tu-berlin.de/?137266)

The online course catalogue is available on this site:

[www.tu-berlin.de/lvf](http://www.tu-berlin.de/lvf)

It is important to consult your home university and if necessary to write a new learning agreement when choosing courses, so that you can be sure they will be recognized upon your return.



### Departmental Academic Advising (Studienfachberatung)

In case you have questions concerning the contents, duration and degree of difficulty of specific courses you should contact the departmental academic advising units for some guidance and information.

They can give you a study guide in which the courses are described in detail and can also provide first hand information about the course requirements.

The addresses and office hours can be found on the websites of the respective departments:

[www.tu-berlin.de/?162805](http://www.tu-berlin.de/?162805)



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## General Counseling Unit

For further information about courses, studying at TU Berlin in general and other problems please turn to TU Berlin's General Counseling Unit (*Studienberatung*) in room H 70.

Please check out their website:

[www.tu-berlin.de/?7010](http://www.tu-berlin.de/?7010)

You can also reach them via email:  
telefonservice@tu-berlin.de

## Course Registration

Most courses do not require a previous online registration - you simply attend the first class of instruction and sign up. However, if online registration is necessary, this will be stated explicitly in the course catalogue.

Concerning the proof of academic achievements and the examinations for the courses please refer to page 58!

### **Architecture students, please note:**

The introduction and the assignment of projects in the architecture department usually takes place a week before the lecture period starts!

3



## LANGUAGE COURSES

The Modern Language Center (*Zentraleinrichtung Moderne Sprachen -ZEMS*) is responsible for all language courses offered at TU Berlin. All available courses are listed in the course catalogue. In addition, you can obtain further information from the notice boards in the various offices and through the student advising staff of the ZEMS. Usually you have to pay an extra fee of up to € 50 to attend the courses.

Courses are offered before and during the semester (see page 20).

### ZEMS Advising - HBS Building

Hardenbergstraße 16-18  
10623 Berlin, room HBS 3.18  
Telephone: 314 - 24914  
E-Mail: sekretariat@zems.tu-berlin.de  
www.zems.tu-berlin.de

## UNIVERSITY SPORTS CENTER (ZENTRALEINRICHTUNG HOCHSCHULSPORT)

The *Zentraleinrichtung Hochschulsport* (ZEH) is responsible for the entire sports program at TU Berlin and offers a wide range of recreational sports activities for which it is generally necessary to register during the first week of the semester.

All sports courses and events will be listed on the TU Sports website at the beginning of every semester.

Here you can also find the exact scheduling and information about the duration of the courses:

[www.tu-sport.de](http://www.tu-sport.de)



All sports courses at the ZEH require registration and charge a small fee. You have to register online at the beginning of the semester.

You just need:

- your student ID number

The registration fee for basic sports courses is € 10 per semester and authorizes you to participate in all basic courses. The registration fee for more specific/exotic courses ranges from € 8 to € 35 per semester. You can either pay cash at the ZEH office or via money transfer.

After registration you will receive a sports ID card which you have to bring along when attending sports courses.

#### Office of the ZEH

Room V 101  
(*Verformungskunde* bldg.)

Telephone: 314 - 22 948  
Email: [infos@zeh.tu-berlin.de](mailto:infos@zeh.tu-berlin.de)  
[www.tu-sport.de](http://www.tu-sport.de)

Tuesdays and Thursdays  
09.00 - 12.30

Wednesdays  
14.30 - 17.00

3





Kurfürstendamm

26 a-19

Bachstraße

SCHNITZ

SAYVA

ZOO

# While in Berlin

Buddy Program / Social Events

TU Berlin Library

Computer Pools

Food and Drink

Courses at other Berlin  
Universities

Life and Culture in Berlin

## **BUDDY PROGRAM / SOCIAL EVENTS**

To help you get off to a good start in Berlin, our office is organizing a Buddy Program.

Buddies are TU Berlin students, most of whom have already spent a period of study abroad or plan to do so in the near future. They volunteered to take part in the program to make life a little easier for you during the first couple of weeks of your stay.

If this is your first time in Berlin and you are feeling a bit lost and insecure getting around, we will try to arrange for you to be met by a buddy upon your arrival. Your buddy might pick you up from the airport or train station, take you to your dormitory or flat and will help you get organised during your first few days in Berlin and at the university.

The program is also a great opportunity to meet the people who will take you on a pub crawl, introduce you to the hippest night-clubs in town, will be delighted to go to the cinema to see that favourite movie of yours or might just know about the flat of your dreams to sublet.

Each semester we also set up a regular's table where buddies and international students can meet.

The regular's table provides the opportunity to talk over certain practical or administrative matters, meet TU Berlin students who just might turn out to be in the same courses as you, to get to know other international students and, above all, to have lots of fun!

However, we have to mention that the setting up of the regular's table mainly depends on the interest and willingness of the international students to be a supporting part of this crowd.

Besides our orientation sessions we also plan several social events every semester, e.g. welcome parties and get-togethers. Those are also great opportunities to get to know your fellow students.

For further questions you can contact our buddy team: [buddyprogramm@international.tu-berlin.de](mailto:buddyprogramm@international.tu-berlin.de)



## TU BERLIN LIBRARY (UNIVERSITÄTSBIBLIOTHEK)

The TU Berlin Library includes:

- the *Zentralbibliothek* (main library)
- the *Abteilungsbibliotheken* (departmental libraries)
- the *Dokumentationsstellen* (documentation centres)

and, thus, constitutes the library system of the university. The collection of approximately 2.11 million media units and 7,184 continuously held magazines are distributed among the *Zentralbibliothek* and the *Abteilungsbibliotheken*.

The organisation of the university library is rather complex because there are not only *Abteilungsbibliotheken* and *Dokumentationsstellen* scattered all over the campus, but additionally a number of departmental libraries which do not belong to the TU Berlin library.

To simplify matters as much as possible, we advise you to go to the lending desk of

*Universitätsbibliothek im  
VOLKSWAGEN-Haus*

Fasanenstr. 88  
10623 Berlin  
Tel. 314-76101  
[www.ub.tu-berlin.de/](http://www.ub.tu-berlin.de/)

Monday - Friday 09.00 - 22.00  
Saturday 10.00 - 18.00

the main library or to your departmental library and get first hand information about the rules, location and business hours of the specialised library of use to you. The *Lehrbuchsammlung* (textbook collection) should be mentioned here as well since it holds several copies of all the textbooks used in all the departments of TU Berlin.

The lending period is four weeks at a time. During the summer holidays the library extends this period and puts up a notice to this effect. Failure to return books within the deadline results in a fine per volume and week. If necessary it is also possible to extend the lending period and to reserve books.

4



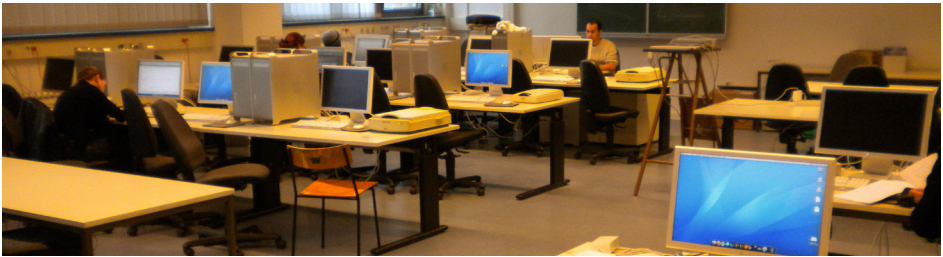
## COMPUTER POOLS

The computer pools of TU Berlin can only be used after setting up a tubIT user account (see page 38). After your enrollment at TU Berlin you will receive the necessary information on the procedure.

Sometimes the departments and institutes have their own computer pools for which

other conditions may apply, e.g. a special application or the participation in a certain course of studies.

Since the computer rooms of the tubIT are often overcrowded, it is always a good idea to ask in your department if they provide a computer pool and whether you are allowed to use it or not.



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PC-Pool in the building of Electrical Engineering  
Einsteinufer 17, 10623 Berlin  
Room EN 004 and EN 048 (24 hour access)  
Monday - Friday 10.00 - 18.00

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PC-Pool in the main building  
Strasse des 17. Juni 136, 10623 Berlin  
Room H 3017  
Monday - Friday 10.00 - 14.00

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PC-Pool in the Mathematics building  
Strasse des 17. Juni 136, 10623 Berlin  
Room MA 270  
Monday - Friday 08.00 - 18.00

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CIP-Pool 29 in the EB building  
Strasse des 17. Juni 145, 10623 Berlin  
Room EB 14  
Monday - Friday 09.15 - 19.00

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TUbit Hotline and Helpdesk: 314-28000



## FOOD AND DRINK

If you study hard (and probably do some serious partying at night) you will definitely get hungry sooner or later.

Whether you want to enjoy a feast or just have a quick snack, TU Berlin offers the Mensa (main student cafeteria) and a number of cafés and cafeterias to satisfy your needs.

The Mensa and some of the cafeterias on our campus are run by the *Studentenwerk Berlin* and offer a wide range of food and hot meals. It is only here that you can use your Mensa Card.

At the other cafeterias, which are run by students or other organisations, you have to pay in cash.

### Mensa (Main Student Cafeteria)

The Mensa offers a wide variety of main courses, side dishes, drinks, salads and desserts.

The meals are subsidized by the city-state of Berlin. As a result you only pay the actual cost of the food and a part of the production costs of an average €2,00 to €3,00 per meal. Thus, a main course with a side dish, a small salad, dessert and a drink is not very expensive.

#### TU Berlin Mensa

seats: 850

Hardenbergstr. 34 (2. floor)  
10623 Berlin (Charlottenburg)

Monday- Friday 11.00 - 14.30



## Other Cafeterias and Cafés

Due to its long business hours the small cafeteria in the TU Mensa is a good alternative if you are too late for the Mensa. The food is also subsidised and although the choice is not as extensive as the Mensa's, they do offer sandwiches, lunch and dinner meals, ice cream and coffee specialities.

### Cafeteria in the Mensa Building

(ground floor)

Monday - Friday 11.00 - 15.30

### Coffebar in the Mensa Building (ground floor)

Monday - Friday 11.00 - 18.00

### Cafeteria „Wetterleuchten“ (on the groundfloor in the west part of the main bldg.)

Monday - Thursday 08.00 - 18.00

Friday 08.00 - 16.00

### Cafeteria „Skyline“ (on the 20th floor of the TEL bldg.)

Monday - Friday 07.30 - 16.15

### Cafeteria in the A-building

Straße des 17. Juni 152

Monday - Thursday 08.00 - 16.30

Friday 08.00 - 15.30

### Cafeteria in the March-building

Marchstraße 23

Monday - Friday 08.00 - 15.00

### Cafeteria in the ACK-building

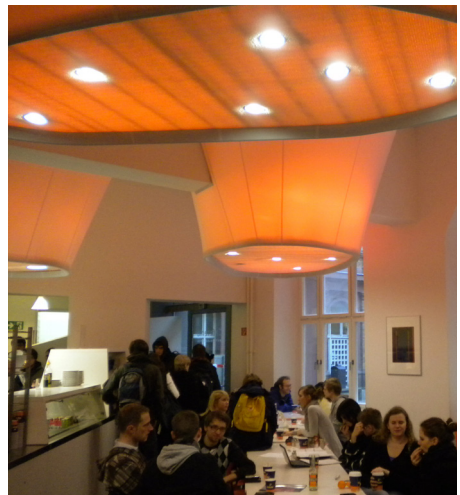
Ackerstraße 71-76 (Mitte)

Monday - Thursday 08.30 - 15.00

Friday 08.30 - 14.30

## Cafés run by students

- Café TELquel (TEL)
- Café Zur Nullstelle (MA 844)
- Atomic Café (EW)
- Café A (A)
- Café Erdreich (Z)
- Café Shila (E)
- i-Café (FR)
- Planwirtschaft (B)
- WiWi Café (EB)



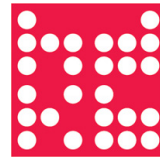
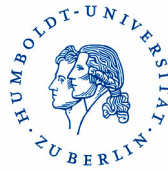
## COURSES AT OTHER BERLIN UNIVERSITIES

Students at TU Berlin are also allowed to attend courses at Freie Universität Berlin, Humboldt-Universität and the Universität der Künste. Should you be interested in particular courses offered at these universities you can register as a *Nebenhörer* (external student). However, you have to attend the majority of your courses at TU Berlin.

For registration you need:

- Your TU Student ID Card
- Your Passport or official ID

Registration takes place at the universities' own enrollment offices (*Immatrikulationsbüro*):



### Freie Universität Berlin - Studierenden-Service-Center

Iltsistr. 1, 14195 Berlin  
U1-Bahnhof Dahlem Dorf

### Humboldt-Universität - Studierenden-Service-Center

Unter den Linden 6, 10099 Berlin  
S-Bahnhof Friedrichstraße

### Universität der Künste Berlin - Immatrikulations- und Prüfungsamt

Einsteinufer 43, 4. OG, Raum 403 A - 403 K  
Berlin Charlottenburg

## LIFE AND CULTURE IN BERLIN

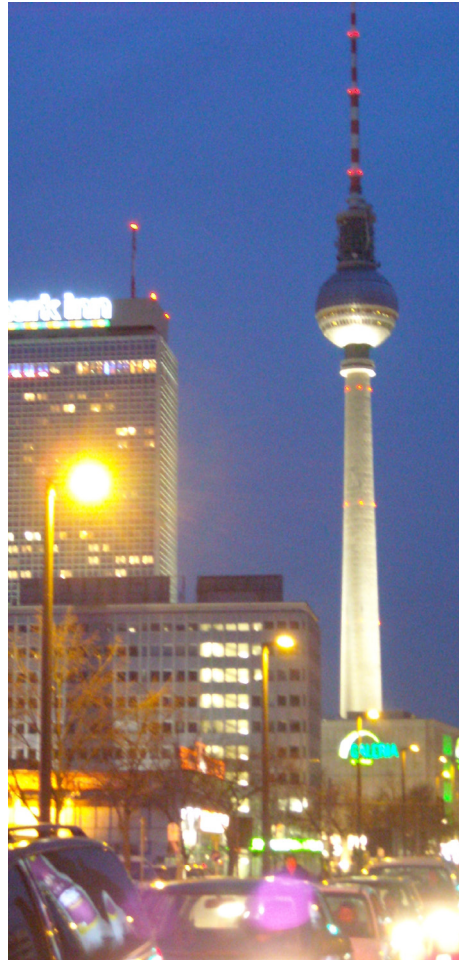
To make life in Berlin worthwhile it is also important to enjoy the rich cuisine, to relax in its natural surroundings, to club in the hottest locations and to walk through the city savouring the diverse buildings created by internationally renowned architects through the centuries.

In Germany, cuisine culture is quite diverse. It consists of many regional specialities like *Bratwurst* and *Sauerkraut* or *Spätzle* and *Maultaschen*. Berlin is world famous for its *Currywurst* and *Döner*. Since Berlin combines many different cultures you will also find a lot of international restaurants, from Brazilian to Mongolian, in all price ranges.

Additionally Berlin is boasting great nature in- and outside of the city. In the city's heart, you will find the *Tiergarten* in close proximity to TU Berlin. It is a huge park with little lakes and lawns suited either for recreation or sports. Moreover, there are over 180 km of waterways within the city borders, mostly lined by old trees and lawns also inviting you to take a rest in the sun.

Due to its wide range of architectural treasures Berlin always invites you to take a walk through the streets and enjoy the combination of the old and new shapes of the city. World famous architects have their share in it, like Gropius, Mies van der Rohe, the Bauhaus Group and many more.

For the night owls among you, it is important to know that the Berlin club scene is rather alternative and always changing. One day a club is the hottest spot in town, the next it's closed or moved to another location.



## Living Expenses

The cost of living in Berlin is relatively low compared to other capitals. However, there are many ways for students to reduce their costs: student dormitories and shared flats offer affordable housing, cheap supermarkets and student pubs are also helpful. Cultural events, gyms as well as certain shops offer student discounts - it is always worth asking!

All in all (for accommodation, food, leisure, etc.) €740-890 per month is a realistic amount, depending on where and how you choose to live and what your leisure time activities are.

The value-added tax rate in Germany is currently 19%. For some goods, a reduced rate of 7% applies (e.g. for food, books, etc.). The tax is always included in the final price of the product.

Here is a list of the approximate monthly expenses to be expected (all prices are in €):

Not included are your semester fees which incur at the beginning of each semester and include membership in the student association plus public transport for the whole semester. This means that your expenditure will be slightly higher at the beginning of the semester.

Also not included are leisure time activities. This very much depends on how active you are!



■ Rent	350-500.-
■ Food	160.-
■ Clothes	60.-
■ Student Health Insurance	80.-
■ Telephone, internet, mobile phone etc.	50.-
■ Books, stationery etc.	40.-
■ <b>Total:</b>	<b>€740-890.-</b>

### Typical Prices to be expected for Food and Drink

■ loaf of bread	2.-
■ Schrippe (crusty roll)	0.20 to 0.50
■ kg of apples	2.-
■ Vegetable and fruit prices vary according to season	
■ kg of potatoes	1.-
■ liter of milk	0.90
■ kg of rice	1.-
■ bottle of mineral water (0.75 l)	0.80
■ cup of coffee (in cafés)	2.-
■ beer 0,3l (in pubs)	3.-
■ Big Mac	3.-
■ Döner Kebab	3.- to 4.-
■ Currywurst	2.50

### Typical Prices to be expected for Entertainment

■ Ticket to the cinema (student rate)	8-9.-
■ Ticket to the theatre (student rate)	6.- to 30.-
■ Entrance to museums (student rate)	2.- to 8.-

### Basic Dictionary

Good morning!	Guten Morgen!	How are you?	Wie geht es dir?
Good afternoon!	Guten Tag!	Excuse me!	Entschuldigung!
Good evening!	Guten Abend!	Enjoy your meal!	Guten Appetit!
Good bye!	Auf Wiedersehen!	Cheers!	Prost!
Thank you!	Danke!	Two beers, please!	Zwei Bier, bitte!

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## Cultural Scene

Once settled in Berlin you will notice how amazing Berlin's cultural program is. It is hard to believe, but Berlin boasts three opera houses and more than 150 theatres and playhouses. Additionally, Berlin offers more than 170 museums including very rare and precious collections and more than 200 private galleries.

Each year Berlin hosts numerous top acts, artists and bands. You will find up to 1,500 cultural events each day.

For more info about events, e.g. concerts, exhibitions, plays, parties and movies in Berlin check out these websites:

[www.zitty.de](http://www.zitty.de)

[www.berlin030.de](http://www.berlin030.de)

Each semester we aim to organize several cultural and social events for our exchange students in order to give you the opportunity to meet your fellow students and to get to know the city of Berlin better.

To find out about the dates of the events please check out this quick link:

[www.tu-berlin.de/?134529](http://www.tu-berlin.de/?134529)





DEM DEUTSCHER VOLKE



# Leaving TU Berlin

Exams

Transcript

Contracts

Dis-Enrollment /  
Public Transportation Pass  
Refund

## EXAMS

Generally you need a *Leistungsnachweis* (proof of academic achievement) in order to have a course you attended at TU Berlin recognized at your home university. The examination requirements leading to a *Leistungsnachweis* vary according to the type of course.

A certificate, a so-called *Schein*, is issued for the successful completion of a course. The *Schein* usually contains a grade, but it is also possible to receive one just certifying your participation. Normally you receive a *Schein* after completion of an exercise or integrated course when one or more examinations have been passed. In seminars and advanced seminars the requirements are a seminar paper and a report. The *Schein* serves as an evaluation of the student's performance in projects and practical courses.

The *Schein* is the necessary *Leistungsnachweis* you will receive except in the case of lectures.

However, you can also obtain a *Schein* for a lecture you attended if you arrange for an oral examination with your professor. This procedure is not unusual, as many regular students have to pass oral examinations as well. The difference lies in the fact that as an exchange student you need to make the arrangements with your professor only. You do not have to inform any other office at the university or apply to the examination office - except you are a dual-degree student. Those have to

register for all their examinations with TU Berlin's registrar's office (*Prüfungsamt*).

Regular exchange students will receive a *Leistungsnachweis* individually prepared by the professor at the end of the course.

In oral examinations you have the possibility to be tested on related contents of several courses (often given by the same professor) within a certain period of time. As an exchange student you have a great deal of freedom in this respect, so that it is left up to you to make individual arrangements with your professors.

### Very important!

We strongly advise to inquire about how to obtain the *Leistungsnachweis* right at the beginning of a course. It usually helps to let the lecturer know that you are an exchange student to facilitate the organisation of your examinations!

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## TRANSCRIPT

Except for dual degree students the data concerning your *Leistungsnachweise* and examinations is not centrally collected at TU Berlin's registrar's office (*Prüfungsamt*). Hence, only you and your instructors know whether you have obtained any *Leistungsnachweise* and the respective grades. If you would like to receive an official record of your courses and grades instead of only taking home the *Scheine* you can fill in the data on the transcript form provided by our office which can be found on this website:

[www.tu-berlin.de/?132171](http://www.tu-berlin.de/?132171)

Fill the course information you can find on the *Scheine* into the respective columns: Course title, SWS / ECTS, grade.

We will then compare the information you provide to your *Scheine* and, if everything is alright, sign and stamp it.

Handwritten transcripts will not be accepted, please use a computer.

## CONTRACTS

Don't forget to cancel any contracts you signed while in Berlin, e.g. for your health insurance, your dorm room, your bank account, your cell phone etc.

## DIS-ENROLLMENT / PUBLIC TRANSPORTATION PASS REFUND

The *Semesterticket* is valid for the duration of six months (one semester). Exchange students who leave Berlin before the official end of the semester may apply for a refund for the remaining period of time. In order to be eligible for this refund you have to dis-enrol (*exmatrikulieren*) by completing the form *Antrag auf Exmatrikulation* and for the refund the form *Erstattungsantrag*, both available in the Campus Center.

Please be aware that you have to provide German bank account details in order to receive the refund!





# Addresses

Short Term Accommodation

List of Buildings

TU Berlin Map (Main Campus)

## SHORT TERM ACCOMMODATION

[www.jugendherberge.de](http://www.jugendherberge.de)

### Jugendherberge Berlin International

Kluckstraße 3

10785 Berlin

Tel. +49 - 30 - 747687910, Fax. +49-30 - 747687910

Homepage: [www.jh-berlin-international.de](http://www.jh-berlin-international.de)

E-Mail: [jh-berlin@jugendherberge.de](mailto:jh-berlin@jugendherberge.de)

Costs/night (incl. Breakfast):

from €18,50

### Jugendherberge Berlin am Wannsee

Badeweg 1

14129 Berlin

Tel. +49-30 - 803 20 34, Fax. +49-30 - 803 59 08

Homepage: [www.jh-wannsee.de](http://www.jh-wannsee.de)

E-Mail: [jh-wannsee@jugendherberge.de](mailto:jh-wannsee@jugendherberge.de)

Costs/night (incl. Breakfast):

from €18,50

### Jugendherberge Ernst Reuter

Hermsdorfer Damm 48-50

13467 Berlin

Tel. +49-30 - 404 16 10, Fax. +49-30 - 404 59 72

Homepage: [www.jh-ernst-reuter.de/](http://www.jh-ernst-reuter.de/)

E-Mail: [jh-ernst-reuter@jugendherberge.de](mailto:jh-ernst-reuter@jugendherberge.de)

Costs/night (incl. Breakfast):

from €23,50

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[www.hostelworld.com](http://www.hostelworld.com)

Baxpax Mitte Hostel Berlin

Chausseestraße 102

10115 Berlin (Mitte)

Tel. +49-30 - 28 39 09 65 / 28390965, Fax. +49-30 - 28 39 09 55

E-Mail: [info@backpacker.de](mailto:info@backpacker.de)

Homepage: <http://baxpax.de/mitte/>

Costs/night: from €13

Circus

Weinbergsweg 1a

10119 Berlin

Tel. +49-30 - 20003939; Fax. 28 39 14 84

E-Mail: [info@circus-berlin.de](mailto:info@circus-berlin.de)

Homepage: [www.circus-berlin.de](http://www.circus-berlin.de)

Costs/night: from €19

Lette'm Sleep Hostel

Lettestraße 7

10437 Berlin (Prenzlauer Berg)

Tel. +49-30 - 44 73 36 23, Fax. +49-30 - 44 73 36 25

Homepage: [www.backpackers.de](http://www.backpackers.de)

E-Mail: [info@backpackers.de](mailto:info@backpackers.de)

Costs/night: starting at €11

A&O Hostel

Boxhagener Str. 73

10245 Berlin (Friedrichshain)

Tel. +49-30 - 80947-5400 , Fax. +49-30 - 5490

Homepage: [www.aohostels.com/de](http://www.aohostels.com/de)

E-Mail: [reception@aohostels.com](mailto:reception@aohostels.com)

Costs/night:

from €7

Meininger City Hotels

Hallesches Ufer 30

10963 Berlin (Kreuzberg)

Tel. +49-30 - 98321075

Homepage: [www.meininger-hotels.com/](http://www.meininger-hotels.com/)

E-Mail: [welcome@meininger-hotels.com](mailto:welcome@meininger-hotels.com)

Costs/night: dormitory

from €17

Jugendgästehaus Feurigstraße

Feurigstraße 63

10827 Berlin (Schöneberg)

Tel. +49-30 - 781 5211 / -5212, Fax. +49-30-788 30 51

E-Mail: [info@jgh.de](mailto:info@jgh.de)

Costs/night:

from €17



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CVJM-Haus

Einemstraße 10

10787 Berlin (Tiergarten)

Tel. +49-30 - 26 49 10-88

Homepage: <http://cvjm-jugendgaestehaus.de/>

E-Mail: [info@cvjm-jugendgaestehaus.de](mailto:info@cvjm-jugendgaestehaus.de)

Costs/night (with Breakfast):

from €27

Jugendgästehaus am Zoo

Heerstraße 110-112

10623 Berlin (Charlottenburg)

Tel. +49-30 - 312 94 10, Fax. +49-30 -312 54 30

E-Mail: [info@jgh-zoo.de](mailto:info@jgh-zoo.de)

Costs/night:

from €17

## Flatshare Agencies / Helpful Websites

### City Mitwohzentrale

Linienstraße 111

10115 Berlin

Tel. +49 -30 - 19 430

Homepage: [www.city-mitwohzentrale.com](http://www.city-mitwohzentrale.com)

E-Mail: [berlin@city-mitwohzentrale.com](mailto:berlin@city-mitwohzentrale.com)

### Zeitraum Wohnkonzepte

Immanuelkirchstr. 8

10405 Berlin (Prenzlauer Berg)

Tel. +49 - 30 - 441 66 22 (Prenzlauer Berg)    +49 30- 322 33 00 (Charlottenburg)

Fax. +49 30- 441 66 23

Homepage: [www.zeit-raum.de](http://www.zeit-raum.de) / E-Mail: [info@zeit-raum.de](mailto:info@zeit-raum.de)

### Websites:

[www.studenten-wg.de/](http://www.studenten-wg.de/)

[www.studenten-wohnung.de/](http://www.studenten-wohnung.de/)

[www.wohngemeinschaft.de/](http://www.wohngemeinschaft.de/)

[www.wg-gesucht.de/](http://www.wg-gesucht.de/)

[www.kleinanzeigen.ebay.de](http://www.kleinanzeigen.ebay.de)

[www.wohnpool.de](http://www.wohnpool.de)

[www.immowelt.de/](http://www.immowelt.de/)

[www.freiraum-berlin.com](http://www.freiraum-berlin.com)

[www.immobilienscout24.de](http://www.immobilienscout24.de)

[www.coming-home.org/](http://www.coming-home.org/)

[www.craigslist.org](http://www.craigslist.org)

## DISCLAIMER

We developed this guide to help international students adjusting to TU Berlin. We tried to verify all information provided in this guide. However, our office cannot be made responsible for any errors or omissions. Students should always keep in mind that it is their responsibility that all academic and visa/residence conditions as well as other necessary arrangements are met.

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## List of Buildings ([www.tu-berlin.de/?3244](http://www.tu-berlin.de/?3244))

A	Architekturgebäude, Straße des 17. Juni 152,
AA	Agrarpolitik und Agrarstatistik, Albrecht-Thaer-Weg 2
AB	Angewandte Botanik, Rothenburgstraße 12
ACK	Ackerstraße 76, 13355 Berlin
AL	Ausländische Landwirtschaft, Podbielskiallee 64
AM	Alte Mineralogie, Hardenbergstraße 38
AP	Acker- und Pflanzenbau, Albrecht-Thaer-Weg 2
AT	Albrecht-Thaer-Weg 4
B	Bauingenieurgebäude, Hardenbergstraße 40a
BA	Alter Bauingenieurflügel, Hardenbergstraße 40
BEL	Marchstraße 6 und 8
BH	Bergbau- und Hüttenwesen, Ernst-Reuter-Platz 1
C	Chemiegebäude, Strasse des 17. Juni 115
C-L	Chemie-Lager, Strasse des 17. Juni 115
CAR-B	Carnotstraße IA
CR	Cranzbau, Jebensstraße 1/Hertzallee
E	Elektronische Institute, Einsteinufer 19
EB	Erweiterungsbau, Straße des 17. Juni 145
EMH	Elektrische Maschinen (EM) + Hochspannungstechnik (HAT), Einsteinufer 11
E-N	Elektrotechnik-Neubau, Einsteinufer 10
ER	Ernst-Reuter-Haus, Straße des 17. Juni 112
ES	Englische Straße 20
EU	Geb.Komplex Landgut Eule, Kremnitzufer 53,49(W0),63 (WS)
F	Flugtechnische Institute, Marchstraße 12,
FR	Franklinstraße 28-29
FRA-B	Franklinstraße 15/15a
FS	Gebäudekomplex Franklinstraße, Franklinstraße 5/7
GG-B	Gärungsgewerbe, Biotechnologie, Seestraße 13-15
GOR	Gorbatschow Haus, Salzufer 11/12
GD	General-Pape-Straße 100
GV	Getreideverarbeitung, Seestraße 11

H	Hauptgebäude, Straße des 17. Juni 135
HAD	Hardenbergstraße 4-5
HE	Hörsaal Elektrotechnik, Straße des 17. Juni 136
HER-A	Heerstraße 446-448
HF	Hermann-Foettinger-Gebäude, Mueller-Breslau-Str. 8
HFT-FT	Hochfrequenztechnik (HFT) + Fernmeldetechnik (FT), Einsteinufer 25
HH	Hoechst-Haus, Steinplatz 1
HL	Heizung und Lüftung, Marchstraße 4
HS	Hellriegelstraße, Hellriegelstraße 6
N	Gebäudekomplex Invalidenstraße, Invalidenstraße 42
J	Jebenstraße 1,
JS	Joachimstaler Straße 31-32
K	Gebäudeteil Kraftfahrzeuge, Straße des 17. Juni 135
KE	Kehler Weg
KEP	Keplerstraße 4-6
KF	Ehem. Kraft- und Fernheizwerk, Fasanenstraße 1 A KG Kulturtechnik und Grünlandwirtschaft, Lenzallee 76
KL	Königin-Luise-Straße 22
KPK	Kompaktzyldotron-Bunker, Hardenbergstraße 36
KT	Kerntechnik, Marchstraße 18
KWT	Kraftwerkstechnik und Apparatebau, Fasanenstraße 1
L	Lebensmittelchemie, Mueller-Breslau-Straße 10
LB	Landwirtschaftliche Betriebslehre, Im Dol 27/29
LT	Landtechnik, Zoppoterstraße 35
M	Mechanik, Straße des 17. Juni 135
MA	Mathematik, Straße des 17. Juni 135
MAR	Marchstraße, Marchstraße 23
MB	Müller-Breslau-Straße 11/12, 10623 Berlin
ME	Maschinenelemente, Helmholtzstraße 13-14
MHD	Magneto hydrodynamik-Halle, Marchstraße 18
MS	Mechanische Schwingungslehre, Einsteinufer 5
NSH	Neue Schönhauser Straße 20

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O	Obstbau, Albrecht-Thaer-Weg 3
OE	Ehem. Oetker-Haus, Franklinstraße 29
P	Physik, Hardenbergstraße 36 a
PF	Pflanzenernährung, Lentzallee 55/57
P-N	Physik-Neubau, Hardenbergstraße 36
PC	Physikalische Chemie
PHI	Gebäude Philippstraße, Philippstraße 13
PTZ	Produktionstech. Zentrum - Doppelinstitut, Pascalstraße 8-9
REU	Reuchlinstraße 10-11
RDH	Rudolf-Drawe-Haus, Fasanenstraße 89
RO	Rohrdamm 22/Wernerwerkdamm 2
SB	Satellitenbeobachtungsstation, Munsterdamm 88
SE-RH	Reuleaux-Haus / Stadtbau-, Verkehrs- und Eisenbahnwesen, Straße des 17. Juni 135
SF	Schweinfurthstraße 24
SG	Severingelände-Gebäude 1-13, Salzufer 17/19
SPH-TR	Sportgelände an der Harbigstraße, Harbigstraße 34
SPW	Sporthallen an der Waldschulentallee, Waldschulentallee 7
TA	Technische Akustik, Einsteinufer 25
TAP	Technische Akustik-Prüfhalle, Einsteinufer 31
TC	Tech. Chemie (Franz-Fischer-Bau), Straße des 17. Juni 124
TEL	Ehem. Telefunken Hochhaus, Ernst-Reuter-Platz 7
TH	Tierzüchtung und Haustiergenetik, Lentzallee 86
TIB 1-4	Gebäudekomplex Humboldthain, Gustav-Meyer-Allee 25
TK	Thermodynamik und Kältetechnik, Straße des 17. Juni 135
V	Verformungskunde, Straße des 17. Juni 135
VWS	Versuchsanstalt für Wasser- und Schiffsbau - Schleuseninsel -, Mueller-Breslau-Straße
W	Wasserbau und Wasserwirtschaft, Straße des 17. Juni 144
WF	Werkzeugmaschinen & Fertigungstechnik, Fasanenstraße 90
WG	Wassersportgelände, Siemenswerderweg 27
WW	Wirtschaftswissenschaften, Uhlandstraße 415
ZI	Gebäude der Zuckerindustrie, Amrumer Straße 32

A	Architecture Building, Straße des 17. Juni 152
A-F	Architekturgebäude Flachbau, Straße des 17. Juni 152
AM	Old Mineralogy, Hardenbergstraße 38
B	Building Engineering building Hardenbergstraße 40
BA	Old Building Engineer Wing (in the Physic bldg.), Hardenbergstraße 70
BEL	Building Marchstraße 6 und 8, AStA, Kindergarten, Café Campus
BH-A	Bergbau und Hüttenwesen, Ernst-Reuter-Platz 1
BH-N	Altbau und Neubau, Ernst-Reuter-Platz 1
BIB	University Library Fasanenstraße 88
C	Chemistry building, Straße des 17. Juni 115
C-L	Chemie-Lagerhaus, Straße des 17. Juni 115A
E/E-N	Elektrotechnische Institute, Altbau und Neubau Einsteinufer 19
EB	Extension Straße des 17. Juni 145
EMH	building parts EM (Electrical machines) and HT (High Voltage Engineering), Einsteinufer 11
ER	Ernst-Ruska-Building Hardenbergstraße 36A
EW	Eugene-Paul-Wigner-Building Hardenbergstraße 36
F	Building of the Aeronautical Institutes, Marchstraße 12, 12A, 12B, 14
FH	Fraunhoferstraße 33-36
FR	Building Franklinstraße 28/29
GOR	Gorbatschow-House, Salzuffer 11/12
H	Main Building of the Technische Universität Berlin, Straße des 17. Juni 135
HBS	Building Hardenbergstraße 16-18
HE	Lecture Theatre Electrical Engineering, Straße des 17. Juni 136
HF	Hermann-Föttinger-Building, Müller-Breslau-Straße 8
HFT	Radio-Frequency Engineering, Einsteinufer 25
HL	Heating and Ventilation building, Marchstraße 4
K	Motor Vehicles building part, Straße des 17. Juni 135
KF	Former Power Station and District Heating System, Fasanenstraße 1
KT	Nuclear Engineering building, Marchstraße 18
KWT	Power Station Engineering and Design and Manufacture of Apparatus, Fasanenstraße 1
L	Food Chemistry building, Müller-Breslau-Straße 10
M	Mechanics building part, Straße des 17. Juni 135
MA	Mathematics building, Straße des 17. Juni 136 (with canteen)
MAR	Marchstraße, Marchstraße 23
MB	Building Müller-Breslau-Straße 11-12
MS	Mechanical Oscillation building, Einsteinufer 5
OE	former Oetker House, Franklinstraße 29
PC	Physical Chemistry building, Straße des 17. Juni 135
PTZ	Manufacturing Engineering Centre Institute, Pascalstraße 8-9
RDH	Rudolf-Drawe-House, Fasanenstraße 89
SE-RH	Reuleaux-House: Railway teaching facility Straße des 17. Juni 135
SG	Building complex Severin-Gelände Salzuffer 17/19
ST	Steinplatz 2
TA	Technical Acoustic Einsteinufer 25
TAP	Technical Acoustic building - Exam hall, Einsteinufer 31
TC	Technical Chemistry building, Straße des 17. Juni 124
TEL	TU high rise building, former Telefunken high rise, Ernst-Reuter-Platz 7
TEM	Transelectronical Microscopy Marchstraße 10
TK	Thermodynamics and Refrigeration Engineering bldg., Straße des 17. Juni 135
V	Metal Forming building part, Central Facility for University Sports (ZEH), Straße des 17. Juni 135
VWS	Central Workshop, former Research Institute for Water- and Shipbuilding- Sluices, Müller-Breslau-Straße
W	Hydraulic Engineering and Water Management building, Straße des 17. Juni 144 und 144A
WF	Machine Tools and Technical Production building, Fasanenstraße 90
Z	Poststelle, Druckerei, Materialausgabe, Straße des 17. Juni 135



Cafés auf dem Gelände

- 1 WiWi Café
- 2 Café Planwirtschaft
- 3 Café A
- 4 Freitagrunde Café
- 5 Zur Nullstelle
- 6 Atomic Café
- 7 Café Shilia
- 8 Erdreich
- 9 I Café
- 10 Tel quel

X9 245  
M45 N2  
SU DB

Zoologischer Garten

Tiergarten

Zentralwellenstadt

Hertzsallee

Fassnenstraße

Stundenwerk  
Mensa

Hardenbergstraße

Straße des 17. Juni

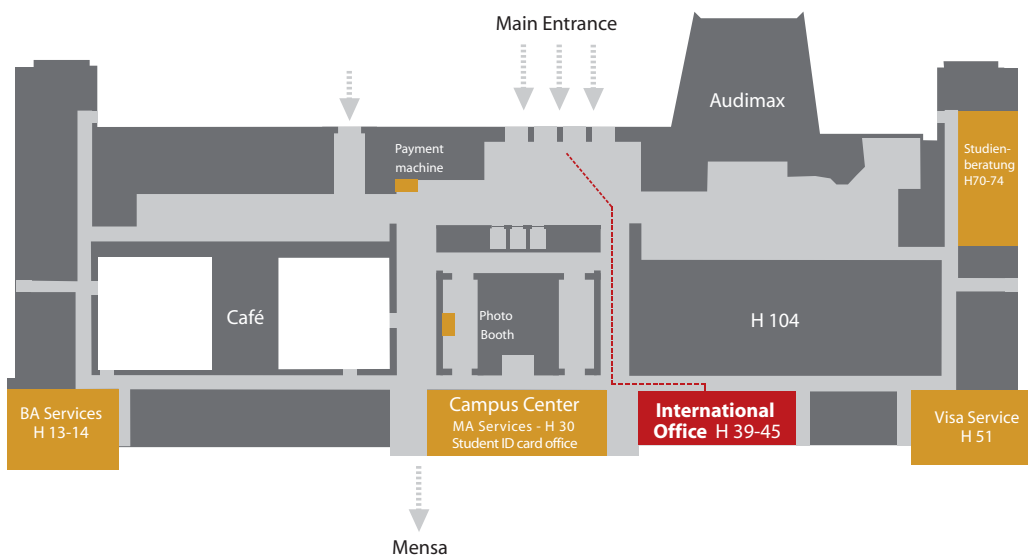
Saizufert

Ensteinunter

Marchstraße

Franklinstraße

Bismarckstraße  
Mo-Sun-Allee



# Technische Universität Berlin

International Affairs  
Student Mobility & International Students

Straße des 17. Juni 135  
10623 Berlin, Germany

Erasmus / European Exchange Office:  
Room 39  
Tel: +49-30 - 314-24696  
Fax: +49-30 - 314-28644  
[exchange.programmes@tu-berlin.de](mailto:exchange.programmes@tu-berlin.de)

Overseas Office:  
Room 41b  
Tel: +49-30 - 314-71464  
Fax: +49-30 - 314-24067  
[overseas@tu-berlin.de](mailto:overseas@tu-berlin.de)