

Direct Exchange Program

Fact Sheet academic year 2015/16

Contact Information		
<i>Director</i>	Mr Günter Schepker exchange@fu-berlin.de	
	Incoming	Outgoing
<i>Coordinator</i>	Ms Carmen Gleisenstein	Ms Sabine Simon
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<i>Telephone / Fax</i>	Tel.: +49 30 838 73921 · Fax: +49 30 838 73420	Tel.: +49 30 838 73930 · Fax: +49 30 838 73420
<i>Address</i>	Freie Universität Berlin Student Exchange Office Iltisstraße 4 14195 Berlin Germany	
<i>Homepage</i>	www.fu-berlin.de/student-in	
<i>Film portrait</i>	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
<i>Office hours</i>	Tuesday/ Thursday 9.30 am – 12.30 pm, 2 – 5 pm and by appointment	
Important dates		
	winter term 2015/16	summer term 2016
<i>Semester dates</i>	1 October 2015 – 31 March 2016	1 April 2016 – 30 September 2016
<i>Orientation</i>	First week of October 2015	First week of April 2016
<i>Lecture period</i>	12 October 2015 – 13 February 2016	18 April 2016 – 13 July 2016
<i>Exam period</i>	During the last two weeks of the lecture period; may vary from department to department	
<i>Suggested arrival</i>	In time to attend the orientation program	
<i>Academic calendar</i>	http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	
Application		
<i>Deadlines</i>	winter term/ academic year 2015/16	
	30 April 2015	
<i>Application process</i>	<p>Students must complete the Freie Universität Berlin exchange application form and send all required documents through the International Office of their home university to our address provided above.</p> <p>All applicants must be officially nominated by the home university. This may either be done with an official nomination letter or an e-mail from the home university.</p> <p>The application form is not yet available online, but is part of our annual information package.</p>	
<i>Required documents</i>	<ul style="list-style-type: none"> - The completed application form - The completed pre-enrolment form - 1 photocopy of the certificate of the university the student is enrolled at (i.e. transcript, record, grade report, relevé de notes) - photocopy(ies) of the student's B. A., M. A. or other final degrees (if already available) - 1 photocopy of the student's passport (page with photograph) - 1 curriculum vitae - study proposal outlining which subject(s) students would like to study <p>Hard copies or scanned documents attached to an e-mail are accepted. The documents should be in either German or English or accompanied by an English translation.</p>	

German language requirements / Language courses	
<i>German language requirements</i>	<p>Direct exchange students are exempt from a German language exam (DSH or TestDaF), which is otherwise required for international degree-seeking students studying at a German university.</p> <p>However, we expect language skills equivalent to level B 2 of CEFR (Common European Framework of Reference for Languages) in the humanities and the social science departments and B 1 at the John F Kennedy Institute for North American Studies and natural sciences. A language certificate is not necessary, because we expect that our partner universities guarantee the required language skills.</p>
<i>Language of instruction</i>	<p>Almost all subjects are taught in German. Please note that subjects taught in English outside the Departments of English and North American Studies are very limited in number. Availability may vary and cannot be guaranteed. An overview of subjects taught in English is available at www.fu-berlin.de/vv. Please use the “advanced search option” to find courses in English.</p>
<i>Preparatory German language courses</i>	<p>A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of the winter term and before the beginning of the summer term. Basic knowledge of German is required. The course fee will be approx. 600 €.</p> <p>Places are limited, interested students should apply as soon as possible!</p> <p>For further details, please check www.fu-berlin.de/deutsch-vorkurs.</p>
<i>Language courses during the semester</i>	<p>German language courses which are offered during the semester are free of charge. Again, basic German language proficiency (level A2) is required. If students wish to participate in a German language course, they have to take a placement test which will be offered during the orientation period shortly before the semester starts. Without this test, exchange students are not eligible to take language classes.</p> <p>Further information is available at http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html</p>
<i>Courses in other languages</i>	<p>The Language Centre (ZE Sprachenzentrum) offers a limited number of language courses. Please note that students need to take a placement test first and that the number of places is limited.</p> <p>Further details are available at: http://www.sprachenzentrum.fu-berlin.de/sprachtests/abv_einstufungstests/index.html</p>
Visa requirements	
	<p>Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, New Zealand, South Korea, Switzerland or the USA do not need a visa in order to enter Germany. Upon arrival in Berlin, citizens from these countries (except EU) must apply for a residence permit (see under “Arrival in Berlin”).</p> <p>Students who are NOT citizens of the countries listed above must apply for a student visa (<i>Visum zu Studienzwecken</i>) at the local German Embassy or a German General Consulate BEFORE they come to Germany.</p> <p>We therefore urge those students to apply for a study visa as soon as possible. It will take at least six weeks, sometimes a few months, to process the visa application. The necessary documents concerning the admission to our university (and, if applicable, the scholarship offer) will be sent to the student as soon as possible. More information is available at: http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</p>
Health insurance	
<i>Waiver</i>	<p>Exchange students must have comprehensive health insurance valid in Germany for enrolment as a full-time student at FUB and for obtaining a residence permit.</p> <p>Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany may request an insurance waiver. A waiver can only be obtained at a German state-regulated health insurance company, not at our university.</p> <p>Since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses it has been increasingly difficult for exchange student to obtain a waiver.</p> <p>We therefore urge all students younger than 30 years to purchase a German student health insurance for about 80 Euros per months. The German student health insurance policies are very comprehensive and are also accepted automatically by the office granting residence permits.</p> <p>More information is available at http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</p>

Mandatory fees	
<i>Social fees / public transportation</i>	Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 250 € per semester. These are non-university related fees and pay for the student union as well as for a public transportation ticket for the whole area of Berlin for the entire semester. Students will be asked to pay the fees after arrival in Berlin as part of the enrolment process.
Pre-arrival requirements	
<i>Distributed Campus</i>	Distributed Campus is an online platform which is specially designed for exchange students who have already received their letter of admission. It comprises all the information mentioned above in one platform. Students will receive registration details to access the platform at www.distributed-campus.org with their letter of admission. Registration for and use of the platform is required for participation in the exchange program.
Arrival in Berlin	
<i>Enrolment</i>	Upon arrival in Berlin, we advise students to come and see us immediately during our office hours in order to finalize student enrolment and set up their FU account. Students need this account in order to enrol for courses and use computers on campus.
<i>Residence permit</i>	As a participant in our exchange program, students will be admitted and enrolled as full-time students at Freie Universität Berlin only for the duration they have been nominated for by their home university. Once students have been enrolled at Freie Universität Berlin, they must apply for a residence permit (Aufenthaltserlaubnis) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon arrival in Berlin.
Accommodation	
<i>Private accommodation</i>	Students can either organize their own private accommodation (such as student share apartments, so-called WGs) or use the university's housing service ERG.
<i>University housing service ERG</i>	Our housing service offers a variety of accommodation options, including dorms, shared flats and fully furnished single apartments. All housing options are available from the beginning of September or October onwards and cost about 220 – 460 € per month. For more information please see the following website: http://www.fu-berlin.de/en/sites/unterbringung/index.html .
<i>Registration deadline</i>	Since there has been a dramatic increase of student housing demand, students wishing to use our accommodation service must apply <i>online</i> as soon as possible and no later than June 15 using the link above. Registrations will be dealt with on a first come, first served basis.
<i>ISB</i>	Advanced students (graduate and PhD level) who come from one of the former Four Allies (USA, UK, France and the Republics of the former Soviet Union) may also stay at the Max-Kade-Haus, ISB (www.isb-berlin.de). The ISB offers fully furnished apartments with community kitchens for 250 – 340 € per month. Students wishing to stay at ISB need to register via e-mail to welcome-service@fu-berlin.de by June 15.
<i>On-campus accommodation</i>	Please note that on-campus accommodation is not available. Further information about accommodation options will also be made available to students via the Distributed Campus platform.
Orientation	
	Orientation takes place approx. 5-10 days before the lecture period starts. It is absolutely necessary to participate in our orientation program. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and enrolment, campus tours and how to use libraries and computers. The current orientation program is available online at http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html
Selecting courses and attending classes	
<i>Undergraduate programs</i>	The Freie Universität Berlin offers a broad variety of undergraduate programs. An alphabetical overview is available at http://www.fu-berlin.de/en/studium/studienangebot/grundstaendige/index.html With few exceptions all undergraduate programs are open for exchange students. Please note that Medicine and Veterinary Medicine are NOT open to exchange students. Restrictions apply in Law, Pharmacy, Economics and Business Administration.
<i>Master' programs</i>	The Freie Universität Berlin offers a range of master's programs. An alphabetical overview is available at: http://www.fu-berlin.de/en/studium/studienangebot/master/index.html . In order to attend individual classes in a master's program, students need prior approval by the faculty mem-

<i>PhD programs</i>	ber. Admission to a master's program (non-degree status), is only possible with the approval of the department offering the master's program. Please contact us if you plan to nominate students for a particular master's program. Fee-based continuing education master's programs are NOT open to exchange students.
<i>Modules</i>	If students have the necessary prerequisites, exchange students may be enrolled as visiting PhD students. A few years ago, the university implemented bachelor and master degrees. Bachelor's and master's programs are structured around modules, which usually consist of two content-related courses (e.g. a lecture and a seminar). While modules are offered on a regular basis (at least every 2 nd semester), the content of the individual lecture or seminar might change from one semester to the other.
<i>Study and examinations regulations</i>	Detailed module descriptions specifying contents, structure, contact hours and credits (<i>Leistungspunkte, LP</i>) can be found in the study and examination regulations (<i>Studien- und Prüfungsordnung</i>) at http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html (German only).
<i>Course catalogue</i>	The courses offered during the <i>current</i> semester are listed in the course catalogue (<i>Vorlesungsverzeichnis, VV</i>) which is available about one month prior to the beginning of the semester at www.fu-berlin.de/vv . It is structured by departments, degrees and modules.
<i>Course enrolment</i>	Students have to enrol for courses on our online portal <i>Campus Management</i> before the semester starts. Access and further information will be provided during the orientation period. Please note that in order to attend classes within our master's programs, students need prior approval of the respective lecturers or program directors.
<i>Subjects taught in English</i>	An overview of subjects offered in English is available at www.fu-berlin.de/vv . Please use the "advanced search option" to find courses in English. Most subjects taught in English will be offered by the Department of English Philology and the John F. Kennedy Institute for North American Studies.
<i>Courses at other universities in Berlin</i>	Exchange students may also attend courses at Humboldt-Universität zu Berlin, the Technische Universität Berlin and Potsdam Universität. In order to gain credits for these courses, students need prior approval of the respective lecturer and must fulfil the university's requirements.
<i>Course approval at partner universities</i>	When applying for an exchange to Freie Universität Berlin, some of our partner universities require that students have to get their subject selection approved prior to handing in the application. Since applications have to be submitted at least six months before the beginning of the exchange semester, it is not possible for students to access the course catalogue of the respective semester. We therefore recommend students to get modules approved instead of individual subjects.
Grading system	
<i>Grading scale</i>	All departments, except for the Law Department, use the following grading scale: 1,0 – 1,5 very good 1,6 – 2,5 good 2,6 – 3,5 satisfactory 3,5 – 4,0 sufficient 5,0 fail
De-enrolment / Transcript of Records	
<i>De-enrolment</i>	At the end of their stay at Freie Universität Berlin, exchange students should de-enrol (<i>Exmatrikulation</i>). This is very important, especially if students wish to return to a German university at a later point.
<i>Transcript of Records</i>	Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records have to fill out a form and contact our transcript officer at incoming@fu-berlin.de before leaving Berlin. Important: Students should apply for a Transcript of Records no later than three months after their stay. Freie Universität Berlin cannot issue any transcripts after that time. The transcript will be issued once the student's grades are released. The original Transcript of Records will be sent to the international office of the home university. We will send a copy to the student.

Last updated: August 2014