# Direct Exchange Program
## Fact Sheet 2013-14

### Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Director</th>
<th>Incoming Coordinator (after nomination of exchange students)</th>
<th>Outgoing Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mr Günter Schepker</td>
<td>Ms Carmen Gleisenstein</td>
<td>Ms Sabine Simon</td>
</tr>
</tbody>
</table>

**E-mail**
- incoming@fu-berlin.de
- exchange@fu-berlin.de

**Telephone / Fax**
- Tel.: +49 30 838 73921 · Fax: +49 30 838 73420
- Tel.: +49 30 838 73930 · Fax: +49 30 838 73420

**Address**
Freie Universität Berlin
Student Exchange Office
Brümmerstr. 52
14195 Berlin
Germany

**Homepage**
[www.fu-berlin.de/student-in](http://www.fu-berlin.de/student-in)

**Film portrait**

**Office hours**
Monday / Tuesday 9.30 am – 12.30 pm, Thursday 2 – 5 pm and by appointment

### Important dates

<table>
<thead>
<tr>
<th>Winter term / academic year 2013-14</th>
<th>Summer term 2014</th>
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<tbody>
<tr>
<td>Semester dates</td>
<td>31 March 2014</td>
</tr>
<tr>
<td>Orientation</td>
<td>1 October 2013</td>
</tr>
<tr>
<td>Lecture period</td>
<td>20 March 2014</td>
</tr>
<tr>
<td>Orientation</td>
<td>First week of October 2013</td>
</tr>
<tr>
<td>Lecture period</td>
<td>14 October 2013</td>
</tr>
<tr>
<td>Exam period</td>
<td>First week of April 2014</td>
</tr>
<tr>
<td>Suggested arrival</td>
<td>15 February 2014</td>
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<tr>
<td>Exam period</td>
<td>14 April 2014</td>
</tr>
<tr>
<td>Suggested arrival</td>
<td>19 July 2014</td>
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<tr>
<td>Academic calendar</td>
<td>20 October 2014</td>
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</tbody>
</table>

### Application

**Deadlines**
- Winter term / academic year 2013-14: 30 April 2013
- Summer term 2014: 30 October 2013

**Application process**
Students must complete the FU Berlin exchange application form and send all required documents through the International Office of their home university to our address provided above.

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. The application form is not yet available online, but is part of our annual information package.

**Required documents**
- The completed application 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
- short study proposal

Hard copies or scanned documents attached to an e-mail are accepted.
German language requirements / German language courses

| **German language requirements** | 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. However, we expect language skills equivalent to level 3 Test DaF in all 4 categories if students wish to take classes in specific subjects. More information on this test is available at [www.testdaf.de](http://www.testdaf.de). A language certificate is not necessary, because we expect that our partner universities guarantee the required language skills. |
| **Language of instruction** | 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](http://www.fu-berlin.de/vv) under “Courses in English”. |
| **Preparatory German language courses** | A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered before the beginning of the winter term; a four-week course will be offered before the beginning of the summer term. Basic knowledge of German is required. For further details, please check [www.fu-berlin.de/deutsch-vorkurs](http://www.fu-berlin.de/deutsch-vorkurs). The course fee will be approx. 500 €. Places are limited, interested students should apply as soon as possible! |
| **Language courses during the semester** | 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. Further information is available at [http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/sprachkurse_fuer_programmstudierende/index.html#Programmstudierende](http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/sprachkurse_fuer_programmstudierende/index.html#Programmstudierende). |

Visa requirements

Students who are citizens of EU or EEA countries, Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, San Marino, South Korea, New Zealand, Switzerland or the USA do not need a visa in order to enter Germany. Upon arrival in Berlin, citizens from these countries must apply for a residence permit (see under “Arrival in Berlin”).

Students who are NOT citizens of the countries listed above must apply for a student visa at the local German Embassy or a German General Consulate BEFORE they come to Germany.

We therefore urge those students to apply for a 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.


Health insurance

**Waiver**

A health insurance plan is necessary for the enrolment at FUB as well for obtaining a residence permit. Students can purchase a health insurance plan in Berlin for approx. 80 € per month. Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of a sufficient home health insurance plan 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.


Mandatory fees

| **Social fees / public transportation** | 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

| **Distributed Campus** | 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. **Registration for and use of the platform is required for participation in the exchange program.** Pre-enrolment will also be organised via Distributed Campus. We urge students to complete the pre-enrolment, since it makes the final enrolment in Berlin easier and quicker. Students will receive an e-mail approx. four months prior to the beginning of the semester which provides them with registration details to access the platform at [www.distributed-campus.org](http://www.distributed-campus.org). |

Pre-enrolment |
Arrival in Berlin

Enrolment

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.

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.

Residence permit

Once students have been enrolled at FU Berlin, they must apply for a residence permit *(Aufenthaltserlaubnis)* within three months (except students from EU or EEA countries).

Accommodation

Private accommodation

Students can either organize their own private accommodation (such as student share apartments, so-called WGs) or use the university’s housing service ERG.

University housing service ERG

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 250 – 410 € per month. For more information please see the following website:


Registration deadline

Since there has been a dramatic increase of student housing demand, students wishing to use our accommodation service must apply online as soon as possible and not later than June 15 (for winter term and academic year) or by December 15 (for summer term), using the link above. Registrations will be dealt with on a first come, first served basis.

ISB

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-bln.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 (for winter term and academic year) or by December 15 (for summer term).

On-campus accommodation

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 period. Students will be provided with essential information about studying at FU 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/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_studium_an_fu/index.html.

Selecting courses and attending classes

Undergraduate programs

The Freie Universität Berlin offers a broad variety of undergraduate programs. An alphabetical overview is available at http://www.fu-berlin.de/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.

Master programs

The Freie Universität Berlin offers a range of master’s programs. An alphabetical overview is available at:


In order to attend individual classes in a master’s program, students need prior approval by the faculty member. Admission to a master’s program (non-degree status), is only possible with the approval of the department offering the master program. Please contact us if you plan to nominate students for a particular master program. Fee-based continuing education master’s programs are NOT open to exchange students.

PhD programs

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 and Master 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 2nd semester), the content of the individual lecture or seminar might change from one semester to the other.

Study and examination regulations

Detailed module descriptions specifying contents, structure, contact hours and credits *(Leistungspunkte, LP)* can be found in the study and examination regulations *(Studien- und Prüfungsordnung)* at http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html (German only).
The courses offered during the current semester are listed in the [course catalogue](http://www.fu-berlin.de/vv) which is available three months prior to the beginning of the semester at [www.fu-berlin.de/vv](http://www.fu-berlin.de/vv). It is structured by departments, degrees and modules.

Students have to enrol for courses on our online portal [Campus Management](http://www.fu-berlin.de/vv) 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 programs, students need prior approval of the respective lecturers or program directors.

An overview of subjects offered in English is available from [www.fu-berlin.de/vv](http://www.fu-berlin.de/vv) under "Courses in English". Most subjects taught in English will be offered by the Department of English Philology and the John F. Kennedy Institute of North American Studies.

Exchange students may also attend courses at Humboldt University Berlin, the Technical University Berlin and Potsdam University. In order to gain credits for these courses, students must fulfil the university’s assessment requirements.

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.

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### Grading system

#### Grading scale

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<tr>
<th>Grade</th>
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<tbody>
<tr>
<td>1,0 – 1,5</td>
</tr>
<tr>
<td>1,6 – 2,5</td>
</tr>
<tr>
<td>2,6 – 3,5</td>
</tr>
<tr>
<td>3,5 – 4,0</td>
</tr>
<tr>
<td>5,0</td>
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### De-enrolment / Transcript of Records

#### De-enrolment

At the end of their stay at Freie Universität Berlin, exchange students have to de-enrol (Exmatrikulation). This is very important, especially if students wish to return to a German university at a later point.

#### Transcript of Records

**Transcripts from FU 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](mailto:incoming@fu-berlin.de).

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.

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Last updated: July 2012