

DEPARTMENTAL EXCHANGE FACT SHEET 2020/2021

CONTACT INFORMATION		
Administrative Coordinator:	Ms. Carmen Gleisenstein	
E-mail	incoming@fu-berlin.de	
Telephone	Tel.: +49 30 838 73921	
Address	Freie Universität Berlin Student Exchange Office Ittisstr. 4 14195 Berlin Germany	
Homepage	www.fu-berlin.de/exchangestudents	
Film portrait	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
Office hours	Tuesday / Thursday 9.30 am – 12.30 pm, 2 – 5 pm and by appointment	
Important dates	WINTER TERM 2020/21	SUMMER TERM 2021
Semester dates	1 October 2020 – 31 March 2021	1 April 2021 – 30 September 2021
Orientation	First week of October	First week of April
Lecture period	14 October 2020 – 15 February 2021	12 April 2021 – 17 July 2021
Exam period	During the last two weeks of the lecture period; may vary from department to department	
Suggested arrival	In time to attend the orientation program	
Academic calendar	http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	
APPLICATION		
DEADLINES	31 MAY 2020	30 NOVEMBER 2021
Application process	<p>All applicants must be officially nominated by the responsible Departmental Coordinator at Freie Universität Berlin prior to the above mentioned deadline. The nomination letter(s) should be sent via e-mail to incoming@fu-berlin.de. The nomination letter must contain the full name, birthdate, sex, study area, e-mail and duration of the student's stay.</p> <p>Students must complete the online application form and upload all required documents until 31 May respectively 30 November: https://fuberlin.moveon4.de/form/5949803983fb963f532593f4/eng</p>	
Required documents	<p>The documents should be in German or English or accompanied by an English translation.</p> <ul style="list-style-type: none"> - Photocopy of the student's passport (page with photograph) - Photocopy(ies) of the student's transcript - Photocopy(ies) of the student's B. A., M. A. or any other final degree (if available). 	
PRE-ARRIVAL REQUIREMENTS		
Distributed Campus	<p>Distributed Campus is an online platform, especially 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 https://distributed-campus.org/dc-root/portal/language/en with their letter of admission.</p> <p>Registration for and use of the platform is required for participation in the exchange program.</p>	
GERMAN LANGUAGE REQUIREMENTS / LANGUAGE COURSES		
German language requirements	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.	

Language of instruction	<p>However, we expect language skills equivalent to level B2 of CEFR (Common European Framework of Reference for Languages) in the humanities and the social science departments and B1 at the John F Kennedy Institute for North American Studies and natural sciences.</p> <p>The School of Business Administration and Economics requires excellent German language skills (at least level B2) for classes taught in German. There is only a varying and very limited number of classes in English.</p> <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.</p>
LANGUAGE COURSES	
<p>Preparatory German language courses</p> <p>Language courses during the semester</p>	<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 each semester. Basic knowledge of German is required. Further information is available at: http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html</p> <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 during the orientation days. Without this test, exchange students are not eligible to take language classes. Further information is available at: https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html</p>
VISA REQUIREMENTS	
	<p>Students who are citizens of EU or EEA countries, Australia, Canada, Israel, Japan, New Zealand, South Korea, Switzerland or the USA do not need a visa in order to enter Germany.</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 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> <p>Upon arrival in Berlin, every student must apply for a residence permit (see under “Arrival in Berlin”).</p>
HEALTH INSURANCE	
Waiver	<p>Exchange students must have comprehensive health insurance valid in Germany for enrolment as a full-time student at FU Berlin 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. 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 93 € per months. The German student health insurance policies are very comprehensive and are accepted automatically by the office granting residence permits. More information is available at: http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</p>
ARRIVAL IN BERLIN	
Enrollment	<p>Upon arrival in Berlin, we advise students to visit the Student Exchange Office immediately during office hours in order to finalize enrollment and set up the FU-Computer Account. Students need this account in order to enroll for courses and use computers (WiFi) on campus.</p>

<p>Social fees / public transportation</p> <p>Residence permit</p>	<p>Students participating in Departmental Exchange Programs will be enrolled in the corresponding subject. A letter of invitation (confirmation of supervision) is necessary if students should be enrolled in other subjects.</p> <p>Students will be admitted and enrolled as full-time students only for the duration they have been nominated for by the Departmental Coordinator at Freie Universität Berlin.</p> <p>Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 265 Euro 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 enrollment process.</p> <p>Once students are enrolled at Freie Universität Berlin, they must apply for a residence permit (Aufenthaltslaubnis) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon enrollment.</p>
<p>ORIENTATION</p>	
<p>Orientation days</p>	<p>Orientation takes place approx. 5-10 days before the lecture period starts. It is strongly recommended to participate in our orientation program. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and enrollment, 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</p>
<p>ACCOMMODATION</p>	
<p>Private accommodation</p> <p>University housing service ERG</p> <p>Registration deadline</p>	<p>Either students can organize their own private accommodation (such as student-shared apartments, so-called WG-Zimmer) or use the university's housing service ERG.</p> <p>The 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/October or March/April onwards and cost about 300 - 900 Euro per month. For more information, please see the following website: http://www.fu-berlin.de/en/sites/unterbringung/index.html</p> <p>Since there has been a dramatic increase of student housing demand, students wishing to use the accommodation service must apply online as soon as possible and no later than December 15 or June 15 using the link above. Registrations will be on a first come, first served basis.</p>
<p>SELECTING COURSES AND ATTENDING CLASSES</p>	
<p>Modules</p> <p>Study and examinations regulations</p> <p>Course catalogue</p>	<p>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 2nd semester), the content of the individual lecture or seminar might change from one semester to the other.</p> <p>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/studienorganisation/pruefung/Archiv_stud-pruef-ordnungen.html (German only).</p> <p>The courses offered during the current semester are listed in the course catalogue (Vorlesungsverzeichnis, VV) which is available about one month prior to the beginning of the semester at http://www.fu-berlin.de/vv/en/fb? It is structured by departments, degrees and modules.</p>
<p>TRANSCRIPT OF RECORDS</p>	
<p>Transcript of Records</p>	<p>Transcripts from Freie Universität Berlin are not issued automatically. Students who wish to obtain a Transcript of Records should contact their Departmental Exchange Coordinator.</p>

Last update: July 2019