



**INFORMATION SHEET 2020/21**  
**Freie Universität Berlin / Law Department**  
 for exchange students and partner universities from overseas

<i>Unique things about our institution</i>	Freie Universität Berlin is one of the few German ‘Universities of Excellence’. This title was awarded for its concept of an International Network University.
<i>Address of the Law Department</i>	Van’t-Hoff-Str. 8 / Boltzmannstr. 3 D-14195 Berlin
<i>Website of the Law Department</i>	<a href="http://www.jura.fu-berlin.de">http://www.jura.fu-berlin.de</a>
<i>Student contact person at the university’s Student Exchange Office (in charge of application, admission and enrollment)</i>	Ms. Carmen GLEISENSTEIN Student Exchange Office Illtisstraße 4 D – 14195 Berlin Tel.: +49 30 838 73921 <a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a>
<i>Student contact person at the Law Department’s International Office (in charge of academic issues, e.g. courses, ECTS-credits, Learning Agreements, exams, transcript of records, etc.)</i>	Ms. Grit ROTHER International Office at the Law Department Boltzmannstr. 3, room 1117 D – 14195 Berlin Tel.: +49 30 83 85 25 26 <a href="mailto:jurallp@zedat.fu-berlin.de">jurallp@zedat.fu-berlin.de</a>
<i>Website for incoming students</i>	<a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/index.html</a>
<i>Lecture periods</i>	regular winter term teaching: October – February <b>in the winter term 2020/21: November – February (exception)</b> summer term: April - July for details please see: <a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kalender/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kalender/index.html</a>
<i>Period of exchange</i>	winter term and/or summer term – according to the periods agreed upon in the exchange agreements
<i>Number of exchange students</i>	Due to a rising number of incoming exchange students on the one hand and capacity limits on the other hand, the number of student places and months agreed upon in the exchange agreements must be adhered to. Shorter periods of stay do not allow for the sending of more students (i.e. 2 students for 5 months instead of 1 student for 10 months).
<i>Nomination deadlines</i>	1 May for arrival in the winter term 1 November for arrival in the summer term

<i>Nomination procedure</i>	<p>Exchange coordinators are kindly requested to send their nominations via e-mail to the Law Department's International Office at <a href="mailto:jurallp@zedat.fu-berlin.de">jurallp@zedat.fu-berlin.de</a>. Please include:</p> <ul style="list-style-type: none"> <li>- first name, last name</li> <li>- gender</li> <li>- date of birth</li> <li>- nationality</li> <li>- exchange semester(s)</li> <li>- e-mail address</li> </ul>
<i>Registration procedure</i>	<p>Applicants must complete the online application form at <a href="https://fuberlin.moveon4.de/locallogin/5949803983fb963f532593f4/eng">https://fuberlin.moveon4.de/locallogin/5949803983fb963f532593f4/eng</a> and upload the following document(s):</p> <ul style="list-style-type: none"> <li>- copy of passport page (the one with the photograph)</li> <li>- copy of B.A., M.A., LL.B., LL.M. (or other) final degrees (not necessary if applicant is an undergraduate student)</li> <li>- copy(ies) of the student's transcript</li> </ul> <p>Those documents should be in German or English, or accompanied by an English translation.</p>
<i>Registration periods</i>	<p>1 April – 31 May for arrival in the winter term  1 October – 30 November for arrival in the summer term</p>
<i>Pre-arrival information through our online tool Distributed Campus</i>	<p>It is vital that exchange students register at and regularly login to our online portal "Distributed Campus" <a href="http://www.distributed-campus.org">www.distributed-campus.org</a> in order to find all tasks, deadlines and documents. Students are asked by Freie Universität Berlin to register on that portal as soon as their nomination has been processed. For those starting in the winter term, this e-mail will be sent in June; for those starting in the summer term, it will be sent in December.</p>
<i>Arrival information</i>	<p>A pickup-service cannot be provided to exchange students upon arrival. We recommend that students use the public transport website <a href="http://www.bvg.de">www.bvg.de</a> in order to plan their journey from the airport or train station to their accommodation.</p>
<i>Enrollment</i>	<p>Upon arrival in Berlin, we advise students to visit the Student Exchange Office (Illtisstraße 4, 14195 Berlin, metro: Dahlem-Dorf) to finalize enrollment and to set up their FU account. Students need this account in order to register for courses and to use the computers and WiFi on campus.</p>



<i>Orientation weeks</i>	regular period: first two weeks of October and first two weeks of April; <b>in the winter term 2020/21: second half of October (exception)</b> Participation is mandatory for the most important info sessions at the Law Department. More information is available at: <a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/orientierung/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/orientierung/index.html</a>
<i>Language requirements</i>	Level B2 of the Common European Framework of Reference for Languages in English or in German
<i>Proof of foreign language skills</i>	Overseas exchange students will not have to show a proof of their foreign language skills at Freie Universität Berlin. Language skills will be checked by their home universities.
<i>Language of instruction</i>	Exchange students from overseas can choose among all courses in all languages. An English-taught course program worth of at least 30 ECTS-credits will be provided in every semester.
<i>German language courses</i>	<p><u>Self-studies before arrival</u> Online training courses are provided by DUO, Deutsch-Uni Online: <a href="http://www.deutsch-uni.com">www.deutsch-uni.com</a></p> <p><u>Intensive language course in Berlin prior to the lecture period</u> Intensive language courses (levels A2 - C1) are being held six weeks before the beginning of the winter term and the summer term. These are not free of charge. Students can obtain 6 ECTS-credits. More information: <a href="http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html">http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html</a></p> <p><u>Language courses in Berlin during the lecture period</u> German language courses are offered during the winter semester and during the summer semester free of charge, but not for beginners. Students will have to take a placement test during the orientation week and will then be admitted to the courses according to their level of language skills (A 2 to C 1). <a href="http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html">http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html</a></p>



<i>Course offer at the Law School</i>	course list for exchange students: <a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html</a>
<i>Course selection requirements</i>	Overseas exchange students have a free course choice. There are no mandatory courses. Students can take courses according to their individual interest and according to the rules set by their home university. We suggest 30 ECTS-credits per term.
<i>Study level</i>	undergraduate / graduate / doctoral -undergraduate students and graduate students can take courses from the 1 <sup>st</sup> to the 4 <sup>th</sup> year of legal education -doctoral students may take courses from the 1 <sup>st</sup> to the 4 <sup>th</sup> year of legal education (there are no particular courses for doctoral students) and/or may work on an individual research project at the library (A supervision of the thesis by a professor of Freie Universität Berlin cannot be provided though, and credits cannot be assigned by the Law Department of Freie Universität Berlin.)
<i>Course restrictions</i>	Exchange students are not allowed to take part in the courses for our English-taught Masters' Program in International and European Business, Competition and Regulatory Law (MBL).
<i>Courses outside the Law School for incoming exchange students</i>	<ul style="list-style-type: none"> <li>- students in the university-wide exchange program (direct exchange): yes (please make sure that you get enrolled for all study programs you wish to take courses from)</li> <li>- students in the Law-School-to-Law-School-exchange program: unfortunately not</li> </ul>
<i>Maximum workload per semester</i>	no limit
<i>Contact hours per course</i>	2 per week for English-taught law courses (exceptions possible) 2 – 6 per week for German-taught law courses A few law courses are held as intensive courses. 2 - 6 per week for German language courses



<i>No. of credits per course</i>	5 for English-taught courses (exceptions possible) 5 – 10 for German-taught courses (exceptions possible) details can be found in the course descriptions: <a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html</a>
<i>Grading scale for law studies</i>	0 – 18 points best performance: 18 points passing grades: 4 – 18 points for details please see: <a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/noten/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/noten/index.html</a>
<i>Course registration / add- and drop period</i>	Students have to sign up for courses via Campus Management. registration period for courses with a limited number of places: two weeks from early October and/or from early April registration period for courses without a limited number of places: five weeks from early October and/or from early April drop period: five weeks from early October and/or from early April exceptional drop period (with a valid cause): until 14 days prior to exams The course-booking procedure will be demonstrated during our orientation weeks. Exact dates and deadlines can be found at: <a href="http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/cm/index.html">http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/cm/index.html</a>
<i>Accommodation / housing options</i>	A limited number of places in student residences, shared flats and single apartments can be booked from the ERG University Housing Service at: <a href="http://www.fu-berlin.de/en/sites/unterbringung/index.html">http://www.fu-berlin.de/en/sites/unterbringung/index.html</a> All housing options are available from the beginning of September and/or from the beginning of March onwards and cost about 300 - 900 EUR per month. Students wishing to use this service, must apply online as soon as possible and no later than December 15 or June 15 using the link above. Registrations will be dealt with on a first come, first served basis. However, many students live in shared flats that they find on the private housing market: <a href="http://www.fu-berlin.de/en/sites/unterbringung/individuell/index.html">http://www.fu-berlin.de/en/sites/unterbringung/individuell/index.html</a>





<i>Meal plan</i>	Student accommodation is not linked to a fixed meal plan in Berlin.
<i>Cost of rent</i>	<p><u>Housing options booked from the ERG University Housing Service:</u> 300 – 900 EUR per month (water, electricity and heating included; TV-fee sometimes included)</p> <p><u>Shared apartment on the private housing market:</u> 350 – 500 EUR per month (water and heating included)</p>
<i>Additional fees</i>	<p>ca. 265 EUR per semester for social fees and for the semester ticket</p> <p>The semester ticket for public transport is valid from 1 October through 31 March (winter term) and from 1 April through 30 September (summer term). It can be used in all metros, city trains, buses, trams, and ferries. Students will be asked to pay those fees after arrival in Berlin as part of the enrollment process.</p>
<i>Living / prospective costs</i>	<p><u>Costs per month:</u>            Rent: 300 – 900 EUR            Gas and electricity (if necessary): 20 – 40 EUR            Telecommunications (telephone, internet, TV-fee): 50 EUR            Food: 300 - 400 EUR            Health insurance (if necessary): 93 EUR</p> <p><u>Costs per semester:</u>            Books and copies: 50 EUR for statutory provisions and copy card (textbooks are available in the library and do not have to be bought)            Local transportation: 200 EUR            Social fees at the university: 65 EUR</p> <p><u>One-time costs:</u>            Reservation fee for accommodation in a student residence: 500 - 1.145 EUR (partly used as a security deposit)            Security deposit for other accommodation: 500 – 2.200 EUR            Visa (if necessary): 60 EUR            Residence permit (if necessary): up to 80 EUR</p> <p><u>Additional Costs:</u>            Entrance fees for clubs: 10 – 15 EUR            Drinks at bars: 4 – 8 EUR            Main dishes at (not to fancy) restaurants: 8 – 12 EUR            Snacks to go (Currywurst, Döner, etc.): 3 - 5 EUR            Entrance fees for sightseeing: 5 – 12 EUR</p>



<p><i>Medical coverage</i></p>	<p>All students must provide a proof of comprehensive health insurance coverage for the exchange semester or the exchange year before they can enroll at a German university and before they can get a residence permit, if necessary. Students who <u>either</u> have the European Health Insurance Card (EU and EEA students only) <u>or</u> who can provide proof of an adequate comprehensive health insurance valid in Germany (unlimited in case of illness and rescue) may request an insurance waiver. A waiver can only be obtained at a German state-regulated health insurance company, not at the university. However, it has been increasingly difficult for non-European Insurance Card holders to get such a waiver, since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses. We therefore urge all students younger than 30 years to purchase a German student health insurance for about 93 EUR per month. The German health insurance policies are very comprehensive and are also accepted automatically by the office granting residence permits.</p> <p>More information is available at: <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</a></p>
<p><i>Visa</i></p>	<p>Students should first find out through the website of German Missions abroad <a href="http://www.auswaertiges-amt.de/EN/Startseite_node.html">http://www.auswaertiges-amt.de/EN/Startseite_node.html</a> if they need a visa or not.</p> <p>If they are a national of a country whose citizens need a visa, they must get a study visa at the German Embassy or Consulate in their home countries <u>prior to their departure</u>. It is not possible to apply for a study visa in Berlin! All students who need a letter of acceptance for their visa application are requested to contact the FU Student Exchange Office via <a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a>. We urge those students to apply for a visa as soon as possible. It can sometimes take a few months to process the visa application. More information is available at: <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</a></p> <p>Upon arrival in Berlin, every student (except students from EU or EEA countries) must apply for a residence permit.</p>

<i>Residence permit</i>	<p>All students who are not citizens of EU- or EFTA-countries must apply for a residence permit after they have been enrolled at Freie Universität Berlin and within 3 months after their arrival in Berlin.</p> <p>More information is available at: <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</a></p>
<i>Recommendation to scholarship holders</i>	<p>We recommend to all scholarship holders to communicate the following study periods to their scholarship-awarding organization:</p> <ul style="list-style-type: none"> <li>• winter semester without intensive language course: 4,5 months (October to mid-February)</li> <li>• winter semester with intensive language course: 5,5 months (September to mid-February)</li> <li>• summer semester without intensive language course: 3,5 months (April to mid-July)</li> <li>• summer semester with intensive language course: 4,5 months (March to mid-July)</li> <li>• full academic year without intensive language course: 9,5 months (October to mid-July)</li> <li>• full academic year with intensive language course: 10,5 months (September to mid-July)</li> </ul> <p>Scholarship-awarding organizations usually make their final account on the basis of a study period confirmation issued by Freie Universität Berlin at the end of the study abroad period. In this study period confirmation we can only confirm a student's attendance from the first day of the intensive language course or from the first day of the orientation period through the last day of the lecture period or through the day of the last exam.</p>
<i>Campus facilities</i>	<p>WLAN, library with computer rooms, cafeteria, vegetarian student restaurant, student-run café</p>
<i>Social/psychological support</i>	<p>Center for Psychological Counseling          Iltisstraße 4          D-14195 Berlin          Tel.: +49 30 83 85 22 47  <a href="http://www.fu-berlin.de/en/sites/studienberatung/psychologische_beratung/index.html">http://www.fu-berlin.de/en/sites/studienberatung/psychologische_beratung/index.html</a></p>





<i>Disability support</i>	Mr. Georg CLASSEN Thielallee 38, at the corner of Otto-von-Simson-Str. 1 <sup>st</sup> floor, room 213 D-14195 Berlin Tel +49 30 83 85 52 92 <a href="mailto:georg.classen@fu-berlin.de">georg.classen@fu-berlin.de</a> <a href="http://www.fu-berlin.de/en/service/behinderung/index.html">http://www.fu-berlin.de/en/service/behinderung/index.html</a>
<i>Location of the university</i>	in the district “Dahlem” in the south western part of Berlin metro: Freie Universität Thielplatz (line U 3)
<i>Distance from the city center</i>	35 minutes by public transport
<i>Video portrait</i>	A short film on the university’s history and on its profile is available in different languages: <a href="http://www.fu-berlin.de/en/presse/publikationen/filmportraet/index.html">http://www.fu-berlin.de/en/presse/publikationen/filmportraet/index.html</a>

