

Direct Exchange Program

Fact Sheet Academic Year 2017/2018

Contact Information		
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	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 473921	Tel.: +49 30 838 73930 Fax.: +49 30 838 473930
<i>Address</i>	Freie Universität Berlin Student Exchange Office Illtisstraße 4 14195 Berlin Germany	
<i>Homepage</i>	www.fu-berlin.de/exchangestudents	
<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 2017/18	summer term 2018
<i>Semester dates</i>	1 October 2017 – 31 March 2018	1 April 2018 – 30 September 2018
<i>Orientation</i>	First week of October 2017	First week of April 2018
<i>Lecture period</i>	16 October 2017 – 17 February 2018	16 April 2018 – 21 July 2018
<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		
Deadline	30 April 2017	30 October 2017
<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. All applicants must be officially nominated by the home university. This may be done either with an official nomination letter or with 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. We are planning to introduce an online application portal. We will keep you informed about the introduction.</p>	
<i>Required documents</i>	<p>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> <ul style="list-style-type: none"> - The completed application form - The completed pre-enrollment 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 	
<i>Acceptance letter</i>	Students will receive the letter of admission via e-mail from the beginning of June for the winter term and from the beginning of December for the summer term. A hard copy will be sent to the home university <u>only</u> if students need to apply for a visa in order to enter Germany.	

German language requirements / Language courses	
German language requirements	<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>
Language of instruction	<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 http://www.fu-berlin.de/vv. Please use the “advanced search option” to find courses in English.</p>
Preparatory German language courses	<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 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>http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html</p>
Language courses during the semester	<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>
Courses in other languages	<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	
Waiver	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment 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 82 Euros per months. The German student health insurance policies are very comprehensive and are 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	
Social fees / public transportation	<p>Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 260 € 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>

Pre-arrival requirements	
Distributed Campus	Distributed Campus is an online platform, which is 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 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	
Enrollment	Upon arrival in Berlin, we advise students to come and see us immediately during our office hours in order to finalize student enrollment and set up their FU account. Students need this account in order to enroll for courses and use computers on campus.
Residence permit	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 (Aufenthaltslaubnis) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon arrival in Berlin.
Accommodation	
Private accommodation	Either students can organize their own private accommodation (such as student-shared apartments, so-called WG) 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/October or March/April onwards and cost about 220 – 550 € per month. For more information, please see the following website: http://www.fu-berlin.de/en/sites/unterbringung/index.html .
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 no later than December 15 or June 15 using the link above. Registrations will be on a first come, first served basis.
ISB	Advanced students (graduate and PhD level) may also stay at the Max-Kade-Haus, ISB (http://www.isb-blm.de/index/english_start/index.html). The ISB offers fully furnished apartments with community kitchens for 270 – 370 € per month. Students wishing to stay at ISB need to register via e-mail to welcome-service@fu-berlin.de by June 15 for the winter term or December 15 for the summer term.
On-campus accommodation	Please note that on-campus accommodation is not available. Further information about accommodation options will also be 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 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
Selecting courses and attending classes	
Undergraduate programs	The Freie Universität Berlin offers a broad variety of undergraduate programs: <i>Arabic Studies, Art History, Chemistry, Chinese Studies, Classical and Ancient Studies, Communication Science, Comparative Literature, Computer Science, Dutch Studies, Educational Science, Egyptian Studies, English Studies, Film Studies, French Studies, Geography, Geology, German Studies, Greek Studies, Hebrew, History, History and Culture of the Middle East, Iranian Studies, Italian Studies, Japanese Studies, Jewish History, Jewish Studies, Korean Studies, Languages and Literatures of the Christian Orient, Languages of the Classical Antiquity, Latin American Studies, Latin Studies, Mathematics, Meteorology, Middle Latin Studies, North American Studies, Philosophy, Physics, Political Science, Portuguese-Brazilian Studies, Psychology, Semitic Studies, Social and Cultural Anthropology, Spanish Studies, Studies of Religion, Theatre Studies, Turkish Studies</i> With few exceptions, all undergraduate programs are open for exchange students. Enrolment in the following courses is subject to availability of lab classes and to prior approval by the institute/department: <i>Biochemistry, Bioinformatics and Biology</i> . Restrictions apply in <i>Pharmacy, Law and Economics and Business Administration</i> . The Law Department prefers direct exchange students from institutions who also accept law students. There are only very few places available for other exchange programs. 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. Please note that <i>Medicine and Veterinary Medicine</i> are NOT open to exchange students.

Master' programs	<p>The Freie Universität Berlin offers a range of master's programs. The following programs are open for exchange students without restriction: <i>Modern German Literature, Philosophy and Political Science</i>.</p> <p>All other programs are restricted and need prior approval by the institute / department.</p> <p>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'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.</p>										
PhD programs	<p>If students have the necessary prerequisites, exchange students may be enrolled as visiting PhD students.</p>										
Special classes for exchange students	<p>The Institute of German Languages and Literature offers a study program exclusively for exchange students. The seminars focus on the culture, society and history of Berlin and Germany and should be regarded as an additional offer to the basic study program. Detailed information can be found here: http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/Studienangebot-fuer-internationale-Gaststudierende/index.html</p>										
Modules	<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>										
Study and examinations regulations	<p>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).</p>										
Course catalogue	<p>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.</p>										
Course enrollment	<p>Students have to enroll 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.</p>										
Subjects taught in English	<p>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.</p>										
Courses at other universities in Berlin	<p>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.</p>										
Course approval at partner universities	<p>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.</p>										
Grading system											
Grading scale	<p>All departments, except for the Law Department, use the following grading scale:</p> <table> <tr> <td>1,0 – 1,5</td> <td>very good</td> </tr> <tr> <td>1,6 – 2,5</td> <td>good</td> </tr> <tr> <td>2,6 – 3,5</td> <td>satisfactory</td> </tr> <tr> <td>3,5 – 4,0</td> <td>sufficient</td> </tr> <tr> <td>5,0</td> <td>fail</td> </tr> </table>	1,0 – 1,5	very good	1,6 – 2,5	good	2,6 – 3,5	satisfactory	3,5 – 4,0	sufficient	5,0	fail
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											
De-enrollment	<p>At the end of their stay at Freie Universität Berlin, exchange students should de-enroll (<i>Exmatrikulation</i>). This is very important, especially if students wish to return to a German university at a later point.</p>										
Transcript of Records	<p>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.</p> <p>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.</p> <p>The original Transcript of Records will be sent to the international office of the home university. We will send a copy to the student.</p>										