# Direct Exchange Program

## Fact Sheet 2012-13

### Contact Information

| Director | Mr Günter Schepker  
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<tr>
<td></td>
<td><a href="mailto:exchange@fu-berlin.de">exchange@fu-berlin.de</a></td>
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| Coordinator (after nomination of exchange students) | Ms Carmen Gleisenstein  
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<tbody>
<tr>
<td></td>
<td>Ms Sabine Simon</td>
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| E-mail | incoming@fu-berlin.de  
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<td></td>
<td><a href="mailto:exchange@fu-berlin.de">exchange@fu-berlin.de</a></td>
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| Telephone / Fax | Tel.: +49 30 838 73921 - Fax: +49 30 838 73901  
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<tr>
<td></td>
<td>Tel.: +49 30 838 73930 - Fax: +49 30 838 73901</td>
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| Address | Freie Universität Berlin  
|---------|---------------------|
|         | Akademisches Auslandsamt / Student Exchange Office  
|         | Brümmerstr. 52  
|         | 14195 Berlin  
|         | Germany |

| Homepage | www.fu-berlin.de/student-in |

| Office hours | Monday / Tuesday 9.30 am – 12.30 pm, Thursday 2 – 5 pm |

### Important dates

<table>
<thead>
<tr>
<th>Winter term / academic year 2012-13</th>
<th>Summer term 2013</th>
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| Application deadline | 30 April 2012  
|                       | 30 October 2012 |
| Registration for accommodation | by 15 June 2012  
|                                 | by 15 December 2012 |
| Semester dates | 1 October 2012 – 31 March 2013  
|                 | 1 April 2013 – 30 September 2013 |
| Orientation | First week of October 2012  
|             | First week of April 2013 |
| Lecture period | 15 October 2012 – 16 February 2013  
|                | 8 April 2012 – 13 July 2013 |
| Exam period | During the last two weeks of the lecture period; may vary from department to department |
| Suggested arrival | At least five to ten days before orientation starts |

### Application

| Deadlines | Winter term / academic year 2012-13  
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<tbody>
<tr>
<td></td>
<td>Summer term 2013</td>
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| 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.  
| Required documents | The application form is not available online, but is part of our yearly information package. We will also send the application form to you on request.  

- 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
**Pre-arrival requirements**

**Mandatory fees**

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**

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 the FUB.


**Social fees / public transportation**

Exchange students are exempt from universities fees, but they still need to pay the so-called social fees of approx. 200 €. 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-enrolment**

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 and makes arrival and organisation of the exchange easier.

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).
### 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.

Once students have been enrolled at FU Berlin, they must apply for a residence permit (*Aufenthaltserlaubnis*) **within three months**. Students from EU or EEA countries may apply for a so-called *Freizügigkeitsbescheinigung*. Students will be provided with detailed information and assistance upon arrival in Berlin.

### 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, share flats and fully furnished single apartments. All housing options are available from the beginning of September or October onwards and are about 250 – 410 € per month. For more information please see the following website: [http://www.fu-berlin.de/en/sites/unterbringung/index.html](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** by 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 serve basis.

**ISB**

Advanced students (graduate and PhD level) who come from 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](http://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 (*exchange@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.


### 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](http://www.fu-berlin.de/studium/studienangebot/grundstaendige/index.html).

Please note that Medicine, Veterinary Medicine and Pharmacy are NOT open to exchange students. Restrictions apply in Law, Economics and Business Administration.

**Modules**

A few years ago, the university implemented Bachelor and Master degrees. Bachelor and Master degrees 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](http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html) (German only).

**Course catalogue**

The courses offered during the current semester are listed in the *course catalogue* (*Vorlesungsverzeichnis, 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.

**Course enrolment**

Students have to enrol for courses on our online portal *Campus Management* 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.
Subjects taught in English

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.

Courses at other universities in Berlin

Exchange students may also attend courses at the 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.

Course approval at partner universities

When applying for an exchange to the 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

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<tr>
<th>Grading scale</th>
<th>Description</th>
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<tbody>
<tr>
<td>1,0 – 1,5</td>
<td>very good</td>
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<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>
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<tr>
<td>5,0</td>
<td>fail</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.

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 exchange@fu-berlin.de.

The transcript will be issued once the student’s grades are released. Should students or their home university need a transcript prior to that, we are happy to issue a preliminary transcript.

The original Transcript of Records will be sent to the international office of the home university. We will send a copy to the student.

Transcript of Records

Last updated: August 2011