

## Information on exchanges of study placements involving programs with limited admissions (impacted programs) at Freie Universität Berlin

### General requirements

Students are only permitted to trade placements if both students are enrolled in the same study program, without a time limit, at higher education institutions within the Federal Republic of Germany.

Study placements that have been provisionally allocated based on legal proceedings are not eligible for exchanges since they are dependent on the outcome of the legal proceedings. Placements can only be exchanged if both parties to the arrangement are within the regular period of study (*Regelstudienzeit*).

A student who is beginning a program can only trade places with another student who is also beginning the program.

In study programs in which the applicable admission regulations for higher subject-specific semesters (*Fachsemester*) call for the application of the principle that study placements are allocated up to the full stated capacity (*Auffüllprinzip*) for each subject-specific semester, requests to exchange placements are only approved if the applicants are enrolled in the same academic program and the same subject-specific semester.

In academic programs in which the applicable admission regulations for higher subject-specific semesters (*Fachsemester*) call for the application of the principle that study placements are allocated up to the full stated capacity (*Auffüllprinzip*) for each segment of the program (*Studienabschnitt*), requests to exchange placements are only approved if the applicants are enrolled in the same segment of the same academic program.

Any student who is exchanging with another student in order to come to Freie Universität Berlin is also required to submit a notice regarding credit granted for prior studies (an *Anrechnungsbescheid*) from the appropriate examinations office of Freie Universität Berlin. The addresses of the examinations offices are listed at <http://www.fu-berlin.de/studium/studienorganisation/pruefung/index.html>.

### Process/deadlines:

Requests to exchange study placements must be submitted using the attached form published by the Admissions Office of Freie Universität Berlin, together with officially certified copies of all required documents. For information regarding official certifications, please click here:

<http://www.fu-berlin.de/studium/bewerbung/formulare/Beglaubigung.pdf>

Students can apply to exchange study placements effective as of the summer semester starting on February 15 and as of the winter semester starting on August 15. Applications can be submitted anytime up until classes begin. If there is reason to believe that monetary payments are involved in connection with the planned exchange of placements, approval of the arrangement may be denied. Both parties to the arrangement are required to sign a statement regarding this issue on the request form.

Students who are exchanging with others in order to come to Freie Universität Berlin do not receive any special claim to placements in courses that are subject to limitations on admission (impacted courses) according to § 11 and 12 of the Bylaws on Academic Matters of Freie Universität Berlin when the exchange is approved. These students are treated like those transferring between universities (*Hochschulortwechsler*).

### Documents:

Both parties to the exchange are required to enclose officially certified copies of the documents mentioned in the application form.

Freie Universität Berlin  
 Bewerbung und Zulassung  
 Illtisstraße 1  
 14195 Berlin

## Application for Exchange of Study Placements

We hereby apply to exchange study placements as of the \_\_\_\_\_ winter / summer semester. We are aware of the provisions of the Bylaws on Academic Matters (Satzung für Studienangelegenheiten) of Freie Universität Berlin with regard to exchanges of study placements. Officially certified copies of the documents listed below are enclosed.

currently enrolled at Freie Universität Berlin:	currently enrolled at the University of:
Last name, First name:	Last name, First name:
Student ID-Number:	
Address:	Address:
Degree program / Degree:	Degree program / Degree:
currently enrolled in _____ semester (number of subject-specific semesters)	currently enrolled in _____ semester (number of subject-specific semesters)
<b>The following documents are enclosed:</b> (Please check) <input type="checkbox"/> Enrollment certificate for the semester of the exchange	<b>The following documents are enclosed:</b> (Please check) <input type="checkbox"/> Enrollment certificate for the semester of the exchange <input type="checkbox"/> Certificate of higher education entrance qualification valid in the state of Berlin <input type="checkbox"/> Where applicable, proof of satisfaction of additional language prerequisites <input type="checkbox"/> Notice of granting of credit from the appropriate examinations office of Freie Universität Berlin
<b>We affirm that all of the information provided herein is complete and accurate. We are aware that providing false information, whether through negligence or intent, will lead to the retraction of approval for the exchange of study placements and, if discovered after enrollment, to invalidation of our enrollment. We also state that no monetary payments have been or will be rendered in connection with the planned exchange arrangement.</b>	
Date / Signature	Date / Signature

### Approval for Exchange of Study Placements from Freie Universität Berlin

Based on the application submitted and the documentation provided, we hereby approve the exchange of study placements between the abovementioned persons as of the \_\_\_\_\_ **subject-specific semester** / in the **study program**:

Both parties are required to enroll by (date) \_\_\_\_\_. For information regarding enrollment, please see the website of the Student Records and Registration Office:

p.p.

Signature / Stamp:

Date: