

[Germany]
[Freie Universität Berlin]
[D-Berlin-01]

Information Sheet for ERASMUS-Partneruniversities

EXCHANGE CONTACT

Contact Person	Gesa Heym-Halayqa
Contact Title	ERASMUS Institutional Coordinator
Office Address	Brümmerstr. 52, 14195 Berlin
Telephone	0049-30-838-70000
Fax	0049-30-838-73420
Email	info-service@fu-berlin.de
Website	http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in

ALTERNATIVE EXCHANGE CONTACT

Contact Person	Nicole Schindler
Contact Title	ERASMUS Programme Administrator, Contact person for incoming students
Telephone	0049-30-838-70000
Email	info-service@fu-berlin.de
Contact Person	Stefanie Erthner
Contact Title	Contact person for outgoing students
Telephone	0049-30-838-70000
Email	info-service@fu-berlin.de

NOMINATION

Nomination Deadlines	Winter semester and whole academic year: May 1st; summer semester: November 1 st Please send us the nomination – if possible – via the Moveonnet System: www.moveonnet.eu/myinstitution/enomination
Documents to be submitted (if this information is online, please provide a link to the relevant website)	Pre-enrollment form, online German language test, Transcript of Record, Learning Agreement (exchange students have to login to online portal “Distributed Campus” and find all the tasks and documents there)
Language Requirements	http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in

ACADEMIC CALENDER

FALL

Suggested Arrival Date	October 1st
Orientation programme	First and second week of October
Semester Dates	http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in
Examination Period	Last two weeks of February and in March

SPRING

Suggested Arrival Date	April 1st
Orientation programme	First and second week of April
Semester Dates	http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in
Examination Period	Last two weeks of July and in August

ACADEMIC INFORMATION

Language of instruction	German (some courses in English)
Hours per week per class	2-4
Required number of classes / credits	According to student's individual need/ according to home university
Compulsory courses	According to student's individual need/ according to home university
Class restrictions	Varies, no general regulation
Class registration procedure	http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in
Credit system	http://www.fu-berlin.de/en/studium/studienorganisation/ects/index.html
Grading system	http://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html
Period of exchange	Only winter semester / winter + summer semester / only summer semester
Is there an academic advisor to assist in choosing classes? If yes, please include a name and email address.	
ERASMUS departmental coordinators, requests can be sent to info-service@fu-berlin.de and will be forwarded.	
Number of years study and credits required for regular students to graduate	
http://www.fu-berlin.de/en/studium/studienangebot/studienstruktur/index.html	

ACCOMMODATION

ON-CAMPUS ACCOMMODATION	
Application procedure	http://www.fu-berlin.de/en/sites/unterbringung/index.html http://www.fu-berlin.de/en/sites/unterbringung/optionen/index.html http://www.fu-berlin.de/en/sites/unterbringung/download/index.html
Fees and method of payment	http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in
Meal plan and cost	http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_mensa/index.html
ALTERNATIVE ACCOMMODATION AVAILABILITY	
<ul style="list-style-type: none"> · www.studenten-wg.de · www.zwischenmiete.de · www.wg-klick.de · www.wgcompany.de · www.wg-welt.de · www.wg-gesucht.de · www.deutschland-wg.de · www.wohnpool.de · www.immobilo.de · http://www.waytostay.com/ · http://www.immobienscout24.de/de/finden/wohnen/index.jsp 	
FURTHER INFORMATION	
Website for further local information about the city	
www.berlin.de	
Is there a pick-up service provided to exchange students upon arrival?	
no	

INSURANCE

HEALTH INSURANCE

http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_krankenvers

VISA PROCEDURES AND ASSISTANCE

http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_visum
