

Fact Sheet for ERASMUS Partner Universities

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| Name of Institution | Freie Universität Berlin |
| ERASMUS-Code | D BERLIN01 |
| ERASMUS Charta Number (EUC) | 28550-IC-1-2007-1-DE-ERASMUS-EUC-1 |
| ERASMUS-Website | www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in |

Exchange Contact

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| Contact Person | Ms Gesa Heym-Halayqa |
| Contact Title | ERASMUS Institutional Coordinator |
| Telephone | +49 30 838 70000 |
| Fax | +49 30 838 73420 |
| Email | info-service@fu-berlin.de |

Alternative Exchange Contact

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| Contact Person | Ms Nicole Schindler |
| Contact Title | ERASMUS Programme Administrator, contact person for incoming students |
| Contact Person | Ms Stefanie Erthner |
| Contact Title | Contact person for outgoing students |

For more contact details, please consult our “Contact Overview”.

Nomination

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| Nomination Deadlines | For winter term and whole academic year: 1 May For summer term: 1 November Please send us the nomination, if possible, via the Moveonnet system: www.moveonnet.eu/myinstitution/enomination <i>NOTE: Nominations not matching the respective level of study or subject area agreed upon in the Bilateral Agreement are automatically corrected to that in the Agreement.</i> |
| Documents to be submitted | Pre-enrolment form, online German language test, Transcript of Records, Learning Agreement, and (if applicable) certificate of Bachelor’s/Master’s degree or equivalent <i>NOTE: It is vital that exchange students register at and regularly login to our online portal “Distributed Campus” to find all tasks, deadlines and documents. Students are asked to register on that portal as soon as their nomination has been processed: for those starting in the winter term, this email will be sent in June; for those starting in the summer term, it will be sent in December.</i> |
| Language Requirements | http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/ > “Information for Incoming Students” > “Language Requirements” |

Academic Calendar

| Winter Term | |
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| Suggested Date of Arrival | 1 October |
| Orientation Programme | First and second week of October |
| Term Dates | 1 October – 31 March |
| Lecture Period | Mid October – mid February |
| Examination Period | Mid February – mid March (varies individually) |
| Personal Enrolment is possible starting as of | the first working day in September concurring with the office hours (Monday, Tuesday, Thursday) |
| Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html | |

| Summer Term | |
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| Suggested Date of Arrival | 1 April |
| Orientation Programme | First and second week of April |
| Term Dates | 1 April – 30 September |
| Lecture Period | Mid April – mid July |
| Examination Period | Mid July – mid August (varies individually) |
| Personal Enrolment is possible starting as of | the first working day in March concurring with the office hours (Monday, Tuesday, Thursday) |
| Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html | |

Academic Information

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| Language of Instruction | German. Only occasional courses are taught in English, and the philologies offer several courses in the respective language (French, Spanish, etc). |
| Hours per Week per Course | 2-4 |
| Required Number of Courses / Credits | According to student's individual needs and/or according to home university. We suggest 30 ECTS per term. |
| Course Catalogue | http://www.fu-berlin.de/vv |
| Compulsory Courses | According to student's individual needs and/or according to home university |
| German Language Courses | German language courses free of charge are offered during the winter as well as the summer semester, but not for beginners. Intensive language courses (all levels) are being held before the beginning of the winter and the summer term. These are not free of charge. For more information, please go to http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/index.html (only in German) or contact ERG-Universitätservice GmbH, vorkurs@zedat.fu-berlin.de . |
| Course Restrictions | Varies, no general regulation |
| Course Registration Procedure | With only a few exceptions, exchange students are asked to register online via the "Campus Management" system. Information on how registration works is provided during orientation days, along with the necessary log in data. <i>NOTE: Only those students that have met our deadlines and have sent all forms which we asked for on "Distributed Campus" will receive their log in data in time.</i> |

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| | <i>Since online registration starts only on the first day of term, i.e. 1 October/1 April, all Learning Agreements signed previously by our institution are to be regarded as preliminary. Our own deadline for the submission of Learning Agreements is therefore 31 October for the winter term/30 April for the summer term.</i> |
| Credit System | http://www.fu-berlin.de/en/studium/studienorganisation/ects/index.html NOTE: Students can find specific information on ECTS regarding their subject on our information portal "Distributed Campus". |
| Grading System | http://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades |
| Period of Exchange | Possible periods are: winter term only / winter + summer term / summer term only |
| Is there an academic advisor to assist in choosing courses? | ERASMUS departmental coordinators Requests can be sent to info-service@fu-berlin.de and will be forwarded. |

Accommodation

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| On-campus Accommodation | |
| Application Procedure | http://www.fu-berlin.de/en/sites/unterbringung/index.html http://www.fu-berlin.de/en/sites/unterbringung/anmeldung/index.html |
| Rent | http://www.fu-berlin.de/en/sites/unterbringung/optionen/index.html |
| Meal plan and Cost | In Berlin, no student accommodation is linked to a fixed meal plan. Students can choose to cook for themselves or visit the on-campus cafeterias (the so-called "Mensas") whenever they like and pay individually for each meal: http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_mensa/index.html |

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| Alternative Accommodation Availability | |
| http://www.fu-berlin.de/en/sites/unterbringung/optionen/individuell/index.html | |

Further local information about the city of Berlin can be gathered here: www.berlin.de. Pick-up service is **not** provided to exchange students upon arrival. We warmly recommend that students use the public transport website (www.bvg.de/index.php/en/index.html) in order to plan their journey from the airports or the main train station to their respective accommodation.

Living Costs

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| In addition to the monthly rent, while ERASMUS students do not pay for study or registration fees, they are required to pay social fees and the public transport ticket ("Semesterticket"), valid for one term. This payment must be made during personal enrolment: www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html > "Semester Ticket and Social Fees" |
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Health Insurance

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| http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_krankenvers Students can find more information regarding insurance issues on "Distributed Campus". |
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Visa Procedures and Assistance

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