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**(Inter-Institutional Agreements / Incoming Erasmus+ Students)**

# Incomings at FUB – in numbers

## ERASMUS-SMS 2015/16

Incomings			
France	175	Czech Republic	30
Italy	149	Portugal	21
United Kingdom	85	Norway	18
Spain	72	Sweden	17
Poland	71	Hungary	13
Netherlands	55	Slovenia	11
Belgium	51	Finland	9
Denmark	42	Ireland	7
Switzerland	42	Romania	7
Greece	41	Luxembourg	6
Turkey	39	Estonia	4
Austria	39	Lithuania	3
		Bulgaria	2
		Total	1009

Partneruniversities:	Approx. 330	Bilateral Agreements:	Approx. 1500
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# Nomination and Registration

Nominations are send to us by partners – preferably – via Moveonnet.eu

After nomination:

Students are asked to register on moveon.net, where they should enter personal Information and other study-related data.

This helps us to:

- promptly issue students' acceptance letters (information is imported into our data base much faster)
- avoid potential typing errors
- discover possible 'nomination-mistakes' in study levels, study programmes etc.
- find students in the database much quicker if they have several surnames (they will register with the one surname they themselves use when communicating via email etc.)



# Preparing their stay

- Students are furthermore asked to register on “**Distributed Campus**“. This online portal was programmed by FUB specifically for exchange students
  - > Access restricted to nominated students (prohibits misuse by unknown users)
- The portal is designed to indicate upcoming and overdue tasks in the registration process or during students' stay
- It contains downloadable forms, useful links and features interactive recommendations (students can indicate to their peer group which chapters they found useful)
- Students are encouraged to share their own insights concerning various matters - be it administrative life, cultural life, or any other interesting piece of information
- We also encourage our outgoing students to use the portal, so that incoming and outgoing exchange students have the possibility to swap apartments



# Distributed Campus

**Distributed Campus**

**Tasks To Do Your Tasks for today**

- Academic Calendar
- Arrival in Berlin / Orientation Days
- Student Exchange Office
- German Language requirements / English Language requirements (JFK Institute)
- German Language Courses / Language Courses
- ECTS
- ERASMUS-Learning Agreement
- Enrolment - Pre-enrolment
- Health Insurance
- Courses / Modules
- Personal Enrolment / Student Registration
- Semesterticket and Social Fees
- Study Programmes
- Study Visa
- Housing
- Master-Students
- ERASMUS - Departmental Coordinators
- Course language
- Health Insurance (NON-ERASMUS)

**Future Tasks Your future Tasks**

- Sports / University sports
- Locations
- ERASMUS - Confirmation of Stay
- Residence Permit
- Bürgeramt - Residence Registration
- Bank Account
- BVG - Public Transportation
- Cafeteria / Mensa
- Campus Management - Registering for classes
- Direct Exchange Scholarship
- E-mail, internet and computer facilities
- Transcript of Records
- Course catalogue (Vorlesungsverzeichnis)
- Welcome benefits (Begrüßungsgeld)
- Second Semester - Request for Continued Enrolment
- Deregistration / Exmatriculation
- Extension of your ERASMUS Stay at FU Berlin
- Change of Address
- only german
- Student ID/Semester Ticket lost/not received
- Departure

Freie Universität  Berlin

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**dc distributedcampus**

**Einloggen** **Registrieren** **Über Uns** **Hilfe**

Benutzername

Passwort

Passwort vergessen?

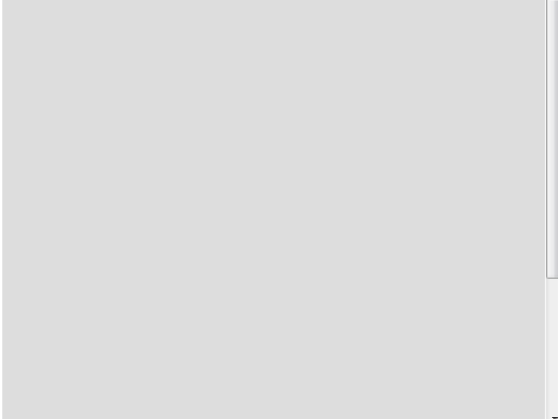
Login



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**DAAD**  **CeDis** Stand: 22.05.2013  
 OpenDC v5.0.0

<https://distributed-campus.org/...>



DE 16:17  
 25.06.2013



# Academic calendar

## Winter Term

Term Dates:

October 1<sup>st</sup> to March 31<sup>st</sup>

Nomination deadline:

May 1<sup>st</sup>

Orientation:

First week of October

Lecture Period:

Mid-October to mid-February

Examination Period:

Mid-February to mid-March (varies individually)

## Summer Term

Term Dates:

April 1<sup>st</sup> to September 30<sup>th</sup>

Nomination deadline:

November 1<sup>st</sup>

Orientation:

First week of April

Lecture Period:

Mid-April to mid-July

Examination Period:

Mid-July to mid-August (varies individually)



# Accommodation and additional costs

Most Students have two options to find accommodation in Berlin:

- On-campus accommodation:

Students have to send their applications to the Accommodation Office of FU, on a first-come, first-served basis (disabled and blind students have priority)

- WGs (Wohngemeinschaften):

Shared apartment with other students (very common in Berlin amongst students!)

-> Erasmus students do not pay for study or registration fees

-> But they are required to pay

- social fees (approx. 50€) – social contribution to the student union
- and for the public transport ticket (“Semesterticket”) - valid for one term / 6 months (approx. 180€)

-> These payments must be made during personal enrolment at the beginning of each semester



# Academic Information

## Courses:

- Courses usually involve 2-4 hours class-time per week
- We recommend our international students to try and acquire 30 ECTS per term (about 4-6 courses)  
-> depends on the student's individual needs and the requirements of the home university
- The course catalogue is available here <http://www.fu-berlin.de/vv> in August for the winter term (starting in October) and in February for the summer term (starting in April)

## Language of Instruction:

- Mostly German
- Occasional courses are taught in English (e.g. North American Studies, English Philology)
- Philology subjects offer several courses in their respective languages (French, Spanish, Portuguese, Greek, Turkish etc.)
- Sometimes courses are taught by guest professors in their mother tongue

## German language courses at FU's Language Center:

- Pre-semester intensive German course (level A1.2 - C1.1, 600€ per student, 6 weeks – 20 hours per week)
- German language courses during term (for free) – level B2.2 – C1.2
- Students can also find tandem language partners at FU's Language Center



# Counselling

Exchange students can seek advice in many places:



**Info-Service:** front office for all questions  
(personal counselling, by phone, email)



**Psychological counselling**



**Family office** (students with children) &  
children day care



Academic: **departmental coordinators** and  
their assistants on the departmental level



**Employment agency /**  
career service



**Counselling for students with disabilities**  
(e.g. services for visually impaired students  
or wheelchair users)



**Erasmus Team**  
(personal counselling,  
by phone, email)

# Arrival/ Orientation

Welcome service: transfers to and from airport are offered to disabled students

Our 'Orientation Days' are held during the first week of the semester (beginning of October/ beginning of April):

- info sessions on **registration process**
- **health insurance companies** on campus
- registration for **German language placement test**
- presentation of **International Club**: organizes events, day-trips, movie nights and events like the "French Night" or the German "Stammtisch"
- Presentation of **University Sports**: Over 500 different sports courses each semester with over 100 different sport types: students can find everything from Aikido to Zumba, from Sailing to Skiing – and sports for disabled students are also offered
- Presentation of the **Student Union**
- Presentation of the **Career Service**
- **Student tutors** during orientation days give a campus tour



# Making the most of it

FUB offers their international students:

- many trips around Berlin (opera, theatre, museums, guided city tours etc.) and occasional trips to other German cities during the semester
- 19 special courses in German exclusively for international students - for example:
  1. Culture Orientation in Berlin: Places, Institutions, History - An Introduction
  2. Jewish Literature and Jewish Life in Berlin
  3. Berlin as a multicultural city – Varieties of cultures and religions in Berlin
- > international students usually have to give presentations and take exams in these courses, they will receive credits from FU
- extra courses like “How to write my first homework in Germany“, “Training for job interviews for international students“





# Freie Universität Berlin Film Portrait

If you would like to receive more information on Freie Universität Berlin,  
you can find our FU film here:

[http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet\\_englisch\\_lang](http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang)





# Thank you for your attention!

