

Direct Exchange Program Fact Sheet Academic Year 2019/2020

Contact Information		
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	Incoming	Outgoing
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Address	Freie Universität Berlin (FU Berlin) Student Exchange Office Illtisstraße 4 14195 Berlin Germany	
Homepage	www.fu-berlin.de/exchangestudents	
Film portrait	http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html	
Office hours	Tuesday/ Thursday 9.30 am – 12.30 pm, 2 – 5 pm and by appointment	
Important dates	winter term 2019/2020	summer term 2020
Semester dates	1 October 2019 – 31 March 2020	1 April 2020 – 30 September 2020
Orientation	First week of October 2019	First week of April 2020
Lecture period	14 October 2019 – 15 February 2020	14 April 2020 – 18 July 2020
Exam period	During the last two weeks of the lecture period; may vary from department to department	
Suggested arrival	In time to attend the orientation program	
Academic calendar	http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	
Application		
Deadline	30 April 2019	31 October 2019
Application process	All applicants must be officially nominated by the home university prior to the deadline mentioned above. This may be done either with an official nomination letter or with an e-mail from the home university. The nomination must contain the full name, birthdate, sex, e-mail, study area and duration of the student's stay. Students must complete the online application form and upload all required documents until 30 April respectively 31 October: https://fuberlin.moveon4.de/form/5949803983fb963f532593f4/eng	
Required documents	The documents should be in German or English or accompanied by an English translation. - Photocopy of the student's passport (page with photograph) - Photocopy(ies) of the student's transcript - Photocopy(ies) of the student's B. A., M. A. or any other final degree (if available)	
Acceptance letter	Students will receive the letter of admission via e-mail from the beginning of June for the winter term and from the beginning of December for the summer term. A hard copy will be sent to the home university <u>only</u> if students need to apply for a visa in order to enter Germany.	

German language requirements / Language courses	
German language requirements	<p>Direct exchange students are exempt from a German language exam (DSH or TestDaF), which is otherwise required for international degree-seeking students studying at a German university.</p> <p>However, we expect language skills equivalent to level B 2 of CEFR (Common European Framework of Reference for Languages) in the humanities and the social science departments and B 1 at the John F Kennedy Institute for North American Studies and natural sciences. A language certificate is not necessary, because we expect that our partner universities guarantee the required language skills.</p>
Language of instruction	<p>Almost all subjects are taught in German. Please note that subjects taught in English outside the Departments of English and North American Studies are very limited in number. Availability may vary and cannot be guaranteed. An overview of subjects taught in English is available at https://www.fu-berlin.de/vv/en/fb? Please use the “advanced search option” to find courses in English.</p>
Preparatory German language courses	<p>A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of the summer term. Basic knowledge of German is required. The course fee will be approx. 600 €.</p> <p>Places are limited, interested students should apply as soon as possible!</p> <p>http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html</p>
Language courses during the semester	<p>German language courses, which are offered during the semester, are free of charge. Again, basic German language proficiency (level A2) is required. If students wish to participate in a German language course, they have to take a placement test, which will be offered during the orientation period shortly before the semester starts. Without this test, exchange students are not eligible to take language classes.</p> <p>Further information is available at http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html</p>
Courses in other languages	<p>The Language Centre (ZE Sprachenzentrum) offers a limited number of language courses. Please note that students need to take a placement test first and that the number of places is limited.</p> <p>Further details are available at: http://www.sprachenzentrum.fu-berlin.de/sprachtests/abv_einstufungstests/index.html</p>
Visa requirements	
	<p>Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, New Zealand, South Korea, Switzerland or the USA do not need a visa in order to enter Germany. Upon arrival in Berlin, citizens from these countries (except EU) must apply for a residence permit (see under “Arrival in Berlin”).</p> <p>Students who are NOT citizens of the countries listed above must apply for a student visa (<i>Visum zu Studienzwecken</i>) at the local German Embassy or a German General Consulate BEFORE they come to Germany.</p> <p>We therefore urge those students to apply for a study 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. More information is available at: http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</p>
Health insurance	
Waiver	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at FU Berlin AND for obtaining a residence permit.</p> <p>Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany may request an insurance waiver. A waiver can only be obtained at a German state-regulated health insurance company, not at our university.</p> <p>Since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses it has been increasingly difficult for exchange student to obtain a waiver.</p> <p>We therefore urge all students younger than 30 years to purchase a German student health insurance for about 92 € per months. The German student health insurance policies are very comprehensive and are accepted automatically by the office granting residence permits.</p> <p>More information is available at http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</p>
Mandatory fees	
Social fees / public transportation	<p>Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 270 € per semester. 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 enrollment process</p>

Pre-arrival requirements	
<i>Distributed Campus</i>	Distributed Campus is an online platform, which is especially designed for exchange students who have already received their letter of admission. It comprises all the information mentioned above in one platform. Students will receive registration details to access the platform at www.distributed-campus.org with their letter of admission. Registration for and use of the platform is required for participation in the exchange program.
Arrival in Berlin	
<i>Enrollment</i>	Upon arrival in Berlin, we advise students to come and see us immediately during our office hours in order to finalize student enrollment and set up their FU account. Students need this account in order to enroll 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.
<i>Residence permit</i>	Once students have been enrolled at Freie Universität Berlin, they must apply for a residence permit (<i>Aufenthaltserlaubnis</i>) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon arrival in Berlin.
Accommodation	
<i>Private accommodation</i>	Either students can organize their own private accommodation (such as student-shared apartments, so-called <i>WG</i>) or use the university's housing service <i>ERG</i> .
<i>University housing service ERG</i>	Our housing service offers a variety of accommodation options, including dorms, shared flats and fully furnished single apartments. All housing options are available from the beginning of September/October or March/April onwards and cost about 225 – 755 € per month. For more information, please see the following website: http://www.fu-berlin.de/en/sites/unterbringung/index.html .
<i>Registration deadline</i>	Since there has been a dramatic increase of student housing demand, students wishing to use our accommodation service must apply <i>online</i> as soon as possible and no later than December 15 or June 15 using the link above. Registrations will be on a first come, first served basis.
<i>ISB</i>	Advanced students (graduate and PhD level) may also stay at the Max-Kade-Haus, ISB, https://www.stw.berlin/en/housing/residence-theodor-heuss-platz-(internationales-studienzentrum-berlin).html The ISB offers furnished apartments with community kitchens for 280 – 370 € per month. Students wishing to stay at ISB need to register via e-mail to incoming@fu-berlin.de by June 15 for the winter term or December 15 for the summer term.
<i>On-campus accommodation</i>	Please note that on-campus accommodation is not available. Further information about accommodation options will also be 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 program. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and enrollment, campus tours and how to use libraries and computers. The current orientation program is available online at: http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html
Selecting courses and attending classes	
<i>Undergraduate programs</i>	The Freie Universität Berlin offers a broad variety of undergraduate programs: <i>Arabic Studies, Art History, Chemistry, Chinese Studies, Classical and Ancient Studies, Communication Science, Comparative Literature, Computer Science, Dutch Studies, Educational Science, Egyptian Studies, English Studies, Film Studies, French Studies, Geography, Geology, German Studies, Greek Studies, Hebrew, History, History and Culture of the Middle East, Iranian Studies, Italian Studies, Japanese Studies, Jewish History, Jewish Studies, Korean Studies, Languages and Literatures of the Christian Orient, Languages of the Classical Antiquity, Latin American Studies, Latin Studies, Mathematics, Meteorology, Middle Latin Studies, North American Studies, Philosophy, Physics, Political Science, Portuguese-Brazilian Studies, Psychology, Semitic Studies, Social and Cultural Anthropology, Spanish Studies, Studies of Religion, Theatre Studies, Turkish Studies</i> With few exceptions, all undergraduate programs are open for exchange students. Enrolment in the following courses is subject to availability of lab classes and to prior approval by the institute/department: <i>Biochemistry, Bioinformatics and Biology</i> . Restrictions apply in <i>Pharmacy, Law and Economics and Business Administration</i> . The Law Department prefers direct exchange students from institutions who also accept law students. There are only very few places available for other exchange programs. The School of Business Administration and Economics requires excellent German language skills (at least level B2) for classes taught in German. There is only a varying and very limited number of classes in English. Please note that <i>Medicine</i> and <i>Veterinary Medicine</i> are NOT open to exchange students.

Master' programs	<p>The Freie Universität Berlin offers a range of master's programs. The following programs are open for exchange students without restriction: <i>Modern German Literature, Philosophy and Political Science</i>.</p> <p>All other programs are restricted and need prior approval by the institute / department.</p> <p>In order to attend individual classes in a master's program, students need prior approval by the faculty member. Admission to a master's program (non-degree status), is only possible with the approval of the department offering the master's program. Please contact us if you plan to nominate students for a particular master's program. Fee-based continuing education master's programs are NOT open to exchange students.</p>										
PhD programs	If students have the necessary prerequisites, exchange students may be enrolled as visiting PhD students.										
Special classes for exchange students	<p>The Institute of German Languages and Literature offers a study program exclusively for exchange students. The seminars focus on the culture, society and history of Berlin and Germany and should be regarded as an additional offer to the basic study program. Detailed information can be found here: www.fu-berlin.de/exchangestudents</p>										
Modules	Bachelor's and master's programs 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 2 nd semester), the content of the individual lecture or seminar might change from one semester to the other.										
Study and examinations regulations	Detailed module descriptions specifying contents, structure, contact hours and credits (<i>Leistungspunkte, LP</i>) can be found in the study and examination regulations (<i>Studien- und Prüfungsordnung</i>) at http://www.fu-berlin.de/studium/studienorganisation/pruefung/Archiv_stud-pruef-ordnungen.html (German only).										
Course catalogue	The courses offered during the <i>current</i> semester are listed in the course catalogue (<i>Vorlesungsverzeichnis, VV</i>) which is available about one month prior to the beginning of the semester at https://www.fu-berlin.de/vv/en/fb/ . It is structured by departments, degrees and modules.										
Course enrollment	Students have to enroll for courses on our online portal <i>Campus Management</i> 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's 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 at https://www.fu-berlin.de/vv/en/fb/ . Please use the "advanced search option" to find courses in English. Most subjects taught in English will be offered by the Department of English Philology and the John F. Kennedy Institute for North American Studies.										
Courses at other universities in Berlin	Exchange students may also attend courses at Humboldt-Universität zu Berlin, the Technische Universität Berlin and Potsdam Universität. In order to gain credits for these courses, students need prior approval of the respective lecturer and must fulfil the university's requirements.										
Course approval at partner universities	When applying for an exchange to 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											
Grading scale	<p>All departments, except for the Law Department, use the following grading scale:</p> <table> <tr> <td>1,0 – 1,5</td><td>very good</td></tr> <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></tr> <tr> <td>5,0</td><td>fail</td></tr> </table>	1,0 – 1,5	very good	1,6 – 2,5	good	2,6 – 3,5	satisfactory	3,5 – 4,0	sufficient	5,0	fail
1,0 – 1,5	very good										
1,6 – 2,5	good										
2,6 – 3,5	satisfactory										
3,5 – 4,0	sufficient										
5,0	fail										
De-enrolment / Transcript of Records											
De-enrollment	At the end of their stay at Freie Universität Berlin, exchange students should de-enroll (<i>Exmatrikulation</i>). This is very important, especially if students wish to return to a German university at a later point.										
Transcript of Records	<p>Transcripts from Freie Universität 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 incoming@fu-berlin.de before leaving Berlin.</p> <p>Important: Students should apply for a Transcript of Records no later than three months after their stay. Freie Universität Berlin cannot issue any transcripts after that time. The transcript will be issued once the student's grades are released.</p> <p>The original Transcript of Records will be sent to the international office of the home university. We will send a copy to the student.</p>										



Academic Calendar and Important Dates

	Winter term	Summer term
Semester dates	October 1 to March 31	April 1 to September 30
Lecture period	Mid-October to mid-February	Mid-April to mid-July
Exam period	During the last two weeks of the lecture period; may vary from department to department	During the last two weeks of the lecture period; may vary from department to department
Lecture-free period	Mid-February to mid-April	Mid-July to mid-October
Enrollment in person for exchange and program students	Begins September 1	Begins March 1
Orientation period	During the first week of October	During the first week of April
Course registration	During October	During April
Suggested arrival	At least 5 to 10 days before orientation starts	At least 5 to 10 days before orientation starts

For the dates of the specific semester you will be spending at Freie Universität Berlin, please see: www.fu-berlin.de/en/studium/studienorganisation/termine



An excellent opportunity!

Become an exchange student
at Freie Universität Berlin

www.fu-berlin.de/exchangestudents

Contact

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International Student Mobility – Welcome Services
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Imprint

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Frequently Asked Questions

Does Freie Universität Berlin offer on- or off-campus accommodation?

There is no on-campus accommodation, but our accommodation service offers various off-campus dorms and single or shared apartments. Since there has been an increase in the demand for student housing, we recommend that students apply as soon as possible after having received their admission letters. For more information, please see: www.fu-berlin.de/en/sites/unterbringung

Does Freie Universität Berlin charge tuition from exchange students?

Exchange students do not pay tuition or registration fees. However, all students pay the so-called “semester fees and contributions” of currently approximately 300 € per semester. These are non-university related fees and go to the student union, the elected student government as well as paying for the public

transportation ticket for the entire semester. Students will be asked to pay the fee after arrival in Berlin as part of their enrollment process.

How can I apply for a non-degree exchange?

As a non-degree exchange student, you cannot apply to Freie Universität Berlin directly. Application procedures, deadlines, and formalities are set by our partner universities’ international offices or by the external scholarship agency, depending on the type of non-degree exchange. Please contact the International Office of your home university or the external scholarship agency directly to find out more about the application procedure.

What kind of visa do I need to enter Germany and to study at Freie Universität Berlin?

Students who are citizens of the following countries do not need a visa in order to enter Germany: Member states of the European Union and of the European Economic Area, Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, San

Marino, South Korea, New Zealand, Switzerland, and the USA. Upon arrival in Berlin, citizens of these countries (except EU and EEA) must apply for a residence permit. Students who are not citizens of the countries listed above must apply for a visa at their local German Embassy or German General Consulate before coming to Germany. For more information, please contact your local German Embassy or German General Consulate. It is not possible to study in Germany on a tourist visa.

What are the German language requirements to study at Freie Universität Berlin?

Depending on the exchange agreement or the conditions of the external scholarship agency, a certain level of German language skills may be required. Generally, in order to follow and successfully complete courses, German language skills equivalent to at least B1, preferably B2 (CEFR), are recommended.

What is the language of instruction at Freie Universität Berlin? Are there any courses taught in English?

The main language of instruction is German. However, some departments regularly offer courses taught in English. Their availability may vary and cannot be guaranteed. As the courses change each semester, please consult the online course-catalogue for an overview of courses taught in English. The online course-catalogue is generally available about three months prior to the beginning of the semester. For more information, please see: www.fu-berlin.de/vv/en

Which Student Services does Freie Universität offer?

Freie Universität Berlin offers a large number of services that aim to support students from the very beginning in all possible situations and circumstances. These services include family support, language courses, recreational sports, IT support, and psychological counseling. For information on specific services, please see: www.fu-berlin.de/en/studium/beratung



Freie Universität Berlin

Freie Universität Berlin was founded in 1948 on the principles of academic freedom and democracy. Today, it is one of Germany's leading research universities with nearly 30,000 students and 4,000 staff. As an "International Network University," we connect students and scholars through a unique global alliance of strategic academic partnerships, joint research projects, and international liaison offices. Our global outlook and strategy have made us a leading destination for international researchers and Germany's most popular university amongst international doctoral candidates.

We are one of eleven Universities of Excellence in the German government's Excellence Initiative and have placed prominently in institutional rankings, including the CHE University Ranking, the Funding Ranking of the German Research Foundation (DFG), and the QS World University Ranking. As one of Germany's most international universities, we have scored top positions in rankings of the Alexander von Humboldt Foundation and the German Academic Exchange Service (DAAD) for years.

Berlin is one of the most exciting cities in Europe. As Germany's capital and cultural metropolis, it attracts people from around the world. A vibrant and constantly changing city, it is a center of cultural, political, and economic life. The Dahlem campus hosts the majority of the university's 15 departments and central institutes, more than 20 libraries, various student cafes and dining halls – including Germany's first vegetarian university dining hall – university sport facilities, and the Botanic Garden. The campus is surrounded by wonderful green gardens and lakes.

Departments, Schools, and Central Institutes

We offer a wide range of studies and highly selective programs on all academic levels. We have an especially strong reputation in the humanities and social sciences, as well as the life sciences, and natural sciences. Our programs are offered in the following departments, schools, and central institutes:

- Department of Biology, Chemistry, Pharmacy
- School of Business and Economics
- Department of Earth Sciences
- Department of Education and Psychology
- Department of History and Cultural Studies
- Department of Law
- Department of Mathematics and Computer Science
- Department of Philosophy and Humanities
- Department of Physics
- Department of Political and Social Sciences
- Department of Veterinary Medicine
- Institute for East European Studies
- Institute for Latin American Studies
- John F. Kennedy Institute for North American Studies

Together with the Humboldt-Universität zu Berlin, Freie Universität Berlin offers medical studies at the Medical School Charité – University Medicine Berlin. For further information on the exchange programs of the Charité, please contact the Charité International Cooperation Office.

How to come to Freie Universität for an Exchange

Freie Universität Berlin attracts a high number of exchange students from all over the world every semester. You can come study at our university within the framework of different exchange programs. We usually require non-degree exchange students to have completed at least two years of undergraduate studies and – depending on the specific exchange agreement – to have obtained a certain level of German language proficiency.

- The European Union's ERASMUS+ Program gives students the opportunity to spend part of their studies at another university in Europe. You can spend one or two semesters at Freie Universität Berlin within the framework of the Erasmus+ Program, if your home university has an Erasmus-Agreement with Freie Universität Berlin. In addition to our Erasmus-Partnerships within Europe, we also have partners in the Erasmus+ Worldwide program. For further information, please contact your home institution's international office.

- The DIRECT OR DEPARTMENTAL EXCHANGE PROGRAM is for students, whose home university has a bilateral exchange agreement with Freie Universität Berlin. Direct and departmental exchange students cannot apply to Freie Universität Berlin directly, they have to be nominated by their home university first. Application procedures, deadlines, and formalities are set by our partner universities' international offices.

- You can also come to Freie Universität Berlin within the framework of a SCHOLARSHIP from the German Academic Exchange Service (DAAD) or the German-American Fulbright Commission. Students apply directly to the external scholarship agency.

- Outside of our regular exchange programs, we also offer international students the opportunity to spend some time at Freie Universität Berlin in the FU-BEST (Freie Universität Berlin European Studies) and FUBIS (International Summer and Winter University) programs. For more information on these programs, please see: www.fu-berlin.de/fubest and www.fu-berlin.de/fubis

For international students seeking to pursue degree studies at Freie Universität Berlin, the normal admissions procedure applies. For more information, please see www.fu-berlin.de/en/studium/international/studium_fu

Advantages for Exchange Students

- A simplified admission and enrollment procedure
- Support from our student exchange office and an extensive orientation program before the semester starts, making your first steps at our university and in Berlin easier
- A wide range of German language courses for exchange and program students during the semester, from basic to advanced level (A2 to C1 in accordance with the Common European Framework of Reference for Language)
- The opportunity to take courses about Berlin, its history, and culture that have been designed specifically for exchange and program students

Discover Courses beyond your own Field of Study

Freie Universität offers a program of studies exclusively for exchange students. Courses in this program

- cover key aspects of German history, culture, and society in a European perspective, providing knowledge relevant to an understanding of current affairs, culture and everyday life in contemporary Berlin (and Germany more generally);
- help you acquire academic and intercultural skills which are useful in a German-speaking academic environment;
- give you more confidence regarding your spoken and written (academic) German.

Courses are taught in German and English. They are open to students from all academic fields, with a few courses being designed for students from Arts & Humanities, Social Sciences, and Cultural Studies.

Please see „courses for exchange students“ at www.fu-berlin.de/exchangestudents

Improve your German

The university's Language Center and its department for German as a Foreign Language offer courses for exchange students prior to and during the semester, as well as providing a self-learning center, where students can develop their language skills independently. You can also register for a language tandem, where you will be matched with a native German-speaker and can meet up regularly to hone your language skills in an informal setting.

The intensive pre-semester language courses take place in the six weeks leading up to the semester. The course is offered at a reduced price for exchange students. The German courses during the semester are free of charge for exchange students and range from 4 to 8 hours of classes per week.

For more information on the various programs of the Language Center and course registration, please see: www.sprachenzentrum.fu-berlin.de/en/sprachagebot/sprachen/deutsch

