

# Welcome to Freie Universität Berlin. Introducing... the General Academic Advising

Introduction Event for the 2025-26 winter term, 20-Oct-2025















# **Topics**

- Late Arrival?
- Guidance and Services
- Rules and Regulations / Tips for Starting Your Studies
- Your FU account
- Course Schedule

# Getting Started at Freie Universität Berlin: An Online Guide





Grußwort Jasmin

### Late Arrival?

Freie Universität Berlin does **not require** students to earn a certain number of credit points in their first (or any other) semester. However, you are **required to start your studies**, which usually means registering for some courses.

#### **Potential** ways to deal with a late arrival:

- (A deadline extension for enrollment),
- Accepted absences (you can usually miss about 20% of class sessions depending on your program)
- Alternative assignments,
- Postponing modules, or
- Attending courses online.

### Late Arrival?

Please contact your **department** to find out how you can participate in your study program without being on campus yet. You can find contact details for academic advising in the link on the bottom of this slide.

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- (A deadline extension for enrollment),
- Accepted absences (you can usually miss about 20% of class sessions depending on your program)
- Alternative assignments,
- Postponing modules, or
- Attending courses online.

#### Late Arrival?

#### What a Late Arrival Letter is:

- Confirms that you have been participating in your courses from abroad, and
- that you are expected to start attending in person as soon as possible.

#### How to request a **Late Arrival Letter**:

- Usually issued by the coordinator of your Bachelor's or Master's program
  - For Master's programs: Coordinator contact info is in the program description here: www.fu-berlin.de/studienangebot
  - For Bachelor's programs: Contact details are usually listed on the program's own website, which you can find via: www.fu-berlin.de/einrichtungen

If you cannot find the right contact person, the best option is to reach out to your academic advising office





**Address** 

Iltisstr. 4 & Iltisstr. 1 14195 Berlin







**Telephone** +49 30 838 70000

Email

info-service@fu-berlin.de

Monday, Tuesday, Wednesday, Thursday: 9.00-16.00 h Friday: 9.00-14.00 h

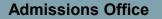
www.fu-berlin.de/ssc



**Psychological Counseling** 









Office for Students with Special Needs





#### INTERNATIONAL STUDENT SUPPORT



#### JOIN NOW

# Peer Mentoring Internetional

**Students** 







www.fu-berlin.de/en/studium/ international/peer\_mentoring

#### **International Peer Mentoring Program**

- Interdisciplinary mentoring groups, including an online late-arrival mentoring
- Interdisziplinary Writing Groups
- Events and Excursions
- Information Events
- Workshops



#### **NEWSLETTER**

Tips on studying and university life as well as information on events



# Decentralized Advising & Administration: Academic Advising, Examination Offices...



# Student-Run Committees: AStA, Student Iniatives











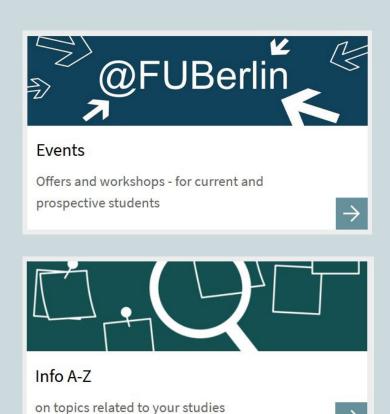








# Guidance & Services at a Glance: Online Guide to Academic Advising and Support Services

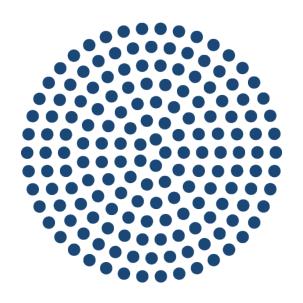




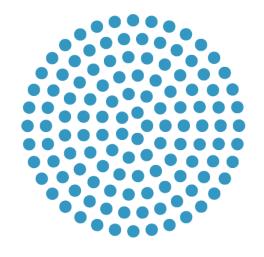
# Know Your Rights About Rules and Regulations

You have to take up your studies – but what does that mean?

- Do I have to register for courses, show up regularly and be active in class?
- How many credit points do I have to complete each semester?



Bachelor 180 credits



Master 120 credits

Credits points (cp) according to the European Credit Transfer and Accumulation System (ECTS)

1 cp = approximately 30 hours workload (presence at courses, reading, learning ...)

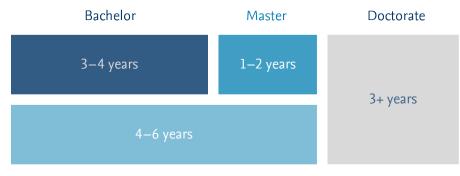
## Know Your Rights About Rules and Regulations

#### How much time do I have in total?

- In Germany, only one in five Bachelor's degrees is completed in the standard period of study
- Freie Universität Berlin does not limit the duration of study
- However, student visas and residency permits may have different requirements; for questions about visa renewals and related regulations, please contact the FU Pass Service
- Scholarships, loans, and BAföG may only be offered for a limited period of time or number of semesters

#### Re-Taking Exams / Number of attempts

- You do not feel ready for an exam? → Usually it is possible to de-register from an exam during a specific time period.
- You have at least 3 attempts for every exam, and 2 attempts for your bachelor's and master's thesis.



State Exam

## **Tips for Starting Your Studies**

#### See the bigger picture

Feel free to visit lectures of other degree programs, Affiner Bereich (= credits in other degree programs),
 Nebenhörer\*innenschaft (= auditing at other universities in Berlin/Brandenburg)

#### Self-organization is the key

- Acquire knowledge of where to find answers (see the before-mentioned online guide)
- Do not hesitate to ask questions, also to professors (don't wait too long)
- Check out workshops offered across the campus (such as workshops offered by the Center for Academic Advising and Psychological Counseling as well as the Career Service)
- Take tours offered at the university libraries and enjoy the wide range of resources available

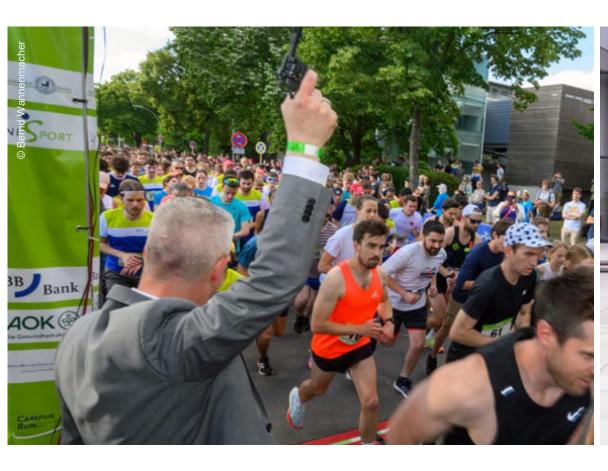
#### Meet your peers!

- Enjoy meeting other students during orientation
- Learn more about peer mentoring offered by the Center for Academic Advising and the departments across campus

# Alongside Stuyding: Sports & Music









## **FU-Account**

E-Mail, WiFi, Re-Registration, Campuscard

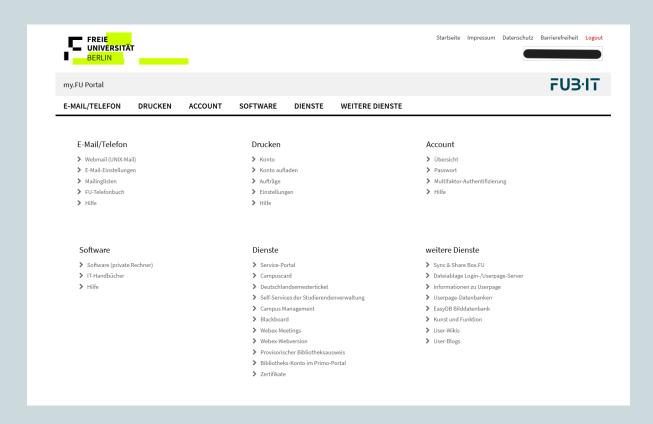
## FU-Account: my.FU Portal



Email & password settings

(username@zedat.fu-berlin.de)

- Telephone Directory (FU-Telefonbuch)
- Data storage cloud & Box.FU
- ➤ Service for students → Dienste für Studierende (Campuscard, Self-Services, Semesterticket etc.)
- Access to eduroam (free worldwide WiFi)



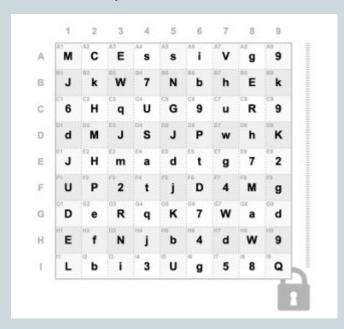
When communicating with university authorities, please always use your zedat email (data protection).

## **Multifactor-Authentication** (MFA)

- Multi-factor authentication is required to log in to the my.FU portal.
  In addition to your password, a second authentication method must be set up.
- ➤ The FUB IT Service will send you a code matrix for the initial setup, which can be converted to another method (the Authenticator app is recommended).

Please set up MFA immediately after receiving the code matrix and keep the code matrix in a safe space!

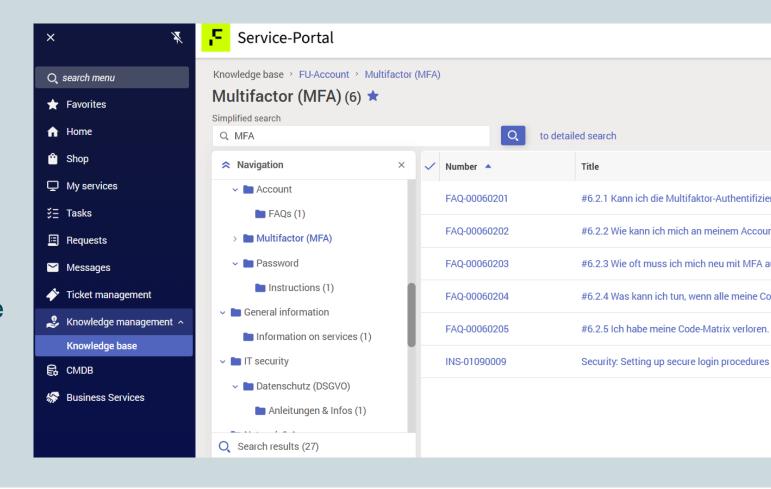
#### **Example of a Code-Matrix**



## **Multifactor-Authentication** (MFA)

➤ Instruction can be found in the Service Portal (knowledge base) in your FU Account: <a href="https://www.service.fu-berlin.de">www.service.fu-berlin.de</a>

- > FUB IT offers support with setup:
- +49 30 838-77777 service@fu-berlin.de



#### **Self-Services**



- Change of address
- Information on re-registration
- Download certificates of enrollment
- Getting a new Campuscard
- Applying for part-time studying, vacation semester
- Downloading other documents

#### Dienste

- Service-Portal
- Campuscard
- Deutschlandsemesterticket
- Self-Services der Studierendenverwaltung
- Campus Management
- Blackboard
- Webex-Meetings
- Webex-Webversion
- Provisorischer Bibliotheksausweis
- Bibliotheks-Konto im Primo-Portal
- Zertifikate

## Re-Registration

- In order to continue studying in the next semester
- Paying the semester fees, in rare cases further criteria (see Self-Service section of the my.FU portal)
- Late re-registration (between July 19 and September 30)
   causes a late fee of 19.94 Euro

Deadline: 13/02/2026

(always until the last Friday of the lecture period)



By mid-January there will be a notification at the Self Services area in your Zedat portal saying "Vorläufig ausgeschlossen", which is **to be ignored!** 

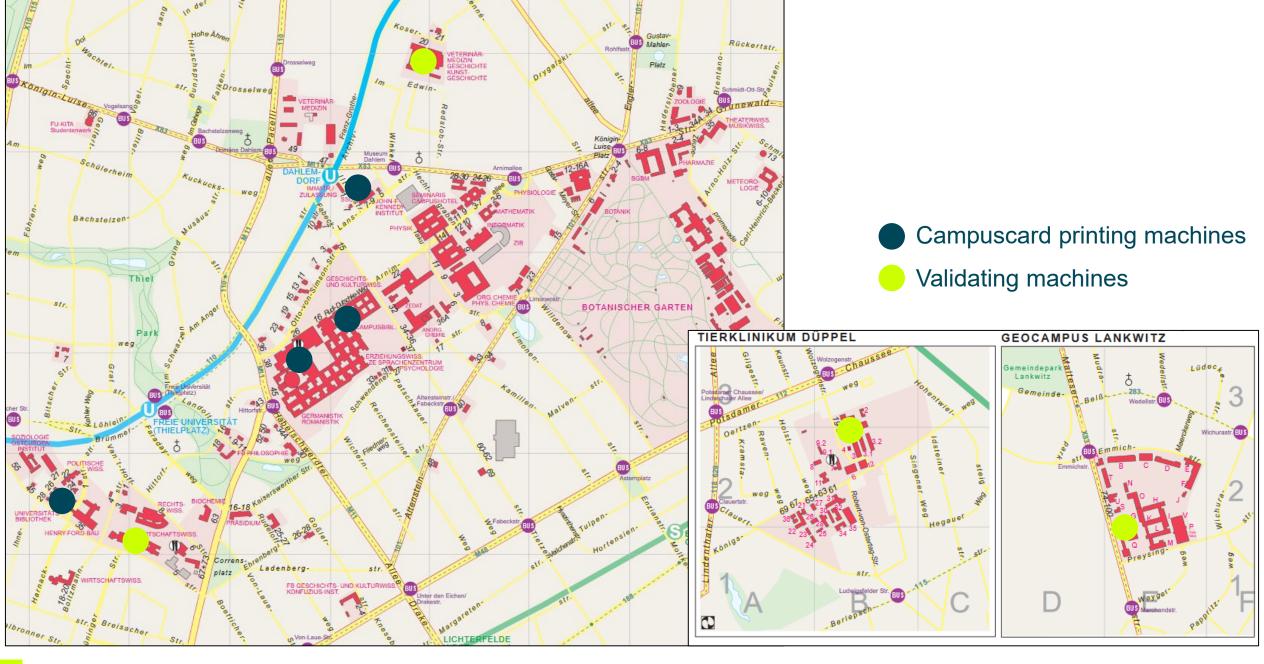
## Campuscard



- Lending books at the libraries
- Using the student lockers
- Paying in the dining halls (Mensa)
- Print and copy



Print your Campuscard using the QR code you can find in the my.FU portal: <a href="https://www.it.fu-berlin.de">www.it.fu-berlin.de</a> then validate your Campuscard in the small validating machines around campus.



www.fu-berlin.de/campuscard 23

### Semesterticket

- Digital ticket for all public transportation in Germany ("Deutschlandticket")
- Only valid in combination with an ID
- Instructions on the website of the AStA
  <a href="https://astafu.de/semesterticket/HowtoTicket">https://astafu.de/semesterticket/HowtoTicket</a>
- > Q & A on the ticket:



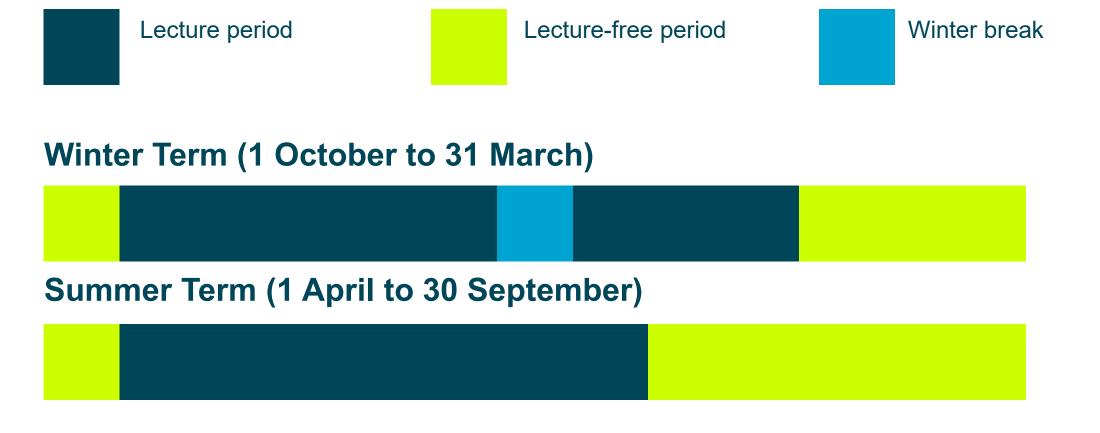
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## Course Schedule

Rules, Registration (Campus Management), E-Learning

### **Semester Periods**



## Detailed information in the Online Study Guide

WELCOME GOOD TO KNOW ORIENTATION ORGANIZATION STUDYING HELP AND COUNSELING FURTHER INFORMATION

#### How do I put together my course schedule?

The first point of reference for putting together your course schedule are the study and examination regulations of your subject (or subjects). There you can find an exemplary study course plan that serves as a non-binding suggestion for how to plan your studies. Moreover, they also include descriptions of the modules you have to take throughout the semesters. You are not really sure what "modules" are exactly? Find out more at the "Modules and credit points"-section of this Online Study Assistant.

After finding out which module or components of a module you have to take in a semester, the next step is to take a look at the course catalogue. It lists all the courses that are offered in the respective semester and gives you information on what the course will be about, who is teaching it, and the time and place. Sometimes you have the option to choose from several courses. The course catalogue will give you more information on that if that is the case.

The actual registration for courses takes place on Campus Management. You can find all relevant information about that at the "How do I register for classes"-section of this OSA.



How do I put together my course schedule?

## Step 1: Study and Examination Regulations

#### **FU-Mitteilungen**

Studien- und Prüfungsordnung des Fachbereichs Philosophie und Geisteswissenschaften der Freien Universität Berlin für den Bachelorstudiengang Deutsche Philologie sowie das 60- und das 30-Leistungspunkte-Modulangebot Deutsche Philologie im Rahmen anderer Studiengänge

#### **Inhaltsverzeichnis**

- 1. Abschnitt: Allgemeiner Teil
- § 1 Geltungsbereich
- § 2 Studienberatung und Studienfachberatung
- § 3 Prüfungsausschuss
- § 4 Lehr- und Lernformen
- § 5 Wiederholung von Prüfungsleistungen

- Information on mandatory and non-mandatory modules
- Explanation of the course types in your degree programs
- About exams
- > Illustrative degree program table

# Step 1: Study and Examination Regulations

#### 2.1. Illustrative Degree Program Table for the Bachelor's Degree Program in North American Studies

Semester			Supplementary Field 30 credit points	General Professional Skills (ABV) 30 credit points			
1st subject- specific semester 30 credit points	Fundamentals Module Understanding North America A1 10 credit points	Orientation Module	Orientation Module	Oral and Writing Skills A 5 credit points	Multidisciplinary Module A 5 credit points		
2nd subject- specific semester 30 credit points	Fundamentals Module Understanding North America B1 10 credit points	First Discipline 10 credit points	Second Discipline 10 credit points	Oral and Writing Skills B 5 credit points			Selected General Professional Skills (ABV) Module 5 credit points
3rd subject- specific semester 30 credit points	Advanced Module A First Discipline	Advanced Module A Second Discipline 10 credit points		Mediating and Advanced Writing Skills 5 credit points OR Multidisciplinary Module B 5 credit points			Selected General Professional Skills (ABV) Module (e.g.: internship) 15 credit points
4th subject- specific semester 30 credit points	First Discipline 10 credit points					Orientation Module Third Discipline 10 credit points	Selected General Professional Skills (ABV) Module (e.g.: internship 10 credit points
5th subject- specific semester 30 credit points Study Phase USA/Canada	Advanced Module B First Discipline 10 credit points	Advanced Module B Second Discipline 10 credit points				Advanced Module A or Advanced Module B Third Discipline 10 credit points	
6th subject- specific semester 30 credit points	Module in Scientific Work 8 credit points	Bachelor's Thesis 12 credit points				Advanced Module B(or A) Third Discipline or Associated Module 10 credit points	

# Step 1: Study and Examination Regulations

Fundamentals

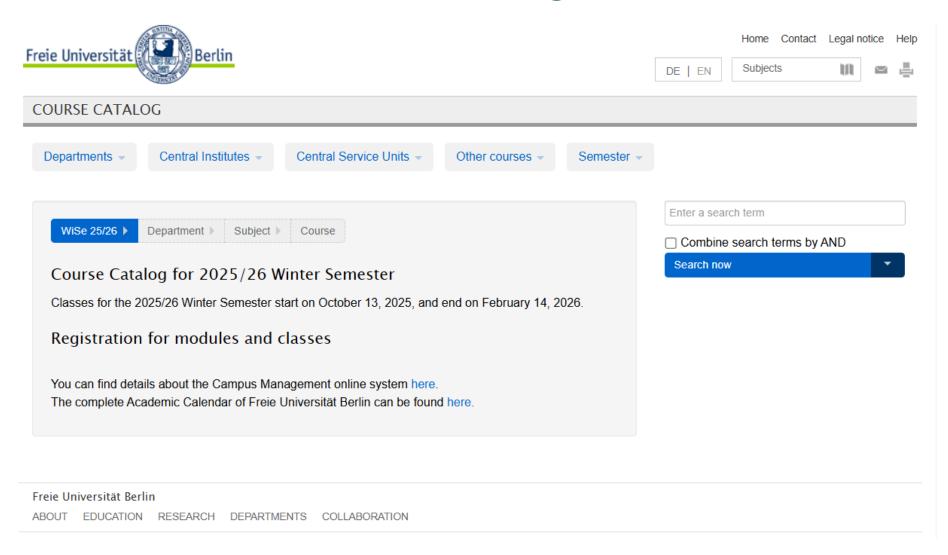
Module

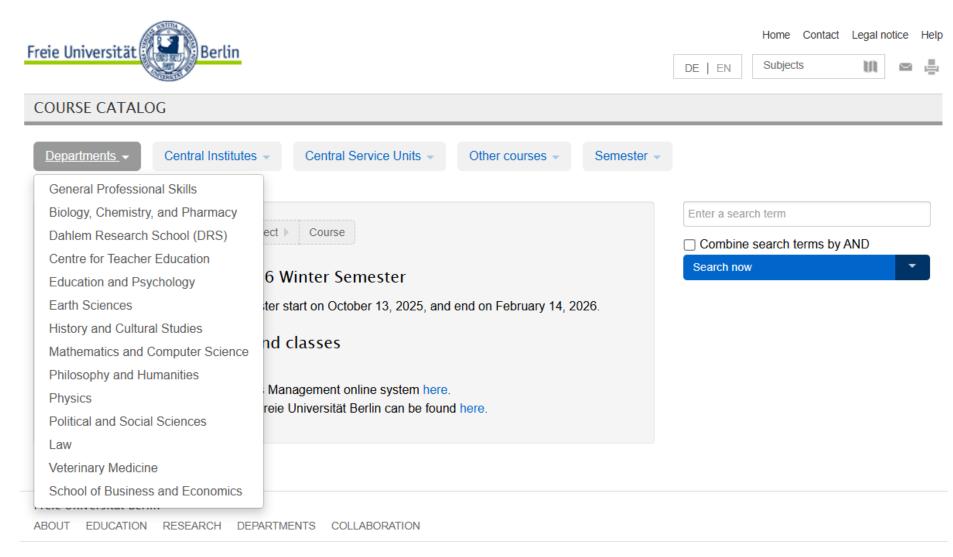
Understanding

North America A1

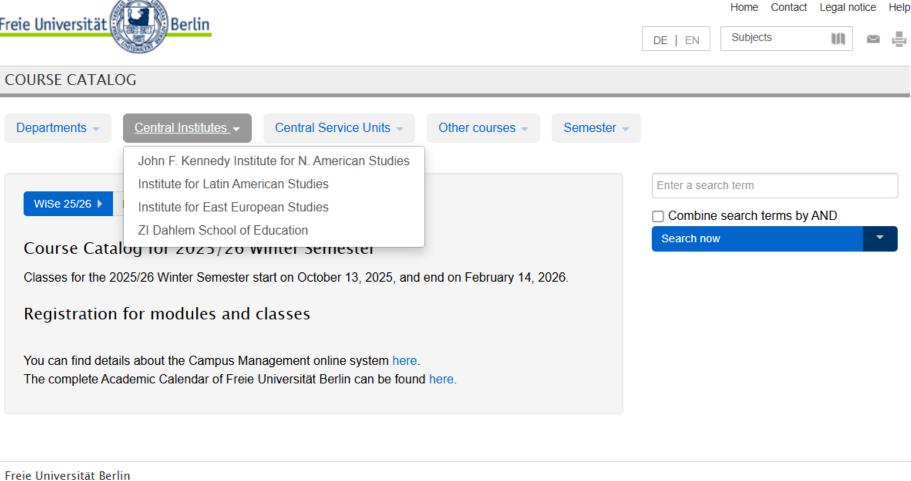
10 credit points

Lehr- und Lernformen	Präsenzstudium (Semesterwochen- stunden = SWS)	Formen aktiver Teilnahme	Arbeitsaufwand (Stunden)				
Grundkurs	4	Rekapitulation des Lehrvor- trags, Teilnahme am Lehr- gespräch, Erstellung von Exzerpten und Protokollen, Lösung E-Learning gestütz- ter Kurzaufgaben	Präsenzzeit G Vor- und Nach Präsenzzeit st Vor- und Nach	nbereitung GK	60 90 30 30		
Studentisches Tutorium	Teilnahme am Lehr- gespräch, Erstellung von Thesenpapieren, Über- nahme von Präsentationen		Prüfungsvorbe Prüfung		90		
Modulprüfung:		Klausur (90 Minuten)					
Modulsprache:		Englisch					
Pflicht zur regelmäßi	gen Teilnahme:	Ja					
Arbeitsaufwand insge	esamt:	300 Stunden	10 LP				
Dauer des Moduls:		Ein Semester					
Häufigkeit des Angeb	oots:	Jedes Wintersemester					
Verwendbarkeit:		Bachelorstudiengang Nordamerikastudien					

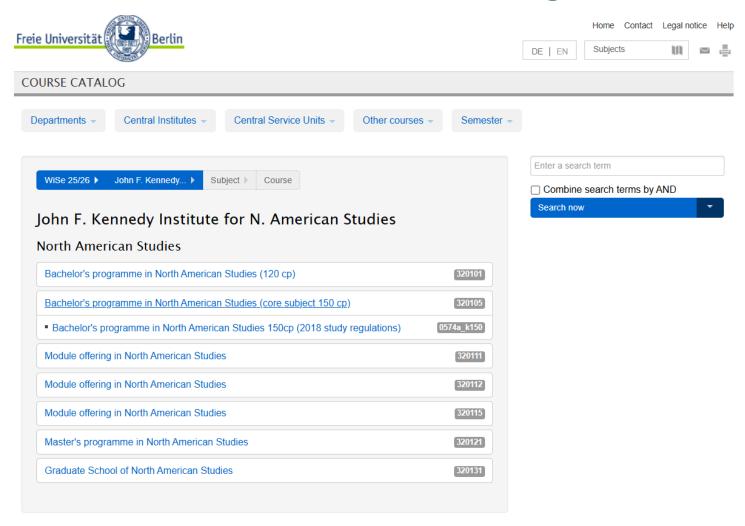


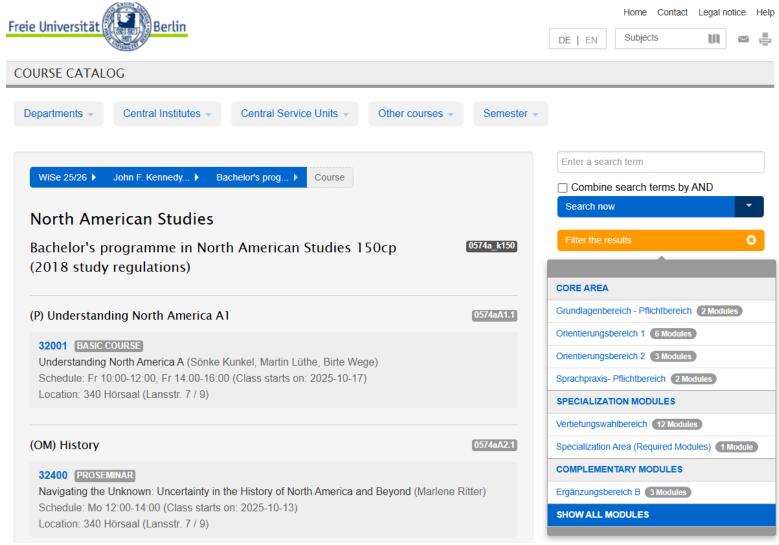






ABOUT EDUCATION RESEARCH DEPARTMENTS COLLABORATION





# Step 3: Registration via Campus Management



- Use our OSA to see a video tutorial in English language
- Enter Campus Management via Zedat portal or directly at <a href="https://lb.ecampus.fu-berlin.de">https://lb.ecampus.fu-berlin.de</a>
- ➤ The landing page can be translated into English by some browsers (such as Google Chrome), but the main pages are run by SAP and are only available in German

More information:



# Step 3: Registration via Campus Management

Course registration: An-/Abmeldung

Time table: Stundenplan

Overview of grades and credit points: Noten & Punkte

### **Deadlines** in the 2025/26 Winter Term

Courses with limited capacity: until 10/10/2025 (12:00h, noon)

Courses with unlimited capacity: until 31/10/2025 (23:59h, midnight)

Courses offered by the Language Center: until 07/10/2025 (09:00 Uhr)

Information www.sprachenzentrum.fu-berlin.de, Placement/Level tests take place before the deadline

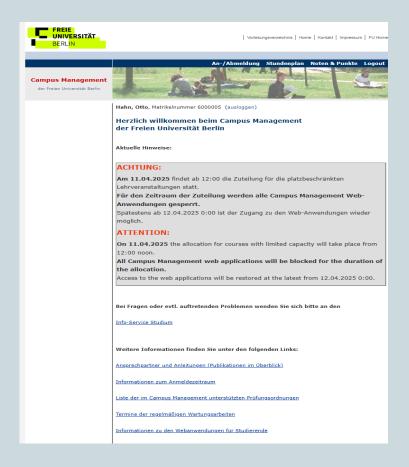
## **Campus Management**

- Don't panic!
- Wait for the subject-specific introductory events
- > Ask for help with the (student) advisors at your institute
- You may try out anything...

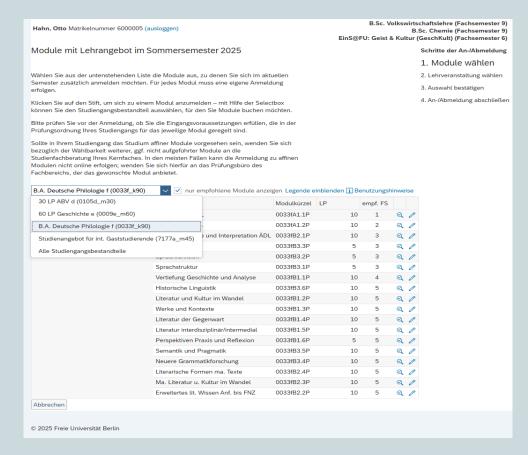
...because for all courses you can de-register and re-register until October 31, using the trash can symbol

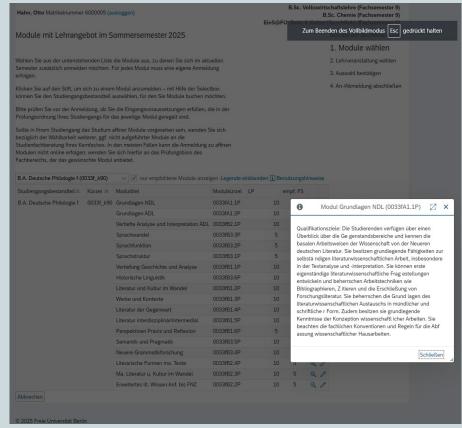
### Information on Exams

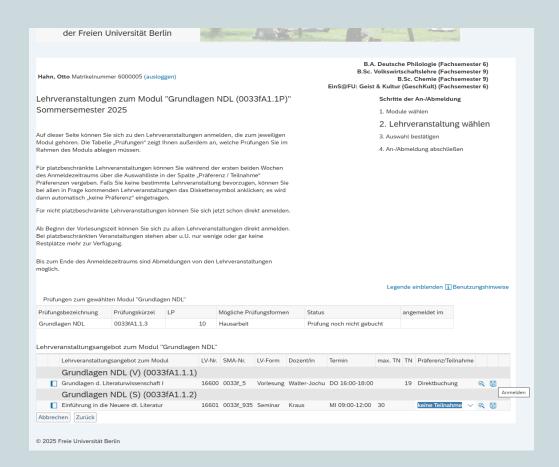
- When choosing a module, you are automatically considered for the exam that usually takes place at the end of the semester. But taking this exam is not **binding** unless you see this symbol:
- ➤ Depending on your degree program, you either have three or four attempts for every exam (exception: bachelor's and master's thesis with usually only two attempts).
- ➤ Usually, modules can or have to be completed over the course of two (or more) semesters. Don't worry if you don't complete everything all at once.

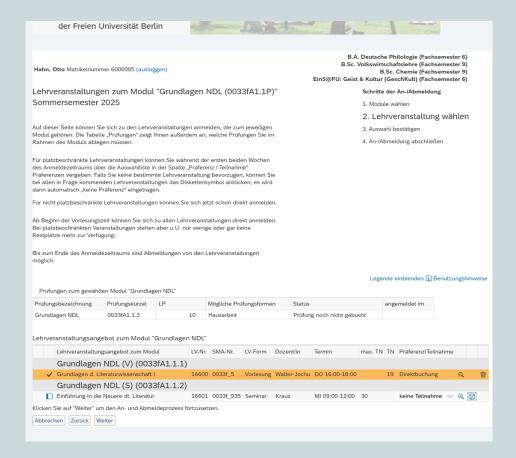


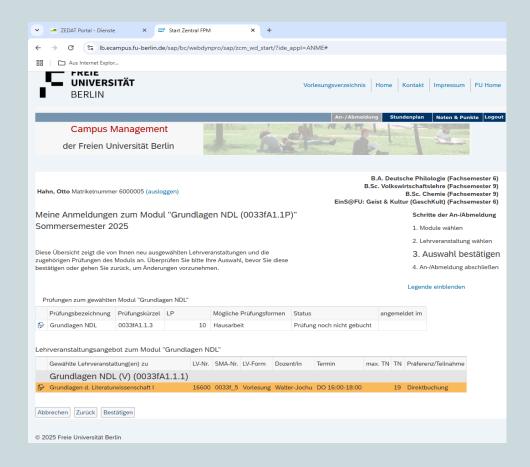


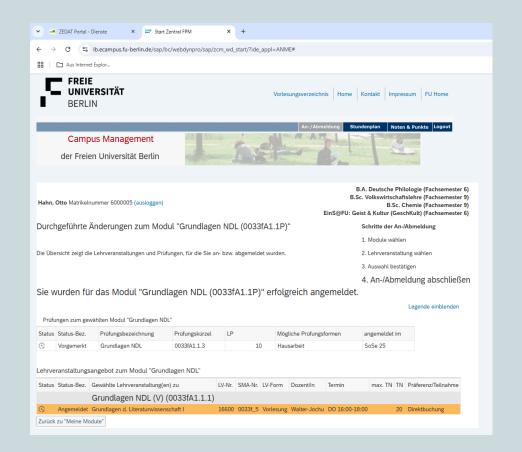


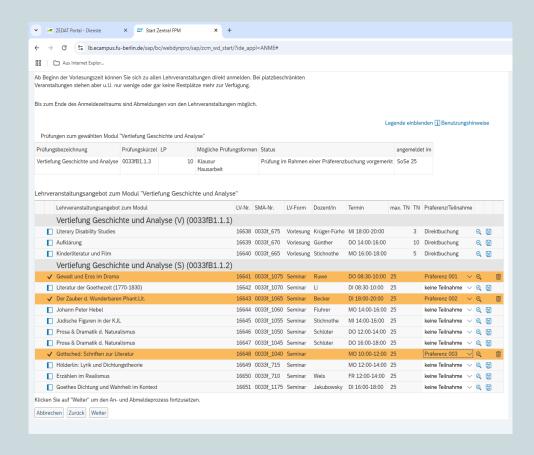


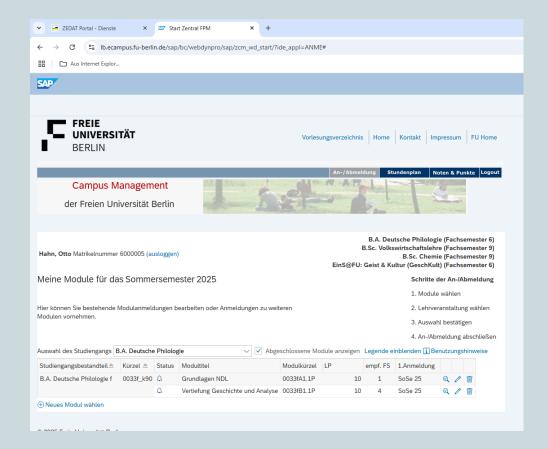






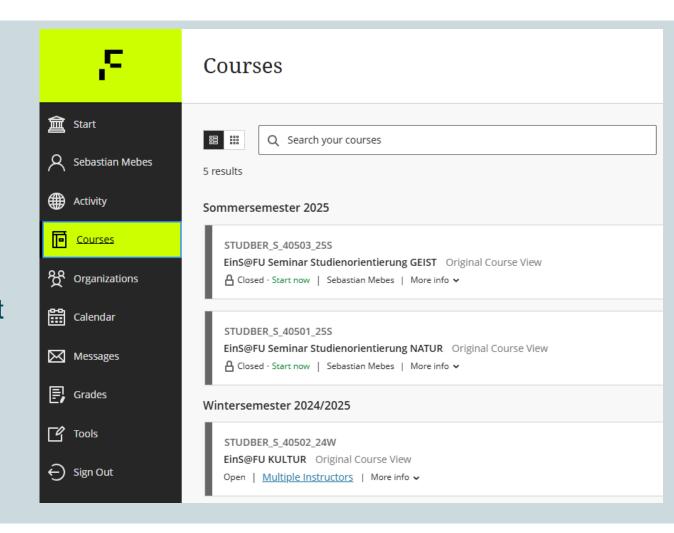






## E-Learning: Blackboard

- > E-learning platform
- Lectures can upload texts, course syllabuses, assignments etc.
- Includes discussions boards and calendars
- Courses registered at Campus Management ought to automatically appear in Blackboard





# Have a great semester!