



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



How to Download This Presentation:



Getting Started at Freie Universität Berlin: An Online Guide



Grußwort Jasmin

Getting Started at Freie Universität Berlin: An Online Guide

OSA START: Der Online-Studieneinstiegs-Assistent

ANKOMMEN INFORMIEREN ORIENTIEREN ORGANISIEREN STUDIEREN BERATUNG WEITERE INFOS



START ins Studium



Zum Online-Studieneinstiegs-Assistenten

Nachdem Sie den Bewerbungsprozess erfolgreich hinter sich gebracht haben, steht nun der Beginn Ihres Studiums bevor. Mit diesem Online-Studieneinstiegs-Assistenten möchten wir Ihnen den Einstieg erleichtern. Wie Sie sich Ihren Stundenplan erstellen und für Lehrveranstaltungen anmelden sind nur einige der Fragen, die in dem Online-Studieneinstiegs-Assistenten beantwortet werden. Sie können ihm Schritt für Schritt folgen oder sich nur einzelne Aspekte herausuchen: Zahlreiche Videos und interaktive Übungen sorgen für kurzweiliges Lernen. Ein [Glossar](#) mit Erklärungen und Verlinkungen zu den gängigsten Begriffen und Abkürzungen an der Freien Universität finden Sie am Ende des OSA.

Wir wünschen Ihnen viel Erfolg bei Ihrem Studieneinstieg an der Freien Universität Berlin!

START

Getting Started at Freie Universität Berlin: An Online Guide

[Impressum](#)

[Hilfe](#)

[Kontakt](#)

[DE](#) | [EN](#)



Central University Advising & Administration: Student Services Center

CONTACT

Address

Ittisstr. 4 & Ittisstr. 1
14195 Berlin



Telephone +49 30 838 70000

Email info-service@fu-berlin.de

www.fu-berlin.de/ssc

Info-Service Studium



General Academic Advising



Psychological Counseling



Student Mobility Unit



Admissions Office



Student Records and



Registration Office



Office for Students with
Special Needs

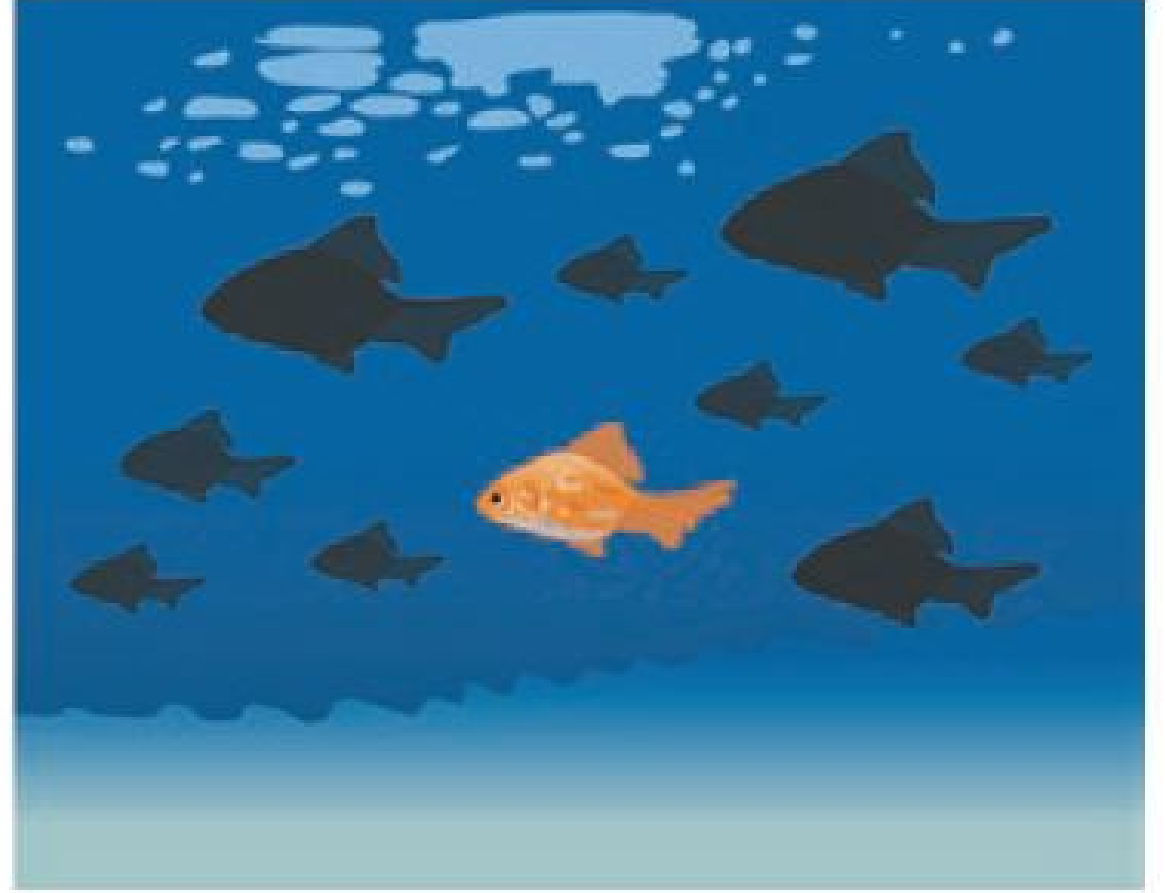
Psychological Counseling

You can use counseling, if you

- ... feel stressed
- ... have lost motivation for university
- ... procrastinate (postponing important things)
- ... feel blocked writing your thesis
- ... are experiencing anxiety concerning exams or speeches
- ... feel depressed or anxious
- ...



big fish little pond effect



I am me and I am enough

“Other people’s lives seem better than yours because you’re comparing their director’s cuts with your behind the scenes.”

— Evan Rauch

“After so many years struggling to keep up with you, I finally realized we’re not even running the same race.”

— Scott Stabile





INTERNATIONAL STUDENT SUPPORT



International Peer Mentoring Program

- Interdisciplinary mentoring groups
- Interdisziplinäre Writing Groups
- Events and Excursions – open to all FU students!
- Information Events



What to expect:

- Information Events
- Workshops
- Newsletter (mailing list)
- Peer Mentoring for international students

NEWSLETTER

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



FREIE
UNIVERSITÄT
BERLIN

INTERNATIONAL STUDENT SUPPORT
STUDENT SERVICES CENTER
ILTISSSTR. 4
14195, BERLIN

THE INTERNATIONAL PEER MENTORING PROGRAM

Q Student? International? Looking for answers? X

**LOOK NO MORE,
ASK YOUR
PEER MENTOR!**

REGISTER NOW

Our peer mentors are here to support you, with studies, settling into Berlin, making friends and **much more!**

Join our sessions by scanning the QR code:

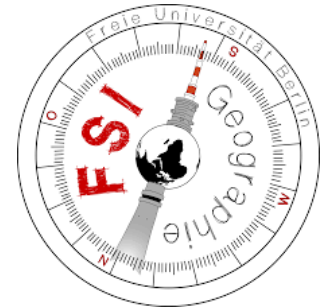


INTERNATIONAL PEER MENTOR PROGRAM

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



Student-Run Committees: AStA, Student Initiatives



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




@FUBerlin

Events

Offers and workshops - for current and prospective students


→



Info A-Z

on topics related to your studies

→



Guidance during your studies

→

Image Credit: ZE Studienberatung / Huppertz

This Week or Next Week, Visit the Subject-Specific Introductory Events

Central Introductory Event

April 3, and online on April 8, 2025

for new students, with important general information on starting studies, university facilities and the course selection system (in German)



Central Orientation Days for International Students

April 3 - 5, 2025

for exchange students and international students, with general information and special offers (in German and in English)



Subject-specific Introductory Events

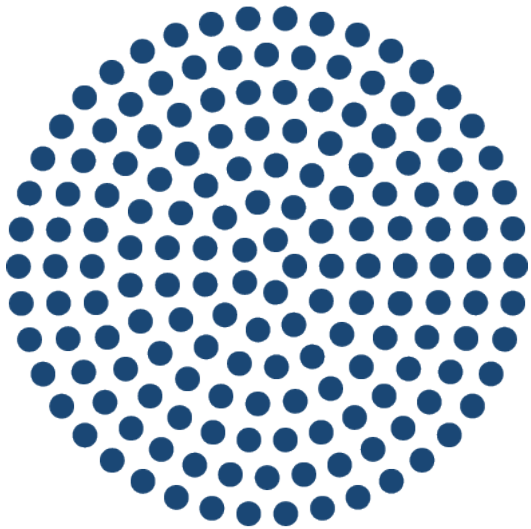
The individual departments and institutes offer introductory events (mostly in German), in which you will also get to know your future fellow students.



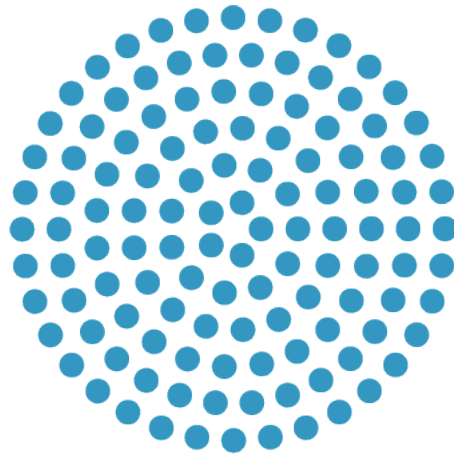
Know Your Rights About Rules and Regulations

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

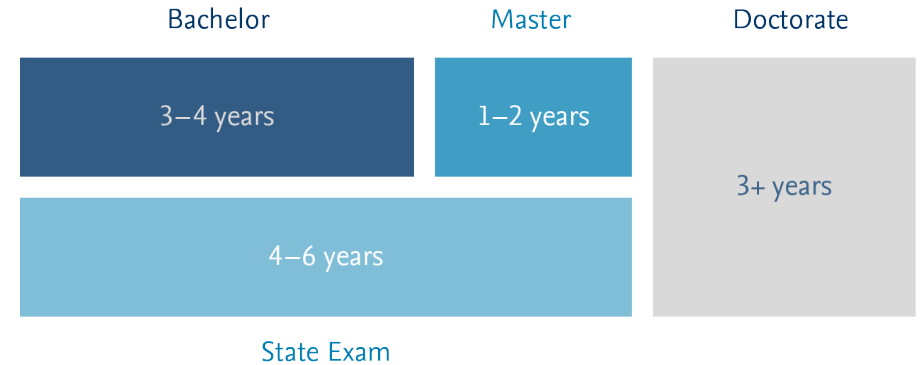
Credits points (cp) according to the European Credit Transfer and Accumulation System (ECTS)

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.

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 International Student Support and the departments across campus

Alongside Stuyding: Sports & Music



Sexual Harassment, Discrimination and Violence



... is prohibited!

Inappropriate and unwanted physical contact and physical assaults

Distribution of pornographic and sexist representations

Suggestive remarks, comments about individuals' appearance or bodies

Gestures and non-verbal comments of a sexual nature

Unwanted advances

And what if I do experience or witness it? Then I can seek support.

Contact Person in Cases of Sexualized Harassment, Discrimination and Violence: Wendy Stollberg

no-means-no@fu-berlin.de

Every request for counselling will be treated with the **utmost confidentiality**.



Who we are:

Dr. Corinna Tomberger (Chief Gender Equality Officer) and her three deputies, three specialists each for gender consulting, public relations, and counselling for sexual violence, and four colleagues in administration.

What we do:

- We support the **Executive Board** and all central boards and committees of Freie Universität in implementing legislative requirements related to **gender equality** and **equal opportunities**.
- We consult members of the university on **issues of equality in general**, on **personnel decisions**, on **research projects**, offer **professional training** and provide **counselling** services.

More support:

- All departments, central institutes and central facilities have their own **Gender Equality Officers**.
- The departmental colleagues support all members of your department, including yourself.
- If you would like to work or be active in supporting gender equality, get in touch with us: frauenbeauftragte@fu-berlin.de.



FU-Account






E-Mail, WiFi, Re-Registration, Campuscard

FU-Account: Zedat-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).

	E-Mail/Telefon <ul style="list-style-type: none">• Webmail (UNIX-Mail)• E-Mail-Einstellungen• Mailinglisten• FU-Telefonbuch		Account <ul style="list-style-type: none">• Übersicht• Passwort
	Drucken <ul style="list-style-type: none">• Konto• Konto aufladen• Aufträge• Einstellungen• Hilfe		Dienste für Studierende <ul style="list-style-type: none">• Service-Portal ⓘ Meldung von IT-Störungen oder -Anfragen• Campuscard Studierendenausweis, Bibliotheksausweis, Mensakarte• Deutschlandsemesterticket ⓘ• Self-Services der Studierendenverwaltung ⓘ Immatrikulationsbescheinigung, Rückmeldung, Adressänderung etc.• Campus Management ⓘ Studienorganisation und Modulanmeldung• Blackboard ⓘ• E-Learning• Webex-Meetings ⓘ Videokonferenzen und Online-Lehre• Webex Webversion ⓘ Webex (vormals Webex-Teams)• Provisorischer Bibliotheksausweis
	weitere ZEDAT-Dienste <ul style="list-style-type: none">• Sync & Share - Box.FU• Dateiablage Login-/Userpage-Server• Informationen zu Userpage• Userpage-Datenbanken		

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










Account

- [Übersicht](#)
- [Passwort](#)



Dienste für Studierende

- [Service-Portal](#) 
Meldung von IT-Störungen oder -Anfragen
- [Campuscard](#)
Studierendenausweis, Bibliotheksausweis, Mensakarte
- [Deutschlandsemesterticket](#) 
- [Self-Services der Studierendenverwaltung](#) 
Immatrikulationsbescheinigung, Rückmeldung, Adressänderung etc.
- [Campus Management](#) 
Studienorganisation und Modulanmeldung
- [Blackboard](#) 
E-Learning
- [Webex-Meetings](#) 
Videokonferenzen und Online-Lehre
- [Webex Webversion](#) 
Webex (vormals Webex-Teams)
- [Provisorischer Bibliotheksausweis](#)

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 Zedat portal)
- Late re-registration (between July 19 and September 30) causes a late fee of 19.94 Euro

Deadline: 18/07/2025

(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!**

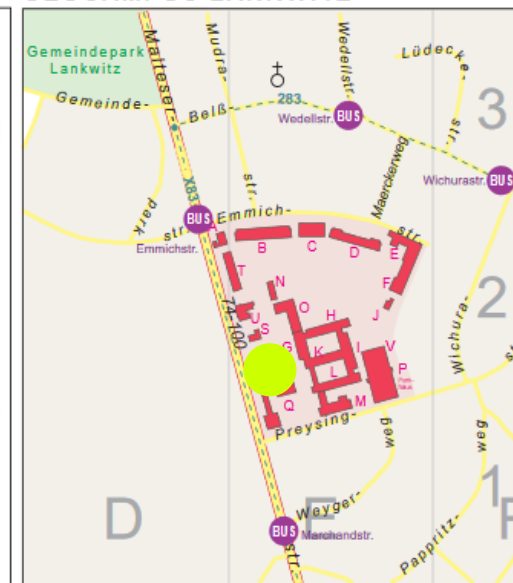
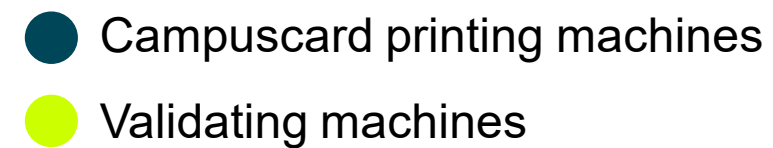
Campuscard



- 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 Zedat portal: www.zedat.de, then validate your Campuscard in the small validating machines around campus.



Semesterticket (for public transportation)


- Digital ticket for all public transportation in Germany („Deutschlandticket“)
- Only valid in combination with an ID
- Instructions on the website of the AStA:
www.astafu.de/en/semesterticket
- Q & A on the ticket:










Account

- [Übersicht](#)
- [Passwort](#)



Dienste für Studierende

- [Service-Portal](#) 
Meldung von IT-Störungen oder -Anfragen
- [Campuscard](#)
Studierendenausweis, Bibliotheksausweis, Mensakarte
- **[Deutschlandsemesterticket](#)** 
- [Self-Services der Studierendenverwaltung](#) 
Immatrikulationsbescheinigung, Rückmeldung, Adressänderung etc.
- [Campus Management](#) 
Studienorganisation und Modulanmeldung
- [Blackboard](#) 
E-Learning

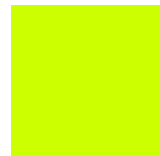
Course Schedule

Rules, Registration (Campus Management), E-Learning

Semester Periods



Lecture period



Lecture-free period



Winter break

Winter Term (1 October to 31 March)



Summer Term (1 April to 30 September)



Detailed information in the Online Study Guide

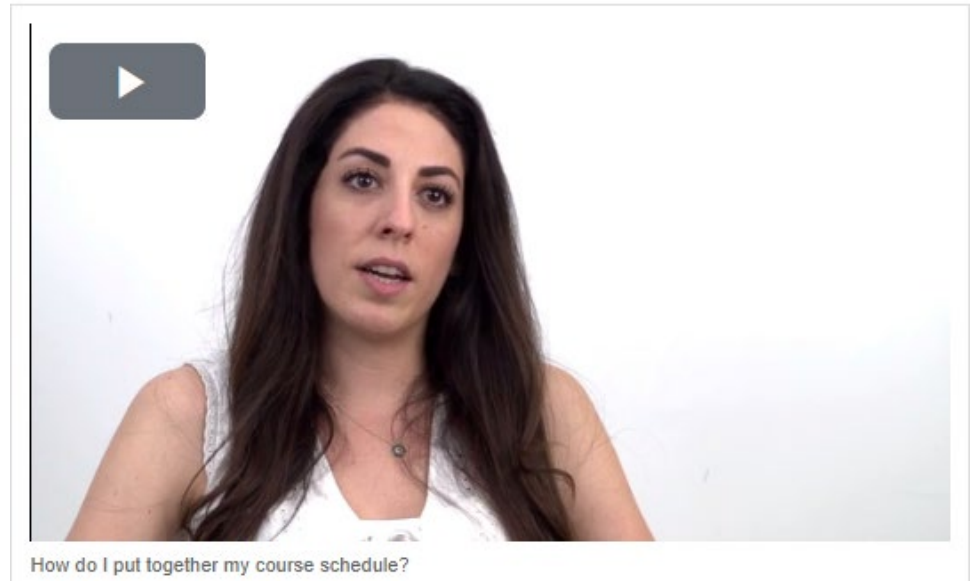


How do I put together my course schedule?

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.



Step 1: Study and Examination Regulations

FU-Mitteilungen

**Studien- und Prüfungsordnung des Fachbereichs
Philosophie und Geisteswissenschaften
der Freien Universität Berlin für den Bachelor-
studiengang 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	Core Field 120 credit points					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 First Discipline 10 credit points	Orientation Module Second Discipline 10 credit points	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			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 10 credit points	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							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 GK	60
			Vor- und Nachbereitung GK	90
			Präsenzzeit stT	30
			Vor- und Nachbereitung stT	30
Studentisches Tutorium	2	Teilnahme am Lehr- gespräch, Erstellung von Thesepapieren, Über- nahme von Präsentationen	Prüfungsvorbereitung und Prüfung	90
Modulprüfung:		Klausur (90 Minuten)		
Modulsprache:		Englisch		
Pflicht zur regelmäßigen Teilnahme:		Ja		
Arbeitsaufwand insgesamt:		300 Stunden	10 LP	
Dauer des Moduls:		Ein Semester		
Häufigkeit des Angebots:		Jedes Wintersemester		
Verwendbarkeit:		Bachelorstudiengang Nordamerikastudien		

Step 2: Course Catalog

COURSE CATALOG

Departments ▾

Central Institutes ▾

Central Service Units ▾

Other courses ▾

Semester ▾

WiSe 24/25 ▶

Department ▶

Subject ▶

Course

Course Catalog for 2024/25 Winter Semester

Classes for the 2024/25 Winter Semester start on October 14, 2024, and end on February 15, 2025.

Registration for modules and classes

You can find details about the Campus Management online system [here](#).

The complete Academic Calendar of Freie Universität Berlin can be found [here](#).

Enter a search term

☐ Combine search terms by AND

Search now



Step 2: Course Catalog

COURSE CATALOG

Departments ▾

Central Institutes ▾

Central Service Units ▾

Other courses ▾

Semester ▾

General Professional Skills
Biology, Chemistry, and Pharmacy
Dahlem Research School (DRS)
Centre for Teacher Education
Education and Psychology
Earth Sciences
History and Cultural Studies
Mathematics and Computer Science
Philosophy and Humanities
Physics
Political and Social Sciences
Law
Veterinary Medicine
School of Business and Economics

Enter a search term

☐ Combine search terms by AND

Search now

ABOUT EDUCATION RESEARCH DEPARTMENTS COLLABORATION

Step 2: Course Catalog

COURSE CATALOG

Departments ▾

Central Institutes ▾

Central Service Units ▾

Other courses ▾

Semester ▾

WiSe 24/25 ▶

John F. Kennedy Institute for N. American Studies

Institute for Latin American Studies

Institute for East European Studies

ZI Dahlem School of Education

Course Catalog for 2024/25 winter semester

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Step 2: Course Catalog

COURSE CATALOG

Departments ▾

Central Institutes ▾

Central Service Units ▾

Other courses ▾

Semester ▾

John F. Kennedy Institute for N. American Studies

Institute for Latin American Studies

Institute for East European Studies

ZI Dahlem School of Education

WiSe 24/25 ▶

North American Studies

Applied North American Studies

7155a_k90

(P) Understanding North America A1

0574aA1.1

32001 BASIC COURSE

Understanding North America A (James Dorson, Jessica Gienow-Hecht, Martin Lütke)

Schedule: Fr 10:00-12:00, Fr 14:00-16:00 (Class starts on: 2024-10-18)

Location: 340 Hörsaal (Lansstr. 7 / 9)

32001T STUDENTISCHES TUTORIUM

Tutorium Understanding North America A (James Dorson, Jessica Gienow-Hecht, Martin Lütke)

Schedule: Mi 10:00-12:00, Mi 14:00-16:00 (Class starts on: 2024-10-23)

Location: 201 Seminarraum (Lansstr. 7 / 9)

Enter a search term

☐ Combine search terms by AND

Search now

Filter the results

HUMANITIES PROFILE

Interdisciplinary Study Area: Required Modules

2 Modules

Academic Orientation: Humanities Profile

3 Modules

Academic Orientation: Humanities Profile

7 Modules

SOCIAL SCIENCE PROFILE

Interdisciplinary Study Area: Required Modules

2 Modules

Step 2: Course Catalog

(P) Understanding North America A1

0574aA1.1

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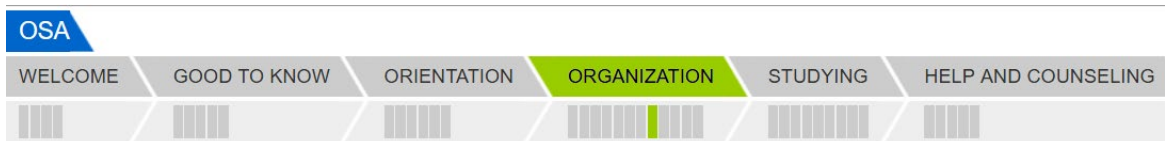
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Location: 201 Seminarraum (Lansstr. 7 / 9)

Step 3: Registration via Campus Management



How do I use Campus Management?

Course registration at Freie Universität Berlin takes place on the registration platform *Campus Management*.



- Use our OSA to see a video tutorial in English language
- Enter Campus Management via Zedat portal or directly at <https://lb.ecampus.fu-berlin.de>
- 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 Summer Term

Courses with **limited** capacity:

until 11/04/2025 (12:00h, noon)

Courses with **unlimited** capacity:

until 02/05/2025 (23:59h, midnight)


Courses offered by the Language Center:

until 08/04/2025 (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...**

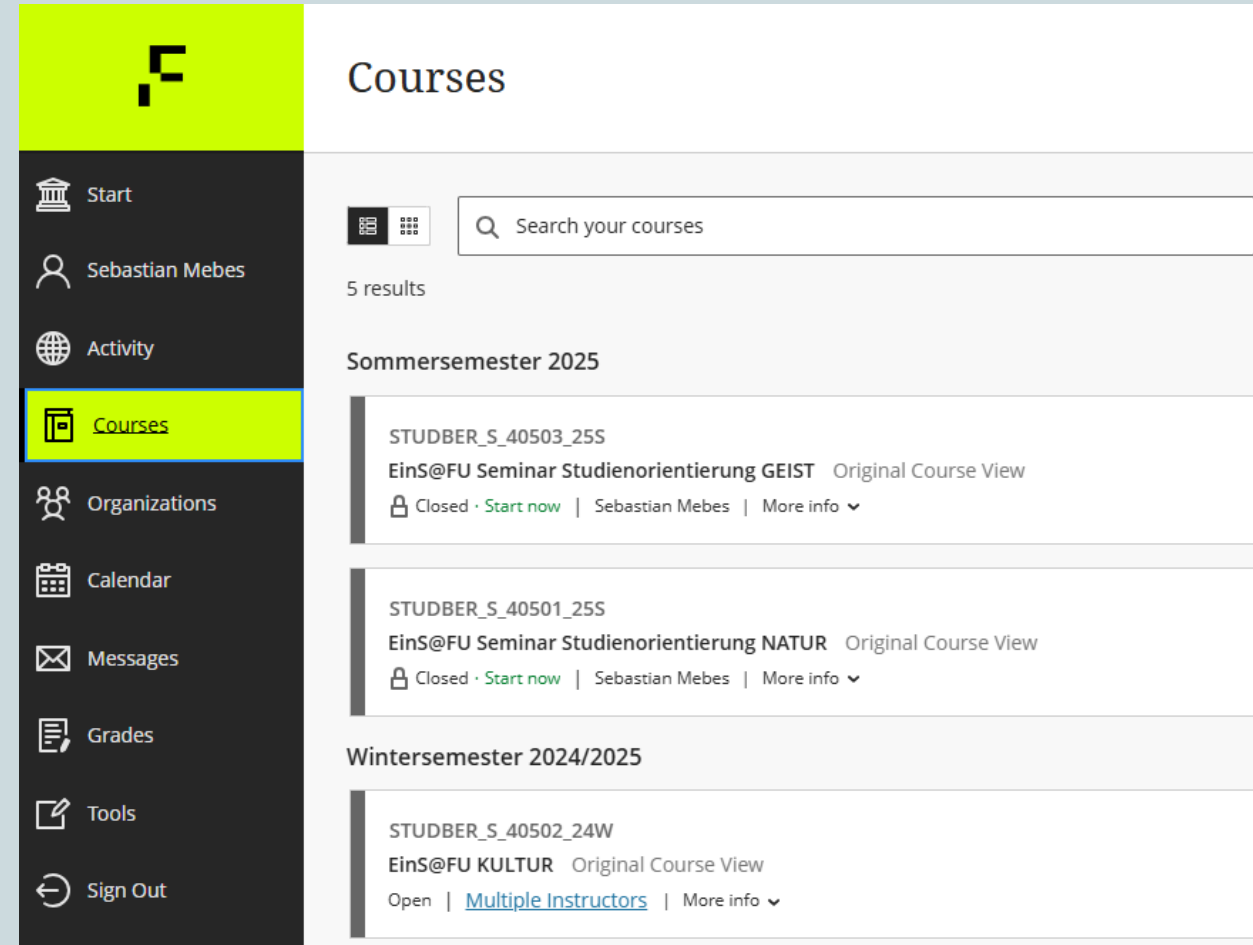
...because for all courses you can de-register and re-register until May 2, using the trash can symbol 

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

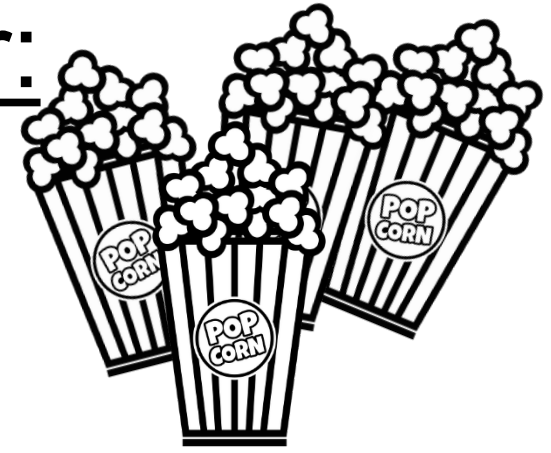


The screenshot displays the Blackboard user interface. On the left is a dark navigation sidebar with icons and labels for 'Start', 'Sebastian Mebes' (user profile), 'Activity', 'Courses' (highlighted in yellow), 'Organizations', 'Calendar', 'Messages', 'Grades', 'Tools', and 'Sign Out'. The main content area is titled 'Courses' and features a search bar with the placeholder 'Search your courses'. Below the search bar, it indicates '5 results'. The results are organized into two sections: 'Sommersemester 2025' and 'Wintersemester 2024/2025'. Each section lists course details including a course ID, the course name, and the instructor's name, along with status indicators like 'Closed' or 'Start now' and links for 'Original Course View' or 'Multiple Instructors'.

Sommersemester 2025	
STUDBER_S_40503_25S	EinS@FU Seminar Studienorientierung GEIST Original Course View Closed · Start now Sebastian Mebes More info ▼
STUDBER_S_40501_25S	EinS@FU Seminar Studienorientierung NATUR Original Course View Closed · Start now Sebastian Mebes More info ▼

Wintersemester 2024/2025	
STUDBER_S_40502_24W	EinS@FU KULTUR Original Course View Open Multiple Instructors More info ▼

Here and Now on the 1st and 2nd Floor: Information market 11:30-13:00h



GROUND FLOOR (1st FLOOR)

- **Information & Guidance** (Info-Service Studium, Allgemeine Studienberatung, Psychologische Beratung, Intern. Student Support)
- **Support.Points** (Project Mental Wellbeing)
- **Awareness Teams**
- **Office for Students with Special Needs**
- **University Library**
- **Berlin University Alliance**
- **Diversity & Anti-Discrimination Office**
- **Language Centre / Centre for Independent Language Learning**
- **Sustainability & Energy Unit**
- **Uni Shop**
- **University Sports**

SECOND FLOOR

- **International Club** (with popcorn machine)
- **Studierendenwerk Berlin** (Housing, BAföG etc.)
- **Career Service**
- **Student Mobility Unit** (for Exchange programs)
- **Erasmus Student Network**
- **Health insurance companies:** TK, AOK, BARMER
- **Dual Career & Family Service**
- **German Academic Scholarship Foundation**

Have a great semester!