Fact Sheet for Erasmus+ and SEMP-Partner Universities

FREIE UNIVERSITÄT BERLIN

Name of Institution	Freie Universität Berlin
Erasmus Code	D BERLIN01
Erasmus Website	www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents

Exchange Contact

Contact Person	Ms. Gesa Heym
Contact Title	Erasmus+ Institutional Coordinator
Telephone	+49 30 838 73443
Email	gesa.heym@fu-berlin.de

Contact Person	Ms. Emma Grosset and Ms. Darleen Dumler
Contact Title	Contact person for incoming students
Telephone	+49 30 838 57993
E-Mail	incoming@fu-berlin.de

Contact Person	Ms. Stefanie Erthner and Ms. Nicole Roehl
Contact Title	Contact person for outgoing students
Telephone	+49 30 838 73401
E-Mail	outgoing-erasmus@fu-berlin.de

Contact Person	Ms. Emma Grosset
Contact Title	Erasmus+ Programme Administrator, iiAs (Erasmus+ Europe)
Telephone	+49 30 838 57993
E-Mail	incoming@fu-berlin.de

Nomination

Nominations	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/Nominierung.html
Language Requirements	Please see inter-institutional agreements for detailed information
Academic Calendar	https://www.fu-berlin.de/en/studium/studienorganisation/termine

Academic Information

Language of Instruction	German. Only occasional courses are taught in English.

	Philology departments generally offer several courses taught in the respective language (French, Spanish, etc).
Hours a 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
German Language Courses	https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html
Course Registration Procedure	With only a few exceptions, exchange students register online via the "Campus Management" system. Information on how registration works will be provided during orientation days, along with the necessary log in data. *NOTE: Only those students that have met our deadlines and have sent all requested forms (as indicated in "Distributed Campus") will receive their log-in data in time. 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.*
OLA	https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/ola/index.html
Grading System / Credit System	https://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 incoming@fu-berlin.de and will be forwarded.
Please note:	• BA students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for BA-related research they undertake. The home institution is responsible for accrediting BA students with ECTS credits for research completed at the host institution. • Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to incoming@fu-berlin.de. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program in the same field. MA students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for MA-related research they undertake. The home institution is responsible for accrediting MA students with ECTS credits for research completed at the host institution. • PhD students need to send a bachelor and master certificate to incoming@fu-berlin.de. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution. • It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

Accommodation and Living Costs

Please note that finding accommodation has become increasingly difficult in Berlin, so that we recommend incoming students to tackle the issue early when preparing their stay in Berlin.

On-campus Accommodation	
Application Procedure	http://www.fu-berlin.de/en/sites/unterbringung/
Living Costs	While Erasmus students do not pay study or registration fees, they are required to pay social fees and the public transport ticket ("Semesterticket"), which is valid for one term. This payment must be made before or during the personal enrolment. Exemption from the public transport ticket is not possible. https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/gebuehren_beitraege_exchange.html Furthermore, every German household is required by law to pay the so-called "GEZ Gebühr" (television license). In almost all cases, Erasmus students are required to contribute to the household television license: https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf

Pick-up service is **not** provided to exchange students upon arrival. We 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.

Health Insurance

https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents

Students can find more information regarding insurance issues on "Distributed Campus".

Visa / Residence permit

https://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/aufenthaltserlaubnis/index.html

Emergency numbers

https://www.fu-berlin.de/en/hilfe

Office for Students with Disabilities

https://www.fu-berlin.de/en/service/behinderung