

**Fact Sheet for Erasmus+ and SEMP-
Partner Universities**



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| Name of Institution | Freie Universität Berlin |
| Erasmus Code | D BERLINo1 |
| Erasmus Website | www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents |

Exchange Contact

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

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| Contact Person | Ms. Nicole Schindler |
| Contact Title | Contact person for incoming students |
| Telephone | +49 30 838 57993 |
| E-Mail | incoming@fu-berlin.de |

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

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| Contact Person | Ms. Nicole Schindler |
| Contact Title | Erasmus+ Programme Administrator, iiAs (Erasmus+ Europe) |
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| E-Mail | incoming@fu-berlin.de |

Nomination

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| 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

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| Language of Instruction | German. Only occasional courses are taught in English. |
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| | 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. <i>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.</i> |
| 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: | <ul style="list-style-type: none"> • 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 | |
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| Application Procedure | http://www.fu-berlin.de/en/sites/unterbringung/ |
| Living Costs | <p>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.</p> <p>https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/gebuehren_beitraege_exchange.html</p> <p>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:</p> <p>https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf</p> |

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>