

## Fact Sheet for ERASMUS Partner Universities

Name of Institution	Freie Universität Berlin
ERASMUS-Code	D BERLIN01
ERASMUS Charta Number (EUC)	28550-IC-1-2007-1-DE-ERASMUS-EUC-1
ERASMUS-Website	<a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in">www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in</a>

### Exchange Contact

Contact Person	Ms Gesa Heym-Halayqa
Contact Title	ERASMUS Institutional Coordinator
Telephone	+49 30 838 70000
Fax	+49 30 838 73420
Email	<a href="mailto:info-service@fu-berlin.de">info-service@fu-berlin.de</a>

### Alternative Exchange Contact

Contact Person	Ms Nicole Schindler
Contact Title	ERASMUS Programme Administrator, contact person for incoming students
Contact Person	Ms Stefanie Erthner
Contact Title	Contact person for outgoing students

For more contact details, please consult our “Contact Overview”.

### Nomination

Nomination Deadlines	<p>For winter term and whole academic year: 1 May          For summer term: 1 November          Please send us the nomination, if possible, via the Moveonnet system:  <a href="http://www.moveonnet.eu/myinstitution/enomination">www.moveonnet.eu/myinstitution/enomination</a>  <i>NOTE: Nominations not matching the respective level of study or subject area agreed upon in the Bilateral Agreement are automatically corrected to that in the Agreement.</i></p>
Documents to be submitted	<p>Pre-enrolment form, online German language test, Transcript of Records, Learning Agreement, and (if applicable) certificate of Bachelor’s/Master’s degree or equivalent  <i>NOTE: It is vital that exchange students register at and regularly login to our online portal “Distributed Campus” to find all tasks, deadlines and documents. Students are asked to register on that portal as soon as their nomination has been processed: for those starting in the winter term, this email will be sent in June; for those starting in the summer term, it will be sent in December.</i></p>
Language Requirements	<p><a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/">http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/</a>          &gt; “Information for Incoming Students” &gt; “Language Requirements”</p>

## Academic Calendar

Winter Term	
Suggested Date of Arrival	1 October
Orientation Programme	First and second week of October
Term Dates	1 October – 31 March
Lecture Period	Mid October – mid February
Examination Period	Mid February – mid March (varies individually)
Personal Enrolment is possible starting as of	the first working day in September concurring with the office hours (Monday, Tuesday, Thursday)
Individual dates for the upcoming terms can be found here: <a href="http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html">http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html</a>	

Summer Term	
Suggested Date of Arrival	1 April
Orientation Programme	First and second week of April
Term Dates	1 April – 30 September
Lecture Period	Mid April – mid July
Examination Period	Mid July – mid August (varies individually)
Personal Enrolment is possible starting as of	the first working day in March concurring with the office hours (Monday, Tuesday, Thursday)
Individual dates for the upcoming terms can be found here: <a href="http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html">http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html</a>	

## Academic Information

Language of Instruction	German. Only occasional courses are taught in English, and the philologies offer several courses in the respective language (French, Spanish, etc).
Hours per 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	<a href="http://www.fu-berlin.de/vv">http://www.fu-berlin.de/vv</a>
Compulsory Courses	According to student's individual needs and/or according to home university
German Language Courses	German language courses (European Language Certificate A2 and higher) free of charge are offered during the winter as well as the summer semester, but not for beginners. Intensive language courses (A2 and higher) are being held before the beginning of the winter and the summer term. These are not free of charge. For more information, please go to <a href="http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/index.html">http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/index.html</a> (only in German) or contact ERG-Universitätservice GmbH, <a href="mailto:vorkurs@zedat.fu-berlin.de">vorkurs@zedat.fu-berlin.de</a> .
Course Restrictions	Varies, no general regulation
Course Registration Procedure	With only a few exceptions, exchange students are asked to register online via the "Campus Management" system. Information on how registration works is 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 forms</i>

	<i>which we asked for on “Distributed Campus” will receive their log in data in time. Since online registration starts only on the first working day of term, i.e. beginning of October/beginning of April, all Learning Agreements signed previously by our institution are to be regarded as preliminary. Our own deadline for the submission of Learning Agreements is therefore 31 October for the winter term/30 April for the summer term.</i>
Credit System	<a href="http://www.fu-berlin.de/en/studium/studienorganisation/ects/index.html">http://www.fu-berlin.de/en/studium/studienorganisation/ects/index.html</a> NOTE: Students can find specific information on ECTS regarding their subject on our information portal “Distributed Campus”.
Grading System	<a href="http://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades">http://www.fu-berlin.de/en/studium/information_a-z/punktemodule.html#grades</a>
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 <a href="mailto:info-service@fu-berlin.de">info-service@fu-berlin.de</a> and will be forwarded.

### Accommodation

On-campus Accommodation	
Application Procedure	<a href="http://www.fu-berlin.de/en/sites/unterbringung/index.html">http://www.fu-berlin.de/en/sites/unterbringung/index.html</a> <a href="http://www.fu-berlin.de/en/sites/unterbringung/anmeldung/index.html">http://www.fu-berlin.de/en/sites/unterbringung/anmeldung/index.html</a>
Rent	<a href="http://www.fu-berlin.de/en/sites/unterbringung/optionen/index.html">http://www.fu-berlin.de/en/sites/unterbringung/optionen/index.html</a>
Meal plan and Cost	In Berlin, no student accommodation is linked to a fixed meal plan. Students can choose to cook for themselves or visit the on-campus cafeterias (the so-called “Mensas”) whenever they like and pay individually for each meal: <a href="http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_mensa/index.html">http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_mensa/index.html</a>

Alternative Accommodation Availability	
<a href="http://www.fu-berlin.de/en/sites/unterbringung/optionen/individuell/index.html">http://www.fu-berlin.de/en/sites/unterbringung/optionen/individuell/index.html</a>	

Further local information about the city of Berlin can be gathered here: [www.berlin.de](http://www.berlin.de). Pick-up service is **not** provided to exchange students upon arrival. We warmly recommend that students use the public transport website ([www.bvg.de/index.php/en/index.html](http://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.

### Living Costs

In addition to the monthly rent, while ERASMUS students do not pay for study or registration fees, they are required to pay social fees and the public transport ticket (“Semesterticket”), valid for one term. This payment must be made during personal enrolment: <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html">www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html</a> > “Semester Ticket and Social Fees”
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### Health Insurance

<a href="http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_krankenvers">http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_krankenvers</a> Students can find more information regarding insurance issues on “Distributed Campus”.
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### Visa Procedures and Assistance

<a href="http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_visum">http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_visum</a>
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