



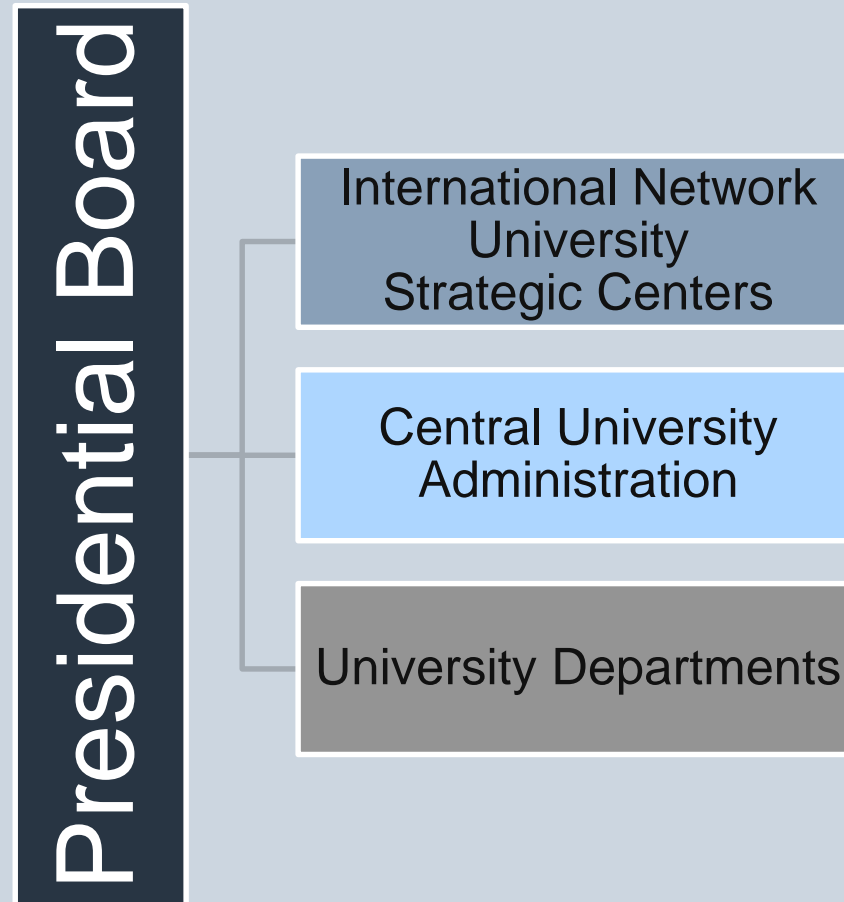
Introduction to International Student Mobility at FUB

**International Student Mobility –
Welcome Services**

Gesa Heym-Halayqqa

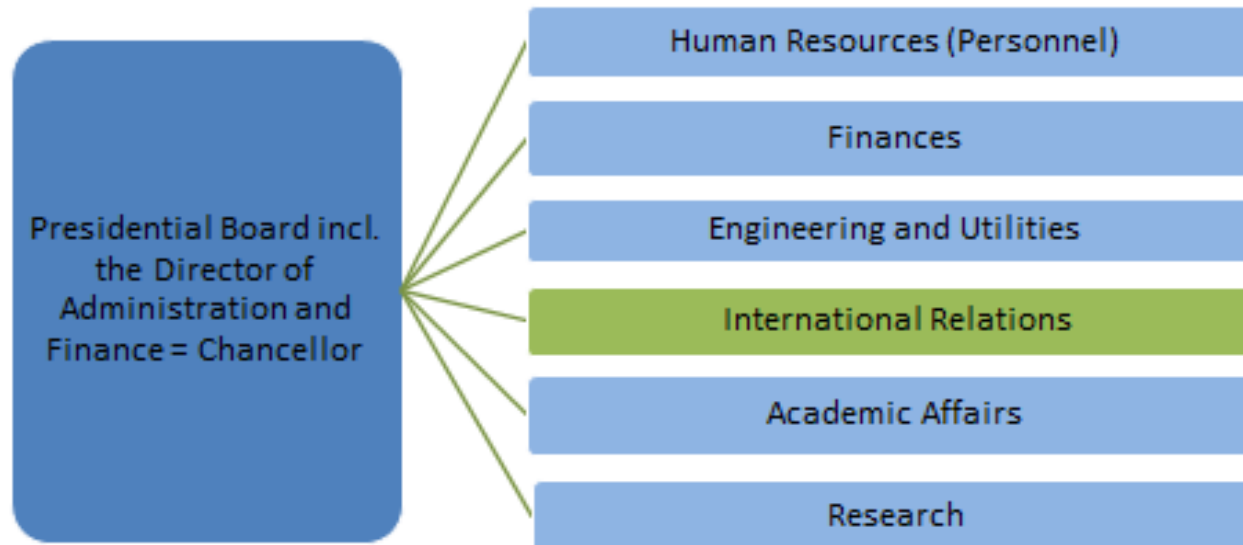
June 2016

University Organisational Structure I



University Organisational Structure II

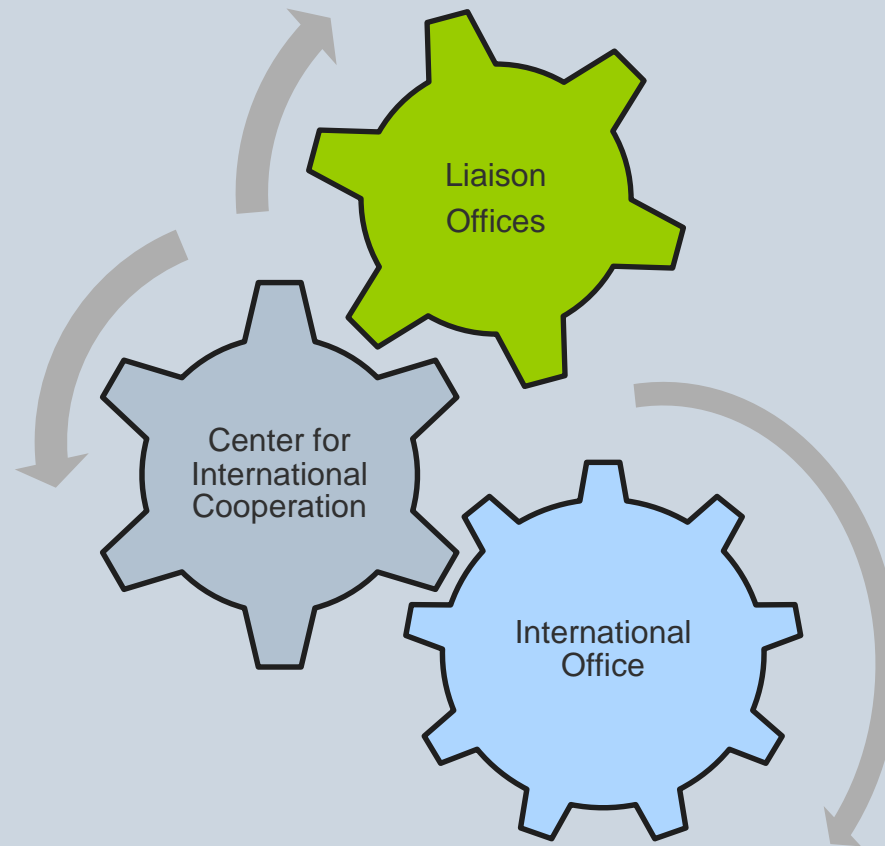
Central University Administration



Key Units International Affairs



International Key Units



International Affairs: Key Unit II

Center for International Cooperation

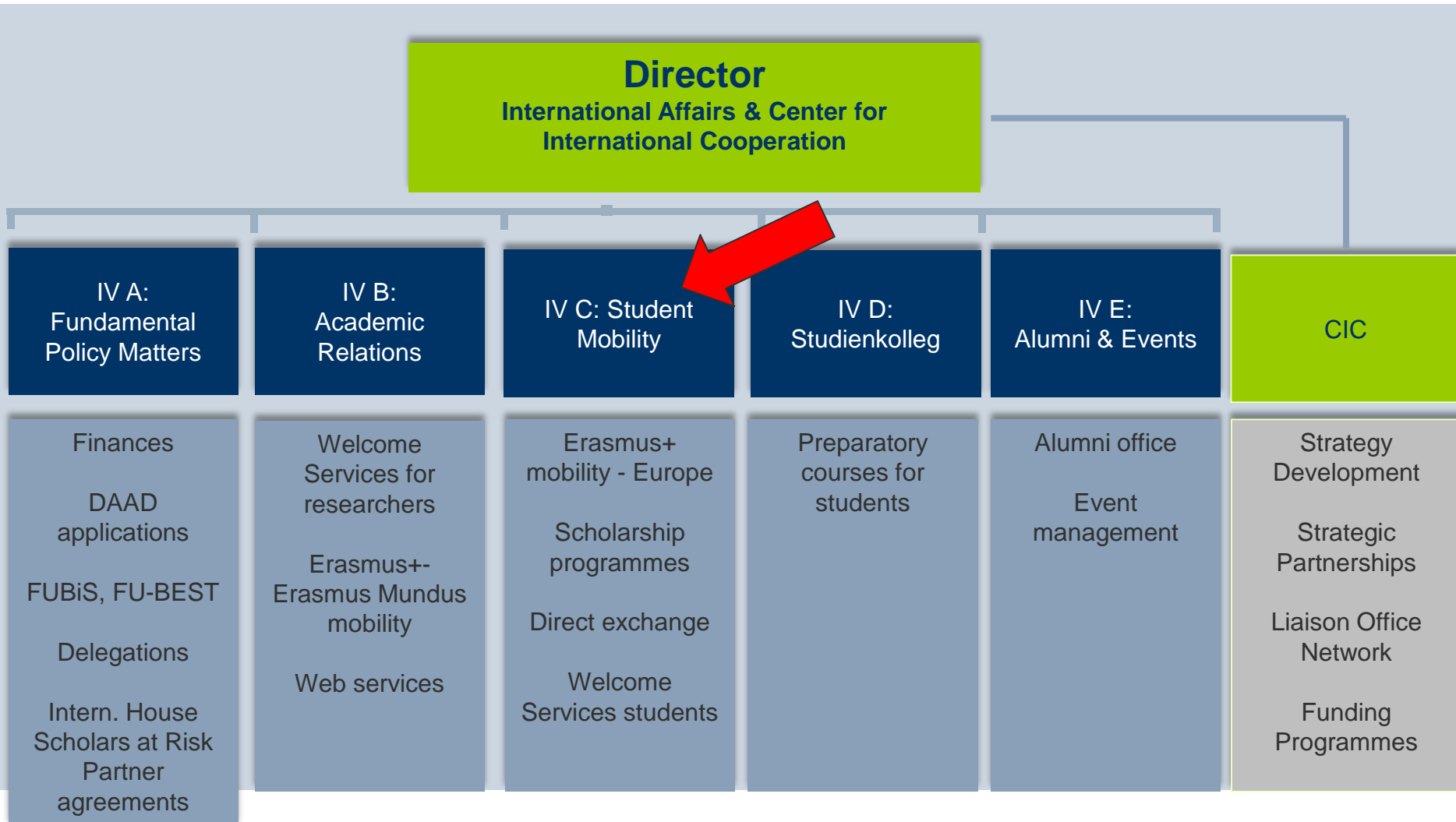
- running the liaison office network
- establishing and developing strategic partnerships and networks
- advising on and providing financial support for new international projects
- strategic advising on profile raising – think tank

International Affairs: Key Unit I

Division for International Affairs

- student and staff mobility including Erasmus+
- partnerships, contracts, and financial support
- welcome services
- alumni
- Studiendenkolleg (foundation year)

Tasks – International Affairs



International Student Mobility & Welcome Services

Head
of
Unit



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graph LR; A[Head of Unit] --- B[Outgoing mobility: Consulting, support, programme implementation, data management, information material, file keeping]; A --- C[Incoming mobility (students): Consulting, support, programme implementation, data management, information material, enrolment of students in exchange programmes, transcripts, ca. 1,600 incoming programme students]; A --- D[Incoming mobility services: Accomodation, visa / insurance / pick-up services, information on pre-semester language classes];
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Outgoing mobility:

Consulting, support, programme implementation, data management, information material, file keeping

Incoming mobility (students):

Consulting, support, programme implementation, data management, information material, enrolment of students in exchange programmes, transcripts, ca. 1,600 incoming programme students

Incoming mobility services

Accomodation, visa / insurance / pick-up services, information on pre-semester language classes

Freie Universität Berlin Direct Exchange Programme

The Freie Universität Berlin (FU) maintains intensive contacts to partner universities all over the world since its establishment in 1948. 330 incoming and outgoing students per year participate in the programme.

The Direct Exchange Programme offers:

- Study abroad at the leading universities in the respective countries
- Preferential enrollment and a waiver of tuition fees at all partner universities
- Additional benefits such as free housing or stipends of up to US \$ 20,000 at some universities abroad

Direct Exchange Programme: Partners

USA – BEST OF

- Columbia University,
- Duke University, NC
- Emory University, GA
- Johns Hopkins University, MD
- New York University, NY
- Princeton University, NJ
- Reed College, OR
- Stanford University, CA
- University of Arizona, AZ
- University of California System, CA
- University of Chicago, IL
- University of Pennsylvania, PA
- University of Texas, TX
- University of Washington, WA
- Vanderbilt University, TN
- Yale University, CT
- University of Maryland, MD

CANADA

- Université de Montréal, QC
- Université Laval, QC
- York University, ON
- University of Alberta
- University of British Columbia
- McGill University

AUSTRALIA

- University of Adelaide
- Monash University
- University of New South Wales
- Sydney University
- Australian National University
- University of Western Australia

POLAND

- University of Warsaw

RUSSIA

- Staatliche Universität Kasan
- Moscow State Institute For International Relations (MGIMO)
- Lomonosov Moscow State University
- Staatliche Universität Sankt Petersburg

ISRAEL

- Hebrew University

EGYPT

- American University Cairo

FRANCE

- Ecole Normale Supérieure
(ENS)

ITALY

- Scuola Normale Superiore (SNS)

SWITZERLAND

- Université de Lausanne

MEXICO

- Universidad Nacional Autónoma de México
- Universidad de Guadalajara

COLOMBIA

- Pontificia Universidad Javeriana
- Universidad Nacional de Colombia

PERU

- Pontificia Universidad Católica del Perú

CHILE

- Pontificia Universidad Católica de Chile

BRAZIL

- Universidade de São Paulo
- Universidade Estadual de Campinas
- Pontificia Universidade Católica do Rio de Janeiro
- Fundação Armando Alvares Penteado (FAAP)

Direct Exchange Programme: Partners

JAPAN

- Tokyo University
- Kyoto University
- Waseda University
- Keio University
- Chûô University
- Sophia University
- Nihon University
- Tsukuba University
- International Christian University
- Nanzan University

KOREA

- Seoul National University
- Yonsei University
- Korea University

SINGAPORE

- National University of Singapore

TAIWAN

- National Taiwan University
- National Chengchi University

CHINA

- Fudan University
- Peking University
- Chinese University of Hongkong
- Nanjing University

Direct Exchange Programme: Organisation

Outgoings:

- Exchange place offer: internal call for application
- Application review and selection of suitable candidates
- Nomination of selected candidates to be sent to partner institution
- Pre-departure information session

Incomings:

- Update of place offers
- Receiving nominations of partner institutions
- Sending information material and admission letter
- Airport pick-up
- Registration process
- Orientation session

Funding for Outgoing Student Mobility

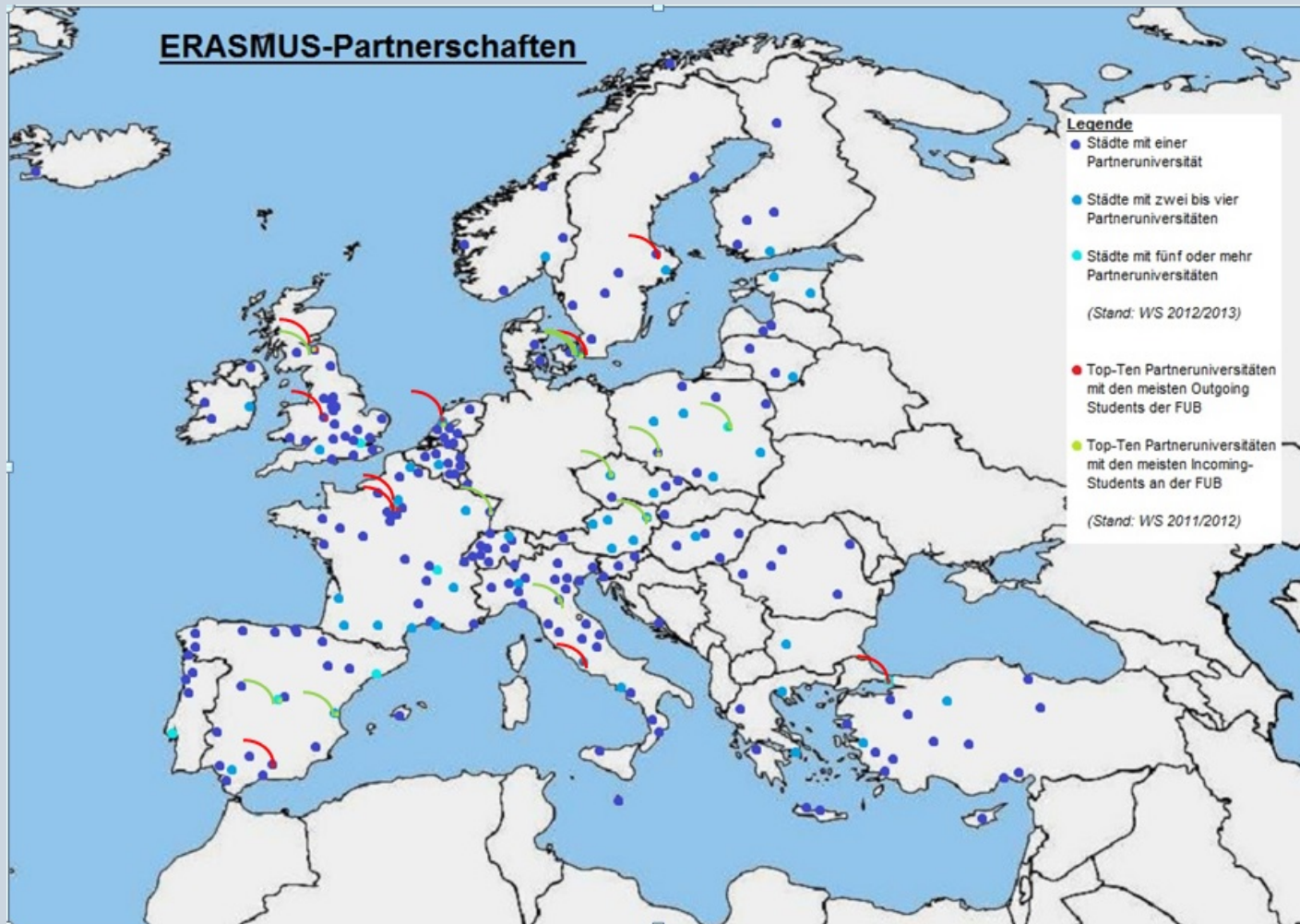
PROMOS - Programme for Mobility of Students in Germany

- Funding of Study Visits world-wide (1 to 6 months)
- Funding of Language Courses world-wide (3 weeks to 6 months)
- Funding of Internships (only non EU-Countries, 6 weeks to 6 months))
- Funding of Short Term Content Courses world-wide (up to six weeks)
- Funding of Study Visits for Student Groups world-wide (up to 12 days)

Funding options:

and / or monthly stipend (ca. 300 €)
and / or travel grant (acc. to distance)
and / or course fees (1x 500 €)

Erasmus+ European Student and Staff Mobility



Erasmus+ (Europe) : nutshell

370 partners

1900 places SMS

130 Erasmus+ departmental coordinators >> no comment

600 outgoing SMS

1000 incoming SMS

65 outgoing SMP

30 outgoing STA

15 outgoing STT

> how to handle imbalances?

> what would be a good number?

> increase >< quality

> “reward” for incoming students?!

> increasing! (Career Service)

> who participates? effects?

> how to provide placements?

Student Services Center der Freien Universität Berlin Iltisstr. 4 (U-Bahnhof Dahlem-Dorf)



Impressions: Infothek



Impressionen: Counter



Impressionen: Waiting Area



Info-Service Studium of Freie Universität for Students and Applicants

Info-Service Studium: organisation, structure, partners

Service for outgoings

Service for incomings, cooperation with Distributed
Campus

Project: FUSS

Project: ISFU

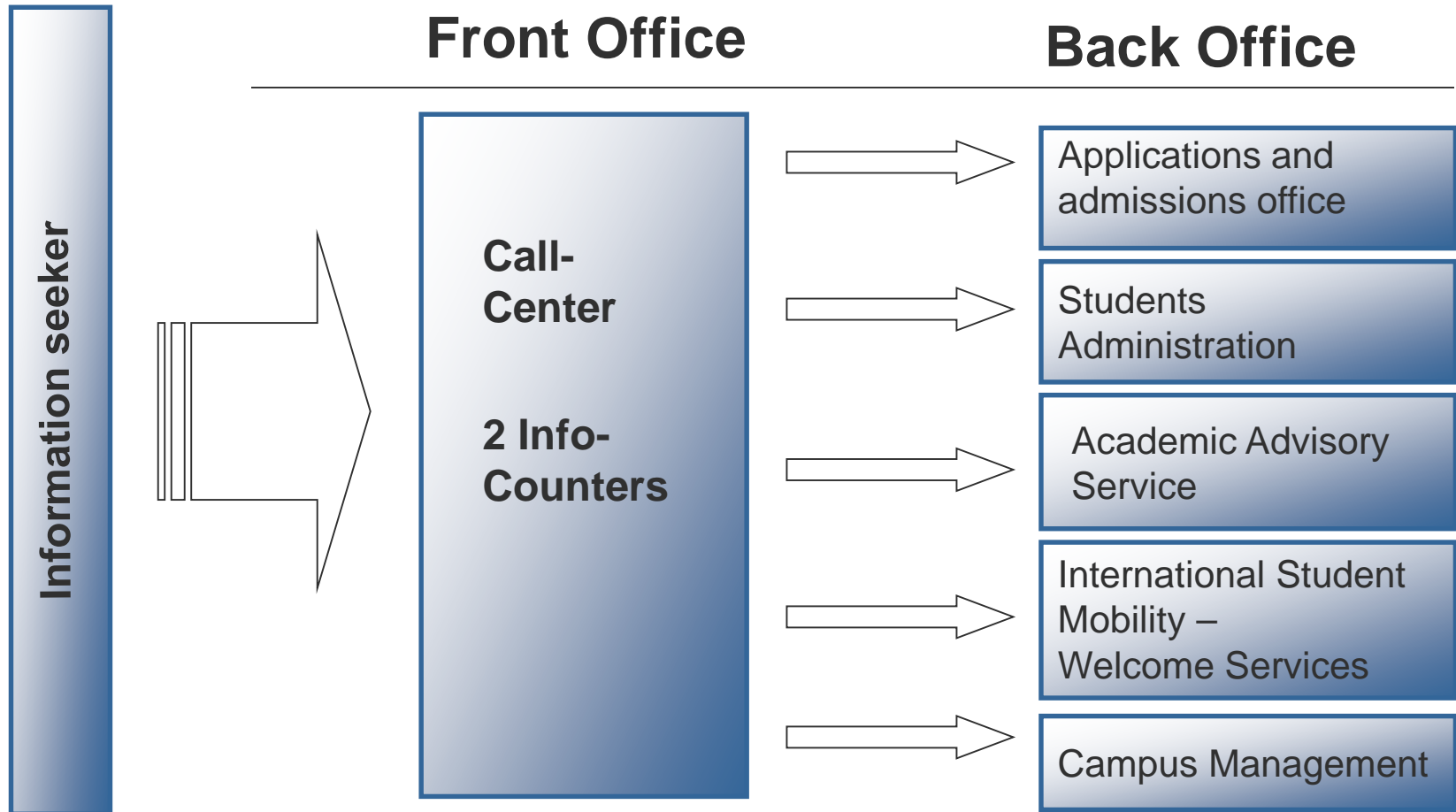
Information events for international students: orientation
days, information on Campus Management

Info-Service Studium of Freie Universität for Students and Applicants

Organisation

- General office hours: daily Monday to Wednesday, Friday 09.00 - 15.00 and Thursday 09.00-17.00
- Establishment of two info-counters
- Establishment of a joint call-center (telephone and e-mail)
- Establishment of back offices for all departments (personal, e-mail and telephone)
- Front office (counters + call-center): students
- Back offices: university employees

Info-Service Studium of Freie Universität for Students and Applicants



Info-Service Studium of Freie Universität for Students and Applicants

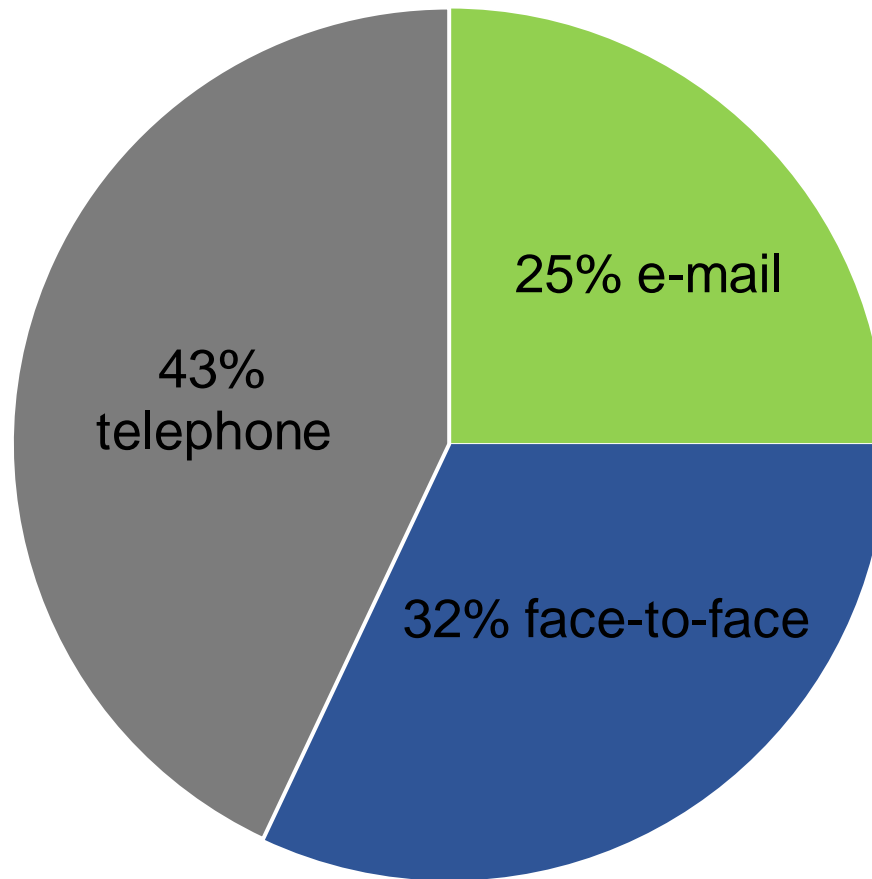
The Info-Service Studium deals with:

... **90%** of the requests concerning administrative processes.

... **75%** of the requests concerning student information and counseling.

... **60%** of the requests concerning the field of incoming students (because of the high proportion of documents, which are directly forwarded to the back office).

250 000 Requests, 960 per Day



Info-Service Studium of Freie Universität for Students and Applicants

Mobility

- **Outgoing students:**
guiding and general information,
front office



Incoming students/Erasmus: guiding and specific information regarding status of application, handling of documents, learning agreement, transcript of records, questions concerning Distributed Campus, study organization, living in Berlin...

Database: move-on

FUSS – Freie Universität Students and Schools

www.fu-berlin.de/en/sites/studienberatung/info-service/FUSS

Information events held by students of Freie Universität for pupils and students (in German and English)

- Application process and admissions
- How does an academic program “work”?
- What is everyday life at the university like?
- Available academic programs and possible combinations

FU-Studierende und Schulen

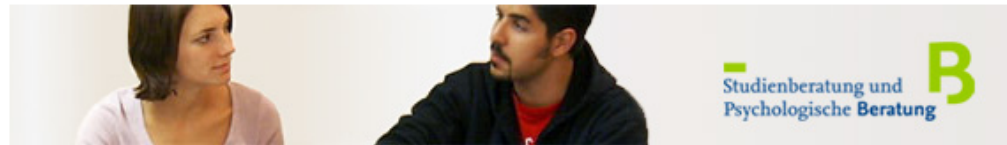


www.fu-berlin.de/en/sites/studienberatung/info-service/ISFU

CENTER FOR ACADEMIC ADVISING AND COUNSELING SERVICE

Info-Service of Freie
Universität for ...

ISFU - International students at
FU



Homepage » ... » Center for Academic Advising ... » Info-Service of Freie ... » ISFU - International students at FU

ISFU – International students at FU

The project “**ISFU - International students at FU**” has been conceptualized by the Center for Academic Advising and Counseling Service of Freie Universität Berlin and offers advisory service for international applicants and students. “**ISFU**” organizes and offers informative events regarding different topics:

- Application and Admission
- Beginning of studies at Freie Universität Berlin
- Academic curriculum, credit requirements, and completion of studies



International Students
Source: David Ausserhofer

- Chat
- Mailing list
- Information online (links)
- Orientation days
- Informative events concerning:
 - Academic research and writing
 - Studies and work
 - Application and admission

First contact via Info-Service Studium

Thank You for Your Attention!

VERITAS – IUSTITIA – LIBERTAS

Freie Universität has a special obligation to think and to help forge the future (...) in terms of truth and justice and liberty.



Further information: www.fu-berlin.de