

Fact Sheet for Erasmus+ and SEMP-Partner Universities 2020/21

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| Name of Institution | Freie Universität Berlin |
| Erasmus Code | D BERLINo1 |
| Erasmus Charta Number (ECHE) | 28550-LA-1-2014-1-DE-E4AKA1-ECHE |
| Erasmus Website | www.fu-berlin.de/en/erasmus-incoming |

Exchange Contact

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| Contact Person | Ms. Gesa Heym |
| Contact Title | Erasmus+ Institutional Coordinator |
| Telephone | +49 30 838 70000 |
| Email | info-service@fu-berlin.de |

Alternative Exchange Contact

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| Contact Person | Ms. Nicole Schindler |
| Contact Title | Erasmus+ Programme Administrator, 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 |
| Contact Title | Contact person for outgoing students |

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

Nomination

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| Nomination Deadlines | <p>For winter term and whole academic year: 1 May For summer term: 1 November Please send us the nomination via E-Mail to incoming@fu-berlin.de</p> <p><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. Students should be nominated for entire existing term periods. Students coming to the FU for a term-overlapping stay must be nominated for both semesters!</i></p> |
| Documents to be submitted | <p>FU pre-enrolment forms, copy of a photo I.D., and if applicable, certificate of Bachelor's/Master's degree or equivalent</p> <p><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 May; for those starting in the summer term, it will be sent in November.</i></p> |
| Language Requirements | Please see inter-institutional agreements for detailed information. |

Academic Calendar

| Winter Term | |
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| Suggested Date of Arrival | October 19 th , 2020 |
| Orientation Programme | October 19 th – 23 rd , 2020 |
| Term Dates | October 1 st , 2020 – March 31 st , 2021 |
| Lecture Period | November 2 nd , 2020 – February 27 th , 2021 |
| Examination Period | Mid-/End-February to Mid-/End-March 2021 (varies individually) |
| Personal Enrolment is possible starting as of | September 15 th , 2020 (always Tuesdays and Thursdays during the office hours 9.30-12.30 and 2-5pm – under the Covid-19 regulations) |
| Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html | |
| Summer Term | |
| Suggested Date of Arrival | April 1 st , 2021 |
| Orientation Programme | First week of April |
| Term Dates | April 1 st – September 30 th , 2021 |
| Lecture Period | Mid-April – mid-July |
| Examination Period | Mid-July – end of July (varies individually) |
| Personal Enrolment is possible starting as of | the first working day in March concurring with the office hours (Tuesday or Thursday) |
| Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html | |

Academic Information

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| 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 |
| Compulsory Courses | According to student's individual needs and/or according to home university |
| German Language Courses | Free German language courses B1-C1 are offered during the winter and summer semesters, as well as free German courses for beginners that are held online during the semester. Intensive language courses for all levels take place before the beginning of the winter and the summer term. These are not free of charge. For more information, please go to http://www.sprachenzentrum.fu-berlin.de/sprachangebot/deutsch/index.html (only in German) or contact ERG-Universitätservice GmbH, vorkurs@zedat.fu-berlin.de . |
| Course Restrictions | Varies, no general regulation |
| Course Registration Procedure | With only a few exceptions, exchange students 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 requested</i> |

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| | <i>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> |
| Credit System | http://www.fu-berlin.de/en/studium/studienorganisation/ects/index.html <i>NOTE: Students can find specific information on ECTS regarding their subject on our information portal “Distributed Campus”.</i> |
| Grading System | http://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. |

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.

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| On-campus Accommodation | |
| Application Procedure | http://www.fu-berlin.de/en/sites/unterbringung/ http://www.fu-berlin.de/en/sites/unterbringung/anmeldung/ |
| Rent | http://www.fu-berlin.de/en/sites/unterbringung/optionen/ |
| 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. 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 |

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| Alternative Accommodation Availability | |
| http://www.fu-berlin.de/en/sites/unterbringung/optionen/individuell/ | |

Further local information about the city of Berlin can be gathered here: 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) in order to plan their journey from the airports or the main train station to their respective accommodation.

Health Insurance

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

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| http://www.fu-berlin.de/en/sites/abt-4/mobilitaet/stud_in/allginfo/allginfo_visum |
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Emergency numbers

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