

School of Business & Economics, Freie Universität Berlin
 Exchange on the undergraduate level (Business and Economics)
 Fact Sheet 2021-2022

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| Name of Institution | Freie Universität Berlin, School of Business & Economics |
| Faculty Website | http://www.wiwiss.fu-berlin.de/index.html |
| Information for Incoming Students to the School of Business & Economics | http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html |

Exchange Contact at the School of Business & Economics of Freie Universität Berlin

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| Contact Person | Ms. Sandra Hallscheidt |
| Contact Title | Head International Office School of Business & Economics |
| Telephone | +49 (0)30 838 525 48 |
| Email | Sandra.Hallscheidt@fu-berlin.de |
| Address | Freie Universität Berlin, School of Business & Economics International Office Garystr. 21, R.128 14195 Berlin, Germany |
| Office hours | Monday-Friday 9-12 and by appointment |

Exchange Contact Central Student Mobility Office of Freie Universität Berlin

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| Contact Person | Ms. Carmen Gleisenstein |
| Contact Title | Incoming Mobility: Exchange Programs |
| Telephone | +49 (0)30 838-739 21 |
| Email | incoming@fu-berlin.de |
| Homepage | www.fu-berlin.de/exchangestudents |
| Address | Freie Universität Berlin, Student Exchange Office Iltisstr. 4, 14195 Berlin, Germany |
| Office hours | Tuesday / Thursday 9:30 a.m.-12:30 p.m., 2 - 5 p.m. and by appointment |

Film Portrait of Freie Universität Berlin

http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html

Academic Calendar

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| Winter Term 2021/22 | |
| Orientation Week | First week of October 2021 |
| Lecture Period | 11. Oct. 2021 – 18. Feb. 2022 |
| Examination Period | middle to the end of Feb. 2022 |
| Summer Term 2022 | |
| Orientation Week | First week of April 2022 |
| Lecture Period | 11. Apr. – 22. Jul. 2022 |
| Examination Period | until the end of Jul. 2022 |
| Academic calendar | http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html |

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Nomination and Application Process

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| Nomination process | Please nominate your students <u>via Email</u> attn. Sandra Hallscheidt (Sandra.Hallscheidt@fu-berlin.de) until March 31, 2021 . The nomination must include: name, surname, date of birth, nationality, gender, email-address, level and field of studies, exchange semester and duration of stay . |
| Application process | Partners will receive an email with the confirmation of the nomination. Students must complete the online application form and upload all required documents until 31 May, 2021 : https://fuberlin.moveon4.de/locallogin/5949803983fb963f532593f4/eng The documents should be in German or English or accompanied by an English translation. <ul style="list-style-type: none"> • Photocopy of the student's passport (page with photograph) • Photocopy(ies) of the student's transcript • Photocopy(ies) of the student's B. A., M. A. or any other final degree (if available). |
| Requirements | <ul style="list-style-type: none"> • Proficiency in English |

Pre-Arrival Requirements

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| Distributed Campus | Distributed Campus is an online platform, especially designed for exchange students who have already received their letter of admission. It comprises all the information mentioned above in one platform. Students will receive registration details to access the platform at https://distributed-campus.org/dc-root/portal/language/en with their letter of admission. Registration for and use of the platform is required for participation in the exchange program. |
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German Language Requirements /Language Courses

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| German Language Requirements | Exchange students are exempt from a German language exam (DSH or TestDaF), which is otherwise required for international degree-seeking students studying at a German university. The School of Business Administration and Economics <u>strongly recommends</u> excellent German language skills (B2) for classes taught in German . A limited and changing variety of courses is offered in English. |
| German Language Courses | German language courses which are offered during the semester are free of charge. If students wish to participate in a German language course, they have to take a placement test which will be offered during the orientation week. Without this test, exchange students are not eligible to take language classes. Further information is available at http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html Preparatory German language courses: A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of each semester. Basic knowledge of German is required. Further information is available at: http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html |

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Academic Information

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| Language of instruction | The majority of courses is taught in German. An overview of the classes taught in English during the exchange term is available under: https://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html#Courses |
| Hours per Week per Course | 2-6 |
| Required Number of Courses / Credits | According to student's individual needs and / or according to home university. A full semester workload are 30 ECTS. Each course has 6 ECTS. 1 ECTS = 30 working hours, including lectures, tutorials, homework, preparations and exams. |
| Course Catalogue and Course descriptions | Courses offered during the current semester are listed in the course catalogue (Vorlesungsverzeichnis) which is available one month prior to the beginning of the semester at https://www.wiwiss.fu-berlin.de/en/kvv/index.html Course descriptions and courses in English and Liberal arts courses for exchange students: https://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html#Courses |

Visa Requirements

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| | <p>Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, New Zealand, South Korea, Switzerland or the USA do not need a visa in order to enter Germany.</p> <p>Students who are NOT citizens of the countries listed above must apply for a student visa (<i>Visum zu Studienzwecken</i>) at the local German Embassy or a German General Consulate before they come to Germany.</p> <p>We therefore urge those students to apply for a study visa as soon as possible. It will take at least six weeks, sometimes a few months, to process the visa application. The necessary documents concerning the admission to our university will be sent to the student as soon as possible. More information is available at: http://www.fu-berlin.de/en/studium/international/studium fu/einreise aufenthalt/visum/index.html</p> <p>Upon arrival in Berlin, every student must apply for a residence permit (see under "Arrival in Berlin").</p> |
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Health Insurance

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| | <p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at Freie Universität Berlin and for obtaining a residence permit.</p> <p>Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany (unlimited in case of</p> |
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| | <p>illness and rescue) may request an insurance waiver. A waiver can be obtained at a German state-regulated health insurance company, not at the university.</p> <p>Since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses it has been increasingly difficult for exchange student to obtain a waiver.</p> <p>We therefore urge all students younger than 30 years to purchase a German student health insurance for about 105 EUR per month. The German student health insurance policies are very comprehensive and automatically accepted by the office granting residence permits. More information is available at http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</p> |
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Accommodation / Housing

Students can either organize their own private accommodation (such as student share apartments, so-called WGs) or use the university's housing service ERG.

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| University housing service ERG | <p>The housing service offers a variety of accommodation options, including dorms, shared flats and fully furnished single apartments. All housing options are available from the beginning of September/October or March/April onwards and cost about 300 – 900 EUR per month. For more information, please see the following websites: http://www.fu-berlin.de/en/sites/unterbringung/index.html</p> |
| Registration deadline | <p>Since there has been a dramatic increase of student housing demand, students wishing to use the accommodation service must apply online as soon as possible and no later than December 15 or June 15 using the link above. Registrations will be on a first come, first served basis.</p> |
| Alternative Accommodation | <p>http://www.fu-berlin.de/en/sites/unterbringung/optionen/individuell/index.html</p> <p>Student Hotel Berlin: https://www.thestudenthotel.com/berlin/de/ International Student Village Berlin Schlachtensee: https://www.studentendorf.berlin/schlachtensee/</p> <p>Further local information about the city of Berlin can be gathered here: www.berlin.de.</p> <p>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.</p> |

Arrival in Berlin

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| Enrollment | <p>Upon arrival in Berlin, we advise students to visit the Student Mobility Office immediately during office hours in order to finalize student enrollment and set up their FU-Computer account. Students need this account in order to enroll for courses and use computers (WIFI) on campus.</p> |
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| <p>Social fees/Public transportation</p> | <p>Students participating in the Departmental Exchange Programs will be enrolled in the corresponding subject. They will be admitted and enrolled as full-time students only for the duration they have been nominated for by the Departmental Coordinator at Freie Universität Berlin.</p> |
| <p>Residence Permit</p> | <p>Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 270 EUR per semester. These are non-university related fees and pay for the student union as well as for a public transportation ticket for the whole area of Berlin for the entire semester. Students will be asked to pay the fees via PayPal as part of the enrollment process.</p> |
| | <p>Once students are enrolled at Freie Universität Berlin, they must apply for a residence permit (<i>Aufenthaltserlaubnis</i>) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon enrollment.</p> |

Orientation

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| | <p>Orientation takes place two weeks prior to the lecture period. It is strongly recommended to participate in our orientation week. Students will be provided with essential information about studying at Freie Universität Berlin such as course selection and enrolment, campus tours and how to use libraries and computers. The current orientation program is available online at: http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html</p> |
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Transcript of Records

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| | <p>Exchange students have to fill in a request form listing the courses taken during the exchange term. Detailed information how to obtain a Transcript of records is available at: http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html#ToR</p> |
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