

## School of Business & Economics, Freie Universität Berlin

### Exchange on undergraduate level

### B.Sc. in Business Administration & B.Sc. in Economics

### Fact Sheet 2018-2019

Name of Institution	Freie Universität Berlin, School of Business & Economics
Faculty Website	<a href="http://www.wiwiss.fu-berlin.de/index.html">http://www.wiwiss.fu-berlin.de/index.html</a>
School of Business & Economics International Office Website	<a href="http://www.wiwiss.fu-berlin.de/Internationales/index.html">http://www.wiwiss.fu-berlin.de/Internationales/index.html</a>
B.Sc. Business Website	<a href="http://www.wiwiss.fu-berlin.de/studium-lehre/bachelor/bwl/index.html">http://www.wiwiss.fu-berlin.de/studium-lehre/bachelor/bwl/index.html</a>
B.Sc. Economics Website	<a href="http://www.wiwiss.fu-berlin.de/en/studium-lehre/bachelor/vwl/index.html">http://www.wiwiss.fu-berlin.de/en/studium-lehre/bachelor/vwl/index.html</a>
ERASMUS-Code	D Berlin 01
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 at the School of Business & Economics of Freie Universität Berlin

Contact Person	Ms. Sandra Hallscheidt
Contact Title	Head International Office School of Business & Economics Departmental Erasmus Coordinator
Telephone	+49 (0)30 838 525 48
Email	<a href="mailto:Sandra.Hallscheidt@fu-berlin.de">Sandra.Hallscheidt@fu-berlin.de</a>
Address	Freie Universität Berlin, School of Business & Economics International Office Boltzmannstr. 20, R.405 14195 Berlin, Germany

### Exchange Contact Student Mobility Office/Erasmus Office of Freie Universität Berlin

Incoming to FUB	Ms. Nicole Schindler Email: <a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a>
Outgoing from FUB	Ms. Stefanie Erthner Email: <a href="mailto:ausland.erasmus@fu-berlin.de">ausland.erasmus@fu-berlin.de</a>
Nomination procedures	Ms. Nicole Schindler
Institutional Coordinator	Mss. Gesa Heym-Halayqa Email: <a href="mailto:info-service@fu-berlin.de">info-service@fu-berlin.de</a>

### Film Portrait

[http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet\\_englisch\\_lang/index.html](http://www.fu-berlin.de/universitaet/leitbegriffe/filmportraet/filmportraet_englisch_lang/index.html)

*Update: December 2017*

## Academic Calendar

Winter Term 2018/19	
Suggested Date of Arrival	1 October
Orientation Week	First week of October 2018
Term Dates	1 October 2018 – 31 March 2019
Lecture Period	15 October 2018 – 15 February 2019
Examination Period	During the last two weeks of the lecture period and possibly up to 2 weeks after the end of the lectures until the first week of March 2019.
Personal Enrolment is possible starting as of	The first working day in September concurring with the office hours of the International Student Mobility Service
Academic calendar	<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 2019	
Suggested Date of Arrival	1 April
Orientation Week	First week of April 2019
Term Dates	1 April 2019 – 30 September 2019
Lecture Period	08 April 2019 – 13 July 2019
Examination Period	During the last two weeks of the lecture period and possibly up to 2 weeks after the end of the lectures until approx. the first week of August 2019.
Personal Enrolment is possible starting as of	The first working day in September concurring with the office hours of the International Student Mobility Service
Academic calendar	<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>

## Nomination Process

Nomination Deadlines	<p>For winter term and whole academic year: 1 May For summer term: 1 November</p> <p>Please send us the nomination, if possible, via <b>Moveonnet system</b>: <a href="http://www.moveonnet.eu/myinstitution/enomination">www.moveonnet.eu/myinstitution/enomination</a></p> <p><b>Note:</b> <i>Nomination not matching 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, Transcript of Records, Learning Agreement, and certificate of Bachelor's degree or equivalent.</p> <p><b>NOTE:</b> <i>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: this email will be sent in June.</i></p>

Update: December 2017

## Pre-Arrival Requirements

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 <a href="https://distributed-campus.org/dc-root/portal/language/en">https://distributed-campus.org/dc-root/portal/language/en</a> with their letter of admission. <b>Registration for and use of the platform is required for participation in the exchange program.</b>
Information for exchange students at the School of Business & Economics	<a href="http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html">http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html</a>

## German Language Requirements /Language Courses

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 requires excellent German language skills (at least level B2) for classes taught in German. There is only a varying and very limited number of classes in English.
German Language Courses	German language courses which are offered <u>during</u> the semester are free of charge. Basic German language proficiency (European Language Certificate A2) is required. 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. <b>Without this test, exchange students are not eligible to take language classes.</b> Further information is available at <a href="http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html">http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html</a>  <b>Preparatory German language courses:</b> A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of the winter term. Basic knowledge of German is required. Further information is available at: <a href="http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html">http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html</a>

## Academic Information

Language of instruction	The great majority of classes is taught in German, only a varying and very limited number of classes is offered in English.
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 work load are 30 ECTS. Each course has 6 ECTS. 1 ECTS = 30 working hours, including lectures, tutorials, homework, preparations and exams.
Course Catalogue	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 Business: <a href="http://www.fu-berlin.de/vv/de/modul?id=407254&amp;sm=344910">http://www.fu-berlin.de/vv/de/modul?id=407254&amp;sm=344910</a> Economics: <a href="http://www.fu-berlin.de/vv/de/modul?id=334233&amp;sm=344910">http://www.fu-berlin.de/vv/de/modul?id=334233&amp;sm=344910</a>

Update: December 2017

	<p><b>How to find courses in English:</b>  <a href="http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/Kurswahl_deutsch-und-englisch.pdf">http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/Kurswahl_deutsch-und-englisch.pdf</a>            The course catalogue is updated approx. six weeks prior to the beginning of a new semester – so presumably at the end of August 2018 for the winter term.</p>
Curriculum B.Sc. Business (in German)	<a href="http://www.wiwiss.fu-berlin.de/studium-lehre/bachelor/bwl/inhalte_bwl.html">http://www.wiwiss.fu-berlin.de/studium-lehre/bachelor/bwl/inhalte_bwl.html</a>
Curriculum B.Sc. Economics (in German)	<a href="http://www.wiwiss.fu-berlin.de/studium-lehre/bachelor/vwl/inhalte_vwl.html">http://www.wiwiss.fu-berlin.de/studium-lehre/bachelor/vwl/inhalte_vwl.html</a>
Course descriptions	Even though most of the courses are taught in German, the course descriptions of the undergraduate programs are available in English: <a href="http://www.wiwiss.fu-berlin.de/studium-lehre/service/modullisten/modul-uebersetzungen.pdf">http://www.wiwiss.fu-berlin.de/studium-lehre/service/modullisten/modul-uebersetzungen.pdf</a>
Course Restrictions	Your students will be enrolled either in the B.Sc. in Business Administration or the B.Sc. in Economics. Your students are entitled to take courses of either program. Undergraduate students may only participate in undergraduate courses.  If interested in participating in courses of other programs and/or other departments, the responsible professor has to approve participation.
Course Registration Procedure	Exchange students are asked to register online via the “Campus Management” system. Information on how registration works is provided during orientation week, along with the necessary log in data.  <i><b>NOTE:</b> Only those students that have met our deadlines and have sent all forms 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, all Learning Agreements signed previously by our institution are to be regarded as <b>preliminary</b>. Our own deadline for the submission of Learning Agreements is therefore 31 October for the winter 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>  <i><b>NOTE:</b> Students can find specific information on ECTS regarding their subject on our information portal “Distributed Campus”.</i>
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>

## Visa

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>
--------------------------------	---

## Health Insurance

	<p><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>   <i><b>Note:</b> Students can find more information regarding insurance issues on “Distributed Campus”.</i></p>
--	---

Update: December 2017

## 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.

On campus accommodation through University housing service ERG	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 270 – 550 € per month. For more information, please see the following websites: <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> <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>
Registration deadline	<b>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.</b> Registrations will be on a first come, first served basis.
Alternative Accommodation	<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: <a href="http://www.berlin.de">www.berlin.de</a> .  <b>Pick-up service</b> is <b>not</b> provided to exchange students upon arrival. We warmly recommend that students use the public transport website ( <a href="http://www.bvg.de/index.php/en/index.html">www.bvg.de/index.php/en/index.html</a> ) in order to plan their journey from the airports or the main train station to their respective accommodation.
Meal plan	Student accommodation is <b>not</b> linked to a fixed meal plan. Students can choose to cook for themselves or visit the on-campus cafeterias (Mensa) 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>

## Orientation

	Orientation takes place two weeks prior to the lecture period (beginning of October). 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: <a href="http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html">http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html</a>
--	---

## Mandatory fees

	Exchange students are exempt from tuition, but are required to pay the so-called social fees of approx. 300 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
--	---

*Update: December 2017*

	semester. Students will be asked to pay the fees after arrival in Berlin as part of the enrolment process.
--	--

### Transcript of Records

	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: <a href="http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html#ToR">http://www.wiwiss.fu-berlin.de/internationales/International-Students/Information/index.html#ToR</a>
--	---

### De-Enrollment

	At the end of their stay at Freie Universität Berlin, exchange students should de-enroll (Exmatrikulation). This is very important, especially if students wish to return to a German university at a later point.
--	--