

## Fact Sheet for Erasmus+ Partner Universities

Name of Institution	Freie Universität Berlin
Erasmus Code	D BERLIN01
Erasmus Charta Number (ECHE)	28550-LA-1-2014-1-DE-E4AKA1-ECHE
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
Contact Title	Erasmus+ Institutional Coordinator
Telephone	+49 30 838 70000
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
Telephone	+49 30 838 57993
E-Mail	<a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a>
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 via E-Mail to <a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a></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	
Suggested Date of Arrival	1 October
Orientation Programme	First week of October
Term Dates	1 October – 31 March
Lecture Period	Mid-October – mid-February
Examination Period	Mid-February – end of February (varies individually)
Personal Enrolment is possible starting as of	the first working day in September concurring with the office hours (Tuesday or 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 week of April
Term Dates	1 April – 30 September
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: <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. 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	<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 free of charge are offered during the winter as well as the summer semester, but not for beginners. 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 <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-Universitätsservice 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 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 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	<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>NOTE: 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>
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:incoming@fu-berlin.de">incoming@fu-berlin.de</a> 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.

On-campus Accommodation	
Application Procedure	<a href="http://www.fu-berlin.de/en/sites/unterbringung/">http://www.fu-berlin.de/en/sites/unterbringung/</a> <a href="http://www.fu-berlin.de/en/sites/unterbringung/anmeldung/">http://www.fu-berlin.de/en/sites/unterbringung/anmeldung/</a>
Rent	<a href="http://www.fu-berlin.de/en/sites/unterbringung/optionen/">http://www.fu-berlin.de/en/sites/unterbringung/optionen/</a>
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: <a href="https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf">https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf</a>

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

### 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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