# INFORMATION SHEET ERASMUS+ (KA 103)

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<thead>
<tr>
<th>Name of Institution</th>
<th>Technische Universität Berlin</th>
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<tr>
<td>ERASMUS Institution Code</td>
<td>D BERLIN 02</td>
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<tr>
<td>President of TU Berlin</td>
<td>Professor Dr. Christian Thomsen</td>
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<td>Homepage</td>
<td><a href="http://www.tu-berlin.de">www.tu-berlin.de</a></td>
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## INSTITUTIONAL CONTACT DETAILS

| (Mail) Address | Technische Universität Berlin  
| Office of International Affairs  
| Student Mobility and International Students  
| Straße des 17. Juni 135  
| D-10623 Berlin (Germany) |
| Telephone switchboard | +49-30-314-24694 |
| Fax | +49-30-314-24067 |
| Email | studentmobility@international.tu-berlin.de |
| Homepage | www.international.tu-berlin.de |
| Head of Section | Uta Kirchner  
| Student Mobility and International Students - Int SB 1 -  
| Email: uta.kirchner@tu-berlin.de |
| ERASMUS Institutional Coordinator (Bilateral Agreements) | Leonie Dornbusch  
| (temporary replacement until February for Amelie Krüger - amelie.krueger@tu-berlin.de)  
| Student Mobility - Int SB 2 -  
| Phone: +49-30-314-71429  
| Email: l.dornbusch@tu-berlin.de |
| Contact Person - Outgoing Erasmus students | Janina Horoba  
| Student Mobility - Int SB 21 -  
| Phone: +49-30-314-24695  
| Email: janina.horoba@tu-berlin.de |
| Contact Person - Outgoing Erasmus students, Financial Administration | Nicole Schimko  
| Student Mobility - Int SB 01 -  
| Phone: +49-30-314-24694  
| Email: nicole.schimko@tu-berlin.de |
| Contact Person - Incoming Erasmus students | Beatrice Vinci  
| Student Mobility - Int SB 22 -  
| Phone: +49-30-314-24696  
| Fax: +49-30-314-28644  
| Walk-in hours: Tue, Thu 9.30 am - 12.30 am and 2 - 4 pm  
| Email: exchange.programmes@tu-berlin.de |
| FAQ | www.tu-berlin.de/77857 |
| Academic calendar | Winter Semester 2021/2022:  
| | 1st of October, 2021 -  
| | 31st of March, 2022  
| | Lecture Period:  
| | 18th of October, 2021 -  
| | 19th of February, 2022  
| | Summer Semester 2022:  
| | 1st of April, 2022 -  
| | 30th of September, 2022  
| | Lecture Period:  
| | 19th of April, 2022 -  
| | 23rd of July, 2022  
| | Public Holidays | 3rd of October  
| | Christmas Break: | 20th of December, 2021 -  
| | | 1st of January, 2022  
| | Public Holidays | Easter Break:  
| | | 15th of April - 18th of April, 2022  
| | | 1st of May, Ascension Day and Pentecost  
| Orientation Sessions | Orientation week winter semester: 11th October - 15th October, 2021  
| | Orientation week summer semester: 11th April - 14th April, 2022  
| Examination Period(s) | Winter Semester: late February - early March  
| | Summer Semester: late July - early August  
| Nomination/Application deadlines for admission | Winter Semester:  
| | Nomination deadline : 30th of April  
| | Application deadline : 1st of June  
| | Summer Semester:  
| | Nomination deadline : 31st of October  
| | Application deadline : 1st of December  
| | Please note: TU Berlin is not accepting free moving Students.  
| Course registration | Variable (depending on the departments). We highly recommend contacting the lecturers by E-Mail beforehand. Students usually register by attending the first class of a course when the lecture period starts.  
| Application forms | After students are officially nominated they will receive an info email concerning the application procedure.  
| | Our application forms have to be completed on the computer and a print-out (pdf) send via E-Mail (from the home university) to our office.  
| Website of the International Office | International Office: www.tu-berlin.de/?5179  

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<th>Study Courses open to exchange students</th>
<th>Generally all courses are open to exchange students. Course attendance in the Faculty of Architecture and Landscape Planning is limited. Additionally, exchange students have limited access to courses of the Double Degree/Master Program &quot;Innovation Management, Entrepreneurship and Sustainability&quot; (IMES).</th>
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<tr>
<td>Course Catalogue and Course Language</td>
<td>Most of the courses (90%) are taught in German. However, we also offer a growing number of courses held in English. The course selection varies from semester to semester. Online course catalogue (in German): <a href="http://www.tu-berlin.de/lsf/">www.tu-berlin.de/lsf/</a> English courses: <a href="http://www.tu-berlin.de/?137266">www.tu-berlin.de/?137266</a> The final course list for the semester is usually online in late February/March (for summer semester) and August/September (for winter semester).</td>
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<td>Short explanation: how to read our study guides</td>
<td>Bachelor programmes: BA/BSc Master’s programmes: MA/MSc SWS - Semester Weekly Hours (1 SWS equals approx. 1,5 ECTS) WS - Winter Semester SS - Summer Semester VL - Lecture UE - Exercise SE - Seminar</td>
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<td>Explanation grading system</td>
<td>1,0 - 1,5 - ECTS grade A (excellent) 1,6 - 2,0 - ECTS grade B (good) 2,1 - 3,0 - ECTS grade C (good/satisfactory) 3,1 - 3,5 - ECTS grade D (satisfactory) 3,6 - 4,0 - ECTS grade E (sufficient) 4,1 - 5,0 - ECTS grade F (failed)</td>
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<td>ECTS available</td>
<td>Yes, though sometimes converted from SWS (Semester Weekly hours) or LP (credit points).</td>
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<td>Language requirements</td>
<td>Proficiency in German on at least A2.2 level of CEFR within the application deadline - a certificate of B1 level or higher must be provided before the semester starts.</td>
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<td>Language certificate required</td>
<td>We require from all applicants who will attend courses an official language certificate for German or English (only for thesis, special programs, study fields offered in English).</td>
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<td>Preparatory language courses for incoming students</td>
<td>Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen) - from level B1 and higher - admission through a test. The course fee is 275 Euro for a four weeks course - 80 hours. Winter semester 2021/22: 6th of September - 1st of October, 2021 Summer semester 2022: 7th of March - 1st of April, 2022 ZEMS-Website: <a href="http://www.zems.tu-berlin.de">www.zems.tu-berlin.de</a></td>
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<td>Housing assistance</td>
<td>The International Office can only offer a very small number of StudierendenWERK dormitory rooms. Detailed application information will be provided after the acceptance.</td>
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| Living Expenses estimated per month | Housing: Between €250-500  
Food/Drink: approx. €200 Euros  
Books: €30 (depending on the field of study)  
Public transportation: approx. €260 ("Semesterticket") payable once for the entire semester  
Please note that these figures can merely represent a rough estimate. A lot depends on the students’ personal lifestyle. |
| Health insurance/other insurances | Health Insurance  
Students with a valid European Health Insurance Card (EHIC) do not need an extra insurance. Those without will need to either be registered with a German health insurance company or need to check if their own private insurance is sufficient for a waiver of the statutory health insurance requirement upon arrival in Berlin.  
Third Party Liability Insurance  
It is the students’ responsibility to acquire an insurance (from home) for personal belongings, accidents and third party liability while studying in Germany. TU Berlin cannot not cover any losses that may occur. |
| Additional fees to pay | If staying in a dormitory, students are required to pay a deposit of one and half months’ rent. |
| Student jobs available/allowed | It is difficult to find a student job in Berlin, so international students should not base their finances on a student job. |
| VISA | If necessary the sending and receiving institutions will provide assistance in securing visas for incoming and outbound mobile participants, according to the requirements of the ERASMUS Charter for Higher Education  
www.betreuung-int-stud.tu-berlin.de |

21.01.2021