

Fact Sheet for Erasmus+ with partner countries 2023/24

Name of Institution	Freie Universität Berlin
Erasmus Code	D BERLINo1
Department	International Office
Erasmus Website (Outgoing)	www.fu-berlin.de/studium/international/studium_ausland/erasmus2/index.html

Exchange Contact

Contact Person	Ms. Stefanie Ritter
Contact Title	Erasmus+ ICM Coordinator
Telephone	+49 30 838 73441
Email	stefanie.ritter@fu-berlin.de

Alternative Exchange Contact

Contact Person	Ms Regina Rahm
Contact Title	Erasmus+ Program Administrator, contact person for incoming students
Telephone	+49 30 838 73412
E-Mail	erasmusworld@fu-berlin.de

Contact Person	Ms Regina Rahm
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</p> <p>Please send us the nomination via email to erasmusworld@fu-berlin.de</p> <p><i>NOTE: Nominations should correspond to the Interinstitutional Agreement. Students should be nominated for entire existing term periods.</i></p>
Documents to be submitted	<p>CV, motivation letter, passport copy, if applicable, certificate of Bachelor’s/Master’s degree or equivalent, academic transcript(s)</p>
Language Requirements	Please see inter-institutional agreements for detailed information.

Academic Calendar

Winter Term	
Suggested Date of Arrival	October 1 st , 2023
Orientation Program	October 4 th to 6 th , 2023
Term Dates	October 1 st , 2023 – March 31 st , 2024
Lecture Period	October 16 th , 2023 – February 17 th , 2024
Examination Period	Mid-February – end of February
Personal Enrolment is possible starting as of	First week of October (by individual appointment)
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 , 2024
Orientation Program	April 3 rd to 5 th , 2024
Term Dates	April 1 st – September 30 th , 2024
Lecture Period	April 15 th , 2024 – July 20 th , 2024
Examination Period	Mid-July – end of July
Personal Enrolment is possible starting as of	First week of April (by individual appointment)
Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html	

Academic Information

Language of Instruction	German. Some 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. According to the Learning Agreement 15 ECTS per term are required.
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>

	<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 / summer term only
Is there an academic advisor to assist in choosing courses?	Erasmus+ departmental coordinators Requests can be sent to erasmusworld@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.

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

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

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”.

Visa Procedures and Assistance

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

Emergency numbers

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