Information for Exchange Students at Freie Universität 2010 / 2011

1. **Enrolment and German Language Test**

As a participant in our exchange program, you will be admitted as a full-time student at the Freie Universität Berlin only for the duration of your scholarship.

Direct exchange students are exempt from a German language exam (DSH or TestDaF), which is otherwise required for international students studying at a German university. However, we expect language skills equivalent to level 3 TestDaF in all 4 categories if you wish to take classes in specific subjects. More information on this test can be found on the website: www.testdaf.de. A language certificate is not necessary, because we expect that our partner universities guarantee the expected language skills.

2. **German Language Courses Before and During the Semester**

A six-week intensive German language course will be offered before the beginning of the winter semester. Basic knowledge of German is required. For further details, please check www.fu-berlin.de/deutsch-vorkurs. This course will cost approx. 500 €.

German language courses which are offered during the semester are free of charge. Again, basic German language proficiency is required. If you wish to participate in a German language course, you will have to take a placement test which will be offered during the orientation period shortly before the semester starts. Without this test, exchange students are not eligible to take language classes.

3. **Visas**

Please see details in the accompanying information sheet.

4. **Health Insurance**

Students under the age of 30 can easily purchase a student health insurance in Berlin for 67 € per month. Students above the age of 30 have to purchase a private health insurance which provides adequate coverage but excludes pre-existing conditions and has waiting period for certain medical treatments.

Students, who have sufficient coverage from a home insurance, can apply for a waiver of health insurance.

5. **Scholarship Payment**

Scholarship rates will be paid on the first of each month for the coming month. The first scholarship rate will be paid in form of a cash cheque, in case students have not opened up a German bank account yet. We also recommend bringing enough money for various expenses (such as deposit) for the first days.

6. **Accommodation**

You can either find your own private accommodation (such as student share apartments, so-called WGs) or use the university’s housing service ERG. Our housing service offers a variety of accommodation options, including dorms, share flats and fully furnished single apartments. All housing options are available from the beginning of September or October onwards and are about 250 – 350 € per month. For more information please see the following website: www.fu-berlin.de/unterbringung.

7. **Selecting Courses and Attending Classes**

The Freie Universität Berlin offers a broad variety of undergraduate programs. For an alphabetical overview check the following link: http://www.fu-berlin.de/studium/studienangebot/grundstaendige/index.html.
The university has implemented Bachelor and Master degrees for the vast majority of the programs. Bachelor and Master degrees are structured around modules, which usually consist of two content related courses (e.g. a lecture and a seminar). While modules are offered on a regular basis (at least every 2nd semester), the content of the individual lecture or seminar might change from one semester to the other.

The exact module structure and credits (Leistungspunkte, LP) can be found in the study and examination regulations (Studien- und Prüfungsordnung) from the following link: http://www.fu-berlin.de/studium/pruefung/stud-pruef-ordnungen.html.

The course handbook (Vorlesungsverzeichnis, VV) is available three months prior to the beginning of the semester from the following link: www.fu-berlin.de/vv. It is structured according to the different departments (Fachbereiche). Please note that in order to attend classes within our Master programs, you need prior approval of the respective lecturers. An overview of subjects offered in English is not available.

Students have to enrol for their selected subjects on our online portal Campus Management before the semester starts. Access and further information will be provided during our orientation period.

8. Distributed Campus

Distributed Campus is an online platform which was specially designed for exchange students who have already received their letter of admission. It brings all the information mentioned above together in one platform and makes arrival and organisation of the exchange easier. Students will receive an e-mail approx. three months prior to the beginning of the semester which provides them with registration details to access the platform under www.distributed-campus.org.

9. Arrival in Berlin

We advise students to arrive in Berlin at least one or two days before the orientation period starts. Our orientation takes place in the first week of October. In order to organise accommodation and student enrolment on time, we recommend arriving in the last week of September (or the last week of March for summer term) at the latest.

10. Orientation Period

It is absolutely necessary to participate in our orientation period. Orientation takes place during the first week of October (and in the first week of April for summer term). Students will be provided with essential information about studying at FU Berlin such as course selection and enrolment, campus tours and how to use libraries and computers. The current orientation program is available online from the following link: http://www.fu-berlin.de/en/zuv/abt-4/mobilitaet/stud_in/allginfo/allginfo_studium_an_fu/index.html.

11. Additional Information and Links

All the information mentioned above can also be accessed from our website www.fu-berlin.de/student-in.

The exact academic calendar can be found under http://www.fu-berlin.de/studium/termine/index.html.

To get to know our university, we invite you to use our online tour http://www.fu-berlin.de/en/tour/index.html.

Do not hesitate to contact us, should you have any further questions:

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