

## School of Business & Economics, Freie Universität Berlin

### Exchange with the M.Sc. in M&M (Management & Marketing)

#### Fact Sheet

Name of Institution	Freie Universität Berlin
Faculty Website	<a href="http://www.wiwiss.fu-berlin.de/index.html">http://www.wiwiss.fu-berlin.de/index.html</a>
International Office Website	<a href="http://www.wiwiss.fu-berlin.de/Internationales/index.html">http://www.wiwiss.fu-berlin.de/Internationales/index.html</a>
M.Sc. M&M Website	<a href="http://www.wiwiss.fu-berlin.de/en/studium-lehre/master/m-m/index.html">http://www.wiwiss.fu-berlin.de/en/studium-lehre/master/m-m/index.html</a>

#### Exchange Contact

Contact Person	Ms. Sandra Hallscheidt
Contact Title	Head International Office School of Business & Economics
Telephone	+49 (0)30 838 525 48
Email	Sandra.Hallscheidt@fu-berlin.de

#### Exchange Contact Central Student Mobility Office of Freie Universität Berlin

Contact Person	Ms. Carmen Gleisenstein
Contact Title	Incoming Mobility: Exchange Programs
Telephone	+49 (0)30 838-739 21
Email	incoming@fu-berlin.de

#### 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)

#### Academic Calendar

Winter Term 2017/18	
Suggested Date of Arrival	1 October
Orientation Programme	First week of October 2017
Term Dates	1 October 2017 – 31 March 2018
Lecture Period	16 October 2017 – approx. 19 January 2018 or the courses taught in English of the M.Sc. in M&M program
Examination Period	Exams will take place until approx. 19 January 2018
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>	

*Update: October 2016*

## Nomination and Application Process

Nomination process	<p>Please nominate your students via Email attn. Sandra Hallscheidt (details see above) <b>until March 31</b>.</p> <p>The following information must be included: name, surname, date of birth, nationality, gender, email-address, field of studies</p>
Application process	<p>Partners will receive an email with the confirmation of the nomination.</p> <p>The nominated students (Cc the International Office) will receive via email instructions and application documents to provide Freie Universität Berlin with the following information and documents until May 1st.</p> <p>Freie Universität Berlin <b>plans</b> to introduce an online application portal. We will keep you information about the introduction and process.</p>
Required documents	<p><b>Scanned documents attached to an e-mail are accepted. The documents should be in German or English or accompanied by an English translation.</b></p> <ul style="list-style-type: none"> <li>• The completed AZP Departmental exchange document (Application form)</li> <li>• The completed Enrollment application</li> <li>• Photocopy of the national identity card or passport (page with photo)</li> <li>• Photocopy of the certificate of the university the student is enrolled at (i.e. transcript, record, grade report, relevé de notes)</li> <li>• Photocopy (ies) of the student's B.A., M.A. or other final degrees</li> <li>• Curriculum vitae</li> <li>• Study proposal</li> </ul> <p>Please scan the documents and send them via email as pdf-file to Ms. Sandra Hallscheidt: Sandra.Hallscheidt@fu-berlin.de and Ms. Carmen Gleisenstein: incoming@fu-berlin.de Please state in the subject line of your email: Application for departmental exchange with the School of Business &amp; Economics, the M.Sc. in M&amp;M program.</p>

## Pre-Arrival Requirements

Distributed Campus	<p>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. Registration for and use of the platform is required for participation in the exchange program.</p> <p>Do not deactivate the field "Newsletter", as it is used to occasionally send out important information. Within 24 hours after registration, students will receive confirmation by e-mail and can use the portal.</p>
Information for exchange students at the School of Business & Economics	<p><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></p>

*Update: October 2016*

## German Language Requirements /Language Courses

German Language Requirements	<p>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.</p> <p>The School of Business Administration and Economics requires excellent German language skills (at least level B2) <b>for classes taught in German.</b></p> <p>During the winter term the M.Sc. in M&amp;M offers courses in English (worth 30 ECTS).</p>
German Language Courses	<p>German language courses which are offered during the semester are free of charge. Again, basic German language proficiency (level 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 period( usually Wednesday of the orientation week) shortly before the semester starts. <b>Without this test, exchange students are not eligible to take language classes.</b></p> <p>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></p> <p><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. German language proficiency of at least A1 level (CEFR) is required. The online registration will start at the beginning of June. There is a reduced participation fee of 600 € for exchange students (normal fee: 1350€) . Places are limited, interested students should apply as soon as possible! For further details, please check: <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></p>

## Academic Information

Language of instruction	Mainly German, during the winter term, 30 ECTS worth of courses are being offered in English.
Hours per Week per Course	2-6
Required Number of Courses / Credits	<p>According to student's individual needs and / or according to home university.</p> <p>We suggest 30 ECTS per term.</p>
Course Catalogue	<p>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 <a href="http://www.fu-berlin.de/vv/de/modul?id=75004&amp;sm=273470">http://www.fu-berlin.de/vv/de/modul?id=75004&amp;sm=273470</a></p> <p>How to find courses in English: <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></p> <p>The course catalogue is updated approximately six weeks prior to the beginning of a new semester – so presumably at the end of August 2017 for the winter term.</p>
Curriculum M.Sc. M&M	<a href="http://www.wiwiss.fu-berlin.de/en/studium-lehre/master/m-m/studieninhalte_studienaufbau/index.html">http://www.wiwiss.fu-berlin.de/en/studium-lehre/master/m-m/studieninhalte_studienaufbau/index.html</a>
Course Restrictions	Your students will be enrolled in the M.Sc. in M&M Program. 3rd semester courses of this particular program are exclusively open to them.

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	If interested in participating in courses of other programs, the responsible professor has to approve in writing.
Course Registration Procedure	Exchange students are asked to 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 forms which we asked for on “Distributed Campus” will receive their log in data in time.</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

Grade	Grade	Predicate
1,0 – 1,5	A	Excellent
1,6 – 1,7	B	Very Good
1,8 – 2,0		
2,1 – 2,7	C	Good
2,8 – 3,0		
3,1 – 3,5	D	Satisfactory
3,6 – 3,7	E	Sufficient
3,8 – 4,0		
4,1 – 5,0	F	Fail
P	Participation; i.e. the student has successfully and regularly attended the course.	

[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)

## Visa Requirements

	Students who are citizens of EU or EEA countries, Australia, Brazil, Canada, Israel, Japan, New Zealand, South Korea, Switzerland or the USA do not need a visa in order to enter Germany. Students who are NOT citizens of the countries listed above must apply for a student visa (Visum zu Studienzwecken) at the local German Embassy or a German General Consulate before they come to Germany. We therefore urge those students to apply for a study visa as soon as possible. It will take at least six weeks, sometimes a few months, to process the visa application. The necessary documents concerning the admission to our university will be sent to the student as soon as possible. More information is available at: <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html</a> Upon arrival in Berlin, every student must apply for a residence permit (see under “Arrival in Berlin”).
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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## Health Insurance

	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at Freie Universität Berlin and for obtaining a residence permit.</p> <p>Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany (unlimited in case of illness and rescue) may request an insurance waiver. A waiver can be obtained at a German state-regulated health insurance company, not at the university.</p> <p>Since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses it has been increasingly difficult for exchange student to obtain a waiver.</p> <p>We therefore urge all students younger than 30 years to purchase a German student health insurance for about 82 Euros per months. The German student health insurance policies are very comprehensive and automatically accepted by the office granting residence permits. More information is available at <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</a></p>
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## 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	<p>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 250 – 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></p>
Registration deadline	<p><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.</p>
Alternative Accommodation	<p><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>.</p> <p>Pick-up service 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.</p>
Meal plan	<p>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></p>

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## Arrival in Berlin

Enrollment	Upon arrival in Berlin, we advise students to visit the Student Mobility Office immediately during office hours in order to finalize student enrollment and set up their FU account. Students need this account in order to enroll for courses and use computers on campus. Students will be admitted and enrolled as full-time students for the duration they have been nominated for at Freie Universität Berlin.
Social fees/Public transportation	Exchange students are exempt from university fees, but they still need to pay the so-called social fees of approx. 260 € 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 semester. Students will be asked to pay the fees after arrival in Berlin as part of the enrollment process.
Residence Permit	Once students are enrolled at Freie Universität Berlin, they must apply for a residence permit (Aufenthaltserlaubnis) within three months (except students from EU or EEA countries). Students will be provided with detailed information and assistance upon enrollment.

## Orientation

Orientation takes place two weeks prior to the lecture period. It is strongly recommended to participate in our orientation period. 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: [http://www.fu-berlin.de/en/studium/information\\_a-z/orientierung.html](http://www.fu-berlin.de/en/studium/information_a-z/orientierung.html)

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

## 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.

*Update: October 2016*