

INFORMATION SHEET ERASMUS +

Name of Institution	Technische Universität Berlin
ERASMUS Institution Code	D BERLIN 02
Presidents's Name	Professor Dr. Christian Thomsen
Homepage	www.tu-berlin.de
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
ERASMUS Institutional Coordinator	<u>Dr. Carola Beckmeier</u> Head of Section Phone: +49-30-314-24799 Email: carola.beckmeier@tu-berlin.de
Contact Person - Bilateral Agreements, <u>Outgoing</u> Erasmus students	<u>Janina Horoba</u> Student Mobility - Int SB 11 - Phone: +49-30-314-24695 Email: janina.horoba@tu-berlin.de
Contact Person - Outgoing Erasmus students A-L, Financial Administration	<u>Nicole Schimko</u> Student Mobility - Int SB 01 - Phone: +49-30-314-24694 Email: nicole.schimko@tu-berlin.de
Contact Person - Outgoing Erasmus students K-Z, Financial Administration	<u>Katrin Lindner</u> Student Mobility - Int SB 02 - Phone: +49-30-314-28763 Email: katrin.lindner@tu-berlin.de
Contact Person - <u>Incoming</u> Erasmus students	<u>Beatrice Vinci</u> Student Mobility - Int SB 12 - 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	http://www.auslandsamt.tu-berlin.de/international_office/information_for_exchange_students/faq/parameter/en/

Academic calendar	<p><u>Winter Semester 2019/2020:</u> 1st of October, 2019 - 31st of March, 2019</p> <p><u>Lecture Period:</u> 14th of October, 2019 - 15th of February, 2020</p>	<p><u>Public Holidays</u> 3rd of October</p> <p>Christmas Break: 21st of December, 2019 - 4th of January, 2020</p>
Academic calendar	<p><u>Summer Semester 2020:</u> 1st of April, 2020 - 30th of September, 2020</p> <p><u>Lecture Period:</u> 14th of April, 2020 - 18th of July, 2020</p>	<p><u>Public Holidays</u> Easter Break : 10th of April - 13th of April 2020</p> <p>1st of May, Ascension Day and Pentecost</p>
Orientation Sessions	<p>Mandatory orientation session winter term: 8th of October, 2019 Mandatory orientation session summer term: 6th of April, 2020</p>	
Examination Period(s)	<p>Winter term: late February - early March Summer term: late July - early August</p>	
Nomination/Application <u>deadlines</u> for admission	<p>Winter term : <u>Nomination</u> deadline : 30th of April <u>Application</u> deadline : 1st of June Summer term : <u>Nomination</u> deadline : 31st of October <u>Application</u> deadline : 1st of December Please note: TU Berlin is not accepting free moving Students.</p>	
Course registration	<p>Variable (depending on the departments). We highly recommend to contact the lecturers by E-Mail. Students usually register by attending the first class of a course when the lecture period starts.</p>	
Application forms	<p>After students are officially nominated they will receive an email concerning the necessary information about the application procedure.</p> <p><u>Our</u> application forms are supposed to be filled in by computer and to be sent in a printed version to our office - either by E-Mail (from the home university) or by post.</p>	
Website of the International Office	<p>International Office: https://www.auslandsamt.tu-berlin.de/international_office/betreuung_internationaler_austauschstudierender/parameter/en/</p> <p>FAQ: TU Berlin Website: quick access 7857</p>	

Study Courses open to exchange students	Course attendance in the Faculty of Architecture and Landscape Planning is limited.
Course Catalogue and Course Language	<p>Most of the courses (90%) are taught in German. However, we also offer a growing number of courses held in English. However, the course selection varies from semester to semester.</p> <p>Online course catalogue (in German): http://www.tu-berlin.de/lsf/ English courses: www.tu-berlin.de/?137266</p> <p>The final course list for the semester is usually online in late February/March (summer semester) and August/September (winter semester).</p>
Short explanation: how to read our study guides	<p>Bachelor programmes: BA/BSc Master's programmes: MA/MSc</p> <p>SWS - Semester Weekly Hours (1 SWS equals approx. 1,5 ECTS) WS - Winter Semester SS - Summer Semester</p> <p>VL - Lecture UE - Exercise SE - Seminar</p>
Explanation grading system	<p>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)</p>
ECTS available	Yes, though sometimes converted from SWS (Semester Weekly hours) or LP (effort points).
Language requirements	<u>Proficiency in German at least on level A2.2 of CEFR within the application deadline - a certificate at B1 level or higher must be provided before the semester starts.</u>
Language certificate required	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).
Preparatory language courses for incoming students	<p>Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen) - from level B1 and higher - <u>admission through a test.</u></p> <p>The course fee is 275 Euro for a four weeks course - 80 hours. Winter semester course 2019/20: 02th September - 2nd October, 2019 Summer semester course 2020: 4th March - 3rd April, 2020 ZEMS-Website: www.zems.tu-berlin.de</p>
Housing assistance	The International Office can only offer a very small number of dormitory rooms. Information will be provided after the acceptance.

<p>Living Expenses estimated per month</p>	<p>Housing: Between 250-500 Euros Food and Drink: Around 200 Euros Books: 30 Euro (depending on the field of study) Public transportation: approximately 260 Euros (“Semesterticket”) payable once for the entire semester Please note that these figures can merely represent a rough estimate. A lot depends on your personal lifestyle.</p>
<p>Health insurance/other insurances</p>	<p><u>Health Insurance</u> 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 upon arrival in Berlin. <u>Third Party Liability Insurance</u> It is the responsibility of the student to take out insurance (from home) for personal belongings, accidents and third party liability while studying in Germany. TU Berlin does not cover any losses that may occur.</p>
<p>Additional fees to pay</p>	<p>If staying in a dormitory, students are required to pay a deposit of one and half months’ rent.</p>
<p>Student jobs available/allowed</p>	<p>It is difficult to find a student job in Berlin and foreign students cannot base their finances on the chance of getting a job.</p>
<p>VISA</p>	<p>The sending and receiving institutions will provide assistance, if required 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</p>