

INFORMATION SHEET ERASMUS+ (KA 103)

Name of Institution	Technische Universität Berlin
ERASMUS Institution Code	D BERLIN 02
President of TU Berlin	Professor Dr. Christian Thomsen
Homepage	www.tu-berlin.de
INSTITUTIONAL CONTACT DETAILS	
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Head of Section	<u>Uta Kirchner</u> Student Mobility and International Students - Int SB 1 - Email: uta.kirchner@tu-berlin.de
ERASMUS Institutional Coordinator (Bilateral Agreements)	<u>Leonie Dornbusch</u> (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 - <u>Outgoing</u> Erasmus students	<u>Janina Horoba</u> Student Mobility - Int SB 21 - Phone: +49-30-314-24695 Email: janina.horoba@tu-berlin.de
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Contact Person - <u>Incoming</u> Erasmus students	<u>Beatrice Vinci</u> 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/?7857

Academic calendar	<p><u>Winter Semester 2021/2022:</u> 1st of October, 2021 - 31st of March, 2022</p> <p><u>Lecture Period:</u> 18th of October, 2021 - 19th of February, 2022</p> <p><u>Summer Semester 2022:</u> 1st of April, 2022 - 30th of September, 2022</p> <p><u>Lecture Period:</u> 19th of April, 2022 - 23rd of July, 2022</p>	<p><u>Public Holidays</u> 3rd of October</p> <p>Christmas Break: 20th of December, 2021 - 1st of January, 2022</p> <p><u>Public Holidays</u> Easter Break : 15th of April - 18th of April, 2022</p> <p>1st of May, Ascension Day and Pentecost</p>
Orientation Sessions	<p>Orientation week winter semester: 11th October - 15th October, 2021 Orientation week summer semester: 11th April - 14th April, 2022</p>	
Examination Period(s)	<p>Winter Semester: late February - early March Summer Semester: late July - early August</p>	
Nomination/Application <u>deadlines</u> for admission	<p>Winter Semester :</p> <p><u>Nomination</u> deadline : 30th of April <u>Application</u> deadline : 1st of June</p> <p>Summer Semester:</p> <p><u>Nomination</u> deadline : 31st of October <u>Application</u> deadline : 1st of December</p> <p>Please note: TU Berlin is not accepting free moving Students.</p>	
Course registration	<p>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.</p>	
Application forms	<p>After students are officially nominated they will receive an info email concerning the application procedure.</p> <p><u>Our</u> 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.</p>	
Website of the International Office	<p>International Office: www.tu-berlin.de/?5179</p>	

Study Courses open to exchange students	<p>Generally all courses are open to exchange students.</p> <p>Course attendance in the Faculty of Architecture and Landscape Planning is limited.</p> <p>Additionally, exchange students have limited access to courses of the Double Degree/Master Program "Innovation Management, Entrepreneurship and Sustainability" (IMES).</p>
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. The course selection varies from semester to semester.</p> <p>Online course catalogue (in German): www.tu-berlin.de/lsf/</p> <p>English courses: www.tu-berlin.de/?137266</p> <p>The final course list for the semester is usually online in late February/March (for summer semester) and August/September (for 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 (credit points).
Language requirements	<u>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.</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.</p> <p>Winter semester 2021/22: 6th of September - 1st of October, 2021 Summer semester 2022: 7th of March - 1st of April, 2022</p> <p>ZEMS-Website: www.zems.tu-berlin.de</p>

Housing assistance	The International Office can only offer a very small number of StudierendenWERK dormitory rooms. Detailed application information will be provided after the acceptance.
Living Expenses estimated per month	<p>Housing: Between €250-500</p> <p>Food/Drink: approx. €200 Euros</p> <p>Books: €30 (depending on the field of study)</p> <p>Public transportation: approx. €260 (“Semesterticket”) payable once for the entire semester</p> <p>Please note that these figures can merely represent a rough estimate. A lot depends on the students’ personal lifestyle.</p>
Health insurance/other insurances	<p><u>Health Insurance</u></p> <p>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.</p> <p><u>Third Party Liability Insurance</u></p> <p>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.</p>
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	<p>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</p> <p>www.betreuung-int-stud.tu-berlin.de</p>

21.01.2021