

## BILATERAL GUIDELINE FOR THE BUDDY PROGRAM

“A journey is best measured in friends, rather than miles.” – Tim Cahill

### What is the Buddy program?

The buddy program has the aim to promote the intercultural exchange between German students and exchange students. As a personal tutor, so called *buddy*, the German student will help the exchange student simplifying the integration into everyday life in the foreign culture. On the other hand, the exchange student has the opportunity to share his culture with his buddy. As it is called “Buddy” program, the emphasis is put on the friendship-like character of your team work, so do not see it as a one-sided service but as a give and take experience.

The semester you are going to spend together should be as enriching as possible; the following guideline will help you to understand both, the German and the exchange students’ responsibility for making the buddy program a success.

**But:** A guideline does not mean a static manual; it is a dynamic framework in which you will be able to adapt the program to each other’s needs. The tasks given below are key points to be considered, but not necessarily to be done if there is no value for it.

**For questions or feedback, the Office for International Affairs is open for you on**

H 39/40 Tue+Thu 9.30-12.30 / 14.00 -16.00  
H 41b Tue+Thu 9.30-12.30

or via e-mail to [buddyprogramm@international.tu-berlin.de](mailto:buddyprogramm@international.tu-berlin.de)

**We wish you a great intercultural semester with your buddy!**

**The Buddy Team**

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## BILATERAL GUIDELINE FOR THE BUDDY PROGRAM

### German buddies - Examples of TUB-Buddy-Tasks

- **prior to arrival**
  - Help in finding an accommodation
  - General information about Berlin and TUB
  - Help in selecting courses
- **during the first days of your buddy's arrival**
  - pick-up service from the airport/ train or bus station
  - guided tour through the Technische Universität Berlin / city tour
  - civil service visitations (for example: registration at Bürgeramt)
  - opening a German bank account
  - introduction to public transport (BVG)
  - shopping possibilities
  - introduction to the TUB/ ZEMS/ Bib/ Uni-Sport-homepages
  - support in opening the TUB e-mail-account
- **introduction to the Office of International Affairs**
  - H39/40 for Erasmus and H41 b for overseas students
  - opening hours: Tuesdays and Thursdays 9.30-12.30 and 14.00-16.00 (Erasmus office); Tuesdays and Thursdays 9.30-12.30 (overseas office)
  - companionship to the office for registration and public transport ticket
- **introduction to the German university system (and TU Berlin system)**
  - explanation of university terms: Seminare/Vorlesungen/Tutorien, SWS, Vorlesungsverzeichnis, Studienberatung, vorlesungsfreie Zeit, Semesterticket usw.
  - please be aware: the Prüfungsamt is not responsible for the exchange buddy (if not dual degree); the exchange buddy has to inform the professor or lecture assistant for exam registration
- **regular meetings during the semester (also for social activities)**
- **support in getting in touch with other students**
- **notification of any kind of problems with your buddy (contact Office of International Affairs)**

### Your gain

- insight into a foreign culture
- become friends with people from all over the world
- language and organizational preparation for your stay abroad
- certificate at the end of the semester

## BILATERAL GUIDELINE FOR THE BUDDY PROGRAM

### Exchange Buddies - Examples of Exchange-Buddy-Tasks

- **getting in touch with your buddy**
  - writing initial email introducing yourself
  - keeping in touch throughout the semester
- **openness for the German culture**
- **willingness to involve your buddy into your social life**
- **notification of any kind of problems with your buddy (contact Office of International Affairs)**
- **evaluation of the buddy program at the end of the semester (feedback form will be sent out)**

### Your gain

- help from a TU student throughout the semester
- insight into German culture and German student life
- become friends with people from all over the world
- An opportunity to improve your German language skills