



## INFORMATION SHEET ERASMUS +

Name of Institution	Technische Universität Berlin	
ERASMUS Institution Code	D BERLIN 02	
Principal's Name	Professor Dr. Christian Thomsen	
Homepage	<a href="http://www.tu-berlin.de">www.tu-berlin.de</a>	
INSTITUTIONAL CONTACT DETAILS		
Address (postal)	Technische Universität Berlin Akademisches Auslandsamt Straße des 17. Juni 135 D-10623 Berlin (Germany)	
Telephone switchboard	+49-30-314-24694	
Fax	+49-30-314-24067	
Email	<a href="mailto:auslandsamt@tu-berlin.de">auslandsamt@tu-berlin.de</a>	
Homepage	<a href="http://www.tu-berlin.de/international-office">www.tu-berlin.de/international-office</a> <a href="http://www.auslandsamt.tu-berlin.de">www.auslandsamt.tu-berlin.de</a>	
ERASMUS Institutional Coordinator	<u>Dr. Carola Beckmeier</u> Head International Office Phone: +49-30-314-24799    Email: <a href="mailto:carola.beckmeier@tu-berlin.de">carola.beckmeier@tu-berlin.de</a>	
Contact Person - Bilateral Agreements, <u>Outgoing</u> Erasmus students	<u>Janina Horoba</u> International Office - Int SB 11 - Phone: +49-30-314-24695    Email: <a href="mailto:janina.horoba@tu-berlin.de">janina.horoba@tu-berlin.de</a>	
Contact Person - Outgoing Erasmus students, Financial Administration	<u>Nicole Schimko</u> International Office - Int SB 01 - Phone: +49-30-314-24694    Email: <a href="mailto:nicole.schimko@tu-berlin.de">nicole.schimko@tu-berlin.de</a>	
Contact Person - <u>Incoming</u> Erasmus students	<u>Beatrice Vinci</u> International Office - Int SB 12 - Phone: +49-30-314-24696 Fax:    +49-30-314-28644 Tue, Thu 9.30 am-12.30 pm and 2-4 pm Email: <a href="mailto:exchange.programmes@tu-berlin.de">exchange.programmes@tu-berlin.de</a>	
FAQ	<a href="http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/faq_internationaler_austauschstudenten/">www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/faq_internationaler_austauschstudenten/</a>	
Academic calendar	<u>Winter Semester 2018/2019:</u> 1 <sup>st</sup> of October - 31 <sup>st</sup> of March, <u>Lecture Period:</u> from 15 <sup>th</sup> of October 2018, to 16 <sup>th</sup> of February 2019	Christmas Break: from 22 <sup>nd</sup> December 2018 to 5 <sup>th</sup> January 2019
Academic calendar	<u>Summer Semester 2019:</u> 1 <sup>st</sup> of April - 30 <sup>th</sup> of September <u>Lecture Period:</u> from 8 <sup>th</sup> of April 2019 to 13 <sup>rd</sup> of July 2019	Easter break : 19.04.-22.04.19 Public Holidays: 1 <sup>st</sup> May, Ascension Day and Pentecost



Orientation Session	<p>Winter term: "Early Bird" session: 5<sup>th</sup> of September 2018</p> <p>Mandatory introduction session: 5<sup>th</sup> of October 2018</p> <p>Summer term: "Early Bird" session: 27<sup>nd</sup> of February 2019</p> <p>Mandatory introduction session: 2<sup>nd</sup> of April 2019</p>
Examination Period(s)	<p>Winter term: End of February/ Beginning of March</p> <p>Summer term: End of July-Beginning of August</p>
Nomination/Application <u>deadlines</u> for admission	<p>Winter term - <u>Nomination</u> deadline : 30<sup>th</sup> of April - <u>Application</u> deadline : 1<sup>st</sup> of June</p> <p>Summer term - <u>Nomination</u> deadline : 31<sup>st</sup> of October - <u>Application</u> deadline : 1<sup>st</sup> of December</p> <p>Please note: TU Berlin is not accepting free moving Students.</p>
Course registration	Variable (depending on the department). Students register upon arrival.
Application forms	<p><u>Our</u> application forms are supposed to be filled in by computer and to be sent either scanned via E-Mail <u>by the partner university</u>, or the original documents can be sent by post to our office. The complete application must arrive within the deadline.</p> <p>After students are officially nominated they will receive an email, concerning the necessary information on the application procedure.</p>
Website of the International Office	<p>International Office:</p> <p><a href="http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/parameter/en/">http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/parameter/en/</a></p> <p>FAQ: TU Berlin Website: quick access 7857</p>
Study Courses open to exchange students	There are restrictions on courses of the Faculty of Architecture and Landscape Planning.
Course Catalogue and Course Language	<p>Most of the courses (90%) are being taught in German, but we also offer a growing number of courses being held in English. However, the course selection varies from semester to semester.</p> <p>Online course catalogue (in German):</p> <p><a href="http://www.tu-berlin.de/lsf/">http://www.tu-berlin.de/lsf/</a></p> <p>English courses:</p> <p>TU Berlin Website: quick access 8254</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</p> <p>Master's programmes: MA/MSc</p> <p>SWS - Semester Weekly Hours (1 SWS equals approx. 1,5 ECTS)</p> <p>WS - Winter Semester</p> <p>SS - Summer Semester</p> <p>VL - Lecture</p> <p>UE - Exercise</p> <p>SE - Seminar</p>
Explanation grading system	<p>1,0 - 1,5 - ECTS grade A (excellent)</p> <p>1,6 - 2,0 - ECTS grade B (good)</p> <p>2,1 - 3,0 - ECTS grade C (good/satisfactory)</p> <p>3,1 - 3,5 - ECTS grade D (satisfactory)</p>



	3,6 - 4,0 - ECTS grade E (sufficient) 4,1 - 5,0 - ECTS grade F (failed)
ECTS available	Yes, though sometime converted from SWS (Semester Weekly hours) or LP (effort points).
Language requirements	<u>Proficiency in German at least on level A2 of CEFR</u>
Language certificate required	We require from all applicants who will attend courses an official language certificate for German - not older than one year in case of A2 level.  Applicants for the Bachelor/Master Thesis have to include an English certificate at B2 level at least.
Preparatory language courses for incoming students	Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen) - from level B1 and higher - <u>admission through a test</u> . The course fee is 255 Euro for a four weeks course - 80 hours. Winter semester course 2018/19: 10 <sup>th</sup> September to 4 <sup>th</sup> October 2018 Summer semester course 2019: 4 <sup>th</sup> March to 29 <sup>th</sup> March 2019 ZEMS-Website: <a href="http://www.zems.tu-berlin.de">www.zems.tu-berlin.de</a>
Housing assistance	The International Office can only offer a very restricted number of rooms in dormitories. More information will be provided after the acceptance.
Living Expenses estimated per month	Housing: Between 250-450 Euros Food and Drink: Around 200 Euros Books: 30 Euro (depending on the field of study) Public transportation: approximately 260 Euros ("Semesterticket") for the entire semester  Please note that these figures can merely represent a rough estimate. A lot depends on your personal lifestyle.
Health insurance/other insurances	<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 your personal belongings, accidents and third party liability while studying in Germany. TU Berlin does not cover any losses that may occur.
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 and foreign students cannot base their economy on the chance of getting a job.
VISA	The sending and receiving institutions will provide assistance, when required in securing visas for incoming and outbound mobile participants, according to the requirements of the ERASMUS Charter for Higher Education  <a href="http://www.betreuung-int-stud.tu-berlin.de">www.betreuung-int-stud.tu-berlin.de</a>