



**Factsheet for Incoming Students**

Please note that the **Incoming Team of the International Department** is responsible for all questions related to:

- application procedure
- registration/enrollment at Humboldt-Universität zu Berlin
- visa, insurance, accommodation in Berlin

**Contact**

- International Department, Incoming-Team  
 Unter den Linden 6, Room 2260  
 10117 Berlin
- [exchange-students@hu-berlin.de](mailto:exchange-students@hu-berlin.de)
- Phone: +49 30 - 20 93 – 46720
- [https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus\\_europe/contact-1](https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/contact-1)

General Information - Faculty of Language, Literature and Humanities	
Faculty website	<a href="https://fakultaeten.hu-berlin.de/de/sprachlit">https://fakultaeten.hu-berlin.de/de/sprachlit</a>
Faculty postal address	Humboldt-Universität zu Berlin Sprach- und literaturwissenschaftliche Fakultät Unter den Linden 6 10099 Berlin
Erasmus Code	D BERLIN13
Contact Information	
Faculty International Office	International Coordinator: <b>Saskia Asmus</b> <a href="mailto:internationales.sprachlit@hu-berlin.de">internationales.sprachlit@hu-berlin.de</a> +49.30.2093.9798  <i>Please always put Saskia Asmus as responsible person at the receiving institution in your Erasmus+ documents</i>  Student assistants Incoming Team: <b>Annika Hövel, Zoé Friedrich</b> <a href="mailto:ects.sprachlit@hu-berlin.de">ects.sprachlit@hu-berlin.de</a> +49.30.2093.971  <i>Please always use this e-mail address if you have questions about class/course selection and Learning Agreements</i>  Dorotheenstr. 24, 14109 Berlin Rooms 3.411 and 3.412  <a href="https://fakultaeten.hu-berlin.de/de/sprachlit/international/aus-dem-ausland">https://fakultaeten.hu-berlin.de/de/sprachlit/international/aus-dem-ausland</a>

Academic Calendar	
Winter semester <i>lecture period</i>	October 1 - March 31 <i>October 16 - February 17</i>
Summer semester <i>lecture period</i>	April 1 - September 30 <i>April 15 - July 20</i>
Break period (vorlesungsfreie Zeit)	The break period is used by students for exam preparation and/or term papers (Hausarbeiten).
Website	<p><a href="https://www.hu-berlin.de/en/prospective-students/info/academic-calendars?set_language=en">https://www.hu-berlin.de/en/prospective-students/info/academic-calendars?set_language=en</a></p> <p><i>Please always put the dates of the lecture period as your mobility dates on all official documents (e.g. Learning Agreement). On your Certificate of Arrival/Departure we can then put the specific dates (the end date of your mobility will be the day of your last in-person exam)</i></p>
Academic Information	
Course selection	<p>For information and rules regarding class selection and Learning Agreements, please check here: <a href="https://fakultaeten.hu-berlin.de/de/sprachlit/international/aus-dem-ausland/learning-agreement">https://fakultaeten.hu-berlin.de/de/sprachlit/international/aus-dem-ausland/learning-agreement</a></p> <p><b>IMPORTANT:</b> You can only choose classes from the course(s) of study you are matriculated in. BA students can be matriculated in up to two courses of study. MA students must choose one course of study. You can find an overview of the modules, ECTS and exam type in the study regulation.</p> <p>BA study regulations: <a href="https://fakultaeten.hu-berlin.de/de/sprachlit/lehre/bachelor/ba1415/STuO_PO_1415.html">https://fakultaeten.hu-berlin.de/de/sprachlit/lehre/bachelor/ba1415/STuO_PO_1415.html</a></p> <p>MA study regulations: <a href="https://fakultaeten.hu-berlin.de/de/sprachlit/lehre/master_of_arts_2014">https://fakultaeten.hu-berlin.de/de/sprachlit/lehre/master_of_arts_2014</a></p>
Course Catalogue (AGNES)	<p>Usually published in September (for winter semester) and March (for summer semester):</p> <p><a href="https://agnes.hu-berlin.de/lupo/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;navigationPosition=lectures%2Clectureindex&amp;breadcrumb=lectureindex&amp;topitem=lectures&amp;subitem=lectureindex">https://agnes.hu-berlin.de/lupo/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;navigationPosition=lectures%2Clectureindex&amp;breadcrumb=lectureindex&amp;topitem=lectures&amp;subitem=lectureindex</a></p> <p><i>If you need to fill out your “Learning Agreement before the mobility” and the course catalogue is not yet available, please use the course catalogue of the past winter/summer semester as reference.</i></p>
Credits	<p>Humboldt-Universität zu Berlin uses the European Credit Transfer System (ECTS). A full-time study workload per semester is 30 ECTS.</p> <p><b>IMPORTANT:</b> We have no requirements for the number of ECTS you must receive, but please check with your home university if you need to receive a certain amount of ECTS and also if you need to take exams and receive grades. Please note that you can only take exams and receive grades if you complete whole modules as stated in your study regulation.</p>

Grading system	<p>Academic performance is assessed by grades/marks on a scale from 1.0 to 5.0:</p> <p style="padding-left: 40px;">1.0 and 1.3    excellent (sehr gut)</p> <p style="padding-left: 40px;">1.7, 2.0 and 2.3    good (gut)</p> <p style="padding-left: 40px;">2.7, 3.0 and 3.3    satisfactory (befriedigend)</p> <p style="padding-left: 40px;">3.7 and 4.0    sufficient (ausreichend)</p> <p style="padding-left: 40px;">from 4.1    failed (nicht ausreichend)</p> <p><a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/06/06_03_02?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/06/06_03_02?set_language=en</a></p>
Language requirements	<p>German B2 (for Master courses a C1-level is recommended)</p> <p>If students seek enrolment into the <b>Institute of English and American Studies</b> and only wish to take English taught courses, they do not need to prove German language skills, but it is highly recommended to have at least B1 German language skills.</p> <p><a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/language-requirements">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/erasmus_europe/language-requirements</a></p>
Language courses at the Language Centre	<p>You can choose from:</p> <ul style="list-style-type: none"> <li>• Compact and Intensive courses during the semester break (fees apply)</li> <li>• Semester language courses at HU Language Centre (fees apply)</li> </ul> <p><a href="https://www.sprachenzentrum.hu-berlin.de/en/courses-and-registration/courses-and-registration">https://www.sprachenzentrum.hu-berlin.de/en/courses-and-registration/courses-and-registration</a></p> <p><i>For questions about language courses as well as modalities of registration etc. please contact the Language Centre directly.</i></p>
<b>Inclusion</b>	
Disability Advisory Service	<p><a href="mailto:barrierefrei.studieren@hu-berlin.de">barrierefrei.studieren@hu-berlin.de</a></p> <p><i>If you have an individual support plan, please contact <a href="mailto:ects.sprachlit@hu-berlin.de">ects.sprachlit@hu-berlin.de</a> in order to prepare your stay.</i></p> <p><a href="https://www.hu-berlin.de/en/studies/behinderte/behinderte-en?set_language=en">https://www.hu-berlin.de/en/studies/behinderte/behinderte-en?set_language=en</a></p>
Family Support Centre	<p><a href="mailto:familienservice@uv.hu-berlin.de">familienservice@uv.hu-berlin.de</a></p> <p><a href="https://www.familienbuero.hu-berlin.de/en">https://www.familienbuero.hu-berlin.de/en</a></p>