

Information Sheet for Incoming Students – Academic Year 2011-12

Director	Dr. Carola Beckmeier	
Contact address	TU Berlin Akademisches Auslandsamt - International Office Straße des 17. Juni 135 10623 Berlin-Germany http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/	
Incoming students Erasmus	Beatrice Vinci H 39/40 (main building, ground floor) email: exchange.programmes@tu-berlin.de phone +49 30 314 24696 fax +49 30 314 28644 Tue, Thu 9.30 am-12.30 am and 2-4 pm	
Incoming students Overseas	Olaf Reupke H 41b (main building, ground floor) email: overseas@tu-berlin.de phone +49 30 314 71464 fax +49 30 314 24067 Tue, Thu 9.30 am-12.30 am	
Academic calendar	Winter Semesters: October 1 – March 31 Lecture Period: from the middle of October to the middle of February Christmas Break: from around December 20 to the first days of January	Summer Semesters: April 1 – September 30 Lecture Period: from the middle of April to the middle of July Public Holidays: May 1, Ascension Day and Pentecost
Orientation Session	Mandatory introduction session usually in the first week of the semester.	
Examination Period(s)	Winter term: End of February/ Beginning of March Summer term: End of July-September	
Application deadline(s) for admission	Starting from Academic Year 2011-12: June 1st for Winter terms - December 1st for Summer terms Please note: TU Berlin is not accepting Freemoving Students.	
Course registration	Variable (depending on the department). Students register upon arrival.	
Application forms	Our application forms are supposed to be filled in by computer and to be sent in a printed version to our office. You can find the forms here: http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/formulare/parameter/en/ After students are officially nominated they will receive an email, concerning the necessary information on the application procedure.	

Website of the International Office	<p>International Office: http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/parameter/en/</p> <p>FAQ: http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/faq_internationaler_austauschstudenten/parameter/en/</p>
Study Courses open to exchange students	<p>All areas of study are open to exchange students.</p> <p>However, there are restrictions on courses of the Faculty of Architecture and Landscape Planning.</p>
Course Catalogue and Course Language	<p>Most of the courses 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): http://www.tu-berlin.de/lst/</p> <p>English courses: TU Berlin Website: quick access 8254</p> <p>The final course list for the semester is usually online in late February/March (summer semesters) and August/September (winter semesters).</p>
Short explanation: how to read our study guides	<p>Bachelor programmes: BA/BSc Master's programmes: MA/MSc SWS – Semester Weekly Hours (1 SWS equals 1,5 ECTS) WS – Winter Semester SS – Summer Semester VL – lecture UE – exercise SE – seminar</p>
Explanation grading system	<p>1,0-1,2 – ECTS grade A (excellent) 1,3-1,5 – ECTS grade B (very good) 1,6-2,5 – ECTS grade C (good) 2,6-3,5 – ECTS grade D (satisfactory) 3,6-4,0 – ECTS grade E (sufficient) 4,1-5,0 – ECTS grade F (failed)</p>
ECTS available	<p>Yes, though sometime converted from SWS (Semester Weekly hours) or LP (effort points).</p>
Language requirements	<p>Proficiency in German at least on level A2 of CEFR</p>
Language certificate required	<p>Yes, either official language certificate or the filled in and stamped language form from our homepage.</p>
Preparatory language courses for incoming students	<p>Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen, Ernst-Reuter-Platz 7, 10587 Berlin) are usually taking place 5 weeks before the semester starts. The course fee is actually 140 Euro. ZEMS-Website: www.zems.tu-berlin.de</p>
Housing assistance	<p>The International Office provides housing assistance for rooms in dormitories. The application form should be issued and sent with the other forms mentioned above.</p>
Living Expenses estimated per	<p>Housing: Between 180-350 Euro Food and Drink: Around 200 Euro</p>

month	<p>Books: 30 Euro (depending on the area of study) Public transportation: approximately 200-230 Euro ("Semesterticket") for the entire semester</p> <p>Please note that these figures can merely represent a rough estimate. A lot depends on your personal lifestyle.</p>
Health insurance/other insurances	<p>Health Insurance Students with the 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.</p> <p>Third Party Liability Insurance 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.</p>
Additional fees to pay	If staying in a dormitory, students are required to pay a deposit of one 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.
Last update of this information	January 2011