

INFORMATION SHEET ERASMUS +

Name of Institution	Technische Universität Berlin	
ERASMUS Institution Code	D BERLIN 02	
Principal's Name	Professor Dr.-Ing. Jörg Steinbach	
Homepage	www.tu-berlin.de	
INSTITUTIONAL CONTACT DETAILS		
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FAQ	www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/faq_internationaler_austauschstudenten/	
Academic calendar	Winter Semester : October, 1 - March, 31 Lecture Period: From October, 14 to February, 15 Christmas Break: from December, 23 to January, 4	Summer Semester : April 1 - September 30 Lecture Period: from April, 14 to July, 19 Public Holidays: May 1, Ascension Day and Pentecost



Orientation Session	Winter term: “Early Bird” session: 1st Week September Mandatory introduction session: 1st Week October Summer term: “Early Bird” session: 1st Week March Mandatory introduction session: 1st Week April
Examination Period(s)	Winter term: End of February/ Beginning of March Summer term: End of July-September
Application deadline(s) for admission	<u>June 1st</u> for the Winter term - <u>December 1st</u> for the Summer term Please note: TU Berlin is not accepting free moving Students.
Course registration	Variable (depending on the department). Students register upon arrival.
Application forms	<u>Our</u> application forms are supposed to be filled in by computer and to be sent in a printed version to our office. After students are officially nominated they will receive an email, concerning the necessary information on the application procedure.
Website of the International Office	International Office: http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/parameter/en/ FAQ: TU Berlin Website: quick access 7857
Study Courses open to exchange students	However, there are restrictions on courses of the Faculty of Architecture and Landscape Planning.
Course Catalogue and Course Language	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. Online course catalogue (in German): http://www.tu-berlin.de/lsf/ English courses: TU Berlin Website: quick access 8254 The final course list for the semester is usually online in late February/March (summer semester) and August/September (winter semester).
Short explanation: how to read our study guides	Bachelor programmes: BA/BSc Master’s programmes: MA/MSc SWS - Semester Weekly Hours (1 SWS equals approx. 1,5 ECTS) WS - Winter Semester SS - Summer Semester VL - Lecture UE - Exercise SE - Seminar
Explanation grading system	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)



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 an official language certificate for German.
Preparatory language courses for incoming students	Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen, Hardenbergstr 16-18, 10623 Berlin) - from level B1 and higher - <u>admission through a test</u>. They are usually taking place 5 weeks before the semester starts. In Summer Semester 2014: 5 March until 29 March 2014. The course fee is about 200 Euro. ZEMS-Website: www.zems.tu-berlin.de
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 180-350 Euro Food and Drink: Around 200 Euro Books: 30 Euro (depending on the field of study) Public transportation: approximately 235 Euro ("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 www.betreuung-int-stud.tu-berlin.de