

## INFORMATION SHEET ERASMUS+ (KA131)

Name of Institution	Technische Universität Berlin
ERASMUS+ Institution Code	D BERLIN02
President of TU Berlin	Prof. Dr. Geraldine Rauch
Homepage	<a href="http://www.tu.berlin/en/">www.tu.berlin/en/</a>

### INSTITUTIONAL CONTACT DETAILS

(Mailing) Address	Technische Universität Berlin Office of International Affairs Student Mobility & International Students Straße des 17. Juni 135 D-10623 Berlin (Germany)
Telephone Switchboard	+49-30-314-24694
Fax	+49-30-314-24067
Email	<a href="mailto:studentmobility@international.tu-berlin.de">studentmobility@international.tu-berlin.de</a>
Homepage	<a href="https://www.tu.berlin/en/go2618/">https://www.tu.berlin/en/go2618/</a>
Head of Section	<b>Uta Kirchner</b> Student Mobility & International Students - Int SB 01 Email: <a href="mailto:uta.kirchner@tu-berlin.de">uta.kirchner@tu-berlin.de</a>
ERASMUS+ Institutional Coordinator (Bilateral Agreements)	<b>Amelie Krüger</b> Student Mobility - Int SB 02 Phone: +49-30-314-71429 Email: <a href="mailto:amelie.krueger@tu-berlin.de">amelie.krueger@tu-berlin.de</a>
Contact Person - <u>INCOMING</u> ERASMUS+ Students	<b>N.N.</b> Student Mobility - Int SB 22 Phone: +49-30-314-24696 Email: <a href="mailto:exchange.programmes@tu-berlin.de">exchange.programmes@tu-berlin.de</a> <u>Walk-in hours:</u> Tue, Thu 10.00 am - 12.00 am and 1 - 3 pm
Contact Persons - <u>OUTGOING</u> ERASMUS+ Students	<b>Janina Horoba</b> (Applications at TU Berlin) Student Mobility - Int SB 21 Phone: +49-30-314-24695 Email: <a href="mailto:janina.horoba@tu-berlin.de">janina.horoba@tu-berlin.de</a>  <b>Dilara Ünlüel</b> (Nominations at Partner Universities) Student Mobility - Int SB 23 Phone: +49-30-314-24497 Email: <a href="mailto:dilara.uenlueel@tu-berlin.de">dilara.uenlueel@tu-berlin.de</a>  <b>Nicole Schimko &amp; Kira Dellert</b> (Financial Administration) Student Mobility - Int SB 01 Phone: +49-30-314-24694 Email: <a href="mailto:nicole.schimko@tu-berlin.de">nicole.schimko@tu-berlin.de</a> & <a href="mailto:k.dellert@tu-berlin.de">k.dellert@tu-berlin.de</a>
FAQs	<a href="https://www.tu.berlin/en/go15055/">https://www.tu.berlin/en/go15055/</a>

## SEMESTER DETAILS

Academic Calendar 2023/24	<b><u>Winter Semester 2023/2024:</u></b> October 1, 2023 - March 31, 2024  <b><u>Lecture Period:</u></b> October 16, 2023 - February 17, 2024	<b><u>Public Holidays</u></b> October 3, 2023 Christmas Break: December 23, 2023 - January 6, 2024
	<b><u>Summer Semester 2024:</u></b> April 1, 2024 - September 30, 2024  <b><u>Lecture Period:</u></b> April 15, 2024 - July 20, 2024	<b><u>Public Holidays</u></b> Easter Break: March 28 - April 1, 2024 March 8, May 1, Ascension Day and Pentecost
Orientation Week	<b>Winter Semester 2023/24:</b>	October 9 - 15, 2023
	<b>Summer Semester 2024:</b>	April 8 - 14, 2024
Examination Period(s)	<b>Winter Semester:</b>	late February - late March
	<b>Summer Semester:</b>	late July - early August (in special cases September/October)
Nomination/Application Deadlines	<b>Winter Semester:</b>	Nomination period: March 1 - April 30, 2023 Application deadline: June 1, 2023
	<b>Summer Semester:</b>	Nomination period: September 1 - October 31, 2023 Application deadline: December 1, 2023
Nomination Procedure	Students have to be nominated by their home universities through our digital nomination/application platform Mobility-Online. Partner universities receive the nomination information via email once per semester.	
Application procedure	After the students' nomination they will receive detailed information concerning the <a href="#">application process</a> through Mobility-Online. Please note: TU Berlin is not accepting free moving Students!	
Course registration	If not otherwise mentioned in the course catalogue attendance of the first class of a course after the start of the lecture period suffices. Sometimes it is requested, though, that students sign up for a course via platform or email in advance. We highly recommend contacting the lecturers via email beforehand.	
Website International Office	<a href="https://www.tu.berlin/en/go10007/">https://www.tu.berlin/en/go10007/</a>	

## COURSE DETAILS

<b>Study Courses</b>	<p>Generally, all courses are open to exchange students. Course attendance in the departments of Architecture and Landscape Planning is limited, though.</p> <p>Additionally, access to courses of the double degree/master program "Innovation Management, Entrepreneurship and Sustainability" (IMES) is restricted.</p>
<b>Course Catalogue &amp; Course Language</b>	<p>Most of the courses (90%) are taught in German but we also offer a number of English taught courses (subject to change).</p> <p>The course offerings vary from semester to semester but usually courses that are offered during one summer or winter semester will be offered again the next summer or winter semester.</p> <p>The final course list is only available shortly before the semester starts, i.e. in late February/March (summer semester) and late August/September (winter semester).</p> <p><a href="#">-General Course Information</a> <a href="#">-Online Course Catalogue</a></p>
<b>Short explanation: How to read our study guides</b>	<p>Bachelor programs: BA / B.Sc Master programs: MA / M.Sc SWS = Weekly Contact Hours (1 SWS equals approx. 1,5 ECTS) WS = Winter Semester SS = Summer Semester VL = Lecture UE = Exercise SE = Seminar</p>
<b>German Grading System</b>	<p>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)</p>
<b>ECTS</b>	<p>For the successful attendance of courses students receive ECTS credits. In few cases these ECTS credits have to be converted from SWS (weekly contact hours) or Leistungspunkten (LP), though.</p>

## LANGUAGE DETAILS

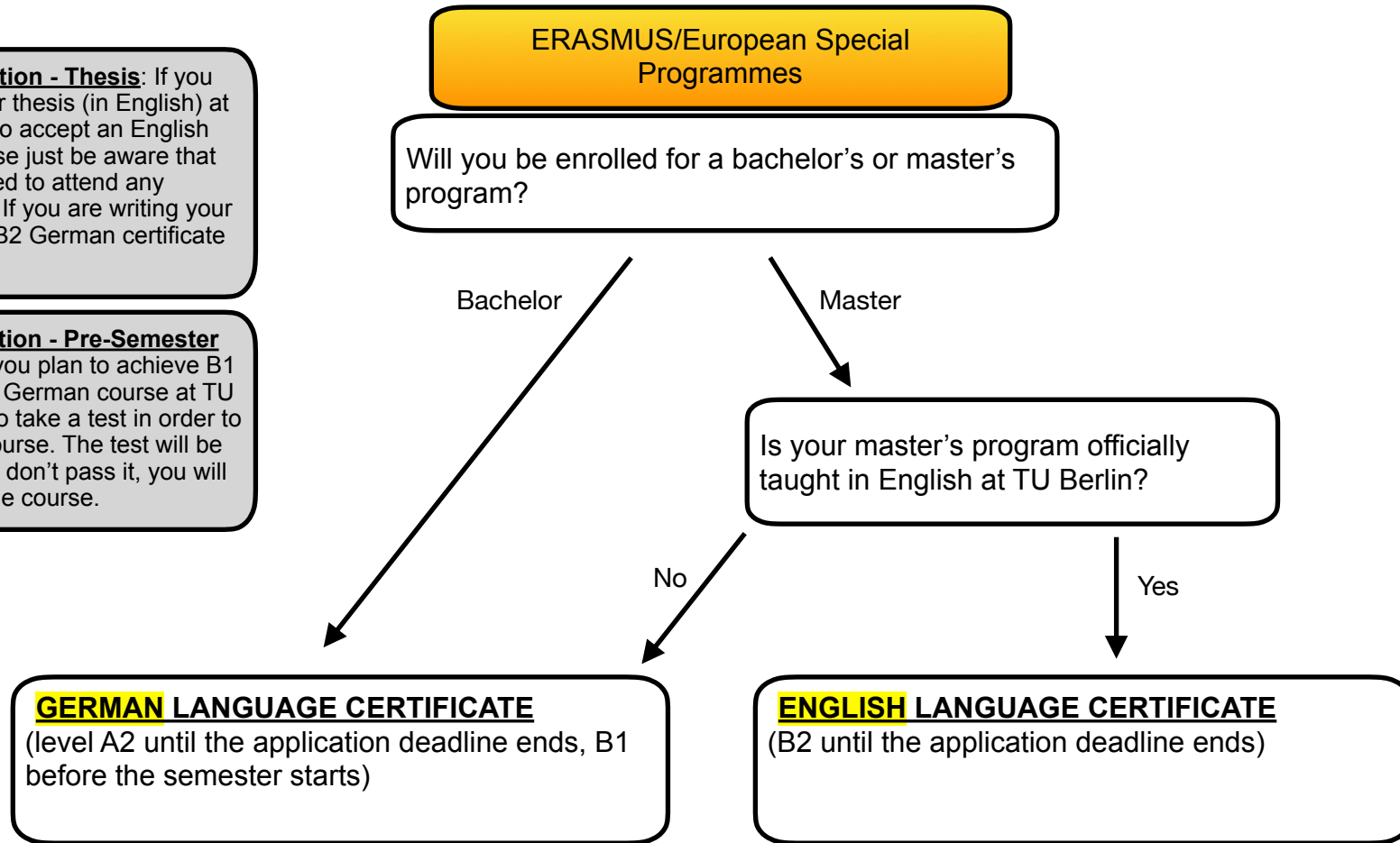
<b>Language Requirements</b>	<p>Students who apply for a German taught study course can apply with German proficiency on at least A2.2 level of the CEFR but additionally a certificate on B1 level or higher must be provided before the semester starts.</p> <p>Only special program students, students working on their thesis and students who will attend an English taught study field can instead provide an English language certificate on B2 level.</p>
<b>Language Certificates</b>	Certificates have to be issued by certified language institutes.
<b>Pre-semester German intensive Courses</b>	<p>Preceding each semester TU Berlin's <a href="#">ZEMS</a> (Zentraleinrichtung Moderne Sprachen) offers <a href="#">pre-semester German intensive courses</a>. ERASMUS+ students are only allowed to attend these courses from level B1 on and higher!</p> <p>The course fee is <b>€295</b> for <b>80</b> contact hours covering four weeks.</p> <p><b>Winter semester 2023/24:</b></p> <p>Course Participant Orientation - August 30, 2023 Placement tests/course - September 1 - 29, 2023</p> <p><b>Summer semester 2024:</b></p> <p>Course Participant orientation - February 26, 2023 Placement tests/course - February 27 - March 28, 2024</p>

<b>Housing</b>	<p>The International Office has a very small dormitory room contingent provided by the StudierendenWERK Berlin. Students can apply but also have to be prepared to look for housing on the free market. Detailed <a href="#">dorm room application information</a> will be provided after the students' acceptance.</p>
<b>Living Expenses</b>	<p>Housing: Between <b>€400-600</b> Food/Drink: approx. <b>€250</b> Books: €30 (depending on the field of study) Public transportation("Semesterticket") is included in the semester contribution of about <b>€260</b> payable once per semester. Please note that the figures mentioned in our <a href="#">FAQs</a> merely represent a rough estimate.</p>
<b>Health Insurance/other Insurances</b>	<p><a href="#">Health Insurance</a> Exchange students have to register with a German statutory health insurer or get private health insurance and apply for a waiver of the statutory health insurance requirement upon arrival in Berlin.</p> <p><a href="#">Third Party Liability Insurance</a> It is the students' responsibility to acquire an insurance (from home) for personal belongings, accidents and third-party liability while studying in Germany. TU Berlin cannot not cover any losses that may occur.</p>
<b>Student Jobs</b>	It is difficult to find a <a href="#">student job</a> in Berlin, so international students should not base their finances on a student job.
<b>Visa</b>	If necessary the sending and receiving institutions will provide assistance in securing <a href="#">student visas</a> for inbound and outbound mobility participants, according to the requirements of the ERASMUS+ Charter for Higher Education

## What kind of language certificate do I need?

**Additional information - Thesis:** If you just plan to write your thesis (in English) at TU Berlin, we will also accept an English certificate (B2). Please just be aware that you will not be allowed to attend any courses in this case. If you are writing your thesis in German, a B2 German certificate is required.

**Additional information - Pre-Semester German Course:** If you plan to achieve B1 by registering for the German course at TU Berlin, be prepared to take a test in order to be admitted to the course. The test will be at A2 level and if you don't pass it, you will not be admitted to the course.



### IMPORTANT:

If you submit an A2 German language certificate, we accept you under the condition that you **submit a B1 German language certificate again before the semester starts** (deadlines below). If you fail to provide proof, we will have to cancel your exchange.

### Deadlines

for submitting proof of your B1 German language certificate:

In general: August 31st for the winter semester, February 29th for the summer semester

If you attend the Pre-Semester German Intensive Course at TU Berlin: September 30th for the winter semester, March 31st for the summer semester

## What kind of language certificate do I need?

Dual Degree

Is your program officially taught in English at TU Berlin?

Yes

No

**ENGLISH LANGUAGE CERTIFICATE**  
(B2 until the application deadline ends)

**GERMAN LANGUAGE CERTIFICATE**  
(B2 until the application deadline ends)

Alliance4Tech

As an A4T student you already provide proof of your language skills at your home university and therefore, do not need to submit a language certificate at TU Berlin.

## Is my language certificate sufficient?

Please read the following information carefully and check if your language certificate fulfills our requirements.

Clear

The certificate must be issued in German or English. It needs to show the language level according to the CEFR.

Reliable

You need to have taken a test to achieve the relevant language level (course registrations are not sufficient). The certificate must be issued, signed and stamped by a reliable language school/institution. We do not accept language certificates issued by the International Office of your home university or OLS certificates for example (self-tests in general are not sufficient).

Recent

The certificate must be recent. If you submit an A2 language certificate it can't be older than 1 year; anything above (B1, B2, C1, C2) can't be older than 3 years at the time of the application deadline (summer semester: December 1st, winter semester: June 1st)