

## FACT SHEET – INCOMING EXCHANGE Academic Year 2019/2020

<b>Target Group of Document</b>	<ul style="list-style-type: none"> <li>• International Partner Universities</li> <li>• Exchange/Study Abroad Student Advisors</li> <li>• ERASMUS Coordinators</li> <li>• International Exchange/Study Abroad Students</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>• Information about HTW Berlin relevant for international exchange students</li> </ul>

### Contact Information

Institution	
Name of institution	Hochschule für Wirtschaft und Technik Berlin – University of Applied Sciences
Abbreviation of name	HTW Berlin
Mailing address	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Treskowallee (International Office, President's Office, University Administration, Faculty 3 - Business School)	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Wilhelminenhof (Faculty 1, 2, 4, and 5 – Engineering, Business, Media & IT, Design and Cultural Heritage)	Wilhelminenhofstr. 75A, 12459 Berlin, Germany
Website	<a href="http://www.htw-berlin.de">www.htw-berlin.de</a>
ERASMUS institutional code	D BERLIN14

International Office	
<b>Head of the International Office/</b> ERASMUS Institutional Coordinator Main contact person regarding Inter-Institutional Agreements	(Mr.) Dr. Jochen Hönow
Phone	+49 (0) 30 5019-2622
E-mail	<a href="mailto:jochen.hoenow@htw-berlin.de">jochen.hoenow@htw-berlin.de</a>

International Office	
International Exchange Student/ Study Abroad Advisor Main contact person regarding <b>Outgoing Student Exchange</b>	(Ms.) Kornelia Röhr
Phone	+49 (0) 30 5019-2534
E-mail	kornelia.roehr@htw-berlin.de
International Exchange Student/ Study Abroad Advisor Main contact person regarding <b>Incoming Student Exchange</b>	(Mr.) Chris Lindford
Phone	+49 (0) 30 5019-2591
E-mail	lindford@htw-berlin.de
International Office Fax	+49 (0) 30 5019-2210

### Academic Calendar

Autumn/Winter Semester 2019/20	
<b>Online Nomination/Application deadline</b>	<b>"Mobility Online" Nomination: 15 March - 15 April</b> <b>„Mobility Online" Application: 20 April - 10 May</b>
Arrival and pick-up service	01 September – 12 September 2019
Orientation ("Welcome Weeks") including German language course (compulsory) and course registration	13 September – 27 September 2019
Classes including exams	07 October 2019 – 08 February 2020 (Resit exams: 23 March 2020 – 04 April 2020)
Spring/Summer Semester 2020	
<b>Online Nomination/Application deadline</b>	<b>"Mobility Online" Nomination: 16 Sept. - 15 Oct. 2019</b> <b>"Mobility Online" Application: 21 Oct.- 11 Nov. 2019</b>
Arrival and pick-up service	1 March 2020 – 14 March 2020 (preliminary dates)
Orientation ("Welcome Weeks") including German language course (compulsory) and course registration	15 March 2020 – 29 March 2020 (preliminary dates)
Classes including exams	2 April 2020– 20 July 2020 (preliminary dates) (Resit exams: 23 September 2020 – 7 October 2020)
Transcripts of Records issued	Normally issued no later than 5 weeks after exam period has finished

## Requirements

General Admission	
General information on admission and application forms	<a href="http://www.htw-berlin.de/en/international/incoming-exchange-students/applications/">http://www.htw-berlin.de/en/international/incoming-exchange-students/applications/</a>
Admission to undergraduate (Bachelor level) classes	Student must have completed a minimum of one year of studies prior to semester at HTW Berlin
Admission to graduate (Master level) classes	Student must have completed the Bachelor's degree in the requested field of study.
Admission to Design classes	In addition to the standard application documents, a portfolio is required for Design studies.
Number of ECTS credits required per semester	Minimum of 20 ECTS credits/maximum of 30 ECTS credits
Language Skills and German Language Courses	
Languages of instruction	German and English (depending on study programme)
Level of German language required for admission to courses taught in German	B2 (upper intermediate)
Level of English language required for admission to courses taught in English	C1 (advanced)
Proof of language proficiency	The home institution is responsible for insuring the required language level. Students must provide a written proof of their language skills.
German as a foreign language intensive course during "Welcome Weeks"	Compulsory (for non-native German speakers)
Insurances	
All students...	... must have proof of <b>health insurance coverage</b> . ... must make sure that they have coverage during their trip to Germany and during the first weeks, in case insurance will be procured after arrival. ... are recommended to sign up for <b>personal liability insurance and travel insurance</b> .
EU students...	... can provide a copy of their European Health Insurance Card (EHIC).
Non-EU students...	... are required to procure insurance with a German state insurance company before arrival in Germany or during "Welcome Weeks".
Immigration/Residents' Registration	
All students...	... must bring a valid ID card and/or passport (non-EU students need passport to enter the country). ... must register at the Residents' Registration Office (students will receive assistance during "Welcome Weeks").
Non-EU students...	... must register at Municipal Immigration Office (will receive assistance from International office during "Welcome Weeks").

## General Information

Web Links for Incoming Exchange Students	
Website for incoming students – in English	<a href="http://www.htw-berlin.de/en/international/incoming-exchange-students/">http://www.htw-berlin.de/en/international/incoming-exchange-students/</a>
Website for incoming students – in German	<a href="http://www.htw-berlin.de/international/incomings/">http://www.htw-berlin.de/international/incomings/</a>
Courses Available for Incoming Exchange Students	
Courses offered in English	<a href="http://www.htw-berlin.de/en/international/the-horizon-programme/english-courses-for-exchange-students/">http://www.htw-berlin.de/en/international/the-horizon-programme/english-courses-for-exchange-students/</a>
Courses offered in German	<a href="http://www.htw-berlin.de/studium/studiengaenge/?no_cache=1">http://www.htw-berlin.de/studium/studiengaenge/?no_cache=1</a>
Arrival and Housing	
Airport/train station pick-up service	Available, free of charge, arranged by "Student Buddies" ("Buddy Programme")
Limited number of single rooms in student dorms	Available, allocated by the International Office
Support with housing...	...is provided by the International Office; however, students are unfortunately not guaranteed housing by HTW.
Buddy Programme	
All international exchange students...	... can apply for the Buddy Programme. Allocation is subject for availability
German as a foreign language courses during semester	Available on different language levels

Costs	
Tuition fees	None
Service costs e.g. semester contribution for student services, student union, and public transport	Approx. 260 € per semester (including "Semester Ticket" for Berlin public transport system)
Estimated cost of living per month	Approx. 900 €

Grading Scale				
Percent	Grade	Grade (Rounded)	Assessment	Description
95% - 100%	<b>1.0</b>	1.0	<b>Very Good</b>	An outstanding achievement
90% - 94 %	<b>1.3</b>			
85% - 89%	<b>1.7</b>	2.0	<b>Good</b>	An achievement which lies substantially above average requirements
80% - 84%	<b>2.0</b>			
75% - 79%	<b>2.3</b>			
70% - 74%	<b>2.7</b>	3.0	<b>Satisfactory</b>	An achievement which corresponds to average requirements
65% - 69%	<b>3.0</b>			
60% - 64%	<b>3.3</b>			
55% - 59%	<b>3.7</b>			
50% - 54%	<b>4.0</b>	4.0	<b>Sufficient / Pass</b>	An achievement which still meets the requirements
Under 50%	<b>5.0</b>			
		5.0	<b>Fail</b>	Below the requirements

Credits and Academic Degrees	
Credit point system used at HTW Berlin	ECTS – European Credit Transfer and Accumulation System
1 ECTS point corresponds to...	... 27 to 30 working hours in or outside of the classroom.
One academic year (consisting of two semesters) corresponds to ...	... 60 ECTS points.
Bachelor's degree programmes at HTW Berlin usually cover...	... 210 ECTS points.
Master's degree programmes at HTW Berlin cover...	... 90 additional ECTS points (leading to 300 points in total).

Exam Regulations	
Resit exams...	... only take place on-site in designated 2 <sup>nd</sup> exam periods (see section "Academic Calendar").