

Humboldt-Universität zu Berlin



School of Business and Economics
International Office

Arrival and Survival Guide

for Incoming Students



Introduction



The Berliner Dom, one of the most iconic cathedrals in Berlin

Dear student,

We are pleased that you are interested in learning more about Humboldt-Universität zu Berlin! Founded in 1810, Berlin's oldest university offers students world-class professors, an international atmosphere, and a prime location in the capital city of Germany.

Whether you have already been accepted to study at the HU School of Business and Economics as an exchange student or you want to learn more about spending a semester abroad with us, this booklet will let you know exactly what to expect.

This exchange student *Arrival and Survival Guide* offers many answers to some questions you may have about an exchange semester and about living in Berlin. Please take the time to read through it carefully as to fully prepare yourself for the exciting adventure ahead. We look forward to greeting you!

Your International Office
of the HU School of Business and Economics

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Germany



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Of course you already know about the quality of German cars and traditions such as *Oktoberfest* and *Lederhosen*. Throw in the Alps and the breathtaking nature of Southern Germany, rugged islands in the North and Baltic Seas, snow-covered Christmas markets, the many inventors and scientists that called Germany home, and the thriving cosmopolitan atmosphere of Berlin and you have a country unlike any other!

As the most populous member of the European Union and largest economic contributor, Germany is comprised of 16 states, all offering their own unique history, heritage, traditions and scenery. With the first records of settlement before 100 AD, the region has undergone many changes and has been a part of many empires. Germany manages to pay tribute to the past while looking ahead to the future as an economic powerhouse and advocator of scientific research and environmental consciousness.



Key Facts about Germany

Area: 357,022 km²

Population: 81.47 million

Currency: Euro €

Chancellor: Angela Merkel

Berlin: Hauptstadt der Welt

Separate and divided by the Berlin Wall between 1961 and 1989, Berlin has since united to become an international hub of culture, politics, media and science as well as the capital of Germany. Renowned for its diverse architecture, nightlife, art scene, and low-cost yet high quality of living, Berlin continues to draw visitors from around the globe. As the biggest city in Germany, Berlin has established itself as a center of youth and popular culture in Europe.

A sea of attractions including the Brandenburg Gate, Checkpoint Charlie, Museum Island, the Reichstag, TV tower and East Side Gallery enable those in Berlin to understand the city's importance in Germany's past while appreciating the diversity it offers today. Walk through the different neighborhoods that make up Berlin to experience the different facets of the city. From the trendy clothing boutiques and hip bars lining the streets in Prenzlauer Berg to the greenery and grand avenues of Tiergarten, Berlin has something for everyone!

Key Facts about Berlin

Population: 3.4 million

Average High, July: 24 °C

Avg. High, December: 3 °C

Online Guides

www.berlinonline.de

www.zitty.de

www.berlin030.de

www.tip-berlin.de

www.exberliner.com

www.berlin.de



Your WiWi International Office

The School of Business and Economics (*Wirtschaftswissenschaftliche Fakultät* or WiWi for short) was founded in 1906 and is doused in tradition, finding its scientific-based academic approach from some of the great names that have attended the University. The department also boasts the stunning Holy Ghost Chapel from 1300, rumored to be the oldest building in all of Berlin. While tradition is highly valued, the department strives to maintain a contemporary atmosphere. Tradition accompanied by modern comforts makes studying in our building a wonderful experience.

The department is located near Hackescher Markt, just a short walk from Humboldt's main building on Unter den Linden. It is also home to the WiWi's International Office. We are here to help the exchange students with all of their questions, organize events and bring the students together. Our Team cannot wait to welcome you!



The Incoming Students Advisor can be reached at:

Email

incomings-wiwi@hu-berlin.de
international@wiwi.hu-berlin.de

Website

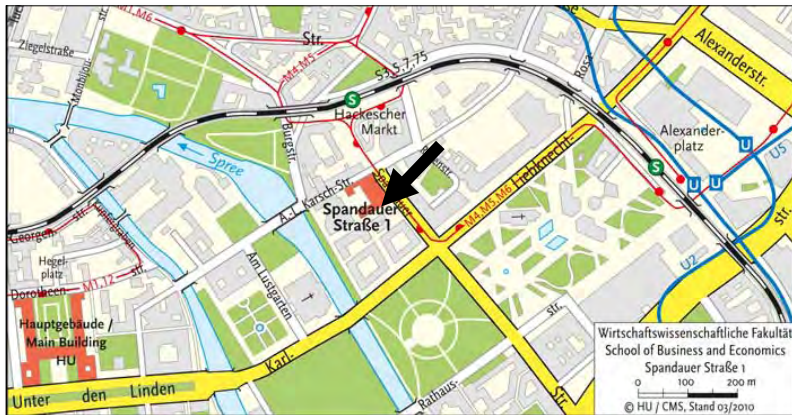
www.wiwi.hu-berlin.de/international/incomings

Office: Spandauer Str. 1,
Room 144-145

Tel: +49(0)30-2093-5996
Fax: +49(0)30-2093-5611

For all office hours, please
refer to the website

To reach our office, enter Spandauer Str. 1 via the main entrance. Take the staircase on the right up to the 1st floor. The office is directly across from the staircase: rooms 144/145!



Abteilung Internationales

Many of the important steps explained in this guide, such as the registration and enrollment processes, are done in conjunction with the *Abteilung Internationales*, the International Office for the entire University. They will be an important resource for you during the preparation and enrollment period for your time abroad. Along with processing your forms, they also offer many fun cultural events and special services (such as a visa service) through their international club *Orbis Humboldtianus*.

To see all services *Orbis* offers, visit www.international.hu-berlin.de/orbis.

The Team of the *Abteilung Internationales* can be reached at:

Ziegelstr. 13c,
10117 Berlin, Deutschland

Tel: +49(0)30-2093-20 47
Fax: +49(0)30-2093-2165

For all office hours, please refer to the website

Email

erasmus@uv.hu-berlin.de
wohnen@uv.hu-berlin.de

Website

www.international.hu-berlin.de

Before You Come: What to do!

Getting a Nomination

Your time as an exchange student at Humboldt-Universität zu Berlin (HU) School of Business and Economics will begin with a nomination from your home university. Please note that all students striving for an exchange semester at HU must apply through their home university. If an exchange agreement does not exist between your university and HU, you are not eligible for admission as a normal exchange student.

Students on exchange programs generally stay at Humboldt-Universität zu Berlin for one or two semesters without the option of obtaining a Humboldt degree. Once you have been nominated by your domestic supervisor we will get in touch with you to provide detailed information about the online application procedure. Please meet the deadline for the registration; otherwise you cannot be enrolled to study at HU!

It is also important to bring a certificate proving that you have health insurance, such as a European Health Insurance Card (EHIC). You will also need to bring your ID card or your passport with you! Please note that the cost of living in Berlin is approximately EUR 800-830 per month.

Language Requirements

Bachelor students must have a solid command of the German language to have a successful semester at HU. To prove this, you are required to take a 30 minute online language test during the application. The minimum score to be accepted at HU is 35 out of 100 points. Those scoring between 35 and 50 points must take an intensive German language course (e.g. at the HU Language Center before the semester starts). After this course, the online test must be taken again. Students who do not score at least 51 points will be unable to study at HU.

Master students need to be comfortable in either German or English at an academic level. To prove proficiency in German, you must take the online language test as described above. To provide evidence of English language skills, a TOEFL Test (87 points) or comparable certificate is required. See our website for a list of acceptable certificates.

Online Registration

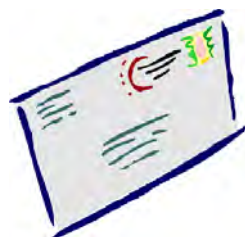
After being nominated by your home university for an exchange at Humboldt, all students are required to register online for an exchange semester or academic year. Here is what you should do:

Deadlines for Registration

- Winter Semester & Academic Year: **15 May**
(application period 1 April – 15 May)
- Summer Semester: **15 December**
(application period 1 November -15 December)

1. Sign up online at www.uni-exchange.eu.
2. You will receive an email with a link to the online registration system. Click on this link to log into the registration system.
3. Enter personal details.
4. Enter name of home university, courses of study and current semester or term.
5. Choose the courses of study you would like to enroll in at HU (*Volkswirtschaftslehre, Betriebswirtschaftslehre, Wirtschaftsinformatik*).
6. You'll be asked to enter your C-Test (*Deutsch-Einstufungstest*) result.
7. Once all required details have been entered, your application will be sent electronically to Humboldt-Universität zu Berlin. You cannot and do not need to print it out!
8. The application will then be checked and the applicant will receive the nomination after two to three weeks.
9. The nomination needs to be signed by the home university's International Coordinator and by the applicant. Do not forget to obtain the official university seal for this document! Mail the nomination to the following address:

Humboldt-Universität zu Berlin
Abteilung Internationales
ERASMUS-Incoming-Team
Ziegelstr. 13c
10117 Berlin
Germany



Only when the nomination - signed and sealed - is sent back to Humboldt-Universität zu Berlin can the exchange application be processed. After that, you will receive the Confirmation of Admission to study at Humboldt. Be aware that HU welcomes hundreds of students each semester, so it might take some time for this document to reach you!!



Enrollment

After the forms have been processed, nominees will receive an email including the Confirmation of Admission, further information about the enrollment process and a binding appointment with the enrollment office. All international exchange students receive their matriculation form from the main HU International Office (*Abteilung Internationales*). Please note: Enrollment after the deadline is NOT possible. It is absolutely necessary for you to be present at Humboldt on your assigned matriculation date!

The following documents are required for enrollment:

- Proof of registration at the local registration office (*Bürgeramt*): Registration should be completed as soon as possible once you have found an apartment/room or have moved into a dormitory in Berlin.
- Proof of health insurance coverage: In order to be enrolled, you need to show proof of your current health insurance coverage. Students coming from countries that have a social security agreement with Germany should bring their European Health Insurance Card (EHIC) with them. This is valid as your health insurance.
- Valid passport and if necessary, a visa: Students from the EU do not need a visa to study in Berlin. Other students may use the Visa Service offered by the International Club Orbis, see www.international.hu-berlin.de/orbis/visaservice.



- Proof of payment of the standard dues and fees: While there is no large matriculation fee, you will be responsible for paying ca. 250 Euros. This money mainly covers the cost of the semester-long transportation ticket in Berlin and Potsdam. You will receive the exact amounts via email. Your payment should be made either directly via bank transfer to the Humboldt account (this info will be given to you during the application process) or paid by cash or card at the Cashier's Office in the University.



- If you are a Master student: bring your Bachelors Diploma or equivalent certificates.

After registering, you will receive a temporary certificate of matriculation that is valid for four weeks as a temporary student identity card and transportation ticket. It can take up to three weeks before you receive your permanent student ID and semester ticket. You will need the information on your permanent student ID to set up an HU email account (see page 21).



Accommodation

Student Residence Halls

Humboldt offers *Studentenwohnbeime* (student residence halls) at very affordable prices. If you would like Humboldt to make a reservation for you in a student dorm, you must select the option for student housing while completing the online registration form. After registration, you have to pay a deposit via bank transfer within the given deadline. The account details into which you must deposit the money will be given to you then. Without this deposit, accommodation cannot be organized, but please understand that success of a reservation is not guaranteed. Please note: the Student Residence Halls are unfortunately not located in the city center! For more information about the rent in the different residence halls in Berlin, please visit: www.studentenwerk-berlin.de/wohnen.

Private Housing

There are many methods to find an apartment you will be comfortable in during your time at HU. German websites, the classified sections in Berlin daily newspapers and Berlin magazines are all great sources. You can also check out the Accommodation Database on our website to see recent postings of available apartments.

Newspapers

Berliner Zeitung (Saturdays)
Berliner Morgenpost (Sundays)
Tagesspiegel (Saturdays)

Magazines

www.zitty.de
www.tip-berlin.de
www.zweitehand.de



Websites

www.wg-gesucht.de
www.studenten-wg.de
www.wgcompany.de
www.wg-zimmer.de

Studying at HU: the Basics

Courses at the HU School of Business and Economics are designed to give students the knowledge, skills and methods which are necessary for critical and successful future involvement in the worlds of economics and business. Rigorous and quantitative methods of economic analysis and management science should be expected. Students who possess a strong background in mathematics and have taken statistics, calculus, algebra, economics, or any other advanced math courses are ideal candidates to study in our department.



Academic Calendar

The academic calendar at HU is divided into a winter and a summer semester. During the winter semester, you should plan on attending the Welcome Week which is generally the first or second week in October. During the Welcome Week you will learn important details about being a WiWi student at HU. Fun social activities mean you will get to know many other exchange students as well as the WiWi International Office.

Winter Semester

- **Length:** lectures run from the middle of October until the end of February, followed by a 2-3 week exam period.
- **Holidays:** 3 October and extended vacation from Christmas until New Years

Lectures normally begin in the middle of October and last until the end of February. The first round of exams directly follows the lecture period and the second round is just before the beginning of the following spring semester. For more about the exam periods, see page 16, “Exams and Grades”.

Summer Semester

- **Length:** lectures run from the middle of April until the middle of July, followed by a 2-3 week exam period.
- **Holidays:** 1 May, Friday before Easter and the Monday after Easter, Ascension Day, and Pentecost Monday

The Welcome Week for the summer semester is held during the first or second week in April. Lectures then normally begin in the middle of April and run through the middle of July. The first round of exams directly follows the lecture period while the second session is held before the beginning of the following winter term.

To see exact dates for your semester at the HU School of Business and Economics, check the following website:
www.wiwi.hu-berlin.de/international/incomings/deadlines.

Prolonging Your Stay

Exchange students enrolled for the winter semester at Humboldt-Universität zu Berlin may prolong their stay through the summer semester, depending on the capacities of HU. However, acceptance cannot be guaranteed. If you are considering extending your stay, please fill out the *Verlängerungsantrag für Studierende* (this form is available on our website or from our office) and return it to the International Office no later than December 15. Your home coordinator must also send us an email approving this extension. Within the Erasmus framework an extension of stay is not possible from the summer to the winter term.

Courses

Exchange students can choose courses on the bachelor level (courses predominantly in German) and from the various master programs (in English). Please ask your home university about the courses that they will accept.

You will have full access to all of the courses listed in the WiWi Department's course list (economics, business administration, statistics, information systems, econometrics and operations research). Remember, you are expected to have a strong background in mathematics to be successful in this department!

It is possible for you to attend courses in other departments and other universities in Berlin (*Freie Universität* or *Technische Universität*) as well, but we cannot guarantee access. Written permission from the professor is necessary. Such courses will NOT appear on the Transcript of Records from the HU School of Business and Economics. Instead, they will be recognized on separate certificates (see page 18 for more about the Transcripts of Records).

Enrollment in Courses

You do not need to enroll for the lecture style courses in advance so there is no need to finalize your choices before arriving in Berlin. You should also wait until you are in Berlin to fill out your Learning Agreement. However, seminar courses should be registered for directly at the institute that offers them. The application process can vary between seminars, so it's best to contact the corresponding institute via email in advance.



Course Lists (*Vorlesungsverzeichnis*)

Before your arrival at HU, it may be helpful to make a schedule of the lectures and seminars you wish to attend. Information on the available lectures and seminars and the number of ECTS to be awarded in each semester is available in the *Vorlesungsverzeichnis* or course catalogue: www.wiwi.hu-berlin.de/administration/bereich/sb/lehrangebot.

A second version, the *Kommentiertes Vorlesungsverzeichnis*, contains more detailed information. The course list is published several weeks before lectures begin each semester (at the end of January and again at the end of July). Until then, students who are planning to attend HU should base their course selection on the previous year's course list.



You can find out more about the topics and contents of the courses on the corresponding professor's web page. You can easily connect to the page you need by using the link "*Professuren/Chairs*" from the site above.

Receiving Credits

Grades are typically based solely on the final exam. Therefore, you will only get credits if you pass the exams following the respective courses. Just attending the lecture is not sufficient to receive credit! The SP (study point) system is equivalent to ECTS (European Credit Point Transfer System). ECTS are given for the *Leistungsnachweise* (graded paper or examinations). The following shows how many ECTS points you can expect to obtain with a passing work:

- Lecture course, meets once a week for two hours: 3 ECTS
- Lecture combined with Tutorial, four hours a week: 6 ECTS
- Seminars: 3-6 ECTS

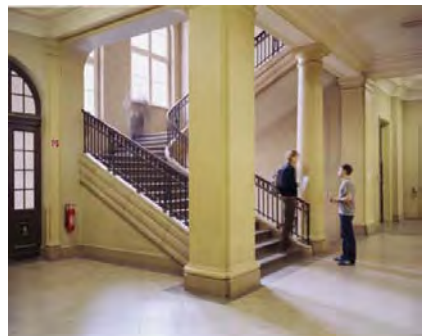
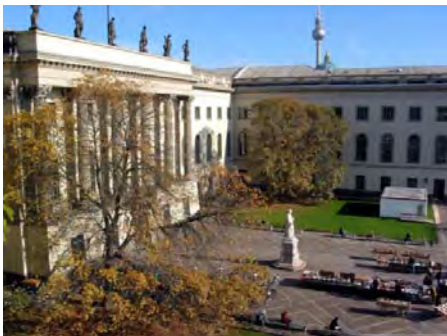
One course unit lasts one semester (14-15 weeks) and normally meets once or twice a week.

Hours per Week (*Semesterwochenstunde*)

A *Semesterwochenstunde* (SWS) is one 45-minute teaching period per week over one semester or, more specifically, during the time when lectures, classes etc. take place in a semester (*Vorlesungszeit*). Usually, a course has two teaching units per week (2 SWS).

An Academic Quarter (*Akademisches Viertel*)

In accordance with German academic customs, the beginning of a lecture, class etc. is announced or understood as “cum tempore” or c.t. It means the session actually begins a quarter of an hour, *akademisches Viertel*, later and ends a quarter of an hour earlier, which gives students sufficient time to move from one room or location to the next.



Class Instruction Formats

Lecture (*Vorlesung*)

During a *Vorlesung* (VL), the classic teaching format at a university, a professor or other faculty member presents subject matter to students who take notes and then elaborate in private study on the topic addressed in the lecture. Students can get credits by passing a written examination, *Klausur*, which will usually be set at the end of the semester. Depending on the course or subject, duration of the exam varies between sixty minutes and several hours. Lectures that are combined with a tutorial are more work and therefore are worth more ECTS. You do not need to register for lectures - just show up the first week!

Tutorial (*Übung*)

Often an *Übung* (UE) related to a lecture is offered, which gives students an opportunity for in-depth study of the subject matter presented in the lectures. The aim is to give students a chance to apply and deepen acquired knowledge in practical exercises and try out methodological features of academic work. Tutorials are solely offered in combination with lectures. Lectures with a large number of participants will list several times each week which you can choose from. Select the tutorial that best fits with your schedule because they all cover the same material.

Seminar (*Seminar*)

In seminars (SE), students and university staff work together on a chosen topic. It is quite normal for students to give presentations, *Referat*, in seminars, which are subsequently discussed. The length and scope of the presentation will be specified by the teaching staff member. Frequently, topics to be covered in seminar presentations are allocated to students in the first few weeks of the semester. Students usually have to hand in semester papers (*Seminararbeiten*), which explore a topic agreed upon by both student and staff. Generally, *Seminararbeiten* at Bachelor level would comprise of between 10 and 15 pages, and at the Master's level they can consist of up to 30 pages. Please remember that you will have to register for a seminar before the semester starts (see “Courses” on page 12).

Exams and Grades

Though it is not necessary to register for classes (with the exception of seminars), you must register for the exams you need to take using the AGNES system. Exams at HU generally last 60-90 minutes. There are two examination periods. You may choose to take any given exam in either the first or second period. The first round of exams takes place over a three week time frame following the last lecture and the second round takes place just before the next semester starts. The exact dates of the exam period will be published around November /May followed by a set period of enrollment. Please note the deadlines: if you are not registered for an exam, you cannot participate and you will not receive any credits!

Professors are allotted up to six weeks to submit their exam results. Therefore, it may take up to two months to receive your transcript. Your grades can be found in the AGNES system (under *Leistungsspiegel*) and will also be on your official transcript.

For more information on the AGNES system and registering for exams, see www.agnes.hu-berlin.de.



Exam Periods

Winter Term:

Round 1: mid February –first week of March

Round 2: beginning of April

Summer Term:

Round 1: mid July –first week of August

Round 2: beginning of September

To register for exams, you will also need to set up your HU email account. For instructions on how to do this, see “Technology on and off Campus” (page 21). Once your Humboldt email account is set up, use it to sign in to the AGNES exam enrollment system at www.agnes.hu-berlin.de.

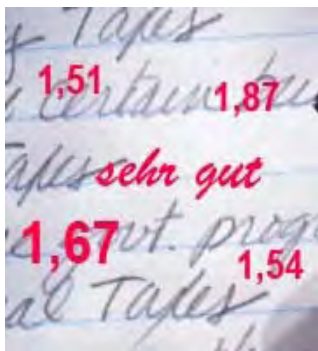
1. Choose “*Prüfungsan- und -abmeldung*” (Apply for exams)
2. Enter a TAN (this works like online banking)
3. Enter which exams you want to take
4. Finally, enter when you want to take them (first or second round)

During the registration period, you can register and unregister for as many exams as you like until the last day of the registration period.

After the first exam period, it is only possible to apply for the second round if you failed in the first round or if you were sick (with a doctor’s note). There is no automatic system that will register you again for the 2nd round; you have to register by yourself!

Grading System

Academic performance is assessed by grades on a scale from 1.0 to 5.0. Additionally, each course carries a certain weight, which is expressed in credit points. The more credit points a course carries the more weight it provides towards the overall grade. You will get grades according to the German grading system. These grades can be translated to the ECTS system (A to F), as follows:



German Grade ECTS Grade

1.0 and 1.3	A
1.7 and 2.0	B
2.3 and 2.7	C
3.0 and 3.3	D
3.7 and 4.0	E
>5.0	F (failed)

Transcripts of Records (*Leistungsnachweis*)

After your stay in Berlin, you will receive an official Transcript of Records, a certificate which is issued at the end of a semester. It contains the lectures and seminars you attended as well as the corresponding grades and ECTS credit points earned during the semester. The transcript will also be important when you work with your home university on receiving credit for your courses at HU.

Once grades have been published (April/September), the registrar's office will send the transcript to you (not to your home university). Please be aware that this can take up to two months!

If you take courses in other departments, other universities or at the HU Language Center (*Sprachenzentrum*), they will not appear on the Transcript of Records from the WiWi department. It is your responsibility to contact the professor to find out how to obtain a certificate of participation or a transcript.



Deutsch Lernen!



Although the School of Business and Economics offers many courses in English, we recommend that our exchange students learn German. This is your chance to learn a language! The language courses at HU are reasonably priced (compared to external language schools). Use the opportunity to practice with native speakers in your everyday life!

German Language Courses

The Language Center (*Sprachenzentrum*) offers some *Deutsch als Fremdsprache* (German for non-native speakers) courses during the semester. Classes are available for beginning, intermediate, and advanced speakers. You can find more information on the Language Center's webpage: www.sprachenzentrum.hu-berlin.de.

Intensive German Language Course

The Intensive German Language Course lasts four weeks and is held every semester before the start of lectures at HU. Please note that the German language is not substituted within the EILC framework. Please find all relevant information on the website on the Intensive German Language Course: www.sprachenzentrum.hu-berlin.de/studium_und_lehre/kursangebot/intensivkurse_deutsch.htm

die
der das

Free Online Course

A free online German course is available through *Deutsche Welle* with a special course for *Wirtschaftsdeutsch* (Business German). *Deutsche Welle* is Germany's international broadcaster that produces television, radio and online content in 30 languages. Check it out under www.dw-world.de.

Tandem Partner

Another way to practice your German is to find a tandem partner. This is a native German speaker who would like to practice a foreign language. In return for speaking German with you, you would also spend some time speaking in your native language with them. In return for sharing your language, knowledge and culture, you get to learn about the culture and language of your language partner. Several offices in our university offer this service. For example:



- Sprachenzentrum “Tandemvermittlung”
- International Club “Orbis Humboldtianus”
- Mentor Program “Studis4Studis”

WiWi Buddy Program

Just arrived, don't know anyone in Berlin yet? No worries: the WiWi Buddy Program is there for you! Aside from other integration events organized by your International Office, the WiWi Buddy Program is meant to match you with a local student who will show you all the hidden corners of life in Berlin and provide you with all of the tips a newcomer in a new city needs. If you would like a buddy, be sure to indicate this to the Incoming Student Advisor at HU!



Technology on and off Campus

Humboldt Email Account

So that you can use all of the electronic services offered at Humboldt, you will receive an HU computer account. You will need this for your Humboldt email address, for using university computers, using the Wi-Fi network on campus, for taking advantage of the Moodle e-learning management system (see below), and for registering online for exams. The account consists of a user name and a password.

After your enrollment, you will receive your student ID, the so-called “green letter” in the mail. It is of the utmost importance that you provide your correct address in Berlin during the matriculation process and to make sure that your name is on your postbox. This green letter contains a PIN (personal identification number), which you will need to register for your HU account.

To create a student account, follow the instructions at www.wiwi.hu-berlin.de/international/incomings/facilities. Please note that you are required to change your password within 6 weeks. After you do this, your account is valid for one year.

Moodle

HU uses an interactive learning platform called Moodle where you can find all relevant study materials from the courses and information from lectures. You can use your HU student account to access the Moodle system or create a separate account.

To access the lecture material your professor posts, obtain the password during the first lecture to sign in on Moodle. Please note that your registration for a course in Moodle is just to give you access to the learning material. You still have to register for the exams separately. For more information, see www.moodle.hu-berlin.de.

Computer

The computer is an integral part of studying at Humboldt, and you can use the numerous PC rooms in the various departments of the university once you have an HU student account. The central PC pool is located in the university library (see below). The PC pool in the School of Business and Economics is located in the basement, in rooms 24-26 (Spandauer Str. 1). With your personal laptop you will also be able to access HU Wi-Fi once you set up your student account.

At those computers in the PC Pool students may:

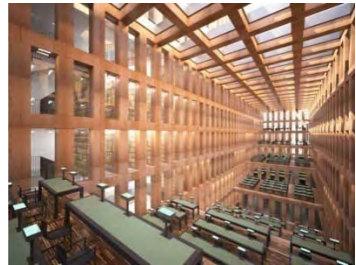
- surf the Web
- use any software installed, such as MS Office, Matlab, SPSS
- use the large databases that HU has access to
- use all of the devices such as CD/DVD burners and scanners
- store up to 10 MB of private files in the personal file manager

Library (Universitätsbibliothek) - Grimm Zentrum

Home to over 2.5 million books, the main HU Library, the Jacob and Wilhelm Grimm Center, is considered one of the biggest university libraries in Germany. A modern building, completed in 2009, the library is named after the famous German brothers.

Geschwister-Scholl-Straße 1
10099 Berlin
Phone: +49 (0)30 20 93-99 399

Online catalog: <http://opac.hu-berlin.de>
Webpage: www.ub.hu-berlin.de



© Max Dudler

Opening Hours (subject to change):

General Opening Hours:	Mon-Fri 8-24	&	Sat-Sun	10-18
Registration and Loan Desk:	Mon-Fri 9-22	&	Sat	10-18
Research Reading Room:	Mon-Fri 10-20	&	Sat	12-18

Student Dining Halls and Cafeterias

All dining halls, *Mensas*, and cafeterias are run by the *Studentenwerk* (student services). You can purchase food there using a Mensa Card. You get this card from the cafeteria cashier as long as you show your student ID and pay a small deposit. Cards can be recharged at machines located in the dining halls. The machines accept bank notes of up to EUR 50 and can be used to check the current credit balance.

Mensa Süd – “Zelt-Mensa” in the yard of the university main building
Unter den Linden 6
10099 Berlin
Opening hours
Mo – Do: 8.00 - 18.30
Fr: 8.00 - 15.00



Cafeteria HU Jacob und Wilhelm Grimm-Zentrum in the library
Geschwister-Scholl-Straße 1
10117 Berlin
Opening hours
Mo – Do: 9.00 – 20.00
Fr: 11.00 – 17.00



Cafeteria in the School of Business and Economics
Spandauer Straße 1
10178 Berlin
Opening hours
Mo – Fr: 8.30 – 15.00



Check the daily menu here:
www.studentenwerk-berlin.de/mensen/speiseplan/index.html.

Get Excited, Get involved and Get Out There!

Now is the time to take advantage of being a student in your new surroundings! Being a student at HU comes with great benefits- an unlimited transportation pass to go anywhere and everywhere in Berlin and Potsdam and special student discounts can help you make the most of your time in this great city. Read on to find out more!

Public Transportation (*Fahrplanauskunft*)

Please note, your green student ID is also your public transportation ticket for the semester. Always carry it and a photo ID with you. Do not laminate it and it only becomes valid once you've signed it!

www.bvg.de/index.php/en/index.html



Student Discounts

Now that you know how the transportation system works, you need somewhere to go! Here are a few tips on how to make your Euros go further. Always be on the lookout for an *Ermäßigung* (reduced) price!



The *Deutsche Oper Berlin* allows students to purchase any unsold opera or concert tickets for a flat rate of EUR 13.50. Just go to the box office up to one hour before the show you wish to see is scheduled to begin and maybe you will have some luck! You may also get a student discount of 25% off the regular price if you prefer to buy the ticket up to a week before the show.

Most movie theaters will also offer cheaper rates when you show a valid student ID. While movies tend to be dubbed into German, you can also find movie theaters that show films in their original language. The CineStar in the Sony Center at Potsdamer Platz is one example.

Exberliner is a magazine for English-speakers in Berlin. You can get it for free in cinemas or buy it at many news stands. The free online version also offers some good tips: www.exberliner.com. It is the perfect source for news and events in the city.

The “Boat Party” takes place every Wednesday night at 19:00 on the Eastern Comfort docked on the Spree near the Eastside Gallery. This weekly language/international party is known for its friendly atmosphere where it's easy to meet and talk with people in a variety of languages-- language partners can also be informally arranged here. The entrance fee is 2 Euros after 20:30 but Erasmus students with a valid ID get in free. For more information, see www.floatinglounge-berlin.com



Sports and Fitness Courses



Aerobics, Dance, Badminton, Ballet, Basketball, Beach Volleyball, Ice Skating, Ultimate Frisbee, Indoor Hockey, Handball, Judo, Karate, Pilates, Rowing, Rugby, Chess, Taekwondo, Diving, Tennis, Windsurfing, Yoga... and many more sports are available at HU!

The courses fill up fast so make sure to register as soon as it's possible. For more details on how/when to register for these courses, see: www.zeh.hu-berlin.de.

International Club *Orbis Humboldtianus*

Being an exchange student at HU also means you have the opportunity to take advantage of the many events and services offered by *Orbis Humboldtianus*, or “Orbis” as it is more commonly called. This international club, organized through the *Abteilung Internationales*, holds many events at HU where international students can meet and mingle with German students. The previously mentioned visa service and tandem partner match-up are two examples of the services available to students. To register for various services and see a calendar of cultural programs, go to: www.international.hu-berlin.de/orbis

Approximate Living Costs in Berlin

In comparison to other German and European cities, the cost of living in Berlin is relatively cheap. How much money you need largely depends on your personal lifestyle. These numbers are a rough estimate (Last updated: June 2011). Unlike most universities in the rest of the world, there are no tuition fees charged by HU. Participants must, however, pay for a semester fee of roughly EUR 250 which includes an unlimited metro pass for all the public transportation offered in Berlin. Besides this fee, students are also expected to be able to support themselves in terms of accommodation, food and other living expenses.

Item	Monthly Expenses in Euro
Rent for student dormitories (<i>Studentenwohnheim</i>): Please register for the student dormitories during the online application process. Note that the dormitories are not located in the city center. You will also have to pay a deposit for the apartment.	160 - 300
Rent for private housing (e.g. shared flat): This is a rough estimate and will vary depending on the type of housing you choose.	250 - 450
Extra Cost Examples	Costs in Euro
Cinema ticket	7.50
Meal at the university cafeteria	2.70
Meal at a restaurant	6.00 – 12.00
Beer at a bar	2.50 – 4.00

Working as a Student in Berlin

Paid employment for students is subject to strict regulations on the grounds that it must not impair studies. Whether and how long international students are permitted to be employed in Germany depends on the type of residency permit you hold (see entry in your passport). Generally, international students are not allowed to be self-employed. This restriction does not, however, apply to students from 'old' EU member states. Students from the 'old' EU countries, or from Liechtenstein, Norway, and Iceland, are on equal footing with German students and are allowed to hold student part-time or temporary jobs with no further restrictions. So that studying remains a priority, students may work for a maximum of 80 hours per month. Students from the 'new' EU member states, which joined the community in May 2004, and all other international students are required to observe certain restrictions. They may work for a maximum of 90 'full' days (8 hours per day), or 180 'half' days (4 hours per day) in one year. Part-time employment of this kind does not require an additional work permit.

If you have an internship and earn money, this is considered a student-type job and will be part of the 90 full or 180 half day total. Student assistants (*studentische Hilfskräfte*) at universities are considered to be of a special status. Since what they do in their jobs is closely linked to academic work, the time restrictions mentioned above do not apply. Contracts allowing for paid work up to 80 hours per month can be created.



Finding Your Way



In order to offer such a variety of classes in a city as vast as Berlin, we have to spread ourselves out a bit. There are many different buildings and facilities that belong to the realm of HU in Berlin. When you register for a class, your student schedule should provide the codes corresponding to the location, building, and room number for each of your courses. For example, our main locations are:

SPA 1: Spandauer Straße 1

UDL 6: Unter den Linden 6

DOR 26: Dorotheenstraße 26



In Case of Emergency!

While you'll probably never need them, it is still smart to be aware of the important emergency numbers you can call in Germany.



Police (*Polizei*).....110

Fire Service (*Feuerwehr*).....112

Ambulance (*Rettungswagen*)....112

Medical Doctors

In case of illness, you will need to know how to find a doctor in Berlin. The website www.gesundheit-berlin.de can help you find doctors (search under *Ärzte*). You can also use the website to search for dentists, *Zahnärzte*. There are general practitioners, *Hausärzte*, and specialists. Usually, you will need to see a general practitioner who can refer you to a specialist if necessary. Your country's consulate or embassy may also be able to refer you to doctors in Berlin who speak your native language.

Additionally, Berlin has many hospitals at your service; here are two:

Charité Campus Mitte Charitéplatz 1 10117 Berlin Tel: 030- 45050	Vivantes Klinikum im Friedrichshain Landsberger Allee 49 10249 Berlin Tel: 030-130230
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Pharmacy/ *Apotheke*

To get a prescription filled, you will need to go to one of the many *Apotheken* all over Berlin. In case the pharmacy is closed, it will display the address of the nearest 24 hour pharmacy in it's window. If the 24 hour pharmacy appears closed, just ring the bell and wait for the pharmacist to assist you. You can also call the pharmacy/medication hotline anytime at 01189.

Important Abbreviations

Here are some acronyms to help keep everything in order:

WiWi	Wirtschaftswissenschaftliche Fakultät	School of Business and Economics
BWL	Betriebswirtschaftslehre	Business Studies
VWL	Volkswirtschaftslehre	Economics
VL	Vorlesung	Lecture
UE	Übung	Tutorial
SE	Seminar	Seminar
IV	Integrierte Veranstaltung	Mixture of Lecture and Tutorial
BV	Blockveranstaltung	Block Course
FS	Forschungsseminar	Research Seminar
SP	Study Points	Number of Credit Points per Lecture, equivalent to ECTS
N.N.	nomen nescio	Lecturer Not Yet Decided
	Kommentar	Course Description
	Hörerkreis	Participants
wöch	Wöchentlich	Weekly
	14 tgl. (or tägl.)	Every Two Weeks
	Literatur	Literature
	Prüfungsleistung / Klausur	Examination



We look forward to welcoming you to the Humboldt-Universität zu Berlin School of Business and Economics

See you soon!



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