

*Humboldt-Universität zu Berlin  
School of Business and Economics  
International Office*



## *International Student Handbook*



*Everything you need to know about studying  
at the School of Business and Economics*



6<sup>th</sup> Edition, February 2019

*Published by*

*Humboldt-Universität zu Berlin  
School of Business and Economics  
International Office  
Spandauer Str. 1  
10178 Berlin*

*Editors*

*International Office, School of Business and Economics*

*Website*

[www.wiwi.hu-berlin.de/international](http://www.wiwi.hu-berlin.de/international)

*Photos*

*Berlin Partner/FTB-Werbefotografie, FritschFoto,  
Heyde, Kraft, Nagel, Scholvien, Zappe*

*Print*

*HU, Technische Abteilung, Druckerei*

*Number of copies*

150

*Supported by:*

**DAAD**

Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

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# A Warm Welcome

We are happy to see that you're considering studying at the Humboldt-Universität zu Berlin (HU). Whether you are a degree seeking student, an exchange student or you take part at our Refugees Welcome Program, this guide will give you an overview on what you need to prepare and how the student life in Berlin will be. Starting with the sometimes tedious application process, you will get to know all the rules and regulations that you absolutely must be aware of to be a successful student at the Humboldt-Universität. In the meantime, we will also make sure to let you know a lot about what to do outside of your classes in order to make your stay in this vibrant city as enjoyable as possible. But there is one very important thing you should probably know before coming to Berlin and attending our department: HU has a very quantitative focus. To put it in simple terms: Math is really important in any of our

subjects! However, do not let this scare you away from an amazing opportunity in Berlin. If you have a firm background in quantitative methods, you will have no problems following the classes here. After reading through this guide carefully, you will probably still be left with hundreds of questions, but do not worry, you are not alone. The International Office Team at the School of Business and Economics is there to help you with all the struggles you might face on your way to becoming a full Humboldtian. We are three teams: for exchange students (Team Erasmus), for degree seeking students (Team MEMS) and for guest students (Team Refugees Welcome). You can find our contact details at the back of this brochure.



## Facts and Figures: Germany

- Population: 82.67 million within an area of 357,168 sq.km
- Germany is Europe's largest economy
- There are over 300 kinds of bread in Germany. There are even museums.
- It is the home of many world-known philosophers and classical composers.
- German is the third most commonly taught language worldwide.
- Unfortunately for you, there are 35 dialects of the German language

# Germany

Of course you already know about the quality of German engineering and heard about traditions such as the “Oktoberfest”. 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 call Germany home, and the thriving cosmopolitan atmosphere of Berlin. You have a country unlike any other! As the most populous member of the European Union and largest economic contributor, Germany is a strong advocator of scientific research and environmental consciousness.

## Facts and Figures: Berlin

- Population: 3.67 million
- Area: 891.85 sq.km
- Berlin is home to the largest train station in Europe
- Berlin has more than 170 museums.
- Berlin is the only city in the world with three active opera houses
- Berlin has around 1,700 bridges, easily beating even Venice

## Berlin

Separated and divided by the Wall between 1961 and 1989, the capital of Germany has become an international hub of culture, politics, media and science. Renowned for its diverse architecture, nightlife, art scene, and high quality of living, Berlin continues to draw visitors from around the globe. As the biggest city in Germany, and the second biggest in the EU, Berlin has established itself as a center of youth and popular culture in Europe. A sea of attractions including Brandenburg Gate, Checkpoint Charlie, Museum Island, the Reichstag, the TV tower, the East Side Gallery or Wannsee. These among others, 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 Neukölln to the greenery and grand avenues of Tiergarten, Berlin has something to offer for everyone!



Since all information in this guide are subject to change, please also check our website in order to have the up-to-date information:  
[www.wiwi.hu-berlin.de/international](http://www.wiwi.hu-berlin.de/international)

## The German Higher Education System

There are currently more than 350 universities in Germany, that traditionally offer a wide range of academic subjects and focus on basic research. Many of them have a strong theoretical orientation in advanced stages of study. The second major group of higher educational institutions, the Universities of Applied Sciences, concentrate more on technical disciplines and business-orientated studies, as well as environmental studies and design areas. Their focus is more application-oriented than at universities.

Usually, the universities offer two different types of qualification: A Bachelor's degree takes about three years (6 semesters) of study and the more advanced Master's degree takes another two years (4 semesters). Most of the German universities are run and funded by the government. Internationally recognized for its quality, the higher education system is accessible for any person interested in studying in the country, due to the absence of tuition fees applied. Yes, you read right!

Neither German students, EU citizens, nor anyone else has to pay for their education!

Being a university student in Germany requires you to be highly independent. On the one hand, this means that you are relatively free in setting up your schedule, study plan, pace etc. On the other hand, it also means that you will have to study on your own. Just because nobody checks in on you on a daily basis, it does not mean you don't need to do it. The courses are very demanding and it is important that you work during the whole semester to be successful. Therefore, as a (prospective) student at a German university you are expected to be fully independent. This starts with setting up your personal timetable and doesn't even end with your studying efforts for exams.



# The Humboldt-Universität zu Berlin

The Humboldt-Universität zu Berlin is an internationally renowned university. With most of its departments located in the city center, HU is the oldest university in Berlin and was originally founded as the University of Berlin in October 1810. From 1828 to 1945, however, the 'alma mater berlinensis' bore the name Friedrich-Wilhelms-Universität. In 1949, the university took on the name of the brothers Wilhelm and Alexander von Humboldt.

Since its foundation, 29 Nobel Laureates have been associated with the university. At one moment in time in the previous century, the HU was even the university that was associated with most Nobel laureates. This is still one of the forces behind the HU's excellent reputation. This report was recently reaffirmed when the HU was ranked in the top 3 of German universities in the Times Higher Education "World Education Ranking 2015". The HU's excellent reputation is also illustrated by its inclusion in the German Universities Excellence Initiative, which means that it is one of the eleven elite-universities in Germany. The HU was also among the first in Germany to introduce the now commonplace Bachelor and Master degree programs.

Together with the Charité Medical School, the HU is currently home to more than 38,000 students, over 16 percent of which come from abroad. Nearly every semester, new courses of study are added by introducing new degree qualifications and structures. The Humboldt-Universität now comprises nine faculties, three Central Institutes (the Centre for British Studies,

the Hermann von Helmholtz-Centre for Cultural Techniques and the Professional School of Education). The Humboldt-Universität's international appeal and its commitment to excellence also become obvious due to the growing number of exchange students. Currently, about 1,500 international exchange students from 300 universities in 34 countries come to attend courses at Humboldt each year, 850 of whom are Erasmus students alone!



## Facts and Figures: Humboldt-Universität

- 9 faculties with over 190 degree courses
- 32,553 students (without Charité), including 5223 international students
- 2 clusters of excellence, 3 graduate schools and 5 collaborative research centres
- 8 research training groups (steering position)
- 57 special professorships
- 7 endowed chairs and professorships
- 2012 lectureships and research assistantships
- 424 professorships
- 170 university partnerships with with countless exchange opportunities for students

# The School of Business and Economics



The origins of the School of Business and Economics date back to 1886 when the HU started a research group in statistics for political sciences. The first years of this institute were strongly influenced by political economists and statisticians. Later, distinguished economists, among them Max Weber and Nobel laureate Wassily Leontief, became members of the institute.

In 1904, Berlin's business community decided to construct a building for a new commercial college on the grounds between Spandauer Straße, Neue Friedrichstraße, and Heilig-Geist-Gasse (you will get to know these streets soon enough after you have visited a couple of times). The "Heilig-Geist-Kapelle", believed to have been built around 1300 and rumored to be the oldest preserved building in Berlin, was integrated into the construction plan and is, therefore, still a part of the faculty building today.

The "Berlin-Commercial College", as the school was called, was inaugurated in 1906. After World War II, Economics was added as a subject, although taught with a somewhat different content than what you might learn in today's classes as the school was situated in communist East Germany. The college was integrated into the newly renamed Humboldt-Universität after the fall of the Berlin Wall in 1989. The School of Business and Economics was re-opened in 1993 by an international commission under the direction of Prof. Wilhelm Krelle. The commission designed a research and teaching profile mandating a high academic standard, an international orientation, and an interdisciplinary

as well as a quantitative, i.e. statistical-mathematical, focus.

Today, the School of Business and Economics is a very international School, with a highly international staff and many non-German students. As a matter of fact, about 30% of the students come from abroad. Of the many professors that work at the School of Business and Economics, many come from abroad and most of the professors have significant international work experience. The focus on internationalization is well illustrated by the fact that since 1998, the School of Business and Economics offers an international Master's program in Economics and Management Science (MEMS), one of the first of its kind in Germany. Besides this, students can graduate in Bachelor's programs in Business Studies and Economics or obtain their Master's degree in both of these fields. We also offer a Master's Program in Statistics and in Information Science. Furthermore, students can do a double degree with either ENSAE in Paris or HSE in Moscow. And it does not even end there as the School of Business and Economics also offers a doctoral program in collaboration with other universities in Berlin (<http://www.bdpems.de/>).

## Facts and Figures: School of Business and Economics [www.wiwi.hu-berlin.de](http://www.wiwi.hu-berlin.de)

- 2,605 students
- 676 international students
- 141 exchange students
- 37 professors
- 7 degree programs
- 2 double degree programs
- 1 doctoral program
- Teaching language in the master programs almost entirely in English

## Research and Teaching Focus

The School of Business and Economics consists of three major areas of specialization: Business Administration (in German: "Betriebswirtschaftslehre" or short BWL), Economics ("Volkswirtschaftslehre" or VWL), and Quantitative Methods.

Economics is a social science concerned with the factors that determine the production, distribution, and consumption of goods and services, whereas Business Administration is designed to give a broad knowledge of the functional aspects of a company and their interconnection, while also allowing for specialization in a particular management area. You will find more specific information later in this guide.

The School of Business and Economics is a research-oriented organization with a large share of the academic staff publishing in international top journals. The faculty has a very strong methodological background, which is for example illustrated by its various chairs within the field of Quantitative Methods. The methodological focus of the faculty is also reflected by the content of many of the courses that are offered to students and the hiring profile of the faculty, which calls for the intense use of quantitative methods in economic research. In BWL, this orientation has led to teaching and research with foundations in micro-theoretic

methods and models. Both Bachelor's and Master's degree programs ask for a sound understanding of quantitative methods.

We know that we are repeating this, but it's very important to us: Studying here means that you should have a good understanding of the methodological issues that underly both the fields of business administration and economics, or that you are at least able to quickly acquire knowledge within this field.



## Departments/Chairs

The Business Sciences department consists of the chairs of Corporate Finance, Private Equity, Financial Accounting and Auditing, Quantitative Business Taxation, Management Science, Marketing, Business Taxation, Finance, Entrepreneurial and Behavioral Decision Making, Management and Financial Economics.

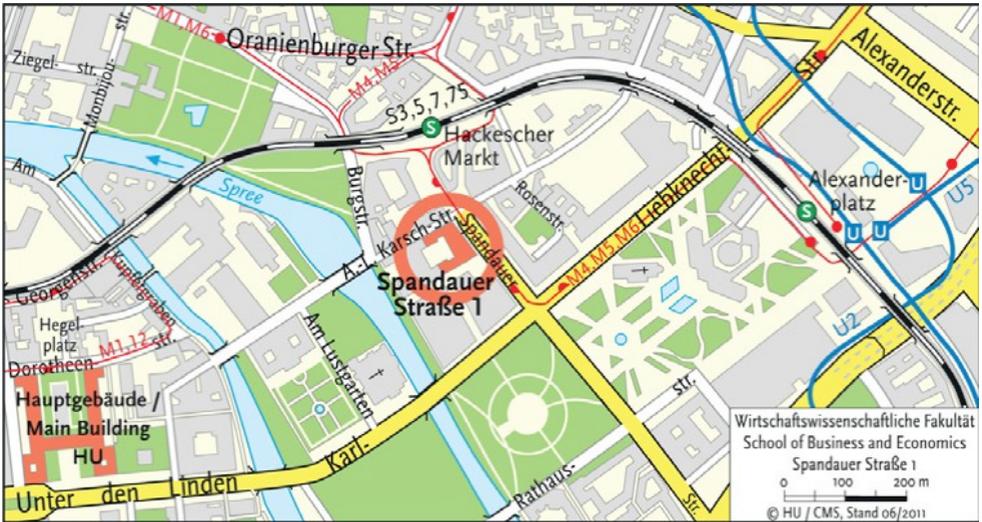
The Economics department consists of the chairs of Macroeconomics, Financial Markets, Competition Policy, Economic History, Applied Microeconomics, Empirical Labor Economics, Microeconomics, Economic Policy, Microeconomics Theory and its Applications, Public Economics, International Economics and Public

Finance.

The Quantitative Methods chairs are represented by researchers in the field of Operation Research, Econometrics, Statistics, Climate, Weather and Energy Analysis, Applied Statistics, Nonparametric Statistics and Dynamic Risk Management and Information Systems.

The research at our School is regularly ranked among the top universities worldwide. The Times Higher Education ranks HU's School of Business and Economics as number 57 worldwide.

## Location



As a student at the School of Business and Economics most of your classes will take place at our faculty building at Spandauer Str. 1 (SPA1), but you may also have some courses at the main building of the HU (Unter den Linden 6 - UL6) or at the building of the Faculty of Theology just across the street (Burgstr. 26, BUR26) or need to visit a professor who has their office at Dorotheenstr. 1 (DOR1). If you are taking language courses, these will usually be held just down the road from that building at Dorotheenstr. 26 (DOR26). Many of the other departments

of the HU are also located at the so-called "Campus Mitte". Very importantly, as you will need to enroll and might even write an exam there, is the main building of the HU at UL6. Here you can find all the central administration offices and the Audimax, HU's biggest auditorium. Other important campuses of the HU are at Adlershof in the southeast corner of Berlin and Campus Nord located around Charité.

### Public Transport to SPA1

<http://www.bvg.de/en/>

Recommended Apps: Öffi, BVG or Google Maps



- Hackescher Markt
- S3, S5, S7, S75
- M1, M4, M5, M6



Alexanderplatz  
U2, U5



Spandauer Str/Marienkirche  
100, 200, M48, TXL

## The International Office

As the International Office at the School of Business and Economics, we take care of all activities regarding international students here at our school. We are the primary source of contact for international degree-seeking students, for incoming exchange students and for our students who would like to go abroad. We are also highly involved in the Master's program in Economics and Management Science (MEMS). In order to get a good impression of what we do and how we can help you, just take a look at our website or visit us during our office hours.



When we refer to the “International Office” in this guide, we will usually talk about the International Office of the School of Business and Economics and not the “Central International Office” which we usually call the “people in the main building”. The central office is concerned with the university-wide internationalization process and formal issues applying to international students from all nine faculties at the HU. Thus, the interac-

tion with their staff will be limited to administrative issues for most students of the School of Business and Economics. In case you are unsure on who will be the right contact to talk to, don't worry. Just write an e-mail to us and we will tell you who you need to speak to. For more information on the central International Office, please also take a look at their website.

WiWi International Office  
[www.wiwi.hu-berlin.de/international](http://www.wiwi.hu-berlin.de/international)  
[www.fb.com/wiwi.international](https://www.facebook.com/wiwi.international)

Central International Office  
[www.international.hu-berlin.de](http://www.international.hu-berlin.de)

## Contact Hours

If you need assistance in any matter, just drop by our office. It's best if you come during the office hours of the respective person responsible for you, but you might

also just drop by and see if we have time for you. You might also give us a call - many questions are easier to discuss directly than exchanging thousands of e-mails!

### “Wegweiser”

At the website of the Central International Office you will also find a nice guide, that will give you an all around introduction on the HU and general regulations as an exchange or international degree student.

[www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser](http://www.international.hu-berlin.de/de/studierende/aus-dem-ausland/wegweiser)

# Study Programs

The School of Business and Economics offers several study programs - 2 bachelor programs, 5 master programs and 1 doctoral program. All our study programs are designed to give students the knowledge, skills and methods necessary for critical and successful future involvement in the worlds of economics and business. The program structure of each program is fairly flexible and gives you the opportunity - and the responsibility - to choose their own specialization, according to your own preferences. Please note that the admission processes and deadlines differ from program to program. Please always check online at [www.wiwi.hu-berlin.de](http://www.wiwi.hu-berlin.de) for the current regulations.

## Bachelor's Program in Business Administration and in Economics

The bachelor's program in business administration strives to give students a wide range of skills that will prepare them for today's work force. Students will gain a strong grasp of business management principles, technical comprehension, and interpersonal skills. Students can expect to cover the core business subjects such as accounting, finance, information technology, and marketing. With a Bachelor's degree in business administration, students are qualified for vital roles in public, private, and nonprofit organizations. The ability to work across industries as a business analyst, accountant, human resources manager, marketing specialist,

or operations manager is entirely possible.

The bachelor's program of economics provides you with a comprehensive understanding of the overall context of business and government, and the high-level technical skills to analyze economic and social data and events. It will equip you with key capabilities to develop economic and social policy for those who want to work in fields such as financial markets, business, banking, and consulting in both the private and public sectors. We have some of the most prestigious professors in Germany supporting our Economics program. They will give you all the tools you need to pursue an economics-based career.

### Math Test:

We offer a math test for the self-evaluation of your quantitative skills. This test shows the level of math that you can expect in the first year here.

[www.wiwi.hu-berlin.de/de/studium/sb/bewerbung/mathematik-selbsttest](http://www.wiwi.hu-berlin.de/de/studium/sb/bewerbung/mathematik-selbsttest)

## Master of Science in Business Administration

The master's program offers mathematically challenging and thought-provoking classes that push students to think independently, laterally, and rationally over complex topics that will continue to increase in intensity throughout the year. After writing a master's thesis

with us, students are provided with the business administration knowledge and skills they need for long-term success while working in an international, constantly changing economic environment.

## Master of Science in Economics

The master's program of economics offers students advanced training in economic theory, econometrics, and applied economics. The program is driven primarily by theory-based approaches to economics. These theoretical approaches set up students to work towards the PhD path and a career in research. Students also

have the option to take classes aimed more towards a career-focused study. After graduating with a master in economics, students have the potential to work a wide range of economical fields such as public finance, labor, financial, development, industrial, health or agricultural economics.

## Master of Science in Statistics

Quantitative procedures in the business, social, and natural sciences have continuously become more important in the past years. Many exciting problems in the different disciplines can be solved only with the help of modern statistical procedures. Furthermore, the procedures for the intelligent collection and evaluation of data have grown in significance during this time of rapid information increase. The Statistics master program embraces the increasingly interdisciplinary nature of the

subject and is composed of a consortium of faculty and universities including: Humboldt-Universität zu Berlin, Freie Universität Berlin, the Technische Universität Berlin and the Charité-Universitätsmedizin Berlin. The program is designed for students with a university degree in a quantitative subject. More information can be found at [www.stat.de](http://www.stat.de).

## Master's Program in Economics and Management Sciences



The international orientation of our program gives students the understanding necessary for engagement on an international level. MEMS combines courses from Economics, Business and Quantitative Methods into one program and has an extremely international selection of students. In offering this program, the School of Business and Economics draws on numerous international contacts, offering the knowledge and experience of the German

and foreign academics who constitute the school's teaching staff.

Established in 1998, the program has over 800 alumni that form a strong, lifelong network.

The language of instruction is English. It is possible to complete the entire program in English, but, in order to obtain the maximum benefit from the program, participants are encouraged to learn German.

Additionally, MEMS students have the opportunity to follow a special track oriented towards a PhD degree.

Please note that students interested in completing this PhD program must apply separately to the Berlin Doctoral Program in Economics Management Science (BDPEMS). Further details can be found on their website

[www.mastersprogram.de](http://www.mastersprogram.de)

<https://bdpems.wiwi.hu-berlin.de>.

# Application as a Degree Student

Any information in the following section is subject to change. To make sure that you follow all the up to date requirements for your application as a degree student, you should look at [www.amb.hu-berlin.de](http://www.amb.hu-berlin.de) and look for the latest “Fächerübergreifende Satzung zur Regelung von Zulassung, Studium und Prüfung der Humboldt” (ZSP-HU).

Up-to-Date Information on  
the Application Criteria  
[www.wiwi.hu-berlin.de/en/  
study/sb/bewerbung](http://www.wiwi.hu-berlin.de/en/study/sb/bewerbung)

## Bachelor of Science in Economics, Business Administration

New students will only be admitted for the winter term. Therefore, the application is possible only once a year. The School offers an optional math test for your orientation. Before applying to a Bachelor’s Program with us, you should take the test and check whether your knowledge in math is sufficient for a successful career at the HU.

Please, note that all courses at the Bachelor level at the Humboldt-Universität are taught in German. A good command of the language is thus essential to be a successful Bachelor student here. That’s why you will need to prove your German language skills via a DSH certificate (C1) or a TestDaF upon successful application to the program. Certificates of attendance to a German language courses are not considered sufficient; you will need a certificate completed with an examination.

As a non-German degree student you will need to apply through an online platform called “Uni ASSIST”. It makes no difference whether you have previously studied in Germany or whether you are applying directly from abroad. The following documents must be attached to

an application:

- Copies of educational certificates obtained so far
- Enrolment certificate, if you are a student at another German or European higher education institution
- De-registration document, if you already studied at another German or European higher education institution
- Proof of German language skills
- German or English translations of all certificates
- CV
- A current passport-sized photo
- The Uni-Assist receipt (proof of fees paid)
- Copy of your passport

Information concerning the assessment and recognition of non-German education certificates is available (in German) at: <https://anabin.kmk.org>. Please note, that we unfortunately cannot give you any feedback on your chances of admission before you submit your application.

More Information

[www.wiwi.hu-berlin.de/international/incomings/admission/degree](http://www.wiwi.hu-berlin.de/international/incomings/admission/degree)

Contact

[bewerbung-internationales@hu-berlin.de](mailto:bewerbung-internationales@hu-berlin.de)  
[wiwi-studberatung@wiwi.hu-berlin.de](mailto:wiwi-studberatung@wiwi.hu-berlin.de)

More Information on the Structure of the Degree Programs:  
[www.wiwi.hu-berlin.de/en/study/sb/studium](http://www.wiwi.hu-berlin.de/en/study/sb/studium)

## Master of Science in Economics, Business Administration

You can apply for the Master's programs in Economics or in Business Administration as long as you have a Bachelor's degree with at least 60 ECTS in business sciences for the MA in Economics and at least 120 ECTS in business sciences for the MA of Business Administration). Additionally, you need at least 24 ECTS in quantitative fields such as math, statistics, and econometrics. Almost all courses of the Master's programs offered at the School of Business and Economics are taught in English. You will thus need to provide a certificate at C1 level in the CEFR framework

with your application. Nevertheless, a solid command of German (B1 level) is also required and an applicable certificate needs to be submitted. Additionally, a GRE or GMAT test score may be submitted, but is not mandatory for a successful application. As a non-German degree student you will need to apply through an online platform called "Uni ASSIST". New students will only be admitted for the winter term. Therefore, application is possible only once a year from May 1 to May 31.

## Master's Program in Economics and Management Sciences

Although our department offers several master's programs in the fields of Business and Economics, the only one that does not require previous knowledge of German language is the Master's Program in Economics and Management Science, also known as MEMS. This master's program is open to students from any degrees as long as you possess a strong background in Mathematics. If you have taken statistics, calculus, algebra, economics, or any other advanced math courses, your profile will suit our program. A proof of English proficiency at C1 level and the Graduate Record Examination (GRE) General Test scores are required. The Graduate Management Admission Test (GMAT) is not a substitute. You can find information regarding last year's average GRE score of our students on our webpage. Additional requirements are two letters of

recommendation, a CV and a motivation letter. A copy of your Bachelor's degree with a Transcript of Records is also required.

The application platform opens at the end of every year. The early bird deadline is 31st January and the final deadline is 31st March. The successful applicants will be notified in May each year.



More Information  
[www.mastersprogram.de](http://www.mastersprogram.de)

# Application as an Exchange Student

Up-to-Date Information  
[www.wiwi.hu-berlin.de/international/  
incomings/admission/exchange](http://www.wiwi.hu-berlin.de/international/incomings/admission/exchange)

Language Requirements  
Bachelor: min. German B2  
Master: min. English C1

Your time as an exchange student at Humboldt-Universität zu Berlin's 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 the HU must apply through their home university. If no exchange agreement exists between your university and the HU, you are unfortunately not eligible for admission as an exchange student. For the exact process of nomination, contact the respective person at your home university. Please notice that our semester dates (winter: mid of October until mid of February, summer: mid of April until mid of July) may widely differ from those at your home university. So take this into consideration when planning your semester abroad at the HU.

## Language Requirements for Bachelor Students

Most Bachelor-level courses at the HU are held in German, therefore Bachelor students must have a solid command of the German language to be successful. To prove this, you need an official language certificate **OR** take the 30 minute Humboldt online language test (called "C-Test") during the application. You need to score 61 points to be able to enroll at the HU. If you score between 50-60 points you have the chance to retake the test shortly before your enrollment. In this case, we advise you to take the intensive language course offered before each semester. You may also find other ways to improve your German but you need to do the test again prior to enrollment and score at least 61 points to be admitted to HU.

In certain cases we can deviate from the strict German language requirement. We offer about 5-10 courses in English for Bachelor students, which would obviously

limit the choice of courses. This is an exceptional rule that does not apply automatically – usually we have an agreement with your university about that. Please contact your university if such an agreement is existent. You will be only able to use this option if you are advanced in your studies and we agreed on a special case permit prior to your application. This may force you to take Master-level courses. These will obviously be more demanding. For Bachelor students who have the permission to take English classes only, the same language requirements as for Master students apply.



## Language Requirements for Master Students

Master-level students need to be comfortable in English at a C1 level or higher. To provide evidence of English language skills a TOEFL, IELTS or comparable certificate at C1 level is required. You may also take our online language test during the application ("C-Test"), which

is free of charge. It will take about 30 min. Please refer to our website for a list of applicable certificates and the minimum results accepted.

## Online Application

Once the School of Business and Economics at HU has confirmed your nomination as an exchange student, our international office team will send an e-mail with a link where you can register online as an exchange student at Humboldt-Universität. Please be aware that

the deadline for online application is May 31st for the winter period and November 30th for the summer period.

### Step-by-step guide

“MoveOn” is the name of the online application platform. After you have created your personal account, please submit your data in the application system. In the drop-down menu, select your study major: Economics or Business Administration. Exchange students are entitled to enroll for any given class in our school regardless of your selection choice above. Submit your data in the application system.

After you have completed the online form, you must upload an official language certificate **OR** take the Humboldt online language test (“C-Test”) to prove your language proficiency.

Under the following link you will find detailed information about our language requirements for both Bachelor and Master students: <https://www.wiwi.hu-berlin.de/de/international/incomings/admission/exchange/admission-exchange#Language>.

Up to four weeks after submitting the application, you will receive a mail with a nomination form. Print the nomination form and get your home university coordinator to sign and stamp it.

#### Online Application

<https://huberlin.moveon4.de/locallogin/5abc0a2383fb96306eb4a3d8/eng>

For all problems and questions concerning the online application or the general application process, please contact the Central Incomings Team. The Wiwi Team does not have an influence on this process.

Tel. +49-(0)30-2093-46720

[erasmus@hu-berlin.de](mailto:erasmus@hu-berlin.de)

Send the signed nomination form via mail to the address mentioned on it. Only when the nomination

is sent back to the Humboldt-Universität zu Berlin, your application can be processed.

After that, you will receive a confirmation letter via mail. The confirmation of acceptance at HU will be sent to you on the following dates. Please refrain from asking for the status beforehand:

- For winter term: End of July
- For summer term: End of January



You should print and keep the conformation letter, as you will need it for your enrollment and possibly your visa. Your personal appointment for the enrollment is stated on the second page of the document. Please keep the appointment as it is not possible to enroll at any other time. Be aware that HU welcomes hundreds of students each semester, so it might take some time for this document to reach you, but it should not arrive later than July 31 for the winter term or January 31 for the summer term (or six weeks after you sent back the nomination document). If you do not receive it by then, please e-mail [erasmus@hu-berlin.de](mailto:erasmus@hu-berlin.de).

# Refugees Welcome

Refugees - like all other international students - face many difficulties when it comes to starting or continuing their studies at a German university.

The International Office Team advises about our school's study programs, course choice, language courses and ways to get involved at the university. Our aim is to make sure that everyone knows what to expect from joining one of our programs and how to overcome challenges and initial barriers that might seem intimidating at the beginning.

Since being a refugee brings along thousands of problems and questions that other students don't have to face, we established the Wiwi Welcome Team in 2016 with the help of the DAAD. The team is specialized in the specific questions from refugees and will help to overcome the initial barriers to the university.

As a refugee, you are eligible to study at a German university, especially when your refugee status is recognized. In terms of applying and gaining admission to a degree program, you will be treated just like any other international applicant. In other words, you will have to fulfill the same requirements for your application, but also you will be given the same rights and treatment as any other international student.

In case you miss some of the requirements for the full-time studies here, there are two ways to prepare yourself: "Gasthörerschaft" (being a guest student) or attending the "Studienkolleg" (prep courses). Furthermore, we strongly recommend to take language courses to meet the requirements.

## Preparation: Studienkolleg

Studienkolleg Freie Universität  
[www.fu-berlin.de/sites/welcome/angebote-welcome/studienvorbereitung](http://www.fu-berlin.de/sites/welcome/angebote-welcome/studienvorbereitung)

Studienkolleg Technische Universität  
[www.studienkolleg.tu-berlin.de](http://www.studienkolleg.tu-berlin.de)

If your secondary school certificate does not qualify you for admission to a German university, you will need to take a test called the "Feststellungsprüfung"

(qualification assessment examination). You can prepare for this test by attending a course called "Studienkolleg". These courses offer subject-related courses in specific disciplines. Currently, the HU is not running its own "Studienkolleg", but the other two major Berlin universities, the Freie Universität and the Technische Universität Berlin, do.

For more information concerning their programs, please visit their websites. They also qualify you for studies at the Humboldt-Universität.



## Gasthörerschaft (Guest Students) and HU4Refugees Program

The "Gasthörerschaft" (guest student) is a good opportunity to attend one or more classes of study offered at the HU. Guest students will not be enrolled and, thus, will not be able to do exams or get credit points for the courses. You will be able to follow courses, but will not get an official degree or transcript afterwards. However, this is a good way to get first experiences at the university, to get a grasp of the system and to already meet your future

fellow students.

As a guest student you are free to select up to five courses of your choice upon availability. Please note, that most bachelor courses are taught in German and most master courses in English. You can find more information about the different kinds of courses later in this guide book.

The application procedure is quick and easy and there are no specific deadlines. We recommend to start the process at least four weeks before the beginning of the next semester, to make sure you have your documents on time.

Basically, everyone can apply to be guest student! If you are in Germany with one of the following status, you will be exempt from paying the fees:

- Registration as an Asylum Seeker (BÜMA)
- Permission of Residence (Aufenthaltsgestattung), based on §55 AsylVfG and §63 AsylVfG
- Residence Permit through international treaties, humanitarian or political reasons, based on §22 bis 26 des AufenthG
- Passport for Refugees, based on article 28 of the GFK
- Temporary Suspension Deportation (Duldung), based on §60a AufenthG

Contact Wiwi Welcome Team

[wiwi-welcome@hu-berlin.de](mailto:wiwi-welcome@hu-berlin.de)

[www.wiwi.hu-berlin.de/  
international/welcome](http://www.wiwi.hu-berlin.de/international/welcome)

Office: Spandauer Str. 1, Room 3

Office Hours: See online

Open Office Hours for other subjects

[https://www.hu-berlin.de/de/studium/  
beruf/angebote-fuer-gefluechtete](https://www.hu-berlin.de/de/studium/beruf/angebote-fuer-gefluechtete)

Every Tuesday: 1-4pm Student Service  
Center, Unter den Linden 6, 10117 Berlin

Newsletter Service

[https://sympa.cms.hu-berlin.de/  
sympa/subscribe/refugees\\_welcome](https://sympa.cms.hu-berlin.de/sympa/subscribe/refugees_welcome)

## Mentors and Tutors

The Mentor Program is the perfect opportunity to get to know your fellow students, practice your German language skills and participate in fun activities. Past events include international barbecues, visiting a mosque, soccer games and picnics. The program depends on its participants! We would like to develop new ideas and formats to make the Mentor Program attractive for everyone. Suggestions are welcome! It just takes two steps to take part in the program: Join our group on Facebook and write us an e-mail. With the Tutor Program, you can get help with any kind of academic questions, whether it is a math problem or a specific question in a certain subject. With the help

of many HU students, who are able to help you with these course-related questions, we will get a solution. Just send us an e-mail with a short description and we will match you with the right tutor.

Facebook Mentoring Group

[https://www.facebook.com/  
groups/mentoringwiwi](https://www.facebook.com/groups/mentoringwiwi)

# Formalities Upon Arrival

## Enrollment for Degree Students

If you successfully applied for one of the programs at the School of Business and Economics, you then need to get enrolled (“immatrikuliert”) in order to start your degree at the HU.

To do this you will need to visit the “Immatrikulationsbüro” (enrollment office) located in the Student Service Center (SSC) at Unter den Linden 6. The respective deadlines to do this will be mentioned in your acceptance letter and can be found online (usually it will be end of September).

After enrolling, you will be mailed the detailed information on how to create your student account (“HU account”) and how to obtain your student ID (“Campus Card”). The Campus Card has to be renewed every semester after you have re-registered successfully for the following semester (see p. 20 “Rückmeldung”).

To enroll you will need the following documents mentioned in your “Zulassungsbescheid” (admissions letter):

- “Antrag auf Immatrikulation” (enrollment form)
- Copy of your high school diploma
- As a Master student: Certified copy of your previous university degree
- Copy of any other university degrees you may have
- Proof of health insurance coverage
- Proof of payment of the standard fees
- Your official acceptance letter
- Valid visa/residence permit or the “Meldebestätigung” (police registration)
- If you previously studied in Germany: Certificate of ex-matriculation

Information and Support:  
[www.hu-berlin.de/studium/  
bewerbung/imma](http://www.hu-berlin.de/studium/bewerbung/imma)  
Tel.: (+49 30) 2093-70 267  
[zulassung-international@hu-berlin.de](mailto:zulassung-international@hu-berlin.de)

## Enrollment for Exchange Students

Your enrollment will take place on a specific date, that will be stated on your letter of confirmation. This will usually be around two weeks before the start of lectures. At the day of the enrollment/matriculation you will receive your PIN-letter. With the PIN you can create your HU Account and activate your Campus-Card (including semester ticket) which you can use for all public transportation in Berlin (ABC). The ticket is valid from the first day to the last day of the semester.

For you to be able to take care of all necessary paperwork, we advise you to be in Berlin at least three weeks before lectures start. It is absolutely necessary for you to be present in Berlin on your assigned enrollment date. The following documents are required for your enrollment:

- the completed and signed enrolment application form (attached to the confirmation e-mail),
- ID card or passport with a valid visa for study purposes,
- certificate of residency from the Local Registration Office (Bürgeramt),
- proof of health insurance,
- proof of payment of the semester fee,
- a copy of your bachelor certificate, if you enrol for a master course.

Information and Support:  
Reebanna Kusche  
Tel.: (+49 30) 2093 46720  
[exchange-students@hu-berlin.de](mailto:exchange-students@hu-berlin.de)

## Registering at the “Bürgeramt”

Once you have arrived in Berlin, you will have to register at a local Registration Office (“Bürgeramt”). This can be done best at the “Bürgeramt” that is closest to your new home, but you may go to any other office. You should officially take care of this within seven days after moving into your new apartment and obviously before your enrollment date. Then again - who really knows when you moved in? Make an appointment with the “Bürgeramt” as soon as possible. You can do this online, which is the best option, since it is not possible to do it on short notice in September. At the “Bürgeramt”, just ask for an “Anmeldeformular” and fill it out while queuing up. It is however easier to download this document and fill it out at home. You will, in return, receive the “Meldebestätigung”. By all means, do not lose this

document! You will need it for quite a few things.



Available appointments at most of the offices will be booked out far ahead. It might be worth making an appointment already now!

List of all “Bürgerämter” in Berlin:

<https://service.berlin.de/dienstleistung/120686>

## German Bank Account

Although not a necessity, it may be useful to open a bank account at a German bank for your stay in Berlin. Most monthly bills are paid by automated bank transfers (“Banküberweisung”). In order to get a student account, which is cheaper than the regular one, you will need to bring your HU official acceptance letter or student ID when opening the account. It is also a good idea to bring proof of your income, since some banks are reluctant to open an account otherwise. With a “Girokonto” (savings account), you will receive an ATM card and a PIN, which allows you to withdraw money from your account at a variety of locations. However, be careful, as withdrawing from the ATMs of other banks can be very expensive. There are many different banks in Berlin, but the “Big Four” (i.e. Deutsche Bank, Dresdner Bank, Sparkasse, or Commerzbank) typically

have many locations throughout the city and therefore tend to be the best options.

Just one tip: In many places it is still not possible to pay with credit card.

Germans love their bills and coins, so be aware that cash is needed most of the time!



## Tuition Fees? No, but Semester Ticket!

So far, there are no tuition fees at the HU. However, as a HU student, you will have to pay a semester fee of around €314 (degree students) /€264 (exchange students). These amounts are obviously subject to change. Check your admission/confirmation letter for the exact amount. The fee is split up to several separate amounts. The biggest chunk goes towards the Semester ticket (~€201). The semester ticket is a seasonal student ticket for public transport in Berlin. Every HU student is required to purchase the ticket each semester, which provides freedom of travel for the whole semester (i.e. for six months) on the U-Bahn, the S-Bahn, buses, trams, and ferry boats throughout Berlin and in Potsdam (fare zones ABC). As an added bonus you can even take your bike along for free in case you don't feel like riding after a long day of studying. You also pay ~€8.5 for the "Studierendenschaft" (student body, in which you are automatically a member. In return, you can elect the student parliament and take advantage of the student counseling services offered by "StuPa/RefRat". Another part of the fee is for the "Studentenwerk" (~€54). All students in Berlin are required to pay a fee for the

services of the student welfare organization, which is responsible for student dining facilities ("Mensa") at the universities in Berlin as well as for the dormitories ("Wohnheime"). In addition, the "Studentenwerk" runs a number of counseling services. Degree students pay an additional amount of ~€50 as administrative fees.

The total amount of the fees has to be paid to the account of HU. The account details can be found on the website of the university and should also be mentioned on your acceptance letter. You may pay via bank transfer or with cash at the "Kasse" (rooms 1003 – 1006). Do not forget that you need a receipt for the payment. This should preferably be in German or English but may also be in your own language as long as it clearly states that you have paid the right amount to the Humboldt bank account. You will need to present this confirmation at your enrollment.

### SEMTIX

All students can apply for a subsidy or a refund of the fees for the Semesterticket. The refund depends on your personal income and savings. Just contact the SEMTIX office, they will be able to give you more information:

[www.refrat.de/semnix](http://www.refrat.de/semnix)

## “Rückmeldung”

As a degree student or an exchange student staying for the entire academic year, you are required to register again for the next semester. The period in which you can re-new your registration for the summer (winter) term is January 5 to February 15 (June 1 to July 15). If you miss this deadline, additional charges of €20 will be applied. The last deadline is then February 28 (July 31). In order to renew your registration, you will automatically receive a letter from the university in mid to

late January (June) asking for the payment of the fees (the same you had to pay prior to enrollment). Make sure to follow the payment details stated in the letter. Upon payment of the fees, your “green letter”, including your semester ticket for the summer (winter) term, will be sent to you via regular mail before the beginning of the new semester.

## Visa Issues

In case you need a visa for your studies in Germany, please check with your local German consulate or embassy about their requirements and documents you have to bring along. You can initiate the visa process with your letter of acceptance. It is to your own advantage to make an appointment as early as possible, since it may take up to two months from the moment of application until the day of issuance. For the citizens of countries, which are allowed to enter Germany without a visa and stay for a certain period of time, it is possible to apply for a student visa when already in Germany. The Humboldt-Universität provides a friendly Visa Service in our International Club "Orbis". The service includes applying for and extending your residence permit at the Berlin Foreigners' Registration Office ("Berliner Ausländerbehörde") as well as counselling and support. The Visa Service is available to all international students and doctoral candidates as well as visiting scholars, and will gladly help if any questions or problems occur.

We advise all of you to use the Visa Service if possible, as



parts of the Berlin Foreigners' Registration Office have moved, and this could result in long waiting times. If, however, for certain reasons you wish to go personally to the Berlin Foreigners' Registration Office, please note that, starting in summer 2016, the new service building for students is located at Keplerstraße 2, 10589 Berlin (Charlottenburg).

Location: right next to the International Club "Orbis Humboldtianus"  
HU-Hauptgebäude, Unter den Linden 6, Raum 3120  
Phone: +49 30 20 93-22 16  
[visaservice@hu-berlin.de](mailto:visaservice@hu-berlin.de)

## Extension of Stay (Exchange Students only)

Exchange students that have been nominated for the winter term only at the Humboldt-Universität zu Berlin may prolong their stay for the summer semester. Acceptance cannot be guaranteed and depends, first, on if there are still places available in the bilateral agreements with your respective home university, and second on our capacity for hosting incoming exchange students. To apply, please fill out the application form and return it to the International Office at the School of Business and Economics no later than December 15. Your home

coordinator must also send us a mail confirming that they allow the prolongation.

If your prolongation is granted, please remember to renew your registration (see previous section). Exchange students enrolled for the summer semester at the Humboldt-Universität cannot prolong their stay for another semester!

# Housing

Since having a place to sleep makes living in Berlin much more pleasant, this section will provide you with some hints about the main types of accommodation available and how to find them.

Be aware that you will not be the only one searching for a flat at the start of the semester, so don't be surprised if you have to keep looking after a week or two. Finding a flat in Berlin is not easy, especially from abroad. But at the same time don't be afraid. There are a lot of good options out there. We have only put in the most common

search portals for housing in this guide. For a much more inclusive list of links, just visit our website.

## More Information

[www.wiwi.hu-berlin.de/international/incomings/service/accommodation](http://www.wiwi.hu-berlin.de/international/incomings/service/accommodation)

## Student Residences

The student dormitories are provided by the city of Berlin through "Studentenwerk", a student welfare organization, which administers about 10,500 student residences, divided among 35 residence halls throughout Berlin. The rooms differ from one student residence to another, but also within a student residence there are different types of rooms, ranging from one with a shared kitchen and bathroom to a private apartment. The average rent for student accommodation is between €195 and €400 per month. Note that the location of student dorms tends to be outside the city center.

For degree students: If you are interested in a dorm room, you will need to apply through the "Studentenwerk" website. There you can find an online portal to enter your data and personal preferences. A list of vacancies

is also available.

For exchange students: To sign up for a spot in a dorm just tick the corresponding box during your online application. You will subsequently get a mail telling you about your application from our central office. They will ask you to pay a deposit via bank transfer. The account details will be given to you in that mail. Without this deposit, your dorm spot cannot be reserved! Please note that while we try to ensure a dorm spot for every applicant, capacities are limited. This means we cannot entirely guarantee that a room in a dorm will be available for you.

## Some Links

- Student dorms: [www.studentenwerk-berlin.de/wohnen](http://www.studentenwerk-berlin.de/wohnen)
- House of Nations: [www.house-of-nations.de](http://www.house-of-nations.de)
- WG Search: [www.wg-gesucht.de](http://www.wg-gesucht.de)
- Newspapers: Berliner Zeitung ([www.berliner-zeitung.de](http://www.berliner-zeitung.de)), Tagesspiegel ([www.tagesspiegel.de](http://www.tagesspiegel.de)) or Berliner Morgenpost ([www.morgenpost.de](http://www.morgenpost.de))
- Magazines: Zitty ([www.zitty.de](http://www.zitty.de)), Tip ([www.tip-berlin.de](http://www.tip-berlin.de)) or Zweite Hand ([www.zweitehand.de](http://www.zweitehand.de))
- Search Engines: [www.immobilienscout24.de](http://www.immobilienscout24.de), [www.immowelt.de](http://www.immowelt.de) or [www.immonet.de](http://www.immonet.de)

Be aware that the search for a flat might take a while!

## “Wohngemeinschaften” (WG)

For a student, the most common way to live in Berlin is to live in a shared apartment. In a WG, you often share the kitchen and bathroom with some other students or young people. Most students prefer to live in a WG because these are generally located in the city center and provide a good opportunity to interact with others. Housing offers are often posted in English and sometimes even specifically directed to international students. Sometimes you will encounter the phrase “keine Zweck-WG”, which means that in this WG the people do not only want to live together in order to save money, but also prefer to socially interact (a “Zweck-WG” is a shared apartment where the people live together, but do not care for any informal interaction). It is great if you can arrange a room in a WG before arriving in Berlin (maybe through Skype); finding a WG is however easier once you are already in Berlin, since generally people would like you to stop by and introduce yourself before reserving the room for you. The most efficient way of going at it is to call and just write a lot of e-mails (just introduce yourself and say what you are doing in Berlin, don't tell your entire life story but also don't be too short) to different offers that look interesting to you. Not everybody will answer, so don't be disappointed. They are not being unfriendly; they are just getting a lot of e-mails. For those who answer:



Set up meetings with them for you to look at the flat and for them to interview you. You will probably have to go through several of those “castings”, so don't just aim for one particular flat. But most importantly: Don't be afraid! Berlin is a pretty friendly and international city and chances are that you will find good buddies to hang out with if you choose to live in a WG.

One good option if you are an exchange student might be to only rent the apartment temporarily, or in German: “Zwischenmiete”. This usually means that you live in the room of somebody who is himself away from Berlin for a certain time. Often, the flat will even come with furniture. So this might be very practical.

## “House of Nations”

This is an alternative to “Studentenwerk”. The “House of Nations” in Berlin is a company that has a few student dormitories for rent (again, they are not a part of the HU). You can apply for one of their apartments through their website. If you would like to apply for more than one dorm, you will have to fill out the application again for each additional dorm selection. You can apply for all of the dorms if you'd like. You get to choose the length of your contract; however, please note that the monthly rent will be more expensive if you choose a contract period that lasts fewer than 6 months. After you have filled out your application, you will hear back from them if you have received the apartment/

room. You will have 3 days to pay the deposit before you lose your reservation. When you move out of your apartment/room, you will receive your deposit back within 8 weeks after moving out. You can move-in on the 1st or 15th of the month.

We visited three of the dormitories: (1) Ernst-Reuter-Haus (Altbau), (2) Ernst-Reuter-Haus (Neubau), and (3) Walter-May-Haus. The first two apartments have a 6 month minimum for a leasing contract and are quite old (only these two buildings have a minimum rental period). The Walter-May-Haus is much newer and seems to be a good option.

## Short-term Housing Solutions

If you did not manage to find accommodation in Berlin before arrival, you may want to stay in a student's hostel or backpacker's hostel for a few days. "Studentenwerk" runs a student hostel, where rooms can be rented for a relatively short period of time (e.g. one or two months). Please keep in mind, however, between October and February the rooms in the student hostel are rented

mainly to foreign exchange students, whereas between March and September, rooms are mainly rented to students who are in Berlin as tourists or for a short-term stay. The prices are approximately €250 for a single room (13 square meters) per month.

## Cost of Living in Berlin

Actually, compared to other German and European cities the cost of living have been relatively low in Berlin. But unfortunately this is no longer valid for the cost of housing. Fortunately, food and leisure activities cost less than in other large cities. The HU neither charges tuition fees nor long-term study fees. The semester fees and contributions include a semester ticket allowing free use of public transport (which is a very good deal

compared to the regular monthly ticket). According to the "Studentenwerk" students spend on average around €800-1,000 per month in Germany (not including individual expenses).

As an example: A "Döner" (Berlin-style kebab) costs €3-5 and half a liter of beer in a "Kneipe" (bar) costs ca. €3.

You could check the "Lebenshaltungskosten-Rechner" of ZEIT ONLINE, a German national weekly newspaper: <http://ranking.zeit.de/lebenshaltungskosten/#!/city?city=35>

# Dates and Deadlines

	Winter Term	Summer Term
<i>Lectures, Exams and Holidays</i>		
Lectures	Mid October - Mid February	Mid April - Mid July
Academic holidays	Two weeks around Christmas	Good Friday, Easter, Labor Day, Pentecost Monday, Ascension
Examinations	1st round - 3 weeks after finish of lectures 2nd round - 3 weeks before the start of summer term	
<i>Application for Degree Programs</i>		
Bachelor's Degree	July 15	No Intake
Master's Degree	May 31	No Intake
Master's Degree MEMS	March 31	No Intake
<i>Application for Exchange Studies</i>		
Nomination Deadline	May 1	November 1
Application Period	April 1 - May 31	October 1 - November 30
Intensive Language Course	4 weeks in September	4 Weeks in March
Enrollment	End September / early October	End March / early April
Orientation Week	First Week in October	First Week in April
<i>Registration Renewal and Extension of Stay</i>		
Deadline for Extension (Exchange Students)	December 15	Not possible
Period to Renew your Registration	June 1 - July 15 (Degree Students only)	January 5 - February 15

Updated Dates and Deadlines can be found at:

[www.wiwi.hu-berlin.de/international/incomings/studies/calendar](http://www.wiwi.hu-berlin.de/international/incomings/studies/calendar)

# Courses

## Course Choices for Degree Students

As a degree student, you first need to be aware of the “Studien- und Prüfungsordnung” (study and exam regulations) of your particular program.

This document describes all the regulations that must be fulfilled in order to graduate in your specific degree. Here you find from which set of courses you may choose and how to combine them. It is essential to read and understand this document, which is available online.

The “Schaubild” (graphic representation) of the regulations help a bit better to understand them.

Some say this may be the greatest challenge when obtaining a university degree in Germany. If you are confused right now, don't worry. All this will be explained in the orientation weeks and will get a lot clearer from there on.

### Guide to Creating your Schedule:

- Check the “Studienordnung” for your respective degree program:

<https://gremien.hu-berlin.de/de/amb>

Bachelor BWL: AMB 45/2016

Bachelor VWL: AMB 47/2016

Master BWL: AMB 46/2016

Master VWL: 48/2016

Master MEMS: AMB 60/2016

Master Wirtschaftsinformatik: AMB 44/2016

- You may find an overview of the regulations at <https://www.wiwi.hu-berlin.de/de/studium/pa/studiengaenge/standard>
- Check the “Vorlesungsverzeichnis” to see which courses are offered in the respective term.
- Just attend the lectures. No prior registration needed!

## Course Choices for Exchange Students

Exchange students can choose courses on the Bachelor level (in German) and from the various Master programs (in English). Please confirm with your home university about the courses that they will accept. You will have full access to all of the courses in our school's course list (Economics, Business Administration, Statistics, Information Systems, Econometrics and Operations Research), no matter the field or level in which you are enrolled at. But remember, you are expected to have a strong background in mathematics to be successful in our courses! Since no matter the language and field of courses you choose, math will be featured in all of them. It is possible for you to attend courses in other schools or departments of the HU and other universities in Berlin (for example “Freie

Universität” or “Technische Universität”) as well, but we cannot guarantee access. You would need permission from the teacher of the course. Once you have that, you should check with their respective “Prüfungsbüro” (registrar's office) on how to register for exams and how to obtain your grade as such courses will not appear on the transcript of records that we will issue for you. Instead, they will be recognized on separate certificates. Ask the respective lecturer how you will receive your grades. A good first contact if you are interested in a course at a different school/university may also be their International Office.

## Course List (“Vorlesungsverzeichnis”)

Before the start of the semester, it may be helpful to set up 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 “Kommentiertes Vorlesungsverzeichnis” or course catalog.

The course list is published several weeks before lectures begin each semester (on January 1 and again on July 1). Until then, students should base their course selection on the previous year’s course list as year-to-year changes are usually minor. Note that even after initial publication of the course list, changes may still be possible and occur frequently. So you should check back regularly if courses that seem interesting to you have been added. For exchange students, this also means that, along with the fact that prior registration for lectures is not needed, we would prefer if you only complete your Learning Agreement once you are in Berlin and are fully decided on your courses. Nevertheless, we are happy to check this document for you if your home university requires it before your arrival. Please note, that for us the Learning Agreement is not an important document and we will assist you with it in the way your home

university needs it.

You can also find out more about the topics and contents of the courses on the corresponding professor’s web page.

Detailed Information on how to choose Courses  
[www.wiwi.hu-berlin.de/international/incomings/courses](http://www.wiwi.hu-berlin.de/international/incomings/courses)

Link to the Course Lists from the School of Business and Economics  
[www.wiwi.hu-berlin.de/administration/bereich/sb/lehrangebot](http://www.wiwi.hu-berlin.de/administration/bereich/sb/lehrangebot)

Link to the Agnes Course Catalogue  
[www.agnes.hu-berlin.de](http://www.agnes.hu-berlin.de)

## Teaching Formats

### Lecture (“Vorlesung”)

During a “Vorlesung” (VL), the classic teaching format at a university, a professor or another faculty member presents subject matter to students who take notes and then elaborate in private study on the topics addressed in the lecture. Students can only 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, the duration of the exam varies between sixty minutes and several hours. Lectures are usually combined with a tutorial (see below).

You do not need to register for lectures - just show up during the first week! You are also not signing up for

classes during the semester, which means you are free to add or drop lectures throughout the semester. Most importantly you may check out different lectures during the first 2-3 weeks of the semester and only then decide on which classes to take. Attendance is not mandatory but we firmly encourage to go to every lecture as it facilitates the posterior study, especially if you are in the education system in Germany.

## Tutorial (“Übung”)

Often, classes offer an “Übung” (UE) related to a lecture, 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. For lectures with a large number of participants tutorials will be offered several times each week. Select the tutorial that best fits with your schedule because they all

cover the same material. Often times, exercise sheets will be published for the tutorials and the solutions will be presented during the sessions. Thus, tutorials provide a very good preparation for exams. Sometimes, there will also be a “Tutorium”, which is something different than an “Übung”. Often times this will be taught by a fellow student. These classes do not count towards your ECTS credits.

## Seminar

In seminars (SE), students and university staff work together on a chosen topic. Each student will usually be assigned a topic which he/she has to cover. Classes usually consist of only 10-25 students, so they tend to be more interactive. Attendance is not mandatory but participation may influence your grade, so it would be a good idea to regularly show up. Most of the time, you will need to give a presentation (“Referat”) on your topic, with a subsequent discussion. The length and scope of

the presentation will be specified by the seminar’s teacher. Usually it will be a 20 minute presentation but it could also be up to an hour. For

seminars you do not write an exam at the end but you will have to hand in a paper (“Seminararbeit”), which explores your topic and elaborates on your presentation. Generally, “Seminararbeiten” at Bachelor level would be between 10 to 15 pages long, and at the Master’s level they can consist of up to 30 pages. Again, requirements on length and depth of the paper as well as the deadline for you to hand it in will depend on the seminar. Please remember that you will have to register for a seminar before the semester starts! The application process can vary widely between seminars, so check the course list and the institute’s website for instructions. If you cannot find anything, it’s best to contact the corresponding institute via e-mail.



## Writing Papers

The formal side of writing papers is really important at the HU. Citation is checked rigorously. A good idea would be to read our “Guidelines for students on scientific work” ([www.wiwi.hu-berlin.de/en/study/sb/standard?set\\_language=en](http://www.wiwi.hu-berlin.de/en/study/sb/standard?set_language=en)) and to ask the institute offering your seminar on which approach they prefer. Going to the office hours of the teacher and checking

with him/her if you are on the right track with your research question is generally not a bad idea, as well. To just “copy and paste” on the other hand is a very bad idea! Teachers will check, electronically, if what you have written has appeared in that same exact form before. If they find something, you will fail the course. So don’t do it!

# Length of Classes and Credit Points

In the course list the length of classes is denoted with SWS, which stands for "Semesterwochenstunde" and means so much as the number of hours per week that a course takes place.

One SWS amounts to one 45-minute teaching period. A usual course will take place twice a week for 2 SWS each session, meaning that it effectively takes place for 2 x 90 minutes. In the course list the times

will usually be stated like this: 10 - 12, but the course will then run from 10:15 – 11:45. This is because of the so-called academic quarter ("Akademisches Viertel"), which means that the lecture or seminar starts 15 minutes later and ends 15 minutes earlier than the official time-frame that is associated with this course. This will allow you to get a coffee and switch rooms during the breaks. The "Akademisches Viertel" however only holds true for lectures, seminars, and tutorials. Therefore it is wise to check for each course whether there is an "Akademisches Viertel" or not. You can check this as follows in the course list: when you see c.t. (cum

tempore) this means that there is an "Akademisches Viertel", when you see s.t. (sine tempore) there is no "Akademisches Viertel".

A course that consists of a weekly lecture (2 SWS), a weekly tutorial (2 SWS) and a written exam is generally rewarded with 6 credit points, which are called LP in our course list. They are equivalent to ECTS points. You

only receive the credits for the entire course by passing the exam. Splitting the points between lecture and tutorial is not possible.

If you attend a seminar and receive a sufficient grade for your seminar paper, you will be awarded 6 ECTS. Grades are typically based solely on the final exam. Therefore, you will only get credits if you pass the exam following the respective course. Just attending the lecture is not sufficient to receive credit.

701032		Econometric Methods (englisch)					
4 SWS							
VL	Mo	10-12	wöch. (1)	SPA 1, 202		B. Droge	
	Di	12-14	wöch. (2)	SPA 1, 201		B. Droge	
1) findet ab 24.10.2016 statt							
2) findet ab 18.10.2016 statt							
701032		Econometric Methods (englisch)					
2 SWS							
UE	Do	14-16	wöch. (1)	SPA 1, 202		J. Emmiler,	
	Fr	12-14	wöch. (2)	SPA 1, 22		M. Furdas	
1) findet ab 20.10.2016 statt							
2) findet ab 21.10.2016 statt							

Estimation and testing in the general linear model, generalized least squares estimation, asymptotic theory, maximum likelihood estimation and likelihood based testing, nonlinear regression models, stochastic regressors, instrumental variable estimation, (generalized) method of moments, Schätzen und Testen im allgemeinen linearen Modell, verallgemeinerte Kleinst-Quadratsschätzung, asymptotische Theorie, Maximum-Likelihood-Schätzung und Likelihood-basierte Tests, nichtlineares Regressionsmodell, stochastische Regressoren, Instrumentalvariablerschätzung, (verallgemeinerte) Momentenmethode. Part of the course are four ungraded homework-exercises.

Literatur: Davidson, R. and MacKinnon, J.G. (2004): Econometric Theory and Methods, Oxford University Press.



# Special Courses outside of our School

## Berlin Perspectives (Exchange students only)

Berlin Perspectives is an interdisciplinary module in English and German for international students of all fields, who study at the Humboldt-Universität zu Berlin. Besides a seminar programme, Berlin Perspectives also offers support in the form of mentoring and German language practice. The module aims to ease the transition for international students, from studying in their home countries to studying at the HU. The Berlin Perspectives Module consists of 1 to 3 seminars, which award 5, 10 or 15 ECTS. The focus is on the following areas: social sciences, cultural studies,

economics, and literature and language studies. The seminars introduce students to academic German and reinforce their studying skills. In addition, the students discuss various aspects of Berlin including topics such as German history, society and culture, thus providing a useful supplement to their main studies at the HU. It is also a great opportunity to balance your studies in case you need to obtain a certain number of ECTS during your stay.

Berlin Perspectives  
<https://hu-berlin.de/berlin-perspectives>

Career Center  
<https://hu-berlin.de/career>

## Career Center

The Humboldt-Universität zu Berlin's own Career Center offers courses on a variety of topics, starting with coaching on presentations, through project management to seminars on fund raising or social media management. The courses are offered on Bachelor as well as on Master level.

The courses run on a different schedule than the regular

courses at our school - many times they are offered in a shorter period or as a weekend seminar. Watch out not to miss the registration deadlines. You will get credits for the courses, usually it is 5 ECTS per course. Most of the courses at our Career Center are in German.

## Learning a Language

Living in Berlin, you might get the impression, that you get along without any German language skills. Basically everyone understands English. The international vibe in Berlin is clearly visible and wildly attractive. Still, we strongly recommend to learn at least some German while living here. Not only because is it polite to at least try to speak the language of the country that you call your home (sometimes only for a while), but it also

enriches your own experience. Not everyone is part of the "international bubble" and you might miss lots of great opportunities.

One thing is sure: If you pursue a career in Germany, German language skills are vital for you. Even though a company's language might be English, basic German skills are always requested!

# Language Courses

The HU's Language Center offers a variety of language courses during the semester (and also during the semester breaks). From German, English, French and Spanish to Arabic, Hungarian, Swahili - you have the chance to learn it all! The language courses are reasonably priced compared to external schools. Classes are available for beginning, intermediate, and advanced speakers. To know which course is right for you, you should take the "C-Test" before registration for a course. This

test is just to assess your level of prior knowledge, but you absolutely need to do it in order for you to be able to register for courses.

*Registration usually opens during the first week of the semester and you should register quickly, as the courses tend to be in high demand. Make sure to do the "C-Test" in advance since many courses fill up just a few seconds (!) after the registration starts.*

## Intensive Language Course

*Before each semester, we offer an Intensive German Language Course for four weeks. It currently costs around €400. This is a really good way to improve your German quickly, get acquainted with Berlin and meet a lot of other people. It is open to all levels of language proficiency. This course is designed for exchange students only, but the Wiwi International Office manages to get some degree students in every year. Just contact us if you are interested!*

Language Courses at the HU  
[www.sprachenzentrum.hu-berlin.de/  
studium\\_und\\_lehre/kursangebot](http://www.sprachenzentrum.hu-berlin.de/studium_und_lehre/kursangebot)

Explanation of the different levels  
[www.sprachenzentrum.hu-berlin.de/  
studium\\_und\\_lehre/kursangebot/  
beschreibung\\_der\\_stufen.htm](http://www.sprachenzentrum.hu-berlin.de/studium_und_lehre/kursangebot/beschreibung_der_stufen.htm)

Intensive Language Course  
[www.sprachenzentrum.hu-berlin.de/  
erasmus-deutsch-intensivkurse](http://www.sprachenzentrum.hu-berlin.de/erasmus-deutsch-intensivkurse)

## Online Language Courses for free: "Deutsche Welle"

"Deutsche Welle" is Germany's international broadcaster, producing television, radio and online content in 30 languages. A free online German course is available at their website with a special course for Business German.

They also have a lot of other offers for you to keep up with what is happening in Germany and one of our favorites: daily news in German, spoken slowly for you to practice your listening: [www.dw.de/learn-german/s-2469](http://www.dw.de/learn-german/s-2469)

## Tandem Partner and Language Exchange Market

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. This service is offered by the "Sprachenzentrum". If you want to sign up, fill in the online form. They will try to find a suitable tandem partner, depending on supply and

demand. If two persons are successfully matched, the two of you will be introduced to each other briefly via mail. Then it's up to you: meet up, get to know each other and let the conversation begin!

Language Center Tandem  
[www.sprachenzentrum.hu-berlin.  
de/selbstlernzentrum/tandem](http://www.sprachenzentrum.hu-berlin.de/selbstlernzentrum/tandem)

# Helping you to study: Moodle & AGNES

## Moodle

Moodle is an online platform where information for individual courses is provided, for example the syllabus, slides, practice exams, or other relevant study material that accompanies a lesson. Often, course supervisors or teaching assistants use Moodle as a way of communication: announcements are usually communicated through Moodle. Moodle also offers a discussion forum, where course participants can exchange information regarding matters related to the class. Generally, when you take a certain course you will join the accompanying group in Moodle. To access Moodle just use your HU account. If you like to sign up for a course in Moodle you will usually need a password, which will

be announced in the first session of the semester. Note that your registration for a course in Moodle is just to give you access to the learning material. It is not a binding enrollment for the module and you still have to register for the exams separately.



## Agnes

Agnes is the more official counterpart of Moodle. This is where the courses will be published and where you need to register for exams. The course catalogues are published on February 1 for upcoming the summer term and on July 1 for the winter term.

You can use Agnes to look at courses without an HU account, but for all further features you will need to log in. To find the courses offered at our faculty, just go to “Course Catalog” on the left of the page and then look for “Wirtschaftswissenschaftliche Fakultät”. Make sure that you are checking the right semester (look towards the top of the page to choose the term).

One nice feature of Agnes is that you can use it to easily set up your schedule for the semester and get an overview of which courses take place when and where. Once you select an individual course in Agnes, it gives you an overview of the course-related information. Under the course title there is a “note selected dates” button, which allows you to include this course in your timetable. The trick, however, is that you first have to highlight the box “Select” (which can be found under the “Date/Time/Location” header) before clicking on “note selected dates”, otherwise the course will not show up

in the timetable.

The timetable can be found under “schedules”. Don’t forget to save your timetable when you are done, or you will have to do it all over again the next time you log in. By putting a course in your timetable, you are not registering for anything, so feel free to use this to save all the courses that you think could be interesting for you.. You can also use Agnes to register for exams (see later) or to see your grades (go to “Grade Overview”). In case you change your address, you can tell the Humboldt-Universität via Agnes. It is necessary for us to send you letters: how else would you get your certificates, TANs and “Rückmeldeaufforderungen”?

### Links

- Moodle: [www.moodle.hu-berlin.de](http://www.moodle.hu-berlin.de)
- Agnes: [www.agnes.hu-berlin.de](http://www.agnes.hu-berlin.de)

# Exams and Grades

Though it is not necessary to register for classes (with the exception of seminars), you must register for the exams that you like to take via Agnes. Exams at the HU generally last 60-90 minutes, but there are some that take longer as well. There are two examination periods in each semester. 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 second round can be used for a retake if you should fail the exam in the first try. After you successfully passed an exam, the grade cannot be amended.

## Exam Registration

To register for exams you can simply use Agnes. In order to do so, you will need a TAN list (transaction number). The TAN list will be sent to the address you stated during your enrollment. Make sure your address is stated correctly in Agnes! If you would like to change your address, you can do this directly via Agnes. In case you did not receive a TAN list by December/May, just go to our "Prüfungsbüro" and they will issue one for you. The registration for exams will only be possible during a certain time. During this registration period, you can register and de-register for as many exams as you like. After the deadline has passed, registration is not possible anymore. If you have registered for an exam, but decide to not take it, you can drop the course up to five working days (Mon to Fri) before the exam via Agnes. Note that you will not be able to then take the exam in the second round!

Registering for the second round after the registration deadline will only be possible for one of these two reasons: Either you have failed the exam in the first round or you are sick on the day of the exam. In the latter case you will need to present a doctor's note within three days after the exam to the "Prüfungsbüro". Make sure the doctor's note is issued for the date of the exam. In both instances you will be able to register for the exam again for the second round. If you don't pass an exam in the second round, the next chance to take the exam will only be after the course was given again - most probably the year after. For exchange students this means that

a retry after the second round is not possible anymore. To register for exams, just follow these steps during the registration period:

1. Log into Agnes with your HU account
2. Choose "Prüfungsan- und -abmeldung" ("Apply for exams")
3. Enter a TAN (this works like online banking - it makes sense to cross the numbers off after you have "used" them)
4. Choose the exam you like to register for (degree students should make sure that the exam is listed in the right field)
5. Choose WHEN you want to take it (first or second round)
6. Enter another TAN
7. Repeat steps 4-6 for every exam
8. Check under "Registered Exams" if everything is as you want it to be
9. If needed: click on the respective exam that you would like to de-register and confirm the de-registration with a TAN

### Dates

<http://www.wiwi.hu-berlin.de/de/studium/pa/pruefungen>

### Step-by-step guide

<https://hu-berlin.de/agnes-steps>

## Studying for an Exam

By now, you probably also noticed that a lot of courses here will be really quantitative. Just to avoid some troubles for you in the future, here are some hints on how to make it as at the HU:

- Use both exam periods. Check the exam list and then plan your exams accordingly. Especially if you want to do 30 ECTS in one semester, it might be good idea to not write all 5 exams in one week.
- Form Study Groups with other people. This is kind of obvious, but study groups really help. Also, this way you can meet people and have coffee during breaks.
- Study early and often. We know everybody says this and nobody really does it. Just keep this in mind and try to force yourself to regularly do something for your

coursework. You will see that you will be a lot more relaxed during the exam weeks.

- Review old exams. You can sometimes find them in Moodle or on the institute's website. If you can't find any there, you can also ask the "StuRa" for old exams. They have a database of previous exams available. Just stop by the "Studentencafe" (self organized coffee place) in the ground floor and ask about the exams.

StuRa contact for previous exams  
[stura@wiwi.hu-berlin.de](mailto:stura@wiwi.hu-berlin.de)

## Writing an Exam

Two days before the actual exam date, the location of the exam will be announced on the website of the "Prüfungsbüro". Often, the exam will neither be held at the same time nor in the same room that the lecture was held. Sometimes there might be multiple locations or you will need to go to our main building. So look at this in time to make sure your studying efforts will not be wasted.

Most importantly, always bring your student ID and a photo ID with you to an exam. Keep in mind that when you take an exam, the result will always appear on your transcript ("Leistungsnachweis") along with the grade. In case you pass the exam after a second try, the "fail" will not appear on your final transcript. If you notice during the exam that you would like to have a second try at it, you may always "cancel the exam". This means that you will fail the exam and thus be able to retake it in the second round. Once you have passed an exam, however, there is no option to repeat the exam in order

to improve your grade.

Be aware that grading is pretty tough. You can see how previous exams were graded on the website of the "Prüfungsbüro". You will notice that exams with a better average than 3.0 or less than 30% failing are the exception rather than the rule. Unfortunately for you, international students do not get a bonus. The only exception is, that exchange students may take a dictionary for English or German to the exam. Attention: if there is ANY note or comment in the dictionary, it will be counted as attempted cheating (means a fail), even if the comment has nothing to do with the exam!

So again, if you want to do a certain amount of ECTS, take the exams that you are feeling unsure about in the first round. This gives you the chance to retake them in the second round.

Information on Exam Dates, Exam Registration & Exam Results:  
<http://www.wiwi.hu-berlin.de/de/studium/pa/pruefungen>

## 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. The German grading system can be translated to the ECTS system (A to F) as shown in the box.

German Grade	ECTS Grade
1.0 and 1.3	A (excellent)
1.7 and 2.0	B (very good)t
2.3 and 2.7	C (good)
3.0 and 3.3	D (satisfactory)
3.7 and 4.0	E (sufficient)
>4.0	F (failed)

## Transcripts of Records: Exchange Students

After your stay in Berlin, you will receive a transcript of records from the School of Business and Economics, that lists all the exams you took at our school (and the ones you registered for). You will need this document in order to transfer the credits to your home university. For informational purposes, you can check your grades in your Agnes account, too.

We will be sending the transcript to your home address in your country. At the end of the term, we will ask you to change your address in Agnes to the address where you want the transcript to be sent to. Please note, that we will only send transcripts to addresses outside of Berlin. If your are still in the city, you may just pick it up at the "Prüfungsbüro" (examination office) in room 7-10 in SPA1.

Write an e-mail to [pruefungsbuero-wiwi@hu-berlin.de](mailto:pruefungsbuero-wiwi@hu-berlin.de) (including your enrolment number!) if you have taken any seminars. Since you don't register in Agnes for Seminars, without the e-mail we don't know about the seminars and might send the transcript without the seminar grade to you. Once all your grades have been published (April/September), the examination office will send the transcript to that address (not to your home university). Please be aware that this can easily

take up to ten weeks, especially if you took seminars! A further note: this document will only show the grades from our school. For any outside-of-our-school-courses (e.g language courses or Berlin Perspectives) it is your own responsibility to make sure that you obtain a separate certificate with your grades. Talk to the teacher of the course or the representatives from the respective examination office, best would be before you even taking that course.

Sounds complicated? Don't worry, we will inform you about this process step-by-step during your stay in Berlin. The only thing to notice right now is that it may take some time to get the official transcript.

Make sure that we can always reach you by post  
Before exams time: state your Berlin address in Agnes  
During exams time: change it to your home country address in Agnes

## Transcripts of Records: Degree Students

You may always pick up a current grade overview at the "Prüfungsbüro". After completion of your studies, you will receive your degree certificate at your graduation ceremony. If you can't make that, you can obviously

pick it up at the "Prüfungsbüro" or have it mailed to you. It will take a couple of days between the publication of your last grade and the issue date of your certificate.

# HU Facilities

Outside of your classes there are quite a few facilities at the Humboldt-Universität zu Berlin designed to help you with your coursework. The following sections will introduce you to some of the most useful facilities.

HU Account  
[www.cms.hu-berlin.de/dl/beratung/antrag](http://www.cms.hu-berlin.de/dl/beratung/antrag)

Automatic Forward for Mails  
<https://forward.cms.hu-berlin.de>

## HU Account

To use any of the computer-based systems at the HU, you will need to activate your HU account at the “Computer- und Medienservice”. This is the HU’s internal department dealing with everything related to computers and multimedia. Your personal HU account provides access to your university e-mail, Agnes, Moodle and the WiFi inside the buildings of HU, so there is absolutely no way around it. To set up the account you will need the four digit PIN and your matriculation number given on your “green letter”. Just go to the CMS website, agree to the terms of service, put in your personal details and set your password. After receiving your HU account, you will have to change the password

after a year. Your account will be locked when you either do not renew or change it in time. The university e-mail is very important, so make sure to check it every once in a while or set up an automatic forward of all the mails to your private e-mail account.

One of the many PC pools is located in the basement of our School and you can use your HU account to access the computers. Visit the website of the CMS to find out more about the PC pools at HU or how to set up the WiFi connection.

## Libraries

HU’s central library is the “Grimm-Zentrum”. Home to over 2.5 million books, it is considered one of the biggest university libraries in Germany. Housed in a modern building, the library is named after the famous German brothers. Of all of HU’s libraries, this library has the most extensive opening hours (from 8 am till midnight on weekdays and from 10 am to 6 pm during the weekend).

The Economics library is integrated into the “Grimm-Zentrum”, which means that if you would like to use or borrow course related textbooks, or most other textbooks for that matter, the “Grimm-

Zentrum” is the place to go. It is located relatively close to our School’s building and thus you will find most students of our School studying there. Besides the “Grimm-Zentrum”, the HU has 11 other libraries, which are open to you as well. Of these libraries, the “Campus Nord” library is probably the most interesting, since it is also fairly centrally located (next to the “Mensa-Nord”), has some Economics books and the longest opening hours on weekends. The Theological Department across the street has its own library, which you may use to study as well.

The other option are our school’s study rooms (rooms 222 and 219). As a special service, the faculty building stays open on Saturdays in the last few weeks before exams. The dates are announced on the website of the School.

HU Libraries  
<http://primus.ub.hu-berlin.de>

## Using the Library

our student ID also serves as your library ID. As a student, you may use the university libraries free of charge. This also holds true for the other public and university libraries in Berlin, but there you might need to apply for another ID. Before entering the library, you need to get rid of everything you are not allowed to take with you. No bags, no jackets and no drinks besides water are permissible inside. Therefore, you have to put all this in the designated lockers (you will need a lock for the lockers so make sure to take one!). You can purchase or bring a transparent bag for your learning materials and laptop etc. to take inside the library. If you use the library for the first time, go to one of the counters and let the nice people there activate your account. Once that is done, you are free to borrow any of the books available. To find books, just browse through PRIMUS, the library search portal, with the subject you are looking for and you are sure to find a lot of recommended options. Write down the signature of the book you need and then pick it out of the shelf. Textbooks used most commonly in

classes can be found at the “Lehrbuchsammlung” on the ground floor. A wider selection of Economics and Management literature can often be found on the fourth floor of the building. Once you have all your desired books, you then need to check out. Either do it at a counter with one of the librarians or do it yourself at a self-checkout. You will get a receipt, telling you when you need to bring it back. This can also be checked in your online account, accessible through the library’s website. Here you may also prolong your already borrowed books or order some that you still need, which you can in turn pick up at the library.

Literature Search  
<http://primus.ub.hu-berlin.de>

## Mensa

The “Mensa” is the student cafeteria run by the “Studentenwerk Berlin”. Most Mensas are open between 10 am and 6 pm, but you should know that lunch (“Mittagstisch”) is only served between 11 am and 2:30 pm. Most Mensas serve at least three different varieties of warm meals (especially the larger ones) and often provide a rich variety of fruits, vegetables, drinks and desserts. Cafeterias offer a narrower variety of foods and are more focused on smaller meals and snacks, such as sandwiches, brownies, and yoghurts. The largest HU-Mensas are the “Mensa-Nord” and “Mensa-Süd”. The advantage of the “Mensa-Süd” is that it is located right on “Campus Mitte”, in the main building. The

“Mensa-Nord” on the other hand is slightly less centrally located, but offers the largest variety of meals and drinks and is therefore very much appreciated among students. There is also a little cafeteria inside our school, which is relatively small and thus offers a smaller variety of foods but excels in its service quality.

As an added bonus, you can also find the student-run “StuRa-Café” in the back of our school where you can get cheap coffee and a few cold beverages. The “StuRa-Café” is run by the students union and relies on the students’ participation.

Menus

[www.stw.berlin/mensen](http://www.stw.berlin/mensen)

or find the different „Mensen“ on Facebook for updates.

# HU Services and Meeting People

Studying at the HU will hopefully be more than just classes and exams for you. There are a lot of opportunities available at the School of Business and Economics and at the Humboldt-Universität as a whole to broaden your experience with us. In the following section, we would like to introduce you to some of the services at the HU that will make your student life in Berlin even more enjoyable.

## Sports

As a HU student, you will have many opportunities to participate in sports activities. The “Hochschulsport” (university sports) offers a wide variety of sports courses for you to participate in and meet other people. They are not graded and won't earn you any credit points, so they are just here for some fun outside of class. In order to take part in a sports course, you should register online and make sure that you pay the fee within three days (if not, your reservation will be canceled). The fees are however relatively low, even for students. Again, a lot of courses tend to get booked very fast, so be there

early. Registration is held online towards the start of each semester.

HU Sports

[www.zeh.hu-berlin.de](http://www.zeh.hu-berlin.de)

Buddy Program

[www.wiwi.hu-berlin.de/de/international/buddy](http://www.wiwi.hu-berlin.de/de/international/buddy)

## Buddy Program

The Buddy Program is an opportunity to promote cultural exchange and international understanding. The idea is to match small groups of our incoming exchange students with local students at the beginning of each semester, and encourage them to meet, laugh, talk, listen, and participate in whatever clubs, teams or activities they wish. By doing this, an important information resource is created for both parties.

to be greeted in a new city by a friendly face! Of course, you can decide for yourself how much time to spend with your Buddy group.

At the start of every semester, the International Office arranges a “Big Buddy Meeting” for the participants of the program. We will also arrange several other “Buddy-Stammtische” (regular bar nights) and activities throughout the semester.

Local students are encouraged to help the exchange students with the questions before their arrival and during their stay in Berlin. It can make a big difference to an international student



## Studentenrat

The StuRa ("Studentenrat") is the student representation/council (otherwise usually called "Fachschaft") of the School of Business and Economics. They are committed to the interests of the students and usually are the first contact for you, if you have any study related problems. Every student can just join their activities. They are meeting every Thursday at 6 pm in the StuRa Café. The StuRa has 7 elected members. But every student has a right to vote, if he/she was present

StuRa

[www.wiwi.hu-berlin.de/studium/  
studierende/stura](http://www.wiwi.hu-berlin.de/studium/studierende/stura)

at 3 of the last 5 meetings. Just come by! Their work is very important to the school, but fun is also a central component with them. To stay updated with the work of the StuRa, like their facebook page.

## WWG at Humboldt-Universität zu Berlin e.V.

The society for Economics and Management at Humboldt -Universität zu Berlin is a non-profit organization with the aim to support students, teaching and research at the School of Business and Economics. The practical education of the students is a particular matter of concern. In addition to organizing events and conferences, the WWG promotes study visits abroad. Students receive travel expense scholarships independently of other funding programs. The WWG awards prizes for the best graduates of a semester and

for winners of (international) student contests. Additionally, the WWG finances 10 "Humboldt-Stipendien" (<https://www.hu-berlin.de/de/foerdern/was/projekte/nachwuchs/humboldtstipendium>).

Wirtschaftswissenschaftliche Gesellschaft

[www.wiwi.hu-berlin.de/wwg](http://www.wiwi.hu-berlin.de/wwg)

Contact: [wwg@wiwi.hu-berlin.de](mailto:wwg@wiwi.hu-berlin.de)

## Humboldt-Forum Wirtschaft

The "Humboldt Forum Wirtschaft" (HUFW) is a non-profit university association. They are organizing an annual symposium, where current topics in economics, society, politics and business are discussed as an inter-university and interdisciplinary forum. The symposium is organized by Humboldt students and free of charge for you. If you want to get involved and help the HUFW to prepare the topics, acquire speakers, acquire donations, or cooperate with the media, just contact them. The HUFW offers the opportunity for students of all HU schools to combine the discussion on economically

and socially relevant topics with practical experiences in the preparation and organization of lectures and discussions. And, last but not least, it is fun to work in a creative and committed team where everyone takes on the tasks they like best.

HUFW

[www.hufw.de](http://www.hufw.de)

## Orbis Humboldtianus

A great way to meet fellow (international) students is offered by the "Orbis Humboldtianus", the international club of the Humboldt-Universität.

It is a regular meeting point for all German and international HU students who enjoy meeting people from other countries and cultures. During the semester, the "Orbis" organizes

many activities for international students, such as political discussions, field trips, and visits to theatres, museums, and concerts. Check their website for any additional information and regular updates on their activities. They also have an Info Desk, where you can register for events and find information and advise on all topics relevant for international students!

Don't miss out the opportunity to get to know people from other subjects and classes, too.



Orbis Humboldtianus  
<https://hu-berlin.de/orbis>

Events@Orbis  
[www.international.hu-berlin.de/orbis/events](http://www.international.hu-berlin.de/orbis/events)

Mentoring Program Studis4Studis  
[www.international.hu-berlin.de/orbis/studis4studis](http://www.international.hu-berlin.de/orbis/studis4studis)

## English Language Proofreading Service

"MEMS-HELPS" is a service to get you in contact with a native English speaker. They will, after you agreed on the level of financial compensation, proofread your working paper, seminar paper, thesis, or dissertation. Just send a little excerpt of the paper (2 representative pages), and the deadline you need the paper completed to [mems-careers@hu-berlin.de](mailto:mems-careers@hu-berlin.de). We will contact the list of proofreaders from the program (all of whom have English as their native language) and your assigned proofreader will contact you via e-mail. You and the proofreader must agree upon an amount per page or a flat fee for the entire job. We cannot always guarantee that a proofreader will be available, especially if you do not allow sufficient time for the work to be completed (we suggest allowing at least a week for the proofreader to finish). At the moment this service is only offered for

seminar papers (10+ pages) and theses. We hope you take advantage of this service so that you can be confident that your research is being presented in the best possible manner.

The International Office connects you with a proofreader free of charge and will neither accept/transfer money nor negotiate prices for you. You and your assigned proofreader must determine the pricing individually and independently. Common practice are 2€ per page, however, this amount may change based on the amount of work required.

See [www.wiwi.hu-berlin.de/de/international/incomings/mems-helpt](http://www.wiwi.hu-berlin.de/de/international/incomings/mems-helpt) for more information.

# Life after HU (Degree Students)

We have been told that there is a life after studying. As a matter of fact, HU makes an effort to support you not only during your studies, but also assist you where it can once you are graduated.

## Employment in Germany

You enjoyed your studies in Berlin? Why don't you stay and look for a job in Germany after graduation? First thing for you to check in on is that after successful completion of studies the residence permit expires, even if it was originally issued for a longer period of time. It is therefore necessary to apply at the "Ausländerbehörde" for the residence permit to be extended (a residence permit may be extended for up to 18 months in order to seek employment appropriate for a university graduate). Please keep in mind, however, that for the extension to be granted, evidence of appropriate employment-seeking efforts (applications, etc.)

Visa Regulations for Germany  
<https://www.auswaertiges-amt.de/de/einreiseundaufenthalt/visabestimmungen-node>

must be submitted. While the job search continues, you may also take student-type part-time jobs. Graduates from EU countries enjoy the freedom of movement act, so they don't need to apply for any working visa etc. Still, be sure to check out if there are any regulations for your nationality.

## Keeping in Touch with the WiWi Faculty after Graduation

### WiWi Alumni

The WiWi faculty would like to accompany you on your way after graduation as well. To stay in contact with your fellow students, the alumni team is not only providing a virtual platform for you to network but it also does so by organizing social alumni events (often in cooperation with the HUFW and the WWG). This way, you can keep up-to-date with your alma mater!

If you would like to be a part of the alumni social network please sign up on the website or send an email to the WiWi Alumni Team. The team will be happy to give advice on any questions you might have concerning alumni relations.

WiWi Alumni  
[www.alumni-wiwi-hu.de](http://www.alumni-wiwi-hu.de)

Contact: [wiwi-alumni@hu-berlin.de](mailto:wiwi-alumni@hu-berlin.de)

# Hints on how to Survive in Berlin

## Getting Around with the BVG

Berlin's public transport can be described in one word: awesome. Both the U-Bahn (subway) and S-Bahn (metro-rail) run all night on weekends. During the week the subway lines are replaced by busses from about 0:30 to 4:30, while the S-Bahn stops services during 1:30 and 4:30. Additionally, you will find the trams (mainly in the former east) and the buses (mainly in the west) to be very useful. Any bus or tram line with an M in its name will run all night, even on weekdays.

Your "Campus Card" is your transportation ticket for each semester. It is valid in the Berlin ABC areas, meaning you can go as far as Potsdam for free. So it is virtually impossible to get stuck somewhere without means to get home. And if you went somewhere by bike but don't feel like riding it back home, your semester

ticket allows you to take it along for free.

### Pfand

Bottles usually have Pfand, i.e. a small deposit that you get back upon returning the bottle. If you don't want to return it, then please don't throw it into a trash can. Usually, there are "bottle collectors" everywhere who make a bit of money by returning the bottles. Make their life easier by putting it next to a trash can, so they don't have to reach into it.

## Campus Card and Printing

The Campus Card does not only serve as your student ID and transportation ticket, but it can also be used to pay in all the Mensas in Berlin. Furthermore, you can also use it for printing, scanning and copying in the libraries.

Some libraries provide lockers for students that can be used with a Campus Card. If you would like to use your "Campus Card" for a locker, you have to activate it first at one of the digital screens positioned relatively close to the electronic lockers.

If you would like to use the Campus Card for printing documents like slides, exercise sheets or papers from the university computers, you need to type in the

Studentenwerk number of your Campus Card when hitting the print button. You may use the computers in the PC room in the School's building (room 021 or 022) and the printing machine in the room next door or one of the many Printing Terminals in the Grimm Zentrum. Furthermore, the Stura offers cheap printing in their Café. Payment is without Campus Card, instead there is a cash register placed.



## Student Discounts

Your student ID also entitles you to cheaper access to many cinemas, museums, theaters, operas and more throughout the city. It is always worthwhile to look for a student discount if you buy tickets for an event of any kind. Many times, you can save up to 50% of

the original price. You should also have your student ID with you in order to prove that you are actually a student.

# Health and Safety

## Emergency Assistance

Should you have an emergency in Berlin, please dial the following numbers for help.

- Police (Polizei).....110
- Fire, Ambulance, Medical Emergency (Feuerwehr, Ambulanz-Notarzt).....112
- Emergency On-Call Doctor (Bereitschaftsärzte) .....  
.....+49 (0)30 31 00 31
- Emergency On-Call Dentist .....  
.....+49 (0)30 89 00 43 33
- Poison Control (Vergiftungserscheinungen) .....  
.....+49 (0)30 192 40
- Drug Emergency Hotline (Drogennotdienst)  
.....+49 (0)30 192 37
- Emergency Pharmacist (Apotheken-Notdienst) .....  
.....0800 00 22 8 33
- International Health Line....+49 (0)30 31 00 32 22

## Doctors

There may come a time when you need to visit a doctor. There are general practitioners (“Hausärzte”) and specialists. In general, you need to first see a “Hausarzt”, who can then refer you to a specialist. You can search for a doctor on the “aerzte-berlin.de” website.

A list of English-speaking doctors is available from the U.S. Embassy in Berlin. Your country’s consulate or embassy may also be able to refer you to doctors in Berlin who speak your native language. Alternatively,

## Hospitals

There are several hospitals in Berlin. The two hospitals closest to the university are listed here, but you may also search for the hospital or clinic nearest to you on the Gesundheit Berlin website under “Krankenhäuser, Kliniken, Reha”. In case of an emergency, you may go to any of the hospitals, they will all help you!

Gesundheit Berlin  
<http://www.aerzte-berlin.de/>

List of English speaking doctors  
<https://photos.state.gov/libraries/frankfurt/1020130/spahncx/Berlin%20Medical.pdf>

Psychological and  
Psychotherapeutic Counseling  
[www.studentenwerk-berlin.de/en/bub/pp\\_beratung](http://www.studentenwerk-berlin.de/en/bub/pp_beratung)

More Links  
[www.wiwi.hu-berlin.de/international/incomings/safety](http://www.wiwi.hu-berlin.de/international/incomings/safety)

you can call the International Health Line (see above), a public service that offers referrals to doctors who speak various languages!

To get a prescription drug, just visit one of the many pharmacies (“Apotheke”). In case it is closed, there will be a sign telling you where to go for the closest one being open 24 h that day (it’s not always the same!).

Campus Charité Mitte (CCM)  
Emergency Department (Notaufnahme)  
Philippstraße 10 - 10115 Berlin  
Tel.: +49 (0)30 450 53 10 10

Vivantes Klinikum im Friedrichshain  
Emergency Department (Rettungsstelle)  
Landsberger Allee 49 - 10249 Berlin  
Tel.: +49 (0)30 130 23 17 35

# Important Abbreviations and Translations

SPA1	Spandauer Str. 1 (location of the School of Business and Economics)
UL6	Unter den Linden 6 (main building of HU)
DOR26	Dorotheenstr. 26 (“Sprachenzentrum”)
BWL	“Betriebswirtschaftslehre”, Business Studies
VWL	“Volkswirtschaftslehre”, Economics
VL	“Vorlesung”, lecture
UE	“Übung”, tutorial
SE	Seminar
LP	“Leistungspunkte”, credit points per lecture, equivalent to ECTS
SWS	“Semesterwochenstunde”, hours per week
N.N.	nomen nescio (lecturer not yet decided)
Kommentar	course description
Hörerkreis	participants
wöch. or 14 tgl. (or 14 tägl.)	weekly or every other week
Literatur	literature
Prüfungsleistung / Klausur	examination
ZSP-HU	“Fächerübergreifende Satzung zur Regelung von Zulassung, Studium und Prüfung”, Interdisciplinary Regulation for Admission, Study and Examination

More can be found at:  
[www.hu-berlin.de/suche/glossar](http://www.hu-berlin.de/suche/glossar)

# Contacts

## Humboldt-Universität zu Berlin

Address: Unter den Linden 6, 10099 Berlin

### Central International Office

[www.international.hu-berlin.de](http://www.international.hu-berlin.de)

### Initial Counselling for International Applicants (degree seeking)

Kersten Grabowski

Location: Room 2257 (floor above SSC)

Tel: +49-(0)30-2093-46724

[bewerbung-international@hu-berlin.de](mailto:bewerbung-international@hu-berlin.de)

### International Students' Service

Ulrike Spangenberg

Location: Room 2245a (floor above SSC)

Tel: +49-(0)30-2093-46712

[ulrike.spangenberg@hu-berlin.de](mailto:ulrike.spangenberg@hu-berlin.de)

### Student Service Center (SSC)

Location: Lichthof West

Tel: +49-(0)30-2093-70333

[www.hu-berlin.de/studium/compass/ssc](http://www.hu-berlin.de/studium/compass/ssc)

### Orbis Humboldtianus

Location: Room 3120

Tel: +49-(0)30-2093-46747

[www.international.hu-berlin.de/orbis](http://www.international.hu-berlin.de/orbis)

[orbis@hu-berlin.de](mailto:orbis@hu-berlin.de)

### Visaservice

Location: Orbis Humboldtianus

Tel: +49-(0)30-2093-46746

[www.international.hu-berlin.de/orbis/visaservice](http://www.international.hu-berlin.de/orbis/visaservice)

[visaservice@hu-berlin.de](mailto:visaservice@hu-berlin.de)

### Application as a Foreign Degree Student

Kersten Grabowski

Location: Room 2257 (floor above SSC)

Tel: +49-(0)30-2093-46724

[bewerbung-international@hu-berlin.de](mailto:bewerbung-international@hu-berlin.de)

[zulassung-international@hu-berlin.de](mailto:zulassung-international@hu-berlin.de)

### Application and Enrolment as an Exchange Student

Christa Brunsch (on leave)

Location: Room 2260

Tel: +49-(0)30-2093-46736

Reebanna Kusche

Location: Room 2263

Tel: +49-(0)30-2093-46720

[erasmus@hu-berlin.de](mailto:erasmus@hu-berlin.de)

### Housing

Reebanna Kusche

Location: Room 2263

+49-(0)30-2093-46720

[exchange-students@hu-berlin.de](mailto:exchange-students@hu-berlin.de)

# School of Business and Economics

Address: Spandauer Str. 1, 10178 Berlin

## **Deputy Dean for Study and International Affairs**

Prof. Dr. Ralf Maiterth

Location: DOR1, Room 103

Tel: +49-(0)30-2093-99020

[ralf.maiterth@wiwi.hu-berlin.de](mailto:ralf.maiterth@wiwi.hu-berlin.de)

## **Head of Study and International Affairs**

Dr. Anja Schwerk

Location: Room 111

Tel: +49-(0)30-2093-99518

[schwerk@wiwi.hu-berlin.de](mailto:schwerk@wiwi.hu-berlin.de)

## **Head of International Office (WiWi)**

Mickael Maillé/Anja Schwalbe

Location: Rooms 2/3

Tel: +49-(0)30-2093-99504

[www.wiwi.hu-berlin.de/de/international](http://www.wiwi.hu-berlin.de/de/international)

E-Mail: [international@wiwi.hu-berlin.de](mailto:international@wiwi.hu-berlin.de)

Exchange: [incomings-wiwi@hu-berlin.de](mailto:incomings-wiwi@hu-berlin.de)

Degree: [mems@wiwi.hu-berlin.de](mailto:mems@wiwi.hu-berlin.de)

Refugees: [wiwi-welcome@hu-berlin.de](mailto:wiwi-welcome@hu-berlin.de)

Facebook: [www.fb.com/wiwi.international](http://www.fb.com/wiwi.international)

## **Examination Office ("Prüfungsbüro")**

Andrea Kath

Tel: +49-(0)30-2093-99520

Dorit Protzek

Tel: +49-(0)30-2093-24

Nancy Kaiser

Tel: +49-(0)30-2093-22

Location: Room 10

Fax: +49-(0)30-2093-99521

[www.wiwi.hu-berlin.de/de/studium/pa](http://www.wiwi.hu-berlin.de/de/studium/pa)

[pruefungsbuero-wiwi@hu-berlin.de](mailto:pruefungsbuero-wiwi@hu-berlin.de)

## **Study Office ("Studienbüro")**

Jeanette Boenisch

Location: Room 7

Tel: +49-(0)30-2093-99525

[www.wiwi.hu-berlin.de/de/studium/sb](http://www.wiwi.hu-berlin.de/de/studium/sb)

[wiwi-studberatung@wiwi.hu-berlin.de](mailto:wiwi-studberatung@wiwi.hu-berlin.de)

*Welcome to Humboldt-Universität's  
School of Business and Economics*



*HUMBOLDT - UNIVERSITÄT ZU BERLIN  
SCHOOL OF BUSINESS AND ECONOMICS  
INTERNATIONAL OFFICE*

*Spandauer Str. 1  
10178 Berlin*

*[www.wiwi.hu-berlin.de/international](http://www.wiwi.hu-berlin.de/international)*