



EXCHANGE SEMESTER

Academic Year 2023-24



Who is participating today?

- Erasmus Exchange programs
- Faculty Exchange program
- University Exchange program
- SwissMobility (Switzerland)
- Over 90 exchange students
- Fall Semester 2023-24 & Spring Semester 2024 or both
- 25 countries
- 45 Universities

Overview

- Your Outgoing Team
- The nomination process
- The enrollment process
- Your selection of courses
- Minimum requirements
- Transfer your credits

...

We will address all your questions and concerns!

The presentation will last 90-120 min (inc. 15 ´ break)

- We have a lot of ground to cover today (much Information for you to process)
- *We will send you the presentation as a pdf in a separate email*
- Talk to me during the break and after the presentation
- In the coming days don´t hesitate to ask for an individual meeting if you are still confused about some aspects of your exchange semester

Your Outgoing Team (1)

- **Mickael Maillé**

Head of the International Office at the School of Business and Economics

I am leaving my position / the international office by July 1st

- **Marius Repenning**

Tutor for international & exchange students

He is leaving his position / the international Office by the end of August

- **Urangoo Batulga**

Tutor for international & exchange students

She has joined our team a few days ago and she is currently in training / just started her onboarding

Your Outgoing Team (2)

- Email: outgoings-wiwi@hu-berlin.de
- Monday/Tuesday/Wednesday 10-12 AM / Thursday 2-4 PM
- Office hours at International office / Room 2 / Spandauerstr. 1
- The office hours are likely to change after July 1st
- Ask for a (Zoom) meeting outside the office hours

Where do we stand today? (1)

- I have submitted the nomination of all exchange students except for:
 - **Universität Wien:** I will get the credentials for the nomination portal by next week
 - **Tel Aviv University:** the nomination portal opens in May
 - **University of Malaga:** they are introducing a new nomination tool, which will be made available in May
 - **University Dauphine:** The nomination portals opens between May 1st-15th
- I am waiting for confirmation from:
 - **Bogazici University**
 - **ISCT University**

Where do we stand today? (2)

- Make absolutely certain that you understand the application process and meet the deadline set by your host institution
- Your host institution shall get in touch with you sooner than later
- Don't hesitate to contact the incoming team at your host institution, especially if you haven't been contacted by the end of April
- Exchange students for the Spring Semester 2024: most likely your host institution will get in touch with you after the Summer break!
- Your home institution will instruct you how to:
 - Enroll as a exchange Student
 - Register for courses
 - Apply for accommodation (if applicable)

Important: you may be required to submit a motivation statement and an additional proof of language proficiency.

However unlikely, your host institution may reject your nomination / application, especially if you do not complete administrative formalities in time or meet the language requirements.

Get in touch with your fellow students

- Could someone volunteer to create a whatsapp group?
- Moodle Chatroom (ERASMUS Outgoings WiWi - [Diskussionsforum und Tauschbörse](#))
- Alumni reports (students from the previous years)

Download the reports from our Moodle group. Use the email contacts in the reports.

- Use social networks in place in your host institution
- Look out for buddy or mentoring programs and the like in your host institution

Check our Website

- We just refreshed our website
- Easy structure to follow
- All you need to know is in our website (and the Moodle group)
- Download the checklist & timeline for your exchange program
- The English translation is not ready yet – we apologize for that

Timeline for the coming weeks

- Focus on the official acceptance letter / document
- Get familiar with the enrollment procedure in your host institution and do not miss the deadline
- Come up with a preliminary list of courses you wish to follow in your host institution and do not miss the registration deadlines for each course (if applicable)
- Deal with application for accommodation / dormitories (if applicable)
- Sort out visa application and resident permit (if applicable)
- Sort out requirements for a work permit (if applicable)

Health Insurance

Inform yourself ASP

- EU citizens moving accross the EU benefit from a coverage extension.

As an EU citizen residing in Germany, your German health insurance will cover your medical bills (at least partially) and the medical emergency during your exchange period

Depending om your destination: you may need to pay for medical bills and request a payback

- Non EU citizens: I recommend you to clear things up with your health insurance company. You „might“ need to book a coverage extension for the time you will be spending abroad during your exchange semester
- Non EU countries (ex. Turkey...): you also need to clarify with your health provider to what extent you are covered during your exchange semester. Perhaps you ´ll need to pay for additional services.

Semester fees

- You need to enroll yourself as a student at HU just like always („Immatrikulation“)
- You won't pay for the Semesterticket at HU if you request a gap Semester („Urlaubssemester“). Only the admin fees.
- Gap Semester: you are still registered as a student at HU and you can still register for exams. However: the semester spent abroad is not considered a „Fachsemester“ (although it counts as the total time you have needed to complete your degree at HU)
- Gap Semester: it is optional
- No tuition fees at the host institution.
- Perhaps you will be asked to pay for Semesterticket and admin fees at your host institution.



Make the best out of your exchange Semester!

- I cannot stress this enough: the exchange semester is a game changer!
- It is a very personal experience, shape it to your liking and set individual goals
- You might discover new academic disciplines / new courses / different approach to teaching and academic training
- Do some long-term thinking: how will you benefit from it professionally?
- Your choices could set you on a specific career path
- Start an international and professional network: the contacts you will have made will last for many years to come
- Are you considering an internship during or after your exchange Semester?

15 ´ Break

Second part of the presentation:

Learning Agreement / Transfer of credits / Scholarships & fundings

Your Learning Agreement (1)

It is essential and compulsory

- Do not mix up between the „Grant Agreement“ and the „Learning Agreement“ (Erasmus participants)
- Your Learning Agreement shows what courses you have selected
- Both your exchange coordinators at Humboldt (myself) and in your host institution need to review it and approve it
- You need to understand who is in charge of your exchange semester: exchange and / or academic coordinator)
- Swiss Universities will most probably provide you with their own template.
- Exchange students outside the Erasmus program will find a template on our website

Your Learning Agreement (2)

OLA

- Erasmus participants ought to use the OLA – Online Learning agreement
- Instructions about how to set up your „OLA“ Account on our webpage
- Some of our partner institutions do not use the OLA yet. Do not worry: you can still use the old fashioned template (email me and I will send you the template)
- If your OLA gets rejected you will need to re-submit your list of courses and go through the process again

Your Learning Agreement (3)

- Be aware that you will have to register for courses and / or exams separately
- The international office at WiWi will sign your Learning Agreement but the decision whether you can get credits for the courses you have taken abroad or not lies with the examination office at WiWi

2 semesters

- Students who are spending 2 semesters abroad will fill out 2 separate learning agreements
- After you have started your exchange semester you „may“ ask to extend your exchange period – from Winter to Summer (only)
- The decision lies with your host institution
- Please ask for an extension by the end of November the latest
- You cannot take it for granted that the Erasmus scholarship will be extended to another semester as well. The decision lies with the Erasmus office at HU

Minimum requirements

We ask you to play by the rules

- 24 ECTS credits points during your exchange semester / 15 ECTS per Trimester
- Let us know if you are managing to do as much, especially since your host institution does probably use a different grading and credit system
- All 24 ECTS credits are to be displayed in your transcript from your host institution
- You are not obliged to get credits for all the courses you have done abroad (I am getting to this in a moment)
- We recommend you to do at least 30 ECTS in case you should fail one exam

Bachelor and Master thesis

- Only professors at HU are allowed to supervise your thesis and grade it.
- You cannot gain any credits for your thesis within the framework of your exchange Semester
- During your exchange semester you are free to do academic research linked to your thesis. However, you still need to obtain 24 ECTS therefore we recommend you to focus on the task at hand and work on your thesis before or after your exchange period.

Transfer of credits (1)

- It is simpler than you think. Still, there is some degree of uncertainty you have to deal with
- Look carefully at the regulations of your own study program: it clearly states what type of courses you can get credits for during your exchange semester
- The courses that fall beyond the scope of the credits you can do during your exchange Semester have to be validated as „equivalent“ courses.

In a nutshell: the course coordinator who normally teaches the course at HU needs to give his / her full approval. Keep a written trace of it! Be smart: ask for approval at the start of the Semester, not after you have come back.

- Go for the Electives instead of the core / compulsory courses. Some electives are easier to validate than others.
- Interdisciplinary courses are easy enough to get credits for.

Transfer of credits (2)

- Are you not interested in gaining credits for all the courses that appear of your transcript from your exchange semester? No problem. The decision is entirely yours.
- You can decide to retake some courses / exams at HU if you are not satisfied with your performance (as long as you haven't filed for transferring the credits yet)
- You cannot book twice the exact same course into your HU final transcript
- The examination Office is responsible for the transfer of credits (not the International Office)
- Bachelor students in their 3rd year can manage easily enough to get credits for all the courses they have taken abroad if planned carefully
- Master students and students who will spend two 2 semesters abroad might not manage to get credits for all the courses they have done abroad. Plan accordingly.

Detailed information on course transfer in the **Bachelor's program** in accordance with PO/SO 2016 is available on the homepage of the examination office: <https://www.wiwi.hu-berlin.de/de/studium/pa>

Subject-specific elective modules according to the module catalogue of the School of Business and Economics of HU

Compulsory Elective Field (FWB)

Interdisciplinary Elective Field (ÜWP)
(25 credits)

Crediting a module as an
Equivalent subject

- The content of the modules must be largely equivalent. Credits may differ from those at HU - in case of recognition, the performance will be credited exclusively with the LP according to PO/SO of the HU. Any excess ECTS7credit points expire.
- The content of the preliminary examination must be carried out by the responsible subject representative (confirmation on Learning Agreement) - preferably before the start of the semester abroad.
- The technical examination can also take place after the stay abroad - in this case, there is no entitlement to recognition as equivalent performance.

Crediting a module as
non-equivalent subject

Mono-BA: Business Administration

- Module for recognition in the field of Business Adm. (up to 12 credits)
- Module for recognition in the field of "Wirtschaftswissenschaften" (up to 30 credits)

Business Adm. as a second subject

- Module for recognition in the field of Business Adm. (up to 12 credits)

Mono-BA: Economics

- Module for recognition in the field of Economics (up to six credits)
- Module for recognition in the field of Business Adm. and/or Quantitative Methods (up to 6 credits)
- Module for recognition in the field of "Wirtschaftswissenschaften" (up to 36 credits)

Economics as a second subject

- Module for recognition in the field of Economics and Quantitative Methods (up to 12 credits)

25 credits from:

- Language courses*,
- Career Center courses,
- Courses abroad

The credits in the IEF are not graded.

* Excluded are language courses in the native language or official language of the home country as well as German courses for foreigners under C1 level.

Detailed information on course transfer in the **Master's program in accordance with PO / SO 2016** is available on the homepage of the examination office:
<https://www.wiwi.hu-berlin.de/de/studium/pa>

Subject-specific elective modules
according to the module catalogue of the
School of Business and Economics of HU

Compulsory Elective Field (FWB)

Interdisciplinary Elective Field (ÜWP)
(10 credits)

**Crediting a module as an
Equivalent subject**

- The content of the modules must be largely equivalent. Credits may differ from those at HU - in case of recognition, the performance will be credited exclusively with the LP according to PO/SO of the HU. Any excess ECTS7credit points expire.
- The content of the preliminary examination must be carried out by the responsible subject representative (confirmation on Learning Agreement) - preferably before the start of the semester abroad.
- The technical examination can also take place after the stay abroad - in this case, there is no entitlement to recognition as equivalent performance.

**Crediting a module as
Non-equivalent subject**

Master: Business Administration

- Module for recognition in the field of Business Administration (up to 12 credits)
- Module for recognition in the field of "Wirtschaftswissenschaften" (up to 24 credits)

Master: Economics

- Module for recognition in the field of economics (up to 12 credits)
- Module for recognition in the field of quantitative methods (up to 6 credits)
- Module for recognition in the field of "Wirtschaftswissenschaften" (up to 18 credits)

MEMS

- Module for recognition in the field of "Wirtschaftswissenschaften" (up to 30 credits)

10 credits from:

- Language courses*,
- Career Center courses,
- Courses abroad

The credits in the ÜWP are not graded.

Business Administration / Economics /
Comp. Sc.

* Excluded are language courses in the native language or official language of the home country, English courses under C2 level and German courses for foreigners below B2 level

MEMS

* English courses under C2 level, language courses in the native language or official language of the home country are excluded.

Erasmus Scholarship (1)

- Three categories of countries / funding (490€ / 540€ / 550€ per month)
- Maximum timeframe: 4,5 months per Semester / 3 months per Trimester
- First installment:
 - Complete the online OLS language test
 - Submit your learning agreement
 - Submit confirmation of registration

After you have completed all 3 steps, the Erasmus Office at HU will release the first installement (2/3 of the scholarship).

Important: It might take a few weeks before you receive the money after you have completed all 3 steps. Therefore: the money won't be available when you need it the most! Save some money, you will need it to cover the travel, housing and social expenses at the beginning of your exchange period.

Erasmus Scholarship (2)

- Second installment (1/3 of the scholarship):
 - OLS Language test
 - EU Online Survey
 - Alumni report
 - Transcript of records
 - File for credits Transfer („Anerkennungsnachweis“)

Auslandsbafög & co

- Apply via: <https://www.bafög.de/auslandsfoerderung>
- You are probably entitled to it even though you are not a beneficiary of the regular Bafög-stipend
- Look at our Website for some hints about additional scholarships or funding opportunities
- Usually the scholarship programs do not cancel one another: in other words, you can apply for different funding programs at the same time

WWG Scholarship

- Full name WWG: „Wirtschaftswissenschaftliche Gesellschaft an der Wirtschaftswissenschaftlichen Fakultät der Humboldt-Universität zu Berlin e.V.“
- Look at the WWG webpage in order to understand more about what it is and what it stands for
- Apply for a „travel allowance“: 500€ within Europe & 800€ outside Europe
- First come, first served
- Send your application to Ms. Anja Schwerk at: wwg@wiwi.hu-berlin.de

Motivation letter and CV

Official and actual Transcript of Records (Grade average by 2.0 or better)

Proof of acceptance into an exchange program (I will issue the document for you, simply email me and ask for it). I will start issuing the documents from April 24th onwards