



GO ON AN EXCHANGE SEMESTER

2022-23

Outgoing Team

Outgoing Tutor

Julina Hägewald



Head of International
Office

Mickaël Maillé



Contact details

- Location: School of Business and Economics / Room 1 – 3
- Email: outgoings-wiwi@hu-berlin.de
- Consultation hours Julina: weekly on Tuesday 2 – 4 PM
- Consultation hours Mickaël: weekly on Wednesday 11 AM – 1 PM

4 Exchange programs

More than 100 destinations

- One Single application process for:

1. **Erasmus** (EU + Norway / Iceland / Turkey)

2. **Swiss Mobility** (Switzerland)

3. **Faculty agreements** (China / Hong-Kong / Russia / Israel / Korea / Peru)

- A separate application process for:

University agreements (many destinations outside the EU)

Benefits & Incentives

- Travel to Europe and beyond
- Improve your language skills
- Build a private and professional international network
- Courses you wouldn't find at Humboldt
- New teaching pedagogy and research methods
- No additional tuition fees
- You can transfer credits for most of the courses
- You can still finish your Master studies within 4 semesters
- No nationality barrier

Transfer credits

The examination Office is responsible for the Transfer of credits – not the international office

- There is a defined amount of credits you can do while on a exchange semester and transfer back after you have come back to HU
- You need to observe the rules and regulations of your own study programs
- Students in statistics and/or computer sciences: it is more difficult for you to get credit transferred back to HU because our partnerships are restricted to either or both the fields of Business and Economics
- You will validate only the courses of your choice after you have returned from your exchange semester
- You should do all compulsory modules at HU (preferably before your leave)
- You could manage to earn and transfer 30 credit points thus you would complete your Master studies within 4 semesters if you wish so

Eligibility criteria

- Master Student at WiWi
- Overall grade Bachelor diploma 1-2,9
- English C1
- Local / national language if required
- Submit your application on time
- You are obliged to successfully complete 24 credit points in your host institution (but you will validate only the courses of your choice)
- No Master thesis in your host institution

Application process

- **1. round of application: Nov-Dec 2021**

You may apply for either the Fall Semester 2022-23 or the Spring Semester 2023

You may also apply for the whole academic year 2022-23

- **2. round of application: Apr-May 2022**

You can then only apply for the remaining spots for the Spring Semester 2022

- Submit your application in our application portal „Moveon“ on time
- Lay out your Motivation in your online application form (max 600 words)
- Upload a copy of your official transcript of records (BA diploma)
- Upload a copy of your ID
- Upload a copy of your current certificate of „matriculation“
- Upload a CV
- Upload a proof of language proficiency

Selection process

- We use a **ranking system**
- Distribution of points (max 220 points)
- Academic Performance: 0 - 120 points
- Motivation: 0 - 50 points
- English: 12 - 25 points
- Local / national language (optional): 0 – 25 points

Admission process

- **January:** we evaluate all applications and establish a ranking

- **February:**

1st week: we notify all students whose first choice has been granted (1 week to take on the offer or decline)

3rd week: we notify all remaining students (1 week to take on the offer or decline)

4th week: we email further instructions to all selected students and share the date the upcoming info event, which typically takes place on the week following the start of the summer semester.

- **March:** we nominate all selected students to their respective host universities.
- **April:** the host universities further instruct our nominees how to proceed
- **Mai:** Erasmus outgoing students sign their Grant Agreement

Finance your exchange semester

- Erasmus scholarship (between 330 – 450€ per month for max 4 months)
- SwissMobility scholarship
- Auslands-Bafög
- WWG-Stipend
- ... Check our Website!
- Keep in mind that any type of financial program entails tedious bureaucratic procedures. We will help you with it but ultimately this is your own responsibility
- Save some money before your trip, you won't receive any installment upon your arrival

Where should I start?

- Have a close look at the list of partner institutions of our school
- Get to grips with the courses on offer
- Use our checklist and compare destinations
- Read the alumni reports from the previous years
- Contact students from our school who just spent an exchange Semester in the institutions you are the most interested in
- Book a appointment with Julina or with me (alternatively you can also visit our consulation hours)