

FACT SHEET – INCOMING EXCHANGE

Academic Year 2016/17

Target Group of Document

- International Partner Universities
- Exchange/Study Abroad Student Advisors
- ERASMUS Coordinators
- International Exchange/Study Abroad Students

Content

- Information about HTW Berlin relevant for international exchange students

Contact Information

Institution	
Name of institution	Hochschule für Wirtschaft und Technik Berlin – University of Applied Sciences
Abbreviation of name	HTW Berlin
Mailing address	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Treskowallee (International Office, President's Office, University Administration, Faculty 3 – Business School)	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Wilhelminenhof (Faculty 1, 2, 4, and 5 – School of Engineering – Energy & Information, School of Engineering – Technology & Life, School of Computing, Communication & Business, School of Design and Culture)	Wilhelminenhofstr. 75A, 12459 Berlin, Germany
Website	www.htw-berlin.de
ERASMUS institutional code	D BERLIN14

International Office	
Head of the International Office/ ERASMUS Institutional Coordinator Main contact person regarding Inter-Institutional Agreements	(Mr.) Dr. Jochen Hönow
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International Exchange Student/ Study Abroad Advisor Main contact person regarding Outgoing Student Exchange	(Ms.) Kornelia Röhr
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International Exchange Student/ Study Abroad Advisor Main contact person regarding Incoming Student Exchange	(Mr.) Christoph Lindford
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International Office Fax	+49 (0) 30 5019-2210

International Program Development	
Representative of University Board, International Program Development Contact for general questions concerning the structure of HORIZON	(Ms.) Daniela Englisch M.A.
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Academic Calendar

Autumn/Winter Semester 2016/17	
Application deadline	Online application: 30 April 2016 Application Documents: 15 May 2016
Arrival and pick-up service	12 September – 14 September 2016
Orientation (“Welcome Weeks”) including German language course (compulsory) and course registration	15 September – 30 September 2016
Classes including exams	4 October 2016 – 18 February 2017 (Resit exams: 27 March 2017 – 8 April 2017)

Spring/Summer Semester 2017	
Application deadline	Online application: 31 October 2016 Application Documents: 15 November 2016
Arrival and pick-up service	6 March 2017 – 8 March 2017
Orientation (“Welcome Weeks”) including German language course (compulsory) and course registration	9 March 2017 – 31 March 2017
Classes including exams	3 April 2017 – 5 August 2017 (Resit exams: 25 September 2017 – 7 October 2017)
Transcripts of Records issued	Normally issued no later than 5 weeks after exam period has finished

Requirements

General Admission	
General information on admission and application forms	www-en.htw-berlin.de/student_exchange/application.html
Admission to undergraduate (Bachelor level) classes	Student must have completed a minimum of one year of studies prior to semester at HTW Berlin
Admission to graduate (Master level) classes	Student must have completed the Bachelor's degree in the requested field of study.
Admission to Design classes	In addition to the standard application documents, a portfolio is required for Design studies.
Number of ECTS credits required per semester	Minimum of 20 ECTS credits / maximum of 30 ECTS credits (recommended)

Language Skills and German Language Courses

Languages of instruction	German and English (depending on study programme)
Level of German language required for admission to German taught courses	B2 (intermediate)
Level of English language required for admission to English taught tracks	For all programme tracks except International Business: B2 (upper intermediate) For International Business: C1 (advanced)
Proof of language proficiency	The home institution is responsible for insuring the required language level. Students must provide a written proof of their language skills.
German as a foreign language intensive course during "Welcome Weeks"	Compulsory (for all incoming exchange students unless they have C1 level in German)
German as a foreign language course during the semester(s)	Compulsory (for all incoming exchange students unless they have C1 level in German)

Insurances

All students...	... Must have proof of health insurance coverage Must make sure that they have coverage during their trip to Germany and during the first weeks, in case insurance will be procured after arrival. ... Are recommended to sign up for personal liability insurance and travel insurance .
EU students...	... Can provide a copy of their European Health Insurance Card (EHIC).
Non-EU students...	... Are required to procure insurance with a German state insurance company before arrival in Germany or during "Welcome Weeks".

Immigration / Residents' Registration

All students...	... Must bring a valid ID card and/or passport (non-EU students need passport to enter the country). ... Must register at the Residents' Registration Office (students will receive assistance during "Welcome Weeks").
Non-EU students...	... Must register at Municipal Immigration Office (will receive assistance from International office during "Welcome Weeks").

General Information

Web Links for Incoming Exchange Students	
Website for incoming students – in English	horizon.htw-berlin.de www-en.htw-berlin.de/student_exchange.html
Website for incoming students – in German	www.htw-berlin.de/internationales/student-exchange/incomings

Courses Available for Incoming Exchange Students	
Courses offered in English	www-en.htw-berlin.de/studying/horizon-programme
Courses offered in German	www.htw-berlin.de/studien-und-weiterbildungsangebot/studiengaenge Click on selected study programme under “Studiengänge”, then on “Infoblatt der Studienberatung (pdf)”. Further details upon request.
German as a foreign language courses during semester	Available on different language levels.

Arrival and Housing	
Airport/train station pick-up service	Available, free of charge, arranged by “Student Buddies” (“Buddy Programme”)
Limited number of single rooms in student dorms	Available, allocated by the International Office.
Support with housing...	... Is provided by the International Office; however, students are unfortunately not guaranteed housing by HTW.

Buddy Programme	
All international exchange students...	... Will be assigned to a “Buddy” for support on arrival and during orientation.

Costs	
Tuition fees	None
Service costs, i.e. semester contribution for student services, student union, and public transport	Approx. 250 € per semester (including “Semester Ticket” for Berlin public transport system)
Estimated cost of living per month	Approx. 800 €

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

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

Exam Regulations	
Resit exams...	... Only take place on-site in designated 2 nd exam periods (see section "Academic Calendar").