

FACT SHEET – INCOMING EXCHANGE Academic Year 2025/2026

Target Group of Document	<ul style="list-style-type: none"> • International Partner Universities • Exchange/Study Abroad Student Advisors • ERASMUS Coordinators • International Exchange/Study Abroad Students
Content	<ul style="list-style-type: none"> • 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 – Engineering, Business, Media & IT, Design and Cultural Heritage)	Wilhelminenhofstr. 75A, 12459 Berlin, Germany
Website	www.htw-berlin.de
ERASMUS institutional code	D BERLIN14/ OID: E10196220 /PIC:997713289

Internationall Office	
Head of the International Office/ ERASMUS Institutional Coordinator Main contact person regarding Inter-Institutional Agreements	(Mr.) Claus Lange
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**Hochschule für Technik
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International Office	
International Exchange Student/ Study Abroad Advisor Main contact person regarding Outgoing Student Exchange	(Mr.) Jonas Udke
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International Exchange Student/ Study Abroad Advisor Main contact person regarding Incoming Student Exchange	(Mrs) Sarah Geßner
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Academic Calendar

Winter Semester 2025/2026	
Online Nomination/ Application deadline	Nomination: 14th April 2025 Application: 11th May 2025
Students Arrival (individual)	From 1 st September 2025 – 10 th September 2025
Orientation ("Welcome Weeks") including German language course (compulsory) and course registration	15 September – 26 September 2025
Classes including exams	2 nd October 2025 – 2 nd August/October 10 th 2026
Summer Semester 2026 (conditional)	
Online Nomination/ application deadline	Nomination: 15 October 2025 Application: 11th November 2025
Arrival and pick-up service	From 1 st March 2026 – 11 March 2026
Orientation ("Welcome Weeks") including German language course (compulsory) and course registration	16 March 2026 – 27 March 2026
Classes including exams	2 nd April 2026 – 2 nd August 2026/October 10 th
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	https://www.htw-berlin.de/en/international/wege-an-die-htw-berlin/student-exchange-programmes-at-htw-berlin/
Admission to undergraduate (Bachelor level) classes	Student must have completed a minimum of one year of studies before starting their exchange semester at HTW Berlin.
Admission to graduate (Master level) classes	Students must have completed the Bachelor's program relevant to the academic field.
Admission to Design classes	In addition to the standard application documents, students applying for a Design study program, must submit a portfolio covering recent relevant works and a motivational letter.
	Students applying for the Horizon study program " <i>Sustainable Clothing/Apparel Technology</i> (Bachelor)" must have studied in an engineering program for a minimum of 4 semesters prior to coming to HTW Berlin.
Language Skills and German Language Courses	
Languages of instruction	German and English (depending on study programs)
Level of German language required for admission to courses taught in German	B2 (upper intermediate)
Level of English language required for admission to courses taught in English	International Business: C1 All other programs taught in English: B2
Proof of language proficiency	The sending institution is responsible for ensuring the required language level. Students must provide a written proof of their language skills, which may be issued by the sending institution.
German as a foreign language intensive course during "Welcome Weeks"	Compulsory (for non-native German speakers)
Insurances	
All students...	... must register with a public German health insurance company and have them sent their insurance status (M10) electronically to HTW Berlin. This applies to non-EU as well as EU students. ... are recommended to sign up for personal liability insurance and travel insurance.
Immigration / Residents' Registration	
All students...	... must have a valid ID card and/or passport for the entire duration of their stay. ... must register at the Citizens' Office within 14 days of arrival.
Non-EU students...	... must register at Municipal Immigration Office.



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General Information

Courses Available for Incoming Exchange Students	
Courses offered in English	https://www.htw-berlin.de/en/international/intercultural-exchange/english-language-study-programmes/
Courses offered in German	https://www.htw-berlin.de/en/studies/degree-programmes/?no_cache=1
Arrival and Housing	
Airport/train station pick-up service	Available, free of charge, arranged by "Student Buddies" ("Buddy program")
Limited number of single rooms in student dorms	Students can apply for a room in student accommodation when submitting their application on "Mobility Online".
Support with housing...	The international Office will then apply on their behalf. Please note that there are more applicants than rooms available. Unfortunately, a place in student accommodation cannot be guaranteed.
Buddy program	
All international exchange students...	..can apply for the Buddy program. Allocation is subject to availability.
German as a foreign language course during semester	Available on different language levels

Costs	
Tuition fees	None. However, please note that there is a semester contribution to be paid once each semester
Semester contribution: Service costs, i. e. semester contribution for student services, student union and public transport	Approx. 275 € per semester (including "Semester Ticket" for Berlin public transport system) https://www.htw-berlin.de/en/studies/study-organisation/semester-fee/
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 programs at HTW Berlin usually cover...	... 210 ECTS points.
Master's degree programs 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").