



Information for exchange students

Welcome to HTW Berlin



**Hochschule für Technik
und Wirtschaft Berlin**

University of Applied Sciences

Studying as an International Exchange

Student at HTW Berlin

We would be very happy to welcome you as one of our foreign exchange students at HTW Berlin. If you are a student of one of the 140 partner universities that HTW is cooperating with and would like to study at HTW Berlin for one semester or one academic year, please contact your International Office at your home university. Applications are in principle effected by the International Office of your university. In this brochure you will find all important and interesting information in preparation for your studies at HTW Berlin, information on application procedure, living and studying in Berlin as well as application forms.

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1. General Information

Multifaceted and innovative – The HTW Berlin

Multifaceted and innovative: these two attributes characterise the HTW Berlin – University of Applied Sciences. With over 10,000 students, it is also one of Germany's larger-sized universities of applied sciences. It offers a remarkably broad range of subjects comprising approximately 60 different Bachelor's and Master's degree study programmes in the fields of technology, computing, economics, culture and design. These include traditional disciplines such as mechanical engineering, automotive engineering and business administration, as well as younger, innovative study fields like facility management, real estate management, and regenerative energy systems.

The HTW enjoys a good reputation. As an especially innovative university of applied sciences, it has been the recipient of a number of awards in the past: for its reforms in the area of university administration, for its comprehensive education, consulting and service offers in the area of SMEs and business start-ups, for its special commitment to promoting gender equality and, most recently, for its comprehensive efforts made towards all-around barrier-free accessibility.

Study programmes are short, compact, and oriented on professional practice; ranking continually certify the HTW's high level of educational quality. Great importance is attached to mastering foreign languages and key qualifications. The HTW maintains contact with about 140 universities around the globe and collaborates with medium-sized companies, administrations, associations, and research and educational facilities. The wide range of study programmes rounded off by a well-equipped library, a modern computing centre, and many different athletic activities.

What primarily attracts students to the HTW – University of Applied Sciences is the clear structure and tight organisation of the degree courses, teaching in small groups (up to 40 students) and examinations throughout the courses.

A young institution of higher learning where East and West have come together: The history of the HTW

Today's range of different subjects at the HTW is the result of the complex process behind its founding and establishment. The historical roots of the university can be traced back to the Wilhelmine Empire: In 1874, a vocational school for decomposition, composition and design was founded – a training post for weavers, passe-

menterie makers, clothiers and merchants. Today's HTW study programmes fashion design and clothing technology/fabric processing literally pick up the thread of that old vocational school.

One of the other precursory institutions of the HTW was the German Democratic Republic's University of Engineering, which was founded in 1948. It offered study programmes in mechanical engineering, electrical engineering and civil engineering, as all of Berlin's engineering schools with such study courses were located in the western sector of Berlin at the time. The University of Engineering was merged with the FHTW when the latter was founded in October 1991. During this phase, the buildings and property of the University of Economics in Berlin-Karlshorst were taken over.

In April 2004, the HTW Berlin was finally made a legally independent institution: a young university where East and West Berlin grew together. For the first five years it operated under the name FHTW Berlin – University of Applied Sciences; on 1 April 2009 it was renamed HTW Berlin.

History Overview

1874

Founding of the vocational school for decomposition, composition and design, later the Textile and Fashion School of the City of Berlin, then an engineering school for Clothing Technology. Since 1990 Division of Clothing Technology at the Berlin University of Engineering.

1948

Founding of the Engineering School for Mechanical Engineering, Electrical Engineering and Civil Engineering; from 1988 on the Berlin University of Engineering

1991

Founding of the FHTW, integration of the Berlin University of Engineering and acquisition of property from the University of Economics in Berlin-Karlshorst

1994

Formation of the FHTW Berlin as a legally independent institution of higher learning in the state of Berlin

1996

Integration of the German Telekom's university of applied sciences

2004

Celebration of ten-year anniversary as a legally independent university of applied sciences in Berlin

2006

Keys were handed over for the first buildings on the Wilhelminenhof campus; Department of Design moves in

2008

Founding of the FHTW's Berlin Institute of Advanced Academic Training (abbreviated as BIFAW in German)

2009

Renamed into HTW and Wilhelminenhof campus opened; disbandment of the university's locations on Allee der Kosmonauten, Blankenburger Pflasterweg and Markstraße

Two attractive locations right near each other: the wilhelminenhof & Treskowallee campuses

With the Wilhelminenhof campus in Oberschöneweide and Treskowallee campus in Karlshorst, the HTW has two very attractive locations at its disposal right near each other.

Wilhelminenhof is a traditional industrial site in the southeast of Berlin. AEG once made history here, later followed by the cableworks Kabelwerke Oberspree (KWO). The HTW moved in after the refurbishment of the impressive industrial building located directly on the Spree river. The Department of Design, which began offering courses in October 2006, was followed by both engineering departments in the summer of 2009, as well as many study programmes from the Department of Economics II and the library and the cafeteria. Since then, around 6,000 students and 200 professors go in and out of Wilhelminenhof. The transformation of these traditional industrial premises into a modern academic location represents one of the biggest investment projects in the construction of a higher education facility in Berlin.

Investments were also made in the Treskowallee campus, HTW's administrative location, the Computing Centre, Foreign Language Centre and study programmes in economics. With support from European Fund for Regional Development, modern facilities for research and academic services have been created. A project centre is available for various fields of expertise and endeavours in the areas of regional business, information technologies, e-learning and multimedia. The Maximum auditorium, one of the last ballrooms of East Berlin from the 1950s that was built the same time as the gorgeous boulevard Stalinallee (now called Karl-Marx-Allee), has been refurbished according to conservation regulations for old buildings and can now be used for collaborative activities with regional business partners, as well as for conventions, trade fairs and exhibits

Motorsports and fashion design: Interesting and successful study projects

»Science with a practical approach« is the motto of scholastics, teaching and research at the HTW. In this sense, some interesting study projects are also carried out with success here.

BCPro: Student-run consultancy

Small and medium-sized enterprises from all lines of trade particularly make use of the expertise provided by the student project teams of BCPro consultancy. Within the scope of their work as consultants, the students apply their theoretical knowledge to real-life situations, which allows them to gain valuable know-how for their future professional career.

www.bcpro.de

The German prize for Business Communications

First awarded in 2001, the German Prize for Business Communications has become a coveted award in business, politics and media. For this demanding competition, students from the fields of business communication management, international media and computing, and communication design analyse the communication concepts companies voluntarily submit each year. Their conceptual strength, strategic balance and creative implementation are assessed from a scholarly standpoint.

www.dpwk.de

The HTW motorsports project

Formula SAE/Formula Student is the name of one of the world's biggest university competitions in which HTW students also participate. They develop and construct a racing car. The HTW motorsports project offers students from all different fields the opportunity to put the theoretical knowledge they've gained in their courses to practical use and, at an international level, measure up to other universities. Around 240 teams from universities around the world partake in the competition. Annual events are held in Germany, England, USA, Australia, Italy and Japan.

www.htw-motorsport.de

The fashion label 30paarhaende

30paarhaende (literally: 30 pairs of hands) is a fashion label that was founded in 1988 within the fashion design study programme. It held as an upscale designer line and is internationally marketed with steadily increasing success. The collection is designed in a traditional pre-order cycle of two seasons per year and produced at textile manufacturers in Germany. The clear-cut silhouettes of the pieces guarantee their wearability; modern, high-quality materials and skilful tailoring underline the collections innovative character. Students from the study programmes fashion design, clothing technology, business administration, communications design, business communication management and international media and computing are all involved in this interdisciplinary project.

www.30paarhaende.de

A house for the European Solar Decathlon

LivingEquia is the name of a project team comprising students from the HTW and other Berlin universities who join together to participate in the European Solar Decathlon competition. The goal of this contest is to design an energy self-sufficient house that only utilises solar energy and is equipped with trendsetting technologies. Construction on the house is set to begin in 2009 at the Wilhelminenhof campus of the HTW.

www.living-equia.com/index.php

Innovative and practice-oriented: Research at the HTW Berlin

The thematic spectrum of research conducted at the HTW is just as broad as its range of study programmes. Topics concerning the information society are addressed, as well as environmental and energy related issues. Whilst business administration research focuses on the analysis of the competitiveness of SMEs, social-economic and political advisory research concentrates on current affairs such as the European and national labour market or the effects of globalisation. A selection of projects in the areas of cultural heritage preservation and design round off this spectrum. The HTW cooperates with a range of medium-sized enterprises, unions, administrations, associations, research and educational facilities, and a number of individuals throughout Berlin, Germany and Europe.

Research institutes are devoted to applied computer science, the banking sector, real estate and collective law, and advanced training. Apart from this, the research profile of various interdisciplinary fields of expertise is shaped here, the spectrum of which ranges from facility management and international innovation and medium-sized enterprise research, to the gameslab Berlin.

Research institutes at the HTW Berlin

- GFaI Gesellschaft zur Förderung angewandter Informatik (society for the facilitation of applied computer science)
- Berliner Institut für Bankunternehmensführung (Berlin institute for bank administration)
- Forschungsinstitut für Deutsches und Europäisches Immobilien- und Genossenschaftsrecht (research institute for German and European real estate and collective law)
- itw Institut für Aus- und Weiterbildung Berlin (institute for further and advanced training)
- Medien-Intitut Berlin (media institute)

Fields of expertise at the HTW Berlin

- Information management in facility management
- Media, networks & mobile computing
- Human-machine communication
- World heritage prevention environmental analysis

- Business start-ups and young entrepreneurship
- Teaching and learning technology
- International innovation and medium-sized enterprise research
- Sustainable power supply for buildings
- gameslab Berlin
- Banks and regional development
- Umberto Competence Center
- Real Estate Process Management

The International Office of HTW Berlin

The International Office deals with the counseling and support of foreign exchange students as well as HTW Berlin students who wish to study abroad for one or two semesters. Moreover, the International Office coordinates the foreign cooperations of HTW Berlin.

Staff

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Counseling hours

Semester

Campus Karlshorst

Monday 10 am – 12 am
Tuesday 01 pm – 05 pm
Thursday 01 pm – 05 pm

Campus Wilhelminenhof

Monday 09 am – 12 am

Semester break

Campus Karlshorst

Monday 10 am – 12 am
Tuesday 01 pm – 04 pm
Thursday 01 pm – 04 pm

2. Application

Please note that there are closing dates for applications at HTW Berlin as well as internal deadlines at your home university. If you would like to start your studies at HTW Berlin during winter semester (September – February) your home university will have to send your complete application documents until May 15th of the same year. If you wish to begin your studies during the summer semester (March – July), your home university will have to send your complete application documents until December 15th of the previous year. We can only accept complete applications that include the following documents:

- Transcript of Records (ToR)
- Application Form
- Learning Agreement (LA)
- Passport copy (Non-EU students)
- 2 Passport photos
- Medical Insurance Certificate for your whole time of your stay in Germany

(for EU students: copy of your EU Insurance Card); Non-EU students are obliged to procure insurance with a German state insurance company and will obtain appropriate forms with their letter of acceptance.

The Application Form, the Transcript of Records and the Learning Agreement can be downloaded at the following website:

www.htw-berlin.de → Studium → Studium international → Internationale Austauschstudierende → Download

We will be happy to make a reservation for you for a room at the student dormitory. If desired, please mark the appropriate box on the application form. We will then file an application for you at the dorm administration. Please understand, that we have no bearing on the allocation of vacant dormitory rooms. The minimum period that you need to pay rent for at the dormitory after moving in is three months.

For a general orientation in regards to planning your studies at HTW Berlin you can download the academic calendar with important dates at the website mentioned above.

After our official application deadline and after perusing your application and study qualifications you will receive a first info letter and the letter of acceptance. This letter includes all important details that you need for paying of the deposit for your dorm administration and the semester fees. In a second letter we will give you more detailed information on your room reservation at the dorm and for planning your arrival.

The semester fees compose of:

- Contribution to the student union
- Student organisation AStA
- Semesterticket

The amount is between 200,00 and 250,00 €

The semesterticket entitles the owner for the use of all means of public transport within the A, B and C zone of Berlin throughout the semester. Every student has to pay the semester ticket. Based on the bilateral agreement with HTW Berlin's partner universities however, foreign exchange students do not have to pay matriculation or study fees.

Arrival date

Because of the obligational introductory events that the International Office organises for you, you should plan on arriving two to three weeks prior to the official start of the semester. Lectures in winter semester usually start during the last week of September, in summer semester during the last week of March. Hence we expect you arrival in the beginning of September and March respectively.

3. Living in Berlin

The city of Berlin

With about 3,5 million inhabitants Berlin is the largest city of Germany and the headquarters of the German government and parliament. In no other German city is the process of reunification and growing together as clearly visible as here. Especially in the city centre the townscape is dominated by building projects in housing construction, road-making and extensive redevelopment in the former Eastern districts.

Berlin is not an industrial city, but a metropolis of science, culture, media, and service sector of the German economy. The multicultural orientation of Berlin has always been a characteristic of the city and is an important part of its attraction.

Berlin is the biggest university town in Germany: three universities, four art colleges, seven Fachhochschulen (universities of applied sciences) and many research institutions account for the wide variety of scientific discussion.

The two city magazines Zitty and Tip, which are available at every news-stall, carry good surveys of the city's cultural events. On Tuesdays and Wednesdays movie and theatre tickets are sold at reduced prices. Furthermore, many places grant discounts to holders of student identity cards.

More information in regards to Berlin can be found at: www.berlin.de

Accommodation Student dorms – General Information

Almost all students accept the offer of a room at the student dormitory for the time of their stay in Berlin. Thus we recommend you too, to rent a room at the student dorm. This way you easily get in touch with other students. Moreover it is rather difficult to find a cheaper private accommodation in Berlin. The student residences in Berlin are not run by the city's universities. They are administered by a separate independent organisation – the STUDENTENWERK (www.studentenwerk-berlin.de/wohnen). The universities do not have any direct influence over that organisation. However, they are authorised to reserve rooms for their exchange students. There are student residences in many areas of Berlin, but personal preferences cannot be considered. The monthly rent for one person is approximately 200 Euros, sometimes a little bit less depending on the location and standard of the accommodation. However, you should plan on paying 200 Euros a month for renting a room at the dorm. By sending an application to the Studentenwerk on behalf of the exchange student the International Office of the univer-

sity will be liable for the payment of the rent. If the student is unable to make use of the accommodation reserved, throughout the arranged period or due to late arrival, the International Office of the university will have to pay the rent for at least one month. To cover this risk exchange students have to transfer a deposit of 200 Euros along with the semester fees to HTW Berlin. The deposit will only be used if the student is late or cancels the accommodation after the official deadline set by the International Office. In normal circumstances, the deposit will be transferred back to the student a few weeks after his/her arrival in Berlin and after the lease has been signed and the first month and deposit at the dorm have been paid for. For this purpose please do not forget to give us your bank details after you opened an account. We can only transfer the money to a German bank account.

Immediately after your arrival you will have to make a cash payment to the dorm administration (Studentenwerk) for the rent of the first month and a deposit before a room key is issued to you. There are no exceptions to this rule. In most cases, the deposit is calculated as one monthly rent plus € 10. The deposit will be paid back by the dorm administration when the student moves out and leaves the room as agreed upon and has no outstanding debts. Rent for the following months is due on the first of each month. If you arrive at your residence later than on the first of the month, rent will nonetheless have to be paid for the full month. Having signed the lease, you must give three months' notice of your departure. Please ask for exact dates at the dorm administration. For questions and issues you can turn to the residence wardens who work limited hours only. Therefore we kindly ask you to please stick to the official office hours.

Residence rooms are provided with a basic set of furniture, but you will have to bring or buy your own blankets, pillows, bed linen and sheets, cutlery, crockery, etc.

Student Union/Studentenwerk Berlin
Dormitory administration
Franz-Mehring-Platz 2
10243 Berlin
Fon: +49 (0)30 29 30 21 07
Email: whv-franz-mehring-platz@studentenwerk-berlin.de

Office hours

Monday 09 am – 11 am
Tuesday 10 am – 12 am and 3 pm – 6 pm
Thursday 09 am – 11 am and 1 pm – 3 pm

Student Dormitory in Berlin-Biesdorf

Address: Oberfeldstraße 111-132, 12683 Berlin
www.studentenwerk-berlin.de/en/wohnen/studentische_wohnanlagen/biesdorf

The student dormitory has single apartments that include a little kitchen (pantry/cooking facilities) and a small

bathroom. The rooms are ready-furnished with a cupboard, shelves, bed (bed frame and mattress), desk and chair. Beddings, covers and dishes need to be brought by the student. The monthly rent will be 200 €. A one-time deposit of 210 € will have to be paid. This deposit will be paid back when moving out of the dormitory and providing everything is in good shape and there are no outstanding rents. Please pay attention that the deposit at the dormitory administration is separate from the deposit you made to HTW prior to your arrival. You will get back the deposit you made to HTW Berlin shortly after your arrival here in Berlin.

Connections for public transport

- S-Bahn S 5 (Biesdorf) → Bus 192 (stop "Cecilienstraße" or "Kornmandelweg")

Universities close-by

- Alice-Salomon-Fachhochschule Berlin (ASFH): 5.0 km
- Hochschule für Technik und Wirtschaft (HTW): 7.0 km
- Fachhochschule für Verwaltung und Rechtspflege Berlin (HWR): 7.0 km

Setting

- Laundry room, Fitness room, Photo laboratory, Bicycle room, Beach-Volleyball, Basketball, Internet room, Student Club

Private Accommodation

The housing market in Berlin offers apartments in all price ranges. If you are looking for private accommodation though the International Office will not be able to assist you.

Numerous offers can be accessed at:

- *ImmobilienScout24*: www.immobilienscout24.de
- *Morgenpost online – Immobilien*: www.mopo-immonet.berlin1.de

Student apartments and flat shares can also be found at the following websites:

- www.studenten-wg.de
- www.wg-zimmer.biz
- www.wg-fuer-dich.de
- www.studentenwohnungsmarkt.de
- www.host1.tagesspiegel.de/kleinanzeigen/lesen (Zitty online)
- www.wg-gesucht.de

An overview of the urban housing societies can be found on the website of the senate administration for urban development at:

- www.stadtentwicklung.berlin.de/wohnen/wohnungsgesellschaften.shtml

4. Your next steps after arrival

Health insurance

We expect you to send us a certificate of medical insurance for the time of your stay in Germany prior to your arrival in Berlin. EU students do only need to send a copy of their European Insurance card and bring along the original.

For the Welcome Meeting we will also invite representatives of German health insurance companies, that will issue you a medical insurance certificate after you present your EU insurance card. This certificate will allow for medical care in Germany if needed.

Non-EU students have to obtain compulsory health insurance in Germany. We ask for your understanding that we cannot accept medical insurance from your home country. You will have approximately 30 compulsory health insurance funds to choose from. However, the monthly contribution for students is the same with each company. You will be given further information on how to obtain German insurance prior to your arrival. Questions can be posed to the representatives after the Welcome Meeting.

Police registration

Everyone living in Germany, even if temporarily, has the obligation to register with the police. When coming to Berlin you need to register within 7 days at one of the "Bürgerämter" with the form "Anmeldung bei der Meldebehörde – Landeseinwohneramt Berlin". You will receive this form from the International Office together with all other information material during the welcome meeting. Please have the form signed by the dorm administration or by your landlord, if you have private accommodation. You will also need to show your passport when you register at the "Bürgeramt". You will get a proof of registration, please keep this important document.

The opening hours of the "Bürgerämter" are as followed:

Monday	08 am – 03 pm
Tuesday	11 am – 07 pm
Wednesday	08 am – 01 pm
Thursday	11 am – 07 pm
Friday	08 am – 01 pm

Police Registration in Lichtenberg
Fon: +49 (0)30 90 296 0

Bürgeramt 1

Egon-Erwin-Kisch-Straße 106, 13059 Berlin

- Transport connection:
S-Bahn S75 Hohenschönhausen
Tram M4, M17 S-Bahnhof Hohenschönhausen
Bus 256

Bürgeramt 2

Möllendorffstraße 5, 10367 Berlin

- Transport connection:
S-Bahn S4, S8 Frankfurter Allee
Straßenbahn 16, M13 Rathaus Lichtenberg
U-Bahn U5 Frankfurter Allee

Bürgeramt 3 – Center am Tierpark

Otto-Schmirgal-Straße 1, 10319 Berlin

- Transport connection:
Bus 296, 396
Tram M17, 27, 37 Am Tierpark
U-Bahn U5 Am Tierpark

Bürgeramt 4

Große-Leege-Straße 103, 13055 Berlin

- Transport connection:
Bus 256
Tram M5 Oberseestraße



Welcome fund by the city of Berlin

Every student that is registering in Berlin for the first time receives a one-time welcome fund of 100 € from the city of Berlin. To apply for this fund, we will give you an application form together with the other information material on the day of the welcome meeting. You will need to have it stamped and signed by the Bürgeramt when you register. You will also need to fill in your bank details of a German bank account. For this reason you will need to open a German bank account.

Residence Permit for Non-EU students

Every Non-EU student who stays in Germany for more than 3 months has to get an official Residence Permit (Aufenthaltsgenehmigung). Therefore you need to go to the "Landeseinwohneramt Berlin", department ("Abteilung"): "Ausländerangelegenheiten" after you did the police registration. However, you will need a personal appointment. Please see the International Office for assistance in arranging a personal appointment. You will have to have the following documents with you on the day of your appointment:

- Application form for residence permit

(form available at the International Office)

- Proof of police registration
- Passport or Identity Card
- Student ID/ Matriculation Certificate
- Medical Insurance Certificate
- Proof of financial funds for living in Germany
- 2 Passport photos
(no automat photos oder colour copies)

Office "Ausländerbehörde"

Friedrich-Krause-Ufer 24

13353 Berlin, Germany

Subway U9 to Amrumer Straße, footpath through Torfstraße, turn left after a little bridge across the canal

Office hours:

Monday, Tuesday 07 am – 02 pm

Thursday 10 am – 06 pm

Wednesday, Friday closed

Opening a German bank account

You will need a bank account for the time of your stay in Berlin. The first reason is, that we can transfer your dorm room deposit only to a German bank account. The second reason is that to receive the one-time welcome fund you will need to give the bank details of a German bank account. Moreover, a German bank giro account facilitates any kind of money transfer within Germany (any payments, remittance etc.). Therefore we advise all exchange students to open a German bank account. Ideally you find a branch of any bank near to where live. When opening an account please have the proof of police registration with you as well as your passport or ID and your matriculation certificate from HTW Berlin. Students usually reap specific benefits of the conditions of a bank account.

Please give us the following information on your bank account details after opening your bank account so that we can arrange for the deposit to be transferred to your account:

- Name of account owner
- Bank institute (name of the bank)
- Bank code (BLZ)
- Account number

5. Studying at HTW Berlin

Please note that there are still constant changes in regards to the study programmes and academic degrees at HTW Berlin due to the requirements of the Bologna agreement from 1999.

From Civil Engineering to Commercial Law: the diversity of HTW study programmes

Bachelor's Degree Programmes

- Applied Computer Science
- Automotive Engineering
- Building Energy and Building Information Technology
- Business Administration
- Business Administration and Engineering
- Business Communication Management
- Business Computing
- Business Law
- Business Mathematics
- Civil Engineering
- Clothing Technology/ Fabric Processing
- Communication Engineering
- Communication Design
- Computer Engineering
- Conservation-Restoration/Field Archaeology
- Electrical Engineering
- Environmental Computing
- Environmental Engineering/Regenerative Energies
- Facility Management
- Fashion Design
- Informatics and Economy
- Information Technology/Distributed Systems
- Interaction Design/Game Design
- International Business
- International Media and Computing
- Life Science Engineering
- Mechanical Engineering
- Microsystems Technology
- Museums Studies
- Public Management
- Real Estate Management
- Industrial Environmental Computing

Consecutive Master's Degree Programmes

- Applied Automation
- Applied Computer Science
- Automotive Engineering
- Business Administration and Engineering
- Business Communication Management
- Business Computing
- Business Law
- Civil Engineering
- Clothing technology/Fabric Processing
- Conservation and Restoration
- Construction and Real Estate Management
- Corporate Environmental Information Technology
- Environmental Engineering/Regenerative Energies

- Facility Management
- Fashion Design
- Finance, Accounting, Corporate Law and Taxation
- Financial Services Risk Management
- Geo- and Field Archaeology
- Industrial Sales and Innovation Management
- Information and Communication Technology
- International Business
- International Media and Computing
- Life Science Engineering
- Management and Communication in Museums
- Management of Labour and Human Resources
- Mechanical Engineering
- Nonprofit Management and Public Governance
- System Engineering

Extra-occupational Bachelor Programmes

- Business Administration
- Mechanical Engineering
- Industrial Engineering and Management

EXTRA-occupational Postgraduate Study Programmes

- Development and simulations methods in mechanical engineering
- Game Development & Creations
- General Management
- General Management focussing on Diversity Management
- Health Communications Management
- Public Communication Management
- Conservation and Restoration
- Real Estate Management

Full-time postgraduate Study Programmes

- MBA&E
- International and Development Economics

Advanced training courses

- General advanced training
- Soft skills/work techniques
- Business administration/business start-ups
- Technology/sciences
- Restoration
- Design
- eLearning
- Foreign languages

Introduction Weeks

During the first two weeks after your arrival in Berlin and prior to the official start of the semester we will have several cultural as well as obligatory information events for all exchange students. The most important event is the welcome meeting during which you will be given all information concerning your life and studies in Berlin. HTW Berlin and the International Office will be introduced to you and we are very much looking forward to meeting you, too. You will also obtain your student ID and semester ticket. Within the two introductory weeks all exchange students whose mother tongue is not German will take part in a German intensive course. This will prepare you for your studies on the one hand, on the other you will be given a lot of information about Berlin and Germany during different events such as the sightseeing tour or a visit to the theater or museum.

Semesterticket

With your student ID and matriculation certificate you will obtain the semesterticket which authorises you to use public transport within the A, B and C zone in Berlin. The semesterticket is valid for the whole semester (that means during the winter semester from 1 September until 31 March and during summer semester from 1 March until 30 September). You can find information in regards to public transport in Berlin as well as an individual route planning at: www.bvg.de

If you lose your semesterticket you will have to pay a fee of currently 10,23 Euro to have it replaced and you will need to sign an affirmation at AstA (Allgemeiner Studierendenausschuss) about the loss before you will be issued a new ticket.

Course Enrolment

Course enrolment at HTW Berlin is predominantly done online at the LSF website (<https://lsf.htw-berlin.de>) of HTW Berlin. Detailed information on the procedure of the online course enrolment and exam enrolment will be given to you during a specific information event within the introductory weeks. Furthermore, for students who are enrolled in studies other than Business, we offer separate appointments with the academic department so that questions in regards to content of courses and studies can be clarified.

Language Courses

The Foreign Language Institute (Fremdspracheninstitut) of HTW Berlin offers a great variety of different language courses in different levels that you can take during the semester. The course programme includes English,



German, Spanish, French, Italian, Swedish, Russian and Japanese. We will have the language programme for the semester available for you shortly before the official start of the semester or you can download it at:

www.htw-berlin.de → Studium → Fremdsprachen

Registration for language classes is usually still done on a specific date when you will have to appear in person to enrol by signing into a list. The International Office will be able to give you the date of enrolment. International exchange students whose native language is not German will take a two-week intensive course in German (4 hours of German from Monday to Friday) based on their level of German. This course is supposed to prepare you for your studies at HTW Berlin and is therefore mandatory. To evaluate your level of German and allocate you to the most adequate group you will take a short test in advance. The course content will focus on the following:

- Applied geography, customs and conventions (textbook: Blick auf Deutschland)
- Study organisation at HTW Berlin
- Further development of listening and reading comprehension
- Repetition and consolidation of grammar
- Events of the day (national and international)

During the semester you are free to decide if you would like to continue taking German throughout the semester to deepen your knowledge of German. You will receive 4 ECTS for the first German course of 4 weekly hours (SWS). If you take more than one German course the credit points you receive for each course will be based on the level and the weekly hours (SWS).

Semester Sports Programme

HTW Berlin offers a variety of different sports and recreation courses throughout the semester and during semester breaks. After the start of the semester you can register online for sports courses at HTW Berlin. You can find the semester sports programme shortly before the official semester start at the following website:

www.htw-berlin.de → Service → Hochschulsport

After your online registration, you will have to transfer the fee for the course(s) immediately. After HTW Berlin has received the fee you are officially enrolled.

Transcripts of Records

After the end of the semester we will send your official transcript of records to your home university as soon as we receive it. It is important though, that prior to your studies you have officially enrolled (mostly online) for all of your courses and exams, so that all your grades will appear on your transcript of records. If you have enrolled for an exam and have not taken the exam without a sick certificate you automatically receive a 5.0 (fail) in this subject on your transcript of records. To avoid any problems, please make sure to talk to the International Office in sufficient time should you experience any difficulties with your course and exam registration. If you are not able to take an exam because of illness the department will need a sick certificate within three days of the scheduled exam.

ECTS – European Credit Transfer System

ECTS means European Credit Transfer System and is a method that is used to compare the marks (grade) given in higher education across the European Union. The standardised assessment criteria of 30 credits per semester is supposed to facilitate the transfer of academic achievements within the EU. Students who participate in the Erasmus/Socrates programme sign a learning agreement that states the courses and credits that they will complete during their studies to fulfill the requirements for the Erasmus/Socrates scholarship. The credits they receive can be approved by their home university so that the duration of study at the home university does not need to be extended.

To graduate at HTW Berlin you need to complete all required courses as stated in the study and exam regulations independent from the number of credits that you have already achieved at your home university. All Bachelor and Master programmes at HTW Berlin have specific credit points per course, stated in the study and examination regulations.

Checklist

Application

- HTW Application Form
- Learning Agreement – filled out and signed by the home university
- Transcript of records – filled out and signed by the home university
- Passport (Non-EU)
- 2 Passport photos
- Medical Insurance Certificate
- Payment of fees and deposit for the dorm (Please be aware of time limit!)
- if necessary: cancellation of dorm room (Please be aware of time limit!)
- Notification to the International Office about arrival details (date, time, place e.g. airport/ station, flight or train number)

Arrival in Berlin

- Welcome Meeting at HTW Berlin
- Have health insurance status in Germany checked by a representative of a German health insurance company, get a receipt about medical insurance
- Sign lease at the dorm administration, payment of the first monthly rent and deposit in cash
- Police registration at the “Bürgeramt”, signature and stamp of Bürgeramt on the form for applying for the welcome fund
- Opening a bank account
- Notification to the International Office with bank connection details (name of the bank, bank code (Bankleitzahl), account number)
- Orderly enrolment for courses (online)
- Extension of Visa for the whole study period (only applicable for Non-EU-Student)

Before departure

- Cancellation of dorm room within the time limit
- Closing of bank account
- If needed: certificate of International Office about the period of study at HTW Berlin
- Notice of departure at the Bürgeramt

International Exchange Student Application Form

Photograph	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
	Summer Semester	Winter Semester
Field of Study		

Sending Institution

Name

Full Address

Contact Person, Name

Contact Person, Telephone, Telefax

Contact Person, E-Mail

Student's Personal Data

Family Name	First Name(s)
Date of Birth	Place of Birth (Country/City)
Sex	Nationality/-ies
E-Mail	
Home Phone	Mobile Phone

Student's Current Postal Address

Full Address (Name on the Mailbox, Street Name and Number, City, Zip Code, Country)

Current Address is valid until

Student's Permanent Postal Address (if different)

Full Address (Name on the Mailbox, Street Name and Number, City, Zip Code, Country)

Language Competence

Mother tongue

Language of instruction at home institution (if different)

Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some preparation	
	yes	no	yes	no	yes	no
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accommodation

Do you wish to apply for a Student's Residence?
(if you mark yes, an apartment in the Student's Residence is guaranteed)

yes **no**

Intensive German Language Course and Orientation Weeks

Do you wish to take part in the Intensive German Language Course?
(the course is compulsory for non-native speakers)
· summer semester: middle till the end of March
· winter semester: middle till the end of September

yes **no**

Do you wish to participate in the orientation weeks?
Welcome meeting, Berlin sightseeing tour, Campus tour
(participation in the orientation weeks is highly recommended;
not participating is only accepted for specific reasons)

yes **no**

Previous and Current Study

Degree which you are currently studying for

Number of higher education study years prior departure abroad:

Have you already been studying abroad?

yes **no**

If yes, when? At which institution?

Place, Date

Signature of the Student

Transcript of Records

Sending Institution

Name of Sending Institution

Faculty/Department of

ECTS departmental coordinator

Telephone

Telefax

E-Mail

Student

Family Name of Student

First Name(s) of Student

Date of Birth

Place of Birth

Sex

Matriculation Date

Matriculation Number

Receiving Institution

Name of Receiving Institution

Faculty/Department of

ECTS departmental coordinator

Telephone

Telefax

E-Mail

Learning Agreement

Field of Study _____ Academic Year /

Family Name of Student _____ First Name(s) of Student _____

Sending Institution _____ Country _____

Study Programme abroad/learning agreement

Receiving Institution: Hochschule für Technik und Wirtschaft Berlin
 Country: Germany
 I wish to study the following 6 courses (in order of preference)

Course unit title of the receiving institution (RI)	ECTS RI	Course unit title of the sending institution (SI)	ECTS SI	Signature course unit coordinator

*please fill in more than 6 courses as alternative courses

Place, Date

Signature of the Student

Sending Institution

We confirm that the proposed programme of study/learning agreement is approved.

Place, Date

Signature of the Departmental Coordinator

Place, Date

Signature Institutional Coordinator (Int. Office)

Receiving Institution

We confirm that the proposed programme of study / learning agreement is approved.

Place, Date

Signature of the Departmental Coordinator

Place, Date

Signature Institutional Coordinator (Int. Office)

Changes to original proposed study programme / learning agreement (ONLY if necessary)

Course/Unit Code	Course/Unit title	Add Course/Unit	Delete Course/Unit	ECTS
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Place, Date

Signature of the Student

Sending Institution

We confirm that the proposed programme of study/learning agreement is approved.

Place, Date

Signature of the Departmental Coordinator

Place, Date

Signature Institutional Coordinator (Int. Office)

Receiving Institution

We confirm that the proposed programme of study/learning agreement is approved.

Place, Date

Signature of the Departmental Coordinator

Place, Date

Signature Institutional Coordinator (Int. Office)

