

# Application for admission as a guest listener

for

summer semester

winter semester

Student Services Department

Student Management  
Treskowallee Campus  
Building A

## Applicant

Please fill in this form online or legibly in printed capital letters.

Surname

First name

Date of birth

Gender

Nationality

Postal code, Town/City

Street, House number

Additional address info

Email

Telephone

## Would you also like to apply for a HTW account?

Yes

No

Information on HTW accounts can be found here: <https://rz.htw-berlin.de/en/tutorials/htw-account/>

I have read and understood this information on HTW accounts.

Processing of my account application will take approx. five days. I shall receive my login data by e-mail.

With my signature I confirm that the information I have given for the application as a guest listener is correct and permit HTW Berlin to store this information electronically for internal administrative purposes.

I have not made any other applications to receive a HTW account.

Date

Signature of the applicant

### Student Services

#### Department confirmation:

A valid form of photo ID was presented.

Date, Student Services  
Department stamp

Relevant faculty:  
1 / 2 / 3 / 4 / 5

Admission as a guest listener is subject to free places being available.

Please note that admission as a guest listener at HTW Berlin for **Master's programme modules** is only possible if you possess appropriate documentation proving that you have completed a **first academic degree**. Please submit this documentation with your application.

## Process

- (1) Confirmation from the Student Management that free places are available for the desired programme and module (apart from foreign languages modules) – though this does not automatically lead to admission being granted to the desired module. This requires the completion of steps (2) to (4).
- (2) Written agreement from the module lecturer in consultation with the faculty responsible for the module.
- (3) Payment of the respective guest listener fee via the HTW Berlin Student Service Centre (see next page) or by bank transfer.
- (4) Following receipt of payment: Confirmation of the admission as a guest listener from the Student Management.

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**I wish to apply for admission as a guest listener for the following modules on the programme**

| <b>Applicant information</b> <ul style="list-style-type: none"> <li>• <b>title/no.</b> of the module (!) <u>as well as</u></li> <li>• <b>programme semester</b> and</li> <li>• number of <b>weekly study hours</b> (WSH)</li> </ul> | <b>Permission from faculty</b> <ul style="list-style-type: none"> <li>• Date and lecturer signature</li> </ul> |
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**Please note the terms and conditions on the next page!**

## Terms and conditions

- (1) Before permission can be granted by the lecturer, confirmation that free places are available on the desired programme must be obtained from the Student Management (does not apply for foreign language modules).
- (2) Permission from the module lecturer must be obtained by the applicant during module's first teaching session. Permission is granted by the lecturer signing the appropriate section of the form on the previous page.
- (3) Guest listeners may only be admitted in cases where the module in question has not already reached its capacity via enrolled students. In restricted-admission programmes, participation on modules from the first programme semester and, in some cases from later semesters, is **not** permitted.
- (4) Participation in modules as a guest listener is subject to a fee. The payment/transfer deadline for the fee is one week following the granting of written permission from the module lecturer. Proof of payment is required for admission to the module. When payment is performed directly at the Student Service Centre, proof of payment is attached directly to the application. If the fee is paid via bank transfer, the Student Management shall receive proof that payment has been received from the Budget Office.
- (5) The fully completed application form signed by the lecturer must be submitted to the Student Management, where admission as a guest listener is carried out.
- (6) Confirmation of the admission as a guest listener should be presented to the module lecturer without delay.
- (7) Admission as a guest listener is valid for one semester.
- (8) For regulations pertaining to the module, guest listeners should refer to the Study Regulations of the respective programme or to regulations governing foreign language teaching.
- (9) Guest listeners may obtain module certificates according to the conditions which apply to the module. This also applies for repeatability of study and examinations. Guest listeners may obtain a certificate from the lecturer of the module in question.  
The corresponding form can be downloaded here:  
[https://www.htw-berlin.de/fileadmin/HTW/Zentral/ZHV\\_IIIC\\_-\\_Pruefungsverwaltung/GastNebenhoerer\\_Leistungsnachweis.pdf](https://www.htw-berlin.de/fileadmin/HTW/Zentral/ZHV_IIIC_-_Pruefungsverwaltung/GastNebenhoerer_Leistungsnachweis.pdf)
- (10) Participation in intermediate and final examinations for faculty modules is not possible.
- (11) It is possible for a HTW Account to be set up for the guest listener upon request. This is not mandatory – if you do not require a HTW Account, cross the “No” box on page 1.

I agree to the conditions as stated here.

Date

Signature of the applicant

If you do not agree with the conditions above, your application is nullified and will not be processed.

## Fees for guest listeners

### Part A – Foreign Languages Centre modules

Basic data: Excerpt II, § 1, no. 2 and annex 1, letter a) and b) of the Regulations Framework for the Charging of Fees at HTW Berlin (*Rahmenordnung über die Erhebung von Entgelten an der Hochschule für Technik und Wirtschaft, Berlin*) *Rahmen-EntgeltO*, Official Information Circular HTW Berlin No. 04/12) together with the publication of the fees in annex 1, letter a) and b) (Official Information Circular HTW Berlin No. 05/12)

| WSH (Weekly Study Hours) | Fee      |   |
|--------------------------|----------|---|
| up to 2 WSH              | € 51.00  | <p><b>Please pay the fee directly at our Student Service Centre (Room 040 in Building A) with your EC card.</b></p> <p><u>Payments via bank transfer</u> take a few days to be processed.</p> |
| up to 4 WSH              | € 102.00 |   |
| up to 6 WSH              | € 128.00 |   |
| up to 8 WSH              | € 153.00 |   |

The fee for module no. \_\_\_\_\_ (intensive course) is € 2.00 per 45 minutes.

For the total number of 45-minute teaching sessions \_\_\_\_\_ ,

the total fee is therefore \_\_\_\_\_ €.

### Part B – Faculty modules

Basic data: Excerpt II, § 1, no. 2 and annex 1 of the Regulations Framework for the Charging of Fees at HTW Berlin (*Rahmenordnung über die Erhebung von Entgelten an der Hochschule für Technik und Wirtschaft, Berlin*) *Rahmen-EntgeltO*, Official Information Circular HTW Berlin No. 04/12) together with the publication of the fees in annex 1 (Official Information Circular HTW Berlin No. 05/12)

| WSH         | Fee      |   |
|-------------|----------|---|
| up to 2 WSH | € 51.00  | <p><b>Please pay the fee directly at our Student Service Centre (Room 040 in Building A) with your EC card.</b></p> <p><u>Payments via bank transfer</u> take a few days to be processed.</p> |
| up to 4 WSH | € 67.00  |   |
| up to 6 WSH | € 87.00  |   |
| up to 8 WSH | € 102.00 |   |

Following submission of lecturer permission for all modules applied for, the fee must be paid in person at the Student Services Centre or via bank transfer.

**Fees for intensive course modules at the Foreign Languages Centre can only be paid with EC card at the Foreign Languages Centre.**

If modules from the Foreign Languages Centre and the Faculties are included in the application, please ensure that both sets of reference info are included on the bank transfer.

**(See the following page)**

### Payment in the Student Service Centre

The SSC is located in Building A in Room 040 (next to the main entrance).

HTW Berlin  
Treskowallee 8  
10318 Berlin

Paying via EC card/PIN with the Student Service Centre accelerates the processing of your application. Other payment options will lengthen processing times.

Office hours for the Student Service Centre can be found here:

[www.htw-berlin.de/studium/studierendenservice/studierenden-service-center/](http://www.htw-berlin.de/studium/studierendenservice/studierenden-service-center/)

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### Payment via bank transfer

#### Bank account details

|            |  |
|------------|--|
| Recipient: | HTW Berlin   |
| Bank name: | Postbank Berlin  |
| IBAN:      | DE0910010010004333103  |
| BIC:       | PBNKDEFF   |
| Reference: | Part A – Modules from the Foreign Languages Centre:<br>506100/2740300000/... <i>(enter Module number)</i><br><br>Part B – Modules the the Faculties: 506100/2740300000/-Guest Listener |

## To be filled out by the Student Management

**Confirmation of free places (only in terms of capacity) via the Student Management**

Berlin, \_\_\_\_\_ Stamp, Signature: \_\_\_\_\_

**Confirmation of admission as a guest listener via the Student Management for the**

☐ Summer semester \_\_\_\_\_

☐ Winter semester \_\_\_\_\_

for

Name: \_\_\_\_\_

Born on \_\_\_\_\_

Resident in \_\_\_\_\_

Berlin, \_\_\_\_\_ Stamp, Signature: \_\_\_\_\_

Office hours for the Student Service Centre can be found here:

[www.htw-berlin.de/studium/studierendenservice/studierenden-service-center/](http://www.htw-berlin.de/studium/studierendenservice/studierenden-service-center/)