

Application for Admission as a Guest Listener
for the

Summer semester _____

Winter semester _____ / _____



**Hochschule für Technik
und Wirtschaft Berlin**

University of Applied Sciences

Student Services Department
Admission and Enrolment Office

Treskowallee Campus
Building A

Applicant:

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

Family Name:

First Name:

Date of Birth:

Gender:

male female

Nationality:

Postal Code, Town/City:

Street, House No.:

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:
<http://rz.htw-berlin.de/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 post.
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, Applicant signature

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 Admission and Enrolment Department 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 first 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).
- (4) Following receipt of payment: Confirmation of the admission as a guest listener from the Admission and Enrolment Department.

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

Applicant Information → title/no. of the module (!) as well as → programme semester and → number of weekly study hours (WSH)	Permission from Faculty → Date and lecturer signature

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 Admission and Enrolment Department (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 Admissions and Enrolment Department shall receive proof that payment has been received from the Finance Department.
- (5) The fully completed application form signed by the lecturer must be submitted to the Admission and Enrolment Department, 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:
[www.htw-berlin.de/fileadmin/HTW/Zentral/ZHV_IIIC -
_Pruefungsverwaltung/GastNebenhoerer_Leistungsnachweis.pdf](http://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:

Place, date, applicant signature

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, BerlinRahmen-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 €
up to 4 WSH	102.00 €
up to 6 WSH	128.00 €
up to 8 WSH	153.00 €

Please pay the fee directly at our Student Service Centre (Room 040 in Building A) with your EC card.

In exceptional cases only payment can be via bank transfer.

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, BerlinRahmen-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 €
up to 4 WSH	67.00 €
up to 6 WSH	87.00 €
up to 8 WSH	102.00 €

Please pay the fee directly at our Student Service Centre (Room 040 in Building A) with your EC card.

In exceptional cases only payment can be made via bank transfer.

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

- To be filled out by the Admission and Enrolment Department -

Confirmation of free places (only in terms of capacity)
via the Admission and Enrolment Department

Berlin, _____ Stamp, Signature: _____

Confirmation of Admission as a Guest Listener
via the Admission and Enrolment Department for the

Summer semester _____

Winter semester _____

for

Mr / Ms _____

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/