

## FACT SHEET – INCOMING EXCHANGE Academic Year 2024/25

|                                 |  |
|---------------------------------|--|
| <b>Target Group of Document</b> | <ul style="list-style-type: none"> <li>• International Partner Universities</li> <li>• Exchange/Study Abroad Student Advisors</li> <li>• ERASMUS Coordinators</li> <li>• International Exchange/Study Abroad Students</li> </ul> |
| <b>Content</b>                  | <ul style="list-style-type: none"> <li>• Information about HTW Berlin relevant for international exchange students</li> </ul>  |

### Contact Information

| Institution  |   |
|--|---|
| Name of institution  | Hochschule für Technik und Wirtschaft Berlin – University of Applied Sciences |
| Abbreviation of name   | HTW Berlin  |
| Mailing address  | Treskowallee 8, 10318 Berlin, Germany   |
| Visiting address Campus Treskowallee<br>(International Office, President's Office,<br>University Administration, Faculty 3 -<br>Business School) | Treskowallee 8, 10318 Berlin, Germany   |
| Visiting address Campus Wilhelminenhof<br>(Faculty 1, 2, 4, and 5 – Engineering,<br>Business, Media & IT, Design and Cultural<br>Heritage)       | Wilhelminenhofstr. 75A, 12459 Berlin, Germany                                 |
| Website  | <a href="http://www.htw-berlin.de">www.htw-berlin.de</a>                      |
| ERASMUS code/OID/PIC/SCHAC   | D BERLIN14/E10196220/997713289/htw-berlin.de                                  |

| International Office  |                                  |
|---|----------------------------------|
| <b>Head of the International Office/</b><br>ERASMUS Institutional Coordinator<br>Main contact person regarding Inter-<br>Institutional Agreements | (Ms.) Stephanie Albrecht         |
| Phone   | +49 30 5019-3921                 |
| E-mail  | Stephanie.Albrecht@HTW-Berlin.de |

| International Office   |                                 |
|--|---------------------------------|
| International Exchange Student/<br>Study Abroad Advisor<br>Main contact person regarding<br><b>Outgoing Student Exchange</b> | (Mr.) Jonas Udke                |
| Phone  | +49 (0) 30 5019-2607            |
| E-mail   | Outgoing-Students@HTW-Berlin.de |
| International Exchange Student/<br>Study Abroad Advisor<br>Main contact person regarding<br><b>Incoming Student Exchange</b> | (Ms.) Sofia Ocherednaya         |
| Phone  | +49 (0) 30 5019-2336            |
| E-mail   | Incoming-Students@HTW-Berlin.de |

## Academic Calendar

| Summer Semester 2025 (preliminary dates)  |   |
|---|---|
| <b>Online Nomination/<br/>Application deadline</b>  | <b>Nomination: 15th October<br/>Application: 11th November</b>          |
| Student's Arrival (individual)  | from 1st March 2025 to 13th March 2025                                  |
| Orientation ("Welcome Weeks") including<br>German language course (compulsory)<br>and course registration | 14th March 2025 – 29th March 2025                                       |
| Classes including exams   | 5th April – 3rd August 2025   |
| Winter Semester 2024/25   |   |
| <b>Online Nomination/<br/>Application deadline</b>  | <b>Nomination: 15th April<br/>Application: 11th May</b>                 |
| Student's Arrival (individual)  | from 1st September 2024 to 11th September 2024                          |
| Orientation ("Welcome Weeks") including<br>German language course (compulsory)<br>and course registration | 12th September 2024 – 27th September 2024                               |
| Classes including exams   | 1st October 2024 – 10th February 2025                                   |
| Transcripts of Records issued   | Normally issued no later than 5 weeks after exam<br>period has finished |

## Requirements

| General Admission   |  |
|---|--|
| General information on admission and application forms                        | <a href="https://www.htw-berlin.de/en/international/wege-an-die-htw-berlin/student-exchange-programmes-at-htw-berlin/">https://www.htw-berlin.de/en/international/wege-an-die-htw-berlin/student-exchange-programmes-at-htw-berlin/</a>  |
| 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 all Design study programmes.  |
| Number of ECTS credits required per semester                                  | Minimum of 20 ECTS credits/maximum of 30 ECTS credits per semester.  |
| Language Skills and German Language Courses                                   |  |
| Languages of instruction  | German and English (depending on study programme)  |
| 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<br>All other programs taught in English: B2   |
| Proof of language proficiency   | The home institution is responsible for insuring the required language level.<br>Students must provide a written proof of their language skills.   |
| 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 request them to report their insurance status (M10) electronically to HTW Berlin.<br>... must have insurance coverage during their entire stay in Germany.<br>... are recommended to sign up for <b>personal liability insurance and travel insurance.</b> |
| EU students...  | ... may send a copy of their European Health Insurance Card (EHIC) to register locally.  |
| Non-EU students...  | ... are required to procure insurance with a German state insurance company before arrival.  |
| Immigration/Residents' Registration   |  |
| All students...   | ... must have a valid ID card and/or passport for the entire duration of their stay.<br>... must register at the Residents' Registration Office.   |
| Non-EU students...  | ... must register at Municipal Immigration Office.   |

## General Information

| Courses Available for Incoming Exchange Students     |   |
|--|---|
| Courses offered in English                           | <a href="https://www.htw-berlin.de/en/international/intercultural-exchange/english-language-study-programmes/">https://www.htw-berlin.de/en/international/intercultural-exchange/english-language-study-programmes/</a> |
| Courses offered in German                            | <a href="https://www.htw-berlin.de/en/studies/degree-programmes/?no_cache=1">https://www.htw-berlin.de/en/studies/degree-programmes/?no_cache=1</a>   |
| 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. Unfortunately, a place in student accommodation cannot be guaranteed.  |
| Buddy Programme                                      |   |
| All international exchange students...               | ... can apply for the Buddy Programme. Allocation is subject for availability   |
| German as a foreign language courses during semester | Available on different language levels  |

| Costs   |   |
|---|---|
| Tuition fees  | None  |
| Service costs<br>e.g. semester contribution for student services, student union, and public transport | <a href="https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/">https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/</a> |
| Estimated cost of living per month  | Approx. 900 €   |

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