

## Well prepared to study abroad



Information about studying abroad:

- What do I have to organize when planning my exchange?
- How do I find a suitable partner university?
- Which sponsorships are available?
- How do I apply?



International  
Office

17.03.2020

# Guidelines for preparing and undertaking a semester abroad

## Student Manual

### FIRST STEPS – Answer the “W-questions“


#### 1. What kind of programme am I interested in?

The HTW Berlin cooperates with more than 150 partner universities worldwide, subdivided into 120 European universities, which are part of the Erasmus-Programme and 30 other European and International locations. However not every partner is applicable to your personal degree course.

#### These are the options for applying:

- Student Exchange – Apply for a partner university offering the same study field as yours.
- No partner for my study field – Apply for a partner university offering only differing degree courses from your own.
- Freemover – Apply as an independent student at any university worldwide. You will have to pay the universities’ tuition fees in this case.

#### 2. Where do I want to go?

- Select the partner universities you are interested in and from there choose the countries you would like to go to.
- To research and make your choice use the Application Portal [Mobility Online \(HTW Berlin > International > Outgoing exchange students > Application > Online Application\)](#)
- After inserting your study field, the time period of your stay and the language you would like your classes to be held in, the website shows you all the suitable universities.
- If you press  a list with all available partners for the picked degree course appears. !!!  
By pressing the document-icon  *Display details of this bilateral agreement* on the left, you are forwarded to an overview of the chosen partner university, containing Fact Sheets, reports from students, who already finished an exchange at this university and a link to their website.

#### What if there is no suitable partner university for my study field?

- To see more possibilities, select a similar study field to yours in the first window and find out about partner universities with different degree courses.
- Are you interested in a foreign university, that is no partner of the HTW Berlin? [Externe Vermittlungsstellen](#) (placement office) help you act as a Freemover.

#### 3. When is the best time for studying abroad?

Requirements:

- A minimum of three successfully finished bachelor semesters or one master semester.
- A minimum of 60 ECTS points when you leave.

**Important: Dates and Deadlines at partner institutions**

- Usually the semester starts earlier in other countries, than it does in Germany! Inform yourself ahead of time when the semester at your favoured university begins and ends. This information can be found in the academic calendar on the website of the institution or the Mobility Online Portal.
  - **Start summersemester:** January/February (exception: Australia)
  - **Start wintersemester:** August/September (exception: Australia)

**LANGUAGE REQUIREMENTS**

- For programmes taught in English within EU and Asia: At least English Intermediate Level 3/B2
  - Australia, Canada, New Zealand and USA: English Advanced Level 1/ C1 or an approved external language proficiency certificate e.g. TOEFL, IELTS, Cambridge Assessment
  - To receive a valid student visa in Australia for a stay of more than three months TOEFL is necessary!
  - Spain and Latin America: At least Spanish Intermediate Level 1/ B1
  - France: At least French Intermediate Level 3/B2
  - Italy: At least Italian Intermediate Level 1/ B1
  - Russia: At least Russian Intermediate Level 1/ B1
- Take all the necessary language courses at HTW Berlin well ahead of time: [Language modules](#).\*
  - If needed book a language proficiency test at an eligible test centre independently.

**ACADEMIC RECOGNITION OF COURSE ACHIEVEMENTS**

- Take time to inform yourself about the Curriculum offered at the desired universities: Verify how the courses from abroad fit with yours and whether they apply to the framework of your study regulations **before the decision**. This information is provided in the Fact Sheets or course catalogues, which you find either in the Mobility Portal or the universities' website.
  - **Examination and recognition of courses taken abroad solely is handled by the examination board of your degree programme.**
  - In a so called [Study Programme](#) (HTW Berlin > International > Outgoing exchange students > [Accreditation of modules and examinations completed abroad](#)) you will agree upon recognition of achievements abroad with the respective examination board president. (This does not apply to the study field Business Administration, where there is a respective course agent).
  - Be aware, that course achievements at partner universities may not be 100% recognized at HTW Berlin, even if the degree course is the same and you finish a full semester (30 ECTS), hence your curriculum at the HTW can change or extend.
- **Important:** The Three-Semester-Regulation extends according to the time spent abroad

## FUNDING & SPONSORSHIPS

- **Studying at one of our partner universities discharges you of any of their tuition fees!**
- For sustenance and additional costs there are various programmes and support options:

### >> Erasmus+ (Exchange within the EU)

Most popular and the easiest way to study abroad is the [Erasmus+ Programm der Europäischen Union](#). ERASMUS+ enables you to do an exchange within the European Countries during any period of your studies:

- Study abroad from 3 to up to 12 month even multiple times during Bachelor and Master.
- [Internships abroad](#) from 2 to up to 12 month even multiple times.

The monthly scholarship is 330 to 450 € (as at 2019) depending on the respective countries' rate.

### >> DAAD/PROMOS Scholarship (Exchange outside of the EU)

- One-time donation of 600 to 1000 € depending on the respective countries' rate, for prioritized countries in Asia, Africa, Latin America and Russia.

### >> BAföG-Abroad

If you are applicable for BAföG, you may also receive [Auslands-BAföG](#) (BAföG-Abroad). Even if you do not receive BAföG there is a chance to apply for the abroad version. Alongside the scholarship, travel expenses and tuition fees are funded up to a maximum of 4600 € and you might receive additional health insurance. BAföG-Abroad is not calculated as part of the funded timeperiod from BAföG and needs to be applied for separately!

Find more information about funding and sponsorships [here](#).

([HTW Berlin > International > Outgoing exchange students > Funding options](#))

## APPLICATION AT THE INTERNATIONAL OFFICE FROM HTW BERLIN

- **Application Deadlines**
  - **31. December** for the following wintersemester
  - **31. July** for the following summersemester
- Apply online using the [Mobility Online Portal](#) ([HTW Berlin > International > Outgoing exchange students > Application > Online Application](#))
- You may apply for **three** partner institutions. We always do our best to place you for your top preference!
- Documents needed for the online application are:
  - Current confirmation of enrolment (LSF certificates)
  - Transcript of passed examinations (LSF certificates)
  - photograph
  - Language certificate
  - Copy of passport / residence title

### \*Important Note!

- If you cannot provide a language certificate in time for the online application, you may hand it in later. The deadline for an application for the upcoming wintersemester is at the **end of February** or at the **end of September** for applying for the upcoming summersemester. To be able to complete the online application process with no language certificate yet, please instead upload proof of your participation in a sufficient language class or/and the date of your upcoming language examination!
- Out of time-reasons we highly advise you to not wait for the second examination period for your language proficiency!
- **Exception:** We can still incorporate alumni from the HTW included TOEIC intensive course during the non-teaching period March/October. If you are one of these alumni add this information in your online application.

## TIMELINE

### After the application at the International Office from HTW Berlin:

- We check the application documents you have uploaded (6 to 8 weeks after the application deadline)
  - Nomination for an exchange slot at your desired foreign university from March (for the wintersemester) or from October (for the summersemester)
  - Important: Even if you comply with all conditions the International Office cannot guarantee an exchange at the chosen partner university.

### What criteria determine the selection process?

1. Is the applicant an enrolled student for a direct degree programme at the partner institution (Bachelor/Master)? Student Exchange applicants have priority for available exchange slots.
  2. Does the applicant comply with all necessary conditions, especially language requirements?
  3. If more students apply for a partner university than there are slots, the academic achievements become the deciding factor.
- ✓ After successfully being nominated the direct application at the foreign university takes place
- All further information needed usually is communicated directly by the host institution.

### Two to three months before departure:

#### Course selection and recognition

- Select your courses and course priorities.
- Arrange the recognition of your classes taken abroad with the respective examination board president or agent in the [Study Programme](#).

#### Final financial plan

- Submit all documents and proposals for scholarships. Information on the DAAD/ Erasmus+ and Promos Scholarship will be provided to you in time by the International Office. Apply ahead of time for BAföG-Abroad at the responsible regional office: [Informationen zur Antragsstellung \(bafög.de > Auslandstudium\)](#)



### Visa

- Within the EU as European citizen you do not need a student visa.
- Please apply independently for a visa or as the case may be a passport at the appropriate consulate for any other international exchange.

### Insurance and security

- Within the EU your European health insurance card is active. For travelling outside Europe, you need to organize sufficient insurance yourself. (Health- or accident insurance, optionally liability insurance).

### Stay enrolled at HTW Berlin

- During your time abroad you are further enrolled as a student at the HTW Berlin and must report back to the HTW as well as pay the full tuition fee.
- After the cash transfer to the official HTW account you can file an application of exemption, which you send to the semester ticket office. This will relieve you from the costs of your semester ticket, which will be returned to your bank account. For further questions regarding the semester ticket costs, please contact the ticket office directly via email: [Semesterticket@students-htw.de](mailto:Semesterticket@students-htw.de).
- The International Office forwards a checklist to the bureau of enrolment, the examination authority and the semester ticket office, that contains the names of all HTW students, who are about to study abroad.

### Accommodation

- You may apply for a student dorm room (if the partner university offers accommodation, an application form is attached to the general application form).
- To find out more about potential dorm spaces, please contact the partner institution after you have been nominated.
- Either search for an accommodation suitable for the full length of your stay or find a transit solution in order to locally look for a place to live, after you arrived.

### After studying abroad

After returning you apply for the translation of the grades you received abroad at the faculty administration.

You need to submit following documents:

- Informal proposal
- Study contract you agreed on before the stay
  - In case you have not earlier made this contract, there is the possibility to catch up by talking to your faculties' degree programme staff until the second examination period of the following semester after your return.
- Transcript of Records (original certificate) of your academic achievements abroad.

## CONTACT

The International Office gladly informs you about the various possibilities to study abroad and we do our best to assist you on your journey.

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Calling/Office hours during the semester:

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**Thursday** 1pm to 4pm (only on the Treskowallee Campus, Building A, Room 140)

Calling/Office hours during the semester break:

**Thursday** 1pm to 5pm (only on the Treskowallee Campus, Building A, Room 140)

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