



Fachhochschule für
Wirtschaft Berlin
Berlin School of Economics

ECTS

European Credit Transfer and Accumulation System
Information Package
2008/2009

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Welcome

Welcome to the Berlin School of Economics.

I am pleased to learn that you are interested to become a student at our school and I would specifically appreciate your final decision to join us. Please make use of the rich and profound supply of our academic courses – and do not forget the numerous opportunities which the vibrant city of Berlin offers.

I kindly encourage you to make use of these opportunities. Please, do look beyond the boundaries of the specific study programme which you have chosen some time ago, and discover new topics which are presented in the Studium Generale or Themenfeld (topic area) and the career contact exercises. Take this opportunity to broaden your academic and cultural experience which will be a wide step forward on your way to a successful career.

Good success with your studies at the Berlin School of Economics!

Sincerely yours,
Prof. Michael Tolksdorf
Senior Vice President of the
Berlin School of Economics

We are looking forward to welcoming you to FHW Berlin/Berlin School of Economics.

If you are a student of one of the roughly 80 partner universities that FHW Berlin is cooperating with and would like to study at the Berlin School of Economics for one semester or one academic year, please contact your International Office at your home university. Nominations for studying as an exchange student at the Berlin School of Economics are in principle effected by the International Office of your university.

We hope that this brochure will assist you in preparing your stay and studies in Berlin. You will find all important and interesting information on our institution and we do hope that your stay here will meet your expectations. You can contact the International Office staff anytime with any questions. We will be happy to assist you in order to make your semester in Berlin an enjoyable and memorable time of your life.

Your
International Office team

1. ECTS – European Credit Transfer and Accumulation System

ECTS stands for the European Credit Transfer and Accumulation System, it is the European Community course credit transfer system, which was developed in order to provide uniform procedures to guarantee academic recognition of studies abroad.

1.1 What is ECTS?

ECTS is a student-centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired. ECTS is a decentralised system based upon the principle of mutual trust and confidence between the participating institutions. It is increasingly becoming a generalised basis for the national credit systems. It is wanted that ECTS becomes not only a transfer but also an accumulation system, to be applied consistently as it develops within the emerging European Higher Education Area. Through an Information Package each university describes its curriculum not only in terms of content, but also indicating the credits allocated to each course. The server of the European Commission provides more information: http://ec.europa.eu/education/programmes/socrates/ects/index_en.html

1.2 What are the key features of ECTS?

ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to around 1500–1800 hours per year and in those cases one credit stands for around 25 to 30 working hours. Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a process of learning, long or short.

Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects and examinations. Credits are allocated to all educational components of a study programme (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires to achieve its specific objectives or learning outcomes in relation to the total quantity of work necessary to complete a full year of study successfully. The performance of the student is documented by a local/national grade. It is good practice to add an ECTS grade, in particular in case of credit transfer.

1.3 ECTS at the Berlin School of Economics

The Berlin School of Economics uses ECTS since 1998. It has implemented the change-over to the two-tier system called for by the Bologna Process in 2003, with the new student intake exclusively directed to programmes leading to bachelor/master degrees for several years already. In ECTS usually 60 credits are given per year i.e. 30 credits for one semester. The credits are based partially on the number of contact hours and workload. One credit point equals 12 contact hours and 13–18 hours of other academic activity.

However, some exceptions are made, mainly in the composed modules Themenfeld, Strategic Management and the International Focus and other modules which comprise more than one course. In most of these cases an extended term paper is the required assessment form and the credits awarded and contact hours can differ from the standard system. Another exception occurs so far within the extracurricular Studium Generale (SG) (supplementary courses). Not for every course of the SG credits can be awarded yet. However, since this extracurricular module catalogue will be transformed to an equally important elective course pool shortly there could be changes after this brochure has been published.

1.4 ECTS grading scale

The ECTS grading scale is an overview about the allocation of local grades in relation to ECTS grades. The only difference is the lack of a distinction between F and FX at the FHW Berlin.



German Grade	FHW-Grade	European Grade	Assertion
1,0–1,5	Sehr gut	A (1,0–1,5)	Excellent An excellent performance.
1,6–2,5	Gut	B (1,6–2,0)	Very good A very good performance, which clearly rates above average or above average expectation.
2,6–3,5	Befriedigend	C (2,1–3,0)	Good A good performance, which rates above average expectation.
3,6–4,0	Ausreichend	D (3,1–3,5)	Satisfactory A satisfactory performance, which complies with average expectation.
5,0	Nicht bestanden	E (3,6–4,0)	Sufficient A performance, which for all its deficiencies sufficiently complies with average expectation.
		F/FX (5,0)	Fail An exceptionally poor performance, which due to severe deficiencies does not comply with the expectations.

2. General Description

In this chapter you will find general information on Germany, Berlin and the Berlin School of Economics as well as the definition of the Fachhochschule (University of Applied Sciences).

2.1 Germany

Germany has almost 83 million inhabitants. It is by far the largest country in the EU in terms of population. Germany is a modern, cosmopolitan country. Its society is shaped by a plurality of life styles and truly different ethno cultural diversity.

Germany joins its European and transatlantic partners in championing peace, democracy and human rights all over the world. Germany is a member in key European and other international organizations.

DaimlerChrysler, Siemens, Porsche, Lufthansa, SAP: In the international arena German companies have an excellent reputation. They represent “made in Germany”, known as a seal of quality all over the world. Yet the world’s third largest economy does not consist solely of global players, but also of numerous world market leaders who are actually small and medium-sized enterprises, the power-house of the German economy. They all benefit from the sound economic conditions in the “land of ideas”, not to mention the excellent qualifications of the workforce. Foreign investors also value this — and see it as a major point in Germany’s favour in the age of the global economy.

Germany at a glance	
Area:	357 031 km ²
Location:	Central Europe
Neighbours:	Denmark, The Netherlands, Belgium, Luxemburg, France, Switzerland, Austria, Czech Republic, Poland
16 Federal States:	Baden-Wuerttemberg, Bavaria, Berlin, Brandenburg, Bremen, Hamburg, Hesse, Lower Saxony, Mecklenburg-Western Pomerania, North Rhine-Westphalia, Rhineland-Palatinate, Saarland, Saxony, Saxony-Anhalt, Schleswig-Holstein, Thuringia
Capital City:	Berlin
Population:	82.5 million
Population Density:	231 inhabitants per km ²
State system:	Democratic, federal, multi-party republic with representatives chosen directly by the people (since 1949)
Religions:	Christians 66%, (Catholics 33%, Protestants 33%), 34% none or other
Time zone:	Central European Time (CET) with European daylight savings time
Currency:	1€ = 100 cents
Climate:	Temperate climate zone with an average annual temperature of 9°C
Power voltage:	230V, 50 Hz
Telephone Country code:	+49

2.2 Berlin

Berlin, the capital of Germany, with its population of some 3.5 million, is the largest city in Germany, seat of the Federal Government and the Parliament. In no other city in Germany is the process of reunification and the merging of East and West as evident as here. With the decision to study in Berlin you (will) choose a European metropolis with a truly unique character. Germany’s capital is certainly one of Europe’s most vibrant cities, deriving its fascination and controversial history from its geographical and cultural position between Eastern and Western Europe. After the fall of the Berlin Wall in 1989, and Germany’s reunification a year later, Berlin once again became the capital of Germany in 1999, inviting new investment and much engagement with its living history.

Today, Berlin lives up to its reputation as a cultural capital and focal point of European affairs. It is the perfect setting for both a memorable academic experience and unsurpassed personal development.

Whether you are interested in politics or history, economics or society, literature or philosophy, art, music or film – Berlin provides spaces to experience first hand an exciting diversity of cultures and the momentous changes taking place in Germany, Europe, and the world. Berlin is not an industrial centre, but a metropolis of science, culture, media and services. In Germany’s largest university city students study at four public universities, three art colleges, eight universities of applied sciences and other institutions of higher education. In addition, numerous research centres shape the academic scene.

Berlin is a green city: parks in all city districts, lakes within the city, forests, castle gardens and outdoor restaurants and cafés offer all city residents recreational pleasures.

The city also offers a varied and diverse programme of culture. In addition to several operas, theatres, museums, libraries and numerous cinemas, the metropolis also has a wide off-culture with its own locations and events. For information and programmes find details on the internet at www.berlin.de.



2.3 FHW Berlin – Berlin School of Economics

The Berlin School of Economics is one of the largest and most distinguished academic institutions for undergraduate and graduate management education in Germany. It has built a comprehensive portfolio of study programmes around its core competence in business and economics offering students a wide choice of 38 programmes on all aspects of economics and related disciplines. It is a university of applied sciences which offers more practice-oriented programs. The university is regularly ranked among the top institutions in the best-known ratings.

The Berlin School of Economics educates future managers, accountants and marketers with the aim of providing them with a broad multidisciplinary perspective, an international outlook and strong hands-on management competences. It is committed to quality education and excellence in teaching and research (in its selected competence centres).

All of our 130 full-time professors hold a doctorate or PHD degree often from well-known German universities like Mannheim, Köln, WHU or from foreign universities like London School of Economics, MIT and others. They have industry & consulting experience with organisations such as DaimlerChrysler, Siemens AG, Wyeth, Schering AG, Deutsche Post World Net, Deutsche Bank, Bankgesellschaft Berlin, Bayer AG, and many more.

Some 5400 students from over 60 countries are currently enrolled at FHW Berlin, of which 1100 annually graduate with a Diplom (an equivalent to a B.A. Hons), a Bachelor or a Master degree. The school's international orientation is reflected in the European orientation of its study courses, several bi-national dual award programmes with other European universities, in its roughly 80 cooperation agreements with universities worldwide, but also in having two languages of instruction - German and English.

2.4 What is a University of Applied Sciences?

Universities of Applied Sciences (Fachhochschulen) were founded by the federal states in the late 1960s and early 1970s in response to the advancing scientific-technological progress that set new standards for the qualification levels of future professionals. These Universities of Applied Sciences, as they are officially called in English, aimed to fill the gap between academia and the working world by offering a sound academic training designed to meet the practical aspects of professional life.

Studies at a University of Applied Sciences combine academic standards with an extensive practical focus. Students do practical semester in companies, industry, public authorities or elsewhere where they can apply and try out what they have learnt in their courses. Since these studies aim to prepare students as quickly as possible for career entry, the programmes are relatively tight organised.

In 1976, the Federal Framework Law for Higher Education raised the status of the University of Applied Sciences to an equal standing with the traditional university. The University of Applied Sciences is also autonomous, which means that freedom of teaching and research and academic self-administration are its guaranteed right. Today, there are numerous Universities of Applied Sciences in Germany. 35 per cent of all graduates in higher education come from the Universities of Applied Sciences. What primarily attracts students to the 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. In addition to that the practically orientated academic teaching approach gives the students the opportunity to develop profiles to build a successful career.

The 157 state and state-recognised Universities of Applied Sciences are currently training 517 000 students.

3. Study System and Degree Programs at the Berlin School of Economics

Since 2003/2004 the Berlin School of Economics has adopted the Bologna Model of studies (two-tier system) which will fully replace the traditional German Diplom at the Berlin School of Economics in 2010. However, a few courses available for our international exchange students are still in the degree scheme of the old system (Semester 7, 8, 9, 10) – most of them have equivalent modules in the new Bachelor or Master programs.

3.1 Higher Education in Germany

The German education system is different in many ways from the ones in e.g. Anglo-Saxon countries, but it produces high-performing students. Education is a function of the federal states, and there are differences from state to state, but some generalizations are possible. In general students will have undergone a 13-years school education leading to a degree called the Abitur which prepares students for university study or for a dual academic and vocational credential. Perhaps one of the best online resources for an overview of higher education in Germany is www.higher-education-compass.de. Additional information at the web-site of the German Academic Exchange Service (www.daad.org) or at www-en.studienwahl.de (extensive information on study opportunities in Germany).

3.2 Faculties and Degree Programs at the Berlin School of Economics

The Berlin School of Economics has three divisions. Faculty I, Business and Economics and the Institute of Management Berlin (IMB) are located at the campus Schöneberg and Faculty II with its company-linked Programmes is located at the campuses Neue Bahnhofstrasse and Lichtenberg.

3.2.1 Faculty I: Business and Economics (Campus Schöneberg)

The Faculty of Business and Economics (Faculty I) offers eight Bachelor programmes which generally combine a focus on business and economics with a wider integrative and interdisciplinary perspective. The inclusion of gender studies and environmental and sustainability issues is also an important feature of some of the programmes. Whilst all programmes have a certain international component, three of them are entirely international either in the form of a bi-national dual degree course or by being taught in English and including compulsory study periods abroad. Three of the four Master programmes of the faculty are run in English and one in German and French and all share a distinct international outlook.



The Faculty of Business and Economics offers these Bachelor programmes:

- Business Administration (with an “English Stream” of courses)
- International Business Management (solely in English)
- German-British Programme International Business in cooperation with the Anglia Ruskin University, UK
- German-French Programme Management International in cooperation with the ESCE Paris, France
- Business Law
- Economics
- Business Informatics
- Entrepreneurship
- Corporate Succession
- Cooperative Bachelor Business Administration in cooperation with Siemens

and these Master programmes:

- International Economics (solely in English)
- International Management (solely in English), focus International Finance & Accounting
- International Management (solely in English), focus International Marketing Management
- German-French Programme Management International (German and French) in cooperation with the ESCE Paris, France

■ *Please note: only a limited number of exchange students will be accepted for the study programmes Management International, International Business, Co-operative Bachelor Business Administration and Business Engineering in Environmental Science as well as for the Master programmes.*

3.2.2 Faculty II: Company-Linked Programmes (Campus Neue Bahnhofstrasse 11–17)

The Berufsakademie Berlin, formerly an independent higher education institution, was integrated into the Berlin School of Economics in 2003 and became the new Faculty of Company-Linked Programmes. With its 1650 places for sandwich course students, is the largest provider of company-linked programmes in Berlin. Thanks to the structured academic and company phases, students on these programmes can apply ideas and concepts directly to business practices. Furthermore, their training takes place both at the university and within the partner company.

The Faculty of Company-Linked Programmes offers Bachelor programmes which are bound to articles of traineeship issued by a company:



Study Programmes in Business Administration

- Banking
- Facility Management
- Service Management
- Wholesale and Retail Merchandising
- Real Estate
- Industry
- International Business Administration
- Transportation and Logistics
- Taxation and Auditing
- Tourism
- Insurance
- Business Informatics

Technical Study Programmes

- Civil Engineering
- Informatics
- Mechanical Engineering

- *Please note: in this faculty almost all lectures are given in German and the academic calendar deviates enormously from regular German academic calendars such as in Faculty I.*
- *Only very few selected exchange students can attend classes in Faculty II. Therefore most of the information provided in this brochure refers only to Faculty I. If you are one of the students going to the company-linked programmes please contact the International Office of the Berlin School of Economics.*

3.2.3 The Institute of Management Berlin (IMB) (Campus Schöneberg)

The Institute of Management Berlin (IMB) offers only postgraduate programmes:

- MBA European Management (full-time) (in English) in cooperation with the London South Bank University, UK
- MBA European-Asian Programme (full-time) (in English)
- MBA General Management – Dual Award (part-time) in cooperation with the Anglia Ruskin University, UK
- MBA Entrepreneurial Management (part-time) in cooperation with the Wichita State University, USA
- MBA Health Care Management (part-time) in cooperation with the Charité – Universitätsmedizin Berlin
- Labour Policies and Globalisation (Master) (in English) in cooperation with the University of Kassel and the International Labour Organisation (ILO)
- Chinese-European Economics and Business Studies (CEEBS) (M.A.) in cooperation with Southwestern University of Finance and Economics (SWUFE), Chengdu, China (in English)
- Sustainability and Quality Management (M.A.) (in English)
- Macroeconomic Policy Studies (Certificate) (in English)

■ *Please note: The MBA courses and all other lectures of the postgraduate study programmes are not suitable for exchange students.*



3.3 Studium Generale (SG) (supplementary courses)

In addition to the modules of the degree programs there is a Studium Generale (supplementary courses) at the Berlin School of Economics: courses which students can attend voluntarily. In the supplementary courses students can attend any course they wish based on interest and inclination, whether courses in public speaking, meetings and negotiation skills, business languages such as French, Russian or Spanish or the computer programming languages. There are no grades given for the supplementary courses. In case exchange students need grades in order to achieve ECTS Credits, this must be arranged individually with the responsible teacher. Not for every course of the SG credits can be awarded yet. However, since this extracurricular module catalogue will be transformed to an equally important elective courses pool shortly there could be changes after this brochure has been published. An overview of the supplementary courses is found at www.fhw-berlin.de/index.php?id=2892&L=%201.

4. Organisation of studies at FHW Berlin for international students

The academic year is divided into two semesters. The winter semester is the first semester of the academic year and starts 1 October, the summer semester starts 1 April.

4.1 Academic calendar

Duration winter semester:

1 October 2008–31 March 2009

Lectures winter semester :

6 October 2008–21 February 2009

Exam period winter semester:

2 February 2009–28 February 2009

Duration summer semester:

1 April 2009–30 September 2009

Lectures summer semester:

1 April 2009–18 July 2009

Exam period winter semester:

27 June 2009–25 July 2009

All exchange students are expected to be in Berlin latest at the first day of the semester. We invite you to attend an orientation week which takes place in the first week of the semester.

■ *Please note: Intensive German Language Courses start approximately three weeks prior to the semester.*

4.2 Orientation week and INAktion

Every semester an orientation week will be organised for all new guest students. This takes place in the first week of the semester. During this week all students receive general information about studying at the Berlin School of Economics. Exchange students should take part in some of the events since not only the contents of courses offered are presented, but those gatherings also offer the chance to meet other (German) students and lecturers.

INAktion is the platform for questions, problems and leisure programme of international students during their stay in Berlin. The leisure programme of INAktion includes cultural, sports and social events as well as excursions. In addition, INAktion organises a Buddy programme. Students of the Berlin School of Economics accompany guest students, assist them in getting their studies organised and getting around in Berlin.

4.3 Language of tuition/English modules

The Berlin School of Economics offers study programmes in German and in English (see list 3.2.). In addition to that a number of courses are taught in English within the Bachelor programme Business Administration of Faculty I (“English Stream”). You can easily identify the modules of the “English Stream” by minding the penultimate figure of the module number. If it is a “9” the module will be taught in English.

■ *Please note: a list with all the modules in English with descriptions can be found at: www.fhw-berlin.de/index.php?id=1850 or in the course database at <https://campus4u.fhw-berlin.de> (select “search in modules”)*

4.4 German language courses

The Berlin School of Economics offers a 2-week German Intensive Language Course prior to every semester which is free of charge for all guest students. The course is not obligatory, but it is highly recommended for those students whose German is not fluent yet. It is also a good opportunity to become familiar with the language and the people of Berlin and to get to know the other exchange students before the semester starts. The course starts normally on the second Friday in September and on the second Friday in March. The courses take place at the FHTW (another university) in the eastern part of the city. There are courses at different levels, from beginners to advanced courses. The placement test on the first day (Friday) is obligatory for all participants. Students can register for the course together with their application documents. With regular participation in the course you will receive a certification of participation. During the semester there are German language courses at the FHW Berlin especially for international guest students which are usually offered at five levels.

4.5 Contact hours/teaching

One teaching/contact hour lasts 45 minutes. Usually, one 4-hour lecture or seminar is divided into two parts with a break. The standard course covers 60 contact hours (4 h class per week/15 weeks) and 52–72 hours of other academic activity per semester.

Studies at the FHW Berlin are characterised by the so-called seminar style of instruction. This means two things: lessons normally take place in groups of 40 students and, in certain cases, in smaller groups of 20. The lesson does not take place as a lecture, in which the student simply listens passively to the teaching, but as far as possible in the form of an ‘instructional talk’ which allows questions and discussion and in which the student is actively integrated into the teaching.

■ *Please note: there are some composed modules such as Themenfeld, Strategic Management and the International Focus which comprise more than one course. In most of these cases an extended term paper is the required assessment form*

■ *Please note that these modules can only be studied as a whole.*

4.6 Grading system

The name for grades in Germany is “Noten”, they go from 1.0 to 5.0

Passing grade: 1.0–4.0

Failing grade: 5.0

(N.B. 4.0 is the lowest passing grade, any exam failed is graded 5.0)

1	Sehr gut	very good: an outstanding achievement
2	Gut	good: an achievement, which lies substantially over average requirements
3	Befriedigend	satisfactory: an achievement, which corresponds to average requirements
4	Ausreichend	sufficient: an achievement, which still meets the requirements
5	Nicht bestanden	not sufficient/failed: an achievement, which does not meet the requirements

4.7 Payments

All exchange students are released from tuition fees. However, obligatory contribution has to be paid for the AStA (students’ representatives) and the Studentenwerk Berlin (6.00 € + 30.68 €). The Semesterticket is a special benefit for all students in Berlin for the use of the Public Transport System. It is 155.00 €. All students in Berlin do have to buy a Semesterticket including exchange students. Total amount of payment is 191.68 €. If you study in the double degree program or you come as a free mover the total amount to be paid is 241.68 €.

■ *Please note: if you want us to book a room in a residence hall for you, you have to transfer a € 250.00 booking deposit additionally.*

■ *Account holder: Fachhochschule für Wirtschaft Berlin, Badensche Strasse 50-51, 10825 Berlin, Bank: Deutsche Bank, Swift code: DEUTDEBB, IBAN-No. DE50100700000068599000, Account Number: 06 85 99 000/Bank Branch Number: 100 700 00, Payment purpose: INT9 + family name + given name*

4.8 Attendance

Lecturers and professors announce their attendance rules at the beginning of the semester. In some cases 100 % attendance is required. Especially when a term paper has to be written we highly recommend regular attendance from the first week on.

4.9 Assignments

The assessment system at the FHW Berlin consists of a variety of assessment forms: Written examinations, oral exams, term paper, other forms of assessment, extended term paper and project work. Courses can, furthermore, be assigned to different forms of assessment. The written and oral exams take place in the last four weeks of the lecture period (see 4.1)

4.10 Plagiarism and cheating

Any form of plagiarism or cheating leads to the grade 5.0 = Fail. If the student repeats the module the best grade he/she can achieve will be 4.0 = lowest passing grade.

4.11 Course registration

Exchange students are allowed to attend courses from the following Bachelor programmes: Business Administration, International Business Management, Economics, Business Law, Business Informatics, Entrepreneurship, International Business (German-British, limited places), Management International (German-French, limited places). Courses can also be chosen from Studium Generale and the old Diplom programme. It is not possible to attend MBA or MA courses (except for an existing agreement and on condition a Bachelor's degree is held).

- Please note: find an ECTS selected module list and contents at www.fhw-berlin.de/index.php?id=2892&L=1
- Find a course database at <https://campus4u.fhw-berlin.de> (select "search in modules")
- Please note: the maximum amount of hours per week (swh) is 32.

Exchange students have the possibility to register for their courses by completing the relevant form in the second week of the semester. It is not necessary to register for the courses before arrival.

4.12 Berlin International Summer School

Programme for the year 2009. This programme runs separately to the semester study programme.

European Business and Economics Programme

21 June–18 July, 2009

8 ECTS credit points

The European Union in a Global World

21 June–18 July, 2009

9 ECTS credit points

Markets and Management in Europe

28 June–18 July, 2009

7 ECTS credit points

German Classes: Learn the Language, Understand the Culture, Experience Berlin!

Level A1 to A2

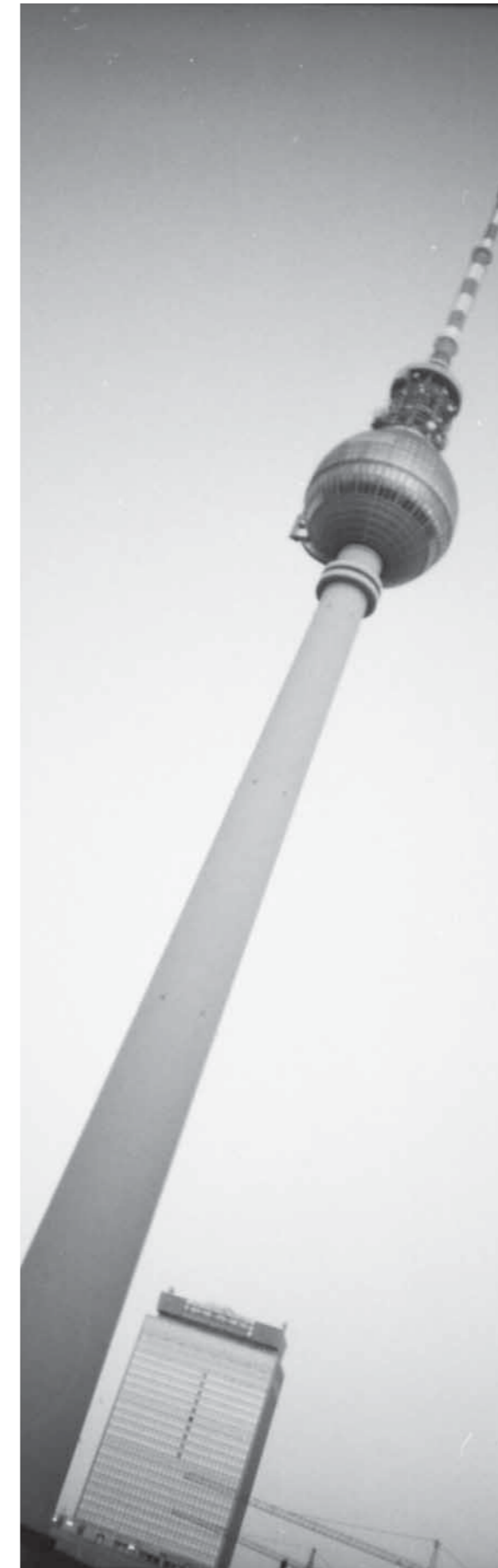
28 June–18 July, 2009

5 ECTS credit points

For enquiries please contact Ms Katja Zühlendorf at summer@fhw-berlin.de

Or visit <http://www.fhw-berlin.de/index.php?id=2894&L=1>.

5. International Office Contact Details



Ms Dörthe Kuhlmeier
(for all enquiries of incoming exchange students)
E-mail: incoming@fhw-berlin.de
Phone: +49 (0)30 85789 – 260

Student Assistant/INaktion
E-mail: internex@fhw-berlin.de
Phone: +49 (0)30 85789-260

Susanne Fürstenberg
(ERASMUS Institutional Coordinator)
E-mail: fuerstenberg@fhw-berlin.de
Phone: +49 (0)30 85789-261

Ingrid Sperber (Coordinator/International Office)
E-mail: isperber@fhw-berlin.de
Phone: +49 (0)30 85789-275

6. Practical Information

To enrol and study at the Berlin School of Economics you need to mind important rules. Please read this information carefully!

6.1 Enrolment for incoming exchange students

Deadline for applications

first semester (October to February): 15 June

academic year (October to July): 15 June

second semester (April to July): 15 November

■ *Please note: you find all necessary documents at www.fhw-berlin.de/index.php?id=2888&L=1*

Upon receipt of your documents we will review the application and if requested send you an acceptance letter (for visa). Please note that we need an official statement from your International Relations Office that confirms your nomination as an exchange student (e-mail or letter).

6.2 Medical Health Insurance

Every student should bring a document providing health insurance or should immediately conclude an insurance contract after arrival. Students coming from Europe can bring along the European Insurance Card (EHIC) of their home health insurance company or another insurance contract has to be presented (in English or German) including all necessary information: Area of validity, duration of the insurance and description of services.

The following services have to be covered by the insurance:

- medical and dental treatment
- medicines
- dressing material
- remedy supply
- treatment in hospitals
- medical services for rehabilitation
- services for pregnancy and birth

Students have to insure themselves if they do not have a valid health insurance meeting the requirements (this applies mainly to students from overseas). Application forms are available in the International Office. We recommend overseas students to join the Student Health Insurance in Germany (about €56/month)! - The International Office will assist you in placing a contract with a German health insurance company upon arrival!

■ *Please note: we recommend additional insurance protection to make sure that e.g. repatriation to domicile and other assistance will be covered.*

6.3 Visa

Neither students from EU Member States or EFTA countries (Iceland, Liechtenstein, Norway, and Switzerland) do need a visa nor do nationals of Australia, Canada, Israel, Japan, Korea, New Zealand and the USA need visa to enter Germany. Students from other countries have to apply for a visa to enter Germany. Please contact the German Embassy in your own country for more information on the process of applying for a visa.

6.3.1 Magisterial registration

In the Federal Republic of Germany there is compulsory registration, i.e. every student must register with a local police station/residents' registration office within the first 2 weeks of arrival. There are no fees charged for that.

■ *Please note: You must bring the following documents with you when you register at the administrative office for citizens: Filled-in form *Anmeldung bei der Meldebehörde* (registration with the registry office), Visa (if necessary), valid passport, your rental contract, lease or tenancy agreement.*

The *Meldebestätigung* (proof of legal residence), which is issued by the authorities, is necessary for opening a bank account, for going to the Aliens' Registration Office and for using a public library. EU-citizens can obtain a certification about the *Gemeinschaftsrechtliches Aufenthaltsrecht gem. § 5 Freizügigkeitsgesetz/EU* from the Residents' Registration Office, which allows them to work. If you leave Berlin or move, you must deregister or reregister respectively.

6.3.2 Residence Permit (for all 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.

■ *Please note: You will need to take with you: the completed application form (www.berlin.de/labo/formulare/formularserver.php), your official registration certificate, 2 photos, passport, student ID, proof of health insurance and income, (bank statement or proof of scholarship or bursary from your home university or a letter of support from your parents) and € 60.*

Address: *Ausländerbehörde, Friedrich-Krause-Ufer 24, 13353 Berlin*
Subway U9 to Amrumer Straße, footpath through Torfstraße, turn left after a little bridge across the canal, Office hours: Monday & Tuesday 7 am–2 pm, Thursday 10 am–6 pm.

6.4 FHW Berlin accommodation service

To guarantee housing in Berlin for all our exchange students we work together with the *Studentenwerk Berlin* (Student Service). The residential halls are located throughout the town. Usually your room will be within a comfortable distance to the Berlin School of Economics. The rent for a single furnished room is between € 180.00–240.00 per month.

■ *Please note: Rent is paid per calendar month basis in Berlin, which means that you are obliged to pay for a whole month even if you arrive during the month. The minimum duration of rent is three months.*

If you would like us to process your reservation for accommodation here in Berlin, please complete and return the accommodation form. Please do also tell us if you do not require a room in a residential hall.

■ *Please note: By sending an application to the *Studentenwerk Berlin* on behalf of the exchange student the International Office of the FHW Berlin 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 will have to pay the rent for at least one month. To cover this risk we need € 250.00 as booking deposit to be transferred to our bank account within the application deadline. The deposit (less bank fees) will be paid back after the lease contract has been signed and showed to us.*

Once you receive an offer for a room from us this offer is binding. The rooms will be assigned to you, it is not possible for you to apply for a particular dormitory. You are bound to accept the accommodation we will offer you and you have to pay the rent for the first month even if you decide not to move in and don't sign a rental contract. It is not possible to change into another dormitory. If you do not resign your reservation early enough (four weeks before the beginning of your tenancy), you will have to pay the first month's rent even if you do not move into the room and don't sign a lease contract. Cancellations need to be handed in in written form not later than four weeks before the beginning of the tenancy.

■ *Please note: Please transfer the amount of € 250.00 plus the other payments (€ 191.68 for regular exchange students or € 241.68 for free movers/double degree programme) to the account below. Before you have not transferred the amount, we cannot reserve a room for you! Please make sure that you cover additionally all the bank fees both in your home country and in Germany.*

■ **Account holder:** Fachhochschule für Wirtschaft Berlin, Badensche Strasse 50-51, 10825 Berlin, Bank: Deutsche Bank, Swift code: DEUTDE33, IBAN-No. DE50100700000068599000, Account Number: 06 85 99 000 /Bank Branch Number: 100 700 00, Payment purpose: INT9 + family name + given name

When planning your trip to Berlin please take into consideration that you can only move into your room during the office hours of the Studentenwerk Berlin. Please avoid arriving in the evening or on weekends as your accommodation is not available during these times. Please give notice of your arrival dates to us and the student residence hall at least one week prior to your arrival in Berlin. If you will not show up in Berlin the deposit will be used to pay the first month rent. In case this is not necessary we will transfer the deposit back to you (less bank fees if necessary).

■ **Please note:** You can move in on the first day of the month. Students who wish to arrive earlier will have to make their own accommodation arrangement.

■ **Please note:** you find all necessary documents at www.fhw-berlin.de/index.php?id=2888&L=1

6.5 Studentenwerk – residence rules

Immediately after your arrival you will have to make a cash payment to the student services 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 day 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 contract, 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..

6.6 Other accommodation in Berlin

youth hostels:

■ All Youth Hostels: www.jugendherberge.de

■ Aletto Jugendhotels: www.aletto.de

■ Meininger City Hostels & Hotels: www.meininger-hostels.de/481.html

■ Jugendgästehaus Central: www.jugendgaestehaus-central.de/index.shtml.de

■ Hotel Die Fabrik: www.diefabrik.com/index.php

■ Jugendhotel Berlin: www.jugendhotel-berlin.de/index_tag.htm

■ Eastern Comfort – Hostelboat: www.eastern-comfort.com

■ City Hostel – Jetpak: www.jetpak.de

flats/private rooms:

■ www.homestayweb.com

■ www.city-wohnen.de/moeblierte-wohnung-mieten

■ www.city-wohnen.de

■ www.immobilienscout24.de

student apartments and flat shares

■ 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

6.7 Transportation in Berlin – Semesterticket

The Semesterticket is a special benefit for all students in Berlin. It costs 155,00 €. All students in Berlin do have to buy a Semesterticket including exchange students. It is a nearly unlimited pass for public transport throughout the entire town. The transportation pass is part of the Berlin School of Economics student ID card and is valid for one semester. The ticket is valid from 1 October to 31 March (winter semester) or 1 April to 30 September (summer semester). Students attending the Intensive German Language Course prior to the beginning of the semester have to buy a weekly or monthly ticket separately. On all rides within the Public Transport System this Student ID together with a valid passport with photo has to be carried with the students.

Berlin has an excellent public transport system which is operated by the Berlin Public Transport Authority, Berliner Verkehrsbetriebe (BVG). The suburban railway system (S-Bahn), and the underground System (U-Bahn), is extensive and reaches into the countryside surrounding Berlin. Timetables: www.bvg.de.



6.8 Berlin welcome money

The state of Berlin grants a welcome gift of EUR 110.00 to every student who registers his or her main residence in Berlin and previously lived in another German state or abroad.

Contact the administrative office to help you to fill in the Antrag auf Gewährung eines einmaligen Begrüßungsgeldes (application for the one-time granting of welcome money) and then submit this application to the International Office at the FHW Berlin. Your welcome money will then be paid to the German bank account you stated in your application.

6.9 Opening a German bank account

Because payments in Germany (rent, health insurance and other payments) are primarily made cashless via bank transfer, you should open a bank account. You also need a bank account in order to be able to receive your welcome money and pay your semester fees. Bank accounts are free for students.

■ **Please note:** You will need to bring the following documents with you when opening an account: Passport, Residence registration certificate from the administrative office for citizens, Confirmation of enrolment at the FHW Berlin.

6.10 Cost of living

You will need roughly 700–800 Euros a month to cover your cost of living including rent. This will cover rent, food, health insurance, books and material, and incidental expenses. Public transport (Semesterticket) is included in the semester fee.

6.11 Money

The EURO is the official currency in Germany. You can exchange foreign currency in banks and hotels. Credit cards are widely accepted in restaurants, hotels, shops and travel agencies. However, students are advised to bring along a sufficient amount of cash or get it at an ATM upon arrival in order to cover immediate expenses.

7. Facilities at the Berlin School of Economics (Campus Schöneberg)

The Berlin School of Economics has facilities at three locations. For exchange students the campus Schöneberg is the one you need.

7.1 Computer rooms

There are computers for students available in the following rooms: 152, 153 (first floor, right wing) and in the library.

The computer rooms are available for every student of the FHW Berlin. A student attendant can give advice if necessary (room 47). The opening hours can be found on display boards by these rooms. To copy and print you need a copy card. You can get one in the copy shop in Meraner Straße. 100 copies/prints cost € 6. Then you just start the print-job on your computer in room 152 or 153 and walk over to room 141.



7.2 Campus 4U/ILIAS III/WLAN

Campus4U is the Online-Portal and the Online Campus Management-System of the Berlin School of Economics. It is a central platform to organize studies. You can find the current course catalogue (any change will be announced in C4U), the individual results and much more in this platform. Any questions can be asked at Support-Hotline DV- und Medientechnik, Phone: +49 (0)30 85789-310, E-mail: hotline@fhw-berlin.de. You can reach C4U at: <https://campus4u.fhw-berlin.de>.

FHW Berlin gives you the opportunity to get access to an e-learning platform named ILIAS. After registering you can obtain extra material for your lectures (scripts and presentations). A group of students runs this project. They will gladly help you if you have questions or need help. You can find them in room 154 (first floor, right wing). Opening hours: Monday to Friday 12 to 4 pm., Thursday 12 to 6 pm.

At the FHW Berlin you can have W-LAN access with your own laptop. If there are any questions about the procedure please ask the student employees during their consulting hours in room 154.

7.3 Library

The library is at the disposal of all students. All students must, however, apply for a library users' ID with their student ID. The books can be taken home for a maximum period of three weeks. Opening hours: Mo 10am–8pm, Tue to Fri 10 am–7pm, Sa 10am–3pm (during term) Mo and Wed 10am–5.30pm Tue and Thu 11am–7pm (out of term).



7.4 Eating and drinking

The cafeteria is located on the 5th floor of the main building and is operated by the Studentenwerk (Student Services). Upon presentation of the student identification card, students receive a reasonably-priced meal. There are different meals available. There is also a selection of beverages, rolls, salad dishes and dairy products. The Studentenwerk Berlin operates only with bar-code cards. These cards can be purchased for € 1.55. After purchasing the card may be recharged to any amount. Open 8.30 am–7.00 pm (during term), 08.30 am–03.30 pm (out of term). On the ground floor you find the Café Geschmacklos (Café Tasteless) which is operated by FHW Berlin students. Apart from a wide variety of beverages the Café also serves snacks such as croissants, pretzels, and chocolate bars. Open 9.30 am–8.00 pm.

7.5 Sports

A wide variety of different kinds of sport is organised by the universities and is available for all students. Please contact Mr. Werner Kawald in room 4 or check on AStA-Info and the blackboard in the ground floor to find out what is offered. A programme containing the different sports offered at the universities is available in the porter's lodge or on display in the FHW Berlin.

www.zeh.hu-berlin.de

www.tu-sport.de

www.hs-sport.fu-berlin.de/start.htm

7.6 Placement office

Students who must do a placement in Germany can get information at the placement office. The office has a data base with a lot of addresses of companies and institutions. It is important that you bring along ideas what exactly you would like to do during your placement.

Contact: room: 52, Phone: +49 (0)30 8 57 89 – 257, E-mail: praxis2@fhw-berlin.de

7.7 Jobs

Students can apply to work as student assistants at the Berlin School of Economics or seek for other jobs elsewhere. There are special employment agencies which support students in finding jobs. One of them is: Arbeitsvermittlung Heinzelmännchen at: www.studentenwerk-berlin.de/jobs/index.htm

7.8 Student associations

The StuPa (Student Parliament), which is elected by all students at the FHW Berlin, elects the AStA, which represents the interests of all students, e.g. with regard to the university administration. In addition to representatives for finance, social affairs, women and public relations department, there is also an office which represents the interests of foreign students. The opening hours are displayed on the public notice board outside their office.

Contact: room 121/123, Phone: +49 (0)30 85789-402, www.asta.fhw-berlin.de.

7.9 Women's representative

The office of the Women's Representative was established at all Berlin universities in order to counteract discrimination against women. The Women's Representative is responsible for all groups at the university including students. Should questions or problems arise, each student may approach the Women's Representative for counselling. Contact: Ms Viola Philipp, Phone: +49 (0)30 85789-231, E-mail: frauenbeauftragte@fhw-berlin.de.

7.10 Day-care centre for children

The Berlin School of Economics is running a day-care centre at its campus in Schöneberg for children aged 6 months to 6 years. This facility was primarily set up for students with children. Please apply for registration directly at the day-care centre office or through the office of the women's representative. Contact: Ms Fehr-Broszat (Head of the day-care centre), Phone: +49 (0)30 85726-810.



8. Other useful information

There are countless helpful numbers and websites in and about Berlin. Below you will find a selection of these.

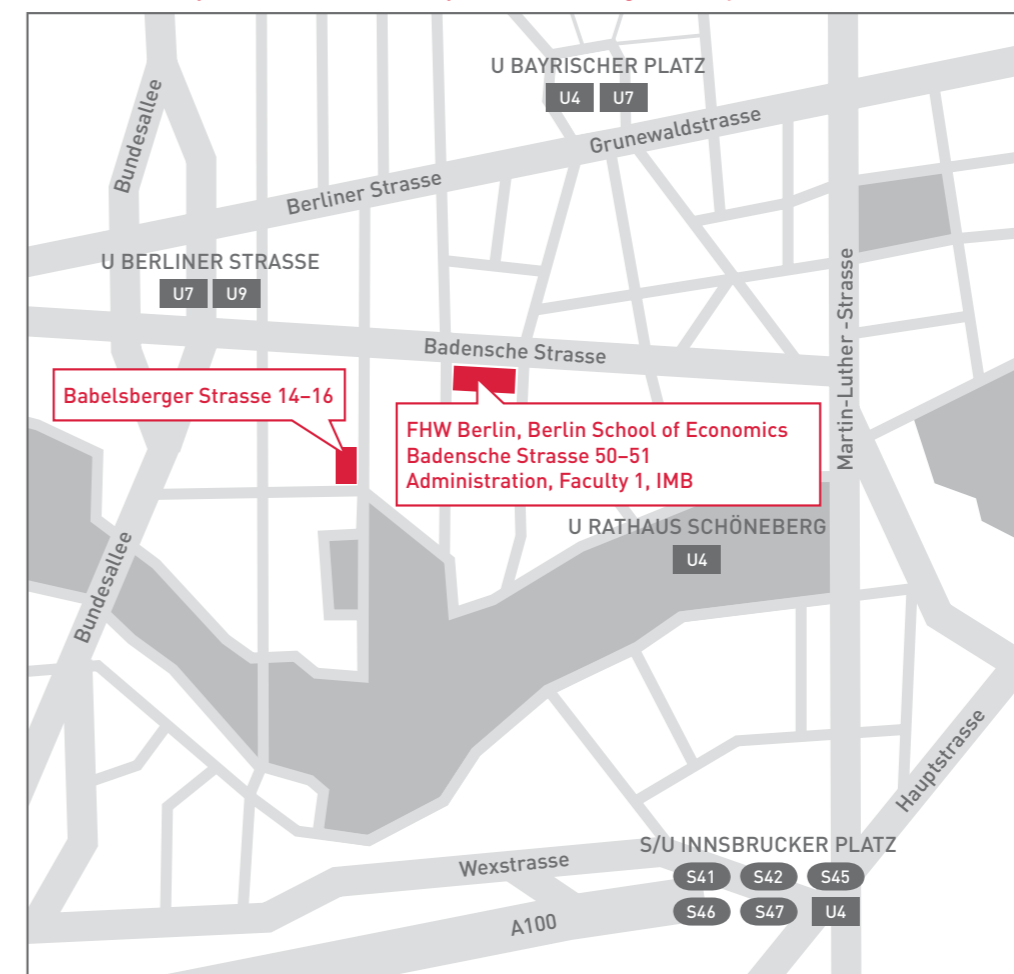
8.1 Important phone numbers in Berlin

- emergency numbers
 - police: 110
 - medical emergency; accident/fire brigade: 112
 - Berlin police hot-line (public line): +49 (0)30 46644664
- directories
 - directory information, national: 11880
 - directory information, international (English service): 11837

8.2 Useful websites/links

- Travelling to Berlin: www.berlin.de/english/visitors/getting_here_away/index.html
- Berlin tourism agency: Phone: 250025, internet: www.berlin.de
- German Railway/Deutsche Bahn: Phone: 11861, www.bahn.de
- All Information on Germany: www.just-landed.com
- Zitty city magazine: www.zitty.de
- Tip city magazine: www.tip-berlin.de
- English-language Berlin magazine: www.exberliner.de
- All the top must-see: www.berlin030.de
- List of English-speaking doctors in Berlin: <http://germany.usembassy.gov>
- Berlin local transport (BVG) website with route planner: www.bvg.de

8.3 Access map to FHW Berlin Campus Schöneberg (Faculty I)



9. English Stream Wintersemester 2008/2009

Studium Generale

Module Number	Module Title	ECTS
101322	Introduction into the German Economic System for Exchange Students	5
101030	Intercultural Communications for Business	No credit
101033	Cross - Cultural Interviews	-
101344	Business Ethics	2.5
101406	Office Skills in English	2.5
101425	Intensive Week of English	No credit
101433	Introduction to Business English	2.5
101434	Academic Writing in English	2.5
101435	Public Speaking Workshop Advance	1

Bachelor Programme, First Stage

Module Number	Module Title	ECTS
200191	Personal and Organisation	5
200193	Marketing	5
200292	Cost Accounting (equal. 400292)	5
200391	Microeconomics: Allocation and Distribution (equal. 400391)	5
200392	Macroeconomics I: The Economic Cycle and Employment (equal. 400392)	5
200393	Macroeconomics II: Worldmarket and Currency (equal. 400393)	5
200591	Business and Labour in a Historical and Sociological Context	5
200691	Business Mathematics (equal. 400691)	5
200692	Statistik (equal. 400692)	5
200791	Fundamentals of Business Informatics (equal. 400791)	5
200792	Corporate Information Systems	5
200891	Self Management	5
400191	Human Resources and Organisation	5
400192	Fundamentals of Corporate Finance	5
400193	Marketing	5
400291	Introduction to Financial Accounting	5
400292	Cost Accounting (equal. 200292)	5
400391	Microeconomics: Allocation and Distribution (equal. 200391)	5
400392	Macroeconomics I: The Economic Cycle and Employment (equal. 200392)	5
400393	Macroeconomics II: Worldmarket and Currency (equal. 200393)	5
400491	Fundamentals of Business Law	5
400591	Work, Business and Society	5
400592	Regional Studies	5
400691	Mathematics for Business and Economics (equal. 200691)	5
400692	Statistics (equal. 200692)	5
400791	Introduction to Business Information Systems (equal. 200791)	5
400792	Business Applications	5
400891	Self Management	5

Bachelor Programme, Second Stage

Module Number	Module Title	ECTS
201591	Strategic Management	5
201692	Instruments of Controlling	5
201693	Operations Management	5
202091	Product and Distribution Management	5
202092	Market Research	5
203094	Selected Issues in Business Finance (equal. 602221)	5
209192	Internationalisation of Economic Processes	15
212092	Labour Markets and the Welfare State in Europe	5
311561	English Legal System	5
311562	Common Law Cases	5

Master Programme

Module Number	Module Title	ECTS
500191	Corporate Ethics and Global Corporate Responsibility	6
500192	Leading People in an International Context	6
500292	Global Governance	6
500392	International Economic Law	6
500591	Political Economy of Modern Capitalism	6
501094	Management of International Asset Portfolios	6
501095	Current Issues in Marketing	6
501096	Econometrics	6
511093	Marketing in Selected Industries (WP)	6
512092	International Corporate Finance	6
512095	Special Issues of International Accounting	6
512096	Accounting and Selected EDP-Applications	6
516092	International Financial Markets	6
516093	Development Economics	6

Old Diplom Programme – Second Stage

Module Number	Module Title	ECTS
602221	International Business Accounting (equal. 203094)	5

9.1 International Business Management Programme

Modules IBMAN first stage (1st and 2nd year, taught every semester in English)

Module Number*	Module Title	ECTS
400101	Human Resource Management and Organisation	5
400102	Fundamentals of Corporate Finance	5
400103	Marketing	5
400201	Introduction to Financial Accounting	5
400202	Cost Accounting	5
400301	Microeconomics	5
400302	Macroeconomics I	5
400303	Macroeconomics II	5
-	Fundamentals of Business Law	5
400501	Work, Business and Society	5
-	Regional Studies	5
400601	Mathematics for Business and Economics	5
400602	Statistics	5
400701	Introduction to Business Information Systems	5
400702	Business Applications	5
400801	Self Management	5
-	Foreign Languages I/II	5

Modules IBMAN second stage (3rd and 4th year, taught every semester in English) (starts 2009/2010)

Module Number*	Module Title	ECTS
401501	Strategic Management	5
401502	Business Simulation	5
-	International Management	5
-	Organisational Behaviour in International Companies	5
-	History, Politics and Economics of the Host Country: Germany	5
201602	Management Accounting and Controlling	5
401603	Operations Management	5
402001	Modul 1 Specialisation Marketing	5
402002	Modul 2 Specialisation Marketing	5
202003	Modul 3 Specialisation Marketing	5
402004	Modul 4 Specialisation Marketing	5
403002	Modul 1 Specialisation Finance	5
203004	Modul 2 Specialisation Finance	5
-	Modul 3 Specialisation Accounting	5
-	Modul 4 Specialisation Accounting	5
-	Modul 1 Management Issues	5
Not available yet	Modul 2 Management Issues	5
Not available yet	Modul 3 Management Issues	5
401501	Intercultural Communications	5
202311	Communication and Interaction on the Job	5
-	Foreign Languages III-VI	5
Not available yet	Supervision	5
-	Research Methodology	5

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