

Hochschule für Wirtschaft und Recht Berlin (HWR Berlin)
Department of Cooperative Studies - **Campus Lichtenberg**

Fact Sheet

Exchange in Bachelor of Arts Programmes

Department of Cooperative Studies



Information for Exchange Students

General information

- **ERASMUS Code:** D BERLIN06
- **Website:**

<http://www.hwr-berlin.de>

<https://www.hwr-berlin.de/en/study/international-study/exchange-students-at-hwr-berlin/organizing-your-studies-at-department-2/>

HWR Berlin
International Office, Campus Lichtenberg
Alt-Friedrichsfelde 60, 10315 Berlin

Programme Information – Berlin Study Semester / Berlin Study Plus

This is a short time exchange programme: 12 weeks of study in either our business or computer science programmes based on the cooperative study model. This special study format (also called Dual Studies) allows for applied learning, strong industry focus and, furthermore, the acquisition of a broad range of professional skills as well as social and methodological competences.

You can choose either **Berlin Study Semester in Business Administration** or our **Berlin Study Plus Programme** with an integrated internship phase, find more details here:

<https://www.hwr-berlin.de/en/study/international-study/exchange-students-at-hwr-berlin/organizing-your-studies-at-department-2/>

Berlin Study Plus

The **Computer Science Programme (Berlin Study Plus)** includes a compulsory internship phase, find more details here (only in Fall):

<https://www.hwr-berlin.de/en/hwr-berlin/departments-and-central-institutes/departments-2-cooperative-studies-business-technology/studying-at-the-department/international-exchange-programmes/>

Special Requirements for Berlin Study Plus

- **Hand in a motivation letter + CV describing your profile and the area/industry you would like to do your internship to Joanna.rieloff@hwr-berlin.de**
- Very good English skills (at least equivalent to B2 on the CEFR (Common European Framework of Reference); TOEFL ITP 543 points,; TOEFL iBT 87 points; ELSA 383 points; IELTS 5)
- At least basic German skills (A1)
- [Very good knowledge of German \(when participating in German-language modules\)](#)
- Excellent academic performance
- At least 5th semester of business related studies
- Internship contract (can be handed in later)

Please note, we cannot guarantee internships!

Language of Instruction

The main language of instruction at the Department of Cooperative Studies is German. However, both programmes offer an English Stream. Level B2 in either English or German is required

Choose your courses

The list of English taught courses for exchange students, **English Stream**, is available as follows:

Business Administration: <https://www.hwr-berlin.de/en/hwr-berlin/departments-and-central-institutes/department-2-cooperative-studies-business-technology/studying-at-the-department/international-exchange-programmes/>

Computer Science: <https://www.hwr-berlin.de/hwr-berlin/fachbereiche-und-zentralinstitute/fb-2-duales-studium/studieren-am-fachbereich/austauschprogramme/>

Academic Calendar

Business Administration

Programme		Term Dates
SPRING TERM		
Berlin Study Semester	Academic Phase (only)	February 2 – May 17, 2020 (3 rd year)
Berlin Study Plus	Academic Phase	February 2 – May 17, 2020 (3 rd year) April 13 – July 5, 2020 (1 st year)
	Internship	8-12 Weeks after the academic phase
FALL TERM		
Berlin Study Semester	Academic Phase (only)	August 10 – November 1, 2020
Berlin Study Plus	Academic Phase	August 10 – November 1, 2020
	Internship	November 2, 2020 – January, 2021

Computer Sciences

Berlin Study Plus	Term Dates
FALL TERM (Only)	
	August 17 – December 20, 2020
Academic Phase	6 Weeks
Internship	6 Weeks
Academic Phase	6 Weeks

Orientation Period + Buddy Programme

Orientation period starts one week prior the semester including a Welcome Day for all incoming exchange students. Attendance is highly recommended. Exchange students can enrol for the “Buddy” programme and get a HWR student (**Buddy**) who will assist them after arrival and during their entire stay in Berlin.

Application + Registration

Contact your International Office at your home university to see if you are eligible to be nominated to the programme. Application deadlines:

Nomination Fall Term: March 15 – April 1

Application Fall Term: March 15 – April 30

Nomination Spring Term: September 15 – October 15

Application Spring Term: September 15 – October 31

Accommodation

HWR Berlin does not have its own on-campus accommodation and therefore is not in a position to guarantee rooms to exchange students. The student residences in Berlin are unfortunately no longer available for short-term exchange students. Therefore, you will have to look for private accommodation in Berlin. Assistance is provided.

<https://www.hwr-berlin.de/en/study/international-study/exchange-students-at-hwr-berlin/organizing-your-studies-at-department-2/>.

Visa

- **Non-EU students:**

Whether or not you will need a visa, depends on your nationality. Please contact the German embassy in your country or refer to the Entry and Residence information from the Federal Foreign Office of Germany: http://www.auswaertiges-amt.de/EN/Startseite_node.html

Information on residency after entering Germany is available at the **Foreigner's Registration Office:**

<https://www.berlin.de/labo/willkommen-in-berlin/einreise/artikel.600049.en.php>

Health Insurance

Unlimited health insurance coverage required for enrolment at a German university.

→ Europe: **European Insurance Card (EHIC)**.

→ Non-EU: We strongly recommend signing a student's contract with a **German health insurance** company *before* arrival in Berlin. Cost: appr. 90 €/month.

Student Services Fee

All students have to pay an administrative charge for the student ID (appr. 116,-€). It is compulsory for all students.

Exchange students don't pay tuition fees.

Activity Programme

Every semester we offer a small activity programme that are adapted to the season. International students have also the chance to participate in the activity programme of Campus Schöneberg. Regular events that take place at the beginning of each semester are e.g. sightseeing and museum tours, a cocktail night with "buddies". More information about these activities will be provided during the semester.

About Berlin

Berlin, the German capital, is renowned for its exceptional variety of attractions, its flourishing cultural scene and a way of life that's both fast-paced and relaxed. Contrasts between historical buildings and modern architecture, between the traditional and the modern are what set the city apart from the rest.



Contact Information

International Office

Joanna RIELOFF, Building 5, Room 5.1011

Email joanna.rieloff@hwr-berlin.de

Tel +49 (0)30 30877 -2043

Map & Directions



<https://www.hwr-berlin.de/fileadmin/portal/Dokumente/HWR-Berlin/%C3%9Cber-Uns/2018-Anfahrt-CL.pdf>