



# Fact Sheet for Exchange Students

## General Information

The Hochschule für Wirtschaft und Recht Berlin (HWR Berlin) has exchange agreements with universities across the globe and welcomes a large number of exchange students to campus every year. We are delighted that you are interested in joining us here at the HWR Berlin – below you will find further information for potential exchange students.

**ERASMUS Code**  
D BERLIN06

## Website

- [www.hwr-berlin.de/exchange](http://www.hwr-berlin.de/exchange)
- [www.hwr-berlin.de/en/study/internationalstudy/exchange-students-at-hwr-berlin/organizing-your-studies-at-department-2/](http://www.hwr-berlin.de/en/study/internationalstudy/exchange-students-at-hwr-berlin/organizing-your-studies-at-department-2/)

## Studying at the HWR Berlin – Department of Cooperative Studies

At the Department of Cooperative Studies, we currently have over 2000 enrolments. Our department offers special study programmes that combine fulltime classroom study with regular, practical on-the-job training. This dual structure of studies allows for applied learning and the acquisition of a broad range of professional skills, including social and methodological competencies, mainly in the field of business-related subjects, but also in a number of technical disciplines. About 700 companies cooperate with the HWR Berlin by functioning as on-the-job training partners during the practical phases of study.

## 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.

### Berlin Study Plus

The **Computer Science Programme (Berlin Study Plus)** includes a compulsory internship phase.

### Special Requirements for Berlin Study Plus

- Hand in a motivation letter and CV describing your profile and the area/industry you would like to do your internship to [joanna.rieloff@hwr-berlin.de](mailto: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
- 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

- [www.hwr-berlin.de/en/hwr-berlin/departments-and-central-institutes/department-2-cooperative-studies-business-technology/studying-at-the-department/international-exchange-programmes/](http://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:

- [www.hwr-berlin.de/hwr-berlin/fachbereiche-und-zentralinstitute/fb-2-duales-studium/studieren-am-fachbereich/austauschprogramme/](http://www.hwr-berlin.de/hwr-berlin/fachbereiche-und-zentralinstitute/fb-2-duales-studium/studieren-am-fachbereich/austauschprogramme/)

### Academic Calendar

#### Business Administration

| Programme             |                                    | Term Dates  |
|-----------------------|------------------------------------|---|
| <b>Spring Term</b>    |                                    |   |
| Berlin Study Semester | 3rd year                           | 06.02.2023 – 30.04.2023   |
| Berlin Study Semester | 2nd year                           | 27.02.2023 – 21.05.2023   |
| Berlin Study Semester | 1st year                           | 17.04.2023 – 09.07.2023   |
| Berlin Study Plus     | Berlin Study Semester + Internship | Internship takes place after the end of the academic phase and will last between 8–12 weeks (depending on student's and company's needs). |
| <b>Fall Term</b>      |                                    |   |
| Berlin Study Semester | Academic Phase (only)              | 14.08.2023 – 05.11.2023   |
| Berlin Study Plus     | Academic Phase                     | 14.08.2023 – 05.11.2023   |
|                       | Internship Phase                   | 06.11.2023 – 31.01.2024   |

- Please decide for one of the streams!
- We recommend the combination of
- 3rd year + 1st year stream
- 2nd year + elective modules from 3rd year

#### Computer Sciences

| Programme               |         | Term Dates              |
|-------------------------|---------|-------------------------|
| <b>Fall Term (Only)</b> |         |                         |
| Berlin Study Plus       |         | 21.08.2023 – 24.12.2023 |
| Academic Phase          | 6 weeks |                         |
| Internship Phase        | 6 weeks |                         |
| Academic Phase          | 6 weeks |                         |

### Orientation Period and Buddy Programme

Orientation period starts one week prior the semester including a Welcome Day for all incoming exchange students. Attendance is highly recommended. Before students arrive in Berlin they can sign up for the buddy programme to apply for a HWR Berlin student (buddy) who will assist them upon arrival and during their entire stay in Berlin.

### Application and 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: 15 March – 1 April
- Application Fall Term: 15 March – 30 April
- Nomination Spring Term: 15 September – 15 October
- Application Spring Term: 15 September – 31 October

#### Cost Overview

This table gives you an idea of the costs you can expect. Please note that the figures below are rough estimates.

|  | Per month           | Per semester (6 months) |
|--|---------------------|-------------------------|
| Semester contribution                          |                     | ~ € 250–325             |
| public health insurance                        | ~ € 110             | ~ € 660                 |
| Visa (if applicable) for first-time applicants | ~ € 450–800         | ~ € 2700–4800           |
| Accommodation (not student dormitory)          | ~ € 450–800         | ~ € 2700–4800           |
| General living expenses                        | ~ € 300             | ~ € 1800                |
| <b>Total</b>                                   | <b>~ € 860–1210</b> | <b>~ € 5470–7700</b>    |

#### 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.

- [www.hwr-berlin.de/en/study/international-study/exchange-students-at-hwr-berlin/organizing-your-studies-at-department-2/](http://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: [www.auswaertiges-amt.de/en](http://www.auswaertiges-amt.de/en)

Information on residency after entering Germany is available at the **Foreigner's Registration Office**: [www.berlin.de/einwanderung/en/entry/](http://www.berlin.de/einwanderung/en/entry/)

### 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: approx. 90 € / month.

### Student Services Fee

**All students** have to pay an administrative charge for the student ID (approx. 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

### Campus Lichtenberg

Hochschule für Wirtschaft und Recht Berlin  
Department of Cooperative Studies  
International Office, Campus Lichtenberg  
Alt-Friedrichsfelde 60, 10315 Berlin

### International Office

**Joanna Rieloff**, Building 5, Room 5.1011  
[joanna.rieloff@hwr-berlin.de](mailto:joanna.rieloff@hwr-berlin.de)  
T +49 30 30877-2043

### Map and Directions

[www.hwr-berlin.de/fileadmin/portal/Dokumente/HWR-Berlin/%C3%9Cber-Uns/2020-09-Anfahrt-CL.pdf](http://www.hwr-berlin.de/fileadmin/portal/Dokumente/HWR-Berlin/%C3%9Cber-Uns/2020-09-Anfahrt-CL.pdf)