



# Fact Sheet for Exchange Students – German Stream

## 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

### Mechanical Engineering (Maschinenbau)

This programme is entirely taught in German. We require German language skills at least equivalent to B2 Level on the CEFR (Common European Framework of Reference).

You may choose between different years. Please note that they have different term dates. Usually you cannot mix the different streams with a few exceptions, which can be found in the course list. The 3rd year in the Fall Term contains an integral internship. The academic director will arrange an internship among the partner network of the faculty. If the internship stream is chosen we require furthermore your CV.

### Business Administration / Real Estate Management (Immobilienwirtschaft)

This programme is entirely taught in German. We require German language skills at least equivalent to B2 Level on the CEFR (Common European Framework of Reference).

You may choose between different years. Please note that they have different term dates. Usually you cannot mix the different streams with a few exceptions, which can be found in the course list.

### Choose your courses

The relevant course list can be found here:

#### Mechanical Engineering (Maschinenbau)

- [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/)

#### Real Estate Management (Immobilienmanagement)

- [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/)

### Academic Calendar

#### Mechanical Engineering (Maschinenbau)

Programme	Term Dates
<b>Spring Term</b>	
1 <sup>st</sup> year	31.03.2025 - 22.06.2025
2 <sup>nd</sup> year	06.01.2025 - 30.03.2025
3 <sup>rd</sup> year	17.02.2025 - 11.05.2025
<b>Fall Term</b>	
2 <sup>nd</sup> year	18.08.2025 - 09.11.2025
3 <sup>rd</sup> year (including internship!)	18.08.2024 – 21.12.2025 <ul style="list-style-type: none"><li>• Academic Phase 6 weeks</li><li>• Internship 6 weeks</li><li>• Academic Phase 6 weeks</li></ul>

#### Real Estate Management (Immobilienmanagement)

Programme	Term Dates
<b>Spring Term</b>	
3 <sup>rd</sup> year	03.02.2025 – 27.04.2025
2 <sup>nd</sup> year	24.02.2025 – 18.05.2025
1 <sup>st</sup> year	14.04.2025 – 06.07.2025
<b>Fall Term</b>	
3 <sup>rd</sup> year	11.08.2025 – 02.11.2025
2 <sup>nd</sup> year	29.09.2025 – 21.12.2025

### 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		~ € 126
public health insurance	~ € 110	~ € 660
Visa (if applicable) for first-time applicants		~ € 100
Accommodation (not student dormitory)	~ € 500-1.000	~ € 3000–6000
General living expenses	~ € 450	~ € 2700
<b>Total</b>	<b>~ € 1600-1560</b>	<b>~ € 6710-9785</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. 110 € / month.

### Student Services Fee

**All students** have to pay an administrative charge for the student ID (approx. 126 €). 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)