



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

- <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/>

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 full-time 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, 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/department-2-cooperative-studies-business-technology/studying-at-the-department/international-exchange-programmes/>

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

Computer Sciences

Berlin Study Plus		Term Dates
Fall Term (Only)		
		17 August – 20 December 2020
Academic Phase		6 Weeks
Internship		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
Total	~ € 860-1210	~ € 5470-7700

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/lab0/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 (app. 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

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Department of Cooperative Studies
International Office, Campus Lichtenberg
Alt-Friedrichsfelde 60, 10315 Berlin

International Office

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Map and Directions

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

