

Info Sheet for Exchange Students and Partner Universities

On October 1st 2019, SRH Hochschule Berlin, Hochschule der Populären Künste and design akademie berlin merged to the new SRH Berlin University of Applied Sciences. Our CI and website are in the process of being re-launched and we expect the publication in April 2020.

University Profile

Address	SRH Berlin University of Applied Sciences Ernst-Reuter-Platz 10, 10587 Berlin
Schools	<u>Berlin School of Management (BSM) & Berlin School of Technology (BST)</u> Ernst-Reuter-Platz 10, 10587 Berlin <u>Dresden School of Management (DSM)</u> Georgenstraße 7, 01097 Dresden <u>Berlin School of Popular Arts (SoPA)</u> Potsdamer Str. 188, 10783 Berlin <u>Berlin School of Design and Communication (BSDC)</u> Prinzenstraße 84.1, 10969 Berlin
Number of Students	ca. 2.000
Form	Private, non-for profit
Erasmus Code	D BERLIN21 (SRH Hochschulen Berlin GmbH)

Semester Dates, Nomination, Application

Semester dates	All programmes Winter/Autumn: early October to mid March
Orientation	Orientation days or weeks – this depends on the School – are organized at all campuses for new students to settle in and collect information for their time abroad. The period is included in the Academic Calendar and starts usually the week before the lecture period begins. Please make sure to attend. Detailed schedules will be sent about a month beforehand. Berlin School of Management & Berlin School of Technology

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	<p>Usually orientation weeks will be in the first weeks of September/October or of March/April.</p> <p>Berlin School of Popular Arts</p> <p>last week of September and last week of March (possibly first week of April)</p>
<p>Nomination</p>	<p>Kindly nominate your students by sending an email to</p> <p>Ms.Ece Kolbe, ece.kolbe@srh.de or internationaloffice.hsbe@srh.de</p> <ul style="list-style-type: none"> • Fall/winter semester: May 15 • Spring/summer semester: October 15 <p>Students who were nominated by their home universities to SRH will be contacted by our International Office with an information package and the link to the application form.</p>
<p>Application</p>	<p>Nominated students apply as "Exchange students" via the SRH application portal either for Berlin, Dresden or Hamburg</p> <p>Please submit applications by the following deadlines:</p> <ul style="list-style-type: none"> • Fall/winter semester: May 31 • Spring/summer semester: October 31 <p>Further information will be provided directly to the nominated students via email approx. two weeks before the application deadline.</p> <p>For BSDC: Additional documents may need to be submitted for application to Berlin School of Design and Communication, depending on the course of study. This can be a portfolio, a film clip or similar.</p> <p>For SoPA: music students may need to send samples of their work. Sebastian Rabe will inform you about the requirements. Students are advised to contact the International Office of their home university early on to find out about the study abroad nomination procedures. We also recommend that students familiarize themselves with the application process and admission</p>

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	<p>requirements to determine whether they qualify for admission. Application information is also available on the website.</p>
Fees	<p>Exchange students are exempt from the regular tuition fees. Students from partner institutions, who cannot be granted an exchange place, can apply as Study Abroad students and get a 25% discount on the regular tuition fee per semester.</p> <p>However, please be prepared to pay the Semesterticket (see below), a public transport ticket for six months, which all students in Berlin are obligated to pay, please see further information below.</p> <p>Students who apply for a semester at SoPA: If you are a music student and wish to take additional individual musical training, fees may apply.</p>
Languages of Instruction	<p>German. English</p>
Language Skills	<p>Non-native German/English speakers kindly submit sufficient language proof for the language in which they plan to take courses (English and/or German).</p> <p>Minimum Language Skills: B2.2 (C1 or higher strongly recommended) – Please note that the language skill level is directly related to a student’s academic success. Even if students fulfil the minimum language requirement, they are advised to further improve their language skills before the beginning of their semester abroad.</p> <p>Either one of the following proofs may be accepted: German and English: Official language test (IELTS academic, TOEFL, Cambridge Certificate, DSH, Test DaF, etc.)</p> <ul style="list-style-type: none"> • Taken within the last 24 months • Confirming the equivalent of a B2.2 language level according to the CEFR for Languages • Test must evaluate all 4 skills: listening, speaking, reading and writing

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	<p>German and English: Official letter confirming that the language of instruction of the degree programme you are enrolled in at your home university is English/German.</p> <p>English only: Official confirmation of successful completion of an English language class at an academic institution with the following requirements (which must all be stated in the confirmation):</p> <ul style="list-style-type: none"> • Must have been completed within the last 12 months • Must include reading, writing, listening and speaking • At least B2.2 language level (according to the CEFR for Languages) • Adequate number of contact hours (minimum 50 hours) • Successful completion with an equivalent of grade "B" or better (grade "B" <p>minimum refers to a grading scale of "A" to "F" with "A" being the best grade and "F" meaning "Failed"; detailed grading scale must be provided)</p> <p>Intensive German classes:</p> <p>Fee-based English Pre-Study Course/Academic English class which students may attend in the summer (July/August) to prepare themselves for their academic experience at one of our SRH institutions.</p>
<p>Study Programmes</p>	<p>An overview of the programmes offered is available at*</p> <ul style="list-style-type: none"> • Bachelor Programmes at BSM & BST • Bachelor Programmes at Dresden School of Management • Bachelor and Master Programmes at SoPA • Bachelor and Master Programmes at Berlin School of Design and Communication • Master Programmes at BSM & BST

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	<ul style="list-style-type: none"> • Master Programmes at Dresden School of Management <p>*Please note the different locations of the programmes (Berlin or Dresden).</p> <p>Students are advised to check with their home university to find out which study programmes are covered by our bilateral agreement. Bachelor students may only enrol in Bachelor level classes and Master students may only enrol in Master level classes. Capacities are limited, especially in the classes taught in English; spaces will be distributed first-come-first-served.</p> <p>A list with available courses will be provided shortly before each semester begins. Internship modules, thesis modules and some selected courses usually are not open to exchange students.</p>
Learning Agreement	<p>Course lists will be sent to student after their nomination by email. However, curricular of the programmes can be found at each programme description.</p> <p>We will check, if the courses that you chose are available, and you so, you will be registered to the courses on a first come, first served basis. If we can see problems with your courses choice before your arrival, we will get back to you. However, changes may be necessary during Orientation Week or when courses start.</p>
Schedule	<p>Once that your courses are finalised as far as possible, you can see the schedule on our CampusNet system. The log on data will be sent to you two weeks before the semester starts. There you can check for any time clashes, so that we can see if changes in your course choice will be necessary.</p>
Duration of Exchange Programme	<p>One or two semesters (depending on agreement with the partner university)</p>
Credits	<p>We use the European Credit Transfer and Accumulation System (ECTS). ECTS credits are awarded for successfully completed studies. 1 ECTS is equivalent to 25-30 hours of study. Students have to take a minimum of one course and a maximum of 30 ECTS per semester.</p>
Grading System	<p>The grading system ranges from 1,0 to 5,0 with 1,0 being the best grade and 5,0 being the lowest possible grade and the only failing grade. Some courses may be graded with pass / fail only.</p>
Language classes	<p>Curricular and non-curricular language classes in German, English and Spanish are offered at SRH Berlin University of Applied</p>

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	<p>sciences at campus Ernst-Reuter-Platz. Curricular classes have to be stated on the learning agreement. Non-curricular language classes are not free of charge. Please note that not every level will be offered in every semester. Language classes may overlap with regular classes.</p>
Accommodation	<p>Unfortunately, we cannot offer our own student accommodation. However, once accepted, incoming exchange students receive a Student Welcome Guide with detailed information on how to find a place to stay in Berlin, as well as other relevant topics.</p>
Cost of Living	<p>Students should plan to spend a minimum of 735€ per month in Berlin and 600€ in Dresden on accommodation, transportation, leisure activities and other living costs. Cost may vary tremendously depending on each individual's lifestyle.</p>
Public Transport and Semester ticket	<p>All students at Berlin and Saxon universities have to purchase a "semester ticket" for public transportation at the beginning of each semester. This discounted student ticket costs 193,80€ in Berlin or 181,00€ in Dresden and allows the use of the whole public transportation system in either Berlin (including Potsdam) or Dresden, respectively. Exemptions are not possible, while you live in either Berlin or Dresden; should you be enrolled for two semesters but stay in another city or country, for instance, to do an internship, you could be exempt from the ticket.</p>
Visa Requirements and Residence Permit	<p>EU-citizens neither need a visa nor a residence permit for Germany.</p> <p>Non-EU citizens who come from a partner institution outside of the EU should check with the German Embassy in their country of residence.</p> <p>Non-EU citizens who study at a university within the EU do not necessarily need to apply for a visa; please check at the German embassy in your current study country.</p> <p>Please be aware that you might have to wait several months for an appointment; further, it often takes between at eight to twelve weeks for a visa to be issued. SRH has no influence on visas decisions. Please check our visa information on our website.</p> <p>Students who need to apply for a residence permit in Berlin, can do this via the SRH Residence Permit Service at the campus Ernst-Reuter-Platz. Information on applying for a residence permit are on our website. Students who live around Berlin, please ask at your local municipality for their Immigration Office; be aware, it might be in another town. Students who study in Dresden, please turn to the Dresden Immigration Office or the office at their local county of residence.</p>

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<p>Health Insurance</p>	<p>Every student, who wants to be enrolled at a German university is required by law to have sufficient health insurance for the entire programme duration. Already with the application, the latest during orientation week, students submit an insurance confirmation from a German health insurance provider or a waiver form from a German health insurance provider, the latter confirming that the health insurance from the home country is sufficient to fulfil all requirements of the German health care system. Detailed information is provided in the Student Welcome Guide.</p> <p>Students who cannot provide us with information on their health insurance cannot be enrolled at SRH (this means: no documents, no lectures, no service).</p>
<p>Contact for Incoming Exchange Students</p>	<p>All Schools (except Dresden School of Management)</p> <p>Ms. Ece Kolbe (Exchange Coordinator) Email: ece.kolbe@srh.de Tel.: +49 30 374 374 153</p> <p>Dresden School of Management</p> <p>Ms. Julia Brendler (Exchange Coordinator) Email: Julia.Brendler@srh.de Tel.: +49 351 40 76 17 20</p> <p>Or for all: internationaloffice.hsbe@srh.de</p>
<p>Contact for bilateral agreements and other matters regarding international exchange</p>	<p>Ms. Kirsten Matthes Director Global Cooperation Institute & Institutional Erasmus Coordinator Email: kirsten.matthes@srh.de Tel.: +49 30 374 374 150</p>
<p>Contact for Residence Permit Service</p>	<p>Ms Ece Kolbe International Office Ernst-Reuter-Platz 10, 10857 Berlin Email: ece.kolbe@srh.de, Tel.: +49 30 374 374 153</p>