

Fact Sheet

■ Contact Information

Name of Institution	Beuth Hochschule für Technik Berlin Beuth University of Applied Sciences Berlin
Postal address	Luxemburger Str. 10 13353 Berlin Germany
Website	http://www.beuth-hochschule.de/
Erasmus ID Code	D BERLIN04
International Office	
International Coordinator	Institutional contact Director International Office Dr. Karlheinz Borchert Tel.: +4930 4504 2768 Fax: +4930 4504 2728 / 2959 Email: borchert@beuth-hochschule.de
Administrative Contact	Corinna Kleesiek (Outgoing Students) Tel.: +4930 4504 2950 / Fax: +4930 4504 2959 Email: ausland@beuth-hochschule.de Elena Kirschner (Incoming Students) Tel.: +4930 4504 2925 / Fax: +4930 4504 2959 Email: ausland@beuth-hochschule.de
Website for Incoming Students	http://www.beuth-hochschule.de/en/516/

■ Academic Information

Academic calendar	Winter semester: October - February Summer semester: April - July Exam period: last three weeks of the semester
Course catalog	http://www.beuth-hochschule.de/studiengaenge
Language requirements	We strongly recommend a German level of B1 in order to follow classes
Language of instructions	<u>German</u> : all courses; a list of courses taught in <u>English</u> may be found here: http://www.beuth-hochschule.de/3675



Grading System	
excellent	1,0
	1,3
good	1,7
	2,0
	2,3
satisfactory	2,7
	3,0
	3,3
sufficient	3,7
	4,0
failed	5,0
mit Erfolg teilgenommen / successfully participated	m.E
ohne Erfolg teilgenommen / unsuccessfully participated	o.E
teilgenommen ohne Prüfung / participated without exams	t.o.P

■ Application Procedure and Admission

Nominations	<p>The institute of origin has to send by e-mail to ausland@beuth-hochschule.de the list of students selected to come to Beuth University within ERASMUS or bilateral exchange programme.</p> <p>The information required is the following:</p> <ul style="list-style-type: none">- Full name of student- Student's e-mail address- Sex and nationality- Place and date of birth- Field and level of studies- Period of stay (1st semester, 2nd semester or academic year) <p>Once we have received this information each nominated student will receive the application forms and information by e-mail.</p>
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Nomination deadlines	1 st May for Winter Semester 1 st November for the Summer Semester
Admission	Applications have to be approved by the responsible faculty. Beuth University will send the acceptance, via e-mail, to the students once corresponding application period is closed. Only students not belonging to the European Union countries will receive a Letter of Acceptance by post, so they can apply for their visa.
Housing arrangements	There is no campus housing at Beuth University. Students can apply for an accommodation via Beuth University or look for an accommodation on their own. A limited number of rooms at student residence halls is allocated to exchange students. However, a placement can not be guaranteed.

■ Arrival Dates and Orientation

Period of arrival	2nd week of September/ 2nd week of March
Orientation	All students are expected to attend our orientation program prior to semester start (March/September). The dates and more details of the Orientation Session will be communicated by e-mail once the students have been accepted.

■ German language

German intensive course	Before the beginning of each semester we offer a German Intensive Course free of charge (Total of 52 hours; 3 ECTS). Participation is strongly recommended since most courses are being taught in German.
German courses during the semester	Beuth University offers 3 German courses during the semester on Level A2, B1 and B2. Each course has 4 hours per week, 5 ECTS.



Cultural training seminar	All incoming students are welcome to join our Cultural Training Seminar, which takes place every semester and offers an excursion or workshop every week. Students will get to know the German culture by visiting places such as the German parliament, enjoying a German theater play and exploring different cultural topics during the workshops (Up to 5 ECTS possible)
Beuth Buddy Welcome program	All incoming students have the possibility to participate in the Buddy program. Their Beuth Buddy will welcome them and assist them before and during the first days/weeks of their stay.

■ Practical information

Estimated costs per month	<ul style="list-style-type: none">– Accommodation: € 250 - 400– Food: € 200 - 300– Books and study materials: < € 50– Phone/postage: € 20 - 30– Other: € 50 - 150– Monthly estimate : € 570 - 930 (public transportation not included)
Semester contribution	Beuth University doesn't charge any tuition fees for exchange students. We are only required to ask for a semester contribution of about 310 € per semester for public transportation card (= "Semesterticket") and contribution to the student organizations Studierendenwerk and AStA.
Transport	The public transportation card is included in the semester contribution. Once registered at the Beuth Hochschule für Technik Berlin students receive a public transportation card which enables them to use all public transportation in Berlin, zone ABC during the semester.
Health insurance	Every student must have medical coverage during their stay at the Beuth University. It is the students' responsibility to provide themselves with an insurance which includes this medical cover along with repatriation. Assistance can be offered.
Visa	Students who do not belong to the European Union Countries must apply for a visa at the German Embassy before entering Germany.