<table>
<thead>
<tr>
<th><strong>University Name</strong></th>
<th>Freie Universität Berlin</th>
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<tr>
<td><strong>University's Erasmus-code</strong></td>
<td>D BERLIN 01</td>
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<tr>
<td><strong>Erasmus charta number</strong></td>
<td>28550-IC-1-2007-1-DE-ERASMUS-EUC-1</td>
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<tr>
<td><strong>ERASMUS subject area code</strong></td>
<td>042 (Law)</td>
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<tr>
<td><strong>Address of the Law Department</strong></td>
<td>Van’t-Hoff-Str. 8 / Boltzmannstr. 3</td>
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<tr>
<td><strong>Website of the Law Department</strong></td>
<td><a href="http://www.jura.fu-berlin.de">http://www.jura.fu-berlin.de</a></td>
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</tbody>
</table>
| **Student contact person at the university’s Student Exchange Office** (in charge of application, admission and enrollment) | Ms. Nicole SCHINDLER  
Student Exchange Office  
Ilitisstraße 4  
D – 14195 Berlin  
Tel.: +49 30 83 87 00 00  
incoming@fu-berlin.de |
| **Student contact person at the Law Department’s International Office** (in charge of academic issues, e.g. courses, ECTS-credits, Learning Agreements, exams, transcript of records, etc.) | Ms. Grit ROTHER  
International Office at the Law Department  
Boltzmannstr. 3, room 1117  
D – 14195 Berlin  
Tel.: +49 30 83 85 25 26  
jurallp@zedat.fu-berlin.de |
| **Period of exchange**       | Winter term and/or summer term – according to the periods agreed upon in the Inter-institutional Agreement. Students who wish to stay for a full year must arrive in the winter term. |
| **Number of exchange students** | Due to a rising number of incoming exchange students on the one hand and capacity limits on the other hand, the number of student places and months agreed upon in the Inter-institutional Agreement must be adhered to. Shorter periods of stay do not allow for the sending of more students (i.e. 2 students for 5 months instead of 1 student for 10 months). |
| **Nomination deadlines** | for the winter term and the whole academic year: 1 May for the summer term: 1 November  
Please send your nomination, if possible, via the Moveonnet system: www.moveonnet.eu/myinstitution/enomination  
Please note: Nominations not matching the respective level of study or subject area agreed upon in the Inter-institutional Agreement are automatically corrected to the ones that are stipulated in the agreement. |
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<tr>
<td><strong>Application procedure</strong></td>
<td>All nominated students will receive an e-mail from the Student Exchange Office with the request to create an account in the Moveon online application system and to enter their data.</td>
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</tbody>
</table>
| **Documents to be submitted by students after nomination** | Learning Agreement; pre-enrollment form; waiver of a German health insurance company; copy of personal ID or passport; online German language test (This test is provided by Freie Universität Berlin. Students whose mother tongue or study program at their home university is German do not have to take that test. Students from Stockholm, Cayenne and Warwick who choose to study in English do not have to take this test either.)  
It is vital that exchange students register at and regularly login to our online portal “Distributed Campus” http://www.distributed-campus.org in order to find all tasks, deadlines and documents.  
Students are asked by Freie Universität Berlin to register on that portal as soon as their nomination has been processed. For those starting in the winter term, this e-mail will be sent in June; for those starting in the summer term, it will be sent in December. |
| **Lecture period** | winter term: October - February  
summer term: April - July  
for details please see: http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kalender/index.html |
| **Orientation weeks** | first two weeks of October and first two weeks of April; Participation is mandatory for the most important info sessions at the Law Department. More information: http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/orientierung/index.html |
| **Latest arrival date** | second week of October / second week of April  
A pickup-service cannot be provided to exchange students upon arrival. We recommend that students use the public transport website http://www.bvg.de in order to plan their journey from the airport or train station to their accommodation. |
**First steps after arrival**

Upon arrival in Berlin, we advise students to visit the Student Exchange Office (Iltisstraße 4, 14195 Berlin, metro: Dahlem-Dorf) to finalize enrollment and to set up their FU account. Students need this account in order to register for courses and to use the computers and WiFi on campus.

**Level of study for exchange students**

- undergraduate / graduate / doctoral
  - undergraduate students and graduate students can take courses from the 1st to the 4th year of legal education
  - doctoral students may take courses from the 1st to the 4th year of legal education (there are no particular courses for doctoral students) and/or may work on an individual research project at the library (A supervision of the thesis by a professor of Freie Universität Berlin cannot be provided though and credits cannot be assigned for research by the Law Department of Freie Universität Berlin.)

**Language of instruction**

The majority of courses are taught in German. A few courses are provided in English. Erasmus students are supposed to select the majority of their courses from our German-taught course program. In addition to the courses taught in German, they may select one or two courses per semester taught in English. Students from Stockholm, Cayenne and Warwick will be allowed to take all courses from our English-taught course program, if they do not speak German.

**Language requirements**

B2 of the Common European Framework of Reference for Languages. All nominated exchange students will have to take an online language test before they arrive in Berlin. This test can be waived if the language of instruction at the home university or a student’s mother tongue is German. The test will also be waived for students from Stockholm, Cayenne and Warwick who take only courses in English. All test-takers will be admitted for studies at Freie Universität Berlin no matter which results they produce. The test is meant to provide feedback on the students’ level of German language skills in order to encourage them to take further courses before they start with their studies in Berlin.
| **German language courses** | **Self-studies before arrival**<br>Online training courses are provided by DUO, Deutsch-Uni Online: [http://www.deutsch-uni.com](http://www.deutsch-uni.com)  <br>**Intensive language course in Berlin before lectures start**<br>Intensive language courses (starting at the level A2) are being held six weeks before the beginning of the winter term and the summer term. These are not free of charge. [http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html](http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html)  <br>**Language courses in Berlin during the lecture period**<br>German language courses free of charge are offered during the winter semester and during the summer semester, but not for beginners. Students will have to take a placement test during the orientation weeks and will then be admitted to their course according to their level of language skills (A 2 to C 1). [http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html](http://www.sprachenzentrum.fu-berlin.de/sprachangebot/sprachen/deutsch/programmstudierende/index.html) |
| **Course offer at the Law School** | **Exchange students have a free course choice. There are no mandatory courses. However, Erasmus students are supposed to take the majority of their courses in German. In addition, they may select one or two courses per semester from our English-taught course program. Students from Stockholm, Cayenne and Warwick may take only English-taught courses if they do not speak German. course list for exchange students: [http://jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html](http://jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html) |
| **Course restrictions** | **Exchange students are not allowed to take part in the courses for our English-taught Masters’ Program in International and European Business, Competition and Regulatory Law (MBL).** |
| **Courses outside the Law School available for incoming students** | **unfortunately not** |
### Course registration / add- and drop period

Students have to sign up for courses via Campus Management [http://www.fu-berlin.de/sites/campusmanagement/index.html](http://www.fu-berlin.de/sites/campusmanagement/index.html).  
**Registration period for courses with limited seats:** from early October to mid-October and/or from early April to mid-April  
**Registration period for courses without limited enrollment:** from early October to late October and/or from early April to late April  
**Drop period:** until late October and/or late April  
**Exceptional drop period (with a valid cause):** until 14 days prior to exams  
The course booking procedure will be demonstrated during our orientation weeks.

### Contact hours per course

2 – 6 per week

### No. of credits per course

Please see the course descriptions that are available on the web site: [http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html](http://www.jura.fu-berlin.de/en/international/studierendenaustausch/incomings/kurse/index.html)

### Minimum workload per semester

None  
Students can take courses according to their individual interest and according to the rules set by their home university. We suggest 30 ECTS-credits per term.

### Maximum workload per semester

No limit

### Grading scale

0 – 18 points  
best performance: 18 points  
passing grades: 4 – 18 points  
### Medical coverage

All students must provide a proof of full health insurance coverage for the exchange semester or the exchange year before they can enroll at a German university (and before they can get a residence permit, if necessary). Students who either have the European Health Insurance Card (EU and EEA students only) or who can provide proof of an adequate comprehensive health insurance valid in Germany may request an insurance waiver. A waiver can only be obtained at a German state-regulated health insurance company, not at the university. European Health Insurance Card holders have always obtained the waiver in the past. However, it has been increasingly difficult for non-European Insurance Card holders to get such a waiver, since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses. We therefore urge all non-European students younger than 30 years to purchase a German student health insurance for about 91 EUR per month. The German health insurance policies are very comprehensive and are also accepted automatically by the office granting residence permits.


### Accommodation / housing options

A limited number of places in student residences, shared flats and single apartments can be booked from the ERG University Housing Service at: [http://www.fu-berlin.de/en/sites/unterbringung/index.html](http://www.fu-berlin.de/en/sites/unterbringung/index.html)

All housing options are available from the beginning of September / March onwards and cost about 270 - 550 EUR per month. Students wishing to use this service, must apply in time using the link above. Registrations will be dealt with on a first come, first served basis. However, most students live closer to the city center, in shared flats that they find on the private housing market: [http://www.fu-berlin.de/en/sites/unterbringung/individuell/index.html](http://www.fu-berlin.de/en/sites/unterbringung/individuell/index.html)

### Meal plan

Student accommodation is not linked to a fixed meal plan in Berlin.

### Additional fees

ca. 265 EUR per semester for social fees and for the semester ticket

The semester ticket for public transport is valid from 1 October through 31 March (winter term) and from 1 April through 30 September (summer term). It can be used in all metros, city trains, buses, trams, and ferries. The fee must be paid during personal enrollment.
### Cost of rent

- **Housing options booked from the ERG University Housing Service:**
  270 – 550 EUR per month (water, electricity, heating and TV-fee included)
- **Shared apartment on the private housing market:**
  250 – 400 EUR per month (water and heating included)

### Living / prospective costs

**Costs per month:**
- Rent: 270 – 550 EUR
- Gas and electricity (if necessary): 20 – 40 EUR
- Telecommunications (telephone, internet, TV-fee): 40 – 50 EUR
- Food: 300 - 400 EUR
- Health insurance (if necessary): 91 EUR

**Costs per semester:**
- Books and copies: 50 EUR for statutory provisions and copy card (textbooks are available in the library and do not have to be bought)
- Local transportation: 200 EUR
- Social fees at the university: 65 EUR

**One-time costs:**
- Reservation fee for accommodation in a student residence: 500 – 1,145 EUR (will be partly used as a deposit)
- Security deposit for accommodation on the private housing market: 500 – 800 EUR
- Visa (if necessary): 60 EUR
- Residence permit (if necessary): up to 80 EUR

**Additional Costs:**
- Entrance fees for clubs: 5 – 10 EUR
- Drinks at bars: 4 – 8 EUR
- Main dishes at (not too fancy) restaurants: 8 – 12 EUR
- Snacks to go (Currywurst, Döner, etc.): 2 – 4 EUR
- Entrance fees for sightseeing: 5 – 12 EUR
### Visa

Students should first find out through the website of German Missions abroad [http://www.auswaertiges-amt.de/EN/Startseite_node.html](http://www.auswaertiges-amt.de/EN/Startseite_node.html) if they need a visa or not. If they are a national of a country whose citizens need a visa, they must get a study visa at the German Embassy in their home countries prior to their departure. It is not possible to apply for a study visa in Berlin! All students who need a letter of acceptance for their visa application are requested to contact the FU Student Exchange Office via [incoming@fu-berlin.de](mailto:incoming@fu-berlin.de). We urge those students to apply for a visa as soon as possible. It will take at least six weeks, sometimes a few months, to process the visa application. More information is available at: [http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html](http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html)

### Residence permit

All students who are not citizens of EU- or EFTA-countries must apply for a residence permit after they have been enrolled at Freie Universität Berlin and within 3 months after their arrival in Berlin. More information is available at: [http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html](http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum/index.html)

### Campus facilities

- WiFi
- Library with computer rooms
- Cafeteria
- Vegetarian student restaurant
- Student-run café

### Location

- in the district “Dahlem”
- in the south western part of Berlin
- Metro: Freie Universität / Thielplatz (line U 3)

### Distance from the city center

35 minutes by public transport

### Video portrait

A short film on the university’s history and on its profile is available in different languages: [http://www.fu-berlin.de/en/presse/publikationen/filmportraet/index.html](http://www.fu-berlin.de/en/presse/publikationen/filmportraet/index.html)

Last update: January 2018