



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. We now have four Schools in Berlin, one in Dresden and a campus in Hamburg. Currently, the Berlin campuses are in three different locations, but we expect to move to **one new campus in October 2023 at Sonnenallee 1, 12047 Neukölln, Berlin**. We continue to welcome students from our partner institutions.

Address	SRH Berlin University of Applied Sciences, Ernst-Reuter-Platz 10, 10587 Berlin, Germany (until September 2023)
Schools in Berlin, Dresden and Hamburg	Berlin School of Management (BSM) & Berlin School of Technology (BST), Berlin Berlin School of Popular Arts (SoPA), Berlin Berlin School of Design and Communication (BSDC), Berlin Dresden School of Management (DSM), Georgenstraße 7, 01097 Dresden Campus Hamburg, Domstraße 21, 20095 Hamburg
Number of Students	ca. 2.500
Form	Private, non-for profit
Erasmus Code	D BERLIN21 (SRH Hochschulen Berlin GmbH)
Semester dates	Winter semester: October to March Summer semester: April to August A detailed academic calendar can be found on our website. We suggest students to arrive one week before the semester starts.
Methodology and module selection	CORE - Didactic concept: Most of our modules are taught in BLOCK MODULES of 5 weeks; we have 3 blocks per semester plus one intensive block of 3 weeks. Some modules consist of 2 or 3 courses, and ECTS can only be given if the full module has been completed. Language courses: They start in the third semester week and are ongoing; modules like statistics and math's are not organized in blocks either. We call them BAND MODULES. Additionally, we have <u>projects</u> and elective modules. For your module selection we suggest: 4 block modules (one of each block), 1 band module and 1 language course or 1 project/elective. Each module has normally 5 ECTS.

<p>Orientation Days</p>	<p>Orientation days for new students are organized at all campuses but may also be digital. The period is included in the Academic Calendar and usually starts the week before the lecture period begins. Please make sure to attend as you will be given loads of helpful information. A detailed schedule will be sent to you by Student Services, and you will see the schedule in your CampusNet account.</p>
<p>Nomination</p>	<p>Kindly nominate your students by sending an Email to internationaloffice.hsbe@srh.de and completing the Form link.</p> <ul style="list-style-type: none"> • Summer Semester: 30.09 • Winter Semester: 30.04 <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 for Exchange Students and Freemover</p>	<p>Nominated exchange students and Freemover students apply as "Exchange students" via the portal for exchange students either for Berlin, Dresden or Hamburg. Please be aware that our DreamApply portal is only for degree-seeking students (including double degree students). Please submit applications by the following deadlines:</p> <ul style="list-style-type: none"> • Summer semester: 31.10 • Winter semester: 31.05 <p>Further information will be provided directly to the nominated students via email approx. two weeks before the application deadline.</p> <p>For BSDC:</p> <p>Additional documents or files like music samples may need to be submitted for the application, depending on the course of study. This can be a portfolio, a film clip or similar.</p> <p>For SoPA:</p> <p>To apply for a place in B.A. Popular Music or B.A. Music Production, please hand in either two videos, two songs, or one of each.</p>
<p>Only-Application for Double Degree Students</p>	<p>Nominated double degree students apply as regular students for the program in which they are doing the double degree. Steps to follow for the application:</p> <ol style="list-style-type: none"> 1- Verify the correct program before you start the application 2- Follow the link to apply via Dream Apply Link and upload all required documents 3- Fill in the form "Application for Acknowledgement of Completed Course Workload" which can be downloaded at this link ... 4- Send per e-mail to the Incoming Exchange Coordinator (internationaloffice.hsbe@srh.de) your full transcript of records AND the filled out document "Application for Acknowledgement of Completed Course Workload"

Fees and tuition fees	<p>Exchange students are exempt from the regular tuition fees. Students from partner institutions, who cannot be granted an exchange place by their home university, can apply as Study Abroad students, and get a 25% discount on the regular tuition fee per semester. However, please be prepared to pay the Semester ticket (see below), a public transport ticket for six months. The semester ticket is mandatory for all students matriculated at universities in Berlin, Dresden, or Hamburg for the local public transport. Please see further information on the ticket below. If you choose to participate in a language course, the course will be free of charge, but it should be on your Learning Agreement. Please pay your semester ticket fees via transaction and pick it up at the Welcome Desk. For further information please contact: studentservice.hsbe@srh.de</p>
Public Transport and Semester ticket	<p>All students at Berlin and Saxon universities must purchase a "semester ticket" for public transportation at the beginning of each semester. This semester ticket in Berlin, Hamburg or Dresden and allows the use of the whole public transportation system in either Berlin (including Potsdam) or Dresden, respectively. Should you stay less than three months, you could be exempt from the ticket, please contact us about that minimum one month before.</p> <ul style="list-style-type: none"> • 182,40 € in Hamburg → A-E Rings • 193,80 € in Berlin → ABC Zone • 142,20 € in Dresden → VVO Region
Languages of Instruction	<p>German B2.2/C1 and/or English B2.2/C1, depending on the program.</p>
Language Skills	<p>Please hand in via Portal sufficient language proof for the language you want to study in, thus either English or German. If you are a German or English native speaker, you do not need to prove that.</p> <p>Either one of the following proofs may be accepted:</p> <ul style="list-style-type: none"> • Minimum Language Skills: B2.2/C1 • Language tests like IELTS academic, TOEFL, Cambridge Certificate, DSH, Test DaF, etc. <ul style="list-style-type: none"> ○ Taken within the last 24 months ○ Confirming the equivalent of a B2.2/C1 language level according to the CEFR for Languages

	<ul style="list-style-type: none"> o Test must evaluate all 4 skills: listening, speaking, reading and writing • Official letter confirming that the language of instruction of the degree program you are enrolled in at your home university is English/German. • 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): <ul style="list-style-type: none"> o completed within the last 12 months and included reading, writing, listening, and speaking o At least B2.2/C1 language level o minimum contact hours 50 hours o Successful completion with an equivalent of grade "B" or better (grade "B" minimum refers to a grading scale of "A" to "F" with "A" being the best grade) <p>Intensive German classes:</p> <p>If you feel insecure about your English or if our offer is conditional, you may ask about an English pre-study course in September. This is offered only if enough students request that course. The course is fee-based.</p>
<p>Study Programs</p>	<p>An overview of the programs offered is available on our website:</p> <p>Bachelor Programs</p> <p>Master Programs</p> <p>Capacities are allocated according to space and based on your Transcript of Records.</p> <p>Please check the programs on our website for the modules. We can provide you with a module selection list in July and January.</p>
<p>Learning Agreement</p>	<p>The International Office gets final module form in July and January and will send them to the students by link. However, you can find the modules on our website at each program's description at the bottom of the page. You should send us your Learning Agreement (form from you home-university or ours) 2 months before classes start.</p> <p>We will check, if the chosen modules are available in the following semester, and if so, you will be registered to the modules on a first come, first served basis. If we can see problems with your course's choice before your arrival, we will get back to you. However, changes may be necessary during Orientation Week or when modules start.</p>
<p>Schedule</p>	<p>Once that you are registered for the modules, you can see them on our CampusNet system. The login data will be sent to you two weeks before the semester starts (April 1st and October 1st) by Student Services.</p>
<p>Duration</p>	<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 must take a minimum of one module and a maximum of 6 modules or 30 ECTS per semester.</p>
Grading System and Transcript of Records	<p>The grading system ranges from 1,0 to 5,0 with 1,0 being the best grade and 4,0 being the pass grade; 5,0 means failed. Some modules may be graded with pass or fail only.</p> <p>The Transcript of Records will be available for download on CampusNet for the student 4-6 weeks after the semester is concluded. This document is automatically signed. If the university needs a hard copy, please send an E-mail to: internationaloffice.hsbe@srh.de</p>
Language classes	<p>Berlin:</p> <p>Curricular and non-curricular language classes in German, English and Spanish are offered. Usually, language classes are Monday morning and Wednesday afternoon. Please note that not every level will be offered in every semester. Language classes from BSM/BST may overlap with regular classes if you study either at BSDC or SOPA.</p> <p>Dresden:</p> <p>Please indicate the language courses that you would like to participate in, the International Office in Dresden will advise you on that.</p> <p>Hamburg:</p> <p>Currently, our Hamburg students participate digitally at the courses from Berlin.</p> <p>For further information please contact: languages.hsbe@srh.de</p>
Accommodation	<p>Unfortunately, we cannot offer our own student accommodation. However, incoming exchange students receive an updated Welcome Guide from Student Services and can find on our website detailed information on how to find a place to stay in Berlin.</p> <p>Some information in advance:</p> <p>Join the Student Council Whats-App: https://chat.whatsapp.com/HuTXHGclOMGlwb46LmrBq4 AGSA: info@agsa-germany.com (Website in process)</p>
Cost of Living	<p>Students should plan to spend a minimum of 800€ per month in Berlin and Hamburg, and 600€ in Dresden on accommodation, transportation, leisure activities and other living costs. Cost may vary tremendously depending on everyone's lifestyle.</p>

Health Insurance	<p>Every student is required by law to have sufficient health insurance for the entire program duration. Please hand in a copy/scan of your health insurance; otherwise, this can be done during Orientation Week. You must register you with a German health insurance provider for confirmation. If you have sufficient private insurance, a German health insurance provider will give you a waiver. Detailed information is provided in the Welcome Guide. Students who cannot provide us with information on their health insurance until the semester start will be blocked from the system.</p>
Visa Requirements, Residence Permit and city registration	<p>Visa: EU-citizens neither need a visa nor a residence permit for Germany, but must register as inhabitants of either Berlin, Dresden, or Hamburg, or the city where they live, respectively. Non-EU citizens should always check with the German Embassy in their country of residence if they need a visa for entering Germany. If you already study in the EU, a visa might not be necessary, but please make sure by checking with the German embassy in your country of living. If you must apply for a visa, you might have to wait several months for an appointment and the visa process. Unfortunately, we have no influence on either the process or the decisions of the embassy.</p> <p>Residence Permit: Depending on your visa, you must apply for a residence permit for studying in the city where you reside. In Hamburg and Dresden that is relatively uncomplicated, please refer to the Student Welcome Guide or our website. Student registered in Berlin can do this via the SRH Residence Permit Service. Please contact: residencepermitservice.hsbe@srh.de</p> <p>City Registration: You need a city registration if you stay longer than 6 months or if you need a Residence Permit. Please make sure that your accommodation is with city registration (Anmeldung).</p>
Contact for Incoming Exchange Students	<p>Ms. Theresa Enns Incoming Exchange Coordinator Tel.: +49 (0)30 51 56 50 - 468 Email: internationaloffice.hsbe@srh.de / theresa.enns@srh.de</p>
Contact for bilateral agreements and other matters regarding inter-national exchange	<p>Ms. Kirsten Matthes Director Global Cooperation Institute & Institutional Erasmus Coordinator Tel.: +49 (0)30 515650 - 470 Email: kirsten.matthes@srh.de</p>

Version: January 2023



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