



## International Exchange Program 2016-2017

Name of the Institution	Humboldt-Universität zu Berlin Wirtschaftswissenschaftliche Fakultät International Office
Visiting Address	Spandauer Str. 1, Room 3, D - 10178 Berlin, Germany
Postal Address	Unter den Linden 6, 10119 Berlin, Germany
Telephone	+49-30-2093-5916
Fax	+49-30-2093-5611
Website	<a href="http://www.hu-berlin.de">www.hu-berlin.de</a> (University) <a href="http://www.wiwi.hu-berlin.de">www.wiwi.hu-berlin.de</a> (School) <a href="http://www.wiwi.hu-berlin.de/international">www.wiwi.hu-berlin.de/international</a> (International Office)
Erasmus Institution Code	D BERLIN 13

<b>Dean of Students and International Affairs</b>	Prof. Dr. Ralf Maiterth Tel. +49-30-2093-99021 <a href="mailto:ralf.maiterth@wiwi.hu-berlin.de">ralf.maiterth@wiwi.hu-berlin.de</a>
<b>Exchange Coordinator</b>	Eva Beermann Tel. +49-30-2093-5916 <a href="mailto:eva.beermann@wiwi.hu-berlin.de">eva.beermann@wiwi.hu-berlin.de</a>
<b>Incoming Students Assistant</b> (students to Berlin)	Theresa Doll Tel. +49-30-2093-5996 <a href="mailto:incomings-wiwi@hu-berlin.de">incomings-wiwi@hu-berlin.de</a>
<b>Outgoing Students Assistant</b> (students from Berlin)	Claire Treinen Tel. +49-30-2093-5996 <a href="mailto:outgoings-wiwi@hu-berlin.de">outgoings-wiwi@hu-berlin.de</a>

## Basic Information

The Humboldt-Universität's School of Business and Economics was founded in 1906 and is doused in tradition, finding its scientific-based academic approach from some of the great names that have attended the University. While we highly value tradition, we strive to maintain a contemporary atmosphere, reflected in our extensive renovation of the department. Tradition accompanied by modern comforts makes studying in our building a wonderful experience and we cannot wait to welcome your students. Notice that Humboldt-Universität zu Berlin has a decentralized system, meaning that the following sections correspond to the regulations at the School of Business and Economics and may differ for other departments at HU.

## Language Requirements

Bachelor students must have a solid command of the German language if studies at Humboldt are to be successful. Students are required to take a 30 minute online language test in German. They must score at least 61 points of out 100.

Master Students need to be comfortable in English at a C1 level (according to Common European Framework of Reference for Languages) or higher. Please note that over 90 per cent of the Master courses are taught in English.

For further details on language requirements, please check the following link <https://www.wiwi.hu-berlin.de/international/incomings/admission/exchange>

## Application Procedure

All students wishing to attend the Humboldt-Universität's School of Business and Economics for an academic exchange must first obtain a nomination from their home university. Nominations should be emailed by the home institution to the Incomings Exchange Assistant at [incomings-wiwi@hu-berlin.de](mailto:incomings-wiwi@hu-berlin.de). Once the student has been nominated, we will be in touch to provide detailed information about the online application procedure. Students must meet the deadline for the registration; otherwise they cannot be enrolled to study at HU!

	Winter term 2016/17	Summer term 2017
Nomination Deadline	01.04.2016	01.10.2016
Application Deadline	31.05.2016	30.11.2016
Application Deadline Housing	15.05.2016	30.11.2016

## Enrollment

After the online application forms have been processed, nominees will receive an e-mail including confirmation of admission, further information about the enrolment process and a binding appointment with the enrolment office. All international exchange students get their matriculation form from the main HU International Office. Please note: Enrollment after the deadline is NOT possible. It is absolutely necessary to be present at Humboldt on the assigned matriculation date!

## Academic Calendar

Before lectures begin, the International Office organizes a Welcome Week to integrate new incoming students and help them feel confident before beginning their semester at HU. The Welcome Week for the Winter Semester usually is during the first or second week of October and the first or second week in April for the Summer Semester.

	Winter term 2016/17	Summer term 2017
Lectures	Mid Oct 2016 – Mid Feb 2017	Mid Apr 2017 – Mid Jul 2017
Academic holiday	19 <sup>th</sup> Dec 2016 – 2 <sup>nd</sup> Jan 2017	1 <sup>st</sup> May, 25 <sup>th</sup> May, 5 <sup>th</sup> June 2017
Examination weeks	TBA: The 2-3 weeks following the lecture period	TBA: The 2-3 weeks following the lecture period
Intensive Language course	September 2016	March 2017

## Courses

Students can find a list of lectures online at:

<https://www.wiwi.hu-berlin.de/international/incomings/studies/courses>.

Students will have full access to all of the courses listed in the course list of the Department (Economics, Business Administration, Statistics, Information Systems, Econometrics, and Operations Research). **Students are expected to have a strong background in mathematics to be successful in this department!** As a very rough orientation on the mathematical level required here, you can take a look at this test:

[www.wiwi.hu-berlin.de/studium/sb/bewerbung/bachelorstudiengange/mathematik-selbsttest](http://www.wiwi.hu-berlin.de/studium/sb/bewerbung/bachelorstudiengange/mathematik-selbsttest).

Notice that this is the level that is required for entry-level Bachelor students. Your students should thus have a firm background in math/statistics/econometrics to be successful at HU.

Students can choose courses from the Bachelor level (courses predominantly in German) and from the various Master programs (in English). Participation in any of the courses and lectures is possible without special enrolment (with the exception of seminars: enroll during the first session or email the lecturer in advance).

## Exams

Students have to pass the exam at the end of the term to get credit for the courses they have taken at HU. Exams generally last 60-90 minutes and students can choose to take their exam in the first or second round. Professors are allotted up to six weeks to register their exam results. Therefore, it may take up to two months for students to receive their transcript. This will usually be no sooner than mid-May for the winter term and late-September for the summer term respectively.

## Grading and Credit point System

ECTS points are equivalent to the SP system in the course list. You can find the explanation of the ECTS grade transcript on each student's transcript of records. Please note that students only get credits for the exams which they have passed. Just attending the lectures is not sufficient to receive any credits!

ECTS	German	ECTS	German
A	1.0 ; 1.3	D	3.0 ; 3.3
B	1.7 ; 2.0	E	3.7 ; 4.0
C	2.3 ; 2.7	F	5.0 (failed)

## German Language Courses

Although the School of Business and Economics offers many courses in English (mainly for the Masters students), we recommend that our exchange students learn German. Students also have the possibility to take a 4-week Intensive German Language Course that is held every semester one month before the start of lectures at HU. Language courses will NOT appear on the transcript of records. For more information, see: [www.wiwi.hu-berlin.de/international/incomings/studies/german](http://www.wiwi.hu-berlin.de/international/incomings/studies/german).

## Accommodation

Like most universities, Humboldt-Universität also offers *Studentenwohnheime*, or student dormitories. Incoming students can apply for a room in our dorms through our online application. Students may also try to secure a private or shared apartment for themselves for their semester or academic year in Berlin. For more information please visit [www.wiwi.hu-berlin.de/international/incomings/service/accommodation](http://www.wiwi.hu-berlin.de/international/incomings/service/accommodation).

## Useful information

Information for Incoming Exchange Students at the School of Business and Economics:

[www.wiwi.hu-berlin.de/international/incomings](http://www.wiwi.hu-berlin.de/international/incomings)  
[www.wiwi.hu-berlin.de/international/incomings/Arrival%20and%20Survival%20Guide.pdf](http://www.wiwi.hu-berlin.de/international/incomings/Arrival%20and%20Survival%20Guide.pdf)

Guide for International Students at HU:

[www.international.hu-berlin.de/an\\_die\\_hu-en/wegweiser](http://www.international.hu-berlin.de/an_die_hu-en/wegweiser)