



Hochschule für  
Wirtschaft und Recht Berlin  
Berlin School of Economics and Law

# Student Handbook

## Guidelines for Incoming Exchange Students



- International Office -

**Dear Exchange Student,**

Congratulations on your admission to the Hochschule für Wirtschaft und Recht Berlin!  
We wish you a warm welcome and an inspiring stay in Berlin.

Studying abroad is a wonderful experience that will help you discover more about yourself and others. We hope that you will enjoy everything that the HWR and Berlin have to offer.

However, we know that when living abroad we can encounter challenges of one type or another. We, at the International Office, are fully aware of this and that's why we have created this Student Handbook, a guide that gives you all the practical information you need. **Please read it carefully** so that you are well prepared for your time at the HWR Berlin.

*Your International Office Team*

# Herzlich willkommen!





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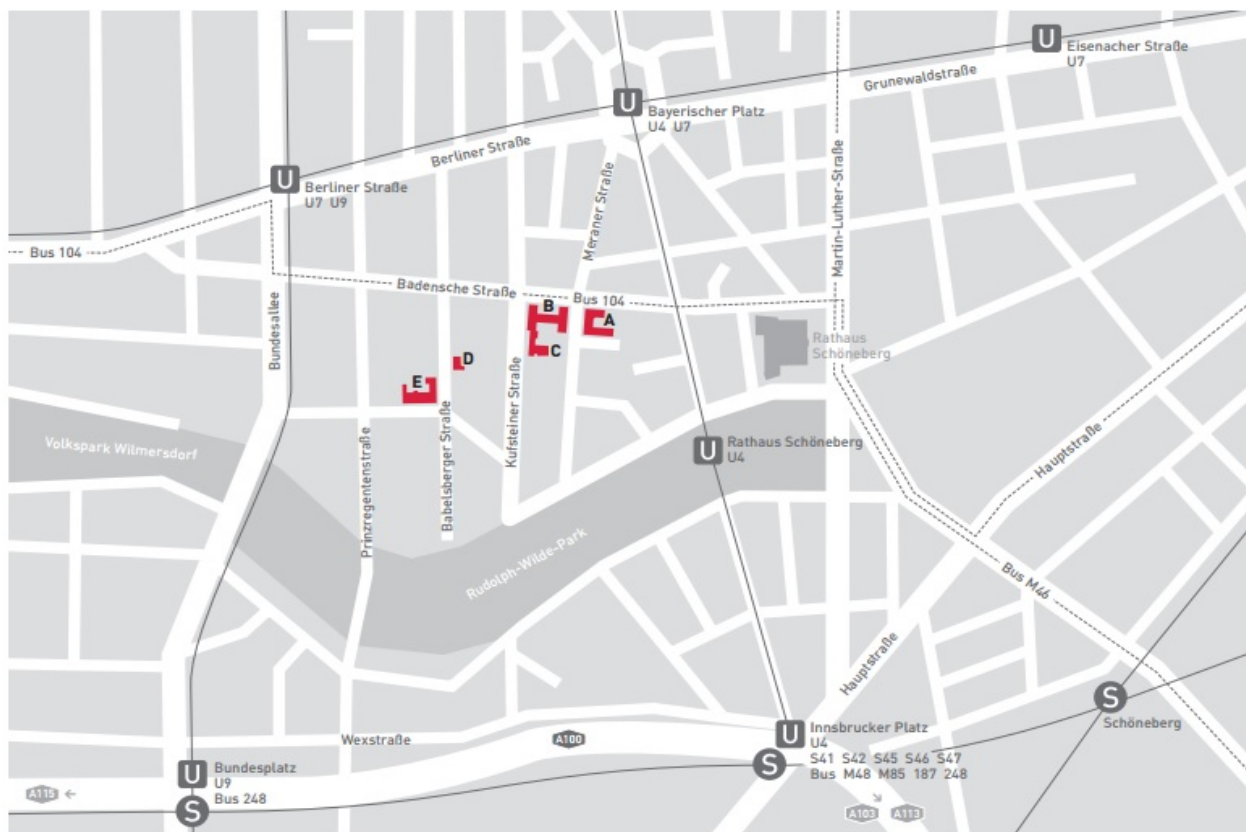
## Getting to the HWR Berlin

### How to get to HWR Berlin?

The HWR has two campuses, located in different parts of Berlin. You are studying at Campus Schöneberg.

### Campus Schöneberg

Campus Schöneberg hosts the Department of Business and Economics (Dept. 1). It comprises five buildings in the immediate surrounding of Badensche Straße, where the main building is located.



Street map Campus Schöneberg

**Address:** Hochschule für Wirtschaft und Recht - Campus Schöneberg  
Badensche Straße 52  
10825 Berlin - Germany





### At Schöneberg Campus you will find:

#### Building A, Main Building, Badensche Straße 52, 10825 Berlin

- International Office
- Library (*Print/Copy documents here*)
- Student Counselling and Career Service
- University Management
- Administration (Finance, HR, Research Funding, University Development, Press Office, Marketing)
- Seminar and lecture rooms
- Cafeteria
- Post Office

#### Building B, Badensche Straße 50–51, 10825 Berlin

- Department of Business and Economics: Courses & Exams Management/Administration
- Academic staff
- Seminar and lecture rooms
- Cafeteria

#### Building C, Badensche Straße 50–51, 10825 Berlin

- Berlin Professional School: Management and Administration
- Seminar and lecture rooms

#### Building D, Babelsberger Straße 40–41, 10715 Berlin

- Start-Up Incubator Berlin

#### Building E, Babelsberger Straße 14–16, 10715 Berlin

- Academic staff
- Seminar and lecture rooms
- Harriet Taylor Mill-Institute

### How to get here by public transport:

#### Bus

- Bus 104, Kufsteiner Straße bus stop (directly on campus)
- Bus M48, M85, 187, 248, Innsbrucker Platz bus stop (approx. 10 min walk)

#### U-Bahn, subway

- U4, U7, Bayerischer Platz U-Bahn station (approx. 5 min walk)
- U4, Rathaus Schöneberg U-Bahn station (approx. 8 min walk)
- U7, U9, Berliner Straße U-Bahn station (approx. 8 min walk)

#### S-Bahn, city railway

- S41, S42, S44, S47, Innsbrucker Platz S-Bahn and U-Bahn station (approx. 10 min walk)

### Möckernbrücke (Hallesches Ufer):

#### Building M, Temporary Additional Building, Hallesches Ufer 40–60, 10963 Berlin

- Seminar and lecture rooms

### How to get here by public transport U-Bahn, subway

- U1, U3, U7 U-Bahn station  
Möckernbrücke

#### S-Bahn, city railway

- S1, S2, S25, S26 S-Bahn station  
Anhalter Bahnhof



## International Office

### International Office (Incoming)

The International Office at the Hochschule für Wirtschaft und Recht Berlin coordinates all aspects of student and staff mobility at the university.

Our Welcome Point for exchange students is here to help you with all exchange related questions such as:

- Administrative/**A**ccommodation related questions
- Buddy related enquiries
- Course registration help
- General questions
- Paperwork (Certificates of Arrival, Learning Agreements, Berlin city registration, ...)
- Signing up for Activities
- **And much more...**

*\*Please note that the incoming office cannot assist with academic matters, i.e. grades and exam content related questions. Please direct such questions to the Study Office 1 via [studienbuero1@hwr-berlin.de](mailto:studienbuero1@hwr-berlin.de).*

### Consultation

Opening hours of the International Office – Incoming Office

<b>Welcome Point</b> for exchange students	September 9 – November 8 (Welcome Period) Monday - Friday 10:00 am – 3:00 pm	Building A 0.57
Incoming office <b>Erasmus</b>	Monday & Tuesday 10:00 am – 12:00 pm	Building A 3.06
Incoming office <b>Overseas/non-Erasmus</b>	Wednesday 10:00 am - 12:00 pm Thursday 2:00 pm – 4:00 pm	Building A 3.06
Incoming office <b>Double Degree</b>	Thursday 2:00 pm – 4:00 pm	Building A 3.07

The International Office is usually closed on Fridays. Appointments upon request.



## Our Incoming Office team

### Welcome Point for Exchange Students

#### First Point of Contact

For all Incoming exchange students

Tel.: +49 (0)30 30877-1444

[internex@hwr-berlin.de](mailto:internex@hwr-berlin.de)

### Erica Callery Campus Schöneberg

Function:

*Incoming Officer*

Work area:

*Coordination of Overseas, Turkey, Serbia*

Contact:

*Tel. +49 (0)30 30877-1260*

*incoming@hwr-berlin.de*

*erica.callery@hwr-berlin.de*

### Amelie Weinzierl Campus Schöneberg

Function:

*Incoming Officer*

Work area:

*Coordination of Erasmus Exchange Students*

Contact:

*Tel. +49 (0)30 30877-1354*

*incoming@hwr-berlin.de*

*amelie.weinzierl@hwr-berlin.de*

### Susan Leung Campus Schöneberg

Function:

*Incoming Officer*

Work area:

*Coordination of Double Degree Students*

Contact:

*Tel. +49 (0)30 30877-1137*

*susan.leung@hwr-berlin.de*



## Language Centre at the HWR Berlin

### Intensive German Course

During our Welcome Period, it is possible to participate in an Intensive German Course, which you registered for during your online application. Your points of contact for this course can be found in the HWR Language Centre:

**Marc Deckers and Emmi Brunel**

Tel. +49 (0)30 30877-1526

[language-centre@hwr-berlin.de](mailto:language-centre@hwr-berlin.de) or [sprachenzentrum@hwr-berlin.de](mailto:sprachenzentrum@hwr-berlin.de)

### Language tandem programme

We are pleased to present our [Moodle-based language tandem programme](#). The aim of the programme is to match language partners, who wish to teach each other their native language in an informal way. You will find a **tandem partner search** forum on the Moodle platform, in which you can indicate your desired target language(s) and search for a native speaker interested in a language exchange. Furthermore, you will find **materials** for language learning and for your tandem meetings.

A language tandem is a great way to get to know new people and improve your language skills, so give it a try!

Any questions? Please don't hesitate to contact us: [language-centre@hwr-berlin.de](mailto:language-centre@hwr-berlin.de) or [sprachenzentrum@hwr-berlin.de](mailto:sprachenzentrum@hwr-berlin.de)





# Academic Calendar – Winter Semester 2019/20

## Faculty of Business and Economics (Schöneberg Campus)

### NOMINATION

OVERSEAS/ ERASMUS March 1 – April 15, 2019

### APPLICATION

OVERSEAS/ ERASMUS April 15 – May 31, 2019

### ORIENTATION

Welcome Day for Exchange Students September 09, 2019

Placement Test for Intensive German Course September 10, 2019

Intensive German Course September 12 – September 30, 2019

Red Tape Day September 17, 2019

Welcome Day II (Late Arrivals) October 01, 2019

Safe City Course October 07, 2019

### SEMESTER

Module Registration September 9 – September 20, 2019

Teaching Period October 01, 2019 – February 01, 2020

Examination Period January 20 – February 15, 2020\*

### HOLIDAYS

International Women's Day October 03, 2019

Christmas Break December 23, 2019 – January 04, 2020

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*\*Please consider this period when making travel plans. Exams have to be taken on-site at the HWR Berlin during this period. Detailed exam schedule to be published during the semester.*



## Important Semester dates for exchange students!

- **Welcome Day I – Room B4.01, Campus Schöneberg**  
September 09, 2019
- **Course Registration Session – Room B 4.01, Campus Schöneberg**  
September 09, 2019  
→ Module Registration Period: September 9 – September 20, 2019
- **Intensive German Course – HWR Berlin, Campus Schöneberg**  
September 12 – September 30, 2019  
→ Placement Test: September 10, 2019 - Technische Universität Berlin (TU)
- **Red Tape Day - Room A 0.53/0.54/0.56**  
September 17, 2019
- **Welcome Day II (Late Arrivals) – Room B 1.01**  
October 01, 2019
- **Start and End of Winter Semester Lecture Period**  
October 01, 2019 – February 01, 2020  
→ Examination Period: January 20 – February 15, 2020

## Emergency Numbers and Important Contacts

### I. Emergency Numbers

Direct Call to Police	110
Ambulance and Fire Dept.	112 (anywhere in the EU)
<u>Medical Attendance / Medizinische Hilfe:</u>	
Medical Emergency/ Ärztl. Bereitschaftsdienst www.116117info.de	116 117 (all over in Germany)
Dental Emergency / Zahnärztlicher Notfalldienst www.kzv-berlin.de	(030) 89 00 43 33 (Berlin)
Pharmacy Finder / Apotheken-Notdienste www.akberlin.de	
Poison Emergency / Giftnotruf	(030) 19 240



## II. Other important contacts

### Lost & Found (Berlin)

Zentrales Fundbüro Berlin (030) 902 77 3101  
Platz der Luftbrücke 6  
12101 Berlin - Tempelhof  
U-Bahn: U6 Platz der Luftbrücke

### Lost & Found (Public Transport)

BVG Fundbüro (030) 19 44 9  
Rudolfstr. 1-8  
10245 Berlin - Friedrichshain  
U-Bahn + S-Bahn: Warschauer Straße

German Credit / Debit Card Loss 116 116 (all over in Germany)

## HOW TO FIND AN ENGLISH-SPEAKING DOCTOR IN BERLIN

During your stay in Berlin you might be in need of medical attention at some point or another. You will find a large number of English-speaking doctors here in Berlin. For example, just in Schöneberg you can find 82 English-speaking doctors! Here are four of them to get you started:

**Herr Dr. Viviano:** Kleiststr. 34 10787, *Phone:* 030-216 30 97

**Herr Dr. Agena:** Kulmer Str. 20 10783, *Phone:* 030-216 48 70

**Frau Allmenröder-Selinger:** Langenscheidtstr. 1 10827, *Phone:* 030-784 50 55

**Frau Aubel:** Hauptstr. 15 10827, *Phone:* 030-74 68 42 47

You can also look up any doctor close to you on the online-platform *aerzte-berlin*. Just click this link: [http://www.aerzte-berlin.de/\\_php/therapie30/dbsuche.php](http://www.aerzte-berlin.de/_php/therapie30/dbsuche.php) and enter your neighborhood under „Stadtbezirk“. Under „Fachrichtung“, you can select the kind of medical field you need assistance in. For example, *Allgemeinmedizin/Praktischer Arzt/Arzt* refers to all general practitioners; *Zahnarzt* means dentist, *Gynäkologie* means gynecology, and *Psychotherapie* means psychotherapy. If you wish to see an English-speaking doctor, you can select this under „Sprache“. However, searching for other languages is also an option, in case you prefer speaking to a doctor in your native language.

If you need any other assistance or help, you can also always contact the Incoming Office!



## Psychological Counselling at HWR

Studying abroad brings many challenges with it and can sometimes lead to feeling overwhelmed. Our psychological counselling service can offer support.

### Personal Counselling

- In English
- Appointments by arrangement [online or via e-mail]
- On Campus Schöneberg and Lichtenberg
- The counselling sessions are confidential

### Additional Information

[www.hwr-berlin.de/en](http://www.hwr-berlin.de/en) > Study at HWR > Student Counselling > Psychological Counselling

### Contact

Dipl.-Psych. Kathrin Jörger

E-Mail: [psychologische-beratung@hwr-berlin.de](mailto:psychologische-beratung@hwr-berlin.de)

Phone: +49 30 30877 - 1516

## Studying with disabilities or chronic illnesses

Students with disabilities or chronic illnesses often need adapted study conditions for to complete studies successfully.

The representative for students with disabilities will be happy to answer any questions you may have on:

- Applications and admissions (hardship provisions, special requests)
- Study and examination conditions
- Assistance with disadvantages (offsetting)
- Accessibility / access to buildings
- Integration assistance and more.

Information and advice can be provided by email, telephone or in person. Your issues will of course be treated confidentially.

### Contact

Laura Masuch

E-Mail: [inklusion@hwr-berlin.de](mailto:inklusion@hwr-berlin.de)

Phone: +49 30 30877-2678



## Activity Programme

### Activity Programme Winter Semester 2019/20

In order for you to get to know each other and the city of Berlin, the International Office has organised some exciting activities.

Please keep the following things in mind:

- Limited number of places for most events. Register early!
- **Registration & payment at Welcome Point (A 0.57)**
- Please note our cancellation policy:
  - 3 days prior to event: full refund
  - 2 days prior to event & no-show (incl. being late): no refund
- Event is cancelled if **minimum number of participants** is not reached (different for each event).
- Please **be on time** (i.e. a few minutes earlier!). We will **not wait** at meeting points. Please check [www.bvg.de](http://www.bvg.de) or use a public transport App (VBB- App, DB-Navigator, BVG-App) to make sure you get to the meeting point on time.
- Prices and dates are **subject to change**.
- We will send out reminders via e-mail and our Facebook Group: Welcome Point 2019.

#### Free – Course Registration Session

*Monday, 09<sup>th</sup> September 2019*

From **2.00 p.m. – 4.00 p.m.** on our Welcome Day I, there will be an information and introduction session for the course enrolment with Campus4U. We will help and assist you with your individual course selections after the presentation.

**Meeting point:** 2pm HWR Berlin, Room B 4.01, Campus Schöneberg

#### Free entrance - Cocktail Night & Buddy Meeting

*Friday, 13<sup>th</sup> September 2019*

Enjoy some drinks at our annual Buddy Meeting & Cocktail Night at the One80° Hostel at the famous Alexanderplatz. Meet your buddy and other students from all over the globe. The bar is the perfect place to have a tasty cocktail, to meet new friends and to prepare for a great night out.

**Meeting point:** ~ 8.00 pm at One80° Hostel, Otto-Braun-Straße 65, 10178 Berlin.



### **Free – Red Tape Day**

*Tuesday, 17<sup>th</sup> September 2019*

From 10 am to 4 pm we will help you on this day with all the bureaucratic forms such as the **registration** in Berlin or the German **health insurance**. There will also be a short presentation for all non-EU citizens, without a D-Visa, who need to get a residence permit.

**Meeting point:** HWR Berlin, Building A, Room 0.53, 0.54 and 0.56

### **10€ - Brewery Tour – Discover the Story Behind German Beer**

*Wednesday, 18<sup>th</sup> September 2019*

The "Berliner-Kindl-Schultheiss-Brauerei GmbH" is one of the largest breweries in the new federal states of Germany. Besides the well-known brands Berliner Kindl, Berliner Pilsner and Schultheiss, two further well-known brands are produced at this brewery. Today the company brews the beers according to a traditional recipe, with only the best ingredients and with the most modern brewing technology. The tour will end with beer tasting of various beers from Berlin.

**Meeting point:** 5.30 pm at Tram Station: "Betriebshof Indira-Gandhi Str."

### **9€ - Berlin Pub Crawl – Original Berlin Tours**

*Friday, 20<sup>nd</sup> September 2019*

Explore Berlin's nightlife on the Original Berlin Pub Crawl! Visit some of Berlin's best pubs and see what makes this town's alternative underworld so famous. At the end of the night, we will end up in one of Berlin's famous multi-roomed dance clubs.

**Meeting point:** 8.30 pm One80° Hostel, Otto-Braun-Straße 65, 10178 Berlin.

### **7€ - Boat Trip - Discover Berlin from the water!**

*Saturday, 21<sup>st</sup> September, 2019*

This one-hour boat trip will guide you along the river Spree right through the heart of Berlin. Besides the many historical and famous places such as the Nikolaiviertel, the Museumsinsel and the Berlin Cathedral, you will see government district from the riverside and you learn some interesting facts about Berlin's architecture.

**Meeting point:** 2.00 pm at S-Bahn Station: "Hackescher Markt".

### **Free but 5€ deposit - German Parliament**

*Tuesday, 24<sup>th</sup> September 2019*

As Germany's parliament, the German Bundestag is the centrepiece of the country's political life and constitutes the supreme democratic organ of state. Since 1999, the Bundestag has had its seat in the Reichstag building. Now, it is your turn to explore the place where German politics is made!

For this event we will collect a deposit of 5€, which will only be refunded when you show up or cancel in advance. Please make sure to bring your passport with you!

**Meeting point:** 7.15 pm in front of the parliament building (Bundestag)





### **11€ - Underworld Tour**

*Thursday, 26<sup>th</sup> September 2019*

Discover Berlin's underground world! One of Berlin's major subway stations is Gesundbrunnen. Most people do not realise that behind the walls of the station there lies a large group of bunkers from World War II and the Cold War. During the tour, topics such as bombing and air defence will be discussed. Moreover, you will explore bunkers of the former government quarter and other archaeological relicts.

**Meeting point:** 4.45 pm at U-Bahn Station: "Gesundbrunnen", in front of the office of "Berliner Unterwelten".

### **8€ - Potsdam Tour**

*Friday, 27<sup>th</sup> September 2019*

Potsdam is one of the most beautiful historic cities in Germany. Among numerous castles and parks, the city's most popular site is the palace Sanssouci. Join us for a three-hour guided walking tour through the city centre as well as the historical park Sanssouci. Enjoy the beauty of the city and explore other parks and castles on your own after the tour.

**Meeting point:** 2.30 pm **Train Station:** Bahnhof Potsdam, in front of the "DB-Reisezentrum"

### **4€ - Tour of the Sachsenhausen Concentration Camp Memorial**

*Saturday, 28<sup>th</sup> September 2019*

The area of today's memorial site **Sachsenhausen** was one of the largest concentration camps of the Reich between 1936 and 1945. Concentration camp prisoners from the Emsland camps built it in the summer of 1936. As a model for other camps, and in view of its location just outside the Reich capital, Sachsenhausen acquired a special role in the National Socialist concentration camp system. The Guided tour offers the possibility to discover this historical ground.

**Meeting point:** 1.30 pm at S-Bahn Station: "Friedrichstraße", in front of EDEKA

### **6€ - Visit to the BMW Group Motorbike Factory**

*Tuesday, 1<sup>st</sup> October, 2019*

The products of BMW Group feature distinctive design, dynamics and agility. An exciting and fascinating experience where you get a peek behind the scenes and to experience the production process.

**Meeting Point:** 4.30 pm at U-Bahn Station: "Haselhorst"



### **3€ - Berlin Wall Memorial**

*Wednesday, 2<sup>nd</sup> October, 2019*

The guided tour shows you around the Berlin Wall Memorial, which is the central memorial site of German division, located in the middle of the capital on Bernauer Straße. It extends along 1.4 kilometres on the former border separating East from West Berlin. This memorial contains the last piece of the Berlin Wall, and thus is able to show how the border was fortified until 1989.

**Meeting Point:** 4.15 pm Visitor Centre of Berlin Wall Memorial, Bernauer Str. 119

### **~ 20€ - Hertha BSC Soccer Match**

*tbd*

Experience the impressive this state-of-the-art stadium, the Olympiastadion Berlin and see one of the city's first league clubs Hertha BSC play. Be part of a unique fan experience.

**Meeting Point:** 3 pm at the main entrance of the stadium

### **Free, Mandatory - Berlin for Beginners: Safe City Course**

*Monday, 07<sup>th</sup> October 2019*

This is a virtual city walk that informs and takes you to the most popular and some of the more hidden parts of Berlin.

**Meeting point:** 2 Groups 11 am / 3 pm at HWR Berlin Building B Room 4.41

### **Free, Mandatory – International Day for students of Campus Schöneberg**

*Monday 28<sup>th</sup> (Erasmus) and Tuesday 29<sup>th</sup> (Overseas) October, 2019*

The International Day is an event organized by the International Office at which HWR Berlin students can get information about their study opportunities abroad. We request that you and your fellow international exchange students provide information about your home university through a variety of activities, i.e. by giving a presentation and/or running an info booth at the International Day (featuring for example typical food & drink from your home country) and by creating a presentation or a video for our virtual marketplace. You will receive further details regarding these activities at a pre-meeting held a few weeks prior to the International Day.

**Participation for Exchange Students is obligatory.** You will receive 1.5 ECTS in return.

**Meeting point:** You will receive further information regarding the International Day and your role at a pre-meeting (date and time to will be communicated via email).



## First Steps

### Your first steps in Berlin

When you live and study abroad for several months, there is quite a lot that you need to do and check. In this section, you will find practical information on what needs to be done once upon arrival in Berlin.

#### Checklist

- Housing
- Health insurance
- German bank account – if desired
- Official registration
- Foreigners' registration (for students from NON-EU Member States)
- Campus Card



### Housing

HWR Berlin does not have its own on-campus accommodation, but we cooperate with student accommodation providers, enabling us to offer a limited number of housing options to our incoming exchange students.

#### FINDING ACCOMMODATION YOURSELF

If you prefer to live in a more central location or if you wish to share a flat with your fellow students, we suggest that you look for accommodation on your own. Beware of scammers! Here are some indications for dubious offers:

- Appealing price that seems too good to be true
- Perfect looking pictures

The supposed landlord pretends to be currently very busy and is outside the country, but asks you to transfer the rental fee in advance to a bank account or wherever.

**PLEASE BE CAUTIOUS!** At least 99.9 % of these offers are fake. Always be cautious when you are asked to transfer money in advance! If in doubt, please contact the International Office.

#### Finding Accommodation in Berlin – Link List

Please find below a list of private third-party accommodation options in Berlin. Kindly note that the HWR Berlin assumes no liability or guarantee for the offers/links or the accuracy of the information listed below.



- **Berlinovo Apartment Komplex *Gotthardstraße*:** Students, PhD fellows and researchers can apply to rent a furnished studio apartment in Gotthardstraße 96, 13403 Berlin. The studio has a small kitchenette and a private bathroom with a shower. Please contact: [accommodation-service@fu-berlin.de](mailto:accommodation-service@fu-berlin.de) for more information and reservation.
- **BWK Apartments:** The BWK-Campus GmbH offers fully furnished studio apartments, including all additional costs for electricity, water, heating, weekly cleaning and bedding/towel service. Email: [apartments@bwk-berlin.de](mailto:apartments@bwk-berlin.de) Link: <http://bwk-apartments.de/?lang=en>
- **Campus Viva:** S-Bahn Gesundbrunnen/Jülicher Straße. Rental period minimum of 2 semesters. [www.campusviva.de/mieten/berlin/](http://www.campusviva.de/mieten/berlin/)
- **Easy Living Berlin:** Private provider of furnished student apartments throughout Berlin. [www.easy-living4u.de/en/about-us](http://www.easy-living4u.de/en/about-us)
- **Erasmusu:** Private accommodation options. Receive a 30% of discount on the booking fee by using the code HWR30. <https://erasmusu.com/?lang=en> Write to [hwrberlin@erasmusu.com](mailto:hwrberlin@erasmusu.com) if you need help.
- **FU Berlin Support Network:** The Freie University (FU) website also features tips on where to find accommodation in Berlin: [www.fu-berlin.de/en/sites/unterbringung/individuell/index.html](http://www.fu-berlin.de/en/sites/unterbringung/individuell/index.html)
- **House of Nations by the Bürgermeister Reuter Stiftung:** This non-profit foundation provides housing services for international young people who are in Berlin temporarily. They have several houses all over Berlin, fyi the one located in Keithstraße is the closest one to our school. <https://www.house-of-nations.de/en/>
- **Max-Kade-Haus:** Offerings only for advanced students and young scientists from the UK, US, France and Russia. Link: [http://www.max-kade-haus.de/english\\_details-104.html](http://www.max-kade-haus.de/english_details-104.html)
- **Neon Wood:** Fully furnished apartments offered at three different sizes, which can be rented for 6-12 months. <https://neonwood.com/>
- **Private housing exchange courtesy of non-profit student organization "Studentenwerk\*":** You can also apply for student housing in Berlin via the Studentenwerk Accommodation Portal. Link: [https://www.stw.berlin/en/housing.html#jump\\_wohnungen](https://www.stw.berlin/en/housing.html#jump_wohnungen)
- **Student Hotel Berlin:** A brand-new student hotel, located right at Alexanderplatz, offering rooms for students staying for only one or two semesters in Berlin. Go to [www.thestudenthotel.com/berlin](http://www.thestudenthotel.com/berlin) or contact [berlin@thestudenthotel.com](mailto:berlin@thestudenthotel.com) for more information.
- **Studio B:** Located at Alexanderplatz (Wadzeckstraße) with a minimum rental period of 6 months. Link: <http://en.studentenappartements-berlin.de/>



- **Vonder:** Fully furnished apartments available in various sizes and configurations, equipped with modern furniture and pantry kitchen in a modernized building with shared common areas. Link: [www.vondereurope.com](http://www.vondereurope.com)

#### Short-term accommodation

- **Guesthouse Humboldt-Universität Berlin** <https://www.ta.hu-berlin.de/guesthouse>
- **Guesthouse at Studentendorf Schlachtensee** <http://www.studentendorf-berlin.com/schlachtensee?lang=en>
- **Staytoo Apartments** <https://www.staytoo.de/en/berlin-student-apartments>

#### Hostels

- <http://www.berlin.de/tourismus/unterkunft/hostel/>

#### Private housing market

You can spaces in private flats and rooms in all price categories. Here you find a list of popular housing ad platforms:

- <https://www.uniplaces.com/accommodation>
- <https://www.medici-living.de/>
- <http://www.wg-gesucht.de/>
- <https://www.spotahome.com/de/berlin>
- <http://service.tip-berlin.de/anzeigen/Wohnen.html>
- <http://kleinanzeigen.zitty.de/>

### LICENCE FEE OF PUBLIC SERVICE BROADCASTING ("Rundfunkbeitrag")

Each household in Germany must pay the licence fee for public service broadcasting. It is 17.50€/month and must only be paid **once per residence**, no matter how many broadcasting devices are used (even if you do not use any at all). If you share an apartment with other students, you can split the cost of this fee. Once you have registered your address, you will receive a payment request. It can take up to a few months before you receive the first request. More information can be found on [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)



## Health insurance

In order to enroll at the university you will need to present a proof of health insurance. If there is no social security agreement for your country with Germany, we recommend you to NOT take care of your health insurance status before your arrive at HWR. The International Office will gladly assist you with this, when you are here. However, for your trip to Berlin and for the first days before April 1<sup>st</sup> (summer semester) or October 1<sup>st</sup> (winter semester), please take out a travel insurance in your country.

### Private or statutory (public) health insurance?

You can chose between public and private health insurance carriers and companies in Germany. Up until you turn 30 years you must essentially be insured by a public health insurance carrier. Only in exceptions will you be allowed to take out private insurance. But before you transfer to a private insurance company, please note that you can then no longer move back to a public health insurance fund while you are studying in Germany.

### Who needs what kind of insurance?

**In principle, the following applies:** To study in Germany, you must be insured with a public health insurance until turning 30. Most insurance companies offer student rates of approx. 90€/month.

#### ➔ Exception: Health insurance policies which are valid in Germany

Germany has signed social security agreements with several countries. In this case the European Health Insurance Card (EHIC) is valid and sufficient. Inform yourself well in advance if this applies to you.

#### ➔ Exception – exceeded the age limit of 30 years

If you are over 30, you can no longer make use of the student rates offered by the public health insurance carriers. You then have two options: 1) to take out voluntary health insurance cover with a public health insurance carrier or 2) take out a private health insurance policy.

#### ➔ Exception – If you are privately insured in your home country

In some cases, private health insurance policies from other countries will be recognized in Germany. If this is the case, you need a **letter of confirmation that you are exempted from compulsory insurance in the private health insurance fund** – you must present this letter when you register at HWR (upon arrival). Please note, however, that privately-insured people must pay all the costs of medical services and medication in Germany themselves first and then claim these costs back from the health insurance company in their country of origin.

- ➔ Please make sure that those of you, who have no EHIC Card uploaded to their Mobility Online Profile stop by at the Welcome Point (A 0.57) to show us a proof of their Health Insurance, otherwise **you are not enrolled** at HWR.





## German bank account

Most German banks offer free student bank accounts. The following documents are required to apply for one:

- passport
- certificate of Berlin registration
- student ID card or a written confirmation of your student status

In most cases you apply online first and you go to the office with all the forms and documents after. Usually, bank accounts for students are free of charge.

## Official registration

In order to do the official registration, you need to get an appointment at any city hall of Berlin (Bürgeramt), usually at the nearest city hall (Einwohnermeldeamt or Bürgeramt). We are going to help you with the forms at the RED TAPE DAY. There is a legal requirement for everyone who lives in Berlin for more than three months to register their residence. Therefore, exchange students also need to register officially.

Required documents for the registration are:

- Registration form
- Confirmation of your landlord
- Passport copy

The first two documents are available online or at the International Office <https://service.berlin.de/dienstleistung/120686/pdf/>

A list of Registration Offices including their address and opening times can be found online <http://service.berlin.de/standorte/buergeraemter/>.



*Please keep in mind that you also need to de-register when you go back to your home country.*

## Foreign Registration Office

**For students from non-EU countries, without D-VISA**

If your visa expires during your stay in Germany, you need to get a residence permit at the Foreign Registration Office (Ausländerbehörde).

Following documents are required:


- application form (available at the International Office Campus Schöneberg)
- your passport
- a biometric photograph of yourself (35 x 45 millimetre)
- your Student ID and your Acceptance Letter of HWR Berlin
- proof of your health insurance
- a current bank statement, a confirmation of scholarship or a letter of financial support from your parents
- a proof of residential registration (confirmation of the official registration/city hall)



The residence permit allows you to work 120 days a year, 8 hours a day or 240 days a year, 4 hours a day. You are allowed to do an internship that is connected to your studies. For an additional paid internship, please ask the foreign registration office for further details.

**Important:** A fee of approx. €100-€110 has to be paid. Deductions are only available under certain conditions.

### Practical information

<b>The Aliens' Registration Office:</b>	Keplerstraße 2 10589 Berlin  U-Bahn: U7 Mierendorffplatz  Bus : M27 Keplerstraße
<b>Opening hours:</b>	Monday: 7:00-14:00 Tuesday: 7:00-14:00 Wednesday: only with appointment Thursday: 10:00-18:00 Friday: closed
<b>Online appointment:</b>	<a href="https://formular.berlin.de/xima-forms-29/nextpage/d44e6ae0-7804-4f72-b904-6b7b8d09f5cc/">https://formular.berlin.de/xima-forms-29/nextpage/d44e6ae0-7804-4f72-b904-6b7b8d09f5cc/</a>
<b>Contact form / E-mail address / Phone:</b>	<a href="https://www.berlin.de/labo/willkommen-in-berlin/formular.316029.php">https://www.berlin.de/labo/willkommen-in-berlin/formular.316029.php</a> abh@labo.berlin.de / +49 (0)30 90269-0 / (030) 90269-4000
<b>Website:</b>	<a href="https://www.berlin.de/labo/willkommen-in-berlin/aufenthalt/studium/">https://www.berlin.de/labo/willkommen-in-berlin/aufenthalt/studium/</a>

## Student ID card + Public transport ticket (CampusCard)

### Winter Semester 2019/20

Although there is no tuition fee to be paid, all students (whether regular or exchange students) need to pay a semester contribution, i.e. an administrative fee for the semester ticket and student ID. The student ID (CampusCard) enables you to make use of the public transportation system in Berlin + surroundings (zones ABC).

Furthermore, the student ID card is required for the library, the students' restaurant (Mensa) and other facilities.

Fee in total:

Exchange Program	Fee
Erasmus/ Overseas Exchange	€ 253,39
Double Degree	€ 303,39



The fee is broken down as follows:

Ticket for public transportation:	€ 194,30
Fee for Studentenwerk	€ 54,09
ASTA-fee (General Student Committee)	€ 5,00
Administrative Fee (Double Degree only)	€ 50,00

Bank details:	Payee:	Hochschule für Wirtschaft und Recht Berlin 10825 Berlin
	Name of Bank:	Deutsche Bank Berlin
	Swift code:	DEUTDEBB
	IBAN number:	DE 50 1007 0000 00 68 599 000
	Purpose:	<b>HWR enrolment number</b> + last and first name

➔ Please make sure that you transfer the money before you arrive in Berlin and that you pay the semester contribution in time otherwise you are **not enrolled at HWR Berlin and you cannot use the public transportation ticket!**

## HOW TO GET YOUR CAMPUS CARD

Upon receipt of your login data (during the Welcome Day or at the Welcome Point in A 0.57) you may access your personal Campus4U profile.

Once your registration to HWR Berlin is complete (i. e. semester fees paid + valid health insurance status for Non-EU students) you will receive your Campus Card on our Red Tape Day (September 17) or you can pick it up in our Welcome Point (A 0.57) after the 17<sup>th</sup>. Once your received card, you need to activate it in order to use it for public transportation. The card activator is next to the card printer in Building B.

**Important: the transport ticket cannot be used before October 1, 2019!**

If you're staying for more than one semester, you will need to reactivate your card in the following semester.

➔ No Campus Card will be issued without presenting proof of sufficient health insurance and payment of the semester contribution



## What to do when you lose your Campus Card

In case of loss, please contact the **Matriculation Office in B1.22** and you will have to pay approx. 10,23€ for a new Campus Card.

Opening hours: Mo 16:00–18:00, Tue 10:30–12:30, Thu 14:00–16:00.

Alternatively, please contact [zulassungFB1@hwr-berlin.de](mailto:zulassungFB1@hwr-berlin.de).

## Campus Card FAQ:

English <http://www.it.hwr-berlin.de/en/campuscard/faq/>

German <http://www.it.hwr-berlin.de/de/campuscard/>



## Academic procedures/ Courses

### Academic Year

The academic year at HWR Berlin is divided into two semesters, six months the Winter Semester (1<sup>st</sup> October - 31<sup>st</sup> March) and the Summer Semester (1<sup>st</sup> April - 30<sup>th</sup> September). However, the examination period ends two weeks prior to that.

HWR Berlin is closed on the following public holidays:

- German Unification Day (3 October)
- 2 weeks of Christmas break
- International Women's Day (8 March)
- Easter
- Labour Day (1 May)
- Ascension Day
- Whit Monday

### Orientation period

Each semester is preceded by an orientation period, which starts with a Welcome Day. On this day you will get all the information you need about your stay and study period in Berlin. During the orientation period you can also participate in the Intensive German Language Course to brush up your German. This course lasts two to three weeks. After successful completion of this course, you will receive a certificate and 3 ECTS. Please note that the course is free of charge, but registered students not attending at least 80% of the course will have to pay the course fees on their own and won't receive a certificate. The language-centre will be able to provide further information (see page 8).



## Study period

### A) LECTURE PERIOD

The lecture period in the *Winter Semester* starts at the beginning of October and lasts until mid-February. The lecture period in the *Summer Semester* starts at the beginning of April and lasts until the end of July.

### B) EXAMINATION PERIOD

Both winter and summer semesters are immediately followed by an examination period of approximately three weeks. The examination period requires mandatory participation onsite at HWR, which means you need to be present until the end of the examination period. If the examination procedure for your courses consists of combined assignments (a written exam, a presentation, a term paper ...), you have to pass all the examination components, otherwise you fail the entire course.

There are some extra notes that we would like to make regarding the examination period:

- ask your professor for the exact date and time of your examinations
- make sure your exams don't overlap
- make sure you always take your Student ID Card and passport to the examination
- hand in your term paper on time, by 12 p.m. on the submission date, at the post office issued for the respective course lecturer (Building A, room 0.37)

## Re-examination

Should you have failed an examination, you need to apply for the re-sit, which will take place **at the beginning of the new semester on-site HWR Berlin**. In case you have failed the re-examination as well, you can take the course again during the next semester at HWR Berlin or take a similar course at your home university. Please discuss more specific details with your home university.

## Grades

You will be able to see your grades online on your Campus4U platform and we will send a transcript of records to your home university at the beginning of the next semester. The transcript of records will contain the courses that you were enrolled for, your grades and your acquired credits. If you stay at HWR Berlin for several semesters, we will send one overall transcript of records at the end of your last semester.

The grading scale is as followed:

(1,0 – 1,5):	Excellent
(1,6 – 2,5):	Good
(2,6 – 3,5):	Satisfactory
(3,6 – 4,0):	Sufficient
(> 4,0):	Fail



## General Course Info (Campus Schöneberg)

HWR Berlin offers a wide range of courses in English and in German. We also offer business language courses for Chinese, Russian, Spanish, French, and of course, German.

### From which courses can I choose?

Exchange Students are allowed to choose and mix courses from the following programmes

#### ■ Undergraduate programmes

- BA Business Administration (200...)
- BA Economics (2...)
- BA International Business Management (400...)
- Studium Generale (100...): If you need a mark for these courses, please inform the lecturer! (Usually, there are no exams and no marks in General Studies)
- Language classes (700...)
- Choose classes in English from our "English Stream"
- Choose classes from our regular German programme (Campus 4U)

#### ■ It is NOT possible to attend courses from our MBA or Master programmes

#### ■ You are free to combine courses taught in German and in English, as long as you meet the language level B2 for both languages

### What kind of courses can I choose from?

#### ■ Studium Generale

"General Studies" courses cover a range of various interesting topics beyond the regular curriculum, fostering interdisciplinary approaches. You can choose them additionally and ask for a certificate as a confirmation. However, please note that the course **won't** appear in your Transcript of Records! You can request for a certificate for the course via [studium.generale@hwr-berlin.de](mailto:studium.generale@hwr-berlin.de)

#### ■ Bachelor Programs – first stage

First stage courses teach you basic knowledge of a topic. There are no requirements in order to apply for those courses. They usually take place 4 hours a week and you usually receive 5 ECTS for them.

#### ■ Bachelor Programs – second stage

Second stage courses deepen your knowledge of a topic. Basic skills/prerequisites are required in order to apply for and attend the course. It is only possible to join these courses if you have completed the prerequisites or have the equivalent knowledge. Please check the prerequisites for each course and the remark column on our English Stream!





### ■ Interdisciplinary Topic Area "Themenfeld"

These courses have an interdisciplinary approach to a certain issue and are a combination of three different courses, taking place twelve hours a week (15 ECTS upon successful completion). Please keep in mind that you must participate in all three parts of the course in order to receive credits.

### ■ Special English courses

These courses deal with vocabulary used in specific topics. This type of course will usually take place 2 hours a week and you receive 2.5 ECTS for it.

### ■ Language Courses

HWR Berlin offers different business language courses, such as German, Chinese, French, and Spanish. This type of course will usually take place 4 hours a week and you receive 5 ECTS for it.

### Where can I find the courses?

You can find a list of all the courses offered at Campus Schöneberg in the English Stream or on the HWR Campus4U platform -> <https://campus4u.hwr-berlin.de> (choose language → click on courses & click on "Search for lectures")

### Where can I find more information concerning the modules?

Please see the HWR course catalogue at <http://www.campus4u.hwr-berlin.de/> for detailed course descriptions.

(Courses → Search for Lectures → Enter Course no. according to the English Stream → Scroll down to Exams/Modules). If you click on the module title again, you will see the contents, prerequisites, recommended literature, credits, and the type of exam of your course. Please also check there for up to date information on cancelled classes etc.)

### How many courses can I chose?

Course minimum: 8 hours/week or 10 ECTS

Course maximum: Up to 32 hours/week or 40 ECTS

### How can I register for courses?

For the course registration, you are going to receive individual login data either on the Welcome Day at HWR or by E-mail, in case you do not attend the first Welcome Day.

After that, you will be able to apply for and cancel your courses online on the Campus4U platform: [www.campus4u.hwr-berlin.de](http://www.campus4u.hwr-berlin.de).

➔ Online cancellation period is from 01-14 October 2019.



### Step by Step:

Click on *login* and use your individual login data to enter your Campus4U account

1. Search for the course you want to apply for
2. Select it and click on the *apply button*
3. Follow the same procedure to cancel a course by clicking on the *cancel button* instead
4. Click on *My Functions* and then on *My Lectures* to see a list of the courses you have applied for

**Your final schedule** will be online several days after the end of the online registration procedure. ("My Functions" → "schedule")

### Am I automatically registered for a course I applied for?

**No.** Admittance is subject to availability. For capacity reasons, admission might be denied. In most cases you will be granted access to alternative courses or alternative course groups (i.e. different time and/or lecturer) of the same module than the one you originally applied for.

For some courses you have to apply through a waiting list (see English Stream).

### Can I attend courses/ groups I am not admitted for?

It is **NOT** possible to attend modules that are not on your timetable and that you are not registered for. In case you are admitted to a different course/group than the one you originally applied for you **MUST** stick with the given alternative! Otherwise, you won't receive ECTS/a grade.

➔ **Please be aware that course admittance issues CANNOT be solved by a lecturer, nor can he/she help you to enrol for the course. Please discuss ALL changes concerning your timetable with the International Office. Getting the permission of your teacher is NOT sufficient.**

### Can I change courses?

This is only possible during the registration period. Make sure to check with your home institution whether they accept your module choice well in time. It is possible to cancel courses during our online cancellation period.

### Do I have to attend regularly?

Most of the courses require constant attendance, so in order to obtain your ECTS you should participate regularly. Consult your individual lecturers for any course overlaps or attendance issues as early as possible.



### **Do I have to register for the exam?**

Once you are registered for a course, you are automatically registered for the examination. If you do not show up for the exam, you fail the course.

### **How do I receive my grades for a course?**

Campus4U also allows you to check your grades after the examination period at the end of the semester and provides your lecturers' contact details. Kindly note that it depends on the lecturers' issuing the grades in order for them to be reflected via Campus4U.

We will also send you a Transcript of Records after the completion of your course. Please note that this will take 6-10 weeks after the end of the examination period.

For Studium Generale courses you can request for your course certificate(s) at [studium.generale@hwr-berlin.de](mailto:studium.generale@hwr-berlin.de)

### **What if I fail an exam?**

Should you fail an exam, you have the option to apply for a re-sit exam. The re-sit usually takes place within the first two weeks of the next semester (i.e. first two weeks of April/ October).

Please note that generally you do not have the right to take any assessment off campus. You need to be present in Berlin in order to do the re-examination.

## **Academic Writing**

Term papers or presentations have to meet specific and often individual requirements, please ask your professor about his/her specific demands for the topic, margin, pages, font and its size etc. Referencing is mandatory to enable the reader to locate where you obtained each quote or idea from. Plagiarism is prohibited and will lead to a fail.

The following are considered as plagiarism:

- handing in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source, without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not



## Campus facilities at HWR

### Library

HWR Berlin offers students comprehensive library services. It includes a stock of books, journals and the access to numerous online databases with a wide collection of e-books and e-journals. The library also has a printing service. On the webpage of the *library* you are able to go through the online catalogue and databases available.

Building A 5th Floor

Tel. +49(0)30 30877-1284

E-Mail: [hsb.cs@hwr-berlin.de](mailto:hsb.cs@hwr-berlin.de)

Webpage: <https://opac.hwr-berlin.de>

### IT Service

#### How to get free Wi-Fi access?

The university is equipped with hotspots all over the two campuses, which means you have access to wireless internet. We make use of the **Eduroam** system, so if your home university also has Eduroam, you can use the same log-in and password to connect to the Wi-Fi here. In case your home university does not have Eduroam you can make use of your individual log in data, which you received from the International Office.

#### PC Pool & Printers

HWR Berlin also houses PC pools. These spaces are equipped with computers and printers, where you can work quietly. You can switch over Microsoft Office into English on all computers.

- At Campus Schöneberg Rooms B1.29, B1.42, B1.43, B1.51, B1.53, B1.55

#### Helpdesk

Should you experience any kind of problems with the Wi-Fi connection or with your laptop, please contact either the IT Service point (B 0.47) or the IT Hotline:

Tel. +49(0)30 30877-2525 / E-Mail: [hotline@hwr-berlin.de](mailto:hotline@hwr-berlin.de)

### E-Learning

#### Moodle

Moodle is the **e-learning platform** for students and lecturers. This is the communication centre between you, your lecturer and other students. Your lecturer can post course materials, assignments, messages or tests on here. The forum allows you to discuss several topics with your fellow students and professor and ask questions. [Moodle.hwr-berlin.de](https://moodle.hwr-berlin.de) Log in with your personal log-in data received from the International Office.



## University cafeterias and dining halls

Campus Schöneberg has two cafeterias that are run by **Studentenwerk** Berlin. The Mensa canteen, which is located in the 5<sup>th</sup> floor of building B, offers a selection of warm and cold dishes and drinks as well as a varied lunch menu. You can only pay cash-free with your **Campus Card**. You can put money on it by using the uploading terminals in the cafeterias.

The other cafe is located on the top floor of building A. It offers sandwiches, cakes, pies, fruit, and coffee. This cafeteria accepts both cash and campus cards.

### CAFÉ GESCHMACKLOS

Café Geschmacklos is a student cafe run by students. It is located on Campus Schöneberg on the ground floor of building B. This cafe also hosts parties and events, and offers a catering service.



## Sports

The Berlin School of Economics and Law offers a small football, basketball and volleyball program. For more information, please check [www.hwr-berlin.de/en/](http://www.hwr-berlin.de/en/) → **Study at HWR Berlin → Student life → Sports**.

We also recommend the sport programmes from the other Berlin Universities: Humboldt Universität, Freie Universität and Technische Universität.

## Last steps

### Your last steps in Berlin

Once your time here in Berlin has come to an end, you will need to do just slightly more than pack your suitcase and head home. Exchange Students also have to deal with some **final administrative matters** before leaving Germany.

Please keep the following things in mind when you go back home:

- In case you have a German health insurance, inform them and cancel your health insurance. Stop by the International Office to fill in a cancellation form.
- Inform your landlord in advance that you are leaving and return the keys. Make sure everything is still in a good state in order to get your deposit back.
- If you have a German bank account, we suggest you cancel it.
- You need to de-register from Berlin by filling out a form and handing in a signed confirmation letter from your landlord. You will receive both forms from the International Office via email close to the semester end.



Hochschule für  
Wirtschaft und Recht Berlin  
Berlin School of Economics and Law

**HWR International Office**

**- Incoming -**

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10825 Berlin

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