



## **Incoming students Erasmus+- and co-operation exchange Study programme**

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# A warm welcome!

We wish all exchange students at the Faculty of Law of Humboldt-Universität zu Berlin (HU) much success and enjoyment in their programme studies. Here are some tips on how your studies with us will be organised.

You can always find news on our website: <https://www.rewi.hu-berlin.de/de/ip/bip/news> and at <https://www.rewi.hu-berlin.de/de>. Please visit these pages regularly as they are constantly updated.

A few important notes in advance:

- You received an **HU e-mail address** with your enrolment. Please check it regularly or redirect it to an address that is checked regularly so that you do not miss any information. For data protection reasons, we are obliged to correspond with you only via the HU address.
- The **PIN/TAN** received during enrolment is important for W-LAN registration in the [PC pool](#) and, for example, address changes, but not for exam registrations.
- HU has a [Welcome Centre](#) for International Students where you can find advice and help on general topics. Please note: Subject-specific questions and questions about studies and examinations can only be obtained from us via the e-mail address: [int.rewi@hu-berlin.de](mailto:int.rewi@hu-berlin.de) or by telephone. You can find our full contact details [here](#).

## I. Timetable creation and annotated course catalogue in AGNES

You put together your individual timetable according to your interests and the requirements at your home university from the courses offered on the undergraduate law programme.

We only stipulate that a **maximum of 30 ECTS credits** may be registered for examination. However, you should not select more than 5-6 courses with examinations, as otherwise the workload will be very high.

The annotated course catalogue with all courses and the ECTS credits awarded for each course can be found on the website [AGNES](#) under **Course Catalogue/Juristische Fakultät /ERASMUS**.

## II. Information on attending courses at the Faculty of Law

To attend a course it is not necessary to register in advance for the vast majority of courses. You simply come to the first date of your chosen course and will then receive the most important organisational information on site, such as the Moodle enrolment key for the course (see [Moodle section](#)).

There are only very few courses for which the lecturers require registration by e-mail before the start of the course. If this is the case, you will find all the necessary information in the respective course description in [AGNES](#).

Another exception are the courses of the [Foreign Language Law Programme \(FRS\)](#), as this is a special offer. If you would like to register for one of these courses, please complete the registration process described on the website by the deadline. Further information on the FRS courses can also be found in the [ECTS points section](#).

### III. Types of courses

The courses are held in presence and in the form of **lectures**, **study groups** (*Arbeitsgemeinschaften, AG*), **seminars**, **colloquia** or **block courses**.

In the **lectures**, the subject matter is taught in the form of a lecture with more or less interactive elements.

Some lectures are accompanied by **study groups**. In the study groups, the lecture material is repeated in small groups (30-40 students) on a case-by-case basis. Study groups serve to deepen the lecture with cases. The method of exam technique is also practised, which is why active participation in the study groups is highly recommended. However, you will not receive any additional ECTS credits for the study groups and they can only be attended as a supplement to the lecture!

Special study groups (**tutorials**) are also offered for foreign students at the end of the semester. In these tutorials, German legal terminology is taught and exam techniques are practised. We highly recommend attending these. The dates will be announced in due time.

In **seminars**, special topics can be assigned to approx. 10-12 students. The format is usually quite interactive.

**Block courses** do not take place over the whole semester, but in individual sessions, usually over a shorter period of two months or less.

### IV. Moodle

Please also note the [Moodle](#) courses associated with the respective course, as materials and information relating to the course are often provided there. The links to the Moodle courses, if available, can be found in the descriptions of the individual courses on AGNES.

You will receive a **password** - if necessary - either during the first session of the course or at the beginning of the lecture period upon request from our office.

Please note: Enrolment in the Moodle courses does not constitute registration for the course itself, nor does it constitute examination registration.

### V. ECTS credits

The amount of time spent on courses is assessed with **ECTS credits**. ECTS credits are also known as **Leistungspunkte (LP)**. The awarding of ECTS credits is regulated in the "Guidelines of the Faculty of Law of the Humboldt University of Berlin on the assessment of academic achievements of Erasmus students". The semester hours per week (*Semesterwochenstunden, SWS*) indicate the number of hours per week of the course.

The following ECTS credits are allocated to the German taught courses:

- Courses with 2 SWS	5 ECTS credits
- Courses with 4 SWS	10 ECTS credits
- Courses with 6 SWS	15 ECTS credits

The ECTS credits for courses taught in another language than German are based on the description in the course catalogue ([AGNES](#)). In most cases, you will receive 3 ECTS credits for a course of 2 SWS.

FRS courses have a duration of 4 SWS and are worth 5 ECTS credits. If you are interested in a FRS course, please note that these courses are subject to a fee (40 euros) and have separate registration modalities (see [section Information on attending courses at the Faculty of Law](#)). Please note that there are only a limited number of places available and that the English-language courses in particular are very popular, which is why not all students can get a place.

In any case, the ECTS credits shown in the course catalogue under "**Programmstudium-o.Abschl.**" are binding. It is not possible to acquire additional ECTS credits by taking additional courses.

## **VI. Erasmus documents from your home university**

You can submit your Learning Agreement and any necessary Confirmation Forms, which certify your arrival at Humboldt-Universität, to us by e-mail for signature. So that we can enter your arrival date in the confirmation forms, please also send us proof of your arrival date (e.g. a train ticket). If your home university uses the Online Learning Agreement, please enter Annelin Starke with the e-mail address [int.rewi@hu-berlin.de](mailto:int.rewi@hu-berlin.de) as the contact under "Receiving Institution".

## **VII. Examination registration (Fächerwahl)**

You have until **3 November 2025** to put together your **personal timetable**. Please start by looking at more courses than you ultimately select so that you are sure that the courses are the right ones for you. On **4 November 2025**, you will receive an email from us with a link to the **examination registration form (Fächerwahl)**.

Please complete and submit the examination registration form by **11 November 2025**. **The examination registration is binding.**

When submitting the examination registration, please indicate all subjects in which you would like to take a graded examination. An examination can be an oral or written examination, but it is also possible to give a presentation, submit a written paper on a topic, take minutes of a meeting or something similar.

There are examinations that are organised centrally at the Faculty of Law and examinations that are organised decentrally by the chair secretariats.

The centrally organised examinations take place exclusively in the form of a written examination. Other forms of examination are not possible. Once you have submitted your subject selection, we will register you for the centralised examinations. Their dates can be found [here](#) and on the [last page of this brochure](#).

The lecturers decide when and in what form the decentrally organised examinations take place. **Please contact the lecturers at the beginning of the lecture period to find out which examinations**

**must be completed in your course and in which period the examinations will take place.** You will usually be informed of the exact examination dates and locations by the chair secretariats in the last weeks of the lecture period.

For all forms of examination, it is essential that you register for the examinations on time using the examination registration form (*Fächerwahlformular*)! **We can only include courses in your Transcript of Records for which you have registered for the examination on time and for which you receive a grade. Accordingly, you will only receive ECTS credits for these courses.** You will not receive ECTS credits for mere participation. It is also not possible to register for new examinations after the examination registration deadline!

**Important:** You do not register for courses or examinations via AGNES. International students can only register for examinations via the examination registration form, which you will receive from our office, the Office for International Programmes (see above). The Office for International Programmes is the examination office for you as an international student.

## **VIII. Contact with the teachers**

As the professors generally do not have the time to answer organisational questions about their individual courses, please always contact our office first. However, when it comes to arranging decentralised examination dates, please contact the respective chair secretariats. You can find a list of all chairs [here](#). You can find the e-mail addresses of the respective secretariats via the individual chair websites linked there.

## **IX. Examinations - dates and regulations**

### **1. Central, written examinations**

The dates for central examinations are usually in the two weeks after the end of the lecture period. You can find the exact examination dates [here](#) or in the [table at the end of this document](#). For the courses listed there, you will write an exam together with the students from the state examination degree programme. Oral examinations are not possible here under any circumstances. It is also not possible to take these examinations earlier.

### **2. Examination rules**

(Audit Committee decisions of 1.10.2003, 13.11.2003, 7.02.2008, 19.03.2009, 5.10.2009, 28.04.2011, 21.04.2016, 15.12.2017 and 29.10.2019)

- I. The prerequisite for participation in the examinations is timely registration. If a candidate's name does not appear on the list of participants and no admission to the specialisation area examination (*Schwerpunktprüfung*) can be presented, the candidate must leave the room. In cases of doubt, it is possible to take notes with reservations; however, the examination will only be assessed if it is subsequently established that a valid registration was submitted. Writing paper is only provided for the specialisation examination. Students must bring their own paper for all other written examinations.
- II. The work must be written legibly in ink or with ballpoint pens. Illegible passages will not be recognised.
- III. The pages of the written examination must be numbered and labelled with the name and matriculation number – in the case of the specialisation examination only with the matriculation number. One third of the right-hand margin must be left blank. The end of the

written examination must be marked with a signature. Due to the anonymisation required by the examination regulations, the matriculation number must be used for the specialisation examination.

- IV. Leaving the room is only permitted to visit the toilet. Only one person may leave the room at a time for this purpose. The examination documents, in particular the facts of the case, must be deposited with the invigilator.
- V. In the specialisation examination, written or blank paper as well as the tasks may not be taken with you when you finally leave the examination room and must be handed in with the solution.
- VI. Candidates must ensure that the submission of the written examination is recorded. This also applies in the event that the examination is handed in early. The minutes are the only way to prove that the examination has been handed in. Examinations that are not handed in will be graded as "unsatisfactory" (0 points).
- VII. Mobile phones or other electronic means of communication (e.g. smartwatches) may not be carried during examinations.
- VIII. The authorised aids may **not** contain any additions, inserts, marginal notes, references to other paragraphs, changes to the text or similar. **Underlining** and **highlighting** are also not permitted. It is only permissible to affix index flags, stapling and marking strips and sticky notes. However, only the abbreviation of the law may be noted on these, not individual paragraphs or other additions. Where these are affixed is optional. Supplements to the aids, which are only available online from the publishers, do not constitute authorised aids.
- IX. Non-subject-specific dictionaries, with the exception of electronic dictionaries, are generally permitted as translation aids for examinations outside the specialisation examination. For examinations in the area of "Subject-orientated foreign language acquisition" (*Fachorientierter Fremdspracherwerb*) the lecturers will announce whether dictionaries are permitted.

### 3. Decentralised examinations of all other courses

After the first session of the course, please introduce yourself to the teacher. The form of the examination (oral or written examination, presentation, submission of a written paper, preparation of minutes, etc.) is determined by the lecturer. Please discuss this with the teacher at the beginning of the semester.

The decentralised examinations are usually taken in the last two weeks of the lecture period.

### 4. Examination record (*Prüfungsnachweis*)

You will receive an examination record from us. Please print this out, enter all your decentralised examinations in it and bring it with you to the examinations. Please have the grades of the decentralised examinations entered by the lecturers directly at the end of each examination. The results of the written examinations are sent to us directly by the lecturers.

### 5. Exam deregistration

If you have registered for examinations, you can cancel your registration up to one week before the examination date (by sending *us* an e-mail). In the case of oral examinations, you should also inform the examiner out of courtesy. However, official cancellation must be made via our office.

If you are ill and therefore unable to attend, please send us a sick note. The exact requirements can be found in the instructions from the [General Examinations Office of the Faculty of Law](#). The only difference is that you submit the sick note to us and not to the faculties Examination Office, as we are the examination office for international students.

If you have neither reported sick nor cancelled in time, the examination will be entered as failed (0 points) in your transcript of records.

## **6. Repeating examinations**

Only **one** repetition is possible. The date and type of examination must be agreed with the lecturer, unless a repeat examination is planned.

## **X. Transcript of Records**

After the last examination, please hand in the examination record (*Prüfungsnachweis*) to our office, complete with all the courses attended and the grades entered by the lecturers. We cannot issue a Transcript of Records without the examination record! We will add the grades that are sent to us directly by the lecturers.

As soon as we have received all your grades, the Transcript of Records will be issued. This will include the subjects, the grades according to the German grading system, the ECTS credits and the ECTS grades. The ECTS grades are important for converting the German grades into the respective national system. The certificate will initially be sent to you as a draft for review. After we received your approval, you and your home university will receive the digital version with stamp and signature. If you require a printout, we will be happy to issue this on request.

Courses for which you have not completed an examination cannot be included in your transcript of records.

## **XI. Certificates of participation**

If you only wish to attend a course without taking an examination, please contact our office to obtain a certificate of attendance. You can have this form signed by the teacher in the last lesson of your course. Please note that you will not receive ECTS points for mere participation.

## **XII. Courses outside the Faculty of Law**

### **1. Participation**

If you applied for enrolment in a second subject at another faculty during the application phase at Humboldt-Universität and were admitted there, you can take several courses at the Faculty of Law and at the other faculty at which you were enrolled.

If you are only enrolled at the Faculty of Law, you can take a maximum of two courses at another faculty. This rule does not apply to courses offered by the Central Language Centre.

### **2. Examination registration**

If you are attending courses at another faculty, please clarify with the [international office of the respective faculty](#) directly at the beginning of the lecture period whether or how you need to register these courses for the examination.

### **3. Learning Agreement with courses from different faculties**

If you wish to include in your Learning Agreement both courses offered at the Faculty of Law and courses offered at another faculty, you must obtain signatures from both international offices, as each office can only sign for the courses of its own faculty.

### **4. Transcript of Records**

Please note that the certificate that our office issues for you will only include the courses that you attend at the Faculty of Law. For all other courses, the respective faculty must issue you with a separate certificate (*Leistungsnachweis*) or a separate transcript of records. Please clarify at the beginning of the semester which requirements you must fulfil so that a Transcript of Records can be issued for you.

We wish you a pleasant and successful stay at our faculty! Please do not hesitate to contact us if you have any questions and/or problems. We will be happy to help you.

Best regards

Annelin Starke  
Office for International Programmes  
Humboldt-Universität zu Berlin / Faculty of Law  
Room E16/E18

## Overview of the central examinations in the winter semester 2025/26

Strafrecht I	Fr, 27.02.2026	Prof. Höffler	13:00 Uhr
Zivilrecht I	Di, 24.02.2026	A. Metzger	9:00 Uhr
Zivilrecht II - 1. Termin	Mi, 25.02.2026	B. Becker	13:00 Uhr
Öffentliches Recht I	Do, 26.02.2026	N.N.	9:00 Uhr
Öffentliches Recht III - 1. Termin	Mo, 23.02.2026	M. Ruffert	13:00 Uhr
Rechtssoziologie	Mo, 16.02.2026	S. Baer	13:00 Uhr
Römisches Recht	Di, 17.02.2026	A. M. Fleckner	9:00 Uhr
Verfassungsgeschichte	Mi, 18.02.2026	C. Waldhoff	13:00 Uhr
Methodenlehre	Do, 19.02.2026	R. Guski	9:00 Uhr

**IMPORTANT:** Please visit the [Examinations Office website](#) regularly. There you will find all the dates of the central examinations. Please also note the following: You may have to take the exam in a different room to students from the state examination degree programme with a degree. Admission is usually 30 minutes before the start of the examination. Please also note the notices at the International Programmes Office.

**Notes:**