Faculty of Law

Büro für Internationale Programme
der Juristischen Fakultät

Humboldt-Universität zu Berlin

Fact Sheet

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General Information

Name of Institution	Humboldt-Universität zu Berlin
Erasmus Code	D BERLIN13
Büro für Internationale Programme der Juristischen Fakultät **(Office for International Programmes of the Faculty of Law)**	*When to contact?* For issues related to your studies in the subject law. *Where to find?* Juristische Fakultät Büro für Internationale Programme Room E16 und Room E18 Unter den Linden 9 (Altes Palais) 10099 Berlin E-mail: int.rewi@hu-berlin.de Tel.: +49 30 2093 3336 or +49 30 2093 3413 Website of the Office for International Programmes at the Faculty of Law
International Office	*When to contact?* For administrative issues regarding all incoming students. *Where to find?* Incoming Team Room 2263 Unter den Linden 6 10099 Berlin E-mail: exchange-students@hu-berlin.de Tel.: +49 30 2093 46720 Website of the International Office
Language requirements	German B2 Students are not required to submit an official language certificate. However, during the online application they will be asked to participate in an online language test. If their result is below 50 points (50 points or above indicate a language level of B2 or higher) they are obliged to participate in a German language course. We highly recommend the intensive language course before the beginning of the semester. Nevertheless, if students do not prove a B2 level in German it is also possible to participate in the semester long German language course instead. Please note that information will mainly be sent to the students in German. In case students decide to participate in English taught courses only, they also need to be aware that the number of these courses is varying each semester. Therefore, there is no

	guarantee that students will be able to participate in enough courses to fulfil the ECTS requirement of their home university.
Academic calendar	The start and end dates of the semester/of the lecture period can be found here. An orientation event will be held in German during the first week of the lecture period. Examination period at the Faculty of Law: • Exams are normally held during the first two weeks after the end of the lecture period or earlier. • The dates of the central examinations may be found here. • All other exam dates will be communicated by the teaching person during the lecture period.

Nomination and Application

Nomination deadline	Winter semester: 15.05. Summer semester: 15.11.
Nomination procedures	Exchange students must be nominated by their home university via the online form we send to our partners directly. Partners who did not receive a nomination information email until 01.04. should contact int.rewi@hu-berlin.de.
Application period	Winter semester/full year: 15.04. - 31.05. Summer semester: 15.10. - 30.11.
Application procedures	Online application After being nominated the students will receive an email with an initial information sheet, including the link to the online application portal (MoveON).
Acceptance of students	Students are admitted on a rolling basis. After their acceptance by the Büro für Internationale Programme the central incoming team will send them an acceptance letter.

Academics

List of courses recommended for exchange students in AGNES	Course list Please click Course Catalogue/Juristische Fakultät/Erasmus.
Language of instruction	German

	English (Offer limited! Please read the information under 'Language requirements'.)
ECTS credits	Credits are awarded to students for passed oral or written exams. For mere participation in a course, no credits are given. The number of ECTS credits can be found in the description of each course in AGNES next to the indication '*Programmstudium-o.Abschl.*' (namely programme studies without degree). The number of ECTS displayed in AGNES is decisive. In case the number of ECTS credits is not indicated, the following rules apply. ***For courses taught in German, the system works as follows:*** - lesson with 2 SWS 5 ECTS credits - lesson with 4 SWS 10 ECTS credits - lesson with 6 SWS 15 ECTS credits (SWS = *Semesterwochenstunden*; namely semester hours per week) ***Courses taught in other languages (esp. English and Spanish, with the exception of FRS):*** In these lessons, the incoming students receive the same credits as the German students (most of the times 3 ECTS credits). For both groups, these are lessons taught in a foreign language, and therefore, the workload is the same for all. The number of credits awarded for these courses can be found in AGNES. ***FRS-courses*** The '*Fremdsprachiges Rechtsstudium*' courses (FRS; namely foreign language law studies; 5 ECTS credits) are a mixture of legal and language courses and are intended to prepare the German students for their stay abroad. Though designed for German students, if incoming students want to take part in these courses as well, they have to follow the same application process as the German students: compulsory language test in the language of instruction, online application during the application time. Everything regarding the application process is found on the FRS website and should be read closely. Please note: these courses are not free of charge (costs: 40 € per course). **Important:** The FRS course offer is very limited and highly requested. Admission can, therefore, not be guaranteed. Additionally it is very unlikely that students will be admitted for more than one course.
Required ECTS credits per semester	There is no **minimum** requirement for a specific amount of ECTS credits that needs to be fulfilled per semester. However, students must make sure to fulfil the minimum requirements of their home institution.

	Students may take a **maximum** of 30 ECTS credits per semester. The German word *Leistungspunkte (LP)* and ECTS credits mean the same.
Selection of courses	Courses should be selected before the start of the lecture period. Within the first three weeks of the lecture period students will be asked to submit their exam registration. Until the exams are registered it is possible to change the original course selection. After the deadline of the exam registration it is only possible to drop courses. Students must avoid time-table clashes.
Online Learning Agreement (OLA)	Humboldt University is connected to the OLA platform. For the "Responsible person at the receiving institution" students at the Faculty of Law are asked to fill in "Annelin Starke" and "int.rewi@hu-berlin.de".
Selection of courses of other faculties	Students enrolled only at the Faculty of Law can only attend up to two courses offered by other faculties. B.A. students who enrol for two subjects during the enrolment process at HU have the possibility to attend more than two courses at the two departments where they are enrolled. Courses of departments other than the Faculty of Law will not be included in the Transcript of Record (ToR) issued by the Büro für Internationale Programme. Students must clarify at the beginning of the semester if they will receive a separate ToR by the responsible department.
Transcript of Records	The ToR will be issued once the Büro für Internationale Programme received all necessary grades for each student. The ToR will be sent to the students and their universities digitally. Upon request it is also possible to receive a printed version of the ToR.

Accommodation, visa, insurance, information for students with disabilities/children and tuition fees

Accomodation	For more information please click here.
Visa	For more information please click here.
Health insurance	For more information please click here. **COVID-19 notice** We encourage all exchange students travelling to Germany to make sure that they have an adequate travel insurance coverage, and that their insurance includes corona-virus related issues.

Studying with disabilities	For more information please click here.
Studying with children	For more information please click here.
Semester fees	Students studying at Humboldt University do not have to pay any kind of tuition fee. However, there is a semester fee that needs to be paid each semester by all students. The amount that needs to be paid by non-degree students is a bit lower than for the degree students. The fee for the non-degree students includes: • *Semester ticket* In Berlin, there is a special ticket for public transport: the semester ticket. All students at the HU must buy this ticket. It allows them to use all underground trains, suburban trains, buses, trams and ferries in the whole of Berlin and Potsdam (fare zone ABC) for the whole semester - i.e. six months - even if you transport a bicycle. • *A contribution to the Studierendenwerk* All Berlin students must pay a contribution to the Studierendenwerk. The Studierendenwerk is responsible for the refectories and cafeterias at Berlin's universities as well as for the halls of residence. It also maintains many counselling centres. • *A contribution to the student body* All students of the HU are automatically members of the student body and have to pay a contribution. In return, all students are allowed to vote for the student parliament in January and use the StuPa/RefRat's counselling service for all kinds of problems. The cost of the semester fee may vary somewhat from year to year, but it can be expected to be in the range of 265 euros per semester. More information can be found here.

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