

## FACT SHEET – INCOMING EXCHANGE Academic Year 2024/25

### Target Group of Document

- International Partner Universities
- Exchange/Study Abroad Student Advisors
- ERASMUS Coordinators
- International Exchange/Study Abroad Students

### Content

- Information about HTW Berlin relevant for international exchange students

### Contact Information

Institution	
Name of institution	Hochschule für Technik und Wirtschaft Berlin – University of Applied Sciences
Abbreviation of name	HTW Berlin
Mailing address	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Treskowallee (International Office, President's Office, University Administration, Faculty 3 - Business School)	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Wilhelminenhof (Faculty 1, 2, 4, and 5 – Engineering, Business, Media & IT, Design and Cultural Heritage)	Wilhelminenhofstr. 75A, 12459 Berlin, Germany
Website	<a href="http://www.htw-berlin.de">www.htw-berlin.de</a>
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International Office	
International Exchange Student/ Study Abroad Advisor Main contact person regarding <b>Outgoing Student Exchange</b>	(Mr.) Jonas Udke
Phone	+ 49 (0) 30 5019-2607
E-mail	Outgoing-Students@HTW-Berlin.de
International Exchange Student/ Study Abroad Advisor Main contact person regarding <b>Incoming Student Exchange</b>	



	<b>Nomination: 15 October 2024</b> <b>Application: 11th November 2024</b>

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## Requirements

General Admission	
General information on admission and application forms	<a href="https://www.htw-berlin.de/en/international/wege-an-die-htw-berlin/student-exchange-programmes-at-htw-berlin/">https://www.htw-berlin.de/en/international/wege-an-die-htw-berlin/student-exchange-programmes-at-htw-berlin/</a>
Admission to undergraduate (Bachelor level) classes	Students must have completed a minimum of one year of studies before starting their exchange semester at HTW Berlin.
Admission to graduate (Master level) classes	Students must have completed the Bachelor's degree programme relevant to the academic field.
Admission to Design classes	In addition to the standard application documents, students applying for a Design study programme, must submit a portfolio covering recent relevant works and a motivational letter.
	Students applying for the Horizon study programme "Sustainable Clothing/Apparel Technology (Bachelor)" must have studied in an engineering programme for a minimum of 4 semesters prior to coming to HTW Berlin.
Language Skills and German Language Courses	
Languages of instruction	German or English (depending on study programme)
Level of German language required for admission to courses taught in German	B2 (upper intermediate)
Level of English language required for admission to courses taught in English	International Business: C1 All other programmes taught in English: B2
Proof of language proficiency	The sending institution is responsible for insuring the required language level.  Students must provide a written proof of their language skills, which may be issued by the sending institution.
German as a foreign language intensive course during "Welcome Weeks"	Compulsory (for non-native German speakers)
Insurances	
All students...	...must register with a public German health insurance company and have them sent their insurance status (M10) electronically to HTW Berlin. This applies to non-EU as well as EU students. ... are recommended to sign up for personal liability insurance and travel insurance.
Immigration/Residents' Registration	
All students...	...must have a valid ID card and/or passport for the entire duration of their stay.  ...must register at the Citizens' Office within 14 days of arrival.
Non-EU students...	...must register at Municipal Immigration Office.

## General Information

Courses Available for Incoming Exchange Students	
Courses offered in English	<a href="https://www.htw-berlin.de/en/international/intercultural-exchange/english-language-study-programmes/">https://www.htw-berlin.de/en/international/intercultural-exchange/english-language-study-programmes/</a>
Courses offered in German	<a href="https://www.htw-berlin.de/en/studies/degree-programmes/?no_cache=1">https://www.htw-berlin.de/en/studies/degree-programmes/?no_cache=1</a>
Arrival and Housing	
Airport/train station pick-up service	Available, free of charge, arranged by "Student Buddies" ("Buddy Programme")
Limited number of single rooms in student dorms available	Students can apply for a room in student accommodation when submitting their application on "MobilityOnline".
	The International Office will then apply on their behalf. Please note that there are more applicants than rooms available. Unfortunately, a place in student accommodation cannot be guaranteed.
Buddy Programme	
All international exchange students...	...can apply for the Buddy Programme. Allocation is subject for availability
Foreign language courses during the semester	Different languages and language levels available

Costs	
Tuition fees	None. Please note that there is, however, a semester contribution.
Service costs e.g. semester contribution for student services, student union, and public transport	<a href="https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/">https://www.htw-berlin.de/en/studies/organising-your-studies/semester-fee/</a>
Estimated cost of living per month	Approx.

Grading Scale				
Percent	Grade	Grade (Rounded)	Assessment	Description
95% - 100%	<b>1.0</b>	1.0	<b>Very Good</b>	An outstanding achievement
90% - 94 %	<b>1.3</b>			
85% - 89%	<b>1.7</b>	2.0	<b>Good</b>	An achievement which lies substantially above average requirements
80% - 84%	<b>2.0</b>			
75% - 79%	<b>2.3</b>			
70% - 74%	<b>2.7</b>	3.0	<b>Satisfactory</b>	An achievement which corresponds to average requirements
65% - 69%	<b>3.0</b>			
60% - 64%	<b>3.3</b>			
55% - 59%	<b>3.7</b>	4.0	<b>Sufficient / Pass</b>	An achievement which still meets the requirements
50% - 54%	<b>4.0</b>			
Under 50%	<b>5.0</b>	5.0	<b>Fail</b>	Below the requirements

Credits and Academic Degrees	
Credit point system used at HTW Berlin	ECTS – European Credit Transfer and Accumulation System
1 ECTS point corresponds to...	...27 to 30 working hours in or outside of the classroom.
One academic year (consisting of two semesters) corresponds to ...	...60 ECTS points.
Bachelor's degree programmes at HTW Berlin usually cover...	...210 ECTS points.
Master's degree programmes at HTW Berlin cover...	...90 additional ECTS points (leading to 300 points in total).

Exam Regulations	
Resit exams...	...only take place on-site in designated 2 <sup>nd</sup> exam periods (see section "Academic Calendar").

# Incoming Task-Timeline

## Nomination

- Home university's outgoing coordinator receives the link to the **online nomination and application platform „MobilityOnline“** and nominates prospective incoming students.

**WINTER SEMESTER:**  
March – 15th April

**SUMMER SEMESTER:**  
Mid-September – 15th October

When nominating, please refer to our Interinstitutional Agreement. Please be aware that the quantity of students as well as the study programme incoming students are eligible to study at HTW Berlin is regulated by the bilateral exchange agreement.

## Application

For further information regarding the application documents, please refer to our website.

- Nominated students receive the **link to the online nomination and application platform via e-mail** and apply at HTW Berlin via „MobilityOnline“.

**WINTER SEMESTER:**  
Mid-April – 11th May

**SUMMER SEMESTER:**  
Mid-October – 11th November

- HTW sends out **Letter of Acceptance** to accepted incoming students.

**WINTER SEMESTER:**  
End of May

**SUMMER SEMESTER:**  
End of November

**All Application documents must be submitted in English or German.**

## Further Students' To-Do's before the mobility

- **Visa and/or Residence permits**
- **Health Insurance:** Please note that EU and non-EU students must register with a German health provider. A copy of your EHIC is no longer enough.
- **Registration** at the Citizen's Office
- Opening a **European Bank Account**

Promptly after receiving the Letter of Acceptance

- **Learning Agreement**  
For rules and regulations, refer to our website. Please note that all changes must be communicated with the HTW International Office.

**WINTER SEMESTER:**  
31st May

**SUMMER SEMESTER:**  
30th November

- **Obligatory Semester Contribution**  
Academic Calender: <https://www.htw-berlin.de/en/studies/organising-your-studies/academic-calendar/>

**WINTER SEMESTER:**  
paid by 15th July

**SUMMER SEMESTER:**  
paid by 5th February

## Student's To-Do's during the mobility

- **Exam Registration**
- Pick up **language certificates** from the HTW Language Center (after completing the semester)

## Student Accommodation

- When applying at HTW Berlin, tick the respective box in „MobilityOnline“, stating that you want to **apply for a room in student accommodation**.

**Winter Semester:** On 1st June, we will provide you with information on how to further proceed with the application. At the beginning of July, we will let you know whether you have secured a room in student accommodation.

**Summer Semester:** On 1st December, we will provide you with information on how to further proceed with the application. At the end of January, we will let you know whether you have secured a room in student accommodation.

**Would you like to stay for the following winter or summer semester?** Please let us know and submit your new Learning Agreement by **31st May** or **30th November**, respectively. Please note that for the second semester you must pay the semester contribution again and extend your German health insurance.