Online Orientation for International Students
Summer Semester 2020

International Department, HU Berlin
Orientation

- Information from the International Department
- Courses offered through Berlin Perspectives
- Language courses at the Language Centre
- Services from: FAMOS Interkulturell
- “Orbis” cultural and social programme
Welcome to Humboldt-Universität

- We’re happy you’re here!
- We hope that this presentation can offer you a helpful overview of services for international students at HU Berlin
- Although we currently cannot offer in-person office hours, you can reach the International Department by e-mail or phone: [www.international.hu-berlin.de/en/contact](http://www.international.hu-berlin.de/en/contact)
Guide for International Students

Online: hu.berlin/io-guide

In German: “Wegweiser für internationale Studierende”

- Everything related to your studies
- Berlin as a university city
- Residence permit, work etc.
International Students

Bachelor/Master Students (Degree-seeking)

Enrolment at the Student Service Center (SSC)

Programme Exchange Students (Non degree-seeking)

Enrolment at the International Department

Guidance/Services offered through the International Department and the Faculties
Central Information
Main building, Unter den Linden 6 (UL6)

Degree-seeking students

- Student Service Center (SSC) ground floor
  - Enrolment, re-registration, student ID (Campus Card)
  - For further information: hu.berlin/ssc-en
  - Contact: hu.berlin/contact

Non degree-seeking students

- International Dept.
  1st mezzanine floor [Z1] (above SSC)
  - Room 2263: ERASMUS+, university partnerships, DAAD scholarships, and other scholarships
  - Enrolment, re-registration, student ID (Campus Card)
  - E-mail: exchange-student@hu-berlin.de

Due to the coronavirus, please get in contact by e-mail
(Mono-) Faculties

- Faculty of Law
- Faculty of Theology
- Faculty of Economics and Business Administration
Faculties and Institutes

- Faculty of Life Sciences
  - Agricultural and Horticultural Sciences, Biology, Psychology
- Faculty of Mathematics and Natural Sciences
  - Chemistry, Physics, Mathematics, Computer Science, Geography
Faculties and Institutes

- Faculty of Humanities and Social Sciences (KSBF)
  - Social Sciences, Cultural History and Theory, Art and Visual History, Musicology and Media Studies, Asian and African Studies, Gender Studies, Education Studies, Sports Sciences, Rehabilitation Sciences, Archaeology
Faculties and Institutes

- Faculty of Arts and Humanities
  - History, Philosophy, European Ethnology, Library and Information Science

- Faculty of Language, Literature and Humanities (SprachLit)
  - German Literature, German Studies and Linguistics, Northern European Studies, English and American Studies, Classical Philology, Romance Literatures and Linguistics, Slavic and Hungarian Studies
Faculty of Medicine

- Charité – Joint institution of HU and FU
  - Campus Charité Mitte
  - Campus Virchow-Klinikum
  - Campus Berlin Buch
  - Campus Benjamin Franklin
Central Institutes and Central Units

- **Language Centre (SPZ)**
- **University Library**
  (Jacob-und-Wilhelm-Grimm-Zentrum)
- **Computer and Media Service (CMS)**
- **Sports and Recreation (ZEH)**
- **Humboldt Graduate School (HGS)**
## Summer Semester 2020

<table>
<thead>
<tr>
<th>Semester:</th>
<th>01.04.2020 - 30.09.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Postponed</td>
</tr>
<tr>
<td>Academic Breaks:</td>
<td>22.04., 01.05., 08.05., 21.05. and 01.06.2020</td>
</tr>
</tbody>
</table>

Further information: [www.hu-berlin.de/en/studies/admission/calendar](http://www.hu-berlin.de/en/studies/admission/calendar)
Semester Orientation

Orientation Week: 06.04.- 07.04.2020

• Orientation events of the faculties and institutes at the beginning of the semester cancelled, check with institutes and faculty for possible replacement formats online

• Registration for online-courses online via AGNES (work in progress)
Orientation Events

www.hu-berlin.de/de/studierende/veranstaltungen

- **Events** for the start of studies have been **cancelled**, check online for current information!
  - Central orientation events (on central website)
  - Faculty-specific (on institute websites and central website)
Organisation of studies

You are expected to be highly independent, including preparation of your timetable

Assistance can be found through:
- Consultations with (student) course advisory services of the faculties/institutes or ERASMUS+ coordinators
- FAMOS Interkulturell Trainings
- International Club Orbis Humboldttianus, Info Desk
- And many more guidance services...
  - For example, mentoring programmes:
    - studis4studis (for programme/exchange students)
    - FAMOS Connect (for degree-seeking students)
FAMOS Connect
Mentoring Programme

- **Academic and general mentoring** for international *degree-seeking* students
- **Online workshops** (study preparation, skills development)
- **Networking**
- **Registration online:** [hu.berlin/famos-connect](http://hu.berlin/famos-connect)
Student ID card: Campus-Card

- Functions: MensaCard, copy- and scan-card, library ID and semester ticket
- Make sure to print semester ticket!
- With optional passport photo (valid as semester ticket without additional photo ID)
- Recharge and pay cash-free in the libraries and cafeterias
- Key for the lockers in some libraries (alternatively, bring a padlock!)
- Due to coronavirus, different procedure than usual, check university information
HU account

- All students **automatically** receive their HU account upon enrolment
- ... simply needs to be **activated**: https://amor.cms.hu-berlin.de → “Antrag/Freischaltung” → “Formular”
- **PIN** (4 digits) for activation
- ... is required for the use of electronic services at HU, including *e-mail, AGNES, Moodle, Wi-Fi and computer pools*
Support offered by Computer and Media Service (CMS)

<table>
<thead>
<tr>
<th>... for PC pools and WiFi:</th>
<th>... for HU account:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-mail:</strong> <a href="mailto:support.pc-saal@hu-berlin.de">support.pc-saal@hu-berlin.de</a></td>
<td><strong>E-mail:</strong> <a href="mailto:cms-benutzerberatung@hu-berlin.de">cms-benutzerberatung@hu-berlin.de</a></td>
</tr>
<tr>
<td><strong>Phone:</strong> (030) 2093-70000</td>
<td><strong>Phone:</strong> (030) 2093-70000</td>
</tr>
</tbody>
</table>
Jacob-und-Wilhelm-Grimm-Zentrum

- University Library
  - Books and resources on site
  - Access to articles, online resources and journals via VPN
- Computer and Media Service (CMS)
- Computer and multimedia work areas
- Mediathek (Media Centre)
- Copy shop, cafeteria

All libraries are currently closed, check online for further information: www.ub.hu-berlin.de/en
HU Branch Libraries

- University Library of Natural Sciences, *Erwin-Schrödinger-Zentrum*, Adlershof
- All HU university library locations: [www.ub.hu-berlin.de/en/locations](http://www.ub.hu-berlin.de/en/locations)
- Further libraries at the FU and TU (see *Guide 6.6*)
Information Sources

- University course catalogue online: **AGNES agnes.hu-berlin.de**
  Registration for seminars, tutorials etc. online! [Important for the Transcript of Records]
  If online registration is not possible, contact the instructor to make arrangements and join the first course meeting.

- On **YouTube**: Tutorials for the use of AGNES:
  exam and course registration (in German, English and Spanish)
  [www.youtube.com/agnesportalberlin](http://www.youtube.com/agnesportalberlin)
Transcript of Records

Students who would like to receive their transcript by 01.10.2020 must hand in their term papers by 31.07.2020!

Tip: It is helpful to discuss this with your instructor beforehand
Course Formats

Within the modules:

- Lectures (VL)
- Seminars (SE) | Proseminars (PS) | Advanced Seminars (HS) | Master Seminars (MAS)
- “Übungen” (Exercise Courses) (UE)
- Tutorials (TU)
- Colloquiums (CO)
- Compact Courses/Seminars

Most courses will probably take place online!
Courses

Courses usually start **c.t.**, meaning **15 minutes later** than stated

For example:

- 10:00 c.t. = 10:15  
  lat.: **c.t. cum tempore**

- 10:00 s.t. = 10:00  
  lat.: **s.t. sine tempore**
Credit Hours

Semesterwochenstunde (SWS)

- **Weekly duration** of a course or seminar over the length of the semester
- **Usually** courses take up 2 credit hours per week (2 SWS), i.e. the course lasts 2 hours per week
- One **academic hour** lasts 45 minutes
Credit System

**ECTS Points** = **Credit Points**
*(European Credit Transfer System)*

- Credit points that have been obtained abroad can be accepted by your home university

- 1 ECTS point equates **25-30 hours workload**

- 30 ECTS points per semester
## Grading System

<table>
<thead>
<tr>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 and 1.3:</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.7 and 2.0 and 2.3:</td>
<td>Good</td>
</tr>
<tr>
<td>2.7 and 3.0 and 3.3:</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3.7 and 4.0:</td>
<td>Sufficient</td>
</tr>
<tr>
<td>From 4.0:</td>
<td>Failed</td>
</tr>
</tbody>
</table>

International Department, HU Berlin
## Further Contact Persons

### Within the faculties:

- **Studienfachberatungen** course advisory regarding study progress
- **Prüfungsbüros** examination offices regarding degrees and credit certificates
- **ERASMUS+ Coordinators** (ECTS etc.)  
  (see [Guide 7.2.1](#))
- **Fachschaften** student councils in the faculties
- **Vertrauensdozent/innen** institute-specific liaison staff for international students  
  (see [Guide 6.4.4](#))
Courses and Services

- **Berlin Perspectives**, international study modules: [hu.berlin/bp-e](http://hu.berlin/bp-e)
- **The Language Centre**, language courses (German and other languages): [www.sprachenzentrum.hu-berlin.de/en](http://www.sprachenzentrum.hu-berlin.de/en)
- **University sports** courses: [www.zeh.hu-berlin.de](http://www.zeh.hu-berlin.de)
- **FAMOS Interkulturell**, trainings for international students: [hu.berlin/famos-interkulturell-en](http://hu.berlin/famos-interkulturell-en)
Berlin Perspectives

International Study Module

- for **incoming students** of all subject backgrounds
  + **HU students in üWP**

- mainly for **Bachelor students** (Master students only after consultation with their home university)

- Seminars in the field of **Humanities, Arts and Social Sciences**

- **Berlin as a reference point**: studying German history, society, policy, literature, art and culture

Application online: 
**hu.berlin/bp-registration**

**until**
**13 APRIL 2020**

**Most of the courses will take place online!**

If you are interested in a Berlin Perspectives seminar: Please register for the course, so that we can keep you informed about further developments!
More information about the courses in the summer semester 2020:

hu.berlin/bp-courses

Please note:

- **Study points (5 ECTS):**
  Please clarify the terms of recognition with your home university.
- **Language certificates required (for non-native speakers):**
  - **English seminars:** advanced English fluency (min. B2/C1), no German skills required
  - **German seminars:** advanced beginners (min. A2-B1)
- **Limited number of participants:**
  Please register in time, before the end of the registration period!

“International Classroom”

- with **students** (and lecturers) from all over the world
- teaching language: **English, German or bilingual**
- interactive teaching methods and discussions
- develop and strengthen your academic + intercultural skills
  - max. 3 Seminars (à 5 ECTS) per semester

Contact us at:
hu.berlin/bp-e
berlinperspectives@hu-berlin.de

Dr. Monika Sonntag and
Dr. Stefanie Rinke
(project coordinators)
FAMOS interkulturell

hu.berlin/famos-interkulturell-en
Wir freuen uns auf euch!

Välkomna!

Várunk titeket!

Добро пожаловать!

欢迎参加我们的活动!

We are looking forward to seeing you!

Famos Interkulturelle

Famos_Interkulturell

International Department, HU Berlin
If you want to continue your studies at HU next semester, you will have to re-register. Semester fees have to be paid.
Deadline: 01.06.-15.07.2020 (main period)
16.07.-31.07.2020 (late period+ €19.94)

You will receive information regarding the transfer of money (amount, bank details) via e-mail and AGNES. Please let us know about any changes in your address!

Please note: For exchange students, re-registration after one semester is often blocked. Make sure to take care of your extension in good time!
Further Note

**Communication** processes with HU administration via e-mail or phone:

- State your *matriculation number*!
- Always spell your name as it appears in your *passport*
- Formulate your concern well in *subject line*
- Be clear if you are a *programme student* or *degree-seeking student*
Note

Take care of yourself and your belongings!
If you encounter any problems or difficulties, please contact the Incoming Team or the Orbis Team in a timely manner!
Wishing you...

- Success in your studies
- A great network of friends and colleagues during and after your studies
Orbis Humboldtianus
International Club of HU

- Info Desk
- Visa Service
- Cultural Programme ‘events@orbis’
- Language Exchange
- Mentoring Programme ‘studis4studis’
- Newsletter and Social Media

hu.berlin/orbis-en
General counselling, advice and help from Alexandra & Nomin
E-mail: orbis@hu-berlin.de

Due to the policies to curb the spread of the Corona virus, the Info Desk cannot offer in-person opening hours until further notice. Please get in touch via e-mail!

Room 1068, HU main building

For current information: hu.berlin/orbis-infothek-en
Language Exchange Programme

Find your language exchange partner!
Contact: sprachboerse@hu-berlin.de

hu.berlin/orbis-language-exchange
Student Visa Service

- Supports you throughout the process of **applying for** and/or **extending a residence permit** at the Berlin Immigration Office.

- Due to the policies to curb the spread of the Corona virus, the Visa Service is closed until further notice. **Please get in touch via e-mail:** visaservice@hu-berlin.de

For current information: [hu.berlin/orbis-visa-en](hu.berlin/orbis-visa-en)
Mentoring Programme
studis4studis

We provide mentors for newly arrived programme/exchange students who need help with orientation:

• Adjustment to the city
• Insights into campus life
• Help with questions concerning their programme of study

E-mail: studis4studis@hu-berlin.de

International Department, HU Berlin
Social Media

Newsletter

hu.berlin/orbis-newsletter-en
Information, reminders for upcoming events and the latest news

Flickr & Instagram

www.flickr.com/photos/hu-international
www.instagram.com/hu.orbis

Stay in contact!

Facebook

www.facebook.com/orbis.humboldttianus
Thank you for your attention!