



## Info Sheet for Exchange Students and Partner Universities

Although it has been four years now, we still like to refer to our merger in 2019, when SRH Hochschule Berlin, Hochschule der Populären Künste and Design Akademie Berlin merged to the new SRH Berlin University of Applied Sciences. By now we have four **Schools in Berlin**, one in **Dresden** and a campus in **Hamburg**.

**Berlin:** Currently, the Berlin campuses are in three different locations, but we expect to move to **one new campus at Sonnenallee 1, 12047 Berlin-Neukölln in September 2023**.

**Hamburg:** The campus will move to **Domstraße 21, 20095 Hamburg in August 2023**.

<b>Address</b>	SRH Berlin University of Applied Sciences, Ernst-Reuter-Platz 10, 10587 Berlin, Germany <b>(until September 2023)</b>
<b>Schools in Berlin, Dresden, and Hamburg</b>	<p>Berlin School of Management (BSM) &amp; Berlin School of Technology (BST), Berlin</p> <p>Berlin School of Popular Arts (SoPA), Berlin</p> <p>Berlin School of Design and Communication (BSDC), Berlin</p> <p>Dresden School of Management (DSM), Georgenstraße 7, 01097 Dresden</p> <p>Campus Hamburg, Esplanade 6, 20354 Hamburg <b>(until August 2023)</b></p>
<b>Number of Students</b>	ca. 2.500
<b>Form</b>	Private, non-profit
<b>Erasmus Code</b>	D BERLIN21 (SRH Hochschulen Berlin GmbH)
<b>Semester dates</b>	<p>Winter semester: 1<sup>st</sup> October to 31<sup>st</sup> March</p> <p>Summer semester: 1<sup>st</sup> April to 31<sup>st</sup> August</p> <p>A detailed <b>academic calendar</b> can be found on our website. We suggest students to arrive one week before the semester starts.</p>
<b>Methodology and module selection</b>	<p><b>CORE - Didactic concept:</b></p> <p>Most of our modules are taught in BLOCK MODULES of 5 weeks; we have 3 blocks per semester plus one intensive block of 3 weeks. Some modules consist of 2 or 3 courses, and ECTS can only be given if the full module has been completed.</p> <p><b>Language courses:</b></p> <p>Languages courses are ongoing modules; modules like statistics and math's are not organized in blocks either. We call them BAND MODULES. Additionally, we have projects and elective modules.</p> <p><b>For your module selection we suggest:</b> 4 block modules (one of each block), 1 band module and 1 language course or 1 project/elective. Each module has normally 5 ECTS.</p>

<b>Orientation Days</b>	<p>Orientation days for new students are organized at all campuses but may also be digital. The period is included in the Academic Calendar and usually starts the week before the lecture period begins. Please make sure to attend as you will be given loads of helpful information. A detailed schedule will be sent to you by <a href="#">Student Services</a>, and you will see the schedule in your <a href="#">CampusNet</a> account.</p>
<b>Nomination</b>	<p>Kindly nominate your students by sending an Email to <a href="mailto:internationaloffice.hsbe@srh.de">internationaloffice.hsbe@srh.de</a> and completing the <a href="#">Form link</a>.</p> <ul style="list-style-type: none"> <li>• Summer Semester: 30.09</li> <li>• Winter Semester: 30.04</li> </ul> <p>Students who were nominated by their home universities to SRH will be contacted by our International Office with an information package and the link to the application form.</p>
<b>Application for Exchange Students and Freemover</b>	<p>Nominated exchange students and Freemover students apply as "Exchange students" via the <a href="#">portal for exchange students either for Berlin, Dresden or Hamburg</a>. Please be aware that our DreamApply portal is only for degree-seeking students (including double degree students). Please submit applications by the following deadlines:</p> <ul style="list-style-type: none"> <li>• Summer semester: 31.10</li> <li>• Winter semester: 31.05</li> </ul> <p>Further information will be provided directly to the nominated students via email approx. two weeks before the application deadline.</p> <p><b>For BSDC:</b></p> <p>Additional documents or files like music samples may need to be submitted for the application, depending on the course of study. This can be a portfolio, a film clip or similar.</p> <p><b>For SoPA:</b></p> <p>To apply for a place in B.A. Popular Music or B.A. Music Production, please hand in either two videos, two songs, or one of each.</p>
<b>Only-Application for Double Degree Students</b>	<p>Nominated double degree students apply as regular students for the program in which they are doing the double degree. Steps to follow for the application:</p> <ul style="list-style-type: none"> <li>• Verify the correct program before you start the application</li> <li>• Follow the <a href="#">link</a> to apply via Dream Apply and upload all required documents</li> <li>• Fill in the form "Application for Acknowledgement of Completed Course Workload" which can be <a href="#">downloaded</a> at our website</li> <li>• Send your full transcript of records AND the filled out document "Application for Acknowledgement of Completed Course Workload" per e-mail to the Incoming Exchange Coordinator (<a href="mailto:internationaloffice.hsbe@srh.de">internationaloffice.hsbe@srh.de</a>)</li> </ul>

<b>Fees and tuition fees</b>	<p><b>Exchange, Study Abroad and Double Degree Students:</b></p> <p>Are exempt from the regular tuition fees. Students from partner institutions, who cannot be granted an exchange place by their home university, can apply as Study Abroad students, and get a 25% discount on the regular tuition fee per semester. However, please be prepared to pay for the Semester ticket (see below) a public transport ticket for six months. The <b>semester ticket is mandatory</b> for all students matriculated at universities in Berlin, Dresden, or Hamburg for the local public transport. Please see further information on the ticket below. If you choose to participate in a language course, the course will be free of charge, but it should be on your Learning Agreement. Please <b>pay your semester ticket fees via bank transfer</b> and pick it up at the Welcome Desk. For further information please contact: <a href="mailto:studentservice.hsbe@srh.de">studentservice.hsbe@srh.de</a></p> <p><b>Freemover: Invoice Concept - Cancellation Policy</b></p> <ul style="list-style-type: none"> <li>• Sending the admission letter and invoice to the applicant</li> <li>• Registration fee of 500 EUR by February 28th for the summer semester and August 30th for the winter semester</li> <li>• Full tuition fees + semester ticket fee until March 31st for summer semester and September 30th for winter semester</li> <li>• 100% back up to 250 EUR until March 31st in summer semester and September 30th for winter semester</li> <li>• 50% back from April 1st for the summer semester and October 1st for the winter semester</li> </ul>
<b>Public Transport and Semester ticket</b>	<p>The semester ticket is mandatory for all students enrolled at SRH. This semester ticket in Berlin, Hamburg or Dresden and allows the use of the whole public transportation system.</p> <ul style="list-style-type: none"> <li>• 182,40 € in Hamburg à <a href="#">A-E Rings</a></li> <li>• 193,80 € in Berlin à <a href="#">ABC Zone</a></li> <li>• 142,20 € in Dresden à <a href="#">VVO Region</a></li> </ul>
<b>Languages of Instruction</b>	<p>German B2.2/C1 and/or English B2.2/C1, depending on the program.</p>
<b>Language Skills</b>	<p>When applying, please hand in sufficient language proof for the language you want to study in, thus either English or German.</p> <p><b>Exemptions:</b></p> <ul style="list-style-type: none"> <li>• You are a German or English native speaker: you can upload your ID or passport instead of a language certificate otherwise the portal will not allow you to send the application</li> <li>• The language of instruction in your study programme is English or German, and you will continue in either language at SRH; then proof of that suffices, depending on the language</li> </ul> <p><b>Either one of the following proofs may be accepted:</b></p> <ul style="list-style-type: none"> <li>• Minimum Language Skills: B2.2/C1</li> <li>• Language tests like IELTS academic, TOEFL, Cambridge Certificate, DSH, Test DaF, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Taken within the last 24 months</li> <li>• Confirming the equivalent of a B2.2/C1 language level according to the CEFR for Languages</li> <li>• Test must evaluate all 4 skills: listening, speaking, reading, and writing</li> <li>• Official letter confirming that the language of instruction of the degree program you are enrolled in at your home university is English/German</li> </ul> <p><b>English only:</b> Official confirmation of successful completion of an English language class at an academic institution with the following requirements (which must all be stated in the confirmation):</p> <ul style="list-style-type: none"> <li>• completed within the last 12 months and included reading, writing, listening, and speaking</li> <li>• at least B2.2/C1 language level</li> <li>• minimum contact hours 50 hours</li> <li>• successful completion with an equivalent of grade "B" or better (grade "B" minimum refers to a grading scale of "A" to "F" with "A" being the best grade)</li> </ul>
<b>Study Programs</b>	<p>An overview of the programs offered is available on our website: <a href="#">Bachelor Programs</a> <a href="#">Master Programs</a></p> <p>Capacities in the classes are allocated according to space and based on your Transcript of Records.</p> <p>Please check the programs on our website for the modules. We can provide you with a <a href="#">module selection list in July and January</a>.</p>
<b>Learning Agreement</b>	<p>The <a href="#">International Office</a> gets the list of modules in July and January and will send a link to the students. However, you can find the modules on our <a href="#">website</a> in each program's description at the bottom of the page. You should send us your Learning Agreement (form from your home-university or ours) at least 2 months before classes start.</p> <p>We will check, if the chosen modules are available in the following semester, and if so, you will be registered to the modules on a first come, first serve basis. If we can see problems with your course's choice before your arrival, we will get back to you. However, changes may be necessary during Orientation Week or when modules start.</p>
<b>Schedule</b>	<p>Once you are registered for the modules, you can see them on our <a href="#">CampusNet</a> system. The login data will be sent to you two weeks before the semester starts (April 1<sup>st</sup> and October 1<sup>st</sup>) by Student Services.</p>

<b>Duration</b>	One or two semesters, depending on agreement with the partner university.
<b>Credits</b>	We use the European Credit Transfer and Accumulation System (ECTS). ECTS credits are awarded for successfully completed studies. 1 ECTS is equivalent to 25-30 hours of study. Students must take a minimum of one module and a maximum of 6 modules or 30 ECTS per semester; students who do not have to participate in classes may provide proof of that via the Learning Agreement, e.g. if you do research for your final thesis.
<b>Grading System and Transcript of Records</b>	The grading system ranges from 1,0 to 5,0 with 1,0 being the best grade and 4,0 being the pass grade; 5,0 means failed. Some modules may be graded with pass or fail only – please discuss this with your home institution to avoid problems when you want to transfer your courses back home.  The Transcript of Records will be available for download on CampusNet for the student 4-6 weeks after the semester is concluded. This document is automatically signed. If the university needs a hard copy, please send an E-mail to: <a href="mailto:internationaloffice.hsbe@srh.de">internationaloffice.hsbe@srh.de</a>
<b>Language classes</b>	All language classes that are offered are listed in the course selection overview. Language classes can be chosen as a mandatory class stated on the learning agreement or as an extra-curricular course if remaining seats are available. For further information please contact:  <b>BSM / BST / SOPA / BSDC:</b> <a href="mailto:languages.hsbe@srh.de">languages.hsbe@srh.de</a> <b>Dresden / Hamburg:</b> <a href="mailto:Jana.Mueller-Nestmann@srh.de">Jana.Mueller-Nestmann@srh.de</a>
<b>Accommodation</b>	Unfortunately, we cannot offer our own student accommodation. However, incoming exchange students receive an updated <b>Welcome Guide</b> from Student Services and can find on our <a href="#">website</a> detailed information on how to find a place to stay. <b>Some information in advance:</b> Join the Student Council      Whats-App: <a href="https://chat.whatsapp.com/HuTXHGclOMGlwb46LmrBq4">https://chat.whatsapp.com/HuTXHGclOMGlwb46LmrBq4</a> Further, we recommend AGSA ( <a href="mailto:info@agsa-germany.com">info@agsa-germany.com</a> ), Website in process), where a lot of SRH students rented rooms.
<b>Cost of Living</b>	Students should plan to spend a minimum of 900-1000€ per month in Berlin and Hamburg, and 700-800€ in Dresden on accommodation, transportation, leisure activities and other living costs. Costs may vary tremendously depending on everyone's lifestyle.

<b>Health Insurance</b>	<p>Every student is <b>required by law</b> to have sufficient health insurance for the entire program duration. The proof of health insurance must be submitted electronically by a public German health insurance. Detailed information is provided in the <b>Welcome Guide</b>. Students who did not organize their electronic proof of health insurance until the semester starts will be blocked from CampusNet.</p>
<b>Visa Requirements, Residence Permit, and city registration</b>	<p><b>Visa:</b> EU-citizens neither need an entry visa nor a residence permit for Germany, but must register as inhabitants of either Berlin, Dresden, or Hamburg, or the city where they live, respectively.</p> <p>Non-EU citizens should always check with the German Embassy in their country of residence if they need a visa for entering Germany. If you already study in the EU, a visa might not be necessary based on the REST directory of the EU. But please make sure by checking with the German embassy in your country of living. If you must apply for a visa, you might have to wait several months for an appointment and the visa process. Unfortunately, we have no influence on either the process or the decisions of the embassy.</p> <p><b>Residence Permit: Students who must apply for an entry visa, usually also</b> must apply for a residence permit for studying in the city where you reside. In Hamburg and Dresden that is relatively uncomplicated, please refer to the Student Welcome Guide or <a href="#">website</a>. Students registered in Berlin can do this via the SRH Residence Permit Service <a href="#">website</a>. Please contact: <a href="mailto:residencepermit@srh.de">residencepermit@srh.de</a></p> <p><b>City Registration (Anmeldung):</b> You need a city registration if you stay longer than 6 months or if you need a Residence Permit. Please make sure that your accommodation is with city registration (Anmeldung).</p>
<b>Contact for Incoming Exchange Students</b>	<p>Ms. Theresa Enns          Incoming Exchange Coordinator          Tel.: +49 (0)30 51 56 50 - 468          Email: <a href="mailto:internationaloffice@srh.de">internationaloffice@srh.de</a> / <a href="mailto:theresa.enns@srh.de">theresa.enns@srh.de</a></p>
<b>Contact for bilateral agreements and other matters regarding inter-national exchange</b>	<p>Ms. Kirsten Matthes          Director Global Cooperation Institute &amp; Institutional Erasmus Coordinator          Tel.: +49 (0)30 515650 - 470          Email: <a href="mailto:kirsten.matthes@srh.de">kirsten.matthes@srh.de</a></p>

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