

How to study abroad



Information about studying abroad:

- What do I have to organize when planning my exchange?
- How do I find a suitable partner university?
- Which sponsorships are available?
- How do I apply?



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Guidelines for preparing and undertaking a semester abroad

Student Manual

FIRST STEPS – Answer the “W-questions“


1. What kind of program am I interested in?

The HTW Berlin cooperates with more than 150 partner universities worldwide, subdivided into 120 European universities, which are part of the Erasmus-Program and 30 other European and International locations. However not every partner is applicable to your personal degree course.

These are the options for applying:

- Student Exchange – Apply for a partner university offering the same study field as yours.
- No partner for my study field – Apply for a partner university offering only differing degree courses from your own.
- Freemover – Apply as an independent student at any university worldwide. You will have to pay the universities’ tuition fees in this case.

2. Where do I want to go?

- Select the partner universities you are interested in and from there choose the countries you would like to go to.
- To research and make your choice use the Application Portal [Mobility Online \(HTW Berlin > International > Pathways Abroad > Studying Abroad > Application > Online Application\)](#)
- After inserting your study field, the time period of your stay and the language you would like your classes to be held in, the website shows you all the suitable universities.
- If you press a list with all available partners for the picked degree course appears. By pressing the document-icon  *Display details of this bilateral agreement* on the left, you are forwarded to an overview of the chosen partner university, containing Fact Sheets, reports from students, who already finished an exchange at this university and a link to their website.

What if there is no suitable partner university for my study field?

- To see more possibilities, select a similar study field to yours in the first window and find out about partner universities with different degree courses.

3. When is the best time for studying abroad?

Requirements:

- Language requirements (below)
- A minimum of 60 ECTS points when you leave

Important: Even if you comply with all conditions the International Office cannot guarantee an exchange at the chosen partner university.

Important: Dates and Deadlines at partner institutions

- Usually, the semester starts earlier in other countries, than it does in Germany! Inform yourself ahead of time when the semester at your favoured university begins and ends. This information can be found in the academic calendar on the website of the institution or the Mobility Online Portal.
 - **Start summersemester:** January/February (exception: Australia)
 - **Start wintersemester:** August/September (exception: Australia)

LANGUAGE REQUIREMENTS

Language qualifications (grades from school cannot be accepted as proof of language skills)

- English-language programs: at least GER B2.2
- English-language programs in Australia, Canada, New Zealand, and the United States: at least GER C1
- French-language programs: at least GER B2.1
- Italian-language programs: at least GER B1
- Spanish-language programs: at least GER B1

Language certificates can be submitted in the following forms:

- Successfully completed HTW language courses at the respective language level (Unicert certificate)
- Recognized external language tests such as TOEFL, IELTS, TOEIC, Cambridge Assessment, etc.
- Successfully completed external language courses at the respective language level, e.g. university courses or adult education courses

Deadlines for submitting language certificates:

- For applications for the summer semester after the first examination period, 25 August
- For applications for the winter semester after the first examination period, 25 February

ACADEMIC RECOGNITION OF COURSE ACHIEVEMENTS

- Take time to inform yourself about the Curriculum offered at the desired universities: Verify how the courses from abroad fit with yours and whether they apply to the framework of your study regulations **before the decision**. This information is provided in the Fact Sheets or course catalogues, which you find either in the Mobility Portal or the universities' website.
- **Examination and recognition of courses taken abroad solely is handled by the examination board of your degree programme.**
- In a so called [Study Programme](#) (HTW Berlin > International > Pathways Abroad > Studying Abroad > Accreditation of modules and examinations completed abroad) you will agree upon recognition of achievements abroad with the respective examination board president (Exception: Business Administration, as there is a respective course agent).
- Be aware, that course achievements at partner universities may not be 100% recognized at HTW Berlin, even if the degree course is the same and you finish a full semester (30 ECTS), hence your curriculum at the HTW can change or extend.

FUNDING & SPONSORSHIPS

- **Studying at one of our partner universities discharges you of any of their tuition fees (HTW tuition fees must continue to be paid)!**
- For sustenance and additional costs there are various programs and support options:

>> Erasmus+ (Exchange within the EU)

The most popular and the easiest way to study abroad is the [Erasmus+ Program of the European Union](#). ERASMUS+ enables you to do an exchange within the European Countries during any period of your studies:

- Study abroad from 2 to up to 12 months each (even multiple times) in Bachelor's and Master's programs.
- Up to 12 months in Bachelor's, Master's, Ph.D., or 24 months for single-cycle programs (e.g., State examinations)

The monthly scholarship varies from 490,- to 600,- € (as of 2023) depending on the respective country's rate.

>> DAAD/PROMOS Scholarship (Exchange outside of the EU)

- One-time scholarship for priority countries in Asia, Africa, or Latin America, amounting to approximately 700 to 1100 € (depending on the country rate).

>> BAföG-Abroad

If you are applicable for BAföG, you may also receive [Auslands-BAföG](#) (BAföG-Abroad). Even if you do not receive BAföG there is a chance to apply for the abroad version. Alongside the scholarship, travel expenses and tuition fees are funded up to a maximum of 5600€ and you might receive additional health insurance. BAföG-Abroad is not calculated as part of the funded timeperiod from BAföG and needs to be applied for separately!

Find more information about funding and sponsorships [here](#).

([HTW Berlin](#) > [International](#) > [Pathways Abroad](#) > [Studying Abroad](#) > [Further funding options](#))

APPLICATION AT THE INTERNATIONAL OFFICE AT HTW BERLIN

- **Application Deadlines**
 - **15. January** for the following wintersemester
 - **31. July** for the following summersemester
- Apply online using the [Mobility Online Portal](#) ([HTW Berlin](#) > [International](#) > [Pathways Abroad](#) > [Studying Abroad](#) > [Application](#) > [Online Application](#))
- You may apply for **three** partner institutions. We always do our best to place you for your top preference!
- Documents needed for the online application are:
 - Current confirmation of enrolment (LSF certificates)
 - Transcript of passed examinations (LSF certificates)
 - Language certificate*
 - Copy of passport / residence title

***Important Note!**

If the language proof is not available at the time of application, it can be submitted by February 25th (for applications to the winter semester) or August 25th (for applications to the summer semester) at the latest. During the online application process, instead of the language proof, evidence of participation in or the date of the language examination must be uploaded.

- It is not recommended to rely on a language examination in the second examination period at HTW due to time constraints!
- **Exception:** Graduates of the [HTW internal intensive language course TOEIC](#) during the semester breaks can still be considered in the current application process. In this case, please provide relevant information in the comment field during the online application.

TIMELINE

After the application at the International Office from HTW Berlin:

- Examination of application documents within 6 to 8 weeks after the application deadline.
- Nomination for an exchange placement at the desired university starting from March (for applications to the winter semester) or October (for applications to the summer semester).
 - Repeated notice: Even if you meet all the requirements, the International Office cannot guarantee you an exchange placement at a specific partner university.

What criteria determine the selection process?

1. Is the applicant an enrolled student for a direct degree programme at the partner institution (Bachelor/Master)? Student Exchange applicants have priority for available exchange slots.
 2. Does the applicant comply with all necessary conditions, especially language requirements?
 3. If more students apply for a partner university than there are slots, the academic achievements become the deciding factor.
- ✓ After successfully being nominated the direct application at the foreign university takes place
 - All further information needed usually is communicated directly by the host institution.

Two to three months before departure:

Course selection and recognition

- Select your courses and course priorities.
- Arrange the recognition of your classes taken abroad with the respective examination board president or agent in the [Study Programme](#).

Final financial plan

- Submit all documents and proposals for scholarships. Information on the DAAD/ Erasmus+ and Promos Scholarship will be provided to you in time by the International Office. Apply ahead of time for BAföG-Abroad at the responsible regional office: [Information of the application \(bafög.de > Auslandstudium\)](#)

Visa

- Within the EU as European citizen you do not need a student visa.
- Please apply independently for a visa or a passport at the appropriate consulate for any other international exchange.

Insurance and security

- Within the EU your European health insurance card is active. For travelling outside Europe, you need to organize sufficient insurance yourself. (Health- or accident insurance, optionally liability insurance).

Stay enrolled at HTW Berlin

- During your time abroad you are further enrolled as a student at the HTW Berlin and must report back to the HTW as well as pay the full tuition fee.
- After the cash transfer to the official HTW account you can file an application of exemption, which you send to the semester ticket office. This will relieve you from the costs of your semester ticket, which will be returned to your bank account. For further questions regarding the semester ticket costs, please contact the ticket office directly via email: Semesterticket@students-htw.de.
- The International Office forwards a checklist to the bureau of enrolment, the examination authority and the semester ticket office, that contains the names of all HTW students, who are about to study abroad.

Accommodation

- You may apply for a student dorm room (if the partner university offers accommodation, an application form is attached to the general application form).
- To find out more about potential dorm spaces, please contact the partner institution after you have been nominated.
- Either search for an accommodation suitable for the full length of your stay or find a transit solution in order to locally look for a place to live, after you arrived.

After studying abroad

After returning you apply for the translation of the grades you received abroad at the faculty administration.

You need to submit following documents:

- Informal proposal
- Study contract you agreed on before your stay
 - In case you have not earlier made this contract, there is the possibility to catch up by talking to your faculties' degree program staff until the second examination period of the following semester after your return.
- Transcript of Records (original certificate) of your academic achievements abroad.

EU-Survey

If you have received an Erasmus scholarship, you will also receive a request for an EU survey after your stay. This survey is mandatory to complete, as failure to do so may result in the entire scholarship being repaid.

CONTACT

The International Office gladly informs you about the various possibilities to study abroad and we do our best to assist you on your journey.

Rita Leuner



+49 30 5019-2323
Outgoing-Students@HTW-Berlin.de

Campus Treskowallee
Treskowallee 8
10318 Berlin

Jonas Udke



+ 49 30 5019-2607
Outgoing-Students@HTW-Berlin.de

Campus Treskowallee
Treskowallee 8
10318 Berlin

Consultation during the lecture period:

You can find all the times [on the website under the tab "Studying Abroad"](#).

about

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University of Applied Sciences HTW Berlin

Editorial Office

Rita Leuner

Jonas Udke

International Office

Treskowallee 8, 10318 Berlin

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International
Office