

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: campuses are moving to **one new campus at Sonnenallee 1, 12047 Neukölln, Berlin in September 2024**.

Address	SRH Berlin University of Applied Sciences, Ernst-Reuter-Platz 10, 10587 Berlin, Germany (until September 2024)
Schools in Berlin, Dresden, and Hamburg	Berlin School of Management (BSM) & Berlin School of Technology (BST), Berlin Berlin School of Popular Arts (SoPA), Berlin Berlin School of Design and Communication (BSDC), Berlin Dresden School of Management (DSM), Georgenstraße 7, 01097 Dresden Campus Hamburg, Domstraße 21, 20095 Hamburg
Number of Students	Approx. 2.500
Form	Private, non-profit
Erasmus Code	D BERLIN21 (SRH Hochschulen Berlin GmbH)
Semester dates	Winter semester: 1st October to 31st March Summer semester: 1st April to 31st August A detailed academic calendar can be found on our website. We suggest students to arrive one week before the semester starts.
Methodology and module selection	CORE - Didactic concept: 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. Language courses: Language 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. For your module selection we suggest: 4 block modules (one of each block), 1 band module and 1 language course or 1 project/elective. Each module normally has 5 ECTS. Please select your modules after July (for winter semester) and after December (for summer semester) until one month before the semester starts here.

Pre-Arrival Sessions, Welcome Day and Orientation Days	Two Pre-Arrival Sessions of the International Office are planned four and two months before the start of the semester. The Welcome Day of the International Office is planned for the week before the orientation week. The Orientation Week for new students is 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 Student Services, and you will see the schedule in your CampusNet account.
Nomination (for Partners)	Kindly nominate your students by completing the Form link. Summer Semester: 30.09 Winter Semester: 30.04 Students who were nominated by their home universities to SRH will be contacted in the beginning of May (for winter semester) or October (for summer semester) by our International Office with an information package and the link to the application form. For SOPA: Please indicate which instrument the student would like to play during the semester or whether he/she would like to concentrate on voice.
Application for Exchange Students	Nominated exchange students apply as “Exchange students” via the portal for exchange students either for Berlin, Dresden or Hamburg. Please be aware that we changed our application portal to Dream Apply now. Please submit applications by the following deadlines: Summer Semester: 31.10 Winter Semester: 31.05 Further information will be provided directly to the nominated students via email approx. two weeks before the application deadline. For BSDC: 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. For SOPA: 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.
Only-Application for Double Degree Students	Nominated double degree students apply as regular students for the programme in which they are doing the double degree. Steps to follow for the application: • Verify the correct programme before you start the application. • Follow the link to apply via Dream Apply and upload all required documents. • Fill in the form “Application for Acknowledgement of Completed Course Workload” which can be downloaded at our website • Send your full transcript of records and the filled-out document “Application for Acknowledgement of Completed Course Workload” via e-mail to the Incoming Exchange Coordinator (internationaloffice.hsbe@srh.de)

Fees and tuition fees	Exchange, Study Abroad and Double Degree Students: 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 Deutschlandticket for six months. The Deutschlandticket is mandatory for all students matriculated at universities in Berlin, Dresden, or Hamburg for the regional public transport in Germany. 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 pay your Deutschlandticket fees via bank transfer and pick the student ID card up at the Welcome Desk. For further information please contact: studentSERVICE.hsbe@srh.de The Deutschlandticket is mandatory for all students enrolled at SRH. This public transport ticket allows the use of the whole regional public transportation system throughout Germany.
Languages of Instruction	German B2.2/C1 and/or English B2.2/C1, depending on the program.
Language Skills	When applying, please hand in sufficient language proof for the language you want to study in, thus either English or German. Exemptions: • 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. • 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. Either one of the following proofs may be accepted: • Minimum Language Skills: B2.2/C1 • Language tests like IELTS academic, TOEFL, Cambridge Certificate, DSH, Test DaF, etc.

	• Taken within the last 24 months • Confirming the equivalent of a B2.2/C1 language level according to the CEFR for Languages • Test must evaluate all 4 skills: listening, speaking, reading, and writing. • Official letter confirming that the language of instruction of the degree program you are enrolled in at your home university is English/German English only: 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): • completed within the last 12 months and included reading, writing, listening, and speaking. • at least B2.2/C1 language level • minimum contact hours 50 hours • 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)
Study Programmes	An overview of the programs offered is available on our website: Bachelor Programmes Master Programmes Capacities in the classes are allocated according to space and based on your Transcript of Records. Please check the programs on our website for the modules. We can provide you with a module selection list in July and January.
Learning Agreement	The International Office gets the list of modules in July and January and will send this link to the students. However, you can find the modules on our website 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 1 month before classes start. 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 see problems with your course choice before your arrival, we will get back to you. However, changes may be necessary during Orientation Week or when modules start.
Schedule	Once you are registered for the modules, you can see them on our CampusNet system. The login data will be sent to you two weeks before the semester starts (April 1st and October 1st) by Student Services.
Duration	One or two semesters, depending on agreement with the partner university.
Credits	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.
Grading System and Transcript of Records	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: internationaloffice.hsbe@srh.de
Language classes	All language classes that are offered are listed in the course selection overview. Language classes can be chosen as mandatory classes stated on the learning agreement or as extra-curricular modules if remaining seats are available. For further information please contact: BSM / BST / SOPA / BSDC: languages.hsbe@srh.de Dresden / Hamburg: Jana.Mueller-Nestmann@srh.de
Accommodation	We cannot offer our own student accommodation. However, incoming exchange students receive an updated Welcome Guide from Student Services and can find in our website detailed information on how to find a place to stay. Some information in advance: Join the Student Council Whats-App: https://chat.whatsapp.com/HuTXHGcIOMGIwb46LmrBq4 Furthermore, we recommend AGSA (info@agsa-germany.com), Website in process), where a lot of SRH students rent rooms.
Cost of Living	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.

Health Insurance	Every student is required by law 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 Welcome Guide. Students who did not organize their electronic proof of health insurance until the semester starts will be blocked from CampusNet.
Visa Requirements, Residence Permit, and city registration	Visa: 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. 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. Residence Permit: Students who must apply for an entry visa, usually also must apply for a residence permit for studying in the city where they live. In Hamburg and Dresden that is relatively uncomplicated, please refer to the Student Welcome Guide or website. Students registered in Berlin can do this via the SRH Residence Permit Service website. Please contact: residencepermitservice.hsbe@srh.de City Registration (Anmeldung): 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).
Contact for Incoming Exchange & Freemover Students	Ms. Theresa Enns, MA Incoming Exchange and Freemover Coordinator Tel.: +49 (0)30 51 56 50 - 468 Email: internationaloffice.hsbe@srh.de / theresa.enns@srh.de
Contact for bilateral agreements and other matters regarding international exchange	Ms. Kirsten Matthes, MA Director Global Cooperation Institute & ERASMUS-Hochschulkoordinatorin Teamleitung International Office Tel.: +49 (0)30 515650 - 470 Email: kirsten.matthes@srh.de

Version: April 2024