

TABLE OF CONTENTS

FUBiS	3
What is FUBiS?	3
How can I contact FUBiS?	3
What kinds of courses are offered?.....	3
How many courses can I take per term?	3
How are the German language courses structured?.....	3
How do I know which level is the right one for me?.....	4
Are there any other courses taught in German besides the language courses?.....	4
Who teaches the FUBiS courses?.....	4
How many credits will I receive? Will they be accepted by my home university?	4
How much does FUBiS cost?	4
Can I travel during FUBiS?	4
Does FUBiS arrange internships?	5
REGISTRATION	5
What are the prerequisites for participating in the FUBiS program?.....	5
Do I need to take a language test in order to participate in FUBiS?.....	5
How do I register and pay?.....	5
Is there a registration deadline?.....	5
If I withdraw from the FUBiS program, will I be refunded?	5
Can excursion tickets be returned / refunded?.....	5
Can I receive grants/ scholarships?.....	5
ARRIVAL	6
Do I need a visa to enter Germany?	6
Can FUBiS help me with the visa application?	6
When should I arrive?	6
How can I get to Berlin?.....	6
Arriving by plane.....	6
Arriving by train	6
Arriving by bus	6
Arriving by car	6
How do I get from the airport/train station to my accommodation?.....	7
What should I bring with me?.....	7
What should I keep in mind if I need to bring medication with me?.....	7
ORIENTATION and FIRST DAY OF CLASS	7
What happens at the orientation meeting?	7
How do I get from my housing to Freie Universität Berlin?	7
What will my first day of class look like?	7
When and how will I receive FUBiS information material?	7

When and how will I receive the course material for the subject courses?	8
When and how will I receive course material for the German language courses?.....	8
Can I drop and add courses?.....	8
ACCOMMODATION	8
Can I book my accommodation through FUBiS?.....	8
What kind of accommodation options does FUBiS offer?.....	8
What should I bring, what is already in the room?	9
Do I have internet access in my accommodation?.....	9
Are meals included in the accommodation price?	9
Where can I buy food and other convenience goods?	9
How long do I need to get from my accommodation to the university and to the city center?	9
To whom should I turn if there are problems with my accommodation?.....	9
Can I bring guests to FUBiS? Can they live with me in my accommodation?.....	10
STUDYING AT FREIE UNIVERSITÄT BERLIN	10
Location.....	10
Where is Freie Universität Berlin located?.....	10
How can I get to Freie Universität Berlin?.....	10
Dining options.....	10
Where can I eat on campus?.....	10
The Mensa	10
Coffeebar	10
How can I pay in the Mensa?.....	10
Where can I get a Mensa card?.....	10
Where can I go to eat or shop near Freie Universität Berlin?.....	10
Computers, internet and libraries	10
Will I have access to computers and to the internet at the university?.....	10
Should I bring a laptop with me?.....	11
Where can I print and copy?	11
Will I have access to the libraries?	11
Miscellaneous.....	11
What do I need my FUBiS student identity card for?.....	11
Can I study for an extended period of time in Germany?.....	11
LIFE IN BERLIN	11
Where can I get further information about Berlin?.....	11
How high are the living costs in Berlin?	11
How do I get around Berlin using public transportation?	11
Is Berlin a safe city?.....	12
How can I protect myself against theft and robbery?	12
What should I do in case of emergency?.....	12
What should I do if I get sick during FUBiS?.....	12
What should I keep in mind if I need to bring medication with me?.....	12
How do I find an English-speaking doctor in Berlin?.....	13
What should I keep in mind if I have a disability?.....	13

FUBiS

What is FUBiS?

FUBiS is the International Summer and Winter University of Freie Universität Berlin, an intensive, short-term academic program that takes place three times a year: once in winter and twice in summer. Students can choose between German language courses and subject courses held in English and German. Some courses in the summer terms can be combined with each other, allowing students to tailor their schedule according to their interests. For their achievements students receive ECTS credits which they may count toward their degrees at their home universities. Students from all over the world participate in FUBiS, creating an international environment which promotes the learning and use of intercultural competency skills. Participation in the FUBiS program is an academic, cultural and personal enrichment for students.

How can I contact FUBiS?

For questions and/or suggestions you can contact us per e-mail, telephone or postal mail:

E-mail: fubis@fubis.org

Telephone: +49- 30- 838 73 472

Fax: +49- 30- 838 4 73 472

Address: Freie Universität Berlin
Internationale Sommer- und Winteruniversität FUBiS
c/o ERG Universitätservice GmbH
Malteserstr. 74-100
12249 Berlin, Germany

What kinds of courses are offered?

FUBiS offers German language courses as well as subject courses. The German language courses are generally offered at five different proficiency levels from beginner to advanced and are suitable for anyone who would like to extensively improve his/her language skills in a short period of time. The subject courses are taught in English or German. The FUBiS course offerings cover a variety of different academic disciplines such as politics, history, law, media, art (history) and German literature. An overview of the FUBiS courses can be found on our website: http://www.fubis.org/2_prog/index.html.

How many courses can I take per term?

You can take up to two courses per Term II and III. The courses take place on the following days:

- Track A Semi-intensive German courses: Mondays, Wednesdays and Thursdays
- Track A Subject courses: Mondays and Thursdays
- Track B Subject courses: Tuesdays and Fridays
- Track C German intensive courses: Monday through Friday
- Track D Subject courses: Mondays, Tuesdays, Thursdays and Fridays.

A-Track and B-Track courses can be combined with each other (one course from each track). The courses on the C and D track are intensive courses and cannot be combined with other courses.

Please note that courses in Term I cannot be combined.

How are the German language courses structured?

Our German courses are taught by highly qualified DaF instructors (DaF = German as a foreign language) and have a maximum of 15 students. The focus is placed on improving students' writing and speaking skills. Class excursions are organized once a week and actively integrate the city of Berlin into the course. These excursions, which are accompanied by the respective instructor and are a mandatory component of the course, give students the chance to practice their language skills in various situations. The German language courses are offered on up to five levels:

- A1 - Beginner 1
- A2 - Beginner 2

- B1 - Intermediate 1
- B2 - Intermediate 2
- C1 - Advanced

These levels follow the European reference frame. An exact description of the course content for each level can be found in the course descriptions of the respective terms: http://www.fubis.org/2_prog/index.html.

How do I know which level is the right one for me?

In order to make sure that you are placed in the class which best suits your language level, FUBiS has developed a three step placement process:

- First, you estimate your own level. You will find descriptions of the different levels in the course syllabi on our website.
- A few weeks before FUBiS starts, you will take an online placement test. FUBiS will notify you when the test portal has been opened.
- On the first day of class you will have a short interview with one of our German language instructors, who will evaluate your speaking skills.

Your German language level will be determined by this three-step process and you will then be placed in the course which best suits your language proficiency level and guarantees you the best learning results.

Are there any other courses taught in German besides the language courses?

For the students who already speak German fluently (minimum level: Intermediate 2) FUBiS offers in some terms subject courses in German. These courses are planned so that they can be combined with a German language course. For the subject courses taught in German there is no separate language test, but in order to guarantee your learning success, it is imperative that you have a language proficiency level of Intermediate 2 or higher.

Who teaches the FUBiS courses?

The faculty of the International Summer and Winter University disposes of a long-standing teaching experience in their respective research fields. Many of our faculty have taught as visiting professors at international universities. For more information about the FUBiS faculty, please visit: http://www.fubis.org/1_fubis/uns/dozenten/index.html.

How many credits will I receive? Will they be accepted by my home university?

For your participation in the FUBiS program you will receive credits of Freie Universität Berlin which are calculated following the European Credit Transfer System. This system (ECTS) is based on the principle that 60 credits represent the amount of work done by a full-time student within an academic year. The amount of work includes attending class as well as the individual work and studying outside of class. The Academic Senate of Freie Universität Berlin has stipulated that an ECTS credit of Freie Universität Berlin corresponds to a workload of 30 hours.

Depending on the term and course(s) you take, you may receive between 4 and 9 ECTS credits per FUBiS course.

Please note that every academic institution proceeds by its own directives when accepting study achievements of other academic institutions, so-called "foreign credits." Therefore, we recommend that you speak with your academic advisor or professor before you register for FUBiS to make sure that the FUBiS credits you receive will be recognized by your home university.

Also note that credits can only be awarded if you are currently or have been enrolled at a university.

How much does FUBiS cost?

The price of the FUBiS program consists of different components which can be combined by the students individually. You can find an overview of the current prices of courses, housing, insurance and excursions here: http://www.fubis.org/5_geb/index.html.

Can I travel during FUBiS?

Because FUBiS is an intensive short-term study program and class attendance is compulsory, longer trips are not possible during the FUBiS program. If you would like to use your leisure time for a short trip, keep in mind that preparing for your classes also requires time and that your travel plans should not conflict with this. It is advisable to plan a trip within Germany/Europe for the time before or after a FUBiS term rather than during the term. Please understand that FUBiS cannot store the luggage of participants while they are travelling.

Does FUBiS arrange internships?

At the moment, FUBiS does not arrange professional internships for students. If you would like to do an internship before or after your participation in the FUBiS program, you can consider the internship program of our sister program FU-BEST. For further information please click here: http://www.fubis.org/7_praktikum/index.html.

REGISTRATION**What are the prerequisites for participating in the FUBiS program?**

The minimum age for participation in the FUBiS program is 18. In addition, participants should have already completed at least one year of study at a university or college. A minimum grade point average of 2.8 (US grading system) or 2.3 (German marking system) is recommended.

Do I need to take a language test in order to participate in FUBiS?

FUBiS does not require any certificates of language proficiency like TOEFL or Test-DaF from students. For the subject courses that are held in German, your language proficiency level should correspond to the Intermediate 2 level or higher. Most subject courses are taught in English and require an Intermediate 2 language proficiency level in English for successful completion.

German language courses are generally offered at all levels, including one for beginners without previous knowledge of German. You will be placed in the course which best suits your language proficiency level before classes begin using a three-step placement process (Also see: "How do I know which level is right for me?").

How do I register and pay?

You can register for the FUBiS program either online (http://www.fubis.org/5_geb/anmeldung/index.html) or by fax or postal mail (http://www.fubis.org/5_geb/anmeldung/fax.html). The necessary forms are available under the links provided on the website.

In addition to your courses, you can also choose the following options:

- FUBiS insurance (http://www.fubis.org/5_geb/versicherung/index.html)
- Accommodation during the program (http://www.fubis.org/3_unterbr/index.html)
- FUBiS excursions (http://www.fubis.org/4_exk/index.html)

After you have registered for FUBiS, you will receive an invoice. Invoices which are sent up to 4 weeks prior to the program start, must be paid within 7 days. Invoices which are sent at a later point in time must be paid within 3 days. You may pay by credit card or by bank transfer. After we have received your payment, you are officially registered for FUBiS. Course spots will be given on a first-come, first-served basis. It is therefore advisable to register as soon as you decide to take part in FUBiS.

Is there a registration deadline?

You can find the registration deadlines for the respective FUBiS terms under: http://www.fubis.org/5_geb/index.html.

If I withdraw from the FUBiS program, will I be refunded?

If you withdraw from the FUBiS program no later than four weeks before the respective term, the *course fee* will be refunded to you, minus any incurred bank/transfer fees. The *program fee* cannot be refunded. As a rule, a refund is not possible in case of a later withdrawal (later than four weeks prior to the start of a term). In this case, please contact the FUBiS team directly. Please note that withdrawals can only be considered if they are received in written form.

Can excursion tickets be returned / refunded?

No. All FUBiS excursion tickets are non-refundable after the registration deadline. FUBiS cannot take back any excursion tickets and will not issue refunds after this date.

Students who cannot or do not wish to participate in an excursion anymore for which they have already purchased a ticket may sell their ticket to another FUBiS student; however, this must be coordinated by the students. FUBiS usually provides a swap-board for this purpose. Students will have to inform FUBiS of any ticket swaps prior to the excursion.

Missed excursions (e.g. due to lateness) will not be refunded.

Can I receive grants/ scholarships?

FUBiS scholarships:

FUBiS does not offer scholarships on a regular basis.

In case funds for FUBiS scholarships do become available, this will be published on the website. Here you will also find information on the scholarship provider and eligibility requirements, as well as the scholarship application forms.

Please note that scholarship funds may become available at short notice. If you would like to be informed as soon as FUBiS scholarships are available, you can subscribe to the FUBiS newsletter: http://www.fubis.org/1_fubis/nl/index.html.

ARRIVAL

Do I need a visa to enter Germany?

Please find out early (at least 12 weeks before arrival) if you need a visa to enter Germany by contacting the German embassy about possible visa requirements. If you need a visa, you must apply for a *tourist* visa which covers the time of the FUBiS program. The German embassy or consulate in your home country can issue such a visa.

For further information on visa requirements please visit the German Federal Foreign Office's website: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node>.

Can FUBiS help me with my visa application?

Upon request FUBiS can issue for you a letter of invitation which confirms that you will be studying during the respective period (Term I, II or III) at Freie Universität Berlin. The condition for receiving such a letter of invitation is that you have already registered and paid all incurred costs. FUBiS can e-mail the document to you as a PDF file or fax it directly to the respective German embassy. In this case you will need to send FUBiS the necessary contact data of the embassy (including contact person and fax number).

When should I arrive?

The day of arrival and departure are part of the FUBiS program. In Term I arrival day and departure days vary. The specific dates can be found here: http://www.fubis.org/2_prog/termine/index.html. For Term II and III, it usually is the first and the last Saturday of the respective program. You should arrive in Berlin and move in to your accommodation on the day of arrival. Please note that the day of arrival is the earliest you can move in to your accommodation. Here you can find the arrival and departure dates for your respective term: http://www.fubis.org/5_geb/index.html.

The FUBiS orientation meeting is taking place on Thursday, January 4 for Term I 2018 and for Term II and III 2018 on the first Sunday of the respective terms. Here you will receive important information about the program and your courses. Therefore, you should make sure that you arrive in Berlin on the official day of arrival (usually the day before the orientation) at the latest.

How can I get to Berlin?

Berlin has many transportation connections: you can arrive by plane, train, bus or car.

Arriving by plane

Berlin has two airports which are served by many international airlines. Both airports are situated in or just outside of Berlin and are well integrated into the city's public transportation system.

- **Berlin-Tegel (TXL)** is the mostly popular airport and is located in the north-western part of the city. International long-distance flights usually land here.
- **Berlin-Schönefeld (SXF)** is located just southeast of the city and is also served by many international airlines.

Arriving by train

Berlin can be easily reached by train from virtually all major German and European cities. It disposes of several long and short-distance as well as regional railway stations. You will most likely arrive at Berlin's central station (Berlin Hauptbahnhof).

Arriving by bus

Numerous coach lines from different German and European cities arrive at Berlin's Central Bus Station Terminal (ZOB).

Arriving by car

Berlin is also easy to reach by car. All highways to Berlin flow into the beltway (A10) surrounding Berlin. From there the exits will lead you to the city center.

Further arrival information can be found at: <https://www.berlin.de/en/tourism/travel-information/>.

How do I get from the airport/train station to my accommodation?

Berlin has a very well structured public transportation system called BVG. Your accommodation can easily be reached by metro (the “U-Bahn”), city train (the “S-Bahn”) or bus from all airports and railway stations. Approximately four weeks before the FUBiS term begins, you will receive the FUBiS student guide with exact directions to your accommodation.

What should I bring with me?

You should definitely bring the following things with you: passport, visa (if applicable), enough cash for the first days (approx. 300 euros), valid health insurance (FUBiS also recommends accident and liability insurance. If you have chosen the FUBiS insurance package, you will receive your documents at the orientation meeting), towels, adaptors, laptop with Wi-Fi (highly recommended), Berlin guide, dictionary.

Which clothes you should bring depends on the season. In winter the temperatures lie between +10 °C and -15 °C. You should bring a warm jacket, a scarf, a hat, gloves and water resistant shoes. In summer the weather is quite variable in Germany. It is advisable to bring clothes for hot summer weather as well as closed shoes, pants and sweaters for chilly days.

What should I keep in mind if I need to bring medication with me?

If you have a medical condition that requires you to travel with medication, you should have your physician write a letter describing your condition and prescription medications, along with a list of any generic names of the prescribed medication. You should leave your medications in their original containers.

You may want to check with the nearest German embassy or consulate in your country to see if any of your prescribed medications are considered illegal in Germany. You should avoid carrying large amounts of non-prescription medication with you while travelling.

ORIENTATION and FIRST DAY OF CLASS**What happens at the orientation meeting?**

The FUBiS orientation meeting takes place on the day after the official arrival at Freie Universität Berlin: In Term I, the day varies; for Term II and III, the orientation takes place on the first Sunday of the respective terms. You will receive your personal documents (student identity card, ZEDAT computer account, Mensa card, tickets for the excursions you booked during the registration, and insurance documents, if applicable).

During the orientation meeting, you will receive an overview of the structure of the program as well as specific details regarding the activities and events of the following weeks. During the buffet, you will have the chance to get to know the FUBiS team, your instructors and your fellow students. Subject course students will also receive their course readers.

The participation in the orientation meeting is mandatory for all FUBiS students.

How do I get from my housing to Freie Universität Berlin?

About four weeks before your FUBiS term begins, you will receive the FUBiS student guide in which you will find directions from the accommodation to the FUBiS Orientation at Freie Universität Berlin. On the day of the orientation meeting a FUBiS staff member will meet students in selected accommodations and accompany them to the university. (This is not valid for students who are placed in homestays or who have arranged for an accommodation independently.)

What will my first day of class look like?

In Term II and III, the first day of class for the students who have registered for a course on the A or C track is Monday. The B track courses begin on Tuesday. The meeting place and time will be announced at the orientation meeting. Students of the D track courses will find the information about their first day of class in the course description (syllabus).

For Term I you will find the dates of your first day of class in the respective course syllabus.

German courses: If you have registered for a German course, your first day of class begins with a short interview in which the instructors will assess your speaking skills. Together with the online placement test this interview will help to make sure that you are placed in the course which best suits your language proficiency level.

When and how will I receive FUBiS information material?

About four weeks before the FUBiS term begins, you will receive an e-mail with account data to Distributed Campus, the internet portal of Freie Universität Berlin for international students. On Distributed Campus, you will find all important pre-departure

information including the student guide with details about the day of arrival, directions to your accommodation, a detailed overview of the FUBiS program, and other tips to help you prepare yourself for the FUBiS term (information about the campus, libraries, emergency phone numbers etc.). Please print out the student guide and bring it with you to Berlin.

In the following weeks, you will have to fulfil several smaller tasks on the internet portal in order to prepare for your stay at FUBiS. You will also receive additional information (e.g. regarding the e-learning platform, the online placement test for German course students, and your housing placement) via e-mail.

When and how will I receive the course material for the subject courses?

Every subject course participant will receive a reader at the orientation meeting. This reader is included in the course fee. If you would like to prepare for your class before you arrive, you will find the material for the first week of class on the FUBiS e-learning platform. You will receive the access code for this platform by e-mail approximately four weeks before FUBiS starts.

In addition, some professors give recommendations for further reading that is not included in the reader. More information on suggested readings can be found in the respective course description (syllabus) on the FUBiS website. Please note that the purchase of additional literature occurs voluntarily and is not a course requirement.

When and how will I receive course material for the German language courses?

German course participants will receive a textbook (included in the course fee) for the respective level (see syllabi German A1 to C1). Additional materials will be provided by your instructor.

Can I drop and add courses?

FUBiS is an intensive short-term study program and therefore has no drop-and-add period. However, a course change is possible under the following circumstances:

- the maximum number of participants in the desired course has not been reached;
- the change has been approved by the instructors of both affected courses;
- the change has been approved by the program coordinator(s).

We urgently recommend that you get in touch with your home university to clarify whether the study achievements in the other (new) course will be recognized. The last chance for a course change is in the 3-week FUBiS Term I the first Monday, in the 6-week FUBiS Term II the first Friday and in the 4-week FUBiS Term III the first Wednesday of the program. No course changes will be approved after these deadlines.

For a course change after registration you will be charged a fee of € 75 per subject course.

If you would like to drop a course, please read the terms of cancellation: <http://www.fubis.org/policies.html>.

ACCOMMODATION

Can I book my accommodation through FUBiS?

Students face various challenges when looking for housing that is available for short-term lease, meets basic standards and still remains affordable. As an optional service, FUBiS serves as an intermediary between students and a range of accommodation options that match these criteria. Please note that your lease will be short-term. In Germany, it is customary that short-term leases are relatively more expensive than long-term leases - one can expect to pay more than twice as much for a short-term stay. Cost advantages that FUBiS might be able to negotiate with housing providers are passed on to the student.

What kind of accommodation options does FUBiS offer?

FUBiS offers participants the possibility to book an accommodation upon registration. You have the choice between several housing options:

- Single room in a student dorm: Students live together in an apartment-sharing cluster with other students with whom they share the kitchen and the bathroom.
- Single apartment in an apartment building: Students have a room including a small kitchen and a bathroom. The apartment is approximately 30 m².
- Homestay accommodation: Students have their own room with a bed, cupboard and desk. The size and other furnishings of the rooms can vary. Breakfast and one additional meal a day are included in the price.

- Seminaris Campus Hotel (Term III only): Students live in an on-campus hotel room for 1-2 people. Breakfast, internet and access to the hotel gym and sauna are included in the prices. Only available for Term III.

You can find further information on the housing options here: http://www.fubis.org/3_unterbr/index.html.

An overview of the costs can be found in the following table: http://www.fubis.org/5_geb/index.html.

Please note that FUBiS only acts as an intermediary between landlord and tenant. FUBiS is not responsible for any agreement between both parties.

If you plan on arriving before the beginning of the FUBiS term or extending your stay after the term, we recommend finding an individual accommodation for the extra day(s) before/after the official program dates. If you plan to have a friend or family member stay with you (especially for an extended period of time) during your stay in Berlin, we advise you to arrange for an accommodation individually because the accommodation options offered through FUBiS are for FUBiS participants only and are intended for just one person. Some helpful tips can be found here: http://www.fubis.org/3_unterbr/individuell/index.html.

What should I bring, what is already in the room?

The rooms are simply furnished with enough to serve basic needs. Every room has a bed (including bed linen), a cupboard, a desk and a chair. The kitchens are fully furnished and equipped with all the necessary cooking utensils.

You also have access to washing machines and tumble driers, which can be used for a small fee. Bed linen is included but towels are not, so please bring your own towels.

Do I have internet access in my accommodation?

Generally, there is no internet access in the accommodations because this does not belong to the standard housing facilities in Germany. However, all FUBiS participants will have access to the computer labs and the Wi-Fi network available on campus. In addition, there are many affordable internet cafés in Berlin, as well as cafés that offer free wireless to their customers.

Another solution is to purchase a “**surfstick**” - a USB-stick-like device that lets you connect to the internet via cell phone networks. Many cell phone providers have surfstick options, but only some have prepaid options without a minimum contract duration. Also, there are data volume restrictions and the stick itself can be quite expensive (50 € to 70 €), so make sure to go over terms and conditions carefully.

Are meals included in the accommodation price?

If you choose to be housed in a single room, in a student dorm or a single occupancy apartment, meals are not included in the price. However, you will have a furnished kitchen in which you can prepare your meals. If you are staying in a homestay, breakfast and one additional meal are included in the price.

Where can I buy food and other convenience goods?

Near each accommodation, there is a supermarket where you can buy food and other convenience goods. There are also many possibilities to go shopping near the university. Please note that on Sundays shops are normally closed in Germany and that they usually close between 7:00 p.m. and 10:00 p.m. on weekdays.

How long do I need to get from my accommodation to the university and to the city center?

Each accommodation can easily be reached by bus and metro (“U-Bahn”). With the public transportation system you need approximately 30 minutes to get from your accommodation to Freie Universität Berlin. You should plan about the same amount of time for getting to the city center. Berlin is a very big, spread-out city, and commutes of 60 minutes by bus or metro are quite normal.

To whom should I turn if there are problems with my accommodation?

Like most German universities, Freie Universität Berlin does not own its own dorms. If you have problems that deal directly with your accommodation (e.g. a broken appliance), please contact the staff of your accommodation and they will be able to help you. The contact person for your housing as well as the e-mail address, telephone number and the office hours will be sent to you before the beginning of the FUBiS program. Should a problem not be resolved, you can also turn to the FUBiS team.

For homestay issues, please contact the FUBiS team and the homestay coordinator. You will receive the contact information of the host family coordinator before the FUBiS program begins.

Can I bring guests to FUBiS? Can they live with me in my accommodation?

All courses are open to registered FUBiS students only. Please understand that we do not admit any auditors in order to guarantee that the course can take place as planned and not to disturb other course participants. Participation in the extracurricular activities is possible (at the guest's expense) upon agreement and availability. The rooms in the student dorms and the single occupancy apartments are intended for only one person and are furnished with only a single, twin-sized bed. Therefore, guests cannot stay overnight. The same is valid if you are placed in a host family.

STUDYING AT FREIE UNIVERSITÄT BERLIN**Location****Where is Freie Universität Berlin located?**

The Lankwitz campus of Freie Universität Berlin, where the FUBiS courses take place, lies in the quiet and green south of Berlin in the district of Lankwitz.

Several buildings, that can be identified by large letters on the wall, form the Lankwitz campus. The seminar rooms and the FUBiS office can be found in house L. The entrance to the campus is located in Malteserstraße 74-100, directly on the opposite site of the bus stop "Emmichstraße" (bus X83).

How can I get to Freie Universität Berlin?

Thanks to Berlin's well structured public transportation network, Freie Universität Berlin is easy to reach. You can reach the campus of Lankwitz by bus (line X83, Emmichstraße stop). You will find detailed directions to the campus in the FUBiS student guide, which you will receive before you arrive.

Dining options**Where can I eat on campus?**

There are several dining options around the campus of Lankwitz.

The Mensa

For lunch, FUBiS recommends the student cafeteria which is called "Mensa" at German universities. There are different meals offered every day, including vegetarian, vegan and pork-free options, a salad bar, fresh juices, desserts, and sweets.

A warm meal costs between 1.30 and 3.00 Euros. A warm lunch is served between 11:00 a.m. and 2:30 p.m.

Coffeebar

In addition to the Mensa, there is also a small café in the Mensa building. Here you can purchase beverages, sandwiches, cakes, sweets and other types of food at low price. It is open from 8.00 a.m. to 3.30 p.m.

How can I pay in the Mensa?

To allow a quick and smooth payment, Mensa meals are paid for by using the Mensa card (also used in other cafeterias and some cafés on campus).

Where can I get a Mensa card?

You will receive a Mensa card at the FUBiS orientation meeting. The machines to top up your card are located in the entrance hall on the ground floor in the Mensa as well as on the first floor.

Where can I go to eat or shop near Freie Universität Berlin?

There are a number of restaurants, cafés, snack bars and bistros off-campus, particularly near the S-Bahn station Lankwitz. You will also find a supermarket, a pharmacy, a drug store, bakeries and other shops around the Lankwitz Kirche stop (one stop after S Lankwitz, line X83).

Computers, internet and libraries**Will I have access to computers and to the internet at the university?**

At Freie Universität Berlin, you will have access to the computer lab in House L on campus Lankwitz as well as to ZEDAT PC pool (university computer labs) at Campus Dahlem. At the orientation meeting, you will receive a user name and a password with which you can log in to the computers and to the internet network of Freie Universität Berlin.

In addition, on campus you will have access to the university Wi-Fi network which you can use with a Wi-Fi equipped laptop. Off-campus there are some internet cafés where you can access the internet for a reasonable price.

Please note that you will not have access to the internet in most accommodations.

Should I bring a laptop with me?

If you have a laptop, we recommend you bring it with you because it will be easier for you to do your homework and other assignments. If your laptop is equipped with Wi-Fi you have access to the university internet network available on campus. If you do not bring a laptop, you can use the computer facilities of Freie Universität Berlin at Lankwitz.

Where can I print and copy?

You can print and copy in the computer lab in House L on Campus Lankwitz for a small fee. Copy machines can also be found in the university library and in copy shops nearby. In addition, you can print at the ZEDAT (university computer center of Freie Universität Berlin) at Campus Dahlem.

Will I have access to the libraries?

With your FUBiS student identity card you will have access to all Freie Universität Berlin libraries and can use the books shelved there in the reading rooms. Unfortunately, you may not take books out of the libraries because this requires a permanent address in Germany.

Miscellaneous**What do I need my FUBiS student identity card for?**

The FUBiS student identity card identifies you as student of Freie Universität Berlin and entitles you to various discounts. You need it in the Mensa to get your meal at the student price. You also need it to use the libraries. In addition, you can receive the student discount in many cinemas, theaters, museums and other venues if you show your student ID. Please note that there is *no* discount on Berlin public transportation tickets/passes for short-term students.

Can I study for an extended period of time in Germany?

You can find useful information on how to study at Freie Universität Berlin for an extended period of time here:

http://www.fu-berlin.de/en/studium/international/studium_fu/index.html.

LIFE IN BERLIN**Where can I get further information about Berlin?**

Berlin is a very big, complex and culturally interesting city. It contains not only a great number of museums, theaters and opera houses, but also many interesting bars and cafés. You can find current information about Berlin on the city's official website (<http://www.berlin.de/en/>) or on the tourist information website (<http://www.visitberlin.de/en/>).

How high are the living costs in Berlin?

The cost of living is relatively cheap in Berlin compared to other German and European cities. However, how much money you need depends on your personal life style. According to a study of the German student unions, German students spend on average 170 euros per month on food (basic groceries, i.e. not including eating out). In addition to the 170 euros, it is advisable to include enough money for cultural events, transportation and going out in your budget.

For more information on housing costs, please refer to the section on [Accommodation](#) above.

You will find valuable tips about student life in Germany on the following pages: <http://www.study-in.de/en/>.

How do I get around Berlin using public transportation?

Berlin has a very well structured public transportation network (BVG), for which you will need a transportation pass (depending on the term, a monthly pass (4-week term) or a monthly pass and two weekly passes (6-week term). For the 3-week term in January it is cheaper to get a monthly pass than 3 weekly passes. You will be informed before the beginning of the FUBiS program about the current prices of this transportation pass.

Please note that there are *no* discounts on Berlin public transportation tickets/passes for short-term students.

The public transportation system is run by the BVG and is comprised of city trains (the S-Bahn), the metro (the U-Bahn), buses, and trams (Straßenbahn or Tram). You can also ride regional trains within Berlin with your public transportation pass. On buses you should always show your pass to the bus driver; for the other means of public transportation, just make sure to have your pass on you in case a ticket inspector asks you to show it.

You can look up how to get from one place to another using the “Journey Planner” on the public transportation website <http://www.bvg.de/en>. Berlin has a 24h public transport system. The main S-Bahn and U-Bahn lines run all night on weekends (i.e. including Friday and Saturday night; Sunday night adheres to the weeknight schedule). On weeknights a night bus system replaces many of the S- und U-Bahn lines. There is always a way to get home using public transportation, even late at night. It might take you an hour longer than usual, but you can save the cab fare. However, taking a cab in Berlin is safe, so don't be afraid to do so.

Is Berlin a safe city?

Berlin is a safe city. Moreover, the FUBiS program is located on the campus of Freie Universität Berlin which lies in a very quiet residential area. Still, you should take certain general precautions, especially in new or unfamiliar places:

- Avoid parks and woods as well as dark, desolate streets and places at night.
- Do not get involved in arguments/disputes.
- Do not take any drugs and do not drink more alcohol than you can tolerate.
- Do not leave your drink unattended in clubs and bars.
- Do not get into a car with strangers.

How can I protect myself against theft and robbery?

In Berlin, as in any other city, there are pickpockets and trick swindlers near tourist attractions. To protect yourself, you should:

- always have an eye on your things and always put your purse in a secure place.
- never get involved in bets or games with strangers where you can supposedly win money.

In addition, FUBiS recommends the following precautions:

- Always carry important telephone numbers with you.
- Only take as much cash with you as you need.
- If you lose your credit cards, have them blocked immediately.
- Take your passport with you only when you need it urgently and keep copies of your passport and travel documents in a secure place.
- Keep your valuable articles in separate places.

What should I do in case of emergency?

The emergency telephone number in Germany, in the EU and many other European countries is:

- 112 – Fire-fighters/ Ambulance/ Police

FUBiS has an emergency phone that students can call at night and on the weekends. You will be given this number at the orientation meeting. During office hours the FUBiS team will also gladly help you in the office (Monday to Friday from 8:30 a.m. – 4:30 p.m. in House L, Malteserstr. 74-100, 12249 Berlin).

What should I do if I get sick during FUBiS?

If you have health problems during your stay in Berlin, you will quickly find a suitable doctor or specialist who can help you. It is very important that you have an international health insurance during your stay in Germany so that any doctor fees are covered.

FUBiS offers an insurance package which includes an international health, accident and liability insurance. You will find further information here: http://www.fubis.org/5_geb/versicherung/index.html.

If you regularly take a specific medication, it is advisable to bring sufficient amounts with you.

What should I keep in mind if I need to bring medication with me?

If you have a medical condition that requires you to travel with medication, you should have your physician write a letter describing your condition and prescription medications, along with a list of any generic names of the prescribed medication. You should leave your medications in their original containers.

You may want to check if your medication is considered a narcotic drug in Germany. A list of substances subject to special regulations can be found on the following website: http://www.bfarm.de/EN/FederalOpiumAgency/narcoticDrugs/_node.html. If your medication is on this list, you will have to fill out a special form, which can be found on the same page (direct link to the form: <http://www.bfarm.de/EN/FederalOpiumAgency/narcoticDrugs/Ein->

[Ausfuhr/_node.html;jsessionid=D723BD64224612F39E64EA4428505143.1_cid340](#). This form has to be filled out by the doctor and signed/authorized by a public health authority. It should be presented at customs.

Please avoid bringing large amounts of non-prescription drugs with you.

How do I find an English-speaking doctor in Berlin?

In the FUBiS student guide, which will be sent to you approximately four weeks before the program begins, you will find the contact information and office hours of different doctors near the university campus who speak English. Please bring your insurance documents with you to every consultation!

What should I keep in mind if I have a disability?

If you have a disability, FUBiS recommends that you visit the website of Berlin's tourism organization (<http://www.visitberlin.de/en/plan/city-info/accessible?tid=5259>) or the online database for accessibility of institutions in Berlin (<http://www.mobidat.net/1/>). Here you can find tips and information about the public transportation network, places of interest, event locations etc. for wheel chair users, the visually impaired, and for people with other disabilities. House L at Lankwitz is also designed to accommodate people with disabilities.

If you have a disability and would like to take part in FUBiS, please contact the FUBiS team. We will do our best to accommodate your special needs.