

Dear Guardians,

We are glad that your child would like to participate in our program and that you are supporting it in this matter. We are certain that your child will find studying at Freie Universität Berlin exciting, challenging and stimulating. They will discover Berlin as a city full of thrilling contrasts where East meets West, history meets future, art meets pop culture.

You as guardians will surely have a number of questions about the program. Because we often receive inquiries from guardians, we decided to compile your most frequently asked questions into a Guardians’ Guide. Further answers can be found in our pre-departure information package which will be sent to your child a few weeks before the beginning of the program. If you have any questions that remain unanswered after reading the Guardians’ Guide, please do not hesitate to contact us any time.

Sincerely,

The FUBiS Team

TABLE OF CONTENTS

**General Information (contact information etc.).....3**  
 How can I contact FUBiS?..... 3  
 Where can I find further information about FUBiS? ..... 3  
**Before the FUBiS Program .....3**  
 What can my child expect of the FUBiS program?..... 3  
 How can participation be paid for?..... 3  
 What should my child bring?..... 3  
 What are the Program Policies?..... 4  
 What kind of immunizations should my child have? ..... 4  
 What should my child keep in mind if it needs to bring medication?..... 4  
**During the FUBiS Program .....4**  
 Berlin ..... 4  
 What is life like in Berlin? ..... 4  
 Is Berlin a safe city?..... 4  
 Freie Universität Berlin and FUBiS ..... 5  
 Status and location of Freie Universität Berlin ..... 5  
 How safe is the university?..... 5  
 What kind of extracurricular activities are offered? ..... 5  
 How can I contact my child while it is at FUBiS? ..... 6  
 Problems / Emergencies ..... 6  
 Whom can my child contact in case of problems? ..... 6  
 What should my child do in case it gets sick or has health problems during the program? ..... 7  
 Accommodation and Meals ..... 7  
 What is included in the accommodation? ..... 7  
 What is the environment/location of the accommodations like? ..... 8  
 Is there internet access in the accommodations? ..... 8  
 Where can my child eat? ..... 8  
 Costs..... 8  
 Which payments are due the day of the arrival?..... 8

How high are the living costs in Berlin?..... 9

How can I send extra money to my child in Berlin if needed? ..... 9

**After the FUBiS Program.....9**

    What kind of certificate will my child receive to document its successful completion of FUBiS courses?..... 9

    When will my child receive the transcript?..... 10

**Resources .....10**

    Guardians' Guide in German Links to miscellaneous topics..... 10

    FUBiS..... 10

    Freie Universität Berlin ..... 10

    Berlin ..... 10

    Travel, Visa, Safety..... 10

    FUBiS contact details ..... 10

## General Information (contact information etc.)

### How can I contact FUBiS?

You can contact us via e-mail, telephone or postal mail:

E-mail: fubis@fubis.org  
Telephone: +49- 30- 838 73 472  
Fax: +49- 30- 838 473 472

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

### Where can I find further information about FUBiS?

The best source of information about FUBiS is our website [www.fubis.org](http://www.fubis.org). There you can find information about the FUBiS program e.g. program dates, course offerings, fees, policies and FAQs as well as information on accommodation options and extracurricular activities that are offered by FUBiS. Participants can also register on the FUBiS website using the online registration form.

---

## Before the FUBiS Program

### What can my child expect of the FUBiS program?

FUBiS is the International Summer and Winter University of Freie Universität Berlin, an intensive, short-term program of high academic quality. This applies to the on campus as well as the online program. 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 participation be paid for?

After registering for FUBiS your child will receive a bill which has to be paid within 7 days of receipt. The amount may be paid by credit card or by bank transfer. After we have received the payment, your child is officially registered for FUBiS. Course spots will be given on a first-come, first-served basis. It is therefore advisable to register early, as soon as your child decides to take part in FUBiS.

### What should my child bring?

Students should definitely bring the following things with them:

- valid passport
- if applicable: visa (for more information: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt>)
- if applicable: letter of invitation; proof of participation in the FUBiS program for entering the country
- if applicable proof of participation in the FUBiS program during the special immigration regulations due to covid-19
- enough cash for the first days (approx. 300 euro)
- valid health insurance (FUBiS also recommends accident and liability insurance. If your child has chosen the FUBiS insurance package, which includes all three types of insurance, it will receive his/her documents at the orientation meeting)
- towels
- adaptors
- laptop with Wi-Fi (recommended)
- Berlin travel guide
- dictionary
- special medication (in original container) if needed

- for participation in online courses computer/laptop as well as a webcam, headset, and stable internet connection

Which clothes your child should bring depends on the season. In winter, the temperature lies between +10 ° C and -15 ° C. Your child should bring a warm jacket, scarf, 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 are the Program Policies?**

During the program, your child is bound to the FUBiS Program Policies, which regulate academic as well as general procedures and behavior at FUBiS. These can be reviewed at: <http://www.fubis.org/agb.html>.

### **What kind of immunizations should my child have?**

Germany does not have any special immunization requirements.

### **What should my child keep in mind if it needs to bring medication?**

If your child has a medical condition that requires it to travel with medication, it should have a physician write a letter describing the condition and prescription medications, including a list of any generic names of the prescribed medication. Medications should be left in their original containers. You may want to check with the nearest German embassy or consulate in your country to see if any of the prescribed medications are considered illegal in Germany. Your child should avoid carrying large amounts of non-prescription medication with him/her while travelling.

### **What information is there regarding implications due to Covid-19 ?**

FUBiS adheres to the SARS-CoV-2 preparedness and response guidelines published by Freie Universität Berlin, based on §33 and §36 of the German Infectious Diseases Protection Act (IfSG) and specific recommendations by the Robert-Koch-Institut (federal agency for disease control and prevention) and the BZgA (federal center for health education). For further information, please see the PDF published in the health and safety section on the FUBiS website, as well as the information published by Freie Universität Berlin regarding Covid-19 prevention measures: <https://www.fu-berlin.de/en/sites/coronavirus/faq/index.html>.

---

## **During the FUBiS Program**

### **Berlin**

#### **What is life like in Berlin?**

Residents and visitors alike are fascinated by the traces of an eventful past that can be encountered almost everywhere in the city. Berlin offers unrivalled educational, intellectual, cultural, and recreational opportunities. The city has a high student population and offers something for everybody: renowned museums, monuments and memorials, concert halls and opera houses, theaters, pubs and clubs. For more information about Berlin please go to Berlin's official website (<https://www.berlin.de/en/>) or to the Berlin tourist information website (<https://www.visitberlin.de/en>).

#### **Is Berlin a safe city?**

In international comparison, Berlin is a very safe city. Moreover, the FUBiS program is located in a very quiet residential area. Still, your child should take certain general precautions, especially in new or unfamiliar places. It should:

- avoid parks and wooded areas as well as dark, desolate streets and places at night.
- not get involved in arguments/disputes.
- not take any drugs and not drink more alcohol than it can tolerate.
- not leave drinks unattended in clubs and bars.
- not get into a car with strangers.

In Berlin, as in any other city, there are pickpockets and trick swindlers near tourist attractions. Therefore, FUBiS also recommends the following precautions:

- Always have an eye on personal belongings and keep wallets in a secure place.
- Never get involved in bets or games with strangers where one can supposedly win money.
- Always carry important telephone numbers with you.
- In case of credit card loss, have the card blocked immediately.
- Keep copies of passport and other travel documents separate from the originals.
- Keep valuable articles in separate places.

Concerning the topic health and safety, you may also find important information on our website at: [http://www.fubis.org/6\\_safety/index.html](http://www.fubis.org/6_safety/index.html). General information on covid-19 regulations in the city of Berlin are available at: <https://www.berlin.de/corona/en/faq/>. For all information on the current situation in Germany regarding the corona virus please visit: [https://www.rki.de/EN/Home/homepage\\_node.html](https://www.rki.de/EN/Home/homepage_node.html).

---

## Freie Universität Berlin and FUBiS

### Status and location of Freie Universität Berlin

Freie Universität Berlin is a premier destination for research and education in Europe. It is ranked nationally and internationally among the top research universities in Germany. In 2007, after an intense, nation-wide competition, Freie Universität Berlin became one of eleven German universities to be awarded an Elite status by the German Research Foundation (DFG). In the Excellence Initiative competition, Freie Universität won the highest number of grants and was selected for its outstanding graduate programs, excellent research clusters and successful internationalization strategy. In 2019, Freie Universität Berlin has again achieved excellence status within the Berlin University Alliance.

The university campus is located in a charming and mostly residential section of former "West-Berlin". Yet – thanks to Berlin's superb public transportation network – it is within easy reach of the city's downtown areas. There are various restaurants, cafés and bistros near campus, particularly near the urban train station close to the campus. A supermarket, a post office, bank, pharmacy, and other shops can also be found in this area.

### How safe is the university?

Berlin is a central-European metropolis that is very safe in comparison to other international cities. There are no serious risks involved while staying in the city or while studying at Freie Universität Berlin. In the unlikely case that acute safety problems would arise or in case of dangerous weather conditions, the students will be informed by the FUBiS team, if necessary. FUBiS works closely with its partners to guarantee a high standard of safety in all institutions and activities of the program and is prepared to support and advise students appropriately. Please also note the information regarding the prevention of the spread of covid-19 at Freie Universität Berlin: <https://www.fu-berlin.de/en/sites/coronavirus/faq/index.html>.

### What kind of extracurricular activities are offered?

FUBiS sets great value on that fact that students can use their stay at Freie Universität Berlin not only for their academic development, but also for their personal growth, as they can greatly profit from the multicultural atmosphere at FUBiS. This is why we offer many extracurricular activities and get-togethers during which the FUBiS participants can get to know their fellow students as well as Berlin and the German culture. Most of these trips and activities are included in the program fee e.g.:

- The FUBiS opening ceremony and orientation meeting is the first time the entire FUBiS program comes together. After the orientation meeting, students will have a chance to get to know each other, the university, the FUBiS team, and the professors around a warm buffet.
- A tour through the German parliament building (Reichstag) and to the top of the Reichstag's dome.

- River Boat Tour on the river Spree through downtown Berlin (only in summer).
- A weekly Movie Time, where popular and well-known German movies are presented (German with English subtitles).
- A farewell ceremony.

FUBiS participants also have the chance to book day or weekend-trips to other German cities at extra costs (e.g. Leipzig, Dresden or Potsdam). In addition, there are also several excursions in Berlin during the week, for which students can sign up at the orientation meeting.

A selection of virtual extracurricular activities are offered as well to participants of the online program.

### **How can I contact my child while it is at FUBiS?**

Mail for your child can be sent to the FUBiS office using the following address:

Freie Universität Berlin  
International Summer and Winter University FUBiS  
c/o ERG Universitätsservice GmbH  
*Name of Student*  
Malteserstr. 74-100  
12249 Berlin  
Germany

Your child will be informed immediately if it receives mail, and can pick it up at the FUBiS office. FUBiS will only accept personal mail; we do not accept packages.

If your child possesses a laptop or another device that is equipped with Wi-Fi, you have various means of communication and messaging through the Wi-Fi network available on the campus of Freie Universität Berlin and in other places in the city (e.g. coffee shops). Please note that internet is not equally available in all FUBiS accommodations.

---

## **Problems / Emergencies**

### **Whom can my child contact in case of problems?**

The FUBiS team will help participants in any way we can from the FUBiS office. We can also quickly refer students to a professional for help concerning almost every problem.

For emergencies outside office hours FUBiS has a 24/7 emergency phone number which students can call during the program in the evenings and on the weekends. The number for emergency calls will be provided to students in our pre-departure information package and again at the beginning of the program. At the orientation meeting, your child will again receive our contact information. We will also brief students on other important numbers and on behaviour in emergencies at the orientation meeting.

Participants of the online program can reach the FUBiS team via email or video call during the specific office hours noted in the student guide. Outside of office hours, written requests will be answered as soon as possible.

FUBiS is committed to creating and maintaining a safe and secure study abroad experience to all program participants. The well-being of all students is our highest priority. FUBiS believes that the support and the preparation of the staff and faculty on-site as well as the responsibility of all participants contribute to a successful and safe study abroad experience.

FUBiS program staff are regularly in contact with the university management, local and foreign authorities, partner institutions and study abroad associations about health and security standards. The FUBiS team is prepared to provide support to students with information about local health and safety services and to arrange

for assistance in emergencies and unexpected situations. Essential information is shared in pre-departure information emails, during on-site orientation meetings and throughout the program with all constituencies.

**What should my child do in case it gets sick or has health problems during the program?**

If your child gets sick during its stay in Berlin, it will quickly be able to find the right doctor or specialist who can help it.

*English speaking doctors:* We have included an overview of addresses and phone numbers of different English speaking doctors and medical specialists near the university campus in the FUBiS Student Guide. The Student Guide will be available for your child approximately 4 weeks before the beginning of the program.

It is very important that your child has an international health insurance during its 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](http://www.fubis.org/5_geb/versicherung/index.html)

If your child regularly takes a certain medication, it is advisable to bring it in a sufficient amount and in the original container. Please research the specific import regulations beforehand.

---

## Accommodation and Meals

**What is included in the accommodation?**

Like most German universities, Freie Universität Berlin does not own its own housing facilities. Upon request, FUBiS can arrange to accommodate your child in the following 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. Washing machines and tumble driers can be used for a small extra fee.
- *Single room at Jugendgästehaus Lichterfelde (JuLi):* Students will be provided with a bed (incl. bed sheets) and a closet in a single room and will have access to a shared bathroom according to their gender. A washer and dryer is available, as well as a common room with a TV, books, and board games. A daily breakfast buffet and Wi-Fi is included in the price.
- *Single room at Steps Hotel:* Students will stay in a hotel room with a bed (incl. bed sheets) and a closet. The price includes Wi-Fi and a daily breakfast buffet. Each guest will share a bathroom with a second person of the same gender living on the same floor.
- *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 as well as Wi-Fi if it's available at your homestay.
- *The Student Hotel (Term III only):* students have their own room that is fully furnished, along with an en-suite bathroom and fully equipped shared kitchen. Additionally, the Hotel has a laundry room, gym, yoga room, a library, access to bikes and an outdoor cinema. Additionally, it offers free Wi-Fi and an in-house restaurant and bar along with several lounge areas.

Every room has a bed (including bed linen) and most of them are furnished with a cupboard, a desk and a chair. Depending on the accommodation, there might be a kitchen and/or laundry room available. You can find more detailed information on available facilities at each accommodation in the section above.

For more information about the accommodation options, please go to:

[http://www.fubis.org/3\\_unterbr/index.html](http://www.fubis.org/3_unterbr/index.html).

You can find an overview of costs in this table: [http://www.fubis.org/5\\_geb/index.html](http://www.fubis.org/5_geb/index.html).

Please note that FUBiS only serves as an intermediary in arranging accommodation for participants. FUBiS is not liable for any agreement between the renter and landlord.

If your child plans on arriving before the beginning of the FUBiS term or extending its stay after the term, we recommend that it find an individual accommodation for the extra days before/after the FUBiS term. If it plans to have a friend or family member stay with it (especially for an extended period of time) during the FUBiS program, we advise it to arrange for 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](http://www.fubis.org/3_unterbr/individuell/index.html).

Should your child take part in FUBiS Term II and III, it can stay in the chosen accommodation during the one-week break for a small extra charge.

#### **What is the environment/location of the accommodations like?**

Just like Freie Universität Berlin itself, most accommodation options are located in the quiet southern suburbs of Berlin. The Steps Hotel is located in a residential area in the north of Berlin. The Student Hotel is located in the city center. Each accommodation can be reached by bus and metro. It takes approximately 30 to 50 minutes to get from the chosen accommodation to Freie Universität Berlin as well as to the city center with public transportation. Berlin is a very big, spread-out city, and commutes of 60 minutes by bus or metro are quite normal. However, in international comparison, the network density and quality of the Berlin public transportation system are of very high standard.

#### **Is there internet access in the accommodations?**

Most accommodations offer some kind of internet access; this cannot be guaranteed, though. The Student Hotel, the Jugendgästehaus Lichterfelde, as well as Steps Hotel offer their guests free Wi-Fi. All FUBiS participants will have access to the computer labs and the Wi-Fi network on campus. In addition, there are many affordable internet cafés in Berlin as well as cafés that offer free wireless to their customers.

#### **Where can my child eat?**

Meals are usually not included in the rent for a single room in a student dorm. However, students will have a furnished kitchen in which they can prepare their own meals. The residences are located within immediate walking distance to grocery stores where students can buy food and other convenience goods for daily use.

If your child is staying in a homestay, breakfast and a warm meal per day (but not lunch) are included in the price. A daily breakfast buffet is included at the Jugendgästehaus Lichterfelde as well as the Steps Hotel.

There are several dining options on the Freie Universität Berlin campus and nearby. For lunch, FUBiS recommends the student cafeteria which is called "Mensa" at German universities. There are many choices, including vegetarian, vegan, a salad bar, desserts, and sweets. A warm meal costs between 1.30 and 3.00 euros. In addition to the Mensa, there is also a coffee bar where students may purchase hot and cold beverages, and some snacks like sandwiches and cakes.

Please note that due to the current corona virus prevention measures opening hours and available meal options may differ.

---

## **Costs**

#### **Which payments are due the day of the arrival?**

The FUBiS program and course fees have to be paid before the beginning of the program. When FUBiS participants arrive in Berlin, they will only need cash (EURO) to cover the costs during the first few days. We advise participants to bring about 300 euros for those first days to cover expenses, including:

- *A monthly ticket* to use public transportation in Berlin. This ticket is valid for 4 weeks from the date of purchase. FUBiS will notify participants about the current price of the monthly ticket before the program begins. The monthly ticket is the best choice for Term I (3 weeks) and Term III (4 weeks). For Term II (6 weeks), FUBiS recommends to purchase two weekly passes in addition to the monthly ticket.
- *Accommodation security deposit.* Some of the accommodations require participants to pay a security deposit when they move in. The security deposit will be returned to the students when they move out, as long as they leave their accommodation in an acceptable condition.
- *Meals* on the weekend of the arrival.
- *Tickets for extracurricular activities* which could not be booked in advance during the registration process. These will be sold at the FUBiS orientation meeting.

### **How high are the living costs in Berlin?**

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

Valuable tips about student life in Germany can be found at <https://www.study-in.de/en/>

### **How can I send extra money to my child in Berlin if needed?**

If your child needs money urgently, a bank transfer to a bank account it has access to over here would be the easiest solution. If this is not possible, you can also send money easily through a service provider like Western Union. Your child will receive the money within just a few minutes.

---

## **After the FUBiS Program**

### **What kind of certificate will my child receive to document its successful completion of FUBiS courses?**

Every student will receive an official transcript of Freie Universität Berlin after successful completion of all program requirements. The transcript will show the title of the course(s), the number of contact hours, the number of credits earned as well as the grade(s).

FUBiS / Freie Universität Berlin credits 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 (online) class as well as the individual work and studying. The Academic Senate of Freie Universität Berlin has stipulated that one ECTS credit of Freie Universität Berlin corresponds to a workload of 25 to 30 hours.

Please note that each institution has its own policy regarding credit transfer from other institutions. We strongly recommend that students consult their academic advisor and/or professor to receive credit transfer approval prior to enrolling in the FUBiS program.

Also note that credits can only be awarded if your child is currently / has been enrolled at a university.

**When will my child receive the transcript?**

The FUBiS transcripts will be sent out approximately 4 weeks after the end of the program. At the beginning of the program, your child should let us know whether it would like to have the transcript sent to a private address or to its home university.

---

**Resources****Guardians' Guide in German****Links to miscellaneous topics****FUBiS**

- Homepage: <http://www.fubis.org/index.html>
- Academic Program and Program Structure: [http://www.fubis.org/2\\_prog/index.html](http://www.fubis.org/2_prog/index.html)
- Extracurricular Activities: [http://www.fubis.org/4\\_exk/index.html](http://www.fubis.org/4_exk/index.html)
- Fees & Registration: [http://www.fubis.org/5\\_ggeb/index.html](http://www.fubis.org/5_ggeb/index.html)
- Accommodation: [http://www.fubis.org/3\\_unterbr/index.html](http://www.fubis.org/3_unterbr/index.html)

**Freie Universität Berlin**

- General information: <https://www.fu-berlin.de/en/index.html>

**Berlin**

- General information: <https://www.berlin.de/en/> and <https://visitberlin.de/en>
- Public Transportation: <https://www.bvg.de/en>
- Museums: <https://www.smb.museum/smb/home/index.php?lang=en>
- Event magazines (in German only): <https://www.zitty.de/> und <https://www.tip-berlin.de/>
- Other Links: [http://www.fubis.org/1\\_fubis/berlin/freizeit/index.html](http://www.fubis.org/1_fubis/berlin/freizeit/index.html)

**Travel, Visa, Safety**

- Foreign Office: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt>

**FUBiS contact details**

We at FUBiS are a young and dedicated team. Not so long ago, we studied or worked abroad and travelled the world ourselves. Our own positive experiences abroad are our motivation to organize this special summer and winter program for international students. Follow this link to find out who is in charge of what at FUBiS and how you can contact us: [http://www.fubis.org/1\\_fubis/uns/mitarbeiter/index.html](http://www.fubis.org/1_fubis/uns/mitarbeiter/index.html).