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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 that take place on-site in Berlin. 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 Universitätsservice 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, arts and German literature. An overview of the FUBiS courses can be found on our website: www.fubis.org.

How many courses can I take per term?

You can take up to two courses in 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.

In Term I, you can take either a subject or a German language course. 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. In exceptional cases, more participants per class may be allowed. The courses focus on improving students' writing and speaking skills. Several field trips actively integrate the city of Berlin into the course. These field trips, which are accompanied by the respective instructor and are an

integral 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 Common European framework of Reference for Languages (https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions). An exact description of the course content for each level can be found in the course descriptions of the respective terms: https://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 multi-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 is open.
- Participants are then asked to provide detailed information about their previous experience in learning German as a foreign language. This questionnaire is targeted in a way that allows for a conclusive representation of students' current state of German language knowledge. Additionally, some students may be invited to a short interview with our German language instructors on the first day of class, who will evaluate their speaking skills.

Your German language level will be determined by this 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 students who already speak German fluently (minimum level: Intermediate 2) FUBiS offers subject courses in German during summer terms. These subject courses 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. More information on proficiency levels can be found here: https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions.

FUBiS reserves the right to exclude participants from their subject course(s) when they do not meet the essential language requirements as stated in the syllabus and on the FUBiS website. The decision will be made in consultation with the instructors, the student, and the FUBiS Program officials.

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: https://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 study 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 25 to 30 hours.

Depending on the term and course(s) you take, you may receive between 6 and 12 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.

Will I receive a certificate for the completion of FUBiS?

Every student receives an official transcript at the end of the FUBiS program. The transcript lists the duration of the program, the course title(s), the number of contact hours, the number of ECTS credits earned, and the grade(s). FUBiS issues the transcripts approximately 4 weeks following the end of the program. The transcript will be sent to the student's home address or to the student's home institution. It is the student's responsibility to provide FUBiS with a correct mailing address. Students should bear in mind that overseas mail delivery may take two weeks or longer.

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: https://www.fubis.org/5_geb/index.html.

Can I travel during FUBiS?

As FUBiS is an intensive short-term study program and class attendance is compulsory, longer trips are not possible during the 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?

If you would like to do an internship before or after your participation in the FUBiS program, you can consider the internship option of our sister program FU-BEST. FU-BEST offers an 8-week internship placement that allows you to gain valuable intercultural experience by immersing yourself in a German workplace. For further information, please click here: https://www.fubis.org/5_geb/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 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 or higher language proficiency level in English for successful completion.

FUBiS reserves the right to exclude participants from their subject course(s) when they do not meet the essential language requirements as stated in the syllabus and on the FUBiS website. The decision will be made in consultation with the instructors, the student and the FUBiS Program officials.
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 online (https://www.fubis.org/5_geb/anmeldung/index.html). The necessary forms are available under the link provided on the website.

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

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

After you have registered for FUBiS, you will receive an invoice. Invoices sent more than 4 weeks prior to program start, must be paid within 7 days. Invoices 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 here: https://www.fubis.org/5_geb/index.html.

If I withdraw from the FUBiS program, am I eligible for a refund?

Regular cancellation policy:

- If you withdraw from the FUBiS program up to the registration deadline of the respective term, the course fee and, in most cases, the fees for optional bookings will be refunded to you, minus any incurred bank/transfer fees. The program fee is non-refundable.
- As a rule, a refund is not possible in case of a later withdrawal (after the registration deadline of the respective term). In this case, please contact the FUBiS team. Please note that withdrawals can only be considered if they are received in written form.
- Please note: For participants selecting The Social Hub as their accommodation, an adapted refund policy applies for this option. Please check the accommodation section on the FUBiS website for details on the refund policy at The Social Hub.

Can I return excursion tickets?

After the registration deadline, FUBiS excursion tickets are non-refundable. Students who do not wish to participate in an excursion for which they have purchased a ticket in advance may sell their ticket to another FUBiS student on site. FUBiS provides a swap-board for this purpose where students can offer and search for excursion tickets. 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 does not offer scholarships on a regular basis.

In case funds for FUBiS scholarships do become available, this will be published on the website: https://www.fubis.org/5_geb/stipendien/index.html. 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: https://ssl2.cms.fu-berlin.de/fubis/1_fubis/PM_newsletter/index.html.

Students may want to do some research for scholarships offered by their home university and organizations in their home country. The FUBiS website lists some foreign scholarship programs that students may be eligible for.

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.

FUBiS cannot and will not intercede for those who choose not to obtain the appropriate documentation. Participants are responsible for educating themselves on any specific requirements for their selected destination. Failure to obtain appropriate passports and visas is not grounds for any refund.

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

Can FUBiS help me with my visa application?

Upon request FUBiS can issue a letter of invitation for you 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: https://www.fubis.org/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: https://www.fubis.org/5_geb/index.html.

In summer, the FUBiS orientation meeting takes place on the first Sunday of the respective terms. In Term I, the dates for the orientation meeting vary. At the orientation meeting, 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 one airport which is served by many international airlines. It is situated on the outskirts of Berlin and is well integrated into the city's public transportation system.

- Berlin Brandenburg (BER) is the largest regional airport and is located in the south eastern part of the city. International long-distance flights usually land here.

Arriving by train

Berlin can be reached by train from 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) and other stops in the city.

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. Your accommodation can be reached by subway (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 pre-departure information that helps you find the 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), any medication you take regularly, towels, adaptors, laptop/tablet (recommended).

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 and rainy days.

Please also keep in mind to check import regulations for medication you might need and make sure to bring all medication in its original packaging.

ORIENTATION and FIRST DAY OF CLASS

What happens at the orientation meeting?

The FUBiS orientation meeting takes place on the first Sunday in Term II and Term III. In Term I, the date for the orientation meeting varies. 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 a buffet, you will have the chance to get to know the FUBiS team, your instructors and your fellow students.

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 pre-departure information that helps you find the directions from your 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. Students who are placed in homestays or who have arranged for an accommodation independently will travel to the orientation meeting individually.

What will my first day of class look like?

In Term II and III, the first day of class for students taking 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 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 that requires a certain level of prior knowledge, your first day of class may in some cases begin with a short interview which will help the instructors to assess your speaking skills. Together with the online placement test and the detailed questionnaire, this interview will help to make sure that you are placed in the course which best suits your language proficiency level. For information on where and when you need to report to us on campus, please refer to the documents distributed at the orientation event.

When and how will I receive FUBiS information material?

Starting about four weeks before the FUBiS term begins, you will receive several important informational e-mails. In the first email, you will find important pre-departure information including a 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.).

The e-mails following after that will inform you on for example the online placement test for German language course students and your housing placement. Please make sure to also check your spam folder frequently so as to not miss any important messages.

Usually, there will also be a pre-departure webinar offered for registered students a few weeks before the program starts.

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

Every subject course participant will receive their course material through the service “FU Box”.

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-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 Director.

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 the second business day after the first official day of class in Term I and Term III. In Term II, it is the fourth business day after the first official day of class. 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:
https://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 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 (mixed-gender). Washing machines and tumble driers can be used for a small extra fee.
- 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 Social Hub: 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.
- martas Guesthouses: Participants are accommodated in a twin room with an en-suite bathroom. Bed linen and towels are provided by martas Guesthouses. A shared tea kitchen with a refrigerator, microwave, and kettle is available in the community lounge of the main building. Washing machines and dryers can be used for a small fee. The reception desk features a mini shop. Wi-Fi is available throughout the property.

You can find further information on the housing options here: https://www.fubis.org/4_life/3_unterbr/index.html.

An overview of the costs and which housing is available in which term can be found here: https://www.fubis.org/5_geb/index.html.

You will also find the particular cancellation policy regarding The Social Hub on the FUBiS website.

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: https://www.fubis.org/4_life/3_unterbr/individuell/index.html.

Students participating in FUBiS Term II and Term III can stay in the dorms the week in between the two terms for no extra charge. Please see the accommodation options on the website for further details.

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

The rooms' furnishing serves basic needs. Every room has a bed (including bed linen) and most of them are furnished with a cupboard, a desk and a chair. Most accommodations do not provide towels so please remember to bring your own. 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.

Do I have internet access in my accommodation?

The Social Hub, the dorms, and martas Guesthouses offer their guests free Wi-Fi, and 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.

Are meals included in the accommodation price?

If you choose a single room in a student dorm, martas Guesthouses, or The Social Hub-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 (except for supermarkets in major railway stations). Usual closing times are 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 be reached via public transport. With public transportation you need approximately 30 to 50 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 or more 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 housing facilities. If you have problems concerning your accommodation (e.g. a broken appliance), please contact the staff of your accommodation who 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.

What should I do if I experience sexual harassment, discrimination or violence or witness something that made me feel uncomfortable?

Please know that you are not alone. You can always reach out, in person or in full anonymity, to your accommodation officer, your program administration, or the "NO means NO" initiative of the FU Berlin. You can find more information about the initiative on this page: https://www.fu-berlin.de/en/sites/nein-heisst-nein/index.html.

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 are intended for only one person and are furnished with 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

Please note: In some cases, FUBiS terms may take place on a different campus. If this is the case, all participants will be notified in a timely manner.

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 their walls, 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, 12249 Berlin 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). The closest S-Bahn (city train) stop is Lankwitz (line S25 / S26). You will receive pre-departure information that helps you find your way to the campus about four weeks before term start.

Dining options

Where can I eat on campus?

In the following are listed several dining options on and nearby Campus 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, juices, desserts, and sweets.

A warm meal costs between 1.45 and 3.00 euros. Warm lunch is served between 11:00 a.m. and 2:30 p.m. The Mensa already opens at 08:00 a.m., though, and offers snacks and drinks during the complete opening hours.

How can I pay in the Mensa?

To allow a quick and smooth payment, Mensa meals are paid for by using your student ID card (also used in other cafeterias and some cafés on Campus Dahlem). Should you not have received your student ID by the first day of class due to a late enrolment, there are guest cards available for purchase at the Mensa.

Where can I get a student ID card?

You will receive your student ID card at the FUBiS orientation meeting. The machines to top up your card are located in in the Mensa. The card can only be topped up using cash.

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, bus 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 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 device. Off-campus there are some internet cafés where you can access the internet for a reasonable price. Most cafés and coffee shops in Berlin offer free Wi-Fi to their customers.

Should I bring a laptop with me?

If you have a laptop or tablet, we strongly recommend you bring it with you because it will be easier for you to do your homework and other assignments. If you do not bring a laptop or tablet, you can use the computer facilities of Freie Universität Berlin at Lankwitz.

Where can I print and copy?

You can print and copy in black and white in the university library using your student ID card. There are also print and copy services available at the drugstore chain dm or at 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 ID card you will have access to all Freie Universität Berlin libraries and can use the books shelved there in the reading rooms. Please note that you may not take books out of the libraries because this requires a permanent address in Germany.

Via their Zedat account, all FUBiS students have access to the Freie Universität Berlin online library portal Primo and the university's virtual private network. If you need help accessing or setting any of these options, please contact the FUBiS staff.

Miscellaneous

What do I need my FUBiS student identity card for?

The FUBiS student ID 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 in Germany?

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

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

Academic accommodations and studying with a disability

We will always do our best to meet the needs of all students, but we will also be open about any limitations regarding what the FUBiS program—with its specific structure, program activities, and housing partners—can reliably offer. Please note, for example, that attendance is mandatory at FUBiS and that walking excursions lasting several hours may be a regular part of many courses.

Accommodations, such as an adapted exam environment and/or exam time, notetaking, using a laptop during exams, etc., can be arranged, but only if a written certification from qualified staff at the home university is submitted to the program.

Please contact us should you have any question or wish to make use of possible accommodations.

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, cinemas, theaters and opera houses, but also many interesting bars and cafés. You can find current information about Berlin on the city's official website (https://www.berlin.de/en/) or on the tourist information website (https://www.visitberlin.de/en).

How high are the living costs in Berlin?

Berlin is still considered moderately priced for a European capital, though the cost of living has increased in recent years. Students should be prepared for the typical expenses of urban life.

On average, you should expect to spend around €500–€550 per month for basic living costs excluding accommodation. This estimate includes:

- Groceries and everyday items
- SIM card and mobile phone plan
- Public transportation (monthly ticket)
- Leisure and cultural activities

Please note that accommodation costs are not included in this amount. For more information, please refer to the Accommodation section.

Your actual expenses will depend on your individual lifestyle. For short-term stays, we recommend planning with a financial buffer to ensure a smooth experience.

How do I get around Berlin using public transportation?

Berlin has a very well-structured public transportation network, for which you will need a transportation pass. Depending on the term, we recommend a monthly pass (4-week term) or a monthly pass and two weekly passes (6-week term). For the 3-week term in January, a monthly pass is the best option (cheaper than 3 weekly passes). You will receive information about public transportation and current prices a few weeks before the beginning of the FUBiS program.

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 the S-Bahn Berlin. It 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. 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 https://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 fare for a cab or ridesharing service. However, taking a cab in Berlin is safe, so do not be afraid to do so.

Is Berlin a safe city?

Berlin is a safe city. Moreover, the FUBiS program is located 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 personal belongings 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 really need it 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? How will FUBiS help me?

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

- 112 – Fire-fighters/ Ambulance/ Police

FUBiS has a 24/7 emergency phone that students can call at night and on the weekends. Students will receive the number of the FUBiS emergency phone as well as other important numbers to keep in mind in our pre-departure information package and again at the orientation meeting. During office hours, the FUBiS team will be available for students in the office (Monday to Friday from 8:30 a.m. – 4:30 p.m. in House L, Malteserstr. 74-100, 12249 Berlin), via phone (+49 838 73472) and via email (fubis@fubis.org). During classes and field trips, students can always approach their instructors for quick help.

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 case of an emergency. Essential information will be shared in pre-departure information emails, during on-site orientation meetings and throughout the program.

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: https://www.fubis.org/5_geb/versicherung/index.html.

If you regularly take a specific medication, it is advisable to bring sufficient amounts 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. You can also book doctor's appointments online via the service "Doctolib" (https://www.doctolib.de/). The website and app are available in English, and you can filter for the next available appointment according to specialists and city area.

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 (https://www.visitberlin.de/en/accessible-berlin?tid=5259). 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. Freie Universität Berlin buildings are also equipped 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 needs.