

Information for Students on Exchange

<p>A. University</p>	<p>Free University Berlin (Freie Universität Berlin - FUB)</p> <p>https://www.fu-berlin.de/en/studium/international/studium_ausland/direkt/index.html</p>
<p>B. Country</p>	<p>Germany</p>
<p>C. Academics</p>	
<p>i) Module Mapping & Credits Transfer</p>	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange. You can check with the SEP Coordinator in the Dean's Office of your home faculty.</p> <p>Modules approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host universities while you are preparing your Study Plan.</p>
<p>ii) Academic Calendar</p>	<p>Semester 1: Early October to End March (lecture ends mid-February) Semester 2: Early April to End September (lecture ends mid-July)</p> <p>During the last two weeks of the lecture period; may vary from department to department.</p> <p>https://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html</p>
<p>iii) Exchange Duration</p>	<p>Semester 2 or full-year exchange is recommended due to the severe overlapping academic calendar.</p>
<p>iv) Examination</p>	<p>Please take note that the examination for semester 2 might take place in September. Early examination vary from department to department.</p> <p>Students are strongly recommended to introduce themselves personally to their FUB professors at the beginning of classes and arrange the details and date of their examinations if necessary.</p> <p>Should professors not be able to provide an alternative exam timing or assessment, students should respect the professors' position and change courses at the beginning of the semester rather than only checking with professors and asking for exceptions in the middle or end of the semester.</p> <p>If alternative or early exam is not available, please complete the exam in FUB before you return to NUS. Request for Leave of Absence from NUS is subject to your NUS home faculty's approval.</p>
<p>v) Curriculum Structure</p>	<p>Credit for Bachelor's and Master's courses is given in accordance with the European Credit Transfer System (ECTS).</p> <p>Bachelor's and master's programs are structured around modules, which usually consist of two content-related courses (e.g. a lecture and a seminar). While modules</p>

	<p>are offered on a regular basis (at least every 2nd semester), the content of the individual lecture or seminar might change from one semester to the other.</p> <p>All courses take place once a week (90 minutes), with up to 25 students per course. There is usually an exam at the end of the semester, and students will receive 5 ECTS credits per course.</p>
<p>vi) Entry Requirements</p>	<p>(a) registered as a full-time undergraduate student of NUS</p> <p>(b) have successfully completed at least two (2) semesters of study at NUS upon admission to the host university;</p> <p>(c) not eligible for exchange in the graduating year</p> <p>(d) a student of good standing at NUS with</p> <ul style="list-style-type: none"> a. a minimum upper division second class honours or; b. a minimum B average grade or ; c. a CAP of at least 3.0 (out of 5) for NUS students
<p>vii) Language Proficiency Requirements</p>	<p>Direct exchange students are exempt from a German language exam (DSH or TestDaF), which is otherwise required for international degree-seeking students studying at a German university.</p> <p>However, language skills equivalent to level B2 of Common European Framework of Reference for Languages (CEFR) is expected in the humanities and the social science departments and B1 at the John F Kennedy Institute for North American Studies and natural sciences.</p> <p>Almost all subjects are taught in German. Please note that subjects taught in English outside the Departments of English and North American Studies are very limited. Availability may vary and cannot be guaranteed. An overview of the subjects taught in English is available at https://www.fu-berlin.de/vv/en/fb_archiv?id=411506&sm=411506. Please use the “advanced search option” to find courses in English.</p> <p>A six-week intensive preparatory German language course (20 x 45 min of instruction per week) will be offered prior to the beginning of the summer term. Basic knowledge of German is required. The course fee will be approx. 600 €. Places are limited, interested students should apply as soon as possible. http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/vorkurs_deutsch/index.html</p> <p>If students wish to participate in a German language course, they have to take a placement test, which will be offered during the orientation period shortly before the semester starts. Without this test, exchange students are not eligible to take language classes.</p> <p>Further information is available at http://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/index.html</p>

<p>viii) Modules Compatibility</p>	<p>The Freie Universität Berlin offers very limited number of undergraduate courses conducted in English.</p> <p>An overview of subjects offered in English is available at https://www.fu-berlin.de/vv/en/fb. Please use the “advanced search option” to find courses in English. Most subjects taught in English will be offered by the Department of English Philology and the John F. Kennedy Institute for North American Studies.</p> <p>FUB Institute of German Languages and Literature offers a study program exclusively for exchange students. The seminars focus on the culture, society and history of Berlin and Germany and should be regarded as an additional offer to the basic study program. Detailed information can be found here: www.fu-berlin.de/exchangestudents</p> <p>Only the following master courses at FUB are open for ex-change students without restriction:</p> <ul style="list-style-type: none"> • Modern German Literature • Philosophy • Political Science. <p>Detailed module descriptions specifying contents, structure, contact hours and credits (Leistungspunkte, LP) can be found in the study and examination regulations (Studien- und Prüfungsordnung) at http://www.fu-berlin.de/studium/studienorganisation/pruefung/Archiv_stud-pruef-ordnungen.html (German only).</p> <p>The courses offered during the current semester are listed in the course catalogue (Vorlesungsverzeichnis, VV) which is available about one month prior to the beginning of the semester at https://www.fu-berlin.de/vv/en/fb It is structured by departments, degrees and modules.</p>
<p>ix) Module restrictions and pre-requisites</p>	<p>Please take note that modules could be awarded in clusters. Each cluster might have limited English-taught modules. If students wish to take English-taught modules from another cluster, prior permission has to be sought from FUB.</p> <ul style="list-style-type: none"> • Enrolment in the Biochemistry, Bioinformatics and Biology is subject to availability of lab classes and to prior approval by the institute/department. • Medicine and Veterinary Medicine are NOT open to exchange students. • Restrictions apply in Pharmacy, Law and Economics and Business Administration. • All master’s programmes (other than Modern German Literature, Philosophy and Political Science) are restricted and need prior approval by the institute/ department. In order to attend individual classes in a master’s programme, students need prior approval by the faculty members. Admission to a master’s programme (non-degree status), is only possible with the approval of the department offering the master’s programme. Please alert your home faculty at NUS if you plan to take a particular master’s programme. At FUB

	<ul style="list-style-type: none"> • Fee-based continuing education master’s programmes are NOT open to exchange students.
<p>D. Application</p>	
<p>i) Procedures</p>	<p>All NUS student has to be nominated by NUS before they can apply for fee-waiver exchange at the host university. Please check with your faculty for its internal application deadlines.</p> <p>The official nomination from NUS of the selected students must contain the full name, birthdate, gender, e-mail, study area and duration of the student’s stay.</p> <p>After you have been selected by and accepted your faculty’s internal offer, your faculty would give you the application instructions of the partner. The application procedures and list of supporting documents needed by the host university can be found in the SharePoint. Please look for the SEP coordinator at your Dean’s Office for the link to the SharePoint.</p>
<p>ii) Deadlines</p>	<p>All NUS student must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year.</p> <p>After clearing the internal application and selection process, students have to take note of the online application deadline set by the host university.</p> <p>Deadline for submitting application to host university: Semester 1: 30 April Semester 2: 30 October</p> <p>The application procedures and list of supporting documents needed by the host university can be found in the SharePoint. Please look for the SEP coordinator at your Dean’s Office for the link to the SharePoint.</p> <p>Failure to submit a formal application to the host university will result your exchange being forfeited even if you have been selected by NUS for the exchange.</p>
<p>E. Accommodations</p>	
<p>i) Student Accommodation</p>	<p>FUB engaged university housing service provider, ERG, to manage student accommodation. Student accommodation is not guaranteed. Due to the limitation of housing options, FUB advise you to register for accommodation as soon as the registration opens and no later than 15 December or 15 June using this link: http://www.fu-berlin.de/en/sites/unterbringung/index.html. Registrations will be on a first-come, first-served basis.</p> <p>FUB housing service offers a variety of accommodation options, including dorms, shared flats and fully furnished single apartments. All housing options are available from the beginning of September/October or March/April onwards and cost about €225 – €755 per month.</p>

	Students who have contract that ends in August or September are expected to pay for the rental until August or September. There will be no refund of the rental if you leave the student accommodation earlier.
ii) Private Accommodation	Otherwise, students can either organize their own private accommodation (such as student share apartments, so-called WGs) or use the university's housing service ERG.
F. Visa	
Consular/Visa Regulation	<p>EU citizens and citizens from the following countries do not need a visa to enter Germany: Australia, Canada, Honduras, Iceland, Israel, Japan, Korea, Liechtenstein, Monaco, New Zealand, Norway, San Marino, Switzerland and the United States. However, after entering Germany, you will have to apply for a residence permit at the local "Auslaenderbehörde" (Immigration Office) if you are staying for more than three months.</p> <p>Students from all other countries must apply for a visa for study purposes via the German diplomatic representation in their home country. You must not under any circumstances travel to Germany on a tourist visa.</p> <p>All students are advised to apply for the necessary visa immediately after they received the official offer letter/email from their host university.</p> <p>Some visa application process could take up to 2 months to process. Your exchange at the host university depends on the clearance by the immigration of the host country.</p> <p>More information is available at: http://www.fu-berlin.de/en/studium/international/studium fu/einreise aufenthalt/visum/index.html</p> <p>For more visa information, please refer to http://www.singapur.diplo.de/Vertretung/singapur/en/04/2_Visa/seite_22_National_Visa.html#topic15</p>
G. Safety, Health & Medical Insurance	
i) Health/Medical Insurance	<p>Exchange students must have comprehensive health insurance valid in Germany for enrollment as a full-time student at FU Berlin AND for obtaining a residence permit. Students who EITHER have the European Health Insurance Card (EU and EEA students only) OR who can provide proof of an adequate comprehensive health insurance valid in Germany may request an insurance waiver. A waiver can only be obtained at a German state-regulated health insurance company, not at our university.</p> <p>Since many insurance policies purchased outside Germany require substantial co-payments, have caps or exclude many illnesses it has been increasingly difficult for exchange student to obtain a waiver.</p>

	<p>We therefore urge all students younger than 30 years to purchase a German student health insurance for about €92 per months. The German student health insurance policies are very comprehensive and are accepted automatically by the office granting residence permits.</p> <p>More information is available at http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung/index.html</p> <p>For more information on the NUS blanket travel insurance, please refer to http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</p>
<p>ii) Emergency Number at host university</p>	<p>+49 30 838 73921 110 (for police) 112 (for medical services and fire brigade)</p>

H. Cost of Living

<p>i) Estimated Monthly Living Expenses</p>	<table border="1" data-bbox="470 965 1460 1189"> <thead> <tr> <th>Breakdown of Costs</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Accommodation</td> <td>€225 – €755</td> </tr> <tr> <td>Insurance</td> <td>€92</td> </tr> <tr> <td>Food</td> <td>€200</td> </tr> <tr> <td>Others (Books, entertainment etc.)</td> <td>€200</td> </tr> <tr> <td>Monthly Estimate</td> <td>€717 - €1,247</td> </tr> </tbody> </table> <p>Exchange students still need to pay the so-called social fees of approximately €270 per semester. These are non-university related fees and pay for the student union as well as for a public transportation ticket for the whole area of Berlin for the entire semester. Students will be asked to pay the fees after arrival in Berlin as part of the enrollment process.</p>	Breakdown of Costs	Cost	Accommodation	€225 – €755	Insurance	€92	Food	€200	Others (Books, entertainment etc.)	€200	Monthly Estimate	€717 - €1,247
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I. De-enrollment and Transcripts

	<p>At the end of their stay at FUB, exchange students should de-enroll (Exmatrikulation). This is very important, especially if students wish to return to a German university at a later point.</p> <p>Transcripts from FUB are not issued automatically. Students who wish to obtain a Transcript of Records have to fill out a form and contact our transcript officer at incoming@fu-berlin.de before leaving Berlin.</p> <p>Important: Students should apply for a Transcript of Records no later than three months after their stay. FUB cannot issue any transcripts after that time. The transcript will be issued once the student's grades are released. FUB will send a copy of the Transcript of Records to the student.</p>
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