

## Information for Students on Exchange

<b>A. University</b>	<b>Humboldt University of Berlin (HUB)</b>  <a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland?set_language=en</a>
<b>B. Country</b>	Germany
<b>C. Academics</b>	
<b>i) Module Mapping &amp; Credits Transfer</b>	<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>
<b>ii) Academic Calendar</b>	<p><b>Semester 1 (winter):</b> mid-October to mid-February  <b>Semester 2 (summer):</b> mid-April to End July</p> <p><a href="https://www.hu-berlin.de/en/prospective-students/info/academic-calendars?set_language=en">https://www.hu-berlin.de/en/prospective-students/info/academic-calendars?set_language=en</a></p> <p>Exchange students will be enrolled during the last week of September and the first week of October (Semester 1) and during the last week of March and the first week of April (Semester 2)</p>
<b>iii) Exchange Duration</b>	<b>Semester 2 is recommended</b> due to severe overlapping of academic calendar
<b>iv) Examination</b>	<p><b>Semester 1 (winter):</b> February  <b>Semester 2 (summer):</b> July</p> <p>Examination dates vary between HUB departments but generally take place between July and September in semester 2.</p> <p><b>Please approach the respective HUB's departmental coordinator <u>at the start of your exchange</u> for the exact examination dates. If the examination date clashes with NUS' academic calendar, please consider taking alternative modules which allows you to have the examination by late July.</b></p> <p>Should professors not be able to provide an alternative exam timing or assessment, students should respect the professors' position and change</p>

	<p>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>Leave of Absence from NUS is subjected to your home faculty's approval and is not guaranteed.</p>
<b>v) Curriculum Structure</b>	Credit for Bachelor's and Master's courses is given in accordance with the European Credit Transfer System (ECTS).
<b>vi) Entry Requirements</b>	<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"> <li>a. a minimum upper division second class honours or;</li> <li>b. a minimum B average grade or;</li> <li>c. a CAP of at least 3.0 (out of 5) for NUS students</li> </ul>
<b>vii) Language Proficiency Requirements</b>	<p>NUS students who wish to take courses in German need to have the required level of German language skills of B2 to C1 Level based on the Common European Framework of Reference for Languages and can be proven by submitting a Goethe certificate B2 or C1, DSH, TestDaF with a respective result.</p> <p>As an alternative, applicants have to take HUB's online language placement test, the so-called C-Test; scores above 50 points are eligible for the student exchange with the <b>Institute of History</b>, the <b>Institute of German Studies</b>, <b>Department of Northern European Studies</b>, the <b>Faculty of Mathematics and Natural Sciences I</b> (Biology, Chemistry, Physics), the <b>Faculty of Social Sciences</b>, the <b>Faculty of Law</b> and the <b>School of Economics</b>. If less than 50 points are scored in the C-Test there is no possibility of enrolment at HU.</p> <p>If 50 to 60 points are scored, students are required to attend the intensive language course before the beginning of the semester</p> <p>If you only wish to study in English and enough English taught courses are available in your subject, you need to submit one of the followings:</p> <ul style="list-style-type: none"> <li>• TOEFL: minimum 80,</li> <li>• IELTS minimum 6.0;</li> <li>• certificates stating a B2/ C1 for the English language level according to the 'Common European Framework of Reference for Languages'</li> </ul>

	<ul style="list-style-type: none"> <li>NUS students should get the supporting letter that says that NUS teaches in English to prove their English language proficiency for the English-taught modules at HUB.</li> </ul>						
<p><b>viii) Modules Compatibility</b></p>	<p>A number of bachelor-level and master-level courses are taught in English and students need to search carefully for English taught courses before applying to HUB.</p> <p>Might have English-taught modules for:</p> <table border="1" data-bbox="472 629 1465 1406"> <tr> <td data-bbox="472 629 587 1066">FASS</td> <td data-bbox="587 629 1465 1066"> <ul style="list-style-type: none"> <li>English and American Studies</li> <li>History</li> <li>Geography - very limited courses in English (undergraduate level)</li> <li>Psychology - very limited courses in English (undergraduate level)</li> <li>Philosophy</li> <li>Cultural History and Theory</li> <li>Social Sciences</li> <li>Asian and African Studies</li> </ul> </td> </tr> <tr> <td data-bbox="472 1066 587 1294">FoS</td> <td data-bbox="587 1066 1465 1294"> <ul style="list-style-type: none"> <li>Mathematics and Statistics - limited courses in English (undergraduate level)</li> <li>Biology – limited courses in English (undergraduate level)</li> <li>Life Science – limited courses in English (undergraduate level)</li> </ul> </td> </tr> <tr> <td data-bbox="472 1294 587 1406">SoC</td> <td data-bbox="587 1294 1465 1406"> <ul style="list-style-type: none"> <li>Informatics - very limited courses in English (undergraduate level)</li> </ul> </td> </tr> </table> <p>You can find out more about the course information <a href="#">here</a> and <a href="https://www.international.hu-berlin.de/en/studierende/an-der-hu/courses-taught-in-english?set_language=en">https://www.international.hu-berlin.de/en/studierende/an-der-hu/courses-taught-in-english?set_language=en</a>.</p>	FASS	<ul style="list-style-type: none"> <li>English and American Studies</li> <li>History</li> <li>Geography - very limited courses in English (undergraduate level)</li> <li>Psychology - very limited courses in English (undergraduate level)</li> <li>Philosophy</li> <li>Cultural History and Theory</li> <li>Social Sciences</li> <li>Asian and African Studies</li> </ul>	FoS	<ul style="list-style-type: none"> <li>Mathematics and Statistics - limited courses in English (undergraduate level)</li> <li>Biology – limited courses in English (undergraduate level)</li> <li>Life Science – limited courses in English (undergraduate level)</li> </ul>	SoC	<ul style="list-style-type: none"> <li>Informatics - very limited courses in English (undergraduate level)</li> </ul>
FASS	<ul style="list-style-type: none"> <li>English and American Studies</li> <li>History</li> <li>Geography - very limited courses in English (undergraduate level)</li> <li>Psychology - very limited courses in English (undergraduate level)</li> <li>Philosophy</li> <li>Cultural History and Theory</li> <li>Social Sciences</li> <li>Asian and African Studies</li> </ul>						
FoS	<ul style="list-style-type: none"> <li>Mathematics and Statistics - limited courses in English (undergraduate level)</li> <li>Biology – limited courses in English (undergraduate level)</li> <li>Life Science – limited courses in English (undergraduate level)</li> </ul>						
SoC	<ul style="list-style-type: none"> <li>Informatics - very limited courses in English (undergraduate level)</li> </ul>						
<p><b>ix) Module restrictions and pre-requisites</b></p>	<p>NUS students should consider taking the bachelor-level courses at HUB.</p> <p>Medicine, Business and Law courses are not open to exchange students.</p> <p>For undergraduate students interested in studying Economics modules at HUB’s School of Business and Economics, it is absolutely vital to have a good command of German language (min. score of 61 points in the C-Test or equivalent proof of B1 level in German).</p> <p>The Economics courses at the School of Business and Economics have a strong emphasis on imparting rigorous and quantitative methods of economic analysis and management science. Make sure that you possess a strong background in Mathematics! <a href="http://www.wiwi.hu-berlin.de/studium/mathetest">www.wiwi.hu-berlin.de/studium/mathetest</a>.</p>						

	<p>Only Economics courses at Humboldt School of Business and Economics are open to NUS students. Business modules are excluded from the exchange.</p> <p>NUS students interested in studying at the Department of English and American Studies need to be comfortable in English at B2 level or higher under the Common European Framework of Reference for Languages.</p>
<p><b>D. Application</b></p>	
<p><b>i) Procedures</b></p>	<p>All NUS student have to be nominated by NUS before they can apply for fee-waiver exchange at the host university.</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>Please check with your faculty for its internal application deadlines.</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. Please ensure that you have the following documents for your application to the host university:</p> <ol style="list-style-type: none"> <li>1. German language certificate (if applicable)</li> <li>2. English language certificate (TOEFL/IELTS) or supporting letter from NUS on the English proficiency</li> <li>3. A motivation statement</li> <li>4. Your CV</li> <li>5. A reference from a faculty member</li> <li>6. Transcript of previous academic achievements</li> </ol> <p>More information about HUB’s online application is found here: <a href="http://hu.berlin/incoming-application">http://hu.berlin/incoming-application</a></p>
<p><b>ii) Deadlines</b></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. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.</p> <p><b>Deadline for submitting application to host university:</b> Semester 1: 31 May Semester 2: 30 November</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>

**E. Accommodations**

**i) University Accommodation**

There is no student accommodation offered by HUB in Berlin city. However, students could consider private apartment if they prefer to stay in the city.

Halls of residence (Wohnheime) are located in various parts outside the city and vary in standard and price from €250 to €500 per month. The average travelling time from the student accommodation to HUB (central campus) is about 45 minutes to 1 hour on bus/train (the natural sciences campus is quite close to the accommodation in Adlershof).

The student accommodation in Berlin is managed by Studentenwerk in Berlin. More information can be found here: <https://www.international.huberlin.de/en/studierende/aus-dem-ausland/accommodation-1>

Students who manage to secure the student accommodation are expected to commit to a stated duration of stay on contract. The contract could end in late August or in September and there is no guarantee that there will be vacancy for your preferred contract end date.

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.

**F. Visa**

**Consular/Visa Regulation**

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 "Auslaenderbehorde" (Immigration Office) if you are staying for more than three months.

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.

All students are advised to apply for the necessary visa immediately after they received the official offer letter/email from their host university.

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.

For more visa information, please refer to <https://singapur.diplo.de/sg-en/service/05-VisaEinreise/-/1349502>

	<p>Information on visa provided by HUB: <a href="https://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/visaservice?set_language=en">https://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/visaservice?set_language=en</a></p> <p>For more guidance on the visa application, please login NUS VPN and access the information on SharePoint shared in the pre-departure briefing slides.</p>
<p><b>G. Safety, Health &amp; Medical Insurance</b></p>	
<p><b>i) Health/Medical Insurance</b></p>	<p>All students are required to provide proof of health insurance coverage when matriculating.</p> <p>Every student on a course up to the 14<sup>th</sup> semester or up to the age of 30 is entitled to obtain health insurance coverage from one of the recognised mandatory health insurance providers in Germany at a special student rate. The current premium of health and nursing care is about €80 per month. Health insurance premiums rise moderately at regular intervals and vary between the different insurance providers.</p> <p>If a student has private health insurance coverage, a German mandatory insurance company may grant exemption from compulsory insurance coverage in German. Humboldt-Universitaet cooperates with recognised mandatory health insurance providers, i.e. AOK, DAK and TK, which maintain special points of contact for students and are normally available when new students are matriculating.</p> <p>More information can be found here: <a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/05/05_01_02?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/05/05_01_02?set_language=en</a></p> <p>In addition, all registered NUS students are covered under the university health insurance and the blanket travel insurance. For more information on the university health insurance coverage, please refer to <a href="http://www.nus.edu.sg/uhc/healthservice/insurance-schemes/undergraduate-scheme.html">http://www.nus.edu.sg/uhc/healthservice/insurance-schemes/undergraduate-scheme.html</a>.</p> <p>For more information on NUS blanket travel insurance, please refer to <a href="http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html">http://www.nus.edu.sg/finance/InsuranceCoverforOfficialNUSTrips.html</a></p>
<p><b>ii) Emergency Number at host university</b></p>	<p>+49 30 2093 46728 110 (for police) 112 (for medical services and fire brigade)</p>

**H. Cost of Living**

<b>i) Estimated Monthly Living Expenses</b>	<b>Breakdown of Costs</b>		<b>Cost</b>
	Accommodation		€250 - €500
	Insurance		€80
	Food		€200 - €300
	Others (Books, entertainment etc.)		€300
	<b>Monthly Estimate</b>		<b>€830-€1,180</b>

**I. Useful references**

<b>Guide for exchange students</b>	<a href="https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser?set_language=en">https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser?set_language=en</a>
<b>Student Support Services</b>	<a href="https://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek?set_language=en">https://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek?set_language=en</a>