

# Erasmus+ Programme

## D BERLIN01

Freie Universität Berlin

Departmental coordinator: Prof. Salgaro Massimo

### A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
Freie Universität Berlin	<b>D BERLIN 01</b>	<b>Gesa Heym-Halayqa</b> , ERASMUS Institutional Coordinator (Teaching Staff Exchange, Staff Exchange) <a href="mailto:Gesa.Heym-Halayqa@fu-berlin.de">Gesa.Heym-Halayqa@fu-berlin.de</a> ; Tel.: (0049 30) 838-73443 <b>Nicole Schindler</b> , ERASMUS Programme Administrator (incomings, bilateral agreements) <a href="mailto:incoming@fu-berlin.de">incoming@fu-berlin.de</a> ; Tel.: (0049 30) 838-57993 <b>Stefanie Erthner</b> (outgoings) <a href="mailto:outgoing-erasmus@fu-berlin.de">outgoing-erasmus@fu-berlin.de</a> ; Tel.: (0049 30) 838-73401	ERASMUS incoming information: <a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in">www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in</a> Lecture catalogue: <a href="http://www.fu-berlin.de/vv">www.fu-berlin.de/vv</a> Semester dates: <a href="http://www.fu-berlin.de/en/studium/studienorganisation/termine">http://www.fu-berlin.de/en/studium/studienorganisation/termine</a>
<a href="#">Peter Szondi Institute of Comparative Literature</a>	<b>D BERLIN 01</b>	Contact person: <b>Henning Dahl</b> Habelschwerdter Allee 45, Room JK 28/223, 14195 Berlin; Tel: 004930 838 564 22; Fax: 4930 838-564 19; Email: <a href="mailto:hdahl@zedat.fu-berlin.de">hdahl@zedat.fu-berlin.de</a>	<a href="http://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in">www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in</a>

## C. Recommended language skills

Receiving institution [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	
D BERLIN01	Comparative Literature	German	/	B1	

## D. Additional requirements

### D BERLIN 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, [familienbuero@fu-berlin.de](mailto:familienbuero@fu-berlin.de), [www.fu-berlin.de/familienbuero](http://www.fu-berlin.de/familienbuero)

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel 030-838-55292 Fax -54511, E-mail: [georg.classen@fu-berlin.de](mailto:georg.classen@fu-berlin.de)  
[www.fu-berlin.de/service/behinderung](http://www.fu-berlin.de/service/behinderung)

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.
- Academic Calendar

	Winter Term	Summer Term
Suggested Date of Arrival	1 October	1 April
Orientation Programme	First and second week of October	First and second week of April
Term Dates	1 October – 31 March	1 April – 30 September
Lecture Period	Mid October – mid February	Mid April – mid July
Examination Period	Mid February – mid March (varies individually)	Mid July – mid August (varies individually)
Personal Enrolment is possible starting as of	the first working day in September concurring with the	the first working day in March concurring with the office hours (Monday, Tuesday, Thursday)

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Individual dates for the upcoming terms can be found here: <a href="http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html">http://www.fu-berlin.de/en/studium/studienorganisation/termine/index.html</a>		

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D BERLIN 01</b>	Info-Service Iltisstr. 4 14195 Berlin <a href="mailto:info-service@fu-berlin.de">info-service@fu-berlin.de</a> Tel.: (0049 30) 838-70000	<a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum</a>

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D BERLIN 01</b>	Info-Service Iltisstr. 4 14195 Berlin <a href="mailto:info-service@fu-berlin.de">info-service@fu-berlin.de</a> Tel.: (0049 30) 838-70000	<a href="http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung">http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung</a>

## 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>D BERLIN 01</b>	Accommodation Malteserstraße 74 - 100 Building House S — Room S16 (1st floor) 12249 Berlin <a href="mailto:accommodation@fu-berlin.de">accommodation@fu-berlin.de</a> Tel.: (0049 30) 838-73470	<a href="http://www.fu-berlin.de/en/sites/unterbringung">http://www.fu-berlin.de/en/sites/unterbringung</a>