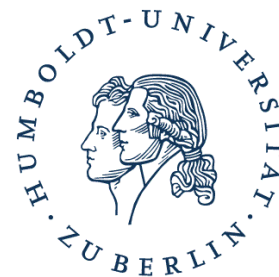


Erasmus Information Sheet 2023/2024

Department of Social Sciences



Erasmus Contacts

Departmental Erasmus Coordination	<p>Dr. Claudia-Yvette Matthes claudia.matthes@sowi.hu-berlin.de Tel.: +49 30 2093-66544 Office Hours: Tue, 10-12am, Room 308</p> <p>Contact for:</p> <ul style="list-style-type: none">• Responsible person at host university• Responsible Person for Learning Agreement (via Online Learning Agreement or e-mail)• issues with courses, instructors or exams
Student Assistant Departmental Erasmus Coordination	<p>Isabelle Groß erasmus.sowi@hu-berlin.de Tel.: +49 30 2093-66559 Office Hours: Mo, 2-4pm, Room 304</p> <p>Contact for:</p> <ul style="list-style-type: none">• Confirmation of arrival/departure (via e-mail)• Questions about department/student life• Organizational questions that are not about LA, professors or exams
Erasmus Incoming Team International Office	<p>exchange-students@hu-berlin.de Tel: +49-30 2093-46720</p> <p>Contact for:</p> <ul style="list-style-type: none">• University registration and HU-Account/Log-ins• CampusCard (Semesterticket, Mensa & Library Card)• Questions about being a foreign student in Germany• Questions about accommodation• Guide for International Students
Institutional Erasmus coordination	<p>A. Christina Bohle christina.bohle@hu-berlin.de Tel.: +49 30 2093- 46715</p>
Institutional Erasmus administration	<p>Cornelia Marx cornelia.marx@hu-berlin.de Tel.: +49 30 2093-46725</p>

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Faculty of Humanities and Social Sciences

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Universitätsstraße 3b
10117 Berlin

+49 30 - 2093-66559

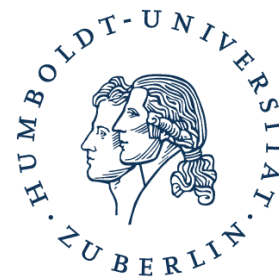
erasmus.sowi@hu-berlin.de

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Institut f. Sozialwissenschaften
Unter den Linden 6
10099 Berlin

Erasmus Information Sheet 2023/2024

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Other Contacts

Berlin Perspectives	berlinperspectives@hu-berlin.de Tel.: +49 30 2093-70827 Additional course options: <ul style="list-style-type: none">• Semester courses for international exchange students• Course topics with Berlin as a local focus point• Classes in English or bilingual English-German formats
Student Union Berlin	info@stw.berlin Hardenbergstr. 34, 10623 Berlin Contact for: <ul style="list-style-type: none">• Cafeteria/Meal Schedule (Studierendenwerk App)• Housing (dormitory)• Counseling• International aspects and events
Student Advisory Service	impuls@sowi.hu-berlin.de ISW Institute, 3 rd floor, Room 304 Contact for: <ul style="list-style-type: none">• Help with academic writing• Insights about professors and courses• Same office as Erasmus Coordination Assistant (Isabelle Groß)
Student Representatives	fs-sowi@refrat.hu-berlin.de ISW Institute, 3 rd floor, Room 333 open during the semester from 10am-4pm Why you should drop by: <ul style="list-style-type: none">• Meet other students• Student union room has drinks, nice people, a microwave, couches and a foosball table• They organize a welcome week (winter semester) and a SoWi-Party (once per semester) Facebook: @sowi.fachschaft Twitter: @fs_sowi Instagram: @fs_sowi

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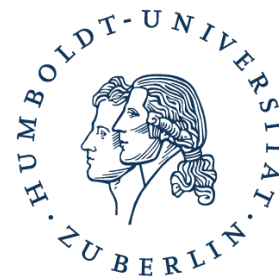
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Erasmus Information Sheet 2023/2024

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Academic Information

Academic calendar	Winter semester 2023/24	Summer semester 2024
Lecture period	16.10.2023 - 17.02.2024	15.04. - 20.07.2024
Academic holidays	23.12.2023 - 06.01.2024	01.05., 09.05., 20.05.2024
Course registration deadline	End of October	Beginning of April

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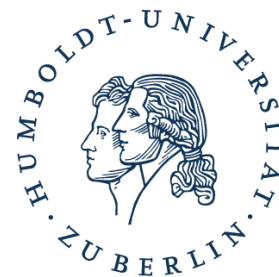
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Online course catalogue (AGNES)	<p>Path to Social Sciences classes: Course Catalogue > Kultur- Sozial- und Bildungswissenschaftliche Fakultät > Institute of Social Sciences > choose your study level (BA/MA)</p> <ul style="list-style-type: none"> • Updated every semester! • Published approx. 4-6 weeks before classes start • registration open until 5-7 days before classes start • HU-logins necessary for class registration
Online Platform (Moodle)	<p>Online Platform for access to class material</p> <ul style="list-style-type: none"> • HU-logins are account details • Course name and password shared in 1st session • Moodle Course: <i>Exchange Students at ISW</i>
Language Requirements	<p>We do have classes taught in English at the Social Sciences Department, but they vary from semester to semester. The majority of our classes are in German.</p> <p>Thus, <u>we at the Social Sciences Department still require B2 German skills or min. of 60 points in the C-Test.</u> This way we want to give a reasonable outlook on what kind of study experience our incoming students can expect. We recommend a B2 level of German so students are able to choose courses at Social Sciences Department based on their interests without being limited by the instruction language.</p>
German Intensive Language Course	<ul style="list-style-type: none"> • Study preparatory for Erasmus+ incoming students • Covers language levels A1-C2 • 5 days a week, 9am-1:30pm, all of March/Sept. • Cost: 600€, not mandatory
More information	<p>Institutional Erasmus Information (EN/DE)</p> <p>Departmental Erasmus Information (EN/DE)</p>

Erasmus Information Sheet 2023/2024

Department of Social Sciences



Nomination and Application

Nomination procedure	As of AJ 2023/2024, please nominate your students via our MoveOn platform . You need the following information: the students' details, field of study, German and English language proficiency levels. <i>If you had already sent us your nominations via email, we kindly ask you to send them via the platform again.</i>	
Nomination deadlines	Winter Semester	until 15.05
	Summer Semester	until 15.11
Online application procedure	Once students are officially nominated, they will receive a link to the application form & instructions and will have to submit an online application including the required documents. Details about the online application at Humboldt-Universität zu Berlin are explained on the International Office website .	
Application deadlines	Winter Semester	15.04 – 31.05
	Summer Semester	15.10 – 30.11
Confirmation	After receiving your nomination form, signed by your coordinator at your home university, the International Office will send you an official letter of confirmation for your ERASMUS studies at HU.	

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Travel Planning and Arrival Information

Information about travel planning, visa formalities, cost of studies, health insurance and accommodation can be found in the [Guide for International Students](#) by the International Office of the HU. Their [website](#) also offers details about it.

In this regard as well about enrollment at HU in general (e.g. acceptance letters, HU logins, StudentCard), the department of Social Sciences cannot directly help you. The International Office is responsible for these aspects of your stay with us and can help you if necessary. Please, also take a look at their [Fact Sheet](#).

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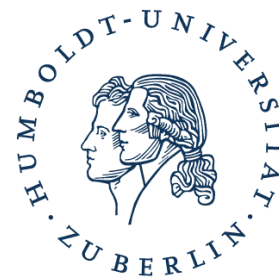
Information Event for Incoming Students

Every semester the social science department offers a information event for incoming students. The date varies, but we aim to do one hybrid version before class registration is due so that incoming students can be informed about the proceedings. You can find the most up to date information about this on our [Website](#).

For the summer semester 2023 it takes place on the 11th of April at 5 pm.

Erasmus Information Sheet 2023/2024

Department of Social Sciences



Study Information for Social Sciences Courses

Course Choice	<p>Theoretically, you can choose from the whole Agnes course catalogue. Only the Sprach- und Literaturwissenschaftliche Fakultät does not allow Erasmus+ students.</p> <p>Additionally, there are offers by the Language Center or Berlin Perspectives that are recommended for International Students.</p> <p><u>Our rules for course choice:</u></p> <ol style="list-style-type: none">1. According to the regulations set by your home institution.2. According to your current study level (BA/MA/Phd).3. No requirements to take complete modules.4. If courses at other departments are taken, please inquire with your instructor how to receive a credit form.
<u>Course Registration</u>	<p>Enrollment for classes works via Agnes. Enrollment is open until approximately a week before classes start and is then decided via lottery. There is no rush to enroll or get your HU logins as quick as possible.</p> <p>When you do enroll for classes and get declined. You still have the opportunity to reach out to the instructor and/or go to the first session of the semester and ask about the final course list. Within the first two weeks of classes some people might drop a class or switch classes so availabilities can occur after initial course enrollment.</p>
<u>ECTS Points and Courses</u>	<p>For participation in class and for fulfilling course requirements students get ECTS-Points, which are also noted on Agnes with the rest of the course information.</p> <p>The different kind of courses for BA and MA level classes, their responding ECTS and the grading system can be looked up either on our website.</p> <p>Some of the classes are on a pass/fail basis, if incoming students need a grade they have to inform their course instructor and do a performance that can be graded (presentation/oral exam/exam/term paper).</p>
(Online) Learning Agreement	<p>We use the Online Learning Agreement.</p> <p>If your home university does too, please use the platform and enter Dr. Claudia Matthes (claudia.matthes@sowi.hu-berlin.de) as receiving responsible person.</p> <p>If your home university does not, please fill out the PDF and then send that to Dr. Claudia Matthes via e-mail for a signature.</p>

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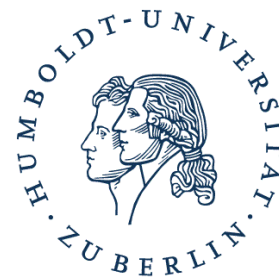
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Confirmation of Arrival / Student Stay Abroad	Confirmation of Arrival or Departure can be send to erasmus.sowi@hu-berlin.de . Please, fill out your information as well as the by your home university accepted arrival and departure dates (incl. language courses or similar aspects).
<u>Credit Forms</u>	Your participation in class and grade is documented via a credit form. You can find it on our website and fill out the upper part. The lower part is filled out by your instructor and then signed and stamped. Sometimes handing in this credit form counts as an exam registration.
<u>Exam registration</u>	Erasmus+ students do not have to officially enroll for exams in social sciences classes. Please inform your instructor if you want to participate in an exam during the time exam registration is happening for regular HU students. Inform your instructor if you need a grade and if you want to partake in an exam or do a term paper. For pass/fail classes you still can hand in a performance and get a grade.
Term papers and grades	The due date for term papers is often towards the end of the lecture free period. If you need your grade earlier please let your instructor know and arrange if you can hand it in before the deadline. They will try to evaluate your work in time so you can get your credit form and thus Transcript of Records earlier to maintain your home universities deadlines, if necessary.
<u>Transcript of Records</u>	To receive your transcript of records at the end of your semester abroad please fill out our Transcript of Records form with the information of your credit forms. Then send it and the credit forms you have available to Mrs. Heimann (heimamar@sowi.hu-berlin.de). If you have deadlines set by your home university please inform us and we try to accommodate if possible.