Greeting

Dear Students,

I wish to extend my warmest welcome to you at Alice Salomon University of Applied Sciences Berlin! Our university relies on the traditions of Alice Salomon’s “Social School for Women”, which was founded in the year 1908 in Berlin. Already in this time, Alice Salomon committed herself to an interdisciplinary and international approach to teaching and research as we do today. We would like to invite you to become part of this tradition and to pass it on to the next generation.

A lot of new and exciting experiences lie ahead of you: finding new friends, learning foreign languages and studying in a new academic environment. With an open attitude and curiosity you will certainly settle in and accustom yourself to your new university and Berlin – and you will succeed in coping with challenges such as looking for accommodation or finding your way around.

Since every beginning may be difficult, this brochure was prepared by the International Office to make your first steps easier. It provides you with information about bureaucratic needs, city life in Berlin, the ASH Berlin as well as special offers such as our buddy programme or the language tandems. They provide great chances to get in touch with local and international students and to learn from each other. Please don’t hesitate to contact our International Office, if you have any questions.

I wish you an amazing and unforgettable stay in Berlin and hope that you will enjoy your studies at ASH Berlin!

Prof. Dr. Uwe Bettig
Rector of ASH Berlin
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Welcome to Berlin

Introducing Germany’s Capital and Cultural Hub

Berlin is Germany’s capital and cultural metropolis. As a vibrant and constantly changing city with more than 3 million inhabitants, it attracts people from all around the world and is a centre of cultural, political, and economic life.

Berlin is an exciting and affordable city to live and has proven a very popular place to study. With four universities and numerous universities of applied sciences and colleges, Berlin is an important region for education and research. Academic aspects aside, Germany’s capital is known for its outstanding cultural profile with world-famous museums, opera houses, concert halls and theatres and also boasts an unparalleled alternative festival, club and nightlife scene. And while Berlin’s most famous sights may be the Brandenburg Gate, the Bundestag parliament building or the TV Tower, the city’s creative and urban atmosphere also draws its vibe from numerous galleries, cafés, vintage shops, and flea markets.

Green Berlin and Climate

Berlin’s urban landscape features extensive forests and gardens. Parkland such as Grunewald, Tiergarten or the Gardens of the World as well as numerous rivers, canals and lakes contribute greatly to the quality of life and give Berlin a feeling of spaciousness and green beauty.
Berlin has a moderate and continental climate. While the weather in summer (June – August) will be relatively stable and warm, at times humid, the Berlin winter (December – February) is cold and often snowy. Spring and autumn tend to be chilly to mild. Students are therefore recommended to pack enough warm and waterproof clothing.

**Getting to Berlin**

Berlin is easy to reach by airplane, train or bus. If you are on an international flight, you will probably land at Berlin-Tegel (TXL). Local and budget flights usually arrive at Berlin-Schönefeld (SFX). A new international airport (BER) is being built near Schönefeld which will replace Tegel in the future.

If you arrive by train, you will most likely arrive at Hauptbahnhof, Südkreuz, Ostbahnhof or Spandau. The central bus station is located near Funkturm in Charlottenburg. Berlin’s two airports as well as all train and bus stations are well connected to the public transport system.

**Location of ASH Berlin**

In 1998, ASH Berlin relocated to a newly constructed building in the eastern district of Berlin-Hellersdorf and is within easy reach from the city centre by the underground line U5 and several tram and bus lines within 25 minutes. The university building includes a student cafeteria, the student-run café frei_raft, the university library as well as many other student services. The International Office is located on the third floor in room 345.

The ASH building is located less than 10 minutes away from the above mentioned Gardens of the World, a 43 hectare recreational park featuring the largest Chinese Garden in Europe as well as many other garden landscapes and exotic and local plants.
Welcome to ASH Berlin

Tradition and Modernity

ASH Berlin looks back over a long tradition: in 2008 it celebrated the 100th anniversary of its founding. The history of ASH Berlin is closely related to both the development of modern social work and the life's work of Alice Salomon. Its roots stretch back into the 19th century, when systematic training in social work was first established in Germany. In 1908, Alice Salomon (1872-1948) founded the Soziale Frauenschule, a social school for women in Berlin-Schöneberg, whose two-year interdenominational programme became a model for the establishment of other schools and greatly influenced the development of social work in Germany.

In 1933, with the start of the Nazi dictatorship, the school dismissed its Jewish members and abandoned its emancipatory orientation and focus on social justice. Alice Salomon was expelled from Germany in 1937. After liberation from the Nazi dictatorship, the school was able to take up its work once again in June 1945, drawing on its training programme from the 1920s and looking to democratic American models for guidance. In the early 1970s, the school was turned into a university of applied sciences. Already in its early years, the school attached great importance to an interdisciplinary approach, close relations between theory and practice and an international orientation – principles that remain important at ASH Berlin today.

International Profile

Since 1980, ASH Berlin has been expanding its international network with institutions of higher education and those involved in social work, healthcare and education. Today, ASH Berlin has more than 100 partner universities and bilateral agreements in 25 countries in Europe and beyond and we welcome about 170 exchange students per academic year.

In addition to the International Summer School and Master programmes, our international curriculum offers courses in English, Spanish and Turkish, with German and international students studying side by side. ASH Berlin students benefit from a range of language classes offered – from Arabic, English to German for the hearing-impaired. ASH Berlin is an active member of the International Association of Schools of Social Work (IASSW), the European Association of Schools of Social Work (EASSW) and the International Council of Social Welfare (ICSW).
The International Office at ASH Berlin

The International Office is one of the driving forces behind the university’s internationalization strategy. It is our main objective to expand and maintain the international network and to support students, lecturers and staff wishing to come to ASH Berlin or to go abroad. We organize and coordinate a number of programmes and events bringing international and local students together to create a vibrant and inspiring atmosphere. The team of the International Office consists of Irene Gropp (head of the International Office), Julien Schwarz and Julia Okschewskaja (outgoing student coordinators), Franziska Fiebrich (incoming student coordinator) and three student assistants.
Studying at ASH Berlin means studying at an interdisciplinary, research-intensive yet practice-oriented university which offers a diverse range of professional and further-education perspectives for careers in social work, health and early childhood education.

ASH Berlin offers four undergraduate programmes, two consecutive and a number of non-consecutive master programmes. The B. A. Social Work can be studied regularly or online and qualifies students to work independently in the various fields of social work. Health and Care Management (B. Sc.) students are specifically prepared for management duties in medical and care facilities. Students of Early Childhood Education (B. A.) learn to work with children of 0-12 years of age and are qualified to meet the growing requirements and challenges at childcare centres or related agencies, while students of the B. Sc. Physiotherapy / Occupational Therapy will learn to manage physiotherapy or occupational therapy practices or hospitals.

The two consecutive master programmes Research in Social Work and Education (M. A.) and Management and Quality Development in the Health Sector (M. Sc.) qualify their graduates for jobs in the fields of practice-based research, project management or management positions in social work and education or in the health care sector.

ASH Berlin also offers a number of non-consecutive master programmes to cater for the increasing demands of individuals to acquire a further qualification independent of their prior academic degree. These master programmes include amongst others Intercultural Conflict Management (M. A.), Bibliographical and Creative Writing (M. A.) and Social Work as a Human Rights Profession (M. A.).
Application

Find Your Way to ASH Berlin

Students interested in studying at ASH Berlin have various options to come to our university. Students wishing to complete an entire undergraduate or graduate programme can apply at ASH Berlin directly. If you wish to spend only one or two semesters at our university, you can come to ASH Berlin as an exchange or a free mover student.

Exchange Students

In order to apply as an exchange student, your home university has to nominate you for the exchange programme first. Please contact the international office of your home university to find out about the procedures and deadlines to apply. It is also up to your home university to define and determine admission requirements, such as German language skills. Fluent German and/or English language skills are deemed necessary to complete a successful academic stay at ASH Berlin. Please also note that courses in English are only available in the field of social work.

Once we receive the nomination from your home university, we will send you a welcome e-mail with the link to our online application portal. Upon arrival of your complete application documents, you will receive a letter of acceptance and further information.

Free Mover Students

Students whose home university is not a partner university of ASH Berlin, can apply as so-called free mover students (provided that they remain enrolled at their home university). They will receive the same student services and support as exchange students, however, availability of free mover places is very limited in capacity and subject to change every semester.
Fluent German and/or English language skills are an important admission requirement and deemed necessary to complete a successful academic stay at ASH Berlin. Please note that courses in English are only available in the field of social work.

After arrival of your documents, we will inform you about the outcome of your application by mid-June or mid-December. If you have been accepted to ASH Berlin as a free mover, we will additionally ask you to complete the online application and send you further information via e-mail.

### How to apply at ASH Berlin

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<thead>
<tr>
<th></th>
<th>Exchange Students</th>
<th>Free Mover</th>
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<tbody>
<tr>
<td><strong>Deadline</strong></td>
<td>15 June (for the winter term and academic year)</td>
<td>31 May (for the winter term and academic year)</td>
</tr>
<tr>
<td></td>
<td>15 December (for the summer term)</td>
<td>30 November (for the summer term)</td>
</tr>
<tr>
<td><strong>Application documents</strong></td>
<td>• Completed, printed and signed online application, signed and stamped by your home university</td>
<td>• CV (German or English)</td>
</tr>
<tr>
<td></td>
<td>• CV (German or English)</td>
<td>• Letter of motivation (German or English)</td>
</tr>
<tr>
<td></td>
<td>• Letter of motivation (German or English)</td>
<td>• Copy of your passport or ID card</td>
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<tr>
<td></td>
<td>• Copy of your passport or ID card</td>
<td>• Certificate or proof of German and/or English language skills</td>
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<tr>
<td></td>
<td>• Proposed Learning Agreement (i.e. a preliminary list of courses you wish to attend at ASH Berlin)</td>
<td>• up-to-date certificate of enrolment from your home university</td>
</tr>
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<td></td>
<td>• Proposed Training Agreement (only for students who are doing an internship in Berlin)</td>
<td>• Transcript of Records from your home university</td>
</tr>
<tr>
<td></td>
<td>• If applicable, registration form for the student dorm</td>
<td>• Proposed Learning Agreement (i.e. a preliminary list of courses you wish to attend at ASH Berlin)</td>
</tr>
<tr>
<td></td>
<td>• If applicable, registration form for the buddy programme</td>
<td>• Proposed Training Agreement (only for students who are doing an internship in Berlin)</td>
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**Send your application to**

Alice Salomon Hochschule Berlin
International Office
Alice-Salomon-Platz 5
12627 Berlin
Germany

Alice Salomon Hochschule Berlin
International Office
Alice-Salomon-Platz 5
12627 Berlin
Germany
Exchange students have the option to complete an internship in the field of social work, health, care as well as education during their semester at ASH Berlin. Although ASH Berlin cannot place students directly in an internship, we have an extensive placement database which we are happy to browse for appropriate contacts, including a limited number of English, Spanish or Turkish placements. However, even when you receive placement contacts through our database, please be aware that you still have to apply for the internship on your own. If you need help with a German application, please contact the International Office.

**ECTS and Supervision**

Before coming to Berlin, you should discuss the content, the basic conditions and the regulations of your placement with your home university, including the number of ECTS you may receive. You may sign a training agreement between your home university, the placement institution and yourself to define the content and conditions of your placement.

ASH Berlin offers German and English group supervision classes for exchange students to ensure sufficient support during your placement. A group of 5–7 students meets with an external supervisor about 10 times during the placement (each meeting being 90 minutes long). Students talk about their experiences and problems, they reflect on their role at the internship, discuss conflicts and thus develop a new understanding of what it means to work in the field of social work, health, care or education and how it might affect one’s own personality.

**Study Day**

During your placement, you are entitled to attend courses at ASH Berlin on a so-called study day. It is a great opportunity to complement the practical experiences of your placement and to benefit from the courses offered at ASH Berlin.
Accommodation and Cost of Living

As a student of ASH Berlin, you can apply for university-affiliated housing (student dorm) or search for private accommodation. Both options have their pros and cons and it is up to you and your wishes and needs whether you should opt for one or the other.

Student Dorms

If you wish to live in university housing, you need to indicate this in your online application. Please note that we only have a limited number of apartments available. The student dorm where you will be accommodated is run by the Berliner Studentenwerk. The rent for a single apartment (incl. bathroom/shower and a kitchen) is between 245,00 and 315,00 EUR (including bills) and is located 20 minutes away from campus. Please know that you can only rent the apartment for full months - starting on 1st of September (winter term) or 1st of March (summer term) at the earliest.

All apartments are furnished, but you will usually be asked to bring your own bedding, bed linen, table ware and curtains. You can also purchase some of these items directly at the dorm upon arrival.

Please note that the student dorms have fixed arrival dates and times. If you arrive outside of these hours (e.g. on weekends or in the evening), you may not be able to receive your key. Please try to plan your arrival times accordingly.

Private Accommodation

Due to limited availability of student dorms, the majority of German and international students lives in private accommodation, most of them sharing a flat in a so-called Wohngemeinschaft ("WG"). If you opt for private accommodation, you should search for offers online and contact the person renting the room as early as possible. Often, shared apartment communities want to get to know their future flatmates personally before deciding on whom to choose. Thus, please be aware that you might not find a shared apartment before being in Berlin in person. This being said, seeing the room and meeting your potential flatmates in person is the best way to make an informed decision.

Please check the homepage of the International Office for web links to popular apartment or flat share portals.
Security Deposit

Regardless of whether you live in a student dorm or in private housing, you will be asked to pay a security deposit of approx. 300,00 – 600,00 EUR which you will get back at the end of your lease if there haven’t been any damages to your room.

Short-term Accommodation

If you need a place to stay before you can move into the student dorms or while searching for a shared apartment, hostels are the cheapest and most popular option.

Cost of Living

In comparison to other European capitals, Berlin is a relatively affordable place to live. Naturally this depends on the individual life style, but the average monthly cost of living can be estimated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Accommodation:</td>
<td>250,00 – 400,00 EUR</td>
</tr>
<tr>
<td>Food and beverages:</td>
<td>150,00 – 250,00 EUR</td>
</tr>
<tr>
<td>Personal expenses:</td>
<td>100,00 EUR</td>
</tr>
<tr>
<td>Mobile phone contract:</td>
<td>20,00 EUR</td>
</tr>
<tr>
<td>Books and scripts:</td>
<td>5,00-10,00 EUR</td>
</tr>
</tbody>
</table>
Before You Leave Home

Before you leave home, there are a few things you need to prepare, such as getting a visa if necessary or health insurance for Germany. Please use the checklist in this chapter to make sure you have thought of everything.

**Visa**

Whether or not you need a visa to enter Germany as a student depends on your nationality. EU-citizens as well as citizens of the following countries do not need a student visa: Andorra / Australia / Brazil / Canada / El Salvador / Honduras / Iceland / Israel / Japan / Liechtenstein / Monaco / New Zealand / Norway / San Marino / South Korea / Switzerland / USA. Students who are not citizens of these countries have to apply for a visa at the local German embassy or consulate. Since applying for a student visa may take up to three months, we strongly recommend starting this process as soon as possible. As you will need the letter of acceptance from ASH Berlin for your visa, please make sure to send us your application as early as possible.

After arrival in Germany, you need to apply for a residence permit at the aliens office (“Ausländerbehörde”). The Ausländerbehörde is exceptionally busy and appointments are often booked out many months in advance. Therefore, we recommend making an appointment with them online even before you leave home.

**Health Insurance**

In order to be enrolled at a German university, students are required to have a valid health insurance. Citizens of EU member states as well as of Iceland, Liechtenstein, Norway and Switzerland should inquire at their home health insurance for the so-called EHIC – the European health insurance card. The EHIC is a blue card which will be issued for free and it will enable students to use all health care services in Germany. Students from other countries can either bring their own home health insurance valid in Germany or purchase a German health insurance policy after arrival (for approx. 90 EUR per month). We strongly recommend the second option as most health insurances from other countries have proven rather expensive and cover fewer medical treatments and services.

All students should make sure that their health insurance is valid for the entire period of the semester (1 October – 31 March / 1 April – 30 September). If your insurance runs out before the official end of the semester, we will not be able to enrol you at ASH Berlin, even if you leave earlier.

If you bring your own home health insurance, you have to obtain a so-called insurance waiver confirmation from a German national health insurance in order to be enrolled at ASH Berlin. You can obtain this form easily during the orientation period, so please make sure to bring your home health insurance policy or the EHIC along to the orientation.
Pre-Arrival Checklist

3 months before your arrival:
• If applicable, apply for an entry visa for Germany and make an online appointment with the Ausländerbehörde.
• Have a passport or ID card that is valid for the entire period of your stay in Germany.
• Health insurance: bring your EHIC health insurance card or your home health insurance policy or get a German health insurance.
• Pay the semester fees.

1–2 months before your arrival:
• Unless you opted for the student dorm accommodation, organize private accommodation in Berlin – if necessary book a hostel for your first days in Berlin.
• Inform us about your exact arrival date.

Shortly before your arrival:
• Bring all necessary documents related to your study semester or internship in Berlin.
• Pack enough money in cash for your first days in Germany. Exchange your local currency into Euros if necessary.
• Pack warm and weather-proof clothing.

Fees and Semester Ticket

ASH Berlin does not charge any tuition fees. However, in order to study at ASH Berlin, you have to pay a so-called social fee of approx. 55,00 EUR. Additionally, you have the option to purchase a semester ticket for approx. 190,00 EUR which will allow you to use the Berlin public transport. With the semester ticket, you can use all trams, buses, ferries, underground and local trains in all three tariff zones A, B and C for the whole length of the semester and you can also carry a bike for free on the transport.

Local Erasmus+ Initiative (LEI): The buddy programme

Arriving in a new country can be exciting and overwhelming at the same time. There are cultural differences as well as the language barrier. Since every beginning is hard, the buddy programme, our local Erasmus+ initiative (LEI), connects local with international students. Regular ASH students volunteer as 1:1 or 1:2 buddies for exchange students and help you find your way around the university and Berlin. The buddies provide a helping hand with bureaucratic issues and they will help you adapt and get to know the student life.

If you wish to participate in the buddy programme, you need to indicate this directly in your online application. The buddy programme is a great opportunity to make your first steps easier and find new friends so we hope you will benefit from that opportunity.

Before you leave home, please inform us about your exact arrival date in Berlin. If you attend the intensive German course, you should plan your arrival shortly before the first course day. If you don’t attend the intensive German course, you should arrive before the last week of September or the last week of March, since the orientation period will take place during these weeks. For students arriving in Berlin very early we will organize an early bird meeting where you can meet your fellow exchange students in a casual environment.
After Arrival in Berlin

Orientation and Support Services

Welcome to Berlin! After arrival, please use the support services offered by the International Office, such as our office hours, our detailed homepage and our orientation period. Students arriving in Berlin very early (e.g. in case they are doing an internship) should also attend the early bird meeting where they can meet their fellow exchange students. If you registered for the buddy programme, you should meet your buddy as soon as possible after your arrival.

The orientation period for all exchange students will take place during the last week of September for the winter term and during the last week of March for the summer term. During orientation, we will introduce you to the university and its rich history as well as guide you through the upcoming challenges of your stay at ASH Berlin. You will receive your ASH Berlin student ID and your semester ticket. Students can attend a campus and library tour, meet their fellow exchange students and join our workshop about what it means to be abroad. Please note that attendance of the orientation is mandatory and that you are required to bring along your health insurance card.
Registration with the “Bürgeramt” / Broadcasting License Fee

After you have moved into your dorm or flat, you are legally required to register with the city of Berlin at a Bürgeramt within two weeks. Afterwards, you will receive a confirmation of registration called “Anmeldebestätigung”. You may need this document to open a bank account or to use public services, so you should always carry a copy of it with you. Each district of Berlin has three to four Bürgerämter, but you can either go to any one in Berlin (regardless of where you live) or you can use our registration service during the orientation period.

For the registration, you will need the following documents:

- Registration form
- Valid passport or ID card
- Confirmation of your move-in

According to German Law, all persons who are older than 18 years and who are registered in Germany (see above), are required to pay a mandatory broadcasting license fee (“Rundfunkbeitrag”) of currently 17,50 EUR per month. After your registration with the Bürgeramt, you will receive an automatic letter with the details of how to register and pay. The rule “one apartment - one fee” applies so if you live in a shared flat, you can also share the fees with your flatmates. When you leave Berlin and also de-register from the Bürgeramt, you’ll also de-register from paying the fee.

Residence Permit

Students who are not citizens of EU member states or of Norway, Iceland and Liechtenstein need to apply for a residence permit at the Ausländerbehörde within 90 days after arrival or before their entry visa has expired. The Ausländerbehörde is exceptionally busy so we strongly recommend making an appointment online even before you leave home. The International Office will support you with filling out the necessary forms during your first information meeting or during orientation.

When you go to the Ausländerbehörde, please take the following documents with you:

- Completed form “Antrag auf Erteilung eines Aufenthaltstitels”
- Valid passport
- Anmeldebestätigung (see above: Registration with the Bürgeramt)
- Health insurance policy that is valid for the entire period of the semester
- Proof of sufficient financial support (provide a scholarship letter or a recent bank statement from you or your parents that you have a minimum of 720,00 EUR per month for the duration of your stay)
- One passport-sized biometric photo
- ASH Berlin student ID
- 28,00 – 110,00 EUR for administrative fees (depending on your citizenship and length of your stay)
Open a Bank Account

You may need to open a German bank account, not just to pay rent. Student bank accounts are free of charge and easy to set up. If you do not have a German bank account, your bank at home may charge you high extra fees for every international money transfer you do.

Most banks will ask you for the following documents to open an account:

• Your passport or ID card
• Your ASH Berlin student ID
• Your Anmeldebestätigung (see above: Registration with the Bürgeramt)
• If applicable, your residence permit

Update Your Learning Agreement

All students are required to complete a so-called Learning Agreement (a preliminary list of courses) and enclose it to their application at ASH Berlin. Usually your final course choice corresponds to your initial Learning Agreement. Should you need to change your courses (e.g. because a course isn’t offered or there’s a time clash), you can also change your Learning Agreement. The International Office will offer individual appointments at the beginning of the semester for this purpose.

Cultural Programme for Exchange Students

Bureaucratic activities aside, the International Office also wishes to introduce you to Berlin and German culture. Along with our student assistants, we will organize a number of cultural events for you – from the early bird meeting, international regulars’ table and a barbeque to visits to museums and the opera or a street art tour through Berlin-Kreuzberg!

After Arrival Checklist

Shortly after your arrival:
• If you arrive four weeks before the semester starts, please attend the early bird meeting to get to know your fellow students.
• Meet your ASH buddy.

Within the following weeks after your arrival:
• Register with the Bürgeramt (within two weeks after moving into your apartment or with our registration service during orientation).
• If necessary, apply for a residence permit (within 90 days after your arrival or before your visa has expired).
• If necessary, open a bank account.

During the semester / during your internship:
• Attend the orientation period for exchange students.
• Participate in the cultural activities for exchange students.
• Update your Learning or Training Agreement if you have changed your choice of courses or your internship details.
Studying at ASH Berlin

Style of Studying and Teaching at ASH Berlin

Studying at a German university is likely to differ from the academic system at your home university. As a student in Germany, and particularly at ASH Berlin, you will probably have more responsibilities to take care of on your own, but at the same time, you are often more independent in your choices. This concerns your choice of courses, but also the way students write essays and research papers. Past exchange students have often remarked upon the fact that seminars at ASH Berlin involve or even require a very active and lively student discussion. Therefore we encourage you to take part in seminar discussions – you will not only benefit academically, it is also a great way to get to know your fellow students and practice your German and English language skills!

Academic Calendar and Study Programmes

The German academic calendar is divided into two semesters: the winter term (1 October – 31 March) and the summer term (1 April – 30 September). Each semester consists of a lecture period (October – mid-February/April – mid-July) and a lecture-free period which most students use to complete research essays or practical placements. It is mandatory for exchange students to attend the lecture period during their semester at ASH Berlin.

ASH Berlin offers four Bachelor programmes as well as a number of consecutive and non-consecutive Masters programmes. The undergraduate programmes are Social Work, Health and Social Care Management, Early Childhood Education as well as Physiotherapy / Occupational Therapy. The consecutive Master and PhD programmes are only open to students who have been specifically nominated for a graduate exchange. Non-consecutive Master programmes are not open to exchange students.

Studying at ASH Berlin at a Glance

Academic Calendar

Winter term
- Semester dates: 1 October – 31 March
- Lecture period: October – mid-February
- Exams: last two weeks of the lecture period

Summer term
- Semester dates: 1 April – 30 September
- Lecture period: April – mid-July
- Exams: last two weeks of the lecture period

Study Programmes Open to Exchange Students

Bachelor Programmes
- Social Work (B.A.)
- Health and Care Management (B.Sc.)
- Early Childhood Education (B.A.)
- Physiotherapy / Occupational Therapy (B.Sc.)

Master Programmes / PhD
- Consecutive Master and PhD programmes are only open to students who have been specifically nominated for a graduate exchange.
- Non-consecutive Master programmes are not open to exchange students.

Course Catalogue
- Available online at www.ash-berlin.eu/lsf two weeks before the start of the semester.

Module Handbooks

Courses in English
- 10–12 courses in Social Work (B.A.)

German Language Courses
- during the semester (free of charge)
- 2.5 week intensive course before the start of the semester (50.00 EUR)
- You will receive ECTS credits and a grade.
pational Therapy. Our Master programmes include Research in Social Work and Education. To find out more about the study programmes, please consult the module handbook of the programme. The module handbook specifies the content and availability of a course and it details the type of assessment you might have to complete to receive a grade.

Your home university will nominate you for an exchange within a certain study programme (e.g. Social Work), but all other undergraduate programmes are also open to exchange students (depending on course availability). Our Social Work programme features an International Curriculum which comprises 10–12 courses in English, Spanish and/or Turkish and which are open to all exchange and regular ASH Berlin students. Master programmes are only open to students who have particularly been nominated for a graduate exchange.

**ECTS, Modules and Learning Agreement**

ASH Berlin uses the ECTS system to describe and define the course workload. One ECTS credit equals 25-30 hours of work. The study programmes at ASH Berlin consist of different modules. A module comprises several course units of related content. In the bachelor programme Social Work for example, the module “Diversity Studies” consists of two units: Unit 1 “Racism and Migration” and Unit 2 “Gender and Queer Studies”. You can find more information about the content of each module in the module handbooks. The ECTS credits for each module and unit are specified in the “ECTS and Course Manual” which you will receive from the International Office on demand.

In order to prepare your Learning Agreement you should thus consult the module handbooks and the ECTS and Course Manual. The courses you mention on the Learning Agreement will usually be your binding course choice. Should we realize that we might not have enough capacities for the courses you mentioned on the Learning Agreement, we will get in touch with you before the start of the semester. You also change your Learning Agreement after the start of the semester in case a course isn't offered anymore or if there's a time clash.

**Course Catalogue and Course Registration**

The course catalogue (called “Vorlesungsverzeichnis” or “LSF”) lists all courses offered during the current semester and is available online two weeks prior to the start of the semester at www.ash-berlin.eu/lsf. LSF stands for “Lehre, Studium, Forschung” (Teaching, Studies, Research) and is an online platform through which you can access the course catalogue and register for courses online.

Exchange students are required to register online for their courses via the LSF platform after the beginning of the semester. We will inform all students about how to use the LSF and how to register during the orientation period.
Exams and Grading

Courses at ASH Berlin may require different forms of assessment such as essays, research papers, oral exams or group presentations. Please consult the module handbooks to learn more about assessment options. Exams take place in the last two weeks of the semester period. Students may not leave Berlin before having finished their exams.

The grading system at ASH Berlin distinguishes between five levels:

1,0 – 1,2 = sehr gut mit Auszeichnung (very good with distinction)
1,3 – 1,5 = sehr gut (very good)
above 1,5 – 2,5 = gut (good)
above 2,5 – 3,5 = befriedigend (satisfactory)
above 3,5 – 4,0 = ausreichend (sufficient)
above 4,0 = nicht bestanden (fail)

Languages

The majority of courses offered at ASH Berlin is taught in German. English courses are available in the field of Social Work within the International Curriculum. Students interested in learning German can attend German language courses during the semester as well as complete an intensive German language course beforehand. Please indicate your interest in the intensive German course in your online application. ASH Berlin also offers a number of other foreign language courses such as English, Turkish or Spanish.

A great way to learn German or other foreign languages outside the classroom and meet new people is the language tandem programme organized by the International Office. In a language tandem, two people with different mother tongues meet and teach their native language and learn the other language at the same time. Each semester, students with as different mother tongues as Swedish, German, Kurdish or Catalan meet for a language tandem and may also become friends!
Academic Student Services

As a student at ASH Berlin, you can make use of a range of academic student services. All students will receive a user account after registration at ASH Berlin which will allow them to use e-mail and wifi, borrow laptops or complete IT courses offered by the Computerzentrum. The Medienwerkstatt offers and helps students to borrow or work with their multimedia facilities and produce, edit and cut films. Most courses use our e-learning platform Moodle to facilitate teaching and communication and to upload course material. Our library system offers a wide range of printed and online resources and databases in the fields of Social Work, Health and Care as well as Education.

The International Office organizes a workshop which has been specially designed to introduce exchange students to German academic citation styles and research methods. The career service at ASH Berlin helps students find job opportunities and offers workshops on successful job applications or assessment centres.

Non-Academic Student Services

Additional to academic services, ASH Berlin also offers a number of non-academic services for students. There is a university cafeteria, run by the Berliner Studentenwerk, which offers various warm and cold meals and drinks. Café frei Raum is run by ASH Berlin students and offers drinks and student space in a casual environment. The student parliament elects the student union AstA which runs several student departments (e.g. on transcultural, anti-racist or other social issues) which are open to exchange students. You can join the university choir Singin’ Alice, the sports facilities at ASH Berlin or let your creativity flow at the open photography lab of the Kunstwerkstatt.

Psychological Counselling

Psychological counselling is available at ASH Berlin directly (approx. five times during the semester) or regularly at the Berliner Studentenwerk. Psychological counselling offered by ASH Berlin and the Studentenwerk is free of charge and takes place in a confidential atmosphere.
Students with Special Needs

ASH Berlin strongly welcomes students with special needs and disabilities. To ensure that ASH Berlin delivers its best support, students should indicate their special needs in the online application. Together with the International Office, students will complete an individual needs assessment to identify the individual needs and areas of support. These may include (but are not limited to) special accommodation options, available health care, technical equipment or a study assistant helping you with reading, writing or working in the library.

ASH Berlin offers a range of services for students with special needs. Additional to the support offered by the International Office, there is a representative and a student tutor for students with special needs who organize regular network meetings. The entire ASH building is accessible by wheelchair.

Services for Students with Special Needs

- individual needs assessment before the start of the semester
- Support by International Office, student tutor and representative for students with special needs
- University building is accessible by wheelchair

- **Homepage for students with special needs:**
  www.ash-berlin.eu/profil/barrierefrei-studieren

- **Service and support by the Berliner Studentenwerk:**
  www.studentenwerk-berlin.de/en/bub/behinderte
Students with Children

ASH Berlin is a certified family-friendly university and has numerous facilities and services for students with children. The International Office strongly welcomes exchange students with children and will coordinate your needs and available ASH services. These services include free childcare on weekdays for children from six months to primary school age (for four hours per day at a maximum), a nursing and baby change room, changing tables in all male, female and gender-neutral rest rooms, a children’s corner in the cafeteria as well as a toy box and a playpen in the library. The orientation week includes a welcome meeting for students with children, organized by the women’s representative who will introduce you to the services available at ASH Berlin. In addition, the Berlin student welfare service Berliner Studentenwerk offers a wide range of services and support.

Services for Students with Children

- Free child care on weekdays
- Nursing and baby change room
- Changing tables in all rest rooms
- Children's corner in the cafeteria
- Toy box and playpen in the library

- Online portal for students with children: www.ash-berlin.eu/studieren-arbeiten-mit-familie
- Service and support by the Berliner Studentenwerk: www.studentenwerk-berlin.de/en/bub/sozialberatung
Living in Berlin

Berlin is an exciting and inspiring place to live, offering almost endless opportunities to get involved, meet new people and enjoy cultural activities or festivals. This chapter is designed to introduce you to every day life, making your first steps in Berlin easier.

Getting Around

All parts of Berlin are well connected to the public transport system. The system is run by two different companies, the Berliner Verkehrsbetriebe BVG and the S-Bahn. Together they operate the local trains, the underground railway, trams, busses and ferries in three tariff zones A, B and C. If you choose to purchase the semester ticket, your ticket is valid for all three zones for the entire period of the semester. Please note that there are ticket inspectors who will regularly ask passengers for their tickets. Please show your (signed) semester ticket and an official photo ID (e.g. passport or ID card).

Berlin is also great to explore by bike. There is an ever expanding network of cycle paths which makes riding one’s bike safe and convenient. The semester ticket allows you to take your bike on the public transport for free.

Safety

Berlin is a safe city. However, as in every major city in the world, you should always take a few precautions and use your common sense – do not leave personal belongings unattended and be aware of pickpockets, particularly in busy areas, train stations and tourist hot spots.
Sports and Extracurricular Activities

Berlin offers a huge number of cultural, political, academic and non-academic activities. Additional to the extracurricular activities at ASH Berlin, you can join sports courses and use gym facilities at ASH Berlin and at other universities in Berlin. The courses cover almost every imaginable sport, from American Football to Zumba, will cost 20-50 EUR per semester and are a great way to meet students from other universities. Sports courses at ASH Berlin are free of charge. Students interested in music can join one of the university choirs or orchestras. You can find a first overview of extracurricular activities online at www.ash-berlin.eu/en/international/exchange-at-ash-berlin/living-in-berlin/sports-and-extracurricular-activities.

Emergencies and Health Care

In case of an emergency, please contact the police at 110, fire fighters and ambulances at 112. These numbers are free of charge.

If you need to see a doctor, you will usually go to a general practitioner first who will then refer you to a specialist if necessary. Make an appointment with the doctor via telephone or go and see them during their emergency opening hours. Please note that not all doctors offer emergency opening hours, please always call them beforehand in order to avoid long waiting hours. When you see the doctor, always take your health insurance card (e.g. EHIC) or your health insurance policy with you. In case of a medical emergency, please always go straight to the closest hospital and take your health insurance card with you.

Please buy all your medication from a pharmacy (“Apotheke”). If your doctor prescribes medication, you may have to pay between 5,00 and 10,00 EUR per prescription. Pharmacies are usually open Mon – Fri from 9am to 7pm / Sat 9am – 1pm. If you need medication outside of their opening hours, you can call 0800 00 22 8 33 to ask for an emergency pharmacy.
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**Avenidas**

**Flores**

**Avenidas y flores**

**Avenidas y mujeres**

**Avenidas y flores y mujeres y un admirador**

_eugen gonringer_

Alice Salomon Poetik Preis 2011
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www.facebook.com/internationalashberlin

**Links**

**ASH Berlin**

*University Homepage*
www.ash-berlin.eu

*Homepage for Exchange Students*
www.ash-berlin.eu/en/international/exchange-at-ash-berlin

**Berlin / Germany**

*Official Berlin Website*
www.berlin.de

**Berlin Airport**
www.berlin-airport.de

*Public Transportation System*
www.bvg.de

*Berlin Events and Culture*
www.berlin.de/kultur-und-tickets

*German Embassies and General Consulates*
www.auswaertiges-amt.de
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