Hochschule für Technik und Wirtschaft Berlin
University of Applied Sciences

FACT SHEET – INCOMING EXCHANGE

Academic Year 2027/2028

Target Group of Document	• International Partner Universities • Exchange / Study Abroad Student Advisors • ERASMUS Coordinators • International Exchange / Study Abroad Students
Content	• Information about HTW Berlin relevant for international exchange students

Contact Information

Institution	
Name of institution	Hochschule für Technik und Wirtschaft Berlin – University of Applied Sciences
Abbreviation of name	HTW Berlin
Mailing address	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Treskowallee (International Office, President's Office, University Administration, Faculty 3 - Business School)	Treskowallee 8, 10318 Berlin, Germany
Visiting address Campus Wilhelminenhof (Faculty 1, 2, 4, and 5 – Engineering, Business, Media & IT, Design and Cultural Heritage)	Wilhelminenhofstr. 75A, 12459 Berlin, Germany
Website	www.htw-berlin.de/en/
ERASMUS institutional code	D BERLIN14 / OID: E10196220 / PIC:997713289

Internationall Office	
Head of the International Office/ ERASMUS Institutional Coordinator Main contact person regarding Inter-Institutional Agreements	(Mr.) Claus Lange
Phone	+49 (0) 30 5019-2938
E-mail	Claus.Lange@htw-berlin.de

Hochschule für Technik und Wirtschaft Berlin
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Erasmus+ Institutional Coordinator	(Mrs.) Petra Car
Phone	+49 (0) 30 5019-2749
E-mail	petra.car@htw-berlin.de

International Office	
International Exchange Student / Study Abroad Advisor Main contact person regarding **Outgoing Student Exchange**	(Mrs.) Paulina Maria Marciniak
Phone	+49 (0) 30 5019-3155
E-mail	Outgoing-students@HTW-Berlin.de
International Exchange Student/ Study Abroad Advisor Main contact person regarding **Incoming Student Exchange**	(Mrs) Sarah Geßner
Phone	+49 (0) 30 5019-2874
E-mail	Incoming-Students@HTW-Berlin.de

Academic Calendar

Summer Semester 2027	
Online Nomination / Application deadline	**Nomination:** 16th September – **14th October 2026** **Application:** 16th October – **13th November 2026**
Students Arrival (individual)	From 1st March 2027 – 12th March 2027
Orientation ("Welcome Weeks") including German language course (compulsory) and course registration	15st March 2027 – 26th March 2027
Classes including the first exam period	2nd April 2027 – 31st July 2027
Second exam period	24th September 2027 – 7th October 2027
Transcripts of Records issued	Normally issued no later than 8 weeks after exam period has finished.

Winter Semester 2027/28 (conditional)	
Online Nomination / application deadline	**Nomination:** 19th March – 14th April 2027 **Application**: 16th April – 14th Mai 2027
Students Arrival (individual)	1st September – 10th September 2027
Orientation ("Welcome Weeks") including German language course (compulsory) and course registration	13th September 2027 – 24th September 2027
Classes including the first exam period	4th October 2027 – 12th February 2028
Second exam period	7th March 2028 – 7th April 2028
Transcripts of Records issued	Normally issued no later than 8 weeks after exam period has finished.

Requirements

General Admission	
General information on admission and application forms	> Student Exchange Programmes at HTW Berlin / Nomination and application
Admission to undergraduate (Bachelor level) classes	Student must have completed a minimum of **one to two years** of studies before starting their exchange semester at HTW Berlin, depending on the programme.
Admission to graduate (Master level) classes	Students must have **completed the Bachelor's programme** relevant to the academic field.
Admission to Design programmes	In addition to the standard application documents, students applying for a Design study programme must submit a **portfolio** covering recent relevant works, a Curriculum Vitae (**CV)** and a **Letter of Motivation**.
	Students applying for the HORIZON study programme *"Sustainable Clothing/Apparel Technology* (Bachelor)" must have studied in an engineering programme for a minimum of 4 semesters prior to coming to HTW Berlin.

Language Skills and German Language Courses	
Languages of instruction	German and English (depending on study programmes)
Level of German language required for admission to courses taught in German	**B2** (upper intermediate)
Level of English language required for admission to courses taught in English	International Business: **C1** All other programmes taught in English: **B2**

Proof of language proficiency	**The sending institution** is responsible for **ensuring the required language level from the institutions HTW Berlin accepts.** Students must provide a written proof of their language skills, which may be issued by the sending institution. > Student Exchange Programmes at HTW Berlin / Nomination and application
German as a foreign language intensive course during "Welcome Weeks"	Compulsory (for non-native German speakers)

Insurances	
All students...	... must register with a public German health insurance company and have them sent their insurance status (M10) electronically to HTW Berlin. This applies to non-EU as well as EU students. ... are recommended to sign up for personal liability insurance and travel insurance. > Student Exchange Programmes at HTW Berlin / Nomination and application

Immigration / Residents' Registration	
All students...	... must have a valid ID card and / or passport for the entire duration of their stay. ... must register at the Citizens' Office within 14 days of arrival.
Non-EU students...	... must register at Municipal Immigration Office.

General Information

Courses Available for Incoming Exchange Students	
Courses offered in English	Each of HTW Berlin's five faculties offers at least one Horizon Track taught in English. > English-Language Study Programmes (HORIZON)
Courses offered in German	> Degree programmes

Arrival and Housing	
Airport / train station pick-up service	Available, free of charge, arranged by "Student Buddies" ("Buddy programme")

Limited number of single apartments in student dorms	Students can apply for a single apartment in student accommodation when submitting their application on "Mobility Online".
Support with housing...	The International Office will then apply on their behalf. Please note that there are more applicants than apartments available. Unfortunately, we cannot guarantee a place in student accommodation. > Accommodation

Buddy programme	
All international exchange students...	... can apply for the Buddy programme. Allocation is subject for availability.

Costs	
Tuition fees	None. However, please not that there is a semester contribution to be paid once each semester.
Semester contribution: Service costs, i.e. semester contribution for student services, student union and public transport	Approx. 325 € per semester (including "Semesterticket" for public transport system) > Semester fee
Estimated cost of living per month	Approx. 1.000 – 1.200 €

Grading Scale

Percent	Grade	Grade (Rounded)	Assessment	Description
95 % - 100 %	**1.0**	1.0	**Very Good**	An outstanding achievement
90 % - 94 %	**1.3**			
85 % - 89 %	**1.7**	2.0	**Good**	An achievement which lies substantially above average requirements
80 % - 84 %	**2.0**			
75 % - 79 %	**2.3**			
70 % - 74 %	**2.7**	3.0	**Satisfactory**	An achievement which corresponds to average requirements
65 % - 69 %	**3.0**			
60 % - 64 %	**3.3**			
55 % - 59 %	**3.7**	4.0	**Sufficient / Pass**	An achievement which still meets the requirements
50 % - 54 %	**4.0**			
under 50 %	**5.0**	5.0	**Fail**	Below the requirements

Credits and Academic Degrees	
Credit point system used at HTW Berlin	ECTS – European Credit Transfer and Accumulation System
1 ECTS point corresponds to …	… 27 to 30 working hours in or outside of the classroom.
One academic year (consisting of two semesters) corresponds to …	… 60 ECTS points.
Bachelor's degree programmes at HTW Berlin usually cover …	… 210 ECTS points.
Master's degree programmes at HTW Berlin cover …	… 90 additional ECTS points (leading to 300 points in total).

Exam Regulations	
Resit exams …	… Only take place on-site in designated 2nd exam periods (see section "Academic Calendar").