

## International Office

### Fact Sheet 2022/23



**Officer for International Affairs**

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**Campus Address**

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**ERASMUS Code**

**D POTSDAM02**

**OID**

**E10073202**

**International Office Website**

[www.filmuniversitaet.de/international](http://www.filmuniversitaet.de/international)

**Academic Calendar**

Enrollment period winter term  
 Lecture period (incl. Welcome Week)

October 1, 2023 – March 31, 2024  
 October 2, 2023 – February 2, 2024

Enrollment period summer term  
 Lecture period

April 1, 2023– September 30, 2023  
 April 3 2023 – July 14, 2023

## Nomination and Application

### Nomination

Incoming exchange students need to be nominated by their home institution via email to [internationaloffice@filmuniversitaet.de](mailto:internationaloffice@filmuniversitaet.de)

**Winter term nomination deadline**    **April 15**  
**Summer term nomination deadline**    **October 15**

### Application

**Winter term application deadline**    **May 15**  
**Summer term application deadline**    **November 15**

Students need to hand in their application for an exchange semester to the International Office at the Film University Babelsberg by email. Students need to make a choice for a specific program the wish to join. Applications are reviewed by the professors of the respective study program students are applying for. Nomination from the partner university does not guarantee acceptance to the university.

### **Documents needed:**

- Filled in application form
- CV
- Transcript of Records
- Letter of recommendation from a professor of your home institution
- Letter of Motivation specifically written for Film University
- Proof of your German language skills
- Portfolio (to be reviewed by the respective study program advisor)

All documents must either be in German or English! Own translations are accepted if they include a confirmation of the home university.

### Arrival Date

Students are required to arrive on the first day of the lecture period at the latest. Any later arrival is not recommended and should be agreed upon with the International Office in advance.

### Welcome Week

The first week of October is the Welcome Week for all new students at Babelsberg, including exchange students.

### Tuition Fees

Film University does not ask for tuition fees. However, there is an administrative contribution for public transport, equipment insurance and Student Services that cannot be waived. Currently, the contribution is **ca. 284,05€ per semester for exchange students from partner universities** (335,05€ for students from other universities).

### Language of Instruction

The general language of instruction is **German**. The **minimum** language requirement for exchange students is **level B1** according to the CEFR.

### Study Programs

A list of study programs can be found here: <https://www.filmuniversitaet.de/en/studies/study-programs>. The Film University offers a selection of interdisciplinary courses in English. For more information please contact the International Office.

### Studios & Technology

Film University provides state-of-the-art technology covering every aspect of moving image production. The university's equipment room houses camera, sound, lighting, VR, and AR gear established on the market and used by industry professionals.

### Course Registration/Learning Agreement

As a general rule, students can enroll in classes during the first week of semester by attending the class. The **Learning Agreement** needs to be agreed upon with the respective institutional coordinator. A list is available upon request in the International Office. A detailed list of available courses can be found in our [LSF](#).

### Exams & Grading

As a general rule, students can register for exams in their respective courses/study programs via a list available in the offices of the study program.

Most for the courses at Film University are pass/fail. Please check with your home institution whether pass/fail will be accepted. If you require a grade, individual arrangements can be made.

### Credits

Film University Babelsberg operates on the ECTS system. As a general rule, 1 ECTES equals 30 h of workload. A full semester workload is 30 ECTS.

### Health Insurance

In Germany all students are subject to compulsory health insurance, regardless of whether they are degree seeking students or exchange students. A proof of adequate health insurance cover is essential and required for enrollment at university as well as for getting a residence permit.

Students from European Countries with a European Health Insurance Card (EHIC) do not require additional health insurance. Students from countries that do not have any social security agreement with Germany need to be insured via a health insurance provider. Find more information on health insurance [here](#).

### Visa

Students from EU member states do not require a visa for Germany. Please inform yourselves on the webpage of the [Federal Foreign Office](#) if you require a visa. It is highly recommended to apply for a visa much in advance.

### Erasmus+

The FilmUniversity Babelsberg takes part in the Erasmus+ program of the EU. Incoming students can inquire at their home institution if they are eligible for fundings by the program and should apply for such at the International Office of their home institution.

### Funding Options

Incoming students looking for financial support can inform themselves on the webpages of the German Academic Exchange Service (DAAD): <https://www.daad.de/deutschland/en/>

### "Sehsüchte" Film Festival

The Film University's very own annual international student [film festival](#) at the end of April. Now in its 48<sup>th</sup> year, it is Europe's biggest student film festival and completely run by our students. Join us!

### Buddy Program

The Film University has two buddies supporting international students at Film University. They help with questions before arrival and during the semester. They organize several activities throughout the semester for our students.

### Living in Potsdam

Housing:

<https://www.filmuniversitaet.de/studium/campusleben/wohnen-in-potsdam>