

International Office Fact Sheet 2019/20



International Office Manager

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ERASMUS Code

D POTSDAM02

International Office Website

www.filmuniversitaet.de/international

Academic Calendar

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

October 1, 2019 – March, 31 2020
 October 1, 2019 – February 20, 2020

Enrollment period summer term
 Lecture period

April 1, 2020 – September 30, 2020
 April 1, 2020 – July 12, 2019

Winter term nomination deadline

April 15th

Summer term nomination deadline

October 15th

Language of instruction

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

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.

Tuition fees

The 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. **270€ per semester for exchange students**.

Nomination

Incoming exchange students need to be nominated by their home institution via email by the above mentioned dates to internationaloffice@filmuniversitaet.de

Welcome Week

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

Application procedure

Exchange 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 they 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.

Application deadlines: May 15 for winter term/Nov 15 for summer term

Study programs

A list of study programs can be found here: <https://www.filmuniversitaet.de/studium/studienangebot/>. Students must choose **one** specific program.

Courses in English

The Film University offers a selection of interdisciplinary courses in English. For more information please contact the International Office.

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

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.

Credits

The Film University Babelsberg operates on the ECTS system. As a general rule, 1 ECTS equals 30h 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 Film University 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.

Living in Potsdam

Living Costs: [Compare Living Costs](#)

Housing:

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

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.

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/>

How to get here

<https://www.filmuniversitaet.de/footer/kontakt/afahrt/>