



**INFORMATION SHEET
2017/2018**

University of Potsdam

FULL LEGAL NAME OF INSTITUTION	
Universität Potsdam University of Potsdam	
INSTITUTIONAL CONTACT	
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NOMINATION DEADLINE	
Fall term/one academic year: June 15	
Spring term: December 15	
NOMINATION FORM	
Please nominate your students using e-Nomination. To nominate the students, please follow the link: www.moveonnet.eu/mymoveonnet/enomination	
APPLICATION DEADLINE	
Fall term/one academic year: July 15	
Spring term: January 15	
LANGUAGE REQUIREMENTS	
German B1	

General dates and deadlines

	WINTER SEMESTER	SUMMER SEMESTER
Start and end date	October 1 – March 31	April 1 – September 30
Nomination deadline	June 15 of previous semester	December 15 of previous semester
Deadline for application to the university	July 15 of previous semester	January 15 of previous semester
Deadline for application for a dorm room to Studentenwerk	July 15 of previous semester	January 15 of previous semester
Deadline for application for 2-week preparatory German course	July 15 of previous semester	January 15 of previous semester
2-week preparatory German course	Last 2 weeks of September	Last 2 weeks of March
Arrival day	October 1 (or following Monday if a weekend day)	April 1 (or following Monday if a weekend day)
Orientation weeks	first 2 weeks of October	first 2 weeks of April
End of lecture period	mid-February	mid-July
Exam period	mid-February – end of March	mid-July – end of July
Recommended departure	Not before mid-February	Not before end of July

Important for university staff – important for students

UPprepare

UPprepare is our new web based information portal where nominated students are provided with all information to prepare their studies in Potsdam. Registration is obligatory. The portal is divided into “Tasks” and “Content”. While “Content” is information to be checked on a voluntary basis, the “Tasks” have to be fulfilled by the students and serve as a guide for all steps to do until their departure and even afterwards. One of the “Tasks” is to fill out and send the application form within the deadline.

UPprepare portal: distributed-campus.org/upprepare/

Only nominated students get access to UPprepare so please nominate your students within the deadline! All relevant information is given to your students via UPprepare, so students need an e-mail address and Internet at least every now and then to check and fulfil the tasks.

Nomination and application procedure

- partner university nominates their students on www.moveonnet.eu/mymoveonnet/enomination
- UP sends information about UPprepare to the nominated student
- Nominated student has to register for UPprepare and fulfil the tasks
- Student has to send application within the deadline
- Student has to apply for a dorm room to the Studentenwerk Potsdam and not to the UP
- IO sends info letter and confirmation of admission to accepted students in August (for the following winter semester)/in February (for the following summer semester) – confirmation of admission is not sent to the home university but to the student’s address

Student residences

- Information about the student residences and the application can be found in Uprepare. Caution: special instructions must be followed
- Students must apply directly to the Studentenwerk and not to the IO
- All questions concerning the application and rooms must be directed to the Studentenwerk
- Rooms can be rented for a minimum of 4 months only
- Move in is not possible before October 1 (winter semester) and before April 1 (summer semester). Only participants in the German course prior to semester start can move into their rooms on September 15/March 15.

Language of instruction

- Mainly German
- English courses available in English and American Studies, Political Sciences on Master level, some courses in Natural Sciences and few courses in other areas of studies (changing each semester)
- Degrees taught in English: www.uni-potsdam.de/en/studium/what-to-study/english-language-courses-and-degree-programs.html
- Lectures in English: www.uni-potsdam.de/en/studium/studying/coursecatalogs

German Language Courses

- Language courses of all levels as well as technical German courses are offered during the semester. Placement test and registration takes place during the orientation weeks.
- Special courses for foreign students of German language and literature studies are offered by the department of German. Registration takes place during the orientation weeks.
- A 2-week preparatory course prior to the semester start is offered to exchange students; the number of vacancies varies from semester to semester. Sending the application form doesn't guarantee participation. Detailed information about the course and the application can be found in UPrepare.
- Summary of all German courses offered at the University of Potsdam: www.uni-potsdam.de/en/international/incoming/learnde.html

Learning Agreement

- Information about courses at the UP can be found in UPrepare
- Students who need the signed Learning Agreement back before their departure must send the Learning Agreement with the application form to the IO within the application deadline
- The IO sends the Learning Agreement to the corresponding departmental Erasmus coordinator at the UP
- Learning Agreements are sent back to the students with the info letter in August (for the following winter semester/February (for the following summer semester) if handed in on time
- Learning Agreements are not faxed back by the IO, in urgent cases a scanned version can be sent to the student by mail

Transcript of Records

- There's no electronic record of marks for exchange students at the UP
- Students are informed by the IO what to do in order to receive a Transcript of Records, without their action no Transcript can be issued
- If students show proof of their results at the IO, a Transcript can be issued and is sent to the students' home address

Semester fee

All students (also scholarship holders) have to pay a fee of around 230 Euro per semester which includes the semester ticket for free public transport in the state of Brandenburg and Berlin as well as social contributions. Neither tuition fees nor enrolment fees are charged.

Living Cost

Students should have around 760 Euro as a minimum for their living per month. The dorm rooms cost from 180 to 250 Euro per month depending on fixtures and location. The meals in the university canteens are between 2 and 3 Euro. A public German health insurance costs around 80 Euro per month.

Buddy-Program

We assign a buddy to those foreign students who wish to take part in the buddy program. Our buddies are students from the University of Potsdam who volunteer to assist before and upon arrival in Potsdam and at the university.

The buddy program's website:
www.uni-potsdam.de/international/service/buddy

Holidays

Semester dates and holidays that change from year to year can be found under:
www.uni-potsdam.de/studium/rahmentermine

October 03	Day of the German Reunification
October 31	Reformation Day
December 24	Christmas Eve
December 25	1st Christmas Day
December 26	2nd Christmas Day
January 01	New Year
May 01	May Day

VISA

Students who are neither citizens of any EU country nor of Island, Norway or Liechtenstein need a student visa for their studies in Germany and must apply for such at the German Embassy or at the German Consulate in their home country at least 6 weeks before arrival. Students coming from Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, Switzerland, South Korea and USA can come to Germany without a visa, but once here have to apply for a student residence permit at the foreigner authorities.

Health Insurance

All students are obliged to present a valid health insurance for enrolment at the university in Germany. Students can arrange health insurance for Germany in their home country (for example, the European Health Insurance Card) or take out a health insurance policy from a German health insurance company upon arrival.

The Campus

The University is not situated in the center of the town but can be reached easily by bus, S-Bahn (regional train) or train. Furthermore, each institute or faculty has its own branch library. There are student residences, cafeterias and canteens at the 3 main university complexes:

Complex I, Am Neuen Palais

- Right next to the Sanssouci park
- History, Mathematics, Physics, German Language and Literature Studies, Media Sciences, Sport Sciences, Philosophy, Religious Studies
- University library
- The entire university administration including the president's office

Complex II, Golm

- Train station
- Education Studies, Geosciences, Geography, Biology, Biochemistry, Chemistry, Psychology, Music, Linguistics, Mathematics

Complex III, Babelsberg - Griebnitzsee and Park Babelsberg

- S-Bahn and train station Griebnitzsee
- Babelsberg park
- Faculty of Law, Faculty of Economics and Social Sciences (with Political Sciences and Administration Sciences)

Maps of the university locations and how to reach them can be found under www.uni-potsdam.de/lageplaene/