

**Welcome to the web pages of Brandenburg University of Applied Sciences!  
We are glad that you want to inform yourself about our institution.**

Brandenburg University is progressively growing into an international university. All programmes are offered with the international degrees bachelor and master and more and more lectures are held in English language. We are proud that students from more than 50 countries of the world are studying at our institution. We aim to attract more students from abroad and would like to encourage you to consider studying at Brandenburg University.

**1 A young university with a modern profile**

With the founding of the University of Applied Sciences in April 1992, the city Brandenburg on the Havel became a university city for the first time in its more than 1000-year-old history. By 1997, the FHB campus had come into being with renovated buildings as well as newly constructed buildings on the site of the former cuirassier barracks in Brandenburg's military suburb. Attractive, leading-edge courses are offered in three disciplines: technical studies, business and economics, as well as information technology and media.

More than 1000 young people study in modern laboratories and instruction rooms on a park-like campus. The course offering is continually being developed further. All study programs are being offered with international degrees (bachelor or master). The project-oriented courses are especially valued by Brandenburg students. The courses of study are defined jointly with partners in industry, economy, trades, and administration from around the region. This way, students are able to get to know future working fields early on through practice. The university promotes with particular emphasis the international exchange in teaching, research, and study. Brandenburg University of Applied Sciences has partnerships with universities in Europe and overseas.

The main building (built in 1881) of the former cuirassier barracks today houses the university administration as well as the Department of Business and Management. The former stables were converted into a modern library, and the former location of the officers' dining quarters is presently being reconstructed as an auditorium. These old red-brick buildings form together with the three new buildings that bear a yellow clinker exterior a harmonious ensemble that makes Brandenburg campus one of the most attractive in Germany.

**2 Study offer at Brandenburg University of Applied Sciences**

Department	Study program	Degree	Admission limitations
Business and Management	Business administration (General Management)	Bachelor of Science (B.Sc.)	yes
	Business administration (International Management)	Master of Science (M.Sc.)	no
	Business informatics	Bachelor of Science (B.Sc.), Master of Science (M.Sc.)	} [ } o
	Technology and innovation management	Master of Arts (M.A.)	no
	Security Management	Master of Science (M.Sc.)	no
Informatics und Media	Computer Science	Bachelor of Science (B.Sc.), Master of Science (M.Sc.)	no
	online-study program Media informatics	Bachelor of Science (B.Sc.), Master of Science (M.Sc.)	no

	Applied Computer Science	Bachelor of Science (B.Sc.)	no
	Medical Informatics	Bachelor of Science (B.Sc.)	no
Engineering	Mechanical Engineering	Bachelor of Engineering (B.Eng.)	^ ^ •
	Mechatronics and Automation	Bachelor of Engineering (B.Eng.)	no
	IT-Electronics	Bachelor of Engineering (B.Eng.)	no
	Micro Systems Technique & Optical Technologies	Bachelor of Engineering (B.Eng.)	no

### 3 The European Community Credit Transfer System (ECTS)

#### What is ECTS?

ECTS, The European Community Credit Transfer System, was developed by the Commission of the European Communities in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another. The ECTS system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning Information (on courses available), the Agreement (between the home and host institutions) and the Use of Credit Points (to indicate workload) are set out to reinforce this mutual trust and confidence. Each ECTS department will describe the courses it offers not only in terms of content but also by stating the number of credits for each course.

#### ECTS Credits

ECTS credits are value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total amount of work required to complete a full year of academic study at the institution, including lectures, practical work, seminars, private study -in the library or at home- and examinations or other assessment activities. Thus ECTS credits express a relative value.

In ECTS, 60 credits represent the workload of one year of study; normally 30 credits are given for a semester and 20 credits for a term. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, as followed by home students under normal regulations.

It is up to the participating institutions to subdivide the credits for the different courses. ECTS credits should be allocated to all the courses units available -compulsory or elective courses. Credits can also be allocated to project work, thesis and practical placements where these are a normal part of the study programme. Credits are awarded only when the course has been completed and all stipulated examinations have been successfully taken.

#### The ECTS Grading Scale

The ECTS grading scale is based on the combined use of appropriate keywords and numerical definitions intended to clarify the keywords.

ECTS	Percentage of successful students normally achieving the grade	Definition
A	10	EXCELLENT: outstanding performance with only minor errors
B	25	VERY GOOD: above average standard but with some errors
C	30	GOOD: generally sound work with a number of notable errors
D	25	SATISFACTORY: fair but with significant

		shortcomings
E	10	SUFFICIENT: performance meets the minimum criteria
FX		FAIL: some more work required before the credit can be awarded
F		FAIL: considerable further work is required

## 4 Study at Brandenburg University of Applied Sciences (degree students)

### 4.1 Admission

FH Brandenburg does not charge any tuition fees. Please note that admission is only possible for the winter semester starting in September.

Application deadlines:

Programmes with admission limitations: 15th July for the following winter semester

Programmes without admission limitations: 30th September for the following winter semester

However, we strongly advise you to apply in time (at least 4 weeks before the deadline), to be able to hand in any missing documents.

Students wishing to study in Germany should be aware that (secondary) school certificates obtained outside Germany do not automatically correspond to the German school leaving certificate, which is a prerequisite for studying at a university in Germany.

All non-German applications are pre-checked by the "Application Services for International Students (uni-assist)" to make sure they are complete and fulfill all necessary formal requirements. With uni-assist, applicants will have the opportunity to apply for admission to several universities with one set of documents only. Please note that you have to pay a fee for this service.

You should send the following documents to\*:

Fachhochschule Brandenburg  
c/o uni-assist e.V.  
Helmholtzstr. 2-9  
D-10587 Berlin

- a copy of the school leaving certificate in the original language
- a translation of the school-leaving certificate into German or English
- if available, documentation of having passed an entrance examination for a university in your own country and a translation of this into German or English
- if available, documentation of completed study periods and a translation of this into German or English
- documentation of your German skills (see language requirements)
- applicants from China, Mongolia and Vietnam have to hand in the APS-certificate. See <http://www.aps.org.cn/> or ask at the German embassy.
- applicants for the programmes Business Administration - General Management and Business Administration - International Management should include documentation of their English skills (level B2)
- applicants for the Master programme Technology and Innovation Management should include documentation of their English skills (TIM: TOEFL 213 points computer based or 550 paper based, IELTS 6-9; as well as a documentation of their work experience.

We recommend that you have these documents translated in good time and then have them authenticated by a notary public, a public authority or embassy.

**\* Applications for the master programme Technology and Innovation Management should be sent directly to the Fachhochschule Brandenburg!**

If your secondary-school leaving certificate is not considered as equivalent to the German "Abitur" or "Reifezeugnis" and you have not been enrolled at an institute of higher education before applying at the Fachhochschule Brandenburg, then you will not be directly admitted to a course of study at FHB. In this case you may choose to take an entrance examination, called "Feststellungsprüfung", at a "Studienkolleg", the passing of which would enable you to study at the FHB. You will find information on the "Studienkolleg" under [www.studienkollegs.de](http://www.studienkollegs.de).

### **Language requirements (only for degree students)**

Nobody is perfect in a foreign language. Nonetheless in order to study at our University you have to pass the DSH-examination (level 1, for some programmes level 2) for German, or one of the following examinations:

- the first or second level diploma at the Goethe Institute,
- the higher level examination of the Goethe Institute (ZOP or C1),
- the German Language Diploma (level 2) of the cultural minister conference,
- the proof that you have fulfilled the entrance requirements in a German school abroad
- TestDaF, level 3, for some programmes a total of 15 points required (information on the test under: [www.testdaf.de](http://www.testdaf.de)).

We are happy to give you further information on these matters. There are exceptions to these requirements if you are an exchange student of one of our partner universities. To make your stay in Germany easier, we recommend that you take part in a German language course before travelling to Germany. If you come to Germany and pass one of the required examinations, you have overcome an important hurdle and saved yourself a lot of trouble. We will be happy to give you further information on such courses.

### **4.2 Entry and visa requirements**

In order to enrol at the FHB, a student visa is required. Be aware that the processing time of an application for a student visa can take several months.

You can find current information on the visa-application under: [www.auswaertiges-amt.de/www/de/willkommen/einreisebestimmungen/index\\_html](http://www.auswaertiges-amt.de/www/de/willkommen/einreisebestimmungen/index_html)

Important: the issued visa must correspond to the purpose of your stay:

- A tourist visa is not sufficient!
- Having your visa changed is not possible after entering the country
- Visas are issued by German foreign representations for a maximum of three months
- Upon request, your visa for study purposes will be extended at the end of the 3 months by the Ausländerbehörde (foreign authority) of the city Brandenburg
- Attention must be paid to the validity period of the visa!

### **4.3 Accommodation**

We make every effort to provide foreign students with accommodation in our student hall of residence near the university. Our hall is to be found on our campus. The cost of a room in the hall of residence is 220 euros per month. A returnable deposit equal to one month's rent is required. Provided the terms and conditions of the contract have been kept by the tenant, this money is returned at the end of the rental contract.

The rooms are let by the Studentenwerk (Student's welfare office) in Potsdam, see [www.studentenwerk-potsdam.de/wohnen/](http://www.studentenwerk-potsdam.de/wohnen/).

Most rooms in the hall are single rooms. Four rooms form one unit, and all rooms are furnished. Each unit contains a communal kitchen and sanitary facilities (shower, toilets, wash-basin). In the kitchen there is an electric cooker, a refrigerator with separate lockers

(with keys), a kitchen table, chairs and a sink.

It is advised to bring bed linens and blankets with you. You must bring your own cutlery, along with plates and dishes. Rooms do not have curtains, so you may want to bring these with you. The rooms are not equipped with TVs and radios.

There are washing machines and dryers in the halls, which function with a chip card. There is sufficient parking space for motorcycles and cars.

There are a number of leisure rooms in the halls, which are arranged by the students themselves and used appropriately. Sport and game rooms are also at the students' disposal. Private accommodation

For the students that do not desire or cannot get a room assignment in the hall of residence, we recommend arriving timely in Brandenburg before the beginning of term in order to seek an accommodation on the private market. The Allgemeiner Studentenausschuss (AStA) offers assistance finding accommodation.

Email: [astasoZIALES@fh-brandenburg.de](mailto:astasoZIALES@fh-brandenburg.de)

Not far from Brandenburg University (about 15 min. on foot) there is an apartment building called: "Caasi". In addition to short-term accommodations, Caasi also offers one and two-room apartments under special conditions to students. All apartments consist of a single and double room, equipped with a kitchen, toilette, and shower. Further information, as well as online inquiries and room reservations, can be found at: [www.caasi.de](http://www.caasi.de)

## 5 Formalities in Germany

Within one week of your arrival, you are required to register with the Einwohnermeldeamt (resident registration office) of the city Brandenburg. The Einwohnermeldeamt is situated at: Am Gallberg 4B (Tel.: 03381/581351).

Should you later change residences within Brandenburg, you must register this change in address at the Einwohnermeldeamt. If you live outside of the city of Brandenburg, then the Einwohnermeldeamt in the locality where you live has jurisdiction over you.

To register at the Einwohnermeldeamt, you will need your passport and a rent contract.

The international office is prepared to assist you. At the beginning of the semester, times are set for going to the Einwohnermeldeamt together.

### Residence permits

All foreign students in Germany - also those that require no visa - need a residence permit. The residence permit must be applied for at the latest by the expiration of the visa at the Ausländerbehörde (foreign authority).

The Ausländerbehörde is located at:

Warschauer Str. 7

D-14472 Brandenburg

Telephone: 03381 - 72 59 0

Opening hours:

Tuesday 7:30 – 12:00 and 1:00 – 6:00

Thursday 7:30 – 12:00 and 1:00 – 3:00

Required documents:

- completed form "Antrag auf Erteilung einer Aufenthaltsgenehmigung" (application for the issuance of a residence permit)
- valid passport
- visa, if required
- 1 biometric passport photo (citizens of the EU/EWR require 2 passport photos)
- document showing matriculation at Brandenburg University of Applied Sciences
- proof of sufficient health insurance (confirmation from the German state health insurance provider)
- Wohnungsanmeldebestätigung (confirmation of resident registration at the Einwohnermeldeamt - copy that you received from the Einwohnermeldeamt)

- documentation of sufficient financial means for the presumable stay (citizens of the EU/EWR: for example, Switzerland: through a formless declaration by the student's parent(s), sibling, or scholarship confirmation; visa compulsory citizens require an attested declaration of liability from a supporting person or the demonstration of financial means).

### **Health insurance**

In order to enrol at a German university, a student must have health insurance. This insurance policy must provide unlimited coverage in the case of illness.

Students from EU (European Union) countries should bring along the European Health Insurance card or the form E-111, which can be obtained from the student's health insurance provider in his/her home country. If you have private insurance within the EU, you will need to present documentation of this insurance.

All non-EU students must take out health insurance in Germany. The international office offers at the beginning of the semester a group appointment for taking out a health insurance policy. It is highly recommended to also take out private liability insurance.

## **6 General Information**

### *Cost of living*

For daily life (food, culture, trips to Berlin/Potsdam, visits to the cinema, sport, discos etc.) you will probably need about € 300 - 400 per month (excluding accommodation).

### *Semester - ticket*

At present the semester ticket costs € 95,80. This ticket entitles its holder to any number of trips using public transportation within the designated zones. All students are entitled and also obliged (exceptions exist) to buy this ticket.

### *Mensa and Cafeteria*

The mensa (dining hall) and cafeteria is open from Monday to Friday on the university campus. The cafeteria, opened from 8 a.m., offers breakfast and snacks. Lunch is available in the mensa from 11 a.m. until 2 p.m. There are four meals to choose from, ranging in price from € 1,20 to € 2,50.

### *Culture and sports*

The students' association offers various types of sports, such as volleyball, basketball, football, chess, water sports, (at the development stage) and table tennis. You can register for these activities at the sports office of AStA.

The student pub is situated on-campus in the cellar of the main building and is called "IQ". It opened in March 1998 and students are permitted to organise their own parties and art exhibitions there. "IQ" is a meeting place for students and teaching staff alike.

### *University Library*

The library has its home in the restored former stables and offers spacious rooms with a voluminous literature collection, and advanced, technical equipment. The library's shelves contain 42,000 volumes. For reading and studying, the library offers a spacious reading room, where students can choose from 259 subscribed newspapers and magazines.

Users have the opportunity to search for information in a computer-aided catalogue. The library catalogue is also available over the World Wide Web so that literature can be sought independent of the library's opening hours. The library also has a large number of data banks at its disposal (CD ROM's) and has an electronic connection with the technology centre in Karlsruhe.

### *Computer Centre*

The computer centre is responsible for the communication infrastructure of the university. The planning and development of the local network is the basis for the link between the library, computer science department, engineering department and employs the latest technical standards. The student halls of residence - which are not directly part of the

University - are also linked in this way and helps to make studying here even more attractive by providing basic technical support.

#### *Assistance settling in*

In order to smooth your transition to life in Brandenburg, the international office offers information sessions. In these sessions, student workers will help you get through the formalities, put together a course schedule, show you the closest grocery store, etc.

#### *The academic year*

The academic year starts with an introductory week for the freshmen in the middle of September. Lecturing time starts in the end of September and finishes in the end of January. The exam period ends in the middle of February.

Lecturing time of the summer semester is from middle of March until end of June. The exam period ends in the mid of July.

#### *Finance and Scholarships*

Living costs in Brandenburg amount to about € 500 - 600 Euro monthly. There are several scholarship opportunities. Please check under [www.daad.de/deutschland/de/2.4.7.html](http://www.daad.de/deutschland/de/2.4.7.html)

### **7 Life in Brandenburg**

The 1050-year-old Brandenburg has three historic districts: Altstadt, Neustadt, and Dominsel. The Altstadt and the Neustadt are separated by the river Havel. Two gate towers, remnants of the rampart construction, as well as the city wall all serve as reminders of the old gothic city fortifications.

St. Katharinenkirche (St. Catherine's Church), built in the Neustadt in 1401, is an impressive example of northern German brickwork. The St. Gotthardtkirche in the Altstadt was also constructed out of brick a few years later. In front of the Altstädtischen city hall, there is a stone statue of a man-like essence ("Roland"). The more than five-meter-high statue was erected at the end of the 15th century as a city landmark.

On the Dominsel, the original city centre, the oldest building in Brandenburg is located - the St. Peter and Paul Cathedral. It was begun in 1165 in romanesque architectural style and completed in gothic architectural style. With over four hundred building monuments alone in Brandenburg's historic inner city, the city Brandenburg has by far the largest number of historical monuments in the state of Brandenburg. Over half of all buildings in the historic inner city have been restored.

Brandenburg's layout was influenced significantly by the river Havel. The forested environs, plains, and numerous lakes are inviting for sport and relaxation. Admittedly, the winter offers fewer opportunities for outdoor recreation, but one can go ice-skating on the frozen lakes or go sledding on the Marienberg.

In warm temperatures, one can choose from various outdoor activities such as: sailing, boating, rowing, fishing, and swimming. The picturesque lakes in and around Brandenburg enthrall not only water athletes however. Attractive beaches are tempting for sunbathers or those who just want to lounge about. Nature trails lure hikers and bicyclists alike. Equestrians and kite-flyers find suitable conditions for their interests, and even golfers can pursue their hobby in the nearby vicinity.

What many persons in Germany do not know is that the city Brandenburg on the Havel gave the state Brandenburg its name.

#### **What to do in Brandenburg in your spare time?**

In Brandenburg there are several interesting museums such as the Industrial Museum, the Cathedral museum, a Criminal museum, the (N)Ostalgie-Museum, the Archeologic State Museum and others.

You can rent a bike, canoe or sailing boat to get to know the pleasant countryside – or you take a boat trip on the river Havel.

There is a swimming pool (with whirlpool and sauna), a theatre, two cinemas and several discos.

Further information on Brandenburg on the Havel:

[www.fvv-brandenburg.de](http://www.fvv-brandenburg.de)

[www.stadt-brb.de](http://www.stadt-brb.de)