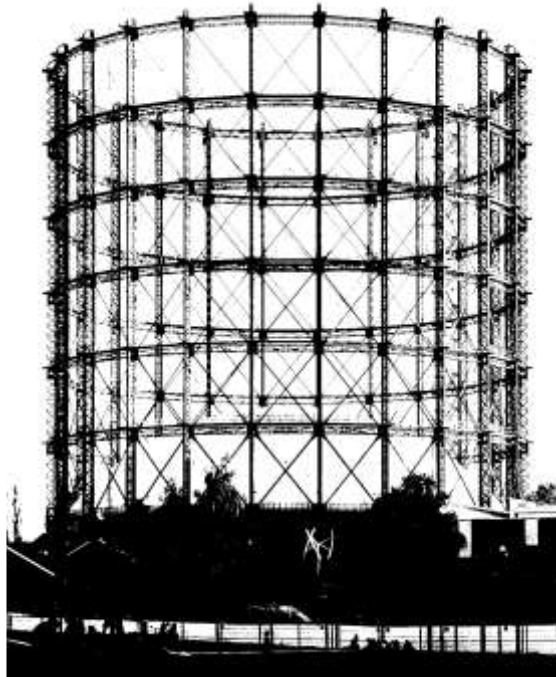


# TU Berlin EUREF Master Student's Guide



2018-3 Edition

Welcome to Berlin!

This guide provides you with information regarding the steps necessary prior to your arrival in Berlin, the first steps after arrival and practical details about our university, the campus, your programme and the city.

If you have questions, please ask us. We are looking forward to welcoming you here in person. We are doing our best to ensure that the time coming will be an exciting and inspiring experience, both academically and personally.

*The Student Guide Team from the TU Energy Master Programmes*

18th September 2018

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# 1 Application Considerations

## 1.1 Unofficial requirements

Admittance will only be granted to students fulfilling the official requirements. Ultimately, the contents of this programme are advanced. Have a close look at the curriculum, make sure that you feel able to cope with the work load and requirements and that you are able to catch up on topics, which you are not yet familiar with.

The course is made up of individuals from all over the world, with different academic background and work experience. In order for you to gain the most out of your study experience here in Berlin, it helps to be open to new experiences, have curiosity and eagerness to learn, independence, sensibility for culture, and a good dose of endurance – especially when it comes to tackling the bureaucracy in Germany.

Also carefully consider the following:

- Finances - Do you have sufficient funds to last the entire 1.5 years for your studies, living expenses, other financial obligations?
- Notice period - For those who are working, how long is your notice period?
- Flexible work arrangements - If you are working in Berlin, is your employer willing to allow you to take days off to attend the course and prepare for examinations? If your company is located elsewhere, does your company offer off-site working arrangements?
- Family members / significant other - Do you intend to relocate alone or with other people?

## 1.2 Total estimated costs

Once selected, you will be issued a form to accept the spot that is offered to you. Once you have signed and responded that you are in, it also means that you have entered a mutually binding contract and are obliged to pay. You will be issued an invoice for the first term fees. So make sure that you have that sum ready at your disposal now.

In comparison to other major German cities such as Munich, Frankfurt or Hamburg,

Berlin has a relatively low cost of living. With a monthly budget of 700 € to 900 €, one can manage to lead a fairly comfortable student life.

That said, the shortage of flats in Berlin has been driving up the rent in recent years. Depending on your choice of accommodation, you could pay anywhere between 250 € for a room in a shared apartment or a dorm room, 500 € for a studio apartment, to 1200 € for a two-room apartment. On average, it should cost 400 € to 600 € for a fair student accommodation. Beware of scam ads though!

Other major expenses are food, health insurance, entertainment, maybe furniture,<sup>1</sup> household appliances and private German language courses. There are a number of websites that provide a breakdown of these cost components, e.g. [Numbeo](#) and [Mawista](#). Public transportation within Berlin and Potsdam is covered under the student ticket. For information on shopping, please refer to section [3.7](#).

### 1.3 Potential sources of funding

There are a few ways to (partially) fund your education beside your own personal savings. You could approach your employer, who may sponsor you or design a flexible work arrangement with you such that you can continue earning while studying. There are also part-time job opportunities in Germany, although many of these usually require some degree of German proficiency (see [3.9 on page 20](#)). Lastly, there are scholarships which you could apply for. Please bear in mind that the application deadlines for many scholarship programmes are quite early, therefore please apply as soon as possible. Below is a non-exhaustive list of scholarship providers and search aggregators. There are many more which you could find, in particular those from your home country.

- [TU Berlin Career](#)
- [DAAD](#)
- [Studienlotse](#)
- [E-Fellows](#)
- [Mystipendium.de](#)
- [FindAMasters.com](#)
- [E.ON](#)
- [TU Berlin Employment](#)

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<sup>1</sup> Many private rooms and flats in Germany are rented out unfurnished, some do not even come with a lightbulb.

## 2 Pre-arrival

Congratulations on getting a spot in this programme! Here are some tips for you to prepare yourself for your upcoming studies and stay in Germany.

Try to find some time prior to the beginning of the course, to find accommodation and to have your paper work in place, so that you avoid distraction from your studies once the course starts. Feel free to visit us at the campus after your arrival in Berlin and ask us questions – we are here to assist you.

### 2.1 Visa

Most foreign students must apply for a study visa at the German Embassy in their home countries prior to commencing their studies in Germany. We strongly suggest that you check the exact conditions and procedures at the German embassy in your home country now. As it may take months to process your visa, it is wise to book an appointment with the embassy as early as possible. It is advisable to apply for an applicant visa with the university's confirmation of application and convert it to residence permit for study purpose after you have received the notice of admission. Please note that it is not possible to apply for a student visa upon arrival and that tourist visa cannot be converted to student visa. The [Deutscher Akademischer Austauschdienst \(DAAD\)](#) provides further information on this.

The student visa has to be converted into a residence permit within 90 days upon arrival in Germany. More information on this will be covered under [3.5](#).

Registration of residence and residence permit.

Please follow exactly the instructions given by the German embassy to avoid application rejection due to incomplete documents. Unfortunately, it does not happen rarely. When in doubt please contact the German embassy to clarify any open questions before your appointment.

Citizens from EU, EFTA and some other countries do not require a student visa and can apply for the residence permit upon arrival in Germany. The regulations can be found on the website of the [German Foreign Office](#).

## 2.2 Fee payment

Upon acceptance into the MBA programme, an invoice for the first semester tuition fees will be issued. As capital export is restricted or otherwise regulated in some countries, please check with your bank on the latest regulations. You find the exact details of the account holder on your invoice. International money transfers typically incur a service fee – please check this with your bank to make sure the tuition and service fees are covered!

Account Holder: TUBS GmbH TU Berlin, ScienceMarketing

SWIFT code, also named BIC code: BEVODEBB

IBAN code: DE27 1009 0000 5469 4690 01

Bank address: Berliner Volksbank eG, Wittestraße 30 R, 13509 Berlin

You may consider opening a new bank account, which can be easily accessed in Germany. See more on this in the section on money and banks ([3.1](#)).

## 2.3 Compulsory health insurance

All applicants must provide proof of full health insurance coverage<sup>2</sup> for the entire duration of the MBA programme in order to be enrolled in TU Berlin: the winter semester runs from October 1st to March 31st, and the summer semester from April 1st to September 30th. This can be either from a German statutory health insurance provider or a certificate of exemption from compulsory coverage issued by such a German statutory health insurance provider. Please note that an insurance chip card or member ID is not considered sufficient proof.

- a) Admitted applicants from other countries in the EU, who submit enrolment applications from their home countries, are required to have a separate certificate of insurance issued by a German statutory health insurance company, such as AOK Nordost. To do this, please scan your EU health insurance card (your name and the expiration date must be clearly visible) and the main page of your passport and send the images to the following e-mail

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<sup>2</sup> This includes hospital and out-patient medical treatment. It also includes coverage for pregnancy and certain medical check-ups.

- b) address: [studentservice@nordost.aok.de](mailto:studentservice@nordost.aok.de). AOK will send the certificate of insurance to you directly so that you can enclose it with your enrolment documents. In addition, please enclose a copy of your insurance card. This certificate of insurance can also be issued by any other German statutory health insurer.
- c) Admitted applicants from countries outside the EU are generally required to submit proof of private health insurance from their home countries for their visa application.<sup>3</sup> If the coverage of the insurance plan from your home country does not meet the minimum requirement for enrolment at the university, it is recommended that you purchase an insurance from either a public or private German insurer. This can be done prior to or after your arrival in Germany. If your home country's insurance plan is sufficient, please bring along an original copy of your insurance policy plan and your passport to a German statutory health insurance provider to obtain a certificate of exemption from compulsory coverage. It is highly recommend that you visit the [AOK-Student-Service TU Berlin branch](#) as the staff are familiar with this procedure and they speak English. Kindly note that applicants above 30 years old are not eligible for German public health insurance unless there is proof of "previous insurance" covering either a total of 24 months within the last 5 years or at least 1 year (12 months) uninterrupted insurance prior to registration with a German statutory health insurance organisation.

**German statutory health insurer:**

- [Techniker Krankenkasse](#)
- [AOK](#)
- [Other GKV](#)

**Private German health insurer:**

- [Allianz](#)
- [Other PKV](#)
- [Private insurance comparison website](#)

For more information on health service in Germany see section [3.8 on page 20](#).

### 3 Upon Arrival

First of all, please come see us – we will be delighted to welcome you in person.

Kindly drop us an email in advance.

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<sup>3</sup> Please check with the embassy on the health insurance requirements for student visa application purpose. It is typically less stringent than the one required for the university enrolment and residence permit application. Sometimes a travel insurance is sufficient.



### 3.1 Money, banks and business

Make sure you have access to sufficient funds especially in the first couple of weeks or even months. Students from overseas have been required by the embassy to open a blocked account to get a visa, but could only access this account after registration of residence (cf. section [3.5 on page 14](#)); so once there were delays on that side due to accommodation difficulties or tedious bureaucracy, they had problems to access their money, so they got stranded between a rock and a hard place in a way. We thus advise you to take precautions and either carry an emergency amount of cash, or at least make sure that you can get cash sent to you via other channels, be it money transfer, checks or through the accounts of friends or family you may have in the country.

Students have reported having good experiences with Deutsche Bank since they are used to dealing with internationals and ex-pats, their English communication is excellent and they are likely to operate branches in your home country. By all means, it is recommended to go to one of the larger banks.

As for local banks, Sparkasse and its local branch also have excellent services for students, such as no-commission savings accounts, online banking, ... etc., but may not be as set up to deal with international affairs. If you prefer to do your banking entirely online, Commerzbank has an online division called Comdirect, with the added benefit of being able to do transactions at Commerzbank locations and many other partner banks. This is specially practical when trying to find an ATM.

Germans love paying in cash, and most restaurants, shops and pubs do not even accept credit cards. EC cards, which you will get once you have a valid account in a bank in Germany, are usually accepted though. ATMs (cash machines) are not always easy to find, and banks often charge non-customers extra fees for money withdrawal. We therefore recommend to always carry a certain amount of cash and to also keep some cash at home since some ATMs may be difficult to access

on the weekends. In general, shops and banks are closed by law on Sundays and public holidays. October 3rd is such a public holiday (Unification Day). Nonetheless, many restaurants are open on Sundays and very few on public holidays.

For the majority of transactions – especially for foreigners who want any kind of contract – you will need your proof of address (Anmeldebestätigung, again) in addition to your national ID (for EU students) or passport (for non-EU students), so we suggest you carry a copy of both whenever you intend to deal with official authorities or when looking for an apartment.

### **3.2 Communication**

We suggest you get a local SIM-card and phone number. SIM-cards are sold over the counter in discounters such as ALDI, Kaufland or Lidl, but for most mobile carriers (Vodafone, O2, etc.) you must have a residency proof to get a SIM-card with a contract. Electronic retailers such as Saturn or Media Markt offer prepaid over-the-counter SIM-cards as well. Please make sure we always have your current phone number(s), address and email address. If you are really smart, get yourself business cards printed once you have a local phone number! However, if you have a SIM-card from the EU, you might consider keeping it, since roaming in the EU is free of charge now. The country code of Germany is +49. Berlin landlines begin with “030”. Mobile phone numbers start with “01” in Germany. When calling landlines from mobile phones, dial 030-phonenummer. Police emergency call is (030)-110. Emergency ambulance and fire brigade is (030)-112. All TU Berlin land line phone numbers begin with 314, for example +49-30-314-23096.

There is *EDUROAM* on the main campus and our own free Wi-Fi on the EUREF campus; we provide you with the access codes upon arrival. Electricity in Germany and Europe in general is 230 V, 50 Hz. Most chargers for laptops, cell phones and general appliances work with 110 V and 60 Hz as well as 230 V and 50 Hz (information is either etched onto the charger itself or printed on a sticker), but be sure to check that before plugging a device in, in order to avoid accidents or being stranded without a charger for your device – not to speak of the embarrassment of being into energy studies and not being able to charge your own laptop ... You can purchase plug adapters upon arrival at the airport. Often you can exchange the cable between wall socket and charger. Some find it clever to bring a multi

socket from home; then you can use multiple of your domestic devices and only need one adapter. For sourcing electronics, see section [3.7](#).

The language spoken in Berlin is German; see section [3.6](#).

### 3.3 Transport

As a student of TU Berlin, you are automatically a holder of a ticket that allows you to use all Berlin public transport (BVG) for free – it is your student ID card (compare section [4.11 on page 29](#)). This has been covered by your enrolment fee. It will be mailed to you once you have activated your tubIT account (see section [4.12 on page 30](#)) and sent to your address in Berlin, unless you choose to have it sent to the campus office and pick it up there. Once you have your student ID/public transportation ticket (a holographic sticker on the card is actually the ticket) you must print out your proof of matriculation and have the cut out section always with you. The ticket allows you to use all forms of public transportation within the city and covers all three sections of the transport system. Due to misuse, both the ticket and proof must be provided upon control to avoid fines.<sup>4</sup>

In case of being controlled without the proof of matriculation, a very annoying and time-consuming process will commence, plus you will have to pay a small fine.

Your student ticket allows you to take a bicycle on trains with you and go as far as Potsdam – excellent for short day trips, overnight camping or, during the summer, a refreshing swim in one of the many lakes surrounding the city. Your ticket covers areas 'A', 'B', and 'C'.

Apropos – Berlin has much to offer and not only within its city limits! Public transport is not always 100 % reliable, but generally a good option and safe to use, even at night; on the weekends, many underground and bus lines even run all night. Find out when and where public transport goes on the website of [BVG](#), where announcements about scheduled works and delays are published as well. Alternatively, and as most locals do, you can download the BVG smartphone app for on-the-go consultations and real-time notifications on any delays.<sup>5</sup> Their app

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<sup>4</sup> Find this complicated? Indeed. The University's student body negotiates the ticket price with Berlin's BVG every year, so terms and conditions are subject to change.

<sup>5</sup> Now you know there is no excuse for being late to lectures.

considers closed lines, construction work or delays and automatically offers an alternative route, so it is highly recommended.

The main means of transport are: U-Bahn (tube / subway); S-Bahn (city railway); Straßenbahn (tram, only in former East Berlin); Bus (bus), and, for larger distances, Regionalexpress (regional train). Within Germany and Europe in general, buses are much cheaper than trains. The German railway system is owned and operated by [Deutsche Bahn](#). EUREF-Campus offers the possibility of renting a car parking place on the campus. If you are planning to rent or buy a car in Germany (or join one of the many car sharing schemes), you must have an International Driving License. Remember that for renting anything, you will be asked to prove your residence within Germany (i.e. bring confirmation of registration of residence, your Anmeldebestätigung). The rather well-developed bike lane system and the flat city landscape make cycling easy and enjoyable, and many students find cycling to be an efficient form of transport here in Berlin. There are plenty of places that rent out bicycles or you can buy a new or second-hand one, online or on a flea market. Be sure to invest in a decent bike lock, since bike theft is a common issue.<sup>6</sup> Second-hand vendors should provide a proof of purchase / origin of the bike. An alternative is to sign up for the city bike service run by Deutsche Bahn. These bikes are available at special stations throughout the city and after an initial fee (6-12 euros) can be used for free for 30 minute intervals. These are very practical since you don't have to worry about them once you return them to a station, you can use this service in all the other cities that have it available as well. The entire service can be accessed via a smartphone app, which makes it very practical: [DB City Bike](#). On the EUREF Campus, there are many companies offering lease of electric scooters and electric shared cars – check them out! An important route for us is the bus line M46, which runs from EUREF campus to TU main campus every ten minutes.

### 3.4 Accommodation

TU does not provide student housing on the campus, so you must organise your own accommodation. This is not an easy task and our capacities to support you are somehow limited. About 40 residences with approximately 10,500 hostels

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<sup>6</sup> Spend about 10% of the bike's value on your lock.

in all parts of Berlin are managed by the Studentenwerk Berlin, a state agency supporting students. Apply as soon as possible to the following address with your student ID (or, if this is not yet available, with your letter of admission): [Studentenwerk Berlin](#), Consulting & Service Point, Room 6, Hardenbergstr. 34, D-10623 Berlin, email: [infopoint@studentenwerk-berlin.de](mailto:infopoint@studentenwerk-berlin.de). There are usually quite long waiting lists, so apply as soon as you have your letter of acceptance! If you need a temporary place to stay until a room in a student residence hall is free, you can book an inexpensive stay in backpacker's hostels or in student and youth hotels. Look out for the [Tourist Information Berlin](#) or the [German Youth Hostel Association \(DJH\)](#). Here are some additional links you may find useful:

- [HomeCompany](#)
- [Wohnheim Berlin - Förderkreis Junge Politik e.V.](#)
- [Student Village Schlachtensee](#)
- [Search on ebay Internet ads](#)
- [House of Nations](#)

Many students opt for flat share, in Germany known as "Wohngemeinschaft" or "WG"; you may want to look at the following housing listings:

- <https://www.studenten-wg.de/>
- <https://www.zwischenmiete.de/>
- <http://www.wgcompany.de/>
- <http://www.wg-welt.de/>
- <https://www.wg-gesucht.de/>

If you are looking to rent your own flat, you may use one of these search engines:

- <https://www.immobilienscout24.de/>
- <https://www.immonet.de/berlin/studentenwohnung.html>
- <http://www.studenten-wohnung.de/>
- <https://www.immowelt.de/>

Accommodation Agencies:

- <https://www.city-wohnen.de/eng/>
- <https://berlin.homecompany.de/de/index>

When trying to find a place for your own, beware of scam ads, particularly in the most popular sites for shared apartments. Common sense rules apply!

### 3.5 Registration of residence

Welcome to the fun chapter! Yes, this is tedious, but yes, this is important.

Germany is a bureaucratic country. You need the paperwork for pretty much anything else, so get it done as soon as you can! Students have seen this as one of the hardest obstacles; so attack this giant early. It is best to book an appointment online at the [Service-Portal Berlin](#).

Newcomers in Berlin as well as Berliners relocating within the city are obliged to register their new residence at any local citizen centre (Bürgeramt). For this you need a document from your landlord ("Mietvertrag" - lease contract).<sup>7</sup> Do this as soon as possible: the legal requirement is within 14 days; however this can be flexible if there is a longer waiting time to secure an appointment at the Bürgeramt (which more than certainly is the case). You need this registration document for all other bureaucratic issues.

For a list of bureaucratic terms, see table (1).

German	English
Landeseinwohneramt	Residence registration authority
Meldestelle	Local registration office
Anmeldung	Registration
Formular	Form
Anmeldeformular	Registration form
Mietvertrag	Rent contract
Aufenthaltserlaubnis	Residence permit
Zulassungsbescheid	Enrolment certificate (from uni)
Arbeitsvertrag	Employment contract
Kontoauszug	Bank statement
Befristet	Temporary
Unbefristet	permanent

Table 1: German terms relating to registration

You can go to any Bürgeramt in the city, it does not have to be the one nearest to where you live. In fact, you may use any in the country, though it could become somehow confusing and difficult if you register outside of Berlin. The Bürgeramt

<sup>7</sup> Effectively a document stating that you stay at a certain address signed by anyone registered here.

in the Schöneberg Town Hall has been recommended for two reasons: first, it is within walking distance from the EUREF-Campus; and second, they have an antique 'paternoster'-elevator in the back of the building which still runs, so you can go round and round and round while you wait for your appointment ...

At the end, you will receive a "Meldebestätigung", i.e. your proof of registration of residence, which serves as your proof of address and registration here in Germany. For foreigners, this document is the key to many other aspects of your stay in Germany (bank account if you don't already have one, residency permit, SIM-cards, gym registration, ... etc.).

The registration form is available at any local public office and also on [a municipal website](#) (click on "Anmeldung bei der Meldebehörde"). Together with the completed application form, you will have to show your passport and tenancy contract.

It is very important to have a tenancy contract in order to obtain this document.

Be sure to contact your landlord or housing provider and specify your need for a contract. If appointments are not available, you can check opening hours for an office close to you and go there without an appointment and get a waiting number or a specific appointment. Once you have the document, it is advisable to keep it in a safe place, scan it and email it to yourself for safety purposes and make a few hard copies for the above mentioned services you might wish to acquire.

We recommend you to keep a copy of your confirmation of registration with you, along with a copy of your passport, visa and other important documents (especially for foreigners, given the current immigrant and refugee situation in Germany). It is also useful for libraries and other institutions/companies, which may wish to see proof of address to register you and let you borrow or rent material. Also see below in section [3.1 on page 9](#) on banks etc.

Students who are not citizens of the EU/ EFTA countries are also obliged to get a residence permit (Aufenthaltserlaubnis) at the "Landesamt für Bürger- und Ordnungsangelegenheiten" ([LABO](#))—commonly known as „Ausländerbehörde“ – using LABO's application form. The form is available in many dozen languages. The validity of the residence permit is usually 1.5 to 2 years. The application costs 60 C and it is payable by cash or EC-card. You may either book an appointment online or go queue up early in the morning to get a number. Taking an appointment

is strongly recommended. There are limited queue numbers per day, hence please get there as early as possible to avoid disappointment.<sup>8</sup> [HU website](#) provides more information on this topic.

For a residence permit, the office requires the following documents:

- 1 current biometric photo: 35x45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background;
- The form “Antrag auf Erteilung eines Aufenthaltstitels” (Application for Issuance of a Residence Permit)
- Proof of secure livelihood: for the initial issue: e.g. escrow account at a German Bank with (at the time of print) 8,640 EUR / submission of a declaration of commitment by a third party on an official form / scholarship / notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents in the last six months; for the extension: bank statements of the last six months;
- Health insurance: Proof of a secure livelihood must also include sufficient health insurance. Those with statutory health insurance are sufficiently insured. Those with private health insurance must consider the type and extent of their health insurance;
- Certificate of enrolment or conditional approval for studying;
- Proof of main residence in Berlin; certificate of registration at the main residence or lease and written confirmation of occupancy from the landlord.

Word of advice: Please check your documents thoroughly before entering, you want to avoid having waited in vain. There are photocopying and passport photo taking services at LABO. The officers at LABO are not necessarily the friendliest folk around and may sometimes not have very strong command of English. Therefore knowing a smattering of German words might make the entire process more ‘pleasant’. Giving the officer a cheery smile and saying “Guten Tag” when you enter the room might help to warm him/her up a little.

Post scriptum: When you return to your home country for good, remember to reverse the above mentioned process: close your bank account and de-register with the authorities, otherwise you may still be liable pay taxes in Germany and

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<sup>8</sup> People start queueing as early as 4am.



could find an unpleasant pile of official letters next time you visit – who would want that!

### 3.6 Language

Hiring companies here expect you to speak German or at least be open and active about acquiring proficiency. Most, but of course not all Germans speak English in various degrees of fluency.

Polish, Turkish, Arabic, Spanish, Russian and French are among the most common other languages, and there are communities from all over the world in the city. Improving your language skills is always advisable, living in the country where the language you are trying to learn is spoken is the easiest way to learn a language. Even if you are not planning (yet) on staying in Germany after your studies, improving your language skills will always be a plus on your CV. To really learn a foreign language and to improve one's level of knowledge, taking classes is essential. German is known as a user friendly language,<sup>9</sup> but you'll need some exercises. You need to practise, regardless of your level.

Recommendable online English-German dictionaries are [Pons](#), [Leo](#) and [dict.cc](#), for whole phrases and context [linguee.de](#); the authoritative German-German database is [duden.de](#). For specific terminology and technical terms, use the multilingual database of the European Commission [IATE](#). For grammar, we recommend Collins Easy Learning. You should get a phrase book to acquaint yourself with most common expressions, and a pocket dictionary for everyday use. PONS is a good English-German dictionary. Signposts, street signs and many websites are in German only. LEO offers a smartphone app to translate from many different languages into German (i.e. from Spanish, English, Russian, Italian, Chinese, etc.); it is free and works on both Android and iOS devices.

The course instruction language and common language on the EUREF Campus between students, supervisors, lecturers and professors is English. The TU has certain recommendations regarding the style of writing in English, which can be

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<sup>9</sup> Cum grano salis.

found on the website of the [TU International Affairs](#). We usually follow the [Style Guide of the European Commission](#), DG Translation, whose website lists many interesting [resources](#). Since the programme's language is English, you will likely improve your command of this language as well.

The TU student organisation "Language and Culture Exchange" ([Sprach-und Kulturbörse](#)) promotes the exchange of cultural and linguistic knowledge in Berlin. They offer cultural events and inexpensive language courses for all students of Berlin universities. Once enrolled, you can register for one of the many language courses and clubs at TU. Address for registration: Sprach- und Kulturbörse der TU Berlin, Hardenbergstr. 36, room EW024, 10623 Berlin. Courses are offered in various time intervals, but we strongly recommended to register for such courses first thing at the beginning of the semester. We have managed to convince them to hold German beginner classes on the EUREF campus; we will inform you about the enrollment procedure at the beginning of term. These classes nevertheless cost a small fee.

Here are some private schools that were recommended:

- [Goethe-Institut](#)
- [Deutschakademie](#)
- [Babylonia](#)
- [Die deutSCHule](#)
- [Berlin Volkshochschule](#)

The latter (VHS) is the government's low cost alternative to learn pretty much anything. They have integration courses for immigrants, language courses, craft courses among many other things. 100 hours of German lessons at VHS will set you back maybe C130, plus course book; your fellow students may come from all walks of life.

### **3.7 Shopping**

Since Berlin is a capital city, there is hardly anything you cannot find or a speciality shop for it. Besides the more mainstream shopping centres such as KaDeWe, Alexa or Berlin Mall, there are many other shopping areas as well as countless shops for anything you would like to purchase. Vintage and second-hand shops are popular

and can be found all over the city, for example [Humana](#). Vegetarian, vegan, halal and organic shops and restaurants with cuisine from all over the world can be found easily. For electronics, see [Conrad Electronics](#). Saturn or Media Markt are also good options. We recommend to buy a lock for your laptop so you can leave it unattended on one of the desk of the libraries. USB-sticks facilitate exchange of academic material to a great extent and are relatively cheap. It is somehow difficult to find specific power chord adaptors outside airports, but you may be able to exchange the whole chord for a suitable one.

The Main Library at TU Berlin offers lockers, but you have to bring your own padlock; locks are available for sale at the library or you can find cheap ones at any locksmith shop or even some sporting goods shops. Be sure to buy on the smaller side, since the locking rings are not very wide.<sup>10</sup>

The food section at [KaDeWe](#) is world famous. You are likely to find specialities from your countries here. For groceries and household necessities, there are numerous supermarkets all over Berlin. The most budget-conscious students can check out Aldi, Lidl, Penny, and Netto. Mid-range ones include Edeka, Rewe, Kaufland, and Real. It is easy to find organic and vegan food in the mid-range supermarkets and specialised stores such as Bio Company and Veganz. There are plenty of Turkish and Asian supermarkets as well as outdoor markets too. For clothes, shoes and everything else, Schloßstraße in Steglitz is a popular address, between U-Walther-Schreiber-Platz and S-Rathaus Steglitz. Alexanderplatz is another good, mid-range shopping area. Top-notch brands can be found around Kurfürstendamm, or “Kudamm” as we call it in Berlin. If you are out for a more serious shopping trip, there is the [Berlin Designer Outlet](#) approximately one hour away, but still covered under the transport semester ticket.<sup>11</sup> [Dussmann](#) in Friedrichstraße near S-Friedrichstraße offers a comprehensive selection of new English fiction and non-fiction books, language course books, city guides and of course all kinds of books in German. Many second-hand bookshops stock literature in foreign languages.

If you need to furnish your new room/apartment, you can find furniture at Ikea, Bauhaus, second-hand shops, flea markets, Facebook groups (e.g. sell your stuff), and [eBay Kleinanzeigen](#). Some people might want to consider buying a

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<sup>10</sup> The lockers at University Library of Humboldt-Universität also require a padlock, but they are not selling padlocks there!

<sup>11</sup> It is located within zone C of the transport network.

bicycle in this bicycle-friendly city. A second-hand bicycle will cost between 70 € and 200 €.

### 3.8 Health, A&E

The German health system is among the best of the world. Your health insurance allows you to access all its services. You can find a list of the hospitals in Berlin [online](#). Some hospitals offer special services for international patients as well.

The closest doctor's clinic to our campus is "[Gemeinschaftspraxis Kaiser-Wilhelm-Platz](#)", at Kaiser-Wilhelm-Platz 1-2 (wheelchair accessible).

There are about 40 emergency stations (Notaufnahmen) in Berlin that are available for emergency use 24 hours a day; follow this [this link](#) to find them, they are sorted by municipalities.

In Germany, there are drug stores ("Drogerie") such as DM or Rossmann, selling health-care products that are unrestricted as well as personal hygiene products; and then there are pharmacies ("Apotheke"), which are run by university-trained pharmacists, who can usually advise you professionally and point you to the nearest doctor as well. Pharmacies stock restricted items too, so more serious or specialised medicine is available only there. In these you can find conventional over-the-counter medicine when you have a cold, although some medications will be sold only with a medical prescription. In Europe, the markets for pharmaceuticals are still separate by country. That means that the instructions are often in German only. Often prices for pharmaceuticals vary considerably within Europe.

Throughout the city you can find emergency apothecaries (Notapotheker) doing night shifts and weekend services. Every day (or night), alternate apothecaries provides this service; the address of the nearest one is always on display on the outside of any apothecary. You can also find the opening hours and addresses of the emergency pharmacies in each area by clicking on your area (Bezirk) on [this website](#).

### 3.9 Working in Germany

According to §16 of Germany's "[Aufenthaltserlaubnisgesetz](#)", Students from non-E.U. countries are allowed to work in Germany up to 120 full days or 240 half days (a full day is 8 hours) per year without a permit. Lecture times are scheduled

purposely to allow for some leeway; however, consider that in addition to the lectures, you will need time for preparation, recapitulation, practice and general studying: this is a full time study programme.

Since you already have a university degree, you may be granted a work permission if your income exceeds a specific limit or if you are a professional in one of certain areas in particular demand, called “MINT” professions: Mathematics, Engineering, Natural Sciences, Technology. In order to do so, you might have to procure a Blue Card, which is a special permit for this case: [Blue card signup](#).

TU Berlin offers only limited career services. You may want to browse for jobs offered by the [government's job search engine](#). Actual jobs within TU Berlin can be found on the [respective website](#).

There are many energy-related companies and start-ups on the campus, many of whom have employed students in the past. A comprehensive list can be found on the [EUREF website](#). Don't be shy to approach these or other companies in English. We also have a blackboard on the campus where internships and networking events are posted.

As for student's jobs, there are plenty of websites and TU Berlin has its own student's job centre “[Heinzelmännchen](#)” (Hardenbergstraße 34, 10623 Berlin) for the usual student jobs.

After graduating, you may extend your Aufenthaltserlaubnis (permission to stay) for up to another 18 months to seek for a position in this country. For this you have to proof that you are trying (applications etc). During this period, you may take work outside your profession. On this issue as on all other issues, check with the [International Student Counseling](#) service of TU Berlin.

## **4 Uni Life**

### **4.1 TU Berlin**

Committed to the principles of excellence and quality, TU Berlin offers outstanding performance in research, teaching and excellent skills for the students. The Technical University of Berlin is consistently ranked among the top academic

institutions in the world. Notable alumni include Carl Bosch, Gustav Hertz and many other noble prize winners and entrepreneurs.

With more than 350 professors, 4,500 academic and administrative staff and 35,000 students of which approximately 20 % are international students, TU Berlin is one of Germany's largest and reputable universities with a focus on technology. It is also a member of the TU9 Association, an alliance of the nine leading German technical universities. There are 7 faculties offering around 40 Bachelor's and 60 Master's programmes. These programmes uniquely link the natural and technical sciences with economics and social sciences, producing talents that are the technological world leaders of the future.

For more information of the various programmes offered, please visit [the TU website on lectures and other events](#). As a member of TU Berlin, you are free to attend additional lectures and courses in any faculty. The main Charlottenburg campus of TU Berlin is situated in the heart of the "City West" area around Ernst Reuter Platz (Square), not far from the Zoologischer Garten station and Kurfürstendamm (Avenue). It is the largest contiguous innercity university campus in Europe. The majority of the TU Berlin institutes and the main administrative building, the [international student counseling office](#) and [Studentenwerk](#)<sup>12</sup> office are located here. The largest Mensa (student canteen) in Berlin, main library, and economics library are situated here too. In addition to the main campus, there are two other campi in Berlin, in Wedding and Schöneberg, and one overseas campus in El Gouna, Egypt. The lessons for the energy-related English language MBA and MBL programmes are conducted on the EUREF Campus in Schöneberg. Information on the campus' locations and public transport connections can be found [on the TU website as well](#).

## 4.2 The Programmes on the EUREF Campus

The advanced master programmes that TU holds at the campus Schöneberg / EUREF have their own organisational structure, since they are interdisciplinary in scope. Instead of being in one of TU's main faculties (I-VIII), they are supervised by a Joint Commission ('GKmE') with members from all faculties involved. The chairman of this Joint Commission is Prof. Joachim Müller-Kirchenbauer, who is

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<sup>12</sup> Their websites provide information on housing, job search, and so forth.

hence considered the dean. The organisation of financial matters etc. lies in the responsibility of TUBS GmbH, a limited company and subsidiary of TU Berlin. The coordinators of the EUREF programmes have their offices in Charlottenburg, Fraunhoferstr. 33, 6th floor. You should be familiar with that address. In the same building, language classes are held. Please make an appointment before seeing your coordinators there, so that we can be well-prepared. The academic team will especially be helpful when it comes to discussing master theses and other academic questions.

### **4.3 The Chair for the Management of Energy and Resources**

Prof. Müller-Kirchenbauer chairs the [Department for the Management of Energy and Resources](#) centrally positioned at the Faculty for Technology and Management (faculty VIII). The chair tackles energy issues simultaneously from the angles of technology and management. It unites the competences of engineering and planning on the one hand side and of management on the other, and is thus well positioned to help realising central elements of TU Berlin's Strategy for the Future, which identifies Energy Systems and Sustainable Resource Management as a core research topic and contributes to the successful realisation of the "Energiewende" in Germany and worldwide.

Prof. Müller-Kirchenbauer's professional track record includes creation and establishment of the Chair for Gas Supply on the [Institute for Petroleum Engineering](#) TU Clausthal, Deputy Director Energy Regulation at the German [Federal Network Agency](#), consultancy projects for German and European regulators and ministries such as the [European Commission](#), and a leading role at the [Research Centre Jülich](#).

### **4.4 enreg Institute**

Prof. Franz Jürgen SÄCKER, Academic Director of the MBL programme, runs the Institute for Energy and Regulatory Law Berlin ([enreg](#)). The institute conducts intensive research on the regulation of energy infrastructure and markets in Europe, and significantly contributes to the development of energy law as well. It was founded as the Centre for Antitrust Law in 1986 and operates as a non-profit association under private law.

The institute's main research areas include the advancement of competition in the European energy markets and the development of the energy sector in an era of increased use of renewable energy ('Energiewende'). Research activities focus on German and European regulatory law and policy; energy efficiency and climate change law; energy contract law and consumer protection law; and antitrust law in the energy industry. Telecommunication and railway regulation have been a further focus since 1999; and the law governing water supply since 2008.

#### **4.5 Institute for Urban Planning and Housing Munich**

Prof. Julian Wékel is the director of the Institute for Urban Planning and Housing Munich (ISW) run by the German Academy for Urban and Regional Spatial Planning, where he is also the Scientific Secretary and member of the executive committee. He has worked for more than 20 years in leading positions of the planning authorities in Hamburg, Frankfurt, and finally Berlin, where he was planning director from 1992 until 2001, responsible for the entire urban planning and city development. From 2001 until 2016 he taught urban design and strategic planning at the University of Technology Darmstadt and was dean at the Faculty of Architecture. Furthermore, his long-term comprehensive experiences in city planning have brought him to universities in China, France, United States and Vietnam as a guest professor or lecturer. Prof. Wékel's current academic interests focus on the practical requirements of the complex term "sustainability." Specifically, the challenging combination of its multifaceted economic, social, ecological, cultural, and technological dimensions within the field of urban development and as a global challenge for integrated planning approaches and strategies.

#### **4.6 The Chair for Work, Technology and Participation**

Prof. Hans-Liudger Dienel, academic director of the Master in Sustainable Mobility Management, chairs the Department for Work, Technology and Participation in Faculty I (Humanities and Education) at TU Berlin. He was director of the Center for Technology and Society and president of the International Association for the History of Transport, Traffic and Mobility. His department covers both technological and management aspects of transport and mobility. He is an expert for the future of transport and mobility, transport policies, sustainable development and



stakeholder engagement.

In the last years, Prof. Dienel and his staff were involved in numerous international, European and national projects on these subjects. The chair runs an advanced research group on the future of mobility, vocational studies and industry forecast.

#### **4.7 InnoZ**

Prof. Andreas Knie, academic co-director of the Master in Sustainable Mobility Management, is the CEO of InnoZ – The Living Lab for Connected Mobility. [InnoZ](#) tests mobility prototypes with end users and supports clients and partners in the integration and launching of innovative solutions. Social scientists, economists, transport researchers, engineers, designers and geographers cooperate in the institute. Its 'Platform for Connected Mobility' is a show room for innovations in the area of mobility. It hosts high-profile executive programmes, meetings, workshops and conferences, resulting in numerous publications.

#### **4.8 EUREF**

EUREF is an acronym for [European Energy Forum](#), a private initiative on the former Schöneberg gas works area, now a live laboratory for Energiewende and home to research institutes and businesses, that are active in the areas of energy efficiency and mobility. Among these are the [Mercator Institute](#), [Schneider Electric](#), [Deutsche Bahn](#) and [Cisco](#), to mention a few. The campus is a popular destination for conferences and symposia; it is about energy, but also about synergy. TU runs English language advanced master classes on that campus, and TU Forschungscampus (TU Research Campus) is developing an integrated energy and mobility concept: The local smart grid and energy system of the campus supplies all the buildings with carbon-neutral energy, using wind, solar, and biogas, intelligent load management and a micro smart grid.

The electric vehicles on the premises are part of applied research on "mobility-togrid". Many of the buildings on the campus have been newly built in recent years, and are LEED-certified efficient buildings. The deployment of renewables covers up to 80-95 % of the campus' energy consumption.

You can use the TU Campus EUREF facilities for studying at all times; out of office hours, ask the gate keepers at the main entrance for access. To use the back

entrance, you can get a RFID card for a deposit, which is very handy in summer time since that entrance leads straight to a park with open-air fitness equipment such as a basketball court and table-tennis tables. For sports on the campus, there is a beach volleyball court and a fitness centre.

#### **4.9 Uni customs, uni laws**

The earliest predecessor of our university was founded in 1770, so there is a rather long history and some academic customs worth knowing (in particular since they may differ from the ones in your home county). For example, students never clap hands at the end of a lecture, but knock on the table instead. Also, times can be given as 'c.t.' which means 'cum tempore', Latin for 'with time', indicating the actual starting time is 1=4 of an hour later, so '14:00 c.t.' translates to '14:15'. In contrast 's.t.' means 'sin tempore' - 'without time' - and indicates sharp beginning without delay. The reason for this is that for some lectures, students would have to get from one lecture hall to the other, so "c.t." became the norm. In our courses, however, "s.t." is the norm so please show up 10 minutes early to get a seat and a cuppa. Note that your coming late may spoil the (audio-)recordings, apart from not leaving a positive impression with the lecturer or your fellow students whom you disturb.

German universities from the times of VON HUMBOLDT on cherish the ideal of the unity of research and teaching. Your professors are not just teachers, but researches – there is a lot going on at the university apart from lectures, tutorials, exams and so forth, that you may not immediately notice. The university is de facto organised as a meritocracy. There are three academic 'status groups' at the university: Professors, Research Associates, and Students. TU has around 350 Professors ('Profs'), all highly distinguished experts in their fields. Then there are around 3,000 Research Associates ('Wissenschaftliche Mitarbeiter' = 'WiMis'), like your supervisors, who all hold at least an M.Sc. or M.A., many of whom are PhD Students, or are already doctors and independent or employed researchers and scientific assistants at the various chairs (compare table [2] for titles). Then there are more than 35,000 Students, some of them employed as Student Assistants ('Wissenschaftliche Hilfskräfte' = 'HiWis'). It follows that on average, each prof has about 10 research associates and 100 students. Of course, each prof has

more students than that, so often the research associates at the chair serve as your primary contact.

Decisions on anything important usually and ultimately rests with the professors and the professors only. They themselves are of course bound by the law – and if there is anything you must know about Germany, then that there are laws for everything and a lot of them. In your case, the most important of these are the Study and Examination Regulation for your specific programme, and the General Regulation on Studies and Examination (known under the acronym of “AllgStuPO”). These you can find on our website for download. Read them carefully, and read them twice.

Title	Meaning
Prof.	University Professor (profession)
Dr.	PhD (academic title)
Dres.	Lat: Doctores Plural of doctor
Profes.	Lat.: professors Plural of professor
Dr.-Ing.	Doktor-Ingenieur PhD in engineering
Dipl.-Ing.	Diplom-Ingenieur M.Sc. in engineering
Dipl.-Vw.	Diplom-Volkswirt M.Sc. in Economics
Dr. jur.	Lat: Doctor juris PhD in Law
Dr. rer. Pol.	Lat: Doctor rerum Politicum
Dr. h.c.	Lat: D. honoris causa honorary doctor

Table 2: Academic Titles in Germany (selection)

You know that the programme is organised in modules. Each module deals with a specific topic; however there are overlaps. As you proceed through the programme, the picture will get broader and clearer, so be not surprised if a module may appear quite technical and specific to you. The programme is put together thoughtfully, so what you have to learn is what you will indeed need in your professional practice. Look at the programme beforehand, and in your preparation try to make out your strengths and weaknesses – try to improve where you are weak to avoid pitfalls, try to excel in your fields of speciality.

Each module has a particular number of ECTS; this stands for “European Credit Transfer System” and assures the comparability of the work load. At TU Berlin, one ECTS or “credit” equals 30 hours of work load. You will find in your module description that this work load is composed of the actual lectures and tutorials, but also your individual study, preparation and recapitulation. So for a module with 6 credit point you should plan 180 hours, which you should invest for the module to get a good grade. This also means that the masters thesis might take more time and effort than you would initially have thought. Take that into account when planning your schedule!

Every module is presided by a module responsible, who is also your examiner in the same module. The type of examination is given in the Regulation. The overall programme is coordinated by the Academic Director, who is also ultimately responsible for the programme. One of his or her research associates will act as your supervisor throughout the programme. Each module responsible professor will also have their own research associates, who are most likely to assist with holding tutorials, preparing and correcting exams, correspondence and so forth. If you want to speak to one of the profs directly, don't hesitate to approach them; albeit sometimes the way through one of his or her research associates acting as your tutors may be easier. You can easily find email addresses and phone numbers for anyone at TU online. You can approach lecturers, who are not regular professors but industry experts, directly after their lectures and swap business cards or again through your supervisor or another research associate or professor. Take care though – student are not allowed to use the logo of the TU Berlin on

their business cards!

#### **4.10 The first few days**

We will start the master's programme jointly with a few days of orientation, where we will show you the main campus in Charlottenburg, the EUREF-campus in Schöneberg, the main institutions, libraries and the city and introduce you to the IT system and facilities on the campus. You will meet your class – excellent people from all over the world with whom you will spend quite a lot of time in the first academic year. All have experience in the energy sector – apart from that, backgrounds vary considerably. Your fellow students constitute of course a core of your valuable future global network in the energy sector.

Once the programme commences, you start to meet your lecturers, all experts in their respective fields and distinguished scholars. These too form your future network. There are about as many lecturers and academic assistants involved in your programme as students. Both groups are jointly what this programme is. You are well advised to use the lunch and coffee breaks to speak to your lecturers, show an interest in their work and their background, ask them questions, inquire about opportunities and so forth. They are all happy to participate in this great specialised programme, eager to share their knowledge and experience, and to support you to the best of their abilities.

Lecturers who work in the energy industry may share confidential information with you, so you will be asked to sign a confidentiality agreement; otherwise recordings will not be made accessible to you. Likewise, since lectures and tutorials may be recorded, you will be asked to agree to your voice and presence occasionally be recorded. These recordings are strictly for private study use within the course only.

Also, students of the preceding class may welcome you in one way or the other, so please pass it on when it's your turn!

#### **4.11 Your student ID card**

Upon enrolment, you will be issued a matriculation number and a student ID card. There are many digits on these cards, of which six are printed slightly larger

than the rest – these six digits are your “Matrikelnummer”, i.e. your matriculation number; you will often be asked to provide it, for examples in exams, which are anonymous to help your supervisors with impartial correction.

You will also receive a sticker which is your ticket for public transport in Berlin – you must stick this onto your student ID card. Then you will be informed to download “Immatrikulationsbescheinigungen”, proof of matriculation. Effectively this is an A4-sheet stating that you are enrolled at TU Berlin. Print it out and always keep one copy with you, because for the free public transport, you will need the student ID card with the sticker and a printed copy of your proof of matriculation! Failure to produce any of these documents will incur a fine. See also section [3.3 on page 11](#) on transport.

Then you can also get a “Mensa Card” to use in the main cafeteria, the “Mensa”, on the main campus. You can top up money and then use the Mensa for lunch. If you lose your student ID card, you must go to the ‘campus center’ in the university’s main building in Charlottenburg. It is easy to find – there is always a pretty long queue. They will help you out.

#### **4.12 IT at TU Berlin: TubIT**

Upon enrollment, you will specify a password which of course will be eminently important – you will need your password for all of these services so make sure to remember it! There are many [IT services](#) you can use, such as tubCloud for central server storage of all your data (even private, music etc.) so that you can work from everywhere and backup your data. You can also use that to create and maintain your own literature list online. The IT service department at TU Berlin is called TubIT; they run a one-stop-shop at the main campus where you can go if you need IT support at Einsteinufer 17 / Room EN 024 on the main campus Charlottenburg.

The online learning platform of TU is called Moodle, where you will find all information regarding the schedule, the modules and the lectures as well as most of the relevant materials. All students have access to the platform, which is administrated by the directors of study, supervisors and project assistants. The first thing you must do is fill out your profile including a picture and introduce yourself with a forum post. There is a ‘news forum’ (or ‘announcements’ forum) to which you will be automatically subscribed, so that you receive an additional email

whenever an announcement is posted on that thread. There also is a “general discussion” forum from which you may or may not opt-out; this is where you should post your questions if you believe them to be relevant for all members of your programme. This forum will also reach professors, supervisors, research assistants, lecturers and everyone else in your programme.

A short introduction to Moodle and the other IT services will be given to you in the beginning of the course. Not everything is absolutely straightforward, however, there usually is a pretty good documentation on the websites, but sometimes the help texts seem to still appear in German (you guess!), so the beginning may be a bit awkward. We suggest you meet up with some of your peers if you encounter difficulties, and most of all: never give up – setting it all up properly and understanding the functionalities is a must-have.

Check the online platform frequently, ideally daily, since this is where crucial information for your course will be uploaded. Make sure you check in the lecturefree time periods between semesters as well, so that you don't miss any deadlines.

If something has been posted there, it is “delivered” and you have been informed; you cannot insist that you had not noticed it then. Sometimes, lecturers or

supervisors prefer the online delivery over oral announcements, since in in-house events not everyone is always present, while everyone is on Moodle. There is a number of networking / alumni groups on platforms such as LinkedIn, which you are invited to join once enrolled. In the past, students have also set up their own groups on other networking platforms, which you are of course free to do.

### **4.13 Time and place of lectures**

The lectures of the course are generally scheduled to take place in building number 9 (Haus 9), ground floor, EUREF Campus. Unless announced otherwise, lectures run on two days 9:30 am – 1:00 pm and 2:15 pm – 5:00 pm s.t. with a short break each. Please be on time to avoid disturbance to the class. Furthermore, punctuality is highly regarded in Germany. During the lecture, you must of course abstain from using your mobile phones. Lectures may be recorded for internal use. Lecture attendance is compulsory whereas tutorials and peer group sessions are optional. Each module will end with a written examination, paper, or presentation

based on the contents of the lectures. You may bring laptops or other electronic learning devices.

Free Wi-Fi is available on campus and you can access the seminar rooms outside of lecture times for studying and discussions. Photocopy and scanning machines are available on campus for a small fee or for free.

Lecture materials will be uploaded for you on the online platform Moodle as soon as we receive them from the lecturers. To some extent, you will be provided the course materials in print as well. Please understand that because lecturers prepare their lectures fresh for every session, the material most often is uploaded directly before the lecture rather than much in advance.

#### **4.14 Exams and papers**

Each module concludes with an examination of some kind. Do not underestimate the amount of work necessary to prepare for these exams. The requirements are strict, and there is no guarantee you will pass the exams. If you feel or know that you are unfamiliar with a topic, prepare yourself. Whatever your background is, some of the topics and methods will pose a challenge to you and require new ways of thinking and working.

The grading systems in schools and universities are all comparable because they are based on ancient tradition. How the German grading system looks like is shown in table (3).

How exactly the grades of the individual exams and papers combine with the grade of your master thesis for your final grade is determined in the Study Regulation of your programme.

The maximum attempt for each exam is thrice. The exams for re-takers usually take place at the beginning or before the start of the following semester. Note that if you miss the resitting, you may have to wait up to a year until the same module exam is offered again. This may delay your graduation. Occasionally an oral re-take will be offered. This is the final attempt for that module. If you fail this too, you must leave.



Grade	German		English
1,0	Sehr gut	1	Very good
1,3		1-	
1,7	Gut	2+	Good
2,0		2	
2,3		2-	
2,7	Befriedigend	3+	Satisfactory
3,0		3	
3,3		3-	
3,7	Ausreichend	4+	Adequate
4,0		4	
5,0	Ungenügend	5	inadequate

Table 3: Module Grading System

Normally, exams are organised as follows: the exam duration is  $x$  minutes, and you can gather  $x$  points by answering the questions. It follows that you should be able to make one point per minute. If you manage to make half the points, you pass. Some exams offer more points than minutes which means you have some choice as  $x=2$  points still suffice for the best grade, so you have some scope to focus on one area or the other. Economising your time is important: start with the easy questions that you can answer without hesitation, then move on to the more tricky ones; so don't try to work the exam from front to back.

Unless stated otherwise, only writing stationery and a calculator are permitted in the examination room; if you use anything other than the permitted materials, you will automatically fail the exam.

A good way to prepare for exams is to use note cards, to form study groups, to try and create and answer your own questions as if you were designing the exam, and so forth. And if your tutors or professors have been going through some exercise in the tutorials or lectures: make sure you are able to solve such things without support; it is highly likely that exam questions will be very similar.

As for papers and the master thesis, we recommend the tutorial on scientific writing, especially if you have little routine in this type of work. As for software, we recommend [LyX](#) (free software that we have used to produce this document) or Microsoft Word / Citavi. For the latter, you can get a license via TU.

Requirements on form and content of papers are strict – you are to prove your ability to write a scientific paper within a given time frame. Plagiarism is strictly forbidden – you must compose all content on your own, do not copy-paste. Each paper will be checked for plagiarism. Any content copied must be marked as such and have the form of a quote, otherwise you are stealing intellectual property. If such a thing gets detected, this can result in your grade or title to be withdrawn, even afterwards.<sup>13</sup>

### **4.15 Excursions / Company Visits**

The online platform is also used for announcements and to register for extracurricular events. Such registrations may have their own deadlines, e.g. you may have to register to attend or submit passport details, so make sure to check the platform regularly to not miss such announcements. Some excursions form part of the curriculum and are hence obligatory, the content dealt with on these excursions may be part of the exam; some excursions are extra-curricular and a pure illustrative add-on or career service. For the latter, depending on what it is, the number of participants may sometimes be restricted due to capacities of the host; then there is a first-come-first-served policy upon registration on the platform.

Excursions offer great insights in the practise of your profession and are good fun as well. At excursions, to be at a certain meeting point in time may well be crucial, since group, hosts and supervisors cannot wait for latecomers nor answer their phone. Some excursions may require adequate clothing, especially strong shoes. Please understand that there is no right to participate should you fail to comply with formal requirements. Of course, we respect our host and have to inquire before taking photos, and are generally subject to the rules of their house. In the past, students have been quite proactive and contributed by organising

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<sup>13</sup> There were some spectacular cases recently, where even a federal minister had to resign since his plagiarism was detected. Save yourself and everyone else the embarrassment, please.

additional excursions to factories, power plants, and so on.

### **4.16 Tutorials and Academic Coordinators**

Tutorials deepen the material and to prepare you for the papers and exams of the master course. They offer the possibility to discuss lecture topics in a small working group, ask questions and generally support lectures and students' learning process. Tutorials are mostly held by PhD students or academic staff rather than by professors. Often, tutorials serve to prepare you for the exams and have the form of question and answer sessions; in tutorials, you and your fellow students will be asked to speak and contribute. Only sometimes new material is conveyed. Each programme has one or two academic coordinators. They are research associates of the academic director, whom they assist devising and orchestrating the programme, supporting lecturers, assisting lectures, holding tutorials, preparing and pre-correcting exams and papers, organising excursions and in short serve as the right hand of the academic director for everything related to the academic content. Talk to them – your questions, feedback and suggestions are highly valuable and appreciated. Even though the title may suggest, supervisors have no super-powers; for example, contrary to popular belief, they cannot read minds. They may sometimes be the bearers of bad news, too. But they will always be there for you.

### **4.17 Semester break**

Depending on your programme, you will have a number of weeks free between the terms as well as some time off around Christmas. This time is officially not termed "holiday", but "lecture-free time", because that is what it is – time useful for you to deepen your studies according to your personal field of interest, to prepare for the coming term, for internships, for family visits, for educational trips in Germany and Europe. As you know, tempus fugit – time flies! So prepare yourself for this lecture-free time early to gain the most of it. At the end of the lecture-free time, just before the start of the new terms, the exam resittings are offered; and if you need to take one of these, you will certainly want to use the time ahead for preparation.

If you are planning to work, or go for a work-study programme, spent some time researching companies which may offer you a placement. For the formalities, please refer to section [3.9](#) for working in Germany.

Your professors and supervisors are not holding lectures and tutorials in the lecture-free time, they spend more time on other things such as the writing and editing of papers, correcting master theses, research, programming models, building up infrastructure, networking, attending conferences and so forth.

#### **4.18 Master theses and final grade**

With your master thesis, you proof that you are able to work independently and scientifically on a given problem of your field of study within a limited time frame (§43 AllgStuPO). Just how much time you have for the thesis is specified in the regulation of your programme. This also means that you cannot expect to know your topic before the time starts. There is a process to find the mast theses topics and you may well offer suggestions and communicate your specific field of interest so that your supervisors and professors may “taylor” a topic to your interest; you cannot, however, expect to know the exact title or topic before the time starts running, since this would jeopardise the idea of limited time. For everything else on this topic, please refer to the subsequent regulations. The same applies to your final grade, which will be composed of the grade of your master thesis and the grades of the other modules in your programme: check your specific regulation on this.

#### **4.19 Student’s representation and activities**

In German universities, student participate in decision making and can exercise certain rights. You too are encouraged to take the initiative. You may use the rooms for extracurricular events that you organise such as discussion or work groups, interest groups, even hobby groups or clubs.

Some official uni committees require a student representative to be present; the most important of this is the Prüfungsausschuss, the examination board of your programme. This body supervises everything that has to do with exams regarding fairness. It comprises of three professors, one research associate and one of you

students, whom you must elect within the first couple of weeks in the programme. [AStA](#) (Allgemeiner Studierendenausschuss) is the general TU Student's Committee. It is a public body elected by the students of TU, so you too will receive mail inviting you to vote! AStA represents the students in the institutional framework of the university, offers individual advisory service and helps you organise your own events. It resides at the main campus and also offers a special advisory service for international students dealing. There also is the BaFöG and Social Advisory Service assisting you with financial and legal issues. The address is: AStA TU Berlin, Straße des 17. Juni 135, D-10623 Berlin.

## 4.20 Sports

*Mens sana in corpore sano*

TU offers a wide range of [individual and team sports](#). For most classes and groups, online registration is required prior to attending. As with language courses, classes and groups are starting throughout the year, however, early registration is highly recommended to get you started in time. Needless to say, sports is great to keep you fit and make friends. Students from the EUREF programmes are meeting regularly to play soccer; check out social media. Some sports facilities of the campus are listed in section [4.8](#). Berlin's many parks are ideal for cycling and running. The huge former airport Tempelhofer Feld is great (and probably unique in the world) for skate boarding, roller blading, kite-landboarding, ... etc. Around Berlin there are many lakes, so you can go canoing, rowing, swimming or whatever water sports you like; TU Berlin operates a boat house near Spandau. In the winter time, Germany's south features the Alp mountains, ideal for skiing, in the summer time you can travel to the Baltic or North Sea on a shoe string.

## 4.21 Lunch

Lunch is important – for your well-being, and for casting relationships. As a university student of Berlin, you may dine at all canteens and cafeterias (“mensa”) of the [Studentenwerk](#) (Association of Student Services), which offer affordable meals in all universities in Berlin. There is currently no mensa at the

EUREF Campus though; the nearest is at HWR Badensche Straße, two bus stops away. The main mensa of the TU is at Hardenbergstr. 34 on the main campus. At EUREF, there is a small kitchen with a microwave and kettle that you may use during your breaks to prepare your own lunch. There are [four restaurants](#) on the campus open on week days: Italian Schmiede bei Pino, German Café im Wasserturm, Asian Bamboo Garden and International Werkstatt. Outside the campus, Little Hanoi on Dominikusstr. offers good value for small money; plus there are many places on and around Hauptstraße to the west of the campus, in particular around adjoint Akazienstraße. To the South in Ebersstraße, Resonanz is a friendly old-style local pub; to the North, we can recommend restaurant Heuberger with a nice Biergarten and traditional South German (swabian) cuisine. Another option is the 'Ratskeller', the old school canteen in the Town Hall of Schöneberg, with solid and affordable offers at lunch time that can perfectly be visited in time if you use a bicycle.

Vegetarian and halal diet is easily available in Germany. Tap water is drinkable. If you live on a restrictive diet, please let your supervisors know so that they can cater for that on excursions and events.

#### **4.22 Copy shops and printing**

You can make an amount of photocopies or print outs on the campus for free. Apart from that, the nearest print shop is [Sprintout](#) on the corner of Akazienstraße with Grunewaldstraße; it is rather large and easy to find. All libraries have scanners and copy machines which are available for a small fee; ask the staff or other students on how to use them. Many students have found smaller local copy shops more helpful and at times also cheaper.

#### **4.23 Special requirements**

The campus Schöneberg, lecture halls, offices and all institutes are wheelchair accessible. There are wheelchair-accessible toilets available. If you have any other special needs, please let us know.

TU Berlin operates a [family office](#) and students with small kids have a right for some compensation for hardship (i.e. prolongation of master thesis time frame). There is no Kindergarten on TU Campus EUREF (yet), albeit one immediately

next door. If you locate here with small kids, we can hint you towards international pre-schools. Studentship operates a [day care on the main campus](#) and in the neighbouring [University of Arts](#).

#### 4.24 Libraries

The [Berlin State Library](#) is a general research library with more than 11 million books, among them many in English and other languages. There are 2 Reading Rooms, one huge one in Potsdamer Str. and one large one in Unter den Linden. Registration at StaBi costs C30/year and is highly recommended, especially because it holds a huge amount of English language books on European and international law. Like all libraries mentioned here, 'StaBi' offers interlibrary and outside loans (Fernleihe) as well, so you can order books from any other library in Germany, and in Europe. [FU library](#) holds approx. 800,000 volumes and many databases as well. The libraries specialized on Economics/Business and Law may prove most useful for your studies. You can register there as external users and enjoy all the benefits of the FU library.

The [University Library TU](#) in Fasanenstr. 88 by the main campus holds over 2 million volumes and is the first address for you MBA students. It also has several specialised departments in various locations such as the [Bibliothek für Wirtschaft und Management](#) (economics and management) department or [Baugeschichte](#) (construction history). As a member of TU, you can use all TU libraries for free. Also, if you need a specific book which you can't find, let your supervisors know – they may be able to convince the libraries to fast-track order new books!

On the campus, we hold a small but very much up-to-date library on energy issues, particularly in energy law. Outside examination periods, you can borrow these books for a certain time. In examination times, the books have to be returned back on the same day. You may scan parts of books as well.

Note that borrowing books is free – but not returning them in time can be costly.

## 5 Berlin City Life

Our university is located in the heart of Berlin, one of the world's most famous metropolitan cities. The city is vibrant with scientific activities and research, with more than 200,000 people studying and teaching at Berlin's research institutions.

In addition to the 4 public and 18 private universities, more than 60 research institutions and organisations are located here, among them the [Max-Planck-Institutes](#) and the [Fraunhofer Institute](#). There are countless meetups, hackathons, fairs, congresses and so on every day. If you get to know about events relevant to your course, please share this knowledge.

Berlin is a cosmopolitan city with people from all over the world contributing to the cultural diversity and vivacity of the city. History is evident everywhere and this too makes the city so interesting. It has undergone numerous political changes in the last centuries, which have shaped its architecture, culture and atmosphere in a unique way. The previously divided Berlin has become one of the most dynamic metropolitan cities in the world. Berlin is famous for its cultural life: The city offers more than 150 museums, more than 40 theaters and 400 art galleries and numerous other types of event locations. Many popular museums are located on the “Museum Island” in Mitte; there is the Jewish Museum in Lindenstraße and the Mauermuseum at Checkpoint Charlie, chronicling the Cold War years.

The city has plenty of concert and event halls such as the Berliner Philharmonie, the Staatsoper, the Friedrichstadtpalast etc. offering music and dance. Berlin hosts the world famous international film festival Berlinale and plenty other festivals and events. There are plenty of restaurants, cafés and bars in almost every neighbourhood. The most popular areas for going out are Mitte, Kreuzberg, Neukölln and Friedrichshain, but also Schöneberg.

The rivers Spree and Havel, numerous lakes and parks form part of the urban area, compose the landscape of Berlin. All this makes Berlin city so interesting to explore and live in. Nearby Potsdam, the ‘Versailles’ of Prussia, has many baroque palaces and beautiful gardens and lakes – plus, of course, research institutes and libraries too.

Other attractions more off the beaten track are the flea markets (Flohmärkte), which are open usually at the weekends and offer great selections of bric-a-brac and attract indeed hundreds of visitors from all over the world. The most popular ones are those of Tiergarten, Mauerpark and Treptow.

Popular and helpful websites for city life in Berlin are public [Berlin.de](#) and private [Tip](#) and [Zitty](#).



In the winter months, it can be very cold in Berlin, especially if you are not used to the German weather conditions, make sure to keep yourself warm and maybe visit some of the many places like Christmas markets (open during November and December), or some ice skating, maybe visiting some cosy restaurants or cultural events such as concerts and many many more places apart from your campus, you are welcome to go and explore.

## **6 Life after Studying**

Yes, there is a life after uni, and in your case most likely in the energy sector somewhere on planet Earth. You are now one of the few people world wide of your age well versed in your specialist field of study, and you have through your programme already gained access to the circuit. You have, through research, studying, participation in summer schools, exchange programmes, conferences and excursions, extensive knowledge of the field of energy in Germany, in Europe, and the world. Naturally, at some point you will remember the time spent studying at EUREF campus of TU Berlin with some sweet melancholy, hopefully remembering it as among the best times of your life. This is where you have found international friends for your lifetime and connections to many older and more experienced scholars and professionals in the sector. You can now also give back in part what you have received, slowly growing into the other, senior side of the business and the teaching, be it as PhD student or professional. Who knows, maybe in a few years' time it will be you serving as a lecturer, tutor or supervisor in one of our programmes, welcoming young professionals from all over the world. You are now part of the vast and growing alumni networks of the Academic Directors, the lecturers, of TU Berlin and of the EUREF campus. Welcome, and welcome back.

We wish you all the best for your future!

## 7 Checklist

- ✓ Visa
- ✓ First accommodation
- ✓ Health insurance
- ✓ Student ID card
- ✓ Residence registration
- ✓ Bank account access
- ✓ Change money
- ✓ Local SIM card
- ✓ Save important numbers
- ✓ Business cards
- ✓ Phone charger
- ✓ AC adaptor
- ✓ TubIT password
- ✓ Moodle access
- ✓ Language course
- ✓ Gym / sports club
- ✓ Winter clothes / gloves etc.
- ✓ Bicycle
- ✓ Language book
- ✓ Semester fees
- ✓ International driving licence
- ✓ Find librarie(s)
- ✓ Wi-Fi access
- ✓ Text books
- ✓ Tax issues
- ✓ BVG: sticker & printout
- ✓ Gasometer
- ✓ tubCloud access
- ✓ EUREF access card
- ✓ Meet coordinators
- ✓ Drive electric vehicle