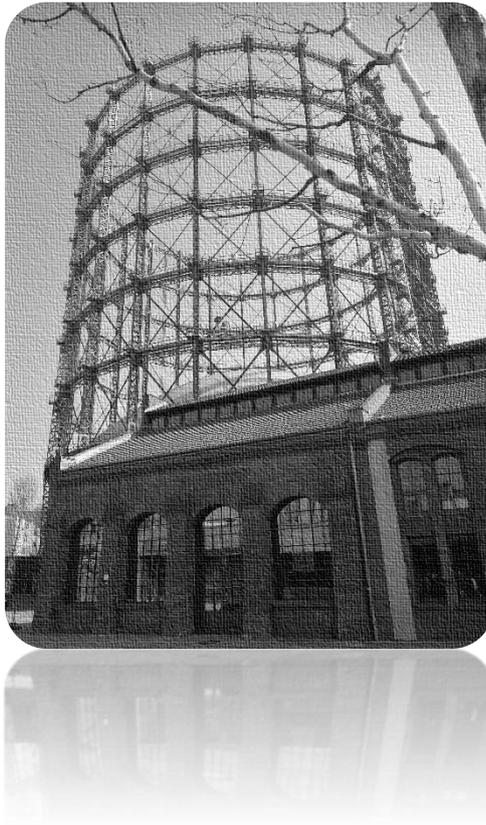


Energy Masters Technische Universität Berlin

Student Guide



2019 – 1 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 program, 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.

Your Masters in Energy Team

May 18, 2019

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General Information

In 2018 33,577 students were enrolled at TU Berlin, of whom 8,040 (23,9 %) were foreign nationals. Currently, about 355 professors, 44 guest professors, and 2727 research associates are involved in teaching and research as well as a staff of 2,121 employees for technical services and administrative tasks in the departments and the central administration. Momentarily TU Berlin offers 43 bachelor's degree programs and 66 master's degree programs with an emphasis on engineering and natural sciences, as well as economics, social sciences, planning sciences, and humanities.¹

Technische Universität Berlin
Straße des 17. Juni 135, 10623 Berlin (Charlottenburg)

Telephone: 314 – 0
www.tu-berlin.de

TUBS GmbH –
TU Berlin ScienceMarketing
Fraunhoferstr. 33-36, Room 619 FH 6-3
10587 Berlin (Germany)

Phone: +49 (0)30 / 314 23288
Fax: +49 (0)30 / 314 25582
Email: contact@master-in-energy.com

Academic Calendar

Winter Semesters: October 01 - March 31 every year

Lecture period: October - February

Winter Holidays: from around December 20 to the first days of January

Summer Semesters: April 01 - September 30 every year

Lecture period: April - July

Public Holidays: Easter, May 01, Ascension Day and Pentecost

Please note the difference between the semester dates and the “lecture period”. In the German system the “lecture period” is traditionally where all regular lectures take place, whereas exams, including retakes, may occur outside of this period. For more details on the exact dates please visit [this](#) site.

¹ Edited International Student Guide 2018 TUB Berlin, p.8

Teaching and Studies

Studying at TU Berlin (and German institutions of higher education in general) demands a great deal of self-initiative. The academic program guide of your particular field of study provides information about which modules are to be taken and what type of examination is required.

Owing to the Bologna process TU Berlin, like most German universities, has finished the transition from the old study structure to the undergraduate (Bachelor level) and graduate (Master level) program system and the curricula of the study courses have also changed accordingly. They are comprised of modules with lectures, exercises, seminars, projects, etc.²

University's Structure

The universities of Berlin are organized according to the principle of academic self-administration, the most important constituents being the Academic Senate, the Council, the Board of Curators and the President. The President acts as the head of the University and is elected by the Council for a period of two years.

Faculties oversee teaching and research. They independently organize their curricula, research projects and the work plans of all employees. The deans, elected among the professors, represent their school and oversee all matters of research and teaching.

Naturally, students are engaged in university politics as well. The official and most influential student organization is the *Allgemeiner Studentenausschuss* (General Student Committee), ASTA for short, which is usually formed by a coalition of several student parties. Apart from political activities, the ASTA offers a wide range of student services and activities, such as group travel for students, inexpensive movies and much more.

TU Berlin's Faculties:

- I Humanities
- II Mathematics and Natural Sciences
- III Process Sciences
- IV Electrical Engineering and Computer Sciences
- V Mechanical Engineering and Transport Systems

² Edited International Student Guide 2018 TUB Berlin, p.9ff

Types of Courses

Overview

The most important types of courses at TU Berlin are (Integrated) Lectures (*Vorlesung*), Tutorials/Exercises (*Übung*) and Company Visits and Presentations (*Exkursion*).

The main differences lie in the aim of the courses, the number of students per instructor and the kind of participation expected from the students, e.g. presentations, discussions, homework, etc.

They also vary in their examination requirements, i.e. the type of examination or proof of academic achievement.

(Integrated) Lectures (*Vorlesung*)

A *Vorlesung* primarily consists of a lecture held by a professor or external expert and provides an overview of certain main points in a particular subject. Although student participation is minimal, you are always welcome to ask questions.

The ratio of students to lecturer tends to be larger but can vary from one course to another. In many cases, a written exam concludes the lecture.

An Integrated Lecture (*Integrierte Vorlesung*) combines the concept of the lecture with that of the exercise. Hence, the lecturer is either a professor or an assistant lecturer and the lecture will be discussed during the seminar.

Tutorials/Exercises (*Übung*)

Exercises are designed to go into full detail concerning the theoretical material of a lecture and are usually conducted by an assistant lecturer or teaching assistant.

Here the emphasis lies in the practically oriented application of what you have learned in the lecture, e.g. calculations. An *Übung* requires more interaction between the students and the instructor and your active participation is desired.

The classes are generally medium in size.

The Academic Program Guide

The academic program guide sometimes referred to as the program syllabus, comes with all the relevant information: time, schedule, team, etc. All the modules, tutorials, excursion, company presentations and additional information as literature, are to be found there. The schedule is announced within the academic program guide for each specific intake as early as possible. It may be accessed through the [homepage](#) or when enrolled via [Moodle](#).

Online Catalog for Additional Courses at TUB

You may take additional courses at TU Berlin, which are listed in the online course catalog - the *Vorlesungsverzeichnis*. You can find the online course catalog here: www.tu-berlin.de/lssf/. Although TU Berlin offers an increasing number of courses being held in English most lectures and courses are conducted in German.

International Student Counselling

If you need assistance in administrative matters, please contact our administrative team Sandra Lubahn and Laura Lehmann.

Phone: +49 (0)30 / 314 23288

Fax: +49 (0)30 / 314 25582

Email: contact@master-in-energy.com

Here you may also receive/pick up:

- Certification of passed exams (for completed modules only) and of the current study account for (governmental) authorities, scholarships, *BAföG*, application purposes, etc.

In addition, the International Student Counselling of TU Berlin is responsible for international students and provides guidance and help in all other administrative matters.

Student Counselling

Dr. Fred Mengerling
Telephone: 314 - 24 691
Room: H 0055
Tuesday, Thursday 09.30 - 12.30

Tutorial Counselling

Ghefar Adwan, Maria Kornienko,
Camila Beatriz Perez Monzon, May Said,
Ernest Valverde Laks
Room: H 0051
Monday, Tuesday and Thursday
09.30 - 12.30, 13.30 - 16.30
Friday 10.00 - 15.00

General Counselling and Events

Gabriela Rabe
Telephone: 314 - 24 411
Room: H 0054
Tuesday, Thursday 09.30 - 12.30

Extension of Residence Permits

Telephone: 314 - 24 359
Email: binstud@international.tuberlin.de
Room: H 0051
Friday 10.00 - 15.00

Psychological Counselling of TU Berlin

Telephone: 314 - 24 875/ -25 235, -25382

Email: psychologische-beratung@tu-berlin.de

Room: [H 0059](#), [H 0060](#), [H 0061](#) – Tuesday 10.30 - 12.30

Telephone Consultation:

Monday, Wednesday and Thursday 14.00 - 14.30

Counseling of TU Berlin for students with disabilities

Agent for students with disabilities: Janin Dziamski

Telephone: 314 - 25 607

Email: janin.dziamski@tu-berlin.de

Room: H 0060 – Thursday 15.00 - 17.00

Studentenwerk Berlin: Beatrix Gomm

Telephone: 939 39 - 84 16

Email: bbs.hardenbergstr@stw.berlin

Room: Hardenbergstraße 34, Zi 019 – Tuesday 10.00 - 13.00

Career Service

While studying, company presentations and visits are organized to increase your network and introduce you to selected companies and teams. You may review the companies in the academic program guides of the last intakes on the respective homepage of the [programs](#).

In addition to that, career services of TU Berlin help you plan your career while you are still studying and after graduation. They organize training workshops and events regarding topics such as applications for jobs and job start, career planning, key competencies, working abroad, etc.

The online databank "[Stellenticket TU Berlin](#)" contains internships and job offers for working students, practically oriented final theses as well as traineeships and other starting positions.

TU Berlin, Career Service

Telephone: 314 - 22 681

Email: career@tu-berlin.de

Room: Ernst-Ruska-Building, Hardenbergstraße 36a, ER 386

Monday, Thursday 10.00 - 13.00, Tuesday 14.00 - 16.00

Internet: www.career.tu-berlin.de

Fan Site: www.facebook.com/careerServiceTUBerlin

Mentoring Program of TU Berlin for International Students

Mentoring courses are intended to make learning easier for international students at TU Berlin during the first semesters. They are offered in addition to regular courses. The mentoring program is related to the current tutorial and exercise tasks of the lecture, i.e. there is no additional homework to be done, but instead, they offer the possibility to apply the learning content of the lecture and to discuss and clarify open questions. Taught by academic staff or student tutors, they offer help related to the following topics:

- Elimination of academic difficulties
- Preparation for exams
- Orientation at the start of your studies
- Introduction to ways of learning and teaching at the university³

Academic counsellor:

Dr. Nazir Peroz

Telephone: 314 - 27 897, Email: peroz@tu-berlin.de

Room: FH 519, Wednesday 10.00 - 12.00

Tutorial counsellor:

Jelisaweta Kamm

Telephone: 314 - 25 494,
Email: jelisaweta.kamm@campus.tu-berlin.de

Room: FH 516, Thursday 14.00 - 16.00

³ Edited International Student Guide 2018 TUB Berlin, p.22ff

Application Considerations

Requirements

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

The program 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 one to one and a half years for your studies, living expenses, and 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?

Total estimated costs

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

Other major expenses are food, health insurance, entertainment, possibly furniture,⁴ 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, included in your MBA / MBL fees for the duration of your studies. (See the section on '[Fee Payment](#)' for more details.)

⁴ Many private rooms and apartments in Germany are rented out unfurnished, some do not even come with a lightbulb. These are however much cheaper compared to furnished apartments.

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.

There are also scholarships for which you may apply. Please bear in mind that the application deadlines for many scholarships 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.

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

Pre-arrival

Congratulations on getting accepted into the program! 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 paperwork in place, so that you avoid distractions from your studies once the program starts. Feel free to visit us at the office after your arrival in Berlin and ask us questions – we are here to assist you.

Visa

Many foreign students must apply for an entry visa with the purpose of studying the German Embassy in their home countries prior to their arrival 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. Often you may apply for a visa appointment with the university's application confirmation. Please note that it is not possible to apply for a student visa upon arrival and that a tourist visa cannot be converted to a student visa. The [Deutscher Akademischer Austauschdienst \(DAAD\)](#) provides further information on this.

The entry visa must be converted into a residence permit within 90 days upon arrival in Germany. More information on this will be covered under [Registration of residence and residence permit](#). Note the distinction, the visa will allow you to enter the country, the residence permit will allow you to stay for the purposes of studying.

Please follow the instructions given by the German embassy exactly to avoid rejection of your application due to incomplete documentation. When in doubt please contact the German embassy to clarify any questions before your appointment. Citizens from the EU, EFTA and some other countries do not require an entry or 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](#).

Fee payment

Once having been admitted into the MBA/MBL program, you will be issued a form to formally accept the offer. At this time, you may choose between different payment options. Once you have accepted the offer, by sending us the signed form, you will have entered into a binding contract with a payment obligation. An invoice for all semesters will be issued at this time detailing the deadline for each installment, where the initial payment is due in mid-July.

As the transfer of funds may be restricted or otherwise regulated in some countries, please check with your bank regarding the latest regulations. You may 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](#).

Accommodation

The TU does not provide student housing on campus, so you must organize your own accommodation. Finding suitable housing on the free market is getting more difficult every year - so please plan enough time for your search, as our capacities to support you are limited. About 40 residences with approximately 10,500 rooms in all parts of Berlin are managed by the Studentenwerk Berlin, a state agency supporting students. Apply as soon as possible with your student ID (or, if this is not yet available, with your letter of admission):

[Studentenwerk Berlin](#)

Consulting & Service Point
Hardenbergstr. 34, Room 6
D-10623 Berlin

email: 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 is free, you may book an inexpensive stay in a hostel or youth hotel. Look out for the [Tourist Information Berlin](#) or the [German Youth Hostel Association \(DJH\)](#).

The platform HousingAnywhere offers a choice of furnished accommodation that you can securely book online. The booking confirmation is also valid as proof of an address for your visa application. On HousingAnywhere you can chat with the landlords on the platform and ask questions before sending a reservation request or getting a booking invitation. The first month's rent and a one-time service fee (25% of the first month's rent) are then paid to the platform, they keep it in escrow⁵ until 48 hours after moving in. If you notice something wrong with the apartment within these 48 hours, you can contact the platform team. They will first try to mediate the problem (for example, by giving landlords an ultimatum to clean the apartment, etc.), in cases of fraud, you will

⁵ The money is held by HousingAnywhere, not transferred directly to the landlord. This model protects both the landlord and tenant against unscrupulous individuals.

receive a full refund (including the service charge) and you will be helped to find a new place to stay. [Let's find you a home!](#)

Here are some additional links you may find useful:

Flatshare Agencies / Helpful Websites

- City Mitwohzentrale, Liniestraße 111, 10115 Berlin, Tel. +49 -30 - 19 430,
Homepage: www.city-mitwohzentrale.com
E-Mail: berlin@city-mitwohzentrale.com
- Zeitraum Wohnkonzepte, Immanuelkirchstr. 8, 10405 Berlin (Prenzlauer Berg),
Tel. +49 - 30 - 441 66 22 (Prenzlauer Berg),
Tel. +49 30- 322 33 00 (Charlottenburg)
Homepage: www.zeit-raum.de
E-Mail: info@zeit-raum.de
- Websites:
 - www.studenten-wg.de/
 - www.studenten-wohnung.de/
 - www.wohngemeinschaft.de/
 - www.wg-gesucht.de/
 - www.kleinanzeigen.ebay.de
 - www.wohnpool.de
 - www.immowelt.de/
 - www.freiraum-berlin.com
 - www.immobilienscout24.de
 - www.coming-home.org/
 - www.craigslist.org

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

Dormitory

All official dormitories in Berlin are administered by the Studentenwerk Berlin and the number of rooms is very limited for exchange students. The rooms are generally small studios or single rooms with shared kitchen and bathrooms. An even smaller number of rooms is available to families. They are generally furnished with a bed, a wardrobe, a desk, and chairs. You have to bring your own bed linen, pillows, and blankets, pots and pans, dishes, glasses, and cutlery.

The prices of the rooms depend on size and furnishing. The average rent lies between €205 and €355. The dormitories' distance to our campus does not influence the price of the room.

The first month's rent and a deposit of one and a half month's rent plus €10 administration fee in cash are due when you move in. The deposit will be refunded (depending on the room's condition) when you move out.

Please keep in mind: If you wish to move into a dormitory room you must apply for it directly. Information about the application procedure will be provided shortly after the application deadline via email. It is not possible to apply for a room in any specific dormitory since they will be allocated according to availability!

Important! You can cancel it up to three weeks before the beginning of the rental agreement without any explanation. After this deadline, the Studentenwerk will charge you one month's rent.

Note: Dormitory rooms must always be rented for the whole semester, i.e. until the end of February/March or end of August/ September.

Other private dormitory options are the [Student Village Schlachtensee](#) or the [House of Nations](#) where you have to apply independently⁶.

Health Insurance

Because the services of health care are very expensive, we recommend that everyone have enough health insurance for the duration of studies. In order to get enrolled at TU Berlin, you will have to prove sufficient health insurance if you are not yet 30 years of age.

If you don't have any health insurance at all, you either have to get statutory health insurance or private health insurance (and then the "Befreiung") in Germany. Please keep in mind [the health insurance information from the Immigration Office](#) when obtaining your health insurance.

Please make sure that your health insurance is valid for the entire semester for which you wish to register. At "Technische Universität Berlin" the winter semester runs from October 1 through March 31, and the summer semester from April 1 through September 30.

Please note that only proof from German statutory health insurance providers can be accepted for the enrolment procedure. Certificates from private health insurance providers won't be accepted.

Please only submit a current form called the "Versicherungsbescheinigung zur Vorlage bei der Hochschule" (Proof of insurance for submission to the university). Nearly every German statutory health insurance provider will issue you this form. It typically consists of three pages or sections. To enroll, you only need to submit the first page or section.

Students from EU / EEA countries and Switzerland

If you are a citizen of another European Union state, you can be [waived](#) from the German statutory health insurance requirement. If you have a form with the title "E 111" or a European Health Insurance Card, or if you have statutory health insurance in your home country, please go to any German statutory health insurance provider

⁶ Edited International Student Guide 2018 TUB Berlin, p.26

and obtain a waiver. This will change if you get employed or if you start self-employment in Germany. In this case, you have to be insured according to German law.

Students from Other Countries

If you have statutory or private health insurance in your home country or you have private or family health insurance in Germany, you can go to any German statutory health insurance provider to obtain a waiver.

Important information: The waiver cannot be rescinded; it applies for the entire duration of your studies in Germany.

Health insurances providers

List of all German statutory Health Insurance Provider:

<https://www.krankenkassen.de/gesetzliche-krankenkassen/krankenkassen-liste/>

Providers near TU Berlin:

[AOK](#), [Barmer](#), [TK](#)

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 five years or at least one year (12 months) uninterrupted insurance prior to registration with a German statutory health insurance organization.

Upon Arrival

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

Office hours: Mon – Fri. 10 am – 2 pm.

Money, banks, and business

Make sure you have access to sufficient funds especially in the first couple of weeks or even months. Students from are often required by the embassy to open a blocked account to receive a visa, but only gain access to this account after [registration of residence](#). Lack of funds has then caused difficulties in obtaining accommodation, which is required for the registration of residence. 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, or through the accounts of friends or family you may have in the country.

Germans love paying in cash, and most restaurants, shops, and pubs do not accept credit cards. EC cards (bank debit cards), which you will get once you have a valid account in a bank in Germany, are usually accepted. ATMs (cash machines) are not always easy to find, and banks often charge non-customers extra fees for cash withdrawals. 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). Nevertheless, many restaurants, gas stations and convenience stores (*Späti*) are open on Sundays and 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.

Students who are required to open a blocked account should do so either with an online service, such as Fintiba, or Deutsche Bank. You may find further information regarding the blocked account [here](#).⁷

All students should open a ‘normal’ bank account. This can be done at one of several online banks. You can find an overview [here](#). Many students have also reported good experiences with [TransferWise](#), which allows you several options for transferring funds. Please note that some of the online banks will not accept customers from certain countries. Due to the tax code, the United States may be problematic, other countries face political challenges.

⁷ We do not endorse any service, this is intended to provide you with the best possible information.

For those who prefer brick and mortar, you may go to the Sparkasse, Berliner Volksbank or Commerzbank. Local branch offices 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.

Deutsche Bank

Otto-Suhr-Allee 6/16, 10585 Berlin (Charlottenburg)

Telephone: 34 07 - 0

Monday, Tuesday, Thursday 10.00 - 18.00

Wednesday, Friday 10.00 - 16.00

Berliner Sparkasse

Rankestr. 33-34, 10789 Berlin (Charlottenburg)

Telephone: 869 869 69

Monday, Thursday 09.30 - 18.00

and Friday 09.30 - 16.00

Berliner Volksbank FinanzCenter

Kurfürstendamm 46, 10707 Berlin (Charlottenburg)

Telephone: 306 3330 0

Monday through Friday 10.00 – 18.00

Commerzbank

Tauentzienstraße 9, 10789 Berlin (Charlottenburg)

Telephone: 230 853 0

Monday, Wednesday 09.00 - 16.00

Tuesday, Thursday 09.00 - 18.00

Friday 09.00 - 14.00

Communication

Mobile Phone

A local SIM-card and phone number are advisable. Prepaid SIM-cards are sold over the counter at discounters such as ALDI, Kaufland or Lidl, but for most mobile carriers (T-Mobile, Vodafone, O2, etc.) you must have proof of residency to acquire 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.

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+phone number. All TU Berlin landlines phone numbers begin with 314, for example, +49-30-314-23096.

For police emergencies dial 110. For medical and fire emergencies dial 112.

Internet

The TU Berlin hosts [EDUROAM](#) (world-wide roaming access service) on the main campus and our own free Wi-Fi on the EUREF campus; we will provide you with the access codes upon arrival.

Electricity

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. 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.

Transportation

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 also your [student ID card](#). This has been covered by your enrolment fee. It will be mailed to you once you have activated your [tubiT account](#) and sent to your address in Berlin unless you choose to have it sent to the office (Main Campus, Building FH) and pick it up there. The ticket must be provided upon control. 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’.

Berlin has much to offer and not only within its city limits! Public transport is very reliable, and generally a good option and safe to use, even at night; on the weekends, many underground and bus lines run all night. Find out when and where public transport goes on the website of the [BVG](#), where announcements about scheduled works and delays are published as well.

You can also download the BVG smartphone app for on-the-go consultations and real-time notifications on any delays. Their app considers closed lines, construction work or delays and automatically offers an alternative route. Google Maps also offers accurate directions.

The main means of transport are *U-Bahn* (tube/subway); *S-Bahn* (city railway); *Straßenbahn* (tram); *Bus* (bus), and, for larger distances, *Regionalexpress* (regional train). The German railway system is owned and operated by [Deutsche Bahn](#).

If you are planning to rent or buy a car in Germany (or join one of the many car sharing services), you must have an International Driving License. This is only valid for the first six months, after which you must obtain a German license. (If your license was issued from outside of the EU.) 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. Second-hand vendors should provide a proof of purchase/origin of the bike.

An alternative is to sign up for a city bike service. These bikes are available at special stations throughout the city. The registration is free of charge. Before renting your first bike, you will be required to deposit a credit of 1 € which can be used in all fare types. 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: [Deezer nextbike](#).

However, this changes every few years and the free providers are becoming more and more. Here is another tip: [Swapfiets](#). The concept is based on a typical story: a few friends had a good idea - and have actually implemented it! The idea is simple. For a fixed amount per month, you get a swapfiets and they make sure your swapfiets always works. All bikes have the original blue front wheel. They also offer a long-term rental including repairs for € 17.50 a month.

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.

Registration of residence

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](#).

International students, who are not EU citizens, and who live in Germany for a period exceeding 3 months are required to obtain a residence permit if they did not get a visa for the whole time of their stay. This applies equally to students who applied for a study or entry visa before entering the country since this visa expires after 3 months. You can apply for the residence permit either through TU Berlin or at the office of the responsible authorities (*Ausländerbehörde*).

At TU Berlin

On Fridays between 10.00 and 11.30, an appointment list will be put on the notice board in front of room H 0051. Sign up on the list and return for your appointment accordingly between 11.30 and 15.00. You can also make an appointment during their office hours. The advantage is that it is on campus and rather convenient. The disadvantage is that it takes about four weeks to finally receive the residence permit. For further residence permit questions or to make an appointment, you can reach our colleagues at binstud@international.tu-berlin.de.

At the authorities (*Ausländerbehörde*)

Here the advantage is that you will receive your residence permit on the same day you apply and have a wonderful opportunity to get acquainted with the proverbial German bureaucracy. The disadvantage is that the *Ausländerbehörde* (Foreigner's Registration Office) is not located in the university's vicinity and that you always have to wait in line no matter how early you get there.

You need (including copies!):

- Student ID Card/ Admission Letter
- (they prefer the ID Card!)
- Valid passport
- Residence Registration Confirmation
- One biometric passport-size
- photographs
- Proof of financial support
- Proof of health insurance
- Application fee of up to €60⁸

⁸ Edited International Student Guide 2018 TUB Berlin, p.31

**Ausländerbehörde des
Landeseinwohneramts**
Keplerstraße 2, 10589 Berlin
Telephone: 90269 - 4000
Email: abh@labo.berlin.de
Monday, Tuesday 07.00 - 14.00
Thursday 10.00 - 18.00

Newcomers in Berlin, as well as Berliners relocating within the city, are obliged to register their new residence at any local citizen center (*Bürgeramt*). For this, you need a document from your landlord (*Wohnungsgeberbestätigung* - lease confirmation).⁹ 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
Aufenthaltsurlaubnis	Residence permit
Zulassungsbescheid	Admission letter
Immatrikulationsbescheinigung	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. The *Bürgeramt* 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 of the process, 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. You can find further information in English [here](#).

⁹ Effectively a document stating that you stay at a certain address signed by anyone registered here.

Keeping a copy of your registration confirmation with you is recommended, along with a copy of your passport, visa, and other important documents. 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.

Language

Companies, which are hiring, 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 a 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. 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](#). 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 and common language on the EUREF Campus between students, supervisors, lecturers, and professors is English. The TUB has certain recommendations regarding the style of writing in English, which can be found on the website of the [TU International Affairs](#). Since the program's language is English, you will likely improve your command of this language as well.

The TU student organization "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 the TU. Address for registration: Sprach- und Kulturbörse der TU Berlin, Hardenbergstr. 36, room EW024, 10623 Berlin. Courses are offered at various time intervals, but we strongly recommend registering 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 are also recommended:

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

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.

Shopping

Since Berlin is a capital city, there is hardly anything you cannot find or a specialty shop for it. Besides the more mainstream shopping centers such as KaDeWe, Alexa or Mall of Berlin, 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. The food section at [KaDeWe](#) is world famous. You are likely to find specialties from your countries here. (This is more a novelty, than a real suggestion.) 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 specialized stores such as Bio Company and Allnatura. 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.¹⁰ [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 bicycle in this bicycle-friendly city. A second-hand bicycle will cost between 70 € and 200 €.

¹⁰ It is located within zone C of the transport network.

Health, Arts and Entertainment

The German health system is among the best in 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 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 fill prescriptions and can usually advise you professionally and point you to the nearest doctor. 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 pharmacies (Notapotheker) doing night shifts and weekend services. Every day (or night), alternate pharmacies provide this service; the address of the nearest one is always on display on the outside of any pharmacies. 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](#).

Working in Germany

According to §16 of Germany's "[Aufenthaltserlaubnisgesetz](#)", Students from outside of the E.U. 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, practice and general studying: these are all full-time study programs.

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 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 center "[Heinzelmännchen](#)" (Hardenbergstraße 34, 10623 Berlin) for the usual student jobs.

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

Uni Life

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 programs. These programs 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 about the various programs 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 campus Charlottenburg of TU Berlin is situated in the heart of the "City West" area around Ernst Reuter Platz, not far from the Zoologischer Garten station and Kurfürstendamm. 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 and [Studentenwerk](#)¹¹ offices 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 campuses 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 programs are mainly 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](#).

¹¹ Their websites provide information on housing, job search, and so forth.

The Programs on EUREF Campus

The advanced master programs that TU holds at the campus Schöneberg /EUREF have their own organizational 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 hence considered the dean. The organization of financial matters etc. lies in the responsibility of TUBS GmbH, a limited company, and a subsidiary of the TU Berlin.

The coordinators of the EUREF programs have their office in Charlottenburg, Fraunhoferstr. 33, 6th floor, room 619. 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.

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 VII). 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 at 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](#).

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 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 a dean at the Faculty of Architecture. Furthermore, his long-term comprehensive experiences in city planning have brought him to universities in China, France, the 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.

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 the 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 managerial 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.

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 showroom for innovations in the area of mobility. It hosts high-profile executive programs, meetings, workshops, and conferences, resulting in numerous publications.

EUREF

EUREF is an acronym for [European Energy Forum](#), a private initiative on the former Schöneberg gasworks area, now a live laboratory for the *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 this campus, and the 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-2-grid". 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. For sports on the campus, there is a beach volleyball court and a fitness center.

Uni customs, uni laws

The earliest predecessor of our university was founded in 1770, so there is a 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 your cup of coffee. Note that your coming late may leave a negative impression with the lecturer or your fellow students whom you disturb.

The first few days

We will start the master's program 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 work experience in their field of studies – backgrounds vary considerably. Your fellow students constitute of course a core of your valuable future global network in the energy sector.

Your student ID card

Upon enrolment, you will be issued a matriculation number and a student ID card.

The Semesterticket serves as your "*Fahrschein*" - the personal subscription transportation pass of the BVG (the public transportation authority of Berlin-Brandenburg). The ID card and e-ticket have a number of benefits for you.

- The student ID also contains an electronic Semesterticket (only for those students not opting out of the Semesterticket), enabling you to use public transportation within zones ABC.
- The electronic Semesterticket is automatically renewed once your semester fee has been received.
- The card serves as both your TU Berlin student ID and your TU Berlin library 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.

The computer pools at TU Berlin are open to all students and administered by TU Berlin's IT-Service-Center tubIT. Permission to use the computer rooms does not come automatically with your admission to study. When picking up your student ID card you

will also receive an information letter containing a password with which you will be able to set up your tubIT Email account. Once you have set up your account you are also allowed to use the computer pools of TU Berlin. If you are already registered with Eduroam you will also be able to use it at TU Berlin.

The Mensa Card is the only way to pay your meals in the main student cafeteria (Mensa) and you can also use it in the Studentenwerk's cafeterias throughout the campus of TU Berlin and all the other universities in town. Unfortunately, there is no opportunity to use this card on the EUREf Campus.

To obtain a Mensa Card you need:

- TU Student ID Card/ Admission Letter
- €1,55 (deposit)

You can obtain the card at the registers in the TU Mensa, preferably between 11.15 and 11.45 or 13.30 and 14.30 when it is less busy.

The deposit of €1,55 will be refunded after you return the card. The card can be charged with money through the machines in the foyer of the Mensa (ground floor) and in the area of the food counters (first floor, near the registers).

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.

Campus Center

(Room 0030, TU main building).

Opening hours:

Mo - Thur: 9:30 bis 15:00

Fri: 9:30 bis 14:00

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 program. This forum will also reach professors, supervisors, research assistants, lecturers and everyone else in your program.

A short introduction to Moodle and the other IT services will be given to you at the beginning of the course. Not everything is absolutely straightforward, however, there usually is 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 lecture-free 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.

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. Lecture schedules vary slightly according to your program. Details are published in the "The Academic Program Guide. 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 strongly recommended 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 in advance.

Exams and papers

Each module concludes with an examination. 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 Examination and Study Regulations of your program.

An exam may be retaken up to three times. (Only if the previous exam was a failure, receiving a grade below 5,0.) The retake exams usually take place at the beginning 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. An oral re-take may be offered. This is generally the final attempt for that module. If you fail the final attempt, you will be expelled and can not complete the program.

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

Excursions / Company Visits / Company Presentations

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 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; in these cases, there is a first-come-first-served policy upon registration on the platform.

Excursions offer great insights into the practice 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 coordinators 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.

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 Ph.D. 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 program has one or two academic coordinators. They develop and maintain the program, supporting lecturers, assisting lectures, sometimes holding tutorials, preparing and pre-correcting exams and papers, and organizing excursions. Talk to them – your questions, feedback, and suggestions are highly valued and appreciated. Contrary to popular belief, they cannot read minds, so please approach them. They may sometimes be the bearers of bad news, too. But they will always be there for you.

Semester break

Depending on your program, 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. 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 wish to apply for a work-study program, spent some time researching companies which may offer you a placement. 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.

Master Thesis and final grade

With your master thesis, you prove 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 program. This also means that you cannot expect to know your topic before the time starts. There is an application process to the Master Thesis and you may offer suggestions and communicate your specific field of interest so that your coordinators and professors may “tailor” a topic to your interest; you cannot, however, expect to know the exact title or topic before the time starts running, since this would jeopardize 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 program: check your specific regulations on this.

Student's representation and activities

In German universities, students 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 organize 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 program. This body supervises everything that has to do with exams regarding fairness. It is comprised of three professors, one research associate and one of your classmates, whom you must elect within the first couple of weeks in the program. [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 organize your own events. It resides at the main campus and offers a special advisory service for international students. 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.

Sports

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 are great to keep you fit and make friends. Students from the EUREF programs meet regularly to play soccer; check out social media. 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 skateboarding, rollerblading, kite-landboarding, etc. Around Berlin there are many lakes so you can go canoeing, rowing, swimming or whatever water sports you like; TU Berlin operates a boathouse near Spandau. In the winter time, Germany's south

features the Alp mountains, ideal for skiing, in the summertime, you can travel to the Baltic or the North Sea.

Lunch

Lunch is important – for your well-being, and for lasting 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. Tap water is drinkable.

Copy shops and printing

You can make a reasonable number 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.

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, albeit one immediately next door. Studentship operates a [daycare on the main campus](#) and in the neighboring [University of Arts](#).

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 two Reading Rooms, one huge one in Potsdamer Str. and one large one in Unter den Linden. Registration at *Staatsbibliothek* costs €30 per year but 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 in 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 on the main campus holds over 2 million volumes and is the first address for MBA/MBL students. It also has several specialized 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 coordinators 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 must be returned 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.

TU Berlin Main Campus Map

Technische Universität Berlin

Campus Charlottenburg



Stand: January 2019

www.tu-berlin.de



A	Architekturgebäude - Architecture Building Straße des 17. Juni 152	FH	Fraunhoferstraße 33-36	RDH	Rudolf-Drawe-Haus – Rudolf-Drawe House Fasanenstraße 89
A-F	Architekturgebäude Flachbau Architecture Building, low-rise Straße des 17. Juni 152	H	Hauptgebäude der TU Berlin - Main Building Straße des 17. Juni 135	SE-RH	Reuleaux-Haus, Eisenbahnlehranlage Railway Teaching Facility Straße des 17. Juni 135
AM	Alte Mineralogie - Old Mineralogy Hardenbergstraße 38	HBS	HBS Building Hardenbergstraße 16-18	SG	Severin-Gelände – Severin Campus Salzufer 17-19, Dovestraße 6
AMP	Anwendungszentrum Mikroproduktionstechnik Applied Microproduction Engineering Pascalstraße 13-14	HE	Hörsaalgebäude Elektrotechnik Lecture Room Building for Electrical Engineering Straße des 17. Juni 136	ST	Steinplatz 2 – Steinplatz Building
B	Bauingenieurgebäude - Civil Engineering Building Hardenbergstraße 40A	HF	Hermann-Föttinger-Gebäude Müller-Breslau-Straße 8	TA	Technische Akustik - Technical Acoustics Einsteinufer 25
BA	Alter Bauingenieurflügel (im Physikgebäude) Old Civil Engineering Wing (Physics Building) Hardenbergstraße 40	HF-LA	Energielabor - Energy Laboratory Müller-Breslau-Straße 8	TAP	Technische Akustik Prüfhalle Technical Acoustics, Testing Site Einsteinufer 31
BEL	Kindergarten, Gerhard Ertl Center, Hybrid Lab Marchstraße 6 und 8	HFT	Hochfrequenztechnik - High-Frequency Engineering Einsteinufer 25	TC	Technische Chemie - Technical Chemistry Straße des 17. Juni 124
BH-A/	Bergbau und Hüttenwesen, Altbau und Neubau Mining and Metallurgy, Old & New Building	HL	Heizung und Lüftung - Heating and Ventilation Marchstraße 4	TEL	ehem. Telefunken-Hochhaus - Former Telefunken-Tower Ernst-Reuter-Platz 7
BH-N	Ernst-Reuter-Platz 1	K	Kraftfahrzeuge - Motor Vehicles Straße des 17. Juni 135	TEM	Transelektronenmikroskopie - Trans Electron Microscopy Marchstraße 10
BIB	Universitätsbibliothek der TUB & UdK University Library, TUB & UdK Fasanenstraße 88	KF	ehem. Kraft- und Fernheizwerk Former Power and Heating Plant Fasanenstraße 1A	TK	Thermodynamik und Kältetechnik Thermodynamics and Refrigeration Engineering Straße des 17. Juni 135
C	Chemiegebäude - Chemistry Building Straße des 17. Juni 115	KT	Kerntechnik - Nuclear Engineering Marchstraße 18	V	Verformungskunde, Zentraleinrichtung Hochschulsport (ZEH) Plastic Deformation, Office for TU-Sports Straße des 17. Juni 135
E	Elektrotechnische Institute, Altbau Electrical Engineering Institute, Old Building Einsteinufer 19	KWT	Kraftwerkstechnik und Apparatebau Power Plant Engineering and Apparatus Engineering Fasanenstraße 1	VWS	ehem. Versuchsanstalt für Wasserbau und Schiffbau, Zentralwerkstatt Former Testing Site for Hydraulic Engineering and Shipbuilding, Central Workshop Müller-Breslau-Straße 15 (Schleuseninsel)
E-N	Elektrotechnische Institute, Neubau Electrical Engineering Institute, New Building Einsteinufer 17	L	ehem. Lebensmittelchemie Former Food Chemistry Building Müller-Breslau-Straße 10	W	Wasserbau und Wasserwirtschaft Hydraulic Engineering and Water Resources Management Straße des 17. Juni 144 und 144A
EB	Erweiterungsbau - Annex Building Straße des 17. Juni 145	M	Gebäudeteil Mechanik - Mechanics Straße des 17. Juni 135	WF	Werkzeugmaschinen und Fertigungstechnik Machine Tools and Manufacturing Engineering Fasanenstraße 90
EMH	Gebäudeteile Elektromaschinen (EM) und Hochspannungstechnik (HT) Electric Machine and High Voltage Engineering Einsteinufer 11	MA	Mathematikgebäude - Mathematics Building Straße des 17. Juni 136	Z	Poststelle, Druckerei, Materialausgabe Post, Printers, Material Outlay Straße des 17. Juni
ER	Ernst-Ruska-Gebäude – Ernst-Ruska Building Hardenbergstraße 36A	MAR	Marchstraße 23		
EW	Eugene-Paul-Wigner-Gebäude Eugene-Paul-Wigner Building Hardenbergstraße 36	MB	Müller-Breslau-Straße 11-12		
F	Flugtechnische Institute - Aeronautical Institutes Marchstraße 12, 12A, 12B, 14	MS	Mechanische Schwingungslehre - Mechanical Kymatology Einsteinufer 5		
		PC	Physikalische Chemie - Physical Chemistry Straße des 17. Juni 135		
		PTZ	Produktionstechnisches Zentrum Production Engineering Centre Pascalstraße 8-9, 13-14		

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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 organizations 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 of other festivals and events. There are plenty of restaurants, cafés, and bars in almost every neighborhood. 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 finds. 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.

Life after Studying

You are now one of the few people worldwide of your age well versed in your specialist field of study, and you have through your program already gained access to the circuit. You have, through research, studying, participation in summer schools, exchange programs, 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 a Ph.D. 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 programs, 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!

