Welcome
to the
School of Business & Economics
International Office
at the School of Business & Economics

Garystr. 21
Room 128

Sandra Hallscheidt
international@wiwiss.fu-berlin.de

Study and Examination Office
at the School of Business & Economics

Garystr. 21
Room 202a

Ms. Heiser
Mrs. Danders
pbwiwiss@fu-berlin.de
SCHOOL OF BUSINESS & ECONOMICS

- approx. 2500 Students
  - 1500 in Business
  - 1000 in Economics
- 22% International students
- 35 Professors and Assistant Professors
- 77 Scientific employees
- 78 Student Assistants
- 30 Staff
LIBRARY AT THE SCHOOL OF BUSINESS & ECONOMICS

- approx. 600,000 volumes
- specific E-books + databases
- No. 2 in Germany

**Literature research**
We offer an extensive literature and information service with the Library Portal Primo and the most important economic literature databases (e.g. Business Source Premier, wiso wirtschaftswissenschaften, JSTOR).

**Learning in the library**
We offer our students comfortable and modern spaces for each phase of their studies: quiet areas for individual learning in the quiet study room, spaces for group work, as well as reserved work spaces including a locker for the final stage their studies.

**Workshops**
We support our students with a comprehensive range of workshops in literature research, EndNote, DAFNE, Datastream, and a general professional skills course (Allgemeine Berufsvorbereitung, abbreviated ABV) titled „Basic academic skills“.
General Information

Lecture period starts on **Monday, April 20th, 2020**

You should regularly check the information pages regarding updates to the Covid-19 Situation:

**Central Page**


**Department Page**


Please send us an E-Mail with your mobile number so we can put you into contact with your buddies
Digital Library Portal - Primo

While the library is closed you should be able to access most of the required textbooks here

Primo Introduction Video

Direct Access Primo

Contact for Questions regarding Primo
Information Portal

Direct Access

FACHBEREICH WIRTSCHAFTSWISSENSCHAFT
FACHBEREICH   STUDIUM UND LEHRE   BIBLIOTHEK   FORSCHUNG   INTERNATIONALES

Zur Übersichtsseite Internationales
• Studierende des Fachbereiches
• Wissenschaftler des FB
• International Researchers
• Neugkeiten und Termine
• Possibilities to come to FU

Exchange Students
• Information for International Students

- General Information for exchange students
- Distributed Campus
- Course Information and Course Registration
- Learning Agreements and Certificates of Stay
- Examinations, Grades and ECTS-Credits
- Academic Calendar
- Academic Calendar and Important Dates
- Transcript of Records
- Campus App
- International Club
- General Contact
Information Portal

- General Information for exchange students
- Distributed Campus
- Course Information and Course Registration

Course Information and Course Registration

- Overview of all current courses and past semester courses at the FUB can be found within the Course Catalog.
- Courses of future semesters are to be published 6-8 weeks prior to the semester start.
- Courses in English are limited and vary every semester.
- Please use the Manual "How to use the course catalog" and find courses in English.
- Spring 2020 courses in English available to the exchange students enrolled at the School of Business & Economics.
- Reference, archive: Fall/Winter term 2019/20 courses in English

On undergraduate level, exchange students can choose from all Bachelor BWL or Bachelor VWL courses on offer.

The English version of the course descriptions for the undergraduate programs in Business and Economics are available: Business, Economics for the graduate programs in Business (M&M and FACTS) here.
<table>
<thead>
<tr>
<th></th>
<th>Summer semester</th>
<th>Winter semester</th>
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<tbody>
<tr>
<td>2020</td>
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<td>2020/21</td>
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Einführung in die Betriebswirtschaftslehre (Introduction to Business Administration)

Learning objectives: The students have basic knowledge about key issues, basic theories and methods of analysis of business...

Module with no course offerings

Grundlagen externer Unternehmensrechung (Fundamentals of Financial Accounting)

Learning objectives: The students have basic knowledge of the annual financial statements and accounting. They have an understanding of...
Courses

Introduction Video for Campus Management
Direct Access to Campus Management

For questions regarding Campus Management contact:
cm-hotline@fu-berlin.de

The course registration will start on
Wednesday, April 8th, 2020
Courses

• Undergraduates: undergraduate courses + liberal arts courses at Central Institutes

• Graduates: graduate courses, undergraduate courses + liberal arts courses at Central Institutes

• No guarantee for admission to courses in other departments

Selection

Registration

To register, select all components.
Courses

Problems?

• cannot find the course in Campus Management
• official registration period has passed
• drop a course
• Participation/exam?

Please approach the „Prüfungsbüro“/ Examination Office!

Rooms 202a/203
Garystr. 21
2nd floor
Look for green fold-up-chairs in front of the doors

Opening hours: closed until further notice

For requests please write:
pbwiwiss@fu-berlin.de

E-Mails will be answered from Monday to Friday
Certificate of Arrival / Departure / Stay

- Document required by your home university
- State: first day: first lecture or orientation day
  last day: last lecture, last exam

Please approach the International Office!

Room 128
Garystr. 21
1st floor
Back of the building

No office hours at the moment.

Please write to:
International@wiwiss.fu-berlin.de
Transcript of Records

Apply!

- Use form available in information portal
- Hand in/ send to examination office at the end of your stay before you leave

Obtaining a Transcript of Records

Please read this form carefully and fill in all the courses you completed at FU Berlin whilst on exchange. The transcript contains only courses for which you are registered on Campus Management. For courses at other departments, you get a so-called “Scheln” which is a paper document confirming your participation and grade. You obtain a Scheln directly from your lecturer or the corresponding secretary at the end of the semester. The Scheln does not appear on your transcript, but has to be handed in directly at your home university.

Before you leave Berlin, please email this form to pberwisss@fu-berlin.de.

<table>
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<tr>
<th>Family name: Mustermann</th>
<th>Date of birth: 20.10.2017</th>
<th>E-mail address: <a href="mailto:mustermann@gmx.net">mustermann@gmx.net</a></th>
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<tbody>
<tr>
<td>Given name: Max</td>
<td>Student number: 5043258</td>
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<td>Home university: University of Birmingham</td>
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I submitted this form on 08-03-2017

Who shall receive my transcript?

The original transcript will be sent to your home university. Usually, home universities hand out the original transcripts to their students. Please indicate here the address (and, if applicable, the contact person) where your transcript shall be sent too:

University of Birmingham
Study Abroad and Exchanges
2nd Floor, Beech House
Edgbaston, Birmingham
B15 2TT
United Kingdom

Please state the postal address and email of your home university and coordinator.
Transcript of Records

Please read this form carefully and fill in all the courses you completed at FU Berlin whilst on exchange.

<table>
<thead>
<tr>
<th>Semester (e.g. &quot;WS14/15&quot;)</th>
<th>Course no (e.g. &quot;S1066&quot;)</th>
<th>Course title</th>
<th>Lecturer</th>
<th>Hours per week</th>
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1 You can find the course number („Lehrveranstaltungsnummer“, LV-Nr.) in the course catalogue online at [www.fu-berlin.de/bo](http://www.fu-berlin.de/bo) or in Campus Management.

2 Please indicate whether you are registered for the course on Campus Management. You can check this online at [www.ecampus.fu-berlin.de](http://www.ecampus.fu-berlin.de).

3 Please do not fill in this column.
Transcript of Records

• It takes time (at least 4 weeks) until your exams are graded and registered in Campus Management!
  → Take possible deadlines of your home university into account

• Your transcript will be sent directly to your home university
  → Take possible deadlines of your home university into account

• For courses that are not registered in Campus Management you will receive a “Schein”
  → Hand it in directly at your home university

  → Only a hard copy of your transcript is transmitted to your university