



Universität Potsdam

**INFORMATION SHEET
2019/2020**

University of Potsdam

FULL LEGAL NAME OF INSTITUTION

Universität Potsdam | University of Potsdam

INSTITUTIONAL CONTACT

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NOMINATION DEADLINE

Winter semester/one academic year: June 15

Summer semester: December 15

NOMINATION FORM

MoveON-users are encouraged to nominate students by using the eNominations service provided by the system itself. All others can nominate students via the free web-based nomination tool at moveonnet.eu.

APPLICATION DEADLINE

Winter semester/one academic year: July 15

Summer semester: January 15

LANGUAGE REQUIREMENTS

German B1

General Dates and Deadlines

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

Important for university staff – *important for students*

UPprepare

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

UPprepare portal: distributed-campus.org/upprepare/

As only nominated students will get access to UPprepare, we kindly ask you to nominate your students within the deadline. Since all relevant information is given to your students via UPprepare, students need an e-mail address and Internet access at least every now and then to check and fulfil the tasks.

Nomination and Application Procedure

- Partner university nominates its students via the MoveON-platform; if MoveON is not used, then students can be nominated at www.moveonnet.eu
- University of Potsdam (UP) sends information about UPprepare to the nominated student
- Nominated student has to register for UPprepare and fulfil the tasks
- Student has to send application within the deadline
- Student can apply for a dorm room to the Studentenwerk Potsdam (Potsdam’s Association for Student Affairs)
- IO sends information e-mail and confirmation of admission to accepted students in August (for the following winter semester)/in February (for the following summer semester) – confirmation of admission is not sent to the home university but to the student

Student Residences

- Information about student dorms, application criteria, and the application process can be found in UPprepare.
- Students must apply directly to the Studentenwerk and not to the IO.
- All questions concerning the application and rooms must be directed to the Studentenwerk.
- Rooms are available for rent for a minimum of 5 months.
- Move-in is not possible before October 1 (winter semester) or before April 1 (summer semester). Only participants in the German course prior to the semester start can move into their rooms in mid-September/mid-March.

Language of Instruction

- The main language of instruction is German.
- The following disciplines offer courses in English: English and American Studies, Political Science (in the master’s degree program), several Natural Sciences, and some other disciplines.
- Overview of degree programs taught in English: www.uni-potsdam.de/en/studium/what-to-study/english-language-courses-and-degree-programs.html
- Archive of courses in English: www.uni-potsdam.de/en/studium/studying/coursecatalogs



German Language Courses

- Language courses of all levels as well as technical German courses are offered during the semester. Placement tests and registration take place during the orientation weeks.
- Special courses for foreign students of German Language and Literature are offered by the Department of German. The registration takes place during the orientation weeks.
- A 2-week preparatory course prior to the semester start is offered to exchange students; the number of vacancies varies from semester to semester. Detailed information about the course and the application can be found in UPrepare.
- Overview of all German courses offered at the University of Potsdam: www.uni-potsdam.de/en/international/incoming/learnde.html

Learning Agreement

- Learning Agreements are signed by the departmental exchange coordinators and not by the International Office staff.
- Nominated Erasmus students are encouraged to use the Online Learning Agreement (OLA) and will be informed about the contact data required to fill out the OLA.
- Students who need the signed paper version of the Learning Agreement back before their departure must send the Learning Agreement with the application form to the IO within the application deadline; the IO sends the Learning Agreement to the corresponding departmental exchange coordinator at the UP and then back to the student.

Transcript of Records

- There's currently no electronic record of marks for exchange students at the UP.
- Students are informed by the IO what to do in order to receive a Transcript of Records.
- If students show proof of their results at the IO, a Transcript can be issued and is sent to the students' home address.

Semester Fee

All international exchange students (also scholarship holders) have to pay a fee of currently €246 per semester, which includes the semester ticket for free public transport in the state of Brandenburg and Berlin. Neither tuition fees nor enrolment fees are charged.

Cost of Living

Monthly living expenditures for students at the University of Potsdam vary strongly; on average they amount to €765/month. Students spend on average €314/month on their rent. The meals in the university canteens cost between 2 and 3 euros. A public German health insurance costs around 80 to 90 euros per month.

Buddy Program

Upon interest, international students can sign up for our Buddy Program. Our buddies are experiences students at the University of Potsdam, who assist international students before and during their stay in Potsdam.

More information about our Buddy Program:
www.uni-potsdam.de/international/service/buddy

Holidays

Semester dates and holidays that change from year to year can be found at:

www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies.html

October 3	German Unity Day
October 31	Reformation Day
December 24	Christmas Eve
December 25	1st Christmas Day
December 26	2nd Christmas Day
January 1	New Year
May 1	May Day

VISA

Students who are neither citizens of an EU country nor of Iceland, Norway or Liechtenstein need a student visa for their studies in Germany and must apply for such at the German Embassy or at the German Consulate in their home country at least 6 weeks before arrival. Students coming from Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, Switzerland, South Korea and the USA can enter Germany without a visa, but have to apply for a student residence permit at the foreigners' registration office within 90 days upon arrival in the EU.

Health Insurance

All students are obliged to present proof of a valid health insurance for enrolment at a university in Germany. Students can arrange their health insurance for Germany while still based in their home country (for example, by obtaining the European Health Insurance Card) or register with a German health insurance company upon arrival.

The Campus

The University can be reached easily by bus, S-Bahn (regional train) or train. Apart from the main university libraries, each department or faculty has its own library. There are student residences, cafeterias and canteens at the 3 main university locations:

Campus I, Am Neuen Palais

- Right next to Sanssouci Park
- History, German Language and Literature, Media Studies, Sports, Philosophy, Religious Studies
- University library
- The entire university administration including the president's office

Campus II, Golm

- Right next to the Science Park Golm and the train station
- Education Sciences, Earth Sciences, Geography, Biology, Biochemistry, Chemistry, Psychology, Music, Linguistics, Mathematics, Physics

Complex III, Griebnitzsee

- S-Bahn and train station Griebnitzsee
- Law, Economics, Social Sciences, Computer Science, Digital Engineering

More information at: www.uni-potsdam.de/lageplaene/



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Published by the University of Potsdam, March 2019.

Editor: International Office

Photos: Mathias Friel