

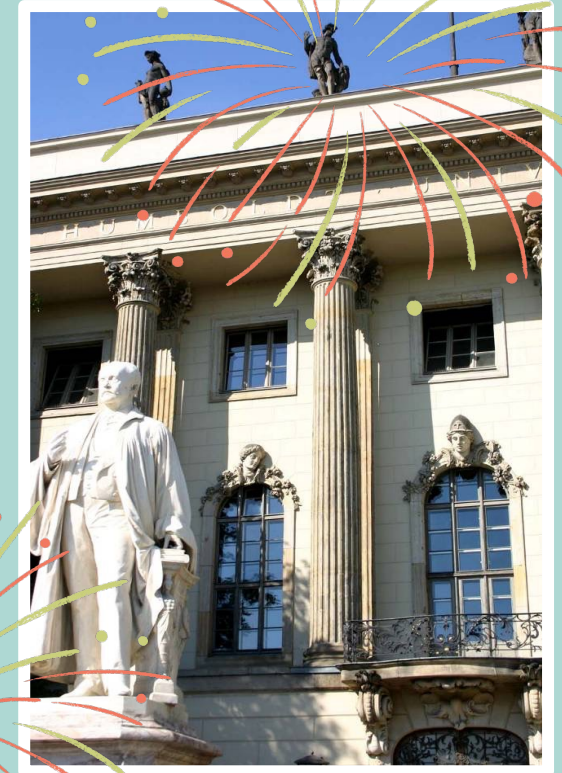
WELCOME Incoming Students of Summer Semester 2024!



In-Person Orientation Event

**International Office
Faculty of Language, Literature and Humanities**

Humboldt-Universität zu Berlin





International Office – at Faculty

Head of International Office

Saskia Asmus, M.A.

Dorotheenstr. 24

Room: 3.411

Phone: +4930 2093 9798

E-Mail: internationales.sprachlit@hu-berlin.de

Incoming Assistants

Annika Hövel, Kati Löffler

Dorotheenstr. 24

Room 3.412

Phone: +4930 2093 9719

**Questions about class selection,
Learning Agreement, Transcript etc. to:
ects.sprachlit@hu-berlin.de**

For information on our current
Incoming consultation hours please
check our [website](#).

International Office – at Faculty

- **Website:** <https://fakultaeten.hu-berlin.de/de/sprachlit/international/from-abroad>



The screenshot shows the website for the Faculty of Language, Literature and Humanities at Humboldt University Berlin. A red box highlights the 'From Abroad (Incoming Students)' menu item in the left sidebar. The main content area features a pink banner for the ERASMUS + UK application deadline (31.01.2025) and a 'WELCOME INCOMING STUDENTS' message. Below this is a photo of a lecture hall and a list of subjects/courses. The right sidebar contains contact information and a search bar.

ERASMUS + UK
Geht immer.
Bewerbung aber nur bis 31.01.

HUMBOLDT-UNIVERSITÄT ZU BERLIN

Aktuell | Kontakt | Suche | Personen

Studieninteressierte | Schule | Forschende | Wirtschaft | Presse | Alumni | Beschäftigte

Humboldt-Universität zu Berlin | Fakultäten & Institute | Sprach- und literaturwissenschaftliche Fakultät | Internationales | From Abroad (Incoming Students)

From Abroad (Incoming Students)

WELCOME INCOMING STUDENTS
AT THE FACULTY OF LANGUAGE, LITERATURE AND HUMANITIES!

Subjects/Courses of Study at Faculty of Language, Literature and Humanities

Bachelor's students (undergraduate) can be matriculated in up to two B.A. courses of study. Please note that there are several different German B.A. courses of study (focusing for example either on literature **or** on linguistics), thus, please make sure that you choose the correct one(s).

HUMBOLDT-UNIVERSITÄT ZU BERLIN

DE EN

Website durchsuchen

Postadresse
Humboldt-Universität zu Berlin
Sprach- und literaturwissenschaftliche Fakultät
Internationales Büro
Unter den Linden 6
10099 Berlin

Sitz
Dorotheenstraße 24
10117 Berlin

Current Info
Infos für Outgoing-Studierende:
► **Sprechzeiten:**
■ Bitte informiert euch [hier](#) über aktuelle Sprechzeiten!!!

Sprach- und literaturwissenschaftliche Fakultät

Dekanat und Fakultätsgeschäftsführung

Gremien

Institute

Forschung

Lehre und Studium

Akademische Angelegenheiten

Haushalt und Personal

Gleichstellung & Diversität

Internationales

Ins Ausland (Outgoing Students)

From Abroad (Incoming Students)

Info Sessions

Information For Your Mobility at HU

Glossary and FAQ

Templates and Links

Kontakt und Sprechzeiten

LEI - Lokale Erasmus Initiative

Fakultätsrat

Fachschaften

Fakultätstag

Wahlen



International Office – for HU

Incoming-Team

- E-Mail: exchange-students@hu-berlin.de
- Phone: +4930 2093 46720
- individual consultations
- Every Tuesday 1-3 p.m.
- Every Wednesday 10 a.m. - 1 p.m.

<https://www.international.hu-berlin.de/de/studierende/welcomeentre/beratung>

Contact when questions about:

- Matriculation (semester fee), health insurance
- HU account
- HU Student ID
- Transport Ticket (Deutschlandticket for students)
- TAN list for exam registration
- Berlin Perspective Courses
- Accommodation
- Anmeldung etc.

HU GO STUDY (HUGS)



- **Website:** <https://www.international.hu-berlin.de/de/studierende/welcomecentre/hu-go-study-hugs>
- Head of program:
 - Dr. Merlinda Dalipi
 - hu.go.study@hu-berlin.de

- **Zoom meetings to kick off the semester until April 10**

<https://www.international.hu-berlin.de/de/studierende/welcomecentre/studienstart>

- Intercultural trainings
- Wellbeing workshops
- **Cultural and networking events: Campus tours**

<https://www.international.hu-berlin.de/de/studierende/welcomecentre/Kulturevents%20und%20Networking>



Quick Survey

- **Who is a BA student? Who is an MA student?**
- **What are you studying?**
 - German, German Literature or Linguistics
 - Roman Languages
 - Scandinavian Studies
 - English or American Studies
 - Classic Philology
 - Slavic or Eastern European Studies



Topics



Start of semester:

- Class Selection
 - Sprachlit CC / Erasmus+ LA
 - Classes outside the faculty
- Certificate of Arrival
- Class Registration in AGNES
- Class Changes / Updating Sprachlit CC

End of semester:

- Exam Registration
- Transcript of Records (ToR)
- Certificate of Departure

Other infos:

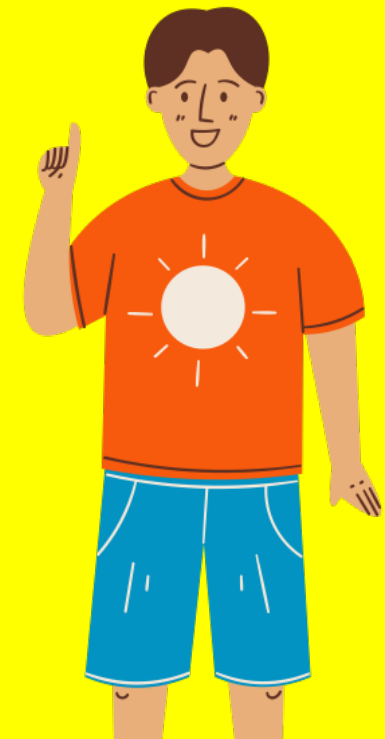
- Studying with disabilities
- Local Erasmus+ Initiative (LEI)
- WhatsApp Group for Incoming Students

BEFORE WE CONTINUE



Please note: HU is not fully digital or automatic.

- Thus, you as Incoming Students must become active and do certain tasks (and mind deadlines):
 - Class registration
 - Exam registration
 - Transcript creation
 - Certificate of Arrival / Departure





Class selection / SprachLit CC

- Please remember to only **use the guides** for your class selection ([here](#) under 3.1.1.)
- Even if you only choose **single classes** – you can only choose single classes **from the modules listed in the guides**.
- If you are **unsure if you need a grade**: choose complete modules with exams (you can always drop the exams).
- From experience of our past Incoming students do **not choose more than 1 or 2 term papers per semester**. If possible, choose other exam forms.

Erasmus+ Learning Agreement

- If you take **complete modules**, please put them on your LA as follows:
Either **all components + exam together (left)** or **all components + exam separately (right)**.
- Do not forget to put the **correct ECTS!**



Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or to be awarded by the Receiving Institution upon successful completion)
		Zusatzmodul: Einführung in die Literaturwissenschaft - Einführung in die Arbeitsfelder der Mediävistik (5210001) - Einführung in die Arbeitsfelder der Literaturwissenschaft (5210003) - Theorie und Praxis der Textinterpretation (5210501) - Lektürekurs: Franz Kafka (5210502) - Mündliche Prüfung	Autumn	10
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	5210001	Einführung in die Arbeitsfelder der Mediävistik	Autumn	2
	5210003	Einführung in die Arbeitsfelder der Literaturwissenschaft	Autumn	2
	5210501	Theorie und Praxis der Textinterpretation	Autumn	3
	5210502	Lektürekurs: Franz Kafka	Autumn	2
		Zusatzmodul: Mündliche Prüfung	Autumn	1
				Total: ...

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]



Class Selection - Class outside the faculty

1. Language courses at the [Language Centre](#)

- ECTS and graded exam
- [registration](#) via the website of the Language Centre

2. [Berlin Perspectives Courses](#)

- ECTS and grade
- registration via [AGNES](#)
- In case of questions please contact berlin.perspectives@hu-berlin.de



Deadlines for Class Selection - Overview

- **10.04.** Deadline online **class registration on AGNES**
- **15.04.** Start of lecture period*
- **21.04.** Deadline for **final SprachLit Course Confirmation**



*Please note:

- The **lecture period** is from **15.04.24 to 20.07.24** .
- Please put **08.04.24 - 20.07.24** as dates on your **Erasmus+ Learning Agreement**.
- And put **08.04.24** also as **start date** on **Certificate of Arrival** since it is the day of our first in-person orientation event.

At semester start:

Certificate of Arrival



- You get the document from your home university (if they require one).
- Please fill out all information and put **Saskia Asmus as responsible person**.
- As **start date**, please put **April 8**
- Send it to us via e-mail so that we can sign it.



At semester start:

Class Registration on AGNES

- AGNES website: <https://agnes.hu-berlin.de>
- Log in with your HU account
 - If you have questions/problems with your HU account please write: exchange-students@hu-berlin.de



AGNES -
Lehre und Prüfung online

Semester: **SoSe 2024** ▼

Anmelden

Hilfe

Infomaterial

Veranstaltungen

Vorlesungsverzeichnis

Externes

☑ Bewerbung Online

☑ Studieninformationen

Meine Funktionen | Veranstaltungen | Einrichtungen | **English** | Hilfe | S

Räume und G

Startseite

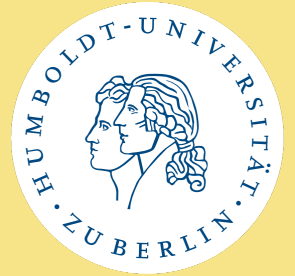
Informationen und Hinweise für Studierende

Empfehlungen zur Nutzung von Künstlicher Intelligenz in Studienleistungen und Prüfungen

Das vorliegende **Dokument** zielt darauf ab, Empfehlungen für Fakultäten und Prüfende basierend auf dem aktuellen Stand der verfügbaren KI-Technik zu geben (Stand September 2023).

At semester start:

Class Registration on AGNES - Guide

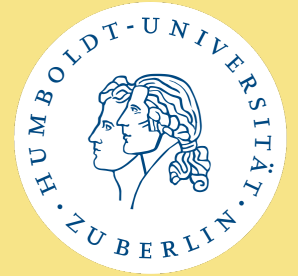


1. Open **AGNES** and log in with your **HU account**
2. Click on the class you want to register for
3. Choose a group (if there are different ones) and click on „**Register now/sign off**“
4. Make sure that the right course of study is selected at the top (only relevant for those matriculated in 2 BA courses of study)
5. Click on „**Register lectures**“
6. Make sure your schedule shows everywhere „**AN**“ (registered)
7. Take a **screenshot** of your schedule before the deadline (April 10) is over.

IMPORTANT: To register for language practical classes in *M.A. English Literatures/American Studies* you must write an e-mail to the instructor (information in course description on AGNES).

At semester start:

Class Registration on AGNES



Semester: **WiSe 2021/22** | English | Hilfe | Sitemap | Vollbild: an | Seitenmenü: aus

Abmelden | Meine Funktionen | Veranstaltungen | Einrichtungen | Räume und Gebäude | Personen

Annika Hövel [hoevelan] Rolle: Studierende*r

Hilfe | Startseite

Veranstaltungen

Vorlesungsverzeichnis | Stundenplan | Mein Studiengangplan | Meine Veranstaltungen | **Prüfungen und Leistungen** | Prüfungsan- und -abmeldung | Angemeldete Prüfungen | Leistungsspiegel | Transcript Of Modules | Studierendenservice | Bescheinigungen | Studierendenausweis | Rückmeldeinformationen | Verwaltung | Adresse ändern | TAN Verwaltung | Alumni-Netzwerk | Infomaterial | Externes | Benutzerberatung | Campus-Card | Moodle | WebMail | Compass-Hotline | WLAN-Zugang | Universitätsbibliothek

Backfische. Mädchenliteratur im Kaiserreich - Detailseite

Funktionen: **Ausgewähltes vormerken** | belegen/abmelden

Seiteninhalt: Grunddaten | Termine | Zugeordnete Person | Studiengänge | Einrichtungen | Inhalt | Strukturbaum

Grunddaten

Veranstaltungsart	Seminar	Veranstaltungsnummer	5210032
Semester	WiSe 2021/22	.S.W.S	2
Rhythmus	jedes Semester	Moodle-Link	
Veranstaltungsstatus	Freigegeben für Vorlesungsverzeichnis Freigegeben	Sprache	deutsch
Belegungsfrist - Eine Belegung ist online erforderlich	Zentrale Frist 01.07.2021 - 13.10.2021	aktuell	
Veranstaltungsformat	Digital		

Termine

Gruppe 1

iCalendar Export

	Tag	Zeit	Rhythmus	Dauer	Raum	Raumplan	Lehrperson	Status	Bemerkung	fällt aus am	Max. Teilnehmer
	Mi.	14:00 bis 16:00	wöch		Umfrage zur Lehrraumqualität			findet statt			35

Gruppe 1: auswählen | **jetzt belegen / abmelden** | Belegungsinformation

Ausgewähltes vormerken

Zugeordnete Person

Zugeordnete Person	Zuständigkeit	Aktion
--------------------	---------------	--------

Step 3:

Choose a group (if there are different ones) and click on „Register now/sign off“

At semester start:

Class Registration on AGNES



- Veranstaltungen
- Vorlesungsverzeichnis
- Stundenplan
- Mein Studiengangplan
- Meine Veranstaltungen
- Prüfungen und Leistungen
- Prüfungsan- und -abmeldung
- Angemeldete Prüfungen
- Leistungsspiegel
- Transcript Of Modules
- Studierendenservice
- Bescheinigungen
- Studierendenausweis
- Rückmeldeinformationen
- Verwaltung
- Adresse ändern
- TAN Verwaltung
- Alumni-Netzwerk
- Infomaterial
- Externes
- Benutzerberatung
- Campus-Card
- Moodle
- WebMail
- Compass-Hotline
- WLAN-Zugang
- Universitätsbibliothek
- Stellenausschreibungen
- Newsletter
- Navigation ausblenden

Semester umschalten
Um das System komplett in ein

Veranstaltungsbelegung

Hinweis
Eine Anmeldung erfolgt immer für ein bestimmtes Studienfach. Wenn Sie in mehreren Fächern immatrikuliert sind (z.B. Kombinationsbachelor), dann müssen Sie festlegen, für welches Studienfach diese Anmeldung gelten soll.

Momentan ist folgendes Studienfach ausgewählt:
Amerikanistik, Fachsemester: 5, Abschluss: B.A., Kernfach, Prüfungsversion: 2014 <Studiengang ändern>

Bitte prüfen Sie Ihre Auswahl: Zentrale Frist 01.07.2021 - 13.10.2021

Belegpflichtige Veranstaltung:

- Bitte beachten Sie, dass es sich um eine Anmeldung zu einer Lehrveranstaltung und nicht um eine Prüfungsanmeldung handelt!
- Bitte beachten Sie, dass Benachrichtigungen über eine eventuelle Platzvergabe bzw. allgemeine Informationen zur Veranstaltung an Ihre offizielle HU-E-Mail-Adresse versandt werden!

Sie haben hier die Möglichkeit, Ihrem Studienbüro oder den Dozent*innen eine Bemerkung zu Ihrer Anmeldung zu hinterlassen. Inwieweit diese Bemerkungen ausgewertet werden bzw. für die Platzverteilung relevant sind, liegt im Ermessen Ihrer Studiengangverantwortlichen. **(max. 250 Zeichen)**

Bitte beachten Sie, dass Anträge auf Nachteilsausgleich schriftlich an die bzw. den Lehrenden (postalisch oder per E-Mail) zu richten sind. Die Gründe sind durch geeignete Nachweise zu belegen.

Bemerkung

5210032 Backfische. Mädchenliteratur im Kaiserreich 2 SWS, deutsch

Gruppe 1

Tag	Zeit	Rhythmus	Dauer oder Termin	Raum	Lehrperson
Mittwoch	14:00 bis 16:00	wöchentlich			

Gruppenpriorität: 1 Belegungsinformation

Veranstaltungen belegen

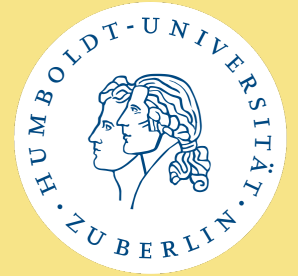
Step 4 + 5:

Make sure that the right course of study is selected at the top (if matriculated in 2 BA courses of study).

Then click on „Register lectures“.

At semester start:

Class Registration on AGNES - Schedule



- Veranstaltungen
- Vorlesungsverzeichnis
- Stundenplan**
- Mein Studiengangplan
- Meine Veranstaltungen
- Prüfungen und Leistungen
- Prüfungsan- und -abmeldung
- Angemeldete Prüfungen
- Leistungsspiegel
- Transcript Of Modules
- Studierendenservice
- Bescheinigungen
- Studierendenausweis
- Rückmeldeinformationen

Zeit	Montag
vor 8	
8	
9	
10	
11	
12	5220014 G1 Sprachenideolo... 2 SWS, deutsch Montag 12:00-14:00Uhr, wöch
13	Veranstaltungsformat: Präsenz Seminar in Raum: Seminarraum 1.102 (DOR 24) VB Veranstaltungen belegen Information
14	5220020 G1 Drag Language 2 SWS, deutsch Montag 14:00-16:00Uhr, wöch
15	Veranstaltungsformat: Präsenz Seminar in Raum: Seminarraum 1.102 (DOR 24) AN B abmelden Information
16	5220018 G1 Interaktionale... 2 SWS, deutsch Montag 16:00-18:00Uhr, wöch
17	Veranstaltungsformat: Präsenz Seminar in Raum: Seminarraum 0.01 (SO 22) VB Veranstaltungen belegen Information

Step 6 + 7:

Make sure your schedule shows everywhere „AN“ (registered).

Take a **screenshot** of your schedule before the deadline (April 10) is over!

At semester start:



Class Registration on AGNES

- It just matters when you first register that it says „AN“ (registered).
- Please do not worry if this field has a different symbol or a „?“ later.
- The **weekend before the lecture period starts**, you will receive **automatic e-mails** telling you in which classes you have received a spot.

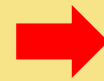
5250034 G1 Reading Americ...			
2 SWS, englisch			
Dienstag 16:00-18:00Uhr, wöch			
Veranstaltungsformat: Präsenz			
Seminar in Raum: Seminarraum			
1.601 (DOR 24)			
V AN	B	abmelden	Information X



Automatic e-mail



received spot
in class



no automatic e-mail +
class is no longer in your
schedule in AGNES



no spot in class

At semester start:

Class Registration on AGNES – No Spot



If you did not receive a spot (also if you could not register on AGNES):

- DO NOT PANIC!
- Send an **e-mail to the instructor/go to the first session and ask** if you can still receive a spot.
- It does not matter whether the class shows up on your AGNES or not. It is just **important that the instructor gave you a spot** and that you have **access to the Moodle course** (if there is one). Exam registration and your Transcript creation are separate from AGNES class registration.
- We cannot see or change anything regarding your class registration. You must **talk to the lecturers directly**.



If you cannot get the spot after asking:

- Please **choose an alternative class and e-mail the instructor/go to the first session** of that class to ask if you can still join.



Please make sure to follow the guide when choosing an alternative class (especially for whole modules)

At semester start:

Class Changes during the semester



IMPORTANT:

- If you **change any classes during the semester you MUST** always let us know so that we can **update your SprachLit Course Confirmation!**
- Please also note that **NO individual arrangements are allowed!**



Reminder of Deadlines:

- **10.04.** Deadline online **class registration on AGNES**
- 15.04. Start of lecture period
- **21.04.** Deadline for **final SprachLit Course Confirmation**

At semester start:

Final SprachLit Course Confirmation



On Sprachlit CC

- Regular modules/single classes at the Faculty of Language, Literature and Humanities
- Special modules
- üWP classes

On Erasmus+ (O)LA

- Everything you put on your SprachLit CC
- Regular modules/single classes of your second course of study at another faculty (if applicable)
- Language courses from the Language Centre
- Berlin Perspectives courses

At the end of the semester

Exam Registration – Exams

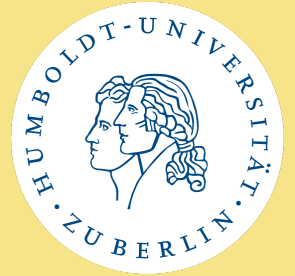
Arbeitsnachweise – Transcript of Records

Certificate of Departure



At the end:

Exam Registration



Exam Form and Dates:

- Please **check the [guides](#)** for information on the exam. Your instructors will also inform you about the content and form as well as dates of the exams.
- There is **only 1 exam per module**. Thus, you do not need to take an exam in every class. The grade will then count for the whole module (e.g. worth 10 ECTS).
- **Written, oral and take home exams** will probably take place from **July 15 – July 26**.
- For **term papers** you **usually** have **until the end of August or September** to complete them (depends on instructor).

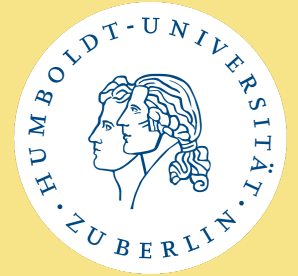
At the end:

Exam Registration - AGNES



Exam Registration on AGNES:

- Your class registration is **not automatically** an exam registration!
- You must **register for all of your exams on AGNES** (it will open approx. at the beginning of June).
- You will need your **TAN list** for this. (If you have not received your TAN list by the middle of May, please e-mail exchange-students@hu-berlin.de.)
- You can **only take the exams you are registered for**. You must also **register term papers** (after having talked to your instructors).
- You can **deregister on AGNES until a week before the exam date**. If you miss this deadline and do not take the exam, it will count as failed.



Exam Registration - AGNES

AGNES -
Lehre und Prüfung online

Semester: **WiSe 2021/22** ▼

Abmelden | Meine Funktionen | Veranstaltungen | Einrichtungen | Räume und Gebäude | Personen

English | Hilfe | Sitemap | Vollbild: an | Seitenmenü: aus

Annika Hövel [hoevelan] Rolle: Studierende*r

Hilfe
Veranstaltungen
Vorlesungsverzeichnis
Stundenplan
Mein Studiengangplan
Meine Veranstaltungen
Prüfungen und Leistungen
Prüfungsan- und -abmeldung
Angemeldete Prüfungen
Leistungsspiegel
Transcript Of Modules
Studierendenservice
Bescheinigungen
Studierendenausweis
Rückmeldeinformationen
Verwaltung
Adresse ändern
TAN Verwaltung

Startseite > Prüfungsan- und -abmeldung

Prüfungsan- und -abmeldung

Wichtige Informationen zur Anmeldung. Bitte sorgfältig lesen!

Die elektronische Bestätigung der erfolgreichen Online-Anmeldung gilt als Zulassung zur Prüfung (vgl. § 100 "Anmeldung und Zulassung zu Prüfungen" ZSP-HU).
Sie sind verpflichtet, die ordnungsgemäße Erfassung Ihrer Anmeldung rechtzeitig vor der jeweiligen Prüfung im AGNES-Portal zu kontrollieren. Setzen Sie sich bei Unstimmigkeiten innerhalb des Prüfungsanmeldezeitraumes mit Ihrem Prüfungsbüro in Verbindung.

Wichtig: Sobald Sie diesen Hinweis durch die Eingabe einer TAN im unten stehenden Feld akzeptiert haben, können Sie mit Ihren gewünschten Aktionen fortfahren. Klicken Sie danach mit der linken Maustaste auf den "Weiter"-Button.

Humboldt-Universität zu Berlin
Prüfungsbüro

Ich habe die obenstehenden Informationen gelesen und bestätige dies durch die Eingabe einer TAN.

TAN:

Weiter Zurück

Hinweise zu der TAN-Liste und was Sie beim Verlust Ihrer TAN-Liste unternehmen können, finden sie in unseren [FAQ](#).

To register for exams you need a code from your **TAN list**.

Please make sure that you **have your TAN list** to register at the beginning of June.

Exams

Accommodation:

- If you would like to apply for exam accommodation, please **let us know as soon as possible** so that we can help you with your application.

Failed exams / Second examination period:

- Even if you fail an exam, you will **still receive the ECTS from the classes** (since they are independent from the exam)
- If you do **not retake your exam**, your **Transcript will show „failed“**.
- You can **choose to retake your exam during the second examination period** (for this you **need to register anew**). However, the second examination period is **approx. in October**, so most Incomings will be gone by then. Please talk to your instructors and home university to find a solution.





Exams

Plagiarism:

- We speak of plagiarism if another authors scientific work is used without citation or indication of source and thus the written statements are issued as your own.
- Also, the purchase of a written work and the submission of another's work either in part or whole, which is issued as one's own, is considered plagiarism.
- **In case of plagiarism, your Transcript of Records will record "failed" and your home university will be officially notified of the issue. So don't plagiarize!**



Find information:

- You can find more information on our [website](#)
- We will also send you an information e-mail and a reminder before registration opens. Please wait with your questions until then.



Transcript of Records - Arbeitsnachweise

- **AGAIN: Nothing happens automatically at HU.** If you do not hand in the requested documents, your Transcript will not be created.



Arbeitsnachweise / HU Box:

- At the end of the semester, you **must fill out and print Arbeitsnachweise for each class/module** and **have each class signed by your instructors** to confirm that you pass the class and receive the ECTS.
- Then, **you must upload them to the HU Box** (link will be sent via e-mail at the end of the semester). **There will be a deadline!**



Transcript of Records

- **The creation can take several weeks! We also have to wait for all of your grades (especially important if you write term papers).**
- Once all signed Arbeitsnachweise and your grades are in, your Transcript will be created. We will then **send it to you and your home university via e-mail.**
- The Transcript of Records **only lists classes from the course(s) of study you are matriculated in (and üWP).**
- For Language Courses from the **Language Centre and Berlin Perspectives Courses** you will receive a **separate certificate** which you must **send to your home university yourself.**
- If you are **matriculated at another faculty as well**, you must **check with that Erasmus+ coordinator** regarding your Transcript from this faculty.

→ You can find more information on our [website](#).

Learning Agreement (LA) After

- **Erasmus+:**
 - Usually the **Transcript counts as LA After** so no separate document is needed. If your home university demands it, please let us know.
 - **Other partnerships:**
 - Usually, an LA after is demanded.
 - We can **only sign the LA After after** we have **created your Transcript**.
 - If you need a **preliminary LA After**, we must have **all of your signed Arbeitsnachweise**. Please fill out the LA After and put „pending“ instead of grades.
- ! • **In general: Please always contact us and not your instructors, the examination offices etc.**
- You can find more information on our [website](#).



Certificate of Departure

- You get the **document from your home university** (if they require one).
- Please fill out all information and put **Saskia Asmus as responsible person**.
- As start date (if required), please put April 8
- As **end date** please put the **date of your last in-person exam** (term papers do not count).
- **Send it to us via e-mail** so that **we can sign it**. Please note that we cannot sign it before the end date you put on the document.



Studying with disabilities

- Please contact us via e-mail if you need accommodation (for your classes and/or exams), we will then help you with the next steps.
- E-mail: ects.sprachlit@hu-berlin.de



The Local Erasmus+ Initiative (LEI)

- Website:
<https://fakultaeten.hu-berlin.de/de/sprachlit/international/lei>





WhatsApp Group for Incoming Students

- Created for Incoming Students at Faculty of Language, Literature and Humanities
- Started in 2023/24
- Join the group to network and exchange information with each other!
- Link:
<https://chat.whatsapp.com/KBkLgb6CE0S9m2uRUeYzvT>





**We wish all of you a successful
and inspiring time at HU and in
Berlin!**

International Office
Faculty of Language,
Literature and
Humanities

