



## Going Abroad – Mobility Term(s)

### Steps to take

- ✓ Decide whether to do 1 or 2 semesters abroad
- ✓ Information in the International Office, Ms. Kornelia Röhr, about Deadlines for Application and/or Partner Universities
- ✓ Contact Head of the Examination Board to draw up a Study Programme (Learning Agreement)
- ✓ Accreditation of Credits after the Mobility

### 1. Which Semester(s) are possible for Mobility

#### 4. Semester (Mobilitätssemester)

Nr.	Modulbezeichnung	Art	Form	SWS	LP	NSt	NV	EV
BIB4.1	Management Accounting	P	SL	4	6	1b	-	BIB2.1 BIB3.1
BIB4.2	International Management	P	SL	4	5	1b	-	BIB1.2 BIB3.5
BIB4.3	Innovation Management	P	SL	4	5	1a	-	-
BIB4.4	Regional Studies	WP	PÜ	2	5	Siehe Tabelle Wahlpflichtmodule		
BIB4.5	Elective Module 1	WP	PÜ	4	5	Siehe Tabelle Wahlpflichtmodule		
BIB4.6	Supplementary Module 1 (AWE)	WP	PÜ	2	2	1a	-	-
BIB4.7	Supplementary Module 2 (AWE)	WP	PÜ	2	2	1a	-	-
<b>Summe Semester</b>				<b>12/10</b>	<b>30</b>			

#### 5. Semester

Nr.	Modulbezeichnung	Art	Form	SWS	LP	NSt	NV	EV
BIB5.1	Financial Markets, Institutions and Investment	P	SL/BÜ	2/2	5	1b	-	BIB3.2
BIB5.2	International Economics	P	SL	4	5	1b	-	BIB2.2
BIB5.3	Company Taxation	P	SL/BÜ	2/2	5	1b	-	BIB2.1
BIB5.4	Information Management	P	SL/ PCÜ	2/2	5	1a	-	-
BIB5.5	Elective Module 2	WP	PS	4	5	Siehe Tabelle Wahlpflichtmodule		
BIB5.6	Elective Module 3	WP	PÜ	2	5	Siehe Tabelle Wahlpflichtmodule		
<b>Summe Semester</b>				<b>10/12</b>	<b>30</b>			

Students can either go 1 or 2 Semesters abroad!



## 2. International Office – Contact for Outgoing Students

<https://www.htw-berlin.de/en/international/outgoing-exchange-students/>


HTW Berlin > International > Outgoing exchange students

### Outgoing exchange students

Studying abroad at one of about 150 international partner universities of the HTW Berlin may be one of the most beneficial experiences during your studies. By studying abroad, you have the opportunity to take in the allure and culture of a foreign nation and broaden your horizon personally and professionally.

Did we spark your interest? The International Office will happily give advise to diverse **options for your exchange semester** and provide every possible support.

#### Contact



**Kornelia Röhr**

+49 30 5019-2534

Kornelia.Roehr@HTW-Berlin.de

Campus Treskowallee  
Gebäude A, Raum 140  
Treskowallee 8  
10318 Berlin

Vorlesungszeit:  
montags von 9:00 bis 12:00 Uhr (nur auf dem Campus WH, Kopfbau B, Raum 102)  
dienstags und donnerstags von 13 bis 17 Uhr (nur auf dem Campus TA, Gebäude A, Raum 140)

vorlesungsfreie Zeit:  
dienstags und donnerstags von 13 bis 15 Uhr (nur auf dem Campus TA, Gebäude A, Raum 140)

Terminvereinbarung nicht erforderlich!


By clicking on this link <https://www.htw-berlin.de/en/international/outgoing-exchange-students/checklist-plan-your-semester-abroad-in-advance/> you find checklist how to plan your semester abroad.

## 3. Draw up an Agreement (Study Programme)

The Study Programme is your guarantee, that the courses you are taking abroad will be substituted for the courses in the curriculum of your study programme.

- a) Fill out a Study Programme Form (Download from [bib.htw-berlin.de/downloads-forms/semester-abroad/study-Programme](http://bib.htw-berlin.de/downloads-forms/semester-abroad/study-Programme) or on Moodle):

(Please complete this form on your computer)



Study Programme (Outgoing)

Field of Study: \_\_\_\_\_ Semester: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Matriculation Number: \_\_\_\_\_ Country: \_\_\_\_\_

Partner University (PU): \_\_\_\_\_

PU	Course PU	ECTS PU	Course HTW	ECTS HTW	Signature of PU	Signature of HTW
			BIB 11101: Auditing	6		

PU: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

The proposed study programme is approved: \_\_\_\_\_

PU: \_\_\_\_\_ Signature: \_\_\_\_\_

The grade of the Partner University has been correctly converted into HTW grade: \_\_\_\_\_

PU: \_\_\_\_\_ Signature: \_\_\_\_\_

Please make sure that all necessary signatures are on the Form

(including yours!)

- b) Watch out for your Specialisation (which you have to decide in Semester 4). You have to choose between HR and Marketing. You cannot mix the two specialisations, even if you do courses abroad.
- c) Workload and Credits should be the same abroad and at HTW

**Course Administrator - Mrs. Biehl - Room: C 309 - Office Hours**

Mo, Tue, Thu 09:00-11:30 H & 13:00 – 15:00 H, Wed, Fr 10:00-14:00 and with apptm. Via email, skype, phone



- d) Send the Form and necessary documents (module descriptions) to the Head of the Examination Board.
- e) Take Study Programme Form with you to your Semester Abroad.
- f) IF you cannot get the courses agreed in the Study Programme Form abroad, you need to draw up a new Form with the Changes -> submit it to Head of Examination Board for signature. You will get the newest version back via email. Only the latest version with the changes is binding.

#### **4. Accreditation of Credits/Grades after the Mobility Term(s)**

- Get your original Transcript of Records (either at the International Office or directly via Post)
- Take your Study Programme Form (latest Version with all changes included)
- Send both documents to the BIB Administration Office
- Accreditation will be coordinated and will take approx. 2 weeks until you see the grades on LSF
- Get your grades accredited asap after your return to HTW as you need those ECTS to apply for the internship and the thesis.

IF you have any further questions, please do not hesitate to contact us!

We wish you a successful time abroad.

Kindly,

Your BIB Management Team