



FACT SHEET

EXCHANGE STUDENTS



INFORMATION FOR INCOMING EXCHANGE STUDENTS

WELCOME TO BSP

The cosmopolitan city of Berlin is one of the most beautiful and exciting cities to study in. The young and vivid urban life sets European standards for development and creativity.

This video gives you a deeper insight into BSP and also shows our beautiful Berlin campus:



VIDEO
ABOUT BSP

The Hamburg campus is located in Hamburg's HafenCity – a lively environment with maritime flair. The young and future-oriented atmosphere offers an ideal framework for innovative business and management courses.

We offer every student excellent individual support and guidance. BSP's familiar atmosphere, small classes and our Buddy Programme enable you to meet fellow German students and help you settle into your new home quickly.

THE INTERNATIONAL OFFICE

If you have any questions about an exchange semester at BSP, please contact our International Office:

- Carina Webermann
(Head of International Office)
- Mariia Stojanovic
(Incoming and Outgoing)
- Christin Kächele
(Incoming Academic Advisor)

☎ 0049 30 766 837 5-149

✉ internationaloffice@businessschool-berlin.de

CONTACT INFORMATION

ERASMUS Code: D POTSDAM04

**Business & Law School
Hochschule für Management und Recht**

CAMPUS BERLIN	CAMPUS HAMBURG
Calandrellistr. 1-9	Am Kaiserkai 1
12247 Berlin	20457 Hamburg
GERMANY	GERMANY

www.businessschool-berlin.de/en/home/
www.bsp-campus-hamburg.de

APPLICATION PROCESS

To study at BSP, students have to be officially nominated by their home institution, which must be a partner university of BSP.

The International Coordinator of our partner university will send the nominations to our International Office.

NOMINATION DEADLINES

Winter Semester: 15th May
Summer Semester: 15th November

Afterwards, we will send an email with further information on the application process.

APPLICATION DEADLINES

Winter Semester: 1st June
Summer Semester: 1st December

ACADEMIC CALENDAR

SUMMER SEMESTER

Semester Dates	1st April – 30th September
Lecture Period	(exam period included) early April – late July
Welcome Day	late March/early April

WINTER SEMESTER

Semester Dates	1st October – 31st March
Lecture Period	(exam period included) early October – late February
Welcome Day	late September/early October

Specific dates will be available closer to semester start.

Campus Hamburg – Kaiserkai 1



COURSES OFFERED TO INCOMING STUDENTS

The International Business Administration Bachelors programme is entirely taught in English. The programme starts twice per year, so every module is offered each semester. Exchange students can choose modules within this programme.

The Business Administration Masters is fully taught in English in Berlin and starts once a year. We recommend that you request a list of courses taught in English prior to nomination/application.

Furthermore, we offer additional modules taught in English from other study programmes and faculties. These courses vary from semester to semester; therefore, a finalised list of modules taught in English is provided to nominated students and partner universities prior to the semester start.

We require proof of sufficient proficiency for courses in English (English B2 CEFR).

If you wish to take courses taught in German, you must have proof of at least German level B2 (CEFR).

FACULTIES AND STUDY PROGRAMMES AT BSP

FACULTIES:

- Faculty of Business and Management
- Faculty of Applied Sport Sciences and Personality
- Faculty of Creative Business
- Faculty of Law

STUDY PROGRAMMES:

BACHELOR

- B.Sc. Business Administration
- B.Sc. International Business Administration
- B.Sc. Communication and Media Management
- B.Sc. Business Psychology
- B.A. Fashion Marketing
- B.A. Costume and Make-up Design
- B.A. Sustainable Fashion Design and Management
- B.A. Sports Science
- B.A. Sports Science, focus: basketball coach
- B.A. Sports Science, focus: football coach

MASTER

- M.Sc. Business Administration
- M.Sc. Business Innovation & Entrepreneurship
- M.Sc. Sustainability & Management
- M.Sc. Media Psychology
- M.Sc. Sports Psychology
- M.Sc. Sports Science team sports coach, focus: football
- M.Sc. Sports Science team sports coach, focus: basketball
- M.Sc. Sports Management and Legal Skills
- M.Sc. Digital Management for Legal & Compliance
- M.Sc. Business Psychology

Law State Examination

EXAMS, MARKS AND TRANSCRIPTS

TRANSCRIPT OF RECORDS

The incoming students and their home institution will receive an official digital Transcript of Records after the semester.

This document will contain all courses and exam results at BSP Business and Law School.

EXAMS AND GRADING SYSTEM

The final exams take place during the examination period at the end of each semester. Students successfully pass the course if they receive a 4,0 and higher.

BSP Business and Law School uses the following grading system:

BSP GRADE	ECTS MARKS	DEFINITION
1,0 - 1,3	A	Excellent
1,7 - 2,0	B	Very Good
2,3 - 2,7	C	Good
3,0- 3,3	D	Satisfactory
3,7 - 4,0	E	Sufficient
5,0	FX/F	Fail





VISA & HEALTH INSURANCE

Non-EU/EEA citizens must apply for a visa for university studies before their departure to Germany. Further information is provided by the German Embassy or Consulate in your home country.

A visa application costs approximately €60 and may take one to three months to be processed.

HEALTH INSURANCE

Every person living in Germany is required to have health insurance. You have to provide proof of sufficient health insurance coverage for your enrolment.

For more information on visa and health insurance, please refer to our Survival Guide or contact the International Office.

ACCOMMODATION

You must arrange for accommodation yourself. We will give you specific information on how to find accommodation in Berlin and Hamburg closer to the semester start. We recommend to look for suitable accommodation as early as possible.
For more information and useful websites regarding accommodation, please refer to our Survival Guide.

ESTIMATED MONTHLY EXPENSES

Accommodation	€500-700
Food	€200
Study materials	-
Public transport	€30
Personal expenses incl. insurance	€150
Monthly estimate	€880-1,080



WEBSITE
BSP BERLIN



INCOMINGS
WEBSITE



SURVIVAL
GUIDE





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