



Business & Law School
Hochschule für Management und Recht



**Studying at
BSP Business & Law School
Survival Guide**

Contact

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BEFORE THE SEMESTER

If you would like to go on a semester abroad at BSP Business & Law School, please ask the International Office at your home institution if they have a cooperation with BSP. If you study at one of our partner universities, please contact your home institution's International Office to apply for an exchange semester. Your home institution will nominate you for an exchange semester at BSP. Afterwards, the International Office at BSP will get in touch with you and give you more details about the application and requirements.

If you come as a Freemover and your university does not have an agreement with BSP, the regular tuition fee applies. Please contact the International Office at BSP for more information.

Requirements

- BSP Application Form (available upon request)
- Recent Transcript of Records
- Proof of your English proficiency (at least B2) adhering to the CEFR; common certificates are TOEFL, Cambridge, IELTS; high school diploma not sufficient, additional official declaration signed by home university or home institution's language teacher required
- Only when applying for courses in German: Proof and results of German proficiency (at least B2) adhering to the CEFR; common certificates are Goethe, TELC; high school diploma not sufficient, additional official declaration signed by a home university or home institution's language teacher required
- Course selection (Learning Agreement)
- Copy of Identity Card / Passport
- 1 photo/frontal selfie
- Proof of sufficient health insurance for your stay in Germany

Application Deadlines

Summer term: 1st December

Winter term: 1st June

Visa Application

After your successful application, you will receive a Letter of Acceptance. Non-EU/EEA citizens may need it to apply for a residence permit for university studies before their departure to Germany. Ask the German Embassy or Consulate in your home country for information and apply directly there.



You can find a list of German Embassies here:

www.auswaertiges-amt.de/en/about-us/auslandsvertretungen/deutsche-auslandsvertretungen

Applying for a visa costs approximately EUR 60 with a processing period of one to three months.



Non-EU citizens who are currently enrolled at a university within another EU Member State are allowed to study at a German university for 360 days. For more information, visit:

www.bamf.de/EN/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/MobilitaetEU/MobilitaetStudent/mobilitaet-student-node.html.

Health Insurance

Everyone living in Germany is required to have a health insurance. You have to provide proof of sufficient health insurance coverage for your enrolment at BSP.

Students from EU and European Economic Area countries, Bosnia-Herzegovina, North Macedonia, Montenegro, Switzerland, Serbia, Tunisia, the United Kingdom, Iceland, Liechtenstein, Norway, and Turkey who are statutorily insured in these countries must apply in advance for a European health insurance card (EHIC) or equivalent documentation (form E-111, AT 11, ATN 11, or BH6). Afterwards, you must contact a German statutory health insurance provider and request confirmation that you hold statutory health insurance in your home country.

Students from other countries must obtain statutory or private health insurance in Germany.

Statutory Health Insurance

Students under the age of 30 may obtain insurance from any German statutory health insurance provider at a student rate (currently about EUR 140 for health and nursing care insurance), which includes all legally mandated benefits:

- Treatment by doctors or dentists, including dental prostheses
- Medications, dressings, remedies, and aids
- Treatment in a hospital
- Screening tests
- Prenatal and postnatal care
- Long-term care benefits

Private Health Insurance

The following applies to students under the age of 30: If you obtain private health insurance in Germany or wish to use a policy from your home country, you must nonetheless contact a German statutory health insurance provider and obtain an exemption from the statutory health insurance obligation. The exemption cannot be revoked; it is valid for the entire duration of your university studies.

Private insurance coverage is recognized only if it corresponds to the minimum benefits provided by German statutory health insurance.

However, if you do not qualify for statutory student health insurance - as a non-EU citizen over 30 years of age - you must seek private insurance coverage. Depending on the conditions of the contract and the benefits on offer, premiums for private health insurance differ. Should you choose private insurance, we recommend carefully comparing the prices and benefits of several health insurance providers. The differences can be substantial.

Newly enrolled students aged 30 or older are not required to provide proof of their insurance status at the time of enrollment.

Housing

Unfortunately, BSP does not offer university accommodation.

The following websites should help you find a fully furnished apartment or room within a flat share (called WG in German) to rent temporarily:

- Housing Anywhere: www.housinganywhere.com/?utm_source=StudentenWG
- StuwO Wohnheime: www.stuwO.de/wohnheim-region/berlin/
- The Fizz: www.the-fizz.com/en/student-accommodation/berlin/
- Studentendorf Schlachtensee: www.studentendorf.berlin/housing/schlachtensee/
- Urban Living: www.i-live-berlin.de/en/
- Home in Berlin: www.home-in-berlin.de/en/
- Wunderflats: www.wunderflats.com/en
- Spreepolis: www.spreepolis.berlin/?lang=en
- Airbnb: www.airbnb.com
- Uniplaces: www.uniplaces.com
- Nestpick: www.nestpick.com
- City Wohnen Hamburg: www.city-wohnen.de/en/
- Berlinovo: www.berlinovo.de/en/apartments/search
- Smartments: www.smartments-student.de/en/locations
- Coming Home: www.coming-home.com/en/
- WG Gesucht: www.wg-gesucht.de
- Community Living: www.habyt.com/room/germany/berlin



In Germany, tenants normally have to pay a deposit before they move into a flat or a room. Please do not pay anything before you have seen the room and met the landlord/landlady personally. Please bear in mind that your deposit is refunded after you move out. An average deposit for a room in a flat share lies between EUR 700 – 1,500. For a fully furnished flat, you can calculate with a deposit of two to three net cold rents.



Do not move into a flat without a lease that contains all details about the flat/room and expected costs, as well as the landlord's contact information.

Registering with the Citizens' Registration Office Berlin (Bürgeramt)

After you have arrived in Berlin and signed your lease, you have to register with the Citizens' Registration Office Berlin as a new resident. Registration is obligatory per the Federal Act on Registration (Bundesmeldegesetz). Every resident staying for more than three months must register their residency. This must be done within two weeks of arriving in Berlin, even if you only have temporary accommodation at that time. You need to provide the following documents:

- Identity Card or Passport
- Registration Form



You can find the PDF registration form (»Anmeldung«), as well as the locations and opening hours of the Citizens' Registration Offices by visiting:

service.berlin.de/standorte/buergeraemter/



STUDYING AT BSP

House Rules

It is not allowed to bring pets into the buildings. Outside opening hours, it is forbidden to be at the property. Eating and drinking (exception: water) are not allowed during the lecture. You may only use the WiFi for study-related purposes. Smoking is only permitted at designated spots. Please keep the building clean and handle its interior carefully. Please note that the neighbourhood is a quiet residential area.

Attendance

Attendance is compulsory at BSP. Therefore, students must attend at least 60% of each lecture and/or seminar, otherwise they will be excluded from examinations. If you cannot attend a class, send an email beforehand to your lecturer and Student Services.

In case of long-term absence due to sickness or other personal circumstances, we might find an individual regulation. If this affects you, please talk to the International Office in advance.

Semester Ticket

BSP students have to purchase a public transport ticket which can be used from

Summer term: 1st April until 30th September

Winter Semester: 1st October until 31st March.

You will get access to the digital Deutschlandsemesterticket for approx. EUR 180 after transferring the money to our bank account. The International Office will email you with further information before your arrival.

The Deutschlandsemesterticket is a great and cheaper way to explore the city and the rest of the country. This allows you to use all public and regional transport in Germany, e.g. buses, subway (U-Bahn), trams, regional, and S-Bahn trains, BUT you cannot use Flixbus and Flixtrain, IC, EC, or ICE long-distance trains with this ticket. It is of course also valid for public transport in Berlin. You can find more information about public transport in chapter → [Getting Around](#).

Student ID

Your student ID has many functions and is therefore very important:

- Door opener: In order to open entrances at the different BSP campuses, place your student ID on the electronic card reader located outside the door.
- Copy card: In order to use copiers at inside the university, you have to touch your student ID to the designated spot.
- Public transport ticket: The Deutschlandsemesterticket is only valid for students. Therefore, you have to be able to identify yourself as a student in case of an inspection.
- Student discounts: In Germany, students get a lot of discounts, e.g. at museums, cinemas, or theaters.



In case you lose your student ID, please go to Student Services. They will issue a new student ID for you for a small fee.

Online Education System TraiNex

You will receive two emails with your TraiNex login data. Scroll down to the bottom on the BSP website and fill in your login data.

Personal Data

As a first step, please update your personal data. This is important for communicating with lecturers and needed for BSP management:

1. Click on [privat](#)
2. Click on [daten](#).

Please fill in your current address in Berlin and your cellphone number. We also recommend that you upload a profile picture. You can switch to English by scrolling down to »Sprache der Navigation« (navigation language).

Timetable and Modules

You will receive an individual timetable from the International Office. This contains classes you are going to attend. The classes will be part of different study programs and courses, e.g. BWL WS24, IB SS25.

IB = International Business Administration

WS24 = study program began in the 2024 winter semester

We highly recommend to regularly check your timetable as changes in rooms and dates might occur:

1. Click on [Learning](#).
2. Click on [Timetable](#).

Problem: You can only see the timetable for regular students, but not your individual timetable, as this was specifically designed for you. So, to see times and locations, please check every course from your timetable. You check by scrolling down to the bottom of the page. There is a drop-down menu where you can select different study programs, e.g. Internationale Betriebswirtschaft (IB WS24). Then click on *einsehen (view)*. Now, you can see the timetable for this specific study program.

Study material

Your lecturers will upload their presentations and other important learning material for you in TraiNex:

1. Click on *Learning*.
2. Click on *Archive*.

Here, you can see an overview of your relevant study programs.



In case you cannot access learning material, please ask the lecturer or contact the International Office.

WiFi

You can use the BSP student WiFi. To login, use your TraiNex name or your BSP email address and (the original) password.

FACILITIES

Siemens Villa Campus

The Siemens Villa is located at Calandrellistr. 1-9, 12247 Berlin. This is the university's main building and it is where you can find Student Services, the Examination Office, lecturers' offices, the Library, the Career Center, and the International Office.

Opening Hours

Lecture period: 7.30am – 8.30pm, Monday – Friday

Semester break: 8am – 6pm, Monday – Friday



You can reach the campus by bus 186 to Gärtnerstraße or S-Bahn (S25, S26) to Lankwitz station.

International Office

The International Office is located in the university's main building in Lankwitz. The team can help you in case of issues with your timetable, documents, etc.

Student Services

If you have any questions, the Student Services team is happy to help you. You can also lend laptops or adapters for projectors there.

Examination Office

The Examination Office is located in room 203. This is where you should hand in assignments. Students must sign a declaration that they wrote their term papers themselves (Eigenständigkeitserklärung). This document is available in TraiNex. You can find more information on the structure and layout of academic papers in the appendix of this Survival Guide.



If you cannot attend an exam due to illness, please inform the Examination Office accordingly before the exam begins. Hand in the required forms (TraiNex) 3 days after the examination at the latest.



If you have any other questions regarding your examinations, please contact the Examination Office.

Opening Hours

8am – 5pm, Monday – Friday.

Library

The library is located in room 25/27 at Siemens Villa. BSP has about 11,000 books, journals, testing methods, CDs, and DVDs, as well as more than 420,000 e-books, which students can lend. You can access the BSP online catalogue via this link: eopac.net/BGX430503/ (in German).

In general the lending period is 14 days. It is possible to extend the duration, if no other student has reserved that medium.

Opening Hours

Lecture period: 8am – 7pm, Monday – Friday

Semester break: 8am – 5pm, Monday - Friday



Please check the opening hours on TraiNex, since changes might occur.

Cafeteria

There is a cafeteria at Siemens Villa, where you can get hot drinks, soft drinks and snacks. Additionally, you can get a hot lunch every day, with the menu changing every week.

Opening Hours

8am – 5pm, Monday - Friday

Campus Leipziger Platz

This campus is located at Leipziger Platz 10, 10117 Berlin. Opening hours of this campus depend on class timetables. The campus is fitted with seminar rooms, workshops, and a small kitchen.



You can reach the campus by U-Bahn (U2) and S-Bahn Service to S+U Potsdamer Platz.

Campus Drontheimer Straße

The Creative Faculty is located in Wedding. Here, modern premises meet old industrial charm.



The best way to get there is by U-Bahn (U9) to Osloer Straße. This is where you can find a modern learning environment inside a charming brick building.

Copiers

There are three copiers at Siemens Villa campus. When using them for the first time, you have to log in manually:

1. Touch your student ID to the designated spot
2. Log in using your login name and TraiNex password.

When using a copier again, you can simply touch your student ID to the designated spot at the printer and print, copy, or scan.

Sport and Leisure / Sport at BSP

There are different sports you can try at BSP, such as soccer and beach volleyball. You can also rent sport equipment from our Student Services.



Events

There are a number of events at BSP

- Welcome Days for regular students (March)
- Soccer Cup (Cup der Privaten) (May)
- Summer BBQ Party (July)
- Welcome Days for regular students (September)
- Prom (Herbstball) (September/October)
- Christmas Party (December).



You will receive more information about events via email, Instagram or Facebook.



The International Office Team also organize different events every semester. We always have a Welcome Day in March/April and September/October, as well as Buddy events, and a farewell event throughout the semester.



LIVING IN BERLIN

Important Phone Numbers

Police: 110

Fire brigade / Ambulance / Emergency: 112

Public Holidays

1 January New Year's Day

8 March International Women's Day

April Good Friday

April Easter Monday

1 May Labour Day

June Ascension Day

June Whit Monday

3 October Day of German Unity

25 December Christmas Day

26 December 2nd Day of Christmas

Opening Hours

Usually shops, supermarkets etc. are closed on Sundays. Nevertheless, there are specific regulations for Sunday openings. Cornershops (Spätis) are more or less open 24/7, even on Sundays. Opening hours of supermarkets are in general from Monday to Saturday 8am - 10pm. Shops are usually open from Monday to Saturday 10am - 8pm. This always depends on the store and the location.

Getting Around

Public Transportation System

BVG (Berliner Verkehrsbetriebe) is the public transportation system of Berlin. It includes bus services, U-Bahn (Underground), S-Bahn (Overground), and tram. With the »Deutschlandsemesterticket«, you can use all public and regional transport in Berlin and all of Germany, e.g. buses, underground (U-Bahn), trams, regional, and S-Bahn trains, even ferries are included in Berlin. But you cannot use Flixbus and Flixtrain, IC, EC, or ICE long-distance trains with this ticket.

The Berlin public transport system operates 24/7. During the week, U-Bahn and S-Bahn services will usually operate until 1am. After that, night buses cover their routes once an hour.





Bike

Berlin's well-elaborated public transport ensures easy trips in the city and to various recreational areas in the suburbs of Berlin. However, many people prefer to explore the city by bike. In the summer, it is especially nice to enjoy the sun on a bike while getting to see the city. Maybe you would also like to cycle to one of the many beautiful lakes in various Berlin suburbs, or even venture out to Brandenburg.



You can purchase second-hand bikes at reasonable prices at various flea markets or at:

Bike Park Berlin: www.bikeparkberlin.de/gebrauchte-fahrraeder/

Fahrradkaufhaus: www.fahrradkaufhaus.de/

Berliner Fahrrad-Flohmarkt: berlinerfahrradmarkt.de/fahrraeder/fahrrad-kaufen



You can also rent bikes or electric scooters from various bike sharing providers, e. g. Nextbike or Lime.

Car Sharing

Moving from one place to another in Berlin can be exhausting and extremely time-consuming. There are many car sharing providers in Berlin.



For more information, check the following websites or ask your buddy:

Free2move - for cars and scooters: www.free2move.com/de/en/car-sharing/berlin/

Miles: www.miles-mobility.com/en-de/car-sharing/berlin

Coup (eScooter Sharing): joincoup.com/

Taxi / Uber

You can go to one of the many taxi points, hail a taxi in the street, or use apps like Uber, Bolt, or others. Please note: When the light of a regular taxi is switched on, there are no passengers. Costs: €4.30 basic costs plus approx. €2.80/km.

→ Taxi Berlin: (030) 20 20 20

→ FreeNow

Cellphone

You will need to be available via phone for your social life and flat hunting. There are different options to get a German telephone number (SIM card), as well as reasonably priced prepaid cards. Most German supermarkets sell prepaid SIM cards at check-out.



Since June 2017, roaming fees no longer exist within the European Union. Therefore, you can now use your phone free of charge with any provider from within the EU.

Language Courses

BSP offers language courses, e.g. Business English and Spanish. Unfortunately, we do not offer German language courses free of charge. If you wish to improve your German skills, you can attend an (online) language school, such as:

- www.inlingua-berlin.de/en
- www.goethe.de/ins/de/en/ort/ber.html
- www.skf.tu-berlin.de/en/language-learning/
- www.gls-german-courses.de

TYPICALLY GERMAN: BERLIN CULTURE

Berlin Districts

-  Steglitz, Zehlendorf, Lichterfelde, Schmargendorf and Dahlem Dorf:
rather quiet, green, wealthy area.
-  Charlottenburg, Wilmersdorf:
city center west, lots of cafés, restaurants and shops. Rather wealthy area.
-  Mitte, Schöneberg, Prenzlauer Berg and Kreuzberg:
city center and typical »Berlin flair«, lots of bars, cafés, restaurants and shops.
-  Moabit, Wedding and Neukölln:
multicultural, lots of students, lots of bars and restaurants
-  Friedrichshain:
nightlife, lots of clubs



Food

Restaurants

Small cafés and restaurants do not always accept credit cards. You should ask if you can pay by card or cash only in advance to be on the safe side.



Do not expect a glass of tap water as it is quite uncommon. It is common to tip waiters around 10% in Germany.

Spätis

You can find plenty of corner shops all over Berlin. At these so-called „Spätis“, you can buy (alcoholic) drinks, snacks, tobacco, newspapers, and everyday necessities. Berliners love their Spätis so much, they even invented a word for being at a Späti called cornern.

Local Specialties

You can find a variety of different cuisines in Berlin, including fine dining, such as Japanese, Chinese, Middle Eastern, Italian, South American, Vietnamese, Indian food etc. Typically German food tends to be very hearty with a lot of potatoes and meat. As soon as it gets warm, Germans sit outside enjoying a beer or other cold beverages in a Biergarten (a literal beer garden).

Berlin is known for good Currywurst, which is a curried sausage with bread or fries. Berlin is also the capital of »Döner« (doner kebab) as it was invented in Berlin.

Berlin Sightseeing and Culture



Berlin with its unique history has plenty of sights you should not miss:

- Brandenburger Tor
- Reichstag
- TV Tower (Fernsehturm)
- Gendarmenmarkt
- Berlin Wall Memorial (Gedenkstätte Berliner Mauer)
- Mauermuseum
- Story of Berlin
- Hackesche Höfe
- Humboldt Forum
- Berlin Cathedral (Berliner Dom).

TOP 10 INSIDER TIPS (GOOD WEATHER EDITION)

1. East Side Gallery

Longest open-air gallery in the world! Art is displayed on parts of the former border wall between East and West Berlin.

**Mühlenstr. 6, 10243 Berlin,
U Bhf Schlesisches Tor**

2. Tempelhofer Feld

In 2008, Berlin's Tempelhof airport closed for business. Today, the airfield is a huge green space in the heart of the city, which is great for picnics, skating, flying kites, and other outdoor activities.

**Platz der Luftbrücke 5, 12101 Berlin,
U Bhf Platz der Luftbrücke**

3. Flea market at Mauerpark

Sunday 9am - 6pm. You can also sing karaoke there!

**Bernauer Str. 63, 13355 Berlin,
U Bhf Eberswalder Str.**

4. Currywurst bei Curry 36

Berlin's famous traditional food — a must-try for visitors.

**Mehringdamm 36, 10961 Berlin,
U Bhf Mehringdamm**

5. Monbijoupark

Beautiful park at the river Spree. Great view of the Bode museum and other sights in Berlin.

**Oranienburger Str.,
S Bhf. Hackescher Markt**

6. Maybachufer Turkish Market

At this colorful market, you can find vegetables, Turkish delicacies, and fabrics.

Tuesday & Friday 11am - 6.30pm

Maybachufer, U Bhf. Schönleinstraße

7. Vanille & Marille

Lovely homemade ice cream with a great variety of flavours.

**Leydenallee 92, 12165 Berlin,
S Bhf Rathaus Steglitz**

8. Gärten der Welt

Opened in 1987 for the Berlin horticultural show, the 100 ha area is filled with areas representing the international variety of plants. There are also cafés, a nature bobsled run, and a ropeway.

**Blumberger Damm 44, 10787 Berlin,
U Bhf Kienberg**

9. Schlachtensee

Beautiful lake in the south of Berlin (Grünwald). Great to go for a stroll. Fischerhütte am Schlachtensee is a cosy beer garden right by the water.

**Fischerhüttenstr. 163, 14163 Berlin,
S Bhf. Schlachtensee**

10. Holzmarkt25

Unconventional bar with food stalls and view of the river. A real insider tip!

**Holzmarktstraße 25, 10243 Berlin,
U Jannowitzbrücke**

TOP 10 INSIDER TIPS (BAD WEATHER EDITION)

1. Street Food Thursday at Markthalle Neun

A great variety of culinary delicacies
Thursday, 5 – 10pm

**Eisenbahnstr. 42-43, 10997 Berlin,
U Bhf Görlitzer Bahnhof**

2. Berlin Story

Located in a bunker, this museum offers an insight into World War II Germany with a particular focus on Berlin. There are also exhibitions on current conflicts.

**Schöneberger Str. 23A, 10963 Berlin,
S Bhf Anhalter Bahnhof**

3. Yorck Kino

Small cinema with two halls screening art house films in their original language. This cinema is part of a chain of smaller cinemas all over Berlin.

**Yorckstraße 86, 10965 Berlin,
U Bhf Mehringdamm**

4. C/O Berlin

Exhibition of contemporary art.
Open daily 11am – 8pm

**Hardenbergstr. 22 – 24, 10623 Berlin,
U & S Bhf Zoologischer Garten**

5. Dong Xuan Center

In several halls you can discover countless Asian stores, supermarkets and hair salons.

Open Wednesday – Monday 10am – 8pm
**Herzbergstraße 128-139, 10365 Berlin,
Tram Herzbergstraße/Industriegebiet**

6. Yorkschlösschen

A cozy Jazz pub with good traditional German food and live music.

Yorckstr. 15, 10965 Berlin, S Bhf Yorckstraße

7. Der Kegel

Climbing and bouldering in the heart of Berlin's party area.

Open everyday 9am - 11 pm

**Revaler Str. 99, 10245 Berlin,
U & S Bhf Warschauer Straße**

8. Planetarium

The Zeiss-Großplanetarium is one of the biggest and most modern planetariums worldwide.

**Prenzlauer Allee 80, 10405 Berlin,
S Bhf Prenzlauer Allee**

9. 21 gramm

Modern brunch restaurant in the heart of Neukölln. It is located in a traditional former cemetery chapel.

**Hermannstraße 179 – 198, 12049 Berlin,
U Bhf Leinestraße**

10. Grips Theater

Since 1986, the musical revue Linie 1 has been one of Berlin's must-see plays. It takes the audience on a journey through Berlin with all its curiosities and characteristic townies.

**Altonaer Str. 22, 10557 Berlin,
U Bhf Hansaplatz**

Nightlife

Going out in Berlin is one of the things Berliners are proud of. There are plenty of bars and clubs. Most of the clubs do not open before 12am. The queue is usually longest between 1 and 3am. You can find out more about Berlin's nightlife here:

www.residentadvisor.net/events/de/berlin.



APPENDIX

List of Statutory Health Insurance Companies

- AOK
- Barmer
- DAK
- Techniker Krankenkasse

List of Private Health Insurance Companies

- Allianz
- AXA
- Barmenia
- Debeka
- DKV
- Gothaer
- HanseMerkur
- Hallesche
- HUK Coburg
- Inter
- Provinzial
- R+V
- Union

Formal structure and presentation of academic papers

Content of scientific papers:

1. Title page
2. List of contents
3. Index of figures and tables, if needed
4. Text
5. Bibliography
6. Appendix
7. Declaration of originality
(Eigenständigkeitserklärung)

Layout requirements:

- A4
- Spacing: 1.5
- Font: Arial
- Font size: 12
- Number all pages except the title page

