Welcome to the Department of Mathematics and Computer Science @ Freie Universität Berlin

By now, our Central Office for Exchange Students (International Student Mobility, Division International Affairs, Unit Student Mobility) has probably already been in contact with you for several times. The Central Office does take care of all general administration like the enrolment process, the issuing of the confirmation of stay, and will host some general events for all exchange students of Freie Universität Berlin.

However, it is the **International Office of the Department of Mathematics and Computer Science that is responsible for all daily matters.**

International Office @ the Department Mathematics and Computer Science

Prof. Dr. Agnès Voisard
= Departmental Erasmus Coordinator
&
Gesine Milde
= Assistant of the Departmental Erasmus Coordinator

Takustr. 9, 14195 Berlin
Room 013
international@mi.fu-berlin.de
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https://www.mi.fu-berlin.de/stud/international/index.html

Let us now give you a brief overview of our facilities at Freie Universität Berlin and the upcoming semester.

Important Buildings and Offices @ Freie Universität

- **Habelschwerdter Allee 45 = Rost- und Silberlaube + Fabeckstraße 23–25 = Holzlaube**
  = main campus building with the biggest campus canteen and two main libraries
  Habelschwerdter Allee 45 / Fabeckstraße 23–25, 14195 Berlin
  https://www.fu-berlin.de/en/redaktion/orientierung/rosi/index.html

- **International Student Mobility & Welcome Services**
  = central office for exchange students
  Iltisstr. 4, 14195 Berlin
  https://www.fu-berlin.de/en/studium/beratung/ssc/

- **Examination Office (Prüfungsbüro)**
  Arnimallee 14 (that is the Physics building), , 14195 Berlin, room 1.1.14a/b
  https://www.imp.fu-berlin.de/fbv/pruefungsbuero/index.html

  The Examination Office is in charge of the administration of all courses booked online. Normally, you

should use the online system to register for your courses and will not need to contact the Examination Office. However, in case you have to do a late registration or cancelation of a course, you probably need to contact the Examination Office.

Libraries @ Freie Universität

In case you enjoy learning for exams inside libraries, FU has lots of different libraries to offer. We have two main libraries which are both in walking distance from our department and within the main campus building, the „Rost- und Silberlaube“:

- Campus Library for Sciences, Cultural Studies, Education, Mathematics, Computer Science and Psychology of Freie Universität Berlin @ Fabeckstr. 23–25, 14195 Berlin
  https://www.fu-berlin.de/en/sites/campusbib/index.html

- Philological Library of Freie Universität Berlin @ Habelschwerdter Allee 45,14195 Berlin
  https://www.fu-berlin.de/en/sites/philbib/index.html

In Berlin, most students spend many hours learning, working and writing their theses in public libraries. As a student, you can just go to any library you wish, it does not matter whether it belongs to your university or not. If you live far from the campus of FU, you may wish to visit libraries of other universities in Berlin.

To find more information about the libraries we have here at FU, refer to https://www.fu-berlin.de/en/einrichtungen/bibliotheken/index.html

Canteens @ Freie Universität

There are several canteens spread over the FU campus. The main canteen is located in our main campus building, the „Rost- und Silberlaube“. You need a special canteen card for paying:
https://www.stw.berlin/en/dining-facilities/faq-canteens/mensacard.html

Everyone can eat at those canteens, but when you show your student ID to prove you are a student, you will pay the lowest price.

All student canteens of Berlin are run by an organization called „Studierendenwerk Berlin“. That means you can get a cheap meal at any of those student canteens all around Berlin. To find out what canteens there are at FU and in other locations, check out the website of the „Studierendenwerk Berlin“:
https://www.stw.berlin/en/

Course Catalog

To get an overview of all courses offered at the Department of Mathematics and Computer Science, use the departmental online course catalog, which offers more detailed information than the central online FU course catalog: https://mycampus.imp.fu-berlin.de/mvs2/evento/?locale=en

Choose the subject, the semester and then “course-based view”.

Types of Courses

The most common types of courses are either seminars or the combination of lectures and tutorials. It is mandatory to attend the first sessions to find out about the regulations in the courses you have chosen. If you are not fluent in German/English, seminars and software projects should be your preferred courses.

- Lecture: The lecture is a weekly presentation of the current topic held by the professor/lecturer in charge of the course. Participation is strongly recommended but not compulsory. It is mostly theoretical. At the end of term, when the student has passed the accompanying tutorial classes which are mandatory, you need to take the final exam which defines the final grade of the course.

- Tutorial: Tutorial classes usually accompany the lectures. Every week there is a homework sheet to hand in, which covers the current topics of the lectures. The tutorials are usually divided into two parts. In the first half, the homework sheet from last week will be discussed – the students will receive their corrected homework and present their results to the class. In the second half, students may ask the tutor questions about the current homework sheet; sometimes the tutor will give some examples or advice. Here the presence is mandatory and students are **only** allowed to be absent 2 times! In order to pass the tutorial and take the exam, the students have to present (at least) once their results, pass all homework sheets by an average of at least 60% and have to have attend at all but two tutorial classes.

- Seminar: During a seminar, classes will be held by the students. Usually the professor introduces the subject of the course and assigns the presentation topics to the students. In the following classes, each topic will be presented by a student or a group of students, in case there are more students present than talks available. Sometimes the professor requires a written assignment about the presentation topic along with the talk. The final grade then will be influenced 50% by the presentation and 50% by the assignment.

- Software Project: In a software project course, the students work in bigger groups on a larger software project. Most of the projects have their own style and really depend on the professor in charge of the project. Some are available during the lecture period; some are more compact intensive projects over six weeks during semester break.

- Intensive Courses: Some courses are intensive courses during the lecture-free period. They usually last 3–4 weeks and are organized with lectures in the morning, tutorial classes during midday and work on the homework sheets in the afternoons.

Signing up for Courses

For the administration of lectures there are **two** systems in use at our department:

- Campus Management System (CM)
  = grading system for all students at FU Berlin
  https://www.fu-berlin.de/en/sites/campusmanagement/N3InfoStudenten/index.html

- Whiteboard
  = department-wide platform for detailed course information, timetables, resources, announcements and online submission of your homework
  https://mycampus.imp.fu-berlin.de/portal

Registration for courses needs to be done in both systems!

Courses @ other Universities in Berlin

In case you are not satisfied with the variety of course offered at our department, or your German is just not good enough to follow the lectures, there is always the option of taking courses at other universities in Berlin and include them into your learning agreement.

- Humboldt-Universität zu Berlin (HU)
- Technische Universität Berlin (TU)
- Universität Potsdam

However, you must make sure that you still complete courses at the FU, because if you wish an FU transcript at the end of your stay, this is only issued if you have also completed FU courses. Should you choose only courses from the other universities, no transcript may be issued for you by FU Berlin.

Homework Sheets = Übungszettel

Homework sheets (Übungszettel) are the course work which accompany the lectures. Usually there is one homework per week, which has to be handed in by a certain time. The tutorial classes will help you to solve the homework sheets. In order to be allowed to take the final exam one needs to have an average of 60% or better in all homework sheets together. Sometimes it can take up to 4 or 5 hours to finish a homework sheet. Bear in mind that they are the best preparation for the final exam!

Preparing for Exams

The most important and valuable link for all students at our department is the one from our „unofficial“ archive for old exams. It is set up and maintained by students. You can only access it when you are connected to the FU servers by WiFi or by a VPN: http://klausuren.spline.de

Finding your Way around our Department

The Mathematics and Computer Science Department has four main buildings. All of them are located directly next to each other:

- Institute of Computer Science @ Takustr. 9, 14195 Berlin = **T9**
- Institute of Mathematics @ Arnimallee 3 and 7, 14195 Berlin = **A3, A7**
- Institute of Mathematics @ Arnimallee 6 („Pi Building"), 14195 Berlin = **A6**

The common code for rooms is the three-digit room number plus the abbreviation of the corresponding building. Usually the first digit of the room indicates on which floor you can find the room.

Opening Hours of the Buildings

All buildings of our department are open during weekdays from 7am–7pm. You can always stay longer than 7pm, though you will not be able to re-enter again after the closing time.

University Sports = Hochschulsport

Every semester, FU offer a variety of sports courses. It is all organized via the organization „Hochschulsport". From Oriental Contemporary Dance to Parkour, from Qigong to Sailing, from Meditation to Ballet and of course classics like Tennis, Football, Basketball or Yoga… Check out the program @ https://www.hochschulsport.fu-berlin.de/en/sportprogramm/index.html

Language Courses @ FU

Take the opportunity to learn as much German as you can while being in Berlin. Here you find information on courses held during the semester and pre-semester courses: https://www.sprachenzentrum.fu-berlin.de/en/sprachangebot/sprachen/deutsch/kurse/index.html

Important Dates and Deadlines during the Semester

- Semester duration: October 1, 2026 – March 31, 2027
- Teaching period = lecture period: October 12, 2026 – February 13, 2027
- Public Holidays: 03.10.2026 German Reunification, 25.-26.12.2026 X-Mas, 01.01.2027 New Year's, 08.03.2027 International Women's Day
- Online Registration Phase for all Modules: April 1, 2026 to May 1, 2026
- Incomings Orientation Days: October 2, 2026 @ 10am Foyer, Henry-Ford-Bau, Garystr. 35, 14195 Berlin
- Campus Tour: October 1, 2026 @ 10am in room 005 @ Takustr. 9, 14195 Berlin

Confirmation of Stay / Attendance Certificate

Should you need a certificate of arrival, a confirmation of stay or attendance certificate at the start or end of your stay, please request it via mail from incoming@fu-berlin.de.

Answer the following questions:

1. What is the mail address of the student mobility office of your home university?
2. When did you arrive in Berlin?
3. Did you participate in the pre-semester German course?
4. Did you participate in the orientation days?
5. On which day did you have your last class @ Freie Universität Berlin?
6. On which day did your last written or oral exam take place?

Do not forget to attach the form for the confirmation provided by your home university to your request. Make sure to have filled in as much information as possible yourself first.

→ The incomings team will send the confirmation directly to your home university and cc you.

Transcript of Records

Once the grades of ALL your courses have been entered in Campus Management:

1. Print a **grade report** showing your achievements in Campus Management. For a how-to guide read the reference guide to using CM as of page 17.

2. Complete the ToR request form (English version / German version) by providing ALL information asked for, thus listing all courses as agreed upon in your last learning agreement:
    a. those you have attended, including
    b. your German language courses,
    c. courses for international exchange students,
    d. lectures from other departments, or
    e. from other Berlin universities
    f. Do not forget those courses you have not attended but agreed upon in your LAs!

    In the last column of the ToR request form, enter the ECTS you actually achieved, not the possible ECTS you might get for a course!

3. Send both the ToR request form and the grade report via email to international@mi.fu-berlin.de. Adhere to the email etiquette, please.

As usually the grades are entered into Campus Management only after the make-up exam (the second exam for those who failed the first exam) has been graded, it might take some time up to several months until the transcript of records can be issued. In case you need the ToR urgently and do not wish to wait until a possible second exam has been graded and the grades are entered in Campus Management, you may kindly ask your teachers to enter your grades in CM before all others, or let them confirm your participation on a **participatory and active attendance grade certificate** (Leistungsnachweis/Schein/-Teilnahmebestätigung) in order to speed up the process.

- The ToR can only be issued once you have collected ALL your grade certificates. Should this not be the case before your departure, then please wait patiently with the request until you receive the certificates or grades from your professors.
- There is no such deadline as the final day of the semester for issuing the ToR and thus no deadline for any lecturer here in Berlin to grade your exams by this day.

Please understand that it is necessary to check ALL exams first to set up the benchmark for the individual grades. Also consider that there is a lot of other work piling up on our lecturer's desks. We would thus appreciate you patiently await the normal process without putting too much pressure on those responsible. You may kindly ask them in person or via mail for a speedy entry of your grade into CM once all grades are given, but this is all you may do.

Thank you for your understanding.

- We cannot issue more than one ToR, thus no temporary transcripts will be issued.
- There is no deadline for requesting and issuing the ToR for you from our side.

Upon completion, the transcript of records will be sent by email to your home university with a carbon copy to you.
The original paper document will follow per postal service to the address you specify in the ToR request form if your home university needs a paper version.