



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN · BOLZANO



International Master in Horticultural Sciences

Handout for exchange students from an IMaHS partner university

Coordinator of the IMaHS programme:

Dr. Dennis Dannehl
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1. Double degree (Procedure and Application Documents)

NOTICE:

Students from partner universities have to enroll at *Humboldt-Universität zu Berlin* as regular students on the IMaHS programme.

This enrolment (no later than the third semester) and the post-processing are based on a three-step procedure:

First step (Application)

The coordinator from the partner university has to send the documents listed below to the local IMaHS coordinator (Dr. Dennis Dannehl), where the deadline for the winter semester is on the 31st May and that for the summer semester on the 15th January.

Required documents from the coordinator:

- A table in which all students, which want to obtain a double degree, are listed.

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- Application form (filled in for each student) available on the website:
https://www.agrar.hu-berlin.de/en/lehre-en/studierende-en/studgang-en/copy_of_imahs
- Abitur certificate (Maturità) (simple copy) secondary school living certificate
- B.Sc. degree (simple copy)
- Transcript of B.Sc. (simple copy)
- Enrolment certificate from the partner university (simple copy)
- Postal address and e-mail
- English skills (B2)

Second step (Matriculation)

Generally, the students will get an e-mail from the HU registration office and will get some documents which have to be filled in. In any case, the students have to submit the following documents personally at the student service center (SSC) at Mrs. Friedland - Unter den Linden 6, 10099 Berlin, where the deadline for the winter semester is on the 15th September and that for the summer semester on the 15th March.

- Matriculation form and study documentation – the originals were translated as an assistance and are available on the website:
https://www.agrar.hu-berlin.de/en/lehre-en/studierende-en/studgang-en/copy_of_imahs
- Abitur certificate (Maturità) (authenticated)
- B.Sc. degree with transcript in English (authenticated)
- Registration card from Local registration office → please make an appointment for your registration in Berlin as soon as possible (simple copy)
- Health insurance (simple copy)
- Visa (for students from third countries)
- Proof of payment of the administration fees
- Passport photo
- Copy of the passport
- Current postal address



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Third step (stay or leave)

The coordinator has to prepare a table for each semester, in which it is stated which student will go back to the home university and which

not. The students who will go back are listed as visiting students and have to pay no semester fees at the HU-Berlin until the end of their studies, whereas the students staying longer at HU-Berlin has to pay the tuition fees. In this context, the coordinator has to send this list to Dr. Dennis Dannehl until 15th June for the winter semester and until 15th January for the summer semester. Furthermore, the coordinators have to send an evidence (simple copy) to Dr. Dennis Dannehl for each semester that the students enrolled as visiting students at the HU-Berlin are further enrolled at their home university.

Administration fees are approx. 50 Euro, while the fee for the public transportation ticket (= 'semester ticket') comes to approx. 200 Euro (subject to change); hence, a total amount of approx. 310 Euro has to be paid per semester.

2. Double degree requirements at Humboldt University

- a) A minimum of 30 ECTS credits for IMaHS modules has to be obtained at *Humboldt- Universität zu Berlin*; exams must be graded.
- b) Further 15 ECTS you will get for your Master thesis, which is needed for your Degree. As such, the examiner and supervisor or co-examiner of your Master thesis must be a university lecturer of the *Thaer- Institute*.
- c) Please contact the university lecturer of your choice in good time before you start writing your thesis, and make sure to get his/her written approval to act as your co-examiner. Please communicate to him/her your thesis topic, the thesis submission date, and any relevant information on the thesis procedure at your home university. Please send a copy of the co-examiner's written endorsement to the

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Examination Office of the *Thaer-Institute* and as copy to the coordinator at *HU Berlin*.

- d) Please send one copy of your final thesis to your HU co-examiner for evaluation and grading as soon as you submitted your thesis at your

home university, but not later than two weeks before you defend your thesis at your home university.

3. Award of double degree/Issuance of degree certificate

The double degree will be awarded by *Humboldt-Universität zu Berlin*, and issued at the *Thaer-Institute* after you finished the IMaHS programme at your home university.

Please provide the following documents to the coordinator of the *Thaer-Institute*:

- Written endorsement of the thesis co-examiner of the *Thaer-Institute* ().
- Copy of the thesis cover page (topic of thesis).
- Final Master transcript of your home university, in English language, and including a grade for the thesis as well as for the presentation.
- If the thesis or the presentation is NOT graded at your home university, or if grades for the thesis and the presentation do NOT appear on your final transcript, please request your local thesis supervisor to mark your thesis and the presentation, and provide this information to the coordinator and to the Examination Office of the *Thaer-Institute*.

Courses completed at the home university, and associated ECTS credits will be recognised only if the courses are graded .

A total of at least 90 ECTS credits for IMaHS courses have to be on record (from home university plus *Humboldt-Universität*).

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Coordinator of the Thae-Institute:

Faculty of Life Sciences, Albrecht-Thaer-Weg 3, 14195 Berlin

[Dr. Dennis Dannehl \(Dennis.Dannehl@agrار.hu-berlin.de\)](mailto:Dennis.Dannehl@agrار.hu-berlin.de)

Phone: 0049-30 2093 46414

4. Further information for non-degree students

a) Erasmus+

- Information for students from abroad can be find under the following link: https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland?set_language=en
- The Erasmus coordinator is Dr. Frank Riesbeck and all questions about Erasmus+ for incoming students will be competently answered by himself: frank.riesbeck.1@agrار.hu-berlin.de
- Deadline for summer semester 1st September and for winter semester 15th January

b) Admission as an exchange student

- Please note that all students striving for an exchange semester without degree at the Humboldt-Universität must apply through their home university (nomination).
- How to apply online for the exchange program: A step-by-step guide can be found under the following link: <https://www.wiwi.hu-berlin.de/de/international/incomings/admission/exchange>
- Deadlines for application can change from time to time. Therefore, click the mentioned link for updates.
- Beside the online application using "uni-exchange", the learning agreement, the nomination and original academic achievements (transcript of records) are required.
- The responsible person for this concern is Dr. Dietmar Buchmann, available under dietmar.buchmann@hu-berlin.de
- For further information, please visit the following link:

https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/wegweiser/06/06_04_06?set_language=en

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5. Course offer for all students

For courses offered in the current semester, for time and location of lectures please check: <https://agnes.hu-berlin.de> → A ‚Login‘ is NOT required!

Please proceed as follows:

- Select the current semester
- At the left-hand side: Choose "Vorlesungsverzeichnis"/Course catalogue
- Select the Faculty and the Institute: Lebenswissenschaftliche Fakultät Albrecht Daniel Thaer-Institut
- Select your study programme: IMaHS
- Click on the module/course for more information on time and location of the lectures, number of students admitted to the course.
- Please take note of any additional "Remarks" on a module, which may be shown in AGNES (e.g. need to register for participation).

In general, there is no need to inscribe on a course. However, it is strongly recommended to be present in the first lecture of each module/course you've chosen to take.

Site plans: <https://www.agrar.hu-berlin.de/fakultaet/standorte>

6. Learning Agreement/List of course Vorziehen vor 5.

As a rule, exchange students (e.g. ERASMUS, university agreement) do have a **Learning Agreement (LA)** approved by their home university. Please amend your LA on the basis of the current module/course offer, if required; consult the local IMaHS coordinator if you need help.

Have your amended LA approved by your home university and provide a copy thereof to both the Erasmus exchange and IMaHS coordinator of the *Thaer-Institute*.

7. All examinations must be registered via Agnes! **Examinations for all students**

- a) As a rule, there are **two examination periods** in each semester:

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Winter semester: 1st exam period = mid-February to beginning of March
2nd exam period = end of March to beginning of April

Summer semester: 1st exam period = mid-July to beginning of August
2nd exam period = beginning of October to mid-October

<https://www.agrar.hu-berlin.de/de/lehre/studium/pruefungen/pzeitraum>

b) Examination dates

are published mid-January for the winter semester, and mid-June for the summer semester:
see info box, entrance hall of the Faculty main building,
Invalidenstrasse 42.

<https://www.agrar.hu-berlin.de/de/lehre/studium/pruefungen/pzeitraum>

c) Registration for examinations regarding non-degree students:

- *Exchange students* (ERASMUS, university agreement) register for exams directly with the examiner/lecturer during the registration periods announced. The examiner has to issue an **exam certificate** ('Schein').

Please collect your exam certificates from the examiner's office and submit them to the exchange coordinator of the *Thaer-Institute*. You may as well request the examiner to send your exam certificate(s) directly to the local exchange coordinator.

d) Registration for examinations regarding regular students (Double Degree students):

- *IMaHS students* from partner universities, who are enrolled at *Humboldt-Universität zu Berlin* as 'regular students' on the IMaHS programme to obtain a double degree, **register online at AGNES** (<https://agnes.hu-berlin.de>) for examinations in all modules.



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Please activate your HU email account, which is necessary for online registration in AGNES. For more details on exam registration please see general information at the AGNES website.

8. Your **Transcript of records** will be issued at the Exam Office of the *Thaer-Institute*. Exchange students (ERASMUS, university agreement) receive their transcripts from the office of the exchange coordinator of the *Thaer-Institute*.

IMaHS students enrolled at *Humboldt-Universität zu Berlin* as 'regular students' collect the transcript directly at the Examination Office of the *Thaer-Institute*.