



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



# International Master in Horticultural Sciences

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## Handout for exchange students from an IMaHS partner university

### Coordinator of the IMaHS programme:

Dr. Dennis Dannehl  
Faculty of Life Sciences  
Albrecht Daniel Thaer-Institute of Agricultural and Horticultural Sciences  
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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 31<sup>st</sup> May and that for the summer semester on the 15<sup>th</sup> 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](https://www.agrar.hu-berlin.de/en/lehre-en/studierende-en/studgang-en/copy_of_imahs)
- Abitur certificate (Maturità) (simple copy)
- B.Sc. degree (simple copy)
- Transcript for B.Sc. (simple copy)
- Enrolment certificate from the partner university (simple copy)
- Address and e-mail
- English skills (B2)

### Second step (Matriculation)

Generally, the students will get an e-mail from the 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 15<sup>th</sup> September and that for the summer semester on the 15<sup>th</sup> 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](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 → please make an appointment for your registration in Berlin as soon as possible (simple copy)
- Health insurance (simple copy)
- Visa and health insurance (for students from third countries)
- Evidence of the tuition fees
- Passport photo
- Copy of the pass
- Current address

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## Third step (stay or leave)

Each 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 which 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 15<sup>th</sup> June for the winter semester and until 15<sup>th</sup> 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. 180 Euro (subject to change); hence, a total amount of approx. 230 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 supervisor or co-supervisor 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-supervisor. 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-supervisor's written endorsement to the Examination Office of the *Thaer-Institute*.
- d) Please send one copy of your final thesis to your HU co-supervisor for evaluation and grading as soon as you submitted your thesis at your

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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 Examination Office of the *Thaer-Institute*:

- Written endorsement of the thesis co-supervisor of the *Thaer-Institute* (cp. item 5 above).
- Copy of the thesis cover page (topic of thesis).
- Final Master transcript of your home university, preferably 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 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 (Exam regulations of 2007).

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

**Examination Office of the *Thaer-Institute*:**

Faculty of Life Sciences, main building, Invalidenstrasse 42, room 1033

Mrs. Brigitte Keitz ([brigitte.keitz@agrار.hu-berlin.de](mailto:brigitte.keitz@agrار.hu-berlin.de))

Phone: (49-30) 2093 8778 Fax: (49-30) 2093 8758

Office hours: Tue 14:00 – 17:00; Wed + Thu 09:00 – 12:00

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### 4. Further information for exchange students without degree

#### a) Erasmus+

- Information for students from abroad can be found under the following link: [https://www.international.hu-berlin.de/en/studierende/aus-dem-ausland?set\\_language=en](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@agrar.hu-berlin.de](mailto:frank.riesbeck.1@agrar.hu-berlin.de)

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

### 5. Course offer

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!

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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

As a rule, programme 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 coordinator of the *Thaer-Institute* and the Examination Office.

If you arrive at the *Thaer-Institute* without an LA, it is recommended to **draw up a list of courses**. Have the course list approved by both the local IMaHS coordinator and your home university. Please provide a copy of the course list to the Examination Office of the *Thaer-Institute*.

## 7. Examinations

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

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

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

### 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.

### c) **Registration for examinations regarding exchange 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 compulsory modules. Please activate your HU email account. For more details on exam registration please see general information at the AGNES website.



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- e) If you intend to write your **Master thesis** with a co-supervisor of the *Thaer-Institute* please proceed as described under item 5, sub items c) and d).
- f) 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*.