



Business & Law School
Hochschule für Management und Recht



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

Contact

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BEFORE THE SEMESTER

If you would like to study a semester abroad at the BSP Business & Law School, please ask the International Office of your home institution if they have a cooperation with the BSP. If you come from one of our partner universities, please get in contact with the International Office of your home institution in order to apply for an exchange semester. Your home institution will nominate you for an exchange semester at the BSP. Afterwards, the International Office of the 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 any agreement with the BSP, the regular tuition fee applies. Please contact the International Office of the BSP for more information.

Requirements

- BSP Application Form (available upon request)
- Recent Transcript of Records
- Proof of sufficient language proficiency (if studying in German, B2 is recommended)
- Course selection (Learning Agreement)
- Copy of Identity Card / Passport
- 1 photo
- Proof of sufficient health insurance for your stay in Germany

Application Deadlines

Summer term: 01. December

Winter term: 01. 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/DE/Laenderinformationen/03WebseitenAV/Uebersicht_node.html

Applying for a visa costs approximately 60 EUR and needs 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 for a period of 360 days at a German university. You can find more information here: www.bamf.de/EN/Migration/Studieren/studieren-node.html.

Health Insurance

Everyone living in Germany is required to have a health insurance. For the enrollment you have to provide a proof of sufficient health insurance coverage.

Students from EU and European Economic Area countries, Bosnia-Herzegovina, Macedonia, Montenegro, Switzerland, Serbia, Tunisia and Turkey. Students 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 a 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 120 Euro 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 a private health insurance in Germany or wish to bring 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 will only be recognized 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, with private health insurance there is more variation in the cost of premiums. Should you choose private insurance, we recommend carefully comparing the prices and benefits of several health insurance providers. The differences can be substantial.

New enrollees who have reached the age of 30 are not required to provide proof of their insurance status at the time of enrollment.

Housing

Unfortunately, the BSP does not offer university accommodation.

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

- Studenten WG: www.studenten-wg.de
- Stuwo Wohnheime: www.stuwo.de/wohnheime-region/berlin/
- The Fizz: www.the-fizz.com/studentenwohnheim/berlin/
- Studentendorf Schlachtensee: www.studentendorf-berlin.com/schlachtensee
- Urban Living: www.i-livw-berlin.de
- House of Nations: www.house-of-nations.de/en/
- Wunderflats: www.wunderflats.de/
- Spreepolis: www.spreepolis.berlin/?lang=en
- Airbnb: www.airbnb.com
- Uniplaces: www.uniplaces.com (25% discount on service fee – use code: DEBSP1725)
- Nestpick: www.nestpick.com
- City Wohnen: www.city-wohnen.de/berlin
- Easy Living: www.easy-living4u.de/en/furnished-apartments
- Smartments: www.smartments-student.de/en/berlin-kaa/
- Coming Home: www.en.coming-home.org/suche_2.php?l=en&Ort=Berlin
- WG Gesucht: www.wg-gesucht.de
- Community Living: www.habyt.com/locations/berlin?gclid=EAlaQobChMIlcDNhde--wIVl-geLCh1CvQHWEAAYAiAAEgLrMfD_BwE

In Germany it is common that tenants need 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/renter personally. Please bear in mind that your deposit is refunded after you moved out. An average deposit for a room in a flat share lies between 500 – 1.100 EUR. For a fully furnished flat you should be prepared for paying two to three monthly rents.



Do not move into a flat without rental contract that contains all details about the flat/room and expected costs as well as full contact information of the landlord.



Registration at »Bürgeramt Berlin« (Citizens Office Berlin)

After you have arrived in Berlin and signed your rental agreement, you will have to register at the Citizens Office in Berlin as a new resident. This is obligatory by the Bundesmeldegesetz (Federal Citizens' Registration Act). Every resident staying for more than three months must register his/her residency. This must be done within two weeks after arrival 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 will find the registration form as a pdf (»Anmeldung«) as well as the addresses and the opening hours of the Citizens Offices on the following website:

service.berlin.de/standorte/buergeraemter/



STUDYING AT THE BSP

House rules

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

Attendance

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

In case of long-time dropout due to sickness or other personal circumstances, the BSP might find an individual special 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: 1. April until 30. September

Winter Semester: 1. October until 31. March.

You can buy the ticket for ca. 200 EUR during the Welcome Day or within the first two weeks at the BSP after you have transferred the money onto our semester ticket bank account. The International Office will email you with further information before your arrival.

The semester ticket is valid in A, B and C Zone. You will find more information about public transportation system at 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 at the electronic detector located outside the door.
- Copy card: in order to use copy machines inside the university, you have to hold your Student ID at the relevant spot.
- Public transportation ticket: The public transportation ticket (Semester ticket) 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. museums, cinema or theatre.



In case of losing the student ID, please go to the Student Service. 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. With these you can go to the BSP main homepage and scroll down to fill in your Login data.

Personal data

First of all update your personal data. This is important for your communication with lecturers and necessary for the BSP Management:

1. Click on *privat*
2. Click on *daten*.

Please fill in your current address in Berlin and your mobile number. It's also recommended to upload a profile picture. At the bottom of the page you will find »Sprache der Navigation« (Language of TraiNex) which you can change to English.

Schedule and Modules

You will receive an individual schedule 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 SS21, IBWL WS21.

IBWL = International Business Administration

WS18 = course began in winter semester 2021

It's highly recommended to check regularly your schedule as changes in rooms and dates might occur:

1. Click on *lernen*
2. Click on *stundenplan*.

Problem: You only see time schedule of regular students not your personalized schedule, because this was individually selected for you. So, to see times and locations, please check for every course mentioned in your schedule. 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 (IBWL WS 2021). Then click on *einsehen*. Afterwards, the schedule of this specific study program will appear.

Study material

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

1. Click on *lernen*
2. Click on *archiv*.

Learning material of all for you relevant study programs will appear.



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

Campus Siemens Villa

The Siemens Villa is located at the Calandrellistr. 1-9, 12247 Berlin. It is the main building of the university and there are Students Service, Examination Office, Lecturers Offices, Library, Career Centre and International Office located.

Opening Hours

Lecture period: 7.30am – 8pm, Monday – Friday

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



You can reach the campus with Bus service 186 Gärtnerstraße or with the S-Bahn Service 25/26 S-Bhf Lankwitz.

International Office

The International Office is located in the main building of the university in Lankwitz. Here they are happy to help you with any questions. If you have problems with your schedule, documents etc. they will support you.

Student Service

If you have any questions, the student service is happy to help you. It is also possible to lend laptops and adapters for the projectors there.

Examination Office

The Examination Office is located in room 203. Examinations are planned and assignments are to be handed in there. Students must sign a declaration stating that all written work handed in has been independently written (Eigenständigkeitserklärung). You can find this »Eigenständigkeits-erklärung« on TraiNex or at the Examination Office. You can find more information about formal structure and presentation of academic papers in the appendix.



If you can't attend an examination due to sickness, please report it to the Examination Office before the exam begins and hand in the required forms at latest 3 days after the exam.



If you have any other questions regarding the organisation of your examination, please contact the Examination Office.

Opening Hours

8am – 5pm, Monday – Friday.

Library

The library is located at room 25/27 in the Siemens Villa. The BSP has about 11.000 books, journals, test methods, CDs and DVDs, students can lend. For the BSP online catalogue click on this link: eopac.net/BGX430503/.

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 – 6pm, Monday - Friday



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

Eating facilities

There is a cafeteria at the Siemens Villa, where you can get hot drinks, soft drinks and snacks. Additionally, every week there are served different hot meals for lunch.

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 schedules. There are seminar rooms and rooms for workshop and a small kitchen.



You can reach the campus with U-Bahn (U2) and S-Bahn Service 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 here is to take the U-Bahn U9 »Osloer Straße«. From there it's less than a 5-minute walk. The S-Bahn station »Gesundbrunnen« is also only a 10-minute walk from the faculty.

Copy machines

There are three copy machines located at the Siemens Villa. To use these machines you have to login manually when you use it for the first time:

1. Hold your Student ID at the relevant spot
2. Login with your login name and your TraiNex password.

Afterwards, you will be automatically logged in as soon as you hold your Student ID close to the relevant spot. After you have logged in, you can select either print, copy or scan.

Sport and leisure activities/ university sport union

The BSP offers a variety of sport activities, e.g. Soccer, Volleyball, Yoga and Badminton. You can also rent sport equipment at our study service.



Events

The BSP offers a variety of Events

- 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 get more information about events via Email, Instagram or Facebook.



There also events of the International Office that differ in every semester. We will always have a Welcome Day in March or September, Buddy Events and a Farewell event in either July or February.



LIVING IN BERLIN

Important Numbers

Police: 110

Fire brigade / Ambulance / Emergency: 112

Public Holidays

1 January New Year' Day

June Ascension Day

8 March International Women's Day

June Whit Monday

April Good Friday

3 October Day of German Unity

April Easter Monday

25 December Christmas Day

1 May Labour Day

26 December 2nd Day of Christmas

Opening and Closing Hours

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

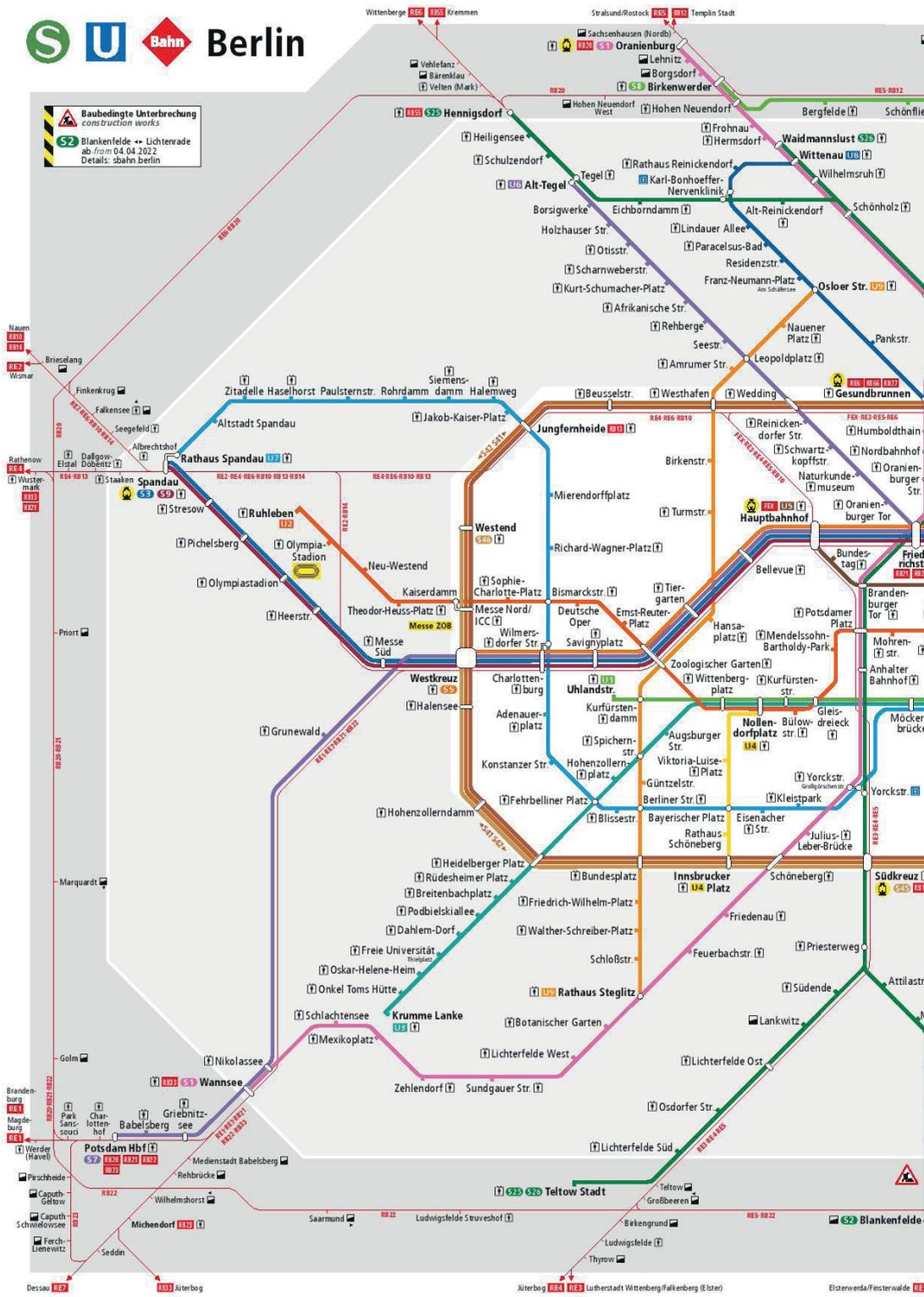
Getting Around

Public Transportation System

The BVG (Berliner Verkehrsbetriebe) is the public transportation system of Berlin. It includes Bus Services, U-Bahn (Underground), S-Bahn (Overground) and Tram. Within the A, B and C-Zone your semester ticket is valid. You can also use DB Regionalbahn and ferries within these zones.

The public transportation system runs from Monday to Sunday 24h. During the week, U-Bahn and S-Bahn services will go until approximately 1am. Later than that bus services will cover their route every hour.

Baubedingte Unterbrechung
construction works
S2 Blankenfelde ↔ Lichtenrade
 ab from 04.04.2022
 Details: sbahn.berlin



Blankenfelde

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. Especially in summer a bike allows you to enjoy the sun, the street life and easy - as well as fast - trips across the city. Furthermore, you may want to ride by bike to the various beautiful lakes which are often located in the suburbs of Berlin or even Brandenburg.



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

Bike Park Berlin: www.bikeparkberlin.de/gebraucht.htm

Fahrradkaufhaus: www.fahrradkaufhaus.de/

Berliner Fahrrad-Flohmarkt: berlinerfahrradmarkt.de/fahraeder/fahrrad-k



There is also the possibility to rent bikes or E-Scooter per minute from various bike share providers, e.g. Nextbike or Lime.

Car Sharing

Moving from one place to another in Berlin can be exhausting and extremely time consuming. Sometimes it can be helpful to use a car. Berlin has many different car-sharing projects.



For more information check the following homepages or ask your buddy:

Car2Go: www.car2go.com/de/berlin/

DriveNow: de.drive-now.com/#!/carsharing/berlin

Coup (eScooter Sharing): joincoup.com/

Taxi / Uber

Either you can go to one of Berlins many Taxi points to take a taxi, you stop one on the street or you just book an Uber via Uber app. When the light of the Taxi sign is switched on, the cap is free. 3,90€ are the basic costs plus approximately 2,30 EUR/km.

→ Taxi Berlin: (030) 20 20 20

→ MyTaxi App

→ FreeNow

Mobile Phone

For your social life as well as for your flat hunting you will need to be available by phone. In Germany you have various opportunities to get a German telephone number (sim-card) as well as reasonable priced pre-paid cards. Most German supermarkets sell pre-paid sim-cards at the check-out.



Since June 2017 roaming fees have been removed within the European Union. Due to that, it's possible to use your phone free of charge, if you use a provider from within the European Union.

Language Courses

The BSP offers Language courses, e.g. Business English and Spanish. Unfortunately, we do not offer German language courses free of charge. If you want to improve your German skills you have various opportunities in attending private language schools, such as:

- www.inlingua-berlin.de/en
- www.deutsch-in-berlin.de/en
- www.berlin.de/vhs/kurse/deutsch-integration/beratung/
- www.gls-german-courses.de

TYPICAL GERMAN: BERLIN CULTURE

Berlin Districts

- ☰ Steglitz, Zehlendorf, Lichtenfelde, Schmargendorf and Dahlem Dorf:
rather quiet, green, wealthy area.
- ☰ Charlottenburg, Wilmersdorf:
city centre west, lots of cafés, restaurants and shops. Rather wealthy area.
- ☰ Mitte, Schöneberg, Prenzlauer Berg and Kreuzberg:
city centre 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 Culture

Restaurant

Small Cafés and Restaurants do not always accept credit cards. You should ask in advance if you can pay with cards or only with cash.



Do not expect a glass of tap water as it is quite uncommon. It is common to tip waiters in Germany. When Germans are getting the receipt, they tend to round up approximately to 10%.

Spätis

Everywhere in Berlin are corner shops called Spätis, where people buy soft drinks, beverages, snacks, Tabaco, newspapers and everyday necessities. Berliners love their Spätis so much, they even invented a word for being at a Späti called cornern.

Local Specialties

There is a variety of different and even fancy cuisines in Berlin, e.g. Japanese, Chinese, Middle East, Italian, South American, Vietnamese, Indian food etc. German specialties are good and solid containing in general potatoes and meat. As soon as it is getting warm outside, Germans are sitting outside while having their beer in a Biergarten (literally Beergarden).

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 of 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 former airport closed for transportation. Today the airfield is a huge green space in the heart of Berlin and great for picnics, skating, kites and other activities.

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

3. Flea market at Mauerpark

Sundays 9am – 18pm. There is also Karaoke!

**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 to the Bode museum and other sights in Berlin.

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

6. Maybachufer Turkish Market

This colourful market is full of vegetables, Turkish specialities and many materials.

Tuesdays & Fridays 11am – 18.30pm

Maybachufer, U Bhf. Schönleinstraße

7. Vanille Marille

Lovely ice cream manufacture with a great variety of flavours.

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

8. Gärten der Welt

It was opened on 9 May 1987 as Berliner Gartenschau and was renamed Erholungspark Marzahn in 1991, before adopting its current name in 2017. The total area encompasses more than 100 hectares.

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

9. Schlachtensee

Beautiful lake in the south of Berlin (Grunewald). Great to go for a stroll. Fischerhütte am Schlachtensee is a cosy beer garden right at 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, 17 – 22pm

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

2. Story of Berlin

Interactive museum of Berlin's history. Thanks to modern multimedia technology, visitors can experience everyday life of the people of Berlin during different eras.

**Kurfürstendamm 207-207, 10719 Berlin,
U Bhf Uhlandstraße**

3. Yorck Kino

Off-cinema with two halls, where on comfortable seats arthouse films can be seen also in original language.

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

4. C/O Berlin

Exhibition of contemporary art.
Opens daily 11am – 20pm

**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.

Opens Wednesday – Monday 10am – 20pm
**Herzbergstraße 128-139, 10365 Berlin,
Tram Herzbergstraße/ Industriegebiet**

6. Yorkschlösschen

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

Yorkstr. 15, 10965 Berlin, S Bhf Yorkstraße

7. Der Kegel

Climbing and bouldering at the party hotspot of Berlin.

Opens daily 8am – 23pm

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

8. Planetarium

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

Prenzlauer Allee 80, 10405 Berlin

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 viewer to a journey through the City with all its curiosities and characteristic townies.

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

Berlins Nightlife

Going out in Berlin is one of the things Berliners are proud of. There are plenty of bars, dancing bars and clubs. Most of the clubs do not open before 12pm. The queue is usually the longest between 1 and 3am. More information about nightlife you will find here:

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



APPENDIX

List of Public 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 Content
3. If necessary figure and table index
4. Text
5. Bibliography
6. Appendix
7. Declaration of originality (Eigenständigkeitserklärung)

Layout requirements:

- DIN-A4
- Spacing: 1,5
- Font: Arial
- Type size: 12
- Number all pages except the title page

