

M.Sc. in Polymer Science Student Guide

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M.Sc. in Polymer Science Program

1.0 Letter from the Joint Board

Dear Students,

On behalf of the Master of Science in Polymer Science Program joint board members and faculty, I would like to welcome you to our program and to Berlin. We look forward to your participation in our classes and research projects. You will be part of a select, enthusiastic, and talented group of young scholars, who have come here from all over the world to deepen their knowledge in the field of polymer science with the assistance of our fine faculty and facilities. This student handbook has been prepared to help you find your way better through the program and for many of you a new environment.

Reimund Gerhard

Head of the M.Sc. in Polymer Science Program Joint Board



Some of the founding Joint Board members, from left to right:

*Prof. Wagner TU, Prof. Reichert TU, Prof. Schlüter FU (as of WS 04-05 at ETH Zürich),
Prof. Gerhard UP, and Prof. Rabe HU.*

1.1 Polymer Science

Polymer science is an interdisciplinary area comprised of chemical, physical, engineering, processing, and theoretical aspects. It also has enormous impact on contemporary materials science. Its goal is to provide the basis for the creation and characterization of polymeric materials and an understanding for structure/property relationships. Polymer science is of increasing importance for everyone's daily life. Many modern functional materials, gears, and devices have polymers as integral parts. Not surprisingly, roughly 30% of all scientists in chemical industry work in the field of polymers. Because the importance of polymer science today and its potential for future economic growth, four Berlin and Brandenburg universities, the [Free University](#), [Humboldt University](#), [Technical University](#), and the [University Potsdam](#) with financial assistance from the States of Berlin and Brandenburg set up the M.Sc. in Polymer Science Program in 1999 and now run and support it on their own.

1.2 Facilities and location

This challenging interdisciplinary M.Sc. program benefits from the close proximity of several other Berlin and Potsdam scientific centers such as the institutes of the [Max Planck](#), [Fraunhofer](#), and [Helmholtz](#) Societies, as well as the [BESSY](#) II synchrotron. The universities are very well equipped with state-of-the-art technical equipment and laboratories, specialty work shops, large service units, and modern computer facilities. The polymer scientists and faculty in charge of the Polymer Science program are internationally renowned and their work is endowed by industry, state, and private grants and awards. Due to the joint participation of the four universities in Berlin and Potsdam the program's students have a special opportunity to get to know four distinctly different culturally interesting areas: The Free University is located in the green residential area of Dahlem with many of its departments housed in either villas or specially built modern facilities. The Humboldt University has the added charm of being an integral part of Berlin's old historic center. The Humboldt chemistry and physics departments are located in Adlershof, a scientific research park in the south of Berlin. The Technical University is located in Tiergarten near Berlin's exciting new governmental district. The campus of University of Potsdam is famous for its proximity to the beautiful palace grounds of Potsdam and Sanssouci. As a result, the students can experience for themselves Berlin's unique history and current reshaping as Germany's capital. In addition to the many established and alternative cultural events the city's calendar also lists official opening ceremonies for government buildings, embassies, television studios, stations, residential and business areas, and new transport routes. In an area of about 891 square kilometers, as large as Munich, Stuttgart, and Frankfurt am Main together, Berlin unites a large number of urban districts, centers and cultures, which are completely different in character and interesting in their own right. Here are just a few examples of the many interesting and beautiful places one can visit in Berlin

Photos of Berlin

2.0 Before arrival

2.1 Applying for a visa

After admission to the M.S. in Polymer Science Program you will receive from the Joint Board two letters

- an official *letter of acceptance* from the Head of the Joint Board
- a *letter for the German embassy* that German proficiency is not needed for the program.

You will need these letters when you apply at your local German diplomatic or consular office for a **visa for study purposes** or **Einreisevisum zu Studienzwecken**. It is advisable to ask your country's German embassy about the specific (and current) entry and residence requirements before you apply. The visa procedure takes at least three to four weeks and in some countries can take even up to five to six months. In many cases a tourist visa cannot be converted into a **student residence permit** or **Aufenthaltsbewilligung für Studienzwecke**. See [3.6 Visa Extension](#). Visas are often initially only valid for three months and have to be extended in Berlin on time. Citizens from the EU countries and Honduras, Iceland, Liechtenstein, Monaco, Norway, Switzerland, and the USA do not require an entry visa but must apply for student resident permit when they get here. In all cases, please check with the German embassy authorities in your country before coming to Germany.

2.2 When to Come

We ask accepted students to arrive in Berlin at least two weeks before classes begin and, as a rule, the first week of October or April for the Winter and Summer semesters, respectively. They need this time to find or settle into a place to live and to go through a number of bureaucratic steps (see below). If students arrive on a weekend or official holiday like October 3rd or Easter Friday/Monday, they may have trouble getting into their accommodations, especially if a student residence. Therefore, it is best to arrive on a week day and during office hours (9-17) if possible. See [4.2 Accommodations](#).

2.3 How much money

Some visas put a limit on the amount of money students may draw from their accounts to cover their monthly expenses, i.e., 500 or 600 Euros. They may also require that the amount needed for a ticket home, in some cases up to 1600 Euro, be kept on the account, as well. Students need, however, immediate access to about 1000 Euro in cash when they arrive. They should calculate about 400 € for the student dorm first month's rent and security, 235 € for university enrollment (including public transportation semester pass), money to buy or rent blankets, sheets, towels, dishes, etc. for the student dorm, and money for setting up health insurance.

2.4 Applying for Scholarships

The M.Sc. in Polymer Science Program does not charge tuition. There is only a small semester fee of roughly 235 € which includes the public transportation semester ticket. Prospective applicants looking for financial aid should visit **DAAD (German Academic Exchange)** www.daad.de and get in contact with German embassies in their home countries. DAAD deadlines are May 15th and Nov. 15th for the following Winter and Summer semesters. Some DAAD selection criteria are:

- academic achievements, grades, and knowledge, especially in one's own academic field
- proof of contact between the applicant's home and host institutions (letter of acceptance)
- German language proficiency (M.Sc. in Polymer Science students are exempted)
- ability to do well abroad in a foreign culture (letters of recommendation)

Some German organizations (Stiftungen) help students if they are EU citizens or have parents who are taxable in Germany): Studienstiftung des Deutschen Volkes www.studienstiftung.de, Friedrich-Ebert-Stiftung www.fes.de, Konrad-Adenauer-Stiftung www.kas.de, Hanns-Seidel-Stiftung www.hss.de, Friedrich-Naumann-Stiftung www.fnst.de, Stiftung der deutschen Wirtschaft www.sdw.org. Because of affiliations with political parties, churches, trade unions, etc. there may be corresponding special requirements and self-applications are often not possible.

2.5 Where to stay

Incoming students should allow plenty of time for finding accommodation if they want an apartment or furnished room on their own. They may need to spend a few days in a **student youth hostel** or **Jugendherberge** www.jugendherberge-berlin.de.

Student residence halls (Studentenwohnheim) are run by the **Association for Student Affairs (Studentenwerk)** <http://www.studentenwerk.de>, and normally only open to students *after* they have enrolled. As a result, it is hard to get in last minute or at semester start. Please contact zeretzke@rz.uni-potsdam.de for details. See [4.2. Accommodations](#), too.

3.0 First steps

3.1 Registration

After entering Germany everyone must officially register at a **local registration office** or **Meldestelle** or **Bürgeramt** (at the local town hall or police station) <http://www.berlin.de/labo/> within 7 days of arrival. The necessary form **Anmeldung bei der Meldebehörde** can be obtained from a stationary or department store, directly at the Registration Office, or by downloading it from <http://www.berlin.de/imperia/md/content/labo/einwohnerwesen/anmeldung.pdf>. For an explanation on how to fill out the form in English please see <http://www.berlininfo.com/images/anmeld.gif>. This form should be signed by your landlord or person you are staying with. If you are in a hotel or student residence, they should issue a confirmation that you are residing there temporarily. Otherwise you will need

- passport and in some cases visa
- rent agreement (Mietvertrag)
- completed registration form (Anmeldeformular)
- letter of acceptance

For the office hours please see <http://www.berlin.de/labo/>.

See also for a helpful English explanation of the steps involved http://www.berlininfo.com/worktime/authorities/getting_started/index.htm.

When you change addresses in Berlin or leave the country after your studies, you must fill out the appropriate forms at the Registration Office.

At the end you will get a document which proves that you are registered at your new address. Look after it because you will need this piece of paper again and again.

Begrüßungsgeld (Welcome money)

As of March 19, 2002 new students in Berlin get 110 € for **welcome money** or **Begrüßungsgeld**. There is a requirement Berlin must be the **main residence** or **Hauptwohnsitz**. The form, available from <http://www.berlin.de/labo/>, has to be stamped at a **local district office** or **Meldebehörde des Bezirksamts** and then taken to the **university enrollment or registration office** called the **Immatrikulationbüro** which gives the student a paper for their bank for the money.

3.2 Bank account

After registration, the next thing a new student has to do is open a bank account at a local Berlin bank, i.e., for paying rent, health insurance, and receiving scholarship money, etc. In some countries students are obliged to open an account, i.e., at a Deutsche Bank in their home country

and deposit a set amount of money as a visa condition (roughly 500 € per month and 1600 € for the return ticket). Because banking hours have been cut back, students may have to make an appointment to open an account. They should have with them

- student ID for student bank account discount (for starts, the letter of acceptance)
- passport
- registration (Anmeldung)

Some of the more well known banks in Berlin are Deutsche Bank, Dresdner Bank, Berliner Bank, Berliner Sparkasse, Citibank, Commerzbank.

3.3 Health Insurance

A health insurance that is valid in Germany is required for matriculation and the residence permit.

Students may apply to a German health insurance company (Krankenkasse) or for an exemption with a valid certificate (E111 or E125) from their foreign insurance company, if their country has social security agreements with Germany (i.e., EU, Bosnia-Herzegovina, Croatia, Slovenia, Yugoslavia, Macedonia, Turkey, Liechtenstein, Switzerland, and Tunisia). If they do not have an exemption for an existing health insurance, students must obtain compulsory insurance from one of the German health insurance companies like [Techniker Krankenkasse](#) (TK), [Barmer Ersatzkasse](#) (BEK), [Kaufmännische Krankenkasse](#) (KKH), [Deutsche Angestellten Krankenkasse](#) (DAK), and [Allgemeine Ortskrankenkasse](#) (AOK Berlin). See the yellow pages for health insurance company addresses.

To apply for German health insurance non EU citizens need

- official letter of acceptance
- valid passport
- bank account number for a direct debit withdrawal (Einzugermächtigung) of the fee.

3.4. University Enrollment / Immatrikulation

Students must personally enroll at the FU, TU, or UP and should be prepared to show originals and/or certified translations of the high school diploma, B.Sc. degree, and other qualifying papers. Each semester students pay the enrollment fee, fill out, and return a reenrollment form (Rückmeldungsformular) which the Enrollment Office (Immatrikulationsbüro) sends approx. two or three months before the semester ends. At the end of the student's first year the enrollment office needs a letter from the program confirming admittance to the second year of the program. The university enrollment fee (approx. 200 €) includes a public transportation pass (Semester Ticket). Students should also bring their passport (with visa), registration confirmation (Anmeldungsbescheinigung), and, if enrolling for the first time, the letter of acceptance from the program.

[University enrollment check list](#)

Free University

Immatrikulationsbüro, FU Berlin, Iltisstrasse 1, 14195 Berlin, U-Bahn Dahlemdorf (U1)
Hours: Mon & Tues. 9:30-12:30, Thurs. 15.00-18.00 and from Feb. 28 to April 15 Fri. 9:30-12:30

The semester fee will be payable to the Berliner Bank at Königin-Luise-Str. 43, 14195 Berlin.

Humboldt University

Enrollment at the HU Berlin is not possible.

Technical University

Immatrikulationsbüro - IA 2, room H 13/14, Straße des 17. Juni 135, 10623 Berlin

Tel. 314 21054, 21055, 21056, 21057, 21058, fax. 314 22109

Hours: Mon., Tues. Fri. 9.30-12.30, Thurs. 13-16, Mon.- Fri. 8-9 for telephoning.

University Potsdam

Studierendensekretariat, House 8, room 0.37, Am Neuen Palais 10, 14469 Potsdam

Hours: Mon. & Thur. 10-11.30, tel. 0331-977-1674

3.5 International Student Identity Card

The **International Student Identity Card (ISIC)** <http://www.isic.de> is a worldwide recognized student ID. It entitles students to special rates and discounts for transportation, accommodations, museums, theaters, movies, and other cultural events and is available from student travel agencies like Sta Travel <http://www.statravel.de> (FU: Takust. 47, 14195 Berlin, HU: Dorotheenstr. 30, TU: Hardenbergstr. 9). Bring passport, passport picture, student ID, and ca. 9 € .

3.6 Visa extension

Since some students have only a three month visa when they arrive, they will soon have to apply for an extension for one or two years by going to the Immigration Authority (Ausländerbehörde) themselves, but should ask the student tutor for help and information first. They will or may need to have

- valid passport
- police registration
- proof of financial support (scholarship document, bank transfer receipt, a current bank statement)
- student ID (Immatrikulationsbescheinigung)
- photocopy of insurance company card or of the contract
- passport photos

- approx. 50 €
- filled form: Application for a Visa or Residence Permit

The necessary form **Antrag auf Erteilung eines Aufenthaltstitels** (Application for a Visa or Residence Permit) can be downloaded from:

<http://www.berlin.de/imperia/md/content/lea/auslaenderangelegenheiten/leaagenlenglfrzital.pdf>

Landeseinwohneramt Berlin, Abt. Ausländerangelegenheiten, Friedrich Krause Ufer 24, 13353 Berlin, Tel. 397330 (U 9 Anrumer Str.)

Hours: Mon. and Tues. 7.00-14.00, Weds. closed, Thur.10-18:00, Fri. closed. A few weeks each semester there are special office hours for students (only Mondays), in which case you must make an appointment. Please check <http://www.berlin.de/labo/auslaender/dienststelle/index.html>.

If you want to use an university visa extension service, please personally submit all the necessary documents including your passport six weeks before your visa ends. The visa will take 12 to 26 days and also costs about 50 €. You will be given a temporary ID to use while your passport is away.

Akademisches Auslandsamt der FU Berlin, Brümmerstr. 52, 14195 Berlin (U1 Thielplatz)

Hours: 10.00-12.30

4.0 Life in Berlin

4.1 Communication

Email & internet

One of the first things you will want to do, when you get to Berlin in order to find your way around, is to get internet access. For the beginning you may have to visit an internet café until you can get set up at one of our universities for email and internet service. When you leave the M.Sc. program, please remember to withdraw your account(s).

At the **FU Berlin** students use the facilities at the ZEDAT (Zentral Einrichtung für Datenverarbeitung, Habelschwerdter Allee 45, Silberlaube JK27 - Raum 133, Tel. 838 - 56069). Additionally, the Chemistry Institute has its own computer room (room 33.02, Takustr. 3). To get an magnetic card for it, please see Dr. Kirste (room 26.11, kirste@chemie.fu-berlin.de). The Zedat account can be used for an internet connection at home with the appropriate software from the Zedat (VPN-Client). See www.zedat.fu-berlin.de for more information.

ZEDAT hours: Mon.-Fri. 10-16

ZEDAT computer room hours: Mon.-Fri. 8-21:30, Sat. 8-17:30, in March, August and September

Mon.-Fri. 8-19:30, Sat. 8-13:30

ZEDAT computer help hotline, Habelschwerdter Allee 45, Silberlaube JK27/121a, tel. 838-77777, Mon.-Fri. 8-21:30, Sat. 8-17:30, in March, August and September Mon.-Fri. 8-19:30, Sat. 8-13:30

When you begin the **HU Berlin** first year quarter, you can receive a user name, email address, and password for access to the Internet.

At the **TU Berlin** you do not need to do a computer registration, if you have been given the go ahead by our TU faculty. You will then be allowed to use the email and internet services for free. The chemistry building has a computer room on the left side of the ground floor of the chemistry building.

Hours: usually from 8-18

At the **University Potsdam** you will also receive a user name, password, and email address. Facilities are available in the UP Physics department on the first and fourth floors.

Post offices

A **post office** or **Postamt** www.deutschepost.de can be found at the FU Berlin, for example, near the Dahlemdorf subway station on Königin Luise Str. Stamps can be bought from automats outside post offices or near some public telephones. Postage rate within Germany and Europe was in April 2007 for a postcard (0,45 €), standardletter (up to 20 g, 0.55 €), compact letter (up

to 50 g, 0.90 €). For outside Germany and Europe: postcard costs (1.00 €) and a standard letter with airmail (1.70 €).

Pay phones

There are still some public telephones that take coins (0.1, 0.2, 0.5, 1, and 2 €) but most phones take telephone cards. The cards are available for 5 and 25 €. Telephone cards can be obtained from the post office, gas stations, kiosks, T-Punkt stores, and in front of the mensas. There are several prepaid cards available, so that you can call home cheaper, even if you do not have a private telephone or hand phone. For example, Banana card costs 12.3 and 26 €. Prices can be compared from the price lists. The card contains a PIN number, which can be used from the home telephone or hand phones without charging extra money.

Home & mobile telephones

Deutsche [Telekom](#) and [O2](#) are two German telephone providers for home telephones. Telekom uses standard technology for telephones and O2 the new wireless technology, which can also be used as a mobile phone. For installing a private telephone, you can call the telephone number 0800 330 3333. Pre-numbers for calling cheaper can be obtained under www.tele-fon.de, www.tariftip.de, or www.billiger-telefonieren.de. If you want to use a cellular phone, you can buy a hand phone with a prepaid card without any basic fee (but quite expensive prices for calling) or you can sign a 24-months-contract with a basic monthly fee but with cheaper prices for calls.

Deutsche Telekom, Service Tel. 08003 302000
Telephone Information International, Tel. 11834
Telephone Information National (in German), Tel. 11833
Telephone Information National (in English), Tel. 11836

4.2 Accommodation

We encourage and help our entering students to reserve a room in one of the [Schlachtensee Studentendorf](#) student apartments so that they can live together from the beginning of the program and be centrally located for all four universities. For more details see www.studentendorf.de or email [Frau Zeretzke](mailto:Frau.Zeretzke).

Other student residences

For more information on other student residences, also for handicap-accessible rooms, please visit the homepage <http://www.studentenwerk.de> or read the Studentenwerk booklet *Budenzauber, Zimmer, Wohnungen und Apartments des Studentenwerks Berlin*, which is published every semester. It is not always possible to get in specific residence, especially just before or at the beginning of a semester. This may mean longer travel distances to the universities in our program. We also suggest our students to first consider moving to one of these residences in a semester break because the course load is so compact in the first year.

Some contact addresses are

Studentenwerk Berlin at the FU

Room 102/104, Thielallee 38, 14195 Berlin
(Dahlemdorf subways stop and near the “Silberlaube” cafeteria)
Hours: Mo-Fr 8-18

Studentenwerk Potsdam for the UP

<http://www.studentenwerk-potsdam.de/>
Friedrich-Ebert-Straße 4, 14467 Potsdam
Hours: Mon., Wens., Thurs. 9-16, Tues. 9-18, Fri. 9-14

Two particularly well located residences for reaching all four universities in our program are:

Wohnheimverwaltung Siegmund Hof, Siegmunds Hof 2, 10555 Berlin, Tel. 3999170

Hours: Mon. 9-11, Tues. 10-12, 15-18, Thurs. 9-11, 13-15

Wohnheimverwaltung Eichkamp, Harbigstr. 14, 14055 Berlin, Messe Sud subway station, Tel. 303-05212

Studentenwerk Berlin at the TU

Room 6, Hardenbergerstr. 34, 10623 Berlin (Ernst-Reuter subway station)
Hours: Mon. & Fri. 9-11, Tues. & Thur. 13–15, Wed. closed
Tel. 3112-0 (central), 3112 317 (information)



Signing a student dorm contract

In most rent situations you will have to sign either a **lease (Mietvertrag)** as the **main tenant (Hauptmieter)** or a **sub-tenancy agreement (Untermietsvertrag)** as **sub-tenant (Untermieter)**. Students also have to sign a lease with the **Studentenwerk** for their dorm room and therefore will need

- bank account in Berlin
- passport photo
- 2 months’ rent in cash to cover the first month and the **security deposit** or **Kaution**
- **local district registration** or **Anmeldung**

The contract contains or affirms receiving or understanding

- the Studentenwerk's "rules and privileges"
- end date of your two-year (extendable to a third year) contract
- the Studentenwerk's data protection policy (residence information is not given to private persons)
- amount of rent you will be paying consisting of
 - Kaltmiete** or rent but not heating, electricity, etc.
 - Nebenkosten** or operational costs including garbage collection, street cleaning, and according to the actual sq. meter price of the room, a percentage for shared facilities like the kitchen, bath, laundry, computer center, dark and fitness rooms, etc., which can increase 5% each year.
 - Warmmiete** or total rent price including heating, etc., and operational costs which is about 160 and 180 € for a 10 or more sq. meter room

You will have to sign a **direct debit agreement** or **Bankeinzugsermächtigung** with the Studentenwerk for your rent and any additional costs you may cause as of the second month of your contract. After you leave, the Studentenwerk returns any left over security and heating costs money to your or another designated person's local bank account. If you wish to **leave before your contract is up**, you must give at least a **6-week notice** by the end of the month, previous to the one in which you want the six weeks to apply.

Furnished rooms/apartments

For renting a furnished room or subletting an apartment check www.wohnungen.de and

Miettips GmbH, Passauerstr. 11, 10789 Berlin (Wittenbergplatz subway station) tel. 213-8072 and

Karl-Marx Allee 76, 10243 Berlin (Strausberger Platz or Weberwiese subway stations) tel. 296-9829

Hours: Mon. 11-18, Tues.-Fri. 10-18, Sat. 10-14

University bulletin boards or **Schwarzebretter** at the university main entrances and cafeterias have many subletting and **shared apartment** or **Wohngemeinschaft (WG)** notices.

The majority of apartment and WG ads can be found in the two-weekly cultural program magazines [Zitty](#) and [Tip](#). The newspaper [Zweite Hand](#) mainly offers second-hand goods and appears three times a week (Tues., Thurs., Sat.). Private apartment ads can be found in the classified section of local newspapers like [Berliner Morgenpost](#), [Berliner Zeitung](#), and [Tagesspiegel](#). Some papers for Sunday, when the most ads come out, can be picked up at Bahnhof Zoo after 5:00 p.m. on Saturdays.

Accommodation Certificates (Wohnberechtigungsschein or WBS)

When searching for an apartment you might want to try one of the various **housing offices (Wohnungsämter)** located throughout the city. For a somewhat cheaper apartment you will need to apply for an **accommodation certificate** or **Wohnberechtigungsschein (WBS)**. The

addresses for these housing offices can be found in the telephone book **yellow pages** or **Gelbseiten** under the **local district offices** or **Bezirksämter**. Foreign students may also apply for a WBS.

The WBS is dependent upon income. A single person is entitled to a WBS, if his or her total yearly gross income does not exceed 12.000 €. Total gross income includes actual contributions to income like child support or any other support payments. Two people may earn as much as 17.000 € per year gross. For each additional person in the household (children, etc.) add an additional 4.000 €. These limits may be exceeded by 5 percent. As a rule 40 square meters are calculated per person. A supplement must be paid for each additional room. Processing takes about four weeks. The certificate is good for one year and is renewable. For a WBS you will need to submit to the housing department at your local district office (Bezirksamt)

- application form
- valid residence permit (valid for at least 12 months)
- valid student ID
- proof of income
- proof of study (for at four semesters)

Housing benefits (Wohngeld)

Foreign students may apply for **Wohngeld** or **housing benefits**, even if living in student housing, if

- they do not have a scholarship with a living expenses allowance
- students are not be only temporarily absent from their parents' households
- students have enough income (at least 262 € plus rent per month) to not qualify for welfare

To apply one needs

- passport with valid residence permit
- rent agreement
- last rent receipt
- proof of income
- local district registration
- student identification
- completed application

The **Wohnungsamt** or **housing department** is in charge of answering questions regarding applying for **Wohngeld / housing benefit** and is located in the **district offices** or **Bezirksämter** <http://www.berlin.de/verwaltungsfuehrer/>. For a provisional eligibility self check see <http://www.stadtentwicklung.berlin.de/diwo.shtml>.

4.3 Working and internships

Work during the semester is regulated by strict visa and residence permit conditions. The Polymer Science Program requires that work done outside the program should not hinder the program studies in any way. It cannot allow its curriculum to be changed, not even for tutorial or institute positions, to accommodate students' outside work commitments. This is especially important in the first year. As a rule, foreign students may only work three months or 90 days a year. In only some cases, however, they may apply for an additional three-months work permit from the **Employment Office (Arbeitsamt)**. Please contact for application form and help with questions, for example,

South Employment Office (Arbeitsamt Süd)

Free University Berlin, Thielallee 38, 14195 Berlin
(near the Mensa or cafeteria in the "Silberlaube")

University student assistants do not need a work permit. They are also not bound to the time period restrictions of the normal student work permit, as there is a close connection between the job they are performing and their course of study. Most jobs, including work as a **student assistant (Studentische Tutor)** or an **intern (Praktikant)**, need an **income tax card (Steuerkarte)** from the **local district offices or Bezirksämter**. For a student assistant position or internship during a semester break at one of our universities or locally affiliated institutes, please contact the corresponding university/institute faculty member. For an *industrial internship*, please contact the Head of the Joint Board, [Prof. Dr. R. Gerhard](#), first. Our program has its own contacts with these companies and efforts to directly apply to the companies without our help may be unsuccessful. Internships are considered an essential part of our program and therefore should not need a special work permit.

For small student jobs there is the TU Berlin's [Heinzelmännchen](#), a student employment agency that negotiates jobs between students and employers.

4.4 Transportation

Public Transportation

Included in the enrollment fee there is now a semester ticket for public transportation which even allows taking a bicycle into the **S-Bahn** or **above ground trains** and the **U-bahn** or **subway**. For questions about fares, routes, schedules, or need a map, try the **BVG** or **public transport** information www.bvg.de Tel. 19449.

Bikes, trains, buses

Berlin is a great city to discover by bicycle. For bike rentals there is the pay as you go "call a bike" www.callabike.de and the **Fahrradstation**, i.e., at Rosenthaler Str. 40/41, 10178 Berlin (Mitte), tel. 2859 9895; Bahnhof Zoo, tel. 2974 9319; Ulrich Kohnke, Reinhardstr. 6, 10117 Berlin (Mitte) Tel. 281 6687. For a second hand bike, try [Zweite Hand](#) and auctions of the **Deutsche Bahn** or **German train system** www.db.de when announced in the daily newspapers.

The **Deutsche Bahn** or **German train system** will most likely be changing its present price system so please contact its website www.db.de for prices, routes, etc.

Another alternative to travel through Germany is by **bus** or **Berlin Linien Bus**, which has many routes to cities in Germany. You can order the ticket online under www.berlinlinienbus.de or by buying a ticket at the **Bus center** or **ZOB (Zentral Omnibus)** at S-Bahnhof MesseNord or U-Bahnhof Kaiserdamm.

Ride-Sharing Centers or Mitfahrzentrale

An inexpensive alternative to bus and train travel, because people ride and share gasoline costs together, is through one of the ride-sharing centers in Berlin. There are usually short term notice opportunities from Berlin to other cities. You must also pay a fee to the ride-sharing center for arranging your ride.

Citynetz, Joachimstaler Str. 17, Tel. 1944, (U9 Kurfürstendamm)
ADM Mitfahrzentrale, Mon.-Fri. 9-20, Sat., Son. 10-18, Bahnhof Zoologischer Garten, Tel. 19440 (in the subway station, near U2)

Travel Agencies or Reisebüros

STA Travel www.statravel.com, Mon.-Fri. 10-18, Takust. 47, 14195 Berlin, tel. 831-1025
Titanic Reise, Thielallee 34, 15195 Berlin, tel. 841-09049
Booking center, Mon.-Fri. 9-19, Sat. 11-14, tel. 3100040
Flugbörse, www.flugboerse.de, Nollendorfstr. 28, 10777, Berlin, Tel. 2163061

Driver's license

For the first year of your stay in Berlin you may drive with an **International Driver's license**, which has been applied for *before* you come to Berlin. After that you will need to apply well in advance for a German driver's license. If you want to learn how to drive, which can cost up to 1500 €, check the **Gelbe Seiten** for **Fahrschulen** or **driving schools**.

Car rentals

AVIS, tel. 01805 557755
Hertz, tel. 01805 333535
Europacar, tel. 01805 8000
Sixt, tel. 0180 260250

4.5 Shopping

Most shops are open at least from Mon.- Fri., 9-20, Sat. 9-14 or 16. Stores are still generally closed on Sundays and holidays. Some supermarkets are Aldi, Lidl, Pennymarkt, Edeka, Spar, Kaiser's and Reichelt (the first three are the cheapest). It is also fun to buy fresh fruit and vegetables at one of the weekly outdoor markets, i.e., on Saturday mornings at U Nollendorfplatz. After hours and on Sundays is a problem for getting food. There is, however, an after hours Lidl

at U-Bahn Innsbruckerplatz and most gas stations are open 24 hours for snacks and beverages. Larger shopping centers are in Schloßstr. (Steglitz), Wilmerdorferstr. (Charlottenburg), along Ku'damm, and at the Potsdamer Platz arcades or Arkaden. Woolworth's and Karstadt are good for most department store type items. Summer and winter sales are held in Jan./Feb. & July/Aug. Numerous **Bookstores** can be found in the yellow pages under **Buchhandel**. Hugendubel on KuDamm across from Europa Center and Kiepert's at U-Bahn Ernst-Reuter Platz both have a large selection.



"Europe's largest department store" is Kadewe (Kaufhaus des Westens) U-Bahn Wittenbergplatz

4.6 Entertainment & Sport

Cinema, Theater and Opera in Berlin

There are enough theaters, opera houses and movie theaters in Berlin to see a different show every day. Address can be found in cultural program magazines like [Tip](#) and [Zitty](#). On movie discount days, Tuesdays and Wednesdays, tickets cost 5-7 € (11 € and up on other days). Preevening, weekday shows are often cheaper. The Potsdamer Platz Sony Center show mostly original language (English) movies. Many theaters and opera houses offer a student discount. Discounted tickets are usually only available from the box office on the night of the performance. Because our program is in [BISS \(Berlin International Student Network\)](#), our students can attend its cultural, i.e., theater outings, often at a special discount with other international Master's students from various Berlin universities.

University sport programs

The university sport centers of the four universities provide more than 100 different sport and training programs.

Free University

www.hs-sport.fu-berlin.de Shortly before semester begins, the free FU booklet "Semester and Holiday Program" will be available. You can find inside it information, the brochure, and cost of each course. Be sure to apply in person for each course on time because they fill up fast.

Deadline: 1st Friday of the first semester week.

Technical University

www.tu-berlin.de/sport

TU Berlin, Zentraleinrichtung Hochschulsport, Street 17. Juni 135, 10623 Berlin

Hours: Mon, Tues., Thurs., Fri. 9-12:30, Wed. 14:30-17.

5.0 Miscellaneous

5.1 Copy centers

At the FU Berlin there are xerox machines at the entrance of Takustr. 3 and in the Chemistry Department library. There are copy centers next to the "Silberlaube" Mensa entrance and on the corner of Takustr. and Königin-Luise-Str. At the TU Berlin, HU Berlin, and U Potsdam there are also coin-operated copy machines prominently located in the main university or departmental buildings.

5.2 Libraries

For most library cards you will need passport, police registration, and student ID, if a university library.

Amerika-Gedenk Bibliothek AGB / Berliner Stadt Bibliothek BStB

The **AGB** and **BStB** have many books, magazines, CD ROMs, DVDs, and videos and there is a shuttle taxi between them. Membership: approx. 5€ per year.

AGB, Blücherplatz 1, 10961 Berlin (U Hallesches Tor)

Open: Mon. 15-19, Tues.-Sat. 11-19

BStB, Breitestr. 32-34, 10178 Berlin (S Unter den Linden, bus 218)

Hours: Mon.-Fri. 10-21, Sat. 10-1

Staatsbibliothek

The "Staabi" (non lending) has an extensive selection and central catalogue for all books available in Berlin libraries. Membership: 15 € / year or 0.50 € / day.

Haus 1, Unter den Linden 8; Haus 2 Potsdamer Straße 33, Tel. 266-0

Hours: Mon.- Fri. 9-21, Sat. 9-17.

FU Berlin

Universitäts Bibliothek or **UB** www.ub.fu-berlin.de

Garystr. 39, 14195 Berlin, tel. 838-54273.

Open: Mon.-Wed, Fri. 10-18, Thurs. 10-19.

Chemistry Department's library (reading in library and copying only)

Takustr. 3, 14195 Berlin (lower level)

Open: Mon.-Fri. 10-18, tel. 838-54098 (information), fax: 838-55318

John F. Kennedy Institute Library (large selection of books in English)

Lansstr. 7-9, 14195 Berlin (near the Chemistry Institute)

TU Berlin

TU main library

Straße des 17. Juni 135, main building 3rd floor (U Ernst-Reuter Platz)

Open: Mon.-Fri. 9-22

TU Chemistry library

Fasanenstr. 1

Open: Mon.-Fri. 9-16, Sat. 9-14

HU Berlin

HU main library

Dorotheenstr 27, Mitte

Open: Mon.-Fri. 7-17

University Potsdam

UP main libraries

Neues Palais, Universitätskomplex I, building 11, ground floor, Am Neuen Palais 10

Open: Mon.-Thurs. 9-19, Fri. 9-16, Sat. 9-14

Golm, Universitätskomplex II, building 22, Karl-Liebknecht-Str. 24-25

Open: Mon.-Thurs. 9-20, Fri. 9-16, Sat. 9-14

Physics library

Neues Palais, Universitätskomplex I, Building 22, Room 036

Open: Mon.-Thurs. 9-18, Fri. 9-14

Photos



*FU -
Universitätsbibliothek*



FU UB

5.3 Language classes

Towards the third week of October there is usually a German course placement test at the FU Berlin for chemistry students. It may be difficult to continue these classes when working at the other universities. Please email the Bilingual Program (Frau Friedrich) selim@chemie.fu-berlin.de for details. Classes are held in the "Silberlaube," hallway 25, ground floor, Habelschwerdter Allee 45.

5.4 Mensas and Student cafeterias

University students often go for lunch at one of the the main university cafeterias or "Mensas" for a full meal with salad and dessert for less than 3.00 €. First one needs to get a magnetic card from the mensa cashiers and then fill it with money at one of the machines located near the Mensas' entrances. There are also several cash basis student cafés around campus and in the Chemistry buildings themselves.

Studentenwerk - FU Mensa (Silberlaube)

Habelschwerdter Allee 45, 14195 Berlin

Open: Mon.-Fri. 11.15-14.30

Studentenwerk - FU Mensa (van Hoff)

FU biochemistry students often go to the Mensa next to the biochemistry building.

Studentenwerk - HU Mensa

Reinhardtstr. 30, 10117 Berlin, Tel. 283-02714

Open: Mon.-Fri. 11.15-14.30, Mon.-Fri. 11.15-14.30 (Café)

Studentenwerk - TU Mensa

Hardenbergstr. 34, 10 623 Berlin, Tel.: 31 12 -242

Open: Mon.-Fri. 11-14.45

Studentenwerk - UP Mensa

Am Neuen Palais

Open: Mon.-Fri. 11-14, 16-19



FU -Silberlaube



FU van Hoff Mensa

5.5 Social life

Everything about the two-year stay in Germany for the Polymer Science M.Sc. studies can and should be part of a total learning experience of meeting and getting along with new cultures, customs, and people. Just by being in Berlin and participating in the program, students will be encouraged to develop new interests and skills.

Although the program is supported by and has access to four large public universities, its small student body allows for an intense scientific and personal exchange between the students themselves and with their faculty members, who are always ready to help and give advice. Polymer science students have a good time during their studies and outside of class together.

Some **Photos** of Polymer Science students and faculty (click to enlarge).



FU Berlin WS 00-01 welcome tea



Prof. Schlüter and students



SS 02 party



U Potsdam tea SS 02



FU Berlin WS 02-03 lab



6.0 Program addresses and contact persons

For a map of the city please see berlin.de.

6.1 Freie Universität Berlin

U Bahn Dahlemdorf , Botanische Garten S-Bahn (5 min. walk), Bus: 111, X11, X83, 183, X10

Dr. Pamela Winchester (Program Secretary)
Freie Universität Berlin
Institut für Chemie
Takustr. 3
14195 Berlin

Tel.: +49-30-838-53358
winchester@chemie.fu-berlin.de (Dr. Winchester)

6.2 Humboldt Universität zu Berlin

Adlershof S Bahn (10 min. walk)

Prof. Dr. J. P. Rabe (Head of the Examination Board)
Frau S. Schönherr (Program Secretary)
Humboldt-Universität zu Berlin
Institut für Physik
Newtonstr. 15
12489 Berlin

Tel. 0049 (0)30-2093-7788 / -2093-7621, fax -2093-7632
rabe@physik.hu-berlin.de (Prof. Rabe)
sabschoe@physik.hu-berlin.de (Frau Schönherr)
[AG Rabe homepage](#)

6.3 Technische Universität

Ernst-Reuter-Platz or Zoologischer Garten U Bahn (10 min. walk)
Tiergarten S Bahn, Bus: X9, 340, 245, 145

Prof. Manfred H. Wagner
Frau R. Pockrandt (Secretary)
TU Berlin Polymertechnik
Fasanenstraße 90 (ground floor, room WF 011)
10623 Berlin

Tel. 030-314-24217 , fax 030-314-21108
manfred.wagner@tu-berlin.de
[AG Wagner homepage](#)

Prof. Dr. Reinhard Schomäcker
Frau Schiffel (Program Secretary)
Institut für Chemie
Technische Universität Berlin
Straße des 17. Juni 124
10623 Berlin Building:
TC (Franz-Fischer building), room: TC 118

Tel. 030-314-24973 , fax 030-314-79552

Frau Schiffel, Tel. 030-314-29430
schomaecker@tu-berlin.de

6.4 Universität Potsdam

RE 1 (regional express train) direction Brandenburg to Potsdam Park Sanssouci, RE 1 direction Magdeburg to Potsdam Hauptbahnhof , RB 21 (regional train) direction Wustermark to Potsdam Park, Sanssouci.

S Bahn 7 to Potsdam Hauptbahnhof, then RE 1 direction Brandenburg or RB 21 direction Wustermark or RB 20 direction Hennigsdorf to Potsdam Park Sanssouci or Bus 606 direction Golm, Max-Planck-Campus or Bus 605 direction Golm, Bahnhof or Bus 695 direction Potsdam Pirschheide.

For also for public transportation to Neues Palais see www.uni-potsdam.de

Prof. Dr. Reimund Gerhard (Head of the Joint Board)
Sandra Zeretzke (Program Secretary and Head of the Joint Board Secretary)
Applied and Condensed Matter Physics
Institute for Physics
Universität Potsdam
P.O. Box 60 15 53
14415 Potsdam
room 1.19.2.12 / 1.19.2.13 (secr.)

Am Neuen Palais 10 D-14469 Potsdam Tel. 0331 977 1615 , fax 0331 977 1577
rgm@rz.uni-potsdam.de
zeretzke@rz.uni-potsdam.de

[AG Gerhard homepage](#)

Prof. Dr. J. Kötz
Sabrina Ehring (secretary)
University of Potsdam I
Institute of Physical and Theoretical Chemistry
Karl-Liebknecht-Str. 24/25
14476 Golm
room D/2.19

Tel. 0331/977-5220 , -5181 (secr.), fax. 0331/977-5054

koetz@rz.uni-potsdam.de

sekret.@rz.uni-potsdam.de

[AG Kötz homepage](#)

7.0 Addenda

7.1 Important telephone numbers

Police	110
Emergency doctor & fire department	112
Emergency doctor (weekends /nights)	310031
Electricity (BEWAG)	2671 2525
Gas (GASAG)	787272
Lost and found (BVG)	751 8021
Police stations	see Landesregierung/Bezirksamt for Bürgeramt and/or Meldestelle in phone book
Airports: Tegel (TXL), Tempelhof (THL)	0180 500 0186
Schönefeld (SFX)	60910
Polymer Science Secretariat	838-53358 /-53357(fax)

7.2 Abbreviations

FU	Freie Universität Berlin
HU	Humboldt-Universität zu Berlin
TU	Technische Universität
UP	Universität Potsdam
SS	Summer Semester
WS	Winter Semester
DAAD	German Academic Exchange Service
EU	European Union

7.3 Useful translations

Ablehnungsbescheid	rejection letter
Abschlusszeugnis	degree
Akademisches Auslandsamt	International Office
Allgemeine Studienberatung	course guidance service
Anmeldung bei der Meldebehörde	local district office registration
Anmeldeformular	registration form
Arzt/Ärzte	doctor/s

Arbeitserlaubnis	work permit
Aufenthaltsgenehmigung	residence permit
Aufenthaltsgenehmigung zu Studienzwecken	student residence permit
Ausländerbeauftragte/r	commissioner of foreigners
Ausländerbeauftragte der Stadtbezirke	district office foreign representatives
Ausländerbehörde	foreigners' registration office
BAföG (Bundesausbildungsförderungsgesetz)	federal education assistance act
Befreiungsnachweis	proof of exemption
Beurlaubung	academic leave of absence
Bewerberbestätigung (BBZ)	confirmation of application
Bewerbervisum	applicant's visa
Bewerbung	application
Bewerbungsfristen	application deadlines
Bezirksamt	district office
Bildungsinländer	foreigners with a German education
Deutscher Akademischer Austauschdienst (DAAD)	German Academic Exchange Service
Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH)	university entrance exam in German (not required by our M.Sc program)
Diplom	diploma
Einschreibnummer	registration number
Einschreibung registration	enrollment
Einzugermächtigung	permission for automatic withdrawal of debit
Feststellungsprüfung	assessment test
Finanzierungsnachweis	proof of finances
Gebühr	fee
Girokonto	checking account
Grundstudium	beginning undergraduate studies
Haftpflichtversicherung	liability insurance
Hauptstudium	advanced undergraduate courses
Hausratversicherung	home/household insurance
Hochschulsport	intramural sports
Hochschulzugangsberechtigung (HZB)	certificate of aptitude for higher education
Immatrikulation	enrollment
Kommentiertes Vorlesungsverzeichnis	annotated course catalogue
Krankenhaus	hospital
Krankenkasse	health insurance company
Krankenversicherung	medical insurance
Landeseinwohneramt	residents' registration office
Lohnsteuerkarte	income tax card
Magister	Master's
Mietvertrag	lease or tenancy agreement
NC (numerous clausus)	subjects with restricted admission
Nebenhörer	students visiting courses at other universities
Öffnungszeiten	office hours

Programmstudierende	exchange students
Promotionsstudium	doctoral studies
Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen in Deutschland	eligibility test of foreign student applicants for studying at institutions of higher education in Germany
Prüfungsamt	examination office
Prüfungsausschuß	examination committee
Rückmeldung	re-enrollment
Staatsexam	state exam
Stiftungen	foundations
Stipendien	scholarships
Studentenausweis	student ID
Studentensekretariat/immatrikulationsbüro	Registrar's Office/Registration Office
Studentenwerk	Association for Student Affairs
Studentenwohnheim	student residence hall or dormitory
studentische Hilfskraft	student assistant
Studien- und Prüfungsordnungen	study and exam regulations
Studienabteilung (Allgemeine Studienberatung und Studentensekretariat/Zulassungsbüro)	study department *General Advisory and Registrar's/Admissions Office)
Studienberatung	course guidance
Studienbewerbung	Application for study
studienbuch	course transcript book
Studienfachberater	faculty advisor
Studienkolleg	preparatory courses
Sommerschlußverkauf	summer sale
Universitätsverzeichnis	University catalogue
Visum zum Studienzwecken	student visa
Volkhochschule	community college
Vorlesungsverzeichnis	university catalogue
Winterschlussverkauf	winter sale
Wohnberechtigungschein	entitlement for accommodations certificate
Wohngeld	housing benefit
Wohnungsamt	housing department
Zentralstelle für die Vergabe von Studienplätzen (ZVS)	main office for distributing places to study NC subjects
Zulassung zum Studium	university admission
Zulassungsbescheid	letter of acceptance
Zweigbibliothek	institute library
Zwischenprüfung bzw. die Diplomvorprüfung	Intermediate or pre-diploma examination