



University of Potsdam



FACTSHEET 2024/2025



FULL LEGAL NAME OF INSTITUTION

Universität Potsdam | University of Potsdam

INSTITUTIONAL CONTACT

International Office
Am Neuen Palais 10
14469 Potsdam
Deutschland / Germany

Ms. Pia Kettmann

Erasmus+ & SEMP Institutional Coordinator
E-Mail: pia.kettmann@uni-potsdam.de
Phone: +49 331 977 4055

Ms. Larisa Subašić

University Partnerships (non-EU)
E-Mail: larisa.subasic@uni-potsdam.de
Phone: +49 331 977 1433

INCOMING STUDENTS CONTACT PERSON**Ms. Ute Minckert & Mr. Fabian Wähler**

Incoming
E-Mail: incoming-mobility@uni-potsdam.de
Phone: +49 331 977 4257

Mr. Aiko Vredenburg

Housing
E-Mail: housing-for-incomings@uni-potsdam.de
Phone: +49 331 977 153076

OUTGOING STUDENTS CONTACT PERSON**Ms. Cosima Pfitzner & Ms. Julia Willfurth**

Erasmus+ & SEMP
E-Mail: erasmus-outgoing@uni-potsdam.de
Phone: +49 331 977 1503

Ms. Larisa Subašić

University Partnerships (non-EU)
E-Mail: larisa.subasic@uni-potsdam.de
Phone: +49 331 977 1433

NOMINATION DEADLINE

Winter semester/one academic year: April 15

Summer semester: October 15

NOMINATION FORM

Please nominate your students via this form:
www.uni-potsdam.de/en/international/incoming/international-students/exchange/partner/nomination-form

APPLICATION DEADLINE FOR STUDENTS

Winter semester/one academic year: June 15

Summer semester: December 15

LANGUAGE REQUIREMENTS

German B1

General Dates and Deadlines

	WINTER SEMESTER	SUMMER SEMESTER
Start and end date	October 1, 2024 – March 31, 2025	April 1, 2025 – September 30, 2025
End of lecture period	07.02.2025	18.07.2025
Exam period	10.02.2025 – 31.03.2025	21.07.2025 – 08.08.2025
Nomination deadline	April 15, 2024	October 15, 2024
<i>Deadline for application to the university</i>	June 15, 2024	December 15, 2024
<i>Deadline for application for a dorm room to Studentenwerk</i>	June 15, 2024	December 15, 2024
<i>Deadline for application for 2-week preparatory German course</i>	July 15, 2024 (extension on request)	January 15, 2025 (extension on request)
2-week preparatory German course	last 2 weeks of September	last 2 weeks of March
<i>Arrival day</i>	to be announced	to be announced
<i>Orientation weeks</i>	first 2 weeks of October	first 2 weeks of April
Recommended departure	not before mid-February	not before end of July

Important for university staff – *important for students*

UPprepare

UPprepare is our web-based information portal where nominated students are provided with all information to prepare their studies in Potsdam. Registration is obligatory. The portal is divided into “Tasks” and “Content.” While “Content” is information to be checked on a voluntary basis, the “Tasks” have to be fulfilled by the students and serve as a guide for all steps to do until their departure. One of the “Tasks” is to fill out and send the application form within the deadline.

UPprepare portal: distributed-campus.org/upprepare/

As only nominated students will get access to UPprepare, we kindly ask you to nominate your students within the deadline. Since all relevant information is given to your students via UPprepare, students need an e-mail address and Internet access at least every now and then to check and fulfil the tasks.

Nomination and Application Procedure

- Partner university nominates its students via our nomination form on the university website: www.uni-potsdam.de/en/international/incoming/international-students/exchange/partner/nomination-form
- University of Potsdam (UP) sends information about UPprepare to the nominated student
- Nominated student has to register for UPprepare and fulfil the tasks
- Student has to send application within the deadline
- Student can apply for a dorm room to the Studentenwerk Potsdam (Potsdam's Association for Student Affairs)
- UP sends information e-mail and confirmation of admission to accepted students by the end of June (for the following winter semester)/by the end of January (for the following summer semester) – confirmation of admission is not sent to the home university but to the student

Student Residences

- With the “UP-Contingent” the International Office has a certain number of housing options in the student dorms of the Studentenwerk Potsdam. If these are occupied, the International Office cannot guarantee housing. Therefore, it is very important to register for a dorm room within the deadline.
- Students must apply directly to the Studentenwerk Potsdam via their website and within the general application process on UPprepare.
- Information about student dorms, application criteria, and the application process can be found in UPprepare.
- Move-in is not possible before October 1 (winter semester) or before April 1 (summer semester). Only participants of the German course prior to the semester start can move into their rooms in mid-September/mid-March.
- If you opt to search for your own accommodation or couldn't get a place via “UP-Contingent”, we encourage students to arrange accommodation as early as possible! It is extremely difficult to find reasonable accommodation close to semester start.

Language of Instruction

- Our bachelor's degree programs are mainly conducted in German; only a selected number of courses is offered in English.
- We offer a large number of English-language degree programs at the master's level that can be found at: www.uni-potsdam.de/en/studium/what-to-study/english-language-courses-and-degree-programs

German Language Courses

- Language courses of all levels as well as subject-specific German courses are offered during the semester. Placement tests and registration take place during the orientation weeks.
- Special courses for foreign students of German Language and Literature are offered by the Department of German Studies. The registration takes place during the orientation weeks.
- A 2-week preparatory course prior to the semester start is offered to exchange students; the number of vacancies varies from semester to semester. Detailed information about the course and the application can be found in UPprepare.
- With the International Summer Academy Sans Souci (ISAS), the University also offers a four-week summer course in which students attend a German course and cultural seminars and excursions.
- An overview of all German courses offered at the University of Potsdam: www.uni-potsdam.de/en/international/incoming/learnde

Learning Agreement

- Learning Agreements are signed by the departmental exchange coordinators
- Nominated Erasmus students are encouraged to use the Online Learning Agreement (OLA) and will be informed about the contact data required to fill out the OLA.

Certificate of Attendance

From 2024/25 onwards we will be using automatized systems to electronically provide students with the Erasmus+ documents. We kindly ask you to accept our Erasmus+ documents and appreciate your understanding that students will not bring back your filled forms.

Transcript of Records

- There's currently no electronic record of grades for exchange students at the UP.
- Students are informed by the IO what to do in order to receive a Transcript of Records.
- If students show proof of their results at the IO, a Transcript can be issued and is sent to the students.

Semester Fee

All international exchange students (also scholarship holders) have to pay a fee of approximately €265 per semester, which includes the semester ticket for free public transport in the state of Brandenburg and Berlin. Neither tuition fees nor enrolment fees are charged.

Cost of Living

Monthly living expenditures for students at the University of Potsdam vary strongly; on average they amount to €860/month. The meals in the university canteens cost between €2 and €3,50. A public German health insurance costs around €110/month.

Buddy Program

Upon interest, international students can sign up for our Buddy Program. Our buddies are experienced students at the University of Potsdam, who assist international students before and during their stay in Potsdam.

More information about our Buddy Program: www.uni-potsdam.de/en/international/service/buddy

UP free of discrimination

The promotion of equal opportunities and diversity is part of the University of Potsdam's self-image. The university will continue to ensure that students, teachers, and employees have the same opportunities and are protected from all forms of discrimination, regardless of age, ethnic origin, disability or impairment, gender, sexual identity, religion or ideology, and nationality. You have access to various counselling services at UP.

www.uni-potsdam.de/en/discrimination-free-university/consulting-and-support/counseling-services-at-the-university-of-potsdam/counseling-offers-for-students

Holidays

Semester dates and holidays that change from year to year can be found at:

www.uni-potsdam.de/en/studium/dates-and-deadlines/important-dates-and-deadlines-during-your-studies

October 3	German Unity Day
October 31	Reformation Day
December 24	Christmas Eve
December 25	1st Christmas Day
December 26	2nd Christmas Day
January 1	New Year
May 1	Labour Day

VISA

Students who are neither citizens of an EU country nor of Island, Norway or Liechtenstein need a student visa for their studies in Germany and must apply for such at the German Embassy or at the German Consulate in their home country at least 6 weeks before arrival. Students coming from Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, New Zealand, San Marino, Switzerland, South Korea, the UK and the USA can enter Germany without a visa, but have to apply for a student residence permit at the foreigners' registration office within 90 days upon arrival in the EU. To receive a visa or a residence permit for Germany, students have to prove that they possess sufficient means to finance themselves during their planned stay. For a one-year stay in Germany, they are currently expected to demonstrate funds of around €11,208.

Health Insurance

All students who are under 30 years of age are obliged to present proof of a valid health insurance for enrolment at a university in Germany. Students should arrange their health insurance for Germany while still based in their home country (for example, by obtaining the European Health Insurance Card or registering with a German health insurance company).

The Campus

The University can be reached easily by bus, S-Bahn (regional train) or train. Apart from the main university libraries, each department or faculty has its own library. There are student residences, cafeterias and canteens at the 3 main university locations:

Campus I, Am Neuen Palais

- Right next to Sanssouci Park
- History, Languages and Literatures, Media Studies, Sports, Philosophy, Religious Studies
- University library
- The entire university administration including the president's office

Campus II, Golm

- Right next to the Science Park Golm and the train station
- Education Sciences, Earth Sciences, Geography, Biology, Biochemistry, Chemistry, Psychology, Music, Linguistics, Mathematics, Physics, Computer Science

Campus III, Griebnitzsee

- S-Bahn and train station Griebnitzsee
- Law, Economics, Social Sciences, Digital Engineering

More information at: www.uni-potsdam.de/lageplaene/



Contact Us

**University of Potsdam
International Office**

Am Neuen Palais 10 | Building 8
14469 Potsdam | Germany

Telephone: +49 331 977-1760

E-Mail: international-office@uni-potsdam.de
www.uni-potsdam.de/en/international/incoming/international-students

Published by the University of Potsdam, November 2023.

Editor: International Office

Photos: Matthias Friel