

Information on attending individual classes at other Berlin Universities as a *Nebenhörer*

For students enrolled in Berlin universities it is generally possible to attend individual classes at one of the public universities in Berlin.

- Students need to register as a “Nebenhörer” at the registrar’s office of the university concerned, and may take classes up to 6 SWS (academic hours = 45 minute-sessions per week; one class usually has 2 SWS).
- Registration for a class is only possible on the approval of the instructor.
- Students may obtain achievement certificates and credit points. Students can take examinations, but only on the agreement of instructors and examiners.
- To transfer the credits to BCB, the documentation of course registration and participation needs to be submitted to the exam board when the course has been completed.
- Participating in classes taught in German should only be considered if the student has at least C1 level.
- Students are responsible for paying any fees charged by the host campus.

General Procedure:

- Speak to the course instructor to confirm that you can attend and take the exam/submit papers.
- Collect the guest student form from the registrar’s office at the respective university
- Go to the first session of the class and have the instructor sign the form
- Return the signed form together with your BCB enrollment certificate to the responsible office at the university within the given deadline (if the university has a deadline).
- Upon completion of the class your instructor needs to issue a “Schein,” a paper which indicates the course title, credits, form of examination and grade.
- Contact the Bard College Berlin Registrar’s Office to transfer the credits to your degree.

For more information and details from the different universities, please visit the following links:

Humboldt Universität:

http://www.hu-berlin.de/studies/beratung/merk/guest_students?set_language=en&cl=en

You may apply for a guest studentship by completing a [form](#). You are then required to get the consent and signature of the staff member whose lectures or classes you wish to attend. If there are no free places left, students enrolled at Humboldt will have to be given priority. No deadline must be met for the application, but it is recommendable to attend the first session. The semester usually starts on a Monday in either mid-October or mid-April. The status of guest student (Nebenhörer) will, if agreed upon, be valid until the end of the semester you applied for.

Freie Universität:

<https://www.fu-berlin.de/studium/studienorganisation/immatriculation/weitere-angebote/nebenhoerer/index.html>

- The registration form is not available online, but can be picked up at the Info Counter of the Studierendenverwaltung, Iltisstr. 1. For opening hours please check: <https://www.fu-berlin.de/en/sites/studienberatung/info-service/index.html> located close to U Dahlem Dorf (U3).
- The instructor (or in some cases the person responsible for the module) needs to sign the form.
- The form needs to be returned to the Info Center together with an *Immatrikulationsbescheinigung* from BCB (enrolment verification) within 4 weeks after classes have started.

Technische Universität (information only available in German):

<https://www.tu.berlin/en/studying/organizing-your-studies/topics-a-z/guest-auditors-and-visiting-students/>

- Students need to have the consent of the instructor and the responsible Dean at TU before attending classes.
- Before classes begin, students should fill out the [Antrag auf Nebenhörerschaft and the Erhebungsbogen für die Nebenhörerschaft](#).
- The course instructor(s) will need to sign the *Einverständniserklärung* (Consent Form) section of the Antrag
- The signed documents and an enrolment verification from BCB need to be submitted to the Campus Center (Südflügel des Hauptgebäudes der TU, Straße des 17. Juni 135, 10623 Berlin).