Freie Universität Berlin

Guide for First Year Students

English Philology

Dear first year students!

Welcome to English Studies! As a little survival aid for the first few weeks, we have some useful information for you. We hope you have a good start to your studies!

Your Student Team and FSI English Studies

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I. Important Appointments in the First Weeks

Registration deadlines for your courses

You have to register for your courses with Campus Management, the computer system that manages your course registrations, grades, etc.

The deadlines for registration for the winter semester are roughly the following periods:

1. *Limited-seats courses*: Beginning to mid-October (registration ends the week before the semester starts)
2. *Non-restricted courses*: Beginning to end of October (registration is still possible after the start of the semester)

The deadlines for registration for the summer semester are roughly the following periods:

1. *Limited-seats courses*: Beginning to mid-April (registration ends the week before the semester starts)
2. *Non-restricted courses*: Beginning of April to beginning of May (registration is still possible after the start of the semester)

Within these periods, you can register for courses – and cancel your registration at: https://www.fu-berlin.de/en/sites/campusmanagement/index.html

Enrolment for language courses

Your language courses are organised by the Language Centre (https://www.sprachenzentrum.fu-berlin.de/en/index.html).

Please note that from the summer semester 2026 onwards, registration for language courses offered by the Language Centre will take place via Campus Management.

For future teachers: Teacher orientation days
More information at https://www.fu-berlin.de/en/studium/beratung/veranstaltungen/orientierungsveranstaltungen/index.html

Email account
To be able to log into Campus Management, you will need an FU-Email account. If you have not received one automatically (the documents are usually sent out about a week after the enrolment documents), you should contact the Student Records and Registration Office (https://www.fu-berlin.de/en/studium/studieren/immatrikulation/index.html), they will be able to help you. Make sure you do this in good time so that you don't miss any enrolment deadlines!

IMPORTANT for those moving up: If you do not have a certificate of enrolment at the beginning of the semester or by the end of the registration period for courses and therefore do not have a ZEDAT account, a matriculation number or access to Campus Management: Don't panic! First try to find out from the Student Records and Registration Office whether you already have an account, even if you have not yet received their mail. They can also help you at ZEDAT if your account already exists. If there is nothing there yet: just go to the courses, you want to attend and explain your problem to the lecturers (you will neither be the first nor the only one). You will very likely be able to take part in the courses as normal and can register for the courses once you have your account. If you still do not have access to Campus Management by the end of October, please contact your lecturers, the Student Advisory Service or, in the last resort, the faculty's Office of Academic Affairs.
(Studienbüro: studienbuero@geisteswissenschaften.fu-berlin.de)

II. Abbreviations

Time Management

c.t.: cum tempore. The so-called academic quarter. Courses start 15 minutes after the specified time, so if the course catalogue states that a course runs from 10 a.m. to 12 p.m., then it practically runs from 10:15 a.m. to 11:45 a.m.
s.t.: sin tempore. If you find a time indicated as "s.t.", this means that the course starts punctually at the time indicated.

General Information

KVV or *VVZ*: (annotated) course catalogue. Here you will find the entire range of courses for the respective semester. https://www.fu-berlin.de/vv/en/fach
LP (CP): credit points, also ECTS (European Credit Transfer and Accumulation System). The number of credit points for a course reflects the average workload, one credit point corresponds to approximately 30 hours of work.
StO and *PO*: study regulations and examination regulations. They set out the course of study and the examinations to be taken and provide the binding basis for your degree programme. https://www.geisteswissenschaften.fu-berlin.de/en/we06/lehre_und_studium/index.html
SWS: Semester hours per week. Number of hours per week over a semester. Most courses have 2 SWS, i.e. they take place for two hours every week for the entire teaching period of the semester.

Courses

V: Lecture, usually offering an overview of a larger field, topic, etc. Traditionally this means: sit in, listen. You will of course have the chance to ask questions. A lecture is usually held for large groups.
GK: Basic course. Imparting basic knowledge, insight into fundamental issues, etc.

Ü: Exercise. Basically a seminar that is focused on practicing particular skills, i.e. (relatively) small groups, in which participation is required ("active participation").
SpÜ: A practical language exercise focused on teaching of action-related communicative skills.
S: Seminar. A course dealing with one or more specific areas from the subject area of the module; students may be asked to contribute with presentations, to engage in course discussions, etc.

Additional Areas
ABV: General vocational preparation. This means that all students who are not studying for a teaching degree must complete 30 credit points in other areas. There are various options: internships, language and computer courses, etc.
LBW: teacher-related vocational science. This means that all BA students with a teacher training option take 30 credit points in specialised didactics and educational science. These are also specified in terms of content and can be found in the StO/POs. You can always get more information on this from the DSE (Dahlem School of Education) at: https://www.fu-berlin.de/sites/dse/studium/bachelor/index.html

University Boards and Committees
AS: Academic Senate. The most important body of the university. It decides on the university development, including instruction, studies, and research.
AStA: General Students' Committee. The "government" of the students, so to speak, which is elected by the StuPa (the Students' Parliament). The AStA finances and supports student activities and can help you with numerous counselling services.
FBR: Faculty Council. It takes general decisions for the faculty (here: Philosophy and the Humanities).
FSI: Student Council Initiative. Group of students who care about their institute and organise everything from parties to first-year events.

IR: Institute Council. This is the committee which takes decisions on the (English) Institute's budget, the course catalogue etc..
StuPa: Students' Parliament. Elected by the entire student body of the FU. The StuPa elects the officers of the FU's General Students' Committee (AStA) and the members of committees, it decides on the student body's budget and on general matters relating to the student body.

III. Advisement and General Information

The FU has a diverse and sometimes confusing range of counselling services. None of the advice centres will be able to answer all your questions, so be prepared that you may be sent from one centre to the next.
The first source of information is still the internet: https://www.fu-berlin.de/en/index.html and https://www.geisteswissenschaften.fu-berlin.de/en/we06/index.html have more information available than you might think. Sometimes five minutes of online research can save you a trip to the student counselling service.

You can find the **General Student Counselling Service** of the FU at Iltisstr. 4, the current office hours and offers at: https://www.fu-berlin.de/en/studium/beratung/ssc/bereiche/allgemeine-studienberatung.html, Email: info-service@fu-berlin.de.

The **Psychological Student Counselling Service** (https://www.fu-berlin.de/en/sites/studienberatung/psychologische_beratung/index.html) is also located in the same building.

The **tutors** accompany the basic modules and advise you in group meetings and workshops specifically on topics that will occupy you in the first semesters.

The **mentoring groups** are made up of first-year students (mentees) of a subject and are guided by experienced students (mentors). More online at: https://www.geisteswissenschaften.fu-berlin.de/studium/bachelor/Mentoringprogramm/index.html and https://www.geisteswissenschaften.fu-berlin.de/studium/bachelor/Mentoringprogramm/MentorInnen/index.html.

Counselling and information for teacher training students
You can always contact the DSE (Dahlem School of Education) - Central Institute for Teacher Education with your questions and problems. More information at: https://www.fu-berlin.de/sites/dse/index.html .

Counselling on Studying Abroad
(1) At the Institute for English Language and Literature: https://www.geisteswissenschaften.fu-berlin.de/en/we06/lehre_und_studium/auslandsstudium/index.html
(2) Language Centre: http://www.sprachenzentrum.fu-berlin.de/erasmus/index.html
(3) Erasmus Office of the FU: https://www.fu-berlin.de/en/studium/international/studium_ausland/erasmus/index.html
The Career Service of the FU offers counselling and information on internships, applications, scholarships abroad, etc. (https://www.fu-berlin.de/en/sites/career/index.html).

IV. Important Websites

Institute for English Language and Literature
https://www.geisteswissenschaften.fu-berlin.de/en/we06/index.html

ZEDAT (Central Facility for Data Processing)
The computer room of ZEDAT is located in the Rost-/Silberlaube, JK 27, access from the K-street. In the same corridor you will also find the ZEDAT registration office (JK 27/133). For questions: Email: hilfe@zedat.fu-berlin.de, phone: 838 77777, personal counselling: JK 27/121a, current counselling offers: https://www.fu-berlin.de/en/sites/ub/ueber-uns/alma/anmelden_fustudis.html
For all those who do not have their own printer: all first-year students automatically have €5 print credit on their ZEDAT account! You can top up your credit at any time at the ZEDAT vending machine using your Mensa card.

Campus Management
All your courses and grades are stored in Campus Management and this is also where you register for your courses. Please make sure you check your course registration before the end of the registration period to make sure everything is as it should be.

Registration: https://www.fu-berlin.de/en/sites/campusmanagement/index.html
Help and information: https://www.fu-berlin.de/en/sites/campusmanagement/n9FAQ/Allgemeine_Fragen/index.html

Blackboard
Blackboard is FU's e-learning platform. Almost all lecturers make learning materials available here, make important announcements or want your presentation handouts to be accessible to everyone. If you have registered for a course in Campus Management, it will also be activated for you in Blackboard. Registration here: https://lms.fu-berlin.de/webapps/login/

V. University

1. Libraries, Research, Teaching Material

Philological Library
The circular library in the Area of the Rost- and Silberlaube, which brings together the books of (almost) all philologies under one roof. Opening hours Mon-Fri 9-22 h and Sat + Sun 10-18 h. As this is a reference library, books can only be borrowed over the weekend or can only be borrowed regularly if several copies are available.
Website: https://www.fu-berlin.de/en/sites/philbib/index.html

UB – University Library
This library is NOT a reference library. Books from certain stacks must be pre-ordered online. Address: Garystraße 39 (get off at Thielplatz and walk in the opposite direction to Silberlaube).
Circulation Services: https://www.fu-berlin.de/en/sites/ub/service/abisz/leihstelle.html
Website: https://www.fu-berlin.de/en/sites/ub/index.html

Self-Study Centre of the Language Centre
Newspapers, films and learning materials for all language students. Rost-/Silberlaube, KL 26/225 (opposite the Sportler-Café), opening hours: Mon-Fri 10 a.m. - 4 p.m..
Website: https://www.sprachenzentrum.fu-berlin.de/en/slz/index.html

HU and TU
Without listing them in detail, it is definitely worth taking a look at the libraries of the other two large Berlin universities. You are often not allowed to borrow books or only to a limited extent, but what are the photocopiers for?
HU: https://www.ub.hu-berlin.de/en?set_language=en
TU: https://www.tu.berlin/en/ub

KOBV and VOEBB
Strangely enough, this is still something of an insider tip: at http://www.kobv.de/ you can search for books in ALL Berlin and many Brandenburg libraries and don't have to search individually in the different library systems; at https://www.voebb.de/ you can see whether a book you are looking for might be available in one of Berlin's public libraries.

2. Important Contact Points

Examination Office
You have to go to the Examinations Office when you register for your BA thesis, when you apply for your degree, when you need your Transcript of Records or when you want to change modules. Ms Cheng is responsible for English Philology: Room JK 29/105, https://www.geisteswissenschaften.fu-berlin.de/en/studium/pruefungen/index.html.

AStA
The AStA (Allgemeiner Studierendenausschuss) of the FU is located at Otto-von-Simson-Straße 23, directly opposite the Silberlauben-Mensa. There is a nice orchard behind the building. They also offer all kinds of counselling services (e.g. legal advice). Website: http://www.astafu.de/en.

FSI English Studies
The Fachschaftsinitiative (FSI) Anglistik is a loose association of students who, depending on their individual interests and resources, are committed to the well-being of their fellow students. Be it university politics, pub socials, first semester and summer trips, Christmas parties and summer parties as well as advice and help with studies and other matters - the FSI takes care of and organises these things and also runs the charming Caledonian

Café in the middle of the Institute of English Philology, JK 29 (first floor).
Homepage: https://www.geisteswissenschaften.fu-berlin.de/we06/community/fsi-und-caledonian/index.html

VI. Help with your Timetable

In the first semester, you should all attend the same courses in the basic phase. After that, you have more freedom, but of course you are also spoilt for choice. So here are a few tips for organising your timetable from the 2nd semester onwards.

Basic Study Plan

Basic Modules (written exams)	Introduction to Literary Studies Introduction to English Linguistics
Advanced Modules (2000 word term paper)	Medieval English Literatures Surveying English Literatures Introduction to Cultural Studies Levels of Linguistic Analysis History of English
Specialisation (4000 word term paper) *Depending on your degree programme, you will take different*	Modernity and Alterity in the Literatures of Medieval Britain Literary Studies: Periods – Genres – Concepts Colonial and Postcolonial Literatures Culture-Gender-Media Sociolinguistics and Varieties of

numbers of these modules	English Structure of English Semantics and Pragmatics Language Change

Guides
At the beginning of your degree programme, you should all take a look at the English Philology guidelines. Here you will find the BA study regulations in a comprehensible form, exemplary study plans and much more. You can find them at: https://www.geisteswissenschaften.fu-berlin.de/en/we06/lehre_und_studium/leitfaden/index.html.

VII. Campus Dahlem

Canteens and Cafeterias

Mensa FU Veggie N° 1
Van't-Hoff-Straße 6
14195 Berlin

Mensa FU II
Otto-von-Simson-Str. 26
14195 Berlin

Student Cafés
Sportlercafé
The Sportlercafé caters for all tastes, from muesli eaters to those with a sweet tooth. There is a discount on coffee with your own cup. Located on the second floor, street K25.

Pi-Café
If you want to enjoy your breaks above the rooftops of the university, go to the end of K-Straße on the second floor: the Pi-Café can be reached via the staircase with a delicious university latte.

Café Kauderwelsch
Fair-trade coffee and international snacks can be found at Café Kauderwelsch in L-Straße on the ground floor, diagonally opposite the old Educational Science Library.

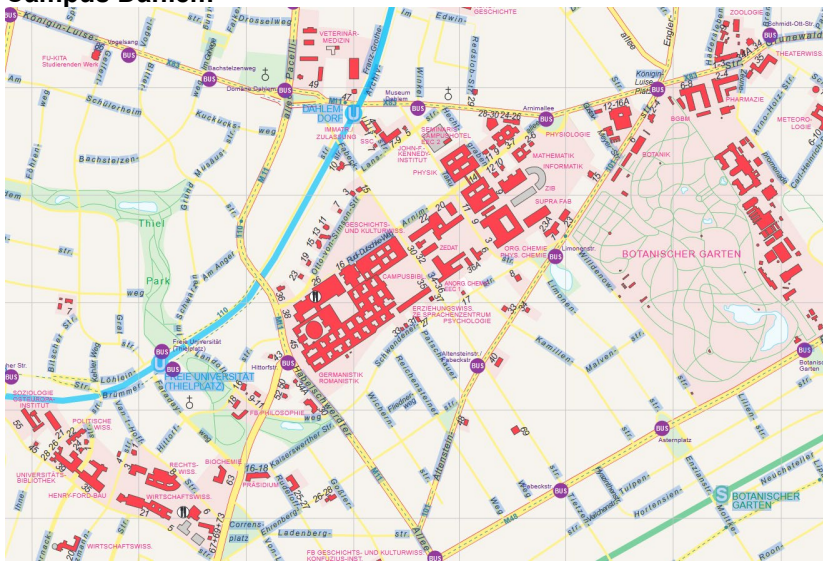
GER-O-MAT
The GER-O-MAT is a student meeting place and a communal facility for German and Romance studies. It offers inexpensive coffee, tea, various cold drinks, sweets and sandwiches to combat low blood sugar levels.

Caledonian Café

In the centre of the English Department is the small Caledonian Café. The opening hours of the café sometimes change at short notice. The current times are posted on the door of the café or can be found online at: www.instagram.com/caledoniancafe.

IX. Orientation

Campus Dahlem



https://www.fu-berlin.de/en/redaktion/orientierung/dahlem/index.html

Site Map FU
https://www.fu-berlin.de/en/redaktion/orientierung/index.html

Signposting System
https://app.guide3d.com/100049/kiosk/