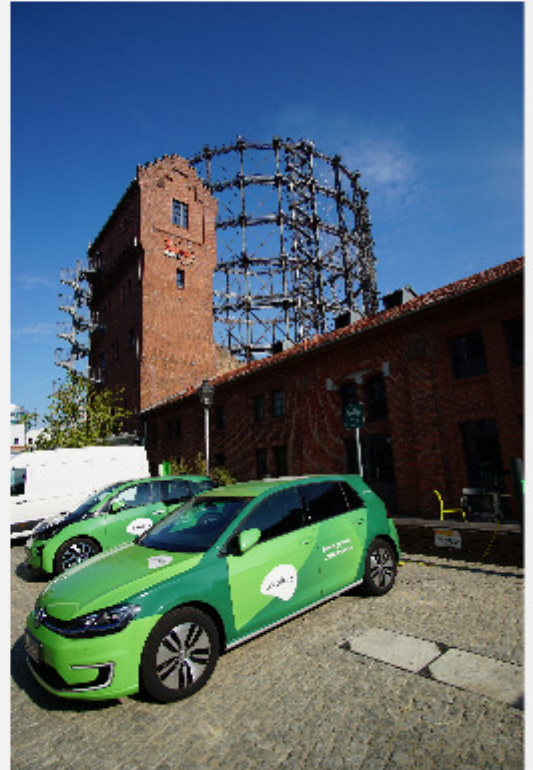


The MBA / MBL at TU Berlin from beginning to end: visual information guide!

This graphic guide will give you tips and tricks from the information and application process all the way to the alumni life. You can go from one step to the other or directly skip to the one most relevant to you right now. In the middle of the circle, you'll find insider tips on student life in Berlin and how to make the most of your experience!



Studying in Berlin

Berlin is a lively city: whatever you are looking for, you can be sure to find it here! The **vibrant start-up ecosystem** offers some great innovations for the world. Also the academic scene is well represented by **4 public universities, and many research institutes** provide policy advice in the German capital. Abundant **green space** and **an effective transport system** are just some of the factors providing great quality of life.

Fantastic Job Perspectives

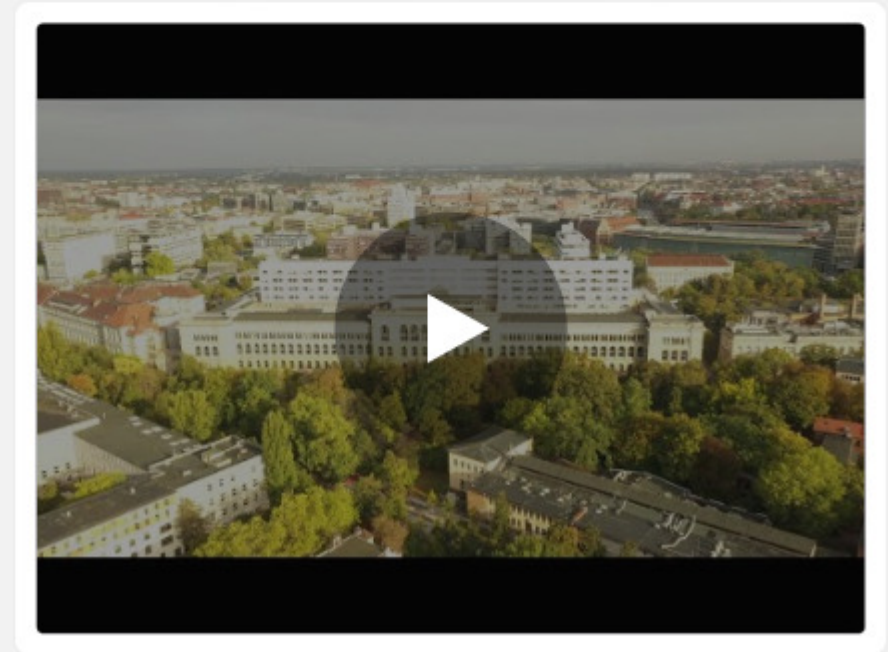
Germany is a well-known market for engineering, but there are also great opportunities in other fields. The demographic shift occurring in Germany leads to a promising job market with a great possibility to advance your career.

TU Berlin: Academic Excellence

Over its more than 100 years of history, the 'Technische Universität Berlin' (TU Berlin) has become a prominent research institute in Germany and worldwide. It is often ranked among the top 100 universities worldwide, especially in engineering and technology. Find out more on the [TU Berlin Website!](#)

Studying at the EUREF-Campus TU Berlin

The Energy Master programs are taught on the [EUREF-Campus](#): a cluster of innovative start-ups, well-known companies and research institutes, all focused on sustainable technological solutions. A lot of events and conferences take place at the campus - the proximity to this variety of industry players allows for great networking opportunities.



*go to YouTube settings for English subtitles

 **We've got the brains for the future in the heart of Germany's capital**



33.500 Students



25% International



360 Professors



8000 Staff

Find us on social media:



MBA at TU Berlin

- 3 semesters, 90 ECTS
- Tuition fee: 19,800€, excl. [semester fees](#)

Sustainable Mobility Management (SuMo)

The **Sustainable Mobility Management** program is perfect for transport engineers, transport and mobility experts, planners, architects, and sustainability project managers who want to gain in-depth knowledge in the field of sustainable transport/mobility management.

Building Sustainability – Management Methods for Energy Efficiency (BuSu)

Building Sustainability is a Master's program which is a comprehensive, interdisciplinary course for those who plan a career in real estate project planning and management with a focus on implementing sustainability and acknowledging the relevance of different urban contexts.

Energy Management (EM)

Energy Management is a unique MBA program combining academic excellence with industry expertise. The energy market is one of today's most fast-paced, decisive, and profitable industries and crucial to both the global economy, the environment, and our future society as a whole.

MBL at TU Berlin

- 2 semesters, 60 ECTS
- Tuition fee: 11,200€, excl. [semester fees](#)

European and International Energy Law (EL)

The **Energy Law** program offers lawyers, engineers, economists, and other professionals an excellent opportunity to specialize in the field of energy law here in Germany's capital, Berlin. Students with a non-legal background will have the opportunity to develop new skills in a legal environment, while students with legal experience will be able to specialize in the area of energy.

Find us on Social Media

On the [Energy Masters' website](#), you will find further information regarding the programs



Application Process

Admission Process

1. Application	February 1 - April 30	<ul style="list-style-type: none">The application for all Energy Master programs is to be submitted on the Portal Dream Apply: https://tubma.dreamapply.com/Required documents:<ul style="list-style-type: none">First University degree certificate (at least 210 ECTS) (original and translation into EN/GER)Transcript of records (original and translation into EN/GER)Proof of work experience of at least 1 year <u>after</u> completion of studies (issued in English, signed by (HR) manager)Tabular CVMotivation letter in English (max. 1 page A4)Proof of English language proficiency at Level B2 (or higher) of CEFR (not required for high school graduation or first studies conducted in English)only if available: Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE)
2. Selection procedure	May	<ul style="list-style-type: none">The selection committee selects candidates according to the ranking system of the Application and Admission Regulations of each International Continuing Education Master's Program
3. Admission decision	End of May (at the latest)	<ul style="list-style-type: none">The selection committee announces the admission decision at the latest by end of May if not earlier.You will receive an official admission letter, a visa letter to start your visa process as well as a declaration of acceptance (contract for accepting the study place)
4. Acceptance of Study Place	Mid-June	<ul style="list-style-type: none">By returning the declaration of acceptance by Mid-June you fulfill the first deadline to accept your study place.
5. First payment installments	End of June (6 installments) / Mid-July (3 installments)	<ul style="list-style-type: none">To secure your study place you will then have to make the first installment payment - depending on the installment schedule (3 or 6 installments) you chose in the declaration of acceptance there will be different payment deadlines: end of June if you chose 6 installments and Mid-July if you chose 3 installments.
6. Orientation week	Beginning of October	<ul style="list-style-type: none">We will host an orientation week just before the start of the studies - this is a great opportunity to get to know fellow students, the university, libraries, and of course the staff.On Friday we will have a special Opening Ceremony to welcome all of you in Berlin and at the 'Technische Universitaet Berlin'.
7. Start of Studies	Mid-October	<ul style="list-style-type: none">Your studies start usually Mid-October, you will get access to our learning platform 'Moodle' (TUB ISIS platform) for teaching material and much more.

Scholarships

There is a good variety of scholarships to apply for. Please bear in mind that the application deadlines for many scholarships are quite early, therefore please apply as soon as possible. Below is a non-exhaustive list of scholarship providers and search aggregators. There are many more that you could find - please have a look at the program pages on our website.

- [Daka Berlin](#)
- [TU BerlinCareer](#)
- [DAAD](#)
- [Global Electricity Scholarship](#)
- [Study a Master's in Europe Scholarship](#)
- [Mystipendium.de](#)
- [FindAMasters.com](#)
- [TU Berlin Employment](#)
- [E-Fellows](#)
- [Deutschlandstipendium \(funding options in Germany\)](#)

Visa

Many international students must apply for an entry visa at the German Embassy in their home countries before they arrive in Germany.

EU/EAA country nationals

- Citizens from the EU, EFTA, and EWR do not require an entry or student visa

Non-EU/EAA country nationals

- Check the exact conditions and procedures at the German embassy in your home country. Book an appointment with the embassy as early as possible. It may take months to process your visa
- Often you need the university's application confirmation to apply for a visa appointment
- [!] Please note that it is not possible to apply for a student visa upon arrival and that a tourist visa cannot be converted to a student visa
- Check out [The Deutscher Akademischer Austauschdienst](#) (DAAD) for further information on this
- Students who are required to open a blocked account could do so either with an online service, such as Fintiba, or at Deutsche Bank.

Residence permit

- The entry visa must be converted into a residence permit within 90 days upon arrival in Germany
- Note the distinction, the visa will allow you to enter the country, the residence permit will allow you to stay for the purposes of studying
- More information on this to be found on this [Website of the TU Berlin](#)

Finding Accommodation

Finding a temporary solution:

- When planning your arrival in Berlin, you may use Portals such as those listed below to get a foothold in Berlin and then find long term solutions: [Housing Anywhere](#), [Home Like](#), [Spotahome](#), [Wunderflats](#). Housing anywhere has also an offer dedicated to [Student of TU Berlin](#).

Finding a flat

- The housing market being very tight, be prepared to have some patience to find a nice flat!

These portals are for shared flats, which are common among students in Germany:

- o www.studenten-wg.de/
- o www.studenten-wohnung.de/
- o www.wohngemeinschaft.de/
- o www.wg-gesucht.de/

On these portals you can find flat offers in Berlin:

- o www.kleinanzeigen.ebay.de
- o www.wohnpool.de
- o www.immowelt.de/
- o www.freiraum-berlin.com
- o www.immobilienscout24.de
- o www.coming-home.org/
- o www.craigslist.org

Beware of scams! There are some scams around flat renting in Berlin, so make sure to never send money before you actually see the place or the person renting it to you!

Health Insurance

In order to get enrolled at TU Berlin, you will have to prove sufficient [health insurance](#) as long as you are **under the age of 30**. [Here](#) you will find a guide explaining the German health system in more than 40 languages.

If you don't have any health insurance

- You either have to get statutory or private health insurance in Germany
- Please note that only a proof of health insurance from German health insurance providers can be accepted for the enrollment procedure
- In case of opting for the private one, you must sign a waiver from the statutory health insurance for the whole duration of your studies. This cannot be revoked.
- Please tell your health insurance provider to submit a current form called the "Versicherungsbescheinigung zur Vorlage bei der Hochschule" (Proof of insurance for submission to the university) to TU Berlin.

Students from EU / EEA countries and Switzerland

If you are a citizen of another European Union state, you can be exempted from the German statutory health insurance requirement.

- If you have a form with the title "E 111" or a European Health Insurance Card (EHIC), or if you have statutory health insurance in your home country, please go to any German statutory health insurance provider and obtain a waiver
- If you get employed or if you start self-employment in Germany, you have to be insured according to German law

Students from non-EU Countries

If you have statutory or private health insurance in your home country or you have private or family health insurance in Germany, you can go to any German statutory health insurance provider to obtain a waiver.

Statutory Health Insurance Providers

To obtain your statutory health insurance, you simply have to file in a registration form of your chosen health insurance company. For further information, please visit make-it-in-germany.com !

Here are a few of the big Statutory Health Insurance Providers:

[AOK](#)

[Barmer](#)

[TK](#)

Banks

- Make sure you have **access to sufficient funds** especially in the first couple of weeks or even months.
- Students from outside the EU are often required by the German embassy to **open a blocked account to receive a visa**, but only gain access to this account after registration of residence. We advise you to **take precautions** and either carry an emergency amount of cash or make sure that you can get cash sent to you via other channels.
- In Germany we **pay either in cash or more often with EC cards** which you will get once you have a valid bank account in Germany.
- To open a bank account, you may go to the **Sparkasse, Berliner Volksbank, or Commerzbank**. Local branch offices have excellent services for students. Otherwise, N26 is a suitable online bank. Find [more information here!](#)

Languages in Berlin

- **Most Germans speak English in various degrees of fluency.** The course instruction and common language at the EUREF-Campus is English.
- TU Berlin is also organizing language tandems, which can be very helpful for learning German! Check out the TU student organization "[Language and Culture Exchange](#)" (Sprach-und Kulturbörse, SKB)
- For everyday translation needs, we recommend the online translator [deepl.com](#)

Language Schools

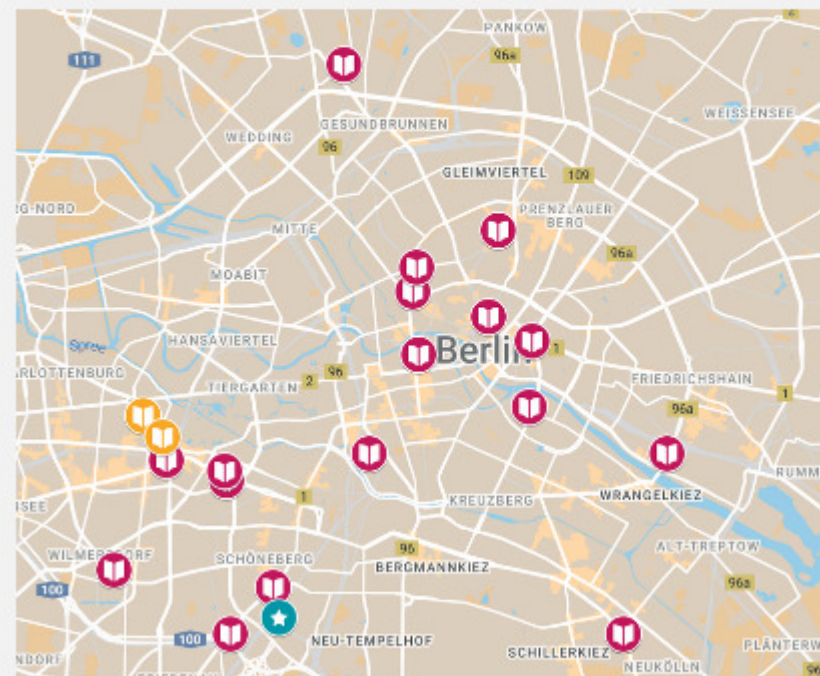
- We have made a **google map of (private) languages schools** in Berlin, click on the Google logo on the map on the right to see it!
- We highly recommend the [SKB](#) of TU Berlin, with whom we cooperate to **offer German courses to those interested.**
- There is also the language center [ZEMS](#) of TU Berlin, where you can also find **good German language courses for all levels**

Anmeldung

- [Anmeldung](#) is the process of **registering at a specific address in Germany**, this is done at a local citizens' office/town hall ([Bürgeramt](#)).
- Completing your Anmeldung is a **crucial first step for your relocation to Germany**. It is not only a legal requirement but also an essential pre-requisite for getting a German tax ID ([Steueridentifikationsnummer](#)), carrying out most administrative tasks and applying for a [residence permit/visa in Germany](#).
- At the end of your Anmeldung appointment, you will be issued an **address registration certificate** ([Anmeldebestätigung](#)).
- For full details of how to complete your Anmeldung in Berlin, see this [guide](#).

Residence Permit

- [Temporary residence permits](#) are given for students **for the length of their program**. During their education, they can work full-time for 120 days or half-time for 240 days. Besides, they can engage in work-study positions.
- After they finish their degree, [students can extend their temporary permit for another 18 months to find a job in Germany](#) (job-seeking visa).
- If the students find a job, they can then [apply for an Employment Residence Permit](#) (working visa).



Language schools in Berlin

Orientation Week

- **We will start the master's program jointly with a few days of orientation** - we will show you the main campus in Berlin-Charlottenburg, the EUREF-Campus in Berlin-Schöneberg, the main institutions, libraries, and the city as well as **introduce you to the IT system and facilities** on the campus.
- **You will meet your class members** – outstanding people from all over the world with whom you will spend a lot of time during your first year of study.

Student ID Card

- Upon enrollment, you will be issued a matriculation number and a student ID card. The card serves as your TU Berlin student ID, and your TU Berlin library card.
- When you pick up your student ID card, you will also receive an information letter with a password to set up your **tubIT email account**.

Tuition Fees

1. Tuition fees:

- you can choose between full payment or 3 or 6 installments to pay your tuition fees, the 1. installment is to secure your study place
- please manage your payment schedule well throughout your studies and check your invoice for payment deadlines

2. Semester fees:

- each semester there are semester fees due - you will find all information and bank details in your tuPORT
- there are certain deadlines for re-registration before each semester, if you miss them a late fee of currently 19,94€ applies, TU Berlin will inform you about these deadlines via email

Exam and Papers

- Each module concludes with an examination. An explanation of the German grading system looks like is shown in the table below. The method of **calculation of the final grades** is described in the Examination and [Study Regulations of your program](#).
- Everything that was taught in the lectures, tutorials and compulsory company visits within the module **may be subject to examination**.
- In case students want to **withdraw from an exam**, they have to inform the competent body at least one day before the exam date. Otherwise, **the exam may be rated as failed**.
- An exam may be retaken only if the previous exam was a failure, receiving a grade below 5,0 and this can be done up to three times. The retake exams usually take place at the beginning of the following semester. If you fail the final attempt, you will be expelled and cannot complete the program.

GRADE	TEXT	DESCRIPTION
1.0	sehr gut (very good)	pass
1.3	Sehr gut (excellent) –	pass
1.7	Gut (good) +	pass
2.0	gut (good)	pass
2.3	Gut (good) –	pass
2.7	Befriedigend (satisfactory) +	pass
3.0	Befriedigend (satisfactory)	pass
3.3	Befriedigend (satisfactory) –	pass
3.7	Ausreichend (sufficient) +	pass
4.0	Ausreichend (sufficient)	pass
4.3	Nicht ausreichend (unsatisfactory)	Nicht bestanden (fail)
4.7	Nicht ausreichend (unsatisfactory)	Nicht bestanden (fail)
5	Nicht ausreichend (unsatisfactory)	Nicht bestanden (fail)

Career Service

- [The Career Center](#) of the TU Berlin has **many offers**. Company presentations and visits are organized to **expand your network and introduce you to selected companies**.
- They also help you **plan your career** while you are still studying as well as after your graduation. They organize training workshops and events on topics such as applications for jobs and job start, career planning, key competencies, working abroad, etc.

Administrative Assistance

- If you need assistance in administrative matters, please contact our administrative team Sandra Lubahn, Selin Agir, Laura Lehmann, and Alina Pfeifer. Here you may also receive a Transcript of Record and the current study account for (governmental) authorities, scholarships, BAföG, application purposes, and other important documents.
- Sustainable Mobility: [Alina Pfeifer](#)
- Building Sustainability: [Laura Lehmann](#)
- Energy Management: [Sandra Lubahn](#) / Selin Agir (agir@tubs.de)
- Energy Law: [Sandra Lubahn](#) / Selin Agir (agir@tubs.de)

Phone: +49 (0)30 / 314 - 23288

Email: contact@master-in-energy.com

Psychological Counseling

- **Who completes their studies without a hitch?** The demands of studying and also life can be difficult. TU Berlin [Psychological Counseling](#) supports you in crisis situations, **both study-related and personal**. Problems that bring students to Psychological Counseling may include stress, conflicts arising during group work, exam anxiety, ...

Mentoring Courses

- [Mentoring courses](#) are intended to make learning easier **for international students at TU Berlin** during the first semesters.
- The mentoring program is **related to the current tutorial and exercise tasks of the lecture**, i.e. there is no additional homework to be done.
- **Taught by academic staff or student tutors**, they offer help related to the following topics: Elimination of academic difficulties, Preparation for exams, Orientation at the start of your studies, Introduction to ways of learning and teaching at the university.

Internships and Working Student Positions

- During the 2-3 months of semester break, **you can use your time for internships**. We advise you to plan these in advance. Internships can lead to student working or even full-time positions: it's worth to spend time **looking for interesting internship positions!**
- In Germany, it is fairly common to have a **working student position while studying**. We encourage you to apply, but please remember that your studies always come first!

Here is a job portal for student jobs in Berlin: <https://www.stellenwerk.de/berlin/>

Semester Breaks

- The Semester Break is **not termed as “holidays”, but “lecture-free time”**, because that is what it is – time useful for you to deepen your studies according to your personal field of interest, to prepare for the coming term, for internships and educational trips around Germany and Europe. **Prepare early for this lecture-free time to make the most of it.**
- If you are planning to work or wish to apply for a **working-study program**, spent some time researching companies that may offer you a placement.

Master's Thesis

- With the Master's thesis you **prove that you are able to work independently and scientifically on a specific topic of your study program within a limited period of time** ([§43 AllgStuPO](#)). How much time you have available for the work is specified in the regulations of your degree program. This also means that you cannot expect to know your topic before the time starts.
- There is a **master's thesis application process**, and you can make suggestions and share your specific area of interest so that your coordinators and professors can help you "tailor" a topic.
- Usually a certain number of achieved ECTS is required to start with the thesis - please check the study regulations of your program.

Graduation

- You have all the requirements to graduate?
 - You've passed all modules successfully, you passed your Master's thesis successfully?
Congratulations!
- The evaluation of your thesis and the certification process usually take a few weeks/months - plan around 2-3 months for it
- Prepare for the job search / work visa -> more information can be found at the [TUB International Office](#)
- Get ready for graduation - there are 2 ceremonies per year - one in July and one in December - we are so excited to celebrate this special day with you!

Networking

- Networking is a great way to **quickly get your bearings in Berlin!**
- There are a variety of conferences and events - check online to see which ones are of interest to you!
- You can also contact your lecturers and companies that we visit during excursions - you have nothing to lose!
- You can also use **LinkedIn to network** with people at a company you'd like to work for, for example!

Life After Graduation

- Congrats, **you are now one of the few people worldwide well versed in your specialist field of study!**
- **You can now also start sharing the expertise you have gained**, slowly growing into a senior role in business, or teaching, be it as a Ph.D. student or a professional.
- **You are now part of the vast and growing alumni network** of the academic directors, the lecturers, of TU Berlin, and the EUREF-Campus: please join our [LinkedIn group](#) to stay in touch and stay up to date!
- Take part in our **Alumni Conference** (usually in September) for further networking opportunities and good times with fellows alumni!

Tips for Finding Full-Time Employment in Germany

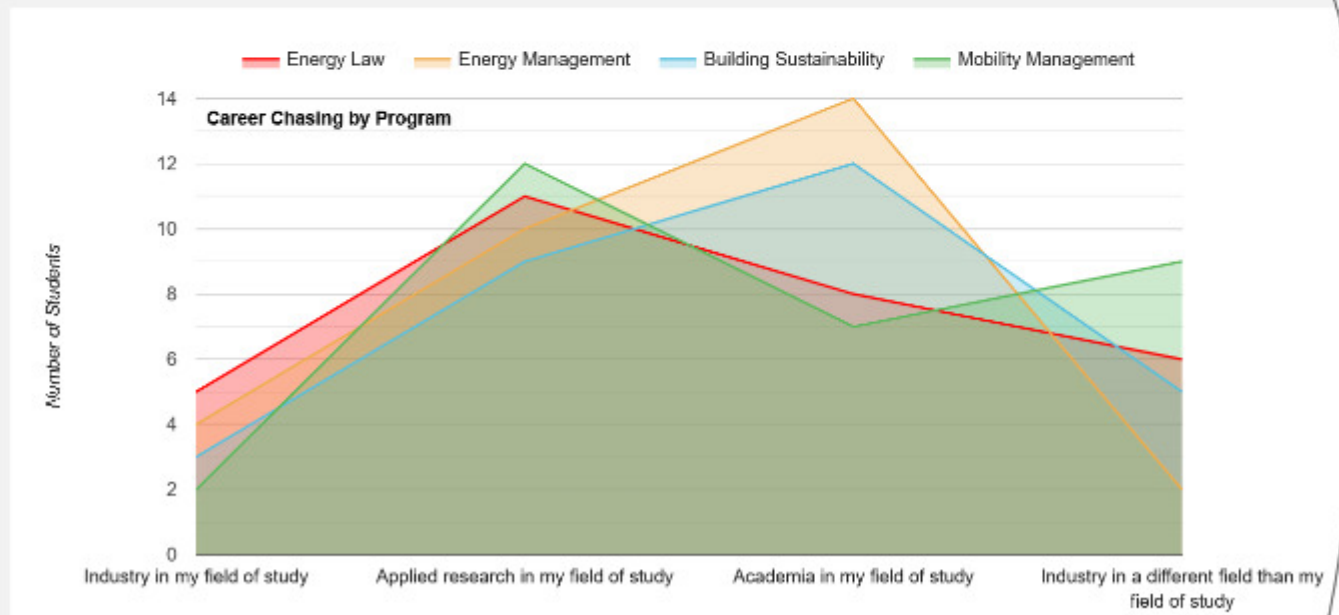
Often, our students form contacts with researchers or industry members during the program through lectures and excursions, **which lead to internships or full time positions.**

Berlin has a vibrant research and start up scene, especially regarding sustainability.

The graduates of the Energy Master Programs have no trouble finding a good job here.

Here are a few portals to look for open positions:

<https://www.linkedin.com/jobs>
<https://www.greenjobs.de/>
<https://www.jobverde.de>
<https://www.berliner-impulse.de/stellenmarkt>
<https://goodjobs.eu/>
<https://berlinstartupjobs.com/de/>
<https://www.tbd.community/en>
<https://de.indeed.com/>



Inspiration: Areas our Alumni work at