



FAQs

Application

How do I apply?

Take a look at our website for further details: <http://www.gbz.hu-berlin.de/>

Here you will find an application form to fill out and a list of the documentation required for application. The application should be sent by post. We accept only certified copies (see below).

What is meant by a certified copy?

This is a copy of an official document (certificates, confirmations) which must include an official stamp and signature from a notary, the school or university which issued the document, an embassy, OR our administration officer. A certified copy (of the translation) is required if your documentation is not in English, German or French. Please make sure to send us a copy with the official stamp. Scans and/or copies are not accepted.

Am I qualified to apply?

Anyone with a very good first university degree in any subject, a very good knowledge of English (see language tests) and a working knowledge of German is eligible to apply.

When is the application deadline?

30th April each year. You can apply anytime from January to the end of April each year.

What paperwork do I have to provide to apply?

Please see the documentation list on our website. Here is the link:

<http://www.gbz.hu-berlin.de/master-in-british-studies/admissions>

Should documentation be translated?

Yes, officially by a notary or by a state-certified translator. Sent certified translation copies should include an official stamp and a signature (see second question). We do, however, accept certified documentation in English, German and French.

Do I hand in originals or copies?

Do not send any original documentation. Certified copies are sufficient.

I have applied before and been accepted but was not able to come. Do I need to apply again?

Your application will be kept on record for two years at the Centre. If you apply in the following year, then we will only need a fresh motivation letter and a CV from you. All other paperwork is here.

Can my application be sent by email?

If your application has not been received and the deadline is approaching, you can send a provisional application by email to: Catherine.smith@rz.hu-berlin.de
A paper version should, however, be sent by post.

Where do I send my application to?

Please send your application directly to

Humboldt-Universität zu Berlin
Centre for British Studies
-MBS application-
Mohrenstr. 60, 10117 Berlin

Information for accepted students

What steps do I take after receiving a confirmation for the MBS?

Please refer to our *Steps to take*, as of page 6 in the booklet "Some Useful Information for Living and Studying in Berlin. Based on the HU Guide for International Students," or the official Humboldt guide sent to you with the confirmation letter. This is information which you only receive after being accepted for the programme.

If I am accepted to the programme, how do I apply for a visa?

For the current necessary entry requirements please ask at the German embassy in your home country. If a visa is required, start the application process **as early as possible** as it may take quite a lot of time. You need a visa for studying in Germany – a tourist visa is not acceptable in this case. One of the main prerequisites for obtaining such a visa is the certificate of admission which we sent you and a financial proof of roughly 7,500 Euro. This can be done by

- 1) a bank statement of a German bank showing that you have the amount of money needed; or
- 2) a so-called Verpflichtungserklärung (declaration of suretyship) by a person living in Germany; or
- 3) a Verpflichtungserklärung by a member of your family in your home country (ask at the embassy for the form) proving that they have got the money to support you.

From our experience we can tell you that the whole procedure may be quite tedious and that it often lasts longer than expected. So please apply for your visa without any delay!

If any problems with the embassy arise please tell us so immediately. If you give us a direct telephone number of the person responsible, we can try and talk to them directly about your case. That might help.

I have not yet received my confirmation (Zulassungsbescheid) for the MBS. What do I do?

Is the address which you gave to us on the application form up-to-date? Can we send it to a more secure address (a friend in Berlin for example)?

Contact Catherine.smith@rz.hu-berlin.de We can then scan the letter for you to take to the German embassy. In the meantime, another confirmation letter will be sent to you through the post.

Financial support

How do I finance myself during the programme?

Please look at the information here for grants. Most students need to work part time to finance themselves. There are opportunities at the Humboldt-Universität on the many notice boards and we are often sent information. You should, however, keep in mind that the course is full-time.

Accommodation

Is student accommodation available and how much does it cost?

Please consult the website of the Studentenwerk Berlin
<https://www.studentenwerk-berlin.de/en/>

Documentation

I have not yet received my degree certificate from my previous university. Can I still apply?

If you are presently in your final year at university and have not yet received your degree document you can apply provided you will have completed your present course before October and fulfilled all exam requirements.

An officially headed confirmation letter from your university will have to be provided, stating your current situation with a list of the subjects you have studied so far, including exam results, along with your predicted final grade.

I finished school many years ago and cannot find my school leaving certificate. What should I do?

This document is an important part of your application, so please endeavour to obtain it. You should apply to your high school for a certified copy. If they cannot provide it, then the school should state this in an official letter. The high school leaving certificate must include a breakdown of subjects and grades – together with a certified English translation, unless the original is in English, German or French.

Language tests

Do I need to prove that I can speak German?

A working knowledge is essential. All official and initial administration is dealt with in the German language. This means the foreigners office, registering with the police and matriculation. It is advisable to have at least a very basic knowledge before you arrive. Official proof is not necessarily needed.

I have a degree from a UK university / I have a degree in English Language or Literature and have worked in an English-speaking environment. Do I need a language test?

All non-native speakers of English – regardless of their qualification – are required to provide an English language test.

Which language tests does the Centre accept?

The application must contain proof of your proficiency in form of an ETS TOEFL certificate (minimum score of 600 for the paper-based test, 250 for the computer-based test, or 100 for the internet-based test), or a Cambridge

Certificate of Proficiency in English (any grade), or a Cambridge Certificate in Advanced English (grade A or B), or an IELTS test (level 7.0).

Neither a degree in English language, nor English language teaching experience will be considered as adequate proof. Only native speakers are exempt from this requirement.

Lower scores than those required will substantially reduce your chances of being accepted onto the course.

FOR CHINESE STUDENTS ONLY

Do I need to send an APS?

(Akademische Prüfstelle der Bundesrepublik Deutschland bei der deutschen Botschaft in China)

Chinese students who apply for courses in Germany must provide an APS certificate. The Centre for British Studies does not need this, but Chinese students who are accepted for the course must have this certificate to matriculate at the Humboldt-Universität.

Costs

What does the programme cost? Is there a tuition fee?

There is no tuition fee, but if accepted, you would be required to pay for your own cost of living. The administrative fee at the Humboldt-Universität is c. 290 Euros including a semester ticket (for public transport).

How much money do I need to live in Berlin?

Berlin is still much cheaper than other German cities. On average students need c. 750 Euros monthly. This includes accommodation rent, matriculation costs (c. 290 Euros per semester), food and insurances. There are no tuition fees for the MBS programme.

How do I finance myself in Berlin and during the work placement in the UK or Ireland?

Applicants requiring financial support are strongly recommended to apply for a grant or scholarship well in advance. The deadlines for scholarship applications may be as early as in October the year before you plan to take up your studies at the Centre for British Studies!

The course is full-time. We strongly advise you to take this into consideration if you are thinking of working part-time.

Are grants available?

Sponsorship suggestions for prospective students:

DAAD

Alfred Toepfer Stiftung

Elfi

Stipendienlotse

During the last years, many M.B.S. students received financial support from the Erasmus Placements programme of the European Union for their time spent in Britain. Students who have been admitted to the course will receive more information closer to the date.

The weekly programme

What does the timetable look like?

The timetable changes frequently to fit in with the tutors' and the course's requirements. Each week is different, according to other schedules and extracurricular activities. However, we endeavour to keep the schedule from Monday to Thursday, 9.00 a.m. to 4.00 p.m. Fridays and weekends are usually kept free for research, project work or exams. You will find that you will be expected to do a great deal of reading and other academic work in your own time.

Is there a part-time option for the programme?

No. The programme is full time and intense, so a part-time option during this time is not possible.

Can I do the programme as a distance learning course?

No. The programme takes place on site in Berlin with tutors from the Centre, the Humboldt-Universität, and from the UK. It involves teamwork with the rest of the group and hands-on project work.

Work placement

How long is the work placement?

This depends on whether you are taking a 90 ECTS or a 120 ECTS point course. For the 90 ECTS a work placement would be for 3 months and for the 120 ECTS 6 months.

Do I have to look for a placement or does the Centre provide one?

Not necessarily. We have a variety of placements all over the UK in various fields. If you have a particular interest and wish which we cannot help you with, you can look for a place yourself.

Is the placement paid?

No. You would be responsible for your own cost of living.

Do I have to do the work placement?

Yes. This is an obligatory part of the course and counts as part of the exam. The work placement has to take place in the UK (or in Ireland). Students are required to write an internship report.

Do I have to do a work placement in Britain, or could I do a placement in another country?

A work placement in Britain (or Ireland) is a mandatory and essential part of the degree programme. Only in very exceptional circumstances can the internship take place elsewhere.

After the course

What are job prospects like after completing the programme?

The majority of our students have found qualified permanent work – this varies from working in the free market, the public sector and academia. A number of our students go on to do PhDs. This does, of course, depend on what your plans are, where you live, your own efforts and initiatives.

Many of our students stay in touch with us and with each other, and the Centre occasionally organises reunions for alumni.