

Guide for International Students



INTERNATIONAL
PSYCHOANALYTIC
UNIVERSITY BERLIN

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1 Welcome Address

The International Office of the International Psychoanalytic University Berlin (IPU) is delighted to welcome you!

As a future international student about to embark on your educational adventure awaiting in Germany, a new reality with familiar and unfamiliar circumstances is just around the corner. A truly special and exciting episode of your life is awaiting, surely not only filled with academic treasures, but with social and intercultural ones as well.

Many questions will arise before and during your studies at the IPU. Some of these might be of an organizational character, others rather on cultural differences, and some may even touch upon exceptional situations of a more personal nature. The International Office of the IPU Berlin will be there for you throughout this experience, starting with this International Student Guide.

Within this guide you will find important information regarding several of the matters related to your upcoming studies. It intends to help international students find their way while preparing their stay, during their first thrilling days in Berlin and while studying at the IPU. It contains important information ranging from daily 'must-knows', to applying for visa and other legal issues, on how to handle emergencies, and much, much more. In addition, we have added some recommendations for exploring the city and making the most of your stay!

For any request or concern you might have, please do not hesitate to contact us! We will be pleased to support you.

Your International Office

IPU International Office

international@ipu-berlin.de
Stromstraße 3b room 0.01 - 0.03



MSK
ALMATY
NOWOSIBIRSK

ЖЕКАТЕРИНАБУРГ
АШХГАБАТ
БИШКЕК
ДУШАНБЕ

НИЖНИЙ
НОВГОРОД

ВОЛГОГРАД
БАКУ
ТИПУС
ЕРИВАН

МУХАММАД
СЫ ПЕТЕРБУРГ
МАКАУ

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2 The International Psychoanalytic University Berlin

With the commencement of lectures in 2009, a gap was closed that had arisen in the one-sided natural sciences direction of academic psychology. The study courses at the IPU convey psychoanalysis as a science which maps the human as a biological, social and culturally imprinted being and which seeks to understand the individual against the background of their history and the influence of their unconscious. All of the study courses at the IPU are research-related and provide close contact with clinical and pedagogical practice from the first semester onwards.

Guiding Principle

The IPU facilitates studies, advanced studies and further education, as well as research with a psychoanalytical basis, and pursues a transdisciplinary understanding of science in its fields of teaching and research. In a dialogue with other sciences, it contributes to the further development of psychoanalysis as an applied social science and cultural theory.

The scientists lecturing and researching at the IPU have gained many years of experience in practice, teaching and research. They enjoy excellent learning and working conditions with the required resources at their disposal. Analysis, discussion and shared development – on an interdisciplinary level and beyond the limitations of any status groups – represent a defining criterion of the scientific and organizational work at the IPU.

The IPU builds up networks and establishes cooperative arrangements with national and international partners in science, training and practice, which promote mutual enrichment in terms of content and a positive perception within the general public. The IPU fosters a (self-) reflective attitude in teaching, research and on an application level; a close link between application and research, as well as an interdisciplinary and international dialogue. It contributes to the healthcare of the overall population. The IPU was awarded its institutional accreditation by the German Council of Science and Humanities, the Wissenschaftsrat, effective as of 27 November 2014, and was successfully re-accredited in April 2020.

Study programs currently offered at the IPU:

- BSc Psychology PLUS (German)
- MA Psychology – Clinical Psychology and Psychotherapy (German)
- MA Psychology focusing on Organisation – Transformation Processes in Work, Society and Environment (English)
- MA Psychology (English)
- MA Cultural Studies (German)
- MA Interdisciplinary Psychosis Therapy (German)
- MA Leadership and Consulting (German)



2.1 The International Office at the IPU

An internship in Mauritius, an exchange semester in Padua, Italy or Santiago de Chile? A study trip to Israel, or writing on your thesis in Bulgaria? The International Office (IO) offers a wide range of funding opportunities by running different projects for both German and international students. There are many options of gaining intercultural experiences of great value for your future career.

Being responsible for the international academic relations and affairs of the IPU Berlin, the IO is the central contact point for IPU students planning a stay abroad, as well as for international students who are already enrolled in one of the study programs or those who would like to study at the IPU in the future. You can find the IO in the building of Stromstraße 3b, rooms 0.01 – 0.03. Come by and say hi!

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3 Preparing your Stay in Berlin

3.1 Arrival Checklist

Before Arrival:

1. Apply for visa
2. Find health insurance
3. Find accommodation

On Arrival:

1. Register at the local Citizens' Office
2. Open bank account
3. Apply for residence permit

3.2 Visa and Student Residence Permit

3.2.1 Applying for Visa

In the following section you will find information regarding whether you will need an entry visa and/or residence permit. As an international student, you may require a visa depending on where you come from and how long you wish to stay in Germany.

Do I need a visa?

You do not need an entry visa to study in Germany if you are a citizen of an EU country, Iceland, Liechtenstein, Norway or Switzerland. You do not need an entry visa if you come from Australia, Andorra, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, the Republic of Korea, New Zealand, San Marino, the United Kingdom of Great Britain and Northern Ireland or the United States of America either.

Citizens from a country other than those named above may need a visa depending on how long they intend to stay in Germany. Generally, all foreigners must apply for a visa at the responsible German diplomatic mission in their home country before travelling to Germany. However, there are exceptions for certain nationals depending on the purpose and length of their visit. Please consult the German embassy in your home country. An overview on the website of The German Federal Foreign Office provides answers to frequently asked questions regarding visas and current visa requirements for every country in the world: <https://www.auswaertiges-amt.de/en/visa-service> Additionally you can use the Visa-Navigator to check whether you need a visa or not: <https://www.auswaertiges-amt.de/en/visa-service/visa-navigator/2489244>

If you wish for more information or have questions regarding visa applications, please contact the German embassy or consulate in your home country. You can find the addresses of the German missions around the world at German Missions Abroad - Federal Foreign Office ([auswaertiges-amt.de](https://www.auswaertiges-amt.de))

What kind of visa do I need?

The type of visa you need depends on – among other things – whether or not you have already received your notification of admission from a German university.

Important: Do not enter the country as a tourist (with a so-called “Schengen visa”)! A tourist visa cannot be converted to a student or applicant visa.

Student visa

Should you already be in possession of a notification of admission to IPU Berlin or a preparatory course, you are eligible to apply for a student visa. These are usually issued for a duration of three months.

Within this three-month period, you must apply for a **residence permit** at the:

Berlin Immigration Office (Landesamt für Einwanderung)

Keplerstraße 2

10589 Berlin

Website: <https://service.berlin.de/standort/327437/>

Applicants already residing in Germany as au pairs or on pre-university German language courses must have their residence permit converted into a residence permit for university studies within one year. Reapplication for a visa is not necessary.

3.2.3 Student Residence Permit

EU citizens and students from Iceland, Norway, Switzerland and Liechtenstein do not have to apply for a residence permit, as they are entitled to the right of free movement within Germany.

International students from all other countries than those stated above are required to apply for a residence permit. This is accomplished at the Berlin Immigration Office and is to be done promptly after arriving in Germany. Importantly, this includes those students who are granted access to Germany without a visa.

The Immigration Office in Berlin grants student residence permits on the grounds of a person proving their admission to a university course.

Student should apply for their residence permit about two months prior to the expiration of their student visa, or if they do not require a visa, as soon as possible after arriving in Germany.

Exception: Exchange students (holding a D-visa), scholars with scholarships funded by official (German) means; students not staying longer than 12 months in Germany (holding a D-visa).

Generally, a residence permit is valid for a time period of circa two years. For exchange students the validity of the residence permit stretches until the expiration of either the scholarship or the proposed period of studies. Please be aware that an application for a possible extension is thoroughly investigated in regard to the intentions stated in the original permit and if these still hold.

Specific conditions must be fulfilled in the event of a change of the current higher education institution, possible stays abroad, on the ending of the studies, or the commencement of a doctoral program.



According to the website of the Federal State of Berlin, the following documents are required to apply for a residence permit:

Prerequisites

- Study placement
(In order to be granted a residence permit, the applicant has to either be enrolled or be in possession of a conditional approval for studying.)
- Personal interview
- Main residence is located in Berlin

Required documents

- **Valid passport**
- **1 recent biometric photograph** (35mm x 45mm, frontal shot with neutral facial expression and closed mouth, looking straight into the camera, light background)
- **Form** „Antrag auf Erteilung eines Aufenthaltstitels“ (Application for Issuance of a Residence Permit) Only required for first-time application.
- **Proof of secure livelihood**
For the initial issue: e.g. blocked account (Sperrkonto) at a German Bank with 11.208€/submission of a declaration of commitment by a third party on an official form/scholarship/notarized declaration from parents securing the livelihood for the duration of the studies with proof of the income of the parents from the preceding six months
For the extension: bank statements from the preceding six months
- **Health insurance**
Proof of a secure livelihood must also include sufficient health insurance cover. Those with statutory health insurance are sufficiently insured. Those with private health insurance must consider the type and extent of their health insurance. For more information, please read paragraph 3.3. (Health Insurance)
- **Certificate of enrolment** or conditional approval for studying
- **Proof of main residence in Berlin** (certificate of registration at the main residence or lease and written confirmation of occupancy from the landlord)

To apply for a residence permit for study purposes, a personal interview at the Immigration Office presenting the above-mentioned documents is required. Office hours are announced on the Website of the Immigration Office in Keplerstraße 2. It is advisable to go there with enough time. Please find further information regarding location, directions, office hours and documents available for download on the previously mentioned website.

Berlin Immigration Office (student affairs):

Keplerstr. 2
10589 Berlin

Website: <https://service.berlin.de/dienstleistung/305244/en/>

3.3 Health Insurance Cover

Please be aware of the fact that, in Germany, health insurance coverage is compulsory by law. Universities are only allowed to enroll students under the prerequisite that sufficient health insurance coverage is provided.

While applying for a visa, it might be the case that one is requested to submit proof of health insurance coverage while still residing in one's home country. Contact with a German health insurance company can be established at this point in time, enabling the future student to ensure insurance for the intended time period in Germany beforehand.

EU students

If you – as an EU citizen – go to another EU country for studying, research work, and/or work placement or vocational training, you must have comprehensive health insurance in the host country.

- If **you are not employed**, the European Health Insurance Card (EHIC) could be a sufficient option.
- Should **you be employed in the host country**, you are required to be in possession of a healthcare scheme from the country in question.

Some PhD students may be considered resident workers and may be required to subscribe to the local healthcare scheme or take out private health insurance.

If **you are sent for a temporary period** to a university or research institution in another EU country by your university or research institute of origin, then you will remain under your home healthcare scheme for the time you are posted. Before leaving, you should apply for the EHIC card, or for an S1 form (former E106 form). You can find this form under the following link: https://europa.eu/youreurope/citizens/health/index_en.htm

It is advisable to inquire with the health insurance providers or the National Contact Point in your home country concerning whether the costs of your healthcare abroad (for the full duration of the stay) are covered by either institution. If this turns out to be the case, the administrative processes may turn out to be more straightforward, if you are in possession of a European Health Insurance Card (EHIC).

Please ask the Health Insurance provider to fill in the form “S1”, which will help you to receive medical care when living abroad. When you move your habitual residence to another country, you should register with the S1 form instead of using the EHIC. In the event of medical emergencies or the necessity of acute medical treatment, the European Health Insurance Card (EHIC) guarantees care.

Important: If you only possess an EHIC, you will only receive necessary medical treatment during your time in Germany.

Importantly, however, some national health insurance schemes limit the duration of coverage in another EU country. This may be the case if you are a so called “mature student” (28 or 30 years of age, or above), as well as for workers conducting a training abroad. Should you find yourself within these circumstances you are obliged to register for healthcare in the host country.

Should your home country possess a so called “reciprocal arrangement” with the Federal Republic of Germany (such is the case for EEA countries: Bosnia and Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Switzerland, Tunisia, Turkey), please inquire with your national health insurance provider for the best insurance cover.

Under some circumstances it might be advisable to take out additional insurance coverage. Please inquire about this matter in your home country.

Non-EU students

You are obliged to take out insurance with a German health insurance company. You need to provide proof of health insurance coverage when enrolling at the IPU. Every student up to the age of 30 is entitled to obtain health insurance cover from one of the recognized mandatory health insurance companies in Germany at a special student rate. The current membership fee for health and nursing care is about € 100 per month (for a student over 23 years without children). Students above the age of 30 will pay approximately € 200.

The IO of the IPU has been collaborating for years with two recommendable public health insurance providers, but you are free to choose any other German statutory health insurance. If you wish for more information on their health insurances for students from abroad, feel free to contact them:

BARMER

Julia Melchior
julia.Melchior@barmer.de

TK (Techniker Krankenkasse)

Monika Sigmund
Monika.sigmund@tk.de

3.3.1 Other Insurances

Liability Insurance

Haftpflichtversicherung, or liability insurance, is often considered a necessity when residing in Germany for a longer period of time. Being in possession of a liability insurance means that you are covered financially if you should accidentally cause an accident and damage someone else's property, for instance. In some circumstances, a similar insurance from a person's home country is applicable while in Germany. It is advisable to inquire about this before arriving in Germany.

Household Contents Insurance

The household contents insurance (Hausratversicherung) is another very helpful aid recommended to have. For instance, in the case of fire or water damage, theft, etc. in one's apartment, this insurance will cover parts of the associated costs. Sometimes it is even required to be in possession of a household contents insurance while renting a room or apartment.

3.4 Opening a Bank Account

To make use of the gratis online bank transfer service available for all account holders of German banks, it is recommended that you open a German bank account. Many banks offer so called "student accounts" without a monthly fee. While applying for such, please remember to bring your passport and your matriculation certificate as well as your registration certificate (Anmeldung, see 3.6).

Banks close to the IPU Berlin:

Berliner Sparkasse

Turmstraße 29
10551 Berlin
Phone: (+49 30) 86986969

Postbank

Alt-Moabit 98
10559 Berlin
Phone: (+49) 228 55005536

Commerzbank Berlin

Turmstr. 32
10551 Berlin
Phone: (+49 30) 397 477 90

3.5 Accommodation in Berlin

Finding affordable accommodation in Berlin is a matter which necessitates both time and patience. Moreover, all processes related to matriculation at the IPU relies on having an address and the associated registration document (Anmeldung, see 3.6). Therefore, it is important and strongly advisable for a prospective international student to initiate the search for their new housing in Berlin as quickly as possible.

Attention: To prevent falling victim to fraud, you must always make sure that the apartment offers are reliable! You should never pay money for an apartment or room before arriving there. If you are uncertain, please contact the International Office.

3.5.1 Student Halls of Residence

In Berlin, student halls of residence or dormitories are mainly run by the StudierendenWerk, the service provider for the students of the Berlin universities. You find halls of Residence (Wohnheime) throughout different parts of Berlin. The standard price for a room ranges between € 300 and € 500 per month.

You can find more information on halls of residence and other housing opportunities as well as information on rent and waiting lists on the website of the StudierendenWerk (see below). If you have already paid the semester fees you can directly apply with your matriculation notice and your ID/passport to the halls of residence portal.

Website of the StudierendenWerk: <https://www.stw.berlin/en/>

3.5.2 Private Accommodation Market

Rents for private accommodation in Berlin are – especially compared to other European capitals – still quite affordable. Depending on factors such as, for instance, the size and location of the apartment, one may find suitable and reasonably priced alternatives. Remember that the search for an apartment can be a bit tedious, demanding both time and patience. This is why you are advised to start your search at an early convenience.

Another very popular alternative is shared accommodation in apartments (Wohngemeinschaften or WGs), where each person has their own room. Rooms in shared accommodation are usually advertised on the internet.

Some of the most popular accommodation portals are listed below:

- <https://www.wg-gesucht.de/> (in German only)
- www.easy-living4u.de/en
- www.housinganywhere.com
- <https://www.ebay-kleinanzeigen.de/s-auf-zeit-wg/berlin/c19913331> (in German only)
- <https://www.immobilienscout24.de/wohnen/wg-zimmer.html> (in German only)
- <https://www.immowelt.de/suche/wg> (in German only)

If a particular room or a flat is decided upon, it is strongly advisable to go through with a written tenancy agreement (*Mietvertrag*). The vast majority of adverts are genuine, but please be aware of scams and avoid transferring money in advance. The rent deposit may not exceed three times the monthly rent. Although a law was passed in 2016 which forbids agents to ask tenants for a commission, the need to point out the ongoing (illegal) activity of this practice unfortunately exists.

If someone rents a flat or an apartment, they are normally the main tenant and, as such, have more rights – but also more responsibilities. Please be sure to read through a tenancy agreement thoroughly.

Do not sign a contract before each detail is clear to you.

3.5.3 Student Hotels and Hostels

Reasonably priced accommodation for a few days is available in student hotels or backpackers' hostels, usually in shared rooms. There are different types of hostels spread all over Berlin. Some hostels offering fair-priced accommodation for students close to the IPU are listed below:

Amstel House Hotel

Website: <https://www.amstelhouse.de/>

Happy Hotel Moabit

Website: <https://www.happyhotelberlin.de/>

Meininger Hotel Tiergarten

Website: <https://www.meininger-hotels.com/de/hotels/berlin/hotel-berlin-tiergarten/>

More short-time accommodation offers can be found on [hostelworld.com](https://www.hostelworld.com), [Airbnb.com](https://www.airbnb.com) or [booking.com](https://www.booking.com).

3.6. Registration at the Local Citizens' Office

After having moved into an apartment or a hall of residence, you are obliged to register at a local Citizens' Office within 14 days. Personal appearance is required, registration by mail is not possible. To avoid long waiting times it is recommended to set up an appointment online (<https://service.berlin.de/dienstleistung/120686/>) or by telephone with a district office near you. For the appointment, the following documents are to be brought:

- personal identification or a passport
- a registration form
- confirmation that you have moved in from the landlord (Wohnungsgeberbestätigung)

More information about the registration process can be found under this link:

<https://allaboutberlin.com/guides/anmeldung-in-english-berlin>

Citizens' Office close to the IPU:

Bürgeramt Tiergarten

Tiergarten Mathilde-Jacob-Platz 1

10551 Berlin

Find an administrative office for citizens close to where you live under this link:

<https://service.berlin.de/standorte/buergeraemter/>



4 Studying at the IPU

4.1 Getting started at the IPU

4.1.1 Enrollment

In order to enroll for your studies at the IPU you are required to pay a visit to the student admission's office at Stromstraße 3b, room 0.40. At the beginning of each semester alternative dates for enrollment are offered. After having enrolled and having paid the semester fee, you will receive your student card including the BVG Semester Ticket, which enables you to travel with the Berlin public transport. Please note that the semester fee and the tuition fee are two different things. The semester fee is approx. 300€ per semester and it includes a ticket for the public transportation system in Berlin valid throughout the entire semester. In addition, it includes a small contribution to the StudierendenWerk (which is in charge of the university canteens and student housing) and the IPU Berlin student council (student representatives of the university). The tuition fee (study fee) is much higher and depends on your study program.

The semester fee must be paid every semester, while the payment of the tuition fee depends on the payment plan you have chosen in advance (monthly, on a semester basis or completely in advance).

When you enroll, you are required to bring a number of documents. Namely:

Documents required for enrollment:

- Valid passport/identification card
- Proof of health insurance
- Signed study contract, if not already forwarded by post
- Payment receipts for deposit and first installment fee and the student ticket fee
- Photograph/ID picture

International students also have to submit:

- Valid student visa (once you turned the visa into a residence permit, you need to hand this in as well)

In case of a conditional admission, you have to submit:

- Proof of English proficiency
- Certified copy of your degree certificate (alternatively, you can bring the original and we certify the copies ourselves) and certified translations where necessary.

Should you not be able to visit the student admission's office in person, please get in touch with them via E-Mail at admissions@ipu-berlin.de

4.1.2 IPU Student Card

After having paid the semester contribution every student of the IPU receives a student card at the beginning of their studies. The card serves as a student ticket on public transport, as a printer card and as a door key for many of the IPU's buildings and lecture rooms. This student card has your student number written on it and you will receive it at your enrolment appointment.

Public Transport

If you use public transport in Berlin, you will need to take your student card with you. The student card is your ticket. Don't forget to renew your card at the Student Office each semester.

Opening the Doors

You will find a small white square on the right-hand side of each entrance door at the IPU. If you hold your card against this square, it beeps and you can open the door.

Copy & Print

In order print, type in <https://print.ipu-berlin.de/#/login> in your browser, log in with your IPU credentials and upload the documents you wish to print. Find a printer at the IPU and insert your IPU student card.

You can now print. Moreover, by inserting the IPU student card, you are able to scan or make copies.

Don't forget to take your card with you when you are done.

4.2 Teaching Formats

The Bachelor and Master courses consist of various modules. Usually, the modules consist of

- Lectures (Vorlesungen – VL)
- Seminars (Seminare – SE)
- Practical exercises (Übungen – UE)
- Tutorials (Tutorien – TU)

Lectures (Vorlesungen – VL)

In the classic university teaching format of lectures, a professor or lecturer presents the subject matter, while students take notes and thereafter deepen their knowledge via self-study.

Seminars (Seminare – SE)

In the seminars, students are expected to acquire basic knowledge of the topic in question and to gather understanding of the methodology of scientific work by dealing with selected topics. Usually, students are given the task of holding a presentation on a subject related to the seminar. Depending on the seminar and teacher, the time frame of the presentation may range from everything from 5 minutes to one hour. Usually, however, a presentation goes on for about 30 minutes. A discussion within the class about the presentation and its subject matter usually follows.

Practical exercises (Übungen – UE)

Lecture-accompanying exercises (UE) are often offered. These exercises provide students with the opportunity to deepen the topics covered in the lectures.

Tutorials (Tutorien – TU)

In many courses, the contents of the lectures are discussed in tutorials. Their aim is to give students the opportunity of applying and deepen acquired knowledge through practical exercises and try out methodological features of academic work.

Commonly used abbreviations

“Credit hours per week” (Semesterwochenstunde – SWS)

„Semesterwochenstunde“ (SWS) is a term that is often heard in connection with student scheduling. One SWS is a weekly 45-minute teaching unit during the lecture period in a semester. A course usually comprises two teaching units per week (2 SWS).

Academic Quarter (Akademisches Viertel – c.t.)

Sometimes the beginning of a lecture, seminar, etc., falls under the understanding of “cum tempore” (c.t.). When this is the case, a particular class will start a quarter of an hour later than stated in the schedule (akademisches Viertel; “Academic Quarter”), allowing students time to

transport themselves from one class to another. However, this is not always the case and is usually decided by the lecturer together with the students during the first lecture.

4.3 Academic Achievements

The IPU's CampusNet (see 4.5) provides an overview over the students' module and course enrolments and academic achievements. Modules are individual study units – both thematically and in terms of the study time required – each provided with a certain amount of ECTS credit points. Examination of the individual study courses may consist of written or oral exams, term papers or seminar presentations.

Term Papers (Hausarbeiten)

Term papers are written explorations of a topic relevant to the module. Generally, term papers at Bachelor level comprise between 15 and 20 A4 pages, at Master level they can well consist of up to 25-30 A4 pages.

Seminar Presentations (Referate)

Oral presentations (Referate) within a seminar are an examination form requiring students to engage with and present on a certain topic. Usually, the specifics concerning length, subject, scope etc. are communicated to the students within the first weeks of the lecturing period.

Written Examinations (Klausuren)

Klausuren, or written examinations, are usually taken at the end of a set of lectures. They usually consist of multiple-choice questions, and/or short and long open questions. The duration of a written exam usually varies between thirty minutes and two hours.

Oral Exam (mündliche Prüfung)

Oral exams are not as frequent as other types of examination methods at the IPU. However, depending on the lecture or seminar – and the person leading it – you might be required to take an oral exam. During the oral exam one examiner and one assessor are present. One session lasts between 25-35 minutes and a protocol is made documenting the questions, answers and the assessment.

Attendance Obligations

The compulsory attendance for lectures and seminars required is set at 80 percent. In the event that a student misses lectures more frequently than this, the responsible lecturer can agree on an appropriate substitute lecture or other activity together with the student, relative to the workload missed.

4.4 Repetition of Exams

Failed Exams

Failed examinations may be repeated three times. Failed Master Thesis may only be repeated once. The first repetition attempt of an exam is to be scheduled in such a way that the intended examination performances can be completed within the standard period of study. If the first repetition examination attempt also fails, the student must take advantage of so-called academic counselling by the end of the following semester, the latest. The student advisor sets a deadline within which an application must be made to the Examination Committee for a second repetition attempt. If the student does not pursue the academic counselling within the time limit set, the student will not be able to re-register at IPU. Upon a justified request, the Examination Committee may approve a second or a third repetition attempt of the examination. The second or third repetition must be evaluated by at least two examiners. If the third repetition attempt is taken without sufficient success, the examination is conclusively failed. The student must be informed of this in writing.

Voluntary Repetition of Exams

It is not permitted to retake examinations to improve a grade.

4.5 CampusNet

The IPU CampusNet (<https://cn.ipu-berlin.de/>) is an online tool available for all students of the IPU. On this platform you will find personalized information regarding study results, as well as past and current study courses, etc.

4.6 Grading System

In Germany, academic achievements are measured using grades ranging on a scale from 1.0 to 5.0. Moreover, every course carries a weight, which is expressed in study credit points (usually ECTS credit points). This means that a certain course's impact on one's final average differentiates according to the number of ECTS points carried by the course. Grading scale:

ECTS Grade	German Equivalent	ECTS Definition	German Denotation
A	1.0 – 1.5	Excellent	Hervorragend
B	1.6 – 2.0	Very Good	Sehr gut
C	2.1 – 3.0	Good	Gut
D	3.1 – 3.5	Satisfactory	Befriedigend
E	3.6 – 4.0	Sufficient	Ausreichend
F	4.1 – 5.0	Fail	Nicht bestanden

In order to have a differentiated assessment basis, a grading scale with the following grades is utilised: 1.0; 1.3; 1.7; 2.0; 2.3; 2.7; 3.0; 3.3; 3.7; 4.0. Examination results below 4.0 are assessed as „failed“. The overall grade for the respective degree is calculated from all of the graded module examinations. With this calculation, the module grades are weighted by the respective ECTS credits. The average grade is rounded off to the first decimal point, with the points after that being ignored.

Degrees

The preconditions for being awarded the degree are that 1) the achievements required in the respective study and examination regulations are proven and evidenced, 2) the thesis or final paper has been provided to the IPU or an associate university with a corresponding cooperation agreement. The graduate receives a report, a certificate and a diploma supplement (with the latter in English, or in German on application) on the basis of the examination passed.

4.7 Library

The library service and resources are aligned to the requirements for teaching, studying and researching at the IPU.

The following areas represent the focus of this specialised library's stock: psychology/clinical psychology; psychoanalysis in its clinical and non-clinical areas of application; cultural studies; psychological prevention and intervention; psychotherapy research; educational studies, focusing on delinquency prevention, early intervention/early education and psychodynamic counselling; neurosciences; as well as various related disciplines such as sociology, philosophy, medicine etc.

Information on the use of the library

The library is a reference and open access library; its books and other items may not be borrowed. All of the staff and students at the IPU Berlin are entitled to use the library. Individuals from outside the university may use the library after obtaining permission to do so from the library management. Two computers are available in the library rooms for online research work, together with a modern book scanner.

The Online Catalogue is available under this link:
<http://vzlbs2.gbv.de/DB=66/LNG=DU/>

Contact

Dr. phil. Bernhard Bolech
Stromstr. 2, 2nd floor
bibliothek@ipu-berlin.de
Tel.: +49 30 300 117-560

Website to the library: <https://www.ipu-berlin.de/en/library/>

Opening Hours

Mon. - Fri. 10am - 8pm
Sat. 11am - 5pm

4.8 StuRa – Student Council

The Student Council (StuRa) is both the political representation of the student body and is responsible for student life at the university outside of teaching. They are the first point of contact for all matters and pass them on to the responsible office if necessary. For more information, please visit their website listed below:

Website: <http://www.studivt-ipu.de/>

Email: studivt@ipu-berlin.de

5 Financing your Studies / Practical Information

5.1 Scholarships and Stipends

There are numerous study support and funding programs available, together with foundations which offer students support both financially and otherwise. When students intend to apply for a scholarship or stipend, they should be aware of the following:

As a rule, an application form or questionnaire has to be filled out and a letter of motivation has to be written. As it may take several weeks to arrange these documents, it is recommended that students inform themselves in good time about the required documents and deadlines on the internet homepages of the specific programs and foundations. It is essential to examine and assess the aims and principles of the various support bodies. While some of the support bodies do not differentiate between the various applicants, others restrict their support solely to students taking Master or PhD studies for instance, or to international students only.

Depending on the application requirements of the various scholarship providers, education reports, examination results and certificates, together with a current résumé in either tabular form or as a written text, may have to be submitted.

It is generally required that the applicants undertake social voluntary activities (see also 6.4.3), which can be detailed in the letter of motivation or also verified by means of relevant reports or references.

Further Information

Please consult our online information brochure „Study Financing Options“. You will find it under the following link: <https://www.ipu-berlin.de/en/financing-and-sponsorship/>

Among other things, this brochure contains information about: child allowance; the German Professional Education Support Act (Bafög); study support via the IPU, i.e. the Germany Scholarship (Deutschlandstipendium); support for stays abroad (ERASMUS+ and PROMOS); DAAD scholarship and assistance program (STIBET); stipends; special stipend/scholarship programs for specific target groups, i.e. upgrading scholarships; DAAD foreign scholarships for students from Germany; DAAD scholarships for students from abroad; support for disabled and chronically ill students; support for women; as well as the #ichmachwasanderes stipend program; study loans, educational loans and educational funds; and student jobs.

5.2 Working in Germany

5.2.1 Student Jobs

If you wish to work during your studies, it is important to inform yourself concerning the rules and regulations which apply. Paid employment while studying is strictly regulated in Germany, as it may not prolong an intended period of study.

For international students the most important matter to consider is your individual type of residence permit, which decides if and for how long you are permitted to be employed in Germany. You can usually find information about this within the residence permit.

Students from EU countries (as well as Norway, Liechtenstein and Iceland)

International students from EU countries (as well as Norway, Liechtenstein and Iceland) fall under the same regulations as German students. This means that you are allowed to work part-time with no further restrictions. You may, however, not exceed a maximum of 80 hours of work per month.

Students from other countries than those listed above

International students stemming from other countries are required to take certain restrictions into consideration. It is advised to check your residence permit for the regulations that apply to you.

In general, 120 working days á 8 hours per year are allowed; alternatively, you may choose to work 240 days á 4 hours in one year. If you are working part-time under these circumstances, a work permit is not necessary.

Important: If you are conducting an **internship** which provides monetary compensation, this will fall under the above mentioned 120 full or 240 half working days.

While working as a **student assistant** at a university, you fall under different rules and regulations. Since the tasks with which the student assistants engage with are considered to be closely related to academic work, the above-mentioned time restrictions do not apply; thus allowing 80 hours of paid employment per month.

For all part-time student jobs, you need a tax deduction certificate (Bescheinigung über den Lohnsteuerabzug). You receive this certificate from your local Tax Office (Finanzamt) after showing them your national ID and your personal tax ID number (see also 5.2.2) which you receive after registration at your local Registration Office (see 3.6).

Generally, international students are not permitted to work on a self-employed basis (selbstständige Tätigkeit). However, this restriction does not apply to students from EU member states.

Students may find jobs by reading the job advertisements in daily newspapers (Berliner Zeitung, Tagesspiegel, Berliner Morgenpost), in magazines with listings (Zitty, Tip), on notice boards in university building, or by making personal enquiries at companies.

Student assistant jobs are usually advertised to all students via email through the IPU info-mail, at the IPU Career Service portal (<https://elearning.ipu-berlin.de/login/index.php>) or on notice boards in departments or institutes.

IPU Career Service

The IPU Career Service is developed to offer support and guidance while initiating your professional career. The service provides information about all aspects of commencing your future profession or your career reorientation, as well as about professional work placements and the work options available to students, so as to gain valuable professional experience. At various events, you can exchange information and advice with representatives from organizations and gain inspiration for your future professional and career path.

More information on the IPU Career Service can be found by typing in this link in your browser: <https://www.ipu-berlin.de/studium/career-service/>

The Student Employment Service "Jobbörse"

The „Jobbörse“ employment service is run by the StudierendenWerk Berlin. It helps Berlin students in higher education find jobs for up to twenty hours per week. You can find it here: <https://www.stellenwerkberlin.de/en/jobboerse>

5.2.2 Tax Identification Number (Steueridentifikationsnummer or Steuer ID)

Why do I need my tax identification number?

The Steueridentifikationsnummer – a tax ID – is a sort of identification number possessed by every German resident. This number is used by the German tax office (Finanzamt) to identify employed inhabitants. When you register your address in Germany, you receive this number automatically via post.

In order for your employer to calculate your income tax, you are required to state your tax ID. This is done at the beginning of a new employment.

How do I get my tax identification number?

Usually, you receive your tax ID number after having gone through with the registration (Anmeldung) at one of the Berlin Citizens' Offices (see 3.6). If you haven't already received it and want one, you can apply for it online. Type in the following address in your browser: https://www.bzst.de/EN/Home/home_node.html subsequently click on "Private Individuals" and then "Tax Identification Number". Under "How do I get my IdNo" you can order a new tax identification number.

This way, the tax ID number will be sent to you by post.



6 Student Life / Practical Information

6.1 Learning German

Learning the local language is an important part of social integration. In many cases it will be of fundamental importance for international IPU students to have at least a basic level (B1) of German language skills. The IPU strongly advises all international students to begin learning German as early as possible. Moreover, if you are planning on staying in Germany to work as a psychologist in the future, possessing a high level of German skills will be a necessity (level C1 and above).

There are several options for students to learn German in Berlin.

Language Centers of Public Universities

The first option is to sign up for a course at the language center at one of the public universities. German courses (and other languages) of all levels at reasonable prices are also offered to students from other universities. Please have a look at the following websites for more information on the course offers, prices and how to sign up:

Language Center of the Freie Universität Berlin (FU)

Website: <https://www.sprachenzentrum.fu-berlin.de/en/>

Languages and Culture Platform of the Technische Universität Berlin (TU)

Website: <https://www.skb.tu-berlin.de/>

Studying German at the Volkshochschule Berlin

The Volkshochschule (VHS) is a non-profit educational institution, which offers German courses of all levels among a variety of other courses. The prices of courses are reasonable and you are entitled to a student discount. The facilities of the VHS are located all over Berlin, so you might have the possibility to attend a course close to where you live. Please find more information on the offers of German courses at the VHS by using their website: <https://www.berlin.de/vhs/service/vhs-in-english/> Sometimes it might be a bit confusing to navigate through the offers of the VHS. Should you have any contemplations or hesitations on how to go about finding the right course for you, please do not hesitate to get in touch with the International Office. We will gladly aid you.

Private Language Schools

Private language schools offer a large amount of German language courses all over Berlin. Some of the most popular ones are:

GLS Sprachenzentrum

Website: <https://www.gls-sprachenzentrum.de/>

Hartnackschule

Website: <https://www.hartnackschule-berlin.de/en/index.html>

Goethe Institut Berlin

Website: <https://www.goethe.de/ins/de/en/ort/ber.html>

Berlitz Language School

Website: <https://www.berlitz.com/en-de/language-centers/berlin-mitte>

Deutschakademie

Website: <https://www.deutschakademie.de/berlin/alexanderplatz/en/>

Language Tandem

Finding a language tandem partner is another excellent way to practice your German skills, while at the same time providing someone else the opportunity to benefit from your own personal language abilities. By either posting an ad on the IPU message board in our cafeteria (EsBar), or by using an online portal for finding a tandem partner (such as, for instance, tandem.net), you can easily find people who are as eager to learn a new language as you are. Apart from the fact that this is a fun and relaxed forum to practice German, many new friendships have started this way.

6.2 Getting around in Berlin by Public Transport

The IPU student ID card is recognized as a valid ticket on the VBB (Verkehrsbund Berlin-Brandenburg) public transport in connection with the student's personal ID card or passport. You are entitled to use the ticket in the ABC transport zones of Berlin for an unlimited number of journeys. You are furthermore allowed to bring along children (up to 6 years of age), a dog, luggage, a baby carriage and a bicycle without extra cost.

The fees are to be paid when matriculating or re-matriculating.

6.3 Broadcasting Licence Fee

As of 1 January 2013, the „new broadcasting licence fee“ (Neuer Rundfunkbeitrag) was introduced. According to the new regulation, a fixed amount of € 18,36 per residential unit (not per person and device as before) must be paid monthly, irrespective of the number of residents. People with disabilities (classified „RF“ in their disability pass) only have to pay one third of the licence fee. Deaf-blind and blind people may apply for an exemption from the charge. Moreover, people who receive social benefits or BAföG study loans may request an exemption with the relevant evidence. Please find more information here: <https://www.rundfunkbeitrag.de/>

6.4 Telephone and Internet Providers

As an international student who will reside in Germany for a limited amount of time it might be preferable to have a mobile phone with a “prepaid” SIM card option. This way you can circumvent 12- or 24-months mobile phone contracts. Moreover, some mobile phone providers offer contracts with the option of monthly termination to a higher price.

If you plan on using a SIM card from your home country, please be sure to inform yourself about the phone charges while abroad.

Similarly, some internet providers offer contracts with monthly termination; however, to a higher fee compared to the 12- or 24-month contracts.

In Germany, having internet installed is a matter which usually takes a couple of weeks. Please be sure to keep this in mind when you have found an apartment or room without internet connection, and you are planning the specifics.

The most popular phone and internet providers in Germany are 02, Vodafone and Telekom Mobilfunk. However, many more providers exist.

6.5 Emergencies

6.5.1 Emergency Numbers in Germany

The two most important emergency numbers in Germany are:

- **Police: 110**
- **Fire and medical assistance: 112**

Calling both numbers are completely free of charge. Calls can be made from a mobile phone, landline and even works if a mobile phone should be locked. Usually, the operators answering the calls are in possession of both English and German language.

Other Important Helplines in Germany

- Alcoholics Anonymous: 030 19 295
- Parental hotline: 0800 111 05 50
- AIDS hotline: 0180 331 94 11
- Help hotline „Violence against women“: 116 016 (or: 08000 116 016)
- Help hotline „Sexual abuse“: 0800 2255530
- Suicide hotline: 0800 111 01 11

6.5.2 When an Emergency Happens – How to React

Though one can usually expect that individuals working within the German emergency services possess English language skills, it is important to know some basic German emergency phrases. Moreover, you should practice stating your name, address and phone number in German. If you find yourself in an emergency and do not speak German, it is recommended to find a person who speaks German and whom you also trust.

Below you will find some basic German phrases helpful when an emergency happens:

- Help!: **Hilfe!**
- It's an emergency!: **Es ist ein Notfall!**
- There's been an accident: **Es gab einen Unfall.**
- Call an ambulance!: **Rufen Sie einen Krankenwagen!**
- I need a doctor!: **Ich brauche einen Arzt!**
- Call the police!: **Rufen Sie die Polizei!**
- Call the fire service! **Rufen Sie die Feuerwehr!**
- My name is... / I live at...
/ My telephone number is...: **Ich heiße.../ Ich wohne in... / Meine Telefonnummer ist...**
- I'm in pain: **Ich habe Schmerzen.**
- Police: **Polizei**
- Fire service: **Feuerwehr**
- Ambulance: **Krankenwagen**
- Hospital: **Krankenhaus**
- Emergency department: **Notaufnahme**
- Pharmacy: **Apotheke**

6.5.3 Medical and Psychological Emergencies

Medical Emergencies

Emergency Department – “Notaufnahme”

Should you find yourself in a medical emergency where there is no need for calling an ambulance, but you do, however, need urgent medical attention, you can go to the emergency department (Notaufnahme) by your own means. Emergency departments are open around the clock and all hospitals have one.

The procedure is usually as follows:

- You do not have to register before arriving; you may just come to the emergency department without any prior notification.
- When you arrive at the emergency department, first find the reception. State your health issue briefly and hand over your health insurance card to the receptionist.
- It may take several hours until you see a physician; be prepared to wait.
- A physician will eventually treat you.
- Depending, you might be sent home, or the physician decides to admit you to the hospital for further care.

Some of the many hospitals in Berlin

Charité Universitätsmedizin Berlin

Charité University Hospital has three campuses located across Berlin.

Website: <https://www.charite.de/en/>

Campus Charité Mitte

Charitéplatz 1, 10117 Berlin

Website: https://www.charite.de/en/the_charite/campuses/campus_charite_mitte/

Charité Campus Virchow

Augustenburger Platz 1, 13353 Berlin

Website: https://www.charite.de/en/the_charite/campuses/campus_virchow_klinikum/

Campus Benjamin Franklin (CBF)

Hindenburgdamm 30, 12203 Berlin

Website: https://www.charite.de/en/the_charite/campuses/campus_benjamin_franklin_cbf/

Alexianer St. Hedwig Kliniken Berlin

Große Hamburger Str. 5-11

10115 Berlin

Website: <https://www.alexianer-berlin-hedwigkliniken.de/>

Bundeswehrkrankenhaus Berlin

Scharnhorststraße 13, 10115 Berlin

Website: <https://berlin.bwkrankenhaus.de/startseite.html>

Psychological Emergencies

The Berlin Crisis Service

“The Berlin Crisis Service provides fast and professional assistance for issues including psychosocial crises and acute mental and psychiatric emergencies. The advice is free of charge and available 365 days a year around the clock. People in need of assistance can be helped personally, by phone, and in extreme situations on site at nine Berlin locations without an appointment. The consultation can also be carried out anonymously upon request.”

Further information and contact details of the crisis service can be found here:

<https://www.berliner-krisendienst.de/en/>

Suicide Hotline in Germany

You can reach the German suicide hotline free of charge at any time during the day or night. Your number remains anonymous, and you do not have to state your name if this makes you feel more at ease. Unfortunately, not every employee can necessarily speak English.

Suicide hotline: 0800 111 01 11 / 0800 11 10 22 2

Samaritans Emergency Appeal in the UK

If you want to make sure that your contact person is fluent in English, you can get in touch with the Samaritan Emergency Appeal in the United Kingdom. Whatever you may be going through, this service is available at all times – daytime and nighttime. You also have the possibility to chat or write them an email. Volunteering Samaritans will answer each email.

Helpline: 0044 08457 909090

E-Mail: jo@samaritans.org (response time: 24 hours)

Further information can be found here:

<https://www.samaritans.org/>

6.5.4 General Medical Care

General Practitioner – “Hausarzt”

If you feel ill, you can book an appointment with a general practitioner or Hausarzt. The Hausarzt is responsible for all non-urgent illnesses and injuries. You can find general practitioners near you by searching online for “Hausarzt in der Nähe” or by checking this website: <https://housinganywhere.com/Berlin-Germany/english-speaking-doctor-berlin>

You may either call or book your appointment online. During recent years, online services for booking of appointments with all sorts of physicians have become available. Two alternatives are listed below:

<https://www.doctolib.de/>

<https://www.samedi.de>

Procedure:

- Find a Hausarzt in Berlin (searching online, for example)
- Make an appointment by phone or online (usually you will get an appointment within a short amount of time)
- Bring your health insurance card to the appointment

When you arrive to your appointment, you will first show your health insurance card to the physician's assistant. You are usually asked to fill out some forms concerning your health and will subsequently be referred to wait in an adjacent room. Sometimes the wait can be rather long. When it is your turn your name will be called, and you will be directed to a room where you will meet the practitioner.

Depending, you might receive a prescription from the practitioner. In order to collect the medication prescribed to you, please go to a pharmacy near where you live and hand over the prescription to the pharmacist. The practitioner may also refer you to a specialized physician, who will continue your care. If this is the case, you will receive a notification of a referral. You now need to make an appointment with a specialized physician. Remember to bring the referral with you.

You might be feeling so ill that you cannot work or take part in an exam, for example. If this is the case, you should ask the physician for a sick note, or a Krankschreibung.

Specialized Physicians

You may also directly go to a specialized physician, without the previously mentioned referral from a general practitioner. There are several specializations, such as ear, nose and throat specialist; urologist; gynaecologist; dentist; skin specialist etc.

If you would like to make an appointment, search online for a specialist and either call or book the appointment online.

The general procedure at the specialized practices is the same as with the general physician: you first show your health insurance card to the physician's assistant, you may be asked to fill out some forms concerning your health, you are asked to sit down in the waiting room, and finally you see the physician.

6.6 Leisure Time

6.6.1 Where to Eat

There are several restaurants near the IPU where you can find tasty food for a decent price. Some of the favorites of the IPU International Office are listed below:

Song Lam 37

Vietnamese restaurant

Stromstraße 64

10555 Berlin

Mon – Fri: 11:30 – 23:00 / Sat – Sun: 12:00 – 23:00

Humbaba Falafel

Oriental fast food: Falafel, Shawarma and delicious Humus

Turmstraße 85

10551 Berlin

Mon – Sun: 11:00 – 00:00

Arminius-market hall

Variety of bakeries, Sushi-Bars, burger options etc.

Arminiusstraße 2-4

10551 Berlin

Mon – Sat: 08:00 – 22:00

LPG – Organic food store and bakery

Large selection of regional and organic food, Buffet lunch

Alt-Moabit 98

10559 Berlin

Mon – Sat: 8:00 – 21:00

Kowski Logo

Cosy place, good coffee, great breakfast and after-work beer

Wilhelmshavener Straße 4

10551 Berlin

Tues – Thurs: 10:00 – 23:45 / Sat: 10:00 – 02:00 / Sun: 10:00 – 23:00

Café Moa

Sandwiches, breakfast and delicious cake

Kirchstraße 1

10557 Berlin

Mon – Fri: 07:00 – 18:00 / Sat: 08:00 – 20:00 / Sun: 09:00 – 18:00

Berlin's Food Stories

During the last decade Berlin has experienced a rapid increase in culinary alternatives. Regardless of which Kiez (neighbourhood) you will find yourself in; an endless number of restaurants will be available. A great way to navigate through the "restaurant jungle" of Berlin is to use the independent guide Berlin's Food Stories, where one can find great tips on where to eat.

<https://beta.berlinfoodstories.com/>

<https://www.instagram.com/berlinfoodstories/>

6.6.2 Cultural activities

Berlin offers endless alternatives for cultural activities. Ranging from the more well-known museums (<https://www.smb.museum/museen-einrichtungen/alles-auf-einen-blick/>), to the more unique treasures (<http://thatbackpacker.com/2016/01/15/unusual-museums-in-berlin/>) of the Berlin cultural scene. Below you will find two more alternatives for finding activities to do during your spare time:

Best free things in Berlin

Enjoying cultural activities does not always have to be pricy – or cost anything for that matter. Lonely Planet lists the top 20 best free things to do in Berlin during your spare time:

<https://www.lonelyplanet.com/articles/best-free-things-berlin>

Mit Vergnügen (translated into English: "with joy")

The website Mit Vergnügen lists some alternatives for leisure activities in Berlin on their website. Everything from festivals in and out of Berlin; best lakes for swimming; where to find the best ice cream – and much more – is listed by a young team on this website:

<https://mitvergnuegen.com>

<https://www.instagram.com/mitvergnuegen/>

6.6.3 The International Student ID Card (ISIC)

The International Student Identity Card (ISIC) is the only student identity card which is valid all over the world. It entitles the holder to buy tickets at special student rates and get reductions for airlines, on trains and buses, for accommodation, in museums, theatres, cinemas and other cultural events. The ISIC is valid for 16 months, from September to December of the year following the date of issue. The card may be obtained for € 18 in all student travel agencies, online (<https://www.isic.de/en/get-yourcard/>), as well as from the student welfare organisation (StudierendenWerk).

Documents required to apply for an ISIC:

- Passport
- Passport photograph
- Student ID card

Further information and practical advice on insurance cover for travel, studies and internships abroad may be found on the website of ISIC (<https://www.isic.de/home-en/>).

6.6.4 Travelling through Europe - Interrail and Eurail Passes

Living and studying in Berlin does not only mean that you are residing in one of the most exciting cities in the world. In terms of broadening your travel horizon, the location of our beloved capital very conveniently offers countless possibilities of exploring countries in close proximity. An excellent option to get the most out of traveling through Europe, while still taking responsibility for one's environmental footprint, is to go by train using an Interrail Pass (<https://www.interrail.eu/en>). With this pass, the option of travelling to more than 30 different countries within the European Union, during a time frame stretching up to three months, is offered to reasonable prices. Though the Interrail Pass is limited to citizens of the European Union, the so called Eurail Pass (<https://www.eurail.com/en>) is available for everyone else to a comparable price. Bon voyage and safe travels!

6.6.5 Voluntary Work

A great way to get to know and ease integration into a new society, while at the same time giving back to the community, is to engage in voluntary work. Berlin offers an uncountable amount of options for volunteering for individuals who both do and do not yet possess German language skills. These voluntary activities entail a large span ranging from intercultural exchange cafés, supporting migrants and social support, to preserving the environment, making an active change for the climate, aiding animals – and much, much, much more! An excellent way to navigate through the flood of possibilities is the website GoVolunteer (<https://govolunteer.com/en>) where you can filter via location and your personal area of interest. If you have any questions about volunteering and need help in the search for a suitable placement, do not hesitate to get in touch with the International Office, who happily will guide you!



7 On Completion of Studies

7.1 Psychotherapy Training and Working as a Clinical Psychologist in Germany

To become a psychotherapist in Germany, one is required to go through with the psychotherapy training after having finished their university studies. Thus, after having graduated with a bachelor and master of psychology, you may apply for the training as a psychological psychotherapist according to the Psychotherapeutengesetz (PsychThG) anywhere in Germany. If you, as an international student, plan on working in the psychotherapeutic field after graduation from IPU, you are kindly advised to look at the requirements for the recognition as a therapist in your home country before applying to the IPU.

In Germany, the psychotherapy profession is protected by law, and its training is regulated according to the so-called Psychotherapist's Law (PsychThG) established in 1998. In September 2019, the German Parliament voted to revise the Psychotherapist's Law.

The new law incorporates changes to the requirements for the psychotherapy training. As such, both a bachelor's and master's degree in psychology will be necessary for approbation and to begin subsequent training. The regulations included a 12-year transition period for completing the psychotherapy training, which applies to all students who began their undergraduate psychology studies any time before 1 September 2020 the latest.

After the 12-year transition period for completing the psychotherapy training according to the old regulations, completing the training through direct study will be the only option for becoming a psychotherapist.

The Master of Arts Psychology with a Clinical Psychology Focus aims to prepare and enable its students to pursue a career within the clinical psychological field, while at the same time broadening the scientific and academic competences to pave a clear path for a future successful academic career. Moreover, the possibility exists to pursue psychotherapy training after having finished your Master of Arts Psychology during the 12-year transition period mentioned above. Psychotherapy training is possible together with a BA or BSc in Psychology. If you completed a bachelor's degree in psychology in a country other than Germany, please refer to the recognition and evaluation service for foreign educational certificates – Anabin (<https://anabin.kmk.org/anabin.html>) – administered by the Central Office for Foreign Education (ZAB), to find out if your university and certificate is recognized in Germany.

For more information regarding these new regulations please see the IPU Website (<https://www.ipu-berlin.de/en/psychotherapy-training-law-reform/>).

7.2 Seeking Employment in Germany after Graduation

The IPU Career Service (see 5.2.1) is a great way to search for positions after completion of your studies. Moreover, once a year the so called "Career Day" is organized by the IPU, where different institutions, companies and research projects etc., present themselves; enabling impending graduates to establish contact with possible future employers.

Please note: If you are an international student planning to work in your home (or other) country after graduating from the IPU, you are strongly advised to check the requirements for recognition of your degree before applying to the IPU.

8 Important Contacts at the IPU Berlin

International Office

Stromstr. 3b, Room 0.03
international@ipu-berlin.de
Tel.: +49 30 300 117-543

Admissions/Matriculation Office

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Program Coordinator MA Psychology (English Track)

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Program Coordinator MA Psychology focusing on Organisation

Prof. Dr. Thomas Kühn
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Library

Dr. phil. Bernhard Bolech
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Tel.: +49 30 300 117-560

IT Support

it-support@ipu-berlin.de

Lecturers of Confidence

Lecturers who are available as contact persons for confidential problem situations (e.g. discrimination).

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StuRa

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