

Bard College Berlin

A LIBERAL ARTS UNIVERSITY

The Administrator's Toolkit: A Registrar's Perspective

Erasmus+ Info ICM Day in Kyiv, Ukraine

5 November 2019

1. A Short Introduction

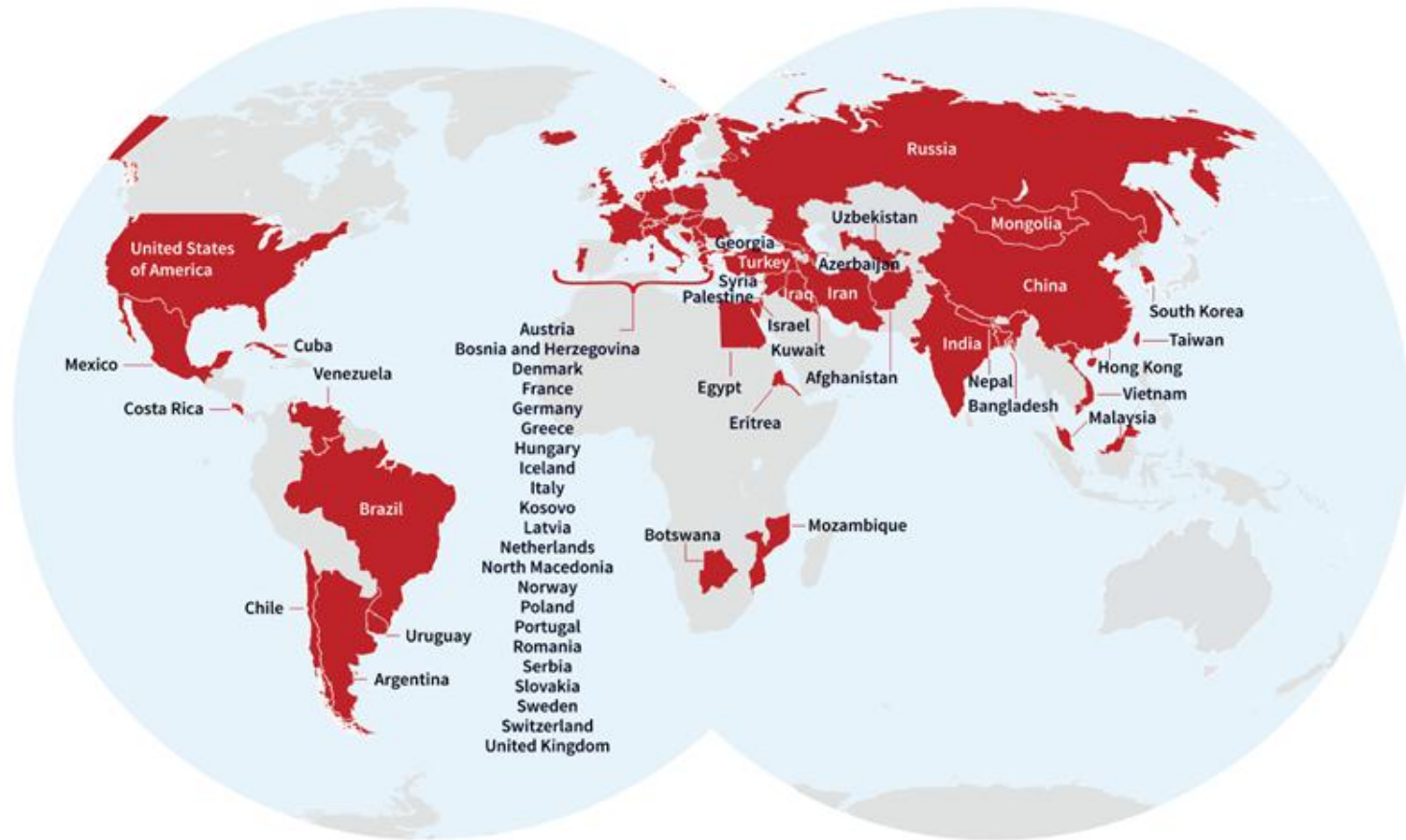
Bard College Berlin, a small and international liberal arts university in Berlin, Germany, offers:

- interdisciplinary studies in the humanities and social sciences, with two BA Programs; Humanities, the Arts, and Social Thought and Economics, Politics, and Social Thought;
- classes organised in seminar groups of ca. 12-15 students;
- English as the language of instruction and assessment;
- dual German/US accreditation (eligible students receive both a German and US diploma);
- in addition to the BA core program (an integrated inquiry into intellectual and cultural history) and the chosen field of specialization in an area of the humanities or social sciences, students' studies are supplemented by a variety of elective courses in fields such as theater, film, philosophy and studio arts, and by many forms of engagement with the city of Berlin itself.

Bard College Berlin Students by Nationality

Entire Student Body / Fall Semester 2019

Bard College Berlin
A LIBERAL ARTS UNIVERSITY



260
students



60
nationalities



40+
languages spoken
on campus



77%
students receiving
financial aid

2. Exchange Partners

Bard College Berlin welcomes ca. 80 visiting students per academic year.

The College has Erasmus exchange agreements with 7 institutions located in France (Sciences Po & Université de Montpellier), the Netherlands (AUC, LUC & UCU), Italy (Università di Bologna) and Sweden (Malmö University).

Bard College Berlin is also part of the Global Bard Network offering exchange opportunities across sites within the network, including New York City/State (USA), St Petersburg (Russia), Abu Dis (East Jerusalem), Bishkek (Kyrgyzstan) and Budapest (Hungary)

Additionally, **Bard College Berlin** has two further bilateral exchange agreements with institutions in Brazil (PUC Rio) and Hong Kong (Lingnan).

3. Incoming Students: Application & Enrollment

Bard College Berlin operates on a semester system (Fall semester = August-December; Spring semester = January-May). Applications for an exchange can be for either semester or a whole academic year.

Incoming students need to meet the following criteria:

- English at C1 level (CEFRL) or equivalent
- A minimum GPA of B / 3.0
- Successful completion of at least 1.5 years of studies at the student's home university

Once nominated to participate in the exchange program by their home university, students should fill out **Bard College Berlin's** application form and submit this together with the required documents to the College's **Manager of International Programs**. Relevant information can be found online [here](#).

3. Incoming Students: Application & Enrollment

Incoming students participate in orientation sessions ahead of the start of the exchange semester (end of August for Fall semester; late January for Spring semester).

Orientation sessions cover important procedures and practicalities required for a student's exchange and stay in Berlin (city registration, academic orientation, etc).

Please note that health insurance is a legal requirement in Germany and a condition of enrollment. Students **MUST** provide proof of adequate health insurance at the time of matriculation and maintain adequate insurance coverage for the duration of their enrollment.

Verification of enrollment (*Immatrikulationsbescheinigung*) can be requested at any time from the Registrar's Office in person or by email from the student's account. Certification of arrival/attendance can also be provided by the Registrar's Office.

4. Incoming Students: Course Registration

Course registration is run online in advance of each semester (usually second week of July for the Fall Semester and end of November for Spring Semester).

The course list for each semester – including course times (available 2-3 weeks before registration) – is published online.

Registration is run via an online form. Incoming students will receive a link to the form in advance of the registration period opening.

Incoming students are asked to request **4** first-choice courses and a further **3** backup choices.

Confirmation of registration follows in the subsequent weeks via an online information portal to which students will receive access.

Following registration, students can still visit other courses and request a change in registration during the first two weeks of class.

5. Incoming Students: Learning Agreements

Based on the student's course registration, the Registrar can sign off on your student's learning agreement.

Learning agreements can be approved in paper format or digitally, if using the [Online Learning Agreement \(OLA\)](#) platform.

Bard College Berlin uses the OLA for its outgoing students.

The platform provides significant benefits to all parties in tracking, reviewing and approving/declining learning agreements.

6. Transcripts: Credits and Grades

Bard College Berlin uses the European Credit Transfer and Accumulation System (ECTS). A standard course is **8 ECTS**; a regular semester course load is **32 ECTS** (i.e. 4 courses).

Students may request an overload; an underload is also possible if appropriate and supported by the home institution.

Bard College Berlin applies letter grades (A-F) structured according to the 4.0 GPA scale (A / 4.0; A- / 3.7; B+ / 3.3; B / 3.0; B- / 2.7; C+ / 2.3; C / 2.0; C- / 1.7; D / 1.0; F / 0.0).

All courses include a participation component (15-25%) which reflects the student's attendance, preparation, participation, etc in classes.

At the end of the exchange, the College will send an official transcript to the home institution listing all courses taken and the grades awarded.

7. Primary College Contacts

Tina-Marie Joaquim (*Manager of International Programs*; t.joaquim@berlin.bard.edu), handles all queries relating to nominations, acceptance, orientation, extensions, etc.

Scott Jung (*Registrar*; registrar@berlin.bard.edu) handles all queries relating to matriculation, enrollment certification, course registration, transcripts, etc.

Other useful resources:

Academic Calendar: refer to the calendar for semester dates, various process deadlines, cafeteria closure, etc.

Student Handbook: refer to the handbook for College policies on attendance, course registration, grading and credits, transcripts, etc.

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The End
Thank you!