Dear colleague,

International academic cooperation is one of the driving forces behind the process of internationalization at a university and contributes to outstanding research of the very highest caliber. TU Berlin owes its position as one of the leading universities in Germany in terms of internationalization not least to its wide range of international projects and contacts. The Office of International Affairs is there to help you with all your international academic cooperation projects. Under the directorship of Dr. Ulrike Hillemann-Delaney, the staff of the four sections that make up the Office of International Affairs are on hand to provide you with support in matters such as the development and expansion of cooperation projects and the financing of international activities, as well as advice on administrative issues.

We wish you every success in your international endeavors and look forward to being able to support you with the range of services provided by the Office of International Affairs.

Professor Angela Ittel
Vice President for Strategic Development,
Junior Scholars and Teacher Education

Office of International Affairs

International Projects (INT IP)
Mathematics Building | 4th floor
Rooms MA 408 & 409
+49 (0)30 314 29762
www.tu-berlin.de/?id=156529

Student Mobility and International Students (INT SB)
Main Building | Ground floor | Room H 39-45
+49 (0)30 314 24799
www.tu-berlin.de/?id=5190

Preparatory School (INT SK)
Annex Building (Erweiterungsbau) | 5th floor
Room EB 519
+49 (0)30 314 72720
www.tu-berlin.de/?id=6822

International Scientific Cooperation (INT WS)
Main Building | 2nd floor | Room H 2034
+49 (0)30 314 24267
www.tu-berlin.de/?id=148598

Other useful TUB contacts for your international activities:

Research (Department VC)
Advice on applying for and acquiring third party funding
www.tu-berlin.de/?id=65602

Doctoral and Post-Doctoral Services (TU DOC)
Guidance for doctoral candidates and early-stage researchers
www.tu-berlin.de/?id=57719
Office of International Affairs

The Office of International Affairs was formed with the intention of bringing together all the services designed to support you in your international activities within one organizational unit. International Affairs now houses the following four sections:

- International Projects (INT IP)
- Student Mobility and International Students (INT SB)
- Preparatory School (INT SK)
- International Scientific Cooperation (INT WS)

INT IP provides you with information on selected Erasmus+ funding lines and coordinates Erasmus+ scholarships for exchanges with countries outside the EU.

INT SB supports you in initiating international study and teaching cooperation activities and programs. INT SB is also responsible for the drafting of cooperation agreements for student exchanges and dual degree agreements with international universities.

INT SK supports international students applying to study in Germany who need to complete a preparatory course prior to taking up their studies to supplement the university entrance qualifications acquired in their own countries. The Preparatory School additionally provides students applying to study at university with both general language and subject-specific language programs to help them prepare for their later studies.

INT WS is the central point of contact for all your international scientific cooperation activities. INT WS provides support for existing contacts with partner institutions while also promoting new opportunities for international collaboration. International Scientific Cooperaeration represents the main point of contact for both TU Berlin professors and international visiting scholars for all such matters.

The following provides you with a brief overview of the most important services additionally provided by International Scientific Cooperation.

**Financial support for international scientific cooperation**

To help develop new cooperation projects and strengthen existing connections, you can apply for grants to cover the costs of your visiting guests in the form of daily and monthly fixed payments. Subsidies can also be provided for your travel costs and those of your teaching and research assistants. Applications can be submitted throughout the entire course of the year. Information concerning funding and grants can be found here: www.tu-berlin.de/?id=148722.

**Supporting international visiting scholars (Welcome Centre) including accommodation service**

International Scientific Cooperation assists visiting scholars to TU Berlin even before their arrival. We provide information to help find accommodation, take out insurance policies or set up a bank account. International visitors to TUB from postdoc level and above who are staying for a period of between two weeks and one year have the option to make use of the TUB guesthouse. Our Internet site also publishes advertisements for furnished apartments offered by private individuals. Additionally your guests can register online as visiting scholars to receive invitations to events and to network with other visiting scholars. Further information can be found on our website: www.tu-berlin.de/?id=148729.

**Supporting international delegations**

Working closely with the Executive Board, we organize and supervise visits from high-ranking scholars or members of the executive boards of our partner institutions. International universities can also request us to establish contacts to TUB scholars.

**Translation Services**

Translation Services translates texts and documents produced by the Central University Administration into English. The University faculties can also commission translations. 50% of the costs for these are borne by the faculties, with the other 50% paid for from central funds. The types of texts translated for the Central University Administration include forms, contracts and study regulations, as well as texts contributing to TUB’s public image, such as websites and brochures. The University chairs can also arrange for the translation of study and teaching materials. If you want to have your own documents translated, Translation Services can put you in touch with external translators. Further information is available here: www.tu-berlin.de/?id=172208.