

**Freie Universität Berlin School of Business and Economics**  
**Student Exchange Program Guidelines for 2025**

**1. School Profile**

Freie Universität Berlin, established in 1948, is a leading research institution in Germany. It is part of the Berlin University Alliance and is funded through the German government's Excellence Strategy. The university's global scope is reflected in its diverse community, with people from more than 150 countries working and studying there.

**2. Location**

Berlin, Germany

**3. Term Period**

**Fall Semester:** October 1, 2025 to mid-March 2026

Students are encouraged to arrive before the orientation, which will take place during the first week of October 2025.

\* The exact dates are yet to be confirmed.

Note:

Students who study abroad during the period above will be unable to attend required tutorials for Master's Thesis and Research Project II and may be unable to participate in one or more of the required workshops. Before applying for the exchange program, students should consult their supervisor and the faculty member in charge of international affairs about the period they wish to study abroad and how it will affect their progress in Master's Thesis and Research Project II.

Please note that in order to receive two credits for Master's Thesis and Research Project II, students will need to meet with their supervisor before or after returning from the exchange program to compensate for missed sessions. (90 minutes x 15 face-to-face sessions are required to earn two credits.) Students who are unable to attend a mandatory workshop due to study abroad will be required to give a presentation on the progress of their Master's Thesis/ Research Project to DBS professors upon return to Kyoto. These tutorial sessions and/or make-up presentations must be completed within the DBS fall semester.

**4. Application Procedures**

- a. Application Deadline: March 14 (Friday)
- b. Application Form: The application form is available for download on the Current Student's page.
- c. The DBS office will only accept one exchange program application per person.

## 5. Course Registration

This exchange program will take place in the fall semester of the DBS calendar. Students will remain enrolled at Doshisha during their time at the partner university. In order to receive credits for coursework completed abroad, students must first complete registration procedures for DBS and the partner university **before** going abroad. The DBS office will contact successful applicants to guide them through the registration process.

Credit Conversion Chart

<u>University of FU Berlin</u>	<u>DBS</u>
3 ECTS	2 DBS Credit
6 ECTS	4 DBS Credits
9 ECTS	6 DBS Credits

Students may register up to 30 ECTS at FU Berlin.

Note that only 10 credits from courses outside of the Global MBA curriculum (such as courses in the Japanese MBA program and/or at a partner university) can be counted toward graduation.

## 6. Program Eligibility

- a. This exchange program is open to currently enrolled DBS students.
- b. Students must demonstrate English proficiency at the CEFR B2 level (TOEFL iBT® 72-94, IELTS™ 5.5-6.5) or higher to study at FU Berlin.
- c. MEXT scholarship recipients and JICA scholarship recipients are not eligible to participate in the student exchange program due to the scholarship terms and conditions and/or the program regulations.
- d. Students receiving other scholarships should verify the rules regarding prolonged study outside of Japan.
- e. All students wishing to apply to the exchange program should consult with their supervisor and the faculty member in charge of international affairs before submitting the application form.

## 7. Maximum Number of Participants

2 students

## 8. Nomination Process

Successful students will act as representatives of Doshisha Business School at the partner university and, therefore, will be nominated via a careful selection process. Please note that an interview may be required. The DBS faculty will select up to the maximum number of participants from the list of applicants and will finalize the list of nominees in the faculty meeting. The DBS office will notify applicants of the results after the faculty meeting. It is important to note that a nomination from the DBS faculty is not a formal acceptance. Nominated students will be required to submit a formal application to the partner university.

## 9. Content of the Exchange Program

Information about courses taught in English at FU Berlin can be found on the following webpage:

<https://www.wiwiss.fu-berlin.de/studium-lehre/incoming/Courses-in-English.html>

## 10. Costs

Students who participate in this student exchange program will be responsible for tuition fees, living expenses, travel and transportation cost plus any associated costs for rent or bills in Japan.

- a. Students will pay the same tuition and facilities fees to Doshisha University as if they were on campus. There will be no additional tuition fees required at the partner university. However, exchange students at FU Berlin are required to pay social fees of approx. 270 EUR per semester. These are non-university fees and include student union and student service fees, as well as public transportation tickets for the area of Berlin and vicinity.
- b. Estimated Monthly Living Expenses in Germany:  
Students should budget a minimum of approximately 850 EUR per month for housing, transportation, food and other daily necessities.
- c. Airfare and Travel:  
Students will be responsible for arrangements and costs related to flights to and from the partner university.
- d. Student Visa:  
Students will be responsible for arrangements and costs related to obtaining a valid visa when a visa is required. Note that the visa application process and requirements may be costly and require considerable time, please verify the visa requirements for your nationality before applying for the exchange program.

Detailed information for incoming students at FU Berlin can be found on the following webpage:

<https://www.wiwiss.fu-berlin.de/studium-lehre/incoming/index.html>

## 11. Withdrawal Policy

Students should understand that they should not withdraw from the student exchange program after submitting the application form. Students should secure permission and agreement from their financial supporter to prepare sufficient financial resources for all the estimated expenses before submitting the application form.