

FACTSHEET + EXCHANGE APPLICATION PROCEDURE FOR PARTNERS 2023/24

FACTS

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Swiss European Mobility Programme (SEMP)

OFFICE HOURS AND ONLINE CONSULTATION

[https://www.udk-berlin.de/en/service/international-office/
contact/international-office/](https://www.udk-berlin.de/en/service/international-office/contact/international-office/)

SEMESTER DATES

WINTER SEMESTER 2023/24

11th October 2023 to 17th Februar 2024

Holidays from 23th December 2023 to 6th January 2024

Orientation Meeting: 11th October 2023

PUBLIC HOLIDAYS in Berlin

3rd October 2023 (Day of German unity)

25th+26th December 2023 (Christmas)

1st January 2024 (New Year)

SUMMER SEMESTER 2024

10th April 2024 to 20th July 2024

Orientation Meeting: 10th April 2024

PUBLIC HOLIDAYS in Berlin

29th March + 1st April (Easter)

1st May (Labour Day)

26th May (Ascension Day)

6th June (Whit Monday)

Updated calendar: [https://www.udk-berlin.de/en/
university/course-catalog-and-lecture-periods/](https://www.udk-berlin.de/en/university/course-catalog-and-lecture-periods/)

NOMINATION + APPLICATION DATES

1. NOMINATION DEADLINE

31st March for winter semester

31st October for summer semester

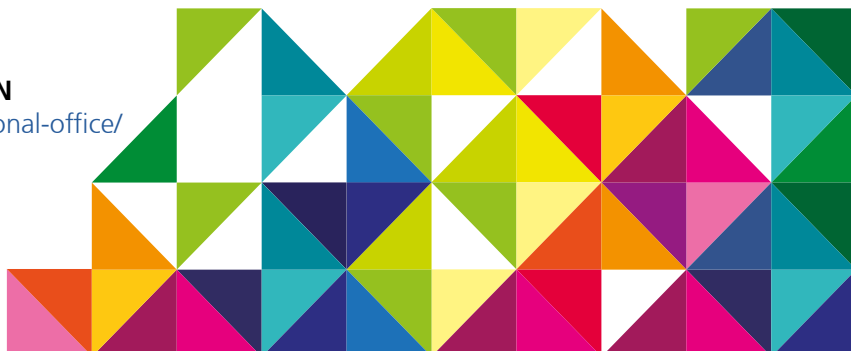
2. STUDENT APPLICATION PERIOD:

ONLINE APPLICATION

15th March - 15th April for winter semester (for courses of
study in Music, Vocal Studies, Music Theater and Jazz: the
deadline is for winter AND summer semesters)

15th October - 15th November for summer semester

PLEASE NOTE THAT DUE TO ISSUES OF CAPACITY
IT IS **NOT POSSIBLE TO EXTEND** A PERIOD OF
EXCHANGE IN **FINE ARTS** FROM ONE SEMESTER
TO THE NEXT.



Last updated: Jan. 18, 2023

APPLICATION PROCEDURE

1. NOMINATION BY PARTNER UNIVERSITIES

Deadline: 31st March or 31st October

PARTNER UNIVERSITIES should formally nominate their students by e-mail indicating the NAME, STUDY PROGRAMME AND THE E-MAIL ADDRESS of their nominees. Please note that students cannot access our online application form without your prior nomination.

2. STUDENT APPLICATION PERIOD: ONLINE APPLICATION

15th March – 15th April // 15th October – 15th November

After your nomination, students will be contacted by us and are required to fill out and submit an online application form. The following documents also need to be uploaded during the application process:

ALL APPLICANTS OF ALL COURSES OF STUDY

- CURRICULUM VITAE
- LETTER OF MOTIVATION

ARCHITECTURE, ART AND MEDIA, ART IN CONTEXT, COSTUME DESIGN, FASHION DESIGN, FINE ARTS, PRODUCT DESIGN, VISUAL COMMUNICATION, STAGE DESIGN

- PORTFOLIO
- PDF only, we do not accept files larger than 8MB!

COMMUNICATION IN SOCIAL AND ECONOMIC CONTEXTS (GWK)

- PROVISIONAL STUDY PLAN
- GERMAN LANGUAGE CERTIFICATE B1

CREATIVE WRITING FOR THE STAGE

- PLAYSSCRIPTS

DANCE

- AUDITION RECORDING (max. 10 min.)

JAZZ

- AUDITION AUDIO OR VIDEO OF 3 PIECES preferably in different styles
- AN OWN, NEW COMPOSITION

MUSIC INSTRUMENTALISTS, VOICE, RHYTHMICS

- AUDITION AUDIO OR VIDEO OF 3 PIECES Preferably of different styles

MUSIC COMPOSITION

- SCORES

MUSIC CONDUCTING

- VIDEO

3. FURTHER APPLICATION PROCESS

Deadline for application form and supporting documents is 15th April / 15th November!

For courses of study in Music, Vocal Studies, Music Theater and Jazz: 15th April is the deadline for winter AND summer semester.

After submitting the online application form and the required documents have been uploaded, your nominees will receive an e-mail with further details about the application process. Some will be asked to e-mail further supporting documents – IF NECESSARY.

Applications submitted after the deadline cannot be considered. We only accept completed applications with all required documents.

More Information about the application process: <https://www.udk-berlin.de/en/service/international-office/exchange/student-exchange-programme/studying-in-berlin/application-process/>

STUDENTS WILL BE ACCEPTED ON THE BASIS OF THE QUALITY OF THEIR PORTFOLIO/ PERFORMANCE.



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