



EUROPEAN CENTRE
FOR CAREER EDUCATION

HANDBOOK

2025

01



Topics we'll cover in this Handbook

The purpose of this guide is to help you make the most out of your program and to ensure that you have all the necessary information you need to have a successful and enjoyable stay in Berlin.

01

General Information

Go-to resource for general information that will enhance every aspect of your experience in Berlin.

02

Lectures & Internships

The handbook provides a schedule, detailed information about sessions and speakers, and essential tips for starting your internship.

03

Tips & Important events

Important tips for enhancing your stay in Berlin, as well as an important events hosted by ECCEDU.

02

The summer program in Berlin consists of several key components that are designed to provide you with a comprehensive and enriching experience.



Welcome dinner

The first event of the program will be the dinner reception which will give you the opportunity to meet fellow participants and get a taste of German culture.

Lectures

During the summer program, there will be a total of 6 mandatory lectures specifically designed for economics students. These lectures will be held Fridays from 9:00 AM to 12:00 PM.



Internships

During this time, you will have the opportunity to put your knowledge into practice. This is an excellent opportunity to gain hands-on experience and make valuable connections in your field.

03

General Information



Germans generally appreciate a firm handshake and direct eye contact when greeting someone. It's essential to greet people politely, using appropriate titles like "Herr" (Mr.) or "Frau" (Mrs./Ms.) followed by their surname unless invited to use their first name.

You should be respectful of local customs and traditions. Understanding and respecting the local culture will enhance your experience and help you integrate into the community.



Germans value punctuality and expect others to be on time for appointments and meetings. Arriving late without prior notice may be seen as disrespectful, so it's important to plan ahead and be punctual.

04

General Information



Public Behavior

Berliners tend to value personal space and may find overly loud or boisterous behavior in public places off-putting. It's essential to be mindful of your surroundings and behave respectfully, especially in crowded areas like public transportation.

Cultural Sites and Memorials

Berlin is home to numerous cultural sites and memorials, including those commemorating significant historical events like the Holocaust and the Berlin Wall. Visitors should approach these sites with reverence and respect, refraining from any behavior that could be deemed disrespectful or insensitive.



Awareness of History

Germany has a complex and at times dark history, including its role in World War II and the Holocaust. Visitors should be sensitive to this history and avoid making jokes or trivializing past events.

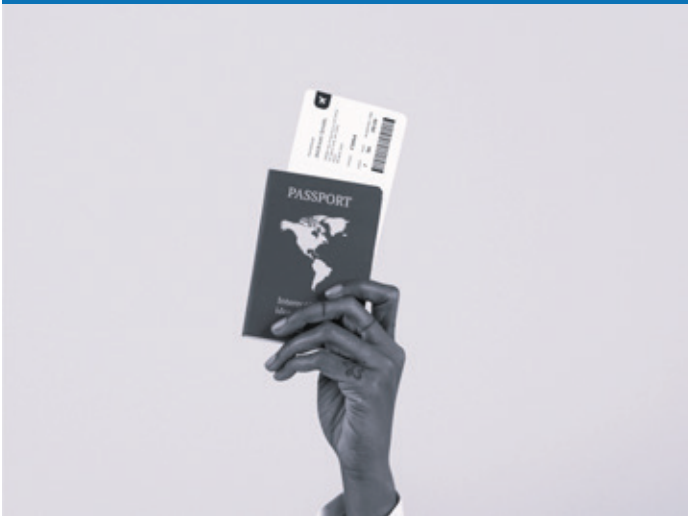
05

Things To avoid



When it comes to transportation, it is recommended that you do not stop a taxi directly on the street. Berlin has a reputation for overcharging tourists, so it is best to use a recommended taxi operator.

When exchanging currency, it is best to only use exchange offices or banks that are recommended by our staff. Avoid small shops and especially those in tourist areas, as they often offer poor exchange rates.

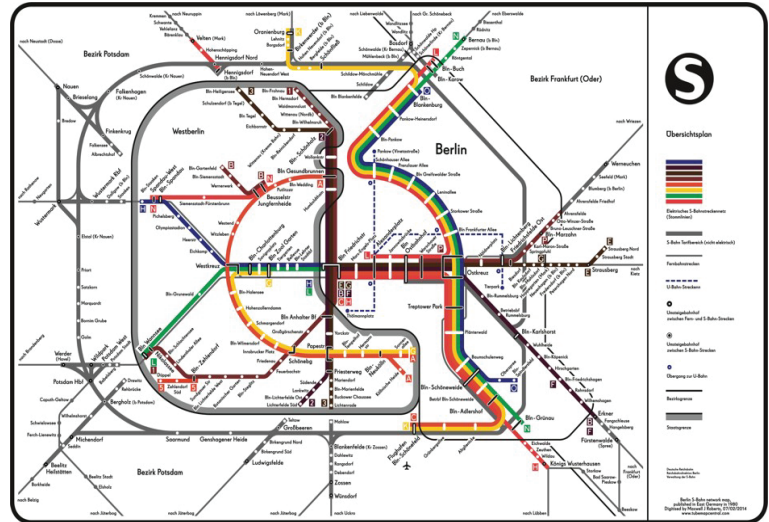


It is recommended that you do not carry your passport with you every day, but instead, bring a photocopy or your ID card if you have one.

Transportation

Public transportation | 1 month | €91

- The fare zone AB includes the urban center of Berlin as well as the area up to the city limits
- Unlimited trips within the indicated fare zone
- Start working from the first day printed on the ticket until midnight at the end of the last day printed on the ticket



Transportation Apps

BVG Fahrinfo is the official Berlin city transport map and ticket purchasing app, use it as your personal journey planner and buy tickets for all transport in and around the city.

07

SIM Cards

In Berlin, there are several telecommunications companies offering SIM card options. Major providers include Deutsche Telekom (T-Mobile), Vodafone, and O2. These companies offer various prepaid SIM card packages with data, calls, and text options to suit different communication needs. You can purchase SIM cards from official stores, electronics shops, or convenience stores located throughout the city. Deutsche Telekom's tourist package (<https://www.telekom.de/start/tourist-prepaid>) and Vodafone's tourist SIM (<https://www.vodafone.de/urlaubssim>) are popular choices, offering flexibility and convenience for short-term visitors.

It's important to have a valid identification document, such as a passport, when purchasing a SIM card in Berlin. Additionally, ensure your phone is unlocked and compatible with the GSM network used in Germany to activate the SIM card successfully.

Plan your budget

Budget

Berlin is a relatively affordable city, but it's still important to plan your budget carefully. Make sure you have enough money to cover your expenses for the entire program, including food, transportation, and any activities you plan to do.



Eating out

Eating out in Berlin can be relatively expensive, especially in tourist areas. It's recommended to cook your own meals or look for cheaper options in local restaurants.

09

Exchange Places

Payments in Berlin, as in all of Germany, are made in Euros.

Important: whether you are shopping, in a restaurant, or at the club, Berliners prefer to pay with cash. Debit cards and major credit cards (American Express, Visa, Mastercard) may often also be used, but smaller shops and cafés might only accept cash payments. Therefore, you should always have some euro bills and coins on hand.

There are bureaux de change and Reisebank outlets at the city's major rail stations and airports where up to 100 currencies can be exchanged at competitive daily rates.

BER: Berlin Brandenburg Airport
Euro Change Daily 7.00am–10.00pm

Berlin Hauptbahnhof (Central Station)
Reisebank Daily 8.00am–10.00pm

Friedrichstraße Station
Reisebank Mon–Fri 7.30am–8.00pm Sat–Sun 8.00–8.00pm



10

What To pack

- In order to make the most of your summer program in Berlin, there are certain items that you should bring with you.
- It is important to bring your laptop as this will be your main tool for the lectures and you may need it during your internship as well.
- Bring some semi-formal clothes as there will be formal events during the program and you may need to dress appropriately for your internship as well.



Networking Events



Welcome Dinner - June 24th, 2025

The program will kick off with a dinner reception, providing a wonderful opportunity to connect with fellow participants while enjoying an authentic taste of German culture.



Final Dinner - August 14th, 2025

The graduation gathering marks the end of the program, and is a celebration of the students' hard work and achievements. During this special event, you will receive your certificate to be recognized for your dedication and commitment to education.



12 Trips

As part of the ECCEDU Summer Program, students will have the opportunity to take trips to some of the most beautiful and historic landmarks in Germany. One of the highlights of the program is a visit to Potsdam, the capital and largest city of the German state of Brandenburg. Another trip will take students to Leipzig, a city full of surprises. Urban and edgy, but also a traditional city of trade fairs and home to some of the world's most famous classical composers.

Potsdam: July 5th, 2025

Leipzig: August 2nd, 2025



Feel free to hit us up with any cool places or activities you'd like to check out. Just send us an email to operations@eccedu.net with the subject "Fun in Berlin" and your suggestions. We're always open to new ideas and we'll do our best to make it happen for you!

13

INTERNSHIPS RULES

01

The internship is 8 weeks long and the host company will determine your working hours, which may include full-time work from Monday to Thursday.

02

Be open to learning and constructive criticism.

03

Be punctual and appropriately dressed for each working day, and to inform your supervisor if you are unable to attend due to illness.

04

Maintain confidentiality of sensitive information.

05

Complete assigned tasks to the best of your abilities and ask for help if needed.

06

Respect the property and equipment of the host company.

07

Respect the policies and procedures of the host company.



GOODBYE
& ENJOY YOUR
STAY IN BERLIN :)