ERASMUS programme (study exchange) manual

The EU's ERASMUS programme allows students to study for three to twelve months at a European partner institution which has an ERASMUS contract with the home department. This contract stipulates that guest students will not have to pay tuition fees at the host institution and that the courses they complete there will be recognised.

At the ERASMUS office [www.erasmus24.de/s/haw](http://www.erasmus24.de/s/haw), you will find student experience reports written by those who have already studied at an ERASMUS partner institution.

Every department at HAW Hamburg has its own ERASMUS contracts, the contents of which are maintained by the lecturers responsible for each department's ERASMUS partnerships. You can view a contact list on the HAW Hamburg website, at [www.HAW-Hamburg.de – International – Partner universities – Europe/Erasmus partnerships](http://www.HAW-Hamburg.de). These lecturers are responsible for advising students on the academic aspects of the exchange programme and are ultimately responsible for deciding whether or not students may take part in the exchange programme. Please speak to the lecturer(s) responsible for the programme or the exchange coordinator(s) in your department in good time before you leave if you have questions about how to prepare your learning agreement (your course of studies at your host institution), or about how and whether the modules completed at your ERASMUS host institution will be recognised.

- Ms Nancy Falke (tel. +49 (0)40 428 756 130, email: nancy.falke@hv.haw-hamburg.de), if you are studying at the Faculty of Life Sciences
- Mr Nir Alon (tel. +49 (0)40 428 754 635, email: nissemnir.alon@haw-hamburg.de), if you are studying at the Faculty of Design, Media and Information
- Ms Lea Andres (tel. +49 (0)40 428 756 975, email: lea.andres@haw-hamburg.de), if you are studying at the Faculty of Business and Social Sciences
- Unfortunately, there is not currently an exchange coordinator at the Faculty of Engineering and Computer Science, so students are only able to keep in contact with academic staff (contact information is available on the website in the list of ERASMUS partner universities and from Ms Voigt in the International Office).
Ms Voigt is responsible for the overall coordination of the ERASMUS programme (Schiene Studium) at HAW Hamburg.

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Office hours: Tuesday from 11 a.m. to 1 p.m. and by appointment

The ERASMUS programme year begins on 1 June of one year and ends on 30 September the following year.

**Important: You may only apply** once for ERASMUS financial aid for an academic exchange and should therefore carefully think about which phase of your degree you would like to spend abroad as part of the ERASMUS programme.

**NB:** Study periods abroad are only recommended at host institutions with a formal partnership with your home department. This guideline exists for your protection, as it is the only way to ensure the quality of your studies abroad.

You may participate in the ERASMUS programme a second time if there is still space available (for you as a "label student"). You will, however, not be eligible for financial assistance. A combination of ERASMUS study and an ERASMUS work placement is possible providing both take place in the same ERASMUS year.

Please take into account the semester dates of the partner universities, as the beginning of the summer semester at certain partner universities often overlaps with exam period at HAW Hamburg.

**Important: in addition to the ERASMUS grant, students with a child or a disability can also apply for other financial aid. Please contact Ms Voigt in the International Office for information**

**Application requirements**

- At least one completed year of study
- Sufficient language skills
- Good to very good study results
- Good understanding of the courses offered by the partner institution
- Evidence of motivation

All students fully registered at HAW Hamburg are eligible to take part in the programme. In contrast to previous years, this now includes students who are not citizens of EU member states or associated countries.

**Grant**

- The maximum possible grant is capped at €300 per month of study by the EU. However, the amount available for universities to allocate in grants is usually far lower, meaning that only around €170 per month of study can be paid. Depending on circumstances, the actual value of the grant may be more or less. Unfortunately, we are only able to offer low-value mobility grants, but in addition to these, you do not pay tuition fees to the host institution.

Heike Voigt MA – International Office – 20/03/2012
• You will receive your first grant instalment of €100/month at the beginning of your stay. You will receive the second instalment once all necessary documents have been received by the International Office (university report, DAAD report, confirmation of stay, learning agreement (original, or if necessary a copy), copy of your transcript of records), and once the office know how much money is available to be paid in the second instalment. This value can only be determined once all students have returned all of their documents. This is why the second instalment is usually paid at the end of the ERASMUS year, in September.

Application process

If you wish to take part in the ERASMUS programme, please contact the lecturer(s) responsible for the programme (their names are listed on the HAW Hamburg website at International->Partner universities->Europe/Erasmus partnerships)
The exchange coordinators can advise you on ERASMUS partnerships in your department and will take care of the application process (nomination, registration with the host institution, etc.) Certain exchange coordinators and lecturers responsible for the programme have internal application deadlines. Be aware that your host institution may have registration deadlines for ERASMUS students, so please find this information out in good time. Host institutions often request to see students' transcripts of records (an overview of your results at HAW Hamburg thus far) in order to assess the academic capabilities of guest students.

Once you have been accepted, you must register with the ERASMUS Office at

www.erasmus24.de/s/haw

Please take the information on the homepage into account (newsfeed), as this will tell you whether your registration is able to be accepted or not at that time. In certain circumstances, the appropriate documents may not be able to be prepared. Even if you are not yet able to register, your nomination by your department and acceptance at your host institution are sufficient confirmation that you will definitely be able to take part in the ERASMUS programme.

All necessary documents for the ERASMUS programme are stored here. Detailed instructions follow.

1. Declaration of acceptance (for the ERASMUS grant): is the first document to print out, sign and submit to Ms Voigt as it is necessary in order for the grant to be able to be paid.

✓ 1 December: submission deadline for the declaration of acceptance for the following summer semester.
✓ 1 August: submission deadline for the declaration of acceptance for the following winter semester.

2. Learning agreement (original, if necessary a copy, but not a scan)
The learning agreement is completed before you go to the partner institution, stating which modules you will take and how many credits they are worth. If it is not possible to complete the learning agreement before you leave, it is possible to send us final confirmation of your course up until the end of your first month at the partner institution. If you should wish to change modules, or take fewer, you should document this on page two of the learning agreement. Please remember that you can only alter the learning agreement with the approval of the appropriate lecturers. Only submit your learning agreement to Ms Voigt in the International Office once all signatures are in place. Don't forget your own signature!

3. Letter of confirmation (of stay): to be filled in by the host institution at the end of your stay abroad. Make sure that the period given on your confirmation of stay form coincides with the entry on your declaration of acceptance. If these dates do not match up,
this will be taken into account in the second instalment of the grant, as the data provided by the host institution is legally binding.

4. **Transcript of records** *(copy if you require the original for your records):*
also to be filled in by the host institution at the end of your stay. If you should attain less than 23 credits, briefly explain why in writing.

5. **University report** *(will be revealed to interested students later)*

6. **DAAD report:**

   **Print, date and sign both reports and submit them to Ms Voigt.**

**Do not scan documents!**

**Documents 3–6**
Submit to Ms Voigt upon your return to HAW.
If the final version of your learning agreement is only completed after your arrival at the host institution, it is possible to submit it to Ms Voigt at the end of your stay.

**And finally ...**

At the end of your study period abroad, the International Office at the host institution will produce your transcript of records.
This document *(copy to Ms Voigt)* is to be submitted to the lecturer supervising your ERASMUS exchange so that the credits you earned during your time abroad can be counted towards your degree.
Unfortunately, several of our partner universities require quite a long time to put together the transcript of records. Stay with it, and contact your department or Ms Voigt if the documents do not arrive.

The documents mentioned above must all be submitted to Ms Voigt no later than one month following your return. Otherwise, the second instalment will not be paid or will be reduced, and you may be required to return the first instalment.

**Miscellaneous ...**

- If you are interested in the ERASMUS programme, please contact the appropriate exchange coordinator from the list above or Ms Voigt, who is responsible for the central coordination of the ERASMUS programme.

- If you re-register by the end of February/end of August (before you leave), you can claim back the cost of the HVV card from the Students' Organisation. You can find forms in the registrar's office or on the HAW Hamburg website. Don't forget to make sure you have appropriate insurance.

- If you wish to extend or shorten your study period abroad, or even to abandon it, you must contact Ms Voigt and your department immediately.

Heike Voigt MA – International Office – 20/03/2012
• On the following websites you will find more information about the various host countries to help you to prepare for the new culture, inform you of useful information and help you with your language skills: [www.eu-community.daad.de](http://www.eu-community.daad.de) and [www.vocalproject.eu](http://www.vocalproject.eu).

• HAW Hamburg has been offering a successful weekend seminar course on intercultural preparation for several years. You can find information and course dates at [http://www.haw-hamburg.de/hopikos.html](http://www.haw-hamburg.de/hopikos.html).

• Please do not hesitate to contact Ms Voigt and/or supervising staff in your department if you have any problems during your stay abroad. You can be sure that we have experienced, or heard, almost everything!

**Have fun and good luck on your**

**ERASMUS study exchange!**

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Heike Voigt MA – International Office – 20/03/2012