

Application for Exchange

To apply for an **Erasmus exchange** or as an **exchange student**, please complete our **Application Form** for Exchange Students. Please note that applications are accepted for one semester only, not for the entire academic year.

Submit all application documents via email in PDF format to international@burg-halle.de. If your portfolio is too large to send by email, you may use WeTransfer or a similar service. Please do not send applications by postal mail.

All necessary documents must be submitted in either German or English.

1. [Application form for exchange students](#)
2. Curriculum Vitae
3. Letter of Motivation
4. Transcript of your current studies
5. Portfolio*
6. Copy of ID card
7. Digital Photo of yourself (Portrait for ID)

* Advice for applicants for **interior architecture program**: Please submit your portfolio in A4 format, containing at least 25 pages of own work. The maximum file size should not exceed 20 MB.

Interior Architecture program - Important information:

The earliest semester for applications is the 4th semester. Only applications from 'Interior Design', 'Interior Architecture' or similar can be considered.

Advice for Applicants to Design Studies program:

If you have a portfolio, please submit it based on your background. If you do not have a portfolio, we will require a writing sample. You may send your bachelor thesis, papers, articles, or any other written work you have produced. Additionally, please include a clear and detailed motivation letter.

Please note: There is no need to send any Learning Agreements to International Office in order to apply.

Deadlines:

Nomination

- Winter term (October – February): from **1st April** until **15th April**
- Summer term (April – July): from **1st October** until **15th October**

Application

- Winter term (October – February): from **16th April** until **1st May**
- Summer term (April – July): from **16th October** until **1st November**

Please send the application **by email to: international@burg-halle.de**

We cannot guarantee a specific timeline, but we aim to communicate the outcome of your application within three weeks after the application deadline. Please note that, due to internal schedules, feedback for applications in Interior Architecture and Communication Design will only be provided at the end of July for the winter term and at the end of January for the summer term.

Language Requirements

For an exchange, there are **either German or English** skills required (level B2). If you have a good command of English language, no German skills will be required. Exception: for an exchange in our MA Design Studies programme a good command of German language is mandatory.

Selection Criteria

The selection is done by the professor(s) of the corresponding course. Prerequisite is a complete application containing all requested documents. The selection is based on the artistic aptitude for the course as derived from your portfolio and transcript of studies. Furthermore, your motivation is very important and pertinent language skills (English and / or German).

Inclusion: Information for students with special needs

Please discuss your needs with the exchange coordinator at your home university. Your International Office shall inform us with the nomination to make sure that we can meet your specific needs. You can find guidance on the support that we can offer in our inclusion strategy.

We will be in touch with the department and the representative for students with special needs in order to evaluate if we can meet the conditions of your stay here. Hereafter, we will contact you.

For further information, please consult our strategy for the inclusion of Erasmus students, available in [English](#) and [German](#). Some general information on our institution are also available on <https://inclusivemobility.eu/>.

Application: If we can offer the possibility to come for exchange, the next step will be your application. We guarantee a fair application process. Our departments will assess your documents equally to the other candidates and there will be neither a disadvantage nor an advantage for you. Please inform us and indicate in your application if you have any impairments that impede creating or handing in parts of the application. If so, we will try to find a solution. Please note that – as for all applicants – we cannot guarantee an acceptance since the number of applications does exceed the capacity in our departments.

Information after acceptance

Semester Dates

Please check the following link: <https://www.burg-halle.de/hochschule/studium/semestertermine/wintersemester-202324/>

Teaching Language

We would like to punctuate the fact that the teaching language in all courses here at BURG is German. **We do *not* offer regular courses taught in English** at present time.

If your application is accepted and you arrive without any German skills, please be aware that the extent to which you can be mentored in English highly depends on the teachers and professors you will be working with and that we cannot guarantee one-on-one translations for you. We do offer a buddy program which teams you up with a fellow German student in the first weeks of your stay but this does not replace any language skills. Without German, you are always able to participate in practical courses and do your projects. Presentations of your projects in English are possible. However, access to theoretical courses might be limited.

Accommodation in Halle

Student dormitories are run by the [Studentenwerk Halle](#) (a student welfare organization). Rent for a single room is around 300 €. Since the number of available rooms is limited, make sure that you send your online application for a room in time. Please note that there is not any guarantee to get a place.

If you wish to find housing on your own, you can also find a **shared apartment** ("Wohngemeinschaft/WG") where everyone has a room of their own. By far the most common website to find rooms for rent in shared apartments is

<https://www.wg-gesucht.de/en/>

You can also rent an entire **flat privately**. It is strongly advisable to conclude a written tenancy agreement (Mietvertrag). The vast majority of adverts are genuine, but please be aware of scams and never transfer money in advance. The rent deposit must not exceed three times the monthly rent. You can check the following websites:

<http://www.immobilienscout24.de/>

<http://www.immowelt.de/>

<http://www.hwgmbh.de/>

[https://www.areaone.io/s/wohnung/mieten/halle-\(saale\)](https://www.areaone.io/s/wohnung/mieten/halle-(saale))

If the search for accommodation was not successful before arrival, staying in a **backpackers' hostel** for a few days at a reasonable price is recommended. You can use the following links.

<https://www.jugendherberge.de/en/>

<http://hostel-no5.de/>

Inclusion: Information for students with special needs

After acceptance: Please do communicate your needs further to examinations or assignments to your responsible professor after acceptance and during your stay here. If you have any difficulty completing an assessment in the ordinary manner, we will assist you finding a solution. Please advise us if you intend to stay in the student dorm. We will communicate your need to our provider of student accommodation. That provider does offer accommodation for students with disabilities. Students with disabilities are treated with priority in the allocation of a suitable accommodation. However, availability of accommodation is always subject to the number of free flats / rooms and thus cannot be guaranteed upfront.

Grading system

Please be advised that our university applies the standard German grading system. For more information on our grading system, the statistical distribution of our grades and the conversion of our local grades according to the European Credit Transfer System, please consult the following [document](#).

You may consult the Egracons country [report](#) for an outline of the German grading system (page 21). You may use the table on page 15-16 in the [guide](#) from the University of Heidelberg which provides another possibility to convert your grades.

We are also part of [Egracons](#). If your home university is a member of Egracons your International Office may convert grades you received from us to your local grades.

Please discuss with your home university which conversion they prefer to use.

Civic Engagement

If you intend to be committed to social voluntary work there are different options both on campus and in the city of Halle. You may contact our students' council (STURA) in case you would like to show some engagement there and on campus. Please check out the following overview which does present some examples: [civic engagement](#).

Green Travel

We encourage you coming to Halle using green means of transport, such as train. Please mind the advice given in our exchange guide ("Green BURG"). You may also find useful guidance in the following [brochure](#) and [handbook](#). The platform [Green Erasmus](#) might also give you some guidance on realizing a more sustainable exchange.

Student Life

Please check out our exchange guide which you may find in the download section on the right side. You may find some tips about Halle or our university on the platform „Compass“ in case previous exchange students indicated them: <https://compass-youthmobility.eu/>

Equality Office: We have different support services in order to ensure an equal treatment of everybody on campus. You may find the offered services and contact persons in German and English language [here](#). If you experience any incident of discrimination you may also use our special [counselling](#) service.

Complaints / Appeals: in case you encounter problems during your exchange (for example in the class or your study programme) or cases of non-equal treatment please contact us and we try to solve them with you. In case this is not possible the Head of Student Affairs does serve as our complaints board and we would bring you in contact.

Erasmus App

You may find some guidance on the use of the app [here](#).