

Annex to Erasmus+ Inter-institutional Agreements¹
1. Institutional Information
1.1. Institutional Details

Name of the Institution	Hochschule für bildende Künste Hamburg
Address	Lerchenfeld 2, 22081 Hamburg, Germany
Erasmus Code	D HAMBURG04
ECHE	28402-LA-1-2014-1-DE-E4AKA1-ECHE
Institution Website	http://www.hfbk-hamburg.de
Erasmus Website	http://www.hfbk-hamburg.de/en/study/international/en-erasmus-exchange/
Online Course Catalogue	http://www.hfbk-hamburg.de/de/studium/hfbk-vorlesungsverzeichnis/

1.2. Main Contacts

Name	Mareike Stolley
Function	Head of International Office / Erasmus+ Institutional Coordinator
Contact Details	mareike.stolley@hfbk.hamburg.de +49 (0)40 428989-247

Name	Gaby Grumke
Function	Erasmus+ student mobility (incoming and outgoing)
Contact Details	internationaloffice@hfbk.hamburg.de +49 (0)40 428989-265

2. Detailed Requirements and Additional Information
2.1. Recommended Language Skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of Mobility	Subject Area	Language(s) of Instruction	Recommended Language Level *
Student mobility for studies	021: Arts	German, partly English	A2 (German or English)

* Level according to the Common European Framework of Reference for Languages (CEFR), see http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

2.2. Additional Requirements

The selection of exchange students will be made based on the student's portfolios.

2.3. Academic Calendar
2.3.1. Nomination Procedure and Application Deadline

Applications must reach our institution by:

Winter Semester	Application deadline: April 30 Semester period: October 1 - March 31
Summer Semester	Application deadline: April 30 Semester period: April 1 - September 30

¹ This information is subject to update on an annual basis.
 Last update: 14 March 2017

Please find detailed information about the application process for Erasmus+ incoming students on our homepage: <http://www.hfbk-hamburg.de/en/study/international/en-erasmus-exchange/>
Until the application deadline on April 30, applicants have to be nominated by their home university and their online application has to be submitted. The portfolio must have also reached our office by that given deadline.

2.3.2. Decision Response

We will send our decision within 5 weeks after the application deadline.

2.3.3. Transcript of Records

Assuming that the incoming student has provided the International Office with all necessary information and documents, a Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution. The incoming students are responsible for their documents and for providing all necessary signatures in time.

2.3.4. Termination of Agreement

The above parties agree on the present agreement and the activities listed therein replace any other previous agreement. For each academic year, both parties will have the opportunity to review the exchanges. After having notified the partner institution, and if agreed by that institution, amendments of the mobility figures can be made on an annual basis.
In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional Information

3.1. Grading System

No grades in use. Teaching staff certifies successful completion of educational components by signature. One semester equals 30 ECTS credits.

3.2. Visa

Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Germany. The type of permit depends on the length and purpose of the stay.

For details please visit: <http://www.auswaertiges-amt.de/DE/Infoservice/FAQ/VisumFuerD/Uebersicht.html?nn=350374>

3.3. Insurance

Valid health insurance is compulsory.

<http://www.hfbk-hamburg.de/en/study/information-for-students/health-insurance/>

3.4. Housing

Our institution will offer information to incoming student/staff about finding accommodation according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

General information	http://www.hfbk-hamburg.de/de/service/linklist/
Studierendenwerk	http://www.studierendenwerk-hamburg.de/studierendenwerk/de/home/