

# Study abroad with Erasmus+

Dear Student

You want to study abroad with ERASMUS+ or receive support for your internship abroad. In this document I explain how to apply. If you have any questions or problems, please feel free to contact the International Office.

Kind regards  
Friederike Kreft

## Kontakt

Friederike Kreft  
Student Services Department – International Relations  
Room C 105  
Tel. 069/154 007 256  
Email [friederike.kreft@hfmdk-frankfurt.de](mailto:friederike.kreft@hfmdk-frankfurt.de)

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## 1. Basics

- 12 months of Erasmus funding possible per study phase (bachelor, master, state examination, etc.)
- study abroad: 3-12 months (also multiple, up to 12 months)
- internships: 2-12 months (also multiple, up to 12 months)
- internships within one year after graduation (graduate internship) if you apply in your last year of studies

## 2. Financial Information

- Monthly subsidy depending on the country (see table).
- Internship: monthly grant +100 Euro
- Partial funding of the stay is possible

Group 1 ( 600 Euro per month)	Denmark, Finland, , Ireland, Iceland, Liechtenstein, Luxemburg, Norway, Sweden
Group 2 ( 540 Euro per month)	Belgium, France, Greece, Italy, Malta, Netherlands, Austria, Spain, Cyprus
Group 3 ( 490 Euro per month)	Bulgaria, Estonia, Croatia, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Republic North Macedonia, Czech Republic, Turkey, Hungary

### Additional support for participants with fewer opportunities

- for students with disabilities or chronic illnesses
- for students with children
- for working students and graduates, who cannot continue their work during the stay abroad, under certain conditions
- for students with a non-academic family background

### Green travel

- i.e. 50 Euro top-up for travel costs
- or additional financially supported days, if sustainable travel takes more time

## **3. Erasmus Studies**

### **academic year 2023/24**

- You can choose from the [partner universities](#) of the HfMDK OR
- You can check with the IO whether a cooperation agreement can be signed with another university.
- Duration of study: at least 3 months
- You can submit up to 3 applications in parallel
- Each university has its own application deadline and its own application procedure (online, email, paper)
- Submit the **"Application Info" form** to the International Office by **February 15, 2023**.

### **Basic components of the application**

- Application form
- Learning Agreement (fill in the "before mobility" section)
- Letter of motivation
- Curriculum vitae (complete until end of 2021, in tabular form)
- Work sample (3 pieces, or work samples in case of direction, composition...)

### **Please check additionally on the websites of the universities**

- Application deadline at the partner university
- Is additional information/documentation required?  
e.g. transcript of records, letter of recommendation, special form of work sample

- In which form must the application be submitted?
  - **Paper**: submit complete application to IO **two weeks before** deadline
  - **Email**: Send files to the IO three days before the application deadline.
  - **Online**: Send directly at the application deadline, inform IO about sending.
- Applicants for SS 2023: Does the university offer a second application deadline for the summer semester?
  - Form "Application Info" must be in the IO by **February 15**.

#### 4. Procedure

- 1) You prepare the application documents and check the application deadlines.
- 2) You clarify the period of your study abroad with your major subject teacher.
- 3) You clarify (as far as possible) the recognition of achievements (Learning Agreement table B)
- 4) You send the "Application Info" form to the IO by **February 15**.
- 5) Send applications to the partner university by the application deadline.
  - a. **Paper application**: hand in at the IO two weeks before the application deadline
  - b. **Email application**: send files to the IO three days before application deadline
  - c. **Online application**: submit directly to the partner university by the deadline, send a confirmation of the application to the IO.
- 6) Return of acceptances and rejections during the course of summer semester 2023.
- 7) You decide on a university and receive the admission from there.
- 8) With the IO of the partner university you clarify questions regarding arrival, introductory event, housing, etc.
- 9) You conclude the grant agreement with the IO of HfMDK, in which the scholarship is regulated.
- 10) 70% of the total grant is paid before the start of the study abroad program
- 11) Online language test
- 12) Online language course will be activated.
- 13) On site: check and, if necessary, modification of the Learning Agreement (until 4 weeks after the beginning of the semester).
- 14) Report changes in the Learning Agreement and/or in the duration of stay to the IO of HfMDK!
- 15) At the end of the semester: Partner university hands out transcript of records.
- 16) You will receive the link to the online questionnaire about your Erasmus stay by email.
- 17) IO pays the remaining 30% (if necessary, the amount will be adjusted if the length of stay changes)
- 18) You have your achievements recognized by the examinations office, module supervisor

## 5. FAQ

- **Does the Learning Agreement have to be completely finished by the application deadline?**

No. You can - in consultation with the International Offices at the HfMDK and at the partner university - still change your Learning Agreement up to 4 weeks after the start of the semester.

- **Can I extend my study abroad if I am already at the partner university?**

Yes, at least 4 weeks before the end of the semester, the main subject teacher at the partner university and the International Offices of HfMDK and the partner university must agree to the extension.

The total duration of 12 months must not be exceeded.

For a later extension, the IO cannot guarantee that the extension can be fully funded.

- **What do I have to do to get financial support from Erasmus+?**

With the Erasmus applications you automatically apply for the financial support. As soon as you have a study place, the IO will conclude the "Grant Agreement" with you, in which the funding is regulated.

- **Can I receive Erasmus+ and BAFöG at the same time?**

Yes, you can apply for "[Auslands-BAFöG](#)". Erasmus funding will only be counted towards BAFöG entitlement if you receive more than 300 euros.

- **What is the Online Language Test and the Online Language Course all about?**

The Online Language Support (OLS) offers you the opportunity to test and improve your language skills. At the beginning and end of your study abroad program, you will take an online test to get an assessment of your language skills. Afterwards, you will have access to an online language course that you can work with independently.

The tests and the course are usually conducted in the language of instruction at the partner university. However, if you already have a very good knowledge of the language of instruction, you can also use a course in the local language (if it is different from the language of instruction).

## 6. Special Regulations for Switzerland

### Switzerland

Switzerland does not participate in the Erasmus+ program, but has its own exchange program that is very similar to Erasmus. The "Swiss European Mobility Program (SEMP)" works for you as an applicant in the same way as Erasmus. You apply with the usual documents to a Swiss partner university.

If you are accepted there, you will receive a scholarship. However, this scholarship is not financed by Erasmus funds and paid by the HfMDK, but comes from the Swiss government and is paid by the partner university. The scholarship is between 380 and 440 CHF per month.