Application process

Application Documents for Erasmus and exchange students

If you'd like to apply for an Erasmus exchange or as an exchange student, please fill out our Exchange Student **Application Form**. Just a quick note: applications are only accepted for one semester, not for the entire academic year.

Information for students with special needs
Kindly discuss your needs with the exchange coordinator at your home university. Once they are aware, your International Office will inform us of your requirements during the nomination process, ensuring we can accommodate your specific needs. We will reach out to the relevant department and the representative for students with special needs to assess whether we can accommodate the conditions of your stay here. Once we have more information, we will contact you. You may also refer to our inclusion strategy for guidance on the support we offer.

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/.

Please send all your application documents via email in PDF format to international@burg-halle.de. If your portfolio is too large for email, feel free to use WeTransfer, SwissTransfer or a similar service. **Please do NOT use a cloud services such as Google Drive, iCloud Drive, Microsoft OneDrive, etc., as we cannot download files via these services.**

Application documents can be submitted in either German or English.

1. Application form for exchange students (see in "Downloads" on our website)
2. Letter of Motivation
3. Curriculum Vitae
4. Transcript of your current studies (in English or German language)
5. Digital portfolio
6. English or German language certificate at B2 level (For Interior Architecture/Design applicants, a German language certificate at least B1 level is mandatory)
7. Copy of ID card or passport
8. Digital Photo of yourself (Portrait for ID)

After submitting your application, you will receive a confirmation email within the next three days. If you do NOT receive this email, please get in touch with us.

While we cannot guarantee it, we strive to communicate the outcome of your application within three weeks after the application deadline.

* Guidelines for **Interior Architecture** applicants: You can apply starting from your 4th semester and must have **German language proficiency at a minimum B1 level**. We can only accept applications from students majoring in Interior Design, Interior Architecture, or related fields. Submit an A4 portfolio with at least 25 pages of your own work. In your cover letter, the professors would like to see a specific reference to the Interior Design program at BURG. For instance, you could mention particular study projects currently being undertaken at BURG to demonstrate your interest and alignment with the program.

* Guidelines for **Communication Design** applicants: Students must be in their 4th semester or higher and should apply to one of the following focus areas of Communication Design program: Illustration, Photography, Information Design, Intermedia Design, Type and Typography

* Applications for the **Jewellery** program can only be submitted for the summer term. The program doesn't accept exchange students in the winter term.

* Information for applicants to the master's degree in **Design Studies**: If you have a portfolio that reflects your background, we kindly ask you to include it with your application. If you do not have a portfolio, please submit a writing sample instead. This could be your bachelor thesis or any papers or articles you have written. Additionally, please include a clear and detailed motivation letter.

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**

Selection Criteria

The selection process is carried out by the professors of the respective course. To be considered, you must submit a complete application that includes all required documents. The selection will be based on your artistic aptitude, as demonstrated through your portfolio and transcript of studies. Additionally, your motivation is crucial, as are your language skills in either English or German.

For students with special needs: If we are able to offer you an opportunity to participate in our exchange program, the next step will be to submit your application. We assure you that the application process is fair and inclusive. Your documents will be reviewed equitably alongside those of other applicants, and you will not be subject to any advantages or disadvantages based on your needs.

If you have any impairments that make it difficult to prepare or submit any part of your application, please inform us and indicate this in your application. We will do our best to accommodate you and find suitable solutions where possible.
Please be aware, however, that—like all applicants—acceptance into the program cannot be guaranteed, as the number of applications often exceeds the available capacity in our departments.

Language Requirements

For the exchange program, proficiency in either German or English at a minimum of **B2 level** is required. If you have a strong command of English, knowledge of German is not necessary. However, please be aware that for the MA Design Studies program, a good command of German is mandatory.

Important advice for accepted exchange students

Semester Dates

The introduction day for exchange students will be scheduled a few days prior to the regular introduction week—at the end of September for the winter term and at the end of March for the summer term. We will inform you of the exact date for your semester once your acceptance is confirmed.

Teaching Language

We would like to emphasize that all courses at BURG are taught in German, and we currently do not offer regular courses in English.

If your application is accepted and you arrive without German language skills, please be aware that support in English will depend on the individual teachers and professors you work with, and one-on-one translations cannot be guaranteed.

To assist you during your first weeks, we offer a buddy program, which pairs you with a German student; however, this program does not replace necessary language skills. While practical courses and project work can be completed without German, and project presentations in English are welcome, access to theoretical courses may be limited.

Inclusion: Information for students with special needs

After acceptance: Please communicate any specific needs related to exams or assignments with your professor, both after your acceptance and during your stay here. If you encounter any difficulty completing an assessment in the standard manner, we will work with you to find a solution.

If you plan to stay in student housing, please let us know. We will share your accommodation needs with our housing provider, which offers options for students with disabilities. Priority for suitable housing is given to students with disabilities; however, availability is based on the number of free rooms or apartments and cannot be guaranteed in advance.

Online Learning Agreement (only applicable for Erasmus+ students)

Please contact the International Office at your home university for guidance on how to log into the Online Learning Agreement (OLA) platform. Before your exchange, we will create a preliminary version of your OLA, using placeholder course names, as the exact titles of your semester project may not yet be determined. For further details, please refer to the Exchange Student Guide, pages 14-15. Once you begin your semester at BURG, you will be able to adjust the courses in your OLA as needed.

Grading system

Please note that our university follows the standard German grading system. For detailed information about the grading system, the statistical distribution of grades, and how our local grades convert to the European Credit Transfer System (ECTS), please refer to the document provided.

You can refer to the Egracons Country Report for an overview of the German grading system. Additionally, the guide from the University of Heidelberg (pages 15-16) offers an alternative method for grade conversion.

As a member of Egracons, we can facilitate grade conversion. If your home university is also part of Egracons, your International Office may be able to convert the grades you receive from us into your local grading system.

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

Civic Engagement

If you are interested in committing to social volunteer work, there are various opportunities both on campus and in the city of Halle. For those wanting to get involved in student-led initiatives, feel free to reach out to our Student Council (STURA - https://www.burg-halle.de/hochschule/organisation/stura/) for ways to engage on campus. Below is an overview of some examples to help you get started: 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 Student Guide. 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 offer a range of support services to ensure fair and equal treatment for everyone on campus. You may find our available services and contacts in both German and English here. If you experience any form of discrimination, we also provide specialized counselling to assist you. Information here.

Complaints / Appeals: If you encounter any issues during your exchange—such as challenges in class, with your study program, or any situations involving unequal treatment—please reach out to us. We will work with you to find a solution. If a solution cannot be reached, the Head of Student Affairs will act as our complaints board, and we will connect you with them for further support.