

The following guide is split in the different parts of your mobility. It should answer most of the questions, that you might have. Please read it carefully before asking.

Content:

1. BEFORE YOUR STAY:

- 1.1 Visa + Passport
- 1.2 Info on Erasmus scholarship and cash
- 1.3 Flight Tickets
- 1.4 Tuition
- 1.5 Student Union
- 1.6 Preparing your Enrollment
- 1.7 Duration of the semester

2. ERASMUS RELATED – LEARNING AGREEMENT/ GRANT AGREEMENT:

- 2.1 Important
- 2.2 Dates and signature
- 2.3 Quality of document
- 2.4 Choice of Modules at Anhalt University
- 2.5 Grant Agreement

3. FINDING ACCOMMODATION:

- 3.1 Accommodation **for Dessau** (Architecture)
 - 3.1.1 Option 1: Student Dormitory via Studentenwerk Halle
 - 3.1.2 Option 2: private landlord with furnished apartments
 - 3.1.3 Option 3: private landlord with furnished apartments
 - 3.1.3 Option 4: Wohnungsverein Dessau
 - 3.1.5 Option 5: WG-Gesucht
 - 3.1.6 Option 6: DWG Dessauer Wohnungsbaugesellschaft mbH
- 3.2 Accommodation **for Köthen** (Photovoltaics, Biomedical Engin., Telecommunication)
- 3.3 Accommodation **for Bernburg** (Landscape Architecture, Food and Agribusiness)

4. AFTER YOUR ARRIVAL:

- 4.1 Health Insurance
- 4.2 completing your enrollment
- 4.3 Student ID card
- 4.4 Campus WiFi
- 4.5 Language course
- 4.6 Changes to Learning Agreement
- 4.7 Citizen registration office
- 4.8 Buddy program

5. BEFORE YOUR DEPARTURE:

- 5.1 Contracts/Accommodation/health insurance
- 5.2 De-Registration
- 5.3 scholarship second rate
- 5.4 Bank account
- 5.5 EU Online Survey
- 5.6 Information for completing the EU survey

6. AFTER YOUR RETURN:

- 6.1 Grades/Transcript of records
- 6.2 Grade conversion table
- 6.2 Confirmation of stay
- 6.3 Recognition

1. BEFORE YOUR STAY:

1.1 Visa + Passport

You should make an appointment with the German Embassy as soon as your admission status changes from “electronically received” to “admission offered” in our SSC portal. I have sent you an Erasmus scholarship confirmation, that you have to show as a proof of your financial situation. If your passport runs out in 2020, it is recommended to acquire a new passport as well! The confirmation also has a passage about your registration for student health insurance after your arrival in Germany. So, for visa application and for coming to Germany a travel health insurance is sufficient, **but NOT for enrolment!** (see article **4.1 Health Insurance** and **4.2 completing enrollment**)

1.2 Info on Erasmus scholarship and cash:

Erasmus grants will not be transferred to your home bank accounts. (high transfer fees) You have to open a German bank account after your arrival (can be done online) or open a bank account at another EU member state. As soon, as you receive a German TAX ID number and after sending me your IBAN, I will transfer 80% of your total grant (as stated in your Grant Agreements, see **Article 2.5** for reference). It may take up to 4 weeks after opening the account, before you receive your EC/ATM cards. Online banking is usually ready within 2 weeks, after opening the Bank account. See **5.5 EU Online Survey** for additional prerequisites on how to receive the remaining 20% at the end of your stay at Anhalt University.

Please **bring enough cash** to **cover at least one month of living expenses** including:

- Deposit for dormitory/landlord
- The rent for the 1st month of your stay
- Food
- Transportation
- Telecommunication

1.3 Flight Tickets:

- Erasmus will not send or buy any tickets – you have to do that on your own, with your own money
- Please book your tickets, before they get too expensive. You might also want to check, if ticket prices for Berlin, Hamburg, Munich, Düsseldorf or Frankfurt. Please consider taking a bus, Dessau or Köthen or Bernburg (for busses: <https://global.flixbus.com>)
- **Dessau:** The bus+train station is located directly near the campus (5-minute walk)
- **Köthen:** The bus+train station is 20 minutes’ walk away from the campus
- **Bernburg:** please inform us about the time and date of your arrival – we can help you arranging a pick-up at Bernburg train station

1.4 Tuition:

- You **don’t have to pay any tuition fee** in Dessau, Köthen or Bernburg (which would be between 850€ and 1.250€ per semester). Semester fee in Dessau and Köthen is 96€ + 208,80€ for the semester ticket (total: 304,80 EUR). Semester fee for Bernburg is 96€
- This payment has to be completed in between 15th January and 15th March (spring/summer semester) or 15th of Juli – 15th September (fall/winter semester)

1.5 Student Union:

- Registration is done by transferring the 96€ / 304,80€ as stated in your admission offer
- Make sure to enter the correct reference ID!
- Student Union membership is a prerequisite for access to student dormitory and offers reduced prices at our Mensa

1.6 Preparing your Enrollment* (*check separate PDF for reference):

- Step-by-step guide: <https://www.hs-anhalt.de/en/study/during-your-studies/formalities/enrollment.html> (Includes all info on 1. applicant status, 2. Online enrolment, 3. Deadline for enrolment, 4. Student union fee, 5. Info for international students)
- When asked for “previous semesters at a German University” **choose: 0**

1.7 Duration of the semester

Academic calendar: <https://www.hs-anhalt.de/en/study/during-your-studies/academic-calendar.html>

Winter 2025/26: 01. October 2025 – 31. March 2026

Summer 2026: 01. April 2026 – 30. September 2026

Winter 2026/27: 01. October 2026 – 31. March 2027

Summer 2027: 01. April 2027 – 30. September 2027

2. ERASMUS – LEARNING AGREEMENT (LA) / GRANT AGREEMENT (GA):**2.1 Important:**

- use a computer to complete the LA form (doc template). Hand written will not be accepted!
- Please complete your Personal data and
- TABLE B: fill in courses, that you would attend at your home University during that time or courses that will be recognized for the courses at our university

2.2 Date and signature:

I will not accept any Learning Agreement (LA) without full date and signatures. To confirm the LA at your home university, please get a signature/stamp from your home coordinator (departmental coordinator / Professor / study dean / etc.)

2.3 Quality of document:

Please scan the document in good quality and send it back to me as a pdf!

2.4 Choice of Modules at Anhalt University:

Modules at Anhalt University will not match 100% with your home University modules. General rule for Erasmus+ program: **Modules have to be considered equivalent**, you don't need to check that with each of your Professors. By signing the students Learning Agreements, all parties are committing on providing recognition for ECTS earned abroad, and we have confirmed that modules will be considered as equivalent, even if no direct match is available at the receiving institution. Please contact your responsible Professors / coordinators at your home University, if you have any issues or questions regarding Learning Agreements and recognition.

Dessau DIA students: The DIA Curriculum is fixed – electives and Studios will be chosen after your arrival. Please register with <https://www.facebook.com/groups/DessauInternational/>

Bernburg MLA students: <https://www.facebook.com/groups/122733389597/>

Bernburg MLA students**2.5 Grant Agreement**

In order to receive the scholarship after your arrival, the grant agreement must be printed and signed (including date, place and signature). Please send a scanned copy immediately after signing it. For the grant amount, see page 2, Article 3.2.

3. FINDING ACCOMMODATION:

3.0 Check our website for recent updates: <https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/housing.html>

3.1 Accommodation for Dessau**3.1.1 Option 1: Student Dormitory via Studentenwerk Halle**

You cannot move in student dorms on weekends, so I suggest you stay in the Dessau youth hostel for some days after your arrival. You can contact them via mail in English and make a reservation for a 3 or 5 bed room. It's also close to the bus station – Taxi from bus to youth hostel is roughly 10€.

Dessau student accommodation is limited. In case you have not received a confirmation from Studentenwerk Halle (student dormitory) via mail, I suggest to start looking for alternatives.

If you receive an offer, sign the contract and return it via mail (Ms. Sturm or Ms. Berger). No deposit or bank transfers have to be made if you come from a non-EU country. Deposit and rent for the first month can be paid after your arrival.

3.1.2 Option 2: private landlord with furnished apartments:

Offers furnished rooms at Schillstraße 6 in Dessau

Contact: Martha.hoffmann@online.de (+49 175 – 959 31 55)

Includes: Bed, Table, chair, closet, shared washing machine for 4 people, shared bathroom (max. 4 students)

Monthly rate: 350€ including heating, electricity, water, Wi-Fi in arrangement with Ms. Hoffmann

3.1.3 Option 3: private landlord with furnished apartments:

Mr. Günther, Brauereistr., Dessau, Tel. +491794544088 (email: tgemail@o2online.de;

01794544088@o2online.de) Includes: Bed, Table, chair, closet, Monthly rate: 350€ including heating, electricity, water, Wi-Fi (600€ deposit)

3.1.4: private landlord – Roberto Sackewitz

His apartments are located at Brauereistr. 11 in 06846 Dessau-Roßlau, right next to the student dormitories of the Studentenwerk Halle-Dessau

Tel.: 0340 / 217 271 67

Mobil: 0172 / 711 25 30

E-Mail: rs@finanzmakler-dessau.de

3.1.5: Wohnungsverein Dessau

<https://www.wohnungsverein-dessau.de/studentenwohnen>

Contact: <https://www.wohnungsverein-dessau.de/kontakt>

3.1.6 Option 5: WG-Gesucht

Other students offering furnished rooms in student apartments. Please contact them on your own:

<https://www.wg-gesucht.de/wg-zimmer-in-Dessau-Rosslau.24.0.1.0.html>

3.1.6 Option 6: DWG Dessauer Wohnungsbaugesellschaft mbH

DWG should be considered the very last option

<https://www.in-dessau-zuhause.de/nc/en/details/studentenwohnobjekt/>

10-15 minutes to campus (on foot) They are offering single room apartments with kitchen, shower, toilet and furniture, Monthly **TOTAL: 300€** (Cold rent: 215€ + Electricity/ Water/ Heating: 60-90€, depending on consumption)

Deposit:

- please bring it in cash in order to avoid transfer fees from your bank
- deposit is up to 600€ (will be given back at the end of the semester/ end of contract);
- DWG will confirm a reservation via mail, but will only prepare the contracts to be signed here in Dessau in person. Same goes for the deposit. Deposit only has to be paid after signing with DWG in Dessau. So no extra bank transfer fees.

Contract:

- you will receive a reservation confirmation via mail
- contract has to be signed in Dessau in person
- can be canceled any month until the 3rd working day of a month

Contact:

1. contact: <https://www.dwg-wohnen.de/index.php?id=87> ; +49 340 8999 164;

3.2 Accommodation for Köthen

Student dormitory is 99.9 % guaranteed for Köthen students. Deposit and the rent for the first month must be paid in cash with Ms. Berger:

Ms. Angelika Berger

Tel: +49 3496 676425

a.berger@studentenwerk-halle.de

You can usually move in on **1st** or **15th** of a month. Ms. Berger will inform you via mail, whenever it is possible to move in earlier.

3.3 Accommodation for Bernburg

Student dormitory is guaranteed for Bernburg students. Deposit and the rent for the first month must be paid in cash with Ms. Deutschmann:

Ms. Nicole Deutschmann

Tel: +49 345 - 68 47 415

n.deutschmann@studentenwerk-halle.de

You can usually move in on **1st** or **15th** of a month. Ms. Berger will inform you via mail, whenever it is possible to move in earlier.

4. AFTER YOUR ARRIVAL:

4.1 Health Insurance:

- Traveling health insurance is not accepted for completing your enrollment
- We strongly advise to opt for statutory student health insurance (AOK, Barmer, TK, DAK... these insurers grant you access to free dental services (**Zahnarzt**), general health care (**Allgemeinmediziner**) and special doctors (eye specialists, gynecologist, orthopedist, etc.)
- More: <https://www.hs-anhalt.de/en/international/your-stay-at-anhalt-university/health-care-and-health-insurance.html>

4.2 completing enrollment (see separate pdf for reference):

- Can be done online via SSC portal: <https://www.hs-anhalt.de/en/study/paths-to-university/enrollment.html>
- Prerequisites:
 - proof of a valid student health insurance (NO travel health insurance)
 - passport copy (upload)

4.3 Student ID card:

- Will be issued at the local SSC student office after completing the online enrollment

4.4 Campus WiFi:

- Access code will be given out together with your student ID card

4.5 Language course:

- a free German course is part of the regular semester schedule for all international students.
- 2 ECTS for 80% attendance / 3 ECTS for 80% attendance + written exam

4.6 Changes to Learning Agreement:

If you want to change any courses/modules from the original learning agreement, you have to inform me **within 5 weeks after your arrival**. Changes require a special form, that has to be confirmed and signed by all parties (student, home University, Anhalt University)

4.7 Citizen registration office

Has to be done, after you have finished your enrollment (documents to show: passport, confirmation from landlord or student dormitory, enrollment certificate)

4.8 Buddy program

Our Incoming coordinator Mr. Tristan Dornberger will contact you for assigning and getting in touch with a (German speaking) Buddy. They can help you getting started (bank account, health insurance, prepaid SIM, etc.) Please keep an eye on a mail from tristan.dornberger@hs-anhalt.de

5. BEFORE YOUR DEPARTURE:

5.1 Contracts/Accommodation/health insurance

- please don't forget to cancel any contracts/subscriptions (mobile phone, accommodation, etc.) and send your request for de-registration (attachments) to our student service (SSC). (You have to collect 2 signatures: 1. Library; 2. Student dorm, if applicable)

5.2 De-Registration

There is an DIN-A4 form to de-register from Anhalt University: <https://service.asa.hs-anhalt.de/qisserver/rds?state=user&type=0> (Formulare für Bernburg/Dessau/Köthen)

--> **Antrag auf Exmatrikulation / Application for de-registration**

Please select your desired date for de-registration. Our student service will then inform the statutory health insurance accordingly (AOK, Barmer, etc.), so you don't have to keep paying the health insurance until the end of the semester. Reason for de-registration: **"other reason"**

5.3 scholarship second rate (20%):

- Will be transferred after you complete the EU survey (EU participant report)

5.4 Bank account:

- Should be cancelled, but only after you receive the second Erasmus rate and the reimbursement from your deposit (accommodation)
- You can also choose to keep it, if you want to come back to Germany

5.5 EU Online Survey (EU participant report)

- The EU Survey of the EU Commission serves to evaluate and improve the programme and is requested by the DAAD and the EU Commission for review purposes.
- It is an obligatory document for all ERASMUS students, i.e. if you do not complete the survey, Anhalt University has the right to reclaim all or part of your scholarship from you.
- The link for the survey will be automatically sent to you by e-mail 1 month before the end of your stay. Once you have received the e-mail, you have 30 days to complete the survey. Please also check your Spam folder or set your filter to the sender accordingly:
- **After completing the survey, we will transfer your second Erasmus scholarship rate!**

sender: replies-will-be-discarded@ec.europa.eu

subject: Erasmus+ individual participant report request

5.6 useful Information for completing the EU survey

When completing the EU Survey, please note the following information

- Your data in the survey will be evaluated by the EU Commission and on this basis, among other things, the implementation of the Erasmus programme at the Anhalt University will be evaluated.
- We therefore ask you to **complete the survey carefully and responsibly.**
- (You can select the language of the questionnaire at the top right.)
- Information on the mobility phase
- The start and end dates refer to the length of your stay and should match the dates on your Confirmation of Attendance at our partner university.

8.5 Language Support

- *Erasmus+ Online Language Support (OLS):* Since you have completed the OLS assessment before your mobility, please make sure to tick this option.
- Other options should be selected according to your experience.

9.2:

“Was your Learning Agreement signed by all three parties (you, home university, host university) before the start of mobility?”

- Since the conclusion of the Learning Agreement before mobility is a prerequisite for funding (see Grant Agreement and leaflet), it is advisable here to answer the question accordingly. **“Yes, all parties signed it before the start”**

10.15

“Did you receive support or participated in activities organized by any of the following students organisations?”

- Our **Erasmus Student Network** is called **“EMSO”** – if you have participated in any activities at the beginning or during the semester, please make sure to tick this option!

10.16

“Was the receiving institution's course catalogue”

Please note that our course catalogue is:

- **ECTS-based**
- **Published on our website** (hs-anhalt.de/erasmus)
- **Complete** (we are always providing an updated list of choices available, including language of instruction and grade distribution)
- **Available in time** to prepare your Learning Agreement – yes, because we are sending your pre-filled Learning Agreements
- Available in English

10.19

“Did you receive the grant payments on time, in line with the dates mentioned in your grant agreement?”

- Please note, that the money will only be transferred to a German / EU bank account bank account. This can only happen if we receive your fully signed Grant Agreement your IBAN number

12.3

“Top-up grant for students with fewer opportunities”

Please choose accordingly:

- **850 EUR per month = no social top-up**
- **1.100 EUR per month = incl. social top-up**

12.8

“Total amount of fees paid at the receiving institution”

- The current fee for the student union membership is 96 EUR – the number you are writing here should not exceed 96 EUR!
- Tuition fees are generally excluded in ERASMUS and **should not be ticked** here.

6. AFTER RETURNING HOME:

6.1 Grades/Transcript of records:

- Will be issued within 5 weeks after your last exam and sent to your home coordinator via email
- If you need the original papers, please let me know

6.2 Grade conversion table:

Anhalt University (D KOTHEN01) – follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical works, etc. at each faculty. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a term/semester)

grade	description	General, qualitative description of valuation criteria	Estimated corresponding ECTS grade
1,0	Excellent	Outstanding performance of the student	A
1,3	Very good	The performance of the student is above the average standard.	B
1,7 2,0 2,3	Good	Student's performance is sound work with notable errors	C
2,7 3,0 3,3	Satisfactory	Student's performance is fair but with significant shortcomings	D
3,7	Sufficient	Student's performance meets the minimum criteria	E
5,0	Insufficient	Considerable further work is required before the credit can be awarded	FX

6.3 Confirmation of stay:

- Will be signed by our departmental coordinators and sent to your home coordinator, (via mail, together with your transcript of records)

6.4 Recognition:

- Is not going to happen automatically!
- Your home University has individual regulations on how to transfer credits from study stays abroad
- It's very likely, that you need to submit a separate form to your home University
- You should be able to get full recognition for ECTS and grades earned at Anhalt University
- Please ask your home University about how the German grades will translate to the grading system of your home University
- **Refer to ECTS – table – grading scheme – 2025-26.pdf attached**