



HUMBOLDT-UNIVERSITÄT ZU BERLIN

Cornelia Marx

International Office/Erasmus

Humboldt University (HU) - figures

- founded in 1810
- Students: 35.000
- International students: 15%, more than half women
- 384 professorships, 1659 scientific staff
- 11 faculties (with Charité/medicine)
- Degrees: BA, MA, Doctoral degree, Ph. D., Diplom, Magister, Staatsexamen (Law, Medicine, Teachers), Teacher's Qualification

ERASMUS at HU - facts

- 2011/12: 350 partner universities in 30 countries

750 agreements

- Outgoing students:

2000/01	500	+ 26	CH
2001/02	500	+ 18	
2002/03	583	+ 28	
2003/04	612	+ 27	
2004/05	692	+ 39	
2005/06	641	+ 33	
2006/07	591	+ 36	
2007/08	504	+ 35	
2008/09	453	+ 21	
2009/10	475	+ 25	
2010/11	517	+ 33	

ERASMUS at HU - facts

- Outgoing students

most popular host countries

1. France
2. Great Britain
3. Spain
4. Sweden
5. Italy

faculties with the highest mobility

1. languages/humanities
2. economics
3. law
4. medicine

ERASMUS at HU - organisation

- International Office: centralised tasks – applications, reports, finances, contact with National Agency etc.

Institutional Coordinator

1 staff member: agreements, finances, outgoings

1 staff member: incomings – online registration

½ staff member: placements (outgoing)

½ staff member: accomodation

4 student assistants

- http://www.international.hu-berlin.de/an_der_hu/abteilung-internationales
- Network of Erasmus coordinators in all faculties, institutes:
11 departmental coordinators, 11 student assistants
Decentralised tasks: consultation hours, events: information days/week etc.

ERASMUS at HU – outgoing affairs in practice - 1

- Erasmus grant: 2 instalments

1. at the beginning, after receiving the Confirmation of registration – amount 100 € p. month

2. at the end, after receiving the report and the Confirmation of Student stay abroad – approx. 50 – 60 € p. month

(amounts depending on the budget)

Akademisches Jahr/ Academic Year	Monatliche Erasmusrate/ amount/month
2002/03	111,00 €
2003/04	100,00 €
2004/05	105,00 €
2005/06	140,00 €
2006/07	185,00 €
2007/08	240,00 €
2008/09	190,00 €
2009/10	250,00 €
2010/11	180,00 €

ERASMUS at HU – outgoing affairs in practice - 2

Beginn des Aufenthaltes	Confirmation of registration	Report	Confirmation of Student stay abroad
WS 10/11 Studiendauer a) 3-7 Monate b) 8-12 Monate	 31.03.2011 31.03.2011	 31.03.2011 30.06.2011	 31.03.2011 30.06.2011
SoSe 2011	31.03.2011	30.06.2011	30.06.2011
	Voraussetzung für 1. Rate	Voraussetzung für 2. Rate	

ERASMUS at HU – outgoing affairs in practice - 3

- Home institution: Humboldt-Universität zu Berlin D BERLIN13
- **Confirmation of registration (SMS)**
- This is to certify, that
- Ms./Mr.
- date of birth: place of birth:.....
- is enrolled as an exchange student of the Humboldt-Universität zu Berlin
- at the
- and will attend courses (including language course, orientation day/week, exams)
- from/...../.....(day/month/year) to/...../.....(day/month/year)
- date of arrival/...../.....(day/month/year)
- private host address:
- e-mail:
- date:.....
- stamp and signature
- international office:

ERASMUS at HU – outgoing affairs in practice - 4

- Home institution: Humboldt-Universität zu Berlin D BERLIN13
- **Confirmation for student stay abroad (SMS)**
- This is to certify, that
- Ms./Mr.
- date of birth: place of birth:.....
- has studied as an ERASMUS student at our institution
- _____
- (name and ERASMUS code of host institution)
- from/...../..... (day/month/year) (first day of courses)
- to/...../..... (day/month/year) (last day of courses/exams)
- date of departure/...../..... (day/month/year)
- date:.....
- stamp and signature
- international office:
- (name and function of signatory)
- Please note that this confirmation should be filled at the end of the student's stay abroad!

ERASMUS at HU

- Thank you!
- Contact:
Cornelia Marx
International Office/Erasmus
cornelia.marx@uv.hu-berlin.de