

Musteranfrage für potentielle ERASMUS-Partner:

“Dear XY,

I am contacting you from the Department of ... at the Faculty of ..., Friedrich-Alexander-Universität Erlangen-Nürnberg in Germany.

[Text kann verwendet werden, falls Sie bereits jemanden von der Hochschule kennen und mit ihm/ihr die Möglichkeit einer Kooperation besprochen haben]

Last year at the Conference of.. I had the pleasure to meet my colleague ... from your Department of ... and we discussed the possibility of establishing an Erasmus cooperation. With this e-mail, I would like to initiate the negotiations on this topic.

[Text kann verwendet werden, falls Sie noch keinen Kontakt zu dieser Hochschule hatten]

ENTWEDER: Our universities already cooperate within Erasmus in the field of ... *[Bitte RIA konsultieren!]* We would be interested to intensify the links between our institutions and to sign an agreement also in the field of ...

ODER: As far as I am informed, our universities do not cooperate yet within the Erasmus programme but we would like to change that and initiate a link between our institutions.

Here is some information about our department and the courses we offer:

We would be happy to exchange students on both Undergraduate and Graduate level, e.g. 2 x 5 per year and also 1 person teaching staff *[Achtung: Niveau und Anzahl sind nur Beispiele!]*. The language of instructions at our Department is ... Please be informed that we offer a wide range of German courses before the start of the semester (fee required) and during the semester (free of charge). If you need more information, please let me know!

General information about the services our international office offer to Incoming students can be found here: <https://www.fau.eu/international/international-applicants/semester-abroad-at-fau/>

If you are interested I would ask our international office to send you an agreement proposal.

Best regards,