# **Checklist: Establishing a new cooperation for student/staff exchange (Europe)**

Please first read the guide for establishing cooperation on the EUF website (<https://www.uni-flensburg.de?56071>).

This checklist is used to request the relevant information in the course of establishing a cooperation or to send it in the case of an enquiry from abroad. The checklist serves as a working tool. At the end, the data must be transferred to the EUF form so that the person in charge at EUF International Center can take care of finalizing the contract (= inter-institutional agreement, IIA).

[**German**](https://flensburg.moveon4.de/form/6458c8743ada67380163523c/deu) or [**English**](https://flensburg.moveon4.de/form/6458c8743ada67380163523c/eng) **form** “Establishment of New Academic Partnership”. Please **do not** submit the checklist.

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| **Contact information** |
| **Person initiating the partnership at Europa-Universität Flensburg (EUF)** |
| Surname, first name, title | *Please enter your data here* |
| EUF e-mail (if applicable functional email account) | *Please enter your data here* |
| Institute/Department | *Please enter your data here* |
| Study program | *Please enter your data here* |
| **Institutional representation at EUF** |
| EUF e-mail (if applicable functional email account) |  |
| **Contact person at the partner university** |
| Surname, first name, title |  |
| E-mail |  |
| Position[[1]](#footnote-1) |  |
| **Information regarding the new partnership** |
| Name of partner institution |  |
| Country |  |
| City |  |
| Type of cooperation | [ ] new partner university[ ] expansion of an existing cooperation |
| Erasmus+ cooperation?[[2]](#footnote-2) |  |
| Expected start (semester) |  |
| **Student mobility from the partner university to EUF (= incoming mobility)[[3]](#footnote-3)** |
| Number of students per academic year |  |
| Number of months per person |  |
| Study cycle | [ ] Bachelor [ ] Master [ ] PhD |
| **Student mobility from EUF to the partner university (= outgoing mobility)** |
| Number of students per academic year |  |
| Number of months per person |  |
| Study cycle | [ ] Bachelor [ ] Master [ ] PhD |
| Website of the partner university with general information for exchange students or about the Erasmus+ program |  |
| EUF website | <https://www.uni-flensburg.de/en/international/coming-to-flensburg>  |
| Website of the partner university with the course offer for exchange students |  |
| EUF course offer for exchange students | <https://www.uni-flensburg.de/en/international/coming-to-flensburg/international-students/application-and-courses/exchange-students>  |
| **Teaching Mobility from the partner university to EUF (= incoming mobility)** **[[4]](#footnote-4)** |
| Number of mobilities per academic year |  |
| Number of days per person |  |
| **Teaching Mobility from EUF to the partner university (= outgoing mobility)** |
| Number of mobilities per academic year |  |
| Number of days per person |  |
| **Further details** |
| Teaching language(s) at the partner university |  |
| Teaching languages at EUF | German, English (some subjects: French, Spanish, Danish) |
| Required language level for EUF students at the partner university |  |
| Required language level for students at EUF | German or English B2[[5]](#footnote-5) |
| Required language level for EUF teaching staff at the partner university |  |
| Required language level for teaching staff at EUF | German or English C1 |
| ISCED code (= study area)[[6]](#footnote-6) |  |
| Are any additional exchange formats planned? | [ ] Blended Intensive Programmes[ ] Internships (with the study program)[ ] Short-term mobilities[ ] Other (please specify) |
| To what extent will EUF students be allowed to take courses from other fields of study at the partner university?[[7]](#footnote-7) |  |
| Other relevant information concerning the exchange (e.g. guaranteed dormitory places at the partner university for EUF students, exchange in fall/spring semester only) |  |

1. Depending on the organization of the partner university, the **responsible person** is either based in the International Center or in the corresponding faculty. [↑](#footnote-ref-1)
2. **Erasmus+** = cooperation with member states of the **European Union** as well as **Iceland, Liechtenstein, Northern Macedonia, Norway, Serbia, Turkey**. Within Erasmus+ cooperations, **tuition fees** at the partner university are automatically covered. [↑](#footnote-ref-2)
3. Usually, new Erasmus+ agreements at EUF include 2 students for 5 months in each direction, but deviating numbers may also be agreed upon. [↑](#footnote-ref-3)
4. Usually, new Erasmus+ agreements at EUF include 1 teaching mobility for 5 days in each direction, but deviating numbers may also be agreed upon. [↑](#footnote-ref-4)
5. A proof of language proficiency is required. It doesn’t have to be an official language certificate, we accept a proof issued by the student’s coordinator. Self-declarations are not accepted. [↑](#footnote-ref-5)
6. At EUF, we use the following **ISCED codes**: Teacher training (BA BW/MA Ed.)/MA Education in Europe: 0110, but code may only include educational sciences; BA International Management (BA IM)/MA International Management Studies (MA IMS): 0410; BA European Cultures and Society (BA EUCS)/BA Social Sciences (BA SOWI)/MA European Studies (MA EUS): 0319; MA Culture-Language-Media (MA KSM): 0200, 0288; MA Transformation Studies (MA TS): 0288; MA Energy and Environmental Management (MA EUM): 0520. For other study programs: please get in touch. If the partner university does not agree to these codes, please contact erasmus@uni-flensburg.de. [↑](#footnote-ref-6)
7. The EUF follows an **open-door policy**, i.e. incoming students can choose from the entire English-language course offers regarding all subjects. At many partner universities, exchange students are only allowed to select courses from the subject of the cooperation area. Some partner universities allow exchange students to select a certain amount (in %) of their courses from other fields of study. [↑](#footnote-ref-7)