

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 or **English** form "Establishment of New Academic Partnership". Please **do not** submit the checklist.

Contact information	
Person initiating the partnership at Europa-Universität Flensburg (EUF)	
Surname, first name, title	
EUF e-mail (if applicable functional email account)	
Institute/Department	
Study program	
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	
Information regarding the new partnership	
Name of partner institution	
Country	
City	
Type of cooperation	<input type="checkbox"/> new partner university <input type="checkbox"/> expansion of an existing cooperation
Erasmus+ cooperation? ²	
Expected start (semester)	
Student mobility from the partner university to EUF (= incoming mobility)³	
Number of students per academic year	
Number of months per person	
Study cycle	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD
Student mobility from EUF to the partner university (= outgoing mobility)	
Number of students per academic year	
Number of months per person	
Study cycle	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD

¹ Depending on the organization of the partner university, the **responsible person** is either based in the International Center or in the corresponding faculty.

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.

³ Usually, new Erasmus+ agreements at EUF include 2 students for 5 months in each direction, but deviating numbers may also be agreed upon.

Website of the partner university with general information for exchange students or about the Erasmus+ program	
EUFL website	https://www.uni-flensburg.de/en/international/coming-to-flensburg
Website of the partner university with the course offer for exchange students	
EUFL 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 EUFL (= incoming mobility) ⁴	
Number of mobilities per academic year	
Number of days per person	
Teaching Mobility from EUFL 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 EUFL	German, English (some subjects: French, Spanish, Danish)
Required language level for EUFL students at the partner university	
Required language level for students at EUFL	German or English B2 ⁵
Required language level for EUFL teaching staff at the partner university	
Required language level for teaching staff at EUFL	German or English C1
ISCED code (= study area) ⁶	
Are any additional exchange formats planned?	<input type="checkbox"/> Blended Intensive Programmes <input type="checkbox"/> Internships (with the study program) <input type="checkbox"/> Short-term mobilities <input type="checkbox"/> Other (please specify)
To what extent will EUFL students be allowed to take courses from other fields of study at the partner university? ⁷	
Other relevant information concerning the exchange (e.g. guaranteed dormitory places at the partner university for EUFL students, exchange in fall/spring semester only)	

⁴ Usually, new Erasmus+ agreements at EUFL include 1 teaching mobility for 5 days in each direction, but deviating numbers may also be agreed upon.

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.

⁶ At EUFL, 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.

⁷ The EUFL 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.