# **Checklist for the Implementation of a Planned Academic Exchange Program**

# **(Overseas / ERASMUS+)**

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| **1. Relevance/ Sustainability of the planned academic exchange program** |
| * Valuable supplement to existing exchange programs * Reputation of the potential partner university (university, polytechnic) * Academic and administrative support by professors of both universities * Embedding the exchanges in existing long term academic contacts and cooperation * Attraction of the exchange for students of both universities and sufficiently large target groups / interested persons for the exchange   + Field (attractive courses, if necessary courses in English)   + Language of instruction   + Attractive study destination * Possibility of further development of the exchange program   + Development of dual degree programs   + Expansion to further academic areas |
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| **2. Point of time and prerequisites for a course of studies abroad (including PhD)** |
| * on bachelor’s or master’s degree level, for PhD students * Language proficiency, language tests accepted (score, e.g. IELTS, TOEFL) * GRE/GMAT or other (additional tests) * Good grades / good study achievements / GPA * Personal skills (ambassador) |
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| **3. University system** |
| * Entrance requirements * University degrees * Structure of program of studies / organization / terms, semester, academic year * Financing of studies (tuition, fees, etc.) |
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| **4. Clarification of the intended course scheme or PhD** |
| * Course work * Final thesis (BA, MA) * Duration: Academic year, semester, term * Dual degree * Recognition (ECTS, grades, transcripts) |
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| **5. Integration and support** |
| * Accommodation service * Counselling * Social events * Buddy program * Language classes (intensive course / costs) * Orientation week * Support for students with spouse & children & special needs * Integration into university system |
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| **6. Accommodation** |
| * Dormitory (single / double rooms) * Private * Shared flats |
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| **7. Benefits for students** |
| * Dormitory * Mensa (student cafeteria) * Transportation * Insurance * Library |
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| **8. Scholarships for participants in both directions** |
| * DAAD * ERASMUS * University grants * Fulbright * DFH * Bafög * Work placement / student assistant opportunities * Other |
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| **9. Further details regarding the planned mobilities** |
| * Number of students exchanged (numbers per year/terms) * Study level * Staff mobility (ERASMUS+ only) |
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| **10. Further comments** |
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| **11. Contact Department of International Affairs** | |
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| Name des/der programmverantwortlichen Hochschullehrers/in |
| Datum, Unterschrift Prodekan/in für Internationales |

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