# **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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| Datum, Unterschrift Beauftragte/n für Internationales |