

Questionnaire for initiating or expanding cooperation with an international partner university

Please fill out the following form and give it to the International Counsellor of your faculty. They will sign it and forward it to the International Office.

1. TYPE OF AGREEMENT

- ☐ **Memorandum of Understanding** *= a non-legally binding declaration that establishes a framework for short-term or future co-operation and projects. An MoU is not necessary to conclude a cooperation agreement.*
- ☐ **Cooperation Agreement** *= legally binding agreement that precisely defines joint exchange activities. Co-operation agreements are better for longer-term partnerships, as they are more time-consuming to negotiate and approve.*
- ☐ **Contract extension** *= academic (e.g. add new study programme) or faculty-specific (e.g. add faculty to an existing contract) extension of an existing cooperation agreement.*

2. PARTNER With which institution should the agreement be concluded?

Name of the institution (if known faculty etc.)	
Name of institution in English (if known)	
City	Country

3. CONTACT DATA

Who will be the academic supervisor (supervising professor) at BUW?

Faculty BUW
Title / name
Telephone
E-Mail

Who is the academic supervisor (supervising professor) at the partner institution?

Faculty at partner institution
Title / name
E-Mail

Who is the administrative contact person for contract negotiations at the partner institution (if known)?

Unit at partner (e.g. IO)
Title / name
E-Mail

4. BACKGROUND

Please briefly describe your previous contacts with the partner institution.

5. OBJECTIVE

What is the intention of the planned partnership?

Are there plans to exchange academic staff?

☐ Yes - please specify

☐ No

Are collaborations in research or artistic/design projects planned?

☐ Yes - please specify

☐ No

Worldwide cooperation agreements are concluded for 5 years as standard; in the case of Erasmus agreements, usually until the end of the programme period (2021 or 2027/28).

If a shorter term is desired for the agreement?

☐ Yes - please specify

☐ No

6. STUDENT EXCHANGE

PLEASE NOTE

The BUW study programmes listed for outgoing and incoming students may differ depending on subject compatibility. Please also speak to your examination office to ensure that the credits earned abroad can be recognised. Please note that one questionnaire per faculty must be completed and signed if there are several faculties involved.

Which degree programmes should the exchange be open to?

6.1 Outgoing (BUW --> Partner):

For which degree programmes at BUW should the exchange be open to students?

PLEASE NOTE

Please select the degree programmes only after consultation with the responsible programme coordinator(s).

Study programme at BUW	Niveau (i.e. Bachelor, Master)	max. "Outgoings" (BUW --> Partner) per academic year + per study programme

General notes on outgoing student exchange

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6.2 Incoming (Partner --> BUW):

For which degree programmes at BUW should the exchange be open to students from the partner university?

PLEASE NOTE

The number of 'max. incomings per academ. Year' should be based on the teaching capacities of the degree programmes. Please select the degree programmes only after consultation with the responsible programme coordinator(s).

Study programme at BUW	Niveau (Ba, Ma)	Teaching Language	max. "Incomings" (Partner --> BUW) per academic year + per study programme

General notes on incoming student exchange

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7. LANGUAGE REQUIREMENTS FOR INCOMING STUDENTS

Language skills recommended for students coming to Weimar and study...

... in the selected German-taught study programmes (on page 3)?

B1

German

... in the selected English-taught study programmes (on page 3)?

B2

English

8. LANGUAGE REQUIREMENTS FOR OUTGOING STUDENTS

The partner university offers a sufficient number of courses (min. 21 ECTS) in ...

☐

German

☐

English

☐

Other primary teaching language(s)

Please explain



9. SIGNATURES (obligatory)

Applicant	Name	<hr/>		
	Signature	<hr/>	Date	<hr/>

International Counsellor of your faculty	Name	<hr/>		
	Signature	<hr/>	Date	<hr/>

SIGNATURE (optional)

Dean of your faculty	Name	<hr/>		
	Signature	<hr/>	Date	<hr/>

Please send the completed and signed form to agreements@uni-weimar.de to your contact person at the International Office:

Mr Aryn Machell for non-European contracts

Mrs Julia Synnatzschke for European / ERASMUS contracts