

Questionnaire for the Initiation or Expansion of an Agreement with an International Partner Institution

Please fill out the following form and deliver it to the International Counsellor for your faculty; this person will sign and return the form to the International Office once it has been approved.

1. TYPE Which type of agreement best meets your needs?

Memorandum of Understanding

A Memorandum of Understanding is non-binding mutual statement of intent that builds a framework for temporary or future cooperation and projects. An MoU is not a prerequisite for a cooperation agreement, and is usually undertaken at the request of the prospective partner institution.

Kooperationsvertrag

A Cooperation Agreement is a legally binding contract that specifies the terms of particular joint activities, such as student exchange. Cooperation Agreements are better for longer-term partnerships, as they require a lengthy negotiation and approval process.

2. PARTNER Which institution is the subject of the proposed agreement?

Name of the institution
(faculty, if relevant)

English Name of the
institution (if known)

City

Country

3. CONTACT INFORMATION

Who is the academic sponsor (Betreuungsperson) at Bauhaus-Universität Weimar?

Faculty BUW

Title / Name

Telephone

E-Mail

Who is the academic sponsor (Betreuungsperson) at the partner university?

Faculty partner university

Title / Name

E-Mail

Who is the contact for partnership agreements/contract negotiations at the partner university?

Faculty partner university

Title / Name

E-Mail

4. BACKGROUND

Please briefly describe your contact with this partner university to date.

5. INTENT

What is the purpose of the proposed cooperation agreement?

Is an exchange of staff anticipated?

yes – please describe:

no

Is collaboration on research or artistic/design projects anticipated?

yes – please describe:

no

The standard duration of worldwide cooperation agreements is five years; for ERASMUS contracts, it is until the end of the programme generation (i.e. 2027/28).

Is a shorter contract duration intended?

yes – please describe:

no

6. STUDENT EXCHANGE

6.1 Outgoing students (i.e. BUW --> Partner):

NOTE

The BUW study programmes listed for outgoing and incoming students may differ depending on subject compatibility.
Please select the degree programmes in consultation with the responsible coordinator of the degree programme(s).
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.

For BUW students of which degree programme(s) shall the exchange be open?

Study programme BUW	Niveau (Ba, Ma)	max. "Outgoings" (BUW --> Partner) per academic year + per study programme
_____	_____	_____
_____	_____	_____
_____	_____	_____

Outgoing: General notes on student exchange
(e.g. total amount of students can be distributed freely amongst the study programmes indicated)

6.2 Incoming students (i.e. Partner --> BUW):

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

NOTE

The number of "max. incomings per academ. year" should be based on the teaching capacities of the respective degree programmes at BUW.

Study programme BUW	Niveau (Ba, Ma)	Teaching language(s) of the study programme	max. "Incomings" (Partner --> BUW) per academic year + per study programme
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Incoming: General notes on student exchange
(e.g. total amount of students can be distributed freely amongst the study programmes indicated)

What language skills do you recommend for BUW students going to the partner university?

At the partner university there is a sufficient (i.e. 30 ECTS) offer of courses in ...

German English

Do students have to study in the local language at the partner institution?

YES NO PARTIALLY

local language(s) _____

↓
Please explain
←

7. SIGNATURES (obligatory)

Applicant (usually the academic sponsor)	Name _____
	Signature _____ Date _____

International Counsellor at BUW faculty	Name _____
	Signature _____ Date _____