

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

The International Office requires some basic information and the formal approval of the relevant Faculty of the BUW in order to initiate contract negotiations with a prospective 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.

Please note that the signatures on page 4 are mandatory.

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

| | |
|------------------------------------|---|
| Memorandum of Understanding | <i>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.</i> |
| Cooperation Agreement | <i>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.</i> |

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** (sponsoring Professor) at the **BUW**?

Faculty _____
Title / Name _____
Telephone _____
Email _____

Who is the **academic sponsor** (sponsoring Professor) at the **partner institution**?

Faculty _____
Title / Name _____
Email _____

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

Department _____
Title / Name _____
Email _____

4. BACKGROUND

Please briefly describe your **contact** with this institution to date.

5. INTENT

What is the **purpose** of the proposed cooperation agreement?

Is an exchange of **academic personnel** anticipated?

Yes - please describe:

No

Is collaboration on **research or artistic 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 (2021, soon to be 2027).

Is a shorter **contract duration** intended?

Yes - please explain:

No

6. STUDENT EXCHANGE

If a student exchange program with the partner institution is desired, how many exchanges are anticipated to take place per academic year?

NOTES *The number of outgoing exchanges is identical with the number of incoming exchanges.*

1 Exchange = 1 Student x 1 Semester

If more than four exchanges per academic year are planned, please provide a short explanation:

What level of language proficiency do you recommend for students coming to Weimar to study...

... in the selected (Page 4) **German-Language** programmes? German

... in the selected (Page 4) **English-Language** programmes? English

Please discuss the recommended language proficiency levels for incoming students with the International Counsellor for your faculty. The International Office also gladly provides advice.

NOTE *Information on the Common European Frame of Reference for Languages (CEFR) can be found here: www.coe.int/lang-CEFR*

What level of language proficiency do you recommend for BUW students studying abroad?

The partner institution has a sufficient course offering in ...

German

English

Is it necessary to study in the local language at the partner institution?

YES

NO

PARTIALLY

Local Language(s) _____

Please explain

General comments on the proposed student exchange program:

6. STUDENT EXCHANGE (continued)

Which study programs should be open for exchanges?

Please select study programs in consultation with the program supervisor(s), if relevant.

Please note that one questionnaire must be filled out and approved for each faculty that wishes to participate in the partnership.

NOTES

"Max. Incomings per Semester" provides the opportunity to manage the number of incoming students in a given semester for any given study program, in order to respond to course capacity considerations. The total number of annual exchanges is specified on page 3.

Information on the current programs of study is available at: www.uni-weimar.de/studium

Faculty _____

Bachelor Programs

Language of Instruction

max.
"Incomings"
per Semester

Master Programs

PhD Programs

7. SIGNATURES

Applicant

Name _____

Signature _____ Date _____

**International
Counsellor**

Name _____

Signature _____ Date _____