



## Application: Erasmus+ co-operation agreement

To Division 2.1, please e-mail to: [io-erasmus@zv.upb.de](mailto:io-erasmus@zv.upb.de)

**Sender:**

Faculty / Organisational unit:

Contact person:

Room:

E-Mail:

Tel.:

*Please provide information about your proposed or existing co-operation as detailed below and complete the application form in full.  
Please complete one application form per course, as a separate co-operation agreement needs to be concluded for each course.*

**General Information**

- Application for:
- Establishment of a new co-operation
  - Extension of a co-operation under new conditions
  - Extension of a co-operation under the same conditions

**Information about the partner university**

Name of the partner university:	
Country:	
Website:	

**Contact persons**

*Various people at both the home and host university are involved in an exchange. There are often contact persons for course-related matters (at Paderborn University, the programme co-ordinators) and contact persons for administrative or contractual matters (at Paderborn University, staff in the International Office).*

*At Paderborn University, the programme co-ordinators are responsible for academic support and supervision for both the co-operation and incoming and outgoing students. They are also responsible for the selection process for students applying for an exchange place at the partner university.*

**Contact person for course-related matters at Paderborn University**

Surname	First name	Email address	Position
			Programme co-ordinator

**Contact person at host university**

Surname	First name	Email address	Position



**Term of agreement**

Do you want the agreement to run until the end of the current generation of programmes?

*Erasmus agreements are generally concluded until the end of the respective generation of programmes. The current generation of programmes is scheduled to run until the academic year 2027/28 (inclusive).*

- Yes, until the academic year 2027/28
- No, until (please specify academic year):  
If no, please state why:

**Subject area fit and interest**

Is the partnership a good fit in terms of the relevant subject area and is there sufficient interest in the exchange from Paderborn University students and/or teaching staff?

- Yes
- No

**Approval of the Dean**

Is the Dean’s written approval of the proposed co-operation enclosed with the application form (as an e-mail, where applicable)?

- Yes
- No

**Information about the proposed co-operation**

**Course and field of study**

*The course designates the specific subject area in which the exchange is to take place, e.g. “International Business Studies”. An ISCED code will be assigned to the course for the conclusion of the agreement. The field of study designates the category under which the exchange will be advertised for Paderborn University students, e.g. “Business Administration and Economics”. Often, the course and field of study are the same. If the course is a dual degree programme, you must specify which field of study the exchange is to be advertised under.*

Course	ISCED code (if known)	Course at partner university	Field of study of exchange (UPB)
			Wählen Sie ein Element aus.

**Type and direction of exchange**

- Student exchange
  - Direction of student exchange:  Outgoing  Incoming
- Teaching staff exchange
  - Direction of teaching staff exchange:  Outgoing  Incoming

**Student exchange**

*For a student exchange, you will need to specify how many students may participate in the exchange per academic year. This figure will be based on the number of exchange places per year, whereby each exchange place can be allocated to one person only. You will also need to specify whether the exchange places are to be allocated for a semester or for an academic year. In addition, you will need to specify whether incoming and outgoing students will be able to opt for blended mobility (shorter term physical mobility combined with virtual participation in the exchange programme).*

*You can stipulate a total number of exchange places per academic year – irrespective of academic level – and specify which study cycles may participate in the exchange (Option A). Please indicate your preference here.*

*You may stipulate different numbers of places for Bachelor and Master degrees only in absolutely exceptional cases. As this is no longer provided for in Erasmus+, separate agreements would in this case need to be concluded for Bachelor and Master degrees (Option B).*



Option A:

Study cycle	Total exchange places per academic year	Duration of exchange per place	Blended mobility possible?
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> PhD			

Option B: *Fill in **only** if the exchange cannot be listed under Option A*

Study cycle	Exchange places per study cycle per academic year	Duration of exchange per place	Blended mobility possible?
Bachelor			
Master			
PhD			

If you want the student exchange to take place in only the summer or winter semester (incoming and/or outgoing students), please indicate this here:

Incoming	Winter semester only	Summer semester only
Outgoing	Winter semester only	Summer semester only

**Teaching staff exchange**

*For a teaching staff exchange, the agreement will stipulate how many people may participate in the programme for how many days per academic year. Exchange places are generally allocated to one or two people, with participants usually spending one week at the partner university.*

Exchange places per academic year	Proposed duration of exchange per place (days per person)

**Required language level**

*In the following section, please provide the requested information for the relevant exchange course only.*

***Student exchange - outgoing students***

*Please specify here the languages in which outgoing Paderborn University students may take courses at the host university and the language level that these students in each instance require in order to study successfully at the host university. This is typically Level B1.*

Language(s) of instruction	Language level (in acc. with CEFR)



Does the host university require any specific language certificates (e.g. TOEFL, IELTS, Cambridge, DELE or DELF/DALF)? If yes, please specify which certificates here:

**Teaching staff exchange - outgoing teaching staff**

Please specify here which languages outgoing Paderborn University teaching staff need to be able to master in order to teach at the host university. The required language level is typically Level B2.

Language(s) of instruction (teaching)	Language level (in acc. with CEFR)

**Student exchange - incoming students**

Please specify here the languages in which incoming students may take courses at Paderborn University and the language level that these students in each instance require in order to study successfully at Paderborn University. This is typically Level B1.

Language(s) of instruction	Language level (in acc. with CEFR)

**Teaching staff exchange - incoming teaching staff**

Please specify here which languages incoming teaching staff need to be able to master in order to teach at Paderborn University. The required language level is typically Level B2.

Language(s) of instruction (teaching)	Language level (in acc. with CEFR)

**Studies and credits**

Exchange students must be able to take a minimum of 24 ECTS credits at the host university per course, per language of instruction, per study cycle (Bachelor/Master/PhD) and per semester (winter semester/summer semester) – even if courses are cancelled at short notice or clash. To be eligible for Erasmus+ funding, Paderborn University Erasmus students must take a minimum of 24 ECTS credits at the host university and obtain a minimum of 15 ECTS credits. Please therefore make sure that you verify that this is indeed possible on the relevant exchange course at the host university before concluding an agreement.

Please also ensure that incoming exchange students from the host university are able to accordingly take courses at Paderborn University. The guideline here is approx. 30 ECTS credits per semester.

**Courses at the host university**

Are outgoing Paderborn University students able to take a minimum of 24 ECTS credits per language of instruction on the relevant exchange course at the partner university? Please specify yes/no for the relevant study levels that are to take part in the exchange.

Language(s) of instruction	Bachelor		Master		PhD	
	SS	WS	SS	WS	SS	WS



Please give a brief description of any specific subject specialisms or related restrictions at the host university.

- 1.
- 2.
- 3.

**Courses at Paderborn University**

Are incoming students from the host university able to take a minimum of 30 ECTS credits per language of instruction on the relevant exchange course at Paderborn University? Please specify yes/no.

Language(s) of instruction	Bachelor		Master	
	SoSe	WiSe	SoSe	WiSe

**Academic requirements - outgoing students**

Do outgoing students need to meet any specific academic requirements to study at the partner university?

If yes, please give a brief summary of these:

- 1.
- 2.
- 3.
- 4.
- 5.

**Academic requirements - incoming students**

Do incoming students need to meet any academic requirements to study at Paderborn University?

If yes, please give a brief summary of these:

- 1.
- 2.
- 3.
- 4.
- 5.

**Credit transfers and recognition of credits earned - outgoing students**

Can Paderborn University students have credits earned at the host university transferred over to their Paderborn University degree?

- Bachelor students:             Yes             No  
 Master students:             Yes             No  
 PhD students:                 Yes             No



### **Further information**

#### **Semester dates**

Do any of Paderborn University's semester dates overlap with the host university's semester dates?

*Example: The host university's summer semester starts in January, before Paderborn University's winter semester has even ended.*

Yes             No

Will outgoing students still be able to sit their examinations at Paderborn University if there is an overlap of semester dates?

*E.g. by bringing their examinations forward, writing assignments instead of sitting examinations etc.*

Yes             No

#### **Locations**

If the host institution is based at more than one location, please specify which location/campus the outgoing students will study at:

### **Evaluation of the partnership (short-term and long-term)**

Ideally, partnerships should be beneficial for both parties.

Please briefly describe the particular value and/or benefit of the partnership for Paderborn University, e.g. attractiveness to students, partner university in the English-speaking world, particularly high prestige of the partner university, special research interests, close academic contacts etc.