

Application: Erasmus+ Bilateral Agreement

To **Division 3.1 - International Office** of Paderborn University
Please e-mail the completed form to: **io-erasmus@zv.uni-paderborn.de**

Applicant:

Contact Person:	
Faculty / Organisational Unit:	
E-Mail:	
Telephone:	
Room:	

Please provide information about your proposed or existing cooperation as detailed below and complete the application form. Please complete one application form per study field.

General Information

Application for: ☐ Establishment of a new Erasmus Agreement
☐ Extension of an existing cooperation under new conditions

Information about the Partner Institution:

Name of the partner university:	
Country:	
Erasmus Code:	
Website:	

Contact person at Paderborn University for study related matters

Family Name	First name	E-mail address	Position
			Departmental coordinator

Contact Person at the Partner Institution:

Please name a contact person for academic support and a contact person of the International Office responsible for the conclusion of Erasmus agreements

Family Name	First name	Email address	Position
			International Office
			Departmental Coordinator

Validity

Do you want the agreement to be valid until the end of the current Erasmus+ generation?

- ☐ Yes, until the end of the academic year 2028/29
☐ No, until (please specify academic year):

Suitability of study fields

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

☐ Yes ☐ No

Approval of the Dean

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

☐ Yes ☐ No

Information about the proposed cooperation

Study programmes and field of study

Please name the study programme at Paderborn University, e.g. "International Business Studies", the ISCED code, if known, and the study programme at the partner institution. The field of study designates the category under which the exchange will be advertised for students of Paderborn University, e.g. "Business Administration and Economics". Often, the course and field of study are the same. If the study programme is a dual degree programme, you must specify which field of study the exchange is to be advertised under.

Study programme at Paderborn University	ISCED code (if known)	Study programme at partner university	Field of study of exchange (UPB)
			Please select a study field

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 long term

Option A:

Study cycle	Total number of mobilities per academic year	Duration of exchange per mobility	Blended mobility possible?
☐ Bachelor ☐ Master ☐ PhD		Please select	no

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

Study cycle	Number of mobilities per study cycle per academic year	Duration of exchange per mobility	Blended mobility possible?
Bachelor		No exchange	no
Master		No exchange	no
PhD		No exchange	no

If the student exchange might only take place during summer or winter semester (incoming and/or outgoing students), please indicate it:

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

Student exchange - short-term blended mobility

Study cycle	Number of mobilities	Duration per mobility (days)
☐ Bachelor ☐ Master ☐ PhD		

Teaching staff exchange

For teaching staff exchange, the agreement will stipulate how many persons 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.

Number of mobilities per academic year	Proposed duration of exchange (days per person)
	Please select number of days

Required language level

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

Outgoing student exchange

Please specify the languages of instruction for students of Paderborn University at the host institution and indicate the required language level(s). We recommend level B2.

Language(s) of instruction at partner institution	Language level (in acc. with CEFR)
	Please select
	Please select
	Please select

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:

Outgoing teaching staff exchange

Please specify the languages of instruction of teaching staff of Paderborn University at the host institution. The required language level is typically Level B2. We recommend C1.

Language(s) of instruction (teaching) at partner institution	Language level (in acc. with CEFR)
	Please select
	Please select
	Please select

Incoming student exchange

Please specify the languages of instruction for incoming students at Paderborn University and the required language level(s). We recommend level B2.

Language(s) of instruction at Paderborn University	Language level (in acc. with CEFR)
	Please select
	Please select
	Please select

Incoming teaching staff exchange

Please specify the languages of instruction and the necessary language level for incoming teaching staff (at Paderborn University). The required language level is typically Level B2. We recommend level C1.

Language(s) of instruction (teaching) at Paderborn University	Language level (in acc. with CEFR)
	Please select
	Please select
	Please select

Student exchange - studies and credits

Important:

Exchange students must be able to choose courses with a total of **24 - 30 ECTS** at the host university per study programme, 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, Erasmus students of Paderborn University must choose courses with a minimum sum of 24 ECTS at the host university. Before the conclusion of an Erasmus Agreement, the suitability of the course offer of the sending and receiving institution must be checked by the Departmental Coordinators.

Courses at the Host University

Are outgoing students of Paderborn University able to take a minimum of 24 ECTS in the agreed field of study in each offered language of instruction at the partner institution? e.g. is the course offer in English sufficient to achieve 24-30 ECTS? Please specify yes/no for the relevant study levels that are to take part in the exchange.

Language(s) of Instruction	Bachelor		Master		PhD	
	summer term	winter term	summer term	winter term	summer term	winter term
	No	No	No	No	No	No
	No	No	No	No	No	No
	No	No	No	No	No	No

Courses at Paderborn University

Are Incoming Students able to take a minimum of 30 ECTS credits in each language of instruction on the relevant exchange course at Paderborn University? Please specify yes/no.

Language(s) of Instruction	Bachelor		Master		PhD	
	summer term	winter term	summer term	winter term	summer term	winter term
	No	No	No	No	No	No
	No	No	No	No	No	No
	No	No	No	No	No	No

Recognition of successfully completed courses- outgoing students

Is it possible to transfer successfully completed courses at the host institution to the students' degree at Paderborn University?

Bachelor students: ☐ Yes ☐ No
 Master students: ☐ Yes ☐ No
 PhD students: ☐ Yes ☐ No



Academic requirements - outgoing students

Do specific academic requirements at the host institution exist that students of Paderborn University have to meet before being accepted to the host institution, e.g. achieved ECTS at Paderborn University?

- 1.
- 2.
- 3.

Academic requirements - incoming students

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

- 1.
- 2.
- 3.

Further information

Semester dates of the partner institution

summer semester	winter semester

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

E.g. by 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)

Please briefly describe the particular value and/or benefit of the partnership for Paderborn University, e.g. broad course offer for exchange students in English, particularly high prestige of the partner institution, special research interests, close academic contacts etc.