

# Internal application for an Erasmus+ co-operation agreement (2022/23 – 2027/28)

(for internal use by FAU only; please do not forward this form to the partner university)

## 1. Details of FAU applicant

Departmental co-ordinator at FAU	
Chair/institute/department	
Name of additional contact person(s) (if applicable)	

## 2. Details of partner university

Official name of the partner university	
Departmental co-ordinator at partner university	
Faculty/institute	
Address	
Contact person's phone/fax number	
Contact person's e-mail address	

## 3. Information about the exchange programme

Start of co-operation	<input type="checkbox"/> immediately <input type="checkbox"/> academic year ____
End of co-operation	<input type="checkbox"/> end of 2027/28 <input type="checkbox"/> end of academic year ____
Content	
<b>Student mobility for study purposes:</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
Number of students per academic year and direction:	____ students for ____ months <i>E.g.: 2 students for 5 months OR 3 students for 10 months</i>
Type of students:	<input type="checkbox"/> Bachelor's (undergraduate) <input type="checkbox"/> Master's (postgraduate) <input type="checkbox"/> Doctoral candidates
Language requirements for Incoming students:	Already set by the most FAU departments and S-International is informed; if there are any changes wished, please indicate:
If there are sufficient reasons for adding the possibility of <b>internships/placements</b> in the agreement, please indicate them here <sup>1</sup> :	
<b>Teaching mobility<sup>2</sup>:</b>	<input type="checkbox"/> yes <input type="checkbox"/> no
Please give details here if more than one lecturer per year and direction is desired:	

<sup>1</sup> Internships and placements do not necessarily need to be part of an agreement; we recommend dealing with them on a case-by-case basis. Furthermore, we cannot guarantee sufficient funding; students must submit an individual application to the S-International.

<sup>2</sup> Minimum requirements: 5 days of teaching. We cannot guarantee sufficient funding for lecturers; lecturers must submit an individual application to the S-International. For Incoming teaching mobility, we generally expect language proficiency in either English B2 or German B2.

#### 4. Signatures

<b>Applicant/FAU programme co-ordinator</b>	
<b>Department/faculty/medical department</b>  Faculty of Humanities, Social Sciences, and Theology: Dean [signature <u>must</u> be obtained through the International Office (Ms Kerstin Mauer)]  Faculty of Business, Economics, and Law: Dean (School of Law) or Dean of International Studies [School of Business and Economics – signature should be obtained via the International Relations Office (Mr Jörg Reisner)]  Faculty of Engineering: head of department  Faculty of Science: head of department  Faculty of Medicine: Dean of Studies or head of department (for staff exchanges at Universitätsklinikum Erlangen)	

**The form is to be processed in the following order:**

**Applicant → Head of Department/Dean → S-International (Team Mobility)**

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This form may be submitted in the original version or via e-mail (last recommended).

**Contact:**

Ms Bianca Köndgen (KA171 – partner countries and KA131 – international mobility) and

Ms Boryana Klinkova (KA131 – Programme Countries)

S-International, Team Mobility

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**For internal use only:**

Befürwortung ERASMUS Hochschulkoordinatorin FAU	
ISCED Code des Austausches	
Anmerkungen	

# Information for new Erasmus+ co-operations

(to be kept by applicant)

1. With the first signature the applicant guarantees the accuracy of the information provided. In addition, they agree to adhere to the European Commission's regulations if their students, staff or they themselves make use of EU funding.
2. With the second signature the head of department/dean guarantees that the planned activities detailed in the application have been approved by the department/faculty/administrative department/medical department and that they support them.
3. Before the co-operation agreement is signed the applicant must discuss the courses on offer and the structure of subjects with the future partner university to enable them to advise students accordingly. In addition, we recommend that a discussion about any changes in the curriculum is held with the partner university at least once a year.
4. Before the co-operation agreement is signed the applicant must discuss the possibility of accrediting and checking course achievements that students have completed at the new partner university with the examinations committee responsible.
5. After the co-operation agreement is signed the applicant must guarantee the academic suitability of FAU students nominated by them and the support they will receive in their subject.
6. After the co-operation agreement is signed the applicant must ensure that the FAU students nominated by them are informed of the required level of language proficiency in the teaching language stated in the agreement.
7. After the co-operation agreement is signed the applicant is obliged to register all FAU students nominated for a stay abroad (outgoing students) with the S-International. S-International sends out an Excel template for this purpose twice a year. The registration deadlines are as follows: 28 February for stays beginning in the winter and summer semester; 15 October for stays beginning in the summer semester for students from the waiting list filling remaining places. S-International ensures that the outgoing students' details are passed on to the partner university and informs the students that they must apply to the host university.
8. After the co-operation agreement is signed the partner university is obliged to notify S-International of all guest students coming to FAU (incoming students). Incoming students must apply to S-International by the following deadlines: 15 May for stays beginning in the winter semester; 15 November for stays beginning in the summer semester. S-International ensures that all incoming students registered by the partner university are informed of these deadlines. S-International makes all documentation from prospective incoming students available to the applicant and requests that they approve them for admission.
9. After the co-operation agreement is signed the applicant agrees to provide subject-specific advice and support all incoming students. In individual cases they will check whether the planned study plan is manageable and feasible.
10. After the co-operation agreement is signed the applicant is obliged to notify S-International of all guest lecturers (in both directions).