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Checklist for the Implementation of a Planned Academic Exchange Programme

1. Relevance/ Sustainability of the planned academic exchange programme

- Valuable supplement to the existing exchange programmes
- Reputation of the potential partner university (university, polytechnic)
- Expert support by professors of both universities
- Embedding the exchanges in existing long term academic contacts and cooperation
- Attraction of the exchange for students of both universities and sufficiently large Target groups / interested persons for the exchange
 - Field (attractive course offer in field of study, if necessary courses in English)
 - Language aspects
 - Personal aspects
- Possibility of further development of the exchange programme
 - Development of dual degree programmes
 - Expansion to further academic areas

2. Point of time and prerequisites for a course of studies abroad (including PhD)

- After preliminary diploma, on bachelor's or master's degree level, after awarding degree
- Language knowledge, language tests
- GRE/GMAT (additional tests)
- Good grades / good study achievements
- Good general knowledge (ambassador function)

3. University system of other countries

- Entrance requirements
- University degrees
- Structure of programme of studies/ organisation (terms, semester, academic year)
- Financing of studies (tuition, fees, etc.)

4. Clarification of the intended course scheme or PhD

- Academic papers
- Diplom dissertation, master's dissertation
- Academic year
- Double degree and other additional degrees
- Question of recognition (ECTS-Punkte, Transcripts)

5. Accommodations

- Dormitory
- Private
- Shared accommodations

6. Integration into the university

- Orientation week
- Contact with other students
- Study situation at the partner university
- Support for students with spouse & children

7. Offers of support of the partner universities (International Office)

- Registration for dormitory
- Counselling
- Social events
- Buddy programme

8. Means of subsistence

- Apartment / flat
- Mensa (student cafeteria)
- Transport
- Insurance

9. Scholarships for participants in both directions

- DAAD
- ERASMUS
- University partnerships
- Fulbright
- DFH
- Bafög
- Work placement

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