

Erasmus+ Programme

Key Action 103 – Mobility for Learners and Staff – Higher Education Student and Staff Mobility

Annex to Inter-institutional Agreement 2018/19-2020/21 between Programme Countries

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code + EUC	Contact details (email, phone)	Website (e. g. of the course catalogue)
<p>Georg-August-Universität Göttingen</p> <p>International Office</p> <p>Medical School</p>	<p>D GOTTING01</p> <p>EUC: 29749</p>	<p>Director International Office, Erasmus+ Institutional Coordinator Dr. Uwe Muuss</p> <p>Erasmus+ Key Action 103 Coordinator (Europe) Karen Denecke Von-Siebold-Str. 2, D-37075 Göttingen, karen.denecke@zvw.uni-goettingen.de</p> <p>Departmental Coordinator Prof. Dr. Med. Martin Oppermann Robert-Koch-Str. 40, D- 37075 Göttingen erasmus.office@med.uni-goettingen.de</p>	<p>www.uni-goettingen.de</p> <p>http://univz.uni-goettingen.de/qisserver/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions</p>

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
D GOTTING01 Subject area 0912	German (Bachelor)		B2 (a language certificate is required)	C1 (German or English)

D. Additional requirements

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Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incomings students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement

- Incoming Erasmus students should take at least **50%** of their workload from **the faculty of the receiving institution** that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.
<http://www.med.uni-goettingen.de/en/content/studycourses/10686.html>
- **Before arrival:** Nominated incoming students should contact in time the Departmental Coordinator concerning the selection of courses:
erasmus.office@med.uni-goettingen.de

Arrival

It is recommended that incoming students meet the departmental coordinator contemporary after their arrival in Göttingen:

<http://www.med.uni-goettingen.de/en/content/studycourses/10686.html>

- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

Staff

- Incoming teaching staff must be individually accepted by the Department that coordinates the bilateral agreement.

The mobility should be announced at least 4 months before the planned mobility period. The candidate should provide the following information to the host institution:

- CV
- Teaching experiences
- Teaching agreement (content of lecture etc.)

The acceptance will be based on the candidate's documents and its adequacy to the teaching programme of the department. <https://www.uni-goettingen.de/en/erasmus-incomings/480924.html>

- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit. <https://www.uni-goettingen.de/en/erasmus-incomings/480927.html>

Agreements

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen (karen.denecke@zvw.uni-goettingen).

Please note that: the number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters.

The numbers of months per student the partners have agreed on are fixed. An extension of stay is only possible, when e. g. a student is nominated for 5 months, but the partners have agreed on an exchange of 1 student for 10 months. Students should apply early in advance for an extension of stay, at least one month before the regular stay ends. A written acceptance of both partners (incl. International Office) is mandatory and should not exceed the number of months agreed per students. Each party will take this into consideration when organizing student selection.

E. Calendar

1.1 Student application deadlines:

Receiving institution	Autumn/Winter term ¹ [month]	Spring/Summer term ² [month]
D GOTTING01	April 1st (application deadline medicine) Winter term: October – March Lectures: Mid October – February	October 1st (application deadline medicine) Summer term: April – September Lectures: Mid April – Mid July

- 1.2 The receiving institutions will send their decisions within 4 weeks after deadline.
- 1.3 A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
- 1.4 Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.

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WWW for Incoming Students	http://www.uni-goettingen.de/en/480920.html
WWW Course Catalogue	http://univz.uni-goettingen.de/qisserver/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions
Housing³	http://www.uni-goettingen.de/en/21435.html
Contact details	accommodation@uni-goettingen.de
WWW Visa Information⁴	http://www.uni-goettingen.de/en/24845.html
Contact details	erasmus@uni-goettingen.de
WWW Insurance Information⁵	http://www.uni-goettingen.de/en/543481.html
Contact details	erasmus@uni-goettingen.de
ECTS Users' Guide	http://www.med.uni-goettingen.de/de/media/G1-2_lehre_erasmus/ECTS%20Klinik%20Humanmedizin.pdf
WWW Students and Staff with Disabilities	http://www.uni-goettingen.de/en/408350.html
Contact details	

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.