

**Proposition of a new cooperation**

**Preliminary Research of the subject-specific counsellors**

- Does the foreign university have suitable studies on offer?
- Is the location of the foreign university interesting for our students?
- Is there already an agreement between the university and another faculty of TUHH?

No existing agreement with the university

Cooperation/Agreement with the university and different faculty

Continuation of an existing agreement with the university

**A new agreement with the foreign university/faculty**

- Call to the international office: Are there any experiences with the university?
- Is there a bilateral interest in the cooperation?

Changes to the agreement still need to be decided by the SDA

**Proposal for starting a cooperation/changing of the agreement to the SDA**

- Name of partner university and name of the faculty
- Number of exchange places available and duration of the mobility (months per year/semester/study)
- Duration of the agreement
- The extent of the agreement (Study and research exchange?)
- Special conditions (balanced incoming and outgoing mobility)
- Sending the preliminary agreement to the dean (office in CC)

**Vote on the agreement/changes in the SDA**

Approval

Rejection