**中山大学中文系与德国慕尼黑大学**

 **合作举办汉学研究合作项目**

**学生交换学习协议**

**（一）相关定义**

1. 交换生：包括一学期或一学年的选读生以及短期访问学生，本科生及研究生均可申请。交换生在接收学校修课或从事研究，不获取学位。

2. 原属院系：指派出交换生的一方。

3. 接收院系：指接收交换生的一方。

**（二）交换量**

1.本项目面向与汉学相关的专业；

2.双方协议以期限内每学期交换学生总数对等为原则。两名交换学生学习一学期等于一名交换学生学习一学年。交换生在交换期届满后必须返回原属学校，不得擅自延长停留时间。

1. **学年信息及接收推荐时间**

提名截止日期:

4月15日(2019/20学年冬季学期)

10月15日(2020年夏季学期)

申请截止日期:

递交打印申请表及证明文件的截止日期如下:

5月15日(冬季学期)

11月15日(夏季学期)

**（四）遴选推荐**

交换生需符合下列条件并由原属学校遴选推荐：

1. 全日制学生并至少在原属学校修业一学期及以上；
2. 学业成绩优良；
3. 身体健康；
4. 获得慕尼黑大学交换资格的交换生在交换期间的初始时期年龄不得超过29岁。
5. 须符合接收学校的入学要求（含语言要求）及其它规定。

接收学校原则上应接受原属学校推荐的学生，但接收学校保留审查交换生入学资格的最后决定权。合作双方应当准许其他院系根据具体情况参加交换。

**（五）课程修读计划**

原属学校应按双方课程要求制定学生交换学习要求。在交换学期开始前，学生需按交换学习要求提供交换学习计划，该学习计划必须通过原属学校的认可，并知会接收院系。交换生按学习计划学习，接收学校给予学习指导。

为便于学生制定交换学习计划，双方应互相提供各自院系的专业培养方案、课程设置、学分学时要求等材料，以便对学生修读课程进行正确指引。

**（六）成绩单和学分认定**

接收学校应于学生交换时间结束2个月内寄发交换生修读课程成绩单以及修课证明给原属学校。

原属学校负责根据接收学校的成绩单及各自学校规定为交换生转换学分。

**（七）费用**

学生交换学习项目应尽可能尊重互惠原则，合作大学将不负担任何经济支出。交换生需在原属学校进行学籍注册及向原属学校缴纳相关费用，无须缴交接收学校的学费及注册费等。交换生应自行负担其在接收学校期间的食宿费、旅费、书籍费、交通费、证件费、签证费、及其他个人支出。两校另有协议者不在此限。在慕尼黑大学，基本费（“Grundbeitrag”）和学生购买公共交通通票的费用（“Semesterticket”）将在每学期开学时由慕尼黑学生服务中心收取。

学生需根据所在国/地区法律或接收学校的规定，购买相关的强制保险,并根据自身情况自行购买医疗、意外伤害、财产等商业保险。保险费由学生自行承担。交换至中山大学的学生，在交换期间，应该按照要求购买住院医疗保险，享受相应医疗服务。

**（八）其他服务**

1.确认交换生人选后，双方将核发依法申办签证所需的材料，以便学生及时取得签证。接收学校应提供入学许可等相关材料，以便交换生顺利办理来校手续。

2.双方院系需尽力协助安排对方交换生的住宿，并且提供适当的咨询及援助。

3.接收学校需提供交换生有关校园生活、健康、语言及文化适应等协助或指导。

**Nominating LMUexchange-Students:**

Please nominate your students by using our online nomination tool:

www.lmu.de/international/incoming/nomination

If you have already nominated your students, we kindly ask you to resend your nominations using this tool. We apologise for the inconvenience caused.

**Nomination Deadlines:**

April 15 (for winter semester 2019/20)

October 15 (for summer semester 2020)

**Application Deadlines:**

The application deadlines for sending the printed application and supporting documents are:

May 15 (for the winter semester)

November 15 (for the summer semester)

We strongly recommend that students, who require a visa, submit their printed application and supporting documents before the above deadlines.

**Application Procedure:**

Incoming students should submit an online application which can be found at:

www.lmu.de/international/incoming/application

The application form should then be signed by the student, printed, signed and stamped by the exchange coordinator/responsible person of the home university and sent to us by post with the following supporting documents:

**-learning agreement**

-transcript of records from home university

-proof of German and/or English language skills: www.lmu.de/international/incoming/language

-copy of page of passport/ID card with identity details

The applications are only processed on receipt of the printed form and supporting documents and can take up to six weeks to be approved.

**Important:**

Students, whose applications we receive after the official application deadline, cannot be considered for student housing.

**Language Requirements:**

As a rule we now require that students taking courses taught in German have at least CEFR level B2 when commencing their studies at LMU. The same applies for students taking courses in English. For further information concerning language requirements see the enclosed data sheet and:

www.lmu.de/international/incoming/language

**Health Insurance**

We strongly recommend that students arrive with adequate travel insurance to cover them until they are officially registered as students at LMU. They should then take out German health insurance cover for the duration of their stay at LMU. To avoid paying twice, they should not take out any other health insurance before coming to Germany.

Please note that travel insurance for the duration of their stay is not enough and will not be accepted at registration (see enclosed partner data sheet)

Please find enclosed our updated partner data sheet. Students can download our detailed handbook for exchange students at:

www.en.uni-muenchen.de/students/exchange/incomings/austausch\_engl/downloads

We look forward to welcoming your students to LMU.