

Overlapping semester times at home and host university

Can I take exams on an alternative date or in a different examination form, if the Leuphana exam period and start of studies at the host university overlap?

In case of a time overlap between the semester periods at the host university and the examination period at Leuphana students can request a different form of examination or an alternative examination date from the responsible Examination Board. This is not possible for the Major Environmental and Sustainability Studies.

The rescheduling of an examination date must also be requested from the responsible examination board and is only possible if the responsible lecturer agrees to set up a second written exam. The exam registration via qis is omitted in case of an approved request. The responsible lecturer provides the names and matriculation numbers of the students concerned to the Examination Service.

Procedure and responsibilities

What?	When?	Who?
Publication of exam schedule	beginning of May/November	Examination Service
Notification of semester abroad	until 15th May/15th November	Students to Student Services via International Office
Informal, reasoned request for a) taking an exam in another form of examination b) taking an exam on a different day including written consent of the examiner to the examination board		Students via Student Services to Examination Board
Approval or rejection of the request	mid-June/mid-December	Examination board
Informing the applicant		Student Services

Can I take a Leuphana exam at the host university?

This is only possible in rare cases if both the responsible lecturer at Leuphana University and the host university have given their consent. Please note that many host universities have indicated that they are not in a position to bear the additional effort and expense that this would entail. Requests to host universities must always be made through the International Office.

The lecturer commits him/herself to submit the examination to the host university by the specified date. A formal request must also be submitted to the Examination Committee, because the examination is to take place in a different form than for all other students in the cohort.

A written exam registration via qis is necessary.

A fee exemption through the "Notification Semester Abroad" is only possible if the exam takes place by March 30 (winter semester) or by September 30 (summer semester).

The semester at the host university ends in December. Can I take exams at Leuphana that take place after my return from abroad, even though I have submitted a „Notification of Study Abroad“?

This is possible if the exam takes place outside the semester dates at the host university. Whether and under which conditions exams are possible must be discussed with the respective lecturer in each individual case. In any case, the mandatory registration deadline is November 15 for the winter semester and May 15 for the summer semester.

Can I pause the semester at the host university in order to write an exam in Lüneburg?

Please address this question directly to your exam officer in the Examination Service.