




INFORMATION FOR OUTGOING STUDENTS ACADEMIC YEAR 24/25 – ERASMUS+

1. Mandatory Info Session April 18th and 19th, 2024

→ International Center



INTERNATIONAL CENTER

- News >
- Coming to Leuphana >
- Going Abroad 
- Opportunities for Students 
- Studying at our partner universities 
 - Studying in Europe with Erasmus+
 - Studying outside of Europe
 - How to apply
 - Once you've been accepted >
 - Financial Support
 - Insurance and Visa
 - Academic recognition >
 - Free Mover >
 - International Degree Programmes
 - Internships Abroad >
 - International Summer and Winter Universities
- Opportunities for Doctoral Students >
- Opportunities for Academic Staff >
- Information for Technical and Administrative Staff
- Info Sessions and Key Deadlines
- Team "Going Abroad"
- Language and Culture >
- International Partners
- Team & Contact
- How to get to Lüneburg >

LEUPHANA // INSTITUTIONS // INTERNATIONAL CENTER // GOING ABROAD // OPPORTUNITIES FOR STUDENTS // STUDYING AT OUR PARTNER UNIVERSITIES

STUDENT EXCHANGE PROGRAMMES

Student exchange programmes are based on cooperation agreements with partner universities and offer many advantages: Students do not pay tuition fees at the host universities, go through a simplified application procedure, are supported and supervised in close cooperation between the home and host institution and benefit from generally long-standing contacts with the partner university, for example with regard to academic recognition.

Leuphana University Lüneburg offers a range of student exchange programmes in many countries worldwide for both undergraduate and graduate students. Exchange programmes with European partner universities usually take place in the scope of the Erasmus Programme.

All exchange programmes are advertised by the International Center in autumn for the following academic year. Any unallocated places are advertised in March/April.

Students with disabilities or students with special needs, such as single parents, are strongly encouraged to apply. They can receive special support for mobility periods under Erasmus.

Learn more about the [Erasmus Programme](#).

[Database exchange programmes](#)
[The Right Timing](#)

[Financing](#)
[Academic Recognition](#)

[Contact](#)

DATABASE EXCHANGE PROGRAMMES

In our database you will find fact sheets for each partner institution, which include information on application requirements, term dates, accommodation, language requirements, etc. Usually, you will also find links to course catalogues and other useful information provided by the partner institutions for incoming exchange students. In our data base, you can also find experience reports of former outgoings (provided that the corresponding declarations of consent have been submitted).

[Database on student exchange programmes](#)



DATA BASE EXCHANGE PROGRAMS

In our data base you can also find the experience reports of former exchange students with lots of information including:

- Course offers
- Academic recognition
- Costs
- Experiences during study abroad

Beziehungen	Erfahrungsberichte
Erfahrungsbericht_Aix-Marseilles_WS202122	
Startsemester	Wintersemester 2021/22
Studiengang Leuphana	M.A. Cultural Studies: Culture and Organization
Bericht	Erfahrungsbericht_Aix-Marseilles_WS202122



Data Base



ONCE YOU HAVE BEEN ACCEPTED

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UNIVERSITY STUDY & TEACHING RESEARCH PARTNERS INTERNATIONAL INSTITUTIONS



INTERNATIONAL CENTER

News >

Coming to Leuphana >

Going Abroad >

Opportunities for Students >

Studying at our partner universities >

Studying in Europe with Erasmus+

Studying outside of Europe

How to apply

Once you've been accepted >

Erasmus+ Relevant Forms

Outside Europe Relevant Forms

Financial Support

Insurance and Visa

Academic recognition >

Free Mover >

International Degree Programmes

Internships Abroad >

International Summer and Winter Universities

Opportunities for Doctoral Students >

Opportunities for Academic >

LEUPHANA // INSTITUTIONS // INTERNATIONAL CENTER // GOING ABROAD // OPPORTUNITIES FOR STUDENTS // STUDYING AT OUR PARTNER UNIVERSITIES

// ONCE YOU'VE BEEN ACCEPTED

ONCE YOU'VE BEEN ACCEPTED

Below you will find important information and instructions for exchange students.

INFORMATIONEN FÜR AUSTAUSCHSTUDIERENDE (OUTGOINGS)

- [Hinweise zur Allgemeinen Sicherheitsvorsorge](#)
- [Hinweise bei Überschneidungen der Semesterzeiten](#)
- [Nominierung und Bewerbung an der Gasthochschule](#)
- [Zimmervermittlung](#)
- [Kann ich meine Abschlussarbeit im Rahmen eines Studienaufenthalts im Ausland schreiben?](#)
- [Notes on general safety precautions](#)
- [Notes on overlapping semester times](#)
- [Nomination and Application at the Host University](#)
- [Accommodation Service](#)
- [Can I write my thesis during a study period abroad?](#)

INFORMATION AND FORMS FOR EXCHANGE STUDENTS (OUTGOING)



HINWEISE ZUR ALLGEMEINEN SICHERHEITSVORSORGE/ SAFETY INSTRUCTIONS

Before leaving Germany:

- Read the travel and safety information from the Federal Foreign Office (newsletter, app, etc.), eventually apply for your visa
- Save emergency contacts and important documents
- Register for the emergency contact list of the Federal Foreign Office in Germany or in your home country

Upon arrival in host country

- Follow the rules of your host country and your host university!



DAAD: Safety
Instructions
(only in German)



FORCE MAJEURE AND SECURITY

- In consultation with the German Academic Exchange Service (DAAD), Leuphana University advises against travel to risk areas and to countries and regions for which the German Foreign Office has issued a travel warning. Travel to countries for which the German Foreign Office has issued a travel warning is always at the traveler's own risk.
- The regulations of the host countries and/or host universities can be adapted to new developments at any time! Before and during your stay, it is imperative that you follow the latest information from IC and the host university!
- It is often possible to postpone your stay from the winter semester to the summer semester - please contact the IC to discuss this with partner universities.
- No processing fee will be charged if the mobility is canceled due to force majeure or security concerns.



OVERLAPPING SEMESTER PERIODS

In case of overlapping semester periods at Leuphana and host university, you can submit a request to the responsible examination board, provided that the examiner agrees:

- Alternative form of assessment
- Alternative test date

Leuphana-exams at host university usually not possible

Notification of a stay abroad: No academic activity at Leuphana is possible during the study period abroad!

Contact for questions: responsible person in the examination service (Student Services)



INTERNATIONAL CENTER: ACCOMMODATION SERVICE

Matching between outgoing students and international exchange students who would like to study at Leuphana University for one or two semesters and are looking for a furnished room in Lüneburg.

Please contact: Tanja Schaefer, tanja.schaefer@leuphana.de, 04131.677-2646, C14.112



FAQ

Can I write my thesis during a study period abroad?

In general, it is possible to write your thesis during a study period abroad, e.g. during an Erasmus+ semester.

The thesis must be listed in the learning agreement with 25 CP (MA) or 15 CP (BA) and will be graded at the host university. It can be recognized at Leuphana just like any other academic work done abroad, if the basic eligibility for recognition has been confirmed in advance by the responsible persons at Leuphana.

First and second examiners are lecturers of the host university.

The conversion of grades is done according to the General Examination Regulations (RPO).



NOMINATION AND APPLICATION AT HOST UNIVERSITY

Nomination: International Center


- February-May for fall semester 24/25, autumn 2024 for summer semester 2025 – usually host universities will then contact students directly with application instructions
- Check your emails and spam folder regularly, keep an eye on application deadlines, ask the IC if necessary!

Application at host university: Students

- Information provided by host universities and to be found in Fact Sheets of partner universities (IC data base)
- Please contact the IC if you need a nomination letter, a signature on your application form etc.
- Current transcript (in English or German): Available in Infoportal Building 8 (must be stamped and signed)
- Proof of sufficient language skills: Confirmation issued by Language Center (new: Language and Culture)
- If requested: copy of passport, proof of financial support, housing questionnaire etc.
- Please email scan/pdf of application form or the letter of acceptance from your partner university to outgoing@leuphana.de



AFTER ACCEPTANCE – ERASMUS+ RELEVANT FORMS



Opportunities for Students	∨
Studying at our partner universities	∨
Studying in Europe with Erasmus+	
Studying outside of Europe	
How to apply	
Once you've been accepted	∨
Erasmus+ Relevant Forms	
Outside Europe Relevant Forms	
Financial Support	
Insurance and Visa	
Academic recognition	>
Free Mover	>
International Degree Programmes	
Internships Abroad	>
International Summer and Winter Universities	
Opportunities for Doctoral Students	>
Opportunities for Academic Staff	>
Information for Technical and Administrative Staff	
Info Sessions and Key Deadlines	
Team "Going Abroad"	
Language and Culture	>

INFORMATIONEN UND FORMULARE ERASMUS+

- [Obligatorische Infoveranstaltungen für Studierende mit Plätzen an europäischen Partneruniversitäten \(Erasmus+\) im AJ 2024/25](#)
- [Obligatory information events for students at European partner universities \(Erasmus+\) in the academic year 2024/25](#)
- [Checkliste](#)
- [Checklist](#)
- [Notification of a study abroad](#)
- [Mitteilung Auslandssemester](#)
- [Stipendienvereinbarung](#)
- [Grant Agreement and Student Charter](#)
- [Online Language Support \(OLS\)](#)
- [Online Language Support \(OLS\)](#)
- [Erasmus+ Online Learning Agreement - First Version / Erasmus+ Learning Agreement Before the Mobility](#)
- [Academic Recognition / Erasmus+ Online Learning Agreement – First version / Erasmus+ Learning Agreement Before the Mobility](#)
- [Erasmus+ Online Learning Agreement - Changes / Erasmus+ Learning Agreement During the Mobility](#)
- [Academic Recognition / Erasmus+ Online Learning Agreement – Changed version / Erasmus+ Learning Agreement During the Mobility](#)
- [Confirmation of Arrival and Departure](#)
- [Confirmation of Arrival and Departure](#)
- [Antrag auf Verlängerung des Erasmus+ Mobilität](#)
- [Request for extension of the Erasmus mobility](#)
- [Teilnehmerbericht/Erfahrungsbericht](#)
- [Experience report](#)

ERASMUS+ FORMS



CHECKLIST FOR OUTGOING STUDENTS ERASMUS +

CHECKLIST Projects 2023 und 2024

OUTGOING-Students (Erasmus+)

All forms, deadlines and responsibilities and additional information can be found under the following link:
<https://www.leuphana.de/en/institutions/international-center/going-abroad/opportunities-for-students/studying-at-our-partner-universities.html>

Portal for stays abroad: <https://leuphana.moveon4.de/locallogin/58aee17c85fb96cc2a7b51ba/deu#>

⇒ Please keep a copy of each document for your personal records!

Declaration of Acceptance / Grant Agreement:

OLA routing slip / questions regarding OLA:

All other documents (pdf only):

General questions:

Opening hours:

Original by regular mail or IC-mailbox in C14. 1st floor on the right side

La.outgoing@leuphana.de / Zoom consultation (see website)

Upload in portal

outgoing@leuphana.de

Tuesday and Thursday from 10 to 12.30 h in C14.112



Checklist: Projects
2023 and 2024



CHECKLIST – BEFORE THE MOBILITY

Before the Mobility	Deadline	Done
Send Declaration of Acceptance (original copy) to IC	See acceptance email of IC	<input checked="" type="checkbox"/>
Read ERASMUS+ Studentencharta		<input checked="" type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or Letter of Acceptance in portal	immediately	<input type="checkbox"/>
Take OLS language test and/or participate in OLS course (voluntary)	none	<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Create Routing Slip for OLA First Version as explained and send to IC for review and signature	5 weeks before the start of lectures at host university	<input type="checkbox"/>
Create Online Learning Agreement (OLA) First Version at the same time and submit through portal	(or earlier deadline if required by host university)	<input type="checkbox"/>
Check portal to see if OLA has been approved by host university and, if not, remind host university	Before the beginning of the mobility	<input type="checkbox"/>
Turn in Erasmus+ Grant Agreement (original copy) to IO (follow the instructions!)	Deadline will be communicated by email when the Grant Agreement is sent out	<input type="checkbox"/>
Upload „Notification of a Study Abroad“ in portal	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure / before beginning of the mobility	<input type="checkbox"/>
If applicable: apply for visa and extend passport/ID	At least 4 months before the mobility	<input type="checkbox"/>



ERASMUS+ ONLINE LANGUAGE SUPPORT OLS

- **Online Language tests and courses** through EU Academy
- Information available by end of May/beginning of June via email
- Not mandatory



ACADEMIC RECOGNITION AND GRADE CONVERSION

DEUTSCH ENGLISH



UNIVERSITY STUDY & TEACHING RESEARCH PARTNERS INTERNATIONAL INSTITUTIONS



INTERNATIONAL CENTER

News >

Coming to Leuphana >

Going Abroad v

Opportunities for Students v

Studying at our partner universities v

Studying in Europe with Erasmus+

Studying outside of Europe

How to apply

Once you've been accepted >

Financial Support

Insurance and Visa

Academic recognition v

Grade conversion

Free Mover >

International Degree Programmes

Internships Abroad >

International Summer and Winter Universities

Opportunities for Doctoral Students >

Opportunities for Academic v

LEUPHANA // INSTITUTIONS // INTERNATIONAL CENTER // GOING ABROAD // OPPORTUNITIES FOR STUDENTS // STUDYING AT OUR PARTNER UNIVERSITIES

// ACADEMIC RECOGNITION

ACADEMIC RECOGNITION

Provisions on academic recognition of study periods abroad and achievements at a partner university or another host university abroad are laid down in the examination regulations (RPO) for the Bachelor programmes and the Master programmes at Leuphana. In principle, academic achievements from foreign higher education institutions will be recognized, if there are no substantial differences to corresponding academic achievements at Leuphana. The university body in charge of academic recognition is the relevant examination committee. The conclusion of a Learning Agreement simplifies the recognition procedure.

SIMPLIFIED ACADEMIC RECOGNITION PROCEDURE

- 1. Schritt: Vor dem Auslandsaufenthalt - Verbindliche Vereinbarungen treffen
- 3. Schritt: Nach dem Auslandsaufenthalt - Anerkennungsverfahren abschließen
- 2. Schritt: Zu Beginn des Auslandsaufenthaltes - Notwendige Änderungen beantragen
- Step 1: Before the mobility - conclusion of binding agreements
- Step 2: During the first weeks of the mobility - agreement on necessary changes
- Step 3: After the mobility - Completion of the recognition procedure



ONLINE LEARNING AGREEMENT FIRST VERSION

ONLINE LEARNING AGREEMENT CHANGES

- **Info Session** on 23.04.2024, 10:00-12:00, HS2
- **Office hour via Zoom: every Wednesday**, 9:45 am, Zoom Meeting ID: 94404178042, Code: 262235

Contact IC: Stefanie Bahnsen, la.outgoing@leuphana.de

The first funding rate can only be transferred if the OLA and scholarship agreement have been submitted in full and signed!



STIPENDIENVEREINBARUNG/ GRANT AGREEMENT

Funding for stays abroad in 2024/25 - Erasmus+ Projects 2023 and 2024

- Individual assignment to one of the projects probably in June
- Submission of the Grant Agreement only after allocation to the project
- Submission deadlines to be announced

Grant Agreement

- Data for the grant agreement will be requested via a form in the portal for stays abroad from May on
- Students will receive the grant agreement by email depending on the project (2023 or 2024)
- Grant agreement must then be **signed handwritten and** submitted to the IC **in the original**, together with any applicable declarations of honor (when applying for additional funding)



ERASMUS+ FUNDING PROJECTS 2023 AND 2024

Rate/month	Country specific: Project 2023: 490€, 540€, 600€ Project 2024: 540€, 600€ max. 5 months/semester	Timely submission of all required documents. Payment in two installments: <ul style="list-style-type: none"> • 80% before the start of the stay, if OLA and Grant Agreement have been submitted • 20% after the end of the stay, if all required documents have been submitted and proof of at least 20 ECTS/semester has been provided
Top-Up Fewer Opportunities (cannot be combined)	250€/month <ul style="list-style-type: none"> • first-time academics • employed • disability GdB • chronic illness • student with child(ren) 	Proofs required: e.g. certificates, disability card, certificate attesting to additional costs due to chronic illness, pay rolls (at least 6 months on a row, min. 450€ max. 850€/month), honorary declaration, birth certificate(s) and travel receipts for child(ren) Please check with International Center
Fewer opportunities Individual application	Costs up to 15.000€/semester <ul style="list-style-type: none"> • disability GdB • chronic illness 	See above, proof of individual additional costs due to stay abroad
Green Travel	Project 2023: One time 50€ and max. 4 travel days Project 2024: up to 6 travel days	Project 2023: Honorary declaration and receipts/tickets for bus, train, car pool - or ships if this is the only way to avoid flights Project 2024: Honorary declaration, receipts do not have to be submitted, but must be filed by students – Sampling control



FURTHER FINANCING OPTIONS/ FUNDING

- In the case of second degree studies, usually MA: education costs can be reported as income-related expenses (loss assessment) on your first tax return (Germany only)
- **No tuition fees at partner universities** (Exception: UQ Study Abroad, Bennington College)
- **Exemption** from semester fees at Leuphana (through “Notification of a Study Abroad“)



MITTEILUNG AUSLANDSSEMESTER/ NOTIFICATION OF STUDY ABROAD

- Submission via IC to Student Services within the re-registration period for the relevant semester
- Double-major: Only one notification of study abroad
- Students remain registered at Leuphana, semester is counted as „Fachsemester“
- Exemption from student services fees at Leuphana during study abroad period: Studentenschafts- und Studentenwerksbeiträge, Verwaltungskostenbeitrag, Studienbeitrag bzw. Langzeitstudiengebühren
- No academic activities at Leuphana possible during study period abroad, no Semesterticket

Contact: Examination Service/ Student Services



INSURANCE AND VISA

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UNIVERSITY STUDY & TEACHING RESEARCH PARTNERS INTERNATIONAL INSTITUTIONS



INTERNATIONAL CENTER

- News >
- Coming to Leuphana >
- Going Abroad >
 - Opportunities for Students >
 - Studying at our partner universities >
 - Studying in Europe with Erasmus+ >
 - Studying outside of Europe >
 - How to apply >
 - Once you've been accepted >
 - Financial Support >
 - Insurance and Visa** >
 - Academic recognition >
 - Free Mover >
 - International Degree Programmes >
 - Internships Abroad >
 - International Summer and Winter Universities >
 - Opportunities for Doctoral Students >
 - Opportunities for Academic Staff >
 - Information for Technical and



LEUPHANA // INSTITUTIONS // INTERNATIONAL CENTER // GOING ABROAD // OPPORTUNITIES FOR STUDENTS // STUDYING AT OUR PARTNER UNIVERSITIES

// INSURANCE AND VISA

INSURANCE AND VISA

INSURANCE

You are responsible for ensuring that you have adequate insurance cover during your studies or internship abroad. Sufficient health insurance is obligatory, and we strongly recommend that you have valid liability and accident insurance abroad.

Please obtain information about your existing insurance cover in Germany well in advance and, if necessary, purchase additional insurance for the host country. Clarify with your health insurance company the modalities in the host country in the event of illness (e.g. co-payment, country-specific co-payments, repatriation, etc.). For study visits outside Europe, proof of adequate health insurance must often be presented when entering the country or applying for a visa or even already with your application at the host university. Some European universities also require proof of insurance.

Europe: Ask your health insurance company to issue you with a European Health Insurance Card (EHIC).

The German Academic Exchange Service (DAAD) offers a combined health, accident, liability and baggage insurance especially for Erasmus+ program participants and students with a DAAD scholarship (e.g. PROMOS). For more information and registration forms, please contact the DAAD insurance office. If you already have accident insurance and/or personal liability insurance (e.g. through co-insurance with your parents), this insurance package may not be necessary. Information can be found [here](#).

For studying at some of Leuphana's partner universities (e.g. UQ in Australia, USA), it is compulsory to take out local private health insurance. These insurances do not always cover all costs. It may therefore be advisable to take out additional insurance.



CHECKLIST – DURING AND AFTER THE MOBILITY

During the Mobility	Deadline	Done
Upload Confirmation of Arrival in portal	Immediately after start of the mobility	<input type="checkbox"/>
If necessary, create OLA Changes and the corresponding Routing Slip as explained and send to IC for review and signature	Within 5 weeks after the start of mobility	<input type="checkbox"/>
Check portal to see if OLA Changes has been approved by host university, and, if not, remind host university	One month before end of the semester at the latest	<input type="checkbox"/>
If applicable: upload Application for Extension in portal	One month before end of the first semester at the latest	<input type="checkbox"/>
Upload Confirmation of Departure in portal	Immediately after mobility	<input type="checkbox"/>

After the Mobility	Deadline	Done
Complete and submit online EU-Survey (Beneficiary Module)	Immediately after invitation (E-Mail)	<input type="checkbox"/>
Upload signed Experience Report	Within 4 weeks after end of the mobility	<input type="checkbox"/>
Upload proof of green travel (project 2023) or file proof of green travel (project 2024)	Immediately after return	<input type="checkbox"/>
Upload Transcript of Records	Immediately after receipt	<input type="checkbox"/>
Submit Transcript of Records and OLA / Routing Slip to student service in order to transfer grades/courses	After the mobility	<input type="checkbox"/>



CONFIRMATION OF ARRIVAL AND DEPARTURE REQUEST FOR EXTENSION OF STAY STUDY ABROAD REPORT

- **Confirmation of Arrival and Departure:** Please collect the required signature both immediately after arrival and before departure at the International Office of host university and send this document as a pdf to IC
- **Request for Extension of Stay** (not possible from summer semester to winter semester)
- **Study Abroad Report IC:**
 - Template for download on IC website
 - Send via email to outgoing@leuphana.de within 4 weeks after study abroad period
 - Part 1: Personal information including consent of data processing – not published
 - Part 2: Experience report – anonymized and published in our database (max. 3 years)



FYI: FUNDING OF INTERNSHIPS ABROAD

ERASMUS PROJECT MIX IT

- Max. 12 months of Erasmus funding possible per study period (BA/MA/PhD studies) for studies and/or internship
- Internship funding is possible for all EU states (including Turkey, Macedonia, Iceland, Liechtenstein, Norway) – application via the IC at least 8 weeks before the start of the internship
- For full-time internships of at least 2 months duration in companies, organizations and cultural institutions (EU and national institutions excluded)
- Funding currently between 640 and 750 per month depending on the country, additional income possible

Contact IC: Eva Vosshagen



Info on Internships –
University of Hannover



WE KINDLY ASK YOU TO ...

- **Send emails only to one person in the IC, no confirmation of receipt**
General matters concerning your stay abroad and documents: outgoing@leuphana.de
Matters concerning the learning agreement/academic recognition:
la.outgoing@leuphana.de
- **Stop by during our office hours:** Tuesday and Thursday 10:00 – 12:30 in C14.112
- **Use our mailbox (building 14, 1. floor):** We empty the mailbox daily, but do not confirm the receipt of documents
- Save all emails (including noreply@) we send to you and include the addresses to your list
- Save copies of all documents
- **Tick off your checklist**

Thank you!



NETWORKING

Outgoings und Incomings: 28.05.2024, 18:00 AStA Wohnzimmer, Geb. 9: Get Together

Incomings at Leuphana University:

If interested, please send a short email with some personal information to studyabroad@leuphana.de

Buddies wanted! Please contact buddy@leuphana.de

Student Club ISI on Instagram: isilueneburg



KONTAKT

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Instagram: [leuphanainternational](https://www.instagram.com/leuphanainternational)

MyStudy: Newsletter International Center

<https://www.leuphana.de/einrichtungen/international-center.html>

