

INFORMATION FOR OUTGOING STUDENTS OUTSIDE EUROPE AY 2024/25

1. Mandatory Info Session April 19, 2024

→ International Center – Going Abroad



LEUPHANA
UNIVERSITÄT LÜNEBURG



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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](#)
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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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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)



ACCOMMODATION SERVICE

Matching between outgoing and international exchange students who would like to study at Leuphana University 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 – 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, in most cases: confirmation issued by Language Center (new: Language and Culture)
- If requested: copy of passport, proof of financial support, housing questionnaire etc.
- Please upload scan/pdf of application form or the letter of acceptance from your partner university (Portal Stays Abroad)



RELEVANT FORMS FOR OUTGOINGS OUTSIDE EUROPE (NON-ERASMUS)



The image shows a screenshot of a website's navigation menu. A red arrow points to the 'Erasmus+ Relevant Forms' section. The menu is organized into several categories, each with a dropdown arrow. The 'Erasmus+ Relevant Forms' section is expanded, showing a list of links. The links are organized into two main sections: 'INFORMATIONEN UND FORMULARE ERASMUS+' and 'ERASMUS+ FORMS'. The 'INFORMATIONEN UND FORMULARE ERASMUS+' section includes links to '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', and 'Academic Recognition / Erasmus+ Online Learning Agreement – Changed version / Erasmus+ Learning Agreement During the Mobility'. The 'ERASMUS+ FORMS' section is currently empty.

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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](#)

ERASMUS+ FORMS



CHECKLIST FOR OUTGOING STUDENTS OUTSIDE EUROPE

CHECKLIST 2024/25

OUTGOING Students (Partner Universities outside Europe)

All forms, deadlines, additional information can be found under
<https://www.leuphana.de/einrichtungen/international-center/wege-in-die-welt/angebote-fuer-studierende/studium-an-partnerhochschulen.html>

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

⇒ Please keep a copy of all documents for your personal records!

Declaration of Acceptance:

Learning Agreement / any questions regarding LA:

All other documents (pdf only):

General questions:

Office hours (no appointments requested):

Original copy by mail or in person to IC-mailbox in C14, 2nd floor

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

Upload in portal

outgoing@leuphana.de

Tuesday and Thursday from 10 to 12.30 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"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Upload application or letter of acceptance	immediately	<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Create Learning Agreement as explained and send to IC for review and signature	Up to 5 weeks after start of semester at host university	<input type="checkbox"/>
Upload „Notification of a Study Abroad“	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure/beginning of mobility	<input type="checkbox"/>
Apply for visa and, if necessary, extend passport/ID	At least 4 months prior to mobility	<input type="checkbox"/>
Scholarship application if applicable: Promos for one semester stays Non-EU, SEMP for Switzerland, other scholarships see link above)	See deadline of scholarship programs	<input type="checkbox"/>



ACADEMIC RECOGNITION – 3 STEPS GRADE CONVERSION

DEUTSCH ENGLISH



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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



LEARNING AGREEMENT

- **Mandatory Info Session** on 22.04.2024, 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



NOTIFICATION OF STUDY ABROAD (MITTEILUNG AUSLANDSSEMESTER)

- Please submit **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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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	Immediately after start of mobility	<input type="checkbox"/>
If necessary, create modified Learning Agreement as explained and send to IC for review and signature	Up to 5 weeks after start of semester at host university	<input type="checkbox"/>
If applicable: Upload Request for Extension of Stay	One month prior to end of first semester at the host university	<input type="checkbox"/>
Upload Confirmation of Departure	1-3 days before end of mobility	<input type="checkbox"/>

After the Mobility	Deadline	Done
Upload signed Experience Report	Within 4 weeks after end of mobility	<input type="checkbox"/>
Upload Transcript of Records	Immediately after receipt	<input type="checkbox"/>
Submit Transcript of Records and Learning Agreement to student service in order to transfer grades/credits	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 upload documents in Portal Stays Abroad
- **Request for Extension of Stay:** Outside of Europe only in exceptional cases and after consultation with IC
- **Study Abroad Report IC:**
 - Template for download on IC website
 - Upload in Study Abroad Portal 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)



FINANCING/ FUNDING

PROMOS (DAAD) for semester-long stays abroad:

- Call for application and organization of application procedure: IC
- Application deadline May 10, 2023 for stays in fall semester 24/25
- <https://www.leuphana.de/services/io/studium-und-praktikum-im-ausland/finanzierung/aktuelle-stipendien.html> (in German only)

Jahresstipendien (DAAD) for year-long stays abroad:

- Call for applications and application process: DAAD (German Academic Exchange Service, www.daad.de (in German only), Application deadline depending on host country between 09/23 und 03/25 for stays from fall semester 24/25

Switzerland: usually SEMP funding through host university



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“)



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 agreements: la.outgoing@leuphana.de
- **Stop by only 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 add the sender to your contacts
- Save copies of all documents
- **Use your checklist**

Thank you!



NETWORKING

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

Incomings at Leuphana University:

Meet incoming exchange students? 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

International Center on Instagram: leuphanainternational



KONTAKT

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

MyStudy: Newsletter International Center

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

