

Please complete two copies!

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**LEUPHANA**  
UNIVERSITY OF LÜNEBURG

## Agreement Stay Abroad

This agreement confirms that if the three month stay abroad is completed as outlined below, the Institute of English Studies (IES) will accept the stay abroad as fulfilling the requirements of the §8 Master Verordnung of the state of Lower Saxony.

Name: \_\_\_\_\_ Degree course: \_\_\_\_\_

Matr. No.: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby notify the IES about the following stay abroad:

Duration of the 1<sup>st</sup> stay from: \_\_\_\_\_ to: \_\_\_\_\_ Number of weeks / months: \_\_\_\_\_

Duration of the 2<sup>nd</sup> stay\* from: \_\_\_\_\_ to: \_\_\_\_\_ Number of weeks / months: \_\_\_\_\_

*\*see information page for details on when two separate stays will be accepted*

**Stay to take place during (please check all that apply):**

WiSe  SoSe  WiSe break  SoSe break  Other: \_\_\_\_\_

I will miss \_\_\_\_\_ weeks of the lecture period. (*The maximum number of weeks that will be accepted in the Institute of English Studies is 3 weeks. This should be discussed with course instructors in advance. It is up to the discretion of other institutes to approve any reductions. Please talk to individual instructors.*)

**Details of Placement\*\*:**

*\*\*If more than one stay will be completed, please submit details on two separate forms*

Name of Placement: \_\_\_\_\_

Type of Placement: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

Expected Daily Tasks: \_\_\_\_\_

Extra activities: \_\_\_\_\_

In order for your 3 month stay abroad to be recognised as relevant to the degree and to be acknowledged by the IES, you are asked to provide the following documentation in addition to this form upon your return:

1. Signed reference letter from placement concerning duration of stay and daily tasks
2. Completed and submitted "Questionnaire Destination Abroad"
3. Completed "Certificate of Completion" form

The above student has demonstrated that their planned stay abroad will fulfil the requirements of the obligatory stay abroad detailed in the Rahmenprüfungsordnung (RPO) (Gazette 13/18, pg. 2).

Confirmed by: \_\_\_\_\_ Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please book an appointment during Destination Abroad office hours in order to submit this form (see website for current information). Alternatively, contact us by email: [destinationabroad@leuphana.de](mailto:destinationabroad@leuphana.de)



## Important Information on the Three Month Stay Abroad

### The Master Verordnung

According to the §8 Master Verordnung (MaVo) of the state of Lower Saxony, teacher training students who study a modern language must complete a study related (studienrelevant) stay abroad:

- Where a modern foreign language is being studied, a three month study related stay abroad must be completed in a country in which that language is an official language.
- The stay abroad must be completed during/between the Bachelor or/and the Master's degree.

### What is considered study related?

We define study related as a stay abroad that requires you to actively use English on a daily basis in a work, volunteer or study capacity. With your future career in mind, working at a school is desirable, but not essential – there are many different ways you can immerse yourself in English. Examples of acceptable jobs/placements would be:

- Teaching (school, university, informal educational settings)
- Observing/shadowing a teacher (school, university, informal educational settings)
- Studying at an English speaking university
- Working/volunteering at an English speaking association, organisation, language course, business or company

If you are not sure whether your planned stay qualifies as study related, please ask. The details concerning your stay abroad must be discussed with the IES in advance to avoid any misunderstandings.

### What countries can I go to?

You can travel to any country where English is an official or de facto language. This may be the UK, the US or Australia, but also includes, for example, India, Ghana and Singapore.

### When and how can I fit the stay into my studies?

The stay abroad must be completed before the end of your Masters studies; there are recommended time slots outlined in the FAQ section of the Destination Abroad website. Unless you choose to study at a university abroad, the MaVo requirements mean that you will most likely need to miss a portion of the semester, or delay your studies by a semester. We recognise the difficulty this poses and urge you to plan ahead. The maximum number of missed semester weeks that will be accepted in the IES is three. In the Summer Semester break, this allows a period of three months from the end of the exam period through to the end of the 2<sup>nd</sup> week of the Winter Semester. In the Winter Semester break, this allows a period of three months from the end the lecture period through to the end of the 3<sup>rd</sup> week of the Summer Semester. If you will miss any portion of the semester, it is important that you speak to the relevant lecturers in advance (including those in other Departments).

One exception to the three month stay is acceptable: If one stay of 1,5 months is completed in a school environment (assistant teaching/ shadowing a teacher), then two separate stays of 1,5 months each will be accepted. Any other exceptions must be applied for via a hardship application (Härtefallantrag) to the Prüfungsausschuss. Please see the Destination Abroad website for further details.

### How do I get my stay abroad recognised?

You will need to compile the following documents:

1. Completed "Agreement Stay Abroad" (to be signed by Destination Abroad staff at the IES before travelling)
2. A reference letter from your placement that verifies dates and daily tasks. In the case of a semester abroad, we accept academic transcripts
3. Submitted "Questionnaire Destination Abroad" (online submission)
4. Completed "Certificate of Completion"

All documentation must then be submitted to the Studierendenservice to have your stay abroad officially recognised.