



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 1st stay from: _____ to: _____ Number of weeks / months: _____

Duration of the 2nd 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