



Certificate of Completion

This certificate signals completion of the study relevant three month stay abroad in an English speaking country for English Lehramt students. It must be submitted to the Studierendenservice for official recognition.

Name: _____ Degree course: _____

Matr. No.: _____ Email: _____

I hereby confirm that I have completed the following stay abroad:

Duration of the 1st stay from: _____ to: _____ Number of weeks: _____

Duration of the 2nd stay* from: _____ to: _____ Number of weeks: _____

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

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: _____

Please detail the daily tasks you undertook: _____

I have provided the following documentation concerning my stay abroad:

- Agreement Stay Abroad
- Certificate of Completion
- Signed reference letter from placement concerning duration of stay and daily tasks
- Proof of completed and submitted "Questionnaire Destination Abroad"

The above student has submitted ample proof about the duration of the stay abroad and daily tasks. The requirements of the Master Verordnung of Lower Saxony have been fulfilled. We hereby certify that the three month stay abroad in and English speaking country has been successfully completed.

Confirmed by: _____ Date: _____

Please submit this form and above documentation to the Studierendenservice for signature and official recognition of your stay abroad.



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 may be completed during the Bachelor or the Master's degree.
- The institute of higher education may make exceptions in extreme personal cases.
- A further stay abroad is not required where another modern language is being studied.

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 at an English speaking association, organisation, 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 the official 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 is three. In the Summer Semester break, this allows a period of 3 months from the end of the exam period through to the end of the 2nd week of the Winter Semester. In the Winter Semester break, this allows a period of 3 months from the end the lecture period through to the end of the 3rd 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.

As outlined above, the stay should be 3 months in length. It is, however possible to complete two separate 1,5 months stays if one of the two stays is completed in a school environment (assistant teaching/ shadowing a teacher). 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. Completed "Certificate of Completion" (to be signed at the Studierendenservice upon submission of documents)
3. A signed reference letter from your placement that verifies dates and daily tasks. In the case of a semester abroad, we accept academic transcripts
4. Proof of completed and submitted "Questionnaire Destination Abroad" (online submission, please print confirmation page)

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