

Central call for exchange programs - procedure and responsibilities

Application Process	Call for Applications for participation in a student exchange program (Website IC/Mystudy)	tba / end-October, 2026	International Center
	International Days/Info Sessions	October/November	International Center
	Activation of the online application portal	09. November, 2026	International Center
	Academic Counselling of interested students	November/December	Program Coordinator
	Proof of language proficiency through participation in tests or certificates of tests taken	ongoing	International Center
	Submission of complete application documents via the application portal to the International Center	December 07, 2026	Applicant
Selection Process	All exchange places will be awarded based on the following selection criteria: - Completed first year of study (Bachelor) - good/very good academic performance (minimum average grade 3,0, there are special requirements for some exchange programs - see call for applications) - adequate language skills (English B2 or better, other languages at least B1, special requirements for some exchange programs - see call for applications) - convincing motivation letter - extracurricular engagement - suitability as an Leuphana ambassador		
	One-Step procedure: In case of more exchange places than applications and upon approval of the academic coordinator, the selection will be made by the International Center based on the review of the submitted application documents.	until mid-February	International Center
	Two-Step procedure: In case of fewer exchange places than applications or if requested by the academic coordinator, the selection will be made by the coordinator, possibly also on the basis of an interview.	until end of January	International Center
	Notification about selection results to the International Office with reasons for admission and rejection.	until mid of February	Program Coordinator
	Notification of all applicants by e-mail about the selection result	until end of February	International Center
	Acceptance of the exchange place (form - sent by International Center with acceptance)	until early March	Applicant
2nd call for application and assignment of the remaining exchange places in consultation with the respective program coordinator.		subsequently	International Center
Preparation semester abroad	Nomination of the selected students at the partner universities	March/April (WS) Aug/Sep (SS)	International Center
	Consultation on Online Learning Agreement/Routing Slip (Erasmus) or Learning Agreement (Non-EU)	ongoing	Responsible persons for recognition (College: Major, Minor, KS; Graduate School: Study Program, KS)
	Signing of (Online) Learning Agreements	Deadlines host university	International Center
	Awarding of scholarships (Erasmus, PROMOS) and handling of all formalities	Jul/Aug (WS), /Nov/Dez (SS)	International Center