STUDY ABROAD AT LEUPHANA PARTNER UNIVERSITIES IN 2024/25

Exchange Programmes for 2024/25
Information Session on 10th November 2023
For international degree-seeking students
Application, Financing, Organisation

→ International Office
STUDY ABROAD AT LEUPHANA PARTNER UNIVERSITIES – EXCHANGE PROGRAMMES

- Existing agreements between home and host universities
- **Recommended, but not a mandatory** part of the curriculum
- No tuition fees, simplified application process
- Often longstanding contacts
- Exchange with European partners usually part of the Erasmus+ Programme
- Applications are possible for a maximum of 2 programmes (first and second choice)
- Selection process at home university
- Call for applications in Autumn for the following academic year (winter and summer semester)
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 Office 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

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 database, you can also find experience reports of former outgoings (provided that the corresponding declarations of consent have been submitted).

Database on student exchange programmes
DATABASE FOR THE EXCHANGE PROGRAMMES
FACT SHEETS FOR ALL THE PARTNER UNIVERSITIES

### Call for Exchange Programmes
Eva Vosshagen, IO
APPLICATION FOR AN EXCHANGE PROGRAMME

ACADEMIC YEAR 2024/25

The call for applications for participation in a student exchange programme during the academic year 2024/25 can be downloaded below from 06.11.2023. The call provides information about the available programmes for the respective study programmes/subjects and faculties. Changes during the call period will be marked in red. Please check the latest version before submitting your application.

For each programme you will find an academic coordinator who will advise on the study opportunities at the partner university. Please visit our data base of exchange programs for fact sheets and reports of former outgoings.

Please check the course offerings and semester dates of the host university before you select a program.

We look forward to receiving your application for up to two exchange programmes by 09.01.2024!

APPLICATION REQUIREMENTS

In principle, all Bachelor and Master students are eligible to apply for an exchange programme. Bachelor students should have completed the 1st year of study. Master students, who at the time of application usually cannot provide proof of academic achievements from their current studies, can apply with their bachelor’s degree certificate or transcript but will receive conditional acceptances until they have provided evidence of the results achieved in their 1st semester.

Participation in an exchange programme is not possible in the student’s home country/country of citizenship.

Only in exceptional cases and only upon consultation with the International Office and the programme coordinator you may apply for a programme that is not indicated for your major, as the subjects are often precisely defined in the cooperation agreements. This
WHEN DO I APPLY FOR AN EXCHANGE PROGRAMME?

BA: most students apply in their third semester for the fifth and/or sixth semester abroad
  • General Examination Regulations (RPO): the fifth Semester is a “Mobility Window”
  • selection of major and minor must be complete
  • the necessary prerequisites must have been acquired

MA: most students apply in their first semester for the third and/or fourth semester abroad

The second semester in many countries begins already in January/February. When applying, be sure to check the semester times at the host university beforehand in order to avoid overlapping with the examination period at Leuphana in February/March!
THE APPLICATION PROCESS

06.11.2023
Call for Applications for WS 2024/25 and SS 2025

09.01.2024
Application Deadline (11:59 pm)

13.11.2023
Opening of the Online Application Portal

Middle/End of February 2024
Selection of Candidates

March 2024
All applicants will be informed about the application results by the IO via email

All applicants will be informed about the application results by the IO via email.
## APPLICATION PROCEDURES AND DEADLINES: EXPIRY/RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Application Process</th>
<th>Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Applications for participation in a student exchange programme (Website IO/Mystudy)</td>
<td>November 6, 2023</td>
<td>International Office</td>
</tr>
<tr>
<td>Info Sessions (Zoom)</td>
<td>November/December</td>
<td>International Office</td>
</tr>
<tr>
<td>Activation of the online application portal</td>
<td>November 13, 2023</td>
<td>International Office</td>
</tr>
<tr>
<td>Academic Counseling of interested students</td>
<td>November/December</td>
<td>Programme Coordinator</td>
</tr>
<tr>
<td>Proof of language proficiency through participation in tests or certificates of tests taken</td>
<td>On an ongoing basis</td>
<td>Language Centre</td>
</tr>
<tr>
<td>Submission of complete application documents via the application portal to the International Office</td>
<td>January 09, 2024</td>
<td>Applicant</td>
</tr>
</tbody>
</table>

**Selection Process**

1. **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 Office based on the review of the submitted application documents.
   - Until mid-February
   - International Office

2. **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 beginning of February
   - International Office
   - Notification of selection results to the International Office with reasons for admission and rejection.
   - Until mid/end of February
   - Programme Coordinator
   - Notification of all applicants by e-mail about the selection result
   - Beginning of March
   - International Office
   - Acceptance of the exchange place (form - sent by International Office with acceptance)
   - Mid-March
   - Applicant

**Preparation semester abroad**

- Nomination of the selected students at the partner universities
  - March/April (WS), Aug/Sept (SS)
  - International Office

- Consultation on Online Learning Agreement/Routing Slip (Erasmus) or Learning Agreement (Non-EU)
  - On an ongoing basis
  - Persons responsible for Major, Minor, Complementary

- Signing of (Online) Learning Agreements
  - Deadlines host university
  - International Office

- Awarding of scholarships (Erasmus, PROMOS) and handling of all formalities
  - Jul/Aug (WS), Nov/Dec (SS)
  - International Office
WHAT INFORMATION CAN I FIND IN THE CALL FOR APPLICATIONS?

- Faculty K, B, M&T, N, S + „all Faculties“ + Individual Study
- Country, Partner University
- Programme Coordinator (academic counselling, selection)
- Academic level (BA/MA)
- Field of Study, specialisation if necessary (e.g. Uwi with a focus on Natural Sciences)
- Number of available places in the Academic year (possibly divided between WS and SS)
- Language of Instruction (only knowledge of the Language of Instruction must be proven)
- Special conditions (e.g. required language skills, Faculty at the Host university etc.)

The call for applications will be updated regularly, Changes will be marked in red!
THE CALL: FREQUENTLY ASKED QUESTIONS

Can I apply, when the specified subject and/or the subject combinations in the call are not my subjects?

- Only in few exceptional cases and only in consultation with the IO and the Programme Coordinator!
- Possible subjects and subject groups are pre-defined in most agreements
- Possible application through the minor, but only if primarily minor courses are to be taken

Can I apply without the required Language Certificate or the required Grade Point Average?

- In the case of "conditional acceptance", submission of evidence is possible up to a specified date (except for English or English-speaking countries)
- Language: Basic knowledge of the language of instruction is mandatory
- Grades: Master students in their first semester receive a conditional confirmation and submit their transcript of records at a later date
Will study abroad at partner universities in the UK still be funded as part of Erasmus in the academic year 2024/25?

Stays in the UK from 2024/25 can only be funded from Erasmus+ funds if there are so-called Erasmus Inter-Institutional Agreements. This is only the case for the exchange programmes in Edinburgh and Glasgow and does not apply to the double degree programmes. With all other exchange programmes in the UK, however, as with the Erasmus cooperation, there are no tuition fees at the host university.

How can I find out which of the courses offered at the host university can be recognised at Leuphana?

At this stage, it is not yet possible to provide information on the eligibility of individual modules for recognition. However, the experience reports of former outgoings and the course catalogue of the partner university from the previous year can serve as a guide.
International degree-seeking students from non-EU countries with a student visa and a valid residence permit (Aufenthaltstitel) issued by the Lüneburg authorities can leave the country for a maximum of 6 months, provided they obtain the prior consent of the Ausländerbehörde. After that, the residence title expires and in case of a later entry, they have to apply for a visa again at a German Embassy abroad. The conditions for the granting of the residence permit remain unchanged, i.e. a valid proof of financing must also be submitted for the period of stay abroad.
INTERNATIONAL STUDENTS

International degree seeking students with a valid residence permit (Aufenthaltstitel) for Germany can study in another EU country for up to 360 days if the residence permit for Germany is valid for the entire duration of the stay, they have a valid passport and proof of health insurance for the host country and the living expenses in the host country are financially secured: www.bamf.de.
INTERNATIONAL STUDENTS

International students who are planning to study abroad outside of Europe should also check the visa procedures of the host country before applying.

Participation in an exchange programme is usually not possible in the student’s home country/country of citizenship.
<table>
<thead>
<tr>
<th>Wann?</th>
<th>Wo?</th>
<th>Was erfahre ich dort?</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.11.2023, 16:00-18:00</td>
<td>C HS 5</td>
<td><strong>Studieren an Partnerhochschulen im Ausland</strong>&lt;br&gt;Ausschreibung der Austauschplätze – Bewerbungsverfahren – Finanzierungsmöglichkeiten – Organisatorische Fragen</td>
</tr>
<tr>
<td>10.11.2023, 12:00-14:00</td>
<td>Zoom</td>
<td><strong>For international degree seeking students: Study Abroad at Partner Universities</strong>&lt;br&gt;Call for applications – Application procedure – Financing – Organisational Issues</td>
</tr>
<tr>
<td>10.11.2023, 10:00-12:00</td>
<td>C14.027</td>
<td><strong>Get Together im Asta Wohnzimmer</strong>&lt;br&gt;Meet returnees and international exchange students.</td>
</tr>
<tr>
<td>15.11.2023, 16:00-18:00</td>
<td>C9 Asta Wozi</td>
<td><strong>Alternativen zu Studienaufenthalten an Partnerhochschulen</strong>&lt;br&gt;Studienaufenthalte für „free mover“ – Auslandspraktika – Abschlussarbeiten im Ausland – Fachkurse im Rahmen von internationalen Sommer- und Winteruniversitäten</td>
</tr>
<tr>
<td>16.11.2023, 16:00-18:00</td>
<td>C 40.501</td>
<td><strong>Studieren an Partnerhochschulen im Ausland: Bewerbungsverfahren</strong>&lt;br&gt;Organisatorischer und zeitlicher Ablauf – Hinweise zum Bewerbungsverfahren – Nachweis ausreichender Kenntnisse der Unterrichtssprache - Auswahlverfahren</td>
</tr>
<tr>
<td>30.11.2023, 16:00-18:00</td>
<td>C HS 5</td>
<td><strong>Auslandspraktika - Fördermöglichkeiten</strong>&lt;br&gt;Erasmus Mobilitätsprojekt MIX IT: Förderung von Praktika in Europa, Praktikumsprogramme DAAD</td>
</tr>
</tbody>
</table>
WHERE CAN I GET INFORMATION?

- **Database** of the Partner Universities with fact sheets and testimonials

- **Open Consultation**: Tuesdays/Thursdays during lecture periods, 10:00-12:30, C 14.112

- **Email**: outgoing@leuphana.de

- **Instagram**: @leuphanainternational (announcements, take overs, reports)

- **MyStudy**: newsletter International Office

- Academic advice by programme coordinators
WHAT APPLICATION DOCUMENTS SHOULD I SUBMIT?

Submit the online application with the following supporting documents in German or English:

- Motivation letter for your first choice (max. two pages)
- Curriculum Vitae
- Valid student identification (Studienbescheinigung)
- When relevant, University certificates, e.g. Bachelor certificate
- Current MyCampus overview with all examinations taken to date (usually only BA)
- MyCampus certification indicating registered examinations (only if there are outstanding grades)
- Language certification for the first and second choice, issued by the Language Center
- Data protection forms with declaration of consent for first and second choice

Application Period: 13.11.2023 – 09.01.2024 (11:59 pm)
HOW DO I PROVE SUFFICIENT KNOWLEDGE OF THE LANGUAGE OF INSTRUCTION?

If not specified in the call for applications: English minimum level B2, other languages minimum level B1 for the first and second choice.

**English:**
- Language Placement Test in the Self-Access Centre of the Language Centre, please pay attention to the test dates!
- Certificate from a test previously taken (e.g. placement test, TOEFL, IELTS etc.), issued by the Language Centre (English)
- Certificate of attendance for a Language Centre course taught in English

**French, Italian, Spanish, Portuguese:**
- C-Test in the Self-Access Centre of the Language Centre and conversation with a lecturer
- Certificate of attendance for a Language Centre course taught in French, Italian, Spanish, Portuguese

Please find more information here:
WHO DECIDES ON THE APPLICATION AND WHAT ARE THE SELECTION CRITERIA?

Selection process:

- One-step procedure (einstufiges Verfahren): By mid-February with sufficient slots and the approval of the program coordinator, the IO will send acceptance emails to formally qualified applicants.
- Two-step procedure (zweistufiges Verfahren): By mid/end of February in case of insufficient slots, further selection process carried out by program coordinator.

Notification of all applicants via email by IO by the beginning of March 2024.

Selection criteria:
Grades and study progress, letter of motivation, language skills, voluntary work/suitability as a representative of Leuphana University.
HOW MUCH DOES IT COST TO STUDY AT A PARTNER UNIVERSITY?

Costs

- Travel costs and possibly Visa fees
- Accommodation and living costs
- Insurance (health, accident, liability)
- Fees e.g. for language course, books, travel, pocket money etc.

Information on Costs

- Database of the Partner Universities with fact sheets and student reports
- Websites of the partner universities
HOW DO I FINANCE MY PARTICIPATION IN AN EXCHANGE PROGRAMME?

- No tuition fees at Partner Universities (exception: Bennington College and Double Degrees in UK) and fee exemption at Leuphana (upon application)
- Erasmus+ funding for all exchange programmes in European countries depending on the country up to 600 EUR/month (exception Switzerland: usually SEMP from Swiss funds, UK: only exchange programmes with Glasgow and Edinburgh)
- Possibility of PROMOS semester grants for non-European countries and UK, if no Erasmus+ funding is possible, depending on the country 350-550 EUR/month for max. 4 months (DAAD; call for applications and application via IO)
- Possibility of other scholarship programmes (mostly only for one-year study visits)
### ERASMUS+
FINANCIAL SUPPORT FOR STUDY VISITS TO PARTNER UNIVERSITIES IN EUROPE

<table>
<thead>
<tr>
<th>Country Grouping</th>
<th>Host Country</th>
<th>Financial Support Project 2022 and 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (higher costs)</td>
<td>Denmark, Finland, Iceland, Norway, Sweden (UK: only Glasgow and Edinburgh)</td>
<td>600 EUR/Month</td>
</tr>
<tr>
<td>2 (medium costs)</td>
<td>Austria, Belgium, Cyprus, France, Greece, Italy, Netherlands, Portugal, Spain</td>
<td>540 EUR/Month</td>
</tr>
<tr>
<td>3 (lower costs)</td>
<td>Croatia, Tschechnia, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Turkey</td>
<td>490 EUR/Month</td>
</tr>
</tbody>
</table>

+ possibly Top Ups
ERASMUS+ FUNDING: TOP-UPS

Top-up for students with fewer opportunities: EUR 250/month (top-ups cannot be combined)

- Students with chronic diseases
- Students with disabilities (GdB 20 or more)
- Students with child/children
- Employed students (min. 450 - max. 850 EUR/month net in 6 consecutive months in the past year, find more information in the "ehrenwörtliche Erklärung")
- Erstakademiker*innen (students where neither parent has an academic degree)

Top-up for Green Travel: EUR 50 and funding for a maximum of four additional days if low-emission means of transport (bus, train, carpooling) are used for the main part of the trip
WHAT HAPPENS AFTER THE SELECTION?

With acceptance:
• Students submit a "binding declaration of acceptance" to the IO
• Registration of students at the Partner Universities by IO
• Partner Universities (usually) contact students directly
• Students submit application to the Partner University

Without acceptance: Application forwarded to programme coordinator for the second choice

2nd call for applications in late March/early April
ALTERNATIVES

1. Study Abroad as a „Free Mover“ at a university with no cooperation agreement in place
   • Info, application process and deadlines to be announced by the host university
   • Please check H+ Status and see information on grade conversion
   • Possible tuition fees
   • Direct application or through an agency

2. Internship abroad

3. Participation in a International Summer or Winter University
   (usually subject to a fee)

4. Thesis abroad
Meet & greet – International Students at Leuphana introduce themselves!

In the wintersemester 2023/24 international students from the following countries and universities study at Leuphana University:

**Brasil:** Universidade Federal de São Carlos, Universidade Federal do Rio Grande do Sul, Universidade de São Paulo

**China (VR):** Shanghai Normal University

**France:** Université Paris Est Créteil, Université de Reims Champagne-Ardenne, Institut National des Sciences Appliquées de Rouen

**Hungary:** Soproni Egyetem

**Italy:** Università degli Studi di Genova, Università degli Studi di Trento, Università Ca’ Foscari Venezia, Università degli Studi del Molise, Università degli Studi di Roma ‘Tor Vergata’, Università degli Studi di Roma ‘La Sapienza’

**Japan:** Hosei University, Dokkyo University, Ryukoku University

**Korea (Rep.):** Sungkyunkwan University, Dongduk Women’s University, Soongsil University

**Latvia:** Latvijas Universitāte

**Mexico:** Universidad Autónoma Metropolitana, Universidad La Salle

**Poland:** Uniwersytet Im. Adama Mickiewicza

**Romania:** Universitatea din București

**Spain:** Universitat Ramon Llull, Universitat Autònoma de Barcelona, Universidad de Murcia, Universidad del País Vasco, Universidad San Jorge

**Taiwan:** National Central University

**Turkey:** Izmir Ekonomi Universitesi, Orta Dogu Teknik Universitesi, Mamara Üniversitesi

**USA:** Bennington College

**UK:** University of Edinburgh
CONTACT

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