

STUDY ABROAD AT LEUPHANA PARTNER UNIVERSITIES: APPLICATION PROCEDURE

Call for Applications, Exchange Programmes 2024/25

Information Session on 30.11.2023

Application Procedure


→ **International Office**



LEUPHANA
UNIVERSITÄT LÜNEBURG

STUDENT EXCHANGE PROGRAMMES

UNIVERSITY STUDY & TEACHING RESEARCH PARTNERS INSTITUTIONS

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INTERNATIONAL OFFICE

- International Students >
- Study Abroad** ▾
- Student exchange programmes** ▾
- Application for an exchange programme
- Erasmus+ SMS
- Forms for Outgoing Exchange Students
- Free Mover >
- Academic recognition >
- Funding
- Internships Abroad >
- International Summer and Winter Universities
- Insurance cover abroad
- Doctoral students >
- International Scholars and Staff >
- Teaching and research abroad >
- International Partners >
- International Degree Programmes
- International Summer >
- Study Abroad Programme Hösei University
- News >
- How to get to Lüneburg
- Stand with Ukraine

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](#)
[The Right Timing](#)

[Financing](#)
[Academic Recognition](#)

[Counselling](#)

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





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International Students >

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Erasmus+ SMS

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Free Mover >

Academic recognition >

Funding >

Internships Abroad >

International Summer and Winter Universities

Insurance cover abroad

Doctoral students >

International Scholars and Staff >

Teaching and research abroad >

International Partners >

International Degree Programmes

International Summer University >

Study Abroad Programme Hösei University

News >

How to get to Lüneburg

Stand with Ukraine

LEUPHANA // SERVICE // INTERNATIONAL OFFICE // STUDY ABROAD // STUDENT EXCHANGE PROGRAMMES // APPLICATION FOR AN EXCHANGE PROGRAMME

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!

DOWNLOADS:

[CALL FOR APPLICATIONS EXCHANGE 2024/25 \(ONLY IN GERMAN\)](#)

[CALL FOR APPLICATIONS DOUBLE DEGREE PROGRAMS 2024/25 \(ONLY IN GERMAN\)](#)

[Application requirements](#)

[International Degree Seeking Students](#)

[Application procedure](#)

[Selection process](#)

[Proof of language skills](#)

[Info sessions](#)

[Office hours](#)

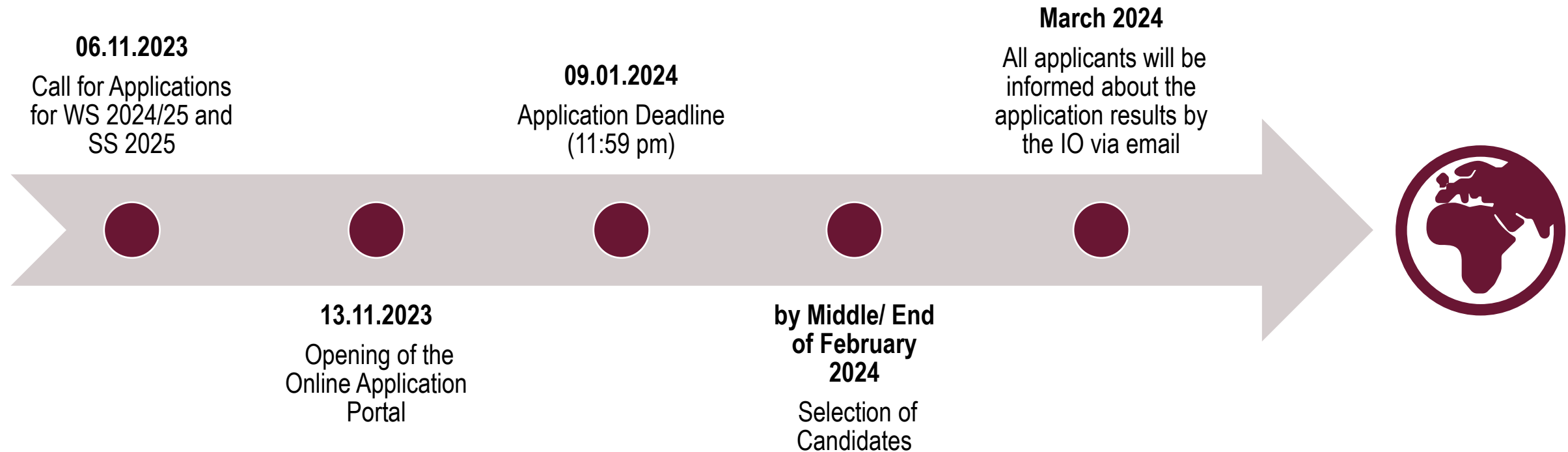
[Counselling](#)

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



THE APPLICATION PROCESS



Christmas Break of the Outgoing Department of the IO: 20.12.2023 - 03.01.2024



APPLICATION PROCEDURES AND DEADLINES: EXPIRY/RESPONSIBILITIES

Application Process	Call for Applications for participation in a student exchange programme (Website IO/Mystudy)	November 6, 2023	International Office
	Info Sessions (Zoom)	November/December	International Office
	Activation of the online application portal	November 13, 2023	International Office
	Academic Counselling of interested students	November/December	Programme Coordinator
	Proof of language proficiency through participation in tests or certificates of tests taken	On an ongoing basis	Language Centre
	Submission of complete application documents via the application portal to the International Office	January 09, 2024	Applicant
Selection Process	All exchange places will be awarded based on the following selection criteria: <ul style="list-style-type: none"> • Completed first year of study (Bachelor) • good/very good academic performance (minimum average grade 3,0, there are special requirements for some exchange programmes - see call for applications) • adequate language skills (English B2 or better, other languages at least B1, special requirements for some exchange programmes - 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 Office based on the review of the submitted application documents.	until mid-February	International Office
	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 about 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
2nd call for application and assignment of the remaining exchange places in consultation with the respective programme coordinator.		subsequently	International Office
Preparation semester abroad	Nomination of the selected students at the partner universities	March/April (WS), Aug/Sep (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/Dez (SS)	International Office

Please find the digital version here:



WHERE CAN I GET INFORMATION?

	UNIVERSITY	STUDY & TEACHING	RESEARCH	PARTNERS	INSTITUTIONS
INTERNATIONAL OFFICE	Application requirements		Selection process		Office hours
International Students >	International Degree Seeking Students		Proof of language skills		Counselling
Study Abroad v	Application procedure		Info sessions		
Student exchange programmes v	INFO SESSIONS				
Application for an exchange programme	The International Office offers the following information sessions during the call phase. The presentations will be available for download here after the events.				
Erasmus+ SMS	09.11.2023 - 16-18 Uhr - CHS 5				
Forms for Outgoing Exchange Students	Studieren an Partnerhochschulen: Ausschreibung der Austauschplätze, Bewerbungsverfahren, Finanzierungsmöglichkeiten, organisatorische Fragen				
Free Mover >	alternativ per Zoom:				
Academic recognition >	10.11.2023 - 12-14 Uhr Meeting-ID: 917 6606 5981, Code: 523208				
Funding	<i>in German</i>				
Internships Abroad >	10.11.2023 - 10-12 Uhr - C14.027				
International Summer and Winter Universities	Study at Partner Universities: Application, Financing, Organisation				
Insurance cover abroad	<i>for international degree seeking students, in English</i>				
Doctoral students >	Presentation download (pdf)				
International Scholars and Staff >	15.11.2023 - 16-18 Uhr - C9 AStA Wohnzimmer				
Teaching and research abroad >	Get Together: Meet returnees who spent a semester abroad and international incoming students currently spending a semester at Leuphana University! (German/English)				
International Partners >	16.11.2023 - 16-18 Uhr - C40.501				
International Degree Programmes	Studienbegleitende Auslandsaufenthalte: Alternativen zu Studienaufenthalten an Partneruniversitäten				
International Summer University >	Studienaufenthalte für „free mover“, Auslandspraktika, Abschlussarbeiten im Ausland, Fachkurse im Rahmen von internationalen Sommer- und Winterschulen				
Study Abroad Programme Hösei University	<i>in German</i>				
News >	30.11.2023 - 16-18 Uhr - C HS5				
How to get to Lüneburg	Studieren an Partnerhochschulen: Bewerbungsverfahren				
Stand with Ukraine	Organisatorischer und zeitlicher Ablauf, Hinweise zu Bewerbungsformular und -unterlagen wie Motivationsschreiben, Nachweis ausreichender Kenntnisse der Unterrichtssprache, Auswahlverfahren etc.				
	<i>in German, presentation for download in English</i>				

The presentations will be uploaded shortly after each information session.



WHERE CAN I GET INFORMATION?



Database of the Partner Universities with fact sheets and experience reports



Open Consultation Hours: Tuesdays/Thursdays, 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



ONLINE APPLICATION - PREPARATION

- Check the current call for applications thoroughly, especially with regard to the study level, major/minor and semester times (possible overlap with Leuphana examination times).
- Before sending the application, check the call for application for any updates (in red).
- Read our website and the reports of previous outgoings in our database.
- Check the courses offered at the host university. Please note any restrictions (faculty, department, etc., see "Special remarks/conditions" in the call for application).
- Clarify academic questions with the respective programme coordinator.

In the **online application portal for study abroad** you will have to register yourself. After your registration and validation you will be able to login. The application form will be open from 13.11.2023 until 09.01.2024. You can pause and save your application at any time.



ONLINE APPLICATION – PRACTICAL INFORMATION

- The different sections of the application can be found in the menu on the left-hand side.
- All sections should be completed, a **green checkmark** appears for sections marked as completed.
- Mandatory fields are marked with **red stars**.
- Help information is received by dragging the computer mouse above the **yellow « | »**.
- Remember to save in between work
- When all sections are marked with **green checkmarks**, the application can be submitted.
- No changes are possible after **submission**

Application portal:



Instructions and Information

Personal Information

Previous and current Studies

Language Skills

Exchange Programme (Stay Wishes)

Emergency Contacts

Documents to be uploaded

Declaration of Consent

Submit Application

Personal Information

Personal Data

The information must match the information on your identity card or passport.

Surname*

All first name/s*

Gender*

Date of birth* / /

Country of birth*

Place of birth*

Nationality*

Nationality 2

Matriculation number*

Contact Data

Country*

c/o

Street*



Please write down all of your first names as they are listed in your official documents (passport).



[Instructions and Information](#)[Personal Information](#)[Previous and current Studies](#)[Language Skills](#)[Exchange Programme \(Stay Wishes\)](#)[Emergency Contacts](#)[Documents to be uploaded](#)[Declaration of Consent](#)[Submit Application](#)

Exchange Programme (Stay Wishes)

Academic year*

Please make sure to select only universities/exchange places of the [current call for applications](#).

The length of stay is usually one semester (winter or summer semester). Exceptions, e.g. two-semester stay, restriction to a certain semester, trimesters are explicitly mentioned in the announcement.

Note on the Erasmus program: Please select Erasmus-SMS KA131. If the desired program is not yet listed there, select Erasmus-SMS KA103.

Stay wish (1)

Start semester* Duration in semesters* Exchange framework* Faculty* Country* Institution* Exchange programme* Mark page as complete

To state a second stay wish please select this button and fill in the necessary information as above.



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Documents to be uploaded

Please upload here ALL required attachments in pdf format. Incomplete applications will not be accepted.

Please note the help texts.

Double degree programs Glasgow: enrollment certificate and data protection only (all and Non-EU).

Uploads

Motivation Letter*	Durchsuchen...	Keine Datei ausgewählt.	
Curriculum vitae*	Durchsuchen...	Keine Datei ausgewählt.	
Certificate of Enrollment**	Durchsuchen...	Keine Datei ausgewählt.	
Transcript of Records / myCampus extract	Durchsuchen...	Keine Datei ausgewählt.	i
myCampus extract - registered exams	Durchsuchen...	Keine Datei ausgewählt.	
Bachelor certificate	Durchsuchen...	Keine Datei ausgewählt.	i
Proof of English	Durchsuchen...	Keine Datei ausgewählt.	
Other language certificates	Durchsuchen...	Keine Datei ausgewählt.	i
Data protection (all programmes)*	Durchsuchen...	Keine Datei ausgewählt.	i
Data protection (Non-EU)	Durchsuchen...	Keine Datei ausgewählt.	
Data protection (USA)	Durchsuchen...	Keine Datei ausgewählt.	
Other uploads	Durchsuchen...	Keine Datei ausgewählt.	

Mark page as complete

← Back

Next →

Save progress

Information on proofing your language skills will be explained in the following slides.



ONLINE APPLICATION: ATTACHMENTS

Submission of the online application with the following attachments in **German or English**:

- **Letter of motivation related to first choice**, max. 2 pages
- Curriculum Vitae
- Current proof of enrollment
- If applicable, university degree certificates, e.g. Bachelor's certificate
- Academic record: Current MyCampus overview of all examinations taken (usually only BA)
- MyCampus proof of registration for examinations (only if grades are still missing)
- Language Certificate in the language of instruction for 1st and 2nd choice
- Information on data protection with Declaration of Consent for 1st and 2nd request

Application Period: 13.11.2023 – 09.01.2024 (23:59 Uhr)



ATTACHMENT: LETTER OF MOTIVATION

Focus on university and study program

- Related to **first choice**
- Maximum 2 pages
- Addressed to: program coordinator
- In German or English



ATTACHMENTS: DATA PROTECTION INFORMATION AND DECLARATION OF CONSENT

- For 1st and 2nd choice
- Signature must be **original**, no digital signature!
- To download under Call for Applications → Application procedure and deadline

- **ALL** applications: Declaration of Consent - **ALL**
- In addition to applications for a non-EU country: Declaration Non-EU (non-European + UK, Norway, Turkey, but not for: Argentina, Japan, USA)
- In addition for applications for the USA: Declaration USA

You can find and download the documents here:



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:



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



THE CALL: FREQUENTLY ASKED QUESTIONS

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 2023/24 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.

Can I take part in two exchange programmes in one academic year?

Applications for two exchange programmes in one academic year (e.g. winter semester in Vienna, summer semester in France) are not possible in the first call for applications, but an application for a second place can be made in the second call for applications

Who can advise me?

Academic questions: Programme coordinators (initial consultation, as course catalogues for AY 24/25 are not yet available)

Questions about application modalities: International Office



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



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
- Eventually you will be informed that you are on the waiting list

2nd call for applications in late March/early April

After you have been selected, you will have to take part in mandatory information sessions during the summer semester 2024, where you will receive further information.



We are looking forward
to your application!



CONTACT

Eva Vosshagen | International Office |
Universitätsallee 1 | 21335 Lüneburg
04131.677-1073 | eva.vosshagen@leuphana.de
www.leuphana.de/io

Sandra Schnell | International Office |
Universitätsallee 1 | 21335 Lüneburg
04131.677-1078 | sandra.schnell@leuphana.de
www.leuphana.de/io

outgoing@leuphana.de

[Instagram: leuphanainternational](#)

[MyStudy: Newsletter International Office](#)

