

# STUDY ABROAD AT LEUPHANA PARTNER UNIVERSITIES

## Exchange Programs for 2025/26

Information Session on 29<sup>th</sup> October 2024

For international degree-seeking students

Application, Financing, Organization

→ International Center



**LEUPHANA**  
UNIVERSITÄT LÜNEBURG

# STUDY ABROAD AT LEUPHANA PARTNER UNIVERSITIES – EXCHANGE PROGRAMS

- 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+ Program
- Applications are possible for a maximum of 2 programs (first and second choice)
- Selection process at home university
- Call for applications in Autumn for the following academic year (winter and summer semester)





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## 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 Center 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](#)

[Contact](#)

## 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).

[Database on student exchange programmes](#)



# DATABASE FOR THE EXCHANGE PROGRAMS FACT SHEETS FOR ALL THE PARTNER UNIVERSITIES

1. Select your faculty.
2. Filter by other criteria (e.g. country).
3. Select a partner university to view. Here you can find:
  - Details about the partner university (e.g. website, course catalogue...)
  - Application requirements
  - Fact sheet with semester dates, accommodation, etc.
  - Testimonials sorted according to the exchange opportunities

Note: For data protection reasons, the experience reports of previous outgoings can only be viewed for 3 years. If there are no reports in the database, we do not have any.

The database can be  
found here:





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// HOW TO APPLY

## HOW TO APPLY FOR AN EXCHANGE PLACE AT A PARTNER UNIVERSITY

### ACADEMIC YEAR 2025/26

The current call for applications for participation in a student exchange program at partner universities during the academic year 2025/26 can be downloaded below from the end of October 2024. The call provides information about the available programs for the respective study programs/subjects and faculties. Changes during the application period will be marked in red.

For each program, you will find an academic coordinator who will share advice on the study opportunities at the partner university after request. Please visit our [data base of exchange programs](#) for fact sheets and experience reports of former outgoings. All information for the application procedure can be found on this website.

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 programs by 12<sup>th</sup> of December 2024!

- |   |  |                              |
|---|--|------------------------------|
| <a href="#">Application requirements</a>                          | <a href="#">Selection process</a>        | <a href="#">Office hours</a> |
| <a href="#">Non-European International Degree Seeking Stud...</a> | <a href="#">Proof of language skills</a> | <a href="#">Counselling</a>  |
| <a href="#">Application procedure</a>                             | <a href="#">Info sessions</a>            |                              |



You will soon be able to find our call for applications for exchange programs here.

### APPLICATION REQUIREMENTS

In principle, all Bachelor and Master students are eligible to apply for an exchange program. Bachelor students should have completed the first 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. They usually apply in their first semester for a stay abroad during their third semester but will receive conditional acceptances until they have provided evidence of the results achieved in their first semester.



# WHEN DO I APPLY FOR AN EXCHANGE PROGRAM?

**BA: most students apply in their third semester for the fifth and/or sixth semester abroad**

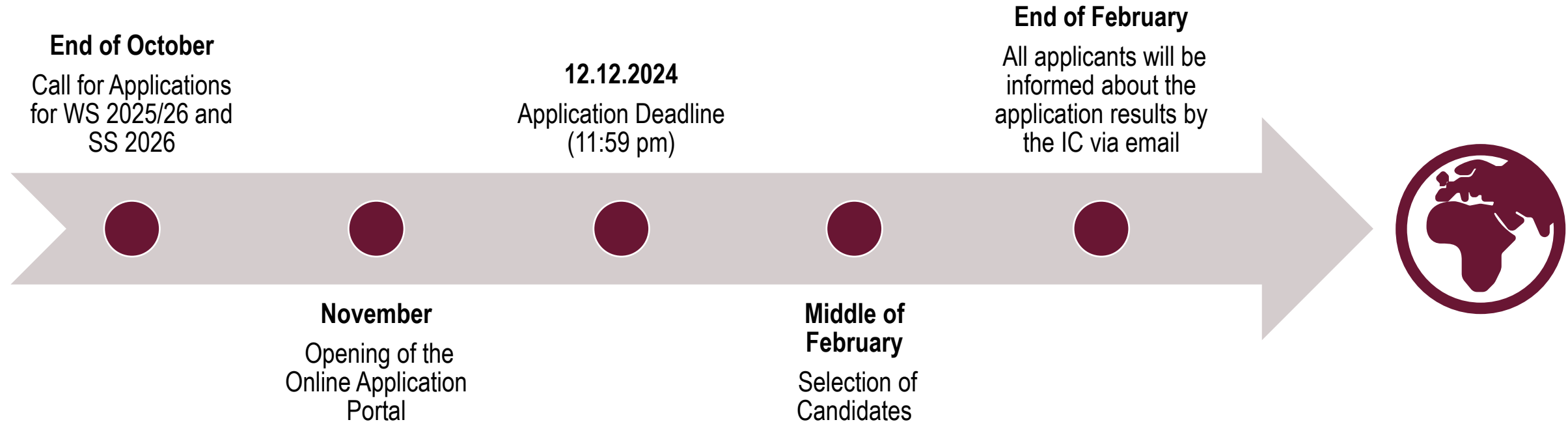
- General Examination Regulations (RPO): the fifth Semester is a “Mobility Window”
- selection of major and minor must be complete
- the necessary prerequisites must have been acquired

**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



# APPLICATION PROCEDURES AND DEADLINES: EXPIRY/RESPONSIBILITIES

Application Process	Call for Applications for participation in a student exchange program (Website IC/Mystudy)	tba / end-October, 2024	International Center
	Info Sessions (Zoom)	November/December	International Center
	Activation of the online application portal	tba / early November, 2023	International Center
	Academic Counselling of interested students	November/December	Program Coordinator
	Proof of language proficiency through participation in tests or certificates of tests taken	On an ongoing basis	International Center
	Submission of complete application documents via the application portal to the International Center	December 12, 2024	Applicant
Selection Process	All exchange places will be awarded based on the following selection criteria: <ul style="list-style-type: none"> <li>Completed first year of study (Bachelor)</li> <li>good/very good academic performance (minimum average grade 3,0, there are special requirements for some exchange programs - see call for applications)</li> <li>adequate language skills (English B2 or better, other languages at least B1, special requirements for some exchange programs - see call for applications)</li> <li>convincing motivation letter</li> <li>extracurricular engagement</li> <li>suitability as an Leuphana ambassador</li> </ul>		
	<b>One-Step procedure:</b> 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
	<b>Two-Step procedure:</b> 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)	On an ongoing basis	Persons responsible for Major, Minor, Complementary
	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

Please find the digital version here:





# WHAT INFORMATION CAN I FIND IN THE CALL FOR APPLICATIONS?

- Faculty: Education, Culture & Society, Management & Technology, Sustainability, Public Affairs + „all Faculties“ + Individual Study
- Country, Partner University
- Program 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 IC and the Program 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?**

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 programs in Edinburgh and Glasgow and does not apply to the double degree programs. With all other exchange programs 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.



# SEMESTER ABROAD IN EUROPE: VISA AND RESIDENCE PERMIT

Non-European 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 abroad.

Moreover, they must have a valid passport, proof of health insurance for the host country of the stay abroad and proof that their living expenses in the host country are financially secure.

Participation in an exchange program is usually not possible in the student's home country/country of citizenship.

More information  
can be found here:



# SEMESTER ABROAD OUTSIDE OF EUROPE: VISA AND RESIDENCE PERMIT

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



# WHERE CAN I GET MORE INFORMATION?

When?	Where?	What?
24.10.2024, 16:00-18:00	C HS 5	<b>Studieren an Partnerhochschulen im Ausland</b> Ausschreibung Austauschplätze – Bewerbungsverfahren – Finanzierungsmöglichkeiten – Organisatorisches
25.10.2024, 14:00-16:00	Zoom	<b>Zoom:</b> Meeting ID 917 6606 5981 - Kenncode: 523208
29.10.2024, 12:00-14:00	C40.154	<b>For international degree seeking students: Study Abroad at Partner Universities</b> Call for applications – Application procedure – Financing – Organisational Issues
tba	C9 Asta Wozi	<b>Get Together im Asta Wohnzimmer (German/English)</b> Meet returnees and international exchange students.
07.11.2024, 16:00-18:00	C HS 5	<b>Alternativen zu Studienaufenthalten an Partnerhochschulen</b> Studienaufenthalte für „free mover“ – Auslandspraktika – Abschlussarbeiten im Ausland – Fachkurse im Rahmen von internationalen Sommer- und Winteruniversitäten
26.11.2024, 16:00-18:00	C HS 2	<b>Studieren an Partnerhochschulen im Ausland: Bewerbungsverfahren</b> Organisatorischer und zeitlicher Ablauf – Hinweise zum Bewerbungsverfahren – Nachweis ausreichender Kenntnisse der Unterrichtssprache – Auswahlverfahren – etc.
10.01.2025, 14:00-16:00	Zoom	<b>Auslandspraktika - Fördermöglichkeiten</b> Erasmus Mobilitätsprojekt MIX IT: Förderung von Praktika in Europa, Praktikumsprogramme DAAD <b>Zoom:</b> Meeting ID 917 6606 5981 - Kenncode: 523208



# WHERE CAN I GET INFORMATION?



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



**Open Consultation:** Tuesdays/Thursdays, 10:00-12:30, C 5.138



**Email:** [outgoing@leuphana.de](mailto:outgoing@leuphana.de) (Celina)



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



**MyStudy:** Newsletter International Center



Academic advice by program 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 **IC/ Language and Culture**
- Data protection forms with declaration of consent for first and second choice

It is possible to temporarily save your application in the portal!

Application Deadline  
12th of December 2024  
(23:59 Uhr)





# 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 (IC): **take immediately or book an appointment!**
- **Test dates (in C3.120/121): We. 11/13/2024 6:00 pm - 7:00 pm, Sa. 11/23/2024 11:00 am - 12:00 pm, Sa. 11/30/2024 11:00 am - 12:00 pm**
- Certificate from a test previously taken (e.g. TOEFL ... – max. 2 years ago), issued by the IC
- Certificate of attendance for a language course taught in English by the IC/ Language & Culture

## French, Italian, Spanish, Portuguese:

- C-Test in the Self-Access 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 IC 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 IC by the beginning of March 2025

## 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 PROGRAM?

- 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 programs in European countries depending on the country up to 600 EUR/month (exception Switzerland: usually SEMP from Swiss funds, UK: only exchange programs 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 IC)
- Possibility of other scholarship programs (mostly only for one-year study visits)



# ERASMUS+ FINANCIAL SUPPORT FOR STUDY VISITS TO PARTNER UNIVERSITIES IN EUROPE

Ländergruppe/Countries	Zielland (nur Partnerhochschulen)	Förderung Projekt 2024/ 2025
1 (high costs)	Austria, Belgium, Denmark, Finland, France, Ireland, Italy, Netherlands, Norway, Sweden (UK: only Glasgow und Edinburgh)	600 EUR/Monat
2 (medium Kosten)	Estonia, Greece, Latvia, Portugal, Slovakia, Slovenia, Spain, Czech Republic, Cyprus	540 EUR/Monat
	Croatia, Lithuania, Poland, Romania, Turkey, Hungary	540 EUR/Monat
		+ 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”)
- First generation students (both parents do not have an academic degree)

## **Top-up for travel: Country group-specific daily rate**

- max. 2 additional travel days when traveling by plane
- max. 6 additional travel days for environmentally friendly travel/green travel

You will receive more information on the necessary proofs etc. after you have been selected.



# WHAT HAPPENS AFTER THE SELECTION?

## With acceptance:

- Students submit a "binding declaration of acceptance" to the IC
- Registration of students at the Partner Universities by IC
- Partner Universities (usually) contact students directly
- Students submit application to the Partner University

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

**Without acceptance:** Application forwarded to program coordinator for the second choice

2nd call for applications in March/ 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

Please find more information on „free mover“ here:





# International Students at Leuphana

In the wintersemester 2024/25 international students from the following countries and partner universities study at Leuphana University:



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

**China (VR):** Hong Kong Baptist University, Shanghai Normal University

**Estonia:** Tallinna Ülikool

**France:** Université de Bretagne-Sud, Paris Est Créteil, Université Rennes 2

**Italy:** Libera Università di Bolzano, Università delgi Studi di Genova, Università delgi Studi di Roma 'La Sapienza', Università delgi Studi di Siena, Università delgi Studi di Trento

**Japan:** Hosei University

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

**Mexiko:** Universidad Autónoma Metropolitana

**Poland:** SWPS Uniwersytet Humanistycznospołeczny

**Romania:** Universitatea din Bucuresti

**Spain:** Universidad Complutense de Madrid, Universidad de Murcia, Universidad del País Vasco, Universidad San Jorge

**Taiwan:** National Central University

**Turkey:** Altinbas University, Mamara Üniversitesi, Orta Dogu Teknik Üniversitesi

**Hungary:** Debreceni Egyetem

**UK:** Loughborough University, University of Warwick



# CONTACT

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[www.leuphana.de/international](http://www.leuphana.de/international)

[Info-Point C 5.138, Open Consultation: Tuesday & Thursday 10:00am -12:30pm  
outgoing@leuphana.de](mailto:Info-Point C 5.138, Open Consultation: Tuesday & Thursday 10:00am -12:30pm outgoing@leuphana.de)

[Instagram: leuphanainternational](https://www.instagram.com/leuphanainternational)

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