

# ALTERNATIVES TO PARTICIPATING IN EXCHANGE PROGRAMS

**Study-related stays abroad: Alternatives to participation in exchange programs**

Information session on November 7th, 2024

Study visits for „free movers“, internships abroad, theses abroad, international summer and winter schools

→ International Center



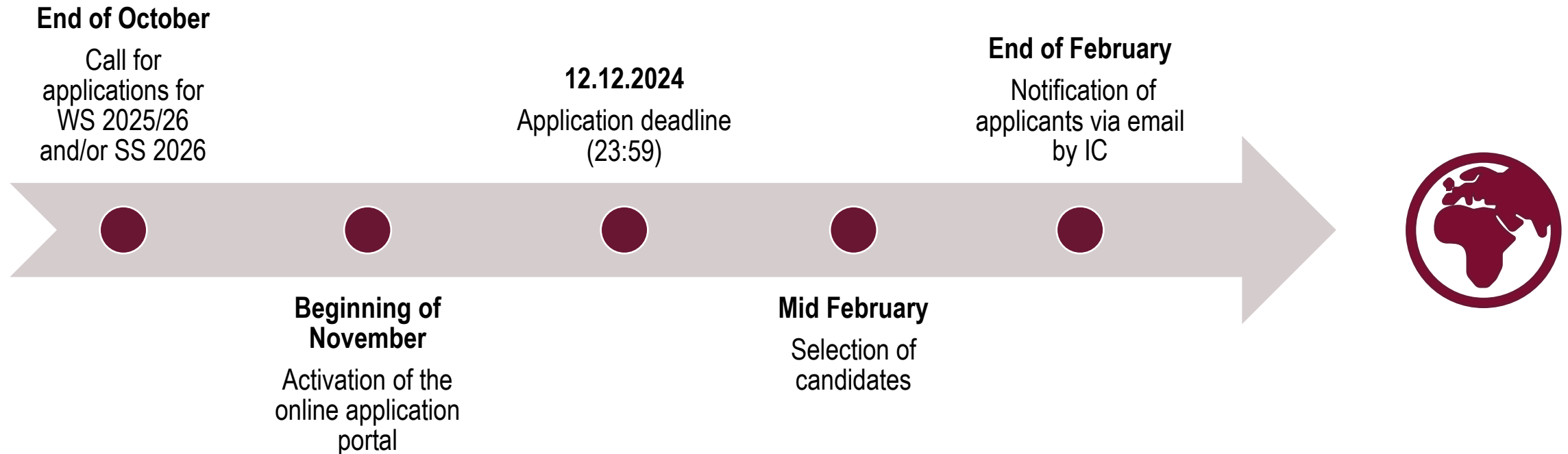
**LEUPHANA**  
UNIVERSITÄT LÜNEBURG

# STUDY-RELATED STAYS ABROAD: OPPORTUNITIES

- (Studying at partner universities)
- „Free Movers“: Direct applications, agencies
- Internships abroad
- Volunteer Services
- International summer and winter schools
- Theses abroad



# STUDYING AT PARTNER UNIVERSITIES: PROCEDURE



**2nd round of call for applications: March/April 2025**



**Free Movers**



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## FREE MOVER

Basically, you can study at any accredited university in every country, if you meet the admission requirements, have a good command of the instruction language, and will be able to finance the study abroad. You can apply for admission as a visiting student for a semester or a year as well as for a full Master's program abroad.

When organising an individual study abroad it is most important to start planning early in advance: you will need at least a year from collecting the first information until the start of the study abroad. You should also consider that applications for scholarships must be submitted 12 to 15 months in advance.

When choosing a host university make sure that the selected one is an accredited institution of higher education. In accordance with Leuphana's examination regulations, which is based on the Lissabon convention, only academic achievements passed at accredited institutions can be accepted as equivalent and recognized. You will find accredited institutions on the Internet portal of the Standing Conference of the Ministers of Education and Cultural Affairs of the German Länder marked with H+ [www.anabin.kmk.org](http://www.anabin.kmk.org)

### INFORMATION SOURCES

A good source of information is the website of the German Academic Exchange Service (DAAD), which provides detailed information on study abroad opportunities and useful links. [www.daad.de](http://www.daad.de)

In addition, you can often find useful information on university studies on the webpages of embassies and consulates. Country specific information as well as other useful links can be found under related links.

For special information on programs of study and application requirements it is recommended to visit the websites of the universities.

### FORMAL REQUIREMENTS

If you will be going on a study abroad, you must observe a few formal requirements before you leave Leuphana University. Please contact the International Center for further information.



# CHECKLIST FOR FREE MOVERS

Before the Mobility	Deadline	Done
Read information for freemovers on website		<input type="checkbox"/>
Read information on academic recognition and grade conversion		<input type="checkbox"/>
Check if the host university is a state or state-recognized higher education institution. According to RPO §21, only examinations taken at a recognized higher education institution abroad are eligible for recognition; recognized higher education institutions with H+ status are listed in the information portal for the recognition of foreign educational qualifications and examinations: <a href="https://anabin.kmk.org/anabin.html">https://anabin.kmk.org/anabin.html</a>	Before applying to host university	<input type="checkbox"/>
Submit application to host university	Deadline of host university	<input type="checkbox"/>
Create Learning Agreement as explained and send to IC for review and signature	Up to 5 weeks after start of semester at host university	<input type="checkbox"/>
Send „Notification of a Study Abroad“ with H+ confirmation und Letter of Acceptance to IC	Before re-registration deadline (Rückmeldefrist)	<input type="checkbox"/>
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	Before departure/beginning of mobility	<input type="checkbox"/>
Apply for visa and, if necessary, extend passport/ID	At least 4 months prior to mobility	<input type="checkbox"/>
Scholarship application if applicable: Promos for one semester stays Non-EU, SEMP for Switzerland, other scholarships see link above	See deadline of scholarship programs	<input type="checkbox"/>
During the Mobility	Deadline	Done
If necessary, create modified Learning Agreement as explained and send to IC for review and signature	Within 5 weeks after start of semester at host university	<input type="checkbox"/>
After the Mobility	Deadline	Done
Send signed Experience Report to IC	Within 4 weeks after end of mobility	<input type="checkbox"/>
Submit Transcript of Records and Learning Agreement to student service in order to transfer grades/credits	After the mobility	<input type="checkbox"/>

You can find the digital version here:



# FREE MOVERS: RECOGNITION OF EXAMINATIONS

**Status of the host university:** According to the RPO, credits can only be recognized if the host university is a recognized or accredited higher education institution. Recognized or accredited higher education institutions are listed with the **H+ status** in the information portal of the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany: [anabin.kmk.org](http://anabin.kmk.org)

**Recognition procedure:** The conclusion of a Learning Agreement is not obligatory, but is strongly recommended.

**Grade conversion:** If it is not a linear grading system, achievements that are not completed at a partner university of Leuphana will be transferred with the note "passed". Recognized examinations are marked on the transcript.



# FREE MOVERS: SEMESTER TIMES & SEMESTER FEES AT LEUPHANA

In many countries, the summer semester begins in January/February. When applying, be sure to check the semester times at the host university in advance to avoid overlaps with the examination phase at Leuphana in February/March!

You can apply for exemption from the semester fees at Leuphana by submitting the "Notification of a semester abroad" ("Mitteilung Auslandssemester") or the "Application for a vacation semester" ("Urlaubssemester").

Here you can find further information:





# FREE MOVERS: PLACEMENT AGENCIES

Placement agencies support you in the selection and placement of study visits subject to tuition fees at selected universities.

Here you will find a selection of placement agencies:

-College Contact, IEC Online, Asia Exchange, World of Students

-GoStralia (especially Australia and New Zealand)

-Ranke-Heinemann Institute (Australia, New Zealand and Canada)

**Please note: Also check the H+ status of host universities and ask whether international students are given lower priority when choosing courses.**





**Internships**



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## INTERNSHIPS ABROAD

A qualified internship abroad can be a good alternative or supplement to studying abroad. Especially for internships in European countries there are good funding opportunities thanks to Erasmus+.

The International Center does not arrange internships abroad, but supports students and graduates with

- Suggestions for job search
- Information on funding opportunities
- and regular information events.

Students may apply for internship programs, or apply directly to a desired company and then for funding.

You can find a selection of interesting programs under Financial Support. The DAAD provides detailed information on "internships abroad" under [here](#).

[Writing an application](#)

[Info Sessions](#)

[Counselling](#)

### WRITING AN APPLICATION

You can find information regarding international application standards on these web portals:

- [Federal Labour Office/Central Office for International Exchanges](#) (Tips and FAQ)
- [Jobline LMU](#) (free online application training in English)
- [Career-Contact](#) (selected countries worldwide)
- [Monster](#) (selected countries worldwide)



# SELF-SOUGHT INTERNSHIPS IN (NON)-EUROPEAN COUNTRIES: FUNDING THROUGH ERASMUS +

- Funding for German and international regular students and graduates up to 12 months after graduation and application while still studying
- Internship duration min. 2 months, max. 12 months
- Erasmus funding possible for **a maximum of 6 months** per academic stage (BA, MA, doctoral studies) (for studies at partner university and/or internship), even if the internship lasts longer
- Applications: at least 8 weeks before the start of the internship **via IC of Leuphana**
- Funding depends on the country, currently between 640 and 750 EUR/month, additional funding for "students with fewer opportunities" and "green travel"
- Limited **funding** for internships outside Europe (**without** travel allowance)

Further information on  
funding opportunities:



# SELECTED INTERNSHIP PROGRAMS: DAAD SHORT SCHOLARSHIP PROGRAM

**Funding for self-selected internships in:** German missions abroad (embassies, consulates, permanent missions), international organizations recognized under international law (e.g. EU, UN, NATO, World Bank), Goethe Institutes, German schools abroad (not: teacher training students), institutes of the Max Weber Foundation, selected institutions of foreign cultural policy

- For regular German and international students
- For internships lasting at least 40 calendar days and a maximum of 3 months
- Application deadline: max. 60 and min. 32 days before the start of the internship
- Scholarship benefit: travel allowance and partial scholarship
- Funding through Erasmus+ and DAAD not possible at the same time!



DAAD scholarship  
database



# SELECTED INTERNSHIP PROGRAMS: RISE WORLDWIDE

- Research internships in the fields of natural sciences, engineering and computer science
- For **BA students** from 2nd semester, no funding in home country
- Offers from research groups worldwide (database)
- Internship duration 6 weeks to 3 months, usually June – October
- Country-specific full scholarship rate, travel allowance, health, accident and liability insurance
- Applications from October 15 to November 30 for summer internships

Note: Deadlines and requirements for internships in Canada vary. For more information, please visit the website.



RISE Worldwide



# SELECTED INTERNSHIP PROGRAMS: LEHRAMT.INTERNATIONAL

**School internships for teacher training students and graduates of teacher training programs**

- Support for self-selected internships at schools abroad (e.g. PASCH network)
- Full scholarship, travel allowance, insurance
- Scholarships for internships abroad lasting 1.5 - 6 months (students) or 3-12 months (graduates)
- Funding is not possible in the 33 Erasmus program countries
- 3 application periods



Lehramt.International



# **AIESEC: INTERNATIONAL INTERNS**

## **EXCHANGE ORGANIZATION FOR INTERNSHIPS AND VOLUNTEER PROJECTS**

### **Global Volunteer" program:**

- Volunteer projects and social projects abroad
- Duration usually 6-8 weeks
- 10 partner countries worldwide

### **Global Talent" program:**

- Placement of social and specialist internships abroad
- Duration from 6 weeks



AIESEC





# IAESTE: INTERNATIONAL ASSOCIATION FOR THE EXCHANGE OF STUDENTS FOR TECHNICAL EXPERIENCE

- Placement of paid internships abroad, mainly for students of engineering, sciences, agriculture and forestry, usually from July to October
- Applications from October to January 15th for internships (usually) in the summer
- DAAD travel allowance upon application for internships outside Europe



IAESTE





**International  
Summer and  
Winter  
Schools**

# INTERNATIONAL SUMMER AND WINTER SCHOOLS

- Usually fee-based single courses at universities worldwide
- duration between one and six weeks, usually during the semester break
- Crediting possible (procedure as for semester stays)
- You will find a (random) collection of offers on the IC website/Going Abroad, probably from March/April
- You can also find information on the websites of universities worldwide



International Summer  
and Winter schools





**THESES  
ABROAD**

# THESES ABROAD

## **As part of a study visit abroad, e.g. Erasmus+**

In principle, it is possible to write the final thesis as part of a study visit abroad. The thesis must be listed in the Learning Agreement with 25 CP (MA) or 15 CP (BA) and is graded at the host university. It can then be recognized at Leuphana like any other work completed abroad if the basic eligibility for recognition has been confirmed in advance by the responsible persons in the routing slip. The first and second examiners are lecturers at the host university. Grades are converted in accordance with the RPO.

## **Not as part of a study visit:**

Funding possible within the framework of PROMOS



# WHERE CAN I FIND INFORMATION?

- Current calls for applications
- Websites of the International Center
- myStudy Newsletter International and Instagram  
*@leuphanainternational*
  
- Scholarship database of the DAAD

For specific projects:

- Make an appointment for a personal consultation!



# CONTACT

Eva Vosshagen | International Center |  
Universitätsallee 1 | 21335 Lüneburg | C 5.127  
Fon 04131.677-1073 | [eva.vosshagen@leuphana.de](mailto:eva.vosshagen@leuphana.de)  
[www.leuphana.de/international](http://www.leuphana.de/international)

Sandra Schnell | International Center |  
Universitätsallee 1 | 21335 Lüneburg | C 5.126  
Fon 04131.677-1078 | [sandra.schnell@leuphana.de](mailto:sandra.schnell@leuphana.de)  
[www.leuphana.de/international](http://www.leuphana.de/international)

[Info-Point C 5.138, open office hours Tue and Th  
10:00-12:30, \[outgoing@leuphana.de\]\(mailto:outgoing@leuphana.de\)](#)  
[Instagram: leuphanainternational](#)  
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