

ALTERNATIVES TO PARTICIPATING IN EXCHANGE PROGRAMS

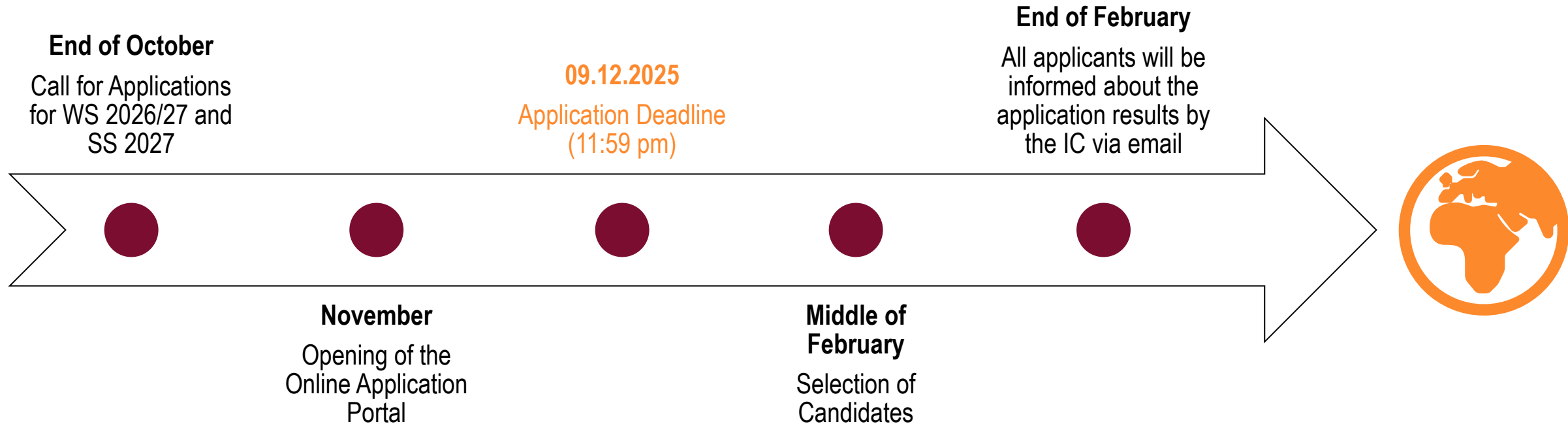
Study visits for “free movers,” internships abroad, theses abroad, international summer and winter schools

2025



LEUPHANA
UNIVERSITÄT LÜNEBURG

APPLICATION PROCEDURE





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FREE MOVER



INTERNATIONAL CENTER

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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+ <https://anabin.kmk.org/cms/public/startseite>

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.

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.

CHECKLISTE FÜR FREE MOVER

Before the Mobility	Deadline	Done
Read information for freemovers on website	before application	☐
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: https://anabin.kmk.org/anabin.html	before applying to host university	☐
Submit application to host university	deadline of host university	☐
Read information on academic recognition and grade conversion	before creation of the Learning Agreement	☐
Create Learning Agreement as explained and send to IC for review and signature	up to 5 weeks after start of semester at host university	☐
Send „Notification of a Study Abroad“ with H+ confirmation und Letter of Acceptance to IC	before re-registration deadline (Rückmeldefrist)	☐
Purchase insurance for study abroad: health insurance (mandatory), travel, accident and liability insurance (recommended)	before departure/beginning of mobility	☐
Apply for visa and, if necessary, extend passport/ID	at least 4 months prior to mobility	☐
Scholarship application if applicable: Promos for one semester stays Non-EU, SEMP for Switzerland, other scholarships see link above	see deadline of scholarship programs	☐
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	☐
After the Mobility	Deadline	Done
Send signed Experience Report to IC	within 4 weeks after end of mobility	☐
Submit Transcript of Records and Learning Agreement to student service in order to transfer grades/credits	after the mobility	☐

FREE MOVER: RECOGNITION

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 universities are listed with H+ status on the information portal of the Standing Conference of the Ministers of Education and Cultural Affairs for the recognition of foreign educational qualifications: anabin.kmk.org

recognition procedure

- Concluding a learning agreement is not mandatory, but is strongly recommended for planning purposes.

grade conversion

- If the grading system is not linear, credits earned at a partner university of Leuphana University will be transferred without a grade, but with the note “passed.”
- Recognized exam credits will be indicated in the transcript.

FREE MOVER: SEMESTER DATES & SEMESTER FEES

- In many countries, the summer semester begins in January/February. When applying, be sure to check the semester dates at the host university beforehand to avoid any overlap with the exam period at Leuphana in February/March!
- You can apply for exemption from semester fees at Leuphana by submitting the “Notification of a semester abroad” (Mitteilung Auslandssemester) or the “Application for a semester leave of absence.”



FREE MOVER: VERMITTLUNGSSTELLEN

Agency services assist you in selecting and arranging study abroad programs at selected universities that require tuition fees. Here is a selection of agency services:

- Asia Exchange
- World of StudentsGoStralia (primarily Australia and New Zealand)
- Institut Ranke-Heinemann (Australia, New Zealand, and Canada)

Please note: Pay attention to H+ status at host universities and inquire whether international students are given lower priority when selecting courses.

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INTERNSHIPS

INTERNATIONAL CENTER

News



Coming to Leuphana



Going Abroad



Opportunities for Students



Studying at our partner universities



Free Mover



International Degree Programmes

Internships Abroad



Financial Support

International Summer and Winter Universities

Opportunities for Doctoral Students



Opportunities for Academic Staff



Information for Technical and Administrative Staff

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Language and Culture



Strategic Initiatives



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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-INITIATED INTERNSHIPS IN (NON-)EUROPEAN COUNTRIES: SUPPORT FROM ERASMUS+

- Erasmus funding is generally available for a maximum of 12 months per academic stage (BA, MA, doctorate; for studies at partner universities and/or internships).
- Funding is available for German and international degree-seeking students as well as for graduates up to 12 months after graduation and, if the application is submitted, while still studying.
- Internship duration: minimum 2 months, maximum 12 months.
- Funding period (currently Project 2024): max. 150 (program countries) or 120 days (partner countries) per internship
- Funding application: submit via IC at least 8 weeks before the start of the internship



DAAD SHORT-TERM SCHOLARSHIPS

Support for self-sought internships in:

German diplomatic missions abroad

- Embassies
- Consulates
- Permanent representations

Völkerrechtlich anerkannten internationalen Organisationen

- EU
- UNO
- NATO
- World Bank

German schools abroad

- not: teacher training students

Institutes of Max-Weber Stiftung

Goethe Institutes

Selected institutions of foreign cultural policy

- For German and international students enrolled in regular degree programs
- Minimum 3rd semester, maximum grade point average of 2.5
- Funding for internships lasting at least 40 calendar days and no more than 3 months
- Application deadline: no later than 60 days and no earlier than 32 days before the start of the internship
- Scholarship benefits: travel allowance and depending on the destination country

Funding through Erasmus+ and DAAD is not possible at the same time!



SELECTED INTERNSHIP PROGRAMS: CARLO SCHMID PROGRAM

Internships at international organizations, EU institutions, and selected non-governmental organizations

Program line A

- Duration: 4-6 months
- Applications with full-time internships obtained on your own initiative in: EU institutions
- UN system
- NATO
- OECD
- Bretton Woods organizations as well as in approved non-governmental organizations

Program line B

- Duration: 4-8 months
- Applications for internship positions in the respective job advertisement
- Job advertisements are expected to be published from mid-December 2025

Application period: December 12, 2025 – February 5, 2026 (1:00 p.m. CET)

scholarship benefits

- Travel allowance
- Scholarship installment
- Health, accident, and liability insurance
- Introductory seminar and seminar for scholarship recipients
- Further follow-up contact measures

prerequisites

- Engagement with international issues during studies
- Excellent grades
- Very good English skills
- Good knowledge of a second foreign language



SELECTED INTERNSHIP PROGRAMS: RISE WORLDWIDE

Research internships in natural sciences, engineering, and computer science

- For BA students from the 2nd semester onwards, no funding in home country
- Offers from research groups worldwide (database)
- Internship duration 6 weeks to 3 months, usually June to October
- Country-dependent scholarship rate, travel allowance, health, accident, and liability insurance

Applications from October 15 to November 30 for summer internships in Canada: July 7 to September 17.



SELECTED INTERNSHIP PROGRAMS: LEHRAMT.INTERNATIONAL

School internships for teacher training students and graduates of teacher training courses

- School internships for teacher training students and graduates of teacher training courses
- Support for self-arranged internships at schools abroad (e.g., PASCH network)
- Full scholarship, travel allowance, insurance
- Scholarships for internships abroad lasting 42 days to 6 months (students) or 90 days to 12 months (graduates between their first state examination/master's degree and teacher training)
- No funding is available in the 33 Erasmus program countries

3 application periods per year



AIESEC: INTERNATIONAL EXCHANGE THROUGH INTERNSHIPS AND VOLUNTEER PROJECTS

Program „Global Volunteer“

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

Program „Global Talent“

- Arranging social and professional internships abroad
- Duration from 6 weeks

Local committee at Leuphana: lueneburg@aiesec.de



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

- Arrangement of paid internships abroad, mainly for students of engineering and natural sciences, usually from July to October
- Travel allowance from the DAAD upon application for internships outside Europe

Applications from October to January 15 for internships (usually) in the summer



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INTERNATIONAL SUMMER- AND WINTERSCHOOLS

INTERNATIONAL SUMMER- AND WINTERSCHOOLS

- Usually fee-based specialized courses at universities worldwide
- Duration between one and six weeks, usually during the semester break
- Credit transfer possible (procedure as for semester stays)
- A collection of offers from our partner universities can be found on the IC/Going Abroad website, expected to be available from March/April
- Information is also available on the universities' websites



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THESIS ABROAD

THESIS ABROAD

As part of a study abroad program, e.g., Erasmus

It is possible to write your thesis as part of a study abroad program. The thesis must be listed in the learning agreement with 25 CP (MA) or 15 CP (BA) and will be graded at the host university. It can then be recognized at Leuphana like any other work completed abroad, provided that the persons responsible have confirmed its basic eligibility for recognition in advance in the tracking sheet. 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 abroad program

A funding is possible under PROMOS

WHERE CAN I GET MORE 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



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



MyStudy: Newsletter International Center



Academic advice by program coordinators

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