

## INFORMATION ON THE SELECTION AND RECOGNITION OF MODULES / ACADEMIC ACHIEVEMENTS FROM ABROAD

### AT THE FACULTY OF SUSTAINABILITY

Dear Students,

We would like to inform you about the internal procedure for the recognition of modules/assessments from abroad, which will be effective from now on:

Before starting a semester abroad, you have to record on the so called “Laufzettel”, which modules you will be studying abroad and for which modules at the Leuphana University they will be recognized. This “Laufzettel” has to be signed by the person responsible for your Major or Minor. This step is obligatory for all students participating in exchange programs.

**For the Major of the Faculty of Sustainability** (Major Environmental Science, Major Global Environmental and Sustainability Studies, Master Sustainability Science) the respective **module coordinator** (see myStudy) has to certify the equivalence of content of the individual modules on your “Laufzettel” beforehand.

Please provide the module coordinators with sound descriptions of the modules to be taken (content, competencies and qualifications, workload) either in English or in German, and inform them for which modules they should be recognized. Whenever you collected all the signatures of the module supervisors, please submit the original “Laufzettel” for final signature of the person responsible for the Major or Minor together with your e-mail address to the following office:

- **Bachelor:** Office for Student Affairs of the Faculty of Sustainability (mailbox groundfloor building 11)
- **Master:** Patricia Bauer from the Graduate School (mailbox groundfloor building 14)

As soon as the final signatures of the module supervisor are present, you will be notified via e-mail. Subsequently, you need to complete the „Learning Agreement Before the Mobility“ based on the signed “Laufzettel”, and submit it to the International Office together with the “Laufzettel”. After the stay abroad, you submit both documents together with the Transcript of Records to the Student Services in order to have the Credit Points acquired abroad registered in QIS.

If there should be any changes to the agreed curriculum upon arrival at the host university, adjustments can of course be made, but they require the agreement of the respective person responsible. This agreement can be obtained by e-mail from the module supervisors. Please send the email correspondence as well as the amended „Laufzettel“ and the „Learning Agreement During the Mobility“ signed by you and the person responsible at the host university to:

- **Bachelor:** Office for Student Affairs (studiendekanat.nachhaltigkeit@leuphana.de)
- **Master:** Patricia Bauer from the Graduate School (patricia.bauer@leuphana.de)

After final verification, the „Learning Agreement During the Mobility“ will be forwarded to the module coordinator for final signature, and to the International Office. It will then be sent back to you/the partner university.

Please note, that for the recognition of achievements for Minor or Major of other Faculties, you only need the signature of the person responsible for the respective Major or Minor, and not the agreement of the module coordinator.

The recognition of modules from the partner universities in the Major „Environmental and Sustainability Studies“ (Envi) is to be signed by Maike Eisenberg from the Office for Student Affairs.

The forms „Laufzettel“ and „Learning Agreement“ with further explanations as well as additional information on studying and internships abroad can be found at:

<https://www.leuphana.de/services/io/studium-und-praktikum-im-ausland/austauschprogramme/formulare-outgoings.html>

If you have any questions, please don't hesitate to get in touch with your contact person in the Office for Student Affairs:

- **Bachelor:** Maike Eisenberg, maike.eisenberg@leuphana.de
- **Master:** Patricia Bauer, patricia.bauer@leuphana.de

Best regards,

Your Team of the Office for Student Affairs of the Faculty of Sustainability