

Central call for exchange programmes - procedure and 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