

INFORMATION BROCHURE FOR OUTGOINGS

Update Jan 2025

Study/Work in English-Speaking Countries - Information for Students and FAQ

My name is Joe Pfändner, and I am in charge of the abroad possibilities for the English Department at Göttingen University.

Dienstzimmer/Office: SEP 0.262 Jacob-Grimm-Haus

Lageplan/Site Map: https://www.geodata.uni-goettingen.de/lageplan/?ident=5331_2_EG_0.262

Tel.: +49 (0)551-39 2 75 83

Fax: +49 (0)551-39 1 46 51

E-Mail: jpfaend@gwdg.de

<http://www.uni-goettingen.de/de/joe-pf%C3%A4ndner/471046.html>

Disclaimer

As all regulations are subject to constant change, I cannot guarantee that the information provided in this brochure is still valid. I have done my best to be as up-date and accurate as possible with the information provided. If you encounter any changes or inaccuracies, please let me know!

Introduction

This brochure seeks to list all the options that I am aware of in terms of going abroad, applying for an Erasmus place or a teaching post, and fulfilling the requirements for the 3 month stay abroad. You'll also find some FAQs in the hope that this will save both you and me time, e.g. during my office-hours. If you don't find your question answered here, please e-mail me, or see me at my office (official office hour, or any time I'm in). I've divided this brochure into 5 main categories:

Erasmus+

Foreign Language Assistances and Internships

Camp America

Nachweis for 3-month stay abroad.

FAQs

Financial Support

Brexit, Visas, and Co.

As far as we are currently aware, due to Brexit, the UK (England, Wales, Scotland, Northern Ireland) will no longer take part in the Erasmus programme. The British equivalent is called the Turing Scheme, but it is not envisaged that this scheme will be of much benefit to European applicants as it is mostly aimed at English-speaking and Asian applicants. However, at the time of writing this, we still have a partnership with The Royal Holloway University in London, which is maintained in the previous Erasmus way, i.e. application procedures are still as those for Erasmus.

Depending on what you want to do (Foreign Language Assistance, Erasmus+, etc.), you will probably need a visa as the UK is no longer part of the EU. To get a visa, you will need to be sponsored and get a CoS (Certificate of Sponsorship). It is possible that your university or school will do this for you, otherwise,

you will have to do everything yourself and pay the relevant fees where applicable. Please be aware that this takes a lot of time in any case, so start organizing your visa 6 months before you plan on beginning your stay. As this appears to be a constantly changing (and sometimes confusing) situation, you may find advice on the following website: Auslandsaufenthalte im Lehramtsstudium (Files):

<https://www.studip.uni-goettingen.de/dispatch.php/course/overview?cid=a5d7032a548865b2276d42ae9fc48cee>

1. Erasmus+

List of SEP Erasmus+ Contacts/Places.

University	Places	Maximum of Semesters	Levels
University College of Cork, Ireland	2	2	BA, MA
Uniwersytet Warszawski, Poland	2	2	BA, MA
Universidade Lisboa, Portugal	1	2	BA, MA
Royal Holloway, London UK (not officially in the Erasmus programme)	1	2	BA
University of Maynooth, Ireland	2	2	BA, MA
Università di Parma, Italy	2	2	BA, MA

Please note that Royal Holloway operate a term, or TRI-mester, system. This might mean, for example, that your winter semester in England might last until the end of January the following year. Please bear this in mind when planning exams in Göttingen. This only applies to the UK btw., as Ireland usually operates a semester system like Germany.

Deadlines for Applications

Please allow 1 year in advance for your applications.

Say it's the SS 2025 and you'd like to go abroad with Erasmus+, the earliest you could go would be the WS 2026. This means you'd have to apply **online with Göttingen International by 31st January 2026**. By that date, all the relevant forms have to be uploaded here:

Ausschreibung Erasmus+ KA 131 Studierendenmobilität

<https://www.uni-goettingen.de/de/650417.html>

(You need, of course, to adjust the date/period accordingly)

After that, the applications will be assessed and ranked. The deadline for our International Office (Göttingen International, aka GI, online) is, as said above, always 31st January. After that, GI and will finish the application process by 30th March, which is not extendable, and no new applications will be accepted even if there are still free places.

Under some circumstances, not all Erasmus openings can be supported by a grant. All information concerning grants and other financial support are published together with GI's invitation for applications. Please also remember that you also have to apply at the abroad university in question by their deadline!

You can download all the forms you need, e.g. Application Form, Transcript of Records, etc. at:
<https://www.uni-goettingen.de/en/491452.html>

In short, the individual steps of application are:

- Upload all relevant documents at GI by January 31.
- Your application will be assessed and ranked. After that, I'll get back to you.
- The application process will be completed by GI by April 30th.
- As soon as you've received the application material from your host university, you fill it in and send it back.

A helpful checklist is available here:

<https://www.uni-goettingen.de/de/leitf%c3%a4den+und+checklisten+studierendenmobilit%c3%a4t+-+erasmus%2b+key+action+103/131/491451.html>

2. Foreign Language Assistantships and Internships

2.1 Pädagogischer Austauschdienst (PAD) der Kultusministerkonferenz der Länder

The PAD in Bonn is, among other things, concerned with organising foreign language assistant openings at schools in English-speaking countries for native German speakers who want to become school teachers. Thus, the openings are reserved for Lehramt candidates only. Numbers of openings have significantly decreased over the past decades, but the PAD still holds a considerable number in its portfolio. Chances to be accepted are about 50%, and what is more, the PAD placements are remunerated. Other than an Erasmus grant, which is hardly more than better pocket money, the assistant teacher salary covers most of your expenses during your time abroad. You apply via their webpage:

<https://www.kmk-pad.org/>

For deadlines check here:

<https://www.kmk-pad.org/service/dokumente-und-formulare/fremdsprachenassistentzkräfte.html>

Please send all applications straight to the PAD! Please don't send the forms to me. If you want advice on filling in the forms, I will of course try to help. Please check that your application has all the necessary documents, e.g. 4xBewerbungsformular, Motivationsschreiben etc. You will then be invited to a screening interview, on the basis of which the PAD decides whom to take. Moreover, the PAD will likely ask you to provide a "Hochschulgutachten" by one of your university teachers, which is basically a standardised (letter of) reference form and should be issued by an instructor that knows you from class or other activities. I am not suited to fill out this form unless I have already been your instructor. Teaching

placements usually start in September or October and usually last a full school year. For details, please check their webpage.

2.2 Amity Institute

The Amity Institute in San Diego/California devote themselves to organising foreign language assistant openings at schools in the US for native German speakers who want to become school teachers. Quite like the PAD, they usually only accept Lehramt candidates. At the same time, they usually prefer candidates with a B.A. degree. The expected workload is higher than with PAD openings (32 periods) and remuneration is somewhat lower, but the chances to be accepted have been very good in the past years. Being placed in a guest family is part of their concept, which gives you the opportunity to become part of an American family. Student feedback has been excellent, so I can clearly recommend this option. They've also had a tendency to accept applications later in the year depending on current demand. For info and application procedures, please go to their webpage: <http://amity.org/> You'll have to hand in a reference form, filled in by one of your university teachers and sit a screening interview conducted by me.

2.3 SEP School Contacts

The English Department maintains a number of exclusive contacts to schools in English-speaking countries. Openings there are individually advertised via our student cc (Please sign up for the newsletter with Frauke Reitemeier if you haven't done so). Students of Business Education are usually not part of this list. So if you belong to that group, you should either check the lectors' board regularly or have an agreement with one of your fellow students to provide you with the information. (Moreover, the WiWi Prüfungsamt does not require a stay abroad as a mandatory prerequisite to register Business Education students for their master theses.) For the ZEWIL portfolio, see table below.

The problem with Brexit is that some of the schools are not allowed to use their exclusive contacts to Göttingen University to find assistant teachers anymore. You will find information on that below.

Partnerschulen GB Göttingen: ZEWIL und Englische Philologie

Schule	Lehrkraft (E-Mailkontakt)	Brexit Status
Seminar Englische Philologie		
Hampton School, London all male independent/private school https://hamptonschool.org.uk/	Katherine Willett K.Willett@hamptonschool.org.uk	not possible at the moment
Lady Eleanor Holles School, London all female independent/private school), https://www.lehs.org.uk/	Matt Russel MRussell@lehs.org.uk	unsure
Bancroft's School, London mixed independent/private school http://www.bancrofts.org/	Astrid Abbot-Imboden Astrid.Abbott@bancrofts.org	not possible at the moment
Kingswood School, Bath mixed independent/private boarding school https://www.kingswood.bath.sch.uk/	Roderick Duke rduke@kingswood.bath.sch.uk	not possible at the moment

Europa School, Culham, Oxfordshire Auch unbezahlte Praktika	Beatriz Moralez b.morales@europaschool.uk	cooperation possible
German European School Singapore mixed, officially recognised German school abroad http://www.gess.sg/	Applications handled by Jule Inken Müller and Carola Surkamp	cooperation possible
Schools which took on students from Göttingen in the past (former ZEWIL list)		
LSA Lytham St Anne's; Lancashire,	Anna Kieloch anna.kieloch@lythamhigh.lancs.sch.uk	
Backwell Highschool, Bristol	Joschua Furnival JFurnival@backwellschool.net	
Caistor Grammar School	Dan Wilton dan.wilton@caistorgrammar.com	
Chelmsford County Highschool	Susan Gilbert sgilbert@cchs.essex.sch.uk	
Wellington School, Somerset	Lucy Buck enquiries@wellington-school.org.uk	
Queen Ethelburga's Thorpe Underwood	G. Duncan gduncan@qe.org	
Monmouth Comprehensive	Jillian Snook Jillian.Snook@monmouth.schoolsedu.org.uk	
Kendrick School in Reading	Wiebke Müller wmueller@kendrick.reading.sch.uk	

2.4 The Following Contacts are mainly in the Care of GI

Colleges in the USA and Canada

Göttingen International maintains a number of attractive exchange contacts with North American colleges and universities. Amongst them are:

Institution	Location	Website	Notes
Amherst College	Amherst, MA, USA	https://www.amherst.edu/	Private liberal arts college with teaching assistantship
University of Colorado Boulder	Boulder, CO, USA	http://www.colorado.edu/	Public university with teaching assistantship, MA level
Colorado College	Colorado Springs, CO, USA	https://www.coloradocollege.edu/	Private liberal arts college with partial stipend to support language and cultural programming
McMaster University	Hamilton, ON, Canada	http://www.mcmaster.ca/	Public, English-speaking university in Ontario
Universite Laval	Quebec, PQ, Canada	https://www.ulaval.ca/en	Primarily French-speaking university but offers many courses in English language and literature in English

These places are not exclusively reserved for students at the English Department, but applications are explicitly welcome. The exchange agreements with Amherst College and University of Colorado Boulder provide you with the possibility to be a combined foreign language assistant and bachelor or master student with no or reduced tuition fees and a salary on top. Contacts for application or inquiry are:

Contact

Dr. Martin Jagonak
Auslandsstudienberater / Study Abroad Advisor
Göttingen International
Georg-August-Universität Göttingen
Phone: +49 (0)551 39 21317
E-Mail: martin.jagonak@zvw.uni-goettingen.de

Appointments can be made here:

<https://www.unigoettingen.de/de/auslandsstudienberatung/602167.html>

Study Abroad Advising Team Tel.: +49 551/39 27775 goabroad@uni-goettingen.de

Hotline-Internationale Studierende und Bewerber Tel.: +49 551/39 27777 Telefonische Sprechstunden:

Montag - Freitag 9 - 12 Uhr

international.study@uni-goettingen.de

Macquarie University (Sydney, Australia): <https://www.mq.edu.au/>

Comprehensive research university with a profile similar to University of Göttingen.

We have 2 exchange programmes with them: Standard, one-semester coursework exchange at Bachelor's or Master's level.

Master of Research Exchange: This exchange is for Master's students only and is ideal for those wishing to prepare for or write their Master's thesis as well as students thinking about a doctoral programme or research/academic career. The courses students take are research focused. They delve deep into topics and for assessment, rather than taking exams, they will write a literature review, or a paper, give a presentation, i.e. skills one must hone for the master's thesis.

Students can go for one or two semesters.

<https://www.mq.edu.au/research/phd-and-research-degrees/research-training/master-of-research-exchange>

University of Technology Sydney (Australia)

This university is not as broad in scope as Macquarie but it is not limited to courses in the sciences and technology. It also offers degrees in education (including language education!), communication, international studies, and law.

<https://www.uts.edu.au/future-students/international/study-abroad-and-exchange-students>

Stellenbosch University (South Africa)

Comprehensive research university with a profile similar to University of Göttingen

<https://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-1/i-want-to-enrol-at-su-1/exchange-programmes.html>

In the US, we still have an active agreement with California State university – Monterey Bay; however, because our exchange is imbalanced we cannot currently send students on exchange there. I can nominate them for a study abroad semester but they have to pay the tuition fees (about 4800€).

We also have many partner universities in India.

2.5 Deutschlehren.International - Lehrassistent-Stipendien für Deutsch an Hochschulen im Ausland

<https://www2.daad.de/ausland/studieren/stipendium/de/70-stipendien-finden-und-bewerben/?status=3&subjectGrps=&daad=&q=&page=1&detail=56391741>

The Deutsche Akademische Austauschdienst (DAAD) advertises openings for foreign language assistants at universities abroad, these positions are equipped with grants. Such placements in an English-speaking country can be acknowledged as the mandatory studienrelevanter Auslandsaufenthalt.

2.6 Further Contacts, Contacts at short Notice, Financial Support

In addition to the contacts mentioned above, there is a list of contacts to schools and institutions inside and outside the UK that have taken on foreign language assistants from Göttingen for some time. Openings there may not be as financially comfortable as others, but the institutions that provide them are often willing to accept candidates at short notice for shorter periods. For information on these schools, please contact me.

Moreover, there are possibilities to apply for financial support via e.g. the Erasmus+ Praktikum or the Promos programmes. For further information on financial support, you should contact a Auslandsstudienberater:in at Göttingen International, e.g.

Patricia Missler
Erasmus+ Study Abroad Advisor
Von-Siebold-Straße 2
D- 37075 Göttingen
Room Nr. 0.113
Tel.: +49 551/39 21344
patricia.missler@zvw.uni-goettingen.de

Patrick Lajoie
PROMOS
Room Nr.: 0.109
Tel.: +49 551/39 21340
patrick.lajoie@zvw.uni-goettingen.de

2.6 Recognition as Mandatory School Internship

Foreign language assistant places, as well as school placements in general, can be acknowledged as a mandatory school internship (Forschungspraktikum) for Lehramt candidates, provided you have completed a preparatory class (Vorbereitungskurs) in advance. Both the preparatory class and the internship are part of your master studies. For details, please contact:

Kira Sara
Seminar für Englische Philologie
Fachdidaktik
Käte-Hamburger-Weg 3
D-37073 Göttingen
0551-39-4384
ksara@phil.uni-goettingen.de

In case she's not available, you also contact any other colleague in the Fachdidaktik.

3. Camp America

We also recognize a three-month-stay abroad as a camp counsellor as the studienrelevanter Auslandsaufenthalt. There are several organisations that offer such a programme (Campare, Campamerica (German Partner AIFS), Wolfpack, Campleaders etc.), and they will connect you with an American summer camp, in which you would work as a counsellor for a certain activity. Those can be sports, drama, arts or any other type of activities at a summer camp, depending on your skills and talents. It's a fun way to become part of an English-speaking community, to be outside, and to advance your pedagogical skills.

Be aware that summer camps usually start while the German summer term is still running, so this could be a good plan for a semester, in which you write your Bachelor's thesis and plan to hand it in early. The camps usually run for less than three months, but you need to stay in the USA for exactly three months and be able to prove it to us afterwards for your stay to be recognized. So make sure to keep plane tickets etc. Summer camps might also be offered in other English-speaking countries and will also be recognized.

Nachweis eines 3-monatigen studienrelevanten Auslandsaufenthalts für Lehramtsstudierende

4.1 Legal Basis:

Prüfungs- und Studienordnung

für den konsekutiven Studiengang „Master of Education“ der Georg-August-Universität Göttingen
(Version AM I 17/17.03.2015, Auszug) <http://www.uni-goettingen.de/de/83336.html>

§4, Absatz 7

Studierende der Unterrichtsfächer Chinesisch als Fremdsprache, Englisch, Französisch, Russisch und Spanisch müssen zur Zulassung zum Masterabschlussmodul einen wenigstens dreimonatigen studienrelevanten Auslandsaufenthalt in einem Land, in dem die jeweilige Sprache Amtssprache ist, nachweisen. Die Prüfungskommission kann abweichend von Satz 1 einen studienrelevanten Auslandsaufenthalt in einem anderen Land gestatten, wenn aufgrund des konkreten Vorhabens der oder des Studierenden sichergestellt ist, dass sie oder er regelmäßig und ausreichend aktiven Sprachkontakt mit erwachsenen Sprecherinnen und Sprechern der Zielsprache haben wird. Als studienrelevant gilt insbesondere ein Auslandsaufenthalt, der im Umfang von drei Monaten eine oder mehrere der nachfolgenden Tätigkeiten in der Zielsprache umfasst:

- Studium an einer Universität oder an einem College
- Kurse an Sprachschulen
- Eigener Unterricht (z.B. als Assistant Teacher an Schulen oder Hochschulen)
- Berufspraktische Tätigkeit (z.B. Praktikum) in einem Betrieb, einer sozialen oder kulturellen Einrichtung (mainly for students of Business Education)
- Au Pair-Tätigkeiten, sofern ferner mindestens zwei Wochenstunden Sprachunterricht in der Zielsprache nachgewiesen werden.

Unterrichtspraktika innerhalb eines studienrelevanten Auslandsaufenthaltes können nach vorheriger Absprache mit dem Studiendekanat für Lehrer*innenbildung (ehem. ZELB) ¹ als 4-wöchiges Fachpraktikum anerkannt werden. Ist auch das zweite Unterrichtsfach eine moderne Sprache, so ist ein zweiter Auslandsaufenthalt nicht erforderlich. Wird ein Auslandsstudium in Betracht gezogen, so wird der vorherige Abschluss eines Learning Agreements empfohlen. 7Frühzeitig sollte die Beratung durch die Seminare für Englische, Romanische bzw. Slavische Philologie beziehungsweise das Ostasiatische Seminar in Anspruch genommen werden.

Contact:

Studiendekanat Lehrer*innenbildung

Waldweg 26

37073 Göttingen

Tel. 0551/3921452 Fax 0551/3921451

lehrerbildung@uni-goettingen.de

4.2 Criteria for a Placement

For the choice of your mandatory placement that means that three criteria have to be met:

- usually a country that has English as an Amtssprache (as to the details, please contact me)
- a total duration of at least 90 days (It is possible to split that time into two portions.)
- Studienrelevanz

What is studienrelevant?

„Studienrelevant“ ist eine Tätigkeit, wenn sie deutlich geeignet ist, fremdsprachliche Kompetenzen zu vergrößern und den Erfahrungshorizont studienbezogen zu erweitern. Der Aufenthalt, bzw. die Aufenthalte müssen in der Regel im zielsprachigen Ausland absolviert werden, d.h. einem Land, in dem Englisch Amtssprache ist. Eine Ausnahme hiervon bildet u.a. der Aufenthalt an einer unserer Erasmus Partner-Universitäten in Warschau, Parma und Lissabon. Ausnahmen kann außerdem die Prüfungskommission gemäß PStO §4, Abs. 7 auf Antrag genehmigen.

That means that an Erasmus semester at an English-speaking university, or a foreign language assistant placement are automatically studienrelevant. The most important point concerning the Studienrelevanz is that you're fully engaged in everyday life in the country you're spending time in, and that you speak as much English as possible. In case of doubt, you should discuss your idea with me before you make plans to go and be armed with some good arguments.

4.3 Agreement for a Three-Months' Stay and Nachweis eines dreimonatigen Auslandsaufenthaltes

Before you leave, please agree your three-months' stay with me. Make sure that you have me sign the agreement that you can also find on the SEP's website. That way, both parties can make sure that your stay meets the requirements of the PStO. After you return, you must provide us with official evidence that you have done what we agreed. This confirmation is important because you'll have to hand the

¹ Important: first contact the SEP's Fachdidaktik department as to this question!

confirmation/Nachweis in together with the registration for your master module, or in other words: no Nachweis, no master thesis.

5. FAQs considering Erasmus

Q: I don't study English – can I still get an Erasmus+ place via the English Department?

A: No. You cannot apply for Erasmus through departments in which you are not a registered student.

Q: What about 'Restplätze'?

A: If there are untaken places, these are advertised by Göttingen International but usually no further applications are accepted after the deadline (Bewerbungsfrist) regardless of whether there are places left.

Q: Is there an application deadline for Erasmus+?

A: Yes. See above.

Q: Can I go if I miss that deadline?

A: No. We (and particularly GI) adhere to our deadlines very strictly.

Q: How do I apply for Erasmus+?

A: See above! And check application procedures and checklist on the GI page:

<http://www.uni-goettingen.de/de/126633.html>

You will need to fill out several forms once you've gotten an ERASMUS placement.

The Learning Agreement covers the courses that you will take at the university abroad and defines the modules at Göttingen university that these courses will be recognised for. It has to be signed by all three parties (you, the SEP, and the host university) before you leave Germany. The LA can be signed by me. For course acknowledgements, please check here:

https://www.uni-goettingen.de/de/document/download/f617e133106885d0ffdd8c2128c6ca62.pdf/2024-05_checklist%20for%20credit%20transfer.pdf

For the Grant Agreement, however, you and the Erasmus coordinator's signature suffice. The grant money, on the other hand, can only be transferred when your host university has signed the Learning Agreement, too. Please do not underestimate how much time that can take, especially when people are on holiday. So make sure that you have enough money to get started when you're abroad. It can take several weeks for your grant money to arrive. Please also note that your grant will be split 20%/80%. You will get 80% during your stay and 20% when you come back, providing, of course, you have submitted all the relevant forms after your return.

Q: Do I need an English proficiency certificate, e.g. TOEFL?

A: Not if you are a registered student of the S|E|P.

Q: Do I have to collect credits?

A: Yes, your learning agreement should cover 30 credits per semester. However, that is just a benchmark (Richtwert). For your grant, GI requires at least 10 credits to be completed abroad. If in doubt, ask your Auslandsstudienberater/in at GI. They are in charge.

Q: What are your selection criteria for selecting successful applications for Erasmus+?

A: Göttingen International lists the ranking criteria as follows:

- Subject-specific motivation, based on the letter of motivation and the course of studies, e.g. Lehramtskandidatin or -kandidat (40%)
- Grade-ranking, which is the "Durchschnitt aller bisher erbrachten Leistungen ohne SK" (30%)
- Personal motivation, based on the letter of motivation (20%)
- Financing: the candidates have to assert that they have a stable financing concept (10%)

Q: What do I have to do when I get back?

A: You have to hand in a number of forms for the "Nachweis über die Vollständigkeit der Erasmus Unterlagen". For this, please see your Checkliste: <http://www.uni-goettingen.de/de/126633.html>

N.B. If you don't, you won't get the rest of your money! It is YOUR responsibility to do this!

N.B. According to Studium International, you have ONE MONTH to get all your forms sorted after you get back.

Q: Anything else I have to do when I get back?

A: Yes! Dr. Reitemeier is in charge of the accreditation of your credits in Göttingen (Anerkennung). It'll be best to see the teachers who approved of your choice of classes (see above), and they inform Dr. Reitemeier if everything is OK. I issue the Nachweis for the 3 months' stay (please see below for more details).

Q: When do I get my money?

A: GI says that is arranged individually, but, as a rule of thumb: the sooner you get your paperwork done, the quicker you'll have your money.

Q: What if I come back early?

A: Coming back early might mean that you have to pay some of the grant money back and might cause a lot of trouble. If you're considering coming back early because of serious emergencies, make sure to contact us first and talk your options through.

Q: How long have I got to get all my forms in after I get back?

A: According to GI, 1 month (innerhalb eines Monats).

Q: Is there some kind of information event?

A: Yes. Usually in the summer semester, the Fachgruppe organises an annual information evening.

6. Financial Support

Apart from the remuneration for a foreign language assistance (e.g. PAD) or an Erasmus+ grant, students can apply for support at the following programs:

Deutscher Akademischer Austauschdienst DAAD <https://www.studieren-weltweit.de/infocard/stipendienprogramme-lehramt-international/> Contact: Gabriele Parmentier (parmentier@daad.de ; Telefon: 0228 882 565).

PROMOS

<https://www.uni-goettingen.de/de/164293.html>

Contact: Patrick Lajoie

Von-Siebold-Str. 2

37075 Göttingen

Tel.: +49 (0)551/ 39-21340

patrick.lajoie@zvw.uni-goettingen.de