

Institut für Anglistik / Amerikanistik  
**Compulsory Stay Abroad for Students of English**  
**Information for Students, Employers and Coordinators**  
*Criteria last updated 20.09.2017*

**General Requirements:** Students intending to qualify as English teachers for all types of government schools in the state of Lower Saxony must spend a period of at least three months abroad (longer is recommended) in an English-speaking country before submitting their master's thesis. This regulation is laid out in the *Verordnung über Masterabschlüsse für Lehrämter in Niedersachsen (Nds.MasterVO-Lehr)*.

Students need to spend their time abroad in activities directly relevant to their studies. This could involve studying at a university/institute of higher education, or an internship (paid or unpaid) in a state, private or language school, voluntary organisation or business. Working as an au-pair is also possible as long as the student completes a language or other educational course, either part-time and concurrently or full-time and directly before/between two stages of/after the period of employment - this course should be the equivalent of two weeks full-time study. All positions require that the student has substantial interaction with adult speakers of English (or at least with some fellow staff or family for those working with children) and where possible, workplace communication (apart from classroom and preparation time for students working as German language assistants) should take place in English.

For administrative purposes, the three-month stay abroad is interpreted as twelve weeks, including a minimum of sixty working days. (Minor deviations due to school/public holidays or visa restrictions are acceptable, as is uninterrupted part-time work over a longer period.) A full-time work day is considered to be at least as long as a British/American school day of roughly 9am-3pm or six hours. This may or may not include meal breaks. Variations in working hours and longer or split-shift working days with corresponding time off are all acceptable as long as the total time worked is equivalent.

For the stay abroad to be credited as part of the student's academic record, a basic reference or form letter is required, including:

- The name and contact details of the institution or private employer.
- The dates between which the student was employed/was an intern or volunteer at the institution/with the employer, including confirmation that this involved sixty working days if this is not clear from the dates.
- A brief description of the student's tasks and activities.
- An overall assessment of the stay as successfully completed (further details and evaluations can be included at the employer's discretion).

The letter should be a hard copy and printed on letterhead where possible. It must be signed and/or contain an official stamp.

Further enquiries should be directed to one of the following members of staff in Oldenburg:

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