

## **Application Guide**

### **Master Arts and Cultural Management**

Dear applicant,

Thank you for your interest in our Arts and Cultural Management programs at the Leuphana Professional School! We are delighted that you have found your way to us and would now like to apply for one of our programs. In this guide you will find important information on how the application process.

You can apply directly via the following link: [mycampus.leuphana.de](https://mycampus.leuphana.de)

Please read the following instructions carefully before and while applying! They are intended to help with some of the special features of the learning platform that apply in particular to the English-language online degree programs.

General information and instructions can be found here:

- <https://anleitungen-mycampus.leuphana.de/doku.php?id=en:registrierung>
- <https://anleitungen-mycampus.leuphana.de/doku.php?id=en:bewerbung>
- <https://www.leuphana.de/en/professional-school/information-for-applicants/application/instructions-for-mycampus-applications.html>

Please note in advance that all documents must be uploaded in English or German. In the case of original documents in other languages, a translation must be attached.

Please note, that all yellow-marked boxes are mandatory.

Some items have an exclamation mark. If you click on them, you will get additional information:



#### **Application process**

- Enter [mycampus.leuphana.de](https://mycampus.leuphana.de)
- You can choose to view the wizard in English using the “DE/EN” button in the upper right hand corner.
- For the online application in myCampus you need an applicant account. If you are not enrolled or employed at Leuphana University Lüneburg, then you must first register.



## WELCOME TO MYCAMPUS, THE CAMPUS MANAGEMENT SYSTEM OF LEUPHANA UNIVERSITY LÜNEBURG

### REGISTRATION FOR STUDENTS AND EMPLOYEES

Use your Leuphana account and password (cloud password) to log in.  
→ [Forgot your password? Please go to myAccount](#)

### REGISTRATION AND LOGIN FOR STUDENT APPLICANTS

Applicants for studies (bachelor, master, doctorate, continuing education, etc.) who are not studying or employed at Leuphana University Lüneburg must first register.

→ [Start registration!](#)  
Once you have completed the registration process, use the login for applicants and guests with your email address and your set password to log in.  
→ [Forgot your password? Reset your password here](#)

### MORE INFORMATION

Here you can find instructions and support options for using myCampus:  
→ [for applicants](#)  
→ [for students](#)  
→ [for examiners](#)  
→ [Support and contacts](#)

Login with Leuphana account

To Login

▼ Login for applicants and guests

Username

Password

Log in

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- Click on the link „Start registration!“ and follow the instructions
- Confirm your email address with the link sent to you
- Define a personal password and complete registration
- After registering (or if you have already registered before), you can log in on the right (Login for applicants and guests)

The following instructions are exclusively for the Master Arts and Cultural Management program:

- You start with selecting the semester in which you would like to start your studies:
  - Since our master programme Arts and Cultural Management only starts once a year, please select the next winter semester.
- Then please select your degree programme

## ONLINE APPLICATION

Start of course

### • Select degree programme

Personal data

Correspondence address

Higher education entrance  
qualification

### ① Select degree programme

Type of studies Master programme

Intended degree Master of Arts

Degree programme Arts & Cultural Management (60 CP)

Entrance semester ① Arts & Cultural Management (60 CP)

Form of studies ①  
Arts & Cultural Management (90 CP)  
Building Law and Building Management  
Building Law and Building Management

- For type of studies please choose “Master programme”
- For intended degree please choose “Master of Arts”

- In the next box, you can select between two different degree programs: Arts and Cultural Management (60CP) and Arts and Cultural Management (90 CP)
  - We offer two versions of the Arts and Cultural Management Masters to meet your specific professional development needs. You can take a 4-semester course worth a total of 90 credit points or a 3-semester course worth a total of 60 credit points, and choose two courses from a range of electives.
  - The 90 CP Masters includes 14 specialist modules, 1 complementary studies module and the Masters dissertation, in other words a total of 16 compulsory modules. You write your Masters dissertation in the fourth semester.
  - In the 60 CP Masters, the Methods and Tools specialisation modules are mandatory, as are the foundation modules Theories of Art Production and Organisations and Theories of Arts Consumption / Reception / Experience. You then also select two other modules as of the second semester. Students who opt for the 60 CP Masters write their Masters dissertation in the third semester.
  - Please note that you need 300 Credit Points to gain a Master Degree. Corresponding to the amount of credit points you already achieved, there might still be a gap after the successful completion of the 60 CP (3 semesters) version of the program you want to apply for. If you have any questions, please contact us.
- As a next step, please select
  - Your entrance semester (usually “1”) and
  - ‘Further training studies’ as form of studies.

#### Select degree programme

Type of studies	Master programme	▼
Intended degree	Master of Arts	▼
Degree programme	Arts & Cultural Management (60 CP)	▼
Entrance semester ⓘ	1	▼
Form of studies ⓘ	Please select...	▼
	Please select...	
have already studied at	Further training studies	

## Personal Data

**Please note:** Your personal data in this input mask can **not be changed** after you have submitted your application. If your personal data is incorrect, we will correct it during the review of your documents for the application.

## Correspondence address

This is the address we will send your documents to and, if applicable, further information material. Please keep the address up to date at all times as registered students.

Providing your mobile phone number and your e-mail address is particularly important for the administration in order to be able to notify and inform you at short notice about any missing documents as well as the application and admission process. In addition, **providing your mobile phone number in particular supports the accelerated creation and paperless acquisition of your Leuphana account**, which gives you access to the systems for the organisation of your studies.

Please use the following format for entering your mobile phone number: +49(country code)number, e.g. +4911122333444 (without spaces).

## Higher education entrance qualification

This refers to your secondary school qualification (higher education entrance qualification) allowing access to German university education, for example A-Levels, High School Diploma, Abitur etc. Please fill in the fields based on the official document relating to your entrance qualification, for example your secondary school certificate.

If you have an international higher education entrance qualification, select *I have obtained a foreign higher education entrance qualification*. Then fill in the form based on your certificate, e.g. your High School Diploma or A-Levels.

Please note that *I belong to the group of master craftspersons or qualified professionals (vocational degree)* does **not** refer to work experience or employment. This is a specific certificate verifying your training for a specific job.

Please note that for the Master Arts and Cultural Management at the Professional School, you don't have to apply via uni-assist, you only use this application mask!


## Academic Background

If you studied at an international university that is not listed, click on the empty field and write your actual university in the field below:

**Edit academic background**

**University/Subjects**

Country of Educational Institution: United States (USA)

University: 

URL

Degree

Form of studies

1st subject according to statistics  
original name of 1st subject of studies

2nd subject according to statistics  
original name of 2nd subject of studies

3rd subject according to statistics  
original name of 3rd subject of studies

Bennington College

California State University (UCLA) Los Angeles

Harvard University

John Hopkins University

Montclair State University

North Carolina State University

Northwood University in Michigan

Rocky Mountain College

Stanford University

Texas A & M University System

University of California, Santa Barbara

University of Central Florida

The list of programs available is based on a list provided by the German Federal Statistics Office. If you can't find your degree program, please select something that may sound familiar to you and write the original title of your subject in English in the text field below:

**Edit academic background**

**University/Subjects**

Country of Educational Institution: Germany

Place of university/college: Please select...

University: Please select...

Degree: Please select...

Form of studies: Please select...

Matriculation number:

1st subject according to statistics: Please select...

2nd subject according to statistics: Construction + Development; Dual Study in Construction Engineering; Development and Production

3rd subject according to statistics: Construction Business Management Dual Study

Corrections

Cosmetology (Body Care)

Costume Design

Crafts (Technical)/Technology

Creative Arts, Design Education, Manual Training

Creative Writing and Cultural Journalism; Literary Writing and Editing

Cultural Sciences; Culture, Arts and Media; Cultures of Critique; Arts & Cultural Management

Cultural Studies and Aesthetic Practice, Culture Mediation

Cultural Studies, Applied, ~, Critical; Cultural Analyses: Representation; Performativity and Gender

Cultural Studies, Applied -Language and Communication-; Media Text and Translation

Cultural Studies, Applied -Play and -Movement Culture-

**Semester**

from to

Please select.. Please select..

**Status**



## Edit academic background

**University/Subjects**

Country of Educational Institution

United States (USA)

▼

University

▼

max. 100 characters

URL

http://

Degree

max. 100 characters

Form of studies

Please select...

▼

1st subject according to statistics

Dance Education/Stage Dance

▼

original name of 1st subject of studies

Ballet

max. 110 characters

If you have completed other degree programs, enter them here. If not, you can leave it blank.

Under *Semester*, enter the dates in which you completed this degree program, i.e. the semester/year in which you began under *from* and the semester/year in which you completed your studies under *to*. 'WS' means winter semester (October to March) and 'SS' means summer semester (April to September). If your studies consisted of trimesters, then refer to your start semester and your last semester.

Leave the other fields (Leaves of absence, Hospital internship, interruptions) empty.

Edit academic background

Subjects

Country of Educational Institution

Germany

▼

University/college

Please select...

▼

University

Please select...

▼

Degree

Please select...

▼

Form of studies

Please select...

▼

Registration number

1st subject according to statistics

Please select...

▼

2nd subject according to statistics

Please select...

▼

3rd subject according to statistics

Please select...

▼

Semester

from to total Leaves of absence Internship Hospital internship Interruption Type of break

WS2016/17 WS2019/20 7 from 0 to 20 from 0 to 20 from 0 to 20 from 0 to 20 Please select...

**Status**

Intermediate exam

not scheduled

▼

Final examination

passed on the whole

▼

Grade

max. 20 characters

Grade

max. 20 characters

Date

Format: DD.MM.YYYY

Date

Format: DD.MM.YYYY

To indicate your degree as completed, you need to set the status on 'passed on the whole', as well as enter your grade and graduation date.

If you are currently enrolled in a programme or have already completed more than one program, please enter the information **separately for each program**. This can be done via “add degree programme”.

### Previous Degrees

In order to process your application in full, we need the Certificate and your Transcript of Records from your previous studies. Please make sure that you upload this completely.

Without this, we cannot admit you, as we have to convert the credits you have earned during your first academic degree into ECTS.

### Professional Experience

Your relevant professional experience is one of the most important requirements for us. So please read the information carefully!

- It is prescribed that the one year of professional experience must have been gained after the 1st university degree.
- Please upload only relevant evidence in the field of arts and cultural management (or related).
- Please note that the CV is not sufficient as a proof of work experience. Therefore, please upload a confirmation from the employer, for self-employed please upload a portfolio.
- The confirmation must include the time period of the employment.
- Please upload proofs that cover at least one year of professional experience.
- If you do not have relevant work experience in the field of arts and cultural management (or related), we would like to ask you to submit an optional letter of motivation to emphasize your application. Please send it via email to [macuma.info@leuphana.de](mailto:macuma.info@leuphana.de).

### English Language Skills

As the entire Master is in English, you will need to demonstrate a certain level of English proficiency. Please use the comment box to specify your proof such as

- Native speaker
- TOEFL internet-based test (minimum score of 92)
- IELTS test with minimum score of 6.5 (IELTS academic training preferred)
- CAE/CPE (minimum level C1, Grade B)
- TOEIC (4 skill test / minimum 720 points in listening and reading / 310 points in speaking and writing)
- Equivalent test of proficiency in English (in individual cases only)
- Documented previous full-time work positions in an English-speaking country of at least 6 months
- One semester of full-time studies at a university taught exclusively in English (abroad or in Germany), which was completed by successfully passing the required examinations

As a next step please upload your proof of your English language skills. As a native speaker, please upload a scan of your passport.

### Additional Notes:

- You are applying for a distance learning program. Apart from one attendance week per year, the entire study program takes place online. Therefore, students are usually not eligible for a student visa.
- Following the Regulations of the Presidential Committee on Fees for Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg you have to pay the complete tuition fee upon acceptance of a place on the degree programme in question. This duty of payment is also active in case of an unenrollment after 15 October. There is the possibility that you pay the tuition fee in instalments that we can agree upon individually.

Both aspects are very important, so you must confirm that you are aware of them.

### Confirmation

Please note that the last topic about the Bachelor's degree at the College is not relevant for your application, but please check it anyway.

**Confirmation**

Please click "**Back**" in order to revise incorrect details. If the details are correct, check the boxes and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer.

☐ I hereby certify that the information provided in this application is complete and true and that I have read and observed the accompanying notes.

☐ I hereby certify that I have not definitively failed any preliminary, intermediate or final examinations in the degree programme I have chosen for which I am applying and that I have not lost the right to take examinations in accordance with the regulations governing my degree programme.

☐ I am aware that negligent or intentional false statements - even if discovered later - can lead to the withdrawal of enrolment.

☐ Consent form facilitated account acquisition: I hereby consent to the processing of the above mobile phone number and e-mail address for facilitated account access and recovery in accordance with section 4. of the Privacy Notice and in awareness of my rights stated therein.

☐ I am aware that for the Bachelor's degree programmes at the College, data from your application will be processed separately by Leuphana University Lüneburg as part of the research project Study Place Allocation at Leuphana University Lüneburg (StuLPe). You can access the data protection information for the StuLPE project here ([https://test.bewerbung.leuphana.de/qiszul/pub/pdf/Datenschutz\\_Hinweise\\_StuLPE.pdf](https://test.bewerbung.leuphana.de/qiszul/pub/pdf/Datenschutz_Hinweise_StuLPE.pdf)) as a pdf document and save it for your records.

Please review the data you entered and ensure that you have uploaded the correct documents.

Once you have **sent your online application** and **uploaded all documents**, your application will be reviewed. If there are any incorrect or missing documents, we will inform you about how to proceed. After the application deadline and as soon as your application has been processed, we will get back to you. All relevant updates are sent by email, so be sure to check your inbox and your spam folder regularly.

Please note that the verification of individual documents and the status update can **take some time**.  
**Check the status of your application regularly in your myCampus account.**



We hope this guide has been useful and has helped you to submit your application. If you have any questions, please contact [macuma.info@leuphana.de](mailto:macuma.info@leuphana.de)

If you need to submit additional documents, please also send them by email to [macuma.info@leuphana.de](mailto:macuma.info@leuphana.de)

Please note that your application can only be processed if the documents are complete. All mandatory documents must have reached us within the application deadline.

We are looking forward receiving your application!

The Arts and Cultural Management Coordination Team of the Leuphana Professional School