

WHO HELPS WITH WHAT?

WISE 2025/2026



LEUPHANA
UNIVERSITÄT LÜNEBURG

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Note: The overview ‘Who helps with what?’ serves as an initial guide, particularly for first-year students. It should be understood as a living document and is updated regularly. It does not represent a final or complete collection, as new positions may be added or existing information may change at any time. If you have any suggestions, please send an email to:

studienberatung.college@leuphana.de

1 FIRST CONTACT POINT INFOPORTAL

Point of contact and initial enquiries on the following topics:

- Targeted referral to the special service facilities at Leuphana University Lüneburg
- Course offerings, application deadlines, application requirements
- Organisational procedures for registering for exams (written exams and other forms of examination in seminars; dates, deadlines)
- Major-Minor changes, organisational procedures for placement and recognition procedures
- Acceptance of certificate requests and issuance of certificates (e.g. BAföG, transcript of records, degree documents)
- Acceptance of bachelor's and master's theses
- Assignment of counselling appointments at the College Student Counselling Service

Adress:

Leuphana University Lüneburg
Infoportal
Universitätsallee 1, Building C8, ground
floor
21335 Lüneburg
04131.677-2277

Target group:

- School students
- Prospective students
- Students
- Alumni
- Staff

studierendenservice@leuphana.de

Opening hours on the website:

www.leuphana.de/en/infoportal

2 STUDENT SERVICE ADMINISTRATION

Case-by-case processing of the following topics:

- Information for prospective students on admission issues, including questions regarding further study for students who have been compulsorily de-registered
- Tuition fees, long-term study fees and other fees
- Applications for admission

Study administration:

- Enrolment
- Re-registration
- De-registration
- Leave of absence
- Notifications of changes

Address:

Student Service Administration
Universitätsallee 1, C8, 2nd floor
21335 Lüneburg

Target group:

- Prospective students
- Students

studierendenservice@leuphana.de

Office hours and contact person for each Major: www.leuphana.de/en/studentenservice

3 STUDENT SERVICE EXAMS

Handling of specific cases relating to the following topics:

- Grading
- Discrepancies in exam registration and admission
- Organisation and coordination of enquiries regarding students with special needs
- Clarification of individual cases involving students
- Appeals
- Registration for bachelor's theses and examination interviews
- Recognition of credits
- Absence, withdrawal, cheating
- Review of all academic achievements and issuance of certificates, diplomas, transcripts of records
- Support and advice for examination boards and lecturers
- Classification when changing degree programmes

Address:

Student Service Exams
Universitätsallee 1, C8, 2nd floor
21335 Lüneburg

Target group:

- Prospective students
- Students
- Tutors

studierendenservice@leuphana.de

Office hours and contact person for each

Major:

www.leuphana.de/en/studentservice

4 STUDENT COUNSELLING SERVICE COLLEGE

Professional counselling and information on:

Before you start your studies:

- Choice of study programme/decision
- Study prerequisites and requirements
- Application and admission procedures

During your studies:

- Study planning and goal orientation
- Choice of specialisation
- Change of subject (major, minor, teaching subject or change of university)
- Individual study paths, e.g. part-time study, studying with children, studying with disabilities
- Doubts about studying, interruption or discontinuation of studies
- Reflection on the course of study
- Critical study situations

Address:

Student Counselling Service College
Universitätsallee 1, C8, ground floor
21335 Lüneburg

studienberatung.college@leuphana.de

Consultation hours, events and further
information at:

www.leuphana.de/en/college/counselling

Target group:

- Prospective students
- Students throughout their bachelor's programme
- Students in teaching programmes at master's level

5 STUDENT COUNSELLING SERVICE GRADUATE SCHOOL

Professional counselling and information on:

Before the master's programme:

- Choosing a master's programme
- Admission requirements
- Application and selection process

During your studies:

- Study planning and goal setting
- Individual study paths
- Doubts about studying and dropping out
- Prospects after the master's programme

Important: Advice on master's programmes in teaching is provided by the College Student Counselling Service (see above).

Before and during doctoral studies:

- Individual suitability for a scientific qualification phase
- Reflection and decision-making
- Career development and planning

Address:

Student Counselling Service Graduate School
Universitätsallee 1, C14, ground floor and 1st floor
21335 Lüneburg

Target group:

- Prospective students interested in a master's programme/doctorate
- Students throughout their master's and doctoral studies

Consultation hours, appointment booking, events and further information at:

www.leuphana.de/en/master-counselling

6 CAREER SERVICE

Everything related to career guidance during your studies:

- Advice on career guidance, internships, active networking and clarifying your goals for starting your career, application documents and interviews
- Events on soft skills, applications and the job market, as well as job shadowing
- Job exchange 'Current jobs & internships'

Adress:

Career Service
Universitätsallee 1, C40.M27
21335 Lüneburg

Appointment booking:

careerservice@leuphana.de

www.leuphana.de/en/careerservice

Target group:

- Students in bachelor and master programmes
- Doctoral students
- Alumni

7 MAJOR / MINOR RESPONSIBLE PEOPLE (BACHELOR)

Questions regarding specific Major or Minor at Leuphana College

Adress:

Contact persons for the specific Major at
Leuphana College on the website:

www.leuphana.de/en/college/bachelor

Target group:

- Students that are registered at Leuphana College
- Students with questions regarding previous academic achievements

(Those responsible can be found at the bottom right of the respective major page)

8 SUBJECT COORDINATORS (TEACHING PROGRAMMES)

Questions about the specific subjects / the professionalisation area

Address:

Contact person for the specific subject on the website:

www.leuphana.de/fachkoordinatoren

Target group:

— Students that are registered at Leuphana College

9 FACULTY STUDENT COUNCILS

Information about:

- Questions about the course structure
- Participation in revision courses or excursions
- Lecture notes, past exam papers, further reading
- Attending specialist events and celebrations
- Networking

Address:

An overview about all the Faculty Student Councils at:

Target group:

— From students to all prospective and registered students

www.leuphana.de/en/faculty-student-councils

Services offered by the respective student associations on their individual homepages. Some Faculty Student Councils also have an Instagram channel.

10 FURTHER FACILITIES

10.1 BAFÖG-COUNSELLING

At Studierendenwerk OstNiedersachsen

Questions about BAföG

Adress:

Muntermannskamp 3
21335 Lüneburg
+49 4131 9927-600

Target group:

— Prospective students
— Students

stw.lueneburg@bafoeg-niedersachsen.de

<https://stw-on.de/lueneburg/bafög>

10.2 REPRESENTATIVE FOR STUDENTS WITH DISABILITIES OR CHRONIC ILLNESSES

Advises and supports students and prospective students that have disabilities or chronic illnesses

Adress:

Dr. Klaus Guder
Universitätsallee 1, C16.016
21335 Lüneburg
+49.4131.677-1732

Target group:

— Prospective students
— Students
— Staff

klaus-ulrich.guder@leuphana.de

www.leuphana.de/en/study-impairment

10.3 FAMILY SERVICE

For questions regarding balancing family and studies, childcare, caring for relatives, family-friendly study and working conditions

Adress:

Family Service
Hannah Brandenburg
Universitätsallee 1, C7.303
21335 Lüneburg
+49.4131.677-1832

Target group:

— Students
— Staff

familienervice@leuphana.de

www.leuphana.de/en/family-service

10.4 OFFICE FOR EQUAL OPPORTUNITIES

Contact point and advice for members of the Leuphana community on topics such as equality, diversity and anti-discrimination

Adress:

Office for Equal Opportunities
Universitätsallee 1, C7, 3. OG
21335 Lüneburg
+49.4131.677-1061

Target group:

— Students
— Staff

gleichstellung@leuphana.de

www.leuphana.de/en/office-for-equal-opportunities

10.5 START-UP SERVICE

Supports those interested in founding a company by providing individual advice, training and support

Adress:

Carsten Wille
Universitätsallee 1, C40.M12
+49.4131.677-2245

carsten.wille@leuphana.de

www.leuphana.de/en/start-up

Target group:

— Students
— Doctoral students
— Postdoctoral lecturer
— Alumni

10.6 INTERNATIONAL CENTER

Information and advice on semesters abroad and internships abroad, entry, accommodation, residence

Adress:

International Center
Universitätsallee 1, C5, 1. OG
21335 Lüneburg
+49.4131.677-1070

international@leuphana.de

www.leuphana.de/en/international-center

Target group:

— Prospective students
— Students
— Staff

10.7 OMBUDSPERSON FOR STUDENTS AND STAFF

Supports exchange, mediates in conflicts

Adress:

Thies Reinck
Universitätsallee 1, C10.319
+49.4131.677-1087

thies.reinck@leuphana.de

www.leuphana.de/en/ombudsperson

Target groups:

— Students
— Staff

10.8 PSYCHOTHERAPEUTIC COUNSELLING

At Studierendenwerk OstNiedersachsen

Counselling for personal crises

Adress:

Munstermannskamp 3
21335 Lüneburg
+49 4131 9927-601

Target group:

— Students
— Doctoral students

pbs.lg@stw-on.de

<https://stw-on.de/en/pbs>

10.9 WRITING CENTER

Support for the individual writing process

Adress:

Universitätsallee 1, C5
21335 Lüneburg
+49.4131.677-2651

Target group:

— Students

schreibzentrum@leuphana.de

www.leuphana.de/en/writing-centre

10.10 SELF-ACCESS CENTER

For independent language learning or deepening of knowledge

Adress:

Self-Access Center
Universitätsallee 1, C5.104
+49.4131.677-2652

Target group:

— Students

slz@uni.leuphana.de

www.leuphana.de/en/slz

10.11 SOCIAL AND STUDY FINANCE COUNSELLING

At Studierendenwerk OstNiedersachsen

Questions regarding financing your studies

Adress:

Kerstin Hanelt
Munstermannskamp 3
21335 Lüneburg
+49 4131 9927-401

Target group:

— Prospective students
— Students
— Doctoral students

k.hanelt@stw-on.de

<https://stw-on.de/lüneburg/beratung/sb>

11 OTHER FACILITIES

Further contact points and advice centres

The Office for Equal Opportunities has compiled an overview of various counselling topics. These include, for example, (anti-)discrimination, disability or chronic illness, mental health issues, questions about balancing family and career, and LGBTQI* issues.

The overview not only lists contact persons and services available at the university, but also a selection of regional and national counselling centres.

www.leuphana.de/en/office-for-equal-opportunities