



GAZETTE

Official newsletter of the corporation and the foundation

- First amendment to the General Regulations of Leuphana University of Lüneburg for admission to all Bachelor's degree programs that meet the requirements for a teaching degree (2-subject Bachelor's degree)
- New announcement of the General Regulations of Leuphana University of Lüneburg for admission to all Bachelor's degree programs that provide the prerequisites for a teaching degree (2-subject Bachelor's degree)

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First amendment to the General Regulations of Leuphana University of Lüneburg for admission to all Bachelor's degree programs that provide the prerequisites for a teaching degree (2-subject Bachelor's degree)

Based on Section 4 (5), Section 5 and Section 10 (1) of the Lower Saxony Higher Education Admission Act (NHZG) of January 29, 1998 (Nds. GVBl. p. 51), last amended by Art. 2 of the Act of November 19, 2019 (Nds. GVBl. p.333), in conjunction with Section 29 of the Lower Saxony University Admission Ordinance (NHZVO) of December 12, 2019 (Nds. GVBl. p. 375), last amended by the ordinance of July 6, 2023 (Nds. GVBl. p. 167), the Senate of Leuphana University of Lüneburg adopted the following first amendment to the On February 21, 2024, the Senate of Leuphana University of Lüneburg adopted the following first amendment to the General Regulations of Leuphana University of Lüneburg for admission to all Bachelor's degree programs with which the requirements for a teaching profession are taught (2-subject Bachelor), dated 19. April 2023 (Leuphana Gazette No. 44/23 dated May 15, 2023) . The Executive Board of Leuphana University of Lüneburg approved this change on February 21, 2024.

The General Regulations of Leuphana University of Lüneburg for admission to all Bachelor's degree programs that provide the prerequisites for a teaching degree (2-subject Bachelor's degree) are amended as follows:

1. In § 2 para. 3 sentence 1, "Business Education" is deleted and the sentence reads as follows:
"1 The application must relate to access and admission to two teaching subjects ("Teaching and Learning" Bachelor's degree course) or one teaching subject and one vocational subject ("Social Pedagogy" Bachelor's degree course). 2 Similarly, enrolment for all Bachelor's degree programs that provide the prerequisites for a teaching profession is for two teaching subjects (Bachelor's degree program in Teaching and Learning) or one teaching subject and one vocational subject (Bachelor's degree program in Social Pedagogy)."
2. In Section 4 (2) sentence 1, "25" is replaced by "30" and "by way of prior approval" is deleted.
3. § Section 4 (3) is amended as follows:
"1 Otherwise, the selection decision is based on the eligibility criteria specified in §§ 5 to 8 (§ 5 para. 7 sentence 1 no. 2 NHZG). 2 The HZB average grade is of considerable importance here."
4. § Section 7 (3) and (4) shall be amended as follows:
(3) "1 In order to participate, it is necessary to register for the aptitude test in due time. 2 Registration and participation are possible regardless of the regulation in § 3 para. 3, however, the consideration of the result of the study aptitude test for the selection decision according to § 10 is subject to § 3 para. 3.3 Notwithstanding sentence 2, an application for a study place is required after expiry of the application exclusion period according to § 2 para. 1 for registration and participation in the study aptitude test. 4

If several dates are offered for the study aptitude test, only one date may be attended. ⁵Applicants who do not participate will continue to be included in the ranking list and may be awarded a study place based on their ranking (§ 10) in the further main, succession or lottery procedure.

- (4) ¹Applicants can also take the ITB-ASET test online for a fee at a test provider commissioned by Leuphana University of Lüneburg. ²The ITB-ASET test is carried out online under video supervision by a test provider commissioned by Leuphana University of Lüneburg without any obligation to be present in an examination room at Leuphana University of Lüneburg. ³Otherwise, paragraphs 1 to 3 apply accordingly to the ITB-ASET test. ⁴The result of the ITB-ASET test will be transmitted to Leuphana University of Lüneburg by the test provider and counted as an alternative result for the study aptitude test in accordance with Section 7 (1)."

5. § Section 8 (3) and (4) shall be amended as follows:

- (3) ¹To participate, you must register for the selection interview by the deadline. ²An application for a study place is required for registration and participation in the selection interview. ³Otherwise, registration and participation are possible regardless of the regulation in § 3 para. 3 no. 2 and 3, however, the consideration of the result of the selection interview for the selection decision according to § 10 is subject to the reservation of § 3 para. 3. ³ If several dates are offered for the selection interview, only one date may be attended. ⁴ Applicants who do not participate will continue to be included in the ranking list and may receive a study place in the further main, succession and lottery procedure on the basis of their ranking (§ 10).
- (4) When registering for the selection interview, applicants can indicate that the selection interview should be conducted via video conference."

6. Clause 2 of § 9 sentence 1 is deleted. The following number 3 becomes number 2.

7. § Section 9 sentence 2 is changed from "The application pursuant to sentence 1 no. 3" to "The application pursuant to sentence 1 no. 2".

8. § 10 is replaced by the following new version:

"§ 10 Selection decision / admission according to the university's own selection procedure

- (1) ¹The points achieved from the average HZB grade and the study-relevant extracurricular achievements pursuant to §§ 5 and 6 when awarding study places pursuant to § 4 para. 3 are added together. ²The points achieved from the study aptitude test pursuant to § 7 - in the case of mathematics as a subject, taking into account the mathematics subject knowledge test pursuant to § 7a para. 3 - are weighted with 0.4 and from the selection interview pursuant to § 8 are weighted with 0.6 and added together. ³If only the study aptitude test according to § 7 is offered for a degree program, the test result is included unchanged in the total. ⁴A total score is calculated from the partial sums from §§ 5 and 6 as well as §§ 7 (if applicable in conjunction with § 7a) and 8. ⁵On the basis of the score calculated in this way (max. 59

points), an overall ranking list is drawn up among all applicants. ⁶In the event of equal ranking, Section 5 (9) NHZG applies.

- (2) ¹Admission to a degree program can be granted immediately after the cut-off period in accordance with Section 2 (1) if all applicants are admitted to the degree program. ²The decision is made by the Presidential Board.
- (3) ¹The selection decision is made by the Presidential Board. ²The selected applicants receive a letter of admission, the unsuccessful applicants receive a letter of rejection. ³The respective notifications are issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with § 2 para. 2. ⁴Applicants will be informed by email about a change of status in the Campus Management System. ⁵In the letter of admission, applicants are given a deadline by which they must confirm acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁶If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ⁷This legal consequence must be pointed out in the letter of admission. ⁸A succession procedure or lottery procedure takes place. ⁹In justified exceptional cases, the letter of admission or the letter of rejection may be issued in writing. ¹⁰In the event that the letter of admission was issued in writing, acceptance of the study place can also be declared in writing."

9. In Section 11 (2), sentence 21 is renamed sentence 1.

10. § Section 11 (4) is replaced by the following new version:

"¹ The selection committee may exceptionally decide on the basis of the available number of applicants after expiry of the exclusion period pursuant to § 2 para. 1 not to continue the university's own selection procedure pursuant to § 4 para. 2 for Bachelor's degree programs with which the requirements for a teaching profession are imparted if it is foreseeable that a sufficient number of applicants will not be available. ²§ Section 10 para. 3 applies accordingly."

11. In § 14 para. 3, the words " of the postal transmission of the invitation to the ability to study test and, if applicable, the selection interview" are replaced by "the transmission of the results of participation in the ability to study test".

12. In Section 14 (4) sentence 1, the word "of" is replaced by the word "on".

13. In Section 14 (4) sentence 1, "application number or application number" is changed to "application number or application numbers".

14. Clause 10 is deleted from Section 14 (4).

15. In § 14 para. 5, sentence 1 "¹ In order to check the eligibility of applicants and to organize the selection interviews in accordance with § 8 para. 4, information on social, family and economic reasons (from evidence in accordance with § 8 para. 4 sentence 4) may be processed in addition to the application data in accordance with para. 1." deleted.
16. § 15 is deleted.
17. § 16 is deleted.
18. In Annex 3, the sub-degree program "Business Education" and the corresponding test AS core module "Economics" are deleted.

New announcement of the General Regulations of Leuphana University of Lüneburg for admission to all Bachelor's degree programs that provide the prerequisites for a teaching degree (2-subject Bachelor's degree)

The Executive Board of Leuphana University of Lüneburg publishes below the wording of the admission regulations of Leuphana University of Lüneburg for all Bachelor's degree programs (2-subject Bachelor's), which provide the requirements for a teaching profession, dated 19 April 2023 (Leuphana Gazette No. 44/23 dated 15 May 2023) in the version now in force, taking into account

– of the first amendment of February 21, 2024 (Leuphana Gazette No. 75/24 of March 22, 2024) known.

§ 1 Scope of application

These regulations govern admission to the first semester in all partial Bachelor's degree programs (subjects) that provide the prerequisites for a teaching degree (2-subject Bachelor), insofar as they are designated as admission-restricted in the respective admission regulations of the Ministry of Science and Culture.

§ 2 Application deadline and form

- (1) ¹The application for the first or a higher semester in the winter semester of a year must be submitted by July 15 (cut-off deadline) of a year. ² In deviation from sentence 1, an application for the higher semester is also possible for the summer semester of a year and must be submitted by January 15 (cut-off deadline) of a year.
- (2) ¹The application procedure takes place in electronic form. ²Applicants must register in the Campus Management System provided by Leuphana University of Lüneburg. ³By registering, applicants undertake to use the Campus Management System provided by Leuphana University of Lüneburg and to check the associated mailbox regularly. ⁴Once registration has been completed, the applicant can apply for admission to a degree program using the electronic application form provided by Leuphana University of Lüneburg for this purpose. ⁵Applicants who demonstrate to Leuphana University of Lüneburg within the respective application deadline that they cannot reasonably be expected to apply and submit their application in electronic form will be supported by Leuphana University of Lüneburg. ⁶These applicants can visit the Leuphana University of Lüneburg Student Services in person and will be supported in their application by Leuphana University of Lüneburg staff.
- (3) ¹The application must relate to access and admission to two teaching subjects ("Teaching and Learning" Bachelor's degree course) or one teaching subject and one vocational subject ("Social Pedagogy" Bachelor's degree course). ²Similarly, enrolment for all Bachelor's degree programs that provide the prerequisites for a teaching profession is for two teaching subjects (Bachelor's degree program "Teaching and Learning") or one teaching subject and one professional specialization (Bachelor's degree program "Social Pedagogy").

- (4) ¹Leuphana University of Lüneburg determines the documents to be attached to the electronic application for admission. ²The relevant documents must be uploaded to the Campus Management System in pdf format by the deadline. ³Applications that are not complete and received in due form and time will be excluded from the admission procedure.

§ 3 Admission procedure

- (1) ¹For the admission of foreign nationals and stateless persons with a recognized foreign educational background who are not equivalent to Germans according to § 1 para. 2 sentence 3 NHZVO (foreigner quota), the selection decision is made in the following procedure based on the following criteria:

1. The average grade of the university entrance qualification is converted into points according to the table in Appendix 1 and a ranking list is drawn up.
2. ¹By voluntarily taking the TestAS study aptitude test in German, applicants can achieve additional points in accordance with Annex 3 and thus improve their position in the ranking list. ²The TestAS core module must be selected according to the sub-degree program for which the application is made in accordance with Annex 3.
3. ¹In addition, the special circumstances listed in Annex 3 pursuant to Section 5 (4) NHZG are taken into account.

²The points achieved from sentence 1, points 1 to 3 are added together to calculate a total score. ³On the basis of the score calculated in this way (max. 43 points), an overall ranking list is drawn up among all applicants in the foreign quota. ⁴In the event of equal ranking, § 5 para. 9 NHZG applies. ⁵The selection decision is made by the Executive Board. ⁶Admission notifications are issued electronically for the selected applicants and rejection notifications are issued electronically for the unsuccessful applicants and made available for retrieval in the protected area of the Campus Management System in accordance with Section 2 (2). ⁷Applicants will be informed by email of any changes to their application status. ⁸A succession procedure or lottery procedure takes place.

- (2) ¹After deduction of the preliminary and special quotas in accordance with § 22 Para. 1 NHZVO, 90% of the available study places for a partial degree program are allocated according to the results of the university's own selection procedure. ²The remaining 10% are allocated according to waiting time. ³The waiting period will not exceed seven semesters.
- (3) Participates in the admission procedure,
1. who has applied for a study place in due form and time according to § 2,
 2. fulfills the admission requirements and
 3. does not participate in the award procedure as part of a preliminary or special quota pursuant to Section 22 (1) (1), (3) or (4) NHZVO (quota for foreign students, second degree quota, quota for professionally qualified students).

§ 4 University selection procedure

- (1) As part of the university's own selection procedure (Section 5 (7) NHZG), the selection decision is made in two successive stages in accordance with paragraphs 2 and 3.
- (2) ¹In the first instance, 30 percent of the study places are allocated among all applicants according to the result of

their average HZB grade (Section 5 (7) sentence 1 no. 1 NHZG). ²Appendix 1 applies for determining the ranking. ³In the event of equal ranking, Section 5 (9) NHZG applies. ⁴The selection decision is made by the Presidential Board. ⁵The selected applicants receive a letter of admission. ⁶This notification will be issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with Section 2 (2). ⁷Applicants will be informed by email about a change of status in the Campus Management System. ⁸With the letter of admission, applicants are given a deadline by which they must confirm acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁹If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ¹⁰The legal consequence must be pointed out in the notification. ¹¹There is no succession or lottery procedure.

- (3) ¹In all other respects, the selection decision is based on the eligibility criteria set out in §§ 5 to 8 (§ 5 para. 7 sentence 1 no. 2 NHZG). ²The HZB average grade is of considerable importance here.

§ 5 HZB average grade

With the HZB average grade, applicants can achieve a maximum of 30 points in the selection procedure in accordance with Annex 1.

§ 6 Extracurricular achievements relevant to studies

Applicants can achieve a maximum of 5 points in the selection procedure with extracurricular achievements relevant to their studies in accordance with Annex 2, whereby points are only awarded once in each category.

§ 7 Study aptitude test

- (1) Applicants are required to complete a supervised written test of their academic aptitude, with which they can achieve a maximum of 24 points in the selection process.
- (2) The study aptitude test is conducted in German.
- (3) ¹In order to participate, it is necessary to register for the aptitude test in due time. ²Registration and participation are possible regardless of the regulation in § 3 para. 3, however, the consideration of the result of the study aptitude test for the selection decision according to § 10 is subject to § 3 para. 3. ³Notwithstanding sentence 2, an application for a study place is required after the application exclusion period according to § 2 para. 1 for registration and participation in the study aptitude test. ⁴If several dates are offered for the study aptitude test, only one date may be attended. ⁵Applicants who do not participate will continue to be included in the ranking list and may be awarded a study place based on their ranking (§ 10) in the further main, succession or lottery procedure.
- (4) ¹Applicants can also take the study aptitude test online at using the fee-based ITB-ASET test at a test provider commissioned by Leuphana University of Lüneburg. ²The ITB-ASET test is carried out online under video supervision by a test provider commissioned by Leuphana University of Lüneburg without any obligation to be present in an examination room at Leuphana University of Lüneburg. ³Otherwise, paragraphs 1 to 3 apply accordingly to the ITB-ASET test. ⁴The result of the ITB-ASET test will be transmitted to Leuphana

University of Lüneburg by the test provider and counted as an alternative result for the study aptitude test in accordance with Section 7 (1).

§ 7a Mathematics knowledge test

- (1) ¹All applicants for mathematics as a teaching subject who have applied for the Bachelor's degree program in Teaching and Learning can take the mathematics subject knowledge test. ²There is no separate invitation. ³Applicants who wish to take the Mathematics Subject Knowledge Test must register online in advance.
- (2) ¹A maximum of 24 points can be achieved in the Mathematics Subject Knowledge Test. ²Applicants who solve less than 30% of the tasks in the Mathematics Subject Knowledge Test correctly will not be awarded any points.
- (3) For all applicants for the subject of mathematics who have applied for the Bachelor's degree program in Teaching and Learning and have taken part in the mathematics test, the arithmetic mean is calculated from the results of the study aptitude test according to § 7 (maximum 24 points) and the mathematics subject knowledge test (maximum 24 points). Applicants who have not taken part in the Mathematics Subject Knowledge Test will not be awarded any points for this; the result according to § 7 therefore remains unchanged.

§ 8 Selection interview

- (1) A pre-structured selection interview is conducted for the applicants, in which they can achieve a maximum of 24 points in the selection process.
- (2) ¹The aim of the selection interviews is to determine aptitude for the Bachelor's degree programs that provide the prerequisites for a teaching profession by considering the motivation, goals and expectations of the applicants. ²The selection interviews are conducted by interviewers appointed by the selection committee (§ 11). ³The interviewers appointed receive extensive written and oral preparation for their work. ⁴The guideline for the duration of an interview is 20 minutes. ⁵The selection committee shall develop an interview guide in advance for the interviews, which the respective interview leaders must follow. ⁶Standardized minutes must be kept of the main content of the interviews. ⁷The selection interview will be conducted in German.
- (3) ¹To participate, you must register for the selection interview by the deadline. ²An application for a study place is required for registration and participation in the selection interview. ³Otherwise, registration and participation are possible regardless of the provision in § 3 para. 3 no. 2 and 3, however, the consideration of the result of the selection interview for the selection decision according to § 10 is subject to the reservation of § 3 para. 3. ³ If several dates are offered for the selection interview, only one date may be attended. ⁴ Applicants who do not participate will continue to be included in the ranking list and may be awarded a place in the further main, succession and lottery procedure on the basis of their ranking (§ 10).
- (4) When registering for the selection interview, applicants can indicate that the selection interview should be conducted via video conference.

§ 9 Recognition of aptitude test, selection interview and mathematics subject knowledge test

¹The results of the aptitude test, selection interview and mathematics knowledge test from the previous year's selection procedure can be taken into account if the applicant

1. has completed the aptitude test, the selection interview or the mathematics knowledge test in the previous year for the same study program and in the same language,
2. has applied for the results from the previous year to be taken into account during the usual electronic registration for the aptitude test, the selection interview or the mathematics subject knowledge test via a web platform provided by Leuphana University of Lüneburg.

²The application according to sentence 1 no. 2 can be submitted for all or only one of the aptitude criteria. ³In the case of an application, renewed participation in the aptitude test, the selection interview or the mathematics subject knowledge test is excluded. ⁴Subsequent applications are also excluded.

§ 10 Selection decision / admission according to the university's own selection procedure

- (1) ¹The points from the average HZB grade and achieved in the allocation of study places in accordance with Section 4 Para. 3 and the extracurricular achievements relevant to the course in accordance with Sections 5 and 6 are added together. ²The points achieved from the study aptitude test pursuant to § 7 - in the case of mathematics as a subject, taking into account the mathematics subject knowledge test pursuant to § 7a para. 3 - are weighted with 0.4 and from the selection interview pursuant to § 8 are weighted with 0.6 and added together. ³If only the study aptitude test according to § 7 is offered for a degree program, the test result is included unchanged in the total. ⁴A total score is calculated from the partial sums from §§ 5 and 6 as well as §§ 7 (if applicable in conjunction with § 7a) and 8. ⁵On the basis of the score calculated in this way (max. 59 points), an overall ranking list is drawn up among all applicants. ⁶In the event of equal ranking, Section 5 (9) NHZG applies.
- (2) ¹Admission to a degree program can be granted immediately after the cut-off period in accordance with Section 2 (1) if all applicants are admitted to the degree program. ²The decision is made by the Presidential Board.
- (3) ¹The selection decision is made by the Presidential Board. ²The selected applicants receive a letter of admission, the unsuccessful applicants receive a letter of rejection. ³The respective notifications are issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with § 2 para. 2. ⁴Applicants will be informed by email about a change of status in the Campus Management System. ⁵In the letter of admission, applicants are given a deadline by which they must confirm acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁶If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ⁷This legal consequence must be pointed out in the letter of admission. ⁸A succession procedure or lottery procedure takes place. ⁹In justified exceptional cases, the letter of admission or the letter of rejection may be issued in writing. ¹⁰In the event that the letter of admission was issued in writing, acceptance of the study place can also be declared in writing.

§ 11 Selection committee

- (1) A selection committee is appointed by the Presidential Board to prepare the selection decision for admission to the first semester
- (2) ¹It consists of one member of the Executive Board or a person appointed by the Executive Board as chairperson, two professors, two research assistants and two students. ²In addition, a sufficient number of deputies are appointed. ³The faculty councils or - for the student members - the responsible study commissions can nominate members and deputies ^{from} the faculties that conduct selection interviews. ⁴The term of office of the members and deputies is three years, that of the student representatives one year. ⁵Reappointment is possible
- (3) ¹The selection committee is responsible, among other things, for the detailed organization of the selection interviews (content and design of the interview guidelines) and the appointment of the interview leaders, at least half of whom should be members of the university. ²It may consult other persons who are particularly experienced in the various sub-degree programs in an advisory capacity.
- (4) ¹The selection committee may exceptionally decide, based on the available number of applicants after expiry of the exclusion period in accordance with § 2 para. 1, not to continue the university's own selection procedure in accordance with § 4 para. 2 for Bachelor's degree programs with which the requirements for a teaching profession are imparted if it is foreseeable that a sufficient number of applicants will not be available. ²§ Section 10 para. 3 applies accordingly.
- (5) The selection committee reports to the Senate on the experience gained after completion of the award procedure and makes proposals for the further development of the procedure.

§ 12 Admission outside the study place allocation procedure

¹Applications for admission to studies outside of the study place allocation procedure must be submitted in writing to the university (Student Services) by March 15 (cut-off deadline for the summer semester) and by September 15 (cut-off deadline for the winter semester) in accordance with Section 4 (5) NHZG. ²The application must relate to 2 teaching subjects or one teaching subject and one vocational subject. ³A copy of the university entrance qualification certificate (HZB) and any supplementary applications must be attached to the application.

§ 13 Admission for higher semesters

- (1) ¹The available study places in a higher admission-restricted semester are allocated to applicants in the following order,
 - a) for whom a refusal of admission for personal reasons would mean particular hardship,
 - b) in the same or a comparable degree program

- aa) are already enrolled in a partial degree program at Leuphana University of Lüneburg,
 - bb) are or were enrolled at another German university, a university in another member state of the European Union or another state party to the Agreement on the European Economic Area,
 - cc) are or have been enrolled at a foreign higher education institution that does not fall under letter bb with German citizenship or equivalent to German citizens under admission law,
 - dd) have been admitted for the first semester and can be placed in a higher semester.
- c) who assert other reasons.

²The reasons stated in sentence 1 must be proven. Applicants must prove that they have the level of performance required for the course in the higher semester. ⁴Proof in accordance with sentences 2 and 3 must be submitted together with the application in accordance with the requirements of Section 2 (4) by the deadline. ⁵Admission requires placement in a corresponding semester by the responsible examination board.

- (2) Within each of the three case groups in paragraph 1, admission shall be determined by the social, in particular family and economic reasons relevant to the choice of location, then by the result of the higher education entrance qualification and finally by lot.
- (3) ¹The selection decision is made by the Executive Board. ²The selected applicants will receive a letter of admission, the unsuccessful applicants will receive a letter of rejection. ³The respective notifications are issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with § 2 para. 2. ⁴Applicants will be informed by email about a change of status in the Campus Management System. ⁵In the letter of admission, applicants are given a deadline by which they must declare their acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁶If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ⁷This legal consequence must be pointed out in the letter of admission. ⁸A succession procedure or a lottery procedure in accordance with § 37 NHZVO takes place. ⁹In justified exceptional cases, the letter of admission or the letter of rejection may be issued in writing. ¹⁰In the event that the letter of admission was issued in writing, acceptance of the study place can also be declared in writing.

§ 14 Processing of personal data

- (1) ¹The following categories of personal data of applicants are processed for the purpose of carrying out the admission and admission procedure and, if applicable, subsequently for enrollment:
1. Applicant number and application number(s),
 2. Date of first or new enrollment,
 3. Identification data (surname, maiden name, first name(s), date of birth, place of birth (country), gender, nationality),
 4. Contact details (address, e-mail address),
 5. University entrance qualification (HZB): type, country, district, city, result (grade point average), date,
 6. Information on universities already attended,
 7. Information on practical training,

8. Information on other admission requirements (e.g. language skills, special certificates of achievement for art, music or sports studies as a teacher, Studienkolleg),
9. Time of professional qualification, time of professional activity after obtaining the HZB,
10. Information on extracurricular activities in accordance with Annex 2,
11. Information on waiting times,
12. Social, family and economic reasons,
13. Result of first degree, reasons for second degree,
14. Results data from the selection procedure in accordance with §§ 6, 7, 7a and 8 of these regulations,
15. Ranking list data (e.g. details and results of the selection procedures in accordance with § 10 of these regulations),
16. Information on whether admission or enrollment has taken place.

²A personal access-protected area is provided for the purpose of submitting the application in accordance with Section 2 (2), submitting subsequent documents and communicating with applicants during the admission procedure. ³For this purpose, applicants must create a basic account by providing an e-mail address and a password. ⁴The e-mail address provided is to be used exclusively for verification purposes and for notification of changes and the receipt of new messages in the protected applicant area. ⁵The application can be linked to the basic account in accordance with sentence 3 or, if the clear assignment is ensured, to an existing student account in the Campus Management System. ⁶Access times may be processed for verification purposes. ⁷The basic account will be deleted no later than 30 days after the start of the semester for which an application has been submitted. ⁸Basic accounts whose applicants have not logged in for more than 180 days after registration and have not submitted an application will be deleted. ⁹To facilitate the submission of other applications, the deadline according to sentence 8 can be extended by a further 180 days at the applicant's request. ¹⁰If the applicant receives a study place, the data from the application process may, in deviation from sentence 7, also be processed beyond this, insofar as this is necessary for enrollment and student administration in accordance with the enrollment regulations of Leuphana University of Lüneburg in the currently valid version. ¹¹ Personal data according to para. 1 sentence 1 no. 1, 2, 3 (only date of birth and gender), 5, 11, as well as the place of residence with postal code may also be processed for quality assurance of the selection procedure.

- (2) Personal data that is no longer required for the purposes stated in these regulations shall be deleted by the internally responsible body at the earliest possible time after the expiry of the relevant retention and limitation periods for the specific subject and, if no retention and limitation periods are relevant, at the earliest possible time.
- (3) ¹In deviation from para. 1 sentence 4, the e-mail address specified in the basic account can also be used as non-binding preliminary information for sending notification of the opportunity to take part in the aptitude test in accordance with § 5 and, if applicable, the selection interview in accordance with § 6. ²The address given in the application will be used for the purpose of transmitting the results of participation in the aptitude test.
- (4) ¹If the applicants decide to take the ITB-ASET test in accordance with Section 7 (4), the following data will be processed to check the applicants' eligibility and to carry out and assign the test to the application:
 1. Application number or application numbers,

2. Surname, first name,
3. Contact details such as telephone number and e-mail address,
4. Date of birth,
5. Name and type of examination,
6. Start, duration and end of the examination,
7. Answers to questions in the test,
8. Results of test processing, verification,
9. Technical data required to provide the online test.

²The following data of the participating applicants will be processed in order to carry out video supervision by means of audiovisual overview supervision and recording (security system):

1. Audio and video data,
2. Technical data required to provide video surveillance,
3. If applicable, type and number of safety-related incidents during the audit.

³Before the start of the test, applicants are authenticated using a photo ID, which must be presented upon request. ⁴Authentication must take place in real time, without interruption and with sufficient image and sound quality. ⁵It must be ensured that only examiners or supervisors have access to the necessary data (image, name on the ID card) and that this data is not disclosed to the other participating applicants in particular. ⁶Audiovisual data of the invigilator may only be (temporarily) stored for as long as is necessary for the clear identification of applicants, the prevention of cheating and ensuring the personal performance of applicants throughout the entire duration of the test. ⁷This data must then be deleted immediately.

(5) ¹Only video conferencing systems of Leuphana University of Lüneburg are used to conduct selection interviews in accordance with Section 8 (4). ²The following categories of personal data may be collected from participating applicants* and interview moderators

1. E-mail address,
2. (Account) names,
3. Communication content, in particular audio and video data,
4. the data technically required to provide the video conferencing system

are recorded, temporarily stored and transmitted to the participants.

³The data will not be stored beyond the video conference. ⁴Before the selection interview begins, applicants are authenticated using a photo ID, which must be presented upon request. ⁵It must be ensured that only the supervisors have access to the necessary data (picture, name on the ID card) and that this data is not disclosed to any other applicants participating in the video conference.

APPENDIX 1**Calculation of points for the average grade of the HZB (§ 7)**

Average grade of the HZB	Point value
1,0	30
1,1	29
1,2	28
1,3	27
1,4	26
1,5	25
1,6	24
1,7	23
1,8	22
1,9	21
2,0	20
2,1	19
2,2	18
2,3	17
2,4	16
2,5	15
2,6	14
2,7	13
2,8	12
2,9	11
3,0	10
3,1	9
3,2	8
3,3	7
3,4	6
3,5	5
3,6	4
3,7	3
3,8	2
3,9	1
4,0	0

ANNEX 2**Extracurricular achievements relevant to studies (§ 6)**

The specific feature of the Bachelor's degree, which provides the prerequisites for the teaching profession, is its polyvalence: the degree enables students to continue with subject-specific Master's programs in educational science programs or Master's programs in the chosen teaching subjects as well as the corresponding Master's degree in teaching and, in principle, to start a career outside the teaching profession. Accordingly, the study model with two teaching subjects, interdisciplinary professionalization area and Leuphana semester as well as (to a lesser extent) the Leuphana complementary studies and the Bachelor's degree is specifically aimed at this polyvalent education.

Against the background of this study concept, the extracurricular achievements listed in the table are particularly important for the success of the study program and thus an expression of the suitability of the applicants for the polyvalent study program with interdisciplinary components in the sense of the idea of liberal education in the Bachelor Teaching and Learning and the subsequent diversely qualifying job profile in the sense of polyvalence.

Category	Activities and skills	Points	Proof by
Social affairs Commitment and volunteering	(1) Voluntary social, ecological or cultural year or regular voluntary service <ul style="list-style-type: none"> ▪ at least 6 months ▪ at least 10 months 	1 point 2 points	Certificate from the place of assignment/institutional sponsor with details of a contact person for any queries
	(2) Voluntary work: Regular social commitment of at least 2 years (e.g. Johanniter, Malteser, THW, DLRG, ASB, DRK/DKMS, fire department, trainer/instructor in a sports club, Unicef)	1 point	
	(3) At least one year as a school representative or at least one year as a member of the school board at secondary level I or II	2 points	Certificate from the school or note in the school report
Political Commitment	(4) Elected member <ul style="list-style-type: none"> ▪ in a local or regional parliament (e.g. municipal council, city council, district council, state parliament, community council, county council) ▪ in a national or international parliament (e.g. Bundestag, national parliament, senates, European parliament) 	2 points 3 points	Certificate from the relevant parliament
	(5) School attendance abroad from lower secondary level <ul style="list-style-type: none"> ▪ At least two months of school attendance ▪ at least four months of school attendance or 	1 point 2 points	
Stays abroad stays	(6) Study abroad (at least one semester)	2 points	Certificate of the domestic or foreign (high) school

CONTINUATION APPENDIX 2**Extracurricular achievements relevant to studies (§ 6)**

Award winners	(7) Prize winners in nationally sponsored school and youth competi-		Certificate from the organizer of the competition
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and scholarship holders	<p>tions from secondary school level I (e.g. Jugend forscht, languages, mathematics, international Olympiads)</p> <ul style="list-style-type: none"> ▪ 1st-3rd individual or group award winners regional or ▪ 1st-3rd individual or group award winners at national level 	1 point 2 points	
	<p>(8) Olympic disciplines</p> <ul style="list-style-type: none"> ▪ 1st-3rd individual and group prizewinners in competitions in Olympic disciplines at state or national level ▪ Members of the OK, PK, EK or NK1 squads (formerly A, B, C squads) in Olympic disciplines at national level 	1 points 2 points	Suitable proof (e.g. from national sports associations, Olympic training centers)
	<p>(9) Study scholarship holders</p> <ul style="list-style-type: none"> ▪ the members of the "Arbeitsgemeinschaft der Begabtenförderungswerke in der Bundesrepublik Deutschland" (Working Group of Gifted Students' Support Organizations in the Federal Republic of Germany) ▪ of the Stiftung Begabtenförderungswerk Berufliche Bildung ▪ of the DAAD ▪ Participants of the "German Pupils' Academy" 	3 points	Certificate from the institution
Language skills	(10) specific language skills at level C1 of the Common European Framework of Reference for Languages (CEFR) excluding first languages and English	2 points	Valid language certificate from a recognized language institute, which contains the classification according to the CEFR
Professional experience	(11) Completed vocational training with a grade of very good or good	3 points	Training contract and examination certificate
	<p>(12) Practical professional experience (full-time; after graduation)</p> <ul style="list-style-type: none"> ▪ at least 1 year ▪ at least 2 years 	1 point 2 points	Certificate from the employer

ANNEX 3: Calculation of points for the admission of foreign nationals and stateless persons with a recognized foreign educational qualification who are not equivalent to Germans in accordance with Section 1 (2) sentence 3 (NHZG) (foreigner quota) (Section 3 (1))

1. Conversion of the average grade of the higher education entrance qualification according to Annex 1
A maximum of 30 points can be achieved.

2. Bonus points for TestAS study aptitude test (voluntary)

Default value TestAS Core test paper-based	Default value TestAS Core test digital	Bonus points
100-105	100-125	1
106-110	130-150	2
111-115	155-175	3
116-120	180-195	4
121-130	200	5
Default value TestAS specialized module paper-based	Default value TestAS Core test digital	Bonus points
100-105	100-125	1
106-110	130-150	2
111-115	155-175	3
116-120	180-195	4
121-130	200	5

A maximum of 10 points can be achieved.

Partial study program	Test AS Core module
Social pedagogy; Subjects: German, English, Protestant religion, art, music, general studies*, politics	Humanities, cultural and social sciences
Subjects: Mathematics, science*, chemistry, biology	Mathematics, computer science and natural sciences

If the two teaching subjects are in different core modules when applying for the Teaching and Learning degree program, the core module in which the test is written can be chosen from these two. When applying for the teaching subject Physical Education, the core module depends on the other teaching subject. *When applying for the subject "Sachunterricht", you can choose between the core modules "Geistes- Kultur- und Gesellschaftswissenschaften" and "Mathematik, Informatik und Naturwissenschaften".

3. Additional points for special circumstances pursuant to Section 5 (4) NHZG, Section 33 (2) NHZVO

Furthermore, additional points for special circumstances pursuant to Section 5 (4) NHZG, Section 33 (2) NHZVO are taken into account

Special circumstance	Proof	Additional points
Scholarship from a publicly funded German institution	Confirmation from the scholarship provider	1
Successful completion of a preparatory course	Certificate of assessment test	1
If the applicant is entitled to asylum in the Federal Republic of Germany	Residence permit	1

A maximum of 3 points can be awarded for special circumstances.

The place in the ranking results from:

_____ (max. 30) + _____ (max. 10) + _____ (max. 3) = _____ (max. 43)

Average grade of the HZB Bonus points Test AS special circumstances **Total score**

ANNEX 4: Derogation

In the winter semester 2024/25, §§ 7a (mathematics test) and 8 (selection interviews) do not apply.