



## **SELECTION PROCEDURE FOR THE CONSECUTIVE MASTERS PROGRAMMES (EXCEPT TEACHER TRAINING)**

If the **number of applicants** who fulfil the required entrance criteria **exceeds the number of students to be admitted** for one particular Masters degree programme, places are assigned by a selection procedure taking into consideration certain **selection criteria**, which are respectively converted into points. Based on the attained points a ranking is prepared. If two applicants attain the same number of points, the ranking on the list will be chosen by lot (L).

For orientation purposes: In the application procedure for the winter term 2018/19 the following total points lead to admission:

- Global Sustainability Science 20 points
- Management & Business Development: 10 points
- Management & Data Science: 20 points / L
- Management & Finance & Accounting: 6 points
- Management & Human Resources: 18 points
- Management & Marketing: 16 points / L
- Sustainability Science: 13 points

For all other study programmes there were no rankings.

Attention: No guarantee can be taken for this information. The number of points for admission varies from year to year! Please note that the selection procedure for the **Work and Organizational Psychology** programme takes place at Maastricht University and deviates from the selection procedure at Leuphana University.

» [www.leuphana.de/master-wop](http://www.leuphana.de/master-wop)

Depending on the programme, the following criteria will be considered for the selection procedure.

### **FINAL GRADE OF FIRST UNIVERSITY DEGREE (BACHELOR OR EQUIVALENT) – ALL MASTERS PROGRAMMES**

**A maximum of 30 points** can be achieved with the final grade. If the final grade is not yet available at the time of application, but a minimum of 81% of all relevant exams (“Prüfungsleistungen”) has been completed successfully, the preliminary grade point average (GPA) will be considered in the selection procedure.

81% of the relevant examinations of a three-year Bachelor degree usually correspond to 145 credit points according to ECTS. The GPA submitted in the application process will be considered in the selection procedure, even if the final grade subsequently differs from the preliminary GPA.

<b>Final Grade / GPA of Bachelor degree (or equivalent)</b>	<b>Final Grade / GPA of law students ("Staatsexamen")</b>	<b>Point Value</b>
1,0	17,01 - 18,00	30 points
1,1	16,01 - 17,00	28 points
1,2	15,01 - 16,00	26 points
1,3	14,01 - 15,00	24 points
1,4	13,01 - 14,00	22 points
1,5	12,01 - 13,00	20 points
1,6	11,51 - 12,00	18 points
1,7	11,01 - 11,50	16 points
1,8	10,51 - 11,00	14 points
1,9	10,01 - 10,50	12 points
2,0	9,51 - 10,00	10 points
2,1	9,01 - 9,50	8 points
2,2	8,51 - 9,00	6 points
2,3	8,01 - 8,50	4 points
2,4	7,51 - 8,00	2 points
up to 2,5	up to 7,50	0 points

**OPTIONAL PROOFS AND CERTIFICATES – ALL MASTERS PROGRAMMES EXCEPT GLOBAL SUSTAINABILITY SCIENCE**

With accomplishments in the following areas you can gain **additional points**. You have to submit the necessary documents together with your application. If you do not submit the certificates, no additional points can be awarded; however, this does not lead to a deduction of points. By providing proof of your accomplishments you may achieve **a maximum of 11 points**.

Category	Explanation	Proof	Point Value
<b>International Experience</b>	A stay abroad of at least one semester or 6 months as a student or in a full-time employment that is relevant to your career (e.g. internship). No points can be awarded for working as an Au pair or for travelling. It is also possible that several shorter stays abroad will be awarded if they sum up to a minimum of 6 months.	Certificate from the university abroad, the foreign employer or institution	2 points
<b>Voluntary Work</b>	You must have held a voluntary elective office at a university or an equivalent (public) institution for at least one year	Certificate from the university or the equivalent (public) institution	4 points
<b>Scholarships</b>	Scholarship from a German organization for the promotion of young talent (“Begabtenförderungswerk”) or a scholarship for at least one semester abroad from Fulbright or the German Academic Exchange Service (DAAD)	Certificate from the “Begabtenförderungswerk”, Fulbright-Commission or DAAD	1 point
<b>Ranking among the top students</b>	The final grade or the GPA ranks among the top 10% of the year – according to ECTS ranking system	Certificate from the university	4 points

**ADDITIONAL OPTIONAL PROOF – ONLY FOR ALL MANAGEMENT PROGRAMMES**

When applying for the Management programmes-you can gain **a maximum of 18 additional points** if you achieve an exceptionally good result in one of the **admission tests** (TM-BASE (Test for Masters Programmes in Business Administration, Social Sciences and Economics) or GMAT (Graduate Management Admission Test)). Your test results will be ranked as follows:

<b>TM-BASE Score</b>	<b>GMAT Score</b>	<b>Point Value</b>
125 - 130	750 - 800	18 points
122 - 124	720 - 740	16 points
119 - 121	690 - 710	14 points
116 - 118	670 - 680	12 points
113 - 115	650 - 660	10 points
110 - 112	630 - 640	8 points
107 - 109	610 - 620	6 points
104 - 106	590 - 600	4 points
101 - 103	570 - 580	2 points
up to 100	up to 570	0 points

The above information shall only serve as first orientation. It is not legally binding. The legally binding admission regulations are only available in German (Zugangsordnung) at: » [www.leuphana.de/master-bewerben](http://www.leuphana.de/master-bewerben)

For further information please visit our website: » [www.leuphana.de/master-apply](http://www.leuphana.de/master-apply)  
or contact us at: » [infoportal@leuphana.de](mailto:infoportal@leuphana.de)

**SELECTION PROCEDURE FOR THE MASTERS DEGREE PROGRAMME GLOBAL SUSTAINABILITY SCIENCE**

The admission procedure for the Masters degree programme Global Sustainability Science is divided into two steps. The written procedure (step 1) includes the final grade/GPA, which is converted into points according to the table under 1) (maximum of 30 points). Moreover, a **maximum of 17 additional points** can be achieved in the categories represented in the following table (step 1) and a **maximum of 12 more points** can be achieved in a selection interview (step 2).

Based on the attained points in step 1 a ranking of the “written procedure” is prepared. According to this ranking twice as much applicants will be invited for the selection interview as places are available.

Step	Category / Explanation	Proof	Point Value
1	<p><b>Personal suitability</b></p> <p>In a letter of application you have to point out:</p> <ol style="list-style-type: none"> <li>1. which specific talents and interests will qualify you for the chosen study programme</li> <li>2. your identification with the intended profession</li> <li>3. your qualifications for academic, basic scientific and method-oriented research</li> <li>4. to what extent you have sound knowledge of scientific basics and/or basic knowledge gained in your first degree</li> <li>5. your intercultural competencies</li> </ol>	Letter of application (written statement of the five parameters of about 1,000 words in total)	7 points

Step	Category / Explanation	Proof	Point Value
1	<b>International Experience</b> A stay abroad of at least one semester or six months as a student or in a full-time employment that is relevant to your career (e.g. internship, apprenticeship, regular employment). No points can be awarded for working as an Au pair or for travelling	Certificate from the university abroad, the foreign employer or institution	4 points
	<b>Voluntary Work</b> You must have held a voluntary elective office at a university or an equivalent (public) institution for at least one year	Certificate from the university or the equivalent (public) institution	2 points
	<b>Practical experience that is relevant to your career</b> You have successfully completed an apprenticeship or a profession that is relevant to your chosen studies, total workload of at least 1,500 hours	Certificate of apprenticeship or a certificate of employment including the days of work and the volume of employment as well as an abstract of duties and responsibilities	4 points
2	<b>Selection interview</b> Based on this interview, it is aimed to find out the motivation, interests and personality of the applicants to evaluate their suitability for their chosen Master's Programme	Standardised evaluation record of the semi-standardized interview questions	12 points

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 or contact: [infoportal@leuphana.de](mailto:infoportal@leuphana.de)