



## APPLICATION PROCEDURE AND ADMISSION FOR LLM PROGRAMME INTERNATIONAL ECONOMIC LAW

Leuphana University welcomes German and international applicants! The LLM programme International Economic Law offered by Leuphana Graduate School and the University of Glasgow is subject to general admission requirements and special academic prerequisites differing from other Masters programmes at Leuphana University. Please check whether you fulfil the following requirements.

### ENTRY REQUIREMENTS

#### First university degree

A general admission requirement is to demonstrate your qualification by holding a Bachelor of Laws (LL.B.) or a Bachelor degree with predominantly legal components, the First State Examination, or an international equivalent. Non-German degrees will be examined with regard to their equivalence based on assessment proposals of the Zentralstelle für ausländisches Bildungswesen (» [www.anabin.kmk.org](http://www.anabin.kmk.org)).

Even if you have not completed your Bachelors degree, you may apply for the Masters programme. You have to prove successfully completed courses at 81% of the required total performance (total performance of 180 CP = 145 CP or 210 CP = 170 CP depending on your study programme). In case of acceptance, you have to hand in your diploma by the start of the Masters programme, at the latest.

#### Discipline-Specific Requirements and Credit Points

As International Economic Law is a postgraduate taught degree programme, you need at least 60 credit points in law from your Bachelor programme. If your diploma does not exhibit any credit points you should ask your examination office to give proof of the necessary percentage share.

#### English Language Skills

For applicants whose first language is not English, the awarding universities set a minimum English Language proficiency level. All stated English tests are acceptable for admission for both EU and international students for this programme:

- IELTS Academic (International English Language Testing System): overall score 6.5 with no subtest less than 6.5, or
- TOEFL iBT: 92; no sub-test less than 22, Speaking not less than 23, or
- CAE (Cambridge Certificate of Advanced English): B minimum, or
- CPE (Cambridge Certificate of Proficiency in English): C minimum, or
- PTE Academic (Person Test of English, Academic test): 68; minimum 60 in writing

For international students, the Home Office has confirmed that the University can choose to use these tests to make its own assessment of English language ability for visa applications to degree level programmes. The University of Glasgow therefore still accepts any of the English tests listed for admission to this programme.

### **APPLICATION DEADLINE AND FORM**

Application deadline is 1 June for the following winter semester. The application form has to be completed online at » [www.leuphana.de/master-apply](http://www.leuphana.de/master-apply)

### **Process of online application**

First, you have to enter your personal information. Your data will be used and stored by the Leuphana University only for the application process. Before entering your data, please also read the corresponding information which is displayed by using the relevant reference links. For navigation within the online form, please use the navigation elements "Next" and "Previous" and not the "Before" and "Back" buttons of your browser!

On completion of your data you will receive an application number of your application and a cover letter.

The cover letter must reach the Student Service Department not later than 1 June of each year (the date of posting receipt stamp is relevant!). You will receive the mailing address after having completed the online application. For applicants living in Germany, please include 2.15 EUR in stamps (preferably a stamp for 1.45 EUR and 0.70 EUR) with the cover letter.

As the entire application process is stapled, please send your application documents without any films or application folders. Submitted films or folders cannot be returned.

### **Application Documents**

All applicants have to hand in

- Officially certified copy of university final exams
- Officially certified copy of academic transcript
- Officially certified copy of an academic confirmation indicating 145 credits and the average mark of your academic achievements so far, if necessary or
- Proof of 81% of successfully finished academic exams, if necessary, officially certified or in the original
- Official certificate indicating your English language proficiency
- Recent study certificate or de-registration certificate
- Curriculum Vitae (max. 2 pages) and Letter of Motivation (max. 1 page)
- If available, proof of experience abroad, scholarships, voluntary elective office, best 10% of graduating class.

International applicants must also hand in

- Copy of report of school leaving exams
- Copy of your passport page stating name, date of birth etc.
- Copy of the transfer voucher of your bank
- APS-Certificate, if necessary, in the original.<sup>1</sup>

All non-German documents must be handed in as official German translations additionally, unless they are written in English.

### Form of Documents

- Please note that documents can, in general, not be returned to you. Therefore, with the exception of the APS-certificate, please do not hand in original documents.
- The English language proficiency can be proved by computer printout. The original certificate must be handed in at the time of registration.
- Non-German documents must be translated by a translator sworn in Germany.
- Non-German official certifications are only accepted when issued by one of the following institutions/authorities: Federal authorities (in Germany), Regional authorities (in Germany), Local governments (in Germany), Churches (in Germany), Schools in Germany and German schools abroad, German notaries public, Local courts of justice, Agencies of the DAAD abroad, German foreign agencies.

### Technical Notes

Please note that you cannot save your entries in between. Your records will be lost if you exit the command prematurely! Please also note that your entries will be lost after 30 minutes of inactivity! Therefore, please ensure that you have all necessary documents on hand before starting the online application and complete the form without major interruption in time. For confirmation, please use the "Next" button. The online application provides the opportunity to return to a previous step. If you correct the data in this manner, please always use the "Next" button, your changes will not be saved otherwise!

### Visa and Residence

Applicants from abroad should inform themselves in good time about German and Scottish/UK entry and residence visa regulations. For more information on the relevant regulations, please visit

» [www.leuphana.de/master-apply](http://www.leuphana.de/master-apply) (Germany) and » [www.gla.ac.uk/international/support](http://www.gla.ac.uk/international/support) (United Kingdom).

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<sup>1</sup> **Applicants from the People's Republic of China** must undergo application procedures with the Akademische Pruefstelle in Beijing. Only those applicants who entered the Federal Republic of Germany before 01 April 2002 or who are married to German residents are allowed to apply for the APS-Certificate while staying in Germany. All other applicants must apply for the certificate from China.

**Applicants from the Republic of Mongolia** must undergo application procedures with the Akademische Pruefstelle in Ulan-Bator. If they entered the Federal Republic of Germany before 01 November 2006 they are allowed to apply while staying in Germany. Applicants who entered the Federal Republic of Germany on 01 November 2006 or later must go back to Mongolia in order to apply for the APS-Certificate. Applicants who are studying in Germany or are attending the "Studienkolleg" do not have to undergo application procedures with the Akademische Pruefstelle in Ulan-Bator when applying again at a German university.

**Applicants from Vietnam** must undergo application procedures with the Akademische Pruefstelle in Hanoi, if they entered the Federal Republic of Germany after 01 January 2007. Applicants who entered Germany before 01 January 2007 do not need an APS-Certificate if they entered Germany with a student visa.

## SELECTION PROCEDURE

If the number of applicants, who fulfil the required entrance criteria, exceed the number of students to be admitted, places are assigned through a selection procedure. In doing so, certain selection criteria are considered, which are converted into points respectively. Based on the attained points a ranking is prepared. In case two applicants have the same number of points, the ranking on the list will be chosen by lot. The following criteria will be considered for the selection procedure.

### Final Grade of First University Degree (Bachelor or equivalent)

A maximum of 30 points can be achieved with the final grade. If the final grade is not yet available at the time of the application, but a minimum of 81% of all relevant exams have been successfully completed, the preliminary grade point average (GPA) will be considered in the selection procedure.<sup>2</sup>

Final Grade / GPA of Bachelor degree (or Equivalent)	Final Grade / GPA of law students (Staatsexamen)	Points in the Selection Procedure
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

<sup>2</sup> 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.

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 Proof and Certificates

With accomplishments in the following areas you will gain additional points. You are required 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	Points
<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.	Certificate from the university abroad, the foreign employer or institution	2 points
<b>Scholarship</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>Top 10% of graduating class</b>	Your final grade or grade point average ranks among the top 10% of your class according to the ECTS grading list (see ECTS User Guide 2009).	Certificate from the responsible examination office	4 points
<b>Voluntary Elective Office</b>	You must have held 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

## **ADMISSION**

The application documents will first be examined at Leuphana University and, if applicable, a selection procedure will be conducted (see above). Afterwards the application documents will be sent to the University of Glasgow. Therefore, you do not have to apply directly at the University of Glasgow! Before admission, the selection committees of both universities have to accept your application.

If you have any questions concerning the application procedure please contact us at: **[infoportal@leuphana.de](mailto:infoportal@leuphana.de)**.