

# APPLICATION AND ADMISSION

## LEUPHANA GRADUATE SCHOOL



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# CONTENT

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- Admission process EU
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# APPLICATION AND ADMISSION PROCESS

## GENERAL REMARKS

- You can only apply for **one** master's programme
- The application and admission criteria are very similar for most programmes
- Exceptions are the double or joint degree programmes:  
International Economic Law, International Law of Global Security, Peace and Development, Psychology & Sustainability, Work and Organizational Psychology



# ADMISSION REQUIREMENTS

## 1. Bachelor's degree (or equivalent)

- If programme has not yet been completed: proof of at least 81% of the required CPs of your degree
- Bachelor's degree or equivalent must be completed by the end of the first master's semester at the latest

## 2. Consecutive Relevance

- Chosen master's degree must be related to your previous study programme with regard to main thematic focus

## 3. Language Requirements

- Proof of advanced knowledge of the English language
- If applicable, German language (for programmes taught in German)



# APPLICATION REQUIREMENTS IN DETAIL

## CONSECUTIVE RELEVANCE

- Required previous knowledge of a subject is proven by sufficient number of credit points (based on ECTS) in identical or related discipline
- Depending on the programme, different subjects from your previous degree may be relevant.  
Click [here](#) to see the **“list of consecutive subjects”**.
- Decision about academic suitability made on the basis of **Transcript of Records**, no check of your programme is possible in advance



# APPLICATION REQUIREMENTS IN DETAIL

## LANGUAGE PROFICIENCY

Programme	German proof	English proof
International Economic Law	no	<u>yes, note exception</u>
International Joint Master of Research in Work and Organizational Psychology	no	<u>yes, note exception</u>
International Law of Global Security, Peace & Development	no	<u>yes, note exception</u>
Cultural Studies: Culture and Organization	no	yes, by the time of application
Management & Data Science	no	yes, by the time of application
Management & Entrepreneurship	no	yes, by the time of application
Management & Sustainable Accounting and Finance	no	yes, by the time of application
Psychology & Sustainability	no	<u>yes, note exception</u>
Public Affairs and Democracy	no	yes, by the time of application
Public Affairs and Economics	no	yes, by the time of application
Sustainability Science: Ecosystems, Biodiversity and Society	no	yes, by the time of application
Sustainability Science: Entrepreneurship, Agency and Leadership	no	yes, by the time of application
Sustainability Science: Governance and Law	no	yes, by the time of application
Sustainability Science: Resources, Material Flows and Chemistry	no	yes, by the time of application



# APPLICATION REQUIREMENTS IN DETAIL

## ENGLISH LANGUAGE PROFICIENCY\*

For all non-double and non-joint degree programmes\*\*:

- Internet-based TOEFL-Test: at least 85 points, **home version is also eligible**
- TOEIC-Test: at least 785 points (listening and reading)
- IELTS (**academic or general**) 5.5 Test
- Cambridge Advanced Certificate of English: Grade A to C
- Modules of previous studies of at least 30 CPs, taught and successfully examined entirely in English
- Successfully completed undergraduate degree in English
- Certificate from an English-speaking school qualifying for entry into higher education in the respective country
- native speakers do not need to provide proof of English proficiency

With the exception of the school certificate, all certificates and documents proving proficiency must not be older than 4 years.

\*Adjustments could be made, please check the website regularly!

\*\*Slightly different proof of proficiency for double and joint degree programmes, see programme websites:

- International Economic Law
- International Law of Global Security, Peace and Development
- Psychology & Sustainability
- Work and Organizational Psychology



# SELECTION PROCEDURE

If there are more suitable applicants than available places for a certain study programme, these places are awarded according to a selection procedure.

## Points for admission in the winter semester 2022/23

Study programme	Total points
Culture & Organization	22 points
Management & Data Science	23 points
Management & Sustainable Accounting and Finance	4 points
Psychology and Sustainability	18 points
Public Economics, Law and Politics	4 points / L
Sustainability Science	8 points / L

For all programmes not listed, no ranking took place within the selection procedure.





# SELECTION CRITERIA\*

The following criteria are taken into account for the selection process:

1. Up to 30 points for the **final grade or average grade** from the bachelor's program
2. Up to 11 points for **special achievements** (international experience, honorary elective office, scholarships and best quota)
3. Up to 18 points for **programme-specific selection criteria** (only for some programs)

The admission limits are thus formed on the basis of the total points achieved from the areas:

**Final grade + special achievements** (+ **programme-specific selection criteria**) = point value for admission

\* International Law of Global Security, Peace and Development and Work and Organizational Psychology have an own selection procedure



# 1. FINAL GRADE/ GPA

Final or average grade of Bachelor studies (based on <b>German</b> grading system)	Final or average points in law studies (resulting in a state exam)	Points
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

Your GPA will be converted by uni-assist or Leuphana into the German grading system



## 2. SPECIAL ACHIEVEMENTS

Category	Explanation	Proof	Points
International Experience	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
Voluntary Work	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
Scholarships	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
Ranking among the top students	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

By providing proof of your accomplishments you may achieve **a maximum of 11 points**.



# 3. PROGRAMME-SPECIFIC SELECTION CRITERIA

## Study programme

Culture and Organization

International Law of Global Security Peace and Development

Management & Data Science

Management & Engineering

Management & Entrepreneurship

Management & Sustainable Accounting and Finance

Psychology & Sustainability

Rechtswissenschaft

Work & Organizational Psychology

## Selection criteria

selection interview

separate selection procedure

Leuphana Data Science online aptitude test

TM-WISO or GMAT

TM-WISO or GMAT

TM-WISO or GMAT

Written survey of motivation

Written exam

separate selection procedure





### 3. PROGRAMME-SPECIFIC SELECTION CRITERIA

Applies for the study programmes:

- Management & Engineering,
  - Management & Entrepreneurship
  - Management & Sustainable Accounting and Finance
- 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)). **The participation is voluntary!** Your test results will be ranked as follows:

TM-BASE Score	GMAT Score	Points
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
bis 100	unter 570	0 Points



# 3. PROGRAMME-SPECIFIC SELECTION CRITERIA

## Culture & Organization: Selection Interviews

For the study programme Culture and Organization, selection interviews will take place in June. You can earn up to an additional 18 points. **The participation is voluntary!**

## Management & Data Science: University-owned selection test

The test will take place in June. **The participation is voluntary!** Your test results will be ranked as follows:

Percentages in the test	Points
96 – 100 %	18 Points
91 – 95 %	16 Points
86 – 90 %	14 Points
81 – 85 %	12 Points
76 – 80 %	10 Points
71 – 75 %	8 Points
66 – 70 %	6 Points
61 – 65 %	4 Points
56 – 60 %	2 Points
51 – 55 %	0 Points



# 3. PROGRAMME-SPECIFIC SELECTION CRITERIA

## Psychology & Sustainability

For the study programme Psychology and Sustainability, you can earn up to 18 additional points in a written structured motivation letter. With a maximum length of 1000 words, the following topics are to be considered in the written motivational letter:

1. Which specific abilities and interests make the applicant particularly suitable for the sustainability psychology programme? (max. 5 points)
2. To what extent has the applicant acquired knowledge through his/her previous studies that is directly related to sustainability psychology? (max. 4 points)
3. How meaningful does the applicant perceive the intersection of psychology and sustainability to be on an individual, a societal and global level? (max. 4 points)
4. To what extent does the applicant have experiences in inter- and/or transdisciplinary research and/or practice (e.g., research project, inter- or transdisciplinary internship, interdisciplinary thesis)? (max. 2 points)
5. Which (professional) goal of the applicant can the double-degree Master's program help to accomplish? (max. 3 points)



# 3. PROGRAM-SPECIFIC SELECTION CRITERIA

## LAW

As part of the selection process for this degree programme, you will be required to take a written exam. The exam will go 180 minutes and will cover your knowledge of civil law. It is scheduled to take place in June in presence on campus and is **mandatory**. You will receive more information about this format prior to the date.

Grade in the exam	Points
1,0	18 Points
1,1	17 Points
1,2	16 Points
1,3	15 Points
1,4	14 Points
1,5	13 Points
...	...
2,7	1 Point
Under 2,7	0 Points





# FURTHER NOTES

- Except for International Law of Global Security, Peace and Development, Psychology & Sustainability and Work and Organizational Psychology **you don't have to hand in a motivational letter, recommendation letters or a CV**
- Since we can not precheck your document, please don't send us your documents beforehand
- Working experience does not count for the consecutiveness
- We do not accept other English language proficiency as stated before, even if the tests are not available in your country
- We do not accept GRE results



# APPLICATION PROCESS EU/ EEA\* AND INTERNATIONAL ECONOMIC LAW (IEL)

The following information concern degrees from the following countries:

- \* Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Iceland, Liechtenstein, Norway. Additionally: Switzerland
- Applicants with worldwide degrees who want to apply for International Economic Law

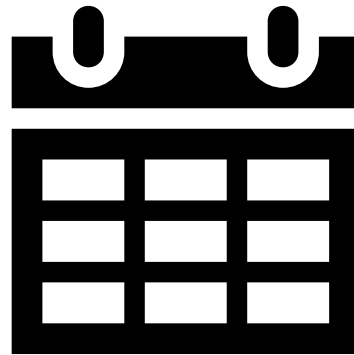


# INTERNATIONAL APPLICANTS: EU/ EEA AND IEL APPLICATION DIRECTLY AT LEUPHANA VIA MYCAMPUS

- Application directly at Leuphana via **MyCampus**
- The application process is completely **online**
- You **do not** need to send hardcopies via mail to Leuphana
- Applicants for International Economic Law always apply via myCampus
- Applicants for International Law of Global Security, Peace and Development, or Work and Organizational Psychology do **not** apply **via myCampus**



# APPLICATION DEADLINE



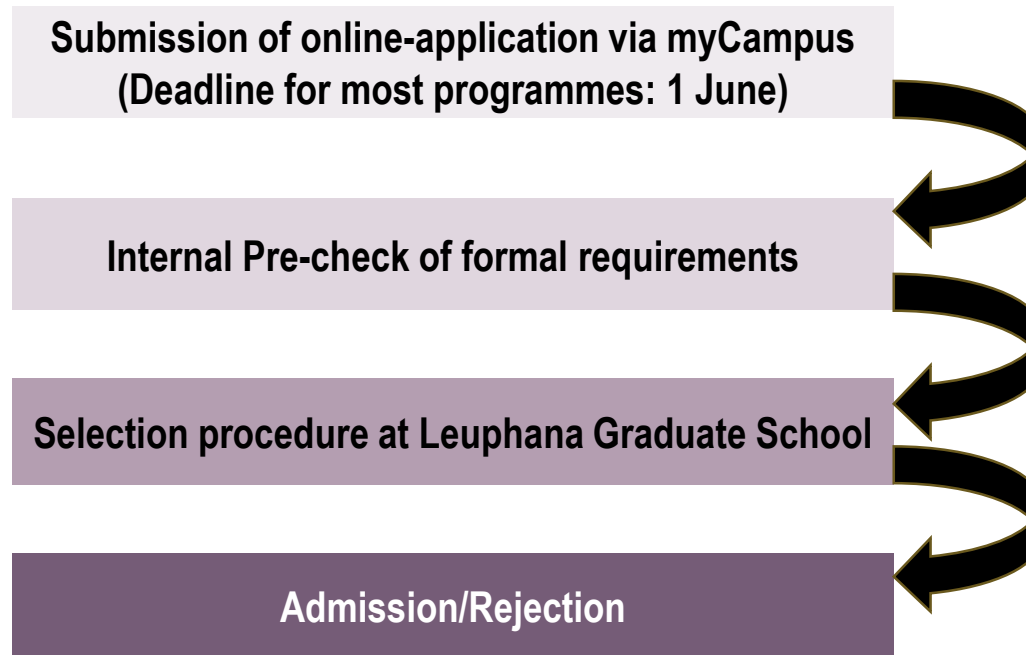
**1st June**





# ADMISSION PROCESS

## EU/ EEA and IEL



# APPLICATION PROCESS NON- EU DEGREES

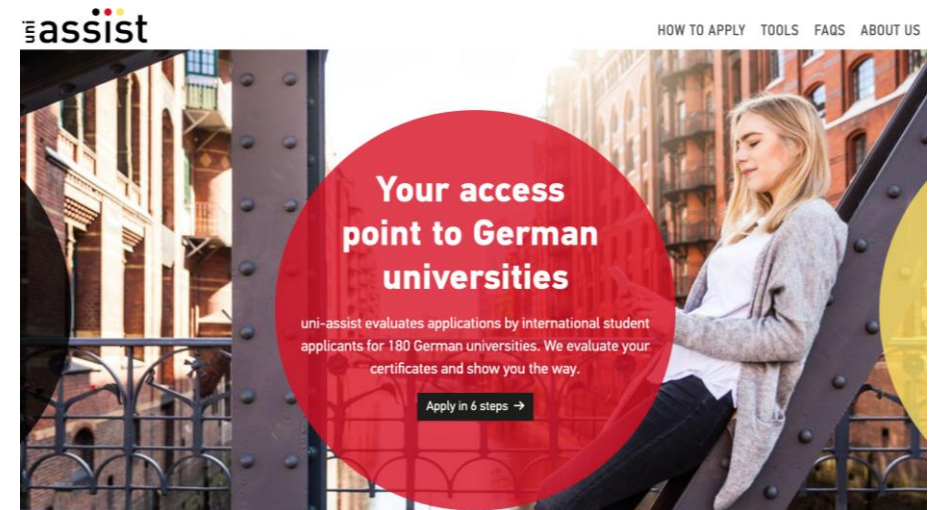
The following information concern degrees from the following countries:

- Applicants with degrees from all other countries that haven't been mentioned before



# INTERNATIONAL APPLICANTS: NON – EU APPLICATION VIA UNI-ASSIST

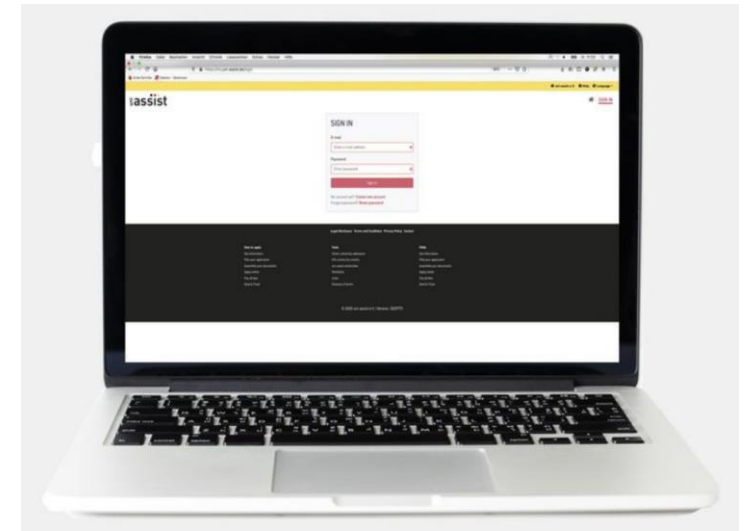
- **Bachelor's degree (or equivalent) from outside EU:** application via **uni-assist**
- uni-assist checks if your documents meet **formal application requirements**
- uni-assist does **not** select applicants, the choice is made by the university
- uni-assist must be **paid** in advance. Please check the current fees on the website of uni-assist.
- Applicants for the programme **International Economic Law** apply directly at **Leuphana via MyCampus**
- Applicants for **International Law of Global Security, Peace and Development**, or **Work and Organizational Psychology** do not apply via uni-assist



# UNI-ASSIST

## HOW TO USE THE ONLINE PORTAL “MY ASSIST”

1. **Register** in My assist.
2. Fill in your **application information and educational history**.
3. Select your university and the chosen course under **course catalogue**.
4. **Choose your desired course of study**. Make sure that you answer all questions without omissions.
5. Please upload each document **only once**. Give your documents an unambiguous name in German or English.
6. Pay the handling fees.

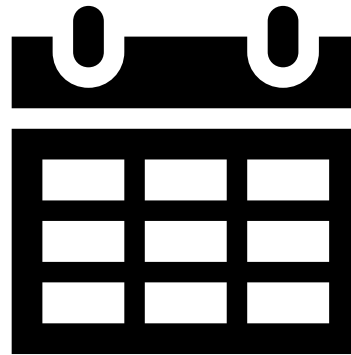


Follow this [link](#) for more information on online applications via uni-assist.





# APPLICATION DEADLINE

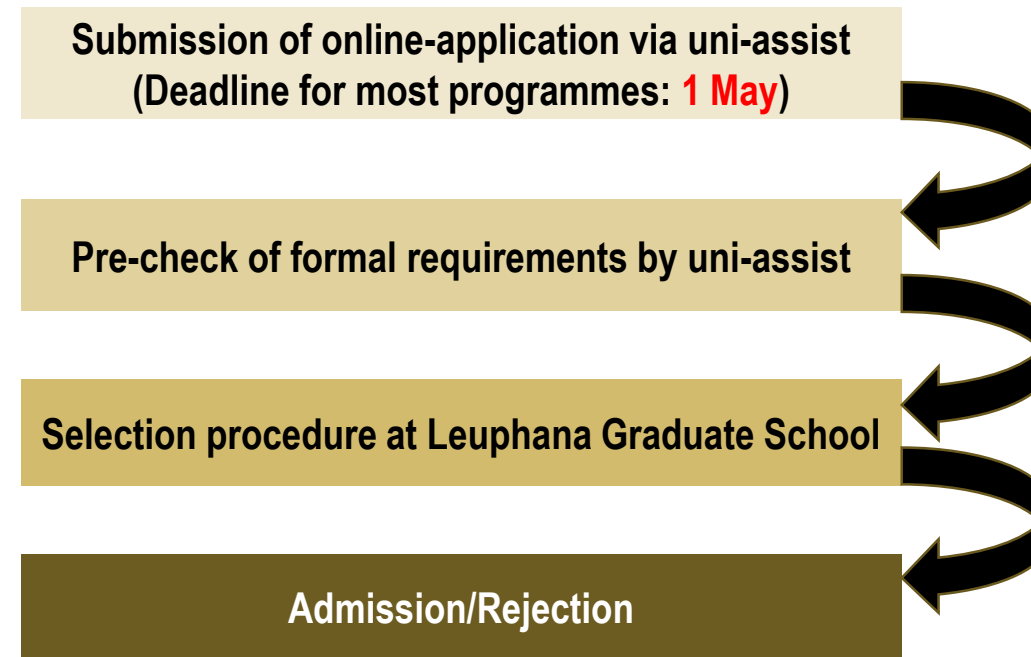


**1st May**



# ADMISSION PROCESS

## NON – EU



# UNI-ASSIST NECESSARY DOCUMENTS

- ✓ **Bachelor's degree certificate** (or equivalent degree certificate), alternatively official summary of acquired credits (with proof that at least 81% of the total number of credit points have been acquired)
- ✓ **Transcript of Records** as proof of consecutiveness
- ✓ Current **certificate of enrolment or exmatriculation**, showing previous (or current) programme and number of semesters studied or leave taken
- ✓ Proof of **English language proficiency** (+ German language proficiency for German-taught programmes)

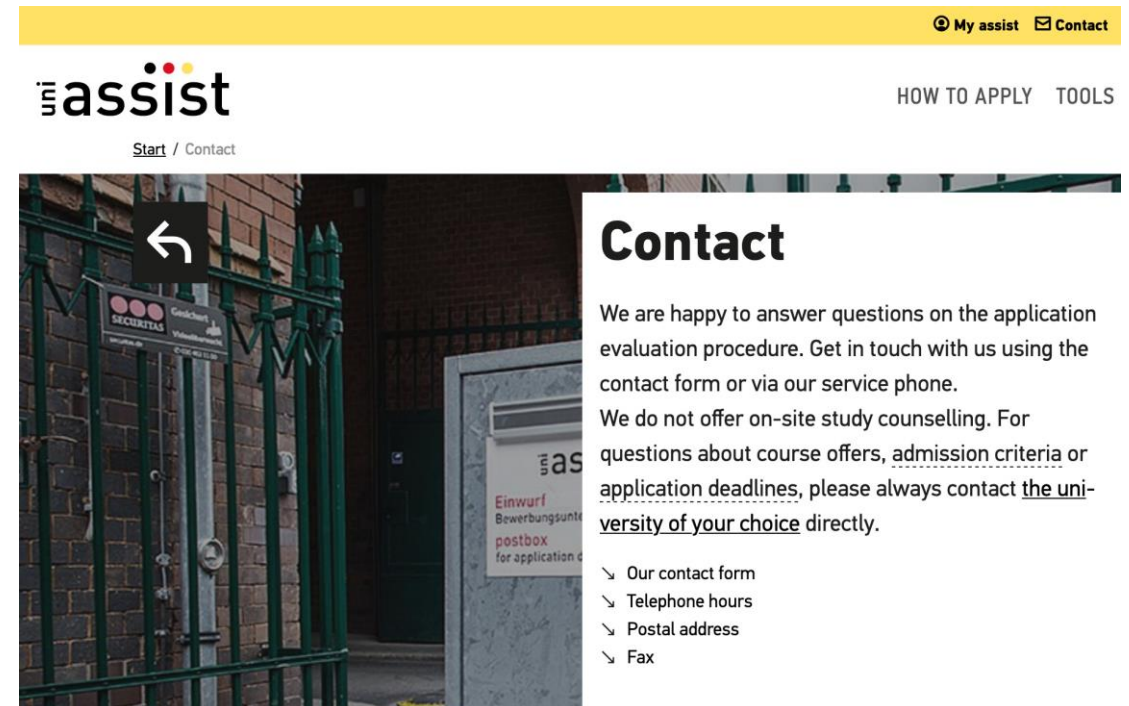
**Please note:**

— For International Economic Law, International Law of Global Security, Peace and Development, and Work and Organizational Psychology, the application process differs



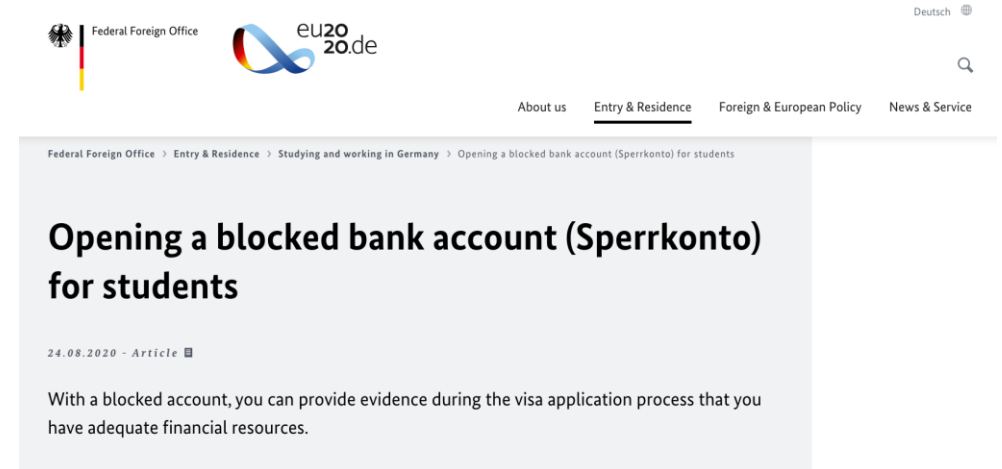
# QUESTIONS REGARDING UNI-ASSIST?

- Questions about the evaluation procedure of uni-assist? Please contact uni-assist directly
- You can find the contact information (contact form, telephone number etc.) on the uni-assist website: click [here](#)



# ENTRY AND ENROLMENT VISA (FOR NON EU-STUDENTS) AND RESIDENCE PERMIT

- Blocked bank account with a required sum of money to cover fees and living expenses
- Full health assurance coverage
- Consult German embassy for details



For more information on entry and residence regulations, follow this [link](#).



# ENTRY AND ENROLMENT LANGUAGE AND ORIENTATION PROGRAMME

- International Office offers optional language and orientation programme in September
- Including intensive German courses (beginner/intermediate/advanced), assistance with registration, guided tours, and excursion



For more information on the language and orientation programme, follow this [link](#).



# ENTRY AND ENROLMENT ACCOMMODATION

- Start looking as early as possible
- Limited number of rooms in student dorms (furnished) and private rooms (usually unfurnished) are available
- Leuphana's accommodation service offers you support



For more information on accommodation, follow this [link](#).





# CONTACT INFORMATION

Visit our application website:

<https://www.leuphana.de/en/graduate-school/masters-application.html>

Leuphana Information Office

Phone: (+49) 4131.677-2277

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

Student Counselling Service

[masterinfo@leuphana.de](mailto:masterinfo@leuphana.de)

Make an appointment here:

<https://www.leuphana.de/en/graduate-school/student-counselling.html>

