



Masters Programmes at Leuphana Graduate School: Application procedure and selection criteria in 2020





Welcome to Leuphana Graduate School

Dear prospective students,

I am very pleased that we are able to inspire you with exciting insights into our Masters programmes through our website.

Since the founding of the Graduate School in 2008, we especially value your academic curiosity, your profound specialized interest and your commitment, not only to your studies, but also to society. From the very beginning, we therefore designed our admission and selection process to integrate a wide range of professional, performance-related and social-intercultural skills.

This makes it all the more difficult for us to make some minor and major adjustments to the admission and selection criteria for the 2020 application process due to the Covid-19 Pandemic. Our primary goal must be to provide a fair admission and selection process for all of you, regardless of any corona-related restrictions. This requires both flexibility and limitation regarding various aspects: flexibility in the time limits and a limitation to the criteria that we believe can be met even in times of the Covid-19 Pandemic.

This does not change our goal described at the beginning: We offer you inspiring courses of studies in a special community and on a unique campus, which you will hopefully be able to enjoy soon.

Following, the - one-time - changes for the application process 2020 are marked in red letters.

We are looking forward to your application!



Dr. Anja Soltau
Managing Director
Leuphana Graduate School



Masters Degree Programmes at Leuphana Graduate School as of October 2020*

Cultural Studies

- Culture and Organization (M.A.) (mainly EN)
- Kritik der Gegenwart – Künste, Theorie, Geschichte (M.A.) (mainly GE)
- Medien und Digitale Kulturen (M.A.) (GE/EN)
- Theorie und Geschichte der Moderne (M.A.) (GE)

Governance & Law

- International Economic Law (LL.M.) (EN)
- Staatswissenschaften – Public Economics, Law and Politics (M.A.) (EN)

Management

- Management & Data Science (M.Sc.) (EN)
- Management & Engineering (M.Sc.) (mainly GE)
- Management & Entrepreneurship (M.Sc.) (mainly EN)
- Management & Sustainable Accounting and Finance (M.Sc.) (EN)

Psychology

- International Joint Master of Research in Work and Organizational Psychology (M.Sc.) (EN)
[Deadline for admission in 2020 already expired]

Sustainability

- Global Sustainability Science (M.Sc.) (EN)
- Nachhaltigkeitswissenschaft – Sustainability Science (M.Sc.) (EN/GE)

* Except for the Masters programmes for teacher education

EN: Programme taught in English // GE: Programme taught in German



For the majority of our programmes, the application and admission criteria are very similar.*

Access to our programmes

- Under **what conditions** can I apply for the Masters degree?
- What kind of **university degree** do I need to get access to Leuphana's Masters programmes?
- What **other requirements** do I have to meet?

Selection criteria

- What is the **selection procedure** in a specific Masters programme?
- What **criteria** are used to select applicants when there are more applications than study places?

*Exceptions: International Economic Law, Work and Organizational Psychology, Global Sustainability Science (double or joint degree programmes)



The application requirements to get access to our programmes are as follows:

1. Bachelors Degree, or equivalent*

- If the Bachelors degree has not yet been completed: Usually at least 81% of the required CP of your Bachelors degree
- **In 2020 due to the Corona pandemic, at least 66% of the required achievements, corresponding to at least 120 CP**
- The Bachelors degree must be completed by the end of the first Master semester at the latest (March 31, 2021)!

2. Proof that your chosen Masters degree is **related to your previous study programme** with regard to the main thematic focus of the programme (consecutiveness)

- For details see slide 6

3. Proof of advanced knowledge of the **English language**

- For details see slide 7

4. Proof of advanced knowledge of the **German language**

- **Only** for the following programmes: Kritik der Gegenwart, Management & Engineering, Medien und digitale Kulturen, Theorie und Geschichte der Moderne
- For details see slide 8

*Possible equivalents: German Magister, German Diplom from a university or a university of applied sciences, first state exam, accredited bachelor of a university of cooperative education



Application requirements in detail (I):

Thematic relevance of the previous study programme (consecutiveness)

- Previous knowledge of a subject required for a consecutive Masters degree programme is proven by a sufficient number of credit points (CP) according to ECTS in an identical or related (Bachelor) discipline.
 - Either 2 x 30 CP or 1 x 60 CP
 - **Special regulation for 2020 due to the Corona pandemic: proof of **at least 40 CP**, including a written outline showing the remaining 20 CP that will be completed until the end of the first Master semester at the latest (March 31, 2021).**
- Depending on your chosen programme, different subjects from your Bachelors degree are relevant. These are listed in the so-called „**list of consecutive subjects**“ at:
www.leuphana.de/master-apply
 - The selection committee decides on your academic suitability on the basis of your **Transcript of Records**.
 - We hope you will understand that we are unable to check the thematic relevance of your individual programme in advance.



Application requirements in detail (II): Proof of English language proficiency

For all non-double and non-joint degree programs:

- Internet-based TOEFL-Test with at least 85 points (TOEFL ITP not recognised)
- TOEIC-Test with at least 785 points (listening and reading)
- IELTS 5.5 Test
- Cambridge Advanced Certificate of English (CAE), Grade A to C
- Modules of previous studies of at least 30 CP that have been taught and successfully examined entirely in English
- A successfully completed study programme in English
- A certificate from an English-speaking school qualifying for entry into higher education in the respective country
- With the exception of the school certificate, all proofs must not be older than 4 years.

Please note that our double and joint degree programs (see below) require **slightly different** levels or tests of the English language.

For details please refer to the respective programmes' **websites**.

- Global Sustainability Science
- International Economic Law
- Work and Organisational Psychology [deadline for submission already expired]

- **Deadline for submission: Usually June 1st, in 2020 due to the Corona pandemic, the deadline is prolonged until the end of the first Master semester (March 31, 2021).**



Application requirements in detail (III): Proof of German language proficiency

Proof of German language proficiency is only required for the following degree programmes:

- Management & Engineering, Kritik der Gegenwart, Medien & Digitale Kulturen, Theorie und Geschichte der Moderne

We **accept the following tests** or equivalent proofs of German language proficiency:

- DSH 2
- TestDaF 4 (only certificates issued by the TestDaF Institute itself or TestDaF-licensed institutes)
- Abitur (higher education entrance qualification) from a German-speaking school in Germany or abroad
- Degree from a German university
- For **other possible** proofs please refer to our website.
- No certification with the exception of the school certificate should be older than 4 years.

- **Deadline for submission: Usually June 1st, in 2020 due to the Corona pandemic, the deadline is prolonged until the end of the first Master semester (March 31, 2021).**



Selection criteria for applicants in highly demanded programmes (i.e. more valid applications than study places): **In 2020 only the grade of the Bachelors degree / achievements will be considered**

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



Important note for international applicants

- All **applicants who have obtained their first degree outside Germany** have to use the online application form available on the **uni-assist applicant portal**.
- Uni-assist checks your documents to see if you fulfil the formal application requirements and informs Leuphana University of the result.
- You should finish your application **in May** to make sure that your documents will reach Leuphana in time.
- Uni-assist has to be **payed** in advance. Please check the current fees on the website of uni-assist.

➤ <https://www.uni-assist.de/en>

Please note: International applicants for the program **International Economic Law** do not send their application **via uni-assist**, but directly to Leuphana.



Overview of admission procedure at Leuphana Graduate School

Submission of Online Application (**Deadline in 2020: July 1st**)

- For most international applicants: submission via uni-assist, **end of May** recommended



Pre-check of formal admission requirements (Bachelors degree, language requirements)

- Leuphana's Student Services („Studierendenservice“)



Check of consecutiveness

- Graduate School's selection committees („Auswahlkommissionen“)



Admission*

* In 2020: By the middle of July at the earliest



Online Application: Your guide through the admission process

- The online application will be open and accessible as of **the first week of May, due to the current adaptations with regard to the Corona pandemic**: www.leuphana.de/master-apply
- You can only apply for one Masters programme.*
- Once the online application is completed, an **official letter** is being generated automatically, including your applicant's number.
- Applicants have to **print out the letter, sign it and send it** together with the required documents (see slide 13 for details) to Leuphana's Student Services via postal mail (see letter for address).
- **Please note** that regardless of the possibility to hand in certain proofs of previous studies or language proficiency **at a later date (due to the Corona pandemic)**, all proofs have to be submitted **by the end of the first Master semester at the latest**. **Otherwise Leuphana will have to withdraw your admission.**

*Exception: It is possible to apply for both programmes „Sustainability Science“ and „Global Sustainability Science“ at the same time.



Necessary documents accompanying your online application (deadline: July 1st)

- **Signed official letter** (generated by the completely filled-in online application)
- **Bachelor degree certificate** (or degree certificate of equivalent), alternatively an official summary of your acquired credits from your university. These documents must show **at least 66%** of the total number of CP to be acquired (either **120 CP** based on a 180-CP-Bachelor or **140 CP** based on a 210-CP-Bachelor).
- **Transcript of Records** (or equivalent certificate) as proof that the previous degree (or current Bachelor programme) is consecutive with regard to the chosen Masters programme. Please mark the respective courses on the transcript and make sure that you achieve the required minimum of 60 **or 40 CP** of consecutiveness. **In case that you make use of this year's planned 40 CP-exception, we ask you to include an overview of the type and number of courses still to be acquired. This overview makes it easier for the admissions committee to decide whether or not you will fulfill the criteria of consecutiveness.**
- Current **certificate of enrollment or exmatriculation**, showing the previous (or current) study programme and the number of study and leave semesters
- Certificate of English and/or German language proficiency: **Can be sent until March 31, 2021.**
- All certificates and transcripts have to be sent as a simple copy. The original or certified true copies have to be handed in at the time of matriculation.



Thank you very much for your attention, and we are looking forward to receiving your application!

For personal **counselling** or counselling via telephone and internet, please make an appointment at **Leuphana's Information Office** who can also answer your questions with regard to the online application.

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