

# CERTIFICATE PROFESSIONAL SCHOOL INDIVIDUALE




→ PROFESSIONAL SCHOOL



**LEUPHANA**  
UNIVERSITY LÜNEBURG



A man and a woman are sitting on wooden chairs in an outdoor courtyard. The man is on the left, wearing a light blue shirt and dark trousers, gesturing with his hands. The woman is on the right, wearing a black blazer over a patterned dress and dark pants, holding a tablet. They are both looking at each other. In the background is a modern building with a grey, geometric facade and many windows.

## Want to get fit for the challenges of today's professional world?

With our PSI certificate offering, you can put together your own individual certificate programme – flexible and tailored precisely to your needs and time constraints.

DEAR PROSPECTIVE STUDENTS,

Thank you for your interest in our diverse range of modular continuing education programmes at the Professional School. Nowadays, it is no longer enough to shape your entire professional life with qualifications acquired once. Digital transformation, globalisation and climate change are rapidly changing our professional world. There is a demand for professional development that is tailored to individual needs, flexible in terms of time and available at short notice, enabling participants to keep up with the latest developments and remain at the cutting edge of their field.

With our modular continuing education programme at the Leuphana Professional School, you can put together the right continuing education package for your individual needs: You can choose from over 200 modules per year from our part-time degree programmes – whether you want to book individual modules or combine several modules into a certificate programme. Upon successful completion of the exams, the modules can later be credited at universities, for example towards a part-time degree programme at the Professional School. Please note that some modules are only offered in German.

You can find detailed information in our information brochure. You can also find out more online on our booking portal, where you can start selecting the modules that are right for you. If you have any questions, we are happy to help and provide individual advice – we look forward to hearing from you!



**Dr. Kathrin Becher**  
Coordinator



To the booking  
portal



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# FURTHER EDUCATION DESIGN YOUR OWN PROGRAMME

Would you like to prepare yourself individually and flexibly for new challenges in your job? At the Leuphana Professional School, the **Professional School Individual Certificate programme** gives you the opportunity to put together your own individual certificate programme. Combine a wide variety of modules from our part-time degree programmes to create your own personalised continuing education programme.

You can choose from modules covering a total of ten subject areas (Currently, not all subject areas offer modules in English):

- Education, social affairs and health
- Business Administration and Economics
- Engineering and Natural sciences
- IT and Digitalisation
- Culture
- Management and Leadership
- Sustainability, Energy and Environment
- Politics and Governance
- Law
- Soft skills and competencies

## AT A GLANCE

Degree	Depending on the scope, Certificate of Individual Studies (CIS) or Diploma of Individual Studies (DIS)
Credit Points	Minimum of 15 (module study or module participation possible with fewer CP)
Start, access, application	depending on the module selection
Language	German or English
Fees	Depending on module selection and subject, plus approx. 240 euros per semester in semester fees (not applicable for participation without exams or module study/participation)

# FUTURE-ORIENTED QUALIFICATIONS

Nowadays, career paths are no longer straightforward, and many jobs require interdisciplinary skills in order to manage project teams efficiently and communicate with different disciplines on an equal footing. This results in increasingly individual job profiles that require targeted further training. With the Professional School Individuale certificate programme, you are in control: you know your individual further training needs best and can put together exactly the right further training package for your current situation, without being restricted by subject disciplines.



You will benefit from continuing education at the highest academic level, which will provide you with practical qualifications. Our degree programmes are externally accredited, which means that the content is subject to external review in addition to our internal quality assurance. For each module, you can earn credit points that can be transferred to degree programmes at universities if you decide to pursue further studies at a later date.



My experience so far has shown me that module/certificate programmes enable participants to acquire specific knowledge that would otherwise only be possible as part of a comprehensive degree programme. In addition, it is easier to balance work and private life than with a full degree programme. I therefore highly recommend the continuing education programmes (...) at Leuphana University Lüneburg to anyone who is interested.

STANISLAUS VETTER, has studied modules from the Master's programme in Prevention and Health Promotion through PSI



Since I started my vocational training straight after leaving school, I never went to university and therefore don't have a bachelor's degree. This meant that I was effectively barred from all the really interesting courses that I thought would be useful for my career. (...) I think there are lots of people in the same situation as me, and certificate programmes are a wonderful way of making higher education a little more accessible and fairer.

JULIA STÄRK, has studied a total of 8 modules from the Master's programme in Sustainable Chemistry through PSI

# COURSE OF STUDY

The modules of all our degree programmes are tailored to the needs of working students. This means that face-to-face or synchronous courses are offered on weekends, in the evenings or as block weeks (usually in the form of educational leave) and are therefore compatible with your professional activities. The duration of your continuing education with us varies depending on the modules you choose.



## **How can I avoid scheduling conflicts when combining modules freely?**

No problem, scheduling conflicts are displayed in the booking portal when you select your modules.

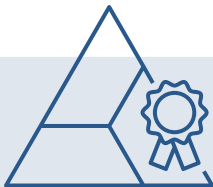
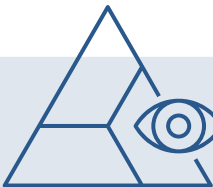
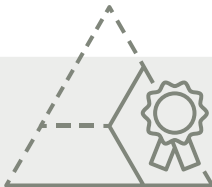
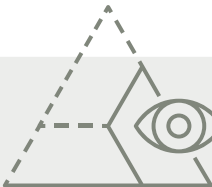


Preparation and follow-up materials for the courses will be made available to you via our online learning platform. In addition, this platform allows you to contact the lecturers and your fellow students at any time. This means that PSI not only allows you to choose most of your course content yourself, but also gives you flexibility in terms of time and location.



# PARTICIPATION OPTIONS FOR YOUR CONTINUING EDUCATION

If you successfully complete all the modules booked for your individual certificate programme with an examination, you will receive your university certificate at the end of the semester. This certificate attests that you have acquired specialist knowledge at university level and the corresponding credit points. However, you also have the option of waiving examinations and the acquisition of credit points. You will then receive a certificate of attendance at the end of your studies, confirming your participation in the continuing education programme. If you choose modules worth 10 credit points or less, you can opt for either module study or module participation.

	 <b>Certificate studies</b>	 <b>Certificate participation</b>	 <b>Module studies</b>	 <b>Module participation</b>
Immatriculation	✓	✗	✗	✗
Examination	✓	✗	✓	✗
CP acquisition	✓	✗	✓	✗
Degree	<b>University certificate</b>	<b>Certificate of attendance</b>	Confirmation of CP acquisition	Certificate of attendance
Study fees	✓	✓	✓	✓
Semester fees	✓	✗	✗	✗

If you choose the certificate programme option, you will enrol as a student and can benefit from advantages such as student discounts. With the certificate participation option, you will only have to pay the tuition fees and no semester contributions.

# PSI AS A GATEWAY TO A PART-TIME STUDY PROGRAMME

To participate in our part-time degree programmes, you must generally have at least one year of professional experience. However, thanks to the individual PSI certificate programme, it is possible to start a degree programme earlier. In this case, you take selected modules from the programme separately via PSI and then enrol in a higher semester of the programme once you have gained the required professional experience. This allows you to study with your cohort while gaining the necessary professional experience.

You can also use this option to join a programme that has already started.



In addition, you have the option of spreading out your actual study time by booking modules. For example, if you plan to start your studies in a year's time, you can bring forward some modules and thus reduce the workload during your actual study period.



## APPLICATION AND ADMISSION

The start of your continuing education programme depends on your choice of modules and will be either in the summer or winter semester. You can start your booking on our booking portal. Here, you can add the modules you want to your shopping basket and choose your preferred participation option.

Please note that modules may have admission requirements that you must meet. For example, some modules at master's level require a first degree. In other cases, however, there are fewer or no admission requirements for module enrolment, so that module or certificate studies may also be an option for acquiring the specialist knowledge of a degree programme even if you are unable to enrol in the actual degree programme. Information about any such requirements can be found in the module description.



To the booking  
portal



If you decide to participate in the certificate programme (with CP credits and university certificate), you must first combine the desired modules in the booking portal and book them in the certificate programme option. You must then also apply via our application portal myCampus, as you will be officially enrolled as a student at the university as a participant in Professional School Individuale. The coordination team will be happy to assist you with the application process.

To apply, you will need

- University entrance qualification

You can generally apply for PSI and enrol up to two months before the end of the semester. You can even book a module or module participation at short notice, up to one day before the start of the course.

When applying online, you must upload the following documents:

- Scan or photo of your university entrance qualification
- Tabular CV with details of your academic and professional background

**Do you have all the documents? We look forward to receiving your application!**

Are you unsure whether you meet the admission requirements or whether your documents are sufficient? We would be happy to advise you!



To the  
application  
website





# FEES AND FINANCING

The fees for your individual continuing education programme are based on the fee schedule for certificate and master's programmes at Leuphana. The fees for your chosen participation option will be displayed in the booking portal. By combining several modules, you can save money compared to booking them individually: the fee for a module in the certificate programme is lower than for module study/participation.

If you choose the certificate programme option, you will also have to pay the university's semester fees for the semesters you are enrolled in (this does not apply to the certificate participation option). These currently amount to approximately 240 euros.

After successful booking, you will receive an invoice from us, which must be paid before the module begins. The semester fee is charged in advance by the university during the enrolment process.



Due to current legal regulations in Germany, you can claim study-related costs for tax purposes. Please consult your tax advisor for more information.



You are not the only one who benefits from studying. Investing in your professional development can also be advantageous for your employer. A discussion with your supervisor can clarify this. Some students negotiate individual financing models with their employers. These can vary from support offers for flexible working hours and granting days off for study purposes to full financing of your studies. If your employer agrees to cover (part of) the costs, we will be happy to issue the tuition fee invoices directly to them.



Arrange a personal consultation appointment by email and clarify any questions you may have about financing your studies:  
[psfinanzierung@leuphana.de](mailto:psfinanzierung@leuphana.de)



Is it worth investing in a part-time certificate programme? What costs will I incur and how can I best manage them? There are many questions surrounding the financing of a part-time degree programme.

Before you begin your part-time studies at the Professional School, we recommend that you draw up an individual financing plan. It may also be worth looking into possible scholarships and grants.



Information  
about fees and  
financing



## cONTACT



### **Programme Coordination**

DR. KATHRIN BECHER

Phone 04131.677-1193

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



### INDIVIDUAL CONSULTATION

We would be happy to meet with you in person (on our campus, virtually via telephone or Zoom) to evaluate whether the programme meets your expectations. To schedule a consultation, please contact us by email at [psi@leuphana.de](mailto:psi@leuphana.de).



### INFORMATION DAY

Twice a year, we present the PSI certificate as part of the Leuphana Professional School's information day.

Dates and  
registration



### DATES AND EVENTS

You can find the latest dates for events and news on our website at any time.

Dates and  
registration

