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Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg

The Presidential Committee of Leuphana University of Lüneburg hereby publishes the wording of the Regulations on Access and Admission to Interfaculty Master's Programmes of 15 November 2017 (Leuphana Gazette No. 01/18 of 11 January 2018) in the version now in force, taking into account the

- first amendment, dated 20 November 2019 (Leuphana Gazette No. 01/20 of 15 January 2020), the
- second amendment, dated 16 July 2020 (Leuphana Gazette No. 95/20 of 27 August 2020), the
- third amendment, dated 18 November 2020 (Leuphana Gazette No. 168/20 of 22 December 2020), the
- fourth amendment, dated 18 May 2022 (Leuphana Gazette No. 57/2022 of 19 August 2022), the
- fifth amendment, dated 15 February 2023 (Leuphana Gazette No. 37/23 of 14 April 2023) and the
- sixth amendment, dated DD. month YYYY (Leuphana Gazette xx/23 of DD. month YYYY).

1 Scope of the Regulations

These Regulations govern entry and admission to all cross-faculty professional Masters programmes at Leuphana University of Lüneburg. The Regulations differentiate between general professional and specialised professional Masters programmes. The definition of the programmes can be found in Appendix I.

2 Admission limit and commencement dates

- (1) The maximum number of applicants to be accepted onto the degree programmes (admission limit) is based on the *Verordnung über Zulassungszahlen für Studienplätze* (Regulations on admission numbers) issued each year by the *Niedersächsisches Ministerium für Wissenschaft und Kultur* [Lower Saxon Ministry of Science and Culture] (MWK).
- (2) Applicants for each professional programme shall be admitted for the commencement date specified by the Presidential Committee and published on the website of Leuphana University of Lüneburg.

3 Applications and application deadlines, data processing

- (1) The application procedure takes place in electronic form. In this respect, applicants are required to register in the University Information System which is provided by Leuphana University of Lüneburg. By registering, the applicants undertake to use the University Information System which is provided by Leuphana University of Lüneburg and to regularly check the associated mailbox. Once the registration has been completed, the respective application for admission to a degree programme can be made by the applicant using the electronic application form which is provided by Leuphana University of Lüneburg for this purpose. Applicants who are able to convincingly demonstrate to Leuphana University of Lüneburg that they are unable to complete their application and its submission in electronic form by the respective application deadline will receive assistance from Leuphana University of Lüneburg. Such applicants can visit the Student Services of Leuphana University Lüneburg in person; in such cases they will then be assisted with their application by the staff at Leuphana University of Lüneburg.
- (2) Leuphana University of Lüneburg determines the documents to be attached to the electronic application for admission. For this purpose, the corresponding documents must be uploaded to the University Information System in pdf format by the application deadline. Applications for admission must be received by Leuphana University of Lüneburg by the application deadline set for the continuing education programme in question by the Presidential Committee and published on the website of Leuphana University of Lüneburg. This only applies to the allocation of study places for the respective date of admission.
- (3) Applicants who fail to meet the application deadline or do not submit their application for admission in the specified form with the required documents shall not be considered. If fewer applications than places have been received by the application deadline or if study places are still available after the end of the admissions process, a drawing of lots will take place according to Section 37 (3) of the NHZVO (Lower Saxony Higher Education Admission Ordinance). For professional degree programmes which are required to fulfil specific external regulations for the accreditation, regulations deviating from sentence 2 or supplementary regulations can be defined in the subject-specific annexes, provided that statutory requirements or federal/state standards provide for the deviations.
- (4) The following categories of personal data of the applicants shall be processed for the purposes of carrying out the access and authorisation procedure and, where appropriate, for the subsequent enrolment:
 1. Applicant number
 2. Date of initial or new enrolment
 3. Identification data (surname, first names, date of birth, place of birth (country), gender, nationality)
 4. Contact details (address, email address)
 5. Higher education access permissions (HZB): type, country, district, place, result (grade point average), date
 6. Information on previously attended universities
 7. Information on practical training
 8. Information on other entry requirements (e.g. language skills)
 9. Date of professional qualification, occupational period following receipt of access authorisation

10. Social and family reasons
11. Outcome of first university degree, reasons for second university degree
12. Results data from the selection procedure of the university according to section 6
13. Details on whether an admission and/or enrolment has taken place
14. Contribution, fee (specification) and payment data
15. Deadline data.

For the purposes of the submission of the application referred to in paragraph 1, the submission of documents within the application period and the communication with the applicants in the access and admission procedure, a personal access-protected area shall be provided. For this purpose, applicants are required to register in accordance with par. 1 and create a basic account providing an email address and password. The email address provided will be used exclusively for the verification and notification of changes and the receipt of new messages in the protected area for applicants. The application can be linked to the basic account according to sentence 3, or, if a clear assignment is ensured, to a student account which already exists in the University Information System. Access times may be processed for verification purposes. The basic account will be erased at the latest 30 days after the start of the semester for which an application has been submitted. Basic accounts whose candidates have not logged in for more than 180 days subsequent to registration and have not submitted an application will be erased. To facilitate the submission of other applications, the deadline set out in sentence 8 may be extended by a further 180 days upon the request of the candidates. If the applicant is awarded a study place, in derogation from sentence 57, the data from the application process may be processed in addition, insofar as this is required according to the matriculation regulations of Leuphana University of Lüneburg for enrolment and student administration in the respectively valid version. Personal data that are no longer required for the purposes set out in these regulations shall be erased by the internal data processors after the prevailing subject-specific retention and limitation periods have expired, and, if there are no prevailing subject-specific retention and limitation periods, as soon as the assessment allows this to occur.

4 Entry requirements

- (1) Admission to a general Master's degree programme requiring further education requires a relevant Bachelor's degree or at least an equivalent degree as well as at least two years of qualified practical work experience acquired after the first degree qualifying for a profession. Admission to a profession-specific Masters degree programme requiring further education requires a relevant Bachelor degree or at least an equivalent degree as well as qualified practical work experience of generally not less than one year, which was acquired after the first degree qualifying for a profession; shortfalls of up to one month may be permitted in individual cases. The duration of the qualified practical work experience for admission to the general and occupation-specific postgraduate Master's degree programmes may only be undercut in the exceptional cases regulated in the respective subject-specific annexes. The competent admissions committee pursuant to § 5 may permit deviations from the scope of qualified practical work experience of two years required in Para. 1 Sentence 1 for the general Master's study courses providing further training. However, the scope must not be less than one year as a rule, irrespective of the regulation in sentence 3. Foreign applicants with such a degree shall be granted admission if they also provide evidence of the required German language skills. These are to be provided by passing the "Deutsche Sprachprüfung für den Hochschulzugang (DSH)" or an equivalent (corresponding to level C1/C2) defined in the Regulations for the German Language Examination for the Admission of Foreign Study Applicants (DSH) at the University of Lüneburg. The required German language skills for admission to English-language degree programmes are defined in the respective subject-specific enclosures.
- (2) The qualified practical professional experience must in particular be relevant. Further details are regulated in the subject-specific annexes. The relevance of the degree pursuant to par. 1 and the necessary English skills for English-language programmes are defined in the relevant subject-specific schedules.
- (3) For professional degree programmes offered in collaboration with partners for a specific group of students defined on the basis of programme-specific criteria, the subject-specific schedule may specify other entry requirements provided this is compatible with higher rules of law.
- (4) The entry requirements pursuant to par. 1 to 5 are to be met by the time of the application or, in certain individual cases and following a decision at the discretion of the admissions board pursuant to section 5, by no later than the commencement date pursuant to section 2 par. 2. Section 3 par. 2 applies accordingly.

4a Supplementary conditions of admission

- (1) Irrespective of fulfilment of the entry requirements pursuant to the first sentence of section 4 par. 1, a Masters can generally only be awarded if a candidate has acquired 300 ECTS credit points, including those obtained in a previous Bachelor degree or at least equivalent qualification.
- (2) As a rule, 240 credit points are recognised for a previous degree with a standard course duration (full time equivalent) of at least eight semesters, 210 for a standard course duration of seven semesters and 180 credit points for a standard course duration of six semesters. In case of doubt, a decision shall be taken by the competent admissions board on the basis of the documents submitted.

- (3) Any applicants to be admitted who would not obtain the 300 ECTS credit points necessary pursuant to par. 1 with their chosen Masters programme shall be notified in the letter of acceptance. Such applicants shall be admitted on condition that they acquire the outstanding ECTS credit points by the end of their professional degree. They shall be able to take additional modules to acquire outstanding competencies and/or to have expertise and skills acquired outside of university recognised. This may prolong the time it takes for them to complete the programme. Further details are regulated in § 8 a Framework Examination Regulations for the inter-faculty Master's degree programmes at Leuphana University of Lüneburg in the currently valid version.
- (4) Expertise and skills acquired outside university can be recognised pursuant to paragraph 3 in the form of a general bridging module. This module recognises up to 15 CP for one year's (full time) professional experience and up to 30 CP for two year's professional experience or more. Applicants can only apply for bridging module credit recognition after they have commenced their studies. Recognition depends on applicants demonstrating that the professional experience is relevant to the Masters programme and is at least of a Bachelor level. Further details are regulated in § 8 a Framework Examination Regulations for the inter-faculty Master's degree programmes at Leuphana University of Lüneburg in the currently valid version.

4b Fees for the determination of the entry requirements

In accordance with section 18, par. 10, sentence 2 *NHG*, a fee of 75 euros is charged for the determination of the entry requirements of applicants with foreign educational qualifications for the following degree programmes:

Governance and Human Rights (M.A.)

Sustainable Chemistry (M.Sc.)

Sustainable Chemistry Management (MBA)

The fee is due with the application for the degree programme, and is to be paid after invoicing by the Leuphana University of Lüneburg within the period stipulated. The assessment of the entry requirements will only take place after payment of the fee. Upon admission to the degree programme, the fee for participation in the degree programme is reduced accordingly in accordance with section 3, par. 1 of the Regulations of the Presidential Committee for the Collection of Fees for Participation in Study Programmes of the Cross-Faculty Masters Programmes at Leuphana University of Lüneburg [*Ordnung des Präsidiums zur Erhebung von Gebühren für die Teilnahme an Studienangeboten der fakultätsübergreifenden weiterbildenden Masterstudiengänge der Leuphana Universität Lüneburg*] in its currently valid version

5 Admissions board

- (1) ¹ An admissions board shall be set up for one or more Masters Programmes to examine the entry requirements and implement the admissions and selection process. ² The members of the admissions board shall be appointed by the Presidential Committee. ³ At least three voting members, including the programme director of the degree programme in question and other members of teaching staff, are to sit on the admissions board. ⁴ In derogation from this provision, the Director of the Professional School shall be authorised to transfer the duties of the admissions board to the examination board.
- (2) ¹ The admissions board shall be authorised to charge Student Services or another suitable body with examining applications received in the light of the entry requirements. ² In case of doubt, the admissions board shall make the final decision on whether the evidence provided is sufficient.

6 Admissions process

- (1) ¹ In the event that the number of applicants who meet the entry requirements for a degree programme exceeds the admission limit, places shall be awarded by the admissions board following an internal University selection process (scoring system):
1. Academic achievements of the applicant in his or her completed degree – max. 6 points;
 2. Duration of and achievements in relevant management/professional role – max. 4 points;
 3. Volunteering or community work which is relevant to the area of study; one point can be awarded for parental leave and care leave – max. 4 points
- ² The subject-specific schedule can set out other areas for which points can be awarded, but not increase the possible maximum score.
- ³ The admissions board shall generally invite applicants for a given degree programme to a face-to-face interview before reaching a decision. ⁴ In derogation from this provision, the subject-specific schedules may specify a written process. The decision-making process is to be documented in an appropriate form.
- (2) ¹ A ranking shall be drawn up on the basis of the scores. ² The available places shall be awarded to the highest-ranked applicants; within reasonable limits, more places may be awarded than are available. ³ Lots shall be drawn if applicants are ranked equally. ⁴ This shall not affect the provisions of the Enrolment Regulations of Leuphana University of Lüneburg that apply to enrolment in general.
- (3) For professional degree programmes offered in collaboration with partners for a specific group of students defined on the basis of programme-specific criteria, the subject-specific schedule may specify a supplementary or different admissions process to that defined in par. 1.

7 Access and admission to higher semesters

The general and specialist entry requirements and regulations according to Sections 3, 4, 4a, 4b and 5 also apply to applications for higher semesters accordingly. Section 6 applies to admission process accordingly.

8 Notifications

- (1) Applicants who can be admitted shall receive a written letter of acceptance from the University. The letter of acceptance shall specify the date by which the applicant must confirm in writing whether he or she wishes to accept the place. The respective notices are issued electronically and made available for consultation in the personal basic account of the respective candidate in accordance with Section 3 par. 1. ³The applicants will be informed of a change of status in the University Information System by email. In the letter of acceptance, applicants are given a deadline by which they must declare their acceptance of the study place electronically via their personal basic account, as referred to in Section 3, par. 1. If written confirmation is not provided in the set form and by the set deadline, the offer shall lapse. ⁴ This must be stated in the letter of acceptance.
- (2) ¹ Applicants who cannot be admitted shall receive a notice of rejection with a notice of their right of appeal. ² In the event that the rejected applicant has met the entry requirements pursuant to section 4 and a selection process pursuant to section 6 has been conducted, the rejection notice shall specify the applicant's place in the ranking and the ranking of the last applicant admitted.
- (3) The admissions board shall be authorised to commission Student Services with drawing up, issuing, notifying and sending out the rejection and acceptance letters.

- (4) In justifiable exceptional cases, the letter of acceptance or rejection can also be issued in writing. If the letter of acceptance was issued in writing, the acceptance of the study place can also be confirmed in writing.

9 Allocation of rejected places

- (1) In the event that applicants who are accepted pursuant to section 6 fail to accept their places by the specified deadline, their places shall first be offered to other applicants in order of the latter's ranking.
- (2) Any places remaining shall be awarded by repeating this procedure, if necessary multiple times, until the awards process is declared over.

10 Entry into force

These Regulations shall enter into force after their approval by the Board of Trustees on the day after their publication in the Leuphana University of Lüneburg Gazette.

Appendix I

- Schedule 1: Manufacturing Management (MBA) – gpMa
- Schedule 2: Sustainability Management (MBA) – gpMa
- Schedule 3: Governance and Human Rights (MA) – gpMa
- Schedule 4: Performance Management (MBA) – gpMa
- Schedule 5: deleted
- Schedule 6: Social Management (MSM) – gpMa
- Schedule 7: Prevention and Health Promotion (MPH) – gpMa
- Schedule 8: Strategic Management (MBA) – gpMa
- Schedule 9: Masters in Auditing (MA) – spMa
- Schedule 10: Masters in Construction Law (MA) – spMa
- Schedule 11: Competition & Regulation (LL. M.) – spMa
- Schedule 12: Corporate and Business Law (LL. M.) – spMa
- Schedule 13: Business Engineering (MSc) – spMa
- Schedule 14: Tax Law (LL.M.) – spMa
- Schedule 15: Sustainability Law – Energy, Resources, Environment (LL.M.) – spMa

Key: gpMa – general professional Masters
spMa – specialised professional Masters