

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

In accordance with section 18 par. 8 and par. 14 *NHG* [Lower Saxony University Act], the Senate of Leuphana University of Lüneburg approved the Regulations on Admission for Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg on 15 November 2017. The Board of Trustees approved these Regulations in accordance with section 62 par. 4 *NHG* on 20 December 2017. The Presidential Committee hereby sets the following wording for the Regulations.

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

- (1) Applications must be received by Leuphana University of Lüneburg by the application deadline set for the professional programme in question by the Presidential Committee and published on the website of Leuphana University of Lüneburg. The application deadline only applies for the award of places for the given commencement date.
- (2) The Professional School at Leuphana University of Lüneburg shall specify the form of the application, including what documents are to be included with the application and the scope and format of those documents.
- (3) Applicants who fail to meet the application deadline or do not submit their application 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 places are still available after the end of the admissions process, late applications that meet the entry requirements pursuant to section 4 may also be considered. Provisions that deviate from or supplement those of the second sentence above may be specified in the subject-specific schedules for professional programmes that are subject to specific external regulations for accreditation purposes.

4 Entry requirements

- (1) Applicants for a general professional Masters must hold a relevant Bachelor or at least equivalent degree and have at least two years' professional experience, which should generally have been obtained after their relevant undergraduate degree. Applicants for a specialised professional Masters must hold a relevant Bachelor or at least equivalent degree and in general have at least one year's professional experience, which should generally have been obtained after their relevant undergraduate degree. Foreign applicants who hold such a degree shall be admitted if they demonstrate the necessary German skills by successfully completing the "*Deutsche Sprachprüfung für den Hochschulzugang (DSH)*" or an equivalent defined in the Regulations on German Language Testing for Foreign Applicants (DSH) at the University of Lüneburg [*Ordnung für die Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH) an der Universität Lüneburg*] (corresponding to level C1/C2). The level of German required for admission to programmes offered in English is defined in the relevant subject-specific schedules and may deviate from the provisions of the third and fourth sentences above.
- (2) 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) The competent admissions board pursuant to section 5 shall be entitled to allow deviations from the scope of required relevant professional experience pursuant to the first sentence of par. 1. However, at least one year's professional experience should as a rule be required.
- (4) 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.

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.

- (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.

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. Applicant motivation and proven volunteering or community work; 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 Notifications

- (1) ¹ Applicants who can be admitted shall receive a written letter of acceptance from the University. ² 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. ³ 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 charge Student Services with drawing up and sending out the rejection and acceptance letters.

8 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 who had initially been rejected pursuant to section 7 par.2 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.

9 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.

They shall replace and supersede the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg [*Ordnung über Zugang und Zulassung zu den fakultätsübergreifenden weiterbildenden Masterstudiengängen der Leuphana Universität Lüneburg*] of 09 July 2008 (Leuphana Gazette no. 13/08 of 04 September 2008), last amended on 16 November 2016 (Leuphana Gazette no. 19/17 of 06 February 2017), and the Regulations on Admission to Cross-faculty Specialised Professional Masters Programmes at Leuphana University of Lüneburg [*Ordnung über Zugang und Zulassung zu den fakultätsübergreifenden berufsspezifischen weiterbildenden Masterstudiengängen der Leuphana Universität Lüneburg*] of 21 March 2012 (Leuphana Gazette no. 05/12 of 27 April 2012), last amended on 18 November 2015 (Leuphana Gazette no. 02/16 of 04 January 2016).

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

Subject-specific Schedule 3 Governance and Human Rights to the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg

The provisions of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg are hereby supplemented as follows:

1) Degree

All Bachelor degrees or at least equivalent qualifications in all disciplines shall be recognised.

2) Professional experience

Relevant professional experience pursuant to section 4 par. 2 shall include:

- Experience in qualified full-time (paid or voluntary) employment (if applicable also freelance)
- Experience from related professional training
- Experience from an (unpaid) internship or traineeship
- Experience from full-time placements
- Employment shall be deemed qualified if most of the work involved is at the qualification level of the applicant's university degree.

3) Language skills

Applicants must also provide evidence of proficiency in English. The following test results valid at the time of the application shall be accepted:

- At least 80 points in an Internet-based TOEFL test, at least 213 points in a computer-based TOEFL test or at least 550 points in a paper TOEFL test;
- At least 6.0 points in an IELTS (Academic Version);
- At least level B2 in CAE/CPE;
- At least 750 points in TOEIC (Listening and Reading);
- Test from the Leuphana University of Lüneburg Language Centre with equivalent results

The following may also be accepted upon application on a case-by-case basis:

- Equivalent scores in other common tests;
- Evidence of a stay of at least 6 months in an English-speaking country;
- Publication in English in a recognised academic publication;
- At least one semester of full-time study on a university programme (in Germany or abroad) that is taught and assessed entirely in English, and a pass in the assessment

In exceptional cases where good reasons are provided, the following may also be accepted upon application on a case-by-case basis:

- A telephone interview and essay in English (conducted/assessed by a qualified member of staff at Leuphana University of Lüneburg).

Applicants whose native language is English do not need to provide proof of proficiency.

Proof of proficiency in German is not required.

4) Admissions process

In the admissions process for the Governance and Human Rights degree programme, a maximum of 14 points can be awarded pursuant to section 6 par. 1 of the Regulations on Admission to Cross-faculty Professional Masters Programmes. The scoring system is as follows:

Academic achievements of the applicant in his or her completed degree

Max. 6 points

Final grade* 1.0	6 points
Final grade* 1.1–1.3	5 points
Final grade* 1.4–1.6	4 points
Final grade* 1.7–1.9	3 points
Final grade* 2.0–2.2	2 points
Final grade* 2.3–2.5	1

*Final grades with 2 decimal places are rounded to 1 decimal place

Duration of and achievements in relevant management/professional role

Max. 4 points

More than 10 years	4 points
7–9 years	3 points
4–6 years	2 points
2–3 years	1

Applicant motivation and proven volunteering or community work; parental and dependant care leave

Max. 4 points

Personal statement	2 points
Total of at least 3 years' voluntary in the field of governance and human rights	2 points
Elected member of municipal, regional, district or national assembly	2 points
Dependant care leave of more than one year	1
Parental leave of more than one year	1

Subject-specific Schedule 11 Competition & Regulation to the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg

The provisions of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg are hereby supplemented as follows:

1) Degree

Applicants for the professional Masters "Competition & Regulation LL.M." require an undergraduate degree in law. Other degrees may also be accepted if applicants can demonstrate that these provided largely equivalent qualifications in the field of law.

2) Language proficiency

Applicants must also provide evidence of proficiency in English. The following test results valid at the time of application shall be accepted:

- At least 80 points in an Internet-based TOEFL test, at least 213 points in a computer-based TOEFL test or at least 550 points in a paper TOEFL test;
- At least 6.0 points in an IELTS (Academic Version);
- At least level C in CAE/CPE;
- At least 750 points in TOEIC (Listening and Reading);
- Test from the Leuphana University of Lüneburg Language Centre with equivalent results

The following may also be accepted upon application on a case-by-case basis:

- Equivalent scores in other common tests;
- Evidence of a stay of at least 6 months in an English-speaking country;
- Publication in English in a recognised academic publication

Subject-specific Schedule 5 Arts and Cultural Management to the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg

The provisions of the Regulations on Admission to Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg are hereby supplemented as follows:

(1) Degree

All Bachelor degrees or at least equivalent qualifications in all disciplines shall be recognised.

(2) Professional experience

Applicants for the degree programme should have at least one year of relevant professional experience. Relevant professional experience pursuant to section 4 par. 1 shall include:

- Experience in qualified full-time employment or freelance work;
- Experience from successfully completed, related professional training;
- Experience from an internship that is equivalent to related professional training or full-time employment;
- Experience from voluntary work or full-time placements that are equivalent to full-time employment

Employment shall be deemed qualified if most of the work involved is at the qualification level of the applicant's university degree.

(3) Language skills

Applicants must also provide evidence of proficiency in English. The following test results valid at the time of application shall be accepted:

- At least 80 points in an Internet-based TOEFL test, at least 213 points in a computer-based TOEFL test or at least 550 points in a paper TOEFL test;
- At least 6.0 points in an IELTS (Academic Version);
- At least level B2 in CAE/CPE;
- At least 750 points in TOEIC (Listening and Reading);
- Test from the Leuphana University of Lüneburg Language Centre with equivalent results

The following may also be accepted upon application on a case-by-case basis:

- Equivalent scores in other common tests;
- Evidence of a stay of at least 6 months in an English-speaking country;
- Evidence of employment in an English-speaking business lasting at least 12 months;
- Publication in English in a recognised academic publication;
- At least one semester of full-time study on a university programme (in Germany or abroad) that is taught and assessed entirely in English, and a pass in the assessment

In exceptional cases where good reasons are provided, the following may also be accepted upon application on a case-by-case basis:

- A telephone interview and essay in English conducted/assessed by a qualified person (member of staff of Leuphana University of Lüneburg or of our partner, the Goethe-Institut). The admissions board shall be responsible for the detailed arrangements (interview guidelines and evaluation sheet) and for assessing and appointing the qualified members of staff, at least half of whom should be members of the University.

Applicants whose native language is English do not need to provide proof of proficiency.
Proof of proficiency in German is not required.

(4) Admissions process

In the admissions process for the Arts and Cultural Management degree programme, a maximum of 14 points can be awarded pursuant to section 6 par. 1 of the Regulations on Admission to Cross-faculty Professional Masters Programmes. The scoring system is as follows:

Academic achievements of the applicant in his or her completed degree Max. 6 points

Final grade* 1.0	6 points
Final grade* 1.1–1.3	5 points
Final grade* 1.4–1.6	4 points
Final grade* 1.7–1.9	3 points
Final grade* 2.0–2.2	2 points
Final grade* 2.3–2.5	1

*Final grades with 2 decimal places are rounded to 1 decimal place

Duration of and achievements in relevant management/professional role Max. 4 points

More than 10 years	4 points
7–9 years	3 points
4–6 years	2 points
2–3 years	1

Applicant motivation and proven volunteering or community work; parental and dependant care leave Max. 4 points

Personal statement	2 points
Total of at least 3 years' voluntary or paid employment in the field of arts and cultural management	2 points
Active membership of or role in arts or cultural associations or initiatives	2 points
Dependant care leave of more than one year	1
Parental leave of more than one year	1