Application Guide

Certificate Programs Arts and Cultural Management

Dear applicant,

Thank you for your interest in our Arts and Cultural Management programs at the Leuphana Professional School! We are delighted that you have found your way to us and would now like to apply for one of our programs. In this guide you will find important information on how the application process.

You can apply directly via the following link: mycampus.leuphana.de

Please read the following instructions carefully before and while applying! They are intended to help with some of the special features of the learning platform that apply in particular to the English-language online degree programs.

General information and instructions can be found here:

- https://anleitungen-mycampus.leuphana.de/doku.php?id=en:registrierung
- https://anleitungen-mycampus.leuphana.de/doku.php?id=en:bewerbung
- https://www.leuphana.de/en/professional-school/information-for-applicants/application/instructions-for-mycampus-applications.html

Please note in advance that all documents must be uploaded in English or German. In the case of original documents in other languages, a translation must be attached.

Please note, that all yellow-marked boxes are mandatory.

Some items have an exclamation mark. If you click on them, you will get additional information: ⓘ

Application process

- Enter mycampus.leuphana.de
- You can choose to view the wizard in English using the "DE/EN" button in the upper right hand corner.
- For the online application in myCampus you need an applicant account. If you are not enrolled or employed at Leuphana University Lüneburg, then you must first register.

WELCOME TO MYCAMPUS, THE
CAMPUS MANAGEMENT SYSTEM OF
LEUPHANA UNIVERSITY LÜNEBURG

REGISTRATION FOR STUDENTS AND EMPLOYEES

Use your Leuphana account and password (cloud password) to log in.
→ Forgot your password? Please go to myAccount

REGISTRATION AND LOGIN FOR STUDENT APPLICANTS

Applicants for studies (bachelor, master, doctorate, continuing education, etc.) who are not studying
or employed at Leuphana University Lüneburg must first register.
→ Start registration!
Once you have completed the registration process, use the login for applicants and guests with your
email address and your set password to log in.
→ Forgot your password? Reset your password here

MORE INFORMATION

Here you can find instructions and support options for using myCampus:
→ for applicants
→ for students
→ for examiners
→ Support and contacts

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- o Click on the link „Start registration!" and follow the instructions
- o Confirm your email address with the link sent to you
- o Define a personal password and complete registration
- o After registering (or if you have already registered before), you can log in on the right (Login for applicants and guests)

The following instructions are exclusively for the Arts and Cultural Management certificate programs:

- You start with selecting the semester in which you would like to start your studies:
  - o Please check when your chosen certificate program starts:
    - ▪ Arts and Cultural Consumption and Audiences starts in the winter semester
    - ▪ Arts and Cultural Production and Cultural Organisations starts in the summer and the winter semester
    - ▪ International Cultural Management in Transition starts in the summer semester
    - ▪ Developing Cultural Organisations starts in the summer and the winter semester

- Then please select your degree program:
  - o For type of studies please choose 'other study / certificate studies'
  - o For intended degree please choose 'Certificate of Advanced Studies'

- Thereafter you can select the certificate program you would like to apply for.

- As a next step, please select
  - o Your entrance semester (usually "1") and
  - o 'Further training studies' as form of studies.

Personal Data

Please note: Your personal data in this input mask can **not be changed** after you have submitted your application. If your personal data is incorrect, we will correct it during the review of your documents for the application.

Correspondence address

This is the address we will send your documents to and, if applicable, further information material. Please keep the address up to date at all times as registered students.

Providing your mobile phone number and your e-mail address is particularly important for the administration in order to be able to notify and inform you at short notice about any missing documents as well as the application and admission process. In addition, **providing your mobile phone number in particular supports the accelerated creation and paperless acquisition of your Leuphana account**, which gives you access to the systems for the organisation of your studies.

Please use the following format for entering your mobile phone number: +49(country code)number, e.g. +4911122333444 (without spaces).

Higher education entrance qualification

This refers to your secondary school qualification (higher education entrance qualification) allowing access to German university education, for example A-Levels, High School Diploma, Abitur etc. Please fill in the fields based on the official document relating to your entrance qualification, for example your secondary school certificate.

If you have an international higher education entrance qualification, select *I have obtained a foreign higher education entrance qualification.* Then fill in the form based on your certificate, e.g. your High School Diploma or A-Levels. If you are not sure which type of school form you should choose, please select ‚General university entrance qualification' and ‚School abroad'.

Please note that *I belong to the group of master craftspersons or qualified professionals (vocational degree)* does **not** refer to work experience or employment. This is a specific certificate verifying your training for a specific job.

Please note that for the Arts and Cultural Management certificate programs at the Professional School, you don't have to apply via uni-assist, you only use this application mask!

Academic Background

Please note that you have to provide a degree and at least two years' professional experience in the field of arts management OR at least five years' professional experience for candidates without a degree. So if you have no previous university degree, do not fill in this form.

If you studied at an international university that is not listed, click on the empty field and write your actual university in the field below:

The list of programs available is based on a list provided by the German Federal Statistics Office. If you can't find your degree program, please select something that may sound familiar to you and write the original title of your subject in English in the text field below:

Edit academic background

University/Subjects	
Country of Educational Institution	United States (USA)
University	
	max. 100 characters
URL	http://
Degree	
	max. 100 characters
Form of studies	Please select...
1st subject according to statistics	Dance Education/Stage Dance
original name of 1st subject of studies	Ballet
	max. 110 characters

If you have completed other degree programs, enter them here. If not, you can leave it blank.

Under *Semester*, enter the dates in which you completed this degree program, i.e. the semester/year in which you began under *from* and the semester/year in which you completed your studies under *to*. 'WS' means winter semester (October to March) and 'SS' means summer semester (April to September). If your studies consisted of trimesters, then refer to your start semester and your last semester.

Leave the other fields (Leaves of absence, Hospital internship, interruptions) empty.

	to	total	Leaves of absence	Internship	Hospital internship	Interruption	Type of break
WS2016/17	WS2019/20	7	from 0 to 20	from 0 to 20	from 0 to 20	from 0 to 20	Please select...

Status		
Intermediate exam	not scheduled	Final examination	passed on the whole
Grade		Grade	
	max. 20 characters		max. 20 characters
Date		Date	
	Format: DD.MM.YYYY		Format: DD.MM.YYYY

6

To indicate your degree as completed, you need to set the status on 'passed on the whole', as well as enter your grade and graduation date. If you have not received a grade for your degree, write this instead of the grade.

If you are currently enrolled in a programme or have already completed more than one program, please enter the information **separately for each program**. This can be done via "add degree programme".

Previous Degrees

If you have previously indicated a degree, please upload the proof of this here.

Professional Experience

Your relevant professional experience is one of the most important requirements for us. So please read the information carefully!

- Please note that you have to provide a degree and at least two years' professional experience in the field of arts management OR at least five years' professional experience for candidates without a degree
- Please upload only relevant evidence in den field of arts and cultural management (or related).
- Please note that the CV is not sufficient as a proof of work experience. Therefore, please upload a confirmation from the employer, for self-employed please upload a portfolio.
- The confirmation must include the time period of the employment.

English Language Skills

As all modules of the program are in English, you will need to demonstrate a certain level of English proficiency. Please use the comment box to specify your proof such as

- Native speaker
- TOEFL internet-based test (minimum score of 92)
- IELTS test with minimum score of 6.5 (IELTS academic training preferred)
- CAE/CPE (minimum level C1, Grade B)
- TOEIC (4 skill test / minimum 720 points in listening and reading / 310 points in speaking and writing)
- Equivalent test of proficiency in English (in individual cases only)
- Documented previous full-time work positions in an English-speaking country of at least 6 months
- One semester of full-time studies at a university taught exclusively in English (abroad or in Germany), which was completed by successfully passing the required examinations

As a next step you have to upload your proof of your English language skills. As a native speaker, please upload a scan of your passport.

Additional Notes:

- You are applying for a distance learning program. The entire study program takes place online.

- You are applying for a degree programme for which tuition fees are charged. Tuition fees have to be paid in addition to the semester fees. The exact amount can be found on our homepage. Following the Regulations of the Presidential Committee on Fees for Cross-faculty Professional Masters Programmes at Leuphana University of Lüneburg you have to pay the complete tuition fee upon acceptance of a place on the degree programme in question. This duty of payment is also active in case of an unenrollment after 15 April if starting in the summer semester and in case of an unenrollment after 15 October if starting in the winter semester. There is the possibility that you pay the tuition fee in instalments that we can agree upon individually.

Both aspects are very important, so you must confirm that you are aware of them.

Confirmation

Please review the data you entered and ensure that you have uploaded the correct documents. Please confirm all required checkboxes at the very end.

Once you have **sent your online application** and **uploaded all documents,** your application will be reviewed. If there are any incorrect or missing documents, we will inform you about how to proceed. After the application deadline and as soon as your application has been processed, we will get back to you. All relevant updates are sent by email, so be sure to check your inbox and your spam folder regularly.

Please note that the verification of individual documents and the status update can **take some time**. **Check the status of your application regularly in your myCampus account.**

We hope this guide has been useful and has helped you to submit your application. If you have any questions, please contact macuma.info@leuphana.de

If you need to submit additional documents, please also send them by email to macuma.info@leuphana.de

Please note that your application can only be processed if the documents are complete. All mandatory documents must have reached us within the application deadline.

We are looking forward receiving your application!

The Arts and Cultural Management Coordination Team of the Leuphana Professional School