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- First amendment to the General Regulations of Leuphana University of Lüneburg for access and admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs
- New announcement of the General Regulations of Leuphana University of Lüneburg for access and admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs

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First amendment to the General Regulations of Leuphana University of Lüneburg for access and admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs

Based on Section 18 (5) and (6) and Section 17 of the Lower Saxony Higher Education Act (NHG) in the version of February 26, 2007 (Nds. GVBl. p. 69), last amended by Art. 12 of the Act of December 14, 2023 (Nds. GVBl. p. 320), Section 4 (5), Section 5 and Section 10 (1) of the Lower Saxony Higher Education Admission Act (NHZG) of 1 of the Lower Saxony Higher Education Admission Act (NHZG) of January 29, 1998 (Nds. GVBl. p. 51), last amended by Art. 2 of the Act of November 19, 2019 (Nds. GVBl. p. 333), in conjunction with Section 29 of the Lower Saxony Higher Education Admission Ordinance (NHZVO) of December 12, 2019 (Nds. GVBl. p. 333). December 2019 (Nds. GVBl. p. 375), last amended by the ordinance of July 6, 2023 (Nds. GVBl. p. 167), the Senate of Leuphana University of Lüneburg adopted the following first amendment to the General Regulations of Leuphana University of Lüneburg for access and admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs dated April 19, 2023 (Leuphana Gazette No. 45/23 dated May 15, 2023) on February 21, 2024. The Board of Trustees approved this amendment in accordance with Section 18 (14) in conjunction with Section 62 (4) NHG on March 13, 2024.

SECTION I

The general regulations of Leuphana University of Lüneburg for access and admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs are amended as follows:

1. In § 3a para. 1 sentence 3, "and the Abitur examination" is changed to "or the Abitur examination".
2. In Section 6 (1), "successive" procedural stages is deleted.
3. In § 6 para. 2 sentence 1, the previous sentence "Initially, 25 percent of the study places will be allocated by way of pre-admission among all applicants according to their HZB average grade (§ 5 para. 7 sentence 1 no. 1 NHZG)." changed to: "30 percent of the study places are allocated among all applicants according to their average HZB grade (Section 5 (7) sentence 1 no. 1 NHZG)."
4. Sentences 3 to 7 in Section 6 (2) shall be deleted.
5. In § 6 para. 3 sentence 1, the previous sentence "In addition, various aptitude criteria are combined with the HZB average grade in accordance with §§ 7 to 10 (§ 5 para. 7 sentence 1 no. 2 NHZG)." changed to "Otherwise, the selection decision is made according to the aptitude criteria specified in §§ 7 to 10 (§ 5 para. 7 sentence 1 no. 2 NHZG)."
6. § Section 9 (3) and (4) shall be amended as follows:
 - (3) ¹In order to participate, it is necessary to register for the aptitude test in due time. ²Registration and participation are possible regardless of the regulation in § 5 para. 3, however, the consideration of the result of the study aptitude test for the selection decision according to § 12 is subject to § 5 para. 3.³

Notwithstanding sentence 2, an application for a study place is required after expiry of the application exclusion period according to § 2 para. 1 for registration and participation in the study aptitude test.⁴ If several dates are offered for the study aptitude test, only one date may be attended.⁵ Applicants who do not participate will continue to be included in the ranking list and may be awarded a study place based on their ranking (§ 12) in the further main, succession or lottery procedure.

- (4) ¹Applicants can also take the ITB-ASET test online for a fee at a test provider commissioned by Leuphana University of Lüneburg. ²The ITB-ASET test is carried out online under video supervision by a test provider commissioned by Leuphana University of Lüneburg without any obligation to be present in an examination room at Leuphana University of Lüneburg. ³Otherwise, paragraphs 1 to 3 apply accordingly to the ITB-ASET test. ⁴The result of the ITB-ASET test will be transmitted to Leuphana University of Lüneburg by the test provider and evaluated as an alternative result for the study aptitude test in accordance with § 9 para. 1.

7. § Section 10 (3) and (4) shall be replaced by the following:

- (3) ¹To participate, you must register for the selection interview by the deadline. ²An application for a study place is required for registration and participation in the selection interview. ³Otherwise, registration and participation are possible regardless of the regulation in § 5 para. 3 no. 2 and 3, but the consideration of the result of the selection interview for the selection decision according to § 12 is subject to § 5 para. 3. ⁴ If several dates are offered for the selection interview, only one date may be attended. ⁵Applicants who do not participate will remain on the ranking list and may receive a place in the further main, succession and lottery procedures on the basis of their ranking (§ 12).
- (4) ¹When registering for the selection interview, applicants can indicate that the selection interview should be conducted via video conference.

8. § 11 is replaced by the following new version:

¹The results of the aptitude test and selection interview from the previous year's selection procedure can be taken into account if the applicant

1. completed the aptitude test or selection interview in the previous year for the same major and in the same language,
2. has applied for the results from the previous year to be taken into account when registering for the aptitude test or selection interview via a web platform provided by Leuphana University of Lüneburg.

²The application according to sentence 1 no. 2 can be submitted for both or only one of the two aptitude criteria. ³In the case of an application, renewed participation in the aptitude test or selection interview is excluded. ⁴Subsequent applications are also excluded.

9. § Section 12 is replaced by the following new version:

§ 12 Selection decision / admission according to the university's own selection procedure

- (1) ¹When allocating study places in accordance with § 6 Para. 3, the points achieved from the average HZB grade and the extracurricular achievements relevant to the course in accordance with §§ 7 and 8 are added together. ²The points achieved from the study aptitude test in accordance with § 9 are weighted with 0.4 and from the selection interview in accordance with § 10 are weighted with 0.6 and added together.

³If only the aptitude test according to § 9 is offered for a degree program, the test result is included unchanged in the total. ⁴A total score is calculated from the partial sums from §§ 7 and 8 as well as §§ 9 and 10. ⁵On the basis of the score calculated in this way (max. 59 points), an overall ranking list is drawn up for all applicants. ⁶In the event of a tie, Section 5 (9) NHZG shall apply.

(2) ¹Admission to a major can take place immediately after the cut-off period in accordance with § 2 Para. 1 if all applicants are admitted to the major. ²The decision is made by the Presidential Board.

(3) ¹The selection decision is made by the Executive Board. ²The selected applicants receive a letter of admission, the unsuccessful applicants receive a letter of rejection. ³The respective notifications are issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with § 2 para. 2. ⁴Applicants will be informed by email about a change of status in the Campus Management System. ⁵In the letter of admission, applicants are given a deadline by which they must confirm acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁶If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ⁷This legal consequence must be pointed out in the letter of admission. ⁸A succession procedure or lottery procedure will take place. ⁹In justified exceptional cases, the letter of admission or the letter of rejection may be issued in writing. ¹⁰In the event that the letter of admission was issued in writing, acceptance of the study place can also be declared in writing.

10. § Section 13 (4) shall be amended as follows:

¹The selection committee may exceptionally decide, on the basis of the available number of applicants, after expiry of the exclusion period pursuant to § 2 para. 1, not to continue the university's own selection procedure pursuant to § 6 para. 2 for a particular major if it is foreseeable that a sufficient number of applicants will not be available. ²§ Section 12 (3) applies accordingly.

11. In § 16 para. 3 sentence 2, "the invitation to the aptitude test and, if applicable, the selection interview" is replaced by "the transmission of results upon participation in the aptitude test"

12. In Section 16 (4), "of" is replaced by "on".

13. In Section 16 (4), point 10 "Social, family and economic reasons (from evidence in accordance with Section 9 (4) sentence 4)" is deleted.

14. In Section 16 (5), sentence 1 shall be deleted and replaced by the following amended version:

¹Only video conferencing systems of Leuphana University of Lüneburg are used to conduct selection interviews in accordance with Section 10 (4). ²The following categories of personal data may be collected from participating applicants* and interview moderators

1. E-mail address,
2. (Account) names,
3. Communication content, in particular audio and video data,
4. the data technically required to provide the video conferencing system are recorded, temporarily stored and transmitted to the participants.

³The data will not be stored beyond the video conference. ⁴Before the selection interview begins, applicants are authenticated using a photo ID, which must be presented upon request. ⁵It must be ensured that

only the supervisors have access to the necessary data (picture, name on the ID card) and that this data is not disclosed to any other applicants participating in the video conference.

15. § 17 is deleted

16. § 18 is deleted

17. Annex 1 Alternative proof of special English language skills (§ 3) is revised as follows:

Proof	Result/financial statements at least
Cambridge B2 First	Scale 160
Cambridge C1 Advanced	Scale 180
Cambridge C2 Proficiency	Scale 200
European Baccalaureate with English as language	reported final grade 7.0
IB Diploma with English at Standard Level	reported final grade 5
IELTS (International English Language Testing System) Academic Version	4.5 points
Pearson Test of English, Academic Test (PTE Academic)	50 points
TOEFL-IBT test administration at the test center or as Home Edition, as well as 4-skills TOEFL iBT-Paper Edition from test date 12. April 2021	60 points at least the following score Reading: 10 points Listening: 13 points Speaking: 18 points Writing: 15 points
TOEIC test (listening and reading area)	650 points
TOEIC test (areas speaking & writing)	280 points
Modules of a university degree course taught exclusively in English and completed with an examination in English	30 credit points according to ECTS or completed studies
a certificate from an English-speaking school that entitles you to study in the respective country	

18. Annex 1a Alternative proof of increased English language skills (§ 3a) is revised as follows:

Proof	Result/financial statements at least
Cambridge B2 First	Scale 175
Cambridge C1 Advanced	Scale 180
Cambridge C2 Proficiency	Scale 200
European Baccalaureate with English as language L1 or L2	reported final grade 8.0
IB Diploma with English as language A at Higher Level	reported final grade 6
IELTS (International English Language Testing System)	6.5 points
Pearson Test of English, Academic Test (PTE Academic)	63 points
TOEFL-IBT test Test administration at the test center or as a home edition, as well as 4-skills TOEFL iBT paper edition from test date 12. April 2021	90 Points at least the following score Reading: 21 points Listening: 19 points Speaking: 22 points Writing: 20 points
TOEIC- *4 skills* test	– 850 points in Listening and Reading – 340 points in the area of Speaking and Writing
Modules of a university degree course taught exclusively in English and completed with an examination in English	completed studies
a certificate from an English-speaking school that entitles you to study in the respective country	

19. In Annex 4, the sub-degree program "Cultural Studies: Organization, Society and the Arts (ENG)" is added.

20. Appendix 5 is supplemented: Exemption rule for selection interviews

From the winter semester 2024/2025 until further notice, selection interviews in accordance with § 10 will not be held in the following sub-degree programs:

- Digital Media,
- Economics,
- Engineering sciences,
- International Business Administration and Entrepreneurship,
- Cultural studies,

- Cultural Studies: Organization, Society and the Arts,
- Political science,
- Psychology,
- Jurisprudence,
and
- Business informatics.

SECTION II

The amendments described in Section I shall enter into force on the day following their publication in the Official Gazette of Leuphana University of Lüneburg.

New announcement of the General Regulations of Leuphana University of Lüneburg for access and admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs

The Presidential Board of Leuphana University of Lüneburg publishes below the wording of the General Regulations of Leuphana University of Lüneburg for admission to the "Leuphana Bachelor" with all admission-restricted partial degree programs of 19 April 2023 (Leuphana Gazette No. 45/23 of 15 May 2023) in the version now in force, taking into account

— of the first amendment dated February 21, 2024 (Leuphana Gazette No. 73/24 dated March 22, 2024) known.

PART I General

§ 1 Scope of application

¹These regulations govern access and admission to the first semester of the "Leuphana Bachelor" (2-subject Bachelor) at the College of Leuphana University of Lüneburg. ²This does not include access and admission to the Bachelor's degree programs that provide the requirements for a teaching profession. ³The admission requirements of §§ 3, 3a and 4 also apply accordingly for admission to higher semesters.

§ 2 Application deadline, form, choice of a major and a minor

- (1) ¹Applications for the first or a higher semester in the winter semester of a given year must be submitted by July 15 (cut-off deadline).
² Notwithstanding sentence 1, an application for the higher semester is also possible for the summer semester of a year and must be submitted by January 15 (cut-off deadline) of a given year.
- (2) ¹The application procedure takes place in electronic form. ²Applicants must register in the Campus Management System provided by Leuphana University of Lüneburg. ³By registering, applicants undertake to use the Campus Management System provided by Leuphana University of Lüneburg and to check the associated mailbox regularly. ⁴After registration, applicants can apply for admission to a degree program using the electronic application form provided by Leuphana University of Lüneburg. ⁵Applicants who demonstrate to Leuphana University of Lüneburg within the respective application deadline that they cannot reasonably be expected to apply and submit their application in electronic form will be supported by Leuphana University of Lüneburg. ⁶These applicants can visit the Leuphana University of Lüneburg Student Services in person and will be supported in their application by Leuphana University of Lüneburg staff.
- (3) ¹The application must relate to access and admission to a major and a minor. ²Likewise, enrollment for the "Leuphana Bachelor" is for one major and one minor.
- (4) ¹Leuphana University of Lüneburg determines the documents to be attached to the electronic application for admission. ²The relevant documents must be uploaded to the Campus Management System in pdf format by the deadline. ³Applications that are not complete and received in due form and time will be excluded from the admission procedure.

PART II

Access

§ 3 Admission requirements for all applicants

- (1) ¹According to § 18 para. 6 NHG, access to the "Leuphana Bachelor" is only granted to those applicants who, in addition to the requirements according to § 18 para. 1 sentence 2 NHG, can prove special language skills in English. ²The special English language skills are proven by
- a. taking English as an advanced or major subject in the upper secondary school or
 - b. the minimum score of 8 points in the basic course/subject English of the upper secondary school (as an average of the four course semesters and, if applicable, the Abitur examinations) as stated in the university entrance qualification (HZB) or
 - c. the final grade of at least 3.0 in English shown in the other valid HZBs.
- ³Alternatively, the special English language skills can be proven by the certificates listed in Appendix 1.
- (2) ¹The admission requirements according to paragraph 1 must generally be proven at the time of application. ²However, it can be provided by the end of the second semester at the latest. ³If proof is not provided by this time, the student will be de-registered. ⁴The test results must not be older than two years.

§ 3a Admission requirements for partial degree programs taught in English

- (1) ¹Access to English-language sub-degree programs of the "Leuphana Bachelor" is only available to applicants who can prove increased language proficiency in English. ²English-language sub-degree programs are those that either have an exclusively English-language curriculum or can be studied exclusively in English due to the existing range of courses. ³The increased knowledge of English is proven by
- a. the minimum score of 11 points in English as a written examination subject in the upper secondary school level (as an average of the four course level semesters or the Abitur examination) as stated in the HZB or
 - b. the final grade of at least 2.0 in English shown in the other valid HZBs.
- ⁴Alternatively, the increased knowledge of English can be proven by the certificates listed in Annex 1a.
- (2) ¹Proof of the admission requirements according to paragraph 1 must be provided at the time of application. ²The proof can be submitted at the latest by the beginning of the semester for which the application is made. ³If proof is not provided by this time, the student will be de-registered. ⁴The test results must not be older than two years.

§ 4 Admission requirements for applicants with a Fachhochschule entrance qualification

- (1) ¹Applicants with an entrance qualification for universities of applied sciences or a previous school education recognized as equivalent in accordance with § 18 para. 1 sentence 2 no. 1 lit. c or d NHG are entitled to study in any subject area in accordance with § 18 para. 3 NHG if they can prove sufficient knowledge in mathematics, German and - if stated in the final certificate - in a scientific, technical or humanities subject in addition to the admission requirements according to § 3 or § 3a. ²This knowledge is proven with an average grade of at least "3.0" (averaged from the final grade of the three subjects mentioned in sentence 1 in the HZB). ³They are entitled to study in the subject area corresponding to their previous school education without further proof.

- (2) Proof of the admission requirements according to para. 1 sentence 1 must be provided at the time of application.

PART III

Authorization

§ 5 Admission procedure

- (1) ¹Admission is granted on a quota basis separately for each sub-degree program of the "Leuphana Bachelor" designated as admission-restricted in the respective admission regulations of the Ministry of Science and Culture. ²The following criteria apply to all majors. ³In the case of a minor with restricted admission, only the results according to §§ 7 and 8 apply.

- (1a) ¹For the admission of foreign nationals and stateless persons with a recognized foreign educational background who are not equivalent to Germans according to § 1 para. 2 sentence 3 NHZVO (foreigner quota), the selection decision is made in the following procedure based on the following criteria:

1. the average grade of the university entrance qualification is converted into points according to the table in Appendix 2 and a ranking list is drawn up.
2. ¹By voluntarily taking the TestAS study aptitude test, applicants can achieve additional points in accordance with Annex 4 and thus improve their position in the ranking list. ²If applying for a non-English major, the TestAS must be taken in German; if applying for an English major, it must be taken in English. ³The TestAS core module must be selected in accordance with Annex 4 according to the sub-degree program for which the application is made.
- 3 In addition, the special circumstances listed in Annex 4 pursuant to Section 5 (4) NHZG are taken into account.

²The points achieved from sentence 1, points 1 to 3 are added together to calculate a total score. ³On the basis of the score calculated in this way (max. 43 points), an overall ranking list is drawn up among all applicants in the foreign quota. ⁴In the event of a tie, Section 5 (9) NHZG applies. ⁵The selection decision is made by the Executive Board. ⁶Admission notifications are issued electronically for the selected applicants and rejection notifications are issued electronically for the unsuccessful applicants and made available for retrieval in the protected area of the Campus Management System in accordance with § 2 Para. 2. made available. ⁷Applicants will be informed of the change in applicant status by email. ⁸A succession procedure or lottery procedure will take place.

- (2) ¹After deduction of the preliminary and special quotas in accordance with Section 22 (1) NHZVO, 90% of the places available for a major are allocated according to the results of the university's own selection procedure. ²The remaining 10% are allocated according to waiting time. ³The waiting period will not exceed seven semesters.
- (3) The admission procedure is attended by,
1. anyone who has applied for a study place in due form and time in accordance with § 2 para. 1 to 3,
 2. fulfills the admission requirements according to § 3 or 3a and, if applicable, § 4 and
 3. does not participate in the award procedure within the framework of a preliminary or special quota pursuant to Section 22 (1) (1), (3) or (4) NHZVO (foreign student quota, second degree quota, professional qualification quota).

§ 6 University selection procedure

- (1) As part of the university's own selection procedure (§ 5 Para. 7 NHZG), the selection decision is made in two procedural stages in accordance with Paras. 2 and 3.
- (2) ¹ 30 percent of the study places are allocated among all applicants according to their average HZB grade (Section 5 (7) sentence 1 no. 1 NHZG). ²Appendix 2 applies for determining the ranking. ³ In the event of equal ranking, Section 5 (9) NHZG applies. ⁴The selection decision is made by the Executive Board. ⁵The applicants selected receive a letter of admission. ⁶This notification will be issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with Section 2 (2). ⁷Applicants will be informed by email about a change of status in the Campus Management System. ⁸Together with the letter of admission, applicants are given a deadline by which they must confirm their acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁹If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ¹⁰This legal consequence must be pointed out in the notification. ¹¹There is no succession or lottery procedure.
- (3) ¹Otherwise, the selection decision is based on the eligibility criteria specified in §§ 7 to 10 (§ 5 para. 7 sentence 1 no. 2 NHZG). ²The HZB average grade is of considerable importance here.

§ 7 HZB average grade

With the HZB average grade, applicants can achieve a maximum of 30 points in the selection procedure in accordance with Annex 2.

§ 8 Extracurricular achievements relevant to studies

Applicants can achieve a maximum of 5 points in the selection procedure with extracurricular achievements relevant to their studies in accordance with Annex 3, whereby points are only awarded once in each category.

§ 9 Study aptitude test

- (1) Applicants are required to complete a supervised written test of their academic aptitude, with which they can achieve a maximum of 24 points in the selection process.
- (2) The study aptitude test is conducted in German, in English-language sub-degree programs in English.
- (3) ¹In order to participate, it is necessary to register for the aptitude test in due time. ²Registration and participation are possible regardless of the regulation in § 5 para. 3, however, the consideration of the result of the study aptitude test for the selection decision according to § 12 is subject to § 5 para. 3. ³Notwithstanding sentence 2, an application for a study place is required after expiry of the application exclusion period according to § 2 para. 1 for registration and participation in the study aptitude test. ⁴ If several dates are offered for the study aptitude test, only one date may be attended. ⁵Applicants who do not participate will continue to be included in the ranking list and may be awarded a study place based on their ranking (§ 12) in the further main, succession or lottery procedure.
- (4) ¹Applicants can also take the study aptitude test online at using the fee-based ITB-ASET test at a test provider commissioned by Leuphana University of Lüneburg. ²The ITB-ASET test is carried out online under

video supervision by a test provider commissioned by Leuphana University of Lüneburg without any obligation to be present in an examination room at Leuphana University of Lüneburg. ³Otherwise, paragraphs 1 to 3 apply accordingly to the ITB-ASET test. ⁴The result of the ITB-ASET test will be transmitted to Leuphana University of Lüneburg by the test provider and evaluated as an alternative result for the study aptitude test in accordance with § 9 para. 1.

§ 10 Selection interview

- (1) A pre-structured selection interview is conducted for the applicants, in which they can achieve a maximum of 24 points in the selection process.
- (2) ¹The aim of the selection interviews is to determine the suitability for the "Leuphana Bachelor" and the chosen major by considering the motivation, goals and expectations of the applicants. ²The selection interviews are conducted by interviewers appointed by the selection committee (§ 13). ³The interviewers receive extensive written and oral preparation for their work. ⁴The guideline for the duration of an interview is 20 minutes. ⁵The selection committee will develop interview guidelines for the interviews in advance, which the interview leaders must follow. ⁶Standardized minutes must be kept of the main content of the interviews. ⁷The selection interview will be conducted in German, in the case of English-speaking majors in English.
- (3) ¹To participate, you must register for the selection interview by the deadline. ²An application for a study place is required for registration and participation in the selection interview. ³Otherwise, registration and participation are possible regardless of the regulation in § 5 para. 3 no. 2 and 3, however, the consideration of the result of the selection interview for the selection decision according to § 12 is subject to the reservation of § 5 para. 3. ⁴If several dates are offered for the selection interview, only one date may be attended. ⁵Applicants who do not participate will remain on the ranking list and may receive a place in the further main, succession and lottery procedures on the basis of their ranking (§ 12).
- (4) ¹When registering for the selection interview, applicants can indicate that the selection interview should be conducted via video conference.

§ 11 Recognition of aptitude test and selection interview

¹The results of the aptitude test and selection interview from the previous year's selection procedure can be taken into account if the applicant

1. completed the aptitude test or selection interview in the previous year for the same major and in the same language,
2. has applied for the results from the previous year to be taken into account when registering for the aptitude test or selection interview via a web platform provided by Leuphana University of Lüneburg.

²The application according to sentence 1 no. 2 can be submitted for both or only one of the two aptitude criteria. ³In the case of an application, renewed participation in the aptitude test or selection interview is excluded.

⁴Subsequent applications are also excluded.

§ 12 Selection decision / admission according to the university's own selection procedure

- (1) ¹When awarding study places in accordance with § 6 Para. 3, the points achieved from the average HZB grade and the extracurricular achievements relevant to the course in accordance with §§ 7 and 8 are added together. ²The points achieved from the study aptitude test in accordance with § 9 are weighted with

0.4 and from the selection interview in accordance with § 10 are weighted with 0.6 and added together. ³If only the aptitude test according to § 9 is offered for a degree program, the test result is included unchanged in the total. ⁴A total score is calculated from the partial sums from §§ 7 and 8 as well as §§ 9 and 10. ⁵On the basis of the score calculated in this way (max. 59 points), an overall ranking list is drawn up for all applicants. ⁶In the event of a tie, Section 5 (9) NHZG shall apply.

- (2) ¹Admission to a major can take place immediately after the cut-off period in accordance with § 2 Para. 1 if all applicants are admitted to the major. ²The decision is made by the Presidential Board.
- (3) ¹The selection decision is made by the Executive Board. ²The selected applicants receive a letter of admission, the unsuccessful applicants receive a letter of rejection. ³The respective notifications are issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with § 2 para. 2. ⁴Applicants will be informed by email about a change of status in the Campus Management System. ⁵In the letter of admission, applicants are given a deadline by which they must confirm acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁶If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ⁷This legal consequence must be pointed out in the letter of admission. ⁸A succession procedure or lottery procedure will take place. ⁹In justified exceptional cases, the letter of admission or the letter of rejection may be issued in writing. ¹⁰In the event that the letter of admission was issued in writing, acceptance of the study place can also be declared in writing.

§ 13 Selection committee

- (1) A selection committee is appointed by the Presidential Board to prepare the selection decision for admission to the first semester.
- (2) ¹It consists of a member of the Executive Board or a person appointed by the Executive Board as chairperson, two professors, two research assistants and two students. ²In addition, a sufficient number of deputies are appointed. ³The faculty councils or - for the student members - the responsible study commissions can nominate members and deputies from the faculties that conduct selection interviews. ⁴The term of office of the members and deputies is three years, that of the student representatives one year. ⁵Reappointment is possible.
- (3) ¹The selection committee is responsible, among other things, for the detailed organization of the selection interviews (content and design of the interview guidelines) and the appointment of the interview leaders, at least half of whom should be members of the university. ²It may consult other persons who are particularly experienced in the various sub-degree programs.
- (4) ¹The selection committee may exceptionally decide, based on the available number of applicants, after expiry of the exclusion period pursuant to § 2 para. 1, not to continue the university's own selection procedure pursuant to § 6 para. 2 for a specific major if it is foreseeable that a sufficient number of applicants will not be available. ²§ Section 12 para. 3 applies accordingly.
- (5) The selection committee reports to the Senate on the experience gained after completion of the award procedure and makes proposals for the further development of the procedure.

§ 14 Admission outside the study place allocation procedure

¹Applications for admission to studies outside of the study place allocation procedure must be submitted in writing to the university (Student Services) by March 15 (cut-off deadline for the summer semester) and by

September 15 (cut-off deadline for the winter semester) in accordance with Section 4 (5) NHZG. ²The application must relate to a major and a minor. ³A copy of the university entrance qualification certificate (HZB) and any supplementary applications must be attached to the application.

§ 15 Admission for higher semesters

(1) ¹The available study places in a higher admission-restricted semester are allocated to applicants in the following order,

- a) for whom a refusal of admission for personal reasons would mean particular hardship,
- b) in the same or a comparable degree program
 - i. are already enrolled at the Leuphana University of Lüneburg for a partial degree program are enrolled,
 - ii. are or were enrolled at another German university, a university in another member state of the European Union or another state party to the Agreement on the European Economic Area,
 - iii. are or have been enrolled at a foreign higher education institution that does not fall under letters ii with German citizenship or equivalent to German citizens under admission law,
 - iv. have been admitted for the first semester and can be placed in a higher semester,
- c) who assert other reasons.

²The reasons stated in sentence 1 must be proven. Applicants must prove that they have the level of performance required for the course in the higher semester. ⁴Proof in accordance with sentences 2 and 3 must be submitted together with the application in accordance with the requirements of Section 2 (4) by the deadline. ⁵Admission requires placement in a corresponding semester by the responsible examination board.

(2) Within each of the three case groups in paragraph 1, admission shall be determined by the social, in particular family and economic reasons relevant to the choice of location, then by the result of the higher education entrance qualification and finally by lot.

(3)¹The selection decision is made by the Executive Board. ²The selected applicants receive a letter of admission, the unsuccessful applicants receive a letter of rejection. ³The respective notifications are issued electronically and made available for retrieval in the personal basic account of the applicant concerned in accordance with § 2 para. 2. ⁴Applicants will be informed by email about a change of status in the Campus Management System. ⁵In the letter of admission, applicants are given a deadline by which they must declare their acceptance of the study place electronically via their personal basic account in accordance with § 2 para. 2. ⁶If this declaration is not submitted in due time and form, the letter of admission becomes invalid. ⁷This legal consequence must be pointed out in the letter of admission. ⁸A succession procedure or a lottery procedure in accordance with § 37 NHZVO takes place. ⁹In justified exceptional cases, the letter of admission or the letter of rejection may be issued in writing. ¹⁰In the event that the letter of admission was issued in writing, acceptance of the study place can also be declared in writing.

§ Section 16 Processing of personal data

(1) ¹The following categories of personal data of applicants are processed for the purpose of carrying out the admission and admission procedure and, if applicable, subsequently for enrollment:

1. Applicant number and application number(s)
2. Date of first or new enrollment

3. Identification data (surname, maiden name, first name(s), date of birth, place of birth (country), gender, nationality)
4. Contact details (address, e-mail address)
5. University entrance qualification (HZB): type, country, district, city, result (grade point average), date
6. Information on universities already attended
7. Information on practical training
8. Information on other admission requirements (e.g. language skills, special certificates of achievement for art, music or sports studies as a teacher, preparatory college)
9. Date of vocational qualification, time of employment after obtaining the HZB
10. Information on extracurricular activities in accordance with Annex 3
11. Information on waiting times
12. Social, family and economic reasons
13. Result of first degree, reasons for second degree
14. Result data from the selection procedure in accordance with §§ 8, 9 and 10 of these regulations
15. Ranking list data (e.g. details and results of the selection procedures in accordance with § 12 of these regulations)
16. Information on whether admission or enrollment has taken place.

²A personal access-protected area is provided for the purpose of submitting the application in accordance with Section 2 (2), submitting subsequent documents and communicating with applicants during the admission procedure. ³For this purpose, applicants must create a basic account by providing an e-mail address and a password. ⁴The e-mail address provided is to be used exclusively for verification purposes and for notification of changes and the receipt of new messages in the protected applicant area. ⁵The application can be linked to the basic account in accordance with sentence 3 or, if the clear assignment is ensured, to an existing student account in the Campus Management System. ⁶Access times may be processed for verification purposes. ⁷The basic account will be deleted no later than 30 days after the start of the semester for which an application has been submitted. ⁸Basic accounts whose applicants have not logged in for more than 180 days after registration and have not submitted an application will be deleted. ⁹To facilitate the submission of other applications, the deadline according to sentence 8 can be extended by a further 180 days at the applicant's request. ¹⁰If the applicant receives a study place, the data from the application process may, in deviation from sentence 7, also be processed beyond this, insofar as this is necessary for enrollment and student administration in accordance with the enrollment regulations of Leuphana University of Lüneburg in the currently valid version. ¹¹ Personal data according to para. 1 sentence 1 no. 1, 2, 3 (only date of birth and gender), 5, 11, as well as the place of residence with postal code may also be processed for quality assurance of the selection procedure.

- (2) Personal data that is no longer required for the purposes stated in these regulations shall be deleted by the internally responsible body at the earliest possible time after the expiry of the relevant retention and limitation periods for the specific subject and, if no retention and limitation periods are relevant, at the earliest possible time.

(3) ¹In deviation from para. 1 sentence 4, the e-mail address specified in the basic account can also be used as non-binding preliminary information for sending notification of the opportunity to take part in the aptitude test in accordance with § 9 and, if applicable, the selection interview in accordance with § 10. ²The address provided in the application will be used for the purpose of sending the results of participation in the aptitude test by post.

(4) ¹If applicants decide to take the ITB-ASET test in accordance with Section 9 (4), the following data will be processed to check the eligibility of the applicants and to carry out and assign the test to the application:

1. Application number or application numbers
2. Surname, first name
3. Contact details such as telephone number and e-mail address
4. Date of birth
5. Name and type of test
6. Start, duration and end of the examination
7. Answers to questions in the test
8. Results of test processing, verification
9. Technical data required to provide the online test

²The following data of the participating applicants will be processed in order to carry out video supervision by means of audiovisual overview supervision and recording (security system):

1. Audio and video data
2. Technical data required for the provision of video surveillance
3. If applicable, type and number of safety-related incidents during the audit.

³Before the start of the test, applicants are authenticated using a photo ID, which must be presented upon request. ⁴Authentication must take place in real time, without interruption and with sufficient image and sound quality. ⁵It must be ensured that only examiners or supervisors have access to the necessary data (image, name on the ID card) and that this data is not disclosed to the other participating applicants in particular. ⁶Audiovisual data of the invigilator may only be (temporarily) stored for as long as is necessary for the clear identification of applicants, the prevention of cheating and ensuring the personal performance of applicants throughout the entire duration of the test. ⁷This data must then be deleted immediately.

(5) ¹Only video conferencing systems of Leuphana University of Lüneburg are used to conduct selection interviews in accordance with Section 10 (4). ²The following categories of personal data may be collected from participating applicants* and interview moderators

1. E-mail address,
2. (Account) names,
3. Communication content, in particular audio and video data,
4. the data technically required to provide the video conferencing system are recorded, temporarily stored and transmitted to the participants.

³The data will not be stored beyond the video conference. ⁴Before the selection interview begins, applicants are authenticated using a photo ID, which must be presented upon request. ⁵It must be ensured that only the supervisors have access to the necessary data (picture, name on the ID card) and that this data is not disclosed to any other applicants participating in the video conference.

APPENDIX 1**Alternative proof of special English language skills (§ 3)**

Proof	Result/financial statements at least
Cambridge B2 First	Scale 160
Cambridge C1 Advanced	Scale 180
Cambridge C2 Proficiency	Scale 200
European Bacalaureate with English as language	reported final grade 7.0
IB Diploma with English at Standard Level	reported final grade 5
IELTS (International English Language Testing System) Academic Version	4.5 points
Pearson Test of English, Academic Test (PTE Academic)	50 points
TOEFL-IBT test administration at the test center or as Home Edition, as well as 4-skills TOEFL iBT-Paper Edition from test date 12. April 2021	60 points at least the following score Reading: 10 points Listening: 13 points Speaking: 18 points Writing: 15 points
TOEIC test (listening and reading area)	650 points
TOEIC test (areas speaking & writing)	280 points
Modules of a university degree course taught exclusively in English and completed with an examination in English	30 credit points according to ECTS or completed studies
a certificate from an English-speaking school that entitles you to study in the respective country	

ANNEX 1a**Alternative proof of increased English language proficiency for partial degree programs taught in English (§ 3a)**

Proof	Result/financial statements at least
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Cambridge B2 First	Scale 175
Cambridge C1 Advanced	Scale 180
Cambridge C2 Proficiency	Scale 200
European Baccalaureate with English as language L1 or L2	reported final grade 8.0
IB Diploma with English as language A at Higher Level	reported final grade 6
IELTS (International English Language Testing System)	6.5 points
Pearson Test of English, Academic Test (PTE Academic)	63 points
TOEFL-IBT test Test administration at the test center or as a home edition, as well as 4-skills TOEFL iBT paper edition from test date 12. April 2021	90 Points at least the following score Reading: 21 points Listening: 19 points Speaking: 22 points Writing: 20 points
TOEIC- *4 skills* test	– 850 points in Listening and Reading – 340 points in the area of Speaking and Writing
Modules of a university degree course taught exclusively in English and completed with an examination in English	completed studies
a certificate from an English-speaking school that entitles you to study in the respective country	

ANNEX 2**Calculation of points for the average grade of the HZB (§ 7)**

Average grade of the HZB	Point value
1,0	30
1,1	29
1,2	28
1,3	27
1,4	26
1,5	25
1,6	24
1,7	23
1,8	22
1,9	21
2,0	20
2,1	19
2,2	18
2,3	17
2,4	16
2,5	15
2,6	14
2,7	13
2,8	12
2,9	11
3,0	10
3,1	9
3,2	8
3,3	7
3,4	6
3,5	5
3,6	4
3,7	3
3,8	2
3,9	1
4,0	0

APPENDIX 3

Extracurricular achievements relevant to studies (§ 8)

What is specific to the Leuphana Bachelor's degree is the interdisciplinary education in the sense of the idea of liberal education. Accordingly, the special study model of the Leuphana Bachelor's degree and the Bachelor's degree are aimed less at an in-depth, specialized subject-based education and more at an interdisciplinary education: (1) Numerous individual majors (e.g. Cultural Studies, IBAE, GESS) are already interdisciplinary and interdisciplinary in nature. (2) Furthermore, the combination of major and minor aims to provide an interdisciplinary and not exclusively discipline-specific education. (3) This combination of major and minor is in turn embedded in the Leuphana Semester (interdisciplinary first semester for all students) and the interdisciplinary complementary studies, so that one third of the overall curriculum in the Leuphana Bachelor's program consists of interdisciplinary study components in the tradition of liberal education.

Against the background of this study concept, the extracurricular achievements listed in the table are particularly important for the success of the study program and thus express the suitability of the applicants for the interdisciplinary studies in the Leuphana Bachelor's program and the subsequent diversely qualifying career profile in the sense of the Leuphana Bachelor's program.

Category	Activities and skills	Points	Proof by
Social Commitment and volunteering	(1) Voluntary social, ecological or cultural year or regular voluntary service <ul style="list-style-type: none"> ▪ at least 6 months ▪ at least 10 months 	1 point 2 points	Certificate from the place of assignment/institutional sponsor with details of a contact person for any queries
	(2) Voluntary work: Regular social commitment of at least 2 years (e.g. Johanniter, Malteser, THW, DLRG, ASB, DRK/DKMS, fire department, trainer/instructor in a sports club, Unicef)	1 point	
	(3) At least one year as a school representative or at least one year as a member of the school board at secondary level I or II	2 points	Certificate from the school or note in the school report
Political Commitment	(4) Elected member <ul style="list-style-type: none"> ▪ in a local or regional parliament (e.g. municipal council, city council, district council, state parliament, community council, county council) ▪ in a national or international parliament (e.g. Bundestag, national parliament, senates, European parliament) 	2 points 3 points	Certificate from the relevant parliament
	(5) School attendance abroad from lower secondary level <ul style="list-style-type: none"> ▪ At least two months of school attendance ▪ at least four months of school attendance or 	1 point 2 points	
Stays abroad stays	(6) Study abroad (at least one semester)	2 points	Certificate of the domestic or foreign (high) school

Continuation ANNEX 3 - Extracurricular achievements relevant to studies (§ 8)

Award winners and scholarship holders	(7) Prizewinners in nationally sponsored school and youth competitions from secondary school level I (e.g. Jugend forscht, languages, mathematics, international Olympiads) <ul style="list-style-type: none"> ▪ 1st-3rd individual or group award winners regional or ▪ 1st-3rd individual or group prizewinners at national level 	1 point 2 points	Certificate from the organizer of the competition
	(8) Olympic disciplines <ul style="list-style-type: none"> ▪ 1st-3rd individual and group prizewinners in competitions in Olympic disciplines at state or national level ▪ Members of the OK, PK, EK or NK1 squads (formerly A, B, C squads) in Olympic disciplines at national level 	1 points 2 points	Suitable proof (e.g. from national sports associations, Olympic training centers)
	(9) Study scholarship holders <ul style="list-style-type: none"> ▪ the members of the "Arbeitsgemeinschaft der Begabtenförderungswerke in der Bundesrepublik Deutschland" (Working Group of Gifted Students' Support Organizations in the Federal Republic of Germany) ▪ of the Stiftung Begabtenförderungswerk Berufliche Bildung ▪ of the DAAD ▪ Participants of the "German Pupils' Academy" 	3 points	Certificate from the institution
Language skills	(10) specific language skills at level C1 of the Common European Framework of Reference for Languages (CEFR) excluding first languages and English	2 points	Valid language certificate from a recognized language institute, which contains the classification according to the CEFR
Professional experience	(11) Completed vocational training with a grade of very good or good	3 points	Training contract and examination certificate
	(12) Practical professional experience (full-time; after graduation) <ul style="list-style-type: none"> ▪ at least 1 year ▪ at least 2 years 	1 point 2 points	Certificate from the employer

Applicants can also claim international equivalents for the respective activities and skills and provide corresponding evidence in an official German translation.

ANNEX 4: Calculation of points for the admission of foreign nationals and stateless persons with a recognized foreign educational qualification who are not equivalent to Germans pursuant to Section 1 (2) sentence 3 (NHZG) (foreigner quota) (Section 5 (1a))

1. conversion of the average grade of the university entrance qualification according to Annex 2

A maximum of 30 points can be achieved.

2. bonus points for TestAS study aptitude test (voluntary)

Default value TestAS Core test paper-based	Default value TestAS Core test digital	Bonus points
100-105	100-125	1
106-110	130-150	2
111-115	155-175	3
116-120	180-195	4
121-130	200	5
Default value TestAS specialized module paper-based	Default value TestAS Core test digital	Bonus points
100-105	100-125	1
106-110	130-150	2
111-115	155-175	3
116-120	180-195	4
121-130	200	5

A maximum of 10 additional points can be achieved.

Test language and core module

If you are applying for a non-English major, the TestAS must be taken in German, for an English major in English. The test AS core module is selected according to the major for which the application is submitted:

Partial study program	Test AS Core module
Digital Media (ENG) Cultural Studies (DE) Cultural Studies: Organization, Society and the Arts (ENG) Political Science (DE) Studium Individuale (ENG)	Humanities, cultural and social sciences
Engineering (DE)	Engineering sciences
Global Environmental & Sustainability Studies (ENG) Environmental Sciences (DE) Psychology (ENG) Business Informatics (DE)	Mathematics, computer science and natural sciences

Continuation table Test language and core module

Partial study program	Test AS Core module
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Economics (ENG) International Business Administration & Entrepreneurship (ENG) Law (DE)	Economics
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3. additional points for special circumstances pursuant to Section 5 (4) NHZG, Section 33 (2) NHZVO

Furthermore, additional points for special circumstances pursuant to Section 5 (4) NHZG, Section 33 (2) NHZVO are taken into account

Special circumstance	Proof	Additional points
Scholarship from a publicly funded institution	Confirmation of the scholarship provider	1
Successful completion of a preparatory course	Certificate of assessment test	1
If the applicant is entitled to asylum in the Federal Republic of Germany	Residence permit	1

A maximum of 3 additional points can be awarded for special circumstances.

The place in the ranking results from:

_____ (max. 30) + _____ (max. 10) + _____ (max. 3) = _____ (max. 43)

Average score of the HZB bonus points Test AS special circumstances Total score

ANNEX 5: Exemption rule for selection interviews

From the winter semester 2024/2025 until further notice, selection interviews in accordance with § 10 will not be held in the following sub-degree programs:

- Digital Media,
- Economics,
- Engineering sciences,
- International Business Administration and Entrepreneurship,
- Cultural studies,
- Cultural Studies: Organization, Society and the Arts,
- Political science,
- Psychology,
- jurisprudence, and
- Business informatics.

