

How do I set up an initiative?

1. From the university's perspective, founding a student initiative means that you submit an "Application for Registration of a Student Initiative".
2. You can find all the information and templates for submitting applications on the website of the Office of Legal Affairs (Justitiariat). Since the site is located on the Leuphana University intranet, you can only access it via VPN:
www.leuphana.de/intranet/verwaltung/justiziariat.html
3. The „Richtlinie zur Anerkennung und Registrierung studentischer Initiativen“ states what you are allowed to do with your entry in the register of student initiatives and what you have to pay attention to. The guideline also states what you have to attach to the application for registration of a student initiative. For all the documents that you need to attach, the Justitiariat has created templates.
4. The first template provided by the Justitiariat is the application form itself, with which you submit your application for registration. There you will be asked who the contact persons of your initiative are and will be for the administrative staff of the university.
5. The second template available to you and attached to your application is a constitution that you can use for your initiative. When creating your constitution, it is important that you give yourself a purpose that is in line with the Student Initiative Policy and serves a student interest.
6. The third template on the website of the Justitiariat and the second attachment to your application itself is a membership list, which you fill out in tabular form with the information about your members. Note that you need at least 8 students to form the association!
7. As soon as you have the three documents (application, statutes and membership list) together, send them to the address pre-inserted in the application, i.e. to the Justitiariat of Leuphana University Lüneburg.
8. If you wish to update information about your initiative after you have registered, please also report these changes to the Justitiariat using one of the forms provided ("Notification of changes/dissolution").
9. If you have any questions, please write to us at dsi@leuphana.de or visit the FAQ on our website dsi-lueneburg.de. There we have compiled some detailed explanations on how to set up initiatives.