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Revised Regulations on Admission to Cross-Faculty Academic Certificate Programmes at Leuphana University of Lüneburg

In the following, the Presidential Committee of Leuphana University of Lüneburg specifies the following wording of the General Assessment Regulations for Cross-Faculty Academic Certificate Programmes at Leuphana University of Lüneburg dated 15 December 2021 (Leuphana Gazette no. 11/22 of 03 February 2022), with consideration of the

- first amendment, dated 18 May 2022 (Leuphana Gazette No. 60/22 of 19 August 2022), the
- second amendment, dated 13 July 2022 (Leuphana Gazette No. 72/22 of 19 August 2022), and the
- third amendment, dated 22 February 2023 (Leuphana Gazette No. 35/23 of 13 April 2023).

1 Scope of the Regulations

- (1) ¹These Regulations govern the entry and admission to all cross-faculty academic certificate programmes at the Professional School of Leuphana University of Lüneburg.
- (2) A certificate programme means a format which includes at least 15 CPs at the Bachelor's or Master's level. A certificate shall be issued upon successful completion of a certificate programme. Certificates can be obtained via on-topic certificate programmes or via the Professional School Individuale certificate programme.
- (3) On-topic certificate programmes are programme formats in which students take a predetermined curriculum consisting of specific modules. There are three different types:
 1. independent certificate programmes, consisting of modules originally assigned to these certificate programmes;
 2. degree programme-based certificate programmes, consisting of modules of single or several Professional School programmes of study if free places are available;
 3. combined certificate programmes, consisting of modules according to no. 1 and no. 2.
- (4) The Professional School Individuale certificate programme is a programme format in which the students put together modules from the range of modules of the Professional School which still have free places according to their individual needs. This confirmation takes place with the condition that free capacity is available for the module and that any existing entry requirements are met.
- (5) Insofar as the provisions of these Regulations generally refer to "certificate programme" or "certificate programmes" with no further limitations, they apply both to on-topic certificate programmes according to par. 3 and to the Professional School Individuale certificate programme according to par. 4.

- (6) These Regulations do not apply to access or admission to any other certificate options at Leuphana University of Lüneburg.

1 a Module programme

¹A module programme is a continuing education option in which participants, if there are free places, take a module from all the modules offered by the Professional School and complete it on the basis of an assessment. ²Participants in a module programme are not enrolled students of the University in terms of the *NHG* and the Enrolment Regulations of Leuphana University of Lüneburg as amended. ³Therefore, there is no admission process. ⁴Participation is only possible after prior registration and receipt of a confirmation of registration. ⁵An automated acknowledgement of receipt does not represent an acknowledgement of receipt within the meaning of sentence 4. ⁶The Leuphana Professional School website provides information about registration deadlines and free places for each individual module. ⁷The provisions of the Professional School Individuale certificate programme pursuant to section 3 par. 2, section 4 par. 6 and par. 7 sentence 2, section 5 par. 1 sentence 6, sec. 6 par. 5 and 6 and sec. 8 sentence 2 apply accordingly. ⁸If registration cannot be confirmed, in particular due to module-related entry requirements not being met, the prospective participants will be informed informally and without giving the reasons for rejection.

2 Admission limit and commencement dates

- (1) For the on-topic certificate programmes, the maximum and minimum number of applicants to be admitted is determined by the Presidential Committee based on a proposal from the Professional School management. These numbers shall be published on the website of Leuphana University of Lüneburg.
- (2) Applicants for each certificate programme shall be admitted for the commencement date specified by the Presidential Committee and published on the website of Leuphana University of Lüneburg.
- (3) For the Professional School Individuale certificate programme, the free places will be published on the Leuphana University of Lüneburg website for each module.

3 Applications and application deadlines

- (1) The application procedure takes place in electronic form. In this context, applicants are required to register in the Campus Management System which is provided by Leuphana Uni-

versity of Lüneburg. By registering, the applicants undertake to use the Campus Management 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) Applications for admission for the winter semester must be received by Leuphana University of Lüneburg by 31 July at the latest and applications for the summer semester by 31 January. The Presidential Committee may set different deadlines. For the Professional School Individual Certificate Programme, Leuphana University of Lüneburg is required to receive applications for admission for the summer semester by 15 July, and for the winter semester, by 15.1. of the respective semester at the latest.
- (3) ¹Applicants 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. ²If fewer applications than places have been received by the application deadline or places are still available after the end of the admissions process pursuant to section 8, a drawing of lots will take place according to Section 37 (3) of the NHZVO (Lower Saxony Higher Education Admission Ordinance).

4 Entry requirements

- (1) Admission to on-topic certificate programmes at Leuphana University of Lüneburg shall only be open to applicants
 1. for Bachelor-level certificate programmes: who have university entrance qualifications; for Masters-level certificate programmes: who hold a Bachelor or equivalent degree (further details are set out in the relevant subject-specific schedule);
 2. who dispose of professional experience in this specialist area of generally not less than one year, which is described in more detail in a subject-specific appendix, but which may also be omitted as a requirement as provided in the subject-specific appendix; and
 3. who, if applicable, are in employment and have other professional knowledge and skills and/or specific foreign-language skills as defined in an applicable subject-specific schedule to these Regulations.

- (2) ¹Applicants holding a *Fachhochschulreife* [university of applied sciences entrance qualification] can be admitted to Bachelor-level on-topic certificate programmes if they are continuing in the same discipline. ²Otherwise, they shall only be admitted if, in addition to meeting the conditions of admission pursuant to par. 1, they provide proof of sufficient knowledge of mathematics, German and – if specified on their certificate – a scientific, technical or arts subject. ³ An average grade of "3,0" (mean of the final grade for the three subjects in the entrance qualification listed in the second sentence above) shall be accepted as proof of sufficient knowledge.
- (3) ¹Applicants from abroad who meet the conditions of admission pursuant to par. 1 shall be admitted to an on-topic certificate programme that is taught and assessed in German if they can also provide evidence that they have the required level of German. ²This proof is to be provided through successful completion of the "*Deutsche Sprachprüfung für den Hochschulzugang* (DSH)" or equivalent, as 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*].
- (4) For art or arts and science cross-faculty academic certificate programmes, applicants may need to prove artistic aptitude; in such cases, further details shall be set out in the corresponding subject-specific schedule to these Regulations.
- (5) In the case of degree programme-based certificate programmes and of combined certificate programmes, the formal qualification requirements pursuant to par. 1 no. 1, par. 2 and par. 1 no. 2 may be waived. This must be set out in the subject-specific schedules.
- (6) For the Professional School Individuale certificate programme, by way of derogation from par. 1 to 5, entry requirements are assessed at the level of the individual modules. The module director may, in consultation with the programme director, define entry requirements for single modules in the sense of par. 1 to 4 and further technical requirements, in particular that of acquiring competences by taking other modules. The entry requirements applicable to the relevant module will be published on the Leuphana Professional School website.
- (7) The entry requirements pursuant to par. 1 to 4 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 or 3. Evidence of fulfilment of entry requirements pursuant to par. 6 for given modules shall be produced at the time of registration for the module.

5 Admissions board

- (1) ¹ An admissions board shall be set up for one or more cross-faculty academic certificate 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 at least one programme director of a certificate programme, and other members of teaching staff, will 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 pursuant to section 6 of the General Assessment Regulations.⁵ The admissions board of the respective programme is in charge of a degree programme-based certificate programme, with the admissions board of the respective programme overseeing certificate programme coordination being in charge of combined certificate programmes.⁶ The admission board for the Professional School Individuale certificate programme is responsible for checking the fulfilment of entry requirements related to single modules.

- (2) ¹ The admissions board shall be authorised to charge the Enrolment Office 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.
- (3) ¹ The admissions board shall be authorised to charge the Enrolment Office or another suitable body with the assessment of the aptitude criteria as part of the admissions process pursuant to section 6 par. 1.

6 Admissions process

- (1) ¹ In the event that the number of applicants who meet the entry requirements for an on-topic certificate programme pursuant to section 4 exceeds the number of places available, places for Bachelor-level certificate programmes shall be awarded on the basis of average university entrance qualification grades and places on Masters-level certificate programmes on the basis of the overall grade in applicants' Bachelor degrees or equivalent degrees.² In the case of admission of applicants who were not required to fulfil the formal qualification requirements according to section 4 par. 5, the final grade of the highest or, in the case of equal ranking, the final grade of the more recent educational degree will be taken as a basis.
- (2) The subject-specific appendices may determine approval processes derogating from par. 1 according to the below basic model: If there are more applicants who meet the entry requirements for an on-topic certificate programme according to section 4 than there are places, they will be awarded according to a specific selection process established by the University. This selection process combines various qualification criteria with the corresponding grade according to par. 1, with the grade being of overriding importance for selection (point-based system):
 - 1. certificate of university entrance qualification (*HZB*) and/or university degree, documented achievements of the applicant (maximum of 60 points according to Appendix II) and
 - 2. practical activities and extracurricular services related to the programme of study (maximum of 40 points)

A ranking shall be drawn up on the basis of the applicant's scores. The available places shall be awarded to the highest-ranked applicants; within reasonable limits, more places may be awarded than are available.

- (3) In cases of equal ranking according to par. 1 and 2, a decision will be made by lot.
- (4) For on-topic certificate programmes offered in collaboration with partners for a specific group of students defined on the basis of criteria specific to the programme format, the subject-specific schedule may specify a supplementary or different admissions process to that defined in par. 1.
- (5) For admission based on free places according to section 2 par. 3, applicants for on-topic certificate programmes will be considered first, with applicants for the Professional School Individuale certificate programme being considered according to the time of their application for the modules.
- (6) Applicants for modules of the Professional School Individuale certificate programme who have not been taken into account will be added to a waiting list in the order in which the University receives their applications. This waiting list shall only apply to the ongoing admission process.

7 Notifications

- (1) ¹ Applicants for Cross-Faculty Academic Certificate Programmes who can be admitted shall receive an acceptance from the University in electronic form. ² The letter of acceptance shall specify the date by which the applicant must give their electronic confirmation as to whether they wish 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 for on-topic academic certificate programmes 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) Applicants for a Professional School Individuale certificate programme module which is subject to module-related entry restrictions according to section 4 par. 6 who can be admitted, will be admitted by receiving a notification stating that existing entry restrictions do not prevent participation in the module. If they cannot be admitted, only par. 2 sentence 1 shall apply accordingly.
- (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. The admissions board shall be authorised to commission Student Services with drawing up, issuing, notifying and sending out the rejection and acceptance letters.

8 Allocation of rejected places

¹In the event that applicants who are accepted pursuant to section 6 par. 1 to 5 fail to accept their places by the specified deadline, their places shall first be offered to other applicants who had initially been rejected. ² If candidates admitted pursuant to section 6 par. 6 withdraw from their application for a module before the application deadline expires, a corresponding number of candidates will be admitted based on the waiting list ranking in accordance with section 6 par. 6 sentence 2.

9 Processing of personal data

(1) 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. the respectively required access authorisation (e.g. higher education access permission (HZB) or Bachelor degree): 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, occupation-related knowledge and skills, artistic ability)
9. Date of professional qualification, occupational period following receipt of the higher education access permission
10. Social and family reasons
11. Results data from the selection procedure of the university according to section 6
12. Details on whether an admission and/or enrolment has taken place

For the purposes of the submission of the application referred to in section 3 par. 1, the submission of documents and the communication with the applicants in the access and admission procedure, a personal access-protected area within the centrally-managed Campus Management System shall be provided. For this purpose, applicants are required to register in accordance with section 3 par. 1 and create a basic account in the Campus Management System, 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 Campus Management System. Access times may be processed for verification purposes. The basic account will be erased at the latest

one month 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 7, 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.

(2) For the admission, entry and/or selection processes under these Regulations, in addition to the processing by the central student administration according to par. 1, the applicants' personal data may be collected by means of other automated processing systems, including websites, and be processed for the below purposes, with Leuphana University of Lüneburg being the data controller:

1. Provision of proof for the assessment of the prerequisite with the restricted access modules according to section 3 par. 2, section 4 par. 6, section 5 par. 1, sentence 6
2. Assessment of the requirements concerning possible allocation of rejected places according to section 6 par. 5 and 6 and section 8 sentence 2;
3. Registration for the module programme according to section 1a;
4. Required communication, including sending of rejection/acceptance letters
5. Module participation registration
6. Collection and tracking of fee or invoice claims.

Insofar as it is necessary for these purposes, data may also be transferred to the centrally provided Campus Management System.

(3) Personal data according to par. 21 encompasses the categories

1. Application number
2. Name data, identification data (surname, first names, title)
3. Contact details (address, email address, telephone number)
4. Educational data
5. Study master data
6. Detailed information about your degree (extenuating circumstances; CP delta for the beginning of a Masters programme; additional CPs)
7. Contribution, fee (specification) and payment data
8. Deadline data, amounts and due dates with fee or invoice claims, and
9. Completion dates of studies.

(4) Taking the state of the art into account, the implementation costs and the nature, scope, circumstances and purposes of the processing, as well as the varying probability and severity of the risk to the rights and freedoms of natural persons, the bodies internally responsible for processing within the processing systems referred to in paragraph 2 shall take the appropriate technical and organisational measures to ensure a level of protection which is appropriate to the risk. 2 The

technical and organisational measures to be selected shall be documented in the electronic register of the processing activities before the start of the processing.

(5) 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.

(6) Data according to par. 21 and 32 may also be processed to carry out the booked option according to section 1 a of the General Assessment Regulations of Cross-Faculty Academic Certificate Programmes at Leuphana University of Lüneburg and to issue certificates on the completion of the module according to section 18 of the General Assessment Regulations of the Cross-Faculty Academic Certificate Programmes at Leuphana University of Lüneburg, if this is necessary. For the organisation and communication during the implementation, name data, contact data and study master data for the creation of a student profile which is linked to an online learning platform may be processed in particular.

10 Implementation provisions

The Senate shall be responsible for approving the schedules to these Regulations. Notwithstanding the above, schedules to these Regulations for degree programme-based certificate programmes shall be approved by the central academic committee for the Professional School.