

LBS Admission Policy

To ensure an integrated and automated admission process aligned with core principles, this LBS Admission Policy completes the related LBS Admission Process.

Objectives

The aim of the LBS Admission Policy is to ensure fairness and equitable access to our programs. The applicants are allowed to manage their application online and thus save both, costs and wastepaper. LBS' commitments will be managed effectively through a consistent and appropriate admission process, which is linked to this admission policy.

Policy

- Admission Process

Two standardized admission processes, one for the LBS Bachelor program and the other for the LBS Master programs are documented and based on the formal admission requirements.

- Admission Requirements

LBS admits students based on their ability to meet the formal program admission requirements. In order to demonstrate their suitability for the admission to the program to which they are applying, applicants may be required to submit additional documentation in case they do not meet the formal admission requirements.

- Equal Rights

All applicants will be treated fairly and equitably across all programs in regard to age, gender, sexual orientation, mental and physical abilities, language(s), national origin, religious affiliation, social origin, and life circumstances (e.g. residence, education, professional experience, interests, family status, income, leisure behavior, worldview, traditions). All applications will be assessed on the basis of formal admission requirements as stated in the admission processes. However, female applicants are preferred before male applicants in case of having the same qualification and admission scores.

To help ensure the suitability and success of applications, information and advice regarding the program selection shall be available to all applicants.

- Application Verification

Applicants are responsible for ensuring the authenticity, accuracy and relevance of all information submitted in support of their application.

LBS reserves the right to request and/or confirm any information necessary to support an application for admission. The submission of false statements and/or documents, or the failure to disclose relevant information, will result in the immediate and permanent cancellation of the admission and/or registration to LBS without refund of any possibly related costs.

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- Standardized Adjudication

To ensure consistency and fairness, standardized evaluation practices will be used to assess the applicants' qualifications. The admission of applicants with formally complete applications requires a final authorization of the relating director of studies. An important step in the admission process to assist the directors of studies in their decisions is the personal (online-)interview and the fulfilment of the requested task (essay and/or case study).

Admission decisions fall into one of the following three categories:

- a) **Unconditional Acceptance** - applicants who meet the admission requirements to the study program to which they applied may be offered an unconditional admission.
- b) **Conditional Acceptance** - applicants who do not meet all of the admission requirements to the study program to which they applied may be offered an acceptance subject to meeting the specified conditions prior to the start of the studies. All conditions must be cleared by the program start date or the applicant will automatically have their registration deferred.
- c) **Not Accepted** – applicants who do not meet the admission requirements for the program to which they have applied, have submitted false/incomplete statements and/or documents or cannot disclose the relevant information as well as applicants who do not solve the case study and/or essay request successfully will have their applications for admission rejected resp. denied.

Decisions on all applications will be communicated to each applicant by the Admission Office.

- Review / Complaints

Applications are screened carefully by all involved LBS parties. However, in the event an applicant believes she or he has been unjustly denied admission a written request for a review of his/her application shall be submitted to the Admission Office. The applicant shall be permitted to have inspection of the assessment and evaluation documents, provided that he or she makes such a request within three months of the announcement of the result. Questions regarding the personal aptitude shall be excluded from the right to inspection.

Complaints based on any dissatisfaction with the LBS policy or LBS admission criteria, disagreement as to the evaluation of admissibility (e.g., essay question or case study), arguments related to the authenticity of the submitted documents or failure to meet admission deadlines are no valid grounds for complaints. LBS reserves the right to refuse admissions to any applicant and admission appeal decisions are final.

Additional Information

For access to the LBS Admission Processes please contact the LBS Quality Department.