

## INFORMATION AND APPLICATION REQUIREMENTS

Before completing the Master course application form, please read the following information carefully.

The completed application form and the required documents must be submitted in English via email to [inema@ph-ludwigsburg.de](mailto:inema@ph-ludwigsburg.de)

Documents in languages other than English or German must be submitted with a certified translation in English.

Before applying, make sure to read the INEMA FAQ at

<https://www.ph-ludwigsburg.de/index.php?id=10855#c63508>

### Admission requirements

Applicants have to fulfill the following minimum requirements:

- Bachelor degree
- Good command of the English language (at least TOEFL iBT 79 or IELTS Band 6)
- Two years of professional experience
- A relation to the education sector or development cooperation
- High study motivation for learning in international settings

### Application period

The application period for the 2020 intake starts in November 2019. **The application deadline is March 31, 2020.**

EPOS scholarships offered by the German Academic Exchange Service (DAAD) are available. Scholarship holders will be selected by DAAD among applicants after March 31; the selected candidates will be announced in July.

## Application documents

To apply for the INEMA program, applicants need to send the complete set of documents in electronic form to the Department for International Educational Leadership and Management at the Ludwigsburg University of Education, attn. Ms. Claudia Iffland: [inema@ph-ludwigsburg.de](mailto:inema@ph-ludwigsburg.de)

The complete set of documents consists of:

- completed INEMA application form
- detailed **personally signed** curriculum vitae (please use the sample europass form at <http://europass.cedefop.europa.eu/>)
- Copies of Academic Degrees
- Copies of Academic Transcripts
- Copy of School Leaving Certificate (i.e. Higher education entrance qualification)
- Professional Letter of recommendation from your employer; the letter must have a letterhead, signature and official stamp (if the organization has a stamp) and must be of recent date (**not in a sealed envelope**)
- **Personally signed** motivation letter (two pages)
- Copy of your passport (photo page)
- Additional documents might be requested after acceptance

**Documents in languages other than English or German must be submitted with a certified translation in English.**

## EPOS Scholarships

Applicants from eligible countries may apply for a full EPOS scholarship to be awarded by the German Academic Exchange Service (DAAD).

For a list of eligible countries please visit:

[https://static.daad.de/media/daad\\_de/pdfs\\_nicht\\_barrierefrei/infos-services-fuer-hochschulen/projektsteckbriefe/anlage\\_4\\_dac-l%C3%A4nderliste\\_berichtsjahre\\_2018-2020\\_epos\\_vers\\_1.pdf](https://static.daad.de/media/daad_de/pdfs_nicht_barrierefrei/infos-services-fuer-hochschulen/projektsteckbriefe/anlage_4_dac-l%C3%A4nderliste_berichtsjahre_2018-2020_epos_vers_1.pdf)

In addition to the requirements mentioned on page 1, applicants, who want to apply for an EPOS scholarship, have to fulfill the following requirements:

- Their academic degrees should normally not be more than six years old.
- All applicants must state their current work situation at the time of application and submit proof of employment.

In addition to the documents mentioned on page 2, applicants who want to apply for an EPOS scholarship, also need to provide:

- **DAAD** application form  
([https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium\\_en.pdf](https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf))
- Written confirmation of current employment from your employer that include the exact position and period of employment
- Academic Letter/s of Recommendation from the last visited university; the letter must have an official letterhead, a signature and official stamp and must be of recent date (**not in a sealed envelope**)
- Applicants from **the People's Republic of China** are asked to submit an APS Certificate, as well as two address labels written in Chinese characters with their application documents.

All application documents must be sent electronically to the INEMA program ([INEMA@ph-ludwigsburg.de](mailto:INEMA@ph-ludwigsburg.de)) and will be made available to DAAD.

## Selection Process

### Written Application

After the application phase, the selection committee will review all applications.

Please be aware that only complete applications with all requested documents sent in one batch can be considered.

### Interviews

Shortlisted candidates will be invited for an interview via online video conference system. A high-bandwidth internet connection is required to conduct the interview. The interview is conducted by invite only and is a positive indicator of interest, but is not a guarantee of admission. All invited applicants must complete their interview in order to be considered for admission.

Interviews usually take about 30 minutes and are conducted by one or more staff members of the INEMA program and serve as an opportunity for the applicant to demonstrate their motivation and interest the field of study.

### Post-interview

After the interview phase, the applicants will be informed about the outcome of their application, i.e. whether they can be admitted to the program. This usually happens within 4-6 weeks after the interviews.

### EPOS scholarships

The decision about the EPOS scholarships will be made separately by the DAAD, based on the application dossiers as well as the assessments from the aforementioned interviews via online video conference system.

# APPLICATION FORM FOR THE ACADEMIC YEAR 2020

## 1. PERSONAL DATA

Academic Title: \_\_\_\_\_

Full Name: \_\_\_\_\_

*Please write your name exactly as stated in your passport.*

Date of Birth: \_\_\_\_\_

Month Day Year

Sex:

Female

Male

Other

Marital status:

Married

Single

Number of Children: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Country of permanent residence: \_\_\_\_\_

Nationality: \_\_\_\_\_

International Education Management (INEMA) – An International Master’s Program

Postal address, where you may be contacted at any time:

Telephone with area code: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2. HIGHER EDUCATION (UNIVERSITY OR OTHER DEGREE-AWARDING INSTITUTION)

| from | to | at | Subject |
|------|----|----|---------|
|      |    |    |         |
|      |    |    |         |
|      |    |    |         |
|      |    |    |         |

### Degrees held

| Date<br>(dd/mmm/yy) | Exact degree title | Subject | Degree Result |
|---------------------|--------------------|---------|---------------|
|                     |                    |         |               |
|                     |                    |         |               |
|                     |                    |         |               |

Have you been previously enrolled at the Ludwigsburg University of Education?

Yes

No

## 3. SECONDARY SCHOOL EDUCATION

| from | to | Type/Name of Examination |
|------|----|--------------------------|
|      |    |                          |
|      |    |                          |

Awarded on: \_\_\_\_\_

Result(s): \_\_\_\_\_

#### 4. PROFESSIONAL WORK EXPERIENCE (AFTER COMPLETION OF FIRST DEGREE STUDIES)

| Date (from - to) | Country | Company | Position |
|------------------|---------|---------|----------|
|                  |         |         |          |

Main Responsibilities:

| Date (from - to) | Country | Company | Position |
|------------------|---------|---------|----------|
|                  |         |         |          |

Main Responsibilities:



## 5. LANGUAGE SKILLS

| Language | very good             | good                  | fair                  | poor                  |
|----------|-----------------------|-----------------------|-----------------------|-----------------------|
| English  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| _____    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| _____    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| _____    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

## 6. DOES YOUR EMPLOYER SUPPORT YOUR APPLICATION?

Yes

No

If yes, in which way?

## 7. A LETTER OF RECOMMENDATION FOR THIS APPLICATION FROM MY CURRENT EMPLOYER IS SUBMITTED WITH THIS APPLICATION. THE PERSON WHO ISSUED THE LETTER IS:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 8. EPOS SCHOLARSHIP

- I hereby apply for an EPOS scholarship at the German Academic Exchange Service (DAAD). I confirm that I fulfill all additional requirements and have attached all additionally required documents, stated on page 3.

## 9. FINANCING THE INEMA STUDY PROGRAM

Please state how you plan to finance the costs related to the study program (study fees, travel expenses for attendance phases)

- Own financial means
- The costs will be covered by my employer  
*Please provide a confirmation from your employer that makes mention of this.*
- Governmental grant during my studies
- I intend to apply for a scholarship at: \_\_\_\_\_
- Other: \_\_\_\_\_

## 10. HOW DID YOU LEARN ABOUT THE INEMA PROGRAM?

- INEMA homepage
- Homepage of Ludwigsburg University of Education or Helwan University
- Online advertisement on Facebook
- Facebook Group "INEMA - we move education"
- INEMA flyer
- German Academic Exchange Service (DAAD)
- From a friend/colleague/acquaintance/current INEMA student/alumni
- Other sources: \_\_\_\_\_

## 11. DECLARATION (PLEASE READ AND SIGN BELOW)

I certify that the information provided in this application is accurate to the best of my knowledge. Furthermore, I agree to inform the Ludwigsburg University of Education immediately of any changes and amendments. I understand and agree that the application and accompanying documents will remain with the university. Personal data will be stored in the university’s database to the extent necessary for the administration of applications and scholarships and in compliance with the German “Federal Data Protection Law”. Applications of unsuccessful candidates will be destroyed after one year. Applications for EPOS scholarships shall be transmitted to DAAD for assessment.

I have taken note of the information provided in this application as well as the notice about the storage of personal data.

I hereby declare that I have filled out the application documents in their entirety.

I give my consent that this application and accompanying documents shall remain with the Ludwigsburg University of Education.

---

Signature

---

Date