

## 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:

- Qualifying university degree (bachelor's or equivalent) with a final grade equivalent of 2.5 or higher at an accredited university provided this degree is recognized as comparable by the Ex-amination Committee
- Two years of related career experience
  - Applicable career experience is normally documented through work experience in the educational sector or in development cooperation.
- English skills\* on an advanced level
  - English skills equivalent at least to the level B2 of the Common European Framework of Reference for Languages (CEFR) are required.

## Application period

The application period begins on January 1 and ends on March 31 of each year.

The application period for the 2021 intake starts in January 1, 2021.

**The application deadline is March 31, 2021.**

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
- Copy of School Leaving Certificate (i.e. Higher education entrance qualification)
- Detailed, **personally signed** curriculum vitae (please use the sample europass form at <http://europass.cedefop.europa.eu/>) with current date
- Personally, signed Letter of Motivation with current date (with reference to current occupation and choice of postgraduate programme(s), two pages maximum) with current date.
- Professional Letter of recommendation from your employer; the letter must have a letterhead, signature and official stamp and must be of current date (**not in a sealed envelope**)
- Certificate(s) of Employment from the employer(s) that proof a minimum of two years of relevant working experience (after the bachelor degree) at the time of application.
- Copies of Academic Degrees (certified translation if necessary)
- Copies of Academic Transcripts, incl. grading-scale (certified translation if necessary)
- 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.

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

- Signed DAAD application form with current date ([www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium\\_en.pdf](http://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf))
- Applicants from the People's Republic of China are asked to submit an APS Certificate with their application documents.
- Proof of Language Skills:
  - English - IELTS or TOEFL (Note: The institutional TOEFL is not accepted)

The complete applications have to be submitted in English or German to be considered. Incomplete applications cannot be considered.

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.

All documents become property of the university and will NOT be returned. The applicant has no right to claim for reimbursement.

Applications sent via e-mail or the DAAD-portal to the DAAD cannot be considered either during the selection process.

## 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.



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 (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 4.

## 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.

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Signature

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Date