



## Admission Regulations to the common Master's program of International Education Management of Ludwigsburg University of Education and Helwan University

From 7<sup>th</sup> July 2011<sup>1</sup>

On the basis of § 8 section 5 in connection with § 34 section 1 of the State of Baden-Württemberg Higher Education Act (LHG) of 1st January 2005 (GBl. p. 1), as currently valid, the Senate of the Ludwigsburg University of Education has approved the following Admission Regulations for the Master in International Educational Management at its session of 9th June 2011.

The Study and Examination Regulations have been approved by the Rector of the University of Education Ludwigsburg according to § 34 section 1, sentence 3 of the LHG on the 10th of June 2011.

### § 1 Area of Application

This regulation is valid for the Master's Program of International Education Management in accordance with the Examination Regulations of 22.09.2020.

### § 2 Admission Requirements

- (1) The applicants must fulfill the following admission criteria:
  - Qualifying University Degree (Bachelor's or equivalent) with an above average grade at an accredited University or in an accredited program provided this degree is recognized as comparable by the Examination Committee,
  - two years of related career experience,
  - English skills\* on an advanced level.
- (2) In adequately argued individual cases the Admission Committee shall allow exceptions to the required minimum grade specified in paragraph (1) above. Affecting this decision are the degree to which the grade falls short of the minimum grade, the grade on the final dissertation of 'good' or better, the length of time spent in completing the degree and an applicant's exceptional individual achievements.
- (3) Applicable career experience is normally documented through work experience in the educational sector or in development cooperation.
- (4) Applicants who are not native speakers of English must demonstrate an advanced level of English skills\*.

[\* **English skills** equivalent at least to the level B2 of the Common European Framework of Reference for Languages (CEFR) are required.

- CEFR Level B2: TOEFL iBT score of 72, IELTS Band 5.5-6.0 or University of Cambridge:
- Certificate in Advanced English or an equivalent test with an equivalent grade.

<sup>1</sup> Die nachstehend aufgeführte Änderung ist in die Fassung eingearbeitet:

### § 3 Application Period

The application period begins on January 15th and ends on March 31st of each year.

### § 4 Admission Process

- (1) The examination committee (see Examination Regulations §12) appoints an admission committee consisting of four members, two of whom are members of Ludwigsburg University and two of whom are members of Helwan University. Two members are professors. The admission committee is quorate if two members are present.
- (2) The admission process is organized in two steps.
  1. The application for admission to the Master's program must be submitted within the application period. It includes
    - personally signed CV with current date,
    - copies of Academic Degrees (certified translation if necessary),
    - copies of Academic Transcripts, incl. grading-scale (certified translation if necessary)
    - Copy of School Leaving Certificate (i.e. Higher education entrance qualification)
    - 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,
    - Letter of recommendation from current employer; the letter must have letterhead, a signature and official stamp and must be of current date (not in a sealed envelope)
    - proof of Language Skills.
    - personally signed Letter of Motivation (two pages maximum) with current date.

On the basis of these documents, the admission committee decides if the applicant will be admitted to the second step of the admission process. The reasons of a rejection must be recorded in written.

2. The second step of the admission process is an interview with the admission committee concerning the study motivation, the professional perspectives and the expectations of the applicant concerning the program. A short record of the interview must be written.
- (3) The decisions of the admission committee are taken by majority of votes. In the event of a tied vote the application is rejected.
- (4) The applicants are informed about the decision of the admission committee without delay. Rejections are accompanied by a statement of rights of appeal.

### § 5 Enrollment

Students of the program have to be enrolled as students at Ludwigsburg University of Education (Germany) and at Helwan University (Egypt).

### § 6 Enactment and Publication

Erste Änderung vom 22.09.2020 (Amtliche Bekanntmachungen der PH Ludwigsburg Nr. 81/2020, S. 245-246), in Kraft getreten am 23.09.2020.

These Admission Regulations shall come into force on the day after their official publication by Ludwigsburg University and Helwan University.

Notes on entry into force:

The PH LB admission statutes came into force on July 8, 2011.

The following change has been incorporated into the present working version.

First amendment of September 22, 2020 (Official Announcements of the PH Ludwigsburg No. 81/2020, pp. 245-246), entered into force on September 23, 2020.

Ludwigsburg, 7<sup>th</sup> July 2011

Prof. Dr. Martin Fix  
Rector