



## 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

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 .... 2011.

### § 2 Admission Requirements

- (1) The applicants must fulfill the following admission criteria:
  - Qualifying University Degree (Bachelor's or equivalent) with a final grade of 2.5 or better 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 to the level C1 or at least to the level A2 of the Common European Framework of Reference for Languages (CEFR) are required.

- CEFR Level C1: TOEFL 560 (paper-based) or TOEFL 220 (computer-based) or TOEFL 83 (internet-based) or University of Cambridge:

- Certificate in Advanced English or an equivalent test with an equivalent grade.
- CEFR Level A2: TOEFL 500 (paper-based) or TOEFL 173 (computer-based) or TOEFL 61 (internet-based) or University of Cambridge: Key English Test or an equivalent test with an equivalent grade.]

### § 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
    - a curriculum vitae,
    - certificates of University Degrees,
    - documents confirming that the applicant has work experience of at least two years in education or development cooperation,
    - certificates of English skills on an advanced level (a minimum TOEFL score above 500 points),
    - a short essay of about two pages concerning the motivation and the expectations of the applicant concerning the program,
    - a passport photo.

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) The definite admission of applicants with a German background is pronounced by the Rector of Ludwigsburg University of Education, the definite admission of applicants with an Arab background by the Rector of Helwan University.

### § 5 Enrollment

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

**§ 6 Enactment and Publication**

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

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

Prof. Dr. Martin Fix  
Rector