



## 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 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.

### 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 2018 intake (starting in October) consists of three rounds.

Application periods:	Application Deadline:
Round 1	January 31, 2018
Round 2	May 31, 2018
Round 3	June 15, 2018

Please take note that those rounds are not consecutive steps of the application process but distinct application periods.

Applicants may only apply in one round.

EPOS scholarships offered by the German Academic Exchange Service (DAAD) are only available for applicants of round 1 and round 2.

**Scholarship holders will be selected by DAAD among applicants of round 1 and round 2 after May 31.**

Scholarship holders 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, Ms. Tanja Richter: [inema@ph-ludwigsburg.de](mailto:inema@ph-ludwigsburg.de)

The complete set of documents consists of:

- completed INEMA application form
- detailed 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 signature and must be of recent date (**not in a sealed envelope**)
- motivation letter (two pages)
- 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 of round 1 and 2 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://www.daad.de/medien/der-daad/unsere-aufgaben/entwicklungszusammenarbeit/pdfs/dac-liste\\_epos\\_2017.pdf](https://www.daad.de/medien/der-daad/unsere-aufgaben/entwicklungszusammenarbeit/pdfs/dac-liste_epos_2017.pdf)

Applicants of round 1 and 2 with German citizenship may apply for a partial EPOS scholarship.

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, additionally 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
- 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 end of each round, 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. Documents of candidates who have not been selected will not be returned.

### Interviews

Shortlisted candidates will be invited for an extended interview via video conference system or telephone.

The interview is conducted by invite only and is a positive indicator of interest, but is not a guarantee of admission. However, all invited applicants must complete their interview in order to be considered for admission.

Interviews are 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 each round, the applicants will be informed about the outcome of their application, i.e. whether they can be admitted to the program.

### EPOS scholarships

The decision about the EPOS scholarships will be made separately by the DAAD only after round 2, based on the application dossiers as well as the preliminary selection interviews via video conference system or telephone.



# APPLICATION FORM FOR THE ACADEMIC YEAR: \_\_\_\_\_

## 1. PERSONAL DATA

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

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

First Name(s): \_\_\_\_\_

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

Sex:                     Female                     Male                     Other

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

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

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

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

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

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

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

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

Yes                     No



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

from	to	at	Subject

### Degrees held

Date (dd/mm/yy)	Exact degree title	Subject	Degree Result

## 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:

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Date (from - to)	Country	Company	Position

Main Responsibilities:

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## 5. LANGUAGE SKILLS

Language

very good

good

fair

poor

English

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## 6. DOES YOUR EMPLOYER SUPPORT YOUR APPLICATION?

No       Yes

If yes, in which way?

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## 7. A LETTER OF RECOMMENDATION FOR THIS APPLICATION FROM MY CURRENT EMPLOYER IS SUBMITTED BY:

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

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

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

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

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



## 8. 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 savings
- The costs will be covered by my employer  
*Please provide a confirmation from your employer.*
- governmental grant during my studies
- I have applied or will apply for an EPOS scholarship at the German Academic Exchange Service (DAAD)
- I intend to apply for a scholarship at: \_\_\_\_\_
- other sources: \_\_\_\_\_

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

- INEMA homepage
- homepage of one of the universities
- Facebook
- online advertisement
- INEMA flyer
- German Academic Exchange Service (DAAD)
- referral of a friend/colleague/acquaintance/current student/alumni
- other sources: \_\_\_\_\_



## 10. 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. 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