



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

From 7th July 2011¹

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.

¹ Die nachstehend aufgeführte Änderung ist in die Fassung eingearbeitet:

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

- 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.

§ 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 admissions 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 the following:

- Curriculum vitae, with signature and 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)
- Confirmation of Present Employment with proof of two years of relevant working experience (minimum) (following Bachelor degree) at the time of application,
- Letter of Recommendation from current employer with letterhead, signature, official institutional logo and stamp and current date (not in a sealed envelope)
- Self-assessment of professional competencies form
- proof of Language Skills, written and spoken
- Letter of Motivation, with signature and current date (two pages maximum)

On the basis of these documents, the Admissions Committee decides if the applicant may be admitted to the second step of the admissions process. The reasons for a rejection must be recorded in written form.

2. The second step of the admissions process is an interview with the Admissions Committee which examines individual motivation, professional competencies and perspectives (if the applicant wishes 30 CP to be recognized), and

Zweite Änderung vom 12.11.2021 (Amtliche Bekanntmachungen der PH LB Nr. 48/2021, S. 104), in Kraft getreten am 13.11.2021.

Dritte Änderung vom 13.12.2021 (Amtliche Bekanntmachungen der PH LB Nr. 53/2021, S. 120), in Kraft getreten am 14.12.2021.

the expectations of the applicant concerning the program. A written protocol of the interview must be kept.

(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 procedure for recognition of professional experience is an optional part of the application procedure. It is regulated by the "Guidelines for the Competencies Test Procedure" (Appendix 1). The self-assessment form for professional competencies used in the recognition procedure is provided (Appendix 2).

§ 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

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.

Second amendment of November 12, 2021 (Official Announcements of the PH Ludwigsburg No. 48/2021, page 104), entered into force on November 13, 2021.

Third amendment of December 13th, 2021 (official Announcements of the PH LB No. 53/2021, page. 120), entered into force on December 14th, 2021.

Ludwigsburg, 7th July 2011

Prof. Dr. Martin Fix
Rector

Appendix 1

to the admissions regulations of the joint Master's program of International Education Management of
Ludwigsburg University of Education and Helwan Education

Guideline for the Competencies Test Procedure

for the recognition of professional competencies in the International Education Management (INEMA)
degree program

Purpose

To be enrolled in the joint Master's program a written confirmation of at least two years of professional practice (after completing a first, professional qualification) must be provided. Competencies that have been previously acquired through professional practice can be credited towards the Master's program provided that the test procedure has been successfully completed (completion of self-assessment form, competencies test, poster and presentation). The recognition is limited to a maximum of 30 CP.

The professional skills that must be acquired for a successful completion of the degree are specified in the description of the module component "Reflection of Professional Practice" (see module handbook as part of the study and examination regulations). The determined key competencies depict the requirements set out in the German and the European Qualifications Frameworks (DQR or EQR) at level 7 (master's level).

The aim is to check whether previously acquired professional competencies correspond with the competencies as defined in the module "Reflection of Professional Practice and Internship, Component 1". This is done through formal evidence and validation of competencies.,

Description

1. Applicants must present up-to-date, written **evidence of at least two years of employment**, which is supported by the date, stamp and signature of the employer. This work experience must have taken place after completion of a first degree (Bachelor) and comprise an average of at least 20 hours per week (a total of 1600 hours).
2. Applicants must submit a **Letter of Recommendation** from their current employer, supported by the date, signature and stamp of the organization.
3. Applicants must submit a fully-completed, signed and dated **Self-assessment form** (Appendix 2) of their professional competencies. This provides evidence of the competencies specified in Component 1 of the Professional Practice and Internship module and serves as the written part of the competencies recognition procedure. The self-assessment form consists of 20 questions, which are each graded with a maximum of 4 points (high competence).
4. Applicants are invited to an **Interview** and are then asked to describe their personal professional experience based on the information provided in the self-assessment form. Answers should show the truthfulness of their self-assessments. In general, two INEMA staff members conduct these interviews. An interim assessment of competences on the basis of the form and the answers given is recorded in a

written protocol, which records whether it can reasonably be assumed that at least 80 % of the required competencies (65 points) have been attained.

5. In the first attendance phase applicants for the recognition of 30 CP **present an academic poster** in which they critically reflect their professional competencies.

6. On the basis of their presentation and the sum of points given in the self-assessment form, the **Examinations Committee** may award 30 CP.

Appendix 2

to the admissions regulations of the joint Master's program of International Education Management of
Ludwigsburg University of Education and Helwan Education

Self-assessment of professional competencies form

Please complete the following as truthfully as you can. Do not leave any statements out. We will be asking you about your statements during the oral competencies test procedure (interview).

	0 points (No com- petence)	1 point	2 points	3 points	4 points (High com- petence)
1. I can describe the structure, strategy and culture of my current organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I can distinguish between official and unspoken rules of my organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I understand organizational means of action coordination (such as role descriptions, structures of reporting and decision-making)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I am able to apply professional knowledge within given organizational structures and procedures (= I have a strategy-oriented approach to my professional field of activity).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I can generate knowledge that is relevant to the organization of my institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I am able to reflect on my own role within my organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I reflect upon factors that may influence the success of teamwork, including my own role within the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I think about personal development opportunities within my (or other) organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I am able to reflect upon alternative solutions to problems even if the given information is incomplete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I can develop, apply and evaluate new ideas or processes by taking different assessment criteria into account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I am able to promote the professional development of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I conduct area-specific and/or cross-departmental discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. I am able to define goals for teams while reflecting on the possible social, economic and cultural effects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I can deal with new, complex tasks and problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I can apply specialized technical or conceptual skills for solving strategic problems in an organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. I take over responsibility for the success of groups within the scope of complex tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. I introduce and accept suggestions for improving the cooperative processing of tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I keep to schedules and get tasks done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. I can assess my own self-efficacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. I can present my work results in a clear and suitable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have completed this form conscientiously and truthfully based on a realistic self-assessment of the competencies I have gained during my professional practice.

I hereby request recognition of my professional practice to a total of 30 CP.

Date and Signature: _____, _____