

INTERNATIONAL PROJECT MANAGEMENT
(BUILDING, REAL ESTATE & INFRASTRUCTURE)

Deadline for Applications:

Summer term: October 15th (for all applicants: EU + non-EU countries)

Schellingstr. 24, 70174 Stuttgart

Winter term: April 15th (for all applicants: EU + non-EU countries)

Postfach 10 14 52, 70013 Stuttgart

All fields in **red** are mandatory.

<p>1. <u>Personal Information</u></p> <p>Surname _____ Name _____</p> <p>Place of birth _____ Date of birth (dd/mm/yyyy) _____</p> <p>Citizenship _____ <input type="checkbox"/> male <input type="checkbox"/> female</p>	<p><u>For use by the HFT</u></p> <p>Eingang am:</p>
<p>2. <u>Contact Information</u></p> <p>Address - street & number _____</p> <p>Address - ZIP Code, City, Country _____</p> <p>Email address _____ Telephone number _____</p>	<p>Staatsangehörigkeit:</p>
<p>3. <u>School-leaving Qualification (giving access to Higher Education)</u></p> <p>_____</p> <p>Date of graduation (mm/yyyy) _____ Average grade _____</p>	<p>HZB-Note:</p> <p>HZB-Datum:</p>
<p>4. <u>University Education</u></p> <p>1st University / Location _____</p> <p>Programme _____</p> <p>Starting date (mm/yyyy) _____ Ending date (mm/yyyy) _____</p> <p>Degree _____ Average grade _____</p> <p>Acquired credit points (ECTS) / _____ Grade of thesis / _____</p> <p>Full-timeprogramme _____ Final project _____</p> <p>2nd University / Location _____</p> <p>Programme _____</p> <p>Starting date (mm/yyyy) _____ Ending date (mm/yyyy) _____</p> <p>Degree _____ Average grade _____</p> <p>Acquired credit points (ECTS) / _____ Grade of thesis / _____</p> <p>Full-timeprogramme _____ Final project _____</p>	

5. Professional Experience after Graduation

(Enclose references)

1. Organisation, Company, Location (City, Country)

_____ from _____ to _____

Position Tenure

2. Organisation, Company, Location (City, Country)

_____ from _____ to _____

Position Tenure

(Further professional experience is to be list on a separate page.)

6. Current Position

1. Organisation, Company, Location (City, Country)

Position

7. Language Proficiency

English language:

TOEFL score of 550 points (paper-based test), 213 points (computer-based test), 80 points (internet-based test). We also accept an IELTS test with a score 6,5 and higher. The official TOEFL report can be sent directly through the Educational Testing Service (institution code: 8514). A TOEFL or IELTS exam is strictly required for all applicants, except:

- Native speakers
- Applicants who studied in a school, a university or an institution where the lecture language was English

English _____ Score: _____

German language:

Level _____

Proof in German skills (basic level A1) must be submitted by the beginning of the 2nd semester

8. Tuition

I am prepared and able to pay the tuition totalling 8.500 (full time studies)* / 9.500 Euro (part time studies)*:

yes no

* Costs for the kick-off event, international project week, excursions, language courses, and "other fees" (administrational fees, train ticket, etc.) are not included in the tuition fee.

9. MBA Studies

I am interested in the dual degree M.Eng. + **MBA** by studying one additional semester abroad (takes place after the successful completion of Modules 1-8). The tuition fees for the MBA may vary! Please note that you can submit your final decision whether you want to go for an additional MBA or not until the 2nd semester!

- yes* no

* I do agree that the IPM Office will transfer all necessary personal and study related information to the MBA partner University.

10. Interview

After applications are reviewed, potential candidates will be invited to an interview (phone or personal).

11. Required documents

Please enclose and attach the required documents to this Application Form. Use only staples or clips to separate the different documents, arrange them in the same order as mentioned here. **Do not use storage binders, sheet holders, folders, dividers or clear pocket folders to arrange or present your documents.**

Please enclose for the initial application:

1. Application Form filled and signed.
2. Photo (1 photo, color, min. passport size; clipped to the Application Form).
3. Secondary school leaving certificate / high school diploma, Baccalaureate etc. (**certified copy** at the German embassy in your country or a German notary or major office; foreign-language documents have to be translated in English and certified).
4. Certificate of graduation of first studies / bachelor degree, master degree or equivalent (**certified copy** at the German embassy in your country or a German notary or major office; foreign-language documents have to be translated in English and certified).
5. Proof of at least one year professional experience after Bachelor degree related to the construction industry, real estate or infrastructure business (letter of references).
6. Proof of English language qualification (TOEFL / IELTS). If the medium of teaching during the bachelor was English, please enclose as proof a letter issued by the university. Proof of English is not required for native speakers.
7. Curriculum Vitae.
8. Letter of motivation including personal thoughts and expectations concerning the programme (max.1 page).

Required documents that need to be handed in at the latest before the 2nd semester starts:

1. Proof of German skills (basic level A1) - Course can be done in an intensive class before each semester starts – the course needs to be paid separately!

12. It would help us greatly if you could let us know where you first heard about this master programme

- personal contact
- homepage
- internet site (specify)
- information letter / flyer / brochure from the HFT-Stuttgart
- other (specify)

I declare, that

- all information is correct and complete,
- I have read the Application Requirements,
- I do not suffer from any illness that endangers the health of other students, or would prevent me from completing my studies, and no tutor has been appointed for me (as per §§ 1896ff BGB).
- I have not been banned from admission to university studies

I oblige myself to immediately notify the HFT Stuttgart after submitting this application, if:

- a) I accept a programme at another university,
- b) due to illness I will become unable to study,
- c) I do not pursue this application.

I am aware, that

in case b) above upon presenting the required documentation, I may apply to begin my studies at a later date.

Date _____

Place _____

Name _____ Signature _____

There is no statutory obligation to provide information. However, acceptance is conditional on your full completion of this application form. The individual data is gathered in accordance with the relevant paragraphs contained in the statutes of the Ministry of Science and Art in Baden-Württemberg dealing with the handling of the personal data of applicants for study, students and examination candidates for administrative purposes at universities (28.02.1992) in conjunction with § 4 para 1.1 of the data protection law (LDSG) and the statutes of the Government of Baden-Württemberg concerning academic qualifications in Universities of Applied Sciences (Dipl.-VoFH).

This application is necessary in its currently valid form in accordance with the HVVO of the Baden-Württemberg Ministry of Science and Art concerning the awarding of study places at universities.

This application will only be processed if all required documents are enclosed.

No confirmation of receipt of your application is issued by the HFT Stuttgart.

General remarks

1. Please fill in all mandatory fields. Do not modify, alter, edit or change any section of this Application Form.
2. Please print, hand-sign, and send this Application Form with the requested documentation by post. Applications must arrive at the University before the deadline.
3. **Please send by email (ipm@hft-stuttgart.de) this filled Application Form.** Sending the Application Form by email is not a substitute for the printed-hand-signed application sent by post. The filled, electronic Application Form helps us extract the data from the form so it does not need a signature!
4. Please do not enclose original certificates (entitlement of admission to college, education etc. but only certified copies).
5. Certificates of education and job activity are only recognized up to their date of issue.
6. German nationals who have while abroad obtained entitlement to admission to college, must enclose
 - a) this certificate with a German translation as a certified photocopy or certified handwritten copy, and
 - b) confirmation by the Baden-Württemberg Ministry of Education and Sport, Postfach 103453, 70173 Stuttgart, of the equal status of the educational background, with calculation of the average mark (grade).
7. Non-German and stateless applicants with an entitlement to admission to higher education obtained abroad must enclose the certificate together with a certified photocopy or certified handwritten copy.
8. Please note that failing to meet the deadlines for applications may lead to exclusion.

Master Programme International Project Management (M.Eng.) + optional Master of Business Administration (MBA)

Please choose full-time or part time programme:

Full time programme:

Profession accompanying in 3 semesters (= full time programme without MBA in Liverpool)

Two contact days per week and seminars on the weekends: Friday + Saturday + Sunday + Monday
Modules 1-4 are lectured in the summer term, modules 5-8 in the winter term; Master Thesis will be written in 3rd semester.

+ Optional MBA: **Profession accompanying in 4 semesters**

After completing the modules 1-8 in the semesters 1 and 2, the MBA courses are completed at the partner school in the third semester. Master thesis will be written in semester 4.

Part time programme:

For non-EU citizens: please make sure with the authorities that you are allowed to study part time – proof is required!

Profession accompanying in 5 semesters (= part time programme without MBA in Liverpool)

One contact day per week and seminars on the weekends: In semester 1 and 2 you will have classes on: Saturday + Sunday + Monday; in semester 3 and 4 you will have classes on: Friday + Saturday + Sunday.
Modules 1-4 are lectured in the summer term, modules 5-8 in the winter term; Master Thesis will be written after completing all 8 modules, in semester 5.

+ Optional MBA: **Profession accompanying in 6 semesters**

After completing the modules 1-8 in the semesters 1 until 4, the MBA courses are completed at the partner school in the 5th semester. Master thesis will be written in semester 6.

Date

Place _____

Name _____

Signature

Master Programme International Project Management (M.Eng.)

Selecting preliminary semester

To get a Master's degree 300 credit points in total (Bachelor + Master) are necessary.

As our Master's Programme International Project Management provides 90 credit points, it is necessary that the undergraduate degree has at least 210 credit points (7 semesters).

In case of a first professional university degree with 6 semesters of regular study time and 180 Credit Points, additional academic achievements of 30 Credit Points must be proven or be acquired during the Master's course. The selection of appropriate modules is determined in consultation with the responsible dean and must be confirmed by the Examination Board.

An essential prerequisite is a good command of the German language for the preliminary semester.

The preliminary semester is not necessary for those who will study the MBA.

I will take part in the preliminary semester.

Yes No (Please mark appropriate answer)

Date

Place

Name

Signature

Master Programme International Project Management (M.Eng.)

Please choose your specialization. I choose this elective:

- International Building Project Management (IBPM)***
- International Infrastructure Technology and Management (IITM)***

Date

Place _____

Name _____

Signature

*Please note: The Hochschule für Technik Stuttgart is responsible for adapting the teaching format