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**University of Education Schwäbisch Gmünd's Admission Regulations for the  
Master's Programme in Education, Migration, and Diversity**

**dated 20 August 2025**

In accordance with section 19 subsection 1 sentence 2 no. 10 of the act on the higher education institutions in the Land of Baden-Württemberg (LHG), the Senate of the University of Education Schwäbisch Gmünd passed the following admission regulations on 9 July 2025 based on section 63 subsection 2, section 59 subsection 1 sentence 2, section 29 subsection 4 sentence 3 of the LHG dated 1 January 2005 (legal gazette (GBl.) p. 1) in the version of the 5th act to amend higher education law (5. HRÄG) dated 12 December 2024 (GBl. 2024 no. 97), last amended by article 24 of the act dated 17 December 2024 (GBl. 2024 no. 114) in conjunction with section 6 subsection 4 of the act on admission to higher education institutions (HZG) dated 15 September 2005 (GBl. p. 629), last amended by article 9 of the act dated 17 December 2020 (GBl. pp. 1204, 1229) and section 33 subsections 1 to 7 of the ordinance on the admission to higher education institutions (HZVO) dated 2 December 2019 (GBl. p. 489), last amended by article 2 of the ordinance dated 2 July 2024 (GBl. 2024 no. 52).

**§ 1 Scope**

These regulations apply to the master's degree programme in Education, Migration, and Diversity for the places not allocated based on the admission regulations for the Erasmus Mundus joint master programme in Education, Migration, and Diversity. A total of 35 places are available on the programme. In all other regards, the University of Education Schwäbisch Gmünd's admission and enrolment regulations remain unaffected.

**§ 2 Qualifying for the programme**

Those who have the following qualifications are eligible to apply for the programme:

1. A successfully completed previous higher education degree that encompassed at least 6 semesters or 180 ECTS points
2. A credible description of their particular motivation and aptitude for the programme and the professional field of education, migration and diversity, for example with professional experience, internships, volunteer activities or other skills related to the field
3. At least C1 or equivalent knowledge of English. Details are set down in the University of Education Schwäbisch Gmünd's statutes on linguistic abilities as a qualification for studying dated 5 March 2025.

**§ 3 Applying**

- (1) The admission process for the Education, Migration, and Diversity master's programme takes place once a year with studies taken up in the winter semester. The complete and proper application for admission must have been received by the University of Education Schwäbisch Gmünd by 15 July (definitive deadline).

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- (2) The application for admission is to be submitted in electronic form to the University of Education Schwäbisch Gmünd by the application deadline.
- (3) The following documents must be included with the request for admission:
1. Copy of the diploma from the first completed higher education degree. If the diploma copies are not in German, English or French, then certified translations into one of those languages must be submitted. If the required proof of a successfully completed first higher education degree has not been issued by the application deadline, and if it can be expected based on already completed coursework and examinations that the degree will be successfully completed before starting the master's programme in Education, Migration, and Diversity, then according to section 33 subsection 2 HZVO, the application for admission can be based on the average mark of examinations completed so far. Proof of admission to the final examination for the degree programme must also be included. Admission is then granted under the condition that the proof of the successfully completed degree and any other related admission requirements are submitted at the latest by the start of the lecture period. If the proof is not submitted by this deadline, admission is revoked.
  2. A curriculum vitae (CV) in table format
  3. A letter of motivation on academic interests and previous knowledge, on expectations about the programme and the professional field of education, migration and diversity, and on the motivation for applying for a university place in the programme
  4. If applicable, proof of activities or internships in related fields after completion of the first higher education degree. Exact information about the type, scope and duration of the activity are necessary.
  5. If applicable, proof of volunteer activities in the field of education, migration, and diversity
  6. A copy of the passport or passport replacement document (if the applicant has a refugee status or is stateless). If this document is not in German, English or French, then a certified translation into one of those languages must be submitted.
- (4) Documents listed in subsection 3 nos. 1 to 6 that are submitted after the deadline will not be considered in the admission and selection procedure.

#### **§ 4 Admission committee**

- (1) The University of Education Schwäbisch Gmünd's rectorate appoints an admission committee upon the suggestion of the degree programme's examination board. The admission committee has a quorum if at least two people are present and at least one of them is a university lecturer. The term of office is one year; the members can be reappointed.
- (2) The admission committee is tasked with preparing the admission or selection decision by making a corresponding recommendation, with carrying out and evaluating online interviews, and with creating a final ranking list.

#### **§ 5 Admission procedure**

- (1) The selection procedure for the master's programme in Education, Migration, and Diversity is as follows:
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Diversity is carried out once a year with studies taken up in the winter semester if the number of applicants for the degree programme exceeds the number of available places on the programme according to section 1.

- (2) Only those who submitted a complete and formally correct application for a place in the programme take part in the admission procedure.
- (3) Among the applications to the master's programme that are taking part in the admission procedure, the admission committee makes a selection according to the selection criteria stated in section 6 and creates a ranking list according to section 7.
- (4) The selection procedure uses an oral and a written selection procedure.
  1. For the written selection procedure, an initial ranking list is created according to the points listed in section 7 numbers 1 to 4. The applicants are selected for an online interview according to the ranking list. The admissions committee decides on which applicants are to be invited.
  2. For the oral selection procedure, points are awarded based on section 6 subsection 2.

### **§ 6 Selection criteria for the ranking list**

- (1) To create the ranking list as part of the written selection procedure, the following factors are to be considered:
  - a. The overall mark for the first higher education degree or the current average mark according to section 3 subsection 3 number 1
  - b. Personal motivation and expectations about the programme and the career field as described in the letter of motivation
  - c. Work or internships in the fields of education, migration and diversity with a minimum duration of six months (as a full-time position; proportionally longer for part-time positions) after completing the first higher education degree programme. Part-time positions that had weekly working hours less than 50 % of the regular working hours for a full-time position cannot be considered
  - d. Volunteer activities in the field of education, migration, and diversity lasting at least one year
- (2) For the oral selection procedure, an online interview in English is assessed in which students explain their personal connection to and previous knowledge on the topics of education, migration and diversity, their aspirations in the programme, their planned areas of specialisation and the career they intend to pursue after completing the master's programme.

### **§ 7 Creating the ranking list for the decision**

- (1) Selection is based on the number of points that are determined according to qualifications in the following steps:
  1. For the overall mark as stated on the degree certificate for the first higher education degree or for the current average mark, a maximum of 25 points are awarded according to Annex 1
  2. For the letter of motivation, 5 points are typically awarded. If the letter indicates that the applicant has an above-average motivation, up to 10 points can be

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awarded. If the letter indicates only a low level of motivation, fewer than 5 points can be awarded. The points are allocated according to Annex 2

3. For six months of professional experience, 6 points are awarded. For an internship lasting at least six months, 5 points are awarded
  4. For volunteer activities, 2 points are awarded with a maximum of 6 points total if the applicant has had several volunteer positions
  5. For the online interview, a maximum of 15 points are awarded. The factors that are assessed are whether the applicant gives a clear description of their motivation, whether they answer questions specifically, whether they show determination and whether they have critical-thinking skills and good communication skills. The points are awarded as follows: excellent interview 15 points, satisfactory interview 10 points, sufficient interview 5 points, failed interview 0 points
- (2) The admissions committee assesses the documents from the written and oral selection procedures according to these provisions. The number of points for the written selection procedure according to subsection 1 numbers 1 to 4 are added for the ranking list. The ranking list from the oral selection procedure is sorted according to the points awarded according to subsection 1 number 5. The number of points are added for the final ranking list. Based on the total number of points, a final ranking list of the applicants is created. If there are applicants with an equal number of points, first the ranking list from the oral selection procedure is considered, then, if necessary, the ranking list from the written selection procedure according to subsection 1 numbers 1 to 4. Based on this, a final ranking list of the applicants is created.

### **§ 8 Official notification**

The university informs the applicants without undue delay of the decision on their application for admission. Applicants who were not able to be admitted will receive a letter of rejection that includes information on rights to appeal.

### **§ 9 Entry into force**

These admission regulations enter into force on the day after they have been passed. They apply retroactively to admissions for the winter semester 2025/26.

Schwäbisch Gmünd, 20 August 2025

signed by Prof. Dr. Kim-Patrick Sabla-Dimitrov  
Rector

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