

## International Master Programme Smart City Solutions

Start of Program: Mid-September 2024

### APPLICATION FORM

# Application for the Master Program Smart City Solutions

## Deadline for Applications:

May 15<sup>th</sup>, for non-EU residents

July 15<sup>th</sup>, for EU residents

<b>1. Personal Information</b>		<b>For use of HFT staff</b>	
..... Surname	..... Given name	<b>Eingang am:</b>	
..... Place of birth (city)	..... Date of birth (dd/mm/yyyy)		
..... Citizenship	Male    Female    Other		
<b>2. Address</b>			
..... Street, number.			
..... Postal / ZIP code, city, country			
..... E-mail address		..... Telephone	
<b>3. University Education</b>			
..... 1. Most recently completed higher education degree, programme			
..... Institution, city			
..... Starting date (mm/yy)	..... Ending date (mm/yy)	..... Average grade:	..... Credits / ECTS

.....  
2. Previous higher education degree, programme

.....  
Institution, city

.....  
Starting date (mm/yy)

.....  
Ending date (mm/yy)

.....  
Average grade:

.....  
Credits / ECTS

#### 4. Professional experience after graduation

.....  
1. Current organisation/company, address, country

.....  
Position

.....  
Tenure from (mm/yy):

.....  
to (mm/yy):

.....  
2. Previous organisation/company, address, country

.....  
Position

.....  
Tenure from (mm/yy):

.....  
to (mm/yy):

Further professional experience can be listed in your CV.

#### 5. 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 IELTS tests (academic) with a score of 6,5 or higher. The official TOEFL report can be sent directly through the Educational Service (institution code: 8514). A TOEFL or IELTS exam is strictly required for all applicants, except for:

- native speakers;
- and applicants whose previous language of instruction is stated to be English in their leaving certificate from school, university, or college.

Test presented:

Score obtained:

## 6. Tuition

I am prepared and able to pay the tuition totalling 10.000 €. Costs for the kick-off event, international project weeks, language courses, and excursions (ca. 500€) are not included in the tuition fee. I am aware that, additionally, German immigration authorities might require a yearly blocked sum for visa processing purposes.

Yes

No

## 7. Selection of full or part-time programme

Please choose whether you intend to course the program as a full-time or a part-time format.

### Full-time programme:

The programme takes two semesters of coursework plus a third semester of Master Thesis research and writing. Teaching days are Friday, Saturday, Sunday, and Monday. The programme starts in mid-September.

\* The MBA courses are completed at the partner school in the third semester, after completing modules 1-9 in semesters 1 and 2. The Master Thesis is written in the 4<sup>th</sup> semester.

### Part-time programme:

The programme takes four semesters of coursework plus a fifth semester of Master Thesis research and writing. Teaching days in Semesters 1 and 2 are on Friday, Saturday and Sunday. Teaching days in Semesters 3 and 4 are on Saturday, Sunday and Monday. The programme starts in mid-September.

\* The MBA courses are completed at the partner school in the 5<sup>th</sup> semester, after completing modules 1-9 in semesters 1 to 4. The Master Thesis is written in the 6<sup>th</sup> semester.

The part-time programme is available only for EU residents. Please make sure with the relevant authorities whether you are allowed to study part-time. Proof will be required.

## 8. MBA Studies

I am interested in the dual degree M.Eng., MBA by studying for one additional semester at Liverpool John Moores University's leadership MBA (after successfully completing Modules 1-9). The tuition fees for the MBA may vary according to the pricing of this partner university. Please note that you can make your final decision on whether you want to take the additional MBA until the end of the 2<sup>nd</sup> semester.

Yes

No

## 9. Required documents for application

1. This **application form** filled out electronically.
2. **Certificate of graduation of first studies**/bachelor's degree, master's degree or equivalent. This document needs to be certified by the German embassy in your country of origin, or once you get to Germany at a local municipal office ("Bürgeramt"), notary ("Notar"), or civil registry office ("Standesamt"). A certified translation is needed for documents that are originally neither in English nor German.
3. **Letter of motivation** including personal thoughts and expectations concerning the programme (max. 1 page).
4. **Proof of at least one year of professional experience** after graduation in the following fields: construction and infrastructure, architecture, design, urban planning, development, real estate, or other related fields.
5. **Curriculum vitae** (with a portrait-style picture).
6. **Proof of English language qualification** (TOEFL/IELTS). This is not required for native speakers or applicants with previous studies in English.
7. **Secondary school leaving certificate** / high-school diploma, Baccalaureate, etc. This document needs to be certified by the German embassy in your country of origin, or once you get to Germany at a local municipal office ("Bürgeramt"), notary ("Notar"), or civil registry office ("Standesamt"). A certified translation is needed for documents that are originally neither in English nor German.
8. **Portrait-style picture** (either included in the CV or as a separate document).
9. **Academic-style essay** (1 to 2 pages, max. 900 words, please refer to the guidelines linked on the SCS website).

Other optional and encouraged documents:

10. **Portfolio** of own work during the studies and from professional experience. This document can be either sent along with the above-mentioned documents or brought to the interview. Please note that it should not exceed an A3 format.

Please combine all files together in one single PDF file, rename it "scs-master-application\_surname.pdf", and submit it to:

[scs-master@hft-stuttgart.de](mailto:scs-master@hft-stuttgart.de)

## 10. Where did you first hear about this master's programme?

Personal contact

Webpage of the Master Smart City Solutions programme

Internet portal. Which portal? .....

Information letter/flyer/brochure from the HFT Stuttgart

Other .....

## 11. Indicate your desired study start.

September 2024

September 2025

## General Remarks

- Please fill in all mandatory fields. Do not modify, alter, edit, or change any section of this Application Form.
- This application is necessary in its currently valid form in accordance with the HVVO of the Baden-Württemberg Ministry of Science and Art concerning awarding of study places at universities.
- 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 will only be processed if all required documents are enclosed.
- Please send this Application Form by e-mail to the following address: [scs-master@hft-stuttgart.de](mailto:scs-master@hft-stuttgart.de). The filled, electronic Application form helps us extract the data from the form so it does not require a hand-written signature.
- Certificates of education and job activity are only recognized up to their date of issue.
- Please note that failure to meet the deadlines for the application may lead to exclusion.
- The HFT Stuttgart is not compelled to issue a confirmation of receipt of your application.

I declare that:

- all information is correct and complete;
- I have read the Application Requirements;
- I do not suffer from any physical or mental illness that endangers the health or integrity of other students or would prevent me from completing my studies, and no legal guardian 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:

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

I am aware, that in case of an illness that makes me unable to continue my studies, upon presenting the required documentation, I may apply to begin my studies at a later date.

.....  
Place, Date

.....  
Name: