

REGULATIONS OF THE FREIE HOCHSCHULE STUTTGART
FOR THE UNIVERSITY'S OWN ADMISSIONS PROCEDURE FOR THE
POSTGRADUATE MASTER'S DEGREE PROGRAMME
"CLASS AND SPECIALIST SUBJECT TEACHER AT WALDORF SCHOOLS"

§ 1 Procedure

- (1) Places on the postgraduate study programme "*Class and specialist subject teacher at Waldorf schools*" (Master of Arts), will be awarded according to the results of an admissions procedure. This is based on the level of aptitude and motivation for the intended course of study and intended profession.
- (2) Students who have applied for a place will take part in the admissions procedure.

§ 2 Application and deadline

- (1) The written application for admission must be sent to the Freie Hochschule no later than two months before the start of the academic year. A handwritten CV must be enclosed with the application for admission.
- (2) The applicant must describe their previous career/history and explain their motivation for the intended course of study. Additional information should be provided about any previous vocational training, practical activities and performances that indicate a particular aptitude for the intended course of study.
- (3) Certified copies of the following documents must be enclosed with the application for admission:
 - (a) certificate of a university degree that qualifies the graduate for a profession,
 - (b) proof of any previous vocational training or practical work specific to the course of study,
- (4) if the certificate is not yet available on the registration deadline, the certified copy must be submitted at a later date immediately on its receipt.
- (5) All documents must be submitted in either German or English. The Freie Hochschule can demand that the originals of the documents on which the admission decision is based be presented at the time of enrolment.

§ 3 Admissions committee

- (1) The preparation and performance of the admissions procedure is the responsibility of an admissions committee.
- (2) The admissions committee is constituted by the Freie Hochschule. It consists of at least two and no more than five full-time lecturers of the Freie Hochschule, one of whom is appointed chairman by a resolution of the University Conference.

§ 4 Admissions procedure

- (1) Persons can only take part in the admissions procedure if they
 - a) have applied for admission for the course of study,
 - b) have not already unsuccessfully taken part in more than one earlier admissions procedure for the master's degree programme "*Class and specialist subject teacher at Waldorf schools*" of the Freie Hochschule Stuttgart.
- (2) The admissions committee determines the suitability of the applications that have been received on the basis of the criteria named in § 5.
- (3) The application for participation in the admissions procedure will be rejected if
 - a) incomplete documents are submitted and/or
 - b) the applicant has already unsuccessfully taken part in more than one earlier admissions procedure for the master's degree programme "*Class and specialist subject teacher at Waldorf schools*" of the Freie Hochschule Stuttgart.
- (4) The application for admission will be rejected if
 - a) the reasons stated in section 3 are fulfilled, or
 - b) no suitability within the meaning of § 5 is determined.
- (5) Applicants will be informed in writing of the rejection.

§ 5 Suitability criteria

(1) Suitability is determined on the basis of the following criteria:

- a) university degree as proof of the academic and/or pedagogical educational background,
- b) work specific to the course of study / practical experience (e.g. work with children and youths),
- c) linguistic competence (free text presentation about an insight or a pedagogical situation taking a text as a basis),
- d) motivation for the chosen course of study (from documents and interview),
- e) competencies specific to the course of study (eurhythmics / Bothmer gymnastics, forms of speech expression).

(2) The applicant's personal suitability with regard to the particular requirements of the "*Class and specialist subject teacher at Waldorf schools*" (criteria Section (1) c, d and e) will be assessed individually by the admissions committee on an admissions day held in the Freie Hochschule Stuttgart for several applicants. The date for the admissions day will be set by the chairman of the admissions committee and communicated to the applicants in writing at least one week in advance.

§ 6 Retry

Applicants who have unsuccessfully taken part in the admissions procedure for the study programme "*Class and specialist subject teacher at Waldorf schools*" at the Freie Hochschule Stuttgart once can reapply for admission to this course of study one time only. A further retry is not possible.

§ 7 Violation of the regulation, attempt to deceive

If a candidate has influenced the result of the admissions procedure through deceit and if this is only discovered after they have been admitted to the course of study, the admissions committee can subsequently revise the result of the admissions procedure. The admission will be reversed in case of deceit, threats or bribery.

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