

Dear applicant,

Thank you very much for your interest in the master-degree programme **International Facade Design and Construction (IFDC)** at the Hochschule Ostwestfalen-Lippe in Detmold. Below you will find important information about our requirements and the application process.

Once we receive your fully filled application form and the requested documents, our team will proceed directly with your application procedures to give you a quick feedback about your application status.

The application forms are the basis for the admission procedure to our university. Please fill them out and enclose the necessary documents.

Please send your application to:

Hochschule Ostwestfalen-Lippe
University of Applied Sciences
Akademisches Auslandsamt
Liebigstraße 87
D-32657 Lemgo
Germany

Kindly note that up on signing the contract you will be in a legal obligation with the university, and in case of cancelation, a compulsory amount of payment will be requested.

If there are any questions, don't hesitate to contact us under +49 (0) 5261 / 702-391.

Sincerely yours,

Detmolder Schule für Architektur und Innenarchitektur,
Fachbereich 1 - Architektur und Innenarchitektur - der Hochschule Ostwestfalen-Lippe

A. Prerequisites

Qualification for the master-program International Facade Design and Construction (IFDC) shall be established by:

1. **University entrance qualification** or an equal standard (e.g. high school graduation certificate in some countries).
2. **Bachelor or diploma certificate**, in a course of study with substantial engineering content (for example architecture, interior design, civil engineering, industrial engineering) and with a duration of at least six semesters.
3. **One year professional experience** in building-construction in a field relevant to the master-program IFDC, or proof that such experience will be obtained by the beginning of the semester.
4. **Evidence of English proficiency** documented through one of the following tests or certificates, with the following minimum score:
 - at least 7 years of English in school education, with, as a rule, a grade of at least satisfactory (C) in the last four half-year terms,
 - TOEFL paper-based 550,
 - TOEFL internet-based (ibt) 79-80,
 - TOEFL computer-based 213,
 - TOEIC 750,
 - IELTS 6.5 - 7.0,
 - Cambridge CPE/CAE pass or
 - proof of an equal standard,
5. **Portfolio**. Participants to the IFDC master course must submit a portfolio that includes some of their most important work related to facades, architectural design and/or building construction.
6. **Motivation letter and a resume**. The Motivation letter should address your background as it relates to facade design and construction, and why you would like to pursue the IFDC facade master course. Limit your letter to one page.

B. Application Documents

Please submit with the application:

1. Documents (original or certified copy) of the prerequisites listed under A. 1 to A. 4, above. We accept documents in English or German language. Documents in other languages must be accompanied by a German translation by a certified interpreter (original or certified copy).
2. Fully completed application form (please see D., below)
3. Portfolio:
 - Samples of work according to the following:
 - Three samples of work from the previous course of study or professional experience, one of which, if possible, is the bachelor or master thesis or comparable final examination.
 - Two to three smaller samples of work which demonstrate additional interests and specialized fields.
 - Up to two samples can be parts of team projects, if the contribution of the applicant is indicated and clearly recognizable. The work samples must be submitted in a DIN A4-sized portfolio, by way of exception DIN A3, and/or other suitable data medium.
 - Submit all work samples on CD-ROM.
 - A written explanation by the applicant describing the projects and the concepts behind each project. In the case of team work, the applicant should clearly indicate her/his role in the project. Limit your letter to two pages.
 - A written declaration by the applicant, that he or she produced the work samples.
4. Original or certified copy of relevant professional training and supplementary or extended vocational training.

C. Time schedule and further procedure, additional information

The application deadline for the winter semester is on 30 June of a year.
If places are still available, you may apply thereafter. Please enquire by telephone under +49 (0) 5261 / 702-391.

After the arrival of your complete application, the university will check to see whether you fulfil the prerequisites A. 1 to A. 4, and that they have been documented sufficiently. Should this not be the case, you will be notified.

If the prerequisites A. 1 to A. 4 are fulfilled and sufficiently documented, you will be admitted to the aptitude test without further application.

The aptitude test is based solely upon the submitted work samples. In addition, an interview may be conducted. In this case, you will be notified in writing.

If there are more admissible applications than available places, the board of examiners will decide on the admission to the course of study.

You will be informed in writing about the results of the aptitude testing procedure and your admission to the course of study by the 31st of August at the latest.

You can obtain further details from the „Masters´ s Examination Regulations“ for the master-programm IFDC and the „Regulations on the assessment of aptitude“. These will be available at: www.fassadenmaster.de



D. Application Form

Personal Information

Mr./Ms./Mrs.: _____

Surname: _____

First name: _____

Academic degree / Title: _____

Date of birth: _____

Place of birth: _____

Nationality: _____

Contact Information

Street, Hausenumber: _____

ZIP code: _____

Country: _____

Telephone: _____

Mobile phone: _____

Fax: _____

E-Mail: _____



School Education

Information about the attainment of qualification for engineering college or university admission or a recognized, equal standard:

I can prove:

Engineering college qualification

University qualification

recognized, equal qualification (please specify)

acquired where: _____

acquired when: _____

University Education

I have successfully completed the following course of study:

Name of course of study: _____

Name of college / university: _____

Date of graduation: _____

Degree: _____

Grade average: _____

Information about further, successfully completed courses of study:

Other Vocational Training

Name of course, year: _____

Name of course, year: _____

Other extended vocational training and supplementary education

Name of course, year: _____

Name of course, year: _____

Vocational Experience

Information about relevant vocational experience in the field of building construction - as a rule for at least a full year.

Company: _____

Capacity: _____

from - until: _____

with the following, for the master-programme IFDC relevant content:

In the case of more than one vocational experience or employer, please fill in pertinent information:

English Capability

Information about knowledge of the English language, documented through one of the following tests:

- at least 7 years of English in school education, with, as a rule, a grade of at least satisfactory (C) in the last four half-year terms
- TOEFL paper-based 550
- TOEFL internet-based (ibt) 79-80
- TOEFL computer-based 213
- TOEIC 750
- IELTS 6.5 - 7,0
- Cambridge CPE/CAE pass
- proof of an equal standard

Please specify: _____

Submitted Application Material

The university or its' employees carry no liability for loss or damage to the application material submitted; this does not apply for deliberate or grossly negligent behaviour. Obligation for the storage of application material ends with the conclusion of the application procedure at the latest. Information as to the disposal of your application material:

Angaben über den Verbleib Ihrer Unterlagen:

- I will pick up the material personally.
- I wish to have the material sent to me at my own cost and risk.

Please note:

If you do not mark one of the above two choices, your submitted application material and work samples may be destroyed.

Previous Applications

- I have never applied for admittance to the master-programme International Facade Design and Construction (IFDC) at the Hochschule Ostwestfalen-Lippe
- I have already applied, for the winter semester: _____

Application

I apply for admission to the master-programme International Facade Design and Construction (IFDC) for the winter semester _____ and apply for participation in the aptitude testing procedure for the winter semester _____ for the master-programme IFDC, on the basis of the foregoing information. I hereby attest, that all information is correct and complete to the best of my knowledge.

„I am familiar with the fact that negligently given or knowingly false information is illegal and may lead to exclusion from the aptitude testing and application procedure - or, should this be established to a later point of time, lead to the revocation of the aptitude testing results, the admission to the master-programme IFDC or the cancellation of the participation contract. The documentation and material are enclosed.“

Location and Date

Signature of the Applicant
