

REGISTRATION

for the postgraduate Master's degree programme "International Procurement Cooperation" (IPC) at the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg (HSU/UniBw H).

I hereby declare

Surname, first name:

Postal address:

e-mail:

Telephone no.

Date and place of birth:

that I wish to participate, under the conditions described below, in the IPC programme offered by HSU/UniBw H. in the marked variant (please tick as appropriate):

IPC Study programme variant: Economic strand

IPC Study programme variant: Legal strand

I have read and understood the General Programme Regulations of the HSU/UniBw H as well as the Programme and Examination Regulations concerning IPC and accept them as integral part of the study agreement.

The documents required for admission to the Master's degree programme "IPC" in accordance with the announcement are enclosed with this application.

Date, signature of the applicant:

Confirmation of employment and declaration of consent to payment of the fees set for the study programme by the department

This is to confirm that the above-mentioned employee is eligible to participate in the study programme.

The following terms of payment are acknowledged and the fees are accepted:

At the beginning of the respective academic year, HSU/UniBw H will invoice the sending department for the costs of the tuition fees for the modules to be conducted during that academic year.

The anticipated total cost will not exceed €12,000, which is likely to be distributed as follows:

Amount per academic year	Achievements (in accordance with the Programme and Examination Regulations for the Master's Programme in International Procurement Cooperation)
max. 6.000,00 Euro	first year
max. 6.000,00 Euro	second year

The billing address of the office is:

Office:

Organisational unit (e.g. department):

Postal address:

E-mail address (Org mailbox):

Contact person for billing matters

Surname, first name:

Tel. no:

Remarks:

Date, name of the approving authority, signature (if applicable, stamp of the office)

REVOCATION POLICY:

You may revoke your declaration of registration for the selected Master's degree programme within a two-week period. No reasons need to be provided for the withdrawal.

The two-week revocation period begins upon your acknowledgment of this revocation policy and upon the submission of your registration to HSU/UniBw H.

The revocation notice should be sent by letter, fax or e-mail. Timely dispatch is sufficient to comply with the deadline (based on the date of postmark or email).

Consequences of the revocation:

If the revocation is made within the specified timeframe, HSU/UniBw H will not charge any participation fees or revocation fees.

I hereby confirm that I have read the revocation policy.

Date, name, signature of the applicant:

Note:

Please submit the signed revocation policy together with the registration form to the Student Secretariat.

General Programme Regulations for Students Participating in the Master's Programme in "International Procurement Cooperation" (IPC) at the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg

1. Scope

These general programme regulations apply to all agreements concerning admission to the IPC within the jurisdiction of the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg (HSU/UniBw H), as well as participation in the relevant modules offered by the HSU/UniBw H. The provider and contracting party under these general programme regulations is the Federal Republic of Germany, represented by the Federal Ministry of Defence, and further represented by the President of the HSU/UniBw H, as delegated by the Chancellor.

2. Contract Conclusion

The application for admission to the Master's programme in IPC can be submitted via post, fax or scanned and sent via e-mail using the registration form provided by the HSU/UniBw H. The documents required for admission and matriculation must accompany the application. Submitting the application for admission constitutes a binding contractual offer and acknowledgment of acceptance of the general programme regulations. Upon receipt of a registration confirmation from HSU/UniBwH, it is understood that the applicant satisfies the admission criteria for the Master's programme. The contract is finalised upon receipt of the confirmation of registration. As a rule, applications for admission are processed in the order they are received.

3. Elements of the Contract

The essential components of the contract are:

- The conditions as specified on the registration form for the Master's Programme in IPC,
- the General Programme Regulations for the Master's Programme in IPC
- the Programme and Examination Regulations for the Master's Programme IPC in the currently applicable version.

4. Framework conditions of and Services Offered by the HSU/UniBw H

After admission and receipt of payment, the student will be enrolled in the programme of the HSU/UniBw H according to the prevailing IPC matriculation policies.

The HSU/UniBw H provides module courses for IPC participants based on the current programme and examination regulations. Planned examinations and possible re-examinations will be conducted and evaluated, and support in terms of specialized supervision and administration will be offered throughout the duration of the degree programme.

5. Structure and duration of the degree programme, application deadline and start date

The degree programme is designed to span two years (standard period of study). It comprises a foundational study phase, an advanced study phase, a specialisation phase and a final study phase during which the Master's thesis is to be completed.

The application deadline is 31 May for starting studies in the following autumn trimester, commencing on 1 November of the same calendar year.

6. Successful Graduation

Students who successfully complete the Master's programme will be awarded the degree of "Master of Public Administration" (MPA) by the HSU/ UniBw H. The student will receive a Diploma, a Certificate, and a Diploma Supplement issued by the HSU/UniBw H.

7. Course Fees

Course fees are charged for participation in the IPC. The specific course fees are outlined on the registration form. The total costs indicated are fixed prices.

8. Cancellation or Alterations Made by the HSU/UniBw H

The Master's programme in IPC requires a minimum number of students. Should this minimum not be met, HSU/UniBwH reserves the right to unilaterally cancel the contract with the applicants.

The HSU/UniBw H retains the authority to determine the course lecturers, the sequence of individual courses, their scheduling or, within reasonable limits, their location. This does not grant the applicant any grounds for action, such as contract cancellation

9. Notice of Termination

A notice of termination by the student is possible for the first time until the beginning of the last module of the foundational study phase. Module examinations that have already begun must be completed in accordance with the relevant study and examination regulations.

The contract may be terminated by the HSU/UniBw H at any time for justifiable reasons without any required notice period. Justifiable reasons include disruptions to the lectures, failure to adhere to the "House Rules", as well as outstanding payments despite written reminders.

10. Liability of the Federal Republic of Germany:

The use of facilities, rooms and installations is at the participant's own risk. The liability of the Federal Republic of Germany for any damages arising from the conduct of the programme shall be limited to cases of intent and gross negligence. However, this limitation of liability shall not apply in cases of injury to life, body or health resulting from negligent or intentional breaches of duty by HSU/UniBw H, its legal representatives, or delegates.

11. Reproduction of Documents

Teaching materials and other documents provided to students as part of the IPC may only be reproduced with the written consent of the HSU/UniBw H.

12. Data protection

Personal data provided by the students when registering at the HSU/UniBw H will be stored and processed solely for the purposes of the IPC. If students agree to the further processing of data when registering or during the programme, such data will be stored and processed exclusively for the stated purposes stated in each instance. Information may not be disclosed to third parties without the explicit consent of the students. This declaration of consent concerning the further processing of personal data can be revoked at any time. Both consent and revocation must be adequately documented by the HSU/UniBw H.

13. Release of Photographs and Video Recordings

Students are reminded that photographs and videos may be taken during their courses for advertising and publicity purposes of the HSU/UniBw H. Individuals who are photographed or filmed consent to the publication of such photographs or films for the aforementioned purposes. This declaration of consent can be revoked at any time. Photographers and the HSU/UniBw H are obligated to ensure that the individual rights of the students are guaranteed.

14. Concluding Provisions

The law of the Federal Republic of Germany shall exclusively govern this agreement. Any amendments and supplements must be made in writing. Should individual provisions of the contract be ineffective, the validity of the remaining provisions shall not be affected. The contracting parties shall endeavor to replace the ineffective provision with an effective one that best aligns with the original intent of the ineffective provision. The place of jurisdiction and performance will be Hamburg in as far as the contracting parties are able to agree on this.