

**General Programme Regulations
for Students Participating in the Master's Programme in Civil-Military Interaction taught
in English at the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg
(MCM)**

1. Scope

These general programme regulations apply to all contracts concerning admission to the MCM concluded within the area of responsibility of the Helmut-Schmidt-Universität/Universität der Bundeswehr Hamburg (HSU/UniBw H), and to the participation in the relevant modules offered by the HSU/UniBw H. The provider and contracting party in the context of these general programme regulations is the Federal Republic of Germany, represented by the Federal Ministry of Defence, in turn represented by the President of the HSU/UniBw H, as represented by the Chancellor.

2. Contract Conclusion

The application for admission to the Master's programme in Civil-Military Interaction (MCM) can be sent by mail, fax or scanned and sent by e-mail using the registration form of the HSU/UniBw H. The documents required for admission and matriculation are to be included with the application for admission. The application for admission is a binding contractual offer and confirmation of acceptance of the general programme regulations. If the applicant receives a confirmation of registration from the HSU/UniBw H, this can be taken to mean that the applicant meets the admission criteria for the Master's programme. The contract is concluded upon receipt of the confirmation of registration. As a rule, applications for admission are considered in the order in which they are received.

3. Contract Parts

The essential contents of the contract are:

- the conditions as specified on the registration form,
- the general programme regulations,
- the Programme and Examination Regulations for the Master's Programme in Civil-Military Interaction (MCM) taught in English currently in force.

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

After admission and receipt of payment, the student will be enrolled for the programme of the HSU/UniBw H based on the MCM matriculation policies currently in force.

The HSU/UniBw H offers the module courses to be completed by the students participating in the MCM at the HSU/UniBw H based on the current programme and examination regulations. Planned examinations and possible re-examinations will be held and assessed, and assistance in the fields of specialist supervision and administration will be provided, for the entire duration of the degree programme.

5. Structure and Duration of the Programme

The on-the-job programme is divided into a basic study phase, an in-depth study phase and a final study phase during which the Master's thesis is to be completed. The standard period of study will be two years; as a rule, the topic of the Master's thesis must be accepted within five years of commencing the course.

6. Successful Graduation

Students who pass the Master's programme will be awarded the degree of Master of Arts (MA) 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 MCM. The course fees are specified on the registration form. The overall costs stated thereon are fixed prices which are to be paid irrespective of the successful or unsuccessful completion of the programme or parts of it. This settlement of costs does not affect similar regulations of the CCOE (Civil-Military Cooperation Centre of Excellence) cooperation partner concerning course fees for its courses in the Master's programme in civil-military interaction.

8. Terms of Payment

The agreed course fees shall be paid in accordance with the details provided data on the registration form. After receipt of both the confirmation of registration and the invoice, the respective amount shall be remitted to an account to be indicated by the HSU/UniBw H. The invoice number has to be stated on all payment documentation.

9. Revocation

The student may revoke his/her declaration of intent to conclude the contract with the HSU/UniBw H within a period of two weeks after receipt of his/her confirmation of registration. This may be done in writing, by fax or email. The revocation does not have to include reasons. Timely dispatch is sufficient to comply with the deadline (date of postmark or email).

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10. Cancellation by the Applicant

Upon expiration of the revocation period as defined in paragraph 9, the applicant can cancel his/her registration or withdraw from the contract in writing. If the applicant cancels up to four weeks before the begin of the basic study phase, a cancellation fee of 50 % of the course fees for the basic study phase will be charged. If he/she cancels up to two weeks before the begin of the basic study phase, the cancellation fee increases to 75 % of the fees for the basic study phase. The receipt date of the written declaration of cancellation by the HSU/UniBw H shall be binding. In case of any later cancellation, the fee for the basic study phase is to be paid in full and fees already paid will not be reimbursed.

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

The Master's programme in civil-military interaction requires a minimum number of students. If the required minimum is not reached, the contract concluded with the applicants may be cancelled unilaterally by the HSU/UniBw H. In this case, any course fees already paid will be reimbursed.

The HSU/UniBw H reserves the right to determine who will lecture the courses, the sequence of individual courses, their dates/times or - within acceptable limits – where they will take place. This does not entitle the applicant to any right of action, e. g. a cancellation of the contract or reduced course fees.

12. Notice of Termination

Proper notice of termination by the student is possible until expiry of the basic and in-depth study phases. The notice of termination shall be given no later than the beginning of the last module of the basic or in-depth study phase. Fees that have already been paid may only be reimbursed for modules or study phases in periods covered by a valid contract termination.

The contract may only be terminated by the HSU/UniBw H at any time for good cause without any period of notice to be observed. In particular, good causes are disruption of the lectures, the failure to observe the "House Rules" as well as payments being in arrears despite written reminders.

13. Liability of the Federal Republic of Germany:

Use of facilities, rooms and installations is at the participant's own risk. The liability of the Federal Republic of Germany for any damage in the context of the conduct of the programme shall be limited to intent and gross negligence. This limitation of liability shall not apply in case of injury to life, body or health based on a negligent or intentional breach of duty of the HSU/UniBw H or its legal representative or servant.

14. Reproduction of Documents

Teaching material and other documents issued to the students in the context of the MCMI may only be reproduced with the written consent of the HSU/UniBw H.

15. Data Protection

Personal data provided by the students when registering at the HSU/UniBw H will be stored and processed exclusively for the purpose of the MCMI. If students agree to the further processing of data when registering or during the programme, these data will be stored and processed exclusively for the purpose stated in each case. Information must not be released to third parties without the expressed consent of the students. This declaration of consent concerning the further processing of personal data can be revoked at any time. Consent and revocation must be documented adequately by the HSU/UniBw H.

16. Release of Photographs and Video Recordings

The students are reminded that photographs and videos may be taken during their courses for advertising and publicity purposes of the HSU/UniBw H. The persons who are photographed or filmed agree that such photographs or films will be published for the afore-mentioned purposes. This declaration of consent can be revoked at any time. Photographers and the HSU/UniBw H are obliged to ensure that the individual rights of the students are guaranteed.

17. Concluding Provisions

The law of the Federal Republic of Germany shall exclusively apply. Amendments and supplements will be in writing. Should individual provisions of the contract be ineffective, the validity of the remaining provisions shall not be affected. The contracting parties shall make an attempt to replace the ineffective provision with an effective one that best meets 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.

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