

Information on Application to be submitted for Postgraduate Masters Course in “Civil-Military Interaction“ (MCMI)

Last updated: April 2024

Required documents:

1. Final documents certifying your university or higher education degree, including your certificate and diploma. Additionally, if applicable, please include any diploma supplements. If you hold multiple degrees, please submit documents for each degree obtained.

If you studied abroad and the grading system of your former university is not discernible from the documents provided, please include an explanation of the grading system. This could be in the form of an abstract from the examination regulations.

Higher education degrees should certify a total amount of at least 240 ECTS credits (CP).

These can include:

- German "Diploma" and "Magister" qualifications (university; college of applied sciences will be considered only if the standard period of study was four years, or an intensive study course was attended at the Bundeswehr University, Munich)
- Master's degree (university or college of applied sciences)
- Bachelor's degree (university or college of applied sciences)
- State examination such as in law or medicine. For medical qualifications, please provide the license to practice medicine as a doctor or the certificate for the third part of the medical examination)

Provisional admission to the degree programme is granted upon proof of at least 225 ECTS credits. Final admission to the degree programme is contingent upon the completion of *Bridge Courses* totalling 15 ECTS within a 6-month period, as stipulated by the examination regulations. Failure to complete the Bridge Courses within this timeframe will result in the expiration of provisional admission.

If you hold more than one degree, please submit the documents for each degree obtained.

2. If applicable, supplementary to 1: Proof of further competences

If proof of a first degree qualifying for a profession with at least 210 ECTS is provided, admission is possible if the difference to the required 240 ECTS has been made up by proof of further competences acquired by completing the bridge modules provided for in the examination regulations.

3. Completed registration/enrolment form

4. proof of higher education entrance qualification

Please enclose the school leaving certificate with the overview of subjects and grades. In the case of a degree obtained abroad, the certificate must be submitted in the original and with an officially certified translation (German or English). A high school diploma (e.g. USA) must be issued by the College Board.

5. If applicable: Exmatriculation certificate and Transcript of Records from your former university/-ies or college(s) if no degree was completed

6. Proof of at least two years of practical vocational activity, including at least one year of management responsibility after achievement of a higher-education degree qualifying to enter a profession

7. Proof of the English language skills required for the studies and examinations through presentation of Standardized Language Profile (SLP) 3332 or an

Administration
Section III
Legal and Examination Matters

III.2
Admissions office/
Student Secretariat

Administrative assistant
Mr Thies Sommer

Fax
+49(0)40/6541-2072

Email
pruefungsamt@hsu-hh.de

Opening hours:
Tue, Wed, Fri: 9 to 11:30
Tue: 13 to 14:30

equivalent certificate (C 1) of the Common European Framework of Reference

(Equivalent certificates include:

- Cambridge Advanced or language level C1,
- IELTS (6.5 - 7.0)
- TOEFL PB (565 points) or TOEFL IBT (85 points)
- telc Level C1
- PTE Academic (62 points)
- GCSE or IGCSE Grade C
- TOEIC (880 points)

(Applicants with English as first language are exempted from the obligation to provide such proof.)

8. Letter of motivation

Please write approximately one page explaining the reasons why you would like to undertake the Masters course in "Civil-Military Interaction" (MCMI). Please explain particularly in what way the further academic education offered by the Masters course in "Civil-Military Interaction" (MCMI) could be valuable for your professional work.

9. Declaration of preparedness to pay the fees set for this course of study (Please fill in the form "Registration")

10. curriculum vitae

in which you are welcome to list your professional qualifications. (Please refrain from enclosing certificates of professional training without an academic degree with your application. It is sufficient the list in your CV is sufficient. There is an exception if you e.g. for proof of competences according to no. 2. If necessary we will request these).

11. If applicable: If you still have to attend at least one of the two NATO CIMIC courses "Staff Worker Course" or "Higher Command Course", please fill in the form of the CCOE (Civil Military Cooperation Centre of Excellence, The Hague) completely.

12. If applicable: Send the CCOE certificates for the NATO CIMIC course "Staff Worker Course" and/or "Higher Command Course"

Notes

The documents shall be submitted **as originals** or **as certified copies** (of the originals!)

Please send the documents to:

Helmut Schmidt Universität/Universität der Bundeswehr Hamburg
Dezernat III 2 – Studiensekretariat (Student Secretariat)
Holstenhofweg 85
22043 Hamburg
[Germany]

or

via email to: pruefungsamt@hsu-hh.de

Helmut-Schmidt-Universität
Universität der Bundeswehr
Hamburg

Besucheranschrift:
Holstenhofweg 85
22043 Hamburg

Postanschrift:
Postfach 700822
22008 Hamburg

Please ensure that the documents you submit are scanned with good quality.

In case of **foreign-language documents**, please enclose a certified German or English translation.

Please note: Should the number of applications that meet the admission requirements exceed the number of available study places, a selection procedure will take place

Closing date for applications

Please submit the complete applications to the Student Secretariat by 31 July of the year in which you wish to commence your studies on 01 November.

Helmut-Schmidt-Universität
Universität der Bundeswehr
Hamburg

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