

Information on Application to be submitted for Postgraduate Master's Course “International Procurement Cooperation (IPC)“

Dear prospective applicants for the Master's degree programme,

Are you interested in the **International Procurement Cooperation (IPC)** programme and have you been offered a place by your government organization?

To get admission to the programme, it is essential that you meet the specific admission requirements. These requirements are based on the Hamburg Higher Education Act (Hamburgisches Hochschulgesetz, HmbHG) and the program and examination regulations for the Master's programme in **International Procurement Cooperation**. Once we receive and review your complete application documents, we will notify you or your government organization whether you meet all admission requirements under higher education law.

Which documents are required for submission?

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 or Hamburg)
- 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 additional competencies**

If proof of a first degree qualifying for a profession with at least 210 ECTS is provided, admission is feasible on the condition that the deficit to the required 240 ECTS is compensated for by demonstrating additional competencies acquired through the completion of the bridge modules outlined in the examination regulations.

3. **Registration and Declaration of willingness to cover the study fees (form)**

Please complete the "Registration" form, sign on pages 1 and ensure that it is signed by your government organization on page 2 of the form, indicating their commitment to cover the fees. Please refer to our homepage to access it.

Registration is only possible if a corresponding cooperation agreement with your government organization is in place. Please inquire about this. If no agreement has been concluded yet, please request that one be concluded. The sample template can be found on our website

4. **Fully completed enrollment application form.** Please refer to our homepage to access it. *(form)*

5. **If applicable: Please provide an Exmatriculation certificate and Transcript of Records** from all previous universities or colleges attended, especially if a degree was not completed there.

Verwaltung
Administration

Abteilung III
Rechts- und Prüfungs-
angelegenheiten
Division III for Legal and
Examination Affairs

Dezernat III 2 - Prüfungsamt/
Studiensekretariat
Department III 2
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or
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As of: 01 April 2026

Helmut-Schmidt-Universität
Universität der Bundeswehr
Hamburg

Besucheranschrift:
Holstenhofweg 85
22043 Hamburg

Postanschrift:
Postfach 700822
22008 Hamburg

6. **Proof of English language** proficiency required for the studies and examinations can be demonstrated through the presentation of a Standardized Language Profile (SLP) 3332 or an equivalent certificate (**C 1**) according to the Common European Framework of Reference

(Equivalent certificates include: Cambridge Advanced or language level C1, IELTS (6.5 - 7.0), TOEFL PB (565 points), TOEFL IBT (85 points), telc Level C1, PTE Academic (62 points), GCSE or IGCSE Grade C and TOEIC (880 points).
Applicants whose first language is English are exempt.
7. **Proof of a minimum of two years of practical vocational experience**, with at least one year of managerial responsibility after attainment of a higher education degree qualifying for professional entry.
8. **Letter of motivation**
Please write approximately one page explaining the motivations driving your desire to pursue the Master's course in **International Procurement Cooperation (IPC)**. Please elaborate on how the advanced academic education provided by the Master's course in **International Procurement Cooperation (IPC)** could enhance your professional endeavours.
9. **Tabular curriculum vitae**,
where you can list your professional training programmes.

(Please abstain from attaching certificates of professional training unless they are necessary as proof of competencies, as outlined in No. 2. If required, we will request these documents separately.

Please note

The documents should be submitted as **originals** or as **certified copies** of the originals. If your documents are **in a foreign language**, please include a certified translation into German or English.

The registration form and the enrolment application can be accessed on the homepage of the University's Examinations Office/ Student Administration Office at the following link:

<https://www.hsu-hh.de/campusinfo/en/important-forms-and-documents> under "*Important information and documents for prospective students of postgraduate programmes*"

Deadline for applications

Please submit the complete application to the Student Administration Office by **30 June** of the year in which you intend to commence your studies on 01 November. Please follow the guidelines and procedures of your own country.

Members of the German Armed Forces are required to submit the complete documents **via** the Bundesamt für das Personalmanagement der Bundeswehr (BAPersBw) as part of the expression of interest process.

All other applicants, please send the documents to:

Helmut Schmidt Universität/Universität der Bundeswehr Hamburg
Dezernat III 2 – Studiensekretariat (Registrar's Office)
Holstenhofweg 85
22043 Hamburg
[Germany]

or

via email to: pruefungsamt@hsu-hh.de

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

Helmut-Schmidt-Universität
Universität der Bundeswehr
Hamburg

Besucherschrift:
Holstenhofweg 85
22043 Hamburg

Postanschrift:
Postfach 700822
22008 Hamburg