

## REGISTRATION

for the postgraduate Master's degree programme "International Procurement Cooperation (IPC)" at Helmut Schmidt University/University of the Federal Armed Forces Hamburg (HSU/UniBw H).

I hereby declare

Surname, First name:

Postal address:

Email:

Telephone number:

Date and place of birth:

that I wish to enrol, under the conditions described below, in the IPC degree programme offered by HSU/UniBw H in the selected variant (please tick the relevant box):

- IPC degree programme: Economics track**
- IPC degree programme: Law track**

I have read and accept the attached general terms and conditions of application and participation of HSU/UniBw H, as well as the study and examination regulations for the IPC programme.

The documents required for admission to the Master's programme "IPC" , as specified in the course description, are enclosed with this application.

Date, applicant's signature:

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## Cooperation Agreement, Confirmation of Eligibility for Funding and Declaration of Consent for the Payment of Programme Fees by the Employing Organisation

The cooperation agreement has already been signed and submitted to HSU/UniBw H, or will be submitted together with the other application documents. This hereby confirms that the above-mentioned employee is released from their official duties for the purpose of participating in the degree programme.

The following payment terms are accepted, and the fees will be covered:

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

Total costs of up to a maximum of €20,800\* are to be expected, which are likely to be distributed as follows:

<b>Amount per academic year</b>	<b>Services (in accordance with the IPC study and examination regulations)</b>
max. €10,400.00*	1st year
up to €10,400.00*	Year 2

\*The amount may be reduced prior to the issuance of the first invoice, depending on the number of participants

The invoicing address of the department is:

Employing organisation:

Organisational unit (e.g. department):

Postal address:

Email address (organisation mailbox):

Contact person for invoicing matters:

Surname, first name:

Telephone number:

Date, name of the approving supervisor, signature (stamp of department if applicable):

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# **General Terms and Conditions of Application and Participation at Helmut Schmidt University/University of the Federal Armed Forces Hamburg (HSU/UniBw H) for the postgraduate Master's programme "International Procurement Cooperation" (IPC)**

## **1. Scope**

These general terms and conditions of application and participation apply to the application phase and participation in the postgraduate Master's programme "International Procurement Cooperation".

## **2. Registration procedure**

Applications for the postgraduate Master's programme "International Procurement Cooperation" may be submitted using the application form provided by HSU/UniBw H, either by post, by fax or as a scanned copy by email. The application must be accompanied by the documents required for admission and enrolment. Applications are generally considered in the order in which they are received. If the number of applications exceeds the number of places available, selection will be made according to a formal selection procedure. Once the submitted documents have been examined, applicants will be notified whether they have been admitted to the programme.

## **3. Fees**

Participation in the postgraduate Master's programme "International Procurement Cooperation" is subject to fees, which are payable in accordance with the cooperation agreement between the applicant's employer and HSU/UniBw H.

## **4. Enrolment at HSU/UniBw H**

Successful applicants will be enrolled as students at HSU/UniBw H in the postgraduate Master's programme "International Procurement Cooperation" upon receipt of the first payment, in accordance with the currently applicable enrolment regulations.

Until this payment has been received, applicants will only be provisionally enrolled. Provisional enrolment expires on 31 December of the relevant calendar year if no payment has been made by that date and the course of study will be terminated prematurely. Similarly, enrolment for the second year of study expires on 31 December if the corresponding payment has not been made by that date. Provisional enrolment will not expire if invoicing by HSU/UniBw H is delayed and timely payment was not possible as a result.

## **5. Application deadline and start of studies**

The application deadline is 31 May of a calendar year for studies commencing in the following autumn term (1 November). Information regarding any extensions to the application deadline will be provided on the ZWW website.

## **6. Reproduction of documents**

Teaching materials and other documents provided to participants as part of the postgraduate Master's programme "International Procurement Cooperation" may only be reproduced with the prior written consent of HSU/UniBw H.

## **7. Data protection**

The personal data provided by participants during registration with HSU/UniBw H will be stored and processed exclusively for the purpose of administering the postgraduate Master's programme "International Procurement Cooperation". If participants consent to further processing of their data during registration or while enrolled in the programme, such data will be stored and processed exclusively for the purposes specified at the time of consent. Data will only be disclosed to third parties with the express consent of the participants. Consent to further processing of personal data may be withdrawn at any time. Both consent and withdrawal must be documented appropriately by the organiser.

## **8. Use of photographs or video recordings**

Participants are hereby informed that photographs and video recordings may be taken during programme events for promotional purposes by the HSU/UniBw H as well as for media reporting. By participating, individuals hereby consent to the publication of such recordings for the aforementioned purposes. This consent may be withdrawn at any time. The photographers and HSU/UniBw H will ensure that the personal rights of the participants are protected.

## **9. Conclusion**

Upon successful completion of the postgraduate Master's programme, HSU/UniBw H will award the academic degree 'Master of Public Administration' (MPA). Participants will receive a certificate, a transcript and a Diploma Supplement from HSU/UniBw H in accordance with the study and examination regulations of the postgraduate Master's programme "International Procurement Cooperation".