

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

Last update: 25 January 2024

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)
- 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. Declaration of willingness to cover the study fees

Please complete the "Registration" form and ensure that it is signed by your government organization, indicating their commitment to cover the fees. You can find the form in page 2 of the document available on our homepage.

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

Administration
Section III
Legal and Examination Matters

III.2
Admissions office/
Student Secretariat

Administrative assistant
Mr Thies Sommer

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pruefungsamt@hsu-hh.de

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

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.
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 Secretariat at the following link:

<https://www.hsu-hh.de/campusinfo/wichtige-formulare> under "Important forms for new and prospective students"

Deadline for applications

Please submit the complete application to the Student Secretariat by May 31st of the year in which you intend to commence your studies on November 1st.

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 (Student Secretariat)
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

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