



campus  
advanced  
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center

## Application for Master's Program *International Security Studies (M.A.)*

I,

Mr/ Ms/ other, please specify:

/ if applicable: Rank

Surname

Given name

Institution

Official Address

Home Address

E-mail

(official)/

(private)

Phone

(official)/

(private)

wish to apply for a place in the *International Security Studies* Master's program in the Academic Year starting \_\_\_\_\_ (month/year). I want to study full time part time. I am enclosing

- a certified copy of my university diploma(s) (*copy/scan sufficient for application, original by course start*)
- a certified copy of my secondary school diploma (*optional for application, mandatory by course start*)
- a Curriculum Vitae
- a letter of motivation
- one letter of reference (*recommended*)
- proof of at least two years of professional work experience
- a TOEFL/SLP or equivalent if English is not my first language

with this application.

By signing this document I confirm my acceptance of the attached terms and conditions and the examination regulations of the *International Security Studies* Master's program, and I confirm that the information I have provided is correct and complete.

Place, Date

Signature

### 1. Design and duration of the course

The *International Security Studies* Master's program is divided into seven modules plus a Master's thesis module. For details concerning the exact content of the topics covered, please refer to the examination regulations (*Prüfungsordnung*). The standard course duration is one year (presence required for nine months), extendable to two years.

### 2. Academic Degree

Students successfully completing the *International Security Studies* Master's program shall be awarded the title of "Master of Arts" (M.A.).

### 3. Examination regulations and examination board

The examination regulations in conjunction with the Bavarian Higher Education Act (*Bayerisches Hochschulgesetz*) constitute the legal basis for the program. The examination regulations regulate the examination requirements and procedures, including the nature and scope of the modules, the nature and scope of student performance assessments, and the rules pertaining to resit. The examination board shall comprise active members of the teaching staff and shall be composed of equal numbers of representatives of the George C. Marshall Center and the Universität der Bundeswehr München. It is responsible for ruling on all examination-related matters.

### 4. Entry requirements, application deadline and program commencement date

To be accepted to the program, applicants must comply with the following entry requirements:

1. A professionally-oriented higher education qualification equivalent to 240 ECTS credits (Technical Degree (*Diplom*), Master's or Bachelor's degree, or an equivalent domestic or foreign qualification).
2. Proof of at least two years' qualified professional work experience.
3. A certificate of English language proficiency (SLP or TOEFL).
4. Successful completion of individual selection procedure. The examination board shall be responsible for ruling on the suitability of applicants and on recognition of any experience entitling students to exemption from part of the program.

Application deadline: May 15<sup>th</sup> annually

Course commencement date: September 1 annually

### 5. Services provided

- Teaching of the modules in accordance with the examination regulations.
- Study materials for the various topics.
- Administering examinations.
- Assessment of coursework and tests as required by the program.
- Assessment of Master's thesis.
- Organisation of daily field trips.
- Organisation of guest lectures.
- Academic and administrative support for the duration of the course.

### 6. Firm Acceptance, tuition fees and payment

Firm acceptances are binding and entail liability for payment of the tuition fees described below. This does not affect the applicant's cancellation rights as defined by the cancellation clause in the firm acceptance and paragraph 9 below. The total tuition fees for the services described in paragraph 5 above currently amount to EUR 14,800. The cost of optional field trips and visits abroad is not included in the tuition fees, nor are any additional costs that the student may incur in connection with his or her studies, in particular travel or hotel accommodation costs. The tuition fees shall be paid in two installments of EUR 7,400. The first installment is payable on the course commencement date of 1 September, while the second is due:

- six months after commencement of the course if the student has opted for a standard course duration of one year.
- twelve months after commencement of the course if the student has opted for a standard course duration of two years.

The student will receive an invoice for the amount payable 28 days prior to the payment due date. The amount stipulated by the invoice should be transferred to **casc's** account, quoting the appropriate payment reference. The date on which the remittance order is received by **casc's** bank shall be the date used to determine whether payments have been made on time. Should a student be exempted from part of the program on the basis of previous experience, his or her tuition fees will be reduced accordingly.

The tuition fee is subject to change until May 15<sup>th</sup> of each Academic Year. Changes to the tuition fee shall be communicated to all applicants in an appropriate manner. Applicants shall be given the right to revoke their application or firm acceptance if the adjusted fee is to exceed EUR 14,800.

### 7. Minimum number of students

The *International Security Studies* Master's program will only be run if the minimum number of students is met. Should this minimum number not be met, **casc** reserves the right to cancel the program unilaterally at any time before 1 July. In this event, any payments already made in accordance with paragraph 6 above shall be reimbursed. Once the applicant's firm acceptance has been received, the applicant will receive a provisional confirmation of acceptance to the program, confirming that they have been accepted subject to the minimum number of students being met.

### 8. Final confirmation of acceptance and registration

Once the minimum number of students has been met, the applicant will receive final confirmation of acceptance to the program and a registration certificate at the course commencement. The contract goes into effect upon receipt of these documents.

### 9. Minimum contract length and termination

The minimum contract length is six months. The student may terminate the contract without providing an explanation by giving six weeks' notice at any point during the first six months after the contract comes into effect and by giving three months' notice at any time after the first six months have elapsed. This does not affect the right of the student or **casc** to terminate the contract on important grounds. Written notification of termination should be sent to **casc**. We recommend that notification of termination be sent by registered mail. It is not necessary to return any study materials that have already been received. Any payments already made for a part of the program will not be reimbursed.

### 10. Data protection

The data contained in this application will be recorded by **casc**. They will be stored and processed electronically and used to provide students with academic support. The data will be treated as confidential and will only be shared internally within **casc** and the George C. Marshall Center, in compliance with the statutory data protection regulations. Stored data will be deleted five years after the student has completed the course or left **casc**. Students are contractually bound to treat all information pertaining to other students and teaching staff as strictly confidential.

### 11. Jurisdiction

Any disputes arising in connection with this contract shall fall under the jurisdiction of the Munich courts.

### 12. Supplementary provisions

Any amendments or additions to this contract shall require the approval of the parties and shall be drawn up in writing. They shall furthermore be explicitly identified as amendments within the contract. No verbal collateral agreements have been made. The rights and responsibilities arising from this contract may not be transferred to third parties without the agreement of the parties to the contract. Should any of the individual provisions detailed above be or become invalid, this shall be without prejudice to the validity of the remaining provisions. Both parties undertake to attempt to come to an amicable agreement in the event of any dispute. The contract is governed solely by German law.