

Co-operation Network Peace Research and Security Policy (KoFrieS)
Peace and Security Studies (M.A.)

Answers to frequently asked questions (FAQs)
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1. Application

The following admission requirements apply for the enrolment for the MPS (Master program „Peace and Security Studies“):

- (a) 240 points/ECTS from preliminary studies
(b) A completed *degree with above-average grades* from a German or foreign academic college or university,

or

A successfully completed degree from a German or foreign academic college or university, *in combination with proven, above-average job experience* in the field of peace research and security policy;

- (c) good knowledge of English and German language:

German language skills will be proven by:

- DSH Sprachprüfung für den Hochschulzugang ausländischer Studierender) “German language examination for university admission of foreign student applicants” (Result: DSH-2 or better),
- TestDaF “German as a Foreign Language” (Deutsch als Fremdsprache) (Results in all parts: TDN 4 or better)
- or any examination of equal value (B2/C1 of the Common European Framework of Reference for Languages, GERS).

English language skills will be proven by:

- TOEFL 230 (computer-based), 570 (paper-based) or 88 (internet-based),
- 5,5 IELTS
- or any examination of equal value (B2/C1 of the GERS).

Only applicants who are German or English native speakers are not required to show proof of language proficiency.

Further approved language tests:

English:

- Certificate of Proficiency in English (CPE) (European level C2)
- Certificate in Advanced English (CAE) (European level C1)
- First Certificate in English (FCE) (European level B2)
- UNICert II (European level B2)
- UNICert III (European level C1)
- UNICert IV (European level C2) TELC (B2/C1 of GERS)
- TELC (B2/C1 of GERS)

German:

- Language examination of the „Bundessprachenamt“ (at least level 3 in all 4 sections)
- Sprachprüfung des Bundessprachenamt mind. Stufe 3 in allen vier Teilbereichen
- Goethe-Zertifikat B2
- Goethe-Zertifikat C1 („Zentrale Mittelstufenprüfung“)
- Zentrale Oberstufenprüfung (former „Großes Deutsches Sprachdiplom“/“Deutsches Sprachdiplom II“) (European level C2)
- Kleines Deutsches Sprachdiplom (European level C1)
- Deutsche Sprachdiplom der Kulturministerkonferenz – level two (European level B2-C1)

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- Berlitz (from Level 8)
- gleichwertige Prüfungen (B2/C1 of GERS)
- TELC (B2/C1 of GERS)

The application must be submitted by mail to the Board of Admissions and Examinations in a timely manner. The following must be included in the application:

- 1) Online application form, a printed and signed version of which should be sent together with a photo via ordinary post (see Section 2. Online Application Process)
- 2) Curriculum vitae in tabular form;
- 3) High School Diploma/Leaver's certificate qualifying for university (German "Abitur" or equivalent);
- 4) Certifications of academic degrees;
- 5) Proof of German and English language skills required for the course of study and examinations (see Section
- 6) Proof of relevant job experience, if available;

The Board of Admissions and Examinations (Zulassungs- und Prüfungsausschuss; ZPA) will decide whether admission prerequisites are met. Applications that are not submitted on time will not be considered. Your motivation will be particularly considered during the selection procedure.

2. Online Application Procedure

Is there also an English version of the application form?

The online application form exists only in German. However, you may answer the questions in either German or English.

How does the online application procedure function?

You can reach the online application form via the following links:

<http://ifsh.de/en/teaching/mps/applications/>

or <http://ifsh.de/studium/mps/bewerbungen/>

The online application form will be active only within the application deadline (15 December – 15 March).

First, you have to register for the online application procedure. After you have entered your surname (Nachname), first name (Vorname) and e-mail address (*E-Mail Adresse*), you will receive an email with a personalized verification link that will lead you to the application form.

You have the following navigation options:

- „Sichern“: Saves the current page.
- „Sichern und weiter“: Saves the current page and goes to the next.
- „Übersicht“: Leads you to an overview of all your information.
- „Änderungen verwerfen und zurück“: Deletes the current page and goes back one page.
- „Bewerbung löschen“: After confirming your action, your account and all your information will be deleted.

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You can exit the online application form at any time, but make sure you click “*Sichern*”. Make sure to save your changes when using the navigation menu on the left side.

On the last page, you will find the button “*Bewerbung absenden*”. As soon as you have clicked it, your application will be binding and no further changes can be made.

On the following page, you can download a PDF document of your application. As the document contains approximately 350 kB, please have some patience until it is fully downloaded. Should you not be able to download it, please contact the administrator at mps_datenbank@ifsh.de and explain your problem.

Further steps

After submitting the application form, you will immediately receive a confirmation e-mail. Please note: do not forget to print and sign your completed application form and send it together with your other documents and a photo by ordinary mail. Otherwise your application will not be reviewed.

May I fill in the application form by hand? May I send my application as an e-mail? To which address should I send my application and what is the deadline?

The application form has to be filled in online. Please send us a printed and signed version with a photo by mail. Please do not send us the other documents digitally. In case you cannot guarantee your mail **to come in by 15.03.2019**, you may *additionally* send the documents by fax. Fax-No.: +40 866 077 – 88.

Applications in written form must be sent to:

Cooperation Network Peace Research and Security Policy
Institute for Peace Research and Security Policy at the University of Hamburg (IFSH)
Prof. Dr. Ursula Schröder
z. Hd. Mrs. Madeleine Köhler
Beim Schlump 83, 20144 Hamburg
Germany

Inquiries regarding the application procedure may be sent first to:

IFSH / MPS, Beim Schlump 83
20144 Hamburg
Tel: +49 (0)40 866 077-0
E-Mail: info.mps@ifsh.de

Please carefully read these instructions and the information about the required application documents on our homepage beforehand:

<http://ifsh.de/studium/mps/bewerbungen/> (German)
or <http://ifsh.de/en/teaching/mps/applications/> (English)

What kind of application folder should I use?

Please do not use an application folder, but file your documents by using a filing fastener (see below). We will use our own files for presenting your documents to the admission



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board, so there is no reason for you to buy expensive application folders. Please send your documents in an A4 envelope. In case that you should get a refusal and you wish your documents to be returned after the application procedure has finished, please enclose a prepaid envelope.

3. Language Skills

In which languages may I present certificates; and do copies have to be certified?

University and School Certificates can be handed in as uncertified copies. Certifications in other languages than German or English must be handed in additionally as notarized translations (the original!). Please note: Language certificates must be handed in as originals or certified copies.

Are there any exceptions to the language tests?

Only native speakers are exempted from language test. Make sure you take a language test in time and hand in the results together with your application. Older test results will also be accepted. Please send in an original or certified copy. Upon request, you can get the original back after completion of the application procedure. In case you registered for a language test which takes place after the application deadline, please inform us about the exact date of the test together with your application, and hand in the test results immediately upon receiving them.

Which language certificates are not accepted?

The following language tests are not sufficient to proof the required language skills: the DAAD language test, OnDaf, Deutsches Sprachdiplom der Kulturministerkonferenz - Erste Stufe, Zertifikat Deutsch, SLEP-Test. Language courses without a comprehensive test cannot be accepted. In case you have taken a different test than stated in section 1 *Application* please contact us prior to the application deadline.

How many lectures are in English? What level of English and German language skills is required?

Some of the lectures will be held in English. For example, during the 2015-16 academic year, 15 out of 46 offered lectures are held in English and further 21 lectures contain crucial parts in English. Furthermore, students have the opportunity to choose whether to take their oral and written exams in German or English, independent of each lecture's working language. English and German are working and examination languages of equal rights for the students throughout the whole course of studies. Good passive understanding of both languages, however, is essential and it is also a prerequisite for admission.

4. Letter of recommendation and further certificates

Do I need a letter of recommendation?

Letters of recommendation or other references are not a prerequisite for the application. You are welcome, however, to include letters of recommendation under "other documents". In the individual case, they will be taken into consideration during the application procedure.

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How can I prove the minimum demand of 240 ECTS?

The 240 credits (European Credit Transfer System – ECTS) from previous studies are usually obtained through four years of study. If you have completed a three-year Bachelor's degree (180 ECTS), you can compensate the missing 60 ECTS by another university studies (e.g. summer schools, E-learning courses, additional university language courses etc.) before the deadline specified by the Board of Admissions and Examinations. In this case, it is important to enclose a confirmation from your university that the additionally acquired ECTS have not been counted in the 180 ECTS.

As you will obtain a full master's degree (300 ECTS), it is necessary to prove that you already have 240 ECTS from your previous studies. Please ask your ECTS-advisor or the institution at which you obtained additional ECTS to certify or confirm all additionally achieved ECTS.

There is also the possibility to receive additional credits for certain experience upon request. In this case, please enclose a written request to your application. The following achievements may be counted as additional ECTS

- a) job experience relevant for the course. For this kind of professional experience of at least more than one-year, a maximum of 30 credit points can be given.
- b) relevant internships connected to the course: A maximum of 20 credit points may be given. For short internships (less than 1 month) a maximum of 5 and for internships up to 3 months – a maximum of 10 credit points can be given. It is not allowed to gain additional credit points for internships that were part of the previous studies.
- c) advanced training or extra-curricular activities relevant for the course: A maximum of 20 credit points may be given.

You must enclose significant documents (i.e. certificates, job/activity description, employment contract) to your request so that the job, internship or course will be credited. Moreover, you should describe the qualifications gained through this work experience.

5. Selection procedure

What is the application procedure after handing in my documents?

After having received your application, we will send you an e-mail with a confirmation of receipt. Within the following three months, the pre-selection will be done by the Board of Admissions and Examinations. The pre-selected applicants will be invited for an interview presumably in mid/late April or early May. The application procedure is accompanied by a short written test or essay. Subsequently, 25-30 students will be admitted and a waiting list will be compiled. We usually have around 100 applicants each year.

What will be the procedure after admission?

After you have been admitted to the program and have accepted, you will be provided with further information regarding the matriculation process from the University of Hamburg.

Please note that you have to look on your own for an appropriate accommodation before the program starts. Due to the generally prevailing housing shortage at the beginning of the winter semester, it is advisable to apply for a flat or a room in a student dorm as early as possible (immediately upon receipt of the admission).

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Several weeks before the course starts, you will receive the course catalogue, which includes detailed information on the lectures planned for the respective academic year (including introductory literature, etc.). During the orientation unit, the cooperation partners/residential institutes will introduce themselves and you will discuss and choose your classes together with the course directors.

6. Duration and type of program

How long does the program last?

The program lasts one year (two terms, from October to the end of September). This is an intensive program without the usual university vacations. During the first term (from the beginning of October to the beginning of February), studies will be in the focus of interest. During the second term (from mid-February until the end of September), consolidating studies will be combined with elements of practical work and research. You will spend the second term at the residential institutes. Additionally, study trips will take place.

May I also start my studies in the summer term? May I extend my studies to two years? Is there a possibility for distance learning?

The answer to all these questions is “no”. Enrollment is exclusively possible in the winter term. The program is strictly organized as a one-year-program and is exclusively offered as a program with compulsory attendance.

7. Financial issues

What are the costs of the program?

The students are themselves responsible for their living costs, accommodation, and insurance during their stay in Hamburg and at the residential institutes.

The University of Hamburg charges an administration fee of approximately € 325 per semester. However, the administration fee also includes a semester ticket that entitles you to use all public transportation in the greater Hamburg area for free for six months.

8. Accommodation

Once again: Due to the generally prevailing housing shortage at the beginning of the winter semester, it is advisable to apply for a flat or a room in a student dorm as early as possible (immediately upon receipt of the admission).

Where can I live?

You can either rent a room in a student/university housing or in a shared apartment. Typical rent prices in Hamburg are between €300-500 per month.

Dormitories

To-Do Liste Uni Hamburg for students in their first semester

<https://www.uni-hamburg.de/piasta/beratung/doc/willkommen.pdf>

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Studierendenwerk Hamburg

For information on the University of Hamburg's student housing, please see:

<http://www.studierendenwerk-hamburg.de/studierendenwerk/en/wohnen/>

Smartments Hamburg

Private Student Apartments.

<http://www.smartments.de/en/home/>

Student apartments Rentzelstraße:

Universität Hamburg Marketing GmbH

Tel.: +49176 12838010

E-Mail: [info\(at\)international-housing.de](mailto:info(at)international-housing.de)

Internet: <http://www.international-housing.de>

Franziskus-Kolleg

Sedanstrasse 23/24, 20146 Hamburg

Rent per month: 242€ (14m²), 281€ (18m²)

<http://www.franziskus-kolleg.de/>

Wohnheim Deutsches Rotes Kreuz

Bieberstraße 1, 20146 Hamburg

Rent per month: 250€ (single room 8,5m²), 350€ (double room 14,5m²).

The rent will be determined anew for each semester period.

<http://www.drk-hamburg.de/angebote/wohnheim-fuer-studierende.html>

Haus Bauhütte

Alsterkrugchaussee 212-214, 22297 Hamburg

Rent per month: 233€ to 397€ (single room/-apartments)

<http://www.studentenwohnheim-hh.de/>

Christophorus-Haus

Kalckreuthweg 74-80, 22607 Hamburg

Rent per month: 224€ bis 295€ (9m² bis 14m²)

<http://www.christophorus-haus-ev.de>

Stiftung Hamburger Studentinnenheime (Wohnanlage Ölmühle)

Ölmühlenweg 33, 22047 Hamburg

Rent per month: 180€ (12m²)

<http://www.studentenwohnheime.eu/cms/modules/addresses/visit.php?cid=169&lid=276>

WHOK Studentenwohnheim (Hermann-Ehlers-Haus)

Fibigerstraße 163, 22419 Hamburg

Rent per month: 355€ (12m²), 500€ (one-room apartment 24m²),

540€ (two-room apartment 37m²)

<http://www.studentenwohnheimhamburg.de>

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Verein für ökumenische Studentenwohnheime e.V.

1) Überseekolleg: Alsterdorfer Str. 495-499, 22337 Hamburg

Rent per month: 210€ to 275€

2) Carl-Malsch-Haus: Othmarscher Kirchenweg 103a-105, 22763 Hamburg

Rent per month: 210€ to 270€

<https://www.studentenwohnheime-hamburg.de/>

Bugenhagen Konvikt e.V.

Kalkkreuthweg 89, 22607 Hamburg

Rent per month: 224€ to 309€ (rooms from 10m² to 18m²), 361€ (apartment)

<http://www.mybugi.de/>

Studentenwohnheime der Johann Carl Müller-Stiftung

Billwiese 21-22, 21033 Hamburg

Rent per month: from 211€ (room)

<https://www.hamburg-studentenwohnheim.de/>

Studentenwohnheim der ATV in Hamburg e.V.

Kollastr. 206, 22453 Hamburg

<http://www.studentenwohnheim-atv.de/Home.html>

Apartments and shared accommodation (WG-Zimmer)

<http://www.deutsche-pensionen.de/>

www.easywg.de/

www.immobilienscout24.de/

www.mitwohnen.org/

<https://www.studenten-wg.de/>

<http://www.wg-gesucht.de/>

www.zwischenmiete.de/

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