

**Co-operation Network Peace Research and Security Policy (KoFrieS)
Master of Peace and Security Studies (M.P.S.)**

**Master of Peace and Security Studies (M.P.S.)
Answers to frequently asked questions (FAQs)
Application Guidelines**

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1. Application

Is there also an English version of the application form?

The application form exists only in German and we recommend that you complete the form in German. If necessary, however, you may answer the questions in English.

How does the online application procedure function?

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

<http://www.ifsh.de/index.php/applications.html>

or

<http://www.ifsh.de/index.php/bewerbungen.html>

The online application form will be active only within the application deadline.

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 link that will lead you to the application form. To navigate between the pages, please use the buttons “<< Zurück” and “Weiter >>”.

After each page, the information you entered will be saved in a database. You can exit the online application form at any time, but make sure you click “*Später Fortfahren*” and follow the instructions.

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

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

What happens after I submit the application form?

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 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 15.03.2012**, you may *additionally* send the documents by fax. Fax-No.: +49-40-866 36 15.

Applications 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. Götz Neuneck
z. Hd. Frau Madeleine Köhler / Franziska Wellner
Beim Schlump 83, 20144 Hamburg, Germany

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Inquiries regarding the application procedure may be sent first to:
Naida Mehmedbegović Dreilich, academic coordinator (naida.m@ifsh.de)

Please carefully read this information and the information on our homepage beforehand:
<http://www.ifsh.de/index.php/informationen-320.html> (English) or
<http://www.ifsh.de/index.php/informationen.html> (German)

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



2. Language skills

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

Certifications and other documents must be in German or English (uncertified copy). All documents in other languages must be translated. Translations from other languages must be notarized and the original notarized copy must be sent.

Are there any exceptions to the language tests?

Only native speakers are exempted from language test. There are no further exceptions. 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. You will later get the original back. If the language test 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.

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. During the 2011-12 academic year, 15 out of 55 offered lectures are in English and another 18 lectures contain crucial elements in English. Furthermore, there is the possibility to choose whether to take your 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. Good passive understanding of both languages, however, is essential and, according to the § 5 of the study regulations, a prerequisite for admission.

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3. Letter of recommendation and further certificates

Do I need letters 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”. They will be taken into consideration during the application procedure.

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 your BA is of the first kind (180 ECTS), you need to prove another year of university studies worth 60 ECTS (e.g. summer schools, university E-learning courses, additional university language courses etc.) before starting your studies. In this case, it is important to enclose a confirmation from your university that the additionally acquired ECTS has 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 through previous studies. Please ask your ECTS-advisor to certify all additionally achieved ECTS and send it together with the other application documents. Only your ECTS-advisor or the institution you obtained additional ECTS at are allowed to certify additional ECTS.

4. Selection procedure

What is the application procedure after handing in my documents?

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

The prerequisites for the M.P.S. course are:

- (a) proof of 240 credits;
- (b) studies completed with “*first class degree*” at a German or a foreign university;

or

successfully completed studies at a German or a foreign university with *above average professional experience* in the field of peace research or security policy;

- (c) Sufficient knowledge of English and German:

German: “German Language Examination for University Admission of Foreign Students” (Sprachprüfung für den Hochschulzugang ausländischer Studierender) (DSH), the examination “German as a Foreign Language” (Deutsch als Fremdsprache) (DaF), or any examination of equal value (B2/C1 of the Common European Framework of Reference for Languages).

English: The TOEFL (230 points computer-based/ 570 paper-based), the IELTS (5.5), the Advanced C, or any examination of equal value (B2/C1 of the CEFRL).

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

The “Zulassungs- und Prüfungsausschuss” (ZPA) (examination and admission board) decides whether admission prerequisites are met. Applications that were not handed in on time and according to the

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formal prerequisites will not be considered. Your application motivation will be particularly considered during the selection procedure.

What will be the procedure after admission?

After you have been admitted to the program and have accepted, we will enroll you at the University of Hamburg. You do not have to do it yourself. You will receive the preliminary matriculation documents at the beginning of the orientation unit.

Please look for appropriate accommodation before the program starts on your own.

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

5. Duration and type of program

How long does the program last?

The program lasts one year (two terms, from October to August). 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 August), 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.

6. 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.

All accepted students, including those granted a scholarship, must pay a fee of €500 per semester (€1,000 for the whole year) to the IFSH. The fee for the first semester goes to the IFSH and will be used for program organization (student assistants, travel costs for the lecturers, office supplies, etc.). The fee for the second term is at the residential institutes' disposal.

Additionally, the University of Hamburg charges an administration fee of approximately €270 and currently a semester fee of €375 (i.e. you will have to pay these twice). However, the administration fee also includes a semester ticket that entitles you to use all public transportation in Hamburg for free.

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7. Scholarships

How do I apply for a scholarship?

All students have the possibility to apply for a scholarship, for example at a (political) foundation. At <http://www.stiftungen.org/en/association-of-german-foundations.html> or www.scholarshipportal.eu you will find foundations that offer scholarships. Under certain preconditions, German and foreign students are entitled to receive Bundesausbildungsförderung (BAföG). For instance, Germans with a bachelor's degree or foreign students who resided in Germany before their studies can be sponsored. For conditions, see: <http://www.das-neue-bafoeg.de/de/224.php>

Contact information:

Phone: +49 (0)800-223 63 41

E-mail: information@bmbf.bund.de

Internet: www.bafoeg.bmbf.de

Who grants scholarships to foreign students?

As a foreign student, you may apply for a DAAD-scholarship at the German embassy in your home country. For further information see: <http://www.daad.de/deutschland/foerderung/02055.en.html>

Please note that there are different, usually earlier application deadlines than for the M.P.S.-program. *In most cases, applying for a DAAD-scholarship will take 12 months' time.* It is possible to apply even before your final examinations (i.e. when your studies in your home country have not yet been completed). If you send us your application form before applying for a DAAD scholarship, we will check your qualifications and write you a letter of support for DAAD. Currently, the DAAD-scholarship is €750 per month plus expenses for your travel costs.

Country-specific Information on the DAAD Scholarship Programs 2012/2013

Albania

Link: <http://www.daad.de/stipendien/en/index.en.html?land=66>

DAAD in Albania: <http://www.daad-al.org>

Bosnia and Herzegovina

Link: <http://www.daad.de/stipendien/en/index.en.html?land=70>

DAAD in BiH: <http://daad.etf.unsa.ba/>

Kosovo

Link: <http://www.daad.de/stipendien/en/index.en.html?land=273>

Croatia

Link: <http://www.daad.de/stipendien/en/index.en.html?land=8>

DAAD in Croatia: <http://www.fsb.hr/daad-klub/>

Macedonia

Link: <http://www.daad.de/stipendien/en/index.en.html?land=74>

DAAD in Macedonia: www.daadskopje.blogspot.com/

Montenegro

Link: <http://www.daad.de/stipendien/en/index.en.html?land=271>

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Serbia

Link: <http://www.daad.de/stipendien/en/index.en.html?land=271>

DAAD in Serbia: <http://www.daad.rs/de/index.html>

Slovenia

Link: <http://www.daad.de/stipendien/en/index.en.html?land=13>

For Information on other countries, see: <http://www.daad.de/stipendien/en/index.en.html>

Scholarships by other foundations

Friedrich Ebert Foundation (FES)

There are no application deadlines. Applications may be submitted at any time. For master's programs, you have until the end of the first semester. A general rule: apply as early as possible!

Application procedures:

Foreign Students

- International applicants, who already study in Germany
- Above-average educational and academic achievements
- Social commitment
- Excellent German language skills
- Up to 40 students from Africa, Asia, Latin America and Eastern Europe can be admitted to the scholarship program every year. However, those who already receive support from public funds cannot be admitted to the FES scholarship program

German Students

- Above-average educational and academic achievements
- Social commitment

Support:

Foreign Students

- €650/month + health insurance contributions
- In addition, €276 family allowance for students with children

German Students

- Up to €597/month
- Book allowance €150/month
- Contribution to health insurance (up to €62) and for care insurance (up to €11 per month depending on the situation of the applicant)
- In addition, €155 family allowance for students with children

Contact details:

Friedrich-Ebert-Stiftung

Phone: +49 (0)228/883 0

E-Mail: stipendien@fes.de

Internet: <http://www.fes.de/studienfoerderung>

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**Evangelischer Entwicklungsdienst (EED)
Program for Free Movers from Developing Countries in Germany**

The scholarship committee meets every year in May and in November. Applications for May must be submitted no later than January 1st. Requests for November must be submitted no later than July 1st.

The scholarship program is aimed at candidates who are nominated by churches, church schools, or high-development-oriented NGOs. The EED does not accept individual applications.

Important criteria:

- A first academic degree and two to five years of professional experience
- Commitment of the candidates to the improvement of the social situation in their home countries
- The candidate must be nominated by an institution within their personal development planning (this institution must be prepared to guarantee a job)
- Candidates who were suggested by church partners in Germany - for example, students of Protestant churches (ESG) - should be known for their dedicated work
- The candidate should be suggested in view of a specific task in the home institution. Candidates suggested by church partners in Germany (for example ESG) have to have a realistic return perspective to their home country
- EED prefers younger candidates (maximum age of 40 years)
- Special support for women

Support:

- Funding period: 18 - 36 months
- Single persons and families:
 - Basic scholarship: €850/month
 - Book allowance: €50/month
 - Spouse supplement: €280/month
 - Child allowance for up to three children: €170/month
- Single parents:
 - Basic scholarship €850/month
 - Book allowance: €50/month
 - Child allowance: €280/month for the first child, €170 for the second and third child
 - Health insurance contributions and tuition fees are also paid by the EED

Contact information:

Evangelischer Entwicklungsdienst e.V. (EED)

Stipendienreferat

Phone: +49 (0)228/8101 2208

Fax: +49 (0)228/8101 160

E-Mail: stipendienreferat@eed.de

Internet: <http://www.eed.de/de/de.col/de.col.b/de.sub.24/index.html>

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Heinrich Böll Foundation

Application deadline is 1 March 2012 (postmarked). Applications are possible before you begin your master's program or within the first semester (at the time of application). For German students, the application deadline 01.03.2012 is only for first degree studies.

Application requirements:

- Students of all subjects in a master's program who gained their university entrance qualification from a school outside of Germany and who would like to study in Germany
- Students of all subjects, especially from these regions: Central/Eastern Europe, EU neighborhood/CIS; Middle East/Northern Africa; transition and newly industrialized countries as well as conflict regions worldwide
- "International Scholarship Program for Tunisian and Egyptian Students"
<http://www.boell.de/scholarships/apply/application-12414.html>
- Good or very good knowledge of German is required. The selection workshops are generally held in German (if a scholarship is granted, additional German language courses can be financed).

Support:

- *Non-EU members:*
 - €750/month
- *EU members:*
 - Depending on parental income and your own income or assets: max. €597/month plus book allowance €150/month

Contact information:

Studienwerk der Heinrich-Böll-Stiftung

Ms. Bärbel Karger

Telefon: +49 (0)30/28534 400

E-Mail: studienwerk@boell.de

Internet: <http://www.boell.de/scholarships/apply/application.html>

Katholischer Akademischer Ausländer-Dienst (KAAD)

Application requirements:

You can apply if you...

- come from a developing or emerging country in Africa, Asia, the Middle East or Latin America
- have a university degree and professional experience in your own country (scholarship program 1) or are already studying in Germany (scholarship program 2)
- are of Catholic denomination (mostly from the Middle East in general belong to a Christian denomination). Applicants of other religions can be supported if they are sponsored by Catholic partners in view of a documented willingness to participate in an interreligious dialogue
- have prior knowledge of the German language (scholarship program 1) or German language skills at least at level of communication (scholarship program 2)

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Contact information:

Scholarship program 1:

The KAAD works with partners in your country. Applications must be submitted from there via the local partners.

For more information about your area, please visit the following sites:

Africa: <http://kaad.de/stipendien/stipendienprogramm-1/afrika/>

Asia: <http://kaad.de/stipendien/stipendienprogramm-1/asien/>

Latin America: <http://kaad.de/stipendien/stipendienprogramm-1/lateinamerika/>

Middle East: <http://kaad.de/stipendien/stipendienprogramm-1/naher-u-mittlerer-osten/>

Scholarship program 2:

Scholarship applications through the [Katholische Hochschulgemeinde \(KHG\) oder die Katholische Studierendengemeinde \(KSG\)](#) in your university town.

Katholische Hochschulgemeinde Hamburg

Phone: +49 (0)40/445066 880

Fax: +49 (0) 40/445066 823

E-Mail: info@khg-hamburg.de

Internet: <http://kaad.de/stipendien/>

Konrad-Adenauer-Foundation

The application deadlines are 15th January and 1st July each year.

Application requirements:

The Konrad-Adenauer-Foundation awards scholarships to students and graduates of exceptional academic achievement and outstanding political or social commitment. German scholars are expected to endorse Christian Democratic social and political values.

Foreign applicants:

- Applicants from Germany: Proof of admission or enrollment in a higher education institution in Germany
- Foreign applicants: Proof of a university degree obtained after at least four years of study; German language knowledge equivalent to the certificate "German" (Goethe Institute) and willingness to return home after completion of the intended studies.

Foreign students cannot be funded, if they

- are 30 years or older at the time of application
- have intentions to study at local colleges or universities outside of Germany

German applicants:

- Excellent high school and/or academic achievements and social commitment

German students cannot be funded, if they

- are 32 years or older at the time of application

Support:

- Up to €597/month (depending on the economic situation of the parents)
- book allowance €150/month

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Contact information:

For foreign students:

Dr. Detlev Preuße

Tel. +49 (0)2241/246 2320

Fax +49 (0)2241/246 2573

E-Mail: Detlev.Preusse@kas.de

For German students:

Dr. Frank Müller

Tel. +49 (0)2241/246 2423

Fax +49 (0)2241/246 2573

E-Mail: Frank.Mueller@kas.de

Internet: <http://www.kas.de/wf/en/42.8/>

Rosa Luxemburg Foundation

Application deadline: 30 April 2012 for the start of 1 October 2012.

Application deadline for foreign students: October 31st for the start of April 1st of the following year and April 30th for the start of October 1st of that year.

Application requirements:

- Very high level of achievements
- Evidence of a strong social commitment in the sense of the Rosa Luxembourg Foundation
- You have to study within the standard period of study
- The age of 30 should not have been exceeded (exceptions may be justified)

Foreign Students:

- Enrollment (if not already present: at least one admission) at a state or state-recognized university in Germany
- Completed Bachelor degree or basic studies (Diplom, Magister, state exam course)
- Very good knowledge of German

Nationals:

- Belonging to the group of people according to BAföG § 8, paragraph 1 and 2 (see <http://www.das-neue-bafoeg.de/de/370.php>) German, foreigners with BAföG permission, students with an immigrant background who have a permanent residence perspective in Germany)
- Completed Bachelor degree
- Justification for the desired educational goal or professional qualification

Support:

Foreign Students:

- €750/month + €20 ancillary service
- Subsidy of max. €50 for medical and care insurance

Nationals:

- The scholarship is income-dependent, but provides more favorable conditions than BAföG.
- The maximum assistance amount is currently at €597/month + other various surcharges

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- Book allowance of €150/month
- In addition, stays abroad can be supported (e.g. study tours, conference visits, semester abroad and compulsory internships).

Contact information:

Studienwerk der Rosa-Luxemburg-Stiftung

Phone: +49 (0)30/44310 223

E-Mail: studienwerk@rosalux.de

Internet: <http://www.rosalux.de/english/scholarships.html>

World University Service

Extendable one-year scholarships for students from developing countries of Asia, Latin America and Africa.

Application requirements:

Information available only at the World University Service directly.

Contact information:

Dr. Kambiz Ghawami

Phone: +49 (0)611/446648

Fax: +49 (0)611/446489

E-Mail: info@wusgermany.de

Internet: <http://www.wusgermany.de/>

IFSH scholarships

Students can apply for a limited number of scholarships of the Peace Research Sponsoring Association. If you wish to apply for this scholarship, you need to submit an extra letter of application (one page) in addition to the rest of the application documents. The assessment of the scholarship applications will be carried out by the admission board of the Master of Peace and Security Studies (M.P.S.).

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8. Accommodation

Where can I live?

In the past, most of our students lived either in student/university housing (make sure to apply early as there are usually long wait lists) or in private/shared apartments around Hamburg. Typical rent prices in Hamburg are between €300-500 per month.

Student Housing Options:

Studierendenwerk Hamburg

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

<http://www.studierendenwerk-hamburg.de/index-e.html>

Franziskus-Kolleg

Sedanstrasse 23/24, 20146 Hamburg

Rent per month: €213 (14m²), €244 (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.lv-hamburg.drk.de/index.php?id=233>

Haus Bauhütte

Alsterkrugchaussee 212-214, 22297 Hamburg

Rent per month: €222 to €379 (single rooms/apartments)

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

Christophorus-Haus

Kalckreuthweg 74-80, 22607 Hamburg

Rent per month: €200 to €247 (9m² to 14m²)

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

Stiftung Hamburger Studentinnenheime (Wohnanlage Ölmühle)

Ölmühlenweg 33, 22047 Hamburg

Rent per month: €180 (12m²)

<http://www.stiftung-hs.de>

WHOK Studentenwohnheim (Hermann-Ehlers-Haus)

Fibigerstraße 163, 22419 Hamburg

Rent per month: €268 (room 12m²), €380 (one-room-apartment 24m²),

€430 (two-room-apartment 37m²)

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

Verein für ökumenische Studentenwohnheime e.V.

Überseekolleg: Alsterdorfer Str. 495-499, 22337 Hamburg

Rent per month: €210 to €260

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

Rent per month: €196 to €256

<http://www.studentenwohnheime-hamburg.de/english/e-Navi-frameset.htm>

Bughagen Konvikt e.V.

Kalckreuthweg 89, 22607 Hamburg

Rent per month: €188 to €239 (room 10m² to 18m²), €322 (apartment)

<http://www.bughagen-konvikt.de/start/index.php>

Studentenwohnheime der Johann Carl Müller-Stiftung

Billwiese 21-22, 21033 Hamburg

Rent per month: €222 (room)

http://www.johann-carl-mueller-stiftung.de/en_studierende/

Studentenwohnheim der ATV in Hamburg e.V.

Kollastr. 206, 22453 Hamburg

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

Shared accommodations

For information on shared accommodations, please go to:

www.campus-hamburg.de/wohnboerse/angebote.html

www.deutsche-pensionen.de/

www.easywg.de/?l=1

www.immobilienscout24.de/

www.mitwohnen.org/

www.studenten-wg.de/

www.web-wohnungssuche.de/

www.wg-gesucht.de/en/

www.wg-klick.de/

www.wg-zimmer.de/

www.zwischenmiete.de/

Student apartments on Renzelstraße:

Universität Hamburg Marketing GmbH

Karolin Sievers

Phone: +49 (176) 12838010

E-Mail: contact@studenthousing-hamburg.de

www.studenthousing-hamburg.de

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