

Examination regulations for the Professional Master's Programme  
in  
International Security Studies

at the *Universität der Bundeswehr München*  
(POISS/Ma)

- leading to the title of Master of Arts (M.A.) -

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Examination Regulations  
for the  
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Date: 20. March 2014

As required by Arts. 82 sentences 3 and 4, Art. 80 paragraphs 1 and 3 and having regard to Art. 43 paragraph 6 sentence 2 and Art. 61 paragraph 2 sentence 1 of the Bavarian Higher Education Act (BayHSchG), the *Universität der Bundeswehr München* (UniBwM) hereby establishes the following examination regulations:

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**A**  
General Provisions

**§ 1**  
Scope

<sup>1</sup>The examinations referred to in these regulations are the assessments, tests and examinations taken during and at the end of the professional Master's programme in International Security Studies (ISS). <sup>2</sup>The programme shall be conducted by the *Universität der Bundeswehr München* in conjunction with the College of International and Security Studies of the George C. Marshall European Center for Security Studies (GCMC) and the UniBwM's Department of Political and Social Sciences (SOWI).

**§ 2**  
Aims of the programme

(1) <sup>1</sup>The aim of the professional Master's programme in International Security Studies is to provide an in-depth insight into international structures, processes and trends in the field of international security policy. <sup>2</sup>This academic and applied continuing professional development programme will combine theory and practice in order to enable students to analyse the challenges, trends, developments, risks and problems associated with international security policy in a globalised and interdependent world.

(2) <sup>1</sup>The programme is geared towards the acquisition/ development of academically-grounded and practically relevant knowledge and experience in international security policy, including a broader and more in-depth study of a study concentration (see Appendix 1, Table 3). <sup>2</sup>A combination of academic study and professional practice shall seek to develop students' critical faculties so that they are able

to classify and analyse international security issues in a wider context.

(3) Interdisciplinary and social skills shall be fostered in all the study modules, for example through group work and presentations.

(4) The programme modules are not components of an undergraduate study course.

### **§ 3 Admission requirements**

(1) Applicants wishing to gain admission to the professional Master's programme must meet the following requirements:

1. Completion of a professionally-oriented higher education degree accrediting a competence level 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 (TOEFL or SLP Level 3),
4. Successful completion of an admission interview as described in Appendix 2.

(2) <sup>1</sup>ECTS credits in subject areas relevant to the programme may also be accrued through recognition of relevant prior experience, in particular qualified professional experience (credits for prior learning and experience). <sup>2</sup>A maximum of 30 ECTS credits may be accrued through recognition of prior learning and experience from outside the university. <sup>3</sup>The examination board shall be responsible for approving student applications for recognition and accrual of credits and shall determine their equivalence.

(3) Applicants denied admission to the programme shall receive a rejection letter including information about their legal rights and remedies.

### **B Examination bodies**

### **§ 4 Examination board**

(1) The examination board shall comprise four professors who must be members either of the UniBwM's Department of Political and Social Sciences or of the GCMC and who must be involved in teaching the International Security Studies programme.

(2) The Faculty Council of the SOWI Department and the GCMC's College of International and Security Studies shall each elect two members to the examination board for a term of two years.

(3) The members of the examination board shall elect a chair and vice-chair from among their number for a term of two years.

(4) <sup>1</sup>The examination board shall be responsible for ensuring compliance with the examination regulations. <sup>2</sup>It shall take all the relevant decisions except for setting and marking the actual examinations.

(5) Decisions pertaining to the examination procedures that may impinge upon students' rights shall be issued in writing and include an explanation of the decision and information about students' legal rights and remedies.

(6) The UniBwM's examination office shall be responsible for the administration of examinations, subject to the approval of the examination board.

(7) <sup>1</sup>Notification of board meetings shall be in writing and with at least one week's notice. <sup>2</sup>The examination board shall be deemed to have a quorum if, following due notification of the meeting, three voting members are in attendance including the chair or vice-chair. <sup>3</sup>Decisions in the examination board shall be taken by a majority of the votes cast at the meeting. <sup>4</sup>Abstentions, secret ballots and voting by proxy shall not be permitted. <sup>5</sup>In the event of a tie, the chair shall have the casting vote.

(8) The examination board may temporarily delegate individual tasks and urgent matters to the chair.

### **§ 5 Examiners and assessors**

(1) <sup>1</sup>The examination board shall appoint the examiners and assessors responsible for the various examinations. <sup>2</sup>Appointments of examiners shall be publicised in the appropriate manner. <sup>3</sup>In the event of any disagreement pertaining to the appointment of an examiner, the examination board shall take a decision based on a simple majority. <sup>4</sup>The members of the examination board are entitled to attend exam sittings.

(2) <sup>1</sup>Any teacher with the authority to conduct higher education exams may be appointed as an examiner. <sup>2</sup>Should a staff member entitled to conduct examinations leave the higher education institution, they will, as a

rule, retain the entitlement to conduct examinations for a period of up to one year.

(3) Appointment as an assessor shall be contingent on the appointee having earned a Master's degree or passed an equivalent examination in a social or political science study course at a university or college of higher education.

C  
Programme design

**§ 6**  
**Modules and ECTS credits**

(1) The mandatory programme modules are listed in Appendix 1, Table 1, together with the requisite assessment tasks. <sup>2</sup>In addition, students choose one of the electives in Table 2 and one of the study concentrations in Table 3. <sup>3</sup>There shall exist no requirement to offer all study concentrations. <sup>4</sup>The offering of an elective or study concentration is further based on a minimum number of five participants.

(2) The Modules list in Appendix 1, Table 5 can be studied as Modular Study. <sup>2</sup>The admission requirements follow §3 of this Examination regulation. <sup>3</sup>The Modular Study is completed once all ECTS-points of the respective Modular Study have been gained. <sup>4</sup>In this case, the students receives a certificate from the UniBwM listing the modules as well as the total number of credits and overall grade. <sup>5</sup>It is not possible to gain a Master's Degree through Modular Studies.

(2) <sup>1</sup>The relative value of modules shall be based on ECTS credits in accordance with the provisions of the Bavarian Higher Education Act. <sup>2</sup>One ECTS credit is equivalent to approx. 30 hours of coursework by a student. <sup>3</sup>Appendix 1 lists the ECTS credits awarded for completion of each module. <sup>4</sup>Including the Master's thesis, the professional Master's programme is worth a total of 60 ECTS credits.

**§ 7**  
**Standard period of studies**

(1) <sup>1</sup>For full-time students, the standard period of studies in order to complete the overall Master's assessment is one year. <sup>2</sup>For part-time students it is two years.

(2) Should a student be unable to complete the overall Master's assessment within the standard period of studies for reasons beyond their control, they may apply to the examination board for an extension that

shall be granted at the examination board's discretion.

D  
Arrangements for examinations and evaluation  
of assessment tasks

**§ 8**  
**Overall Master's assessment**

The overall Master's assessment shall be conducted on a continuous assessment basis and shall comprise the performance assessments for the programme's mandatory modules as stipulated in Appendix 1, Table 1, one elective module as stipulated in Appendix 1, Table 2, one study concentration as stipulated in Appendix 1, Table 3, and the Master's thesis workshop and Master's thesis as stipulated in § 12 and Appendix 1, Table 4.

**§ 9**  
**Examination procedure**

(1) At least two dates a year shall be identified for each module test.

(2) The relevant examiner shall notify UniBwM's examination office of the grades for each module test.

(3) The examination board shall set the dates for registration for and sitting of written and oral module tests in consultation with the responsible examiner and shall give students no less than 14 calendar days' notice of said dates.

(4) <sup>1</sup>Students are required to register at the UniBwM's examination office for every module test or resit in accordance with the procedures established by the examination board. <sup>2</sup>Registration entitles students to sit the module test once at the next available date.

(5) Module tests may be repeated up to twice in the event that the student fails the previous examination.

**§ 10**  
**Format and conduct of examinations**

(1) In the case of written tests, the student should demonstrate the ability to recognise, expound upon and find possible solutions to a problem using the established methods in the relevant discipline and in a limited period of time.

(2) <sup>1</sup>Oral tests may be given by one or several examiners. <sup>2</sup>In the event that the test is given by just one examiner, an expert assessor

shall also be present. <sup>3</sup>If the test is given by more than one examiner, the examiners involved shall arrive at a final grade by consensus. <sup>4</sup>The duration of the test shall be no less than 15 minutes per student and per individual test. <sup>5</sup>A protocol of the oral test shall be produced, containing the following information: venue, date and time, duration of the test, subject and outcome, a description of the key aspects of the candidate's performance during the test, the examiners', assessor's and candidate's names and a description of any special incidents. <sup>6</sup>The record shall be written and signed by one of the examiners not actively examining the candidate or shall be written by the assessor and signed by both the examiner and the assessor.

(3) <sup>1</sup>Upon request, candidates shall be allowed to view their written tests and the record of their oral tests within one year after having completed the relevant module test. <sup>2</sup>Upon request, candidates shall be allowed to view their marked Master's thesis and the corresponding examiner's reports within one year after having completed the overall Master's assessment. <sup>3</sup>Students should apply to the examination board once they have received their results.

### **§ 11 Performance assessment**

(1) <sup>1</sup>The ECTS credits for a module shall be awarded once the requisite performance assessment for the module has been successfully completed. <sup>2</sup>The nature and coursework requirements of the performance assessment tasks for the Master's programme modules are listed in Appendix 1.

(2) <sup>1</sup>The performance assessment for a module shall, as a rule, include all the subject matter covered in the module. <sup>2</sup>It shall comprise either an oral test (mP), a written test (project, essay) or a study assignment as described in paragraph 3.

(3) <sup>1</sup>A study assignment is an assignment where the student is not assessed by means of an oral or written examination. <sup>2</sup>The performance assessment of a study assignment will usually be based on successful preparation and presentation of a 30-minute preparation with a preparation time of 20 hours or on the preparation of an essay between 2.500 and 7.500 words and a respective preparation time of 28 to 83 hours. <sup>3</sup>Study assignments may also be undertaken on a group work basis, provided that it is possible to objectively assess and, where relevant, grade the individual contribution of each group member. <sup>4</sup>Grades shall be awarded in accordance with paragraph 4.

(4) <sup>1</sup>Each module test shall be marked. <sup>2</sup>The following marks and ratings shall apply:

- 1 = very good,  
= an excellent performance;
- 2 = good,  
= a performance that is well above the average standard required;
- 3 = fair,  
= a performance that meets the average standard required;
- 4 = adequate,  
= a performance that could be better but still meets the required standard;
- 5 = inadequate,  
= a performance that has serious inadequacies and therefore fails to meet the required standard.

<sup>3</sup>In order to allow greater differentiation in the grading of students' performances, the marks awarded may have 0.3 added to or deducted from them. <sup>4</sup>However, marks of 0.7, 4.3 and 5.3 may not be awarded. <sup>5</sup>In order to pass a test, a minimum rating of "adequate" (4.0) must be achieved.

### **§ 12 Master's thesis**

(1) <sup>1</sup>All students on the Master's programme shall complete a Master's thesis. <sup>2</sup>Under normal circumstances, they shall have three months to complete their Master's thesis. <sup>3</sup>This shall be extended to six months in the case of part-time students. <sup>4</sup>Students submitting a medical certificate attesting to the fact that they are unable to work on their thesis owing to illness may have their deadline extended. <sup>5</sup>The Master's thesis workshop and Master's thesis have a combined value of 15 ECTS credits.

(2) <sup>1</sup>Subject to the students' agreement, the Master's thesis may also be assigned as a piece of group work. <sup>2</sup>In this event, the number of students writing a thesis together shall not exceed three. <sup>3</sup>A thesis submitted by a group of students may only be recognised for the purposes of individual assessment if each individual's ability to undertake independent academic study can be clearly distinguished and evaluated.

(3) The topics of a Master's thesis may be assigned by any professor involved in teaching the specific subject matter of the programme.

(4) <sup>1</sup>Full-time students shall agree on an initial topic for their Master's thesis no later than 8 months after commencing the Master's programme. <sup>2</sup>Part-time students shall agree on an initial topic for their Master's thesis no later than 6 months before the end of the standard period of studies for part-time students. <sup>3</sup>The UniBwM's examination office shall be notified

of the commencement or rewriting of a Master's thesis in accordance with the procedures issued by the examination board.<sup>4</sup>Should a student not have received a topic for their Master's thesis by the deadline stipulated in sentences 1 and/or 2 of this paragraph, they shall be assigned a topic and a supervisor by the examination board.

(5) The Master's thesis shall be written in English.

(6) <sup>1</sup>Upon submission of the Master's thesis, the student shall be required to provide a written assurance that the thesis or their share thereof is their own work and has been written without assistance from any other party, that all quotations are correctly identified as such and that no sources or aids have been used other than those listed in the bibliography/references. <sup>2</sup>Two hard copies and a digital copy of the Master's thesis shall be handed in to UniBwM's examination office before 12 noon on the deadline day. <sup>3</sup>Unless a valid reason is provided, failure to hand in the Master's thesis by the standard thesis deadline shall result in it being marked as "inadequate" (5.0).

(7) <sup>1</sup>The Master's thesis shall be graded by the thesis supervisor. <sup>2</sup>In the event of it being graded as "inadequate", the examination board shall appoint a qualified expert to give a second opinion.

(8) <sup>1</sup>In the event that a student's first Master's thesis is being graded as "inadequate" (a mark lower than 4.0), the student shall be required to agree on a new topic no later than two weeks after receiving notification of their "inadequate" grading. <sup>2</sup>A Master's thesis may not be rewritten more than once.

### § 13

#### **Withdrawal, non-attendance, exam cheating, procedural flaws**

(1) <sup>1</sup>A candidate may withdraw from a module test without providing any reasons if they notify UniBwM's examination office of their withdrawal in writing no later than one calendar week prior to the date of the module test. <sup>2</sup>If notification of withdrawal is not provided in good time, the student will be considered to have failed the module test and it will count as a failed attempt when calculating the number of resits allowed as per § 9 para. 5, unless there were valid reasons preventing the candidate from doing the module test.

(2) <sup>1</sup>The examination board must be immediately notified in writing of the alleged valid reasons for the candidate's failure to attend a module test and the candidate must convince the board of the validity of said reasons. <sup>2</sup>If illness is put forward as a reason,

the student may be required to submit a medical certificate.

(3) <sup>1</sup>In the event that a candidate attempts to influence the result of a test by cheating or employing any kind of prohibited aid, the module test in question shall be marked as "inadequate" (5.0). <sup>2</sup>Being in possession of prohibited aids when the test papers are handed out shall be considered to constitute an attempt at exam cheating.

(4) Any fully completed test shall count as a full attempt when calculating the number of resits allowed as per § 9 para. 5, even if the candidate subsequently alleges that they have valid reasons for the attempt to be discounted.

(5) Prior to any decision being taken, students shall be granted a statutory right of reply.

(6) <sup>1</sup>If it is demonstrated that there were procedural flaws in the way that the test was conducted and that said flaws affected the test results, the examination board shall, at the request of a candidate or at its own discretion, determine whether or not the test or individual parts thereof should be retaken either by individual candidates or by all candidates. <sup>2</sup>Any procedural flaws, or any incapacity that prevents a candidate from completing the test arising either prior to the test or while it is being taken should be communicated immediately to the chair of the examination board or to the examiner. <sup>3</sup>Decisions pertaining to resits allowed at the discretion of the examination board as per sentence 1 of this paragraph may no longer be taken once six months have elapsed since the date of the test.

### § 14

#### **Invalidity of overall Master's assessment**

(1) If a student cheated in a test but this only comes to light after their pass certificate has been issued, the examination board may change the marks in question retrospectively and declare the test to have been failed either partly or in full.

(2) <sup>1</sup>Should a candidate have unwittingly failed to meet the requirements for admission to a test without any intention to cheat on his or her part, and should this fact only come to light after their pass certificate has been issued, the fact that they have passed the test will be considered to be sufficient grounds for this procedural error to be overlooked. <sup>2</sup>In the event that the candidate has deliberately used illicit means to gain admission to the test, the examination board shall, taking account of the general principles of administrative law, determine whether any wrongful administrative procedures should be invalidated.

(3) Prior to taking any decision, students shall be granted the opportunity to express an opinion.

(4) <sup>1</sup>The invalid certificate shall be returned and replaced with a new one if applicable. <sup>2</sup>Decisions as per para.1 and para. 2 sentence 2 of this article may no longer be taken once a period of five years has elapsed since the date of issue of the pass certificate.

### § 15

#### Passing and grading of overall Master's assessment

(1) Students shall be considered to have passed the overall Master's assessment once they have successfully completed all the required performance assessment tasks as stipulated in § 8.

(2) A pass mark for the overall Master's assessment shall not be awarded if:

- the student fails their second resit of the module test for a mandatory module, or
- the student's final Master's thesis is not passed, or
- the student forfeits their right to an overall assessment either because they have exceeded the standard period of studies stipulated in § 7 or for any other reason provided for by these examination regulations.

(3) <sup>1</sup>The final Master's grade awarded to students passing their overall Master's assessment shall be calculated by taking the weighted average mark awarded to students for all graded modules plus their Master's thesis, the weighting being based on the number of ECTS credits allocated to each component. <sup>2</sup>When calculating the averages, the first two decimals shall be taken into account, while all subsequent decimals shall be disregarded without being rounded up or down. <sup>3</sup>The final average Master's grades awarded to students passing their overall Master's assessment are as follows:

- 1.00 to 1.50 pass; very good
- 1.51 to 2.50 pass; good
- 2.51 to 3.50 pass; fair
- 3.51 to 4.00 pass; adequate

<sup>4</sup>Students achieving an average of 1.20 or better shall be awarded a distinction.

### § 16

#### Recognition of other study courses and examinations

(1) <sup>1</sup>Study periods, coursework and examinations undertaken in study programmes either at other state or state-recognized higher

education institutions in Germany, through the successful completion of a distance learning unit as part of a study programme at another state or state-recognized higher education institution in Germany, or in study programmes at foreign higher education institutions, are to be recognized with regard to the continuation of studies and sitting of examinations, except for where grave differences exist in the acquired competencies (learning results).<sup>2</sup> The same shall hold for study periods, coursework and examinations at a state or state-recognized higher education institution in Bavaria in the framework of other studies according to § 56 Para. 6 No. 1 and No. 2 BayHSchG, in special study programmes according to § 47 Para. 3 Sentence 1 BayHSchG or at the Virtuelle Hochschule Bayern.

(2) <sup>1</sup>Competencies gained through relevant and equivalent vocational training or studies and examinations equivalent in terms of their content and level undertaken as part of a successfully completed training course can be recognized if equivalent.<sup>2</sup> Competencies gained outside an university may amount to a maximum of half of the required competencies.

(3) ECTS Credit Points in the relevant areas of the program can also be gained at institutions recognized by the university as part of a cooperation agreement or by certification or relevant prior experience (credits for prior learning and experience).

(4) <sup>1</sup>Students shall apply to the examination board to have their studies and examinations recognised and counted towards their Master's degree, and the examination board shall be responsible for establishing the extent of their equivalence. <sup>2</sup>Furthermore, the examination board shall determine what portion of the standard period of studies can be considered to have been accounted for by the equivalent studies and examinations, and therefore what portion of the standard period of studies still needs to be completed as per § 7.

### § 17

#### Protection periods as per Law on the Protection of Mothers, parental leave

(1) <sup>1</sup>Students may submit applications claiming entitlement to the protection periods provided for by the current version of the Law on the Protection of Mothers and to parental leave as stipulated by the current version of the Act on Parental Allowances and Parental Leave. <sup>2</sup>The requisite documentation should be enclosed with all applications.

(2) Any deadlines stipulated in these examination regulations shall be suspended for the duration of a student's maternity leave; maternity leave is not included when



calculating the deadlines stipulated in these examination regulations.

(3) <sup>1</sup>The student shall be required to provide the UniBwM examination office with written notification of the period or periods during which they wish to take parental leave at least four weeks prior to commencing said parental leave and shall further be required to enclose all the required documentation with their notification. <sup>2</sup>The UniBwM examination office shall verify that the relevant legal requirements have been met and, having done so, shall immediately inform both the student and the examination board of their decision and, where relevant, of the new examination deadlines. <sup>3</sup>The Master's thesis deadline stipulated in § 12 may not be extended because of parental leave. <sup>4</sup>Should the thesis be handed in after the deadline, it will not be considered for assessment. <sup>5</sup>In this event, the student shall be assigned a new topic, if applied for, no later than the date on which their parental leave comes to an end.

### § 18

#### Work-related period of interruption

<sup>1</sup>In the event of any compelling work-related need, students may apply to the examination board for a period of interruption. <sup>2</sup>Applications should be accompanied by a letter from the student's employer attesting to the urgency and unavoidable nature of said work-related requirement and providing an explanation of the same. <sup>3</sup>The letter should also specify the exact amount of time needed by the student in terms of a period of interruption for work-related reasons. <sup>4</sup>This period may not exceed 12 months. <sup>5</sup>In the event that the examination board authorises a period of interruption, all the deadlines stipulated by these examination regulations shall be suspended for the authorised duration of said period.

### § 19

#### Equal opportunities arrangements

(1) <sup>1</sup>In the interests of equal opportunities, any students who, on the grounds of disability, are unable to fully or partially sit an examination in the prescribed manner shall be afforded alternative arrangements. <sup>2</sup>These should be applied for in writing. <sup>3</sup>The alternative arrangements shall in particular involve either an extension of the time allowed to complete the examination or the opportunity to complete the examination in a different format.

(2) <sup>1</sup>Applications for alternative arrangements should be submitted no later than the date of registration for the examination for which the alternative arrangements are being requested. <sup>2</sup>Students shall be required to submit a medical certificate confirming their

disability. <sup>3</sup>The examination board shall specify the exact details to be provided on the doctor's certificate. <sup>4</sup>Any applications submitted after the deadline stipulated above shall not be considered for the examination to which the late application refers. <sup>5</sup>Notwithstanding sentence 4 of this paragraph, late applications will be considered in the case of students whose disabilities only occurred after they registered for the examination in question.

## E

### Academic degree and certificate

#### § 20

##### Master's degree

Students who pass the overall Master's assessment shall be awarded the degree of "Master of Arts" (M.A.) by the UniBwM.

#### § 21

##### Certificate

(1) <sup>1</sup>Students passing the overall Master's assessment shall be issued with a certificate containing the grades awarded for each module, the topic of and mark awarded for their Master's thesis, and their overall Master's degree mark. <sup>2</sup>The certificate shall be issued in German and English and shall be signed by the chair of the examination board. <sup>3</sup>The date shown on the certificate shall be the date on which the ECTS credits needed to pass the overall Master's assessment were obtained.

(2) <sup>1</sup>Together with the certificate, the candidate shall also receive a document certifying the conferral of the relevant academic title as per § 20. <sup>2</sup>The document shall bear the same date as the certificate.

(3) In addition to the certificate, a Diploma Supplement shall be issued.

(4) <sup>1</sup>In the event of a student failing a module test or their Master's thesis, they shall receive a notification from the UniBwM's examination office as per § 4 para. 5. <sup>2</sup>In the event of a student failing their overall Master's assessment, they shall receive a notification as per sentence 1 of this paragraph that shall be signed by the chair of the examination board. <sup>3</sup>This notification shall contain a Transcript of Records listing the grades awarded for the course modules passed by the student and, where applicable, the mark awarded for their Master's thesis.

## F

### Final provisions

**§ 22****Date on which regulations come into force**

These examination regulations shall come into force on 1 September 2013. They apply to all students starting on 1 September 2013. For all students which have started their program previous to 1 September 2013 the examination regulations from 1 September 2013 apply. For the rest they expire.

Issued in accordance with the Resolution of the Senate of the *Universität der Bundeswehr München* of 21 December 2013, the declaration of approval of the Bavarian State Ministry of Sciences, Research and the Arts as per Letter Ref. Az E 3-5e65(BW)-10b/540 of 24

January 2013 and the declaration of approval of the Federal Ministry of Defence as per Letter Fü S/UniBw – Az 38-01-06 of 3 February 2013.

Signed, Neubiberg, 13 March 2013

*Universität der Bundeswehr München*  
Prof. Dr. Merith Niehuss  
President

These regulations were deposited at the *Universität der Bundeswehr München* on 13 March 2013, Notices announcing their establishment were posted in the *Universität der Bundeswehr München* on 20 March 2013. The date of their official publication at the university is 20 March 2013.

## Appendix 1. Overview of modules and performance assessment tasks

The specific formats of the various programme module components are described in the course's module handbook.

**Table 1: Mandatory modules**

	ECTS credits	Coursework (in hours)	Performance assessment task
(1)	(2)	(3)	(4)
Theory and Methods	5	150	SA
Transnational and International Conflict	6	180	Oral test mP-30
Program in Advanced Security Studies I	9	240	SA (Presentation)
Program in Advanced Security Studies II	9	240	SA (Essay)
International Humanitarian Law	5	150	Oral test mP-30
<b>Total</b>	<b>39</b>		

**Table 2: Elective**

	ECTS credits	Coursework (in hours)	Performance assessment task
(1)	(2)	(3)	(4)
Transnational Governance	5	150	SA (Essay)
Security and Development	5	150	SA (Presentation)
<b>Total</b>	<b>5</b>		

**Table 2: Study Concentration**

	ECTS credits	Coursework (in hours)	Performance assessment task
(1)	(2)	(3)	(4)
Counter-Narcotics and Illicit Trafficking (CNIT)	5	150	SA (Essay)
Program on Terrorism and Security Studies (PTSS)	5	150	SA (Essay)
Seminar on Regional Security (SRS)	5	150	SA (Essay)

Eurasian Security Studies Seminar (ESS)	5	150	SA (Essay)
Seminar on Transatlantic Homeland Security (STACS)	5	150	SA (Essay)
Seminar on Security Sector Capacity Building (SSCB)	5	150	SA (Essay)
<b>Total</b>	<b>5</b>		

**Table 3: Master's Thesis Workshop and Master's Thesis**

	ECTS credits	Coursework (in hours)	Performance assessment task
(1)	(2)	(3)	(4)
Master-Thesis-Workshop and Master Thesis	16	480	
<b>Total</b>	<b>16</b>		

**Table 4: Modular Studies****4.1 Program in Advanced Security Studies (I / II)**

	ECTS credits	Coursework (in hours)	Performance assessment task
(1)	(2)	(3)	(4)
Global Security, Transnational Challenges and National Security Governance (Program in Advanced Security Studies Core I)	6	180	SA
International Cooperation, Law and Violence in the 21 <sup>st</sup> Century (Program in Advanced Security Studies Core II)	6	180	SA
<b>Total</b>	<b>18</b>		

**4.2 Singular Modules**

	ECTS credits	Coursework (in hours)	Performance assessment task
(1)	(2)	(3)	(4)
Counter-Narcotics and Illicit Trafficking (CNIT)	5	150	SA (Essay)
Program on Terrorism and Security Studies (PTSS)	5	150	SA (Essay)

Seminar on Regional Security (SRS)	5	150	SA (Essay)
Eurasian Security Studies Seminar (ESS)	5	150	SA (Essay)
Seminar on Transatlantic Homeland Security (STACS)	5	150	SA (Essay)
Seminar on Security Sector Capacity Building (SSCB)	5	150	SA (Essay)
Total	5		

## Appendix 2: Admission interview for the professional Master's programme in International Security Studies

### 1. Purpose of the admission interview

- (1) One of the criteria for admission to the professional Master's programme is that the applicant should pass the admission interview described below in accordance with § 3 para. 1 number 4 of the examination regulations.
- (2) The selection criteria shall be as follows:
  - the applicant should demonstrate a basic understanding of abstract, analytical and system-oriented questions and the ability to conduct independent academic work,
  - the applicant should demonstrate a basic knowledge of international politics, international relations theory and security and defence policy,
  - the applicant should demonstrate a sound ability to express themselves verbally and give presentations in English.

### 2. Requirements to be met by applicants wishing to be granted an interview

- (1) Applicants shall only be granted an interview if they have applied for admission to the programme in accordance with the regulations and deadlines stipulated below and have met the criteria set out in § 3 para. 1 numbers 1-3 of the examination regulations.
- (2) In order to prove that they meet the criteria set out in § 3 para.1 numbers 1-3 of the examination regulations, applicants should enclose the following documents with their application for the programme:
  - certified copy (German or English) of higher education qualification certificate,
  - documents (German or English) attesting to at least two years' qualified professional work experience,
  - a certificate of English language proficiency (TOEFL or SLP Level 3),
  - certificate of recognition from the competent examination board if claiming ECTS credits in recognition of prior experience as per § 3 para.2.
- (3) In addition, the following documents, written in English, must be enclosed with the application:
  - a letter of application setting out the reasons for the application. The applicant should explain why they are interested in applying for the International Security Studies Master's programme,
  - a *curriculum vitae* presented as a table and fully listing all study courses hitherto completed by the applicant and any other relevant studies,
  - a duly completed application form with passport photo.
- (4) Applications for admission to the programme should be submitted by May 15th of each year.

### 3. Conduct of admission interview

- (1) The admission interviews shall be carried out once a year by the programme's academic directors, i.e. the individuals responsible for its academic quality.
- (2) <sup>1</sup>The applicant shall be given at least one week's notice of the date of the interview. <sup>2</sup>The applicant shall attend the interview on the prescribed date. <sup>3</sup>Should the applicant be prevented from attending the interview for reasons beyond their control, they may submit an application for a new date in which they should provide an explanation of the reasons that prevented them from attending the original interview.
- (3) <sup>1</sup>The admission interview shall be conducted by an academic director and further attended by an expert member of the programme's teaching staff. <sup>2</sup>All applicants shall be interviewed individually. <sup>3</sup>Each individual interview shall last no less than 30 and no more than 45 minutes and should assess whether the applicant can be expected to complete the programme independently and within the prescribed deadline.
- (4) <sup>1</sup>An applicant assessment sheet (see Appendix 3 POISS/Ma) listing the maximum score(s) that can be obtained shall be used as the basis for conducting and recording the results of the interview. <sup>2</sup>The academic director shall award the applicant the relevant score(s) during the course of the interview.
- (5) <sup>1</sup>The examiners shall assess the applicant on the basis of their personal (English language proficiency, motivation) and academic suitability (grade of first degree according to § 3 para. 1 Nr. 1, ability to undertake independent academic work/think analytically, basic knowledge of international politics, international relations theory and security policy). <sup>2</sup>The maximum possible score is sixteen points, of which a maximum of four may be awarded for personal qualities and a maximum of twelve for academic qualities. <sup>3</sup>Successful applicants shall be required to obtain a score of at least two for their personal qualities (at least one point each for English language proficiency and personal motivation) and at least six for their academic qualities (at least two

points in each category). <sup>4</sup>Applicants achieving a total score of eight in accordance with number 3 shall be deemed to have passed the admission interview. <sup>5</sup>Applicants failing to achieve this score shall receive a rejection letter including information about their legal rights and remedies as per § 3 para. 2 POISS/Ma.

#### **4. Admissions and reapplications**

- (1) Admissions to the International Security Studies Master's programme are valid for any subsequent applications for the course.
- (2) Applicants who fail the admissions procedure for the International Security Studies Master's programme are permitted to make one further application for admission to the course.

**Appendix 3: Assessment sheet for admission to the Master's programme in International Security Studies**

Applicant's name: \_\_\_\_\_

Date: \_\_\_\_\_

Duration of interview: \_\_\_\_\_

Place of interview: \_\_\_\_\_

**I. Personal qualities****1. English language proficiency**

Assessment criteria:

- general vocabulary, sentence structure, technical vocabulary
- candidate's ability to express themselves well in English/flueny

Examiner's comments:

**Score: Max. 2 points awarded: .....****2. Motivation**

Assessment criteria:

- interest in the International Security Studies programme
- career goals motivating candidate to do the International Security Studies programme

Examiner's comments:

**Score: Max. 2 points awarded: .....****II. Academic qualities****1. Grade of first degree according to § 3 para. 1 Nr. 1**

Assessment criteria:

- four points for 2.0 and better/ Grade "A"
- two points for 2.0 to 3.0./Grade "B"

**Score: Max. 4 points awarded: .....**



**2. Basic knowledge of international relations theory/security and defence policy (points available: 4/10)**

Assessment criteria:

- basic knowledge of key theories of international relations
- extensive knowledge of security policy issues

Examiner's comments:

**Score: Max. 4 points awarded: .....****3. Independent work and analytical thinking**

Assessment criteria:

- ability to answer basic questions about security policy
- ability to ask own questions/describe own research interests
- ability to outline current processes and trends in international politics

Examiner's comments:

**Score: Max. 4 points awarded: .....****Total score: .....****III. Was the candidate admitted to the programme?**Yes  No **Signed academic director****Signed assessor**

.....

.....

The applicant shall receive written notification of the outcome of the admission procedure. Rejection letters shall include information about the applicant's legal rights and remedies as per § 3 para 3 of the examination regulations.

**Appendix 4: List of abbreviations**

Art.kno	Article
BayHSchG	<i>Bayerisches Hochschulgesetz</i> (Bavarian Higher Education Act)
ECTS	European Credit Transfer and Accumulation System
essay	Essays comprise between 7,000 and 9,000 words
GCMC	George C. Marshall Center
ISS	International Security Studies
mP-x	oral exam lasting x minutes
paper	case study and presentation
para.	paragraph
PASS	Program in Advanced Security Studies
PO	<i>Prüfungsordnung</i> (examination regulations)
POISS/Ma	examination regulations for the professional Master's programme in International Security Studies
PTSS	Program on Terrorism and Security Studies
SA	Study Assignment
SLP	Standardized Language Profile
SOWI	Department of Political and Social Sciences
SSTaR	Program on Security, Stability, Transition and Reconstruction
STACS	Seminar on Transatlantic Civil Security
TOEFL	Test of English as a Foreign Language
UniBwM	Universität der Bundeswehr München

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