

DISCLAIMER

The International Center for Graduate Studies (ICGS) at the University of Hamburg makes all reasonable effort to deliver the programs of study and provide students with other services and facilities in the way described on this website.

However, please be aware of the following policies, valid for all Master programs listed on ICGS' general website and on the specific programs' websites:

1. Admissions and Academic Issues

- ICGS reserves the right at all times:
 - To withdraw or alter particular courses and curricula.
 - To suspend or discontinue programs of study.
 - Not to provide programs of study (for example, due to lack of applicants).
 - To alter the level of fees.
 - To withdraw its offer of admission and/or to terminate one's status as a student if the program costs have not been paid by the applicant in question by the designated deadlines.
- In the unlikely event that ICGS discontinues or does not provide a program of study:
 - ICGS will inform relevant applicants at the earliest possible opportunity.
 - ICGS will make a complete refund of program costs and deposits paid.
- Applicants are responsible for the accuracy and authenticity of their application and of all information and material accompanying it.
- Applicants are responsible for ensuring that their application is complete.
- The completed application becomes the confidential property of ICGS and is not returnable, independent of whether the application has been successful or not.
- Applications after the given deadline are only accepted in exceptional cases and from outstanding applicants. The decision in this matter lies at the discretion of the Admissions Committee. Any inconveniences resulting from late admission lie in the responsibility of the applicant (e.g. delays in receiving public transport tickets, student IDs etc.).
- The general refund policy in case of admitted applicants **who have already returned their declaration of acceptance** is as follows:
 - 1) Cancellation of acceptance **6 months** prior to program start: Complete refund of program costs and deposits already paid except for the application fee of EUR 40,00.
 - 2) Cancellation of acceptance **4 months** prior to program start: Refund of 75% of program costs and deposits already paid, no refund of application fee.
 - 3) Cancellation of acceptance **3 months** prior to program start: Refund of 50% of program costs and deposits already paid, no refund of application fee.
 - 4) Cancellation of acceptance **6 weeks** prior to program start: No refund possible.
 - 5) Withdrawal from the program **after its start**: No refund possible.

Exceptions to point 4) and 5) are only possible in very particular cases and are decided on an individual basis by the program's joint commission. Program costs already paid and not refunded can be fully transferred to next year's participation in the program, should the applicant be interested in a deferment.

- Due to the large number of applications ICGS receives each year, we are unable to provide feedback to candidates who were not admitted.
- Deferments are generally possible and should be considered by taking into account the above-outlined refund policy.
- The application fee is not refundable. Students who are not admitted to one of ICGS' programs or decide not to take part after being admitted will not be refunded the application fee.
- Students are fully responsible to organize their arrival in Hamburg on time in order to start the program at its designated date (see also "visa procedures"). Late-comers carry the responsibility of any inconveniences resulting from their late arrival. **Arrivals of more than 3 weeks after the program's start are not possible** since awarding the Master's degree requires regular attendance in all courses.

2. Student Affairs Issues

- ICGS offers information on potential **health insurances** for foreign students during their stay in Germany. The decision for or against a certain insurance, be it private or general, fully lies in the responsibility of each student. Thus, ICGS can in no case whatsoever be held responsible for any inconveniences (physical, financial, etc.) resulting from a student's chosen insurance, be it in Germany or abroad. ICGS does not enter into legal negotiations with health insurances, either.
- The ICGS office's general **postal address** is not to be used for private correspondence or official contracts. Should any official letters arrive at the office after the students' departure, they will not be forwarded but returned to the sender. Thus, ICGS cannot be held responsible for any non-cancelled health insurances, bank accounts or non-arrival of other contracts.
- ICGS offers information on **visa procedures** regarding the obtainment of a student's residence permit during the stay in Hamburg and certain guidance for visa issues connected with the trimesters spent in Shanghai or St. Petersburg. However, ICGS is not entitled to and not responsible for giving any legally binding advice on general visa procedures, such as how to enter Germany, how to change a working into a student visa, etc. Each student is solely responsible for having a correct legal status at any stage of the study program and after its end. Furthermore, ICGS is not able to interfere with German or foreign immigration authorities (such as embassies, consulates or local immigration offices) to speed up any visa application process. **Every student is responsible for applying for a visa on time** to make sure to arrive in Hamburg for the start of the respective study program.
- Students are fully responsible for ensuring **sufficient financial means** in order to finance the whole study program (in Germany and abroad). Scholarships issued prior to the program start can not be extended. Furthermore, ICGS as an administrative unit of the

University of Hamburg is not in a financial nor legal position to offer loans to its students. Since obtaining a loan from German banks is very difficult for foreign students, it is strongly advised to ensure sufficient financial means for the complete duration of the program prior to its start.

3. Housing Issues

Following in January 2008.

4. Web Site

Content

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