

**DISCLAIMER:**

**This is a translation of the German version of the ViAPACS Certificate Regulations that is true to the original. However, only the German-language version is legally binding.**

Based on § 5(1) second sentence in conjunction with § 64(2) no. 2 of the Brandenburg Higher Education Act (BbgHG) of 28.04.2014 (GVBl.I/14, no. 18), last amended by the law of 23.09.2020 (GVBl.I/20, no. 26) in connection with § 10(3) first sentence no. 1 of the Basic Regulations of the European University Viadrina Frankfurt (Oder) of 04.09.2019 (Official Announcements of the European University Viadrina Frankfurt (Oder) no. 02/2020, p. 1), last amended by Amendment Statutes of 06.11.2019 (Official Announcements of the European University Viadrina Frankfurt (Oder), no. 02/2020, 14<sup>th</sup> sentence), the Senate of the European University Viadrina Frankfurt (Oder) enacts the following statutes:

### **Certificate Regulations for the Course**

#### **"Viadrina Applied Peace And Conflict Studies" (ViAPACS)**

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#### **§ 8 Entry into force**

The paragraphs referred to in these articles are those of these Regulations, unless a different legal designation is given.

## **I. General provisions**

### **§ 1 Course structure and objective**

(1) The course "Viadrina Applied Peace and Conflict Studies" (hereinafter abbreviated as ViAPACS) is an additional program of the European University Viadrina in English language, which is offered and conducted by the Institute for Conflict Management of the European University Viadrina (hereinafter IKM) for students of the European University Viadrina. The course is divided into several modules and a practical unit in the form of an internship and is completed with a university certificate of the European University Viadrina. The certificate is awarded by the IKM. The IKM appoints a program director.

(2) The aim of the course is to impart in-depth knowledge and practical skills in the field of political and societal conflict management and conflict resolution, including the teaching of "Praxisrelevante Fertigkeiten", "Schlüssel- & Zusatzqualifikationen" or "Soft Skills" required for this purpose, for example in conflict analysis, negotiation management, communication and conversational skills as well as conflict mediation and decision-making in dilemma situations.

(3) The course shall be offered on a regular basis.

### **§ 2 Course content**

(1) In addition to the practical unit, the subject of ViAPACS are six teaching modules of the following contents:

1. Introduction to Applied Peace and Conflict Studies (Module 1),
2. Conflict Analysis (Module 2),
3. Negotiation (Module 3),
4. Communication (Module 4),
5. Mediation and Dialogue (Module 5), and
6. Dilemma Management (Module 6).

The timing and sequence of the modules is set out in Appendix 1: "Study Plan" attached to these Regulations. The content of the six modules is specified in the "Module Catalogue" appended to these Regulations. The dates of the course as well as the modules and their contents will be announced before the start of the course on the ViAPACS homepage and through the university's own online offer "via-Campus". The course coordinator according to

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§ 7 is responsible for the organisation of the course and is the contact person for applicants and participants.

(2) The practical unit consists of an internship organised by the participant himself or herself at an organisation suitable for the course. In order to be considered suitable, the internship site must be an institution that

- a. has existed for at least two years
- b. employs at least three people
- c. either focuses on conflict management in a political and/or societal context or has a department that focuses on this area and is staffed by at least three employees.

The ViAPACS coordinator (§ 7) checks the suitability of the internship site and, if necessary, arranges a discussion with the participant on the suitability of the internship site.

### **§ 3 Prerequisites for participation in the course**

(1) Only those who have applied personally and in writing to the IKM and have received a confirmation from the IKM can participate in the course. For the participation in the ViAPACS, the applicant must submit the following documents with the application for participation in the course:

- a. Evidence of a very good command of English.

This can be proven by a corresponding certificate (at least B2 of the Common European Framework of Reference for Languages (CEFR) or equivalent) or a stay of at least 6 months in an English-speaking country before the start of the course.

- b. A personal letter of motivation.

This should explain the applicant's specific personal interest in the contents of ViAPACS and make clear which professionally relevant competency gains the applicant would like to achieve through the course. It should also describe the applicant's current course of study, including any major areas of study.

- c. Proof of registration as a student at the European University Viadrina.

The applicant must submit proof of enrolment as a student at the European University Viadrina together with the proofs to a. and b. above. The applicant has to submit the proof of enrolment as a student at the European University Viadrina.

(2) The number of participants per course can be limited for organisational and didactic reasons. The maximum number of participants of the respective course and a binding application deadline for course participation, which may not be less than 2 weeks, will be announced by the IKM in the regular course announcement according to § 2(1) fourth sentence on the ViAPACS homepage and through "viaCampus" at least 8 weeks before the start of the course.

(3) If the number of applications received exceeds the available places on the course, a decision will be made on the basis of the significance of the respective letter of motivation as to which applicants will receive a place on the course. Preference is given to how credibly the letter of motivation demonstrates the applicant's interest in the course content through previous and intended personal commitment, and how credibly the letter demonstrates the desired professional competence gains and the intentions for putting them to practice. A waiting list is to be kept, which lists the unsuccessful applicants who have not been considered and, in the event of course places becoming vacant, provides for the possibility of selecting subsequent participants in accordance with the principles of sentences 1 and 2. The coordinator (§ 7) has to inform the applicants about the inclusion in the waiting list.

## **II. Certificate acquisition**

### **§ 4 Certificate acquisition**

(1) The ViAPACS can be completed by participants either with a "Major ViAPACS Certificate" or a "Minor ViAPACS Certificate".

(2) The "Major ViAPACS Certificate" (total of 30 ECTS credits) is awarded if

- a. the participant has passed all teaching modules of ViAPACS according to § 2(1) with a total of 18 ECTS credits, and
- b. has completed an internship of at least 8 weeks, independently organised by the participant, in an institution dealing with conflict transformation in a political

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and/or societal context in accordance with § 2(2).

- c. In addition to an internship certificate, the participant must submit a written internship report in a format pre-structured by ViAPACS. Through this and by completing the internship under b., the participant acquires further 12 ECTS points.

(3) The "Minor ViAPACS Certificate" (total of 18 ECTS credits) is awarded if

- a. the participant has passed the introductory module and three further teaching modules of ViAPACS according to § 2(1) with a total of 12 ECTS credits, and
- b. has completed an internship of at least 4 weeks independently organised by the participant in an institution dealing with conflict management in a political and/or societal context in accordance with § 2(2).
- c. In addition to an internship certificate, the participant must submit a written internship report in a format pre-structured by ViAPACS. Through this and by completing the internship under b., the participant acquires further 6 ECTS points.

(4) The criteria for passing the modules are based in each case on the module content. The participant must demonstrate through his or her contributions to discussions, simulation sequences and online assignments in a way that is comprehensible to the teacher whether he or she has acquired and can apply the theoretical content and practical skills taught in each case. Immediately after completing the module, the participants will receive notice as to whether the module has been passed.

(5) The suitability of the institution selected by the participant for the internship in accordance with (2) b. and (3) b. shall be decided by the coordinator of the ViAPACS (§ 7) prior to the completion of the internship, on the basis of the criteria of § 2(2). For this, the coordinator will initiate a consultation with the participant. Participants of the ViAPACS will be requested by the coordinator (§ 7) in good time before the start of the internship to provide evidence of the suitability of the internship and must submit evidence of suitability promptly and in a meaningful form.

(6) The modules of ViAPACS must be completed in the order specified in the "Study Plan",

whereby the last module must be completed before the end of the participant's regular studies at the Viadrina (exmatriculation); exceptions to this are regulated in § 6.

(7) For the "Minor Certificate", in addition to the introductory module, the participant selects three preferred modules before the start of the course in consultation with the coordinator as compulsory elective modules. The places for the individual elective modules are allocated according to availability; if the desired module selection cannot be taken into account or cannot be taken into account completely, the participant will be informed of this promptly by the coordinator and requested to make a substitute choice.

(8) The certificates are signed by the management of the IKM and provided with the university seal.

### **§ 5 Recognition or crediting of academic achievements and crediting of internships**

(1) The form and extent to which the ViAPACS course achievements and ECTS credits earned by the participant are recognised and/or credited within the degree programs taken by the participant at the European University Viadrina are determined by the requirements of the study and examination regulations of the respective degree programs of the Faculties of Cultural Studies, Law and Economics of the European University Viadrina.

(2) Depending on the requirements of their degree program, participants can have the internship completed as part of ViAPACS partially or entirely credited toward their regular degree program, provided that the internship completed meets the requirements specified in the respective study regulations.

(3) The ViAPACS coordinator, in consultation with the faculties, ensures that students of the European University Viadrina can inform themselves via the relevant portals and directories (especially viaCampus) in an up-to-date and binding manner about the possibilities for recognition and/or crediting of ViAPACS course achievements and ECTS points acquired through completion of ViAPACS for their respective degree programs. These possibilities have been coordinated with the respective responsible examination boards. This applies in particular to the areas of "Praxisrelevante Fertigkeiten" (Faculty of Cultural Studies),

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"Schlüssel- & Zusatzqualifikationen" (Faculty of Law) and "Soft Skills" (Faculty of Economics). The same applies to the recognition and crediting of internships.

### **§ 6 Compensation for disadvantages and equal opportunities**

(1) In justified cases that prevent the participant from completing the course as scheduled (e.g., illness, stay abroad, part-time studies, maternity and parental leave of the participant), the coordinator of ViAPACS may grant an exception to the deadlines and dates applicable to the course upon request of the participant concerned (see § 4) and grant an extension or postponement. The request must be made immediately and in writing to the coordinator as soon as the reasons are known, submitting the relevant documents to substantiate the request.

(2) Participants who take advantage of the statutory protection periods for maternity leave or who are on parental leave or who look after or care for children outside of the legally regulated parental leave and/or close relatives shall be supported in that their individual needs (e.g. partial repetition, additional time) are considered in the provision of the course content required for the acquisition of the certificate.

(3) The ViAPACS coordinator shall decide within four weeks on the concrete form of the disadvantage compensation according to paragraphs 1 and 2 as soon as the special situation has been made credible.

(4) When providing the coursework, the course management, represented by the coordinator, shall take into account the specific concerns of students with disabilities and chronic illnesses in individual cases. If the participant affected by this proves by means of a medical certificate that he or she is unable to perform the certificate performances specified in § 4 in the intended form due to a long-term or permanent disability or a chronic illness, the coordinator may allow the participant to perform equivalent performances in another form. To this end, the participant concerned and the coordinator shall agree in writing on an appropriate substitute performance (e.g., participation in another course, writing of an essay). A date by which the substitute performance must be completed must also be agreed. The coordinator may also require the submission of a medical certificate from an official doctor.

(5) The participant shall be obligated to immediately notify any changes in personal prerequisites that justify a deviating assessment of the prerequisites and legal consequences of paragraphs 1 to 4 for the compensation of disadvantages.

### **§ 7 Management and coordination of the course**

(1) The management of ViAPACS is determined by the management of the IKM. The management of ViAPACS determines the implementation of ViAPACS, unless the coordinator is responsible according to paragraph 2.

(2) The coordination of ViAPACS shall be undertaken by a person designated by the management of ViAPACS as coordinator. The coordinator shall decide on all responsibilities of ViAPACS assigned to the coordinator in these Regulations. The responsibilities of the coordinator include:

- a. The publication and updating of the regular course announcements and other course information according to § 2.
- b. To be available for information to those interested in the ViAPACS course.
- c. To examine and decide on applications in accordance with the requirements set out in § 3.
- d. To decide on the suitability of internship places according to § 2(2).
- e. To organise the face-to-face and, if necessary, online events and to coordinate the room booking, the information of the participants and the coordination with the lecturers.
- f. To be the authorised contact person to receive requests from applicants and participants in ViAPACS.
- g. To check the participants' achievements for completeness and correctness and to prepare the certificates of participation for the participants of ViAPACS.
- h. To monitor and evaluate the ViAPACS by collecting all relevant changes within the certificate course (especially modules, number of ECTS credits) or within the university (especially deletion, new establishment of courses and content). If necessary, to consult with the IKM and the responsible persons of the university, to contact the respective faculties concerned and to

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prepare corresponding supplementary resolutions of the faculties and other committees.

(3) The basic orientation and structure of ViAPACS, as laid down in these Certificate Regulations, as well as in the annexes to these Regulations – the Module Catalogue and the Study Plan – can only be changed by the Senate of the European University Viadrina.

(4) The coordinator may be represented by the management of ViAPACS course.

### **III. Final provisions**

#### **§ 8 Entry into force**

These Certificate Regulations shall enter into force on the day after publication in the Official Announcements of the European University Viadrina Frankfurt (Oder).

#### **Attachments**

1. ViAPACS Study Plan
2. ViAPACS Module Catalogue