

THINK



MA
serial
storytelling

Masterstudiengang / Master's Program

Ausschreibung / Call for Applications 2018

masterstudiengang serial storytelling

»How to be a staff writer; or, why there is no I in team.«

Lawrence Meyers, Inside the TV Writers' Room

MA Serial Storytelling

Die Serie ist die innovativste Erzählform unserer Zeit, und was in anderen Märkten seinen Anfang nahm, ist längst auch im deutschsprachigen Raum angekommen. Anspruchsvolle Formate mit internationalem Renommee wie **Bad Banks**, **4 Blocks**, **Dark** oder **Babylon Berlin** stehen für neue Möglichkeiten im High-Budget-Bereich, während innovative Mid- und Low-Budget Web-Formate künstlerische Freiheiten im seriellen Erzählen ausloten.

Mit dem MA Serial Storytelling bietet die ifs internationale filmschule köln seit 2013 ein einzigartiges Programm für talentierte Drehbuchautor*innen, Produzent*innen, Regisseur*innen und andere Medienschaffende. Der internationale Masterstudiengang ermöglicht jungen Kreativen eine intensive Auseinandersetzung mit der Theorie und Praxis des seriellen Erzählens für TV und digitale Plattformen und unterstützt die Studierenden bei der Erforschung und Konzeption innovativer Erzählungen sowie neuer Formate und Vertriebswege.

Im Bewusstsein, dass gerade serielle Formate den gesellschaftlichen Diskurs beeinflussen und mitprägen, unterstützt der MA Serial Storytelling junge Serienmacher*innen dabei, die Erfolgsgeheimnisse dieser Produktionen zu erforschen, sie kritisch und verantwortungsvoll zu hinterfragen und für eigene, künstlerisch wie gesellschaftlich relevante Projekte nutzbar zu machen.

In seinem zweijährigen Curriculum verbindet der MA Serial Storytelling vier zentrale Elemente:

- **Drehbuchhandwerk:** die intensive Auseinandersetzung mit den kreativen, dramaturgischen und produktionellen Besonderheiten erfolgreicher Serien
- **Kollaboration:** die Analyse und Umsetzung zeitgemäßer Techniken und Modelle der kreativen Zusammenarbeit wie z. B. Formen des »Writers' Rooms«
- **Internationalität:** vertiefte Kenntnisse des deutschsprachigen und internationalen Serienmarkts in Verbindung mit interkulturellen Kompetenzen und Netzwerken
- **Innovation:** theoretische und künstlerische Forschung zu ästhetischer Innovation in unterschiedlichsten Bereichen des seriellen Erzählens insbesondere im Hinblick auf transmediale, digitale und interaktive Medien und Erzählformen

Das Anliegen, lokale wie globale Entwicklungen gleichermaßen zu betrachten, spiegelt sich auch in der Struktur dieses Studiengangs wider. Während der theoretische Unterricht in der Regel gemeinsam in englischer Sprache stattfindet, sind die praktischen Studienanteile in **zwei**

master's program serial storytelling

»How to be a staff writer; or, why there is no I in team.«

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MA Serial Storytelling

The **MA Serial Storytelling at the ifs internationale filmschule köln** is the first graduate degree program of its kind. Focusing on **both local and international series markets**, this intensive two-year degree program combines **story development skills** with **collaboration techniques** and the **innovative approach** of artistic research. This program is ideal for young professionals who aspire to explore story development for series projects in a variety of forms and platforms. It is the fresh vision of young professionals like our students and alumni that drives revolutionary change in the industry today.

In a curriculum focusing on both theory and practice, a select group of a maximum of 16 international students explore traditional, current, and future ways of serial storytelling. Prospective students may apply for one of **two tracks**: an **international track**, or a **German track**. The majority of classes and projects are held in English for the entire group. For more elaborate writing projects the group may split up, with the international track developing projects in English focusing on international series markets and the German track writing in German aiming at German language series markets.

This unique combination of insights into local and international qualities, combined with a strong focus on collaboration skills and innovative strategies provides the students with the following exceptional learning experiences.

They:

- acquire a wide-ranging skill set that combines the tools of professional screenwriters and an in-depth knowledge of creative teamwork.
- master models and methods of serial storytelling formats.
- learn to create believable characters, lively ensembles, surprising plots, and sustainable concepts.
- gain hands-on experience in collaborative as well as individual screenwriting, including the creation of an original drama series within a writers' room led by a professional showrunner.
- develop 4-5 serial storytelling projects in different formats over 4 semesters.
- meet and work with highly acclaimed international writers, producers, showrunners and executives such as Lisa Albert (**Mad Men**), Hagai Levi (**In Treatment**, **The Affair**), Jeppe Gjervig Gram (**Borgen**, **Follow the Money**), Peter Nadermann (**The Team**), Morgan Gendel (**The 100**), Anna & Jörg Winger (**Deutschland 83 & 86**), and Frank Spotnitz (**X-Files**, **The Man in the High Castle**).

parallele »Tracks« gegliedert: Die umfangreicheren Projektarbeiten entwickeln die Studierenden im **deutschen Track** (max. 8 Studierende) in deutscher Sprache und mit Blick auf deutschsprachige Märkte. Parallel hierzu schreiben die Studierenden im **internationalen Track** (ebenfalls max. 8 Studierende) diese Projektarbeiten in englischer Sprache für internationale Märkte.

Präsentationen, Pitches und Feedback-Sessions sorgen für einen aktiven Transfer der Erkenntnisse aus diesen Projektarbeiten zwischen beiden Tracks und in die Branche.

Dozenten

Neben international renommierten Autor*innen, Produzent*innen und Showrunnern – wie Lisa Albert (*Mad Men*), Hagai Levi (*In Treatment*, *The Affair*), Jeppe Gjervig Gram (*Borgen*, *Follow the Money*), Frank Spotnitz (*X-Files*, *The Man in the High Castle*) und Morgan Gendel (*The 100*) – zählten in den vergangenen Jahrgängen auch namhafte deutschsprachige Autor*innen und Produzent*innen zum Dozent*innen-Team, darunter z. B. Bob Konrad (*4 Blocks*), Annette Hess (*Ku'damm 56 & 59*), Anna & Jörg Winger (*Deutschland 83 & 86*) oder Peter Nadermann (*The Team*).

Studierende profitieren zudem von zahlreichen Kooperationen mit der deutschsprachigen und internationalen Serienbranche. Neben einer engen Zusammenarbeit mit RTL, ZDF und Disney sind weitere Sender, Plattformen und Festivals beteiligt. So bilden beispielsweise gemeinsame Besuche der Festivals »Series Mania« und »Film Festival Cologne« einen festen Bestandteil des Curriculums und bieten zudem die Gelegenheit, Serienprojekte im Rahmen von Branchenpitches vorzustellen.

Abschluss

Master of Arts (M.A.), 120 ECTS

Die Schule

Die ifs internationale filmschule köln ist eine künstlerisch-wissenschaftlich ausgerichtete Aus- und Weiterbildungsinstitution für Medienschaffende. Ihr Ruf, eine der besten Filmschulen in Deutschland zu sein, basiert insbesondere auf der intensiven Betreuung der Studierenden, der hervorragenden Lehre und Projektarbeit und nicht zuletzt auf zahlreichen Auszeichnungen, zu denen auch der Student Academy Award zählt.

In Kooperation mit der TH Köln bietet die ifs Bachelorstudiengänge in den Bereichen Drehbuch, Regie, Kreativ Produzieren, Kamera, VFX & Animation, Editing Bild & Ton und Szenenbild sowie die internationalen Masterstudiengänge »Serial Storytelling«, »Digital Narratives« und »3D Animation for Film & Games« an. Weitere Masterstudiengänge sind zurzeit in Planung. Darüber hinaus gibt es ein umfangreiches Weiterbildungsangebot für professionelle Filmschaffende.

Die ifs ist Mitglied des internationalen Verbands der Filmhochschulen CILECT und unterhält zahlreiche Kooperationen mit internationalen Filmhochschulen und Universitäten.

- enjoy privileged networking opportunities, e.g. at international series festivals such as Series Mania.
- gain professional work experience as a participant of co-operations with German and international broadcasters and festivals (e.g. RTL, ZDF, Sky Germany, Film Festival Cologne).
- explore philosophical and ethical topics, focusing on the responsibility of creatives in this field, given the great impact of serial narratives on human society.
- expand their knowledge of serial storytelling in academic as well as artistic research projects.
- experience the diverse professional community of Cologne, a hub for TV production, software development, and hi-tech video-, web- and gaming companies.
- obtain a skill set that is directly applicable to a wide range of career paths involving classical and innovative approaches to story development.

Degree

Master of Arts (M.A.), 120 ECTS

The School

Established in 2000, ifs internationale filmschule köln is consistently ranked as one of the best film schools in Germany. This evaluation is based on its outstanding student support, excellent teaching and project work, and several film awards, including a Student Academy Award.

In cooperation with the TH Köln – University of Applied Sciences, the ifs offers Bachelor's degree programs in Screenwriting, Directing, Creative Producing, Cinematography, Editing Picture & Sound, VFX & Animation and Production Design, as well as international M.A. programs in Serial Storytelling, Digital Narratives and 3D Animation for Film & Games. Several new Master's programs are currently being developed. In addition, the school offers several further education programs for media professionals that provide training in a wide variety of disciplines.

The school is a member of CILECT, the International Association of Film and Television Schools, and maintains partnerships with a global network of film schools and universities.

Schedule (subject to change)

Application deadline (German track): March 11, 2019
Application deadline (International track): January 7, 2019

Interviews (German track): April 9, 2019
Interviews (International track): January 30-31, 2019

Start of program: September 18, 2019

Duration: 2 years (4 semesters)

Residency: 14 weeks in semesters 1-3,
6 weeks in semester 4

Admission every other year.

Start of program: winter semester.

Termine (Änderungen vorbehalten)

Verlängerter Bewerbungsschluss dt. Track: 11. März 2019

Bewerbungsschluss int. Track: 7. Januar 2019

Aufnahmeprüfungen dt. Track: 9. April 2019

Aufnahmeprüfungen int. Track: 30. - 31. Januar 2019

Studienbeginn: 18. September 2019

Dauer: 2 Jahre (4 Semester)

Präsenzzeit: 14 Wochen im 1.-3. Semester,
6 Wochen im 4. Semester

Die Zulassung erfolgt alle zwei Jahre zum Wintersemester.

Gebühren

Studiengebühren

EU-Bürger: 1.750,- € pro Semester

Nicht-EU-Bürger: 2.750,- € pro Semester

Weitere Gebühren

Einschreibgebühr: 400,- € (einmalig)

Beitrag ifs-Förderverein: 250,- € pro Semester

Semesterbeitrag TH Köln:
(inkl. Semesterticket): ca. 270,- € pro Semester

Der Förderverein der ifs vergibt Stipendien für Studierende dieses Studiengangs. Darüber hinaus besteht die Möglichkeit, zinslose Darlehen zu beantragen.

Weitere Informationen zu Förderungsmöglichkeiten für deutsche und internationale Studierende finden Sie unter:
www.filmschule.de/serialstorytelling

Teilnahmevoraussetzungen

Das Programm richtet sich an talentierte und passionierte Film- und Medienschaffende, die engagiert im Autorenteam arbeiten möchten, um das beste kreative Resultat zu erzielen.

Weitere Voraussetzungen für das Erlangen des Masterabschlusses sind ein Bachelor- oder ein vergleichbarer akademischer Abschluss mit Nachweis von mindestens 180 Leistungspunkten nach dem ECTS oder ein höherer Abschluss sowie mindestens ein Jahr fachbezogene berufliche Praxis nach dem BA-Abschluss. Darüber hinaus sind sehr gute Englischkenntnisse sowie fundierte Grundkenntnisse im Bereich Drehbuch und Dramaturgie erforderlich. Letztere können gegebenenfalls in einer »Summer School« der ifs vor Studienbeginn erworben werden. Einzelheiten entnehmen Sie bitte den Bewerbungsunterlagen.

In begründeten Ausnahmefällen kann das Programm als Weiterbildung durchlaufen werden.

Weitere Informationen / Bewerbungsunterlagen

Die Bewerbungsunterlagen und weitere Informationen zum Studiengang finden Sie unter:
www.filmschule.de/serialstorytelling



ifs internationale filmschule köln gmbh
Schanzenstr. 28 | 51063 Köln
screenwriting@filmschule.de
T +49 221 920188-261 | F +49 221 920188-99
www.filmschule.de

Fees

Tuition Fees

EU Citizen: 1,750 € per semester

Non-EU Citizen: 2,750 € per semester

Other Fees

One-time registration fee: 400 €

Contribution to the
»Friends of the ifs Society«: 250 € per semester

Semester fee TH Köln:
(incl. public transportation): approx. 270 € per semester

The »Friends of the ifs Society« offers scholarships for this program. Students may also apply for interest-free loans.

For further information on financial support for German and international students see:

www.filmschule.de/ma-serialstorytelling

Entry Requirements

To obtain a Master's degree, applicants must have an undergraduate degree (Bachelor's degree or an equivalent degree) with a minimum of 180 ECTS credits or a higher degree (e.g. a German »Magister« or »Diplom«) from an accredited university and have worked in the field of media production for at least one year. The ifs welcomes talented applicants who have received degrees in unrelated fields. In addition, applicants need to provide proof of adequate English language skills as well as basic training in screenwriting and dramaturgy. The latter may be acquired by enrolling in an ifs summer school before the start of the program. See application material for details. German language skills are only required for students in the German track.

In justified exceptional cases, applicants with exceptional artistic skills whose CVs lack one or more of these formal requirements may request to enroll in the program as advanced training participants.

Additional Information / Application Documents

For more information and application documents please see
www.filmschule.de/ma-serialstorytelling



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application details

Language Skills

Applicants need to provide proof of sufficient English language skills (B2 level of the Common European Framework of Reference for Languages, e.g. by a TOEFL score of 87 points (internet-based) or equivalent test results. Native English speakers are exempted from this requirement. German language skills are only required for students in the »German track«.

Screenwriting Skills

A solid understanding of the basics of screenwriting and dramaturgy in theory and practice is a prerequisite for this program. This is assessed in the application process. If an applicant's knowledge and skills in this field prove to be yet insufficient at the time of selection, the applicant may be required to enrol in the ifs' "Summer School Screenwriting" (or in a comparable course) before the start of the Master's Program (additional costs apply). In these cases, admission is pending until the missing proof has been provided.

Application Procedure

Applicants must send all material listed below (Part 1 AND Part 2) by **January 7, 2019**.

Part 1: Digital Application

Please submit via email to application@filmschule.de (format: PDF file, file size: 10 MB max.):

Forms

1. Application Form and Obligation Declaration (scan)
2. Tabular CV including work and training experience
3. A translated (German or English) and certified copy of your degree certificate (scan)
4. A translated (German or English) and certified copy of your examination certificate – alternatively translated (German or English) and certified copies of your transcript of records and your diploma supplement (scan)
5. Proof of very good English language skills (level B2 of the Common European Framework of Reference for Languages).

Assignments

Please include your name and identify the respective task in the header of each document!

1. Write a short statement on why you are interested in participating in the MA Serial Storytelling. (English language, max. 1 p.)
2. Write a short essay: Which qualities do you consider to be quintessential for a screenwriter when working in a team? How do you see yourself in a highly collabora-

tive environment when developing, plotting and writing with other creatives is key? What do you think are your personal strengths and weaknesses in a collaborative story development process? What do you bring to the table? What do you expect to receive from your writing partners? Do you have any previous experiences with the professional and emotional aspects of giving and receiving feedback – of »killing your darlings« and »killing the darlings of other writers«? (English language, max. 2 pp. altogether)

3. Indicate whether you are applying for the »international track« (where writing projects are submitted in English language aimed at an international market) or for the »German track« (where writing projects are submitted in German language aiming at German language markets).
4. Pick one of the series listed below. Create three brief scenes (2-3 pp. each) including two or more characters from this show and introduce an additional character that you have created yourself. One of these characters has a dilemma and must struggle to achieve a goal in the scene, against the resistance of one or more of the other characters. Show how each character strives to reach their individual goals, revealing something about their inner life and feelings through behavior and dialogue. In addition, describe the new character and his/her relations to the story-world and the ensemble of the series. (1 p.)

Please use your preferred language stated above (question 3) for this exercise.

Series:

- Bad Banks (Germany)
- 4 Blocks (Germany)
- Ku'damm 56 / 59 (Germany)
- Better Call Saul (USA)
- Transparent (USA)
- The Good Doctor (USA)
- Erased (Japan)
- Fauda (Israel)
- 3 Percent (Brazil)

5. Develop an idea for an original series. This short paper should include details on characters, main plot lines, character orchestration, format, genre, and audiences. Limit yourself to the first season. (2-3 pp.)

Please use your preferred language stated above (question 3) for this exercise.

6. Answer the following questions about the series you presented in question 5: Why is this story best told in the serial format? What is unique about your series? What are your reference points to existing series? When you think about national or international TV or internet streaming platforms, where do you think your series would best be situated and why? Why are you the ideal writer for this story? (max. 1 p.)

Please use your preferred language stated above (question 3) for this exercise.

Part 2: Paper Application

Please submit the following documents via regular mail to

ifs internationale filmschule köln
Janina Jansen / Office of Student Affairs
Schanzenstraße 28
51063 Cologne / Germany

1. Application Form and Obligation Declaration (fully completed and signed)
2. A translated (German or English) and certified copy of your degree certificate
3. A translated (German or English) and certified copy of your examination certificate – alternatively translated (German or English) and certified copies of your transcript of records and your diploma supplement

Please note: In case you are accepted to the program, you will be asked to hand in one more translated and certified copy each (2. + 3.) for the enrolment at the TH Köln – University of Applied Sciences.

Incomplete applications will not be considered!

Interviews

Shortlisted candidates will be asked to come to Cologne for an entry examination in the last week of January 2019. Upon request, the interviews may be conducted online (e.g. via Skype or Zoom).

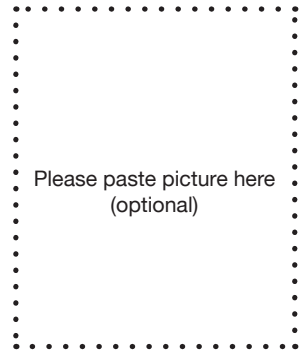
Dates (subject to change)

Application deadline:	January 7, 2019
Shortlist announced:	January 14, 2019
Interviews in Cologne:	Between January 28 and February 1, 2019
Start of program:	September 18, 2019

Contact

Carolin Große Hellmann
Head of Screenwriting
T +49 221 920188-261
screenwriting@filmschule.de

ifs internationale filmschule köln
Office of Student Affairs
Janina Jansen
Schanzenstrasse 28
51063 Cologne
Germany



Application Form

I hereby apply for admission to the following program:

MA Serial Storytelling (Fall 2019 – Summer 2021)

Personal Details (Please print clearly in CAPITAL LETTERS)

First Name

Last Name

Date of Birth (mm/dd/yyyy)

Place of Birth

Nationality

Street / No.

Postal Code / City

Country / State

E-mail

Phone No. / Mobile Phone No.

Highest Degree Achieved

Language Skills

I apply for the following track:

International German

I learned about the ifs internationale filmschule köln and the MA Serial Storytelling through:

I agree to receive information via email or post from the **ifs** internationale filmschule köln gmbh about future study and further education programs as well other activities of the **ifs** internationale filmschule köln gmbh. I also agree that the aforementioned personal data may be processed and used for such purposes also after the end of the study program/ further education program. I can revoke this consent at any time without any reason and without reprisal. The **ifs** internationale filmschule köln gmbh guarantees that it will safeguard data privacy without any restriction and that my personal data will not be transmitted to any third parties.

Place, Date

Name of Applicant

Signature of Applicant

Obligation Declaration of the Applicant

I hereby declare that in the case I am accepted for the 2-years Master's program »MA Serial Storytelling« starting winter semester 2019/2020, my participation in the program shall be subject to the »General Conditions for Study Programs and Further Education Programs at **ifs** internationale filmschule köln gmbh« included with this Obligation Declaration. I hereby undertake to pay the corresponding tuition fee. The tuition fee is payable for each semester and will be due before the beginning of a semester after receipt of an invoice by **ifs** internationale filmschule köln gmbh within fourteen days. In addition, a one-time registration fee of 400 euros will be charged before the beginning of the program. The registration fee will be due after receipt of an invoice by **ifs** internationale filmschule köln gmbh within fourteen days.

I hereby undertake to pay a cancellation processing fee of 125 euros should I decide not to participate in the Master's program »MA Serial Storytelling« after having signed the Training Contract for Students.

I am aware that this Obligation Declaration or my application or my participation in the entrance examination does not in any way entitle me to participate in the Master's program »MA Serial Storytelling«. A selection committee decides at its discretion. **ifs** internationale filmschule köln gmbh does not have to give reasons for a negative decision.

I confirm that I have read and understood the information and instructions regarding the application procedure and requirements. I confirm that I have also read and understood the above-mentioned conditions for participation and the »General Conditions for Study Programs and Further Education Programs at **ifs** internationale filmschule köln gmbh« included with this Obligation Declaration, and I fully accept them and agree to abide by them.

I further declare that I agree that my application documents and application material including data carriers will not be returned or deleted. The **ifs** internationale filmschule köln gmbh reserves the right to archive one copy of the application documents and personal data for its records.

Place, Date

Name of Applicant

Signature of Applicant

General Conditions for Study Programs and Further Education Programs at ifs internationale filmschule köln gmbh

1 Scope

The "ifs internationale filmschule köln gmbh" (hereinafter referred to as "ifs") provides young filmmakers with initial and further training for the film and television industry. For this purpose ifs offers workshops, study programs, and other further education programs (hereinafter referred to as "Program" or "Programs").

These "General Conditions for Study Programs and Further Education Programs at ifs internationale filmschule köln gmbh" (hereinafter referred to as "General Conditions") regulate the relation between ifs and the participants and students of the Programs (hereinafter referred to as "Participant/Student" or "Participants/Students"). The General Conditions shall apply in the version valid at the time of conclusion of the contract between ifs and the Participant/Student (hereinafter referred to as "Contract"). Any deviating provision shall only be deemed valid, if ifs has expressly agreed in writing. This also applies to any waiver of this written form requirement.

In cases of any inconsistency between the Contract and these General Conditions, the regulations stipulated in the Contract shall prevail.

2 General provisions

2.1 Contract Period/Contents

2.1.1 The duration of the contract shall be determined by the Contract between the Participant/Student and ifs.

2.1.2 ifs represented by its managing directors or representatives appointed by the managing directors, shall lay down program times, submission deadlines and other terms that shall be binding for the Participant/Student and shall notify the Participant/Student thereof in writing in a timely manner. The outline, structure and contents of the Programs shall be specified in the program description, which the Participant/Student shall receive at the start of the Program.

2.1.3 All stated contract times and deadlines by ifs shall be binding on the Participant/Student. The attendance of the Participant/Student is compulsory. In rare cases this duty of compulsory attendance includes classes on weekends (Saturday and Sunday) and public holidays. Any unjustified absence, even if only temporary, shall entitle ifs after admonishing the Participant/Student to declare extraordinary termination of the Contract.

2.1.4 In case of failure to comply with the defined submission deadlines and other contract times without excuse or in the event of other absence without excuse or approval ifs is entitled to extraordinary termination of the Contract. In the event of repeated non-compliance, ifs shall also be entitled to declare extraordinary termination of the Contract without warning and without notice period.

2.2 Inability to Attend

2.2.1 The Participant/Student must obtain the prior consent of ifs for any absence – even if only temporarily – and for the anticipated duration of the same. If the Participant/Student is absent due to illness, Participant/Student must notify ifs immediately on the day of absence. In case of longer absences due to illness, the Participant/Student must submit a medical certificate indicating the anticipated duration of the illness, no later than the end of the third calendar day after the period of absence has begun. Should the illness last longer than indicated in the medical certificate, further medical certificate must be submitted within three days of the date the Participant/Student was initially supposed to return. In all cases of absence the Participant/Student is responsible to catch up its omissions.

2.2.2 If a medical certificate has not been submitted within 14 days after the beginning of a Participant's/Student's absence, the absence will be considered unexcused.

2.3 Press and Public Relations Work, Naming, Data Protection, Confidentiality, Development of Topics

2.3.1 The ifs shall be entitled to distribute and make available to the public images/photos of the Participant/Student in its own publications and/or on web pages of the ifs (incl. ifs facebook web page), as long as no conflicting legitimate interests of the Participant/Student exist. The aforementioned applies to such images/photos, which have been taken during ifs events and/or during the Program and/or to images/photos which have been provided by the Participant/Student, and also after termination of the contractual relationship between ifs and the Participant/Student.

At the specific request of ifs, the Participant/Student shall be available to a reasonable extent for press conferences and other public relations appointments.

2.3.2 The Participant/Student and ifs mutually empower each other to quote the name of the other party even after termination of the Program for their own advertising purposes. There is no obligation in this respect. This naming empowerment may be cancelled without giving any reasons.

2.3.3 The ifs is only entitled to store, process or communicate to other Participants/Students of the Programs, lecturers, or staff of the ifs the personal data of the Participant/Student (e.g. name, address, telephone and fax numbers, e-mail address, date of birth, academic degree and area of study), as long there is a direct context with the participation of the Participant/Student in the Program.

2.3.4 During the duration of the Contract and also after expiry thereof the Participant/Student undertakes to observe strict confidentiality concerning any business and corporate secrets of the ifs that may become known to the Participant/Student.

2.3.5 For reasons of clarification, ifs emphasizes that topics developed by the Participants/Students in the course of the Programs, which are below the status of a work as per section 2 of the German Copyright Act are not protected by copyright. Therefore, ifs is not liable for other Participants/Students and/or other persons involved in the Program and/or third parties seizing and developing these topics. Thus, it cannot be excluded that it comes to doubling of topics.

2.4 Attendance Fee/Tuition Fee

The attendance fee/tuition fee is laid down in the Contract and must be paid after receipt of the invoice into the bank account specified in the invoice. The ifs is entitled to exclude a Participant/Student from the Program until complete payment of the attendance fee/tuition fee, or to terminate the Contract extraordinarily after expiry of the payment deadline, thereby enabling third parties to participate in the Program.

2.5 Cancellation of the Program

2.5.1 If the Program fails to take place completely or in parts, a proportionate refund of the attendance fee/tuition fee shall only be made by ifs, if ifs is responsible for the full or partial cancellation of the Program. The ifs shall only be liable for deliberate intent or gross negligence.

2.5.2 In the event of partial or predominant absence of a Participant/Student, in particular, if the Participant/Student is responsible for such absence, a refund of the attendance fee/tuition fee is excluded. The ifs may in individual cases decide otherwise at its own discretion, the Participant/Student has no claim to such exemption.

2.6 Production

All productions carried out with the support of ifs are to follow the production guidelines handed out to the Participants/Students at the beginning of the Program.

2.7 Contract Termination

2.7.1 Notwithstanding the extraordinary termination right, the Contract shall terminate upon completion of the Program without requiring further declaration.

2.7.2 Each party has the right to terminate the contractual relationship extraordinarily without notice for a compelling reason. In particular, in those cases when a Participant/Student is unable to complete the Program due to grave personal reasons, the Participant/Student has the right of extraordinary termination. The ifs has right of extraordinary termination, in particular, in cases of sections 2.1.3, 2.1.4 and 2.4 and with regard to Programs that are study programs in cases of section 3.5. The termination requires the written form.

2.7.3 All Programs that are workshops and further education programs are excluded from ordinary termination. For all Programs that are bachelor and master study programs section 3.5 applies.

2.8 Property/Liability

2.8.1 All teaching materials and other documents made available to the Participants/Students by ifs shall remain property of ifs. The Participants/Students shall take due care of the teaching materials etc. and shall return them immediately and to its full extent to ifs upon request or at the latest after termination of the Contract.

2.8.2 The ifs shall only be liable for damage and loss of objects owned by the Participant/Student or which have been in the possession of the Participant/Student, if ifs acted grossly negligent or deliberately.

3 Special Conditions for Study Programs

3.1 The provisions of this section apply exclusively to all Programs which are bachelor and master study programs at ifs (hereinafter referred to as "Study Program" or "Study Programs").

3.2 The Student must take intermediate exams during the Study Program and final exams at the end of the Study Program. Scope and process of these exams are laid down in detail in the ifs examination regulations. The Student must pass the intermediate exams to continue with the rest of the Study Program.

3.3 The tuition fee must be paid at the beginning of each semester of the Study Program after receipt of an invoice.

3.4 Records of attendance may be set out for courses of the Study Programs. They can be found in the current course directory. Determined times and deadlines are binding for Students.

3.5 Notwithstanding the right of extraordinary termination as per section 2.7.2 both parties are entitled to terminate the Contract at the end of each semester with a notice period of one month in advance. The termination must be in writing and must indicate the reasons for the termination. Thereby the parties have to orientate on section 51 of the Higher Education Act of North Rhine-Westphalia.

In addition to the examples for reasons of extraordinary termination listed in section 2.7.2, ifs is particularly entitled to declare extraordinary termination of the Contract after admonishing the Student, if the continuation of the Study Program is infeasible for ifs due to a repeated failure of the Student. In particular, the continuation of the Study Program is infeasible for ifs, if the current achievements of the Student do not allow an expectation of successful participation in the Study Program any longer as a result of a repeated breach of Student's duties arising from the Contract.

If a Student decides to terminate the Study Program before the end of the current semester, ifs decides at its own discretion about a proportionate refund of the tuition fee for the current semester.

4 Final Provisions

4.1 If any individual provisions of these General Conditions and/or of the Contract are or become null or invalid or contain errors of form or omissions, the validity of the remainder of these General Conditions and of the Contract shall not be affected thereof.

4.2 The contractual relations between the parties shall be governed by German law. Insofar as legally permissible, the parties hereby agree that Cologne shall be the exclusive place of performance and jurisdiction for all disputes arising from these general conditions and/or the Contract.