

## ZGS-MASTER ADMITTANCE REGULATIONS – MASTER

of all study programs awarding the degree of *MASTER OF ARTS* (M. A.) resp. *MASTER OF SCIENCE* (M. Sc.) by

**MU – MEDIA UNIVERSITY OF APPLIED SCIENCES**

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## Preamble

Based on the *Berlin Higher Education Act* ('Berliner Hochschulgesetz', abbr. 'BerlHG') in its version from July 26, 2011 (GVBl. 378 ff.), last amended by Article 1 of the law of September 14, 2021 (GVBl. p. 1039), and based on its own '*Constitutional Statutes*' ('Grundordnung', abbr. 'GO'), *MU – Media University of Applied Sciences* enacts the following *Admittance Regulations – Master* ('Zugangssatzung – Master', abbr. 'ZgS-Master') for study programs which award the degree of a *Master of Arts* (M. A.) resp. *Master of Science* (M. Sc.).

## § 1 Admittance Requirements

- 1) Admittance to a Master’s study program at HMKW presupposes a university entrance certificate which is valid for the German federal state of Berlin. That means, a proof is demanded that an entrance certificate either for universities of applied sciences ('Fachhochschulreife') or for all universities ('Allgemeine Hochschulreife') was acquired. In case of Non-German university entrance certificates, a confirmation of its equivalence to the German certificate must be submitted which is issued by a state-owned or state-approved agency. An undergraduate degree awarded by a university of applied sciences is equivalent to a general German university entrance certificate ('Allgemeine Hochschulreife', in accordance with § 10 sect. 3 BerlHG). All certificates and equivalence proofs have to be submitted either as authorized copies or by presenting the original documents at the administrative office of HMKW, to register the copies as internally authorized.
- 2) According to § 2 sect. 3 and 4 RStPO-Master ('*Basic Study and Examination Regulations – Master*', in German: '*Rahmenstudien- und -prüfungsordnung – Master*'), the Master’s study programs at HMKW are applied oriented and consecutive or non-consecutive.
  - In accordance with § 10 sect. 5 BerlHG, admittance to a *consecutive* Master’s program presupposes a university (in general or of applied sciences) degree of an employability-oriented study program of certain program-specific fields of disciplines. Hence, prerequisite of a Master’s study program at HMKW is not a respective degree of only one specific undergraduate study program, but of one of a specific group of undergraduate study programs which are similar in their subjects and goals. The special *Study and Examination Regulations* of each Master’s study program at HMKW determines, which specific group of undergraduate study programs is presupposed for it.
  - Also in accordance with § 10 sect. 5 BerlHG, admittance to a *non-consecutive* Master’s program in general presupposes an academic degree (awarded by a university or a university of applied sciences) and relevant professional experience of at least one year. Further details are given in the respective specific *Study and Examination Regulations* of the Master’s program.

Depending on the number of ECTS credit points that are acquired in the respective Master’s program, the undergraduate degree that was completed before starting the Master’s program must have awarded ECTS credit points to an extent that is defined in the table in § 5 sect. 3 RStPO-Master.

- 3) It is also possible to be admitted to a master’s degree program at HMKW without having previously completed an undergraduate degree if the applicant
  - has acquired a professional qualification according to § 11 BerlHG is (see § 1 chap. 2 ZgS-Bachelor),
  - submits proof of at least five years of practical experience in a profession similar to the desired course of study and
  - completes a course-specific aptitude test of the respective department successfully.
- 4) If a necessary undergraduate degree is not yet awarded, because some examinations are still pending, the respective candidate can nevertheless take part in the selection process for admittance to a consecutive Master’s program under the condition that the successful completion of the still pending examinations are to be expected before the end of the first semester of the Master’s program in question. In this case, the average grade of the undergraduate studies will be calculated for the selection process based on the already completed undergraduate modules. If the admittance procedure is successful, the candidate can be enrolled into the intended Master’s program under the condition, that a proof of successful completion of the undergraduate study program will be submitted before the first semester of the Master’s study program ends. If this provision will not be fulfilled, the conditional enrollment will be rendered invalid.

If the maximum period for completing the Bachelor’s Thesis (for students of an undergraduate study program of HMKW: in accordance with § 20 sect. 3 of its RStPO-BA) will be exceeded or the Bachelor’s Examination or another mandatory examination of the undergraduate study program will be evaluated finally with grade ‘failed’, the conditionally matriculated Master’s student no longer fulfills the prerequisites for enrollment into the Master’s program and has to abort his/her studies. In this case, the student has to be exmatriculated at the latest at the end of the first semester of the Master’s study programs.
- 5) In cases, in which the data base ‘anabin’ of the ZaB (*‘Zentralstelle für ausländisches Bildungswesen’*) cannot render a doubt-free information about the validity of a foreign university entrance certificate as equivalent to a German entrance certificate, foreign applicants for the Master’s study program have to clear the validity of their certificates with the *‘Zeugnisanerkennungsstelle’* of the *‘Berliner Senat’* (*‘Certificate Recognition Office of the Federal Senate Administration’*) or with the *‘Arbeits- und Servicestelle’* of *UniAssist e.V.* (a contract partner of HMKW).
- 6) All relevant documents have to be submitted as authorized copies or by presenting the respective original documents. If relevant documents are written in any other language than German or English, authorized translations have to be submitted additionally.
- 7) Non-native speakers of German have to submit an authorized proof of their proficiency of German, usually on a B2 competence level according to the *European Reference Framework* (CEFR, confirmed by TOEFL, IELTS, Cambridge CAE/CPE or similar certificates). Study programs which demand German language skills on a higher level (e. g. in journalism and corporate communication related fields) can define these special language requirements in their specific *Study and Examination Regulations*.
- 8) If study programs include modules with English as instruction language, the analogous demands apply for applicants who are non-native speakers of English, with CEFR B2 as the relevant competence level of English. Study programs which demand English language skills on a higher level (e. g. in journalism and corporate communication related fields) can define these special language requirements in their specific *Study and Examination Regulations*.

## § 2 Admittance examination

- 1) The application for admittance to a Master’s study program has to be submitted in written form, including the complete title of the program and, if applicable, the study mode (full- or part-time). The *Examination Board* of

HMKW decides for each applicant individually, if the conditions of starting the admittance examinations are fulfilled.

- 2) The entrance exams for Master’s degree programs must include a selection process that examines the particular suitability for successful further studies with regard to the methodological and technical requirements of the respective subject field. These are basically individual case decisions that do justice to the specific requirements and potential of the applicant. Applicants for Master’s courses can have major cultural and educational differences depending on the content of their previous studies, the type of university they attended or their country of origin. It is therefore the most important concern of the admissions examination for Master’s programs to compare and assess the subject-specific suitability of the applicants beyond the formal admission requirements defined in §1
- 3) The focus of the entrance exams is on the one hand on the language, but on the other hand particularly on the course-specific, technical and/or creative knowledge and skills of the applicants. In addition, the study motivation is also asked and is included in the overall assessment of the suitability of an applicant for a master’s degree at HMKW. Therefore, the following subject-specific examination components apply to the admission examination:
  - Test with questions on subject-specific content at Bachelor’s level, including knowledge tasks, cognitive transfer tasks, practical application questions, the ability to present complex issues in an appropriate language
  - Discussion about study motivation
- 4) All components of the entrance examination mentioned above must be assessed by the head of the department concerned. The head of department can delegate this task to another professor in the department. After reviewing the results of the entrance examination, the assessing professor makes a recommendation regarding admission, admission subject to conditions, or non-admission of the applicant.
- 5) The entrance exams usually consist of written and oral parts. The subject-specific descriptions of the selection procedure regulate further details. Both the oral and the written, and possibly also the practical parts of the examination must be graded. Every applicant receives a qualified feedback on the exam result which was achieved. If an admissions test is assessed as ‘failed’, this feedback will contain a notification of rejection including information on legal remedies.
- 6) The relevant examination board is responsible for ensuring that the admissions procedure is carried out properly, and it decides on admission to the respective course based on the results of the admissions examination and the recommendation of the head of department.
- 7) Passing the entrance exam is a necessary prerequisite for studying in the respective Master’s program at HMKW or for taking individual modules which can be recognized after a later start of the respective Master’s program.
- 8) In all admission stages, compliance with basic equality and equal opportunities must be ensured. If there are disadvantages for applicants in the admissions process due to physical impairments or social inequalities, these must be compensated for.

### § 3 [Placement test – not applicable]

### § 4 Enrollment

- 1) Before starting their studies, applicants who have successfully completed the admittance procedure and who fulfill all prerequisites for admission have to be enrolled into the respective Master’s program.
- 2) Enrolled students are members of HMKW. Through their enrollment, they recognize all rules and regulations of HMKW, particularly its *Basic Study and Examination Regulations* and the respective specific *Study and Examination Regulations*. They are obliged to submit all data which are needed for organizational purposes,

including for the official university statistics, on time and truthfully, and they have to indicate possible changes of their name, contact data etc. without any delay.

- 3) The enrollment must be denied, if
  - the applicant finally failed a module examination which is indispensable for continuing the respective study program at another university, or if she/he definitely lost the right to examination in such a module,
  - the necessary language proficiency, which is needed to successfully pass the modules of the study program, could not be proved,
  - forgery of documents or other fraudulent acts of the applicant were detected during the application process.
- 4) The enrollment can be withdrawn at any time during the studies, if reasons become known retrospectively, which would have rendered a matriculation impossible in the first place. Examples are forgeries of documents, non-disclosure of simultaneous enrollments at other universities, or other violations of requirements of admittance to the respective study program.
- 5) There is no obligation to re-enroll, i. e. to confirm the continuation of one’s respective study program at the end of a semester. If a student does not file an application for a semester on leave (§ 7) or exmatriculation (§ 6) until six weeks before the next semester starts, she/he is automatically re-enrolled.

## § 5 Guest auditor / student

- 1) Classes of HMKW can be attended without being officially enrolled into one of its study programs, i. e. without being a member of HMKW. To this avail, an application must be submitted to the student’s administration to be accepted
  - a) as guest *auditor* without being eligible to pass examinations and to acquire ECTS credit points or
  - b) as guest *student* who is eligible to pass examinations and to acquire ECTS credit pointsThe administration office passes this application on to the *Examination Board*.
- 2) It is possible to be registered as guest *auditor* of a study program at HMKW, without being eligible to pass examinations and to acquire ECTS credit points, even if the formal conditions of admittance to the respective study program according to its *Admittance Regulations* and *Study/Examination Regulations* are not met, i. e. even without owning a university entrance certificate and without being professionally qualified according to § 11 BerlHG. The status as guest auditor can be acquired, notably, even if being enrolled simultaneously at another university.
- 3) To be accepted as guest *student* of HMKW with the right to pass examinations and to acquire ECTS credit points presupposes, on the other hand, that all formal conditions of admittance to the respective study program according to its *Admittance Regulations* and *Study/Examination Regulations* are met. This status, too, does not exclude being enrolled simultaneously at another university.
- 4) Students who pursue a double degree at HMKW and another university have to declare, in accordance with § 14 sect. 5 BerlHG, of which university they want to be a member. To be officially enrolled at and thus to be a registered member of another university implies being eligible only for rights as guest student of HMKW, not as officially registered student.
- 5) Certificate courses of HMKW can be attended without being officially enrolled as student of HMKW.

## § 6 Exmatriculation

- 1) In accordance with § 15 BerlHG, a student has to be exmatriculated at the latest two months after passing his/her Master’s Colloquium, as the official completion of the study program, successfully, and not later than at the end of the semester, in which the Colloquium was passed (hence, the period of two months of continued enrollment is shortened by a semester ending). With the exmatriculation, the membership of the student at HMKW terminates, too.

- 2) The following reasons necessitate an exmatriculation ‘ex officio’, without having completed the Master’s study program at HMKW successfully:
  - a) if a module examination or the Master’s examination finally failed and therefore, in accordance with the examination regulations, no further possibility to complete the study program successfully exists, or
  - b) if severe infringements of university regulations have been detected, which make a continued membership of the student at HMKW intolerable (e. g. continuing violations against the principle of antidiscrimination or repeated attempts to deceive in examinations).Even with an exmatriculation ex officio, the two-month period described in paragraph 1 of this paragraph applies to the perpetuation of the enrollment, which is curtailed by the end of the respective semester.
- 3) The *Examination Board* has to decide upon exmatriculations according to sect. 2 of this paragraph. In case of applying sect. 2 b of this paragraph (compliance deviations), the respective student must be informed immediately in written form, including information about the remedies available. Within two weeks after receipt of this information, the respective student can deliver her/his statement against the justification of the exmatriculation. The *Examination Board* has to consult on the affair, taking the student’s statement into account, and to inform the student about its final decision within a period of two further weeks, including an information about the remedies available.
- 4) If a student wants to abort a study program before completing it successfully or continue it at another university, she/he can file an application for an exmatriculation. This application has to be submitted to the *Examination Board* within the notice period agreed upon in the study contract. There is no need to justify the wish to being exmatriculated.
- 5) No matter whether before or after successfully completing a study program, the respective student receives a written confirmation of his/her exmatriculation. This confirmation contains
  - the exact title of the study program, in which the student was enrolled,
  - the time period in which the student was enrolled (first to last study semester plus semesters of leave, if applicable), and
  - the exact date of the exmatriculation.
- 6) In case of an expulsion from the university (exmatriculation ‘ex officio’), the following applies with regard to its confirmation:
  - If sect. 2a) of this paragraph applies, the confirmation of exmatriculation indicates the fact, that its reason is the final failing of an examination.
  - If sect. 2b) of this paragraph applies, the confirmation of exmatriculation does *not* indicate the fact of an expulsion, and it does *not* give any other justification for the exmatriculation.
  - In each case, the confirmation provides an attachment which lists all examination results which were achieved until the date of the exmatriculation, including the titles of the completed modules, their respective weekly hours per term, and the amount of acquired ECTS credit points according to the respective study regulations.
- 7) Before or after successfully completing a study program, the official exmatriculation presupposes that the respective student has to surrender her/his student card and a clearance confirmation of borrowed books and equipment as well as of possibly outstanding tuition fees. These deliverances are a mandatory condition to receive an official confirmation of exmatriculation (sect. 5 of this paragraph).

## § 7 Semesters on leave

- 1) Applications for semesters on leave due to important reasons are possible for a maximum of two semesters. Usually, semesters on leave can be granted only for complete semesters, not for parts of semesters. In exceptionally justified cases (e. g. long-term illnesses or need for care of relatives or dependents), applications for more than two semesters on leave are possible. The *Examination Board* has to decide upon these applications.

- 2) If a Master’s student wants to apply for a semester on leave, her/his application must be delivered to the administrative office of HMKW not later than six weeks before the respective semester starts. Applications which are delivered later must be dismissed. As a rule, semesters on leave cannot be granted retrospectively – exemptions are possible, though, in exceptionally justified cases.
- 3) Reasons for granting a semester on leave are:
  - guest studies abroad
  - official duty services
  - medical reasons, related to the student or his/her relatives/dependentsOther reasons do not entitle to being granted a semester on leave. The *Examination Board* has to decide upon the acceptance or rejection of the application for a semester on leave in a case-by-case assessment.
- 4) Maternal protection and parental leave are exempted from the aforementioned regulations. Instead, for these cases the ‘*Maternity Protection Act*’ (‘*Gesetz zum Schutz der erwerbstätigen Mutter – MuSchG*’) resp. the ‘*Legislation on Parental Allowance and Parental Leave*’ (‘*Bundeselternge- und Elternzeitgesetz – BEEG*’) apply.
- 5) Semesters on leave, in which *no* ECTS Credit Points are acquired, do count as university semesters, but not as study semesters and therefore are not taken into account in regard to the standard study period. If, though, ECTS Credit Points are acquired within a semester on leave, this semester does count not only as a university, but also as a study semester, regardless of the number of Credit Points which are acquired (i. e. starting from the first one), and it is taken into account in regard to the standard study period.
- 6) In semesters on leave, the respective students are not permitted to studies and examinations at HMKW (with the exception of re-examinations). Applicable administration fees in semesters on leave are regulated in the current fee schedule.

## § 8 Change of location, study program, full-/part-time mode

- 1) A temporary or permanent change of location, without interrupting the study program at HMKW, i. e. continuing one’s study program at another branch of HMKW, is possible at each start of a new semester, and it does not require an explicit justification. Such a change does not imply the need for exmatriculation at the old and re-enrollment at the new location. The student remains her/his status as a registered member of HMKW without interruption, and the respective matriculation number stays unaltered.
- 2) A change of a Master’s study programs at HMKW is possible, but requires an application. The student has to apply to the *Examination Board* for a recognition of the so far successfully acquired ECTS Credit Points. The *Examination Board* has to decide upon the recognition or non-recognition of the credit points. If the *Examination Board* grants a change of a study program, no need for an exmatriculation at the old and re-enrollment at the new location arises. The student remains her/his status as a registered member of HMKW without interruption, and the respective matriculation number stays unaltered.
- 3) All Master’s study programs at HMKW are offered as full-time studies and can be offered as part-time studies as well. The standard study time of part-time programs is longer, dependent on the amount of reduced modules per term. Neither for the full-time nor for the part-time form a maximum amount of semesters is defined in which an enrollment is permitted.

## § 9 Inception

- 1) This version of the Admittance Regulation for Master’s study programs at HMKW replaces its last version from October 01<sup>st</sup>, 2020.
- 2) This document will be published at HMKW and comes into effect on October 01<sup>st</sup>, 2022.