



Hochschule für Medien
Kommunikation und Wirtschaft
University of Applied Sciences

H M K W

ZGS-AI ADMISSION REGULATIONS – M. A. ARTIFICIAL INTELLIGENCE AND SOCIETIES

Admission regulations for the non-consecutive study program

M. A. Artificial Intelligence and Societies

of

**HMKW HOCHSCHULE FÜR MEDIEN, KOMMUNIKATI-
ON UND WIRTSCHAFT**

which awards the degree of a *Master of Arts* (M. A.)

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Preamble

Based on the *Berliner Hochschulgesetz* (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 the general *Admission Rules* of HMKW Hochschule für Medien, Kommunikation und Wirtschaft for study programs which award the degree of a *Master of Arts* (ZgS-MA), HMKW issues the following special *Admission Rules* for the Master's program *Artificial Intelligence and Societies* (ZgS-AI).

§ 1 Area of application

- 1) The present regulations govern the admission procedures to the non-consecutive study program *Artificial Intelligence and Societies*, which awards the academic degree of a 'Master of Arts' (M. A.).
- 2) Insofar as these program-specific regulations do not cover certain admission aspects, the respective regulations of the general *Basic Study and Examination Regulations* (RStPO-Master) and the general *Admission Rules* (ZgS-Master) for Master's programs of HMKW come into effect.

§ 2 Application deadlines and placement

- 1) Applicants must submit a written application for admission to the *General Examination Board* of HMKW, Berlin. Applicants must submit proof of their first degree as a professional qualification in certified form and other documents following section 3, paragraph 1 with their application. Academic records from outside Germany must be translated into German or English. Authentication of the documents by a German diplomatic representative abroad may be required. Applications for admission are not accepted by fax, email, or other electronic media alone.
- 2) The annual application deadline is August 30th.
- 3) For each application deadline, the number of places available on the Master's program *Artificial Intelligence and Societies* will be determined in advance by the Executive Board of HMKW, Berlin.
- 4) If there are fewer applicants than places, places will be allocated to applicants who demonstrate that they have a first university degree as a professional qualification and subsequent qualified professional experi-

ence of at least one year. If there are more applicants than places, a selection procedure will take place following sections 3 to 5.

§ 3 Admission requirements

- 1) Applicants to the Master's program must submit the following documents in order to be admitted to the selection process:
 - a) A bachelor's degree or an equivalent first degree as a professional qualification in a program that prepares the applicant specifically to achieve the study aims of the Master's program *in Artificial Intelligence and Societies*, proven by the certificate of graduation and a transcript of records. The result of the examination taken has a decisive influence on the selection decision
 - b) Proof of English-competencies at least on CEFR level C2
 - c) A short statement of intent in English of approx. 500 words, giving reasons for applying for the Master's program or a portfolio.
 - d) Qualified professional experience after completing a first university degree as a professional qualification in a field related to the Master's program, generally lasting not less than one year (presented in tabular form).
- 2) The admissions staff may permit suitable applicants to submit missing certificates to a deadline or request additional information from applicants in case of doubt.

§ 4 Selection procedure

- 1) A selection committee consisting of at least two persons is appointed to carry out the selection procedure. They are appointed for one selection procedure respectively by the General Examination Board of HMKW. Each member of the selection committee must be authorized to conduct examinations according to § 8 chap. 2 RStPO-Master of HMKW. Substitution of these two appointed staff members by non-authorized persons is not permitted. The selection committee recommends suitable applicants for admission to the General Examination Board of HMKW, taking into account their suitability and motivation.
- 2) The selection is made based on
 - a) the degree of qualification, which is measured by the result of the examination of the previous course of study (§ 15 chap. 2 sentence 1 no. 1 BerlHZG), as well as
 - b) additional qualifications acquired outside of a university degree program (§ 15 chap. 2 Sentence 1, No. 5 BerlHZG).
- 3) In the selection procedure, selection points are awarded for the criteria according to para. 3 no. a) to no. b). The maximum number of points that can be achieved is 80.
 - a) For the selection criterion according to § 2 No. a), up to 60 selection points are awarded according to the average grade achieved in the certificate of the previous degree.
 - b) For the selection criterion according to § 2 No. b), up to 20 selection points shall be awarded. The qualifications acquired outside the university must be relevant to the course of study and must be able to provide information about the special suitability for the Master's course of study.
- 4) Furthermore, the selection committee can invite applicants to an interview. Such interviews are not public and take about 15 to 20 minutes.

§ 5 Admissions decision

- 1) The decision on the selection of applicants is made by the *General Examination Board* ('Allgemeiner Prüfungsausschuss') of HMKW after completion of the selection procedure based on the findings of the selection procedure and the rankings determined thereby.
 - a) Accepted applicants will receive a notification with a deadline for the written acceptance of the place and enrolment. If the applicant misses the deadline, the study place will be allocated to another applicant.
 - b) Rejected applicants receive notification of their rejection, giving reasons for the denial.
- 2) A precondition for enrolment is confirmation that the fee, as stated in section 2, paragraph 1 of the fee regulations for the Master's program, has been paid in full for at least one semester.
- 3) The documents submitted for the selection procedure will be stored until the decision is final and non-appealable. They will be kept in case of legal proceedings until a legally binding decision has been made.
- 4) Applicants who fulfill all admission requirements according to § 3 chap. 1 and who have submitted the Transcript of Records but have not yet provided the other required evidence in full, may be admitted conditionally and be enrolled limited to the first semester. If the missing evidence for the fulfillment of all requirements of § 3 chap. 1 is provided by the end of the first semester, the time limit expires and the conditional enrollment changes into a regular, unlimited enrollment. If the missing evidence is not provided in due time, the admission expires.

§ 6 Coming into effect

This document will be published at HMKW and takes effect on October 01st, 2023.