



Hochschule für Medien
Kommunikation und Wirtschaft
University of Applied Sciences

H M K W

ZGS-BACHELOR ADMITTANCE REGULATIONS – BACHELOR

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

**HMKW HOCHSCHULE FÜR MEDIEN,
KOMMUNIKATION UND WIRTSCHAFT**

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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.), and based on its own '*Constitutional Statutes*' ('Grundordnung', abbr. 'GO'), *HMKW Hochschule für Medien, Kommunikation und Wirtschaft* enacts the following *Admittance Regulations – Bachelor* ('Zugangssatzung – Bachelor', abbr. 'ZgS-Bachelor') for study programs which award the degree of a *Bachelor of Arts* (B. A.) resp. *Bachelor of Science* (B. Sc.).

§ 1 Admittance Requirements

- 1) Admittance to a Bachelor’s study program at HMKW presupposes proof of having acquired a university entrance qualification valid for the State of Berlin. Evidence must therefore be provided of the acquisition of the advanced technical college entrance qualification, the general higher education entrance qualification or a previous education recognized by the relevant state authority which is at least equivalent to the technical college entrance qualification. A university degree qualifying for a profession is regarded as a university entrance qualification equivalent to the general university entrance qualification (Section 10 (3) BerlHG). The evidence must be provided in the form of certified copies or by submitting the respective original document..
- 2) "Professionally qualified" applicants in accordance with § 11 Paragraph 1 and 2 BerlHG can also be admitted to all all undergraduate programs at HMKW. In this case, verifiable references must be provided for vocational training and further education qualifications and proof of practical work experience.
- 3) In addition, anyone who can provide evidence of professional training abroad that corresponds to a professional qualification in accordance with Section 11 of the BerlHG ('Berliner Hochschulgesetz', Berlin Higher Education Act) can also be admitted to a Bachelor's degree program at HMKW. Applicants are obliged to provide relevant evidence of this.
- 4) In cases in which the "anabin" database of the ZaB (Central Office for Foreign Education) does not provide any unequivocal information about the existence of a school-leaving qualification that is recognized as equivalent to a German university entrance qualification, foreign applicants are referred to the Certificate Recognition Office of the Berlin Senate or to the service center UniAssist eV (as a contractual partner of HMKW).
- 5) Whether paragraphs 2 to 4 (admission without university entrance qualification) of this paragraph apply to foreign applicants, is decided by the relevant HMKW examination board at its due discretion. The evidence must be provided in the form of certified copies or by submitting the respective original document. Approval-relevant documents that are neither German nor English must also be provided in an authorized translation.

- 6) Applicants who have learned German as a foreign language must provide authorized proof of their knowledge of German, which is usually at least the B2 competence level according to the European Framework of Reference (CEFR, verifiable by TestDaF level 3 and comparable certificates). Courses in which language skills play a special role (e.g. in the specialist field of journalism and corporate communication) may have higher requirements in their special study and examination regulations.
- 7) If courses with English-language modules are offered, the same requirement applies to applicants who have learned English as a foreign language, with regard to CEFR B2 as the English language proficiency level which must have been reached. Here, too, courses in which language skills play a special role may have higher requirements in their special study and examination regulations.

§ 2 Admittance examination

- 1) The application for admittance to a Bachelor’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 aim of the admission test is, to assess, in addition to the formal eligibility regulated in § 1 of these regulations, also the knowledge required for the respective degree program, the necessary intellectual and social skills, the German and foreign language skills, the creative potential and the study motivation of an applicant. The overall assessment of the results of the entrance examination corresponds to the best possible prognosis for successful completion of the degree. If the results of the admission test reveal significant deficits in one or more of the areas mentioned above, the applicant can be denied access to the course at HMKW. The written as well as the verbal examination parts have to be graded. Each applicant receives a qualified feedback about her/his examination results. In case of failing the admittance examination, this feedback includes a ‘notice of rejection’ and information about the remedies available.
- 3) The entrance examination usually consists of written, oral and, if necessary, practical parts. Both general, cross-program and program-specific examination components are used. In the cross-course parts, general intellectual abilities such as language comprehension and linguistic expression, abstraction abilities, mathematical abilities or the breadth of general knowledge are tested by way of example. In addition, the ability to work in a team and social skills are tested. In the course-specific examination parts, questions are asked about subject-specific prior knowledge on an age-appropriate level. In addition, in a broader sense, this area also includes exploration of the specific motivation to study.
- 4) In the field of general educational knowledge, the following examination components are apply in the admission process of all Bachelor’s programs at HMKW:
 - Test for general educational knowledge about current social discussions
 - Test of basic math skills
 - Assessment of oral language comprehension and language skills of oral expression in the German language as well as appropriate foreign language skills of the English language (only applies to German-language courses)
 - Test of oral language comprehension and language skills of oral expression in the English language (only applies to English-language courses)
 - Group tasks to assess social skills, teamwork and assertiveness
- 5) The following examination components are used in the field of program-specific knowledge and skills:
 - Text analysis and creation of a synopsis to assess the ability to capture and process complex cognitive requirements, logical thinking and competencies in spelling and grammar (does not apply to design programs)
 - Test for specific knowledge of the respective subject on a school resp. popular science level
 - Discussion on the motivation to study

- 6) The oral as well as the written and, if applicable, the practical parts of the examination must be assessed with a grade. Every applicant receives a qualified feedback on the exam results they have achieved. Those applicants who fail the admission test receive a rejection notice including information on legal remedies.
- 7) The respective examination board is responsible for ensuring that the admission procedure is carried out properly, and it decides on admission to the program based on the results of the admission test.
- 8) To pass its admission test is a necessary prerequisite for studying in the respective program at HMKW or for taking individual modules which can be recognized after a later start for the respective Bachelor’s course.
- 9) In all admission stages, attention must be paid to compliance with fundamental equality and equal opportunities. If applicants are disadvantaged in the admission procedure due to physical impairments or socially determined inequalities, these disadvantages must be compensated.

§ 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 Bachelor’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 formal admission requirements according to § 1 of these admission statutes are not met,
 - the admission test according to § 2 of these admission statutes was not passed,
 - the applicant has finally failed an examination that is required for the continuation of the program the applicant would like to take up or of a comparable, equivalent study course at another university, or if the right of admission to the examination of this program has been ultimately denied due to other reasons,
 - falsified documents or other attempts at deception were discovered 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 – in particular a university entrance certificate or a professional qualification according to § 11 BerlHG must have been acquired. 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 Bachelor’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 Bachelor’s study program at HMKW successfully:
 - a) if a module examination or the Bachelor’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 the maximum duration of study according to § 4 Paragraph 4 RStPO-Bachelor is exceeded in a Bachelor’s degree program and the examination board has not made an exception as an individual decision or
 - c) 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 Bachelor’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/dependents
- Other 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*’ (‘*Bundeselterngeld- 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 Bachelor'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 non-dual Bachelor'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. Regarding the maximum length of stay for Bachelor's programs at HMKW: see Section 4, Paragraph 4 of the RStPO-Bachelor.

§ 9 Inception

- 1) This version of the Admittance Regulation for Bachelor's study programs at HMKW replaces its last version from May 10th, 2019.
- 2) This document will be published at HMKW and comes into effect on April 01st, 2021.