



Hochschule für Medien  
Kommunikation und Wirtschaft  
University of Applied Sciences

**H M K W**

## 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

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

*Last update:* **2020-04-02** (version: 2021-08-10)

## Table of Content

|  |   |
|--|---|
| § 1 Admittance Requirements.....                                 | 2 |
| § 2 Admittance examination.....                                  | 3 |
| § 3 [Placement test – not applicable].....                       | 4 |
| § 4 Enrollment.....  | 4 |
| § 5 Guest auditor / student.....                                 | 5 |
| § 6 Exmatriculation.....   | 5 |
| § 7 Semesters on leave .....                                     | 6 |
| § 8 Change of location, study program, full-/part-time mode..... | 7 |
| § 9 Inception.....   | 7 |

## 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 – 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. In each case a mandatory requirement is, though, that the undergraduate Bachelor, Diploma, Magister or State Examination degree was awarded based on study achievements which amount to at least 180 ECTS Credit Points (or equivalent measures).
  - Also in accordance with § 10 sect. 5 BerlHG, admittance to a *non-consecutive* Master’s program presupposes a university (in general or of applied sciences) degree 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.

- 3) 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 Master’s program in question starts. In this case, if the average grade of the undergraduate studies is relevant for the selection process, it will be calculated 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.

To be concrete, a conditional enrollment into a consecutive Master’s study program of Bachelor’s students is possible under the following two provisions:

- a) The student has achieved all ECTS credit points of all mandatory and mandatory optional modules of the Bachelor’s program in question, minus the credit points which are awarded for the Bachelor’s Examination, and
- b) his/her application for admittance to the Bachelor’s examination was approved by the competent *Examination Board*.

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 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 exmatriolated at the latest at the end of the first semester of the Master’s study programs.

- 4) 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).
- 5) 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.
- 6) 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*.
- 7) 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) In general, the admittance examinations for Master’s study programs include a selection procedure, which tests the suitability of the candidate for the program with regard to its specific methodical and subject specific

requirements. These are case-by-case decisions, which have to take into account the individual conditions and potentials of each applicant. The selective examinations comprise usually written and oral parts. Further details are provided in the program specific descriptions of the selection procedure. Due to the special intercultural profile of HMKW, each admittance examination should include a test of the English competences of the applicant.

- 3) 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.
- 4) The *Examination Board* of HMKW is responsible for the proper implementation of the admittance procedure, and it decides upon the applicant’s admittance or non-admittance to the study program. To pass the admittance examination is an essential precondition for an enrollment into a Master’s study program at HMKW or for completing any modules whose ECTS credit points should be recognized, after enrollment, for the respective Master’s study program.
- 5) In all stages of the application process, compliance with the principles of equality of opportunities and equal rights has to be ensured. Possible disadvantages of applicants in the admittance procedure due to physical impairments or socially caused inequalities have to 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 – 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 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/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*’ (‘*Bundeselternzeitgesetz – 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 September 18<sup>th</sup>, 2019.
- 2) This document will be published at HMKW and comes into effect on October 01<sup>st</sup>, 2020.