

Special Provisions for Admission
for the Master's Degree Program

International Media Cultural Work

Master of Arts

Media Department

Hochschule Darmstadt – University of Applied Sciences

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These Special Provisions for Admission are translated from the German original to English in order to make them accessible to readers who are not German native speakers. It was done according to the best of the translator's knowledge and accurately reflects the intent of the original document. However, only the original German version is legally binding.

- § 1 Applicability

These Special Provisions for Admission (BBZM) regulate the admissions process for the International Media Cultural Work master's program, based on the General Provisions for Admission to Master's Programs (ABZM) at Darmstadt University of Applied Sciences in the applicable version, as well as the Special Provisions for Examination Regulations (BBPO).

- § 2 Admissions Committee

The Faculty Board establishes an admissions committee in accordance with § 5 (1) ABZM comprised of three professors, chaired by the person appointed in accordance with § 5 (2) ABZM, and agrees upon rules for replacement representatives (deputies).

- § 3 Application

(1) In accordance with § 3 (1) ABZM, the application and all required documents must be received by Darmstadt University of Applied Sciences by 1 August for admission to the winter semester and by 1 February for admission to the summer semester.

(2) The following documents are to be submitted with the application:

- a the certificate of graduation from the previous course of study in accordance with §2 and § 3 (3) ABZM or alternatively a temporary certificated in accordance with § 3 (4) ABZM and, for degrees not awarded by Darmstadt University of Applied Sciences, also the diploma supplement or a comparable record of the program content;
- b a complete CV in table form and in English;
- c a personal statement in English, which substantiates the personal interest in this master's program (max. 1800 char. incl. spaces);
- d a brief exposé about a project in the targeted field of research and development (max. 1800 char. incl. spaces) in English; and
- e if available, record of practical experience (employers' references, recommendation letters, awards, and prizes).

The documents pertaining to items a. to e. must be submitted completely. If they have not been submitted by the application deadline, the application will not be considered for admission.

- § 4 Suitability Assessment Procedure

(1) To assess aptitude, the following criteria will be applied and evaluated with up to the maximum number of points indicated:

- a. Overall grade of preceding degree program – 40 points max.
The overall grade from the preceding degree program is considered. Negative points are not assigned.
(Formula: points = $20 * (3.0 - \text{overall grade})$)

- b. Applicability of the previous degree program – 20 points max.
Only relevant modules up to a maximum of 200 CP (based on ECTS) will be considered.
A total of 0.1 points are assigned for each CP.
(Formula: points = relevant CP * 0.1)

- c. Duration of practical experience – 20 points max.
All relevant months of praxis (max. 20 months) following graduation are considered.
(Formula: points = number of months of praxis)

- a. Qualified practical experience, prizes, and awards – 40 points max.
Quantity and type of prizes, as well as meaningful practical projects are considered.
(Formula: points = mathematical average of the individual evaluations of the members of the Admissions Committee)

- b. Personal statement in English – 05 points max.
The quality of the personal statement is evaluated. Criteria for quality are originality, plausibility, and formulation.
(Formula: points = mathematical average of the individual evaluations of the members of the Admissions Committee)

- c. Brief exposé about a planned project in English – 35 points max.
The quality of the exposé will be evaluated. Criteria for quality are currentness and relevance of the announced research and development field, as well as previous experience and intensity of engagement in this field.
(Formula: points = mathematical average of the individual evaluations of the members of the Admissions Committee)

(2) Suitability for the master's degree program is established if the applicant achieves a total score of at least 80 points in the suitability assessment, in accordance with (1).

Dieburg/Germany, 26 June, 2015, Prof. Wilhelm Weber, Dean