



Hochschule für Medien
Kommunikation und Wirtschaft
University of Applied Sciences

H M K W

ZGS-VMA ADMISSION REGULATIONS – M. A. VISUAL AND MEDIA ANTHROPOLOGY

Admission regulations for the non-consecutive study program

M. A. Visual and Media Anthropology

of

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

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

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Preamble

On the basis of *Berliner Hochschulgesetz* (BerlHG), last amended on July 26th, 2011 (GVBl. 378 ff.), 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 *Visual and Media Anthropology* (ZgS-VMA).

§ 1 Area of application

- 1) The present regulations govern the admission procedures to the non-consecutive study program *Visual and Media Anthropology*, 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 *Admission Rules* 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 in accordance with section 3 paragraph 1 element 1 with their application. Academic records from outside Germany must be translated into German or English. Authentication of the documents by a German diplomatic representation abroad may be required. Applications for admission are not accepted by fax, email or other electronic media alone.
- 2) The annual application deadline is April 30th.
- 3) For each application deadline, the number of places available on the Master's program *Visual and Media Anthropology* 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 can demonstrate that they have a first university degree as a professional qualification and subsequent qualified professional experience of generally not less than one year. If there are more applicants than places, a selection procedure will take place in accordance with sections 3 to 5.

§ 3 Selection criteria

- 1) The following elements will be taken into account in the selection decision:
 1. A bachelor degree or an equivalent first degree as a professional qualification in a program which prepares the applicant specifically to achieve the study aims of the Master's program *Visual and Media Anthropology*. The result of the examination taken has decisive influence on the selection decision
 2. Knowledge of foreign languages, in particular of English
 3. A short statement of intent in English of approx. 900 words, giving reasons for applying for the Master's program
 4. Qualified professional experience following the completion of a first university degree as a professional qualification, in a field relating to the Master's program, generally lasting not less than one year (presented in tabular form).
- 2) If necessary, the admissions staff may invite individual applicants to an interview.

§ 4 Interview

- 1) Interviews are conducted by the admissions staff in accordance with section 5. Interviews are not public. Each interview takes about 15 to 20 minutes.
- 1) Applicants receive a written invitation from the admissions staff to an interview giving details of the date, time and place. If the invitation was sent at least 10 working days before the interview date, it is deemed to have been sent in good time.
- 2) A written record of the interview is prepared which includes the main reasons for the assessment of the applicant.

§ 5 Admissions staff

- 1) At least two admissions staff members are appointed to carry out the interview. They are appointed by the *General Examination Board* ('Allgemeiner Prüfungsausschuss') of HMKW. They must be authorized examiners on the Master's program according to § 8 Abs. 2 RStPO-MA of HMKW. They are appointed for one selection procedure. A substitution of these two appointed staff members by non-appointed persons is not permitted.
- 2) The admissions staff recommends applicants for admission to the *General Examination Board* of HMKW; taking their suitability and motivation into account.
- 3) The admissions staff may permit suitable applicants to submit missing certificates to a deadline or request additional information from applicants in case of doubt.

§ 6 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 on the basis of the findings of the selection procedure and the rankings determined thereby.
- 2) Applicants who are accepted will receive notification giving a deadline for the written acceptance of the place and for enrolment. If the applicant misses the deadline, the place will be allocated to another applicant.

- 3) Applicants who are rejected receive notification of their rejection giving reasons for the rejection.
- 4) A precondition for enrolment is confirmation that the fee as stated in the section 2 paragraph 1 of the fee regulations for the Master's program has been paid in full for at least one semester.
- 5) The documents submitted for the selection procedure are to be kept until the decision is final and non-appealable; in case of legal proceedings, they will be kept until a legally binding decision has been made.

§ 7 Coming into effect

- 1) These admission regulations for the Master's study program *Visual and Media Anthropology* will be published at HMKW, and it will come into effect as of October 1st, 2019.