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Special provisions for admission to the Master's programme (BBZM)

Media, Technology & Society Master of Science

of the Media Department

Darmstadt University of Applied Sciences

from 30.05.2023

Valid from 01.05.2024

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§ 1 Scope

These Special Provisions for Admission (BBZM) regulate the admission procedure for the Master's program in Media, Technology & Society on the basis of the General Provisions for Admission to Master's Programs at the Darmstadt University of Applied Sciences (ABZM) dated January 26, 2016, and the Special Provisions of the Examination Regulations (BBPO).

§ 2 Admissions Committee

According to Section 5 Paragraph 1 ABZM, the Department Council appoints an admissions committee consisting of two professors, which is chaired by the master's representative according to Section 5 Paragraph 2 ABZM, and makes arrangements for representation.

§ 3 Application

(1) In derogation from Section 3 Paragraph 1 ABZM, the Department Council shall set the application deadline in consultation with the Student Service Center and shall announce it by June 1st at the latest for the winter semester and by January 1st at the latest for the summer semester. The application, including the required documents, must be received by Darmstadt University of Applied Sciences by the end of the application deadline (cut-off date).

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

1. the final certificate of the previous studies in accordance with § 2 and § 3 paragraph 3 ABZM or alternatively a provisional certificate in accordance with § 3 paragraph 4 ABZM and, in the case of degrees that were not obtained at the Darmstadt University of Applied Sciences, also the Diploma Supplement, ToR or comparable proof of the study content.
2. in addition, if applicable, evidence of previous academic achievements and grades which are related to media and communication studies but are not shown on the final certificate, in particular modules from the courses of study specified in Section 6 Paragraph 2 BBPO;
3. detailed CV in English;
4. Letter of motivation (personal statement) in English explaining your personal interest in this Master's program (max. 4,000 characters including spaces);
5. Exposé for a possible project related to the content of the Master's programme Media, Technology & Society oriented scientific research project (max. 8,000 characters including spaces) in English;
6. if applicable, evidence of
 - Professional experience or internships related to media and communication science or in the practical fields of journalism, media, PR/organizational communication, media research, e-Learning;

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- Achievements, competencies and skills in communication and media research;
- further competences and skills in communication and media practice.

In addition to employment and internship certificates, a maximum of three work samples can be submitted.

7. if applicable, evidence of special practical achievements (prizes, awards and significant practical projects).

(3) Evidence pursuant to paragraph 2 numbers 1 and 2 must be submitted in the form of an officially certified copy if it has not been issued by the Darmstadt University of Applied Sciences. For evidence pursuant to paragraph 2 that is written in a language other than German or English, an officially certified translation into German or English must also be submitted. The applicant shall bear the costs.

§4 Assessment of eligibility criteria

(1) The following criteria shall be used to determine suitability and shall be awarded points up to the maximum number of points specified in each case:

- A. Overall grade of the previous studies
(maximum 10 points)

The overall grade of the previous studies will be taken into account.

Formula: Points = 10 * (2.0 – overall grade).

Negative scores are possible with this calculation method, but can be

Services are compensated according to the other evaluation criteria.

- B. Practical experience
(maximum 10 points)

Practical knowledge relevant to the course of study is assessed on the basis of evidence and work samples in accordance with Section 3 Paragraph 2 No. 6. Criteria are the extent of practical work outside the university as well as the relevance, level of difficulty and results of the tasks performed on the basis of certificates and/or work samples.

Formula: Points = arithmetic mean of the individual assessment of the members of the admissions committee.

- C. Special subject-specific qualifications
(maximum 20 points)

The quality of the exposé is assessed. Criteria for quality are the way the proposal is presented, the linguistic expression and persuasiveness, as well as the feasibility and orientation towards the content of the Media, Technology & Society degree program.

Formula: Points = arithmetic mean of the individual assessment of the members of the admissions committee.

- D. Special practical achievements
(maximum 10 points)

Prizes, awards and significant practical projects are taken into account. Criteria include relevance, number and reputation of the prizes as well as the scope, relevance and level of ambition of the practical projects.

Formula: Points = arithmetic mean of the individual assessment of the members of the admissions committee.

§ 5 Determination of suitability

(1) Suitability for the Master's degree programme shall be determined if the applicant has achieved a total of 30 points or more out of a maximum of 50 points in the aptitude assessment pursuant to paragraph 1.

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- (2) Applicants who have not provided proof of suitability for the Master's programme may re-register once for the suitability assessment procedure.
- (3) The course of study must be started within two years after passing the aptitude test.

§ 6 Entry into force

These regulations for admission to the Master's program come into force on May 1, 2024.

Darmstadt, 30.05.2023

Place, date of the department council decision

Prof. Dr. Stefan Schmunk (Dean)

Name, function (in print)

Signature