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https://www.uni-bremen.de/fileadmin/user_upload/sites/master/AO-MA-Dig-Media-Society-11-22.pdf

Admission Regulations for the Master's Programme "Digital Media and Society" at the University of Bremen

updated: November 16, 2022

§ 1

Admission Requirements and Procedure

(1) Admission requirements for the Master's program "Digital Media and Society" are:

a. A first university degree in one of the following courses of study:

- Communication and Media Studies,
- Cultural Studies,
- Digital media,

or in a course of study which does not reveal any significant differences in content, scope and requirements to those mentioned above, with course and examination work allocated at least 180 credit points (CP) according to the European Credit Transfer and Accumulation System (ECTS), or course and examination work not revealing any significant differences in contents to such.

b. A minimum grade of 2.3 as the overall grade of the previous degree or the average grade achieved at the time of application (at least 130 CP).

c. Evidence of having earned at least 40 CP in Communication and Media Studies in the previous course of study at the time of application. In particular, proof of subject-specific knowledge in communication and media studies must be furnished, firstly in the field of communication and media studies methodological training, secondly in the field of communicator /journalism /content-research and thirdly in the field of use/appropriation/reception/effect research.

d. English language skills at least equivalent to level C1 of the Common European Framework of Reference for Languages (CEFR). Proof is also deemed to be furnished if applicants obtained their higher education entrance qualification or their last university degree in English.

c. A letter of motivation (maximum two pages) in English, giving reasons for having a particular interest in the Master's programme "Digital Media and Society" and containing information on the following points:

- Description of previous courses in communication and media studies and, if applicable, research experience;
- Description of previous professional experience;

- Reasons for interest in the profile of the Master's programme "Digital Media and Society";
- Reasons for interest in the profile of the research environment of the Master's programme "Digital Media and Society";
- Explanation of personal interest in studying the Master's programme "Digital Media and Society";
- Description of the desired vocational orientation.

(2) The Selection Commission shall decide on the recognition of course work and examinations and/or study programmes in accordance with paragraph 1 items a and c.

(3) An application may also be submitted if the previous course of study has not yet been completed in the year of the application deadline, but course and examination work amounting to at least 130 CP (corresponding to five semesters of study) have been successfully completed. Always provided that the application meets the further Admission Requirements according to § 1 paragraph 1 items a, b, c and e, admission can take place under the condition that proof of having completed all course and examination work for the first university degree and proof of language proficiency according to § 1 paragraph 1 item d is provided no later than two weeks after the beginning of the Master's programme. In such a case, the corresponding documents and certificates evidencing that the student has passed the final examination must be submitted latest by December 31 of the same year.

(4) The Student Office is responsible for determining that the formal admission requirements are met. If the Admission Requirements are fulfilled, the applicant will be admitted to the programme, always provided that the number of applications does not exceed the number of admissions pursuant to § 4 paragraph 1.

§ 2

Beginning of Semester

Applicants for the Master's programme "Digital Media and Society" are admitted to the respective winter semester. The semester begins on October 1.

Advanced students are admitted either in the summer or in the winter semester. The semester begins on April 1 and October 1 respectively.

§ 3

Form and closing dates for applications

(1) Applications and documentary evidence pursuant to § 1 must be submitted electronically by the respective closing date. Further details can be found on the website of the University of Bremen www.uni-bremen.de/master.

(2) On enrolment, but no later than two weeks after the start of the Master's programme, the documents mentioned in paragraph 3 must be submitted in paper form and, in the case of copies of official documents, in officially certified form. Documents that are not written in German or English must be accompanied by officially certified translations. The German authorities will only accept translations executed/verified by an officially certified translation agency.

(3) The following documents must be submitted:

- Application for admission,

- Proof of all the Admission Requirements specified in § 1,
- Tabular curriculum vitae,
- Description of the previous course of studies (course and examination work with allocated CP, Transcript of Records or comparable document),
- a letter of motivation in accordance with § 1 paragraph 1 item f.

(4) Applications for admission submitted by advanced students must be accompanied by proof of at least 10 CP that can be recognized and allocated to the Master's degree.

For admission as an advanced student in the summer semester, this proof must be submitted by January 15 in the event that the programme is subject to restricted admission and by March 31 if there is no restricted admission.

For admission as an advanced student in the winter semester, such proof must be submitted by March 15 in the event that the programme is subject to restricted admission and by September 30 if there is no restricted admission.

(5) The application deadline for the winter semester is March 15 and for the summer semester (for advanced students only) January 15.

§ 4

Selection of Applicants

(1) The number of places may be limited and can be reset annually. If the number of applicants meeting the admission requirements pursuant to § 1 exceeds the available capacities, a ranking order shall be established pursuant to subsection 2, according to which the places are allocated.

(2) A selection committee pursuant to section 5 shall evaluate the application documents on the basis of the grading scheme set out in subsection (3).

(3) The grading scheme for the formation of rankings shall be as follows: A total of 100 points shall be awarded, allocated according to the selection criteria as follows:

a. 50% (max. 50 points): Overall grade of the previous degree or the average grade achieved at the time of application (at least 150 CP). The grades are rounded up to one decimal place and converted into points as follows in accordance with the usual rounding rules:

1.0 - 1.3 50 points
 1.4 - 1.5 40 points
 1.6 - 2.0 30 points
 2.1 - 2.3 20 points

b. 30% (max. 30 points): Grade of the relevant specialisations with communication and media studies content in the first degree course (see § 1 paragraph 1 item c). The grades are rounded up to one decimal place and converted into points as follows in accordance with the usual rounding rules:

1.0 - 1.5 30 points
 1.6 - 2.0 25 points
 2.1 - 2.5 20 points
 2.6 - 3.0 15 points

c. 20% (max. 20 points): letter of motivation (reasons for interest in the programme),

evaluation of the information provided in accordance with § 1 paragraph 1 item e.

(4) On the basis of the evaluation of the application documents carried out in accordance with the preceding paragraph 3, the Selection Commission shall establish a ranking order for admission.

(5) Selection according to hardship criteria is possible. The study places for the hardship quota (5 per cent) shall be awarded on application to persons for whom non-admission would entail exceptional hardship. An exceptional hardship exists if special social or family circumstances in the person of the applicant require the immediate commencement of studies. The order of precedence is determined by the degree of exceptional hardship.

(6) The President of the University of Bremen shall decide on admission to studies and on appeals against negative decisions.

§ 5

Selection Committee

A selection committee is set up to carry out the tasks assigned by these regulations. The members are appointed by the Faculty Council. The selection committee consists of

- 3 professors who teach on the programme,
- 1 member of the University's academic staff and
- 1 student.

The term of office of the professors and the member of academic staff in the selection committee is two years; the term of office of the students is one year. All members of the committee are entitled to vote, each with an equal voting weight.

§ 6

Entry into Force

These regulations come into force with the approval of the University President and apply for the first time to admission as of winter semester 2023/24. They are published in the *Amtlichen Mitteilungen* of the University of Bremen.

Approved, Bremen, November 17, 2022

The University President
of the University of Bremen