

Basic Order

of the

**Mediadesign Hochschule
für Design und Informatik
(MD.H)**

decided by the Academic Senate of the MD.H on 27 May 2015; last changed by resolution of the Academic Senate of MD.H on 14 April 2021

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Preliminary note on language used.

In accordance with Article 3 Para. 2 of the Basic Law of the Federal Republic of Germany, men and women shall have equal rights. All masculine personal and professional titles used in this statute apply equally to women and men.

Section 1 Legal Status of the University

The university bears the name “Mediadesign Hochschule für Design und Informatik”. In the following, the Mediadesign Hochschule is referred to as the MD.H. The university is based in Berlin and has branches in Düsseldorf and Munich. The university is run by the Mediadesign Hochschule für Design und Informatik GmbH, based in Berlin. The university was officially recognised by the Berlin Senate on 18 January 2004 with effect from 1 April 2004 as a university of applied sciences.

Section 2 University Goal and Mission Statement

- (1) The MD.H is one of Germany’s leading universities for media and design. Educating the market leaders of tomorrow in all areas of media. Students benefit from the special way that the MD.H is closely linked with the media market.
- (2) CLOSER TO PRACTICE
The professors and lecturers at MD.H have worked and still work successfully in practice. This ensures that the students acquire up-to-date and relevant knowledge with which they can achieve professional success.
- (3) CLOSER TO PROFESSORS
There are no mass lectures at the MD.H. The small seminar groups and the easy accessibility of the lecturers ensure a direct line between students and lecturers.
- (4) CLOSER TO COMPANIES
Berlin, Düsseldorf and Munich are among Germany's media and design capitals. Joint projects and integrated practical semesters with leading publishers, agencies, production companies and other companies bridge the gap between theory and practice.
- (5) CLOSER TO SUCCESS
We measure the success of the MD.H by the success of our graduates on the job market. At least 80% of our graduates have taken up a study-related job or further studies 6 months after leaving the university. Our students receive individual support from the careers service.
- (6) CLOSER TO THE PULSE OF MEDIA, DESIGN AND IT
No industry changes faster than the media, design and IT industries. The MD.H permanently includes impulses from the economy in its curricula. As a result, the degree programmes always meet the current requirements of the market.
- (7) CLOSER TO THE COMMUNITY
In addition to specialist knowledge, we promote social and cultural competence and the responsible use of the media. We raise awareness of the careful use of natural resources.

(8) CLOSER TO TECHNOLOGICAL DEVELOPMENTS

We face constant technological development and, for our part, encourage further developments in technology and business. We are expanding our activities in application-oriented research and imparting methodological competence and consistently integrating this into teaching.

Section 3 Self-Government of the University

- (1) The MD.H regulates and administers its own affairs. This right of self-administration exists without prejudice to the sponsorship by the Mediadesign Hochschule für Design und Informatik GmbH on the basis of the founding statute and in accordance with this Basic Order.
- (2) In accordance with its right to self-administration, the university regulates its affairs through statutes and other regulations necessary to fulfil its tasks, in particular the procedures:
 1. to appoint and fill the university bodies,
 2. for the selection of professors, for the selection of additional teachers and academic staff,
 3. for the introduction, modification and cancellation of degree programmes.
- (3) The rules of procedure of the committees apply to the committees working at MD.H. The committees can also make further regulations.

Section 4 Members of the University and their Rights and Obligations

- (1) Members of the university with full rights and duties according to these regulations are:
 1. People who are employed by the university,
 2. Persons who are paid from third-party funds and who work full-time there with the consent of the Rector of the university,
 3. the enrolled students,
 4. lecturers and visiting teachers.
- (2) Members of the university are obliged to contribute to the fulfilment of the university's tasks as best they can. They must behave in such a way that the bodies of the university can fulfil their tasks and that no one is prevented from exercising their rights and duties at the university.
- (3) Members of the university are entitled to use the university's facilities within the framework of the usage regulations.
- (4) The members of the university's committees are not bound by orders and instructions when exercising their voting rights. Nobody may be disadvantaged because of their work on the university's committees.
- (5) Various groups are formed for the members of the university to represent them on the university committees. Form one group each
 1. the university lecturers (professors),
 2. the enrolled students,
 3. the other employees and the lecturers.

Section 5 Central Bodies

The central bodies of the university are:

1. university management
2. the Academic Senate
3. the university council

Section 6 University Management

- (1) The university management consists of the Rector, the Chancellor and up to three Vice-Rectors with departmental responsibilities. Each campus must be represented by at least one member in the university management.
- (2) The term of office of the Rector and Vice Rectors is five years. A new order is possible. The term of office of the Chancellor is not limited.
- (3) The tasks of the university management include:
 1. Establishing the principles of university policy objectives and drawing up development plans.
 2. Quality assurance and the implementation of evaluations.
 3. The establishment of the university's budget including the allocation of funds and positions.
 4. The conclusion of agreements on cooperation with other scientific institutions and economic cooperation partners.
 5. Implementation of the resolutions of the Academic Senate.
 6. The coordination of the activities of the degree programme directors and other institutions of the university.

Section 7 Legal Status and Duties of the Rector

- (1) Anyone who has an academic university degree and has at least six years of professional experience, of which at least three years has been in a managerial position in science, culture, business, administration or the administration of justice, may be appointed as Rector.
- (2) The Rector is elected by the Academic Senate with a majority of the members present. The sponsor has the right to veto the election of the Rector. If the sponsor makes use of its right of veto, the Academic Senate must make a new personnel proposal.
- (3) The members of the Academic Senate of the MD.H can initiate an early voting out of the respective Rector by applying for the voting procedure in a meeting of the Academic Senate. If a Senate member applies for the Rector to be voted out of office, the majority of the members present must resolve to initiate the election process. The voting process is carried out in a separate session of the Academic Senate. The premature deselection of the Rector requires a majority vote of two thirds of the total members of the Academic Senate. In the same meeting, the Academic Senate must immediately initiate a new election procedure for the next Rector in the event of an early

election. Until the new election, the first Vice Rector represents the university externally and in academic matters. If there is no first Vice-Rector in office, for example because the first Vice-Rector was voted out by the Academic Senate of the university before the end of the term of office in accordance with Section 9 Para. 7, the Rector cannot be voted out until a new first Vice-Rector is in office.

- (4) The Rector leads and represents the university in all matters, unless otherwise stipulated by this Basic Order. In particular, they are responsible for the following tasks:
1. Representation of the university internally and externally. If the Rector is not a professor, they hand over the representation in academic matters to their permanent deputy (first Vice-Rector) in accordance with Section 9, Paragraph 4.
 2. The coordination of the structural and development planning with the executing agency.
 3. After the Academic Senate has passed a resolution, it proposes the appointment of professors to the member of the Senate Chancellery in Berlin responsible for universities for approval.
 4. They report to the Academic Senate on all matters of fundamental importance and ensures that the members of the university are continuously informed.
 5. They are obliged to object to unlawful resolutions and measures of the organs or other bodies of the university with suspensive effect or to revoke them. In cases of unlawful omission, they will issue the necessary instructions or take the omitted measures himself.

Section 8 Legal Status and Duties of the Chancellor

- (1) Anyone who has completed a university education in a degree programme relevant to the activity may be appointed as Chancellor.
- (2) The Chancellor is appointed by the institution.
- (3) The Chancellor draws up the budgets and monitors the use of funds. They are responsible for finance and personnel administration.

Section 9 Legal Status and Duties of the Vice Rectors

- (1) Immediately after the election of the Rector, the Academic Senate of the university elects at least one Vice-Rector from among the professors.
- (2) The Academic Senate of the MD.H can elect another Vice-Rector from among all members of the university (with the exception of students) at the campuses where the Vice-Rector according to Paragraph 1 is not based. If no member of the university management is represented at a campus of the MD.H, the Academic Senate of the MD.H has to elect a Vice-Rector at this campus from among all members of the university (with the exception of the students).
- (3) The elections require a majority of the valid votes cast.
- (4) The Rector appoints a vice Rector from the group of professors as their permanent deputy (first vice Rector).

- (5) The Vice Rectors support the Rector in performing their duties. You can be assigned certain tasks on a permanent basis.
- (6) The specific assignment of the individual departments of the Vice Rectors is regulated in agreement with the Rector.
- (7) The members of the Academic Senate of the MD.H can initiate early voting out of the individual Vice Rectors by applying for a voting procedure in a meeting of the Academic Senate. If a member of the Senate applies for a Vice-Rector to be voted out of office, the majority of the members present must resolve to initiate the voting process. The voting process is carried out in a separate session of the Academic Senate. The premature deselection of a Vice Rector requires a majority of two thirds of the total members of the Academic Senate to vote.
- (8) The first Vice-Rector of the university can only be voted out prematurely if the Rector is a professor or another Vice-Rector comes from among the professors and can thus represent the university in academic matters until new elections are made.
- (9) The Academic Senate has to initiate a new election procedure for the appointment of a new position immediately after a Vice Rector has been deselected, if this is absolutely necessary according to Paragraph 2 Sentence 2.

Section 10 Academic Senate

- (1) The Academic Senate has thirteen voting members:
 1. seven professors,
 2. three students and
 3. three other employees and lecturers.
- (2) The members entitled to vote, and their deputies are elected by the respective member group (Section 4 Paragraph 5). Each campus must be represented by at least one member per group. The elections are free, equal and secret. The term of office of the members of the Academic Senate is 4 years, with the exception of the members of the student group (see Section 13 Paragraph 4). The Academic Senate regulates further details in electoral regulations.
- (3) In its constituent meeting, the Academic Senate elects a chair and a deputy chair from among its members from the group of professors or other employees and lecturers. The chair invites to the meetings and leads them. They must inform the university management as well as the degree programme director of the university about upcoming meetings at the time of the summons. If the chair is unable to attend, their deputy takes over these tasks.
- (4) The members of the university management and the degree programme directors can take part in the meetings of the Academic Senate with the right to speak and submit proposals. The Academic Senate can exclude representatives of the sponsorship from this by resolution with a simple majority.
- (5) The Academic Senate rules on the Basic Order and its amendments with a majority of two thirds of its members. They can comment on all self-government matters of fundamental importance.

The university management is accountable to the Academic Senate in all matters of self-administration in its decision-making authority.

- (6) The Academic Senate is responsible for
1. the election of the Rector and Vice Rectors,
 2. passing resolutions on the members of the university council,
 3. passing resolutions on changes to this Basic Order in accordance with the founding statute,
 4. participation in the preparation of structural and development plans,
 5. passing resolutions on the establishment and cancellation of degree programmes,
 6. the establishment of principles for teaching, study and assessments at the university, the implementation of their legal form in university statutes and regulations, the resolution of interdisciplinary procedural regulations for university assessments as well as the statement on Conditions of Study and Assessment,
 7. the resolutions on all regulations and statutes of the university,
 8. the regulations on the use of the university facilities,
 9. passing resolutions on the proposals of the Appointment Committees for the appointment of professors
 10. other self-administration matters that affect the university as a whole.

Section 11 University Council

- (1) The university council advises and supports the university in all strategic development issues and ensures contacts in science, business and politics.
- (2) The university council consists of at least four public figures from the fields of business, politics, media, culture and science, who actively support the university's goals and development and contribute to its success.
- (3) The admission of members to the university council is decided by the academic senate at the proposal of the university management.
- (4) A person is elected to the University Council for a period of five years. Re-election is permitted. The voting out takes place by simple majority of votes of the members of the Academic Senate.

Section 12 MD.H degree programmes and degree programme management

- (1) MD.H degree programmes are the basic organisational unit of the university for research and teaching.
- (2) Each degree programme is headed by a degree programme director at each campus where it is carried out.
- (3) The degree programme directors of the individual degree programmes are elected by the university management from the group of full-time professors at the respective campus at which the degree programme is carried out for a period of two years with a simple majority. All votes count

equally. In the event of a tie, the election is repeated. If an election is repeated more than twice due to a tie, the Rector's vote decides on the election in the third ballot in the event of a tie. Re-election is possible.

- (4) The university management can vote out a degree programme director with a majority of two thirds of all members before the term of office expires. In the event of early cancellation, the university management must immediately elect a new degree programme director, at the latest within 1 month after the cancellation.
- (5) When choosing the degree programme director, the members of the university management should consider the following criteria:
 1. professional and personal suitability,
 2. Participation in the course development.
- (6) In order to determine personal motivation and to determine the above criteria, at least one representative of the university management has to hold personal discussions with all professors of the campus at which the position of degree programme director is to be filled before the elections. The discussions can take place in individual as well as in group discussions. The result must be recorded and made available to all members of the university management before the degree programme director is elected, at the latest in the university management meeting at which the election takes place.
- (7) The Academic Senate of the university has the right to veto the election of the university management if at least half of the members of the Academic Senate vote against the decision of the university management. The reasons for the veto decision of the Academic Senate must be given to the university management. In the event that the veto is exercised, the university management must repeat the election of the degree programme director with the advice of the Academic Senate.
- (8) Course Directors are responsible, among other things, for:
 1. ensuring the proper implementation of the study programme,
 2. the supervision of the students as well as the other professors and lecturers of the degree programme on site,
 3. the support in the planning and implementation of the degree programme on site, including by recruiting lecturers,
 4. Support in the implementation of accreditation procedures for the respective degree programme.
- (9) A regular exchange should take place both between the respective degree programme directors of a degree programme across campuses and between all degree programme directors of a campus.

Section 13 Student Body

- (1) The university's student body is an unincorporated organisation of the university and carries out the tasks to which it is entitled in accordance with Section 18 f BerlHG.

- (2) The student body of a degree programme elects up to two student speakers from among its members for a period of 12 months.
- (3) The entirety of the student spokespersons for the degree programmes at a campus forms the student council of this campus.
- (4) At the beginning of its term of office, the student council of each campus elects a representative from among its members as a member of the Academic Senate in accordance with Section 10 (1) of the Basic Order for a period of 12 months.
- (5) The student council represents the interests of the students vis-à-vis the management of the university. They give recommendations in all academic matters of the university.
- (6) The university management supports the student body in forming a student body and in exercising their rights.

Section 14 Entry into Force of the Basic Order and Transitional Regulation

- (1) This Basic Order comes into force once it has been published in the university bulletin.
- (2) This is valid from 01 May 2021.