

In accordance with Section 10 Para. 6 of the Basic Order of the Media Design University of Applied Sciences [*Mediadesign Hochschule für Design und Informatik (MD.H)*], the Academic Senate issued in its meeting on 22/07/2020 the following the Admission Regulations of the Media Design School.

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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 Scope of Application

This Order governs the general conditions under which students are admitted to the Media Design School (MD.H). This is supplemented by the MD.H's Basic Order [*Grundordnung der MD.H (GO)*], the MD.H's General Conditions of Study and Assessment for undergraduate and postgraduate degree programmes [*Allgemeine Studien- und Prüfungsordnung für die Bachelor- und Masterstudiengänge der MD.H (ASPO)*] and the Conditions of Study and Assessment [*Studien- und Prüfungsordnungen (SPO)*] of the relevant MD.H degree programme.

Section 2 Enrolment Procedure

- (1) Enrolment is completed with the issuing of a student number.
- (2) Upon registration, the applicant becomes a member of the MD.H with all the student rights and obligations pertaining thereto. They will have the right to use the MD.H facilities in accordance with the applicable regulations. Students are obliged to start their course immediately at the next start date after enrolling and to familiarise themselves with the relevant Conditions of Study and Assessment.
- (3) Enrolment can be revoked if it is based on false information provided by the applicant.

Section 3 Enrolment Requirements

- (1) An effective registration to study the respective chosen degree programme at the MD.H requires the fulfilment of the general admissions requirements according to Sections 10 and 11 of the Law on Universities in the State of Berlin (BerlHG), the special admissions requirements and the conclusion of a study contract with the Mediadesign Hochschule für Design und Informatik GmbH. In addition, there must be no legal grounds for enrolment refusal under the BerlHG to prevent registration for the course.
- (2) The general entry requirements are
 - a) For undergraduate degree programmes:
 - a university entrance qualification recognised for the chosen degree programme in the state of Berlin
 - b) For postgraduate degree programmes:
 - a first professional university degree
- (3) The special admissions requirements for the MD.H are:
 - a) For non-artistic degree programmes, proof of suitability through a written application to study at the MD.H in accordance with Section 4.
 - b) For artistic degree programmes at the MD.H, proof of artistic qualification according to the MD.H aptitude test in accordance with Section 5.

- c) In the case of MD.H degree programmes in English, proof of the required language skills in accordance with Section 8.
- (4) Only participants who have paid the full enrolment fee cited in the study contract will be enrolled.
- (5) The individual requirements and any additional admission requirements are governed by the Conditions of Study and Assessment of the respective degree programme.

Section 4 Written Application

- (1) The written application provides information about an applicant's formal suitability and personal background, as well as a first impression of the applicant's diligence and basic motivation. The written application includes the submission of a letter of motivation in English of a maximum of one page in size 12 font. Each applicant must attach a declaration confirming that they wrote the letter of motivation themselves without any outside help.
- (2) The examiner can be any person who is part of the full-time teaching staff on the respective degree programme for which the application is made or who has relevant skills in the subject area. The assessment is undifferentiated.
- (3) If the examiner has concerns about the suitability of the applicant after evaluating the letter of motivation, an oral interview may be required according to Section 6.

Section 5 Artistic Qualification

- (1) In order to be admitted to an artistic undergraduate or postgraduate degree programme at the MD.H, applicants must demonstrate special artistic aptitude. The MD.H checks the applicants' artistic ability with an artistic aptitude test. Passed entrance exams from other colleges and universities will not be recognised.
- (2) The degree programme director of the respective degree programme is responsible for carrying out the artistic aptitude test.
- (3) The examiner can be any person who is part of the full-time teaching staff on the respective degree programme for which the application is made or who has relevant skills in the subject area.
- (4) As part of the artistic aptitude process, each applicant must submit a portfolio of their own creative work demonstrating their artistic suitability. The number and type of work samples to be submitted are determined according to the chosen degree programme and the respective Conditions of Study. The work samples created by the applicant should come from artistic and creative areas such as illustration, graphics, photography, sculpture, self-written texts or concepts, videos or other examples of digital media production. The work samples can be put together in a representative (also digital where applicable) folder or prepared in another appropriate manner. The work samples are intended to allow the examiners to make a more thorough assessment of the applicant's professional and creative aptitude in relation to the chosen degree programme as well as the applicant's motivation. The focus of the assessment is essentially on the creative and artistic performance as well as the care taken.

- (5) Each applicant must attach a declaration confirming that they created the work samples without any outside help.
- (6) The special artistic ability is determined on the basis of the work samples, primarily according to criteria such as perception, sense of imagination and presentation skills in terms of illustration, painting and plastic/spatial aspects as well as artistic design ability (wealth of ideas). The examiner assesses the submitted work samples in an undifferentiated manner.
- (7) If the examiner has doubts about the applicant's artistic aptitude after the assessment of the work samples, an oral interview in accordance with Section 6 on the aptitude test can be used to assess the overall artistic aptitude.

Section 6 Oral Interview

- (1) If, following the evaluation of a written application according to Section 4 or the artistic aptitude test according to Section 5, there are concerns about the suitability of the respective applicant, an oral aptitude interview can be scheduled with the respective applicant in a second assessment step. The personal interview will be used to determine whether the applicant meets the basic requirements for studying at the MD.H. The interview is also designed to assess the artistic and/or professional qualifications and to analyse the applicant's motivation, interests, prior knowledge and soft skills. The interview can also be used to eliminate any doubts about the applicant's work samples or letter of motivation.
- (2) The aptitude interviews can be conducted both in individual interviews and in group interviews with several applicants. They can be carried out both in direct presence and with the help of digital means of communication.
- (3) Any professor who is a full-time lecturer in the respective degree programme of study for which the application is being made or who has the relevant professional competence can be the examiner of an oral aptitude test.
- (4) The evaluation is carried out in an undifferentiated manner, taking into account the evaluation findings previously obtained in the written application or in the artistic aptitude test. If the examiner is different from the one who evaluated the written application according to Section 4 or the artistic aptitude test according to Section 5 in the first step, they must consult the first examiner before the overall evaluation of the application process.

Section 7 Announcement of Outcome

- (1) The applicant will be notified of whether or not they have passed the written application or the artistic aptitude test as well as the oral aptitude interview no later than 4 weeks after submitting the application documents or the oral interview. They be notified by email. If the assessment of the oral aptitude interview also resulted in the assessment of "unsuccessful", the written application according to Section 4 or the artistic aptitude procedure according to Section 5 is considered not passed and the entire application procedure is therefore not successful.

- (2) Applicants can repeat a written application or an artistic aptitude test in the following semester at the earliest. The whole procedure is to be implemented every time.
- (3) Non-digital folders with work samples will be returned to the applicants after the artistic aptitude test has been completed, provided they request them from the MD.H up to 4 weeks after the start of the semester following the application. After this period has expired, the MD.H is free to destroy the work samples.

Section 8 Linguistic Requirements:

- (1) The following language skills are required for studying at the MD.H in English:
 - a) For undergraduate degree programmes in English
TOEFL IPT: 543, TOEFL IBT: 74, IELTS (Academic): 6, Cambridge FCE: B2, PTE Academic: 59, IB Diploma: English A or B at HL or SL, BI 'English Language Proficiency Exam': PASS
 - b) For postgraduate programmes in English
TOEFL IPT: 627, TOEFL IBT: 95, IELTS (Academic): 7, Cambridge FCE: C1, PTE Academic: 76, IB Diploma: English A or B at HL, BI 'English Language Proficiency Exam': PASS

Section 9 Applicants with a Foreign University Entrance Qualification

- (1) Citizens of another EU member state are treated in the same way as Germans, if they demonstrate the language skills required for the programme. For undergraduate degree programmes in German, these are proof of German language skills at the B2 level. If the applicant can only prove a B1 level at the beginning of the course, they may register for the course if the applicant can prove that they have attended a language course at a language school recognized by the MD.H. Decisions regarding the recognition of a language school lie with university management. In this case, proof of the attendance of B2 must be provided by the end of the first semester of the bachelor's degree at the latest. If the required evidence is not provided in due time, the student concerned will be deregistered from the undergraduate degrees at the MD.H and will not be able to continue the undergraduate degree at the MD.H until the required language level has been proven. In the case of a postgraduate degree programme in German, the required language skills are required with proof of C1. Registration for the postgraduate degree can only be made after successful proof of language skills. For degree programmes in English the requirements of Section 8 must be met.
- (2) In addition, the enrolment requirements must be met according to Section 3.
- (3) This also applies to applicants from a country outside the European Union and to stateless applicants, if the requirements of Para. 1 and Section 3 are met.

Section 10 Applications without a University Entrance Qualification

- (1) In addition to the university entrance qualification, recognised university entrance qualifications for professionally qualified applicants are the general university entrance qualification according to Section 11 (1) BerlHG and the subject-specific university entrance qualification according to Section 11 (2) BerlHG.
- (2) Anyone who has a subject-specific university entrance qualification as per Section 11 Para. 2 BerlHG can be admitted to a MD.H degree programme under respect of the other conditions of Section 3, if the intended degree programme of study is technically similar to the profession of the training.
- (3) Applicants who have a university entrance qualification in accordance with Section 11 Para. 2 of the BerlHG and who wish to gain access outside of their specialist area in accordance with Section 11 Para. 3 of the BerlHG must prove their ability to study in the respective course of study by means of an entrance examination. The admissions test regulates the regulations on the determination of the ability to study in the subject-related university entrance qualifications of the MD.H (OFS). The other requirements of Section 3 must also be met.

Section 11 Crediting of Periods of Study, Coursework and Assessments

Periods of study, study achievements and examination achievements are credited in accordance with the MD.H's General Conditions of Study and Assessment [*Rahmenprüfungsordnung (RPO)*] and the Conditions of Study and Assessment of the relevant degree programme.

Section 12 Entry into Force

This Order comes into force once it has been published.