

**Admission regulations for the continuing education Master's programme
"Visual and Media Anthropology"
of the Department of Political and Social Sciences at the Freie Universität Berlin**

Preamble

On the basis of Section 14 paragraph 1 no. 2 of the Partial University Constitution (Trial version) of the Freie Universität Berlin of 27 October 1998 (FU Mitteilungen [Gazette of the Freie Universität Berlin] 24/1998) in conjunction with Section 10a of the law on admissions to universities for programmes with admission requirements of the Federal State of Berlin (Berlin Higher Education Admission Act: BerlHZG) in the version of the announcement of the amended version on 18 June 2005 (GVBI [Law and Ordinance Gazette] p. 393), last amended on 20 May 2011 (GVBI p. 194), and Section 10 paragraph 5 clause 2 of the Higher Education Act in Berlin (BerlHG) in the version of the announcement of the amended version of 26 July 2011 (GVBI p. 378), the Faculty Council of the Faculty of Politics and Social Sciences of the Freie Universität Berlin issued the following regulations on 12 December 2012:¹

Section 1 Area of application

These regulations govern admissions to study in accordance with Section 10 paragraph 5 clause 2 of the Berlin Higher Education Act (BerlHG) and the selection procedure for the allocation of places in the scope of the university quota in accordance with Section 10a BerlHZG for the continuing education Master's Programme in Visual and Media Anthropology at the Department of Political and Social Sciences at the Freie Universität Berlin (Master's programme).

Section 2 University places and application deadlines

(1) The number of places available on the Master's programme will be determined in the Admissions Regulations of the Freie Universität Berlin for each application deadline.

(2) Applicants must submit a written application for admission to the Executive Board of the Freie Universität Berlin – Applications and Admissions Office. 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 with their application. Academic records from outside Germany must be translated unless they are in German or English. Authentication by a German diplomatic representation abroad may be required. Applications for admission are not accepted by fax, email or other electronic media alone.

(3) The annual application deadline is 30 April.

(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.

Section 3 Selection criteria

(1) The following elements will be taken into account in the selection decision:

¹ These regulations were approved by the Executive Board of the Freie Universität Berlin on 10 January 2013.

1. A bachelor degree or an equivalent first degree as a professional qualification in a programme which prepares the applicant specifically to achieve the study aims in accordance with Section 2 of the Master's programme study regulations. 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 programme
4. Qualified professional experience following the completion of a first university degree as a professional qualification, in a field relating to the Master's programme, generally lasting not less than one year (presented in tabular form).

(2) If necessary, the admissions staff may invite individual applicants to an interview.

Section 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.

(2) 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.

(3) A written record of the interview is prepared which includes the main reasons for the assessment of the applicant.

Section 5 Admissions staff

(1) At least two admissions staff members are appointed to carry out the interview. They are appointed by the dean of the Department of Political and Social Sciences of the Freie Universität Berlin on behalf of the executive board of the Freie Universität Berlin. They must be authorised examiners on the Master's programme and must be full-time staff members of the Freie Universität Berlin. They are appointed for one selection procedure. A substitution is not permitted.

(2) The admissions staff recommend applicants for admission to the Executive Board of the Freie Universität Berlin – Applications and Admissions Office – 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.

Section 6 Admissions decision

(1) The decision on the selection of applicants is made by the Executive Board of the Freie Universität Berlin – Applications and Admissions Office – 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 para 1 of the fee regulations for the Master's programme has been paid in full.

(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.

Section 7 Coming into effect

(1) These regulations come into effect on the day after their publication in the Mitteilungen (Gazette of the Freie Universität Berlin).

(2) The regulations for the allocation of university places of 6 May 2009 (FU-Mitteilungen [Gazette of the Freie Universität Berlin] 26/2009, p. 276) expire at the same time.