

**Regulations for the allocation of study places in
the Graduate Degree in Visual and Media
Anthropology (Master of Arts)**

PREAMBLE

On the basis of paragraph 14 section 1 no. 2 of the Partial Regulations (Test Model) of the Freie Universität Berlin of October 27th 1998 (FU communication 24/1998) in relationship to paragraph 10 of the University Act of the Federal State of Berlin in approval of the limited study entry (Berliner University Approval Law, BerlHZG) in the new version of June 18th 2005 (GVBl. page 393) last changed on May 18th 2007 (GVBl. page 198) in relationship to paragraph 10 subsection 5, sentence 2 of the University Act in the Federal State of Berlin (Berlin University Act—BerlHG) in the new version of February 13th 2003 (GVBl. page 81), last changed through the law from 12 July, 2007 (GVBl. page 278), the Faculty Council of the Faculty of Political and Social Sciences of the Freie Universität Berlin approved the following statute on May 21st 2008*.

§ 1 Area of Application

This statute regulates the entry prerequisites according to paragraph 10, section 5, sentence 2 of the BerlHG and the applicant procedure for the allocation of study places in the context of the university quota according to paragraph 10a of the BerlHZG for the Distance Learning Program Toward an Advanced Graduate Degree in Visual and Media Anthropology (Master of Arts) for the winter semester 2009/10.

§ 2 Study Places and Application Deadline

The number of available study places for the Distance Learning Program toward a Graduate Degree in Visual and Media Anthropology (Master of Arts) will be specified in the approval rules of the Freie Universität Berlin.

(2) Candidates must submit a written application (without a form) for approval to the Presidium of the Freie Universität Berlin's Office for Applications and Approvals. The application for approval requires the verification according to paragraph 3 section 1 letter (a) to accompany it. If foreign-documents are submitted, these must, if they are not in German or English, be translated and certified through a German foreign representative. Applications which are sent via

fax, e-mail or other electronic media are not valid on their own.

(3) The application deadline is April 30.

(4) If on the closing date of the application period the credentials according to paragraph 3 section 1 letter (a) for university graduation cannot as of yet be provided, proof of enrolment and achievement (transcripts) can instead be provided. A prerequisite is that the applicant has obtained at least 2/3 of the credits towards his/her degree and can submit proof of this along with a topic of the finishing work. The application can then be processed.

(5) If there are fewer applications than study places available, these will be given to the applicants who can prove their university graduation according to paragraph 3, section 1, letter (a). If there are more applications than study places, an applicant selection procedure is conducted in adherence to paragraphs 3 to 6.

§ 3 Selection Criteria

(1) The following aspects are considered in the decision-making process for selection:

a) Graduation from a professionally qualified university, preferably from a German or foreign university or similar-level educational facility in which the applicant has demonstrated a special capability for the achievement of study goals according to paragraph 3 of the Student Rules for the Graduate Degree in Visual and Media Anthropology (Master of Arts). The result of the examination concluded has a measurable influence on the choice of applicant.

b) Foreign language knowledge, especially English.

c) A letter of intent, in English.

d) In connection with the studies, demonstration of significant activities and experiences, especially in relation to professional experience (tabular overview).

(2) In the event that at the time of the deadline of the application period the credentials according to paragraph 3 section 1 letter (a) for university graduation cannot yet be provided, as a replacement proof of enrolment and achievement (transcripts) can instead be provided. A prerequisite is that at least 60/60 of the targeted credits can be proven and that the topic of the finishing work has been given out. The application will then proceed with the then-current achievement status into the application procedure.

(3) If needed, the person applying can be invited for an applicant interview.

* This statute was subsequently approved by the Presidium of the Freie Universität Berlin on June 11th 2008.

§ 4 Applicant Interview

The applicant interview is carried out with the applicant according to paragraph 5, is private and lasts between about 15 to 30 minutes per applicant.

(2) The applicant is invited in writing, giving the time and meeting place, for the interview. The invitation follows relatively quickly after application, if the application is sent at least 10 workdays before the applicant interview.

(3) Following the interview, minutes are prepared which contain the significant points raised for the assessment.

§ 5 Delegates Assigned for the Decision

There will be at least two people who are responsible for admissions attending the applicant interview. These people are appointed delegates of the dean. They must have examination rights in the Master's Study Course for Visual and Media Anthropology and be in a full-time professional position within Freie Universität Berlin. The delegates are appointed for the period of the decision process of the winter semester, 2009/10. The delegates may not appoint a representative in his/her stead.

(2) The delegates recommend the applicants for approval in considering the suitability and motivation of the applicant and presenting these aspects to the Presidium of the Freie Universität Berlin.

(3) The delegates can set deadlines for appropriate applicants to submit missing proof or, if needed, ask for additional information from applicants.

§ 6 Ranking

After the conclusion of the decision process a ranking will be developed on the basis of the results. If candidates are ranked at the same level, there will be a draw.

§ 7 Approval Decision

(1) Approval for the study course will be for the winter semester, 2009/10. The decision for candidates is made by the Presidium—Department of Applicants and Approval—on the basis of the ranking determined by the delegates.

(2) Approved applicants receive an acceptance decision in which a deadline for written acceptance of the study position and the starting date for matriculation are specified. If this deadline is not met, the study position will be given to another applicant.

(3) Applicants who are chosen on the basis of their transcripts receive an approval with a reservation and can matriculate for the first study semester. At the latest, at which time the student must register for the second study semester, the proof of university graduation must be presented in adherence to paragraph 3, section 1 letter (a).

(4) Applicants who are not accepted receive a rejection letter with the reasons for the rejection.

(5) A prerequisite for matriculation is the proof of full payment of the fees fixed for the study course.

§ 8 Safe-keeping of the Files and Inspection Documents

(1) The files received during the acceptance process are under the protection of the Faculty for Political and Social Sciences up to the establishment of the decision and in the case of a legal dispute are safeguarded by the faculty until a legal decision is made.

(2) The applicant is granted the right to review a ranking list (without names) upon request.

§ 9 Entry into Force

This statute comes into force on the day of its publication in the communication (Gazette of the Freie Universität Berlin).