

Special Provisions for Examination Regulations
for the Degree Program

International Media Cultural Work

Master of Arts

Media Department

Hochschule Darmstadt – University of Applied Sciences

Issued 26 June 2015

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Appendix 1 Program Structure

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Appendix 5 Module Catalog

These Special Provisions for Examination Regulations are translated from the German original to English in order to make them accessible to readers who are not German native speakers. It was done according to the best of the translator's knowledge and accurately reflects the intent of the original document. However, only the original German version is legally binding.

§ 1 General

- (1) These Special Provisions for Examination Regulations (BBPO) together with the General Provisions for Examination Regulations (ABPO) of Darmstadt University of Applied Sciences in the version issued 07 July 2015 comprise the course of study and examination regulations of the master's degree program International Media Cultural Work (IMC). To the extent that these Special Provisions do not include other regulations, those of the General Provisions (ABPO) are applicable.
- (2) The program is run by the Media Department of Darmstadt University of Applied Sciences.

§ 2 Qualification Objectives and Content of the Degree Program

- (1) Students in the English-language course of study earn a degree complying with international standards, qualifying them to take up academic or management functions, to study for a doctorate, or to take up advanced work in the public sector.
- (2) Passing the master's examination demonstrates that graduates from the master course are qualified to take up demanding positions in research, design, and development work or management functions in the sectors of media production institutions, educational institutions, and cultural institutions, all with an international, intercultural, and transdisciplinary focus. Potential positions include media facilitator in culture and/or social work; media dramaturge or curator; program designer, editor, or manager; and artistic and/or academic director. Within the context of the occupational fields named as examples here, graduates will be independently able to develop complex, original, and innovative solutions in the field of media cultural work. This will be possible based on advanced discourse and compositional styles, current and future sociocultural developments, innovative technologies, future-oriented organizational methods and forms of communication, as well as independent intellectual and artistic ideas.

Passing the master's examination demonstrates that graduates are able to identify, analyze, and independently research current and innovative issues within media cultural work, and to assess their potential for social development and modification in order to progressively produce new solutions in the areas of future media facilitation and media-aesthetic education. This connotes the presentation of commensurate knowledge and practices in an understandable way upon a scientific basis, presented and discussed critically in accordance with the expectations of experts as well as laypersons.

- (3) The master's degree program educates in international and intercultural leadership skills, focusing on future-oriented, curatorially communicative, conceptual, and organizational leadership functions. Teaching is based in English as the common language of the international culture and media environment. The latter is geared toward the understanding of international and intercultural project teams, the development of international research and practice, as well as the production, presentation, and communication of media cultural projects within an international sphere of activity.
- (4) Beyond those activities in the bachelor's program designed for professional qualification, abilities will be imparted that are especially required in media production, education, and cultural institutions for leadership positions in the areas of communication, education, media dramaturgy, and curation. Students enjoy a broad, application-oriented knowledge of the areas of media-cultural project development and realization, as well as in the areas of public and target group-oriented media-aesthetic education. They acquire skills related to generally accepted methods and control instruments. These are in the areas of media-aesthetic education, event conceptualization, organization, financing, technology, cultural publication and marketing, and the practical analysis of approaches based on media theory.

Depending on career goals, students can take advantage of electives in order to direct their studies more specifically toward a curatorial/creative and/or scientific, and/or strategic-communicative and/or technical-organizational focus.

- (5) The basis for achieving the skills targeted in the program is in-depth practical experience and corresponding assessments in the area of media production and/or organization. Such activities will be made available to students who are accepted into the 4-semester program by means of an industrial placement semester, which is a core

component of the program. Students accepted into the 3-semester master's program are not expected to complete an industrial placement semester, as they generally have already completed this activity in the course of the bachelor's program. (See also § 6).

§ 3 Academic Degree

After passing the Master's examination, Darmstadt University of Applied Sciences awards the academic degree "Master of Arts", abbreviated to "M.A."

§ 4 Regular Study Period and Start of Course

- (1) The regular study period is 3 semesters for students who have proved completion of a course of study with at least 210 CP (credit points) and who fulfill the admission requirements in accordance with § 6 (1), (3) or § 6 (4). This form is hereafter referred to as the 3-semester program.
- (2) The regular study period is 4 semesters for students who have proved completion of a course of study with less than 210 CP and who fulfill the admission requirements in accordance with § 6 (2), (3) or § 6 (4). This form is hereafter referred to as the 4-semester program.
- (3) The master's program may be started in either the winter or summer semester.

§ 5 Credit Points Required for Graduation

- (1) To successfully complete the 3-semester program, students must earn 90 CP (credit points) in accordance with the European Credit Transfer System (ECTS).
- (2) To successfully complete the 4-semester program, students must earn 120 CP in accordance with the European Credit Transfer System (ECTS).
- (3) As a rule, one CP corresponds to 25 hours of student effort.

§ 6 Admission Requirements and Admissions Process

- (1) Requirements for admission to the 3-semester program are an applicable and qualified bachelor's degree or comparable degree reflective of at least 210 CP in the area of digital media, media cultural sciences, or media pedagogy, with an overall grade point average of 1.9 or better. Graduation from Darmstadt University of Applied Sciences programs Digital Media, Animation and Games, Interactive Media Design, Motion Pictures, Sound and Music Production, and Online Communication is considered to be applicable.
- (2) Requirements for admission to the 4-semester program are an applicable and qualified bachelor's degree or comparable degree reflective of at least 180 CP in the area of digital media, media cultural sciences, or media pedagogy, with an overall grade point average of 1.9 or better.
- (3) Applicants in accordance with Paragraphs (1) and (2) who have an overall grade point average of less than 1.9 may still be admitted on a case-by-case basis upon review within the framework of a suitability assessment procedure (see also (6)).
- (4) Applicants who have completed a preparatory course of study in a related area of digital media (media design, media informatics and technology, media economics, media studies) as well as closely related disciplines such as cultural management, social pedagogy, social work, design, art history, and musicology encompassing at least 180 CP may be admitted to the 3- or 4-semester program on a case-by-case basis upon review within the framework of a suitability assessment procedure (see also (6)).

- (5) Deadline for registration is 15 July for the winter semester and 15 January for the summer semester.
- (6) More specific rules can be found in the General Regulations for Admission to Master's Programs (ABZM) at Darmstadt University of Applied Sciences in the applicable version, as well as in the Special Provisions for Admission to the Master's Program International Media Cultural Work (BBZM IMC) at the Media Department of Darmstadt University of Applied Sciences.

§ 7 General Program Structure

- (1) The 4-semester program includes an industrial placement (IP) module in the first semester (see also § 10).
- (2) The 3- and 4-semester programs include two program semesters. Both program semesters include a compulsory project workshop worth 15 CP, in which students work practically/applied as well as theoretically/experimental under the guidance of an interdisciplinary team (project-based learning). Both semesters also include three electives, each earning 5 CP.
To make it possible to start the program when desired, either program semester can be started in either the winter or summer semester.
- (3) The final module for the 3- and 4- semester program is scheduled for the last semester (see also § 12).
- (4) The program structure for the 3- and 4-semester programs is illustrated in Appendix 1. A detailed description of the modules is presented in Appendix 5 (Module Catalog).

§ 8 Areas of Specialization

not applicable

§ 9 Elective Modules

- (1) Elective modules, of which there are three in each program semester, make it possible to adapt the program to the personal interests and talents of the student. Elective modules may be selected from the two clusters Curating & Communicating (Media Theory, Strategies of Communication, Intercultural Education) as well as Management & Technology (Technology, Organization & Budgeting, Publishing & Marketing). A total of two modules may be selected from the elective catalogs of the master's programs Leadership in the Creative Industries and Media Development.
- (2) Elective Catalog content is presented in Appendix 2.
- (3) An elective module may be selected multiple times if there is a guarantee that each module addresses a different current topic.

§ 10 Industrial Placement Module

- (1) Students in the 4-semester program must successfully complete an industrial placement lasting at least 18 weeks. The placement must be completed no later than the beginning of the 4th semester. If this cannot be substantiated by the time the 4th semester has started, no further examinations will be allowed. For a placement to be approved, the following requirements must be met:
 - a. The industrial placement must be practiced in the fields of media production, media technology, media culture, media education, media management, online communication, or media design.
 - b. Proof of practical activities is made in the form of certificates or other written credentials (originals or certified copies) from the corresponding organizations, which shall indicate the type, scope, and quality of the activities. All records of practical activities are to be listed in the form of a table.

- (2) Approval of practical activities is made by the Placement Adviser. More specific rules can be found in the Industrial Placement Regulations (Appendix 4).

§ 11 Examination Registration and Admission

- (1) In accordance with § 14 (2) ABPO, final exams may be taken only after registration for such has been made. Registration is made using the electronic examination system. The registration period will be determined by the Examination Board and made public by posting on a board in the specific department or by electronic means. The registration period begins at the latest 4 weeks before the exam and ends at the conclusion of the 3rd workday (Monday-Saturday) before the exam. Required notification of admission to an examination in accordance with §14 (3) ABPO shall occur at the latest by 12:00 pm of the day prior to the exam, via the electronic examination system.
- (2) Admission to a final examination may require the successful completion of CAP assessments (exam preparatory activities) (§ 9 ABPO). More specific rules can be found in the corresponding module description (Appendix 5). As long as nothing else is indicated in the module description, admission to a final examination for a module exam is also possible if all exam prerequisites have not yet been evaluated, preferably in such circumstances as when the completion of the corresponding exam prerequisite falls at a time after the end of the registration period for the corresponding final examination. In this case, admission to the final examination is subject to reservations. The module exam is then only completed when all accompanying activities have been completed.
- (3) To repeat a final examination that was not successfully completed, registration is automatically submitted. In accordance with § 17 (4) ABPO, a final examination that was not successfully completed must be repeated no later than the examination dates scheduled for the following year. A special series of dates will not be issued.
- (4) Canceling registration for a final examination may be made without reason, as long as the exam date is not binding based on the examination regulations (compulsory deadlines). This must be done at the latest one day before the examination date, as a rule using the automated examination system.
- (5) Prerequisites for admission and admission to the master's module are regulated in § 12.

§ 12 Final Module (Master Module)

- (1) The final module is called the master module, consistent with § 21 ABPO (General Provisions for Examination Regulations) of Darmstadt University of Applied Sciences. It is comprised of the master's work (master's project and thesis) and the oral examination.
- (2) The master's work should indicate that the candidate is able to independently answer a series of questions within a prescribed time period from the field of international media cultural work, based on media-cultural specific and other scientific methods. Master's work is comprised of a practical portion (master's project) and a written portion (master's thesis).
- (3) The Examination Board determines one or more dates, which will be announced by posting on a board in the specific department or by electronic means.
- (4) Announcement of the master module must be made by the Examination Board in writing or via the latest technology supporting the examination process.
- (5) Admission to the master module is granted by the Examination Board if examination activities in the amount of at least 55 CP have been earned. In addition, students in the 4-semester program must provide proof of successful completion of the industrial placement module. Admission to an oral examination is only possible if all modules except the master module have been successfully completed.
- (6) It takes 5 months to process master's work. The written portion must be presented in either English or German, with a summary presented in the other language (German or English).
- (7) Master's work is to be submitted by the given deadline, at the latest by 12:00 pm, in triplicate (3 written copies), to the Examination Secretary's office of the department. The time of submission must be recorded in the appropriate file. The practical portion of the master's work is to be submitted in the form of three copies on an electronic data carrier,

while the written portion is to be submitted in the form of three bound and printed copies, along with one copy in electronic form. If the work includes a model or other object that cannot be reproduced easily, this may be submitted as a single copy.

§ 13 Program-specific Regulations

- (1) As a rule, course lectures are presented in English.
- (2) Studios, labs, and the facilities and equipment of Darmstadt University of Applied Sciences are available to students exclusively for the purposes of their studies, and thereby for non-commercial uses. If a commercial use is desired, it requires the special permission of the Media Department Faculty Director.
- (3) In accordance with the specifications in § 27 (3) ABPO, the Examination Board shall be comprised of 3 professors and 2 students.

§ 14 Interim Regulations

Not applicable

§ 15 Date of Effectiveness

These special regulations become effective on 01 April 2016.

Dieburg, Germany, 26 June 2015

Location, date of resolution by department council

Prof. Wilhelm Weber

Dean

Signature

General Program Structure (Module Overview)

International Media Cultural Work (IMC)

Master of Arts

Appendix 1

Special Provisions for Examination Regulations of the International Media Cultural Work Program

Media Department

Hochschule Darmstadt – University of Applied Sciences

Program structure for 3-semester course of study

Module overview for the 1st program semester

Electives in the 1st and 2nd program semesters are selected from the table in Appendix 2. In each semester, 3 electives are chosen. A total of 6 electives must be successfully completed before beginning work on the master's degree.

	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	Weight in %		Final Exam Type
						CAP	Final	
MP8	Transdisciplinary Media Cultural Project (1) Research, Concepts and Realization	8	15	375	1	33.3%	66.6%	Documentation and presentation
ME1	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME2	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME3	Master Elective	3	5	125	1	0%	100%	Documentation and presentation

Master electives may be selected from the catalogs Curating and Communicating or Management and Technology (see Appendix 2).

Module overview for 2nd program semester

						Weight in %		
	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	CAP	Final	Final Exam Type
MP9	Transdisciplinary Media Cultural Project (2) Communicating, Educating, Marketing	8	15	375	1	33.3%	66.6%	Documentation and presentation
ME4	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME5	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME6	Master Elective	3	5	125	1	0%	100%	Documentation and presentation

Master electives may be selected from the catalogs “Curating and Communicating” or “Management and Technology” (see Appendix 2).

Module overview for master module

						Weight in %		
	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	CAP	Final	Final Exam Type
MP10	Master Module Master project + thesis Oral exam		30	750	1	- -	75 25	Thesis Oral exam

Program structure for 4-semester course of study

Module overview for industrial placement module

The industrial placement module must be completed no later than the beginning of the 4th semester. If this cannot be substantiated by the time the 4th semester has started, no further examinations will be allowed.

	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	Weight in %		Final Exam Type
						CAP	Final	
MP10	Industrial placement module Industrial placement + Accompanying studies	2	30	800	1	- -	100%	Documentation and presentation

Module overview for 1st program semester

Electives in the 1st and 2nd program semesters are selected from the table in Appendix 2. In each semester, 3 electives are chosen. A total of 6 electives must be successfully completed before beginning work on the master's degree.

	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	Weight in %		Final Exam Type
						CAP	Final	
MP8	Transdisciplinary Media Cultural Project (1) Research, Concepts and Realization	8	15	375	1	33.3%	66.6%	Documentation and presentation
ME1	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME2	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME3	Master Elective	3	5	125	1	0%	100%	Documentation and presentation

Master electives may be selected from the catalogs Curating and Communicating or Management and Technology (see Appendix 2).

Module overview for 2nd program semester

						Weight in %		
	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	CAP	Final	Final Exam Type
MP9	Transdisciplinary Media Cultural Project (2) Communicating, Educating, Marketing	8	15	375	1	33.3%	66.6%	Documentation and presentation
ME4	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME5	Master Elective	3	5	125	1	0%	100%	Documentation and presentation
ME6	Master Elective	3	5	125	1	0%	100%	Documentation and presentation

Master electives may be selected from the catalogs Curating and Communicating or Management and Technology (see Appendix 2).

Module overview for master module

						Weight in %		
	Module Name and Related Course	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	CAP	Final	Final Exam Type
MP10	Master Module Master project + thesis Oral exam		30	750	1	- -	75 25	Thesis Oral exam

Elective Catalog

International Media Cultural Work (IMC)

Master of Arts

Appendix 2

Special Provisions for Examination Regulations of the Digital Media Program

Media Department

Hochschule Darmstadt – University of Applied Sciences

Elective Catalog

In both the 1st and 2nd semester, 3 electives must be selected from either Catalog A: Curating and Communicating or Catalog B: Management and Technology.

A total of 6 electives must be selected.

Master Electives Catalog A: Curating and Communicating

Semester	1st and 2nd Program Semester					Weight in %		
No.	Module Name	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	CAP	Final	Final Exam Type
ME-CC 1	Media, Culture and Technology: Historical and Future Perspectives	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 2	Curatorial Strategies: Concepts and Applications	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 3	Bringing Media Theory and Discourse to Practice	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 4	Media Aesthetic Education Practices	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 5	Independent Project	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 6	Interculturality and Inclusion in Media Cultural Work (FB GS)	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 7	Avant-garde in Digital Media (with LCI)	3	5	125	1	0%	100%	Documentation and presentation
ME_CC 8	Leadership by Arts (with LCI)	3	5	125	1	0%	100%	Documentation and presentation

Master Electives Catalog B: Management and Technology

Semester	1st and 2nd Program Semester					Weight in %		
No.	Module Name	Contact Hours/wk (lecture + practical)	CP	Workload in h	Duration (semesters)	CAP	Final	Final Exam Type
ME-MT 1	Leading People and Teams (with LCI)	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 2	Media Cultural Economy and Artistic Entrepreneurship	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 3	Audience Research and Development	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 4	Media Cultural Project Management	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 5	Media Cultural Strategies in Corporations and Institutions	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 6	Media, Entertainment, and Event Law	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 7	Marketing, Publishing, and Public Relations	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 8	Advanced Event and Display Technologies	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 9	Technology as a Driver for Media Products (with LCI)	3	5	125	1	0%	100%	Documentation and presentation
ME-MT 10	Emerging Technologies (with LCI)	3	5	125	1	0%	100%	Documentation and presentation

**Master's Certificate of Degree Completion
and Diploma**

International Media Cultural Work (IMC)

Master of Arts

Appendix 3a

**Special Provisions for Examination Regulations International
Media Cultural Work Program**

Media Department

Hochschule Darmstadt – University of Applied Sciences

Master's Certificate of Degree Completion (sample)

Mrs./Mr.	Katharina Mustermann
geboren am / born on in	22 Nov 2000 Musterstadt
hat im Fachbereich / in the Department of internationaler Studiengang / international study program	Media International Media Cultural Work
die Masterprüfung abgelegt und dabei die folgenden Bewertungen erhalten sowie Punkte (CP=Credit Points) nach dem European Credit Transfer System (ECTS) erworben:	passed the master's examination and achieved the following results and credit points (CP) according to the European Credit Transfer System (ECTS):

Projektmodule / Project Modules

German Module Grade

Research, Concepts and Realization	Satisfactory (3.7)	(15 CP)
Communicating, Educating, Marketing	Good (2.0)	(15 CP)

Wahlpflichtmodule / Elective Modules

German Module Grade

Media Cultural Economy and Artistic Entrepreneurship	Very good (1.3)	(5 CP)
Audience Research and Development Cultural Audiences in Rural Areas	Satisfactory (3.0)	(5 CP)
Marketing, Publishing and Public Relations Media Plan and Publication Materials	Satisfactory (3.0)	(5 CP)
Curatorial Strategies: Concepts and Applications Exhibitions in Everyday Public Spaces	Very good (1.3)	(5 CP)
Bringing Media Theory and Discourse to Practice From McLuhan to Kittler: Democratizing Media	Good (1.7)	(5 CP)
Independent Project Curating a Newcomers' Film Festival	Good (2.0)	(5 CP)

Master's Certificate of Degree Completion
First name Last name

Masterarbeit mit Kolloquium /
Master Project with Colloquy

Thema / Title

Audience Involvement in a Film Festival:
Concept and Realization

Bewertung / Grade

Good (2.3) (30 CP)

Insgesamt erworbene Punkte nach ECTS /
Total Credit Points

90 CP

Deutsche Gesamtbewertung /
German overall result

Passed, good (2.0)

(falls zutreffend)

(if applicable)

Außerhalb des Studienprogramms wurden
in den folgenden Wahlmodulen zusätzliche
Punkte nach ECTS erworben:

Outside of the study program
additional points have been acquired:
in the following electives:

Avantgarde in Digital Media

Very good (1.3) (5 CP)

Advanced Event and Display Technologies

Good (1.7) (5 CP)

Es wurden zusammen mit dem ersten
berufsbildenden Studienabschluss die für einen
Masterstudiengang erforderliche Gesamtzahl
von 300 CP erreicht

Combined with the first vocational degree
the total required number
of 300 CP for a Master's program
has been achieved

{

Datum des Studienabschlusses / Date of Award

Darmstadt den

DD Month YYYY

Der/die Vorsitzende des Prüfungsausschusses,
Chairperson of the Examination Board

.....

Der Leiter des Prüfungsamtes /
Director of the Examination Office

.....

Die Hochschule Darmstadt, Deutschland, verleiht

Darmstadt University of Applied Sciences
hereby awards to

Frau/Herr/Mrs./Mr.
geboren am/born on
In/in

Katharina Mustermann
22 Nov 2000
Marburg, Germany

den akademischen Grad/
the degree of
In/in

Master of Arts
International Media Cultural Work

deutsche Gesamtnote/
German overall result

Good

aufgrund der bestandenen Master-Prüfung am/
having successfully completed the final bachelor's
examination on

26 Jun 2017

im Fachbereich/
in the Department of

Media

internationaler Studiengang/
In the international study program of

International Media Cultural Work

Datum des Studienabschlusses/
Date of award

26 Jun 2017

Präsident der Hochschule Darmstadt, Deutschland
President of Darmstadt University of Applied
Sciences,
Germany

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Master's Degree and Diploma

International Media Cultural Work (IMC)

Master of Arts

Anlage 3b

**Special Provisions for Examination Regulations in the
International Media Cultural Work Program**

Media Department

Hochschule Darmstadt – University of Applied Sciences

Frau/Herr/Mrs./Mr.	Katharina Mustermann
geboren am / born on in	22 Nov 2000 Musterstadt
hat im Fachbereich / Faculty of internationaler Studiengang / international study program	Media International Media Cultural Work
die Masterprüfung abgelegt und dabei die folgenden Bewertungen erhalten sowie Punkte (CP=Credit Points) nach dem European Credit Transfer System (ECTS): erworben:	passed the final degree and achieved the following results and credit points (CP) according to the European Credit Transfer System (ECTS):

Projektmodule / Project modules

German Module Grade

Research, Concepts and Realization	Satisfactory (3.7)	(15 CP)
Communicating, Educating, Marketing	Good (2.0)	(15 CP)

Wahlpflichtmodule / Elective Modules

German Module Grade

Media Cultural Economy and Artistic Entrepreneurship	Very good (1.3)	(5 CP)
Audience Research and Development Cultural Audiences in Rural Areas	Satisfactory (3.0)	(5 CP)
Marketing, Publishing and Public Relations Media Plan and Publication Materials	Satisfactory (3.0)	(5 CP)
Curatorial Strategies: Concepts and Applications Exhibitions in Everyday Public Spaces	Very good (1.3)	(5 CP)
Bringing Media Theory and Discourse to Practice From McLuhan to Kittler: Democratizing Media	Good (1.7)	(5 CP)
Independent Project Curating a Newcomers' Film Festival	Good (2.0)	(5 CP)
Praktikum Industrial Placement	mit Erfolg teilgenommen / Participated successfully	(30 CP)

Master's Certificate of Degree Completion
First name Last name

Masterarbeit mit Kolloquium /
Master project with colloquy

Thema / Topic

Bewertung / Grade

Insgesamt erworbene Punkte nach ECTS /
Total credit points granted

Deutsche Gesamtbewertung /
German overall result

(if applicable)

Außerhalb des Studienprogramms wurden
in den folgenden Wahlmodulen zusätzliche
Punkte nach ECTS erworben:

Avant-garde in Digital Media

Advanced Event and Display Technologies

Mit dem Erwerb der nachstehend genannten
30 CP wurden zusammen mit dem ersten
berufsbildenden Studienabschluss die für einen
Masterstudiengang erforderliche Gesamtzahl
von 300 CP erreicht

Datum des Studienabschlusses / Date of award

Darmstadt on

Der/die Vorsitzende des Prüfungsausschusses /
Chairperson of the Examination Board

Der Leiter des Prüfungsamtes /
Director of the Examination Office

**Audience Involvement in a Film Festival:
Concept and Realization**

Good (2.3) (30 CP)

90 CP

Passed effectively (2.0)

Outside of the study program
additional points have been acquired
in the following electives:

Very good (1.3) (5 CP)

Good (1.7) (5 CP)

The acquisition of the 30 CP listed in the
following, combined with the first professional
degree, achieves the 300 CP required for the
master's program

DD Month YYYY

.....

.....

Die Hochschule Darmstadt, Deutschland, verleiht

Darmstadt University of Applied Sciences
hereby awards to

Frau/Ms **Katharina Mustermann**
geboren am/born on **22 Nov 2000**
In/in **Marburg, Germany**

den akademischen Grad/
the degree of **Master of Arts**
In/in **International Media Cultural Work**

deutsche Gesamtnote/
German final grade **Good**

aufgrund der bestandenen Master-Prüfung am/
having successfully completed the final bachelor's
examination on **26 Jun 2017**

im Fachbereich/
in the department of **Media**

internationaler Studiengang/
In the international study program of **International Media Cultural Work**

Datum des Studienabschlusses/
Date of award **26 Jun 2017**

Präsident der Hochschule Darmstadt, Deutschland
President of Hochschule Darmstadt – University of
Applied Sciences

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Industrial Placement Regulations

International Media Cultural Work (IMC)

Master of Arts

Appendix 4

**Special Provisions for Examination Regulations
International Media Cultural Work Program**

**Media Department
Hochschule Darmstadt – University of Applied Sciences**

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§ 1 General

1. For the 4-semester course of study in International Media Cultural Work (IMC), it is necessary to complete an industrial placement. As a rule, practical experience is gathered at a business or other institution external to the University. It is also possible to make the experience within the framework of a relevant research project, for example under the auspices of the Institute for Communication and Media (ikum) of the Media Department, or similar organization.
2. The placement phase is carried out in close cooperation between the University and the placement location. The Media Department will support the phase with lectures for the purposes of preparation, accompanying support, and subsequent evaluation.
3. Securing a placement at a suitable business or institution (hereafter referred to as the placement location) is the responsibility of the student. The Media Department assists in the acquisition of placements to the extent this is possible.

§ 2 Qualification Objectives and Content of the Industrial Placement

1. The objective of the industrial placement is for the student to learn the tasks of a person active in media cultural work, within the context of the student's own active participation in such tasks. It serves in the application and deepening of knowledge and abilities gained during bachelor's degree studies, within the context of professional practice. Experiences at the placement location should lead to the recognition of professional challenges and methods, as well as the most current performance requirements, such that subsequent modules in the program can be better aligned with the requirements of practice.
2. Achievement of the placement's qualification objectives will be judged by reviewing a written industrial placement (IP) report. The IP report complements the placement experience with analysis, methodological description, reflection, and evaluation of the practical activity.

§ 3 Scope and Structure of the Industrial Placement

1. The industrial placement is organized into 18 weeks of practical activity in accordance with § 6.
2. The industrial placement includes approximately two weeks of accompanying studies in the form of lectures in accordance with § 7.
3. As a rule, the industrial placement is practiced during the 1st semester of the 4-semester program.

§ 4 Placement Office, Placement Adviser

1. The department establishes a Placement Office, which is responsible for the organization and proper coordination of industrial placement activities.
2. The Dean's office assigns a Placement Adviser to oversee the organization and implementation of the International Media Cultural Work program in accordance with § 7 (4) ABPO.
3. The tasks of the Placement Adviser are:
 1. to support the Placement Office with professionally related issues, in particular regarding the suitability of and consultation with training locations, and review of the training agreements;
 2. the acquisition and maintenance of contacts to the placement locations;
 3. the organization and implementation of accompanying complementary lectures (faculty from the professional practice can also be directed to carry out implementation activities); and
 4. to review and approve reports submitted by students.

§ 5 Placement Locations, Agreements

1. As a rule, the implementation of the placement phase is governed by a placement agreement between the student and the placement location. A sample agreement is presented in Appendix 4.1.
2. The student is required to provide to the Placement Office written confirmation of the selected placement location and the field of activity (see Appendix 4.2). The Placement Adviser may determine a deadline for submitting the written confirmation. If some practical activities cannot be carried out at a particular placement location, additional locations are recommended.
3. Before beginning a placement, the student shall finalize the individual agreement(s) with the placement location(s). Such agreements govern, in particular, the obligations of the placement location as well as those of the student.
4. Obligations of the placement location are to:
 1. engage the student for the duration of the placement in the areas of responsibility consistent with those listed in § 6;
 2. enable the student to participate in accompanying studies;
 3. present the student with a written certification that includes details regarding the amount of time spent, times missed, and the content of practical activities, as well as the success of the training; and
 4. appoint an adviser to the student.
5. Obligations of the student are to:
 1. take advantage of educational opportunities and diligently carry out the assigned work;
 2. comply with the directions of the placement location and adviser;
 3. comply with regulations applicable to the placement location, in particular work and safety regulations, as well as confidentiality obligations;

4. submit an IP report within the prescribed period, consistent with the requirements of the adviser, which includes the sequence of practical activities; and
 5. report any failure to appear at the placement location without delay.
6. Student status is governed in § 8.

§ 6 Practical Activities

1. During the IP semester, collaborative work should be undertaken in at the most three, but concentrating on one, of the following areas of responsibility:
 1. Conception, planning, and/or production of film, video, TV and AV projects
 2. Conception, planning, and/or production of animation projects,
 3. Conception, planning, and/or production of game projects
 4. Conception, planning, and/or production of multimedia projects
 5. Conception, planning, and/or production of audio projects
 6. Conception, planning, and/or realization of media systems
 7. Conception, planning, and/or realization of audio systems
 8. Implementation and/or programming of multimedia products and media systems
 9. Implementation and/or programming of game projects
 10. Curating, editing, management and marketing of media projects and media systems
2. All businesses and institutions may be considered as placement locations if they conduct activities in accordance with Paragraph (1) and if they can achieve the qualification objectives and content in accordance with § 2. Placement locations may include the following businesses and institutions, for example:
 - Film, video, TV, and AV production companies
 - Companies producing animation and special effects
 - Companies producing games
 - Post-production companies
 - Sound production companies, sound recording companies
 - Radio and television stations
 - Multimedia agencies
 - Design agencies
 - System houses, IT production companies
 - Event agencies
 - IT departments and media departments of large companies
 - Festivals, exhibitions, and symposiums

§ 7 Accompanying Studies

During the industrial placement, the International Media Cultural Work program conducts accompanying lectures. As a rule, they are offered during the week. They may also be offered in the form of a block. It is also possible that study days would be combined with blocks. The Placement Adviser will make this decision. Participation in accompanying studies is obligatory and is a prerequisite for approval of the placement.

§ 8 Student Status at the Placement Location

1. During the placement, which is a component of the degree program, the student is enrolled at Darmstadt University of Applied Sciences with all rights and responsibilities of a regular student.
2. The student is not an intern in the sense of the German Vocational Training Act and is not subject at the placement location to the German Industrial Relations Law or the law covering representation of public employees. On the other hand, the student is subject to the regulations governing its placement location.

§ 9 Liability

1. During the vocational placement phase within Germany, the student is insured for accidents (SGB VII -- Social Security Act VII). In case insurance needs to be applied, the training location shall present a copy of the accident report to the University.
2. Upon request of the placement location, the student must take out a liability insurance policy appropriate to the duration and content of the placement agreement, and provide proof of this policy to the placement location by the time the placement period begins. This proof is not necessary if the risk of liability is already covered by an employer's liability insurance policy taken out for the placement location.
3. For an IP semester in a foreign country, the student is responsible for his/her own sufficient health, accident, and liability insurances.
4. Students from praxis-oriented (dual) study programs are not subject to the requirements for insurance for unemployment, health, care, and retirement.

§ 10 Approval

1. To be granted approval for the proper completion of the industrial placement, the student must present the following documents to the Placement Adviser by the agreed upon date:
 1. A detailed certificate from the placement location in accordance with § 5, (4) Item c
 2. A report about the practical activities accomplished
 3. A record of participation and performance in lectures of the accompanying studies portion of the Media Department
2. The Placement Office shall determine the deadline.

3. The industrial placement will not be graded, but it must be completed successfully (“Successful Participation”).
4. The Examination Board will handle any objections.

§ 11 Credit for Practical Experience

1. Related professional activities cannot, as a rule, be counted towards the industrial placement. In every individual case, the Placement Adviser shall make the decision about transfers.
2. A related professional training program or practical experience prior to the master course in accordance with § 6 can, upon request, be partially or completely transferred to the industrial placement. In every individual case, the Placement Adviser shall make the decision about transfers.
3. Any objections will be handled by the Examination Board.

§ 12 Exceptions

In case a temporary bottleneck occurs in the provision of industrial placements, the placement may be temporarily moved to another time slot during the program.

Dieburg, on xx.xx.2015

Prof. Wilhelm Weber

Dean

Appendix 4.1

Placement Agreement
for Students in the Media Department
of Hochschule Darmstadt – University of Applied Sciences

(sample)

between

Name of company: _____

Street: _____

Postal code, City: _____

Telephone: _____

hereafter referred to as Placement Location

and the Student

in the program International Media Cultural Work (IMC) at Darmstadt University of Applied Sciences:

Last name, First name: _____

Date of birth: _____

Student no.: _____

Postal code, City: _____

The placement phase is a component of the program of study in the International Media Cultural Work (IMC) degree program of the Hochschule Darmstadt –University of Applied Sciences.

The following agreement is made for the purpose of implementing the placement phase:

§ 1 Obligations of the Parties to the Agreement

1. The placement location is obligated to:

train the student for the period of time

from _____ to _____ on its premises;

allow the student to participate in accompanying studies at the University; and

provide the student with a certificate that confirms the period of time, content, and success of practical activities undertaken.

2. The student is obligated to:

take advantage of the educational opportunities offered;

diligently carry out the assigned work within the context of training;

comply with the directions of the placement location and advisers engaged there;
and

comply with regulations applicable to the placement location, in particular work and safety regulations.

§ 2 Placement Adviser

The placement location names _____
as the contact person for the advising of the student, as well as a contact to the degree program International Media Cultural Work/Internationale Medienkulturarbeit (IMKA).

§ 3 Payment

Either no payment is made or a payment in the amount of _____ euros per calendar month is agreed upon.

§ 4 Liability

It is recommended that the student take out a private liability insurance policy.

§ 5 Confidentiality

The student is subject to maintain the same degree of confidentiality as others working at the placement location. The production of reports or practical works does not contradict this obligation as long as they serve the purposes of the course of study. If any of these works contain items or issues subject to confidentiality obligations, publication may not be made without the expressed consent of the placement location.

§ 6 Cancellation of the Agreement

Following consultation with the University, either party may cancel the agreement immediately with cause. Cause exists, in particular, if the placement location is unable to maintain the objectives of training or the student grossly and permanently violates the obligations named in § 1 (2).

§ 7 Copies of the Agreement

This agreement shall be signed in triplicate. A copy is given to each of the parties to the agreement and to the Placement Office of the Media Department.

(City, Date)

(Placement location)

(Student)

Appendix 4.2

Certification of Placement
to be presented to the Placement Office
at Hochschule Darmstadt – University of Applied Sciences

Placement ¹ Agreement
For presentation at the Placement Office of the Media Department
at Darmstadt University of Applied Sciences

Student	Company
Last name	
First name	
Date of birth	
Place of birth	

Topic of placement project (in English):

Description of placement project task²:

Placement period³: from to

, on

, on

Student

Company

¹ The placement phase is mandatory for the degree program International Media Cultural Work (IMC).

² A report about the placement must be written, which must be certified by the placement location.

³ 18 weeks of work must be verified.

Module Catalog

International Media Cultural Work (IMC)

Master of Arts

Appendix 5

**Special Provisions for Examination Regulations of the
International Media Cultural Work Program**

Media Department

Hochschule Darmstadt – University of Applied Sciences

(see separate document)