

**Admissions Regulations
for the Master's Programme in Knowledge and Communication
at the University of Münster
of 17 December 2024**

This is a translation of the original German text and is intended for your information only. Under German law, only the official German version of the “*Zugangs- und Zulassungsordnung für den Masterstudiengang Knowledge and Communication an der Universität Münster vom 17.12.2024*” is legally binding. It was published in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) on 10 January 2025, pp. 573-580.

On the basis of § 2 (4), § 49 (6) and § 64 (1) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz* – HG] as amended by the Act on the Future of Higher Education [*Hochschulzukunftsgesetz* – HZG NRW] of 16 September 2014 (GV. NRW. p. 547), as amended most recently by Article 1 of the Act of 29 October 2024 (GV. NRW. p. 704), and of § 10 (6) of the Act on Admission to Higher Education in North Rhine-Westphalia [*Hochschulzulassungsgesetz* – HZG] of 29 October 2019 (GV. NRW. p. 830), as amended most recently by Article 3 of same Act of 3 November 2021 (GV. NRW. p. 1180), the University of Münster has issued the following regulations:

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**§ 1
Scope**

These Admissions Regulations (*Zugangs- und Zulassungsordnung*) regulate the admissions process for the Master's programme in Knowledge and Communication at the University of Münster.

§ 2

Dates, Deadlines and Documents

- (1) ¹Admission to the Master's programme in Knowledge and Communication is only possible at the beginning of the winter semester of each academic year. ²Admissions applications (*Antrag auf Zulassung*) are to be submitted to the Student Admissions Office (*Studierendensekretariat*) of the University of Münster. ³The deadlines for submitting applications are governed by the Regulations for the Allocation of Study Places in North Rhine-Westphalia [*Verordnung über die Vergabe von Studienplätzen in Nordrhein-Westfalen – VergabeVO NRW*] and the Regulations Governing the Settlement of Admissions Procedure Issues at the University of Münster [*Ordnung zur Regelung zulassungsrechtlicher Fragen in der Universität Münster*]. ⁴Applications must be submitted via the online application portal of the University of Münster. ⁵Applicants must submit/upload the following documents in German or English with their application:
1. Proof of a general university entrance qualification or of an appropriate subject-specific university entrance qualification
 2. ¹Proof of completion of an undergraduate professional qualification in accordance with § 4 (1). ²If, at the time of application, the degree certificate in accordance with § 4 (1) is not yet available, a provisional certificate must be submitted on the basis of a degree programme in accordance with § 4 (1) in which the applicant has completed at least the first five semesters and has earned at least 120 credits (*Leistungspunkte*). ³The provisional certificate must contain an average grade that meets the requirements for the final grade in accordance with § 4 (1) and that has been calculated on the basis of at least 120 credits. ⁴An official certificate as referred to in no. 3 sentence 1 is also considered to be a provisional certificate if it meets the content requirements of sentences 2 and 3. ⁵If the provisional certificate as referred to in sentence 2 or the official certificate as referred to in sentence 4 does not indicate an average grade, this must be documented separately. ⁶The degree certificate in accordance with § 4 (1) must be presented at enrolment should the applicant be granted admission to the master's programme. ⁷Applicants who did not obtain their undergraduate professional qualification from a German-speaking or English-speaking institution must also provide an official German or English version or an officially certified translation of the above documents.
 3. ¹Official proof of all required coursework and degree-relevant examinations (*Studien- und Prüfungsleistungen*) (e.g. Transcript of Records) completed within the programme as defined in § 4 (1) (including such coursework and examinations completed during the orientation phase and similar phases of study, regardless of whether they contribute to the final grade), stating the number of credits. ²Applicants who did not obtain their undergraduate professional qualification in accordance with § 4 (1) from a German-speaking or English-speaking institution must also provide an official German or English version or an officially certified translation of the above proof. ³The degree certificate in accordance with no. 2 sentence 1 or the provisional certificate in accordance with no. 2 sentence 2 may also serve as proof in accordance with sentence

- 1, provided that it confirms completion of the coursework or examinations referred to in sentence 1.
 4. If the credit system used in the programme leading to the undergraduate professional qualification in accordance with § 4 (1) does not comply with the European Credit Transfer System (ECTS), the applicant shall, using the form provided for this purpose, declare the ECTS point value of the grades obtained in the required coursework and degree-relevant examinations in accordance with no. 2 sentences 1 to 4 and no. 3 sentence 1.
 5. Proof of a sufficient command of English in accordance with § 4 (3)
 6. CV (tabular format)
 7. ¹Overview of the knowledge acquired in communication science and the methods of empirical social research in accordance with § 4 (1) sentences 2 to 4 in the form provided for this purpose. ²In order to ensure verifiability of the relevance of a field of study, the applicant must also submit a module handbook describing the relevant courses or a comparable official description of the relevant courses. ³For module handbooks and course descriptions that are not available in German or English, the applicant must submit an officially certified German or English translation or a translation certified by the institution where the professional qualification in accordance with § 4 (1) is being or was obtained.
 8. If applicable, documents proving a specific case of hardship (*Härtefall*) as defined by § 6 (4) (e.g. certificate of disability (*Behindertenausweis*))
- (2) The admissions application must be rejected if it is not submitted on time. The application may be rejected if the documents referred to in § 2 (1) are incomplete.

§ 3

Selection Committee

- (1) The faculty board (*Fachbereichsrat*) of the Faculty of Educational and Social Sciences (FB 6) must set up a selection committee (*Auswahlkommission*) consisting of full-time members of the faculty to carry out the admissions process for the Master's programme in Knowledge and Communication.
- (2) ¹The selection committee is made up of at least two full members from the group of professors and at least two full members from the group of academic staff and/or the group of non-academic staff, provided that the latter hold a doctorate. The chair and vice-chair of the selection committee must be professors. ³The number of academic or non-academic staff among the full members may not exceed the number of professors. ⁴A deputy should be elected for each full member from the group of academic or non-academic staff. ⁵Deputies may belong to the group of academic and/or non-academic staff. ⁶The term of office for selection committee members is one year. ⁷Re-election is possible.
- (3) ¹The selection committee is quorate if at least the chair or vice-chair and a member from the group of academic or non-academic staff are present. ²In the event of a tie, the chair or, in their absence, the vice-chair has the casting vote.

- (4) ¹Meetings of the selection committee are not open to the public. ²Selection committee members are bound by official secrecy. ³If they are not public-sector employees, they shall be bound to secrecy by the chair. ⁴At the invitation of the chair, guests may attend meetings of the selection committee, who are also required to maintain secrecy. ⁵Guests have the right to speak, but not to propose motions or to vote.
- (5) Minutes are taken to document the selection committee's application assessments and deliberations.

Part 1: Requirements for Admission to the Master's Programme

§ 4

Admission Requirements

- (1) ¹Apart from the general terms for enrolment at the University of Münster, the requirement for admission to the Master's programme in Knowledge and Communication is the successful completion of an undergraduate degree programme in a relevant field of study with a minimum standard duration of six semesters; this degree programme must have resulted in a bachelor's degree or other professional qualification (*Diplom*, state examination, etc.). ²A degree programme at either a German university or a university abroad is considered to be in a relevant field of study as indicated in sentence 1, provided that the student acquired at least 70 credits by completing required coursework and degree-relevant examinations in the subjects of communication science or media studies. ³The coursework or examinations must correspond to the content or modules of the Bachelor's programme in Communication Science at the University of Münster, or they must be an appropriate supplement to the social science orientation of the subject (topics such as media systems, media policy, media economics, media psychology, media management). ⁴This minimum of 70 credits in a relevant field of study must meet the following requirements:
1. A maximum of ten credits may be earned in practical media and communication courses.
 2. At least ten credits must be earned in the area of communication science approaches and theories.
 3. ¹At least 20 credits must be earned in empirical research methods relevant to the field of study (methods of data collection and analysis/statistics). ²For these credits from the area of empirical research methods relevant to the field of study, the following applies:
 - i. A maximum of ten credits may be proven by empirical project seminars or research seminars or by an empirical bachelor's thesis.
 - ii. At least five credits must be proven in the area of statistics.
 - iii. Courses teaching general academic work are not recognised.

⁵The credits must be clearly substantiated in accordance with § 2 (1) sentence 5 no. 3 (e.g. degree certificate or Transcript of Records) and, in accordance with § 2 (1) sentence 5 no. 7, listed in a comprehensible manner in the overview of the acquired knowledge and must result from the corresponding module handbook or the corresponding course descriptions.

⁶The selection committee decides on the relevance and accuracy of fit on the basis of the documents submitted by the applicants.

- (2) ¹The Student Admissions Office shall determine if degrees conferred from universities outside the European Union are equivalent. ²If there is any doubt as to the equivalence of a foreign degree, an appraisal of equivalence is to be obtained from the Office of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).
- (3) ¹To gain admission to the Master's programme in Knowledge and Communication, applicants must demonstrate a good to very good command of English. ²English language skills equivalent to level C1 of the "Common European Framework of Reference for Languages" (CEFR) are considered sufficient. ³Evidence of sufficient knowledge of English is provided by the submission of a recognised certificate. ⁴Recognised certificates within the meaning of sentence 4 are TOEFL, TOEIC, IELTS and CAE. ⁵Certificates are generally accepted as long as they were issued in a test completed no longer than three years prior to the submission deadline for applications. ⁶A bachelor's degree in an English-taught programme is equivalent to these language requirements. ⁷The selection committee decides whether the applicant has adequate language proficiency on the basis of the documents submitted.
- (4) Applicants may not gain admission to the Master's programme in Knowledge and Communication if they have irrevocably failed a degree-relevant examination (*Prüfungsleistung*) in the Master's programme in Knowledge and Communication or a university examination or state examination in a subject considered relevant in accordance with § 4 (1).

§ 5

Fulfilment of Admission Requirements

- (1) The selection committee examines the documents and certificates submitted with the admissions application in order to determine whether the applicant meets the admission requirements as defined in § 4.
- (2) If a degree certificate is not yet available at the time of application, it is sufficient if the provisional certificate or the Transcript of Records (see § 2 (1) sentence 5 no. 2) contains a grade that meets the requirements for the final grade as defined in § 4 (1).
- (3) If an applicant is considered not to meet the admission requirements, the reasons for the rejection must be documented.

Part 2: Admission to the Master's Programme

§ 6

Selection Process

- (1) If the number of applicants to the Master's programme in Knowledge and Communication who meet the admission requirements as specified in § 4 does not exceed the restricted number of places available for this degree programme, the applicants who qualify for admission are to be admitted without further examination.
- (2) If the number of applicants to the Master's programme in Knowledge and Communication who meet the admission requirements as specified in § 4 exceeds the restricted number of places available for this degree programme, applicants are to be selected on the basis of the grade stated in the degree certificate referred to in § 2 (1) sentence 5 no. 2.
- (3) Applicants are admitted to the available places beginning with the highest grade stated in the degree certificate referred to in § 2 (1) sentence 5 no. 2. In the event of identical grades, lots are drawn to determine the position of the candidate on the ranking list.
- (4) ¹Up to 2% of the places available are to be assigned in advance by the Student Admissions Office to applicants who qualify for admission on the basis of the hardship provisions of the Regulations for the Allocation of Study Places in North Rhine-Westphalia [VergabeVO NRW]. ²The ranking is determined by the level of exceptional hardship; in cases of doubt, lots are drawn.

Part 3: Final Provisions

§ 7

Conclusion of Admissions Process

- (1) ¹If an applicant meets the admission requirements and is admitted to the master's programme, they receive notification of admission (*Zulassungsbescheid*), issued by the Rector, immediately after completion of the process. ²In the case of § 2 (1) sentence 5 no. 2, the applicant is to receive a notification of admission on the condition that the degree certificate referred to in § 4 (1) is submitted at the time of enrolment.
- (2) ¹If the applicant is admitted to the master's programme on the basis of a ranking list, the Rector is to set a deadline by which the applicant must notify the University of their intention to accept the place offered. ²If the applicant declines the offer, the place is to be offered to the next applicant on the ranking list, provided that places are still available. ³If the applicant fails to notify the University in accordance with § 7 (2) sentence 1 by the given deadline, the offer is deemed to have been declined.
- (3) ¹If an applicant is not admitted to the programme, the Rector is to notify them accordingly and state whether the admission requirements were met. ³The letter of rejection must specify the reasons for rejection as well as information on the legal remedies available.

- (4) ¹The applicant can only enrol at the University of Münster if they present the notification of admission to the Student Admissions Office together with the enrolment application (*Antrag auf Einschreibung*) within the designated enrolment period. ²With regard to the other provisions, the current version of the Enrolment Regulations (*Einschreibungsordnung*) of the University of Münster applies.

§ 8

Deception

- (1) ¹If an applicant has acted dishonestly in the admissions process or has submitted or uploaded false or fraudulent documents as per § 2 and § 4, and if this fact is only discovered after the applicant has been admitted, the offer of admission is to be revoked. ²Revocation is only possible within two years of the disclosure of these facts.
- (2) ¹The applicant must be informed immediately of any decision adverse to them, together with the reasons for the decision and information on the legal remedies available. ²The applicant must be given the opportunity to be heard before a decision is made.

§ 9

Entry into Force

These Regulations (in the original German version) enter into force on the day following their publication in the *Amtliche Bekanntmachungen* (Official Announcements – AB Uni) of the University of Münster. They apply for the first time to admissions for the winter semester 2025/26.

Issued (in the original German version) upon the resolution of the faculty board of the Faculty of Educational and Social Sciences (FB 6) of 20 November 2024. The above Regulations are hereby announced.

Please note that in accordance with § 12 (5) of the Higher Education Act of the Federal State of North Rhine-Westphalia [*Hochschulgesetz* – HG NRW], violations of procedural or formal requirements of the University's regulations or other legal provisions pertaining to university autonomy can no longer be asserted more than one year after this announcement, unless

1. these Regulations were not properly published,
2. the Rectorate previously raised an objection to the resolution passed by the deciding committee,
3. the University had already been given notice of a formal or procedural defect and had been informed of the legal provision that has been violated and of the fact giving rise to the defect, or
4. the legal consequence of a deadline for violation notifications was not included in the public announcement of the Regulations.

Münster, 17 December 2024

The Rector

Professor Dr Johannes Wessels

Glossary of English-German translations

admissions application	<i>Antrag auf Zulassung</i>
Admissions Regulations	<i>Zugangs- und Zulassungsordnung</i>
case of hardship	<i>Härtefall</i>
certificate of disability.....	<i>Behindertenausweis</i>
credit.....	<i>Leistungspunkt</i>
degree-relevant examination	<i>Prüfungsleistung</i>
enrolment application	<i>Antrag auf Einschreibung</i>
Enrolment Regulations	<i>Einschreibungsordnung</i>
faculty board	<i>Fachbereichsrat</i>
notification of admission	<i>Zulassungsbescheid</i>
required coursework and degree-relevant examinations.....	<i>Studien- und Prüfungsleistungen</i>
selection committee.....	<i>Auswahlkommission</i>
Standing Conference of the Ministers of	<i>Kultusministerkonferenz</i>
Education and Cultural Affairs of the Federal Republic of Germany (KMK)	
Student Admissions Office	<i>Studierendensekretariat</i>

Translation: Supportstelle Englisch, University of Münster, 2025