



Erasmus Mundus Master's
Journalism, Media and Globalisation

Specialism Handbook Journalism and Media across Cultures

**Institute of Journalism and
Mass Communication Studies**

Hamburg University

2015- 2017



Erasmus Mundus



SPECIALISM HANDBOOK

HAMBURG: JOURNALISM AND MEDIA ACROSS CULTURES

IN THIS HANDBOOK, YOU CAN FIND PRACTICAL MATTERS REGARDING THE MUNDUS JOURNALISM STUDY PROGRAMME SPECIALISM YEAR AT HAMBURG UNIVERSITY, GERMANY. IT INCLUDES DETAILS ABOUT THE CITY, THE UNIVERSITY AND THE INVOLVED DEPARTMENTS AS WELL AS MORE SPECIFIC INFORMATION ABOUT THE DIFFERENT MODULES OF THE STUDY PROGRAMME. ALSO, A LIST OF SERVICES AND OTHER PRACTICAL MATTERS, SUCH AS STUDENT ADVICE AND INFORMATION ABOUT EXTRACURRICULAR ACTIVITIES IS INCLUDED.

Those who require further information should address their enquiry to:

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Disclaimer

The Consortium has made all reasonable efforts to ensure that the information contained within this publication is accurate and up-to-date when published but can accept no responsibility for any errors or omissions.

The Consortium reserves the right to revise, alter or discontinue modules and to amend regulations and procedures at any time, but every effort will be made to notify interested parties.

It should be noted that not every module listed in this handbook may be available every year, and changes may be made to the details of the modules.

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1. ABOUT HAMBURG

THE CITY OF HAMBURG

The Free and Hanseatic City of Hamburg, one of the 16 states of the federation, is the second largest city in Germany with its 1.7 million inhabitants and the cultural and commercial centre of Northern Germany. With city-state traditions reaching back for centuries, it has always played a special political and cultural role. Today, Hamburg is a key commercial hub and lies open to many streams of influence. The 1200 year old city is loved both for its contemporary scene and for its cultural offerings. In between traditional trading houses and renowned theatres, the latest trends are always cropping up. There is always plenty of activity in St. Pauli entertainment district and the impressive harbour.

THE UNIVERSITY

With approximately 39,900 students, the University of Hamburg ranges fifth in size among the higher education institutions in Germany. The University is spread over 270 buildings (alone 120 occupied by the Faculty of Medicine) with a center at Von-Melle-Park, which is situated close to the lake in the heart of Hamburg, the Außenalster. The Institute of Journalism and Communication Studies is situated next to the campus.

Global Aims The University of Hamburg as “gateway to the world of knowledge”:

- **strengthening responsibility:** the university should be a place of life-long learning for all and a public forum for cultural, social and political discussion;
- **internationalisation:** the University realises liberal-mindedness and tolerance, international cooperation and the universality of science in the tradition of the city of Hamburg;
- **increasing quality:** the University sees itself as a mediator between science and its practical application, guided by the foundations of ecologically, socially and economically sustained development.
- **interdisciplinary cooperation:** based on information and transparency, democratic participation and the desire to solve problems, the university cooperates interdisciplinary to develop and impart academic methods, results and qualifications.
- **regional integration:** With its large variety of academic services and medical care utilising the latest research developments, the University contributes to the welfare of the public and to the fulfilment of its public and societal duties.
- **open access to education and science:** The members of the University want to fulfil their academic duties of research and teaching, education and training in academic independence while contributing to the development of a humane, democratic and just society and to offer men and women equal access to education and science.

THE INSTITUTE OF JOURNALISM AND MASS COMMUNICATION STUDIES

During your study at Hamburg you will be based at the Institute of Journalism and Mass Communication Studies, which is part of the Department of Social Sciences. The Institute, which was founded in 1990, specialises in the areas of journalism and European studies. The Institute is located on the second floor of the building called “Pferdestall” on Allende Platz 1, next to campus.

Mission Statement of the Institute of Journalism and Communication Studies

The intention of the institute is to provide a stimulating environment for research, scholarship and teaching. In consequence, the aims of the Institute are:

- to develop a reputation for excellence in research and scholarship;
- to provide teaching and learning of the highest quality;
- to provide an education relevant to the changing needs of society.

RELATED RESEARCH INSTITUTE: HANS BREDOW INSTITUTE FOR MEDIA RESEARCH

The Hans Bredow Institute is an independent non-profit research organisation at the University of Hamburg. The research conducted by the Institute focuses on **mediated public communication**: Today, the different types of mass media shape people’s everyday life, politics, the economy as well as culture to a greater extent than ever before. Understanding the underlying determinants, assessing future opportunities and risks, and providing orientation for the actors involved is the main focus of the Institute’s research.

The Institute is important for the Erasmus Mundus Master, as one of the professors is a leading member of this institute, and its library focuses on media and communications only and is very well stocked; see: www.hans-bredow-institut.de/english/index.html

2. STUDY PROGRAMME

STUDENTS SPECIALISING IN JOURNALISM AND MEDIA ACROSS CULTURES WILL STUDY 60 ECTS AT THE UNIVERSITY OF HAMBURG FROM OCTOBER 2016 UNTIL SEPTEMBER 2017.

The specialism in Hamburg begins with three modules in Media Systems & Journalism Cultures, Processes of Transcultural Communication, Research Module in Journalism Studies.

The German system differs decisively from the organisation of courses at Aarhus University: In Germany, modules are more often than not made up of more than one course and ALL courses run parallel to each other. This also means that most of the assignments are due towards the end of the semester (i. e. from shortly before Christmas to the end of the January/beginning of February).

During the final semester, students complete a research dissertation after presenting their MA project in a research colloquium (usually end of March); students also are expected to attend methods workshop which are tailored to their thesis.

KEY DATES

Semester 1

October 1, 2016 – March 31, 2017

Lecture period: October 17, 2016 – January 24, 2017

No Lectures (Exam period / Preparation of thesis): February 1 – March 31, 2017

Semester 2

April 1, 2017 – September 30, 2017

Information about holidays

Christmas break: December 24, 2016 – January 7, 2017

OVERVIEW OF COURSES

In the following section you find the module descriptions; however, each module is made up of several components of which you are required to do at least two. The exact nature and content of the components can be found in course catalogue, provided by the online Study and information system (Stine) under the respective term: Winter semester 2016/17.

MODULE 1: MEDIA SYSTEMS AND JOURNALISM- CULTURES IN AN INTERNATIONAL COMPARATIVE PERSPECTIVE

VM1

Lecturer: Kathrin Voss, Elfriede Fürsich

Credits: 10 ECTS

This module aims to provide a national as well as a transnational perspective on media systems and journalism cultures. The general aims shall be reached by two courses, of which one will focus on

media systems while the other will focus on journalism cultures.

Up to now media systems have usually been compared on the level of nation states and this is still an essential approach that is included in this module. In journalism studies the interest in cross-national research has increased substantially but usually focuses on the nation state as unit of comparison, too. However, this does not do justice to globalisation processes in which media are players while at same time they are being shaped by these very processes.

Research has shown that journalism is strongly linked to the culture and the system with in which it operates. It therefore makes sense to take the nation state as starting point. The aim is to consider at the same time cultural patterns and international development that are of extraterritorial nature. Mancini (2008) points out that the concept of journalism culture allows to consider two aspects simultaneously: a) to view journalism as a profession with its own procedures, traditions and norms and b) to link the profession to the general and political culture of the respective country. It also allows investigating claims for growing homogenization of journalism practice in different political, cultural and regional circumstances.

Objectives

Upon completion of this course, students will have gained

- an overview of relevant media systems, their similarities and differences
- the ability to identify different comparative approaches and their usefulness and the capacity to apply comparative theory and methodology themselves
- an overview of comparative methodologies and theories
- an overview of the debate on journalism norms /ideology

Students will understand:

- the transnational (European as well as global) dimensions of media systems
- recent transformation processes and their significance for the role of media and journalism
- the cultural, social, political and ethical facets of media systems in a multi-level perspective
- to what extent the national system and culture shapes journalism practices and routines and to what extent these can be considered as cross-national and /or cross-cultural.

Students will have gained the ability

- to analyse the cultural, social, political and ethical facets of media systems on a national, European and global level
- to critically analyse specific types of media (e.g. public service, commercial, state-controlled)

Method of Teaching

Seminar Media Systems (2 SWS)

Seminar Journalism Cultures (2 SWS)

Total work load: 56 contact hours, 244 self-study hours

Method of Assessment

Presentation (10%) and research paper (10-12 p.; 90%) or a report on a group project (90%)

Requirement to participate in the Exam

Regular attendance (minimum of 80%), active participation, presentation, assignments

Literature (indicative)

Esser, Frank/Pfetsch, Barbara (eds.) (2004): Comparing political communication: theories, cases, and challenges. Cambridge : Cambridge Univ. Press

Fürsich, E. (2010). Media and the Representation of Others. International Social Science Journal, 61/ no. 199, 113-130.

Hallin, Daniel C. /Mancini, Paolo (2004): Comparing media systems: three models of media and politics. Cambridge: Cambridge Univ. Press

Wahl-Jorgensen, Karin ; Hanitzsch, Thomas (eds.) (2009): The handbook of journalism studies. New York u.a.: Routledge.

MODULE 2: PROCESSES OF TRANSCULTURAL COMMUNICATION

VM2

Lecturer: Uwe Hasebrink

Credits: 10 ECTS

This module aims to provide a translocal, transregional or transnational perspective on media and journalism. The general aims shall be reached by two components:

a) A course in which different topics may be the focus, usually the focus will be on audience studies.

The aim of this course is to introduce the students thoroughly to audience studies with a focus on the construction of identities via media use. Media use is, in manifold ways, connected to identity construction. Throughout the last years, research has, in the wake of increasingly multicultural societies, dealt intensively with the roles that media play in the negotiation of local, regional, national and supranational identities. Furthermore, these topics can be taken into consideration; the conditions set by transnational policies and bodies (media regulation, media governance) or on the strategies of transnational media players. This is meant to deepen students' knowledge and theoretical background regarding transnational and transcultural media and communication strategies.

b) In addition, the relationships between the study and professional practice or the intended career fields are investigated. Here, students choose between workshops (German Culture and Language, Communication as profession) or an internship in media-related career fields in which intercultural skills are required.

Objectives

At the end of the two courses, students will have gained:

- An overview of relevant theories and findings on media use, media reception and media effects, focusing on processes of intercultural and transcultural communication;
- Knowledge of key media players and their global strategies.

Students will understand:

- The determinants of patterns of media use among certain groups;
- The role of audiences for the development of transcultural communication and transnational public spheres;

Students will know how to:

- Apply theoretical concepts of audience and reception studies to concrete cases of transcultural communication
- Design case studies, which allow to investigate structures and processes of transcultural communication

Method of Teaching

Seminar (2 SWS)

Additionally, students choose between one of these elective components (5 ECTS):

- internship (min. 4 weeks)
- investigation of the professional field of journalism/ journalism studies (2 SWS)
- introduction to the German language and culture / introduction to intercultural communication (2 SWS)

Total work load: 56 contact hours, 244 self-study hours.

Method of Assessment

Presentation (10%) and research paper (10-12 p.; 90%), a non-assessed report on the internship is

required (6-10 p.) respectively a confirmation of successful attendance in the workshop/course taken.

Requirement to participate in the Exam

Regular attendance (minimum of 80%), active participation, presentation, assignments.

Literature (indicative)

Chalaby, Jean K. (2005): Deconstructing the transnational. A typology of cross-border television channels in Europe. In: New media and society, Vol.7, No. 2, pp.155-175.

Flew, Terry (2007): Understanding global media. Basingstoke: Palgrave MacMillan

Georgiou, M. (2006): Diaspora, Identity and the Media. Diasporic Transnationalism and Mediated Spatialities. Hampton Press: Cresskill.

MODULE 3: RESEARCHING JOURNALISM

VM3

Lecturer: Irene Neverla; Judtih Lohner

Credits: 10 ECTS

This module aims to train research skills by focusing on a current topic in journalism research and thereby prepare students for the MA thesis.

In this module the students will work on a research project in small groups; a project they will develop themselves. They will learn to apply the knowledge they have acquired so far by working on a concrete task. This again helps them working in teams and gain competencies in planning and organising projects. The project develops issue oriented which means: To develop, the process and the complete of a concrete academic project, including a project report or a publication, lie at the centre of the module. This way, students prepare for their academic thesis and for future challenges in the job.

Potential research fields (indicative)

- Media, Conflict and Democracy
- Journalism and it's Audience
- Media constructions of climate change
- Media and collective memory

In this module, the knowledge acquired in previous semester is applied practically and in a team.

Learning outcomes

Competences gained include

- written communication
- group work and presentation
- research strategies
- applying adequate methodology
- information gathering
- furthermore, students will have gained a thorough knowledge in the respective research field covered and a deepened understanding of the issues in that field.

Method of Teaching

Seminar (3 SWS)

Colloquium (1 SWS)

Total work load: 56 contact hours, 244 self-study hours

Method of Assessment

Report on a group project (100%)

Requirement to participate in the Exam

Regular attendance (minimum of 80%), active participation, presentation, assignments

Literature (indicative)

tba

MODULE 4: FINALE MODULE

VM4

Lecturer: Irene Neverla, Uwe Hasebrink

Credits: 30 ECTS

Writing the MA thesis involves independent, critical and original research. The topic of the thesis stems from journalism and mass communication studies and should reflect a chosen area of specialisation.

This dissertation provides the opportunity to produce a well-researched dissertation examining one or more of the topics introduced in the program. As part of the module students will engage in: a literature search and data collection; development of a formal proposal; periodic meetings with the supervisor to refine the approach to addressing the research issue; development of a draft proposal; submission of the final dissertation.

The Master thesis will demonstrate a student's ability to research thoroughly a subject related to the media and journalism and produce a long piece of work that is original and well written. The process will be largely self-directed and self-motivated.

Learning outcomes

On completion of the finale module, students are able to:

- Apply appropriate research methodologies to their own project
- Carry out independent research
- Follow original lines of enquiry

Method of Teaching

Colloquium (1 SWS) – 3 ECTS

MA thesis - 27 ECTS

Total work load: 56 contact hours, 244 self-study hours

Method of Assessment

Master thesis of 80-100 pages; Writing time allowed: six months

Requirement to participate in the Exam

Regular attendance (minimum of 80%), presentation

Literature (indicative)

Darling-Wolf, Fabienne (Ed.) (2014): Research Methods in Media Studies.(Blackwell's International Companions to Media Studies.) Hoboken, NJ: Wiley-Blackwell.

Flick, Uwe (Ed.) (2009): The SAGE Qualitative Research Kit (8 Vols). Los Angeles: SAGE

3. SERVICES AND PRACTICAL MATTERS

IN THIS SECTION, YOU CAN FIND A LOT OF PRACTICAL INFORMATION ABOUT LIVING IN HAMBURG AND STUDYING AT THE INSTITUTE OF JOURNALISM AND MASS COMMUNICATION STUDIES. IT INCLUDES MORE INFORMATION ON MATTERS SUCH AS INTRODUCTION ACTIVITIES, PUBLIC TRANSPORT, LANGUAGE COURSES, A 'WHERE TO GO' GUIDE AND MUCH MORE.

UPON ARRIVAL

If you provide the date of your arrival in time, the Institute will organise for you to be picked up at the airport, central station or bus station – if possible.

To get to know the city and the university, an introduction period is organised which includes an introduction to culture and history, an introduction to library facilities and a variety of events designed for international students. In the second week of October, journalism students organize a welcoming meeting with the lecturers of the Erasmus Mundus courses and the new students in the German language MA; this includes a tour of the university premises, an introduction to computing facilities and to Stine, the Hamburg study information system. In parallel, students will be assisted in dealing with the local authorities.

ENROLMENT

The student adviser provides many services to support foreign students during their time in Hamburg and she will assist you with your enrolment procedures. There are a few matters you will have to arrange upon arrival:

INSURANCE

To be enrolled successfully at UHH, you have to prove that you are either in possession of a private health insurance which covers all potential costs in Germany or you join a statutory health insurance scheme.

Please enclose a copy of the front and the back of your insurance card with the enrolment form:

- EU citizens: Generally, a copy (back and front) of the European Health Insurance Card issued to EU citizens in their home country is sufficient proof of health insurance.
- Non-EU citizens: If you do not already have a health insurance which covers you for more than three months abroad, you can join the statutory health insurance for students (about € 65 per month)
- International students who are already over 30 when they begin their course in Germany are not usually allowed to insure themselves in the statutory health insurance. The German Studierendenwerk (DSW) has a master agreement with the Union-Versicherungsdienst and the Victoria-Versicherung for health insurance for international students.

For more information, please contact: [Sabine Hoffkamp](#).

REGISTRATION

Within one week after entering Germany you MUST register with your Einwohnermeldeamt (district office). You'll then receive a Meldebestätigung (certificate of registration). You will need this Meldebestätigung for getting or extending your residence permit, opening a bank account and for getting a library card.

SEMESTER TICKET

After you have been admitted to the university, the International Office issues a temporary student ID and the "Semesterticket". This ticket allows you to travel by public transport in the Hamburg metropolitan region, the temporary ticket is valid for 4 weeks. Please note: this can take up to 10 work days so please hand in the enrolment form in time (when meeting with a Hamburg representative in Aarhus)!

After the semester fee has been transferred, you'll receive your final semester documents (including your student ID and the semester ticket for the entire semester).

LANGUAGE CLASSES

Students will be offered the opportunity to take part in an intensive beginner's German language course the first two weeks of October (before the start of courses) as well as a course in German during the semester. The information will be passed on before you come to Hamburg. Students with a basic knowledge in German can take part in free language courses for foreign students organised during the semester. You have the option of participating in courses offered by several institutions at the University of Hamburg; please see [here](#) or for more advanced courses here http://www.uni-hamburg.de/allgemeinsprachen/kurse/deutsch-als-fremdsprache_e.html

If you would like to improve your German by an online training before coming to Hamburg, you can do this for example by using [Deutsch Uni Online](#) (DUO).

If you already have a basic knowledge of German, a pleasant way to pick up more is entering a "Tandem partnership". TANDEM is a method of learning languages through exchange. The idea is quite simple: "I will help you learn my language and you will teach me yours." Meeting at least twice a week for an hour or longer, half of the time you will speak in one of the two languages, followed by the other half using the other one. The international office at UHH office a tandem service with which you can set up a such a tandem partnership. More information can be found [here](#).

ACCOMMODATION

The Institute will support you by pointing you towards websites where rooms or apartments are on offer. We advise you to purchase a Service package for international students offered by the Studierendewerk Hamburg. The service package for the winter semester can only be purchased for a period of at least 6 months (1.09. to 28.02. or 1.10. to 31.03.). The service package can only be booked online from abroad, before July 31st each year. More information about this can be found [here](#).

STUDENT RECORDS

The Department maintains records on each student who studies with us. Your record will include details of the modules for which you have registered and personal details (such as home and term addresses, contact numbers etc.).

NOTE: Your student records are confidential. Details are only available to members of staff of the Department and other authorised persons within the University. We do not disclose anything to any other parties, including your family, unless you give your written permission or there is an emergency. If you wish to inspect your own file at any time please contact the Academic Director (i. e. Irene Neverla).

STUDENT COMMENTS/FEEDBACK

In the course of the year you will have a number of opportunities to give your views on how individual modules and degree schemes are running. We welcome constructive comments and will act swiftly

to resolve any fundamental problems. A questionnaire on individual courses is circulated to all students every year, requesting your comments and feedback. The results are carefully scrutinised and considered at an Institutes' staff meeting. We aim at acting swiftly on any areas of concern.

CONTACT

There are a number of ways in which the institute communicates to students and it is important you are aware of them. Most information from the university is only sent by e-mail. It is important that you notify your Erasmus Mundus adviser about any change of address.

You will get an e-mail account, for which you apply at the RRZ (the regional computer centre). You do not have to apply for this e-mail account and can go on using your previous account. In any case, you are expected to check your email accounts on a regular basis, to ensure that you do not miss any important information.

SPORTS AND EXTRAMURAL ACTIVITIES

The **COLLEGE SPORT** publishes a comprehensive guidebook at the beginning of every semester and holiday containing details of the activities on offer. The guidebooks are available from the Studierendewerk and most of the colleges. Students enrolled at any institute of higher education in Hamburg can participate in the courses by paying the fees stated on [this website](#), (German only, sorry!); there is also an A-Z list of all sports available [here](#).

CULTURAL ACTIVITIES for and by international students. Throughout the year, many activities are planned to enhance your stay in Hamburg and to support your introduction to studying here. The current program is available online [here](#).

RELIGIOUS SERVICES – There are several religious communities connected to the University of Hamburg. You will find a list of these communities under the heading "religious congregations" on a website providing an overview on extracurricular activities: <https://www.uni-hamburg.de/en/campuscenter/campus-leben/freizeit.html>

GRADE CONVERSION

For students specialising at the University of Hamburg, grade conversion will take place between year one and year two. The specialism institution transfers the Danish grades into the respective national grading.

ECTS		DK	GER
A	Excellent (distinction level)	12	1,0
B	Very good	10	1,3
C	Good	7	2,0
D	Satisfactory	4	3,0
E	Sufficient/Pass	02	4,0
F/FX	Fail	00	4,3/5,0
		-3	6,0

WHERE TO GO FOR ASSISTANCE

Erasmus Mundus Adviser Sabine Hoffkamp "Pferdestall"building, Allende Platz 1 (AP1) Room 431(4th floor) Phone: 040/42838-2764 E-mail: sabine.hoffkamp@uni-hamburg.de	For questions regarding all practical matters like visa, housing and other issues of everyday life in Hamburg feel free to contact Sabine Hoffkamp, a social worker by profession, who is involved in the programme since 2007. Office Hours: Wed and-Thu from 2-4 pm
Erasmus Mundus contact person Dr. Monika Pater "Pferdestall"building, Allende Platz 1 (AP1) Room 216 Phone: 040/42838-3821 E-mail: monika.pater@uni-hamburg.de	For questions regarding the programme, course and thesis registration, transcripts, etc. you can contact coordinator and member of the registrar's office, Dr. Monika Pater. Office hours (during semester): Thursday, 13.30-14.30
CampusCentre Alsterterrasse 1 20354 Hamburg Service-telephone: + 49 40 42838-7000	Specific questions regarding enrolment, student ID, and semester tickets.
Department of International Affairs - Incoming Advice related to fellowships and grants: Otilia Dias Mittelweg 177 Room S 1053 Phone: +49(0)40 42838-3311 E-Mail: otilia.dias@verw.uni-hamburg.de Advice for international students and graduates: Alexandra Hach Room S 1018 E- mail: alexandra.hach@verw.uni-hamburg.de	Information about scholarships and counselling in questions concerning social and personal issues that affect your studies. We offer you support in achieving your study goals. If you experience difficulties while studying, we offer help; when necessary, we will refer you to further specialized support services. The counselling is free of charge and confidential. Advice related to grants: Contact Otilia Dias for DAAD and AvH scholars with regard to extensions and payments. Consultation hours: Mondays 10 - 12 a.m. , Wednesdays 3 - 4 p.m. and Fridays 10 - 12 a.m. Consultation hours Alexandra Hach: via email by appointment only; please sketch your concerns in the email.
Student Councelling and Support Services Alsterterrasse 1, 3. and 4. Floor (close to Dammtor station) Phone: 040 42838-7000 (Mon-Wed 9 am-3 pm, Thu 1 pm-6 pm, Fri. 9 am – 1pm) E-mail: studienberatung@uni-hamburg.de	The University operates a free, confidential, professional counselling service. The service provides individual counselling to any students who find they are unable to study effectively or enjoy their life at university. Appointments can be arranged by contacting the Service between 10-12 a.m. and 2-4 p.m. from Monday to Wednesday, and from 2-4 p.m. on Thursdays.
Financial aid Grindelallee 9 (near campus) Telephone: 040/41 902-150 or 41 902-111 E-mail: allgemeine-sozialberatung@studentenwerk-hamburg.de Office hours: Monday, Tuesday and Thursday from 10-12 a.m. and by appointment For funding possibilities, you can check the database of the German Academic Exchange Service (DAAD)	For information and advice on financial problems, you can visit the Allgemeine Sozialberatung des Studentenwerkes ('General Social Councelling of the German Students Union') If you are facing financial difficulties and a Part-time Fee Waiver might help, please contact somebody from the Consortium's Board of Studies. All conversation and information on this topic are treated on an individual basis and in the strictest of confidence.



Students with Special Needs / Disabilities

Maike Gattermann-Kasper
Von-Melle-Park 8, room 317 (on campus)
CampusCenter
Alsterterrasse 1, Raum 301 (3. floor)
Phone: (040) 4 28 38 - 37 64
E-mail: Maike.Gattermann-Kasper@uni-hamburg.de

Office hours: see [this webpage](#)

Computer-workroom on campus for students with disabilities or illness:

Betty-Hirsch-room, Von-Melle-Park 3, Room 250/2nd floor.

(Accessible by wheelchair, handicapped accessible toilet, as well as the rental of technical aids to university institutions.)

Studentenwerk (German Students Union)

Service Portal can be found at www.studierendenwerkhamburg.de

Committee of the Students' Representatives (AStA)

AReF, Von-Melle-Park 5
WiWi-Bunker (on campus)
Phone: 040/ 450204-36,
Email: aref.asta.uni-hamburg.de

Website: <https://risunihamburg.wordpress.com/>

Regional Computer Centre

Schlüterstraße 70, Room 19 (ground floor)
Telephone 42838 - 4113 (operators: 4117)
Email: beratung@rrz.uni-hamburg.de

Website: www.rrz.uni-hamburg.de

Career Center

Monetastraße 4
Telephone: 040 42838 6761
Email: careercenter@uni-hamburg.de

Website: www.uni-hamburg.de/career-center/ueber-uns.html

A wide range of support services for those with disabilities and provides information and counselling for those with disabilities or chronic illness on the following subjects:

- Conditions of study and examinations at the UHH, the possibilities of modifying those conditions due to disabilities or illness during exams);
- how to make arrangements for pursuing one's studies under the conditions of disabilities or illness (e. g. study assistance, technical aids, interpreter for sign language);
- regulations applying to disabled or chronically ill applicants (e. g. requests in cases of hardship);
- tuition fees.
- cooperate with or arrange contacts with persons and institutions within or outside of university, who might be of interest to students with disabilities or illness;

All services within the Studentenwerk (German Students Union) are open to you. Check out the Service Portal for studying in Hamburg.

A committee that offers advice from students to students. Their website contains an extra unit especially for foreign students.

This is where you go to apply for an e-mail account, get support with login or other difficulties; access the general computer pool (there is also one in the Department of Social Sciences).

The centre is open from Monday to Friday 10am to 5pm

Individual counselling on career services is available from the University Career Center.

The center is open on Monday, Tuesday, Thursday from 10am to 4pm.
On Wednesday from 2 to 5 pm open for short counselling with prior appointment.



4. RULES AND REGULATIONS

SAFETY REGULATIONS

Owing to Fire and Safety Regulations (and from the general considerations of security), the hours of entry to certain buildings on the campus are restricted. Outside these hours, entry can only be gained on the permission of the Head of Department/ School or other authority concerned.

COMPLAINTS

Examination appeals

Appeals concerning examinations, qualifications, the allocation of credits, admission to examinations and the like can be made to the examination committee of the institute. The committee hears submissions by those involved and investigates whether the matter has been handled properly and correctly. Appeals must be submitted to the committee within four weeks of the matter arising.

Formal complaints

The University of Hamburg is committed to ensuring a high quality educational experience for its students, supported by appropriate academic, administrative and welfare support services and facilities. However there will be instances when students may feel dissatisfied with the teaching and learning, facilities or services provided by the University, or with the way the University, its students or its staff have acted or omitted to act. This may include unreasonable behaviour or an unsatisfactory level of service. It is expected that students and staff will make reasonable efforts to resolve matters at the outset and it is anticipated that the majority of complaints can be resolved satisfactorily on an informal basis.

However, should you wish to make a formal complaint, please ask your local Erasmus Mundus coordinator for details on how to proceed.

The University operates a three-tier complaints system

Stage 1: Informal Complaint

Stage 2: In writing to the Head of examination committee, at the moment this is Prof. Dr. Volker Lilienthal, Allende Platz 1

Stage 3: In writing to the University complaints board at the University of Hamburg (Widerspruchsausschuss der Universität Hamburg) please address any communication to: Head of the complaints committee regarding exams, Lz 312.3, Ms Vanja-Christin Meyer CampusCenter, Alsterterrasse 1, R. 323, 20354 Hamburg, phone: 42838-8903, Email: vanja-christin.meyer@verw.uni-hamburg.de

There is a (German only) information leaflet on the formal complaints process.



SPECIFIC PROGRESSION RULES

Completion of a Semester / Teaching Block

- S1 Candidates who accumulate 30 ECTS credits, by passing the module with a pass mark or above, shall qualify to proceed to the next semester.
- S2 Candidates who accumulate a minimum of 80 ECTS credits, by passing all modules during Semesters 1,2 and 3, shall have been deemed to have passed Part One and shall qualify to proceed to Part Two (4th semester: dissertation phase).
- S3 Candidates who fail a module in the first, second or third semester will fail to proceed to the next semester and shall, normally, be given an opportunity to redeem the failure(s) prior to the beginning of the next semester.
- S4 All candidates who fail to complete a Semester have the right of appeal.

Acknowledgement of modules at non-European partner institutions for European students

- S5 Holders of an Erasmus Mundus, category B scholarship are eligible to study some core modules with modules taught at University of Berkeley, California; Pontificia Universidad Católica, Santiago the Chile and UTS, Sydney; provided there are places left, all other Mundus students are eligible as well. Specific rules apply regarding the exchange of modules. These rules will be made available to any student interested in studying at one of the partner universities. The study adviser can advise you on the request you have and assist you with the procedures.

Part two: Dissertation

- S6 Each candidature shall be completed by the presentation of a dissertation of 80-100 pp. and the approval of such dissertation by the examiners. For the specific rules about the dissertation in Hamburg, please see the abstract from the academic regulations below. A step by step guide on how to become a MA candidate at UHH is available [here](#).
- S7 A first supervisor will be appointed for each candidate who will be responsible for ensuring that studies are carried out in line with the institution's good practice guidelines.
- S8 Every candidate in submitting a dissertation shall state to what extent it is the result of his/ her independent work or investigation, and shall indicate any portions for which he/ she is indebted to other sources. Explicit references should be given, and a full bibliography should be appended to the work.
- S9 Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.
- S11 Information on the deadline and regulations for submission of the dissertation is available online. For the exact, legal wording please refer to the abstract from the academic regulations below. Please pay attention to the formal requirements as spelled out in the information leaflet available for download [here](#).



EXTRACT FROM THE EXAMINATION REGULATIONS

The following is an extract from the Examination regulations for the postgraduate degree programme in Journalism, Media and Globalisation.

§ 11 Regulations for disabled or chronically ill students

(1) If a student can believably prove that due to a chronic illness or disability he/she is unable to complete (entirely or partially) the examination requirements in the required form or within the examination deadlines stated in these regulations, the chairperson of the examination committee may extend the time period or the deadlines for taking examinations or approve equivalent examinations in an appropriate form. The same applies for academic performance.

(2) The representative for disabled persons from the University is, in accordance with § 88 Paragraph 3 HmbHG (Hamburg Higher Education Law), to be involved in Paragraph 1 decisions made by the examination committee chairperson.

(3) The presentation of appropriate proof may be required as evidence of a chronic illness or disability.

§ 12 Examiners

(1) The appointing of examiners is made by the admissions and examination committee in accordance with the current regulations for such in the HmbHG.

(2) Examiners for the module exams are generally the course instructors of the respective module. The admissions and examination committee may make exceptions.

(3) The admissions and examination committee may also appoint examiners who are not members of the university.

§ 13 Module exams

(1) Each module is completed with an examination (module exam). In order to take a module exam,

(a) regular participation in the courses for the respective module is required. Regular participants are those students who have missed less than 20% of the courses in the module. The examination committee may make exceptions to this rule, particularly when the missed study material can be made up. In case of a non-exception, the missed courses must be repeated before admission to the module exam according to § 18 Paragraph 2.

(b) the student has to be enrolled for the programme unless only the examination has to be taken. The candidate is to be informed immediately if he/she is denied admission.

2) Module exams or module component exams take place on set dates in a form determined by the examiners in accordance with the module description. The module exams are normally held at the end of the respective course. Module requirements for the module exams may be planned in the module description.

(3) A module exam may be held as a complete exam or consist of component exams. The types of exams in the individual modules are set forth in each module description. The credit points for a module are earned when the module exam or all components of a module exam is passed with a grade of at least sufficient (4,0).

(4) The examination can be carried out in the following forms:

a) Oral presentation

The oral presentation of a given topic may also require the written preparation of said topic.

The oral presentation lasts no more than 30 minutes.

b) Oral exam

In an oral exam students should show that they have mastered the examination subject. Oral exams may be held individually or in groups. The length of the exam, depending on the examinee and subject, should be at least 15 minutes and no longer than 45 minutes. Students may suggest examination topics for oral exams. Oral exams are held by an examiner and an assessor whose qualifications are at least equal to those to be attained through the respective exam. The essential subjects as well as the results of the oral exam are to be recorded in writing. This record is to be signed by the examiner and the assessor and filed with the exam record. Students who wish to take the same examination at a later point in time may be allowed to attend the exam when the candidate has not petitioned for the exam to be closed to the public. This right does not extend to the notification of the grade.

c) Term paper

A term paper treats a given problem which expands on the material of the respective course.

d) Exercises finals

Exercises require active participation on the part of the students. Written work or other presentation of individual problems treated in the course may be required.

e) Written examination

A written examination, completed under supervision, consists of given problems to be treated independently and only with the approved aids/resources. The length of a written exam is at least 60 minutes and no more than 120 minutes. Written exams may also be carried out in multiple choice form.

f) A written examination, not supervised (e.g. essay).

(5) If alternative examination forms are planned for a module, the individual exam form and the scope of the examination for this module will be made public by the beginning of the course by the instructor.

(6) Module exams are to be held in English.

(7) The assessment and grading of the written exams by the examiner should be completed within four weeks after receipt. The result of an oral examination is to be announced directly after the exam.

§ 15 Master's thesis

(1) The candidate must write a master's thesis. In this thesis, the ability to conduct independent academic research in the area of international oriented mass communication studies must be shown.

(2) The topic of the master's thesis should be an independent contribution to the material of the degree program. The format and scope are determined by the examination committee. The successful completion of the thesis within the given timeframe should be made possible. The thesis is to be written in English.

(3) Students may be admitted to the final module which includes the Master thesis if they have met all requirements in the first three terms of the program, i.e. documented evidence of the successful completion of the required modules (80 credit points).

(4) A professor from the program is appointed as thesis advisor. The advisor assigns the topic of the master's thesis. The candidate may suggest thesis topics. The Examination Commission can decide to appoint further persons to the group of advisors.

(5) The time period for the writing of the master's thesis is six months. The chairperson of the examination commission may grant a one-time extension of a maximum of two weeks in exceptional cases. Condition for an extension is that the reasons for such are beyond the candidate's control and

must be reported immediately. The candidate is to submit the reasons for the extension in writing and to include documentation and, in cases of illness, a doctor's certificate (see § 18 Paragraph 2).

(6) The time period for the thesis begins once the thesis topic has been issued, the time and date of which will be noted in the student's file. Three printed copies of the thesis and three copies in electronic form are to be handed in by the deadline to a predetermined office or sent by mail (postmarked by the deadline). If the thesis is sent by mail, the postmark is considered the date the thesis is handed in. The date the thesis is turned in will be noted in the student's file.

(7) If the thesis is not turned in by the deadline due to reasons beyond the candidate's control, the candidate will be given a new topic without this topic being considered a retake. The new thesis is to be written immediately and turned in, at the latest, 4 weeks later. If the thesis is not turned in for other reasons, § 18, Paragraph 1 is applied.

(8) The candidate is to enclose a written statement with his/her master's thesis declaring the following:

- a) He/she wrote the thesis independently and did not use any other resources than those named in the bibliography,
- b) And, in particular, did not use any internet resources except for those named in the bibliography;
- c) The master's thesis has not been used previously as part of an examination;
- d) The master's thesis has not been previously published.

§ 16 Retaking examinations, final failure of the master's exam

(1) If an examination for a course is graded „insufficient“ or is considered failed, this exam may be repeated twice. The first retake has in principle the same form as the first sit. Exceptions may be granted in extraordinary cases only by request to, and subject to, approval by the chairperson of the examination committee. Provided an extraordinary case has been demonstrated, the first resit can take the form of an oral exam by the professor responsible for the module or another person with the right to hold examinations. Alternatively, the chairperson of the examination committee can set a written exam (maximum 10 pages); the topic has to be related to the thematic scope of the respective module. The first resit should take place in the current semester, the second no later than three months after the end of the respective term.

(2) Repeating an exam graded „sufficient“ (4,0) or better is not permitted. If a module exam consists of several components and one component is graded „insufficient“ (5,0), this component may be repeated or retaken.

(3) A master's thesis graded „insufficient“ (5,0) may be repeated once. A second repeat is only permitted in exceptional cases.

(4) The master's examination is definitively failed if an exam (module exam and/or master's thesis) is graded or is considered graded „insufficient“ (5,0) in the final retake. The chairperson of the examination committee is to inform the candidate of this in writing. If the master's exam is definitively failed, the chairperson of the examination committee issues the student the results of all exams and the reasons for the failing of the master's exam. This document is to include the instructions on the appeal procedure.

§ 17 Grading of exams, grade computation, final grade

(1) Grades for individual exams are determined by the individual examiner. The performance of the individual candidate is assessed in the exams. The following system is to be used for the grading of the exams for the modules and the master's thesis:

1	Excellent	Outstanding performance
2	Good	Performance is considerably above average
3	Satisfactory	Average performance
4	Sufficient	Despite deficiencies performance meets the requirements
5	Insufficient	Due to considerable deficiencies performance does not meet the requirements

(2) In order to differentiate performance even further, grades can be given in 0,3 intervals between the above grades; grades of 0,7; 4,3; 4,7 and 5,3 are not permitted.

(3) If a module exam consists of several components, the module grade is computed as the mathematical average of the grades of the individual components weighted according to their credit points. Only the first tenth after the decimal point (unrounded) is included. The same procedure is used for determining a grade for an exam with several examiners.

Grades are as follows:

Average up to and including 1,15	= 1,0
Average from 1,16 to 1,50	= 1,3
Average from 1,51 to 1,85	= 1,7
Average from 1,86 to 2,15	= 2,0
Average from 2,16 to 2,50	= 2,3
Average from 2,51 to 2,85	= 2,7
Average from 2,86 to 3,15	= 3,0
Average from 3,15 to 3,50	= 3,3
Average from 3,51 to 3,85	= 3,7
Average from 3,86 to 4,0	= 4,0
Average of 4,01 or higher	= 5,0

(4) The examination for the „Master of Arts“ is passed when all module examinations have been passed with a grade of at least „sufficient“ (4,0) and the candidate received a grade of at least „sufficient“ (4,0) for his/her master's thesis.

(5) A final grade is computed for the master's exam. It consists of the grades for the module exams (weighted up to 70%) and the grade for the master's thesis (weighted up to 30%). §3, sentence 2 applies accordingly.

(6) The final grade for a passed master's exam is as follows:

Average up to and including 1,5	Very good
Average from 1,6 to 2,5	Good
Average from 2,6 to 3,5	Satisfactory
Average from 3,6 to 4,0	Sufficient

(7) This grade is to be accompanied by an ECTS grade.

§ 18 Absences, withdrawal and breaks

(1) An exam is considered graded „insufficient“ (5,0) if the examinee misses an exam or exam deadline without providing an excuse or if he/she backs out of an exam or component exam after it has begun or if he/she does not complete an exam within the given deadlines.

(2) The reason for the withdrawal or absence, along with any documentation, must be presented to the examination committee immediately. In case of illness, documentation by a doctor is required including the physical and mental effects the illness has on the examinee, the illness' effects on the examinee's exam-taking ability, the date of the doctor's appointment as well as the doctor's prognosis for the length of the illness. If the reason is recognized by the committee, the next possible examination date will be set. Component exams already completed will be credited. After completing an exam, reasons for withdrawing are no longer considered valid.

(3) Safety regulations for the protection of working mothers (MuSchG – Maternity Leave Law) are to be permitted upon request. This also applies for petitions for parental leave according to the Laws for Child Benefits and Parental Leave (BErzGG). Accordingly, § 19 Paragraph 2 Sentences 5 to 6 are to be applied.

§ 19 Cheating, breach of regulations

(1) If the student tries to influence his/her exam by cheating or using aids/resources not permitted, the exam will be graded „insufficient“ (5,0). Mobile telephones, for example, fall into the group of aids not permitted. The same rule applies for exams from students who provide their exam results to others during the exam procedure.

(2) If an examinee cheats or uses aids/resources not permitted while the exam is being distributed or afterwards as described in Paragraph 1, he/she will not be disqualified from continuing the exam. The exam proctor will write a report about the incident which he/she will then present immediately to the chairperson of the examination committee. The examinee is to be informed immediately of the allegations against him/her. A decision about such an incident is made by the chairing member of the examination committee. The examinee is to be given an opportunity to make a statement on his/her own behalf.

(3) If an examinee cheats on an exam and this fact comes to light after the exam has been completed, the grade may, in accordance with Paragraph 1, be changed and the master's exam, if necessary, declared as “failed”. The incorrect certificate is to be recalled and a new one to be issued. Accordingly, the master's diploma is to be recalled if the master's exam has been declared as “failed” due to cheating. The statute of limitations in such cases is five years.

(4) An examinee who disturbs the orderly proceedings of an exam may be excluded from continuing the exam by the examiner or proctor; in this case, the respective exam is to be graded „insufficient“. In extreme cases the examination committee can exclude the examinee from taking or completing further exams.

(5) After decisions made in accordance with Paragraphs 1, 3 and 4, the examinee can petition the examination committee for a review of his/her case. The petition is to be submitted promptly. The candidate must be notified immediately regarding any decisions that refer to paragraph 1 to 3. All decisions must be substantiated and instructions about the available legal remedies have to be included.