

MA digital narratives application details

Formal Admission Requirements

To obtain a Master's degree, applicants must have an undergraduate degree (Bachelor's degree or an equivalent degree) with a minimum of 180 ECTS credits or a higher degree (e.g. a German »Magister« or »Diplom«) from an accredited university and have worked in the field of art and media production for at least one year. The ifs welcomes applicants who have received degrees in unrelated fields. In addition, applicants need to provide proof of their English language skills (B2 level of the Common European Framework of Reference for Languages, e.g. by a TOEFL score of 87 points (internet-based) or equivalent test results.) Native English speakers are exempted from this.

Application Procedure

Applicants must send all material listed below (Part 1 AND Part 2) by **March 1, 2018**.

Part 1: Digital Application

Please submit **via email to application@filmschule.de** (format: PDF file, file size: 10 MB max.)

Forms

1. Registration form and Obligation Declaration (scan)
2. CV showing at least one year of subject-related professional practice or comparable experience
3. A translated (German or English) and certified copy of your degree certificate (scan)
4. A translated (German or English) and certified copy of your examination certificate – alternatively translated (German or English) and certified copies of your transcript of records and your diploma supplement (scan)
5. Proof of very good English language skills (level B2 of the Common European Framework of Reference for Languages). Native English speakers are exempted from this.

Assignments

Important: Please include your name and identify the respective task on each page of each document!

1. Write a letter of motivation answering the following questions: Why do you want to take part in this program? Why would you suit the program? What do you expect the experience can give you in your current/future line of work? What experience can you add to the group work? Please try to be as clear and comprehensive as possible in presenting your expectations and interests.
(max. 750 words)
2. Links to 4 work samples
(if possible 1 link will lead to a portfolio page that showcases a selection of the candidate's work)
3. Suggest up to 3 topics which you would be interested to research during the program and which could strengthen the content of your project work.
4. Name up to three projects that are exceptional case studies for innovative use of storytelling in digital media. Describe each one and explain why they are outstanding.
(250 words per project)
5. Write an essay on a topic relevant to this program. Alternatively, you can also submit a previously written article, blogpost or scholarly paper from your BA studies program.
(1500 to max. 5000 words)

Part 2: Paper Application

Please submit **via regular mail to ifs internationale filmschule köln**, Office of Student Affairs, Schanzenstrasse 28, 51063 Cologne, Germany

1. Registration form and Obligation Declaration (fully completed and signed)
2. A translated (German or English) and certified copy of your degree certificate
3. A translated (German or English) and certified copy of your examination certificate – alternatively translated (German or English) and certified copies of your transcript of records and your diploma supplement

Please note: Incomplete applications will not be considered.

Interviews

Shortlisted candidates will be asked to come to Cologne for interviews on March 19 and 20 2018. In exceptional cases, the interviews may be conducted via Skype.

Dates (subject to change)

Application deadline:	March 1, 2018
Shortlist announced:	March 14, 2018
Interviews in Cologne:	March 19 and 20, 2018
Start of program:	October 1, 2018

Information for International Applicants

International applicants should note the following information:

- To ensure that the education certificates and diplomas acquired abroad comply with the admission requirements of the ifs (higher education qualifications), applicants can consult the following database: <http://anabin.kmk.org/>
- Enrollment at the TH Köln, the cooperation partner of the ifs, is mandatory for Non-EU students due to legal regulations concerning German residence permits. (tuition fee for the winter semester 2017/18: 263,40 euros)
- To obtain a residence permit, international students have to demonstrate sufficient funds to secure their livelihood. The amount required is equivalent to the Bafög (Federal Education and Trainings Assistance Act for university students) maximum rate of 735 euros per month.

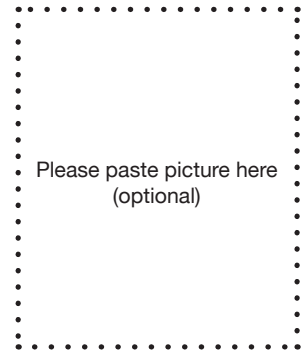
Contact

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ifs internationale filmschule köln gmbh
Schanzenstr. 28
51063 Cologne
Germany



Registration Form

I hereby apply for admission to the following program:
MA Digital Narratives (fall 2018/2019 – summer 2020)

Personal Details (Please print clearly in CAPITAL LETTERS)

First Name	Last Name
Date of Birth	Place of Birth
Nationality	Street / No.
Postal Code / City	Country / State
E-mail	Phone No. / Mobile Phone No.
Highest Degree Achieved	Language Skills

How did you learn about our film school and/or the MA Digital Narratives at the **ifs**?

I agree to receive information via email or post from the **ifs** internationale filmschule köln gmbh about future study and further education programs as well other activities of the **ifs** internationale filmschule köln gmbh. I also agree that the aforementioned personal data may be processed and used for such purposes also after the end of the study program/further education program. I can revoke this consent at any time without any reason and without reprisal. The **ifs** internationale filmschule köln gmbh guarantees that it will safeguard data privacy without any restriction and that my personal data will not be transmitted to any third parties.

Place, Date

Applicant's Signature

Obligation Declaration of the Applicant

I hereby declare that in the case I am accepted for the 2-years Master's program »Digital Narratives (M.A.)« starting with winter semester 2018/2019, my participation in the program shall be subject to the »General Conditions for Study Programs and Further Education Programs at **ifs** internationale filmschule köln gmbh« included with this Obligation Declaration. I hereby undertake to pay the corresponding tuition fee. The tuition fee is 2,500 euros per semester. The tuition fee is payable for each semester and will be due before the beginning of a semester after receipt of an invoice by **ifs** internationale filmschule köln gmbh within fourteen days. In addition, a one-time registration fee of 400 euros will be charged before the beginning of the program. The registration fee will be due after receipt of an invoice by **ifs** internationale filmschule köln gmbh within fourteen days.

I hereby undertake to pay a cancellation processing fee of 125 euros should I decide not to participate in the Master's program »Digital Narratives (M.A.)« after having signed the Training Contract for Students.

I am aware that this Obligation Declaration or my application or my participation in the entrance examination does not in any way entitle me to participate in the Master's program »Digital Narratives (M.A.)«. A selection committee decides at its discretion. **ifs** internationale filmschule köln gmbh does not have to give reasons for a negative decision.

I confirm that I have read and understood the information and instructions regarding the application procedure and requirements. I confirm that I have also read and understood the above-mentioned conditions for participation and the »General Conditions for Study Programs and Further Education Programs at **ifs** internationale filmschule köln gmbh« included with this Obligation Declaration, and I fully accept them and agree to abide by them.

I further declare that I agree that my application documents and application material including data carriers will not be returned or deleted. The **ifs** internationale filmschule köln gmbh reserves the right to archive one copy of the application documents and personal data for its records.

Place, Date

Name of Applicant

Signature of Applicant

General Conditions for Study Programs and Further Education Programs at ifs internationale filmschule köln gmbh

1 Scope

The "ifs internationale filmschule köln gmbh" (hereinafter referred to as "ifs") provides young filmmakers with initial and further training for the film and television industry. For this purpose ifs offers workshops, study programs, and other further education programs (hereafter referred to as "Program" or "Programs").

These "General Conditions for Study Programs and Further Education Programs at ifs internationale filmschule köln gmbh" (hereafter referred to as "General Conditions") regulate the relation between ifs and the participants and students of the Programs (hereinafter referred to as "Participant/Student" or "Participants/Students"). The General Conditions shall apply in the version valid at the time of conclusion of the contract between ifs and the Participant/Student (hereinafter referred to as "Contract"). Any deviating provision shall only be deemed valid, if ifs has expressly agreed in writing. This also applies to any waiver of this written form requirement.

In cases of any inconsistency between the Contract and these General Conditions, the regulations stipulated in the Contract shall prevail.

2 General provisions

2.1 Contract Period/Contents

2.1.1 The duration of the contract shall be determined by the Contract between the Participant/Student and ifs.

2.1.2 ifs represented by its managing directors or representatives appointed by the managing directors, shall lay down program times, submission deadlines and other terms that shall be binding for the Participant/Student and shall notify the Participant/Student thereof in writing in a timely manner. The outline, structure and contents of the Programs shall be specified in the program description, which the Participant/Student shall receive at the start of the Program.

2.1.3 All stated contract times and deadlines by ifs shall be binding on the Participant/Student. The attendance of the Participant/Student is compulsory. In rare cases this duty of compulsory attendance includes classes on weekends (Saturday and Sunday) and public holidays. Any unjustified absence, even if only temporary, shall entitle ifs after admonishing the Participant/Student to declare extraordinary termination of the Contract.

2.1.4 In case of failure to comply with the defined submission deadlines and other contract times without excuse or in the event of other absence without excuse or approval ifs is entitled to extraordinary termination of the Contract. In the event of repeated non-compliance, ifs shall also be entitled to declare extraordinary termination of the Contract without warning and without notice period.

2.2 Inability to Attend

2.2.1 The Participant/Student must obtain the prior consent of ifs for any absence – even if only temporarily – and for the anticipated duration of the same. If the Participant/Student is absent due to illness, Participant/Student must notify ifs immediately on the day of absence. In case of longer absences due to illness, the Participant/Student must submit a medical certificate indicating the anticipated duration of the illness, no later than the end of the third calendar day after the period of absence has begun. Should the illness last longer than indicated in the medical certificate, further medical certificate must be submitted within three days of the date the Participant/Student was initially supposed to return. In all cases of absence the Participant/Student is responsible to catch up its omissions.

2.2.2 If a medical certificate has not been submitted within 14 days after the beginning of a Participant's/Student's absence, the absence will be considered unexcused.

2.3 Press and Public Relations Work, Naming, Data Protection, Confidentiality, Development of Topics

2.3.1 The ifs shall be entitled to distribute and make available to the public images/photos of the Participant/Student in its own publications and/or on web pages of the ifs (incl. ifs facebook web page), as long as no conflicting legitimate interests of the Participant/Student exist. The aforementioned applies to such images/photos, which have been taken during ifs events and/or during the Program and/or to images/photos which have been provided by the Participant/Student, and also after termination of the contractual relationship between ifs and the Participant/Student.

At the specific request of ifs, the Participant/Student shall be available to a reasonable extent for press conferences and other public relations appointments.

2.3.2 The Participant/Student and ifs mutually empower each other to quote the name of the other party even after termination of the Program for their own advertising purposes. There is no obligation in this respect. This naming empowerment may be cancelled without giving any reasons.

2.3.3 The ifs in only entitled to store, process or communicate to other Participants/Students of the Programs, lecturers, or staff of the ifs the personal data of the Participant/Student (e.g. name, address, telephone and fax numbers, e-mail address, date of birth, academic degree and area of study), as long there is a direct context with the participation of the Participant/Student in the Program.

2.3.4 During the duration of the Contract and also after expiry thereof the Participant/Student undertakes to observe strict confidentiality concerning

any business and corporate secrets of the ifs that may become known to the Participant/Student.

2.3.5 For reasons of clarification, ifs emphasizes that topics developed by the Participants/Students in the course of the Programs, which are below the status of a work as per section 2 of the German Copyright Act are not protected by copyright. Therefore, ifs is not liable for other Participants/Students and/or other persons involved in the Program and/or third parties seizing and developing these topics. Thus, it cannot be excluded that it comes to doubling of topics.

2.4 Attendance Fee/Tuition Fee

The attendance fee/tuition fee is laid down in the Contract and must be paid after receipt of the invoice into the bank account specified in the invoice. The ifs is entitled to exclude a Participant/Student from the Program until complete payment of the attendance fee/tuition fee, or to terminate the Contract extraordinarily after expiry of the payment deadline, thereby enabling third parties to participate in the Program.

2.5 Cancellation of the Program

2.5.1 If the Program fails to take place completely or in parts, a proportionate refund of the attendance fee/tuition fee shall only be made by ifs, if ifs is responsible for the full or partial cancellation of the Program. The ifs shall only be liable for deliberate intent or gross negligence.

2.5.2 In the event of partial or predominant absence of a Participant/Student, in particular, if the Participant/Student is responsible for such absence, a refund of the attendance fee/tuition fee is excluded. The ifs may in individual cases decide otherwise at its own discretion, the Participant/Student has no claim to such exemption.

2.6 Production

All productions carried out with the support of ifs are to follow the production guidelines handed out to the Participants/Students at the beginning of the Program.

2.7 Contract Termination

2.7.1 Notwithstanding the extraordinary termination right, the Contract shall terminate upon completion of the Program without requiring further declaration.

2.7.2 Each party has the right to terminate the contractual relationship extraordinarily without notice for a compelling reason. In particular, in those cases when a Participant/Student is unable to complete the Program due to grave personal reasons, the Participant/Student has the right of extraordinary termination. The ifs has right of extraordinary termination, in particular, in cases of sections 2.1.3, 2.1.4 and 2.4 and with regard to Programs that are study programs in cases of section 3.5. The termination requires the written form.

2.7.3 All Programs that are workshops and further education programs are excluded from ordinary termination. For all Programs that are bachelor and master study programs section 3.5 applies.

2.8 Property/Liability

2.8.1 All teaching materials and other documents made available to the Participants/Students by ifs shall remain property of ifs. The Participants/Students shall take due care of the teaching materials etc. and shall return them immediately and to its full extent to ifs upon request or at the latest after termination of the Contract.

2.8.2 The ifs shall only be liable for damage and loss of objects owned by the Participant/Student or which have been in the possession of the Participant/Student, if ifs acted grossly negligent or deliberately.

3 Special Conditions for Study Programs

3.1 The provisions of this section apply exclusively to all Programs which are bachelor and master study programs at ifs (hereinafter referred to as "Study Program" or "Study Programs").

3.2 The Student must take intermediate exams during the Study Program and final exams at the end of the Study Program. Scope and process of these exams are laid down in detail in the ifs examination regulations. The Student must pass the intermediate exams to continue with the rest of the Study Program.

3.3 The tuition fee must be paid at the beginning of each semester of the Study Program after receipt of an invoice.

3.4 Records of attendance may be set out for courses of the Study Programs. They can be found in the current course directory. Determined times and deadlines are binding for Students.

3.5 Notwithstanding the right of extraordinary termination as per section 2.7.2 both parties are entitled to terminate the Contract at the end of each semester with a notice period of one month in advance. The termination must be in writing and must indicate the reasons for the termination. Thereby the parties have to orientate on section 51 of the Higher Education Act of North Rhine-Westphalia.

In addition to the examples for reasons of extraordinary termination listed in section 2.7.2, ifs is particularly entitled to declare extraordinary termination of the Contract after admonishing the Student, if the continuation of the Study Program is infeasible for ifs due to a repeated failure of the Student. In particular, the continuation of the Study Program is infeasible for ifs, if the

current achievements of the Student do not allow an expectation of successful participation in the Study Program any longer as a result of a repeated breach of Student's duties arising from the Contract.

If a Student decides to terminate the Study Program before the end of the current semester, ifs decides at its own discretion about a proportionate refund of the tuition fee for the current semester.

4 Final Provisions

4.1 If any individual provisions of these General Conditions and/or of the Contract are or become null or invalid or contain errors of form or omissions, the validity of the remainder of these General Conditions and of the Contract shall not be affected thereof.

4.2 The contractual relations between the parties shall be governed by German law. Insofar as legally permissible, the parties hereby agree that Cologne shall be the exclusive place of performance and jurisdiction for all disputes arising from these general conditions and/or the Contract.

Date: 20 May 2014