



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN



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**Statutes  
on the aptitude procedure for  
the Master's program in  
Digital Cultural Heritage  
at Ludwig Maximilian University of Munich**

**From June 2, 2025**

Pursuant to Art. 9 sentence 1 in conjunction with Art. 90 para. 1 sentence 2 of the Bavarian Higher Education Innovation Act (BayHIG), Ludwig Maximilian University of Munich issues the following statutes:

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**§ 1****Purpose of the aptitude procedure**

<sup>1</sup>For admission to the Master's program in Digital Cultural Heritage, applicants must have a first professionally qualifying university degree comprising at least 180 ECTS credits or an equivalent degree from Germany or abroad in a humanities or cultural studies subject related to cultural heritage (e.g., Cultural Heritage Studies, Digital Humanities, Monument Preservation, Museology, archaeological disciplines, Ethnology, Anthropology, Art History, History, Egyptology, Sinology), an environmental science discipline (e.g., Geography, Geosciences), an information technology or data science discipline (e.g., Computer Science, Data Science), or in a subject related to the above-mentioned disciplines, provided that the applicant has successfully completed an aptitude procedure in accordance with these regulations.

<sup>2</sup>The purpose of this procedure is to determine whether, in addition to the skills demonstrated by the first degree, the applicant is suitable for the specific qualitative requirements of the Master's program in Digital Cultural Heritage. <sup>3</sup>These requirements include a demonstrable interest in interdisciplinary work in the integration of digital and information technology methods in cultural heritage research, the willingness and basic ability to use digital tools and information technology methods for researching and preserving cultural heritage and to engage critically and theoretically with this discipline, as well as a strong interest in research or practical work in the field of Digital Cultural Heritage in order to underline a commitment to promoting understanding and practice in this developing field. <sup>4</sup>In addition, the international orientation of the program requires a very good knowledge of English.

**§ 2****Application for the aptitude procedure**

(1) Applications for the aptitude procedure must be submitted to the Institute for Digital Cultural Heritage Studies by June 15 for the following winter semester (deadline).

(2) The application must be accompanied by the following documents:

1. a tabular curriculum vitae and a completed questionnaire issued by the Institute for Digital Cultural Heritage Studies for the purpose of identifying applicants;
2. a copy of the degree certificate from the first degree program in accordance with § 1 sentence 1, with detailed information on all examinations taken during the first degree program and a proven average grade; if a corresponding certificate is not yet available at the time of application, a corresponding transcript of records must be submitted with a detailed list of all examinations taken during the course of study up to that point and a provisional intermediate grade based on a performance level of at least 135 ECTS credits; the final degree certificate must be submitted immediately upon receipt;

3. a) a written sample of work from previous studies in English (e.g., a term paper or seminar paper, a chapter of a bachelor's thesis, an essay, or comparable written work) comprising 10,000 to a maximum of 15,000 characters, or  
b) an article already published or accepted for publication in English, or  
c) a summary of the bachelor's thesis from the previous course of study in English, comprising a maximum of 12,000 characters, or  
d) an essay of no more than 12,000 characters as a continuous text in English on a topic specified on the institute's website, in which the requirements for study in the Master's program in Digital Cultural Heritage are examined in accordance with § 1 sentence 3; the essay must be accompanied by a statement that the text was written independently and only with the sources and aids indicated;
4. Proof of English language skills at a minimum level of C1 of the Common European Framework of Reference for Languages, unless an English-language university entrance qualification or an English-language degree can be presented.

### **§ 3**

#### **Selection committee**

<sup>1</sup>The aptitude procedure is conducted by a selection committee appointed by the Faculty Council of the Faculty for the Study of Culture, which consists of three university lecturers (professors) with teaching qualifications in the field of Digital Cultural Heritage or in another field represented at the Faculty for the Study of Culture and two full-time researchers. <sup>2</sup>The members of the selection committee shall appoint a chairperson from among their number. <sup>3</sup>The women's representative of the Faculty of Cultural Studies shall act in an advisory capacity on the selection committee. <sup>4</sup>The term of office of the members and the chairperson of the selection committee shall be three years; reappointment is permissible.

### **§ 4**

#### **Admission to the aptitude procedure; preselection**

(1) Admission to the aptitude procedure requires that the documents specified in § 2 (2) are submitted by the deadline.

(2) <sup>1</sup>The selection committee makes a preliminary selection from among the eligible applications (first stage of the aptitude procedure). <sup>2</sup>For this purpose, the text submitted in accordance with § 2 (2) No. 3 is evaluated by two members of the selection committee in accordance with the requirements set out in § 1 sentence 3. <sup>3</sup>Aptitude cannot be determined if both evaluations are "not suitable"; otherwise, an invitation to a selection interview will be issued in accordance with § 5 (second stage of the aptitude procedure).

(3) Results pursuant to paragraph 2 sentence 3 shall be communicated by means of notifications that must comply with the requirements of § 8 (2).

**§ 5****Scope and content of the aptitude procedure in the second stage**

(1) <sup>1</sup>The aptitude procedure in the second stage consists of participation in an oral selection interview. <sup>2</sup>The date of the selection interview will be announced at least two weeks in advance by invitation, which may also be sent by email with the applicant's consent.

(2) <sup>1</sup>The selection interview lasts 15 to 20 minutes. <sup>2</sup>The selection interview focuses on the skills mentioned in § 1 sentence 3 and the applicant's interest in the degree program, also taking into account the applicant's previous achievements in their first-degree program and the previous experience and knowledge mentioned in the documents referred to in § 2 (2) No. 1.

(3) <sup>1</sup>The performance will be evaluated by two members of the selection committee, including at least one university professor. <sup>2</sup>Suitability is deemed to have been established if at least one university professor has assessed the applicant as "suitable"; suitability cannot be established if both members of the selection committee have assessed the applicant as "not suitable"; otherwise, the selection committee shall decide on the applicant's suitability for the Master's program in Digital Cultural Heritage.

(4) <sup>1</sup>Anyone who does not appear on the date specified in paragraph 1, sentence 2, shall be deemed unsuitable. <sup>2</sup>Reasons justifying the absence for reasons beyond the applicant's control must be submitted to the chair of the selection committee by the start of the specified date and must be substantiated; if the reason is accepted, an invitation to a replacement date shall be issued. <sup>3</sup>Paragraphs 1 to 3 apply accordingly. <sup>4</sup>If suitable documentation is provided immediately to prove that the failure to attend the specified date or the alternative date was not their own fault, an invitation to the second stage of the aptitude procedure will be issued upon request, taking into account the results of the preliminary selection.

(5) <sup>1</sup>If applicants attempt to influence the results of their examinations by deception or the use of unauthorized aids, they shall be deemed unsuitable. <sup>2</sup>Applicants who disrupt the proper conduct of the aptitude procedure may be excluded from the rest of the procedure and shall also be deemed unsuitable.

**§ 6****Compensation for disadvantages**

(1) <sup>1</sup>Applicants with disabilities or chronic illnesses shall be granted an extension of the examination period upon request by the selection committee, depending on the severity of the proven examination disability. <sup>2</sup>In addition to or instead of an extension of the examination period, other appropriate compensation shall be granted if necessary.

(2) <sup>1</sup>Applications for compensation for disadvantages must be submitted at the latest with the application for the aptitude procedure. <sup>2</sup>The disability or chronic illness must be substantiated. <sup>3</sup>In cases of doubt, the selection committee may require that the disability or chronic illness be substantiated by a medical certificate.

**§ 7****Written record**

Minutes shall be taken of the aptitude procedure, which must include the date and place of the procedure, its duration, the names of the applicants, the main topics covered, and the assessments of the members of the selection committee, including the main reasons for their decisions.

**§ 8****Determination and announcement of results**

(1) The results of the aptitude procedure for the Master's program in Digital Cultural Heritage, as determined by the selection committee, will be communicated in writing.

(2) <sup>1</sup>A positive decision must be presented in the original and as a copy at the time of enrollment, along with the other required documents, in particular the degree certificate from the first degree program. <sup>2</sup>The positive notification must include a clear statement that it communicates the results of the aptitude procedure and that enrollment in the Master's program in Digital Cultural Heritage is subject to the qualification being proven by the degree certificate from the first degree and that there are no obstacles to enrollment. <sup>3</sup>A negative decision must be justified.

**§ 9****Repeat**

<sup>1</sup>An unsuccessful aptitude procedure may be repeated once, but not earlier than the next registration date. <sup>2</sup>A positive result in a preselection is not creditable; § 5 (4) sentence 4 remains unaffected. <sup>3</sup>A further repetition is excluded.

**§ 10****Entry**

<sup>1</sup>These regulations shall enter into force on June 3, 2025. <sup>2</sup>They shall apply for the first time in the 2025/26 winter semester.

Issued on the basis of the resolution of the Senate of Ludwig Maximilian University of Munich on May 22, 2025, and the approval of the President of Ludwig Maximilian University of Munich on June 2, 2025, No. I.4 – 411.5.2.

Munich, June 2, 2025

signed

Prof. Dr. Dr. h.c. Bernd Huber  
President

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