

Study Regulations Master's Degree Programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools

of 1 September 2022

Based on the regulatory framework regarding the degree programmes at the University of Applied Sciences and Arts Northwestern Switzerland (FHNW) of 2 February 2015 (as of 21 June 2021) and the regulatory framework regarding the limitation of study places in the Bachelor's and Master's degree programmes at the FHNW University of 24 August 2020, along with the Study and Examination Regulations regarding the Bachelor's and Master's degree programmes at the FHNW Academy of Art and Design of 1 September 2022 (StuER), the director of the FHNW Academy of Art and Design issues at the request of the head of the degree programme the following study regulations for the Master's degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools.

Part 1: General Remarks

Sect. 1 Scope

The following Study Regulations, in complement to the Study and Examination Regulations concerning Bachelor's and Master's degree programmes at the FHNW Academy of Art and Design of 1 September 2022 (StuER), govern the legal conditions concerning admission, aptitude assessment, enrolment, studies (structure, process, duration, academic performance), performance assessment, and the acquisition of the degree "Master of Arts FHNW in Arts and Design Education / Teaching Diploma for Upper Secondary Schools" at the FHNW Academy of Art and Design. The module guide in the appendix is an integral part of these Study Regulations.

Part 2: Studying

Sect. 2 Admission requirements

- Admission requirements* 1 The requirements regarding admission to the Master's degree programme in Arts and Design Education / Teaching Diploma for Upper Secondary Schools are defined in section 3, para. 23 of the Study and Examination Regulations concerning the degree programmes at the FHNW Academy of Art and Design (StuER).
- Registration* 2 To register for the Master's degree programme in Arts and Design Education / Teaching Diploma for Upper Secondary Schools, candidates are asked to submit documents in accordance with the specifications listed in the registration portal, i.e. in particular :
- CV in tabular format;
 - Proof of compliance with admission requirements;
 - Documentation of artistic/design-related work to date (portfolio)
 - Motivation letter
- Proof of language competence* 3 Applicants with a foreign language background are required to submit proof of their language proficiency in German or English at level C2 (or equivalent) according to the standard European reference framework at the beginning of their studies.
- 4 Candidates who wish to apply for a study place outside of the normal application period, are asked to contact the programme's administrative office. Any decision concerning admission, procedure, and evaluation of the aptitude assessment is taken by the head of the degree programme.

Sect. 3

Aptitude assessment

Aptitude assessment: prerequisites

1 In the context of the aptitude assessment, it is ascertained whether a candidate has sufficient artistic /design potential to qualify for the Master's degree programme.

2 Participation requires the following conditions:

- a. Compliance with the admission requirements pursuant to sect. 3 of the StuER and sect 2 of the present Study Regulations;
- b. Submission of complete registration form pursuant to sect. 2, para. 2. and of all additional requisite documents.

Admission decision

3 If the admission requirements pursuant to para. 2 are not fulfilled, a negative admission decision according to sect. 12, paras. 1 and 2 of the StuER shall be issued in the form of a ruling, including the appropriate information on legal remedy.

Admissions commission

4 With regard to the planning, implementation, and appraisal of the admission and enrolment procedures, the head of the degree programme shall appoint an admissions commission.

Procedure of aptitude assessment and criteria regarding the appraisal of various elements of the assessment

5 The aptitude assessment is carried out in two steps:

1. Appraisal of the submitted portfolio containing the academic performances to date and the motivation letter;
2. Suitability interview and discussion of submitted portfolio.

Part 1 of aptitude assessment

6 With a view to the candidate's specialist and professional suitability, part 1 of the aptitude assessment is rated on the basis of the following criteria on a 6-point scale:

Assessment criteria

- Artistic and design-specific suitability
- Experience in educational matters
- Knowledge regarding Arts and Design Education
- Motivation for applying to the degree programme

To pass, a candidate must attain a sufficient score on the 6-point scale.

7 Candidates with an insufficient grade in part 1 of the aptitude assessment shall receive a negative admission decision in the form of a ruling, including the appropriate information on legal remedy.

Candidates with a sufficient grade shall receive an invitation to part 2 of the aptitude assessment.

Part 2 of aptitude assessment

8 Part 2 of the aptitude assessment includes an interview focusing on the following subjects; it is rated on a 6-point scale:

Subjects, part 2

- Presentation of portfolio
- Suitability interview
- Motivation
- Assessment of artistic and design-specific skills

Negative admission decision

9 Candidates with an insufficient grade in part 2 of the aptitude assessment shall receive a negative admission decision in the form of a ruling, including the appropriate information on legal remedy.

The average of the ratings for the two parts of the assessment yields the overall score of the aptitude assessment.

Retake of assessment

10 The aptitude assessment can be repeated twice.

Sect. 4

Enrolment procedure

Ranked order of admission

1 In the enrolment procedure, candidates who fulfil the admission conditions and have passed their aptitude assessment are admitted to the Master's degree programme in the following order of priority:

- a. First priority is given to students who have obtained their Bachelor's

degree at the FHNW Academy of Art and Design;

- b. If study places are then still available, applicants will be admitted on the strength of their overall score in the aptitude assessment in accordance with sect. 3, para. 9.

Candidates who are not awarded a study place on the basis of their ranking in the assessment, receive a confirmation that they figure on the ranked waiting list. Candidates who definitely cannot be assigned a study place are handed a negative admission decision in the form of a ruling, including the appropriate information on legal remedy, at the latest two weeks prior to the start of the semester

Ranked waiting list

- 2 With the start of each new academic year, the current ranked waiting list is cancelled definitely.

Eligibility of ECTS credits

Students from other universities who wish to transfer to the Master's degree programme in Arts and Design Education / Teaching Diploma for Upper Secondary Schools must fulfil the admission requirements pursuant to sect. 2 and must pass the aptitude assessment. The head of the degree programme then decides on how the already completed achievements are to be rated and how the achieved ECTS credits are to be credited.

Sect. 5

Study design

Structure

- 1 The degree programme is modular in structure and involves a total of 120 ECTS credits.

Modules

- 2 A module is a conceptual, time-bounded teaching and learning unit focusing on a thematic or subject-determined topic and defined by specifically outlined competencies as described in the respective module description.

Module groups

- 3 Modules can be combined to form module groups. Module groups have a common focus. From each module group, students must attain a minimum number of ECTS credits as specifically required in the respective degree programme. Details are specified in the module guide.

Module descriptions

- 4 Pursuant to sect. 4, para. 6 of the StuER, the module descriptions are published before the start of a new semester in the course prospectus of the FHNW Academy.

- 5 The lecture-free period as defined by the FHNW Academy's academic calendar can, to a limited extent, be used to conduct modules, workshops, and catch-up work.

Sect. 6

Course of Studies

Course of studies

- 1 The course of studies including the scheduled time sequence of the modules to be completed, the respective type of modules, the associated module groups as well as the number of required ECTS credits can be drawn from the module guide.

Parts of studies taken at PH FHNW

Those parts of the curriculum that students must complete within the diploma degree programme Secondary Level II at the FHNW School of Education (PH FHNW) are governed by the provisions set out in sect. 8, para 4 of the Study Regulations of the PH FHNW and must be completed in accordance with the requirements set forth by the Study and Exam Regulations of that institution.

Studying part-time

- 2 Studying part-time is only permitted in consultation with and with the approval of the head of the degree programme.

- 3 When studying part-time, students are asked to observe the following points:
 - a. The respective application must be submitted in writing for approval to the head of the degree programme at least three months before the start of the semester;
 - b. The modalities and the modules to be attended each semester are to be discussed with and approved by the head of the programme;
 - c. As a result, the duration of studies is extended by at least one year;
 - d. According to sect. 6, para. 4 of StuER, part-time studies may not exceed the length of eight semesters.

<i>Types of modules</i>	4	The Master's degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools recognizes three types of modules: <ol style="list-style-type: none"> a. Compulsory modules offered by HGK FHNW and PH FHNW that must be completed. b. Compulsory modules of choice offered by HGK FHNW and PH FHNW to be selected in a certain number from a group of modules c. Elective modules as listed in the module guide or offered by other HGK FHNW degree programmes or by other universities.
<i>Professional aptitude assessment (BAE) at PH FHNW</i>	5	Before the first internship, students must complete the professional aptitude assessment at the PH FHNW which is governed by the relevant provisions of sect. 3 ^{bis} of the StuEr of that institution. Students who fail to pass this professional aptitude assessment are excluded from the degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools at HGK FHNW.
<i>Interruption of studies</i>	5	The interruption of studies (time out) shall be regulated as follows, pursuant to sect. 5, para. 5 of the StuER: <ol style="list-style-type: none"> a. The respective application must be submitted in writing for approval to the degree programme's administrative office at least three months before the start of the semester; b. As a result, the duration of studies is extended by at least one year; c. The interruption may not exceed the duration of 4 semesters. The time out is not factored in when determining the overall duration of studies.
<i>Intellectual property</i>	6	Regarding intellectual property rights, the provisions in sect. 7, paras. 21 and 22 of the StuER apply. Any alternative arrangement and supplementary details must be agreed upon in consultation and in writing with the head of the degree programme.
<i>Equipment</i>	7	From the start of their studies, students have to be in possession of a computer (laptop) that is capable of processing the programmes commonly used at the HGK FHNW. Hardware requirements will be announced to new students during the IT introduction.

Sect. 7 Academic performances

<i>Performance assessments</i>	1	Type, form and rating of performance assessments as well as the mode by which modules are assessed are set out in the module guide. The module descriptions therein are listed in the FHNW Academy's course catalogue.
<i>Attendance and reporting duty</i>	2	Regarding the duty of attendance and the duty of reporting, the provisions of sect. 10, paras. 2 to 5 of the StuER apply.
<i>Retake and revision</i>	3	Failed modules can be repeated at the earliest in the following year. Any revision must be made in accordance with sect. 7, para. 10 of the StuER and in consultation with the lecturers responsible for the module.

Sect. 8 Graduation

<i>Prerequisites</i>	1	Students are eligible for the Master's thesis if they have successfully completed all the prescribed modules according to the module guide and attained the required number of ECTS credits.
<i>Registration for Master's thesis</i>	2	Registration for the Master's thesis is to be submitted in time online through the ESPortal registration system of the FHNW (ESP).
<i>Examination panel</i>	3	The head of the degree programme is responsible for defining the content and correct organizational procedure of the Master's thesis and appoints the internal and external members of the examination panel. The examination panel for the Master's thesis is made up of: <ol style="list-style-type: none"> a. The head of the degree programme (chair); b. The degree programme's examination board c. and, if applicable, other supervising lecturers.
<i>Guideline Master's thesis</i>	4	The assignment, the works to be submitted, the volume, the deadlines, the supervision (mentoring and expert guidance), the exam setting, the finalization of the Master's thesis (presentation format), the evaluation criteria and their weighting, the grading system (2-point or 6-point scale), and the final provisions

		are set out in the separate document “Guideline Master’s Thesis”. The guideline is handed out to the students in the 3rd semester.
<i>Exam documentation</i>	5	The assessment of the works completed in connection with the Master’s thesis is recorded in an examination protocol.
<i>Retake and amendments</i>	6	If a module of the Master’s thesis is rated as insufficient, it can be retaken in the following year at the earliest. Amendments are to be made in accordance with sect. 7 para. 10 of the StuER and in consultation with the head of the degree programme, and must be submitted within 6 weeks.
<i>Graduation</i>	7	The following conditions apply to a successful completion of the Master’s degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools: <ul style="list-style-type: none"> a. Successful completion of all prescribed modules as listed in the module guide and the Study Regulations of the PH FHNW; b. Attainment of at least 120 ECTS credits, thereof at least 40 ECTS credits as well as the Master’s thesis within the Master’s degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools at the HGK FHNW.

Part 3: Final and transitional provisions

Sect. 9 Entry into Force

These Study Regulations enter into force as of 19 September 2022. They replace the Study Regulations for the Master’s degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools of 1 September 2021.

Basel, 10 October 2022

Upon request of:

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Head of the Institute Arts and Design Education (IADE)

Basel, 10 October 2022

Issued by:

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Director FHNW Academy of Art and Design

Please note:

The document is the English translation of the original German Study Regulations concerning the the Master’s degree programme in Arts and Design Education, Teaching Diploma for Upper Secondary Schools at the FHNW Academy of Art and Design. Only the original German version published on the website of the HGK and bearing the signatures of the head of the degree programme and the director of the FHNW Academy of Art and Design is valid in law (in force as of 19 September 2022). According to Section 13 of the HGK Study and Exam Regulations, the common language of the Complaints Commission is German; accordingly, complaints submitted in advance must be written in German; any subsequent hearing before the Commission is also held in German.