

# Study Regulations Bachelor's Degree Programme in Design – Specialization Process Design

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 Bachelor's degree programme in Design – Specialization Process Design (hereinafter BA Process Design).

## Part 1: General Remarks

### Section 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 "Bachelor of Arts FHNW in Design – Specialization Process Design" 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 Bachelor's degree programme Process Design are defined in section 3, para. 11 of the Study and Examination Regulations concerning the degree programmes at the FHNW Academy of Art and Design (StuER) of 1 September 2022.
- Registration* 2 To register for the Bachelor's degree programme in Process Design, the candidate is 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
- Proof of language competence* 3 Applicants with a foreign language background are required to submit proof of their language proficiency in German at level B2 (or equivalent) according to the standard European reference framework.
- Professional fields / Work experience* 4 The list of accepted professional trainings and professional fields, respectively, regarding the vocational and specialized baccalaureate is compiled separately, updated annually, and published on the website of HGK FHNW. All other applicants must provide upon registration proof of at least one year of work experience which includes practical and theoretical knowledge in a professional field related to the subject field. Work experience can be gained on the job, in an appropriate institution, or in a special, two-semester preparatory course in design.

- Admission on basis of special talent*
- 5 For admission on the basis of exceptional creative talent, candidates are asked to submit the following documents upon registration, according to sect. 3, para. 18 of the StuER:
- Portfolio;
  - CV in tabular format;
  - Reasoned request;
  - Motivation letter.

The decision concerning admission to 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 the candidate is suited for the respective degree programme.
- 2 Participation premises the following conditions:
- a. Compliance with the admission requirements pursuant to sect. 3 of the StuER and sect. 2 of these Study Regulations;
  - b. Submission of complete registration form pursuant to sect. 2, para. 2 and all supplementary documents;
  - c. In the case of exceptions pursuant to sect. 2, para. 5: a positive appraisal of the proof of exceptional creative talent by the head of the degree programme.

- Admission decision*
- 3 If the requirements pursuant to para. 2 are not fulfilled, a negative admission decision according to sect. 12, paras 1 and 2 of the StuER is 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. In part 1 of the aptitude assessment, admitted candidates describe in a personal statement of intent why they are interested in taking this degree programme. For this purpose, the candidates are asked questions that are relevant to their prospective studies which they answer in the light of their own experiences and plans for the future.
  2. In part 2 of the aptitude assessment, candidates gain insight into the study of Process Design in special admission workshops. The assignments completed by the candidates in the workshop are assessed by the admissions commission in terms of motivation, design skills, and reflective ability.

- Part 1 of aptitude assessment*
- 6 Part 1 of the assessment is evaluated on the basis of the following criteria on a 2-point scale as either “pass” or “failed”:
- The motivation to study Process Design;
  - The ability of self-assessment and -reflection;
  - The ability of contextualization and positioning.

Each of the criteria is awarded a maximum of 10 points. The minimal number of points to score a “pass” in part 1 of the assessment is determined by the admissions commission.

- 7 Candidates who finish part 1 of the aptitude assessment with a “failed” receive a negative admission decision in the form of a ruling, including the appropriate information on legal remedy. Candidates who attain a rating “pass” receive an invitation to part 2 of the assessment.

*Part 2 of aptitude assessment*

- 8 Part 2 of the assessment is evaluated on the basis of the following criteria on a 2-point scale as either “pass” or “failed”:
- The ability to express interests and viewpoints in words;
  - Dealing with process and methodology;
  - Application of digital and analogue design skills.

Each of the criteria is awarded a maximum of 10 points. The minimal number of points to score a “pass” in part 2 of the assessment is determined by the admissions commission.

*Negative admission decision*

- 9 The works in part 2 of the assessment are appraised with the aid of a point system and weighted equally in the overall evaluation. To attain the rating “pass”, candidates require a sufficient number of points. Candidates who fail to attain the afforded number of points are handed a negative admission decision in the form of a ruling, including the appropriate information on legal remedy.

*Retake*

- 10 The aptitude assessment can be repeated twice.

## **Sect. 4**

### **Enrolment procedure**

*Ranked order of admission*

- 1 In the enrolment procedure, the available study places are assigned to the candidates that fulfil the admission requirements and have passed their aptitude assessment according to a ranking system and their overall achievement in the aptitude assessment. Candidates that were 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, two weeks prior to the start of the semester, at the latest.

*Ranked waiting list*

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

*Eligibility of ECTS credits*

- 3 When students transfer to the Bachelor’s degree programme Process Design from another degree programme at HGK FHNW or from a different university, the head of the programme reviews their suitability and decides on how the already completed achievements are to be rated and how many ECTS credits are to be credited.

## **Sect. 5**

### **Study design**

*Structure*

- 1 The degree programme is modular in structure and involves a total of 180 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 compulsory ECTS credits as stipulated in the respective degree programme. Details are specified in the module guide in the appendix of the StuER.

*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 HGK FHNW.

- Course structure*
- 5 The degree programme is divided into three consecutive years of study; each year is completed with a respective thesis:
    - 1st year (semesters 1 and 2), concluded with Pre-thesis 1
    - 2nd year (semesters 3 and 4), concluded with Pre-thesis 2
    - 3rd year (semesters 5 and 6), concluded with the Bachelor's thesis.

All students participate in the inter-year study offer.

The successful completion of the respective Pre-thesis is prerequisite for moving up to the next study year.
  - 6 The lecture-free period as defined by the HGK FHNW's academic calendar can, to a limited extent, be used to conduct modules, workshops, and study trips.

## **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.
- Studying part-time*
- 2 BA Process Design is a full-time study. Studying part-time is only permitted in consultation with and with the approval of the head of the degree programme.
- Types of modules*
- 3 The Bachelor's degree programme in Process Design recognizes three types of modules:
    - a. Compulsory modules with a curricular structure, normally to be completed in sequence as specified in the module guide;
    - b. Compulsory modules of choice, to be selected in a certain number from a group of modules according to the module guide;
    - c. Elective modules as listed in the module guide or offered by other HGK FHNW degree programmes or by other universities.
  - 4 Attendance of the courses in the modules is to be coordinated with the mentor and geared to the individual course of study. Students work on project assignments in consultation with their mentor. All performance assessments are recorded in the respective module documentation.
- Interruption of studies*
- 5 An interruption of studies (time out) shall, pursuant to sect. 6, para. 5 of the StuER, be regulated as follows:
    - a. A reasoned application is to be submitted in writing or by email 4 weeks before the start of the semester to the head of the degree programme;
    - b. As a result of the time out, the duration of studies is extended by at least one year;
    - c. The interruption of studies may not exceed the duration of 4 semesters. The time out is not factored in when determining the overall duration of studies.
- Intellectual property*
- 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.
- Equipment*
- 8 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.

## Sect. 7

## Academic performances

### *Performance assessments*

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.

### *Programme-specific details*

2 The acquisition of competence over the course of the year in the modules Analyze, Design, Interact, Manage, Solve/Produce, Assemble/Reflect is recorded by students in their module documentation. During mentoring, a performance assessment is made with the aid of the module documentation, and the appropriate rating is developed in dialogue between student and mentor. The mentoring discussion and the proposed performance rating are recorded by the student in a protocol and countersigned by the mentor.

The modules Pre-thesis 1 and Pre-thesis 2 are evaluated by a jury.

3 The proposed performance ratings pursuant to para. 2 of all students are discussed and decided on by the mentors and the head of the degree programme in the semester conference.

### *Retake and revision*

4 Failed modules can be repeated at the earliest in the following year.

## Sect. 8

## Graduation

### *Prerequisites*

1 Students are eligible for the Bachelor's thesis if they have successfully completed all the prescribed modules according to the module guide and attained the required number of ECTS credits.

### *Registration for Bachelor's thesis*

2 Registration for the Bachelor's thesis (registration form) is to be submitted with all the required documents and in time to the secretariat of the degree programme.

### *Examination panel*

3 The head of the degree programme is responsible for defining the content and correct organizational procedure of the Bachelor's thesis and nominates the internal and external members of the examination panel.

### *Guideline Bachelor's thesis*

4 The Bachelor's thesis comprises a design work, a written part, and a presentation. The assignment, the details concerning the type and scope of the works to be submitted, the supervision (mentoring and expert guidance), the procedure, the rating (2-point / 6-point scale), the evaluation criteria and their weighting, the examination setting and the makeup of the examination panel are developed with the final year students, elaborated in written form as a guideline to the Bachelor's thesis, and submitted to the head of the degree programme for approval. When approved, the head of the degree programme issues the guideline at the start of the sixth semester.

### *Exam documentation*

5 The assessment of the works in connection with the Bachelor's thesis is recorded in an examination protocol.

### *Retake*

6 If the Bachelor's thesis is rated as insufficient or "failed", the student is given one chance to retake the BA thesis with a new topic in the following year at the earliest.

### *Graduation*

7 The following conditions apply to a successful completion of the Bachelor's degree programme in Design – Specialization Process Design:

- a. Successful completion of all prescribed modules as listed in the module guide;

- b. Attainment of 180 ECTS credits, thereof at least 60 ECTS credits as well as the Bachelor's thesis within the Bachelor's degree programme in Process Design 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 Bachelor's degree programme Design – Specialization Process Design of 1 September 2021.

Basel, 15 September 2022  
Upon request of:

Prof Matthias Böttger  
Head of Bachelor's degree programme Process Design  
Head of the Institute of Experimental Design and Media Cultures (IXDM)

Basel, 16 September 2022  
Issued by:

Prof Dr Claudia Perren  
Director FHNW Academy of Art and Design

#### **Please note:**

The document is the English translation of the original German Study Regulations concerning the degree programme in Design – Specialization Process Design 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.

Module guide Bachelor of Arts FHNW in Design – Specialization Process Design

Sem.	Module type	Name of module	ECTS-Credits
1	Compulsory	Introduction incl. ateliers	3
	Compulsory	Analyse 1	6
	Compulsory	Design 1	6
	Compulsory	Interact 1	6
	Compulsory/Choice	CoCreate Programme 1	4
	Compulsory	Pre-thesis 1	5
	Total	8 Modules	30
2	Compulsory	Manage 1	6
	Compulsory	Solve/Produce 1	6
	Compulsory	Assemble/Reflect 1	6
	Compulsory/Choice	CoCreate Programme 2	6
	Compulsory	Pre-thesis 1	6
	Total	8 Modules	30
3	Compulsory	Analyse 2	6
	Compulsory	Design 2	6
	Compulsory	Interact 2	6
	Compulsory/Choice	CoCreate Programme 3	6
	Compulsory	Pre-thesis 2	6
	Total	8 Modules	30
4	Compulsory	Manage 2	6
	Compulsory	Solve/Produce 2	6
	Compulsory	Assemble/Reflect 2	6
	Compulsory/Choice	CoCreate Programme 4	6
	Compulsory	Pre-thesis 2	6
	Total	8 Modules	30
5	Compulsory	Analyse 3	4
	Compulsory	Design 3	4
	Compulsory	Interact 3	4
	Compulsory/Choice	CoCreate Programme 5	6
	Compulsory	Bachelor's thesis	12
	Total	8 Modules	30
6	Compulsory	Manage 3	4
	Compulsory	Solve/Produce 3	4
	Compulsory	Assemble/Reflect 3	4
	Compulsory	Bachelor's thesis	18
	Total	4 Modules	30