

# Leaflet regarding the Online Registration for the Application Procedure for a Bachelor or Master's Degree Programme at the Academy of Art and Design FHNW

As of June 16<sup>th</sup>, 2021

## 1. Scope

This leaflet applies **exclusively** to the **online registration for the application procedure** for a Bachelor or Master's degree programme at the Academy of Art and Design FHNW (subsequently HGK FHNW).

## 2. Confirmation

By sending the online registration for the application procedure for a Bachelor or Master's degree programme at the HGK FHNW, you confirm, that you have completed the form truthfully and completely.

## 3. Registration for several degree programmes

If you want to register for several Bachelor and / or Master's degree programmes, you will have to submit a complete application form for every single course. Please note, that additional documents will be necessary for each course. As the demands differ from course to course, you will receive more detailed information at a later point of time (e.g. portfolio, creative task etc.).

## 4. Registration fee

The registration and handling fee of CHF 100. — must be paid for each separate registration. The settlement will take place in a separate step during the online registration. This fee will not be refunded in case of a withdrawal from the registration, a non-admission or non-attendance.

## 5. Limitation of study places

The number of study places at the HGK FHNW is limited. For candidates who have passed the aptitude assessment, but for whom no study place is available, a waiting list will be kept in the order of the examination results. The admission is only valid for the study year for which the aptitude assessment was taken. For the following study year, it will be necessary to participate in the admission procedure anew. The admission procedure may be repeated twice.

## 6. Exclusion

With your registration, you confirm that you have not been excluded from further studies by any other higher education institution / university because of a definite failure to pass examinations or due to a criminal conviction or disciplinary offence.

## 7. Data protection

The data protection regulations of the FHNW Applied University apply. Your personal data are accessed and processed exclusively in the context and for the purpose of your studies at the FHNW Academy of Art and Design. They will be deleted or made anonymous as soon as they are no longer required for processing.