

Study and Examination Regulations Concerning Degree Programmes at the FHNW Academy of Art and Design of the University of Applied Sciences and Arts Northwestern Switzerland

of 1 September 2022

Based on the regulatory framework regarding the degree programmes of the University of Applied Sciences and Arts Northwestern Switzerland (FHNW) of 2 February 2015 (as of 21 June 2021) and based on the regulatory framework regarding the limitation of study places in the Bachelor's and Master's degree programmes at the University of Applied Sciences and Arts Northwestern Switzerland (FHNW) of 24 August 2020, the President of the Board of Directors of FHNW issues at the request of the Director of the Academy of Art and Design the following Study and Examination Regulations pertaining to the FHNW Academy of Art and Design (HGK FHNW).

Part 1: General Remarks

Section 1 Scope

- Scope*
- 1 The following Study and Examination Regulations govern the study (admission and enrolment, structure, process, duration, academic performances, and degrees) along with the rights and duties of students as well as the judiciary practice at the Academy of Art and Design (HGK FHNW).
 - 2 They apply to the following Bachelor's degree programmes:
 - a. Fine Arts;
 - b. Design (including the fields Industrial Design, Fashion Design, and Process Design);
 - c. Interior Architecture and Scenography
 - d. Arts and Design Education;
 - e. Visual Communication and Digital Spaces (with the specialisations in Visual Communication / Digital Spaces

They apply to the following Master's degree programmes:

- a. Fine Arts;
- b. Digital Communication Environments;
- c. Masterstudio Design (including the specialisations Industrial Design, Fashion Design, Scenography, and Experimental Design)
- d. Arts and Design Education, Teaching Diploma for Secondary Schools.

Section 2 Further Decrees

- Study regulations*
- 1 The director of HGK FHNW issues upon request of the respective heads of the programmes for each degree programme and field of study, respectively, the applicable programme regulations.
 - 2 The programme regulations shall conclusively include the following points:
 - a. the specification of additional admission criteria specific to the degree programme, in particular the requirements concerning a candidate's design-related and artistic background (respective preparatory course, work experience and suitability of the professions in which work experience may be gained), as well as language proficiency;
 - b. the details of the admission procedure;
 - c. the details of the aptitude assessment;

- d. the valuation criteria regarding the admission and enrolment procedure and the appropriate procedure regarding ranking list, to candidates next on the list, and, therefore, admission to the degree programme;
- e. sequencing of modules and groups of modules, respectively;
- f. list of exceptional modules that exceed the duration of one semester;
- g. a description of programme-specific specialisations;
- h. details concerning the repeat of failed modules;
- i. modalities concerning the interruption of studies;
- j. Requirements regarding a successful completion of a degree programme.

Part 2: Studying

Section 3 Admission to and enrolment in degree programmes (Bachelor's and Master's)

- Admissions Commission* 1 With regard to the planning and conduct of the admission and enrolment procedure to the degree programmes (Bachelor's and Master's), the head of the respective degree programme appoints an admissions commission.
- 2 The details concerning the admission and enrolment procedures are governed by the respective programme regulations.
- Proof of language competence* 3 Applicants whose first language is not German are required to provide proof of sufficient knowledge of German or, if they are in possession of a foreign degree attained in a non-German speaking country, they are asked to submit proof of their language proficiency at level B2 (or equivalent) according to the standard European reference framework. Differing requirements regarding language proficiency are governed by the respective programme regulations.
- 4 Knowledge of English at level B2 (or equivalent) is required for degree programmes in which the language of instruction is English.
- Accredited ECTS points* 5 In the admission procedure, applicants are asked to declare any ECTS credits attained in a previous, not completed study course. Upon admission, the number of attained ECTS credits relevant to the successful completion of the current degree programme will then be taken into account. Admission to the degree programme stipulates that sufficient valid ECTS credits are still to be attained. The Director decides on justified exceptions.
- 6 Admission to a degree programme is not possible if an applicant has previously been expelled from the same or a comparable degree programme (forced de-registration). Upon request, the Director has the power to make well-reasoned exceptions.
- Aptitude assessment* 7 In addition, applicants to a Bachelor's or Master's degree programme are required to take a test that involves mainly an aptitude assessment. Details regarding the admission procedure as well as the aptitude assessment are specified in the respective programme regulations.
- 8 Admission to a programme is valid for the academic year for which the aptitude assessment was originally scheduled. The head of the degree programme has the power to make exceptions upon written request.
- Repetition* 9 The admission procedure can be repeated twice at most.
- 10 Applicants are accepted to the Bachelor's degree programme if they are in possession of one of the following credentials:
- BA admission requirements* 11 Field of Design (sect. 1, para., 2 subparas. b, c, e):
- a. a vocational baccalaureate in connection with professional training in an occupational field related to the field of Design;
 - b. a specialized baccalaureate in an occupational field related to the field of Design;
 - c. an Upper Secondary baccalaureate;
 - d. a vocational or specialized baccalaureate in a different occupational field;
 - e. an equivalent general training obtained otherwise.
- 12 Field of Fine Arts (sect. 1, para. 2, subpara. a):
- a. a vocational baccalaureate;
 - b. a specialized baccalaureate;
 - c. an Upper Secondary baccalaureate;

- d. an equivalent general training obtained otherwise.
- 13 Field of Arts and Design Education (sect. 1, para., 2 subpara. d):
- a vocational baccalaureate;
 - a specialized baccalaureate;
 - an Upper Secondary baccalaureate;
 - an equivalent general training obtained otherwise;
 - a primary teacher certificate recognized by the EDK.
- Equivalence* 14 According to paras. 11 to 13, the decision concerning the equivalence of general training qualifications is made by the head of the office of Teaching and Learning at HGK.
- 15 Admission to Bachelor's degree programmes based on a qualification in higher vocational training is granted in accordance with the swissuniversities best practice admission to Bachelor's degree programmes at Universities of Applied Sciences (adopted by the FH Chamber of swissuniversities on 24 November 2021).
- Work experience* 16 Applicants to the field of Design with qualifications as specified in para. 11, subparas. c to e as well as concerning an admission according to para. 18 must also provide evidence of one year's work experience. Work experience may be obtained in a professional environment or in a two-semester preparatory Design course. Details concerning the definition of work experience are specified in the respective programme regulations.
- 17 Pursuant to para. 16, recognition of the work experience in connection with a specific degree programme is granted by the head of the respective degree programme.
- Admission on basis of special talent* 18 In exceptional cases, enrolment in a Bachelor's programme in the fields of Design and Fine Arts may be granted even in the case that an applicant has not attained an Upper Secondary baccalaureate degree, namely if the applicant is able to provide evidence of exceptional artistic talent. Details concerning admission on the basis of exceptional artistic or design-related talent are specified in the respective programme.
- MA admission requirements* 19 Applicants are accepted to a Master's degree programme if they are in possession of one of the following credentials:
- 20 For a Master's degree course in Fine Arts:
- a Bachelor's degree in Art or in a field related to the Arts;
 - a different but equivalent degree in Art (equivalent to BA level according to "Dublin Descriptors").
- 21 For a Master's degree course in Digital Communication Environments:
- a Bachelor's degree in Design (Visual Communication) or in a related degree course;
 - a different but equivalent degree in Design (equivalent to BA level according to "Dublin Descriptors").
- 22 For a Master's degree course in Masterstudio Design:
- a Bachelor's degree in in Design or a related field;
 - a different but equivalent degree in Design (equivalent to BA level according to "Dublin Descriptors").
- 23 For a Master's degree course in Arts and Design Education; Teaching Diploma for Secondary Schools:
- a Bachelor's degree in Arts and Design Education;
 - a Bachelor's degree in a subject area taught at upper secondary schools related to the fields of Art or Design.
- Equivalence* 24 Pursuant to paras. 20 to 23 (equivalence), the assessment of the equivalence of an alternative degree lies in the responsibility of the head of the respective degree programme.
- Limited study places* 25 The number of study places is limited. Moreover, the number of actual study places may not exceed the number of pre-assigned study places. Consequently, and based on the framework regulations concerning the limited number of study places in the degree programmes (Bachelor's/Master's) at FHNW, the Academy of Art and Design awards study places according to the ranking in the aptitude assessment procedure. Applicants who cannot be offered a study place will be informed accordingly by the head of the respective degree programme and placed on a ranked waiting list.
- 26 At the beginning of a new academic year, the waiting list expires definitely.

- Standard duration of studies* 1 Regarding full-time Bachelor's degree programmes, the standard duration of studies is 6 semesters; for students studying Fashion Design it is 7 semesters; regarding full-time MA degree programmes, the standard duration of studies is 4 semesters; for students taking the Masterstudio Design it is 3 semesters.
- Standard duration, part-time* 2 When taking a Bachelor's degree programme part-time, the standard duration of studies is 12 semesters; a Master's degree programme in part-time takes 8 semesters; for the Masterstudio Design it is 6 semesters.
- Maximum duration of studies* 3 Regarding full-time Bachelor's degree programmes, the complete duration of studies may not exceed 12 semesters, that is, twice the standard duration. With regard to the Master's degree programmes, the limit is 8 semesters, again twice the standard duration; for the Masterstudio Design the utmost limit is 6 semesters.
- 4 When taking a Bachelor's degree programme part-time, the complete duration of studies may not exceed 12 semesters; with regard to Master's degree programmes part-time, the limit is 8 semesters; with regard to the Masterstudio Design it is 6 semesters.
- 5 Pursuant to paras. 3 and 4, an 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.
- 6 The respective programme regulations describe the course of study as a full-time study or, if offered, as a part-time study (so-called fractioning).
- 7 The Director may grant exceptions to para. 5 in justified cases (in particular with regard to interruptions due to illness or accident, parental leave, occupational duties, family obligations that cannot be delegated, military or civil service, professional activities outside the realm of studies). Appropriate proof is to be provided.

Section 7 Academic performances with regard to Bachelor's and Master's degree programmes

- ECTS credits* 1 The various degree programmes build on the European Credit Transfer and Accumulation System (ECTS). On average, one ECTS credit is equivalent to 30 hours of study (in-class instruction, accompanied and independent home study, work input in connection with performance assessments, project work, thesis, etc.).
- Validity* 2 ECTS credits are valid for ten years from the date of award. Written requests for an extension of the validity of ECTS credits may be granted by the head of the respective degree programme.
- Academic year* 3 An academic year in full-time study corresponds on average to 1,800 workhours, or 60 ECTS credits. When studying part-time, the number of workhours and ECTS credits is accordingly lower.
- Performance assessment* 4 The acquisition of competences in a module is tested with the aid of one or more performance assessments. The assessments (performance evaluation) are graded on either a 6-point or a 2-point scale. The method of assessment is specified in the respective module description.
- 5 Course performances may be assessed in different ways (oral or written exams, lectures and presentations, colloquiums, thesis papers, research papers, proof of activity in classwork, proof of academic work completed in home study, etc.).
- 6 In accordance with the respective module descriptions, academic performances can be rendered in form of individual work, in partnership, or as group work.
- 6-point scale* 7 On the 6-point scale, grades are given as whole, half, or one-tenth marks. Marks on the 6-point scale are rounded according to mathematical principles.
- 8 Marks given on the 6-point scale are defined as follows:
- | | |
|-----|------------------|
| 6 | excellent |
| 5.5 | very good |
| 5 | good |
| 4.5 | satisfactory |
| 4 | pass |
| 3.5 | provisional fail |
| 3 | definite fail |
| 2 | extremely poor |
| 1 | no performance |
- 2-point scale* 9 The 2-point scale includes the levels "pass" and "fail".

- i. to have at their disposal all items and devices (e.g. laptops) required for study as specified in the programme regulations;
- j. to keep informed at all times about changes to the rules and regulations at HGK FHNW;
- k. to keep confidential information, which FHNW or one of its partner organizations considers as classified matter;
- l. to comply with the conditions concerning the use of the hardware and software provided to the students by HGK FHNW;
- m. to protect the interests of FHNW at all times.
- n. to agree to receive decrees conveyed electronically via a safe platform.

Duty of attendance

2 Students must comply with the respective rules of attendance regarding teaching and learning units. As a general rule, they must attend at least 80% of the modules and module groups physically in order to claim a respective module or module group as attended. The details are specified in the respective module descriptions.

Obligation to report

3 If a student, for good reasons, is unable to sit for a compulsory performance assessment, the head of the respective degree programme is to be notified immediately.

4 Valid reasons for an absence include illness, accident, family duties that cannot be delegated, cancelled leave during military service, civil defence or civil service, as well as force majeure. Relevant certificates are to be submitted without delay to the head of the respective degree programme.

5 To verify the validity of an excused absence pursuant to para. 4 and with regard to redressing any imbalance due to impairment according to sect. 9, para. 3, an independent medical examiner is to be consulted.

6 HGK FHNW is entitled to use technical aids to check written student work for any possible plagiarism.

7 A violation of student duties pursuant to para. 1, subparas. c and d as well as any violation of the duty of attendance without good reason pursuant to sect. 10, para. 2, and the failure to meet deadlines without good reason, respectively, normally results in a performance rating of "failed" or a mark of 1. Should a violation become known only later, the performance rating may be changed retroactively. In addition, disciplinary proceedings may be initiated in accordance with sect. 11. If this fact becomes known only later, it may lead to the retroactive revision of the performance rating and a revocation of the granted Bachelor's or Master's degree respectively. In such a case, the decision lies with the Director upon request of the head of the respective degree programme.

Section 11 Disciplinary Action

1 In case of a violation of one of the aforementioned duties, the Academy is entitled to take one or more of the measures provided for, depending on the severity of the violation.

2 These measures may include in particular:

- a. a reprimand;
- b. temporary or permanent restriction of usage rights;
- c. temporary or permanent exclusion from studying.

3 The measures pursuant to para. 2 are to be issued as a reasoned decision. The measures pursuant to para. 2, subparas. b and c are to be issued with information on legal remedy.

4 Before a decision is taken, a student has the right to be heard.

5 Any measures pursuant to para. 2, subpara. c shall be issued by the Director.

Part 4: Judicature

Section 12 Decrees and Appeals

Decrees

1 Decrees to be issued by a head of a degree programme include the following:

- a. Decisions concerning admissions according to sect. 3 of these Study and Examination Regulations under reserve of decisions pursuant to para. 2;
 - b. Performance certificates according to sect. 7, para. 16 of these Study and Examination Regulations;
 - c. Decisions concerning an act of exclusion in accordance with sect. 8, para. 9, subparas. a to c;
 - d. Decisions concerning the granting of impairment concessions in accordance with sect. 9, para. 3;
 - e. Disciplinary measures in accordance with sect. 11, para. 2, subparas. a and b of these Study and Examination Regulations.
 - f.
- ² Decrees to be issued by the head of the Office of Teaching and Learning include the following:
Decisions concerning the admission of applicants with an equivalent general educational background pursuant to sect. 3, paras. 11 to 13.
- ³ Decrees pursuant to para. 1 shall be sent to the party concerned in writing including information on legal remedy either by post or in electronic form via a secure delivery platform. Decrees pursuant to sect. 11, para. 2, subpara. a of the Framework Regulations of FHNW are not subject to appeal.
- ⁴ Decrees to be issued by the Director include the following:
- a. Decisions concerning exceptions in accordance with sect. 3, paras. 5 and 6 of the present Study and Examination Regulations;
 - b. Decisions concerning an act of exclusion in accordance with sect. 11, para. 2, subpara. c of the present Study and Examination Regulations.
- ⁵ Decrees issued by the Director shall be sent to the party concerned in writing including information on legal remedy either by post or in electronic form via a secure delivery platform.
- ⁶ A reasoned appeal against a decree pursuant to sect. 12, para. 1 must be submitted in writing to the Director within 14 days from the date of issue:

Appeal procedure

Hochschule für Gestaltung und Kunst FHNW
Direktor:in
Freilager-Platz 1
4002 Basel

- ⁷ The appeal must include a clearly formulated request along with the signature of the appellant or the person representing him or her.
- ⁸ Appeals against decrees are to be submitted by post.
- ⁹ In the context of an appeal procedure, the appellants have rightful access to the respective files.
- ¹⁰ In the context of an appeal procedure, the appellants have the right to be heard. The hearing shall be included in the files.
- ¹¹ The Director reviews the appeal, the statements made by the lecturers involved, and the person responsible for the respective degree programme, along with the contents of the hearing, and then takes a decision regarding the appeal.

Section 13 Complaints

Complaints procedure

- ¹ An appellant has the right to submit a reasoned complaint against an appeal decision or a decree issued by the Director within a non-extendable period of 30 days and in writing to the Appeals Commission, exclusively by post.
- ² Complaints against an appeal decision or a decree issued by the Director are to be addressed to:
- Beschwerdekommission FHNW
Klosterzelgstrasse 2
5210 Windisch
- ³ A review of the performance ratings in the process of a complaints procedure is only carried out in view of an abuse or arbitrariness.

- 4 The complaints procedure is subject to cost. The Administrative Jurisdiction Act of the Canton of Aargau is applicable.

Section 14 Forfeiture

The right to have an appeal or a complaint dealt with shall be deemed forfeit in the event of failure to comply with the set deadlines.

Part 5: Final and transitional provisions

Section 15 Entry into Force

These Study and Examination Regulations enter into force as of 1 September 2022. They replace the study and examination regulations for the Bachelor's and Master's degree programmes at the Academy of Art and Design of 31 August 2021.

Basel, 7.5.2022

Upon request of:

Prof Dr Claudia Perren
Director FHNW Academy of Art and Design

Windisch, 11.5.2022

Issued by:

Prof Dr Crispino Bergamaschi
President of the Board of Directors

Please note:

The document is the English translation of the original German Study and Examination Regulations Concerning Degree Programmes 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 President of the FHNW Board of Directors and the Director of the FHNW Academy of Art and design is valid in law (in force as of 1 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.

Dateiname: EN_Regulations_HGK_English_20220901_PFILE.docx
Verzeichnis: /Users/kurt.zihlmann@fhnw.ch/Library/Containers/com.microsoft.Word/Data/Documents
Vorlage: /Users/kurt.zihlmann@fhnw.ch/Library/Group Containers/UBF8T346G9.Office/User Content.localized/Templates.localized/Normal.dotm
Titel:
Thema:
Autor: Nigel
Stichwörter:
Kommentar:
Erstelldatum: 29.08.22 09:13:00
Änderung Nummer: 10
Letztes Speicherdatum: 01.11.22 07:09:00
Zuletzt gespeichert von: Kurt Zihlmann
Letztes Druckdatum: 01.11.22 07:11:00
Nach letztem vollständigen Druck
Anzahl Seiten: 12
Anzahl Wörter: 4'761 (ca.)
Anzahl Zeichen: 30'000 (ca.)