

Study Regulations Bachelor's Degree Programme in Interior Architecture and Scenography

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 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 Interior Architecture and Scenography.

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 Interior Architecture and Scenography" 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

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| <i>Admission requirements</i> | 1 | The requirements regarding admission to the Bachelor's degree programme Interior Architecture and Scenography are defined in section 3, para. 11 of the Study and Examination Regulations concerning Bachelor's and Master's degree programmes at the FHNW Academy of Art and Design (StuER). |
| <i>Registration</i> | 2 | To register for the Bachelor's degree programme in Interior Architecture and Scenography, the candidate is asked to submit documents in accordance with the specifications listed in the registration portal, i.e. in particular: <ul style="list-style-type: none"> • CV in tabular format • Proof of compliance with admission requirements |
| <i>Proof of language competence</i> | 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. |
| <i>Professional fields / Work experience</i> | 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 on design. |
| <i>Admission on basis of special talent</i> | 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: <ul style="list-style-type: none"> • CV in tabular format • Portfolio (documentation of artistic work to date) • Reasoned request and 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 requires 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.

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 consisting of four lecturers from the degree programme.

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. Part 1 of the assessment comprises a design-related homework based on a written assignment;
 2. Part 2 of the assessment comprises a presentation of the homework before the admissions commission.

Part 1 of aptitude assessment

- 6 Part 1 of the assessment is evaluated on the basis of the following criteria on the 2-point scale as either "pass" or "failed":

Sections

Assessment criteria

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| • Space – Object | - Spatial imagination; - Concept development; - Development and evaluation of design parameters; - Work methods. |
| • Skills | - Creation of spatial models; - Material diligence, handling of material properties; - Implementation skills. |
| • Presentation | - Development of suitable and job-specific representational components for communicating spatial designs. |

- 7 If, pursuant to para. 5, point 1, the design-related homework is not submitted on time, this is considered as a de-registration and as a first-time participation in the aptitude assessment.

Part 2 of aptitude assessment

- 8 Part 2 of the aptitude assessment is evaluated on the basis of the following criteria as either "pass" or "failed" on the 2-point scale:

Section

Assessment criteria

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| • Presentation | - Comprehensibility of the result through the oral presentation, including display of elaborated components. |
| • Communication | - Ability to perceive self and others; - Vocabulary and conceptual terminology in the field of spatial design disciplines. |

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| <i>Negative admission decision</i> | 9 | Pursuant to the criteria listed in paras. 6 and 8, parts 1 and 2 of the aptitude assessment are each rated by the admissions commission with a score from 1 to 10; the two results are weighted equally. A sufficient number of points is required for the rating "pass". Applicants who do not attain the required score will receive a negative admission decision in the form of a ruling, including the appropriate information on legal remedy. |
| <i>Retake</i> | 10 | The aptitude assessment can be repeated twice. |

Sect. 4

Enrolment procedure

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| <i>Ranked order of admission</i> | 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 achievement in the second part of the assessment. Candidates who were not awarded a study place on the basis of their ranking shall 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 least two weeks prior to the start of the semester. |
| <i>Ranked waiting list</i> | 2 | With the start of each new academic year, the current ranked waiting list is cancelled definitely. |
| <i>Eligibility of ECTS credits</i> | 3 | When students transfer to the Bachelor's degree programme in Interior Architecture and Scenography 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

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| <i>Structure</i> | 1 | The degree programme is modular in structure and involves a total of 180 ECTS credits. |
| <i>Modules</i> | 2 | A module is a conceptional, 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. |
| <i>Module groups</i> | 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. Details are specified in the module guide in the appendix of the Study Regulations. |
| <i>Module descriptions</i> | 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. |
| <i>Course structure</i> | 5 | The degree programme is divided into a Basic Study Course (semesters 1 and 2) and a Main Study Course (semesters 3 to 6). The Basic Study Course comprises the first two semesters and is concluded with a "Pre-thesis". The Main Study Course comprises the semesters three to six and is concluded with a "Bachelor's Thesis". |
| | 6 | The lecture-free period as defined by the HGK FHNW's academic calendar can, to a limited extent, be used to conduct modules in accordance with the study schedule. In particular, this pertains to exams, study trips, project inputs, catch-up work, work on and submission of project documentations as well as individual feedbacks. |

Sect. 6

Course of studies

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| <i>Course of studies</i> | 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 in the appendix of the study regulations. |
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| <i>Studying part-time</i> | 2 | In the Basic Study Course (semesters 1 and 2), studying part-time is not allowed. Studying part-time is allowed in the Main Study Course but through this the duration of studies is extended but may not exceed the maximum length of studies. The modalities of such an arrangement and the modules a student has to attend each semester are matters to be discussed and agreed upon with the head of the degree programme. |
| <i>Types of modules</i> | 3 | The Bachelor's degree programme in Interior Architecture and Scenography recognizes three types of modules: <ul style="list-style-type: none"> 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. |
| <i>Internship Interruption of studies</i> | 4 | We recommend an internship between the 4th and 5th semester. The following points need to be observed concerning the necessary interruption of studies: <ul style="list-style-type: none"> a. The respective application is to be submitted in writing to and approved by the head of the degree programme prior to the registration deadline for the upcoming semester; b. As a result of the time out, the duration of studies is extended by at least one year; c. 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. |
| <i>Intellectual property</i> | 5 | 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> | 6 | 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

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| <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>PreThesis exam</i> | 2 | Students are admitted to the "Pre-thesis" examination if they have successfully completed all modules of the Basic Course according to the degree programme's module guide. The «Pre-thesis» exam is a module group and consists of two modules: <ul style="list-style-type: none"> a. Module 1: "Pre-thesis – Theory" b. Module 2: "Pre-thesis – Practice" The module group "Pre-thesis" is rated as shown below: <ul style="list-style-type: none"> a. "Pre-thesis – Theory" (40%) b. "Pre-thesis – Practice" (60%) Both modules of the module group "Pre-thesis" are graded on a 6-point scale down to marks of one tenth. |
| | 3 | If the average mark of the "Pre-thesis" exam is insufficient, duly taking into account the different weighting of the modules a and b, a student can retake the modules at the earliest in the following year. In accordance with sect. 7, para. 10 of the StuER, amendments must be made in consultation with the lecturers responsible for the module, and successfully concluded within 6 weeks, at the latest before the start of the next semester. Modules that have been passed cannot be retaken. |

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| <i>Attendance and reporting duty</i> | 4 | 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> | 5 | 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. |

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Graduation

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| <i>Prerequisites</i> | 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. |
| <i>Registration for Bachelor's thesis</i> | 2 | Registration for the Bachelor's thesis (registration form) is to be submitted with all the required documents and in time to the head of the degree programme. |
| <i>Bachelor thesis</i> | 3 | The "Bachelor's thesis" exam consists of two modules: <ul style="list-style-type: none"> a. Module 1: "Bachelor's thesis – Independent theory work"; b. Module 2: "Bachelor's thesis – Independent practice work" c. |
| <i>Examination panel</i> | 4 | The head of the degree programme is responsible for defining the content and correct organizational procedure of the Bachelor's thesis and appoints the internal and external members of the examination panel. |
| <i>Bachelor thesis Independent theory work</i> | 5 | The module "Bachelor's thesis – Independent theory work" is assessed and rated by the degree programme's professor responsible for theory. |
| <i>Bachelor thesis Independent practice work</i> | 6 | The module "Bachelor's thesis - Independent practice work" is grouped into the following three subsections and assessed according to the listed weightings: <p>Subsection 1: Independent project work (60%)</p> <p>Subsection 2: Mode of display and impartation (20%)</p> <p>Subsection 3: Presentation and colloquium (20%)</p> |
| <i>Guideline Bachelor's thesis</i> | 7 | The assignment, the volume, the deadlines, the supervision (mentoring), the exam setting, the finalization of the Bachelor's thesis (presentation format), the evaluation criteria and their weighting, the grading system (6-point scale), and the final provisions are set out in a separate document "Guideline Bachelor's Thesis". The guideline is handed out to the students before the start of the thesis session. |
| <i>Assessment / Grading</i> | 8 | The assessment and rating of the module "Bachelor's thesis - Independent practice work" is carried out by an internal panel made up of supervising lecturers and external mentors as well as by an external and independent panel of experts. The internal panel, the expert panel, and the professor responsible for theory make up the exam commission, which is chaired by the head of the degree programme. |
| | 9 | The two modules are assessed independently. The successful completion of the Bachelor's thesis requires a sufficient grade on the 6-point scale in both modules. |
| <i>Exam documentation</i> | 10 | The assessment of the work in connection with the Bachelor's thesis is recorded in an examination protocol. |
| <i>Retake and amendments</i> | 11 | 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. If a student fails to pass one of the modules of the Bachelor's thesis, he/she can repeat it in the following year at the earliest. |

- 12 The following conditions apply to a successful completion of the Bachelor's degree programme in Interior Architecture and Scenography:
- 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 Interior Architecture and Scenography 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 in Interior Architecture and Scenography of 1 September 2021.

Basel, 15 September 2022
Upon request of:

Prof Andreas Wenger
Head of Bachelor's degree programme Interior Architecture and Scenography

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 Interior Architecture and Scenography 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.