

# Study Regulations Master's Degree Programme Masterstudio Design

of 1 September 2024

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 Basel Academy of Art and Design FHNW (HGK Basel FHNW) of 1 September 2022 (StuER), the director of the Basel Academy of Art and Design FHNW issues at the request of the head of the degree programme the following study regulations for the Master's degree programme Masterstudio 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 Basel Academy of Art and Design FHNW of 1 September 2024 (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 Masterstudio Design" at the Basel Academy of Art and Design FHNW. The syllabus 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 Master's degree programme Masterstudio Design at the Basel Academy of Art and Design FHNW are defined in section 3, para. 19 of the StuER.   |
| <i>Registration</i>                 | 2 | <p>To register for the Master's degree programme Masterstudio Design, candidates are asked to submit documents in accordance with the specifications listed in the registration portal, i.e. in particular:</p> <ul style="list-style-type: none"> <li>• Proof of compliance with admission requirements</li> <li>• Motivation letter</li> <li>• Portfolio (documentation of artistic/design-based work to date)</li> <li>• CV in tabular format</li> </ul>  |
| <i>Proof of language competence</i> | 3 | The language of tuition is English. Applicants are required to submit proof of their language proficiency in English in the form of a certificate (B2 according to the standard European reference framework or equivalent) or otherwise (e.g. first language or education in an English-speaking country) before they commence their studies. Applicants with a Swiss school certificate are not required to provide evidence of their language competence. |

### Sect. 3 Aptitude assessment

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| <i>Aptitude assessment: prerequisites</i> | 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. |
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	2	Participation requires the following conditions: a. Compliance with the admission requirements pursuant to sect. 2, para. 1 of these Study Regulations; b. Submission of complete registration form pursuant to sect. 2.														
Admission decision and appraisal by the admissions panel	3	If the conditions pursuant to sect. 2 are fulfilled, the applications documents shall be presented to the respective admissions panel for the appraisal of the first part of the aptitude assessment. 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 panel	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 panel for the Masterstudio Design.														
Procedure of aptitude assessment	5	The aptitude assessment is carried out in two steps: 1. Appraisal of the submitted portfolio and motivation letter by the panel; 2. Suitability and subject-based interview with a focus on the submitted portfolio and motivation letter.														
Evaluation criteria regarding the individual elements of the assessment																
Part 1 of Aptitude assessment	6	Part 1 of the assessment is evaluated by the panel on the basis of the following documents and criteria on a 6-point scale (incl. steps of one tenth): <table><tr><td>Format</td><td>Rating criteria</td></tr><tr><td>• Portfolio</td><td>- Individuality and power of expression</td></tr><tr><td>• Motivation letter</td><td>- Self-reflection and specialist knowledge</td></tr></table>	Format	Rating criteria	• Portfolio	- Individuality and power of expression	• Motivation letter	- Self-reflection and specialist knowledge								
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Decision Part 1	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 assessment is evaluated by the commission on the basis of the following formats and criteria on a 6-point scale (incl. steps of one tenth): <table><tr><td>Format</td><td>Rating criteria</td></tr><tr><td>• Suitability and subject-based interview</td><td>- Development potential</td></tr><tr><td></td><td>- High degree of reflection of own work;</td></tr><tr><td></td><td>- Positioning of own expert knowledge</td></tr><tr><td></td><td>- Discourse skills</td></tr></table> <table><tr><td>• Portfolio</td><td>- Individuality and power of expression</td></tr><tr><td>• Motivation letter</td><td>- Self-reflection and specialist knowledge</td></tr></table>	Format	Rating criteria	• Suitability and subject-based interview	- Development potential		- High degree of reflection of own work;		- Positioning of own expert knowledge		- Discourse skills	• Portfolio	- Individuality and power of expression	• Motivation letter	- Self-reflection and specialist knowledge
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*Negative admission decision* 9 The scores for the two parts of the aptitude assessment are given equal weight in the overall evaluation. Candidates with an insufficient overall grade shall receive 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 assessment, pursuant to sect. 3 para. 9. Candidates who 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, latest before 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* 3 When a student transfers to the Master's degree programme Masterstudio from another degree course at HGK Basel FHNW or from a different university offering an equivalent programme, the head of the degree programme shall decide on whether and how the already completed achievements are to be rated, how the achieved ECTS credits are to be credited as well as the modalities of the transfer to the appropriate semester.

*Specializations* 4 The Masterstudio Design comprises three specializations:  
 - Masterstudio Fashion Design  
 - Masterstudio Industrial Design  
 - Masterstudio Scenography

*Choice of specialization* 5 Upon enrolment (matriculation) to the Masterstudio, the applicants select one of the specializations as listed in para. 4. A switch from one specialization to another during the course of study is only possible upon reasoned request submitted to the head of the respective specialized programme. The details are set out in the corresponding application form.

## **Sect. 5 Study design**

*Structure* 1 The degree programme is modular in structure and involves a total of 90 ECTS credits.

*Modules* 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. A module is an assessment unit and usually completed in one semester.

*Courses* 3 A module can consist of one or more courses.

*Module groups* 4 Modules can be combined to form module groups. Details are specified in the module guide (appendix) of the Study Regulations.

<i>Types of modules</i>	5	The Masterstudio Design offers three types of modules: <ul style="list-style-type: none"> <li>a. Compulsory modules that must be attended;</li> <li>b. Compulsory modules of choice, to be selected in a certain number from a group of modules;</li> <li>c. Elective modules as listed in the respective module guide or offered by other HGK Basel FHNW degree programmes or by other universities.</li> </ul>
	6	The Masterstudio Design offers cross-cutting compulsory modules and discipline-based studio projects.
<i>Module descriptions</i>	7	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 HGK Basel FHNW.
<i>Academic year</i>	8	The lecture-free period as defined by HGK Basel FHNW's academic calendar (sect. 7, para. 3 of StuER) can, to a limited extent, be used to for modules, workshops, study trips as well as catch-up work.

## **Sect. 6**

## **Course of Studies**

<i>Syllabus</i>	1	The syllabus 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.
	2	The degree programme is a full-time study in which the modules must be completed in accordance with the syllabus. Splitting study time is only permitted upon reasoned request (sect. 6, para. 4 of the StuER) in consultation with and following the approval of the head of the degree programme.
<i>Internship Exchange semester</i>	3	Students of the degree programme Masterstudio Design are given the opportunity to complete an internship or an exchange semester at a different university during their studies. In this case and pursuant to sect. 6, para. 3, an application for an interruption of studies must be submitted to the head of the respective degree programme
<i>Interruption of studies</i>	4	According to sect. 6, para. 3 of StuER, an interruption of studies (leave of absence) shall be regulated as follows: <ul style="list-style-type: none"> <li>a. The respective application must be submitted in writing or by email for approval to the office of degree programme at least two months before the start of the semester;</li> <li>b. The head of the degree programme decides on the application;</li> <li>c. As a result, the duration of studies is extended by at least one year;</li> <li>d. Any interruption may not exceed the duration of 4 semesters. The time out is not factored in when determining the maximum duration of studies.</li> </ul>
<i>Intellectual property and IRF</i>	5	Regarding intellectual property rights to student works, the provisions in sect. 7, paras. 21 through 23 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 Basel 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 course catalogue of HGK Basel FHNW.

### *Attendance and reporting duty*

- 2 If attendance is described as compulsory in the module description, even excused absences are treated as absences according to sect. 10, para. 4 of StuER. If the rate of excused absences exceeds 20%, students are given the chance to compensate for the absence with a follow-up performance. However, there is no entitlement to this. The decision lies within the competence of the lecturer responsible for the module in consultation with the head of the degree programme.

### *Deregistration from modules*

- 3 The head of the respective degree programme must be informed of any deregistration from a module in writing at least two months before the start of the module. In the case of failure to deregister or deregistering too late, appraisal will ensue pursuant to sect. 5, para. 4 of the StuER.
- 4 In order to pass a module, students must not only deliver a satisfactory performance, but also fulfil any mandatory attendance requirements. If it becomes evident that the compulsory rate of attendance in a module can no longer be met, a student may be barred from participating in performance assessments.

### *Retake and revision*

- 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 persons responsible for the module.

## Sect. 8

## Graduation

### *Prerequisites*

- 1 Students are eligible for the Master's thesis if they have successfully completed all the prescribed modules according to the syllabus and attained at least 60 ECTS credits.

### *Registration for Master's thesis (graduation)*

- 2 Registration for graduation (registration form "Completing the Master's degree") is to be submitted with all the required documents and within the published deadline to the office of the degree programme. If this registration form is not submitted in time, graduation must be postponed to the next possible date.

### *Master's thesis*

- 3 Students submit to the head of the specialized programme within the Masterstudio Design a proposal in which they outline the subject of their MA thesis and define the work's focal points in terms of content and form in accordance with sect. 4, para. 4.

### *Examination panel*

- 4 The head of the respective specialized programme within the Masterstudio Design 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.
- 5 The examination panel for the Master's thesis comprises:
  - The head of the degree programme Masterstudio Design
  - The head of the respective specialization programme
  - Supervising lecturers in theory and practice

### *Guideline Bachelor's thesis*

- 6 The "Guideline Master's Thesis" contains information concerning the assignment, the works to be submitted, the volume of the thesis, the deadlines, the rules of supervision (mentoring and expert guidance), the exam setting, the presentation format as well as the composition of the examination panel. The document also includes the evaluation criteria and their weighting, the grading system, the IRF instructions according to sect. 7, para. 23 of StuER, as well as the final provisions. The guideline is issued by the head of the degree

programme and handed out to students two months before they commence their Master's thesis.

<i>Exam documentation</i>	7	The assessment of the works completed in connection with the Master's thesis is recorded in an examination protocol.
<i>Retake and amendments</i>	8	If a Master's thesis is rated as insufficient, a student is given, in consultation with the head of the respective specialization programme, one single chance to retake the MA thesis with a new topic in the following semester. Any amendment to an MA thesis is to be made in accordance with sect. 7 para. 10 of the StuER and in consultation with the head of the respective studio, and must be submitted within 6 weeks.
<i>Graduation</i>	9	<p>The Master's degree programme has been successfully completed when the student:</p> <ul style="list-style-type: none"><li>a. has attained 90 ECTS credits in accordance with the module guide;</li><li>b. has fulfilled all the requirements in accordance with the Study Regulations;</li><li>c. has attained at least 30 ECTS credits and completed the Master's thesis at HGK Basel FHNW.</li></ul>

## **Part 3: Final and transitional provisions**

### **Sect. 9 Entry into Force**

These Study Regulations enter into force as of 1 September 2024. They replace the Study Regulations for the Master's degree programme Masterstudio Design of 28 August 2023.

Basel, 28 August 2024  
Upon request of:

Prof Nicole Schneider  
Head of Masterstudio Design

Basel, 30 August 2024  
Issued by:

Prof Dr Claudia Perren  
Director Basel Academy of Art and Design FHNW

**Please note:**

This document is an English translation of the original German Study Regulations concerning the Master's degree programme Masterstudio Design at the Basel Academy of Art and Design FHNW. Only the original German version published on the website of the HGK Basel FHNW and bearing the signatures of the head of the degree programme and the director of the Basel Academy of Art and Design FHNW is valid in law (in force as of 1 September 2024). According to Section 13 of the HGK Basel FHNW 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