

# Study Regulations Master's Degree Programme in Fine Arts

of 1 September 2023

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 of 1 September 2022 (StuER), the director of the Basel Academy of Art and Design FHNW (HGK Basel FHNW) issues at the request of the head of the degree programme the following study regulations for the Master's degree programme in Fine Arts

## Part 1: General Remarks

### Section 1

#### Scope

The following Study Regulations, in complement to the Study and Examination Regulations for 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 attainment of the degree "Master of Fine Arts FHNW" at the Basel Academy of Art and Design FHNW. The module guide in the appendix is an integral part of these Study Regulations.

## Part 2: Studying

### Sect. 2

#### Admission requirements

#### *Admission requirements*

<sup>1</sup> The requirements regarding admission to the Master's degree programme in Fine Arts are defined in section 3, para. 17 of the Study and Examination Regulations for the degree programmes at the FHNW Academy of Art and Design (StuER).

#### *Registration*

<sup>2</sup> To register for the Master's degree programme in Fine Arts, candidates are asked to submit documents in accordance with the specifications listed in the registration portal, i.e., in particular:

- Proof of compliance with admission requirements;
- Motivation letter;
- Portfolio (documentation of artistic work to date);
- CV in tabular format;

#### *Proof of language competence*

<sup>3</sup> 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. For applicants with a Swiss school leaving certificate, no proof of language competence is required.

### Sect. 3

#### Aptitude assessment

#### *Aptitude assessment: prerequisites*

<sup>1</sup> In the course of the aptitude assessment, it is ascertained whether a candidate has sufficient artistic potential to qualify for the Master's degree programme.

<sup>2</sup> Participation in the aptitude assessment implies the following prerequisites:

- a. Compliance with the admission requirements pursuant to sect. 2, para. 1 of these Study Regulations;
- b. Submission of the complete registration documents pursuant to sect. 2.

#### *Admission decision*

<sup>3</sup> If the admission requirements pursuant to para. 2 are met, the application documents are submitted to the respective commission for review. If the admission requirements

pursuant to para. 2 are not fulfilled, a negative admission decision according to sect. 12, para. 1 of the StuER shall be issued in the form of a ruling, including the appropriate information on legal remedy.

*Commission*

4 For the planning and carrying out of the aptitude assessment, the head of the degree programme shall appoint a responsible commission.

*Procedure of aptitude assessment; criteria re the evaluation of the individual aspects of the assessment*

5 The aptitude assessment is carried out in two steps:  
 1. In part 1, the submitted application documents are reviewed by the commission.  
 2. Part 2 consists of an interview with the commission (digital or analogue) with a focus on the submitted portfolio and motivation letter.

*Evaluation criteria*

6 The documents submitted for part 1 of the aptitude assessment are evaluated on the strength of the following criteria:

Format	Evaluation criteria
• Portfolio	- Independence and strength of expression, Reflectiveness of choice of media
• Motivation letter	- Development potential, reflectivity

*Part 1 of aptitude assessment*

7 Part 1 of the assessment is evaluated on the strength of the evaluation criteria on a 2-point scale as either “pass” or “failed”. The two formats are appraised with the aid of a points system. To attain a “pass”, candidates require a sufficient number of points.

*Decision Part 1*

8 Candidates who are given a “failed” in part 1 of the aptitude assessment are issued a negative admission decision in the form of a ruling, including the appropriate information on legal remedy. Candidates who attain a “pass” shall receive an invitation to part 2 of the aptitude assessment.

*Part 2 of aptitude assessment*

9 Part 2 of the aptitude assessment (interview) is evaluated on the strength of the following criteria:

Format	Evaluation criteria
• Interview	- Practice awareness, discursive skills, development potential, degree of reflection

*Negative admission decision*

10 Performance in part 2 is rated on a 6-point scale; the scores of the two parts of the assessment are weighted equally. Candidates with an insufficient overall rating are issued a negative admission decision in the form of a ruling, including the appropriate information on legal remedy.

*Retake*

11 The admission procedure 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. 10. Candidates that were not awarded a study place on the basis of their ranking in the assessment, receive confirmation that they figure on the ranked waiting list. Candidates who definitely cannot be assigned a study place are issued a negative admission decision in the form of a ruling, including the appropriate information on legal remedy, latest before the start of the degree programme.

*Ranked waiting list*

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

*Eligibility of ECTS credits*

3 Students who transfer to the degree programme Fine Arts from another degree course at HGK Basel FHNW or from a different university must comply with the admission requirements according to sect. 2, and are invited to an intake interview with the head of the degree programme or with the commission. The head of the degree programme

shall decide on the admission and how the already completed achievements are to be rated and how the achieved ECTS credits are to be credited.

## **Sect. 5**

### **Study design**

- Structure* 1 The degree programme is modular in structure and involves a total of 120 ECTS credits.
- Modules* 2 A module is a conceptual, time-bounded teaching and learning unit focusing on a thematic or subject-based 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.
- 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 ECTS credits as specifically required in the respective degree programme. Details are specified in the module guide.
- Types of modules* 4 The Master's degree programme Fine Arts recognizes three types of modules:  
a. Compulsory modules that must be attended;  
b. Compulsory modules of choice, to be selected in a certain number from a group of modules;  
c. Elective modules as listed in the module guide or offered by other HGK Basel FHNW degree programmes or by other universities.
- Module descriptions* 5 Pursuant to sect. 4, para. 6 of the StuER, the module descriptions are published before the start of a new semester in the course catalogue of HGK Basel FHNW.
- Programme structure* 6 The programme involves a sequenced build-up from semesters 1 to 3 and completion of the Master's thesis in semester 4.
- Academic year* 7 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 for modules, workshops, study trips, for realizing projects, and for catch-up work.

## **Sect. 6**

### **Course of Studies**

- Studienablauf* 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.
- 2 The degree programme is a full-time study. Dividing up study time is only permitted in consultation with and approval of the head of the degree programme There is no automatic entitlement to dividing up study time.
- Internship Exchange semester* 3 Students of the degree programme Fine Arts are given the opportunity, upon application, to conduct an internship or an exchange semester at a foreign university.
- Interruption of studies* 4 According to sect. 6, para. 3 of StuER, an interruption of studies (study leave) shall be regulated as follows:  
a. The respective request must be submitted for approval in writing or by email to the office of degree programme at least two months before the start of the semester;  
b. As a result, the duration of studies may take up to a year longer;  
c. Any interruption may not exceed the duration of 4 semesters. The time out is not factored in when determining the overall duration of studies.
- Intellectual property and IRF* 5 Regarding intellectual property rights to student works, the provisions in sect. 7, paras. 21 through 23 of the Study and Examination Regulations apply. Any alternative arrangement as well as supplementary details must be agreed upon in writing between the student and the head of the degree programme.
- Tools* 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 HGK Basel FHNW.

## Sect. 7

## Academic performances

*Performance assessments*

<sup>1</sup> 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 HGK Basel FHNW's course catalogue.

*Attendance and reporting duty*

<sup>2</sup> 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 by conducting 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.

<sup>3</sup> 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 excluded from participating in performance assessments.

*Retake and amendments*

<sup>4</sup> Failed modules can be repeated at the earliest in the following year. Amendments are to be made in consultation with the person responsible for the module in accordance with sect. 7, para. 10 of StuER.

## Sect. 8

## Graduation

*Prerequisites*

<sup>1</sup> Students are admitted to the Master's thesis if they have successfully completed all the prescribed modules according to the respective guide and attained the required number of ECTS credits.

*Registration for Master's thesis*

<sup>2</sup> The registration for the Master's thesis is to be submitted in time to the office of the respective degree programme with the registration form and all the required documents.

*Examination panel*

<sup>3</sup> The head of the respective degree programme is responsible for overseeing the content and correct organizational procedure of the Master's thesis and appoints for the module group "Master's Thesis" the external members of the examination panel.

*Guideline Master's thesis*

<sup>4</sup> 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) as well as the thesis's final presentation format. The document also includes the evaluation criteria and their weighting, the grading system on either a 6-point or a 2-point scale, the IRF instructions according to sect. 7, para. 23 of StuER, and the final provisions. The guideline is handed out to students at the start of their 4th semester.

*Exam documentation*

<sup>5</sup> The assessment of the works completed in the context of the module group "Master's Thesis" is recorded in an examination protocol.

*Retake and amendments*

<sup>6</sup> If a module of the "Master's Thesis" is rated as insufficient, it can be retaken in the following year at the earliest. Any amendments are to be made in accordance with sect. 7 para. 10 of StuER and in consultation with the examination panel and the head of the degree programme, and must be submitted within 6 weeks.

*Graduation*

<sup>7</sup> The following requirements must be met for a successful completion of the Master's degree programme Fine Arts:

- a. Attainment and successful completion of 120 ECTS credits in total in accordance with the module guide;
- b. Fulfilment of all the requirements in accordance with the Study Regulations;
- c. Attainment of at least 30 ECTS credits as well as the Master's thesis at HGK Basel FHNW.

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

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

These Study Regulations enter into force as of 1 September 2023. They replace the Study Regulations for the Master's degree programme in Fine Arts of 15 September 2022.

Basel, 28 August 2023

Upon request of:

Quinn Latimer

Head of the Master's degree programme in Fine Arts

Basel, 28 August 2023

Issued by:

Prof Dr Claudia Perren

Director Basel Academy of Art and Design FHNW

#### **Please note:**

The document is the English translation of the original German Study and Examination Regulations of the Degree Programmes at the Basel Academy of Art and Design FHNW. Only the original German version as published on the website of the HGK Basel FHNW and bearing the signatures of the President of the FHNW Board of Directors and the Director of the Basel Academy of Art and design FHNW is valid in law (in force as of 1 September 2023). 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.