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

As of 1 September 2026

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 Basel Academy of Art and Design FHNW (HGK Basel FHNW).

Part 1: General Remarks

Section 1 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 Basel Academy of Art and Design FHNW (HGK Basel FHNW).

2 They apply to the following Bachelor's degree programmes:

a. Fine Arts;
b. Design (including the study fields Industrial Design and Fashion Design);
c. Interior Architecture and Scenography
d. Process Design
e. Arts and Design Education;
f. Visual Communication and Digital Spaces (with the specializations in Visual Communication / Digital Spaces

3 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. Transversal Design;
e. Arts and Design Education, Teaching Diploma for Baccalaureate Schools, Visual Arts.

Section 2 Further Decrees

1 The director of HGK Basel 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 aptitude assessment procedure including its valuation (criteria and weighting of different parts);
c. procedure regarding the ranking list, the order of candidates next on the list, and admission to the degree programme and field of study, respectively;
d. the temporal sequence of the modules and module groups, respectively;
e. exceptional modules that continue for more than one semester;
f. description of programme-specific specializations;
g. details concerning the repeat of failed modules;
h. modalities concerning the interruption of studies;
i. Requirements for the successful completion of a degree programme.

Part 2: Studying

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

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 Applicants must pass an admission procedure, which includes a review of the formal admission criteria and an aptitude assessment. The details concerning the admission and enrolment procedures are governed by the respective programme regulations.

3 Applicants who did not complete their education in the language of the degree programme are asked to submit proof of their language proficiency (certificate or equivalent). The standards regarding language proficiency and any possible additional requirements are governed by the respective programme regulations. Any decision is made by the head of the degree programme.

4 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.

5 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.

6 The results and valuations of the aptitude assessment are documented by the head of the degree programme.

7 Applicants are accepted to the Bachelor's degree programme on the condition that they are in possession of one of the following educational qualifications:

8 Field of Design (sect. 1, para. 2 subparas b, c, d and f):

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 school (level II) baccalaureate;
d. a vocational or specialized baccalaureate in a different occupational field;
e. an equivalent general training obtained otherwise.

9 Field of Fine Arts (sect. 1, para. 2, subpara. a):

a. a vocational baccalaureate;
b. a specialized baccalaureate;
c. an upper secondary school (level II) baccalaureate;
d. an equivalent general training obtained otherwise.

10 Field of Arts and Design Education (sect. 1, para., 2 subpara. e):

a. a vocational baccalaureate;
b. a specialized baccalaureate;
c. an upper secondary school (level II) baccalaureate;
d. an equivalent general training obtained otherwise;
e. an EDK-approved primary school teaching diploma.

11 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).

12 According to paras. 8 to 11, the decision concerning the equivalence of general training qualifications is made by the head of the Education Office at HGK Basel FHNW.

13 Pursuant to para. 15, recognition of the work experience in connection with a specific degree programme is granted by the head of the respective degree programme.

14 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 and creative talent. Details concerning admission on the basis of exceptional artistic or design-related talent are specified in the respective programme.

15 Applicants to the field of Design with qualifications as specified in para. 8, subparas. c to e as well as concerning an admission according to para. 14 must also provide evidence of one year's work experience including practical as well as theoretical professional knowledge in an

occupational field related to the subject of study. 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.

16 Applicants are accepted to a Master's degree programme if they are in possession of one of the following academic qualifications:

17 For a Master's degree course in Fine Arts:
   a. a Bachelor's degree in the Arts or in a field related to the Arts;
   b. a different but equivalent degree in Art (equivalent to BA level according to "Dublin Descriptors").

18 For a Master's degree course in Digital Communication Environments:
   a. a Bachelor's degree in Design (Visual Communication) or in a related degree course;
   b. a different but equivalent degree in Design (equivalent to BA level according to "Dublin Descriptors").

19 For a Master's degree course in Masterstudio Design:
   a. a Bachelor's degree in in Design or a related field;
   b. a different but equivalent degree in Design (equivalent to BA level according to "Dublin Descriptors").

20 For a Master's degree course in Transversal Design:
   a. a Bachelor's degree in Design or in a field related to the degree programme;
   b. a different but equivalent degree in Design (equivalent to BA level according to "Dublin Descriptors").

21 For a Master's degree course in Arts and Design Education; Teaching Diploma for Baccalaureate Schools, Visual Arts:
   a. a Bachelor's degree in Arts and Design Education;
   b. a Bachelor's degree with a focus on a subject area taught at Baccalaureate Schools related to the fields of Art or Design;
   c. a passed occupational aptitude assessment.

22 Pursuant to paras. 17 to 21 (equivalence), the assessment of the equivalence of an alternative degree lies in the responsibility of the head of the respective degree programme.

23 Admission to the Master's degree course in Art and Design Education may be refused in the event of criminal or disciplinary offence on the part of the applicant if relevant to the teaching profession.

24 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 Basel Academy of Art and Design FHNW 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.

25 Admission to the degree programme is valid for the academic year for which the aptitude assessment was intended. The head of the respective degree programme has the power to decide on any exceptions upon written request.

26 At the beginning of a new academic year, the waiting list expires definitely

27 The admission procedure can be repeated twice at most.

28 Auditors are accepted according to the number of free study places/capacities. They are not awarded ECTS credits. The fees are subject to the FHNW scale of fees.

Section 4 Programme structure

1 The degree programmes are structured according to 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.

3 A module may be composed of one or more courses.

4 Modules are assessment units and are completed after one semester. Exceptions are listed in the respective programme regulations.

5 Modules can be joined to form module groups. Details are listed in the appendix (curriculum) of the corresponding programme regulations.

6 For each module there is a description which is issued by the head of the respective degree programme. The module descriptions are published before the start of a new semester, and define in particular:
   a. title of module;
   b. type of module;
   c. module level (Bachelor's or Master's);
   d. module supervisors
   e. prerequisites;
   f. language of tuition;
   g. teaching and learning formats;
   h. attendance requirement, if applicable;
   i. learning contents (brief description and guiding principle);
   j. competences to be attained;
   k. number of ECTS credits;
   l. workload – tuitional and independent study;
   m. kind of performance assessments;
   n. kind of performance ratings (according to sect. 7 para. 6);
   o. module assessment (timing, format, setting and weighting of performance assessments).

Section 5 Course of Studies

1 HGK Basel FHNW offers and distinguishes between three types of modules:
   a. Compulsory modules that must be completed;
   b. Compulsory modules of choice, to be selected in a certain number from a group of modules;
   c. Elective modules; these can be selected from the range of courses offered by HGK Basel FHNW, by other FHNW colleges, or by other universities.

2 In the course of the Bachelor's and Master's degree programmes, students can select modules offered by other FHNW degree programmes which will then be credited as an elective module.

3 Regarding modules and module groups, module descriptions may include requirements that need to be met if a student wishes to attend a specific module or group of modules.
The deadlines and modalities for deregistering from modules are set and published at the beginning of each semester. In the event of belated deregistration or failure to deregister, the module is classed as "not completed" and rated with a grade of 1. Cancellations due to important reasons in accordance with sect. 10 para. 4 remain reserved.

4 The conditions regarding the passing and the crediting of completed modules within the standard duration of study are set out in sect. 7 of these regulations.

Section 6 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.

2 Regarding the Bachelor's as well as the Master's degree programmes, the total duration of studies may not exceed twice the standard duration of study.

3 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.

4 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).

5 The Director may grant exceptions to para. 3 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

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.).

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.

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. The academic year is based on the academic calendar issued by HGK Basel FHNW.

4 Performance assessments may be completed in various forms in accordance with the guidelines set out in the module descriptions of HGK Basel FHNW.

5 The acquisition of competences in a module is assessed by means of one or more performance assessments. Performance assessments (performance rating) are graded either on a 6-point or a 2-point scale. The method of assessment is specified in the respective module description.

6 On the 6-point scale, grades are given as whole, half, or one-tenth grades. Grades on the
6-point scale are rounded according to mathematical principles.

7 Grades awarded on the 6-point scale are defined as follows:

6	excellent
5.5	very good
5	good
4.5	satisfactory
4	sufficient
3.5	provisional fail
3	definite fail
2	poor
1	extremely poor

8 The 2-point scale includes the levels "pass" and "fail".

9 A module is rated as "passed" if the student achieves at least a (rounded) 4 for his module performance or else receives a "pass". A performance rated between 3.5 and 3.9 can be amended to a 4 within a maximum period of six weeks. The right to repeat the module according to sect. 7, para. 13 remains guaranteed. Depending on the module, the respective lecturers determine the extent and criteria of the required amendments. A module rated as a "definite fail" cannot be amended.

10 A module with a "pass" is given the full amount ECTS credit points ascribed to the module; for a "definitely failed" module no ECTS credit points are awarded.

11 In addition, ECTS grades can be assigned. ECTS grades A to E depend on the relative ranking within the range of "passes":

A	the best 10% of the performance ratings
B	the following 25% of the performance ratings
C	the following 30% of the performance ratings
D	the following 25% of the performance ratings
E	the following 10% of the performance ratings
FX	provisional fail - improvements required
F	definite fail

12 Failed modules can be retaken once within the same degree programme. Passed modules cannot be repeated.

13 Oral performance assessment require, apart from the examiner, the presence of a second person. In exceptional and justified cases, an audio or video recording is permitted in place of a second person.

14 In each semester, academic achievements are documented by means of a performance certificate. It includes all modules completed in the respective semester with the corresponding performance ratings and ECTS credits awarded. The certificate shall be issued as a formal decision subject to appeal and is provided with the appropriate information on legal remedy.

15 The performance certificate is mailed to students in electronic form via a secure platform, or sent by post.

16 Access to the documents of the assessment may be granted upon request once the performance certificate has been. Such requests are to be submitted to the head of the respective degree programme either electronically or by post.

17 Modules successfully completed in other FHNW degree programmes or at other universities prior to the commencement of studies, other types of formal training at tertiary level, informal training as defined by federal law regarding continuing education, as well as practical work experience may be acknowledged and credited as long as the achievements are attested and judged to be equivalent. The head of the respective degree programme shall decide on their recognition.
With regard to the Master's degree programme in Arts and Design Education, Teaching Diploma for Baccalaureate Schools, Visual Arts, only formal educational qualifications acquired at higher education institutions as part of a programme of study shall be recognised for credit

18 For the purpose of enhancing the students' mobility learning (e.g. ERASMUS), HGK Basel FHNW has concluded mobility agreements with a number of other universities.

19 Students who wish to have academic credits attained at other universities acknowledged in their studies are obliged to sign a study agreement with the responsible head of the degree programme, specifying the place of study, modules to be attended, duration, etc.

20 FHNW holds the right to share the intellectual property of student work jointly with the student(s) in question.

21 Any alternative arrangement must be agreed upon in writing and in consultation with the head of the respective degree programme; students maintain the right to be mentioned as author.

22 FHNW holds the right to publish the meta data and the abstract of a Master's or Bachelor's thesis in FHNW's Institutional Repository System (IRF). The general conditions regarding publication are described in the guidelines of the respective degree programme.

Section 8 Graduation

1 A Bachelor's programme is successfully completed when a student has attained 180 ECTS credit points and fulfilled all requirements as specified in the programme regulations. At least 60 ECTS credit points, incl. BA thesis, must be attained at HGK Basel FHNW.

2 A Master's programme is successfully completed when a student has attained 90 ECTS credit points (MA Masterstudio Design) or 120 ECTS credit points (MA Fine Arts, MA Digital Communication Environments, MA Transversal Design, MA Arts and Design Education / Teaching Diploma for Baccalaureate Schools, Visual Arts), and fulfilled all requirements as specified in the programme regulations. At least 30 ECTS credit points, incl. MA thesis, must be attained at HGK Basel FHNW.

3 Upon the successful completion of studies, students are awarded the academic title of "Bachelor of Arts FHNW":

- Bachelor of Arts FHNW in Fine Arts
- Bachelor of Arts FHNW in Design – Specialization in Fashion Design
- Bachelor of Arts FHNW in Design – Specialization in Industrial Design
- Bachelor of Arts FHNW in Design in Process Design
- Bachelor of Arts FHNW in Interior Architecture and Scenography
- Bachelor of Arts FHNW in Arts and Design Education
- Bachelor of Arts FHNW Visual Communication and Digital Spaces with specialization in
  - Visual Communication
  - Digital Spaces

Academic title
Master of Arts

4 Upon the successful completion of studies, students are awarded the academic title of "Master of Arts FHNW":

- Master of Arts FHNW in Fine Arts
- Master of Arts FHNW in Digital Communication Environments
- Master of Arts FHNW in Masterstudio Design with specialization in
  - Fashion Design
  - Industrial Design
  - Scenography
- Master of Arts FHNW in Transversal Design
- Master of Arts FHNW in Arts and Design Education / Teaching Diploma for Baccalaureate Schools, Visual Arts. The Teaching Diploma for Baccalaureate Schools, Visual Arts, shall be issued at the same time as the Master's degree diploma, in accordance with the relevant recognition regulations of the EDK.[1]

5 Together with their diploma, students are handed out:

a. a Diploma Supplement in compliance with the format developed by the European Commission, the European Council, and UNESCO / CEPES that informs about the profile of the respective degree programme, the assessment scheme (marks and/or ECTS grades), and HKG Basel FHNW;
b. a Transcript of Records (TOR) listing the successfully completed modules and the corresponding performance ratings.

6 The diploma is certified by the signatures of the President of the FHNW Board of Directors and the Director of HGK Basel FHNW (date on the diploma). De-registration ensues at the end of the semester following the signing of the diploma, or if the certificate is signed after the end of the semester immediately thereafter.

7 Studies are terminated prematurely or extraordinarily by means of de-registration or through exclusion. De-registration ensues immediately after officially signing out or, in the case of exclusion, as soon as the decision has come into force.

8 Withdrawal from a study programme is only possible at the end of a semester after the issue of the performance record. In the case of extraordinary circumstances, the Director may grant the permission to withdraw from a study programme at some other point in time.

9 Exclusion from a degree programme at HGK Basel FHNW occurs if:

a. a successful completion of studies is no longer possible, in particular when a student fails to successfully complete a module or module group (e.g. basic thesis) that is decisive for the continuation of studies and which the candidate has failed to pass even after re-sitting, in contravention of the respective program regulations;
b. the maximum duration of studies has been exceeded;
c. when a student has accrued 60 ECTS credits (Bachelor's degree programme) or 50 ECTS credits (Master's degree programme), respectively, but these have not been credited;
d. in the case of a severe violation of duties pursuant to sect.11, para. 2, subpara. c.

10 In justified cases, the Director may grant exceptions to para. 8, subparas. b and c.

11 Upon the premature or extraordinary termination of studies, the student is issued with a Transcript of Records (TOR) listing all successfully completed modules along with the performance ratings as well as a de-registration certificate.

12 The de-registration certificate lists the sum of all achievements with regard to the procured ECTS credit points, and confirms the premature or extraordinary nature of the termination of studies at HGK Basel FHNW.

[1] Regulations pertaining to the recognition of teaching diplomas for teaching at primary level, lower secondary level, and at Baccalaureate schools (Regulations Concerning Recognition of Teaching Diplomas, ALRD) dated 19 March 2019 (as of 25 October 2024).

Part 3: Rights and Duties of Students

Section 9 Rights

1 For the duration of their matriculation, students have the right to study at the HGK Basel FHNW, in particular:
   a. to visit courses in the context of their studies;
   b. to provide proof of their academic performances;
   c. to receive a performance record listing all ECTS credits they have earned;
   d. to use all studios, libraries and media libraries, computer systems, analogue and digital workshops along with other facilities as well as the IT infrastructure for the purpose of study;
   e. to make use of the special facilities reserved for members of the Academy (e.g. sports), counselling services, as well as student discounts offered by the Academy;
   f. to turn to individual lecturers and to the Academy or FHNW bodies for support regarding personal, student, or FHNW-related matters.

2 Students shall have access to all study-relevant information including study and exam regulations, programme regulations as well as all other provisions, guidelines, directives, and instructions.
Students are provided with all study-relevant information such as fee regulations, study and examination regulations, general rules governing studies, semester dates, further regulations, guidelines, information sheets, directives, and instructions.

3 Disability-related impairments of applicants and students are to be taken into consideration appropriately. The head of the respective degree programme decides on appropriate measures based on a pertinent application. All required documents (e.g. medical certificate) are to be included.

Section 10 Duties

1 Students are required:

   a. to attend the modules and module groups as specified in the Study and Examination Regulations as well as in the programme regulations and listed in the module descriptions with the aim of earning ECTS credits;
   b. to pay the fees in accordance with the FHNW scale of fees;
   c. to work alone and independently on course assessments defined as individual tasks, and to disclose the use of artificial intelligence (AI) where applicable.
   d. to respect copyrights and refrain from plagiarism;
   e. to refrain from gaining any unlawful advantage for oneself or for others and from using unauthorized aids during course assessments;
   f. to keep informed about study-relevant matters (Homepage, intranet portal Inside FHNW) and to make sure that they are accessible by post at the indicated address and by email at the FHNW address (account) assigned to them;
   g. to observe the provisions of the general legal code relevant to their student status and all written regulations of HGK Basel FHNW such as rules, ordinances, guidelines, directives, and instructions, and to adhere to the general rules of decency;
   h. students residing abroad are obliged to use a secure delivery platform for the purpose of receiving decrees and regulations electronically;
   i. to have at their disposal all items and devices (e.g. laptops) required for study as specified in the programme regulations;
   j. to regularly inform themselves about changes to the provisions of HGK Basel FHNW on Inside FHNW;
   k. to keep confidential information, which FHNW or any one of its partner organizations consider as classified matter;
   l. to comply with the conditions concerning the use of the hardware and software provided to students by HGK Basel FHNW;
   m. to protect the interests of FHNW at all times.
   n. to agree to receive decrees conveyed electronically via a safe platform.

2 Students must comply with the respective rules of attendance regarding teaching and learning units in accordance with the respective module descriptions.
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 Basel FHNW is entitled to use technical aids to check written student work for any possible plagiarism or undeclared AI (artificial intelligence).
7 A violation of student duties pursuant to para. 1, subparas. c, d and e 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 grade 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.

Part 4: Judicature

Section 12 Decrees and Appeals

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;

2 Decrees to be issued by the head of the Education Office include:
Decisions concerning the admission of applicants with an equivalent general educational background pursuant to sect. 3, para.12.
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. 6 and 7 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.

Appeal procedure

6 A reasoned appeal against a decree pursuant to sect. 12, para. 1 must be submitted in writing to the Director within 14 days of the date of issue, either by post or in electronic form by email to direktion.hgk@fhnw.ch.

Hochschule für Gestaltung und Kunst Basel 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. A copy of the contested ruling must be enclosed with the appeal.

8 In the context of an appeal procedure, the appellants have rightful access to the respective files.

9 In the context of an appeal procedure, the appellants have the right to be heard. The hearing shall be included in the files.

10 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

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

1 These Study and Examination Regulations enter into force as of 1 September 2026.They replace the Study and Examination Regulations for the Bachelor's and Master's degree programmes at the Basel Academy of Art and Design FHNW of 1 November 2025.

Issued by the President of the Board of the Directors on 22 June 2026.

Please note:
The document is the English translation of the original German Study and Examination Regulations Concerning Degree Programmes 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 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 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.