

# Study Regulations Bachelor's Degree Programme in Arts and Design Education

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 Arts and Design Education.

## 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 Arts and Design Education" 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 Arts and Design Education are defined in section 3, para. 12 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 Arts and Design Education, 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"> <li>• CV in tabular format</li> <li>• Proof of compliance with admission requirements</li> <li>• Portfolio (documentation of artistic work to date)</li> <li>• Motivation letter.</li> </ul> |
| <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.   |

### 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 the candidate is suited for the respective degree programme.  |
|   | 2 | Participation premises the following conditions: <ol style="list-style-type: none"> <li>a. Compliance with the admission requirements pursuant to sect. 3 of the StuER and sect. 2 of these Study Regulations;</li> <li>b. Submission of complete registration form pursuant to sect. 2, para. 2 and all supplementary documents.</li> </ol> |

<i>Admission decision</i>	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.
<i>Admissions commission</i>	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.
<i>Procedure of aptitude assessment and criteria regarding the appraisal of various elements of the assessment</i>	5	The aptitude assessment is carried out in two steps: <ol style="list-style-type: none"> <li>a. Suitability interview including discussion of portfolio;</li> <li>b. Participation in a workshop.</li> </ol>
<i>Aptitude assessment</i>	6	Each part of the aptitude assessment is rated either as "pass" or "failed" according to the following criteria on the 2-point scale: <p style="margin-left: 20px;">Rating criteria</p> <hr style="width: 80%; margin-left: 20px;"/> <ul style="list-style-type: none"> <li>• Creative and artistic suitability</li> <li>• Experience in the education field</li> <li>• Existing knowledge regarding art, design, and education</li> <li>• Motivation to take the degree programme</li> </ul> <p style="margin-left: 20px;">A sufficient number of points is required for the rating "pass".</p>
<i>Negative admission decision</i>	7	The two parts of the test are assessed by using a points system; they are weighted equally in the overall assessment. A sufficient number of points is required for a rating of "pass". Applicants who do not attain the required number will receive a negative admission decision in the form of a ruling, including the appropriate information on legal remedy.
<i>Retake of the aptitude assessment</i>	8	The aptitude assessment can be repeated twice.

## Sect. 4

### Enrolment procedure

<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	Students who wish to transfer to the Bachelor's degree programme Arts and Design Education from another degree programme at the FHNW Academy or from a different university must fulfil the admission requirements according to sect. 2 and pass the aptitude assessment. The head of the degree programme decides on how the already completed achievements are to be rated and how many ECTS credits are to be credited.

## Sect. 5

### Study design

<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.

- 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 compulsory ECTS credits. Details are specified in the module guide in the appendix of the Study Regulations.
- Module descriptions* 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.  
5 The lecture-free period as defined by the FHNW Academy's academic calendar can, to a limited extent, be used to conduct modules, workshops, study trips, project inputs as well as catch-up work.

## **Sect. 6 Course of studies**

- Course of studies* 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.
- Studying part-time* 2 Studying part-time is only permitted in consultation with and with the approval of the head of the degree programme.  
3 If studying part-time, students must take note of the following points:  
a. The respective application must be submitted for approval at least three months before the start of the semester to the head of the degree programme in writing;  
b. The student and the head of the degree programme must agree upon the terms and conditions and the modules to be attended each semester;  
c. The duration of studies is extended by at least one year as a result;  
d. According to sect. 6, para. 4., studying part-time may not exceed the limit of 12 semesters.
- Types of modules* 4 The Bachelor's degree programme in Arts and Design Education recognizes three types of modules:  
a. Compulsory modules that must be completed in accordance with the module guide;  
b. Compulsory modules of choice, to be selected in a certain number from a group of offered modules;  
c. Elective modules as listed in the module guide or offered by other HGK FHNW degree programmes or by other universities.
- Interruption of studies* 5 An interruption of studies (time out) shall, pursuant to sect. 6, para. 5 of the StuER, be regulated as follows:  
a. The respective application must be submitted in writing to the Student Administration for approval at least three months before the start of the semester, together with the semester registration;  
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.
- Intellectual property* 6 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 writing and in consultation with the head of the degree programme.
- Equipment* 7 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. Hardware requirements will be announced to new students during the IT introduction.

## **Sect. 7 Academic performances**

<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>Attendance and reporting duty</i>		Regarding the duty of attendance and the duty of reporting, the provisions of sect. 10, paras. 2 to 5 apply.
<i>Retake and revision</i>	2	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**

<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 have attained 150 ECTS credits.
<i>Registration for Bachelor's thesis</i>	2	Registration for the Bachelor's thesis is to be submitted online and in time via the FHNW's ESPortal registration system (ESP).
<i>Examination panel</i>	3	The head of the degree programme is responsible for defining the content and correct organizational procedure of the Bachelor's thesis and nominates the internal and external members of the examination panel.  The examination panel for the Bachelor's thesis is made up of: <ul style="list-style-type: none"> <li>a. the head of the degree programme (chair);</li> <li>b. three lecturers from the degree programme;</li> <li>c. two external experts.</li> </ul>
<i>Guideline Bachelor's thesis</i>	4	The assignment, the works to be submitted, the volume, the deadlines, the supervision (mentoring and expert guidance), the exam setting, the finalization of the Bachelor's thesis (presentation format), the evaluation criteria and their ranking, the assessment system (2-point and 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 in the course of the 5th semester.
<i>Exam documentation</i>	5	The assessment of the work pertaining to the Bachelor's thesis is recorded in an examination protocol.
<i>Retake and amendments</i>	6	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. The 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.
<i>Graduation</i>	7	The following conditions apply to a successful completion of the Bachelor's degree programme in Arts and Design Education: <ul style="list-style-type: none"> <li>a. Successful completion of all prescribed modules as listed in the module guide;</li> <li>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 Arts and Design Education at the HGK FHNW.</li> </ul>

## **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 Arts and Design Education of 1 September 2021.

Basel, 15 September 2022  
Upon request of:

Prof Dr Dorothee King  
Head of Bachelor's degree programme in Arts and Design Education  
Head of the Institute Arts and Design Education (IADE)

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 Bachelor's degree programme in Arts and Design Education 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.