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<input checked="" type="checkbox"/> President <input type="checkbox"/> Chancellor	Aptitude test regulations for the degree course Media Art and Design with the degree Bachelor of Fine Arts and Master of Fine Arts	Issue 33/2019
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Pursuant to Sections 3 Para. 1, 137 Para. 2 Sentence 2 of the Thuringian Higher Education Act (ThürHG) dated 10 May 2018 (GVBl. S. 149), most recently modified by Article 128 of the Act dated 18 December 2018 (GVBl. P. 731) in conjunction with Section 34 Para. 3 of the Thuringian Higher Education Act in the version published on 13 September 2016 (GVBl. S. 437) issues for the Media Art and Design degree programme with the degree Bachelor of Fine Arts and Master of Fine Arts the following aptitude test regulations; the council of the Faculty of Art and Design passed the aptitude test regulations on 13 February 2019.

The president of the Bauhaus-Universität Weimar has approved the regulations with the decree dated 6 August 2019.

Contents

- Section 1 Objective and process of the aptitude test
- Section 2 Participation application
- Section 3 Examination committee
- Section 4 Pre-selection for the degree course Media Art and Design with the degree "Bachelor of Fine Arts"
- Section 5 Assignment of tasks for the degree course Media Art and Design with the degree "Bachelor of Fine Arts"
- Section 6 Aptitude interview and presentation of work portfolio for the Degree course Media Art and Design with the degree "Bachelor of Fine Arts"
- Section 7 Passing the aptitude test
- Section 8 Records
- Section 9 Period of validity
- Section 10 Absence, withdrawal, deception, or violation of regulations
- Section 11 Appeal
- Section 12 Repeat examination
- Section 13 Reconciling disadvantage
- Section 14 Special regulations
- Section 15 Equal opportunity clause
- Section 16 Statement of effect

Section 1 - Objective and process of the aptitude test

- (1) The enrolment depends on passing the aptitude test notwithstanding other enrolment requirements.
- (2) The aptitude test is used to determine whether the candidate has the special artistic or design skills required for the selected degree programme.
- (3) The aptitude test takes place as follows:
 - a) in the degree course Media Art and Design with the degree "Bachelor of Fine Arts"
 1. On-time request to participate in the aptitude test with no specific form;
 2. Submitting the assigned task (completed at home) by the deadlines and with the relevant information at the end of the examination process;
 3. On-time submission of one's own original documentation of the artistic or design homework and the standard application documents (CV stating education, if appropriate prior skills and the most recently achieved school certificate);
 4. Checking the submitted homework and decision on further participation in the examination process through pre-selection;
 5. Practical examination, aptitude interview and presentation of a portfolio of work;
 6. Decision and notification of the examination results.
 - b) in the degree course Media Art and Design with the degree "Master of Fine Arts" and the English language programme "Media Art and Design" with the degree "Master of Fine Arts"
 1. On-time submission of a folder/portfolio with applicant's own original documentation of the artistic or design work and a motivation letter explaining the desire to study and work, a focus for the study and the planned Master's subject, presented comprehensively on around one A4 page alongside the standard application documents (CV stating education, certificates or evidence of internships or a list of previous exhibitions or publications as well as the most recently achieved certificate if relevant);
 2. Checking the submitted work and decision on further participation in the examination process through pre-selection;
 3. Aptitude interview if appropriate;
 4. Decisions by the aptitude test commission;
 5. Notification of examination results.

Section 2 - Participation application

- (1) The admission to the aptitude test requires a written application with no specific form. The deadlines are published in a timely manner. The application must state the desired study focus with brief notes on the planned work.
- (2) The submitted documents are returned to the applicant upon request after completing the legal remedies, or after the end of the appeal period. The faculty will hold the documents for collection for one year after the aptitude test. At the end of this period the work becomes the property of Bauhaus-Universität Weimar and can be destroyed.

Section 3 - Examination committee

- (1) The aptitude test is compiled for each degree programme by an aptitude test commission. Each commission comprises three professors, an academic employee and a student representative from the relevant degree programme. The professors make up the majority for the relevant degree programme.
- (2) The aptitude test commissions are used to conduct the aptitude test by the examination committee of the relevant degree programme.
- (3) The relevant aptitude test commission selects a chair who is responsible for managing the aptitude test from the professor representatives. The chair should belong to the relevant degree programme.
- (4) The aptitude test commission advises and passes resolutions in private meetings. It is quorate if at least two professor representatives from the relevant degree programme are present.

Resolutions are passed by a simple majority; if the number of votes is equal, the vote of the chair breaks the deadlock.

- (5) The examination dates are set by the chair of the relevant aptitude test commission and the applicants are notified at the latest two weeks before the deadline.

Section 4 - Pre-selection

- (1) The pre-selection to participate in the aptitude interview is made using the submitted artistic and design work completed at home as a response to the task set under Section 1 Para. 3 a), point 4.
- (2) If the candidate is not admitted to the examination, they will be informed in writing within two weeks.
- (3) Those applicants who are admitted to the examination will receive a written invitation to the examination interview with the necessary information within two weeks.

Section 5 - Assignment of tasks for the degree course Media Art and Design with the degree "Bachelor of Fine Arts"

- (1) The assignment of tasks (homework) must be formulated such that the specific working methods of the relevant degree programme in conceptual, artistic or design terms are taken into account, it can be completed with basic resources, but there is also the option to use advanced techniques. There should be options to demonstrate various skills, including artistic and design-oriented abilities. Several tasks are offered for selection. They should cover the whole range of Media Art and Design.
- (2) The homework is to be completed without additional assistance and a corresponding declaration must be submitted.

Section 6 - Aptitude interview and presentation of work portfolio for the degree course Media Art and Design with the degree "Bachelor of Fine Arts"

- (1) In the aptitude interview the applicant presents their solution to the homework as well as their portfolio. The aptitude interview is conducted individually and lasts around 20 minutes. Additional questions on artistic and design issues are permitted.
- (2) The portfolio of work comprises a range of media art and design work or its documentation assembled by the candidate. It may be artistic or design-oriented or relate to sound and music.

Section 7 - Passing the aptitude test

- (1) Each examination element is to be assessed in the pre-selection, aptitude interview and presentation of the portfolio. The grades from these elements are summarised into an overall grade. The result is "passed" or "failed".
- (2) The applicant is determined to have achieved design aptitude if they are demonstrated to be significantly above average in terms of independence, creativity and ability to develop in terms of artistry or design.
- (3) The basis for assessment is the aptitude of the applicant for creative work in the media. The personal focus areas can certainly be weighted differently and be more strongly focused for example in artistry, design, conceptual-linguistic, image, sound or technical and production areas.
- (4) The applicant is to be informed in writing about the result of the aptitude test at the latest four weeks after completing the examination.

Section 8 - Records

Records are to be kept on the process of the aptitude test and are to be signed by all of the members of the examination commission. The records must show the reasons for the result given by the examination committee.

Section 9 - Period of validity

The determination of aptitude covers the degree programme for which the examination was taken and applies to the two admission years following the examination.

Section 10 - Absence, withdrawal, deception, or violation of regulations

- (1) The aptitude test is considered "failed" if the applicant is not present for the examination appointment without valid justification or if they withdraw after the start of the aptitude test without valid justification. The decision is made by the examination committee.
- (2) The reasons for withdrawal or absence must be submitted to the examination commission in writing without delay and made credible. If the justification is recognised as valid, a new appointment is granted. Any examination results already determined must be offset in this case.
- (3) If a candidate attempts to influence the result of the aptitude test by deception or the use of impermissible resources, this examination performance is graded as "failed". An applicant who disturbs the proper process of the examination may be excluded by the aptitude test commission from continuing the aptitude test; in this case the relevant part of the aptitude test is graded as "failed".

Section 11 - Right of appeal

- (1) The applicant may request that all decisions in the aptitude test process are reviewed. Decisions on rejection and administrative files are to include information on the right of appeal.
- (2) The appeal is to be submitted to the relevant examination committee. If the appeal is not successful the final decision is made by the Dean.

Section 12 - Repeat examination

A failed aptitude test can be repeated twice, in each case at the earliest on the next examination date.

Section 13 - Reconciling disadvantage

- (1) Applicants with disabilities and/or chronic illnesses can request the reconciliation of disadvantage when applying.
- (2) The academic advising of the Bauhaus-Universität Weimar is available for general advice on the degree. Support and advice for chronically sick and disadvantaged students, including all questions relating to a potential reconciliation of disadvantage, are provided by general advising as well as the Thuringian student union.
- (3) When designing the course process including the teaching and learning forms, the specific requirements of students who are restricted in the options for organising their studies due to special circumstances (e.g. disabled or chronically sick students) are taken into account. Students may not experience any disadvantages from utilising maternity or parental leave as well as periods of care.
- (4) The relevant examination committee decides on a reconciliation of disadvantage at the request of the applicant or student in consultation with the organisation responsible for admission. The student can propose a particular form of reconciliation. The request is to be made in writing, the decision notified in writing and any refusal is to be justified in writing.

Section 14 - Special regulations

For applicants who live in another country and for whom it is not reasonable or possible to travel to the aptitude test at any time, the examination committee may set an individual process for aptitude testing. The assessment is based on working through the task and presenting work samples. For the design and artistic presentation with an aptitude interview, either an individual appointment can be agreed or, in exceptional circumstances, the personal presentation and aptitude interview may be waived. The responsible examination committee ensures that the grading is comparable.

Section 15 - Equal opportunity clause

Status and function titles in these regulations apply equally to all genders.

Section 16 – Statement of effect

These regulations come into force on the first date of the month following their notification by the Bauhaus-Universität Weimar. They apply first to students who start their degree programme in the 2020/21 winter semester. At the same time the aptitude test regulations for the degree courses Media Art/Media Design with the degree Bachelor of Fine Arts and Master of Fine Arts dated 15/05/2013 (Mdu 09/2013) become invalid

Faculty council resolution dated February 13, 2019

Prof. Wolfgang Sattler
Dean

The rules must be approved.

Dipl.-Jur. Rainer
Junghanß Lawyer

Approved on August 6, 2019

Prof. Dr. Winfried
Speitkamp President