

# Information from the Bauhaus-Universität Weimar

*This English translation is for information purposes only and is not legally binding.*

<input checked="" type="checkbox"/> The President	<b>Aptitude Test Regulations</b> for the Art and Design doctoral programme with the award of a Doctor of Philosophy (Ph.D.)		Issued on 03/2025
<input type="checkbox"/> The Chancellor	Issued by Dep./Unit Faculty of Art & Design	Phone 3206	Date 17 February 2025

Pursuant to § 3, para. 1 in conjunction with section § 38, para. 3 of the Thuringian Higher Education Act of 10 May 2018 (GVBl. p. 149) last amended by Article 31 of the act dated 02 July 2024 (Thuringian legal notices – GVBl. S. 277) the Bauhaus-Universität Weimar issues the following Aptitude Test Regulations for the Art and Design, Doctor of Philosophy (Philosophy (Ph.D.) study programme; the Faculty Board of the Faculty of Art and Design passed the Aptitude Test Regulations on 11.02.2024. The regulations were approved by the President of the Bauhaus-Universität Weimar on 17.02.2025.

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## **§ 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 determines whether the applicant meets the outstanding professional qualifications required for the doctoral degree programme and if they are willing and able to work independently on comprehensive artistic, creative, theoretical, and methodological issues pertaining to the degree programme.
- (3) The aptitude test includes the following components:
  1. Assessing whether the candidate meets the general admission requirements, including the necessary language skill in accordance with § 2 based on the submitted application documents
  2. Determining whether the candidate meets the specific admission requirements in accordance with § 3 based on the submitted application documents
  3. Aptitude interview in accordance with § 7
  4. Notifying the applicant of the results of the aptitude test in accordance with § 8

## **§ 2 – General Admission Requirements**

- (1) Admission to the doctoral degree programme usually requires the successful completion of an artistic or design Diplom, State Exam, Magister, or Master's degree (awarded a final grade of at least »good«) from a German university or the equivalent award from an international university that matches the profile of the faculty.
- (2) The same applies to Bachelor's degrees if they have been awarded a final grade of at least »very good«; the candidate may be admitted provided they fulfil the prerequisite of successfully completing three scientific modules from the Master's degree programme in the Faculty of Art and Design. Proof of fulfilling these prerequisites must be provided at the start of the doctoral process in accordance with § 7 of the Examination Regulations.
- (3) If the applicant's qualifications do not fully correspond to the faculty's artistic and design profile or if the applicant comes from a different discipline, they may be admitted provided they fulfil specified prerequisites and that supervision and assessment in the relevant disciplines is ensured. The Ph.D. Graduate Admissions Committee is responsible for determining the additional prerequisites that the candidate must fulfil.
- (4) Applicants who have already applied to a doctoral degree programme in the same field at another university, who have been accepted as doctoral candidates, or who have conclusively failed a doctoral degree programme may not be admitted to the doctoral degree programme.
- (5) The German/English doctoral degree programme requires either very good knowledge of German (minimum C1 proven through the DSH-2 or TestDaF 4 x TDN 4) and good knowledge of English (minimum B2 CEFR),

or alternatively

very good knowledge of English (minimum C1 CEFR based on the TOEFL internet-based score of 108 or better) and good knowledge of German (minimum B2 CEFR based on the DSH-1 or TestDaF 4 x TDN 3).

### **§ 3 – Specific Admission Requirements**

- (1) In addition to the general admission requirements (§ 2), applicants must also successfully complete the aptitude test for admission to artistic, scientific, and design degree programmes. Applicants are admitted based on the results of the aptitude test. Successfully completing the aptitude test determines the applicant's artistic or creative aptitude for the selected degree programme.
- (2) The following documents must be submitted with the application in order to determine the applicant's aptitude:
  1. A meaningful exposé describing an innovative doctoral project with a clearly formulated research question and methodological approach that is at the interface between art or design and academic discourse;  
A convincing exposé has an identifiable in-depth artistic or creative and academic engagement with the teaching and research focus of the respective mentor.
  2. Work plan and schedule showing that the project can reasonably be completed within four years;
  3. Portfolio selection of previous art or design work and, if available: Exhibition catalogues, list of exhibitions and public presentations, press and project reports;
  4. List of publications;

### **§ 4 - Registering for the Aptitude Test and Applying for the Ph. D. Degree Programme**

- (1) Applicants must register and apply for the aptitude test through the Bauhaus-Universität Weimar application portal. The deadlines are published appropriately.
- (2) In addition to the documents listed in § 3 para. 2, the following items must also be uploaded to the Bauhaus-Universität Weimar online application portal:
  1. Proof of successful completion of a university degree in accordance with § 2 para. 1 to 3, including relevant certificates. Certificates and documents not produced in German or English must be submitted with an official translation
  2. Complete tabular curriculum vitae, including past education and work experience;
  3. Language certificates in accordance with § 2 para. 5
  4. Indication of the artistic or design focus
  5. Names of at least two mentors and their written confirmation (Appendix 1)

### **§ 5 – Aptitude Test and Commission**

- (1) The aptitude test is carried out by the Ph.D. Graduate Admissions Committee. The composition of the Ph.D. Graduate Admissions Committee is outlined in the Examination Regulations § 6 para. 2. University instructors from other scientific, artistic, or creative fields may be involved with the Ph.D. Graduate Admissions Committee in an advisory capacity.
- (2) The Ph.D. Graduate Admissions Committee is appointed by the Faculty Board of the Faculty of Art and Design.
- (3) The members of the Ph.D. Graduate Admissions Committee elect a university instructor as chair. They must belong to the Faculty of Art and Design.
- (4) The Ph.D. Graduate Admissions Committee can make decisions if at least two-thirds of the voting members are present and the majority of the professors is ensured. Resolutions are passed by a simple majority of the voting members present. If the number of votes is equal, the chair's vote is the deciding factor.

- (5) The Ph.D. Graduate Admissions Committee is responsible for setting the aptitude test dates. Applicants must be notified of these dates at least two weeks before the test.

## **§ 6 – Aptitude Interview Selection**

- (1) Participants are selected for the aptitude interview based on the documents submitted in accordance with §§ 2, 3, and 4.
- (2) Applicants who are not invited to the aptitude interview, and thus the Ph.D. degree programme, will be notified in writing within twelve weeks.
- (3) Applicants who are invited to the aptitude interview will receive a written invitation with the necessary information at least two weeks before the date of the interview.

## **§ 7 – Aptitude Interview**

- (1) In the aptitude interview, applicants are expected to explain their proposed doctoral project in their artistic or design specialisation, including a plan, schedule, and proposed mentors. The Ph.D. Graduate Admissions Committee poses questions and, if applicable, makes comments on the submitted documents and portfolio. Additional questions on and artists and design issues are permitted.
- (2) The aptitude interview is conducted individually or in a group and lasts approximately 15 minutes per applicant.
- (3) The aptitude interview is conducted online using an appropriate digital tool. The consent of both parties is required. The Ph.D. Graduate Admissions Committee is responsible for ensuring equal opportunities for applicants, as well as assessment consistency.
- (4) Data protection regulations must be adhered to for online examinations. Personal information may be processed insofar as is necessary to properly carry out online examinations. Recording an oral online examination or automated evaluation of image or sound data is not permitted.

## **§ 8 – Passing the Aptitude Test**

- (1) The aptitude interview is evaluated by each examiner and summarised in an overall result. The result is »passed« or »failed«.
- (2) The specific aptitude for independent academic research and artistic and design qualification considered fulfilled if the applicant demonstrates outstanding professional skills and methodological approaches in accordance with the objectives of the doctoral degree programme.
- (3) Assessment criteria include:
  - Motivation and aptitude for a doctoral degree at the Bauhaus-Universität Weimar Faculty of Art and Design
  - Visibility, experience, and expertise in the specified field of research
  - Contextualisation and consideration of the initial research concerns and focus
  - Originality and innovation of the methodological approaches
  - Feasibility of the plan and schedule, including goals and milestones

- (4) The Ph.D. Graduate Admissions Committee is responsible for determining whether an applicant is admitted into the doctoral degree programme and for confirming the mentors.
- (5) The applicant is to be informed of the result of the aptitude test in writing at the latest four weeks after completing the test.

## **§ 9 – Records**

The process of the aptitude tests is to be kept on record and signed by all of the members of the examination commission. The records must contain justification for the decisions of the Ph.D. Graduate Admissions Committee.

## **§ 10 – Period of Validity**

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

## **§ 11 – Absence, Withdrawal, Deception, or Violation of Regulations**

- (1) The aptitude test is considered to be »failed« if the applicant does not appear for an examination appointment without an important reason or if they withdraw after the start of the aptitude test without an important reason. This decision is made by the Ph.D. Graduate Admissions Committee.
- (2) The Ph.D. Graduate Admissions Committee must be notified in writing of the reasons for the withdrawal or absence without delay and must be credible. If the reasons are recognised as important, a new appointment will be granted. Any examination results already obtained must be taken into account.
- (3) If the applicant attempts to influence the result of the aptitude test by fraud or the use of impermissible resources, this examination performance is graded as »failed«.

## **§ 12 – Right of Appeal**

- (1) The applicant may request that any decisions in the aptitude test process be reviewed. All rejections are labelled and stored in an administration file with a right to appeal.
- (2) The appeal must be submitted to the Ph.D. Graduate Admissions Committee for approval. If the appeal is rejected, the final decision is made by the Dean.

## **§ 13 – Repeating Examinations**

A failed aptitude test may be repeated once, at the earliest on the next examination date.

## **§ 14 – Compensation for Disadvantages**

- (1) Applicants with disabilities and/or chronic illnesses can request compensation for disadvantage when applying.
- (2) General degree advice is available through the Bauhaus-Universität Weimar academic advising. Support and advising for students with chronic illnesses and disadvantages, including information on possible compensating for disadvantages, is provided by the Representative for the Needs of Students with Chronic Illnesses and Disabilities, general advising, and the services provided by the Studierendenwerk Thüringen.

- (3) When designing the study process, including the teaching and learning forms, the specific requirements of students who are restricted in their opportunities for organising their studies (e.g. disabled or chronically sick students) due to special circumstances are taken into account. Students must not experience any disadvantages from utilising maternity, parental or care leave.
- (4) The Ph.D. Graduate Admissions Committee is responsible for decisions regarding compensating for disadvantage at the request of the applicant. The applicant may propose a particular form of compensation. The request is to be made in writing, the decision notified in writing and any refusal is to be justified in writing.

### **§ 15 – Equal Opportunity Clause**

Designations made under these regulations apply equally to all genders.

### **§ 16 – Entry Into Effect**

These regulations come into effect on the first date of the month following their announcement by the Bauhaus-Universität Weimar.

They apply first to students who start their doctoral degree programme in the 2025/2026 winter semester.

Faculty Board resolution dated 11.12.2024

Prof. Andreas Mühlenberend  
Dean

The rules are subject to approval.

Dr. Steffi Heine Legal  
Advisor

Approved  
Weimar, ..... 2025

Prof. Peter Benz,  
President

## Appendix 1: Mentorship Declaration

[https://www.uni-weimar.de/fileadmin/user/fak/gestaltung/hauptseiten/downloads/Downloads\\_PhD/Formular\\_Mentorenerklaerung\\_en.pdf](https://www.uni-weimar.de/fileadmin/user/fak/gestaltung/hauptseiten/downloads/Downloads_PhD/Formular_Mentorenerklaerung_en.pdf)