

Information from the Bauhaus-Universität Weimar on Academic Regulations

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<input checked="" type="checkbox"/> The President (interim)	Aptitude Test Regulations for the degree programme Media Art and Design with the degree Bachelor of Fine Arts and Master of Fine Arts	Edition 26/2022
<input type="checkbox"/> The Chancellor	Issued Dept./Unit Phone Faculty of Art & Design 3206	Date 28.10.2022

Pursuant to § 3 Para. 1, 68 Para. 4 in conjunction with § 38, Para. 3 of the Thuringian Higher Education Act (ThürHG) of 10 May 2018 (GVBl. p. 149) last amended by Article 7 of the Act dated 23 March 2021 (GVBl. P. 115), the Bauhaus-Universität Weimar issues the following Aptitude Test Regulations for the Media Art and Design degree programme with the degree Bachelor of Fine Arts and Master of Fine Arts; the Faculty Board of the Faculty of Art and Design passed the aptitude test regulations on 13.07.2022. The regulations were approved by President (interim) of the Bauhaus-Universität Weimar on 28 October 2022.

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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 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 programme Media Art and Design with the degree "Bachelor of Fine Arts"*:
 1. Sending the assigned task (completed at home) by the deadlines and with the necessary information at the end of the examination process;
 2. Submission (upload) of one's own original documentation of the artistic or design homework and the usual application documents (CV stating education, any applicable prior skills and the most recently achieved school certificate) via the Bauhaus-Universität Weimar application portal by the given deadline;
 3. Checking the submitted homework and decision on further participation in the examination process through pre-selection;
 4. As a rule, aptitude tests are conducted in person and include the presentation of selected artistic/design work previously submitted in digital format. Exceptions are covered in § 13;
 5. Decision and notification of the examination results.
 - b) *in the degree programme 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"*:
 6. Submission (upload) of a folder/portfolio with own original documentation of the artistic or design work by the given deadline along with a motivation letter explaining the desire to study and work, as well as a focus for the study, presented comprehensively on around one A4 page alongside the usual application documents (CV stating education, if relevant certificates or evidence of internships, or a list of previous exhibitions, artistic-design works or publications as well as the most recently achieved certificate);
 7. Examination of the submitted work and decision by at least two lecturers, one of whom must be from the stated study focus. If applicable, an additional aptitude interview may take place.
 8. Notification of examination results.

§ 2 – Aptitude test application

Applicants must register and apply for the aptitude test through the Bauhaus-Universität Weimar application portal. The deadlines are published appropriately.

§ 3 – Aptitude test commission

- (1) The aptitude test is prepared for each degree programme by an aptitude test commission. Each commission comprises two lecturers, an academic employee and a student representative from the relevant degree programme. At least one of the lecturers must be from the relevant study area.
- (2) The aptitude test commission is used by the examination committee to implement the aptitude tests.
- (3) The relevant aptitude test commission selects a chair who is responsible for managing the aptitude test from the lecturer representatives. The chair should be part of the relevant degree programme.
- (4) Motions may only be passed if the majority of members, at least two lecturer representatives and at least one status group representative are present. Resolutions are passed by a simple majority. If the number of votes is equal, the chair's vote is the deciding factor.
- (5) The examination dates are set by the chair of the relevant aptitude test commission and applicants are notified at the latest two weeks before the deadline.

§ 4 – Assignment of tasks for the degree programme 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 degree programme in conceptual, artistic or design terms are taken into account. Tasks may be completed with simple resources or using advanced techniques. The opportunity to demonstrate various skills, including artistic and design-oriented abilities, should be available. Several tasks are presented for selection. These 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.

§ 5 – Pre-selection for the degree programme Media Art and Design with the degree "Bachelor of Fine Arts"

- (1) The pre-selection to participate in the aptitude interview is made using the submitted artistic and design work completed in accordance with §1 Para. 3 a), Item 4.
- (2) If the candidate is not admitted to the examination, they will be informed in writing within four 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.

§ 6 – Aptitude interview including presentation of work portfolio for the degree programme Media Art and Design with the degree "Bachelor of Fine Arts"

- (1) In the aptitude interview the applicant presents their solution to the homework and portfolio of work. The aptitude interview is conducted alone and lasts approximately 15 minutes. Additional questions on artistic and design issues are permitted.
- (2) The portfolio of work should comprise a range of media art and design work or its documentation assembled by the candidate.

§ 7 – Passing the aptitude test

- (1) Both exam sections — the pre-selection and the aptitude interview for the degree programme Media Art and Design with the degree "Bachelor of Fine Arts", as well as (if applicable) the aptitude interview in the degree programme 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" — are to be assessed individually by each examiner to determine the artistic/creative aptitude and then summarised into an overall grade.
The result is "passed" or "failed".
- (2) The design aptitude applies if the applicant demonstrates themselves to be significantly above average in terms of independence, creativity and ability to develop in terms of artistry or design.
- (3) The assessment is based on the applicant's aptitude for creative work in the media. The personal focus areas may be weighted differently and be more strongly focused for example in artistry, design, conceptual-linguistic, image, musical, audio-visual or technical and production areas.

- (4) The applicant is to be informed of the result of the aptitude test in writing at the latest four weeks after completing the examination.

§ 8 – 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 aptitude test committee.

§ 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.

§ 10 – Absence, withdrawal, deception, or violation of regulations

- (1) The aptitude test is considered to be "failed" if the applicant does not appear to an examination appointment without an important reason or if they withdraw after the start of the aptitude test without an important reason. The decision is made by the aptitude test commission.
- (2) The aptitude test commission 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. The examination results already in place must be offset in this case.
- (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". An applicant who disturbs the proper process of the presentation 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".
- (4) An examination performance that has come about as a result of transferring content from other sources and not being marked as such (plagiarism) represents fraud as defined in Paragraph 3 and is investigated as such.

§ 11 – Right of appeal

- (1) The applicant may request that any decisions in the aptitude test process be reviewed. Rejections are labelled and stored in an administration file with a right to appeal.
- (2) The appeal is to be submitted to the relevant examination committee. If the appeal is rejected, the final decision is made by the Dean.

§ 12 – Repeating examinations

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

§ 13 – Special regulations

For applicants for whom it is not reasonable or possible to participate in the aptitude test at a given time, the aptitude test commission may set an individual process for aptitude testing. The assessment is based on working through the task and presenting the applicant's own work samples. An individual appointment can be arranged for the artistic and/or design exam and presentation, including the aptitude interview. The aptitude interview may also be conducted online using an appropriate digital tool. The consent of both parties is required. The aptitude test commission is responsible for ensuring equal opportunities for applicants, as well as assessment consistency.

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.

§ 14 – Compensating for disadvantage

- (1) Applicants with disabilities and/or chronic illnesses can request compensation for 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 ill and disadvantaged students, including all questions relating to a potential reconciliation of disadvantage, are provided by general advising as well as by Studierendenwerk Thüringen.

- (3) The teaching and learning formats used in study programmes must take into account the specific requirements of students who are restricted in their opportunities for organising their studies. Students must not experience any disadvantages from utilising maternity, parental or care leave.
- (4) The relevant examination committee decides on the compensation for disadvantage at the request of the applicant or student in consultation with the organisation responsible for admission. The student can suggest 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 – Equality opportunity clause

Designations made under these regulations apply equally to all genders.

§ 16 – Entry into Effect and Expiry

These regulations come into effect on the first date of the month following their announcement by the Bauhaus-Universität Weimar. At the same time, the aptitude test regulations for the degree programmes Media and Design with the degree Bachelor of Fine Arts and Master of Fine Arts dated 22/01/2021 (MdU 01/2021) become invalid.

Faculty Board resolution dated 13 July 2022

Prof. Wolfgang Kissel
Dean

The rules are subject to approval.

Dr. Steffi Heine
Legal Advisor

Approved on 28 October 2022

Prof. Dr. Jutta Emes
President (interim)