

## **Admission statutes for the BFA and MFA Art study programs**

### **Section 1: General**

#### **Applicability in combination with the Enrollment Statutes**

Admission to the BFA and MFA Art programs at the Hochschule für Gestaltung / University of Art and Design in Offenbach am Main requires proof of artistic or outstanding (in the absence of a university entrance qualification) artistic aptitude for the BFA or MFA Art, which must be demonstrated in an aptitude test. Any examination passed at another university to determine artistic or outstanding artistic aptitude is not recognized at the University of Art and Design.

The deadlines and other requirements for enrollment are governed by the Enrollment Statutes, while language requirements are governed by the Language Statutes.

### **Section 2: Application**

- (1) Prospective students should submit their application for admission with all supporting documents to the admissions committee of the BFA and MFA Art programs.
- (2) The admission procedure can also be started even if language certificates required for the study program are not yet available, provided that language skills equivalent to level B2 (see Language Statutes) can nevertheless be demonstrated in German or English.
- (3) The admission procedure for the MFA Art can be started if the first degree has been completed as scheduled by the start of the program and at the time of application no more than 30 CPs are missing for achievement of the first professional qualifying degree. In the event of admission, the degree certificate must then be submitted subsequently in accordance with the requirements of the Enrollment Statutes. In exceptional cases, the admissions committee may allow the submission of the certificate by the end of the first master's semester. In these cases, confirmation from the examination committee as to when the bachelor's degree will be completed as scheduled must be submitted for the application. If the certificate is not submitted in time, enrollment will not be possible or exmatriculation will take place.

(4) For the Bachelor of Fine Arts degree (BFA), applicants must submit:

- Portfolio of their own artistic/design work (at least 30 works and sketches, preferably more) in the form specified by the HfG. If the submission is made digitally, originals are to be submitted later in the application procedure, as far as it is practicable, see below.

Collaborations and papers with mixed authorship must be identified as such.

- Letter of motivation with reasons for study
- Digital version of the university entrance qualification certificate (general or subjectspecific higher education entrance qualification) or the last school-leaving certificate
- Detailed résumé
- Language certificates according to the Language Statutes
- If applicable, classification of the Academic Examination Office (for educational certificates from China, Mongolia, and Vietnam)

(5) For the Master of Fine Arts degree (MFA), applicants must submit:

- Portfolio of their own artistic/design work (at least 30 works plus documentation) in the form specified by the University of Art and Design.

If the submission is made digitally, originals are to be submitted later in the application procedure, as far as it is practicable, see below.

Collaborations and papers with mixed authorship must be identified as such.

- Letter of motivation, if applicable with indication of areas of interest in the study program and/or a master's project. The letter of motivation must state whether and, if so, with what motivation the student is aiming to study the variant with consolidated theory.
- Digital version of the certificate of the previous degree (or, if the degree certificate is not yet available: transcript of records) or the last school-leaving certificate
- If applicable, job references regarding professional activities in the field of study
- Detailed résumé
- Language certificates according to the Language Statutes

- If applicable, classification of the Academic Examination Office (for educational certificates from China, Mongolia, and Vietnam)

### **Section 3: Admissions committee**

The departmental council shall appoint an admissions committee for each of the BFA and MFA degree programs or a joint admissions committee. This committee elects a professorial chair from among its members. The admissions committee is composed of at least four professors, including (at least) one member of the dean's office, one lecturer for special tasks, and one artistic/academic staff member as well as two students who are nominated by the respective status group in the departmental council. Among the voting members, the professorial majority must be guaranteed. Students participate in an advisory capacity. For admission to the MFA with consolidated theory, at least one professorial representative of the theory subjects of the BFA/MFA Art also participates in an advisory capacity. In the event of a tie, the chair has the casting vote. The admissions committee may delegate organizational duties to a staff member who attends committee meetings but does not have voting privileges.

### **Section 4: Admission procedure for the BFA**

The BFA study program requires artistic aptitude and teaches the fundamentals of artistic/creative forms of work.

- (1) The admissions committee examines the formal admission requirements as well as the portfolios of the applicants and decides on admission to the further procedure of aptitude testing. If applicants have a university entrance qualification, they can take part in the examination day even if the admissions committee has assessed the portfolio as "failed".
- (2) After applicants have passed the portfolio examination, the admissions committee invites them to an examination day. This involves completion of one written and two artistic tasks as well as a technical discussion with the admissions committee, usually lasting 15 minutes, which may take place as a group examination. If the portfolio has been submitted digitally beforehand, the portfolio with the original works must be submitted on the

examination day as far as this is practicable. The admissions committee evaluates the suitability of the applicants, whereby the assessment corresponds to the assessment of the examination day. The assessment of other lecturers in the department may be sought for the evaluation of the examination papers.

- (3) Assessment is based on:
  - a. Ability to implement own artistic/design ideas
  - b. Abstraction ability, ability to transfer and transpose
  - c. Ability for differentiated observation
  - d. Ability to improvise
  - e. Motivation and sensitivity
  - f. Visual and contextual imagination in 2D and 3D
  - g. Ability to reflect and criticize
  - h. Technical ability and understanding
  - i. Ability to express oneself verbally in the context of one's own artistic/creative work
- (4) The aptitude test is evaluated as "outstanding pass" (up to 1.7, only in the absence of a university entrance qualification), "pass" (up to 4.0), or "fail" (from 4.3). Anyone who has passed the examination with "outstanding" has demonstrated the requirement for outstanding artistic aptitude within the meaning of section 54 para. 4(3) of the Hessian Higher Education Act.
- (5) The admissions committee shall draw up minutes of the examination, which must indicate the basis for the assessment. The minutes must be signed by the chairperson of the admissions committee, which shall notify the applicant in writing of the result of the examination. A negative decision must be accompanied by reasons for the outcome as well as instructions on how to appeal. This may be issued (additionally) in digital form.
- (6) The examination may be repeated once. The determination of artistic aptitude is valid for two years.

## **Section 5: Admission procedure for the MFA**

On the one hand, the MFA program requires proof of artistic or outstanding artistic aptitude, while on the other, the master's degree follows on from a successful BFA program.

- (1) Admission to the master's program generally requires proof of a successfully completed domestic or foreign university degree (bachelor's degree/diploma) in art or another equivalent degree. The previous university degree should normally comprise at least 210 CPs.
- (2) The admissions committee examines the formal admission requirements as well as the portfolios and exposés and decides on admission to the further procedure of determining aptitude. It may admit graduates of degree programs with 180 CPs or art-related degrees to the application procedure if they can demonstrate sufficient basic knowledge and/or relevant professional experience.
- (3) Applicants admitted to the further admission procedure may have an orientation interview with a professor in the art department. For this, applicants should contact the professor who represents the teaching area they are interested in for the master's program and master's project. If applicants have not yet determined a focus of interest for the master's program and are interested in an orientation interview, the admissions committee will suggest a person for the orientation interview based on the letter of motivation. The professor can prepare a recommendation for the admissions committee on the basis of the orientation interview, which can positively influence the decision on admission. Applicants who have successfully completed their BFA degree at the University of Art and Design can alternatively enclose a letter of recommendation from an examiner involved in their final examination with their application.
- (4) After applicants have passed the portfolio examination and, if applicable, after the orientation interview, the admissions committee invites them to a technical discussion with the admissions committee lasting up to 30 minutes, which may also take place as a group examination. If the portfolio was previously submitted digitally, the portfolio with the original work must be presented for the technical discussion, as far as is practicable. The admissions committee assesses the suitability of the applicants based on the examination interviews and, if applicable, the letter of recommendation from the orientation interview.

- (5) Assessment is based on:
- a. Existence of the applicant's own vocabulary to implement their own artistic/design ideas
  - b. Ability to abstract, ability for complex contextualization
  - c. Ability for in-depth differentiated observation
  - d. Developed improvisation skills
  - e. Consolidated motivation and sensitivity
  - f. Developed visual and contextual imagination
  - g. Ability to reflect and criticize in relation to one's own positioning and in a contemporary context
  - h. Selected and in-depth technical skills and understanding
  - i. Ability to express oneself verbally in the context of one's own artistic/creative work and in its communication
- (6) The exam is evaluated as "outstanding pass" (up to 1.7, only in the absence of a first university degree), "pass" (up to 4.0), or "fail" (from 4.3).
- (7) The admissions committee shall draw up minutes of the examination, which shall indicate the basis for the assessment and include the recommendation from the orientation interview. The minutes must be signed by the chairperson of the admissions committee, which shall notify the applicant in writing of the result of the examination. A negative decision must be accompanied by reasons for the outcome as well as instructions on how to appeal. It can be issued digitally in accordance with the requirements of the Hessian Administrative Procedure Act.
- (8) The examination may be repeated once. The determination of artistic aptitude is valid for two years.
- (9) The admissions committee may admit graduates of degree programs with fewer than 240 CPs and/or art-related degree programs under the condition that basic knowledge and basic skills in the amount of up to 60 CPs are made up in the first year of study.

In these cases, the standard program duration for the MFA degree program is extended by one or two semesters depending on the extent of the requirements. Crediting of achievements in the elective area of the MFA program is excluded for the fulfillment of requirements.

- (10) In justified exceptional cases, the committee may admit applicants who have acquired the aptitude required for the study program at work instead of through a university degree.

The formal prerequisite for the determination of suitability is proof of approx. three years in an activity that has sufficient correlations of content with the MFA degree program and which, in particular, has taught the applicant knowledge and skills that are conducive to the degree program. Admission without a previous degree is subject to the condition of subsequent qualification in accordance with paragraph 8. Strict standards are to be applied in the examination of the correlations of content and the knowledge and skills to be credited. The possibility of admission without a degree cannot be combined with the admission to study without a university entrance qualification as permitted by state law in the case of special artistic talent, i.e., for the MFA degree program, proof of a university entrance qualification must be provided in any case and may take the form of a completed university degree in accordance with the HHG.

### **Section 6: MFA with Consolidated Theory**

- (1) Admission to the MFA with Consolidated Theory program takes place within the MFA where applicants or students submit a request to the admissions committee. It is possible up to the beginning of the third semester, or if applicants request it in the letter of motivation then it can begin when they start their studies.
- (2) Admission to the MFA with Consolidated Theory program requires basic knowledge in the theoretical and academic study of art, design, and culture, which must be demonstrated by a first degree in humanities or corresponding study components in a first degree in the arts.
- (3) In justified cases, the admissions committee may admit applicants to the MFA with Consolidated Theory program who are unable to prove that they have the necessary basic knowledge. Applicants without corresponding basic knowledge must attend an orientation interview with a professor of the theory subjects in the art department, in which they shall explain their study plans.

- (4) If applicants have been admitted to the MFA with Consolidated Theory, they are free to choose between the two program options in the course of their studies, i.e., through their choices in the elective section.

### **Section 7: Entry into force**

The Admission Statutes for the BFA and MFA Art programs come into force on the day after publication on the website of the HfG and apply to all application procedures beginning in the winter semester 2022/2023.

Offenbach, 11.05.2022



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Prof. Bernd Kracke  
President

### ***Disclaimer***

***The English translation of the „Admission statutes for the BFA and MFA Art study programs“ is an informal translation of the original German version and is not legally binding. In case of any inconsistency or conflict of interpretation in relation to or among original and the translation, the original shall always prevail.***