

Official Notice

22 January 2024

**Regulations (EignungsO) for Assessing the
Program-Specific Artistic-Design Aptitude
for the Degree Programs
Film & Sound,
Photography,
Communication Design,
Object and Spatial Design, and
Serious Games & Digital Knowledge
at the Faculty of Design
of Fachhochschule Dortmund –
University of Applied Sciences and Arts**

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**Regulations (EignungsO) for Assessing the
Program-Specific Artistic-Design Aptitude
for the Bachelor’s Degree Programs Film & Sound, Photography,
Communication Design, Object and Spatial Design, and
Serious Games & Digital Knowledge
at the Faculty of Design
of Fachhochschule Dortmund –
University of Applied Sciences and
Arts**

Issued on 18. January 2024

Pursuant to

- § 2 (4) in conjunction with § 49 (7) of the Higher Education Act of the State of North Rhine-Westphalia (Hochschulgesetz – HG) in the version of Article 1 of the Higher Education Future Act (HZG NRW) of 16 September 2014 (GV. NRW. p. 547), as last amended by the Act of 30 June 2022 (GV. NRW. p. 780b), and
- § 4 (1) No. 3 of the Examination Regulations (StgPO) for the degree programs Film & Sound, Photography, Communication Design, Object and Spatial Design, and Serious Games & Digital Knowledge of the Faculty of Design at Fachhochschule Dortmund of 18 January 2024 (Official Announcements – Bulletin – of Fachhochschule Dortmund, 45th year, No. 3 of 22 January 2024), in the version currently in force,

Fachhochschule Dortmund has issued the following regulations:

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§ 1 Purpose of Assessment

- (1) Admission to any of the Bachelor's degree programs in Film & Sound, Photography, Communication Design, Object and Spatial Design, or Serious Games & Digital Knowledge requires, in accordance with § 4 (1) No. 3 and § 4 (4) of the Examination Regulations (StgPO) for the Bachelor's degree programs in Film & Sound, Photography, Communication Design, Object and Spatial Design, and Serious Games & Digital Knowledge, proof of program-specific artistic-design aptitude as defined in these regulations.
- (2) In the aptitude assessment procedure, applicants must demonstrate that they possess the artistic-design aptitude required to successfully pursue and complete the respective degree program.

§ 2 Assessment Procedure

- (1) The procedure for determining program-specific aptitude is conducted at least once per year for applicants who wish to take up studies in one of the Bachelor's degree programs in Film & Sound, Photography, Communication Design, Object and Spatial Design, or Serious Games & Digital Knowledge at Fachhochschule Dortmund.
- (2) Admission to the procedure requires an application. In accordance with § 49 (7) of the Higher Education Act (HG), the application for the procedure to determine program-specific artistic-design aptitude must be submitted to the Dean of the Faculty of Design at Fachhochschule Dortmund by the application deadline for the respective procedure. The relevant dates and deadlines are published on the website of the faculty.
- (3) As a rule, the application is submitted online via the Fachhochschule Dortmund website using a form to be completed by the applicant, including personal information, educational background, a declaration indicating whether the applicant is applying for the aptitude assessment procedure, and whether they have previously participated in such a procedure. The application also includes the selection of the desired degree program. Applicants may simultaneously apply to several of the degree programs listed in paragraph 1.
- (4) After the application deadline has passed, applicants will be informed of submission deadlines, set by the Faculty Council, for freely designed work samples and/or assignments to demonstrate their specific artistic-design interests and abilities. The following program-specific requirements apply:

For the degree program Film & Sound, applicants must submit at least one and no more than two filmic or auditory work samples. In addition, an assignment must be completed, consisting of one or more practical works based on instructions issued by the Commission in accordance with § 3, with a conceptual and artistic-design task.

For the degree program Photography, work samples must consist of 4–6 series of 5–7 images each. The samples may include photographs and/or videos/films. A minimum of 20 images must be submitted. In addition, an assignment consisting of one or more practical works based on instructions issued by the Commission in accordance with § 3, with a conceptual and artistic-design task, must be completed.

For the degree program Communication Design, applicants must submit at least 15 work samples, such as drawings, illustrations, typography, print work, computer-generated designs, photographs, films, or installations. In addition, an assignment consisting of one or more practical works based on instructions issued by the Commission in accordance with § 3, with a conceptual and artistic-design task, must be completed.

For the degree program Object and Spatial Design, applicants must submit at least 20 work samples, such as drawings, illustrations, typography, print work, computer-generated designs, photographs, films, installations, object and spatial design (in 2D presentation form), and sketchbooks. In addition, an assignment consisting of one or more practical works based on instructions issued by the Commission in accordance with § 3, with a conceptual and artistic-design task, may be required.

For the degree program Serious Games & Digital Knowledge, applicants must submit suitable work samples such as analog or digital illustrations (e.g., concept art, character design, game environments, mixed realities), typography, user interfaces, 3D modeling, photographs, films, 2D/3D animation, installations, object and spatial design, or concepts for digital/analog games in 2D presentation form. In addition, an assignment consisting of one or more practical works based on instructions issued by the Commission in accordance with § 3, with a conceptual and artistic-design task, may be required.

- (5) The work samples and/or assignments must be accompanied by a list of all submitted works, a curriculum vitae, and a written explanation of no more than one DIN A4 page describing the submitted works, as well as a written declaration by the applicant confirming that the works were completed independently.
- (6) After the aptitude assessment procedure has concluded, the submitted work samples and/or assignments will be returned to applicants or, in the case of digital submissions, deleted from the digital aptitude portal.

§ 3 Commission

- (1) To conduct the aptitude assessment procedure, the Faculty Council of the Faculty of Design at Fachhochschule Dortmund appoints several commissions on the basis of a list of proposed members prepared by the Dean's Office, but at least one commission for each of the following degree programs: Film & Sound, Photography, Communication Design, Object and Spatial Design, and Serious Games & Digital Knowledge.
- (2) The Dean appoints one chairperson for each degree program.
- (3) Each commission consists of at least three full-time teaching staff members (professors, substitute professors, or lecturers with special responsibilities) as subject representatives. In the Serious Games & Digital Knowledge degree program, at least one subject representative from the Faculty of Computer Science must be a member of the commission.

- (4) The chairperson of each commission forms examination panels composed of at least two members selected from the commission in accordance with paragraph 1. At least one member must belong to the group of professors.
- (5) If a two-member examination panel does not reach a clear decision, the chairperson appoints an additional examiner from the respective commission.
- (6) Each commission responsible for the recognition of externally completed aptitude assessments consists of two full-time teaching staff members from the respective degree program as subject representatives. At least one member must be a professor or substitute professor. The individuals authorized to conduct examinations in these commissions are determined annually by the Faculty Council in the form of an official list.

§ 4 Scope and Structure of the Aptitude Assessment Procedure

The procedure for determining program-specific artistic-design aptitude consists of two stages:

1. a first stage in accordance with § 5;
2. where applicable, a second stage in accordance with § 6.

The first and second stages of the aptitude assessment procedure may be conducted on the same day. For this purpose, applicants may be required to be present at the examination location on the day of the aptitude assessment.

If the stages are not conducted on the same day, applicants will be invited to the second stage in writing or by email at least one week in advance.

§ 5 First Stage of the Procedure

- (1) All applicants who meet the requirements of § 2 are admitted to the first stage of the procedure.
- (2) In the first stage of the procedure, the following factors are assessed:
 - in the Film & Sound degree program, the assignment and the work samples in accordance with § 2 (4);
 - in the Photography degree program, the assignment and the work samples in accordance with § 2 (4);
 - in the Communication Design degree program, the assignment and the work samples in accordance with § 2 (4);
 - in the Object and Spatial Design degree program, the work samples in accordance with § 2 (4);

- in the Serious Games & Digital Knowledge degree program, the assignment and the work samples in accordance with § 2 (4).

Based on these assessments, a decision is made either directly regarding the determination of aptitude or regarding admission to the second stage of the procedure.

Applicants are admitted to the second stage if, on the basis of their work samples and/or the assignment, they do not appear to be clearly unsuitable for admission to the respective Bachelor's degree program.

- (3) If the program-specific artistic-design aptitude can be clearly determined on the basis of the work samples and/or the assignment, admission is granted without participation in the second stage of the procedure.
- (4) The decision not to admit an applicant pursuant to paragraph 2 sentence 2, as well as the determination of aptitude pursuant to paragraph 3, may only be made unanimously. In all other respects, § 7 (1) applies accordingly.

§ 6 Second Stage of the Procedure

- (1) The second stage of the procedure
 - for the Film & Sound degree program consists of an on-site examination task assigned by the Commission and a colloquium of no more than 20 minutes addressing the context of the examination task as well as the assignment and work samples from the first stage of the procedure,
 - for the Photography, Communication Design, and Serious Games & Digital Knowledge degree programs consists of an oral interview or a colloquium of no more than 20 minutes addressing the context of the assignment and the work samples from the first stage of the procedure,
 - for the Object and Spatial Design degree program consists of the potential completion of a practical work under a subject-specific artistic-design task within a maximum period of six hours, as well as a colloquium of no more than 20 minutes addressing the context of the practical work and the work samples from the first stage of the procedure.
 - Due to the bilingual orientation of the Serious Games & Digital Knowledge degree program, the colloquium may be conducted in either German or English.
- (2) The assessment of program-specific artistic-design aptitude is based on:
 - for the Film & Sound degree program, the evaluation of the work samples, the assignment, the examination task, and the colloquium;
 - for the Photography, Communication Design, and Serious Games & Digital Knowledge degree programs, the evaluation of the work samples, the assignment, and the interview or colloquium;

- for the Object and Spatial Design degree program, the evaluation of the work samples and the practical work.

§ 7 Assessment Criteria

- (1) Within the framework of assessing program-specific artistic-design aptitude, the work samples and/or the combination of work samples and assignment from the first stage of the procedure, as well as the assignment and/or examination task, the practical work, and the colloquium or interview from the second stage of the procedure, are evaluated according to the following criteria:
 - originality of the idea,
 - quality of the concept,
 - originality and creativity of the artistic/design or technical solution,
 - perceptual sensitivity,
 - ability to conceptualize and present ideas,
 - moderation and presentation skills.
- (2) Based on the criteria listed in paragraph 1, the Commission prepares an evaluation of the applicant's work samples and/or the combination of work samples and assignment in the first stage of the procedure, on the basis of which
 - a) program-specific aptitude (§ 5 (3)), oradmission to the second stage of the aptitude assessment procedure or lack of aptitude (§ 5 (2) sentence 2) is determined.
- (3) Based on the criteria listed in paragraph 1, the Commission assigns a grade in the second stage of the procedure
 - in the Film & Sound degree program, based on the work samples, the assignment, the examination task, and the colloquium,
 - in the Photography, Communication Design, and Serious Games & Digital Knowledge degree programs, based on the work samples, the assignment, and the interview or colloquium,
 - in the Object and Spatial Design degree program, based on the work samples and the practical work in the second stage.

In the first stage of the procedure, each examiner assigns either a grade or issues an invitation to the second stage. In the second stage, each examiner assigns one grade per applicant for the determination of program-specific artistic-design aptitude. The grading scale in both stages ranges from 1 to 5. The overall grade is calculated as the arithmetic mean of the grades assigned by the individual examiners. Only the first decimal place after the comma is considered when calculating the average; any additional decimal places are disregarded without rounding.

§ 8 Results of the Assessment Procedure

Applicants who achieve an average grade of 4.0 or better in either the first or second stage of the aptitude assessment procedure are deemed to have demonstrated the required program-specific artistic-design aptitude.

§ 9 Record of the Proceedings

A written record of the procedure must be prepared, indicating the date and location of the aptitude assessment, the names of the participating members of the Commission, the name of the applicant, the assessments made in accordance with § 7 (2) during the first stage of the procedure, and the overall grade and individual grades assigned by the examiners in the second stage of the procedure.

§ 10 Announcement of the Decisions

The Commission's decision regarding the results of the procedure is communicated to applicants by the Faculty of Design in writing, either by post or in digital form. The results are communicated as "passed" or "not passed". They must include information on the available legal remedies.

§ 11 Repetition of the Procedure

Applicants whose program-specific artistic-design aptitude has not been confirmed may participate again in the next scheduled aptitude assessment procedure.

§ 12 Scope and Validity of the Assessment

- (1) The assessment of artistic-design aptitude applies to the respective Bachelor's degree program within the Faculty of Design. As a rule, it is valid for the three enrollment periods following the determination. If an applicant performs service as defined in § 19 (1) of the Regulation on the Allocation of Study Places in North Rhine-Westphalia (VergabeVO NRW), the validity period is extended accordingly. In justified cases, the Commission may extend the validity period.
- (2) In the case of an internal transfer to another Bachelor's degree program within the Faculty of Design, the Commission in accordance with § 3 decides on the recognition of the previously determined program-specific artistic-design aptitude as an admission requirement for the program to which the applicant wishes to transfer. The decision on recognition is based on evidence of the study and examination achievements completed to date as well as a personal interview.
- (3) The assessment of artistic-design aptitude issued as part of an aptitude assessment procedure at a state-recognized higher education institution for a comparable degree program among the Dortmund Bachelor's degree programs in Film & Sound, Photography, Communication Design, Object and Spatial Design, or Serious Games & Digital Knowledge will be recognized by Fachhochschule Dortmund upon request. This requires the Commission in accordance with § 3 to determine, on the basis of the work samples submitted at the other institution and a personal interview with the applicant, that the artistic-design aptitude meets the grading requirement defined in § 8.

- (4) For the Bachelor's degree programs in Photography, Communication Design, and Object and Spatial Design, the following applies:

Students who have already completed coursework amounting to 30 credit points (CP) in a closely related design degree program at another higher education institution may, upon request, be exempted from participating in the program-specific artistic-design aptitude assessment. The request must be submitted to the Chairperson of the Examination Board. Officially certified copies of the transcript of records must be submitted as proof of the completed coursework.

The recognition described in paragraph 4 does not apply to the degree programs Film & Sound and Serious Games & Digital Knowledge.

§ 13 Entry into Force and Publication

- (1) These regulations enter into force on the day following their publication.
- (2) After one year has passed since the publication of these regulations, any objection based on a breach of procedural or formal requirements may no longer be raised in accordance with § 12 (5) HG.
- (3) These regulations are published in the Official Announcements – Bulletin – of Fachhochschule Dortmund.

Issued on the basis of the resolutions of the Faculty Council of the Faculty of Design, dated 12 July 2023 and of the Rectorate, dated 17 January 2024.

Dortmund, 18 January 2024

The Rector
of Fachhochschule Dortmund –
University of Applied Sciences and Arts

Prof. Dr. Tamara Appel