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Examination regulations

For the study programme „Fine Arts”

Degree: Bachelor of Fine Arts (B.F.A.)

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§ 1 Application of regulations

These examination regulations apply to the examination process for the Bachelor study programme „Fine Arts" at the Hochschule für bildende Künste Hamburg.

§ 2 Conditions of admission to study programme

The study programme admission conditions are regulated by the current edition of the Hochschule für bildende Künste Hamburg's regulations for matriculation, Gasthörer and Nebenhörer.

§ 3 Extent of study course and higher education degree

(1) The study programme consists in total of 240 points (ECTS).

(2) The standard study time consists of eight semesters, including the time taken to complete the theoretical and artistic Bachelor paper/work

(3) On successful completion of the Bachelor examination, the Hochschule für bildende Künste Hamburg will award the academic degree "Bachelor of Fine Arts" (short form B.F.A).

§ 4 Examination committee

(1) An examination committee is appointed by the University senate. The examination committee includes four professors, a representative of the academic staff and two students. The chairperson is a member of the group of professors. The professors' and representative of the academic staff's time in office is two years, while the students' time in office is one year.

(2) The tasks of the examination committee are:

1. To ensure that examination regulations are kept to
2. To appoint examiners and observers
3. To make decisions on the recognition of examined work and examinations
4. To ascertain examination results
5. To authorise exceptions with regard to international study, for instance if a student wishes to study abroad at an university with which the HFBK presently has no exchange agreement.

(3) Members of the examination committee have the right to be present at examinations.

(4) Members of the examination committee and their deputies are subject to confidentiality. As they are not employed as public servants, the chairman must require them to accept this.

(5) The examination committee can transfer particular tasks to the chairperson by means of standing orders. Decisions made in this context are to be reported at the committee's next meeting.

(6) The examination committee is competent to make decisions if the majority of members, including the chairperson, are present.

(7) The function of the ombudsman according to § 11 of the Hochschule für bildende Künste Hamburg basic regulations of the 12th December 2006 remains unaffected.

§ 5 Examiners and observers

(1) The examination committee appoints examiners and observers according to § 4
Professors of departments can be appointed as examiners for any examination in the module area "Artistic Development", while professors of the department "Theory and History" can be appointed as examiners for any examination in the module area "Scientific Studies".
In exceptional circumstances members of other artistic-scientific universities or other qualified persons can be appointed as examiners if they possess at least the academic degree to be awarded in the examination or an equivalent qualification. Members of the academic staff and those with teaching posts can only be appointed as examiners for the examined material taught in their classes.

(2) The chairperson of the examination committee selects the examiners for the Bachelor examination from among the appointed examiners. The candidate can request examiners for the oral examination or the Bachelor paper. Their request is to be followed as far as is possible and reasonable.

(3) The department matter to be examined on is determined by the examiners. In assessing candidates' examined work they are not bound to follow instructions.

(4) Examiners and observers are subject to confidentiality. As they are not employed as public servants, the chairman must require them to accept this.

(5) Objections and complaints can be made against all decisions in examination matters. The details are made clear in § 66 HmbHG

§ 6 Recognition of study time and qualifications

(1) Time spent studying and examined work produced during study programmes at other universities will be recognised, given an equivalence with the demands of

the Bachelor study programme „Fine Arts" in content and extent which can be materially established. To assess this, a general consideration and evaluation is to be made, rather than a schematic comparison.

(2) Study time and examined work undertaken at international partner universities with which agreements exist, for instance in connection with the Socrates/Erasmus programme, will be accepted in connection with the student's Learning Agreement without an additional examination. Other qualifications gained abroad will be assessed for equivalence and recognised on an individual basis.

(3) Decisions on the recognition of study time and exam qualifications will be made by the examination committee.

§ 7 Absence, leaving of examinations, cheating and breaking of rules

(1) An examination result is to be graded "not adequate" (5.0) if the candidate misses an examination without a sufficient reason, or leaves the examination after it has begun without a sufficient reason. The same applies if an examined piece of written work is not produced within the allotted completion period.

(2) The examination committee must be notified of reasons for leaving or missing the examination without delay and convinced of their validity. If a candidate is ill, submission of a doctor's letter may be demanded. If the reason is recognised as valid, a new examination date will be agreed. In this situation, the results of examinations already taken will still be counted as valid.

(3) If the candidate attempts to influence the results of their examination by cheating or by the use of non-permitted materials, the result concerned is to be graded "not adequate" (5.0) A candidate who disturbs the orderly process of the examination can be excluded from completing the exam by the examiner involved or the person overseeing the exam; in this case, the candidate is to be given a grade of "not adequate"(5.0).

§ 8 Types of examination

(1) Examinations may be:

1. Oral examination (§ 9),
2. Oral lecture with a written paper (Presentation) (§ 10),
3. Written paper (written coursework) with discussion (§ 11),
4. Individual and group tutorial (§ 12),
5. Assessment of sample work (§ 13)
6. Presentation of artistic work from the 1st and 2nd semesters (§ 14)
7. Final examination (§§ 18-21)

Methods of examination for individual modules and accompanying classes are described under the headings for the modules and classes concerned.
The teacher acting as examiner determines the form of proof to be produced for the examined work according to Section 1 and announces it at the beginning of the semester.

(2) If alternative forms of examination are provided for, the type of examination involved and the extent of the examined qualification for the module or class is to be officially made known to the students by the teacher involved before teaching begins at the start of the semester. In the case of repeated exams, the same form must be used as for the original exam.

(3) The period for completing examined work ends at the end of the holiday following the semester in which the module ended at the latest.

(4) If a candidate is able to prove that he or she is not able to perform in part or all of the examination in its planned form due to an ongoing or permanent physical disability, the examination committee must allow the candidate to perform an equivalent examination in another form.

The commissioner for the disabled is to be involved in the examination committee's decision according to § 88 Section 3 HmbHG

The submission of appropriate evidence may be demanded to prove a chronic illness.

§ 9 Oral examination

(1) In the oral examination, students must prove their well-founded knowledge.

(2) Oral examinations are taken before an examiner and an observer as group or individual examinations.

(3) For a single candidate, the duration of an oral examination should be 20 to 30 minutes. For a group examination, this is to be lengthened appropriately.

(4) The main points and the evaluation of the oral examination are to be recorded in a protocol signed by the examiner and the observer. This evaluation system is to be made known to and explained to the candidate in connection with the oral examination with appropriate guidance and to be substantiated in written form on request.

(5) In principle, oral examinations are open to observation, unless the candidate objects. The advisory session on evaluation is not open to observation.

§ 10 Oral exposition with written paper (Presentation)

(1) Presentations are intended for the coherent treatment of a theme. The results of the working process will be presented during a class and discussed. The content of the presentation and the results of the discussion will be contained in a written paper.

(2) Presentations can be prepared as group work. In this case, individuals' contributions to the presentation, discussion and written paper must be recognisable so that they can be individually graded.

§ 11 Written paper (Written coursework) with discussion

(1) Written coursework is intended for intense engagement with a complex theme capable of producing a written paper. § 10 Section 2 applies.

(2) The contents of the written coursework will be explained and expanded on in a discussion in connection with the written paper.

§ 12 Individual and group tutorials

In the individual and group tutorial, students receive an assessment of the standard of their work and recommendations for their further studies. Proof must be given of an individual tutorial taking place per semester. The aim is for students to engage with their work regularly. The individual tutorial is arranged by the student's present supervisor. An individual tutorial is not an oral examination in the sense of § 9.
In a group tutorial, the student presents their artistic work in front of a group of students. The group tutorial is to be assessed continuously. Continuous assessment means that student achievement is to be assessed over the course of the semester. Participation, cooperation and attendance are evaluation criteria. Attendance will be considered sufficient if proof is available that at least 90% of artistic group tutorials have been attended.

§ 13 Assessment of sample work

In the laboratories and workshops, artistic plans are realised according to an original idea, plan or specification using a variety of media and materials. Students must prove that they have gained skills and knowledge in dealing with the various media and materials. This will be evaluated by the relevant workshop director.

§ 14 Presentation of artistic work from the 1st and 2nd semesters

(1) In presenting artistic work at the end of the 2nd semester students must show that they can recognise, analyse critically and find appropriate solutions to artistic problems in the wider field of study. § 10 Section 2 applies.

(2) Presentation of artistic work from the 1st and 2nd semesters takes place in front of an examination commission consisting of no less than three and no more than six professors. The examination commission decides by majority vote of the members present whether the presentation has “passed or “not passed”. If the presentation is passed, the commission members give recommendations for students’ further study careers.

§ 15 Proof of achievement (qualification)

(1) Proofs of achievement will only be awarded when definable individual and independent work can be proved (see §§ 9-14 and §§ 18-21). The decision on the specific work involved is made by the class organiser. An examination has been passed if all examined work required has been completed.

(2) Proofs of achievement also contain the number of ECTS points gained through this work.

§ 16 Awarding of credits (ECTS points)

(1) The awarding of credits is based on the ECTS (European Credit Transfer System). The purpose of ECTS is the quantitative assessment of the total workload for candidates resulting from these examination regulations.

(2) ECTS points (credits) are awarded for completing modules and accompanying classes. If more ECTS points (credits) are gained than required, all excess ECTS points will be recorded in the certificate if the student wishes.

(3) The awarding of ECTS points (credits) requires the student to pass the accompanying module examinations.

(4) According to the ECTS system, the number of credits, awarded according to the study plan (see appendix), are based on the workload.

§ 17 Aim and type of the Bachelor examination

(1) In the Bachelor examination, students must prove that in the course of their studies they have developed an independent artistic and/or scientific position.

(2) The Bachelor examination consists of:

1. the final examination, which has the following parts:

   a) The theoretical Bachelor paper according to § 19,
   b) Artistic Bachelor work, its presentation and a colloquium according to § 21 as well as:

2. accompanying examinations for modules and accompanying classes as per study plan (see appendix).

(3) For students whose main department is an artistic one (all departments other than “Theory and History”) the evaluation of the theoretical Bachelor work makes up 30% of the final mark according to § 20 and the artistic Bachelor work makes up 70% of the final mark according to § 21. If a student decides to concentrate on a theoretical department in the course of his/her studies (the department “Theory and History”) the evaluation of the theoretical Bachelor work makes up 70% of the final mark according to § 20 and the artistic Bachelor work makes up 30% of the final mark according to § 21. § 22 applies.

§ 18 Final examination

(1) The final examination consists of theoretical Bachelor paper and artistic Bachelor work, a presentation of artistic work to a University audience and a colloquium.

(2) In the final examination, students must prove that they have mastered the contentual and technical foundations of their study programme and have gained a systematic orientation.

(3) The study plan is arranged so that students can complete the final examination before the end of the eighth semester directly following the end of lectures. It is recommended that students register for the final examination as early as possible. Your attention is directed towards the regulations contained in § 27 on independent taking of examinations.

§ 19 Theoretical Bachelor paper

(1) The theoretical Bachelor paper is a piece of examined work intended to show that the candidate is able to handle a problem relating to his/her study area within the allotted time under the guidance of a supervisor and to present the results in a manner appropriate to the subject matter.

(2) The theme of the theoretical Bachelor paper is agreed on, in writing, between the student and the examiner who issues and supervises the paper. The time of issuing and the theme are to be recorded.

(3) The theoretical Bachelor paper can be issued and supervised by any professor of the study programme „Fine Art".

(4) The candidate is to be allowed the opportunity to make suggestions on the theme of the theoretical Bachelor paper.

(5) On application, the chairperson of the examination committee will ensure that the candidate receives a theme for the theoretical Bachelor paper in due time. The application is to be submitted to the central examinations office in writing. The theme will be issued by the chairperson of the examination committee. The time of issuing and the theme are to be recorded.

(6) The time allowed for the completion of the theoretical Bachelor paper is three months. Theme, assignment and extent of the theoretical Bachelor paper are to be defined by the supervisor in such a way that it can be completed within the completion period. The theme can only be changed once and only during the first two weeks of the completion period. In individual cases the completion period can be extended by two weeks at the most via a substantiated application to the examination committee. This application is to be addressed in writing to the chairperson of the examination committee and submitted to the central examination office.

(7) The theoretical Bachelor paper can also be undertaken as a piece of group work, if the individual contributions which are to be assessed as examination work can be clearly differentiated and evaluated by the provision of objective criteria which enable a clear delineation and the requirements of Section 1 are met.

§ 20 Submission and evaluation of theoretical Bachelor paper

(1) Three copies of the theoretical Bachelor paper as well as on an electronic storage medium must be submitted punctually to the Hochschule für bildende Künste Hamburg's central examination office. If the deadline falls on a Saturday, Sunday or official holiday, it is changed to the next working day. The time of submission is to be recorded. On submission, the candidate must declare in writing that he/she has completed the paper independently – or, in the case of a piece of group work, their own correspondingly indicated part of the work - and has not used any sources and aids other than those indicated.

(2) In addition to the supervisor, the examination committee appoints a further person qualified to be an examiner as an assessor, who may be requested by the candidate. The examination committee is not bound to agree to the request. The supervisor and assessor will put forward assessments within four weeks at the latest which will be directly brought to the notice of the candidates.

(3) The mark is reached using the figures from both assessments. The following standards are to be used in the assessment:

1,0	very good
2,0	good
3,0	satisfactory
4,0	adequate
5,0	not adequate

A differentiated evaluation of the examination work may raise or lower marks by fractions of a mark by as much as 0.3. The marks 0.7, 4.7, and 5.3 are not permitted.

(4) If there is a difference of more than a single mark the examination committee appoints a third examiner who establishes the mark in connection with the suggestions of the first and second assessors.

(5) A paper handed in after the deadline is to be graded “not adequate”.

§ 21 Artistic Bachelor work, its presentation, and the colloquium

(1) The artistic Bachelor work consists of artistic work from the 3. to 8. semester. This work is meant as a proof of creative ability, ability to analyse art and manual artistic skills.

(2) The candidate must present the artistic Bachelor work to a university audience. The presentation takes place in the last two weeks before lectures end for the summer semester. If the candidate cannot do the presentation in the summer semester, an application must be made to the examination committee, asking for the deadline to be extended and stating the reasons. If the examination committee accepts the stated reasons for delaying the presentation, both the presentation and the colloquium can be completed in the winter semester according to Section 5.

The presentation may be supervised by any professor of the “Fine Arts” study programme.

(3) The artistic Bachelor work is evaluated by examination commissions made up of professors of the different departments. If possible, an examination commission should contain professors from several departments – and especially professors of Painting and Drawing, Sculpture, Stage Design and Time-based Media.
The examination commission will contain a minimum of three and a maximum of eleven professors of the Bachelor study programme, one of whom should be a professor of Theory and History. § 5 Section 1 Sentence 3 applies as stated. The examination commission’s members will appoint a chairperson from among themselves. The examination commission can make its decision if a minimum of three of its members are present.

(4) The examination commission decides what grade to award the Bachelor work in a closed meeting. § 20 Section 3 applies as appropriate.

(5) A colloquium will take place in combination with the Bachelor work presentation. The subject of the colloquium will be the candidate's thoughts on his or her artistic Bachelor work. The colloquium is graded by the examination commissions according to paragraph 3. The examination commission will decide whether the student has passed the colloquium and what grade to award immediately afterwards in a non-public meeting of the examination commission. If the student has passed the colloquium, he or she will be graded according to § 20 Section 3. Whether the student has passed the colloquium or not will be decided by majority vote.

(6) For a single candidate, the colloquium should take at least 30 minutes. For a group examination, the time should be increased as appropriate. In principle, the colloquium is public, unless the candidate objects to this.

(7) The total mark is the arithmetical mean of the marks for the artistic Bachelor work according to Section 4 and the mark for the colloquium according to Section 5. Only the first figure to the right of the decimal point is taken into account; all the other decimal places are removed without rounding.

(8) A protocol is made of the main points and the grading of the artistic Bachelor work and the colloquium. This should be signed by the chairperson of the examination commission. The candidate will be informed of the overall result immediately after the colloquium.

§ 22 Make-up of marks

(1) The final mark is made up of the mark for the theoretical Bachelor work and the mark for the artistic Bachelor work (presentation and colloquium). The mark for the theoretical Bachelor work and the mark for the artistic Bachelor work (presentation and colloquium) make up the final mark as follows:

30% for the theoretical Bachelor work
and
70% for the artistic Bachelor work.

(2) For students studying mainly theoretical departments, this ratio for the total mark is the other way round.

(3) In calculating the total mark, only the first figure to the right of the decimal point is taken into account; all the other decimal places are removed without rounding. In grading, the following marks are used:

from 1.0 to below 1.5 “very good“
from 1.5 to below 2.5 “good”
from 2.5 to below 3.5 “satisfactory“
from 3.5 to below 4.5 “adequate”
from 4.5 “not adequate”.

(4) If the Bachelor examination (§ 17 Section 2) is not passed or is finally classed as not passed, the central examination office will give the examinee written notification. Instructions on legal help should be included. On request and on showing the appropriate references and proof of exmatriculation, a written certificate shall be given to the examinee listing the completed examined work and the marks received as well as the lacking examined work required to complete the Bachelor examination, and making it clear that the Bachelor examination has not been passed.

§ 23 Examination dates and registration periods

(1) Examined work will be completed parallel to studies. For classes which take place in a block, the examination can also be taken directly after classes end. Every class will conclude with an examination consisting of one or several pieces of examined work as per § 8 Section 1, headings 1 to 8. The different forms of examination will be presented by the teacher in the first class, discussed with students and adapted if necessary. § 8 Sections 2 and 3 also apply.

(2) The candidate must register for the final work (theoretical Bachelor paper and artistic Bachelor work) at the central examination office. Registration must take place four weeks before the beginning of the examination period (the exclusion period).

(3) As a rule, every examination is to take place in the semester allotted in the study plan. This will be confirmed upon re-registration for the next semester on submission of the study book. If the candidate exceeds the period agreed upon for the examinations by more than two semesters or does not sit an examination for reasons he/she is responsible for, the examination will be considered taken and not passed. Reasons for missing the examination which are not solely the responsibility of the candidate are to be reported immediately to the examination committee and verified. If the reason for missing the examination is recognised by the examination committee, then it must arrange a new examination in agreement with the examiners. The candidate is to be informed of this in writing. The same applies to a theoretical Bachelor paper or artistic Bachelor work not begun within the allotted time. Legal maternity leave and parental leave are to be taken into account as reasons under Paragraph 3.

(4) Independent of Section 3 Paragraph 3, the examination committee can permit exceptions to Section 3 Paragraph 2 in consideration of the reason for the delay in studies if the candidate submits a concept for the ending of their studies within a

semester with recourse to student advice services and approved by the examination commission.

(5) The candidate is to be informed of the type and number of examinations to be taken as well as the dates they are to be taken on and the setting and submission times for final assignments. They are also to be informed of all exams in time to be able to retake them.

(6) The candidate is to be informed in due time when exmatriculation will take place according to § 42 Section 2 Nr. 3 HmbHG taking into consideration all possibilities of exceeding deadlines and repeating examinations.

§ 24 Registration and admittance for theoretical and artistic Bachelor work (Final examination)

(1) On registering for the theoretical and artistic Bachelor work (presentation of artistic development plans with colloquium), the following documents must be presented to the central examinations office:

a. the study book, in which successful participation in modules and accompanying courses is documented according to the study regulations,

b. the theme of the theoretical Bachelor work as well as the name of the supervisor and the name of the second assessor,

c. the name of the department in which the artistic Bachelor work, with colloquium, is to be completed and presented, according to § 21

d. a declaration of whether a previous theoretical or artistic piece of Bachelor work in the same or a related department was failed on a single occasion or ultimately, and that no corresponding examination procedure at another university is expected, and

e. a declaration of whether the admission of observers to the colloquium and presentation of artistic development plan is objected to.

(2) The theoretical and artistic Bachelor work can only be done by those who are enrolled for the Bachelor study programme “Fine Arts” at the Hochschule für bildende Künste Hamburg, have completed their studies according to study regulations, and have gained at least 180 credits in the Bachelor study programme according to the study plan.

(3) The examination committee decides on admission for the theoretical and artistic Bachelor work. Admission will be refused if

a.) the conditions of Section 2 have not been met, or

b.) the documents have been incompletely filled out (Section 1).

(4) Applications for theoretical and artistic Bachelor work should be submitted to the chairperson of the examination committee via the central examinations office, using the forms provided. Applying to be admitted for the theoretical and artistic Bachelor work is compulsory. This can be withdrawn without giving a reason and without affecting the number of allowed attempts to pass the examination by writing to the chairperson of the examination committee a week before the examination date at the latest.

§ 25 Retaking of examinations

(1) All examinations accompanying study can be re-taken twice. Resits of examinations are performed during the next possible examination sitting. For theoretical Bachelor papers and artistic Bachelor work, Section 3 applies. Re-taking of examinations accompanying study which have been passed is not permitted. Failed attempts at other universities are taken into account. If there are several module examinations involved, only the failed examination work is re-taken.

(2) If periods and deadlines for examinations or resits are missed, the examination involved is considered taken and not passed, unless the examinee is not responsible for missing the examination. The reason for leaving or missing the examination must be reported in writing immediately and verified. In case of illness, a doctor's letter must be produced. If the reason is accepted by the examination committee, a new examination date will be agreed upon and communicated to the student in writing: this will generally be the next possible examination to be held, if the reason given does not prevent this. In this situation, the examined work already completed is still counted.

(3) In case of inadequate work, the theoretical Bachelor paper as well as the colloquium for the artistic Bachelor work can be repeated once, or in exceptional cases and with reasons given, twice, with a new theme (this only applies to the theoretical Bachelor paper). The chairman of the examination committee decides whether the second repetition is permitted based on an assessment statement made by the professor supervising the candidate. This must be submitted to the examination committee six weeks after the result for the theoretical Bachelor paper has been published at the latest. Section 2 Paragraph 1 applies. A third repetition of the theoretical Bachelor assignment or colloquium is not permitted. Changing the theme for the theoretical Bachelor assignment according to § 19 Section 6 is only permitted if the examinee has made no use of it in completing his/her first theoretical Bachelor assignment according to § 19.

(4) If part of an examination has not been passed, the examination committee ensures that the candidate receives extensive advice. This should include concrete

guidance on the extent and possible ways of gaining the lacking knowledge and skills as well as the time for renewed registration for examinations. A proof of having attended this advice session will be provided, which is to be produced during renewed registration for exams.

§ 26 Independent entry of examinations and repetition of examinations to gain better marks

(1) If a candidate completes the theoretical Bachelor paper and artistic Bachelor work within the standard study time and fails one or both, then the examination for the work involved is considered taken and not passed. Semesters spent on leave and time spent studying abroad are usually not counted.

(2) If the candidate passes one or both of the examinations named in Section 1, he/she may repeat the examined work at the next opportunity according to §§ 19 and 21. The better of the two examination results will be included in the calculation of the overall mark.

§ 27 Central examination office

(1) Without prejudice to the authority of the examination committee according to § 4 Section 1, the central examination office of the Hochschule für bildende Künste Hamburg is responsible for the organisation of examination procedures.

(2) The central examination office has the following specific tasks:

- publishing of examination dates and registration periods
- enforcing these periods in relation to the registration deadlines according to § 60 HmbHG
- keeping of examination files
- issuing and receipt of applications for the theoretical Bachelor paper and artistic Bachelor work
- coordination of the examination dates confirmed by the examination committee and drawing up of examination plans for examiners, observers and invigilators
- enforcing of entrance conditions and granting of admission
- informing candidates of admission to examinations, concrete examination dates and the names of examiners
- briefing examiners on concrete examination dates
- drawing up lists of candidates for each examination date
- ensuring that examination dates are kept to
- notifying candidates of the theme of the theoretical Bachelor paper and ensuring that the completion period is kept to according to § 19 Section 6
- receipt of theoretical Bachelor papers, which are to be passed on to examiners
- notifying candidates of examination results

- making and distributing copies of certificates and records of achievement as well as credentials according to §§ 28, 29.

§ 28 Report, Transcript of Record and Diploma Supplement

(1) Within four weeks of successful completion of a Bachelor examination a report in English and German will be made out and signed and dated (with the date on which the last piece of examined work was completed) by the chairman of the examination committee.

(2) The report contains the following data:

- the theme and marks of the theoretical Bachelor paper,
- the theme and marks of the artistic Bachelor work,
- the overall marks.

(3) This report is accompanied by a list with the titles of all completed modules and accompanying classes, with the number of credits gained in each (Transcript of Record)

(4) Along with the report, the candidate will receive a supplementary document (Diploma Supplement) which is required for the international classification of the qualification gained. A department can be named in the Diploma Supplement if at least 50% of the maximum number of credits in this department have been gained.

(5) Report, Transcript of Record and Diploma Supplement are marked with the date on which the final piece of examined work was completed. It is signed by the chairperson of the examination committee.

(6) If requested by the candidate, the period of study taken to complete the Bachelor qualification will be included in the report.

§ 29 Bachelor certificate

(1) A certificate in English and German will be issued together with the report, including the date of the report. The awarding of the Bachelor degree (Bachelor of Fine Arts, B.F.A.) will be confirmed in this certificate.

(2) The certificate is signed by the chairperson of the examination committee and the president and is stamped with the university seal.

§ 30 Invalidation of examinations

(1) If conditions for admission to an examination were not met, without deliberate deception by the candidate, and this fact is only realised after the issuing of the certificate, this shortcoming is considered made good by the examination having

been passed. If the candidate has knowingly used non-permitted means to pass, the examination committee will decide.

(2) If a candidate cheats during an examination and this fact is only discovered after the issuing of the certificate, the examination committee can adjust the examination mark concerned retrospectively and declare the examination not passed, partially or in its entirety.

(3) Before a decision is reached, the candidate is to be given an opportunity to express him/herself.

(4) The incorrect certificate is to be returned and, if necessary, a new certificate is to be issued. The Bachelor confirmation is also to be returned if an examination is declared “not passed” on the grounds of cheating.

§ 31 Viewing of examination files

For three years following completion of the examination process, the candidate will be allowed to see their examination work, the relevant reports and examination protocols, after making an application sufficiently in advance.

§ 32 When these regulations come into force

These examination regulations were published after being authorised by the University’s Präsidium. They will first apply to students who begin their studies in the winter semester 2008/2009.

Attachment:

More detailed descriptions of the content and qualification aims of individual modules and accompanying courses are reserved for the module handbook.

Modules for the study areas „Orientation / Basics", „Artistic Development" and „Scientific Studies" with accompanying courses

Orientation/Basics:

1st und 2nd semesters:

Module	**Department**
An introduction to artistic work in sculpture	Sculpture
An introduction to artistic work in stage design	Stage Design
An introduction to artistic work in design	Design
An introduction to artistic work in film	Film
An introduction to artistic work in graphic art/typography/photography	Graphic Art/Typography/ Photography
An introduction to artistic work in painting/drawing	Painting/Drawing
An introduction to artistic work in time-based media	Time-based Media

Artistic Development:

3rd to 8th semester:

Module	**Department**
Sculpture	Sculpture
Stage Design	Stage Design
Design at the planning stage	Design
Mediatecture	
Product Development	
Technical Design	
Experimental Media	Time-based Media
Mixed Media	
Video	
Photography	Graphic Art/Typography/ Photography
Typography	
Graphic Art	
Painting	Painting/Drawing
Drawing	
Film/ the moving image	Film

Scientific Studies (modules available from 1st to 8th semester):

Module	**Department**
Aesthetic theories	Theory and History
Design history and theory	
Art and cultural sciences with gender studies	
Art history	
Art theory	
Philosophy	

Accompanying courses:

Foundation (1st – 8t semester):

- Basics of sculpture
- Basics of stage design
- Basics of design
- Basics of film
- Basics of graphic art/typography/photography
- Basics of painting/drawing
- Basics of time-based media

Group tutorials (3rd – 8th semester):

- Sculpture
- Stage design
- Design at the planning stage
- Experimental media
- Film/the moving image
- Photography
- Graphic art
- Painting
- Mediatecture
- Mixed Media
- Product development
- Technical design
- Typography
- Video
- Drawing

Practical courses (1.- 8. semester):

- Artificial materials
- CAD/3D
- Ceramics
- Digital editing/Film
- Digital Typography and Graphics
- Electronics
- Fine metalwork
- Metal
- Mixed Media/creating art using the internet
- Photography
- Plastic Masses
- Prepress Workshop; digital publishing
- Printing techniques (etching, lithography, digital and hybrid)
- Publishing workshop; analogue publishing
- Screen printing/Textiles
- Video
- Wood

Specimen study plan

Semester	Module area / accompanying courses	credits
1	1 module from the study area Orientation/Basics: An introduction to working in art	12
	1 module from the study area Scientific Studies	8
	1 accompanying foundation course	4
	1 accompanying practical course	4
2	1 module from the study area Orientation/Basics: An introduction to working in art	12
	1 module from the study area Scientific Studies	8
	1 accompanying foundation course	4
	1 accompanying practical course	4
	Presentation of work	4
3	1 module from the study area Artistic Development	14
	1 module from the study area Scientific Studies	8
	2 accompanying courses or, alternatively, 1 module from the study area ”Scientific Studies“	8
4	1 module from the study area Artistic Development	14
	1 module from the study area Scientific Studies	8
	2 accompanying courses or, alternatively, 1 module from the study area ”Scientific Studies“	8
5	1 module from the study area Artistic Development	14
	1 module from the study area Scientific Studies	8
	2 accompanying courses or, alternatively, 1 module from the study area ”Scientific Studies“	8
6	1 module from the study area Artistic Development	14
	1 module from the study area Scientific Studies	8
	2 accompanying courses or, alternatively, 1 module from the study area ”Scientific Studies“	8
7	1 module from the study area Artistic Development	14
	1 module from the study area Scientific Studies	8
	2 accompanying courses or, alternatively, 1 module from the study area ”Scientific Studies“	8
8	1 module from the study area Artistic Development	4
	2 accompanying courses or, alternatively, 1 module from the study area ”Scientific Studies“	8
	Bachelor paper	18
Total amount of study in credits		**240**

For the denomination of a department in the Diploma Supplement must be proven 50 % of in the appropriate department maximally to reaching credits.