

**Revised examination regulations  
for the Fine Arts degree course**

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

from 22.04.2021

Working in accordance with § 108 section 1 HmbHG, the President's Office of the HFBK Hamburg moved on 22.04.2021 to approve the revised examination regulations for the Fine Arts Bachelor's degree course culminating in the qualification of "Bachelor of Fine Arts" adopted by the University Senate on 22.04.2021 on the basis of § 85 section 1 *Hamburgischen Hochschulgesetz* (HmbHG) from 18.7.2001 (HmbGVBl. p. 171) in the version from 18.12.2020 (HmbGVBl. p. 704)

## **Contents:**

---

- § 1 The object of the regulations
- § 2 Admission requirements
- § 3 Aims of the degree course, purpose of the examination, the scope of studies and degree qualification awarded
- § 4 The structure of the degree course and examinations and the award of ECTS credits
- § 5 Teaching forms
- § 6 Course counselling
- § 7 Credit transfer of periods of study, academic achievement and examinations
- § 8 The examination committee
- § 9 Examiners
- § 10 Disadvantage compensation for students with long-term health conditions
- § 11 Provisions for the situation of students with family responsibilities
- § 12 Types of examinations in module examinations and examinations set for accompanying courses
- § 13 Oral presentation with written assignment
- § 14 Written assignment with a specialist discussion
- § 15 Final exercises
- § 16 Final individual tutorials und final group tutorials
- § 17 Demonstration pieces
- § 18 Presentation of artistic work from the first and second semesters
- § 19 The final examination
- § 20 Registration for the Bachelor's thesis and final artistic project (final examination)
- § 21 The Bachelor's thesis
- § 22 The submission and grading of the Bachelor's thesis
- § 23 The final artistic project
- § 24 The constitution of the final grade
- § 25 Degree confirmation, transcript of records and diploma supplement
- § 26 The degree certificate
- § 27 Examination dates and registration deadlines
- § 28 Certificates of academic achievement and repeating examinations
- § 29 Absence or withdrawal
- § 30 Misconduct, breach of regulations
- § 31 Final failure of the final examination
- § 32 The appeals procedure
- § 33 The invalidity of the final examination, remedying failings in the conduct of the examination
- § 34 The right of access to the examination records
- § 35 Commencement/transitional provisions

## **§ 1 The object of the regulations**

These examination regulations set out the general structure of the Fine Arts Bachelor's degree course and the associated examination procedure run by the Hochschule für bildende Künste Hamburg.

## **§ 2 Admission requirements**

The requirements for admission to this degree course are set out in the latest edition of the HFBK regulations pertaining to enrolment, auditing students and students from other institutions.

## **§ 3 Aims of the degree course, purpose of the examination, the scope of studies and degree awarded**

- (1) The HFBK Hamburg is an academic university of art. The degree courses offered at the HFBK seek to train students in a range of artistic disciplines and techniques, thereby enabling them to develop an independent artistic vision. Theoretical reflection plays a vital role in this process. The HFBK provides its students with the opportunity to develop an artistic or academic focus in their studies.

The Fine Arts degree course teaches its students a range of practical and theoretical skills and knowledge in a variety of disciplines which are applicable to a range of professional activities which require academic artistic knowledge.

- Students on this course gain an in-depth understanding of the characteristics of various artistic materials, processes and concepts. Working in this way, they are expected to develop pieces of experimental artistic work which express and articulate an intensely aesthetic sense.
  - They develop a range of technical skills which enable them to refine and develop their artistic ideas,
  - and learn presentational skills using a range of communications media.
  - Students on this course develop a level of understanding of art history and art theory which enables them to reflect on their own work and intensify their artistic development.
  - Students choosing academic focus in their degree learn to formulate theoretical and history-based questions and an deploy and academic, analytical-critical approach to their explication and presentation.
- (2) Students demonstrate that they have reached the stated study aims through taking and passing in-course examinations after modules and accompanying courses and through the final examination.
- (3) The degree course comprises 240 ECTS credits and starts every winter semester.

(4) The standard period of study is eight semesters, including the time for completion of the Bachelor's thesis and final artistic project.

(5) Students who pass all their in-course examinations and the final examination will be awarded the degree qualification "Bachelor of Fine Arts" (B.F.A.).

#### **§ 4 The structure of the degree course and examinations and the award of ECTS credits**

(1) The degree course is divided into the following departments:

- Sculpture
- Stage Design
- Design
- Film
- Graphic Art/Typography/Photography
- Painting/Drawing
- Time-Based Media
- Theory and History

(2) Departments structure their teaching into modules and accompanying courses. This enables students to develop an individual profile within their studies. The teaching of the course seeks to support students in developing independent artistic and academic questions and interests, especially through the deployment of independent project work.

- a) Artistic development project modules introduce students to the practice of artistic work and provide the context in which students can develop and realize their own artistic questions and interests. An essential aspect of this undertaking is an understanding of the historical and contemporary artistic context to their work, to which the formal language of their artistic work refers and reacts. Students must also engage with the aesthetic and technical heritage of their work and a range of artistic media and possible mediating agencies.
- b) In addition to providing students with an introduction to academic working practices, scientific studies modules also introduce them to the concepts, questions, insights and knowledge requisite for the processing of artistic projects and the resolution of artistic problems. Students also develop a theoretical and historical understanding of art in order to enable them to approach and analyse a range of artistic and cultural concepts. In this way, students of this course establish the horizons in which their own artistic work is situated. Further in-depth academic study enables students to develop an academic focus to their studies.
- c) Accompanying courses include group tutorials, foundation courses and practical courses.  
Working in group tutorials, students present their artistic work for discussion by the group and in so doing, develop presentation and debating skills.

Foundation courses provide an introduction to art and a range of techniques and media and enable students to refine their own artistic focus and plans. Practical courses introduce students to a range of materials and their associated working practices, enabling them to practice a range of craft techniques required to realize their planned projects in both the technical and artistic sense.

- (3) The scope of modules and accompanying courses which students are required to complete are set out in the curriculum. This ensures that they are able to gain the correct number of ECTS credits requisite to completion of their degree (see the curriculum in the appendix to these regulations). Detailed descriptions of the modules and accompanying courses from which students can choose are provided in the Fine Arts Bachelor's degree course module handbook.
- (4) Credits are awarded in accordance with the European Credit Transfer System (ECTS). The ECTS system permits the quantitative crediting of the workload resulting from these examination regulations.
- (5) ECTS credits are awarded for modules and accompanying courses. The award of ECTS credits requires that in-course examinations in modules and accompanying courses are passed.
- (6) The ECTS system awards a certain number of credits (see the curriculum in the appendix) in dependence on the workload. One ECTS credit amounts to a workload of c. 30 clock hours.

## **§ 5 Teaching forms**

- (1) Teaching can take a number of forms, but most often involves lectures, seminars, exercises, individual tutorials, group tutorials, foundation courses, practical courses, projects, colloquia and excursions:
  - Lectures involve a systematic examination of a teaching area, predominantly involving an oral address from a member of the teaching staff.
  - Seminars involve an in-depth treatment of specific issues; they encourage students to develop independent academic and artistic working practices.
  - Exercises are characterized by a high level of practical work. "Exercise in front of originals" is a classical form of art history seminar conducted in front of a painting, sculpture, object, building etc.
  - Individual tutorials accompany project work; students and teachers engage in a results-oriented discourse encompassing specialist and interdisciplinary knowledge, practical skills and theoretical knowledge.
  - § 4 section 2 letter c applies accordingly for group tutorials, foundation courses and practical courses.

- Projects involve the completion of defined practical tasks realized in consultation with one or more members of the teaching staff.
  - Colloquia are fora of free discussion focussing on artistic and academic issues.
  - Excursions are organized to extend the knowledge and experience of students through interaction with works of fine art in both Germany and international destinations. They serve to expand the horizons of their participants and provide inspiration for personal projects.
- (2) Teaching can be performed in German or English and should be performed in-person. Certain exceptional cases can permit the use of digital teaching forms of teaching. This requires the assent of the President's Office.

## **§ 6 Course counselling**

- (1) Students commencing their studies are required to participate in a consultation session about their proposed course of studies; this is usually conducted by a member of staff who teaches on the degree course.
- (2) Students who have exceeded the standard period of study established by § 3 section 4 are required to participate in student consultation session with a member of staff teaching on the degree course if they have not registered for the final examination within two semesters after the elapse of the standard period of study.
- (3) Students who fail to attend this compulsory consultation session will be disenroled in accordance with § 42 section 2 number 7 HmbHG.

## **§ 7 Credit transfer of periods of study, academic achievement and examinations**

- (1) Students can make an application for the credit transfer of credits for periods of study, academic achievement and examinations awarded by a university or equivalent institution of higher education; in state-accredited distance-learning courses; from other institutions of education; and state or state-accredited universities of cooperative education or universities of applied science. Credit transfer will be granted as long as there are no significant differences between the knowledge and skills for which the credits were issued and those to be acquired at the HFBK. Credit transfer decisions are to be guided not by a schematic comparison, but an overall consideration and evaluation. Credit can be transferred subject to conditions and requirements.
- (2) Applications for the credit transfer of periods of study, academic achievement and examinations completed at institutions located outside the Federal Republic of Germany are to be decided on the basis of the equivalence agreements approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (*Kultusministerkonferenz*) and the German Rectors' Conference (*Hochschulrektorenkonferenz*) as well as cooperation

agreements between the Hochschule für bildende Künste and other institutions established within the scope of partnership and exchange agreements.

- (3) Knowledge and skills acquired in other non-academic contexts which are equal to those requisite to passing the degree course can also be subject to credit transfer, but only up to one half of the assignments and examinations set within the course.
- (4) If examinations are subject to credit transfer, the grades awarded within their scope are to be transferred as far as the grading system used within them is comparable to that employed at the HFBK. In this case, they are to be included in the calculation of the final grade. Examinations graded in accordance with systems which are not comparable to those used at the HFBK will be recorded as "passed".
- (5) Decisions pertaining to credit transfer in accordance with sections 1-4 are to be taken by the examination committee acting on advice from the relevant department. Students are to submit applications for credit transfer together with all necessary documents to the Office of Student Affairs and Examinations.
- (6) If students are required by § 3 section 3 of the valid edition of the HFBK regulations pertaining to enrolment, students from other institutions and auditing students to attend language courses within their first academic year, the credits awarded for gaining the certificates will be transferred to modules in the "Scientific studies" section. These certificates must be presented to the Office of Student Affairs and Examinations at the end of the first academic year.

## **§ 8 The examination committee**

- (1) The University Senate appoints an examination committee to organize the examinations for this degree course and ensure compliance with the specifications of these regulations. The examination committee consists of:
  - a) Three members of the professorial staff
  - b) A member of the academic personnel
  - c) A student member
- (2) The term of office of a member of the examination committee lasts for two year; the student member is appointed for one year. A member of the examination committee can be reappointed following the end of their term. If a member of the examination committee leaves before the end of their term, a replacement will be appointed for the remainder of the term of office. A chairperson and a deputy chairperson are to be elected from the professorial members of the committee.
- (3) The tasks of the examination committee:
  - a) Checking compliance with the specifications of the examination regulations.
  - b) Appointing examiners.
  - c) Taking all decisions pertaining to the transfer of credits awarded for periods of study, academic work and examinations.

- d) Determining measures of disadvantage compensation for students with long-term health conditions.
  - e) Approving exceptions to the international components of the degree course; for example if a student is required to study for a semester at a university outside Germany with which no exchange agreement has been concluded.
- (4) The members of the examination committee are committed to maintain confidentiality. Unless they are civil servants, the chairperson is to oblige them to provide an undertaking to maintain confidentiality.
- (5) The standing orders of the examination committee can stipulate that it can transfer responsibility for performing certain tasks to the committee chairperson. The examination committee is to be informed of the decisions taken in this manner at its next meeting.
- (6) The examination committee is quorate given the presence of a minimum of three of its members; this number must include the chairperson or their deputy and one of the professorial members. In the case of a tie, the chairperson has the casting vote. The decisions of the examination committee are to be recorded. The examination committee meets in private.
- (7) Negative decisions to the disadvantage of the student are to be communicated to the student immediately; the grounds for the decision are to be specified and information is to be given pertaining to the legal foundation of the decision. The written notification is to include instructions regarding the appeals procedure.
- (8) The publication of all ordinances, dates and other decisions which the examination committee is to reach in accordance with these regulations, and in particular the announcement of registration deadlines, examination dates and examination results are to be made in a suitable form, with legally binding effect and in accordance with all the data privacy regulations.
- (9) The examination committee or its chairperson can task the Office of Student Affairs and Examinations with preparing and implementing its decisions and the organization of examinations.
- (10) The function of the Ombudsperson remains unaffected in accordance with § 66 section 3 HmbHG.

## **§ 9 Examiners**

- (1) In-course examinations are to be examined by the member of staff responsible for teaching on the degree course.
- (2) The examiners for examinations in accordance with §§ 18 and 19 are appointed by the examination committee, working in accordance with the specifications of § 64 HmbHG.



- (3) All members of the HFBK professorial staff can be appointed as examiners for all examinations. Other full-time members of the HFBK academic and artistic staff and associate tutors can be appointed as second examiners for the Bachelor's thesis if the topic which they teach is clearly related to the topic of the Bachelor's thesis in accordance with § 21. The candidate is required to specify this fact within a written statement of grounds, which is to be submitted together with their registration for the examination.
- (4) In certain exceptional cases, the members of staff of a different academic university of art or other experts can be appointed as examiners for the final examination in accordance with § 19. They must hold a qualification at the level of that which is to be examined (or a different qualification of a similar level); § 64 section 3 HmbHG applies accordingly.
- (5) The topics of the examination are to be determined by the examiners. Students can propose topics for the final examination.
- (6) Examiners are not subject to instructions when grading examinations and are required to maintain confidentiality. § 8 section 4 applies accordingly.

#### **§ 10 Disadvantage compensation for students with long-term health conditions**

- (1) Should a student be able to provide convincing proof that a long-term health condition prevents them from completing academic work or examinations either in part or in full under the prescribed conditions or within the completion periods stated in these regulations, the examination committee is able to grant a written application for appropriate measures of disadvantage compensation. Such measures include the alteration of the conditions under which examinations are taken, the extension of deadlines by which examinations are to be completed and the substitution of tasks with different but equivalent forms of examination.
- (2) In accordance with § 88 section 3 HmbHG, the examination committee is to consult with the disability officer when taking decisions in accordance with section 1.
- (3) The student must outline their reasons for requiring disadvantage compensation, and they may be required to submit suitable proofs.

#### **§ 11 Provisions for the situation of students with family responsibilities**

- (1) The HFBK makes provisions to enable students with family responsibilities to complete their studies.
- (2) Candidates for examinations can submit an application (together with the requisite proofs) so that maternity leave specified by the German maternity leave legislation (*Mutterschutzgesetz*) is taken into account in the calculation of examination deadlines. In considering the individual circumstances of the candidate, the examination committee can determine that they complete the examination in an alternative form. Maternity leave takes priority over all deadlines established by

these examination regulations; the duration of maternity leave will not be incorporated in the calculation of the periods for the deadlines.

- (3) Periods of parental leave as established by the valid edition of the *Gesetz über Elterngeld und Elternzeit* (BEEG) will also be taken into account upon application. The candidate must communicate to the examination committee in writing (and submit the requisite proofs) the period(s) during which they wish to take parental leave. The candidate is required to do so four weeks before the date from which they wish to commence parental leave at the latest. The examination committee checks whether the legal requirements (BEEG) which would require an employer to grant parental leave are fulfilled in this case and determines the dates and deadlines for the examinations, taking into account the circumstances of the individual case. This usually means the next possible examination dates and deadline. The submission deadline for the Bachelor's thesis can be extended to a maximum of the double period of the intended completion time. The submission deadline for the final artistic project can be extended to a maximum of six months from the date on which it was registered. Otherwise, the validity of the topic of the Bachelor's thesis and final artistic project will expire and the candidate will be issued with a new topic after the end of parental leave.
- (4) The examination committee will consider applications for leave from studies on further grounds such as family responsibilities such as care responsibilities. The student is required to provide the appropriate proofs. Section 3 sentences 4 - 6 apply accordingly.

## **§ 12 Types of assessment for module examinations and examinations set for accompanying courses**

(1) Examination forms:

- a) Oral presentation with written assignment (§ 13)
- b) Written assignment with specialist discussion (§14)
- c) Final exercises (§ 15)
- d) Final individual tutorials and final group tutorials (§ 16)
- e) Demonstration pieces (§ 17)

(2) If alternative examination forms are permitted, the teacher of the class is to announce the type of examination set for the modules or accompanying courses and the scope of the work to be performed within it before the start of the class in a binding fashion. Repeat examinations will be conducted in the same form as the original attempt.

(3) The form assumed by the examinations for the individual modules and accompanying courses are described in the respective modules or the accompanying courses. Module examinations and examinations for accompanying courses are to be taken in-course. Examinations for classes to be taught as a block can be held directly after the completion of the class. Every class is completed with

an examination consisting of one or more examination forms in accordance with section 1.

- (4) The teacher of every class will outline the forms assumed by the examinations at the start of the class. In certain exceptional cases requiring the permission of the President's Office, examinations can also be conducted supported by electronic media and electronic documentation.

### **§ 13 Oral presentation with written assignment**

- (1) In a presentation, students are required to demonstrate that they have attained an overview of a topic; they present their understanding through the medium of an oral address to the class; a subsequent discussion gives them the opportunity to defend their theses. Students are then required to summarize the contents of their presentation and the discussion in a written assignment.
- (2) Presentations can be performed alone or as part of group work. If students choose to present as part of a group, it must be possible to delimit the individual contribution (address, discussion and written assignment) of each candidate and subject it to individual assessment.

### **§ 14 Written assignment with a specialist discussion**

- (1) Written assignments are designed to bring students to engage intensively with a complex issue and present their findings in text form.
- (2) This is followed by a specialist discussion of the issues covered in the written assignment. § 13 section 2 applies accordingly.

### **§ 15 Final exercises**

Exercises require the regular attendance and active participation of students who registered for them. Their workload can stipulate a written assignment or the presentation of individual tasks.

### **§ 16 Final individual tutorial und final group tutorials**

- (1) The final individual tutorial gives students an appraisal of their performance and makes recommendations for the course of their further studies. Regular attendance of individual tutorials in a semester and passing of the final individual tutorial will lead to the award of credit for a final individual tutorial. This brings students to engage critically with their work on a regular basis. The final individual tutorial is conducted as an individual discussion with the student's personal supervisor.
- (2) Group tutorials require regular attendance and active participation. Students are required to present their artistic work to a group of students.

## **§ 17 Demonstration pieces**

Issued with an idea, a plan or specification, students work with a range of media and materials in the HFBK laboratories or workshops to realize an artistic development project. Students are to demonstrate that they have acquired knowledge of and skills with various media and materials. These projects are to be evaluated by the relevant workshop director.

## **§ 18 Presentation of artistic work from the first and second semesters**

- (1) During the presentation of their artistic work held at the end of the second semester, students are to demonstrate that during the course of the following semesters, they will be able to recognize and reflect critically on the problems of art and find solutions to them. The presentation can be performed as group work. If students choose to present as part of a group, it must be possible to delimit the individual contribution of each student and subject it to individual assessment.
- (2) The presentation of artistic work from the first and second semesters takes place in front of a panel of examiners, which must be made up of a minimum of three and a maximum of six members of the professorial staff. The examination panel is to grade the presentation as "pass" or "fail". Decisions are taken by a simple majority of those present. Should the presentation be awarded a "pass", the members of the panel will express recommendations for the further course of the student's studies.

## **§ 19 The final examination**

- (1) The final examination consists of two parts:
  - a) A Bachelor's thesis in accordance with § 21.
  - b) A final artistic project (presentation of artistic work and colloquium) in accordance with § 23.
- (2) The final examination requires candidates to demonstrate that they have developed a systematic understanding of the academic curriculum and mastery of the technical skills taught in the degree course.
- (3) The curriculum is structured to enable students to sit the final examination immediately upon the end of the teaching period of their eighth semester.

## **§ 20 Registration for the Bachelor's thesis and final artistic project (final examination)**

- (1) Students are required to submit the following documents to the Office of Student Affairs and Examinations when registering for the Bachelor's thesis and final artistic project:
  - a) Their Study Book substantiating that they have completed and passed the necessary modules and accompanying courses.
  - b) A proposal for the topic of the Bachelor's thesis and the first and second examiners, confirmed by the signatures of the examiners proposed, in

accordance with § 9. At least one examiner must be drawn from the group of professorial staff teaching the degree course. The examination committee is to approve the student's request of examiners wherever possible and justifiable. Students can request that the examination committee suggest a first and second examiner.

- c) Specification of the department in which the final artistic project in accordance with § 23 is to be presented and completed.
- d) A declaration as to whether the student has already submitted a Bachelor's thesis and final artistic project in the same or a similar degree course and it was failed once or finally; and that they are not currently involved in an examination procedure at another university.
- e) A declaration as to whether they do not consent to the admission of an audience to the colloquium or the presentation of the artistic development project.

(2) Students can register for the Bachelor's thesis and final artistic project if they are enrolled in the Fine Arts Bachelor's degree course at the Hochschule für bildende Künste Hamburg and have been awarded a minimum of 180 credits in accordance with the curriculum, of which:

- a) 84 credits have been awarded for the artistic development project (including the presentation of artistic works from the first and second semesters).
- b) 48 credits have been awarded for scientific studies.
- c) 48 credits have been awarded for accompanying courses.

(3) All decisions pertaining to registration for the Bachelor's thesis and final artistic project are to be taken by the Office of Student Affairs and Examinations. Students will not be registered if:

- a) The requirements outlined in section 2 have not been fulfilled.
- b) The documents outlined in section 1 are incomplete.

(4) Applications for registration to the Bachelor's thesis and final artistic project are to be submitted using the forms intended for the purpose. They are to be submitted to the Office of Student Affairs and Examinations.

(5) The application for registration can only be withdrawn once up to the point at which written confirmation of registration is issued without being counted as a possible examination attempt. Should a candidate withdraw from their registration after written notification of registration has been issued, they must substantiate a valid reason explaining why they are unable to complete the examination. The examination committee will decide whether this is to be counted as an examination attempt. If this is not counted as an examination attempt, the examination is to be completed at the next possible time.

## **§ 21 The Bachelor's thesis**

- (1) The Bachelor's thesis seeks to examine a candidate's ability to process a problem drawn from the department in which they study within a defined time constraint. Working under the supervision of a professor they are to develop and present their findings in an appropriate fashion.
- (2) The Bachelor's thesis can be submitted in the form of group work, if it is possible to delimit the individual contributions of the group members using specified objective criteria and subject them to individual assessment. The individual contribution to the group work must also fulfil the requirements of section 1.
- (3) The topic of the final examination is to be determined by the first examiner. A record is to be made of the start of the completion time, the topic and the first and second examiners. The student can submit an application to the first examiner to rescind the topic of the Bachelor's thesis. If the examiner decides that there are specialist reasons as to why the thesis cannot be completed, the application can be granted. Only one such application can be made and must be submitted within two weeks after commencement of the thesis. The first examiner is to issue the new topic immediately, within two weeks at the latest.
- (4) The Bachelor's thesis is usually to be written in German or English.
- (5) The Bachelor's thesis is to be completed within three months from the point of its registration. The candidate can make an application to the chairperson of the examination committee for an extension to the completion time. The application can be granted if the grounds submitted are beyond the control of the candidate and have been submitted immediately, i.e. without culpable hesitation. The candidate is to submit a comprehensive written statement of grounds for the extension and provide the relevant proofs, e.g. a medical certificate following illness. The extension granted may not exceed two weeks. The examination committee can grant a longer extension in individual cases of exceptional hardship.

## **§ 22 The submission and grading of the Bachelor's thesis**

- (1) Students are to submit three paper copies and a digital copy of the Bachelor's thesis to the Office of Student Affairs and Examinations at the Hochschule für bildende Künste Hamburg, unless the notification of registration specifies a different number and form. The time of submission is to be recorded. The candidate is to attest that they have worked independently in the preparation and composition of the thesis (in the case of group work, the section of the thesis marked as their contribution) and have not used any sources of aids other than those stipulated.
- (2) The Bachelor's thesis is to be subject to an independent assessment and grading by the first and second examiners. The examiners are to submit a written report outlining their assessment and grade to the Office of Student Affairs and Examinations within four weeks after submission of the Bachelor's thesis.

(3) The grade awarded to the Bachelor's thesis is calculated in accordance with the arithmetic mean of the two grades awarded. The following grades are to be used:

- 1.0 Excellent
- 2.0 Good
- 3.0 Satisfactory
- 4.0 Pass
- 5.0 Fail

Each full number can be raised or lowered by increments of 0.3. The grades 0.7, 4.7 and 5.3 are not permissible.

(4) If one of the examiners grades the Bachelor's thesis as "fail" (5.0) the chairperson of the examination committee is to appoint a third examiner. If the third examiner grades the thesis with a minimum of "pass" (4.3) the grade awarded to the Bachelor's thesis will be the arithmetic mean of the three assessments, taking in account section 3, but at least with "pass" (4.3). If the third examiner awards a grade of "fail" (5.0), the Bachelor's thesis will be graded as "fail" (5.0); § 31 section 3 applies accordingly.

(5) If the arithmetic mean of the grades awarded by the two examiners amounts to 4.5 or worse, the Bachelor's thesis will be classed as having been failed; § 31 section 3 applies accordingly.

(6) A Bachelor's thesis which was submitted after the deadline will be awarded the grade "fail".

## **§ 23 The final artistic project**

(1) The student's final artistic project consists of works of art developed during the course of their studies or a work of art produced especially for the examination. It is to be presented within the scope of a public university colloquium. The student is required to demonstrate a design ability, an ability for artistic reflection and manual artistic skills.

In certain exceptional cases requiring the permission of the President's Office, the final artistic project can also be produced using electronic media and electronic documentation techniques.

(2) The final artistic project will be graded by a panel of examiners. The examination panel is to be made up of a minimum of three and a maximum of eleven professors who teach on the degree course, a minimum of one of which must be a teacher in the Department of Theory and History. Wherever possible, the panel should consist of professors from a number of different departments, and in particular, include professors from the departments of Painting/Drawing, Sculpture, Stage Design and Time-Based Media. The members of the examination panel elect a chairperson from amongst its membership. The examination panel requires the presence of a minimum of three members to be quorate.

- (3) The colloquium will focus on the ability of the candidate to reflect on their artistic work. The decision about the grade to be awarded to the candidate for the colloquium and the piece of work presented will be taken within a discussion held immediately after the colloquium. These deliberations are to be held in private. § 22 section 3 applies accordingly to the grading of both parts of the examination.
- (4) The colloquium should last for a minimum of 30 minutes for a single candidate. The duration of group examinations will be extended according to the number of candidates in the group. The colloquium is open to all members of the university, unless the candidate objects.
- (5) A record will be kept of the key points of the discussion, the grading of the work of art and the colloquium; this is to be signed by the chairperson of the panel of examiners.

#### **§ 24 The constitution of the final grade**

- (1) The final grade awarded to for the degree course is made up of the grade for the Bachelor's thesis and that awarded for the final artistic project with the following weighting:
  - 30% for the Bachelor's thesis
  - 70% for the final artistic project
- (2) The weighting will be reversed for students who have chosen a theoretical focus for their degree course.
- (3) In calculating the final grade, only the first decimal after the decimal point shall be considered; all other decimals shall be deleted without rounding. The following grades are to be used:
  - 1.0 to 1.5 "Excellent"
  - from 1.5 to under 2.5 "Good"
  - from 2.5 to 3.5 "Satisfactory"
  - from 3.5 to 4.5 "Pass"
  - from 4.5 "Fail"

#### **§ 25 The degree confirmation, transcript of records and diploma supplement**

- (1) Students are issued with a bilingual (German and English) degree confirmation recording the fact that they have passes the final examination in accordance with § 19. It records the date of the last examination and is signed by the chairperson of the examination committee.
- (2) The degree confirmation contains the following information:
  - The topic and grade of the Bachelor's thesis
  - The grade awarded to the final artistic project



- The grade awarded for the degree
- (3) Graduates will also be issued with a transcript of records, which lists all the modules and accompanying courses (and the credits awarded for them) completed by the student.
  - (4) Graduates will be issued with a diploma supplement explaining the position assumed by the degree in the international academic sector.
  - (5) The degree confirmation, transcript of records and diploma supplement all carry the date on which the last examination was completed. They are all signed by the chairperson of the examination committee.
  - (6) Graduates can apply to have their artist's name (as long as it is recorded on their official ID card) recorded on the degree confirmation together with their personal name.

## **§ 26 The degree certificate**

- (1) A bilingual (German-English) certificate will also be issued carrying the date on which the degree confirmation was issued. This document certifies the award of the Bachelor of Fine Arts (B.F.A.) to the named person.
- (2) If students studied in the departments Design, Graphic Art/Typography/Photography, Film or Theory and History, this fact will also be recorded on the degree certificate.
- (3) In a case of § 25 section 6 the degree certificate will also record the Graduate's artist's name.
- (4) The degree certificate will be signed by the President of the HFBK and will carry the university seal.

## **§ 27 Examination dates and registration deadlines**

- (1) Students must have registered for the final examination in accordance with § 19 by the end of the deadline established by the examination committee.
- (2) The candidate is to be informed in good time about the type and number of examinations to be completed, the dates by which they are to have been completed, the times at which the topics of the final thesis and final artistic project will be issued and points at which they are to be submitted. Students are also to be informed in good time of the dates at which each examination can be repeated.
- (3) The candidate is to be informed of the point at which disenrolment will be enforced in accordance with § 42 section 2 no. 3 HmbHG, following the failure to comply with deadlines and repeat attempts.

## **§ 28 Certificates of academic achievement and repeating examinations**

- (1) Certificates of academic achievement will only be awarded if an individual student passes an examination or has made an individually-assessable contribution to a group examination in accordance with §§ 13-18 and 21 und 23. ECTS credits will be awarded for the passing of examinations.
- (2) All in-course examinations and the presentation of artistic works from the first and second semesters can be repeated twice in accordance with § 18. The repeat examination is to be taken at the next possible examination date. Students cannot repeat in-course examinations which they have passed.
- (3) Students whose Bachelor's thesis and final artistic project are graded with a fail can usually be repeated once; twice in well-founded exceptional cases. Decisions pertaining to the second repeat are to be taken by the chairperson of the examination committee on the basis of the opinion of the professor supervising the candidate. Students are to register a new topic for the repeat Bachelor's thesis with the examination committee at once or six weeks after the announcement of the negative result of the first Bachelor's thesis at the latest. Section 2 sentence 2 applies accordingly. Students may not repeat the Bachelor's thesis or final artistic project a third time.

## **§ 29 Absence or withdrawal**

- (1) If a candidate fails to attend an examination or keep a submission deadline as defined by these regulations without a valid reason; or if they withdraw from an examination after it has started; or if a candidate fails to commence or complete a written examination within the foreseen completion time, the examination will be graded as "fail" (5.0).
- (2) If the candidate is able to advance a valid reason for this behaviour, they are to substantiate them to the examination committee immediately and in writing. In cases of illness, the candidate is to submit a medical certificate. The illness of a child in the sense of § 25 section 5 *Bundesausbildungsförderungsgesetz* demonstrated by the submission of a medical certificate will be classed as equating to the incapacity of the candidate, as far as the candidate is able to demonstrate that they were unable to arrange for alternative care, especially if candidate holds predominant responsibility for the care of the child. If the examination committee accepts the validity of the grounds submitted, a new date for the examination will be set and the candidate will be informed in writing. This will usually be the next possible date, unless the grounds preventing the candidate from sitting the examination persist. In this case, the examinations previously completed will still count towards the degree. Should the examination committee reject the reasons advanced by the candidate, they will be informed of this decision in writing.

### **§ 30 Misconduct, breach of regulations**

- (1) Should a candidate attempt to influence the outcome of an examination through misconduct or the use of prohibited resources, the examination will be graded as "fail." (5.0). Candidates who disrupts the proceedings of an examination can be excluded from further participation in it. The decision lies within the authority of the examiner or invigilator. In such a case, the examination will be graded as "fail" (5.0).
- (2) If a candidate has engaged in misconduct and this fact comes to be known after completing the examination, the chairperson of the examination committee can amend the grade originally awarded in accordance with section 1 for their examination performance. The chairperson of the examination committee will declare the final examination as having been failed in accordance with § 31. Any incorrect degree confirmation issued is to be withdrawn and a new confirmation is to be issued if necessary. If the final examination was declared to have been failed due to misconduct, the candidate is to return their degree confirmation and degree certificate. A decision in accordance with sentence 1 is no longer possible after a period of five years starting on the date on which the degree confirmation was issued.

### **§ 31 Final failure of the final examination**

- (1) If the last possible attempt of a module examination and/or an examination for an accompanying course is graded as "fail", the entire examination in the degree course will be classed as a final failure and the student will not be able to continue their studies in this degree course.
- (2) If the last possible attempt of a Bachelor's thesis and/or the final artistic project is graded as "fail", the entire final examination will be classed as a final failure and the student will not be able to continue their studies in this degree course.
- (3) If an in-course examination in accordance with section 1 and/or the Bachelor's thesis and/or the final artistic project are classed as a final failure, the Office of Student Affairs and Examinations will issue to the student a written summary of the examinations taken and stating the grounds for the failure of the final examination. This summary is to include instruction on the appeals procedure.

### **§ 32 The appeals procedure**

Students can lodge an appeal against the examination procedure and decisions reached in it. If a candidate has been provided with instructions regarding the appeals procedure, the appeal must have been lodged with the chairperson of the examination committee within a month. If the candidate was not issued with instructions regarding the appeals procedure, they must lodge their appeal within a year of the announced result. Appeals are to be submitted in writing. If the examination committee is unable to resolve the appeal or only to a certain extent, it is to send the matter to the HFBK appeals committee.

### **§ 33 The invalidity of the final examination, remedying failings of the examination**

- (1) If a student intentionally obtains registration for an in-course examination and/or the final examination without the right to do so, their performance in the examinations in question can be graded as "fail" (5.0). The candidate is to be given the opportunity to state their case; § 29 section 2 sentences 2 and 3 apply accordingly.
- (2) If the prerequisites for registration for the examination were not met without intent on the part of the candidate to engage in any form of deception, and this fact becomes clear only after award of the degree confirmation, this deficit shall be remedied through the passing of the examination.

### **§ 34 The right of access to the examination records**

If students apply to the chairperson of the examination committee within a year of completion of the examination procedure, they will be granted access to view their examination work, the examiner's report and the record of the examination.

### **§ 35 Commencement / transitional provisions**

- (1) The examination regulations take effect on the day after their approval by the President's Office of the Hochschule für bildende Künste. They apply first to students who commence their studies in winter semester 2021/2022. The examination regulations of the Hochschule für bildende Künste from 15 November 2007 (amended on 29 June 2017) lose their validity on this day.
- (2) These examination regulations also apply from winter semester 2021/2022 to students who commenced their studies before these examination regulation came into force. Students who registered for their final examination (Bachelor's thesis and final artistic project) before winter semester 2021/2022 can take their examinations on the basis of the examination regulations which applied in summer semester 2021.

Hamburg, 22.04.2021  
The Hochschule für bildende Künste Hamburg

## **Appendix:**

More detailed descriptions of the contents and qualification aims of the individual modules and accompanying courses are provided in a module handbook.

### **Modules in the areas "Orientation/ Basics", "Artistic development", "Scientific studies" and the "Accompanying courses"**

#### Orientation/Basics:

##### *Semester 1 - 2:*

<b>Modules</b>	<b>Department:</b>
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:

##### *Semester 3 - 8:*

<b>Modules</b>	<b>Departments</b>
Sculpture	Sculpture
Stage Design	Stage Design
Concept Design	Design
Experimental Design	
Product Design	
Social Design	
Experimental Media	Time-Based Media
Mixed Media	
Video	
Digital Graphics	Graphic Art/Typography/Photography
Graphic Art	
Photography	
Typography	
Painting/Drawing	Painting/Drawing
Film/The Moving Image	Film

Scientific studies (semester 1 - 8)

<b>Modules</b>	<b>Department:</b>
Aesthetic Theories	Theory and History
Design Theory and History	
Art and Cultural Sciences, Gender Studies	
Art History	
Art Criticism	
Philosophy	

Accompanying courses

- *Foundation courses (semester 1 - 8)*
- 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 (semester 3 - 8)*

- Concept Design
- Digital Graphics
- Experimental Design
- Experimental Media
- Film/The Moving Image
- Graphic Art
- Mixed Media
- Painting/Drawing
- Photography
- Product Design
- Sculpture
- Social Design
- Stage Design
- Typography
- Video

*Practical courses (semester 1 - 8)*

- Audiolab
- CAD/3D
- Camera/Light/Sound
- Ceramics
- Computery
- Digital Editing/Film
- Digital Typography and Graphics
- Digital/Material
- Electronics and Media Technology
- Film Production
- Film Studio
- Final Cut
- Fine Metalwork
- Library
- Metal
- Mixed Media
- Photo Studio
- Photography (analogue)
- Photography (digital)
- Plaster
- Plastic
- Prepress Workshop Digital
- Printing Techniques (Etching, Lithography, Digital, Hybrid)
- Silkscreen Printing
- Textiles
- Typography Publishing Workshop
- Video
- Wood

## Curriculum

Semester	Module area/accompanying courses	Credits
1	1 module "An introduction to artistic work" from Orientation/ Basics	12
	1 module from Scientific studies	8
	1 Accompanying course Basics	4
	1 Accompanying course from Practical courses	4
2	1 module "An introduction to artistic work" from Orientation/ Basics	12
	1 module from Scientific studies	8
	1 Accompanying course Basics	4
	1 Accompanying course from Practical courses	4
	Presentation of work	4
3	1 module from Artistic development project	14
	1 module from Scientific studies	8
	2 Accompanying courses or alternative 1 module from Scientific studies	8
4	1 module from Artistic development project	14
	1 module from Scientific studies	8
	2 Accompanying courses or alternative 1 module from Scientific studies	8
5	1 module from Artistic development project	14
	1 module from Scientific studies	8
	2 Accompanying courses or alternative 1 module from Scientific studies	8
6	1 module from Artistic development project	14
	1 module from Scientific studies	8
	2 Accompanying courses or alternative 1 module from Scientific studies	8
7	1 module from Artistic development project	14
	1 module from Scientific studies	8
	2 Accompanying courses or alternative 1 module from Scientific studies	8
8	1 module from Artistic development project	4
	2 Accompanying courses or alternative 1 module from Scientific studies	8
	Final module (Bachelor's thesis and final artistic project)	18
<b>Scope of the degree course in credits</b>		<b>240</b>