

# Study Regulations Master's Degree Programme Transversal Design\*

of 1 September 2024

Based on the regulatory framework regarding the degree programmes at the University of Applied Sciences and Arts Northwestern Switzerland (FHNW) of 2 February 2015 (as of 21 June 2021) and the regulatory framework regarding the limitation of study places in the Bachelor's and Master's degree programmes at the FHNW University of 24 August 2020, along with the Study and Examination Regulations regarding the Bachelor's and Master's degree programmes at the Basel Academy of Art and Design FHNW (HGK Basel FHNW) of 1 September 2022, the director of HGK Basel FHNW issues at the request of the head of the degree programme the following study regulations for the Master's degree programme Transversal Design\*.

\* New from autumn semester 2024/25: MA degree programme Transversal Design / Subject to approval by the FHNW Council.

## Part 1: General Remarks

### Section 1

#### Scope

The following Study Regulations, in complement to the Study and Examination Regulations for Bachelor's and Master's degree programmes at the Basel Academy of Art and Design FHNW of 1 September 2024 (StuER), govern the legal conditions concerning admission, aptitude assessment, enrolment, studies (structure, process, duration, academic performance), performance assessment, and the attainment of the degree "Master of Arts FHNW in Transversal Design" at the Basel Academy of Art and Design FHNW. The module guide in the appendix is an integral part of these Study Regulations.

## Part 2: Studying

### Sect. 2

#### Admission requirements

*Admission requirements*

1 The requirements regarding admission to the Master's degree programme Transversal Design are defined in section 3, para. 20 of the Study and Examination Regulations for degree programmes at the Basel Academy of Art and Design FHNW (StuER).

*Registration*

2 To register for the Master's degree programme Transversal Design, applicants are requested to submit documents in accordance with the specifications listed in the registration portal, i.e., in particular:

- Proof of compliance with admission requirements
- Motivation letter
- Portfolio (documentation of artistic/design-based work to date)
- CV in tabular format

*Proof of language competence*

3 The language of tuition is English. Applicants are required to submit proof of their language proficiency in English in the form of a certificate (B2 according to the standard European reference framework or equivalent) or otherwise (e.g. first language or education in an English-speaking country) before they commence their studies. Applicants with a Swiss school certificate are not required to provide evidence of their language competence.

### Sect. 3

#### Aptitude assessment

*Aptitude assessment: prerequisites*

1 In the course of the aptitude assessment, it is ascertained whether a candidate has sufficient artistic /design potential to qualify for the Master's degree programme.

- 2 Participation in the aptitude assessment implies the following prerequisites:
- Compliance with the admission requirements pursuant to sect. 2, para. 1 of these Study Regulations;
  - Submission of the complete registration documents pursuant to sect. 2.
- Admission decision* 3 If the admission requirements pursuant to para. 2 are met, the application documents are submitted to the respective commission for evaluation. If the admission requirements pursuant to para. 2 are not fulfilled, a negative admission decision according to sect. 12, paras. 1 and 2 of the StuER shall be issued in the form of a ruling, including the appropriate information on legal remedy.
- Admissions commission* 4 For the planning and carrying out of the aptitude assessment, the head of the degree programme Transversal Design shall appoint a responsible commission.
- Procedure of aptitude assessment; criteria re the evaluation of the individual aspects of the assessment.* 5 The aptitude assessment is carried out in two steps:
- Part 1: Appraisal of the submitted portfolio and motivation letter by the commission;
  - Part 2: Suitability and subject-based interview with a focus on the submitted portfolio and motivation letter.
- Part 1 of the aptitude assessment* 6 In part 1 of the aptitude assessment, rating is done on a 6-point scale (incl. steps of one tenth) on the basis of the following documents and evaluation criteria respectively.
- | Format  | Rating criteria  |
|---|--|
| <ul style="list-style-type: none"> <li>Portfolio</li> </ul>         | <ul style="list-style-type: none"> <li>Independence and strength of expression</li> <li>Self-reflection and subject expertise</li> </ul> |
| <ul style="list-style-type: none"> <li>Motivation letter</li> </ul> |  |
- Decision part 1* 7 Candidates given an insufficient grade in part 1 of the aptitude assessment by the commission shall receive a negative admission decision in form of a ruling, including the appropriate information on legal remedy. Candidates with a sufficient grade shall receive an invitation to part 2 of the aptitude assessment.
- Part 2 of aptitude assessment* 8 In part 2 of the aptitude assessment, rating is done on a 6-point scale (incl. steps of one tenth) on the basis of the following formats and evaluation criteria respectively.
- | Format  | Rating criteria   |
|---|---|
| <ul style="list-style-type: none"> <li>Suitability and subject-based interview</li> </ul> | <ul style="list-style-type: none"> <li>Development potential</li> <li>High degree of reflection re own work</li> <li>Appraisal of own expert knowledge</li> <li>Discourse skills</li> </ul> |
| <ul style="list-style-type: none"> <li>Portfolio</li> <li>Motivationsschreiben</li> </ul> | <ul style="list-style-type: none"> <li>Independence and strength of expression</li> <li>Self-reflection and subject expertise</li> </ul>  |
- Negative admission decision* 9 With regard to the overall assessment, the scores of the two parts of the aptitude assessment are weighted equally. Candidates with an insufficient overall rating shall receive a negative admission decision in the form of a ruling, including the appropriate information on legal remedy.
- Retake* 10 The admission procedure can be repeated twice.

## Sect. 4

### Enrolment procedure

*Ranked order of admission*

- 1 In the enrolment procedure, the available study places are assigned to the candidates that fulfil the admission requirements and have passed their aptitude assessment according to a ranking system and their overall achievement in the assessment, pursuant to Sect. 3 para. 9. Candidates that were not awarded a study place on the basis of their ranking in the assessment, receive confirmation that they figure on the ranked waiting list. Candidates who definitely cannot be assigned a study place are handed a negative admission decision in the form of a ruling, including the appropriate information on legal remedy, latest before the start of the degree programme.

- Ranked waiting list* 2 With the start of each new academic year, the current ranked waiting list is deleted definitely.
- Eligibility of ECTS credits* 3 When a student transfers to the Master's degree programme Transversal Design from another degree course at HGK Basel FHNW or from a different university, the head of the degree programme shall decide on whether and how the already completed achievements are to be rated and how the achieved ECTS credits are to be credited.

## **Sect. 5 Study design**

- Structure* 1 The degree programme is modular in structure and involves a total of 120 ECTS credits.
- Modules* 2 A module is a conceptional, time-bounded teaching and learning unit focusing on a thematic or subject-based topic and defined by specifically outlined competencies as described in the respective module description. A module is an assessment unit and usually completed in one semester.
- Module groups* 3 Modules can be combined to form module groups. Module groups have a common focus. From each module group, students must attain a minimum number of ECTS credits as specifically required in the respective degree programme. Details are specified in the module guide (see appendix) of the Study Regulations.
- Types of modules* 4 The Master's degree programme Transversal Design recognizes three types of modules:
  - a. Compulsory modules that must be attended;
  - b. Compulsory modules of choice, to be selected in a certain number from a group of modules;
  - c. Elective modules as listed in the module guide or offered by other HGK Basel FHNW degree programmes or by other universities.
- Module descriptions* 5 Pursuant to sect. 4, para. 6 of the StuER, the module descriptions are published before the start of a new semester in the course catalogue of HGK Basel FHNW.
- Academic year* 6 The lecture-free period as defined by HGK Basel FHNW's academic calendar (Sect. 7, para. 3 of StuER) can, to a limited extent, be used to for modules, workshops, and study trips.

## **Sect. 6 Course of Studies**

- Course of studies* 1 The course of studies including the scheduled time sequence of the modules to be completed, the respective type of modules, the associated module groups as well as the number of required ECTS credits can be drawn from the module guide in the appendix of the Study Regulations.
- 2 The degree programme is a full-time study. Dividing up study time is only permitted in consultation with and approval of the head of the degree programme There is no automatic entitlement to dividing up study time.
- Exchange semester* 3 Students of the degree programme Transversal Design are given the opportunity to conduct an exchange semester at a different university. In this case, an application must be submitted to the head of the degree programme in good time.
- Interruption of studies* 4 According to sect. 6, para. 3 of StuER, an interruption of studies (study leave) shall be regulated as follows:
  - a. The respective request must be submitted in writing or by email to the office of degree programme at least two months before the start of the semester;
  - b. The head of the respective degree programme shall decide on the request;
  - c. As a result, the duration of studies may take up to a year longer;
  - d. Any interruption may not exceed the duration of 4 semesters. The time out is not factored in when determining the overall duration of studies.

- Intellectual property and IRF* 5 Regarding intellectual property rights to student works, the provisions in sect. 7, paras. 21 through 23 of the Study and Examination Regulations apply. Any alternative arrangement as well as supplementary details must be agreed upon in writing between the student and the head of the degree programme.
- Tools* 6 From the start of their studies, students have to be in possession of a computer (laptop) that is capable of processing the programmes commonly used at HGK Basel FHNW.

## **Sect. 7 Academic performances**

- Performance assessments* 1 Type, form and rating of performance assessments as well as the mode by which modules are assessed are set out in the module guide. The module descriptions therein are listed in the HGK Basel FHNW's course catalogue.
- Attendance and reporting duty* 2 If attendance is described as compulsory in the module description, even excused absences are treated as absences according to sect. 10, para. 4 of StuER. If the rate of excused absences exceeds 20%, students are given the chance to compensate for the absence by conducting a follow-up performance. However, there is no entitlement to this. The decision lies within the competence of the lecturer responsible for the module in consultation with the head of the degree programme.
- 3 In order to pass a module, students must not only deliver a satisfactory performance, but also fulfil any mandatory attendance requirements. If it becomes evident that the compulsory rate of attendance in a module can no longer be met, a student may be banned from participating in performance assessments.
- Retake* 4 Failed modules can be repeated at the earliest in the following year. According to sect. 7, para. 11 of StuER, simply rectifying an inadequate performance assessment is not possible if a student has been awarded a "fail" (on the 2-point scale).

## **Sect. 8 Graduation**

- Prerequisites* 1 Students are admitted to the Master's thesis if they have successfully completed all the prescribed modules according to the respective guide and attained the required number of ECTS credits.
- Registration for Master's thesis* 2 The registration for the Master's thesis is to be submitted in time to the office of the respective degree programme with the registration form and all the required documents.
- Master's thesis* 3 Students shall submit to the head of the degree programme a proposal in which they outline the subject of their MA thesis and specify the work's focus in terms of content and form.
- Examination panel* 4 The head of the respective degree programme is responsible for overseeing the content and correct organizational procedure of the Master's thesis and appoints the internal and external members of the examination panel.
- Guideline Master's thesis* 5 The "Guideline Master's Thesis" contains information concerning the assignment, the works to be submitted, the volume of the thesis, the deadlines, the rules of supervision (mentoring and expert guidance), the exam setting, the presentation format as well as the composition of the examination panel. The document also includes the evaluation criteria and their weighting, the grading system (6-point scale), the IRF instructions according to sect. 7, para. 22 of StuER, and the final provisions. The guideline is handed out to students two months before they commence their Master's thesis.
- Exam documentation* 6 The assessment of the works completed in connection with the Master's thesis is recorded in an examination protocol.
- Retake* 7 If a Master's thesis is rated insufficient or as a "fail", a student is given the opportunity to retake the MA thesis with a new topic in the following semester.

- 8 The following requirements must be met for a successful completion of the Master's degree programme Transversal Design:
- Attainment and successful completion of 120 ECTS credits in total in accordance with the module guide;
  - Fulfilment of all the requirements in accordance with the Study Regulations;
  - Attainment of at least 60 ECTS credits as well as the Master's thesis at HGK Basel FHNW.

## Part 3: Final and transitional provisions

### Sect. 9 Entry into Force

These Study Regulations enter into force on 1 November 2023, subject to approval by the FHNW Council. The right to make changes is reserved.

Basel, 30 October 2023  
Upon request of:

Prof Dr Helen Pritchard  
Head of Degree Programme Transversal Design\*  
*\* New from autumn semester 2024/25 / Subject to approval by the FHNW Council.*

Basel, 31 October 2023  
Issued by:

Prof Dr Claudia Perren  
Director Basel Academy of Art and Design FHNW

#### **Please note:**

The document is the English translation of the original German Study Regulations for the Master's degree programme Transversal Design at the Basel Academy of Art and Design FHNW. Only the original German version published on the website of HGK Basel FHNW and bearing the signatures of the head of the degree programme and the director of the Basel Academy of Art and Design FHNW is valid in law (in force as of 19 September 2022). According to Section 13 of the HGK Basel FHNW Study and Exam Regulations, the common language of the Complaints Commission is German; accordingly, complaints submitted in advance must be written in German; any subsequent hearing before the Commission is also held in German.