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## **Aptitude Test Regulations**

For determining the artistic aptitude of applicants for the degree programme

**Information and Communication Design B.A.**

**Rhine-Waal University of Applied Sciences**

**Dated 19 June 2013**

In accordance with Section 2 (4) sentence 1 and Section 64 (1) of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*), in the amended form produced by the Act for the Higher Education Autonomy Act (*Hochschulfreiheitsgesetz*) of 31 October 2006 (GV.NRW. 2006, p. 474), as amended by Article 6 of the Recognition Act of North Rhine-Westphalia (*Anerkennungsgesetz*) of 28 May 2013 (GV.NRW. 2013, p. 272) as well as Section 3 (2) sentences 2 and 3 of the Examination Regulations for Information and Communication Design B.A. at Rhine-Waal University of Applied Sciences from 19 June 2013, the Faculty of Communication and Environment of Rhine-Waal University of Applied Sciences has enacted the following aptitude test regulations:

### **Section 1**

#### **Purpose**

(1) Prospective students intending to enrol in the degree programme Information and Communication Design B.A. at the Faculty of Communication and Environment must first demonstrate a suitable degree of artistic aptitude in accordance with these Aptitude Test Regulations. General admission requirements for Rhine-Waal University of Applied Sciences and any other admission requirements set forth in the degree programme's examination regulations apply in addition to the aptitude test requirement.

(2) The aptitude test serves as a way for applicants to show whether they possess the innate artistic and design talents needed to achieve the goal of the degree programme.

### **Section 2**

#### **Aptitude test**

(1) The aptitude testing process is held every summer semester for the intake period in the subsequent winter semester. Testing dates and deadlines are announced in advance on the homepage of Rhine-Waal University of Applied Sciences. To participate in the aptitude test,

applicants must submit a corresponding application before the official deadline. Applications must be submitted to the dean of the Faculty of Communication and Environment.

(2) Applications must include the following:

- a) The application form for the aptitude test, available from the faculty
- b) A portfolio containing ten examples of the applicant's own artwork. Topics and artistic approaches are free to choose. Works can also be submitted digitally.

(3) Portfolios should also include a list of the submitted works and a written declaration from the applicant that the works were produced independently.

(4) Portfolios can be picked up in person after conclusion of the aptitude testing process, but cannot be returned by post.

### **Section 3**

#### **Expert panel**

(1) A panel of experts will be arranged by the Faculty of Communication and Environment to judge the submissions for the aptitude test.

(2) This panel will consist of two professors representing the field of design. These two professors will be appointed by the full-time teaching staff in Information and Communication Design B.A. and confirmed by the Faculty Council. At least one proxy member shall also be selected.

(3) The panel will elect a chair from among its members. The panel will meet and deliberate in closed sessions; it has a quorum when all members are present.

### **Section 4**

#### **Determining aptitude**

(1) Artistic aptitude is determined based on the submitted works in the portfolio.

(2) Each work is judged according to the criteria "Observational Skills", "Creativity" and "Visual Depiction Skills" and awarded a score.

(3) The works are judged individually and scored from 0 to 100, with 100 being the highest possible score. Scores are based on the following scale:

- 75-100 points: Excellent submission
- 50-74 points: Very good submission that meets requirements
- 25-49 points: Insufficient submission that does not meet requirements
- 0-24 points: Unsatisfactory submission due to major problems or shortcomings

The overall score for a portfolio is calculated by averaging the scores awarded for the individual works.

(4) A portfolio score of 50 or more points is considered passing.

(5) Judges may contact applicants for additional information or clarification for more precise scoring decisions, as needed.

(6) Additional interviews are not required for applicants with passing portfolio scores, as they have clearly demonstrated the required artistic aptitude based on the aforementioned scoring criteria. Applicants without a passing portfolio score must participate in an additional interview before artistic aptitude can be recognised.

(7) Applicants who scored just under the passing cut-off (i.e. portfolio score of 40-49 points) will be invited to an additional interview with the judging panel. This interview should be between 30 and 60 minutes in length. It gives the applicants an opportunity to explain their artwork and artistic talents in greater detail. Additional examples can also be submitted for the purpose of the interview. A final decision on the applicant's aptitude will be made immediately following the interview.

## **Section 5**

### **Documentation of the judging process**

(1) A record will be made for each applicant's aptitude test containing the following information: date and location of testing; the names of all participating panel members; the name of the applicant and/or or their application number; the final decision and reasons based on the criteria in Section 4.

(2) Applicants can view this record upon written request. Requests must be directed to the dean of the Faculty of Communication and Environment within one year of announcement of the aptitude test results.

## **Section 6**

### **Notification of results**

The Faculty of Communication and Environment will notify applicants of the results of the aptitude test in writing. Negative decisions will be justified in writing and include an explanation of available legal recourse.

## **Section 7**

### **Repeating the aptitude test**

Applicants who failed the aptitude test may repeat it again at the next regularly scheduled opportunity.

## **Section 8**

### **Validity**

(1) The aptitude test applies to the degree programme Information and Communication Design B.A. The results are generally valid for the next three intake windows for the degree programme. Where justified and on a case-by-case basis, the dean of the Faculty of Communication and Environment can extend the validity of an applicant's aptitude test results. With regard to students who re-enrol in the degree programme after an extended interruption, aptitude test results will remain valid beyond the limit set forth in sentence 2, provided said students successfully completed examinations or other graded coursework before the interruption.

(2) The results of artistic aptitude tests offered in identical degree programmes or disciplines at other universities that are subject to the Higher Education Act of North Rhine-Westphalia can also be recognised in full. Subsection 1 sentences 2 and 4 also apply in this case.

(3) The results of aptitude tests conducted by other universities and for other disciplines can be recognised even if they occurred outside of the scope of application of the Higher Education Act of North Rhine-Westphalia, provided the dean of the Faculty of Communication and Environment can confirm their equivalence. Subsection 1 sentences 2 and 4 also apply in this case.

## **Section 9**

### **Entry into force**

These Aptitude Test Regulations will enter into force on the day after their original publication in the Official Notices of Rhine-Waal University of Applied Sciences.

Note: These Aptitude Test Regulations entered into force on 30 August 2013.