

Official Notice

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**Regulations for Assessing the Program-Related Artistic
and Creative Aptitude for the Program Master Theater and
Digitality (MA THEAD)
at the Faculty of Design
of Fachhochschule Dortmund –
University of Applied Sciences and Arts**

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The English version of this document only serves information purposes.
Solely the German version of this document is the official and legally binding one.

**Regulations for Assessing
the Program-Related Artistic and Creative Aptitude for the
Program
Theater and Digitality (MA THEAD) at the
Faculty of Design of Fachhochschule Dortmund
- University of Applied Sciences and Arts**

Issued on December 12th, 2024

Based

- on Section § 2 (4) sentence 1 and Section § 64 (1) in conjunction with Section § 22 (1) number 3 of the North Rhine-Westphalia Higher Education Act (HG NRW) from 16th of September 2014 - Law and Ordinance Gazette GV.NRW p. 547), as last amended by the act of 30th of June 2022. (Law and Ordinance Gazette GV. NRW. p. 780b) and
- according to Section § 4 (1), number 2 of the Study Program Examination Regulations (StgPO) for the program Master Theater and Digitality (MA THEAD) at the Faculty of Design of Fachhochschule Dortmund, dated 12th of December, 2024 (Official Notices – Official Gazette – of Fachhochschule Dortmund, 45 Year No. 72 from 17th December, 2024), as amended, Fachhochschule Dortmund – University of Applied Sciences and Arts has issued the following regulations:

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Section § 1 Purpose of the Assessment

- (1) Enrollment in the program Master Theater and Digitality (MA THEAD) at the Faculty of Design, in accordance with Section § 4 of the Study Program Examination Regulations (StgPO) for the program Master Theater and Digitality (MA THEAD), requires proof of program-related artistic and creative aptitude as stipulated by these regulations. The provisions regarding the proof of qualification and the proof of other enrollment requirements remain unaffected.
- (2) In the assessment process, applicants must demonstrate that they possess the program-related artistic and creative aptitude that indicates they are likely to achieve the study objectives.

Section § 2 Assessment Procedure

- (1) The process for assessing aptitude for the specific study program is conducted at least once a year in a two-stage procedure for applicants who want to enroll in the program Master Theater and Digitality (MA THEAD) in the Faculty of Design.
- (2) Admission to the process requires an application. The application for the eligibility assessment procedure, specifically for determining artistic and creative aptitude for the study program, must be submitted to the Dean of the Faculty of Design at Fachhochschule Dortmund by the application deadline for the respective procedure. The relevant dates and deadlines are communicated on the website of the faculty.
- (3) Applications must be submitted exclusively online through the website of Fachhochschule Dortmund.
- (4) The application must be in English and include the following documents. Attached work samples may be in either English or German:
 - a) a portfolio with three independent work samples (presentations with commentary and description in English or German) that demonstrate an interest in exploring or developing artistic-technical contexts in digital narratives, within project contexts such as
 - scenic design and/or digital or analog projects (context of stage/theater, gaming, museum/exhibition, trade fair/event or set design/media production or virtual or hybrid spaces)
 - object, space and architecture-related design
 - temporary media design (context of performance/installation, linear and nonlinear)

- applied computer science or technologies, with reference to theater, media, performative or installation contexts, narrative, and body (from capturing real bodies/objects to creating avatars to interactive actor/robotic systems).

The documents must include a list of submitted work samples and a written declaration from the applicant stating that they completed the work independently. For team projects, the applicant's individual contribution must be specified and highlighted.

additionally

- c) Proof of language proficiency: C1 English certification is required. Additional details are regulated by Section § 4 of the Study Program Examination Regulations (StgPO) for the study program.

All work samples/documents must be submitted digitally.

Section § 3 Commission

- (1) At least one commission is established in the Faculty of Design at Fachhochschule Dortmund to conduct the aptitude assessment procedure.
- (2) The commission includes two full-time instructors, one of whom must be a professor. The commission and its deputies are elected by the Faculty Council. The Academy for Theater and Digitality, the main cooperation partner, may participate in the commission in an advisory capacity with a maximum of two people.
- (3) The commission elects a chairperson from among its members. The commission meets and makes decisions in a closed session. It has quorum if at least two voting members (or their deputies) are present.

Section § 4 Selection and Assessment of the First Stage of the Procedure

- (1) Applicants who meet the requirements under Section § 2 are eligible for selection.
- (2) The work samples in the portfolio or the demonstrated scientific research or academic results, are evaluated based on the following criteria:
 - conceptual competence,
 - artistic and design-oriented creativity,
 - technical problem-solving skills,
 - design problem-solving skills,
 - organizational and facilitation skills or scientific consistency
 - and social relevance.
- (3) Based on the criteria listed in subsection 2, the commission provides an assessment in the first stage of the procedure and decides on admission to the second stage of the procedure. Applicants are admitted to the second stage if, based on the evaluation results, they do not clearly appear to be unsuitable for the study program. Applicants who are not admitted to the second stage of the procedure are promptly informed of their elimination from the process.

- (4) The decision not to admit an applicant to the second stage, as specified in subsection 3, sentence 2, must be made unanimously.

Section § 5 Assessment and Grading of the Second Stage of the Procedure

- (1) In the second stage of the procedure, the commission invites the applicant to a colloquium, which takes place within four weeks of admission to the second stage of the procedure. The purpose is to review and deepen the impressions gained so far.
- (2) The assessment of aptitude is based on the aspects listed in Section § 4 (2):
- English language proficiency
 - conceptual competence,
 - artistic and design-oriented creativity,
 - technical problem-solving skills,
 - design problem-solving skills and
 - organizational and facilitation skills or scientific consistency
 - as well as and social relevance.
- (3) Based on the criteria in subsection 2, the commission provides an assessment. This results in individual grades assigned by the commission members for the work samples or documented scientific research or academic results according to Section § 4 (2), as well as for the evaluation of the colloquium according to subsection 1. The grading scale ranges from 1 to 5, with 1 being the best and 5 being the worst grade. For further differentiation, grades may be adjusted up or down by 0.3; however, the grades 0.7, 4.3, 4.7, and 5.3 are excluded.
- (4) An average grade is calculated from the individual grades according to subsection 3, sentence 2, and an overall average grade is created as the arithmetic mean of the average grades of the commission members. In calculating the average,
- only the first decimal place after the period is considered; additional decimal places are discarded without rounding.

Section § 6 Results of the Assessment Procedure

Applicants that in accordance with Section § 5 (4), receive an overall average grade of 4.0 or better are deemed to have demonstrated the artistic and creative aptitude relevant to the study program.

Section § 7 Documentation

A written documentation of the procedure must be prepared, showing the date and location of the aptitude assessment, the names of the commission members involved, the name of the applicant, the assessment according to Section § 4 (3), in the first stage of the procedure, as well as the individual grades of the commission members and the overall average grade according to Section § 5 (4).

Section § 8 Announcement of the Decision

The decision of the commission on the outcome of the procedure is communicated to the applicant by the Faculty of Design in writing, with the result stated as either “passed” or “not passed.” This notification must include rights of legal appeal.

Section § 9 Repetition of the Procedure

Applicants that were not found to meet the program-specific artistic and creative aptitude requirements may participate in an eligibility assessment procedure again.

Section § 10 Scope and Duration of the Assessment

- (1) The assessment of program-related aptitude applies to the program Master Theater and Digitality (MA THEAD). It is generally valid for the two enrollment periods following the assessment. In justified cases, the commission may extend the validity period.
- (2) The assessment of artistic and creative aptitude made as part of an eligibility assessment procedure at a state-recognized university for a program in Theater and Digitality (MA THEAD) or a comparable program is recognized by Fachhochschule Dortmund for this study program upon request. The prerequisite is that the commission, in accordance with Section § 3, confirms the artistic and creative aptitude based on a review of the work samples submitted to the other university and a personal interview with the applicant, with a grade as required under Section § 5 (3).

Section § 11 Entry into Force and Publication

- (1) These regulations come into effect upon publication.
- (2) These admission regulations will be published in the Official Notices – Official Gazette – of Fachhochschule Dortmund.
- (3) After one year from the announcement of these regulations, violations of procedural or formal requirements of the university's regulations or other rights can only be asserted under the condition of Section § 12 (5), Numbers 1 to 4 of the North Rhine-Westphalia Higher Education Act, otherwise such a complaint is excluded.

Issued based on the resolutions of the Faculty Council of the Faculty of Design from 24.04.2024, as well as the Rectorate from 11.12.2024.

Dortmund, Dec 12th, 2024

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

Prof. Dr. Tamara Appel