

## Information for applicants for the application year 2023

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## General note

Please check our homepage regularly for the latest information:

Information on applications for the Fine Arts:

<https://www.kunstakademie-duesseldorf.de/de/studium/179-freie-kunst/853-bewerber-innen>

Information on applications for the Bachelor's/Master's degree in teaching art:

<https://www.kunstakademie-duesseldorf.de/de/studium/182-lehramt-kunst/187-bewerber-innen>

Information on application for the study of Baukunst:

<https://www.kunstakademie-duesseldorf.de/de/studium/183-baukunst/186-bewerber-innen>

## When and how can I apply?

From 15 February 2023 until 10 March 2023, 12:00 noon, you can apply for the degree program in fine arts, Baukunst or for a teaching degree program (Bachelor and Master) with art as a subject for the winter semester 2023/24. The application process consists of two steps:

1) You enter your personal data in our online application portal (the link to this portal will be published here and on our homepage on 15th February 2023). After entering your personal data, you will be asked to upload the required documents in pdf format (e.g. school reports, language certificates, university transcripts, proof of payment of the application fee and similar).

After you have submitted your personal data and your documents in the online application portal, you will receive a confirmation email. Please place this confirmation email in your artistic portfolio.

1) 1) You can now hand in your artistic portfolio in person or send it to us by post.

### Personal submit

You can submit your artistic portfolio in person to the Kunstakademie Düsseldorf from

Wednesday, 01 March 2023 - Friday, 10 March 2023 from 10-12 a.m. in room 102 (conference room; 1st floor).

### Postal delivery

You can send us your artistic portfolio by post from Monday, 15 February 2023 - Friday, 10 March 2023 (the date of receipt of your artistic portfolio at the Düsseldorf Art Academy counts, not the date on which you sent your artistic portfolio).

Please send us your folder in good time, as you must allow for any delays due to customs processing.

We regret that we must refuse to accept items that incur fees for the university.

We do not issue any confirmation of receipt (not even by e-mail or telephone).

Please send your artistic portfolio to:

**Kunstakademie Düsseldorf, Studierendensekretariat, Eiskellerstraße 1, 40213 Düsseldorf**

## What can you study at KAD?

### 1) Fine Arts

- Standard period of study: 10 semester
- Degree: Akademiebrief (equivalent to a Master)
- The study program is divided into a
  - Basic studies: Studio studies in the Orientierungsbereich (2 semester) and
  - Main study: Studio studies in an artist's class (8 semester).

### 2) Teacher training for Gymnasien/Gesamtschulen as a single-subject art degree (BEd/MEd GYM 1) or two-subject art degree with a further subject (BEd/MEd Gym 2)

The teacher training programs as a single-subject program are studied exclusively at the Kunstakademie Düsseldorf.

The teacher training programs as a two-subject program are conducted in cooperation with the University of Duisburg-Essen, where the other teaching subject is studied. You can find detailed information on studying at the University of Duisburg-Essen here:

<https://www.uni-due.de/abz/studienberatung.php>

The teaching program is divided into consecutive courses of study:

#### **Bachelor teaching arts**

- Standard period of study: 6 semester
- **Degree:** Bachelor of Education

#### **Master teaching arts**

- Standard period of study: 4 semester
- Degree: Master of Education

### 3) Baukunst

- Standard period of study: 6 semester
- Degree: Akademiebrief (equivalent to a Master)

## Do you have to pay an application fee?

Yes, there is a fee of 30.00 euros for the artistic aptitude test procedure. Please note that this fee can only be transferred to the account from 10.02.2023.

Account details: To be announced at the 10<sup>th</sup> of January 2023.

Proof of payment of the application fee must be uploaded in the form of a payment receipt when entering the personal data in the online application portal.

Please note the following:

- A refund of the fee is excluded, even if you withdraw your application.
- In no case put the fee as cash in your artistic portfolio.

## Is there a portfolio consultation in advance?

No, the Kunstakademie Düsseldorf does not offer individual portfolio advice.

## Which artistic works are to be submitted?

### 1. Artistic portfolio

- standard folder up to a maximum size of **DIN A 0 (0.84m x 1.19m)**
- The outside of the portfolio must contain the following information: Course of study, field of study, surname, first name, date of birth ([https://www.kunstakademie-duesseldorf.de/files/Beschriftungsvorgabe\\_kunstlerische\\_Mappe\\_01.pdf](https://www.kunstakademie-duesseldorf.de/files/Beschriftungsvorgabe_kunstlerische_Mappe_01.pdf))
- **Maximum weight: 5kg** (we reserve the right not to accept application folders weighing more than 5kg.)

And:

- For the fields of study **painting, sculpture, photography, graphic, stage design:**  
a minimum of 20 and a maximum of 25 original work samples. A specific technique or theme is not specified. Larger works, sculptural works and plastic objects may not be submitted as originals. Performances or actions may not be submitted as films or on data carriers. They may be documented by photographs and submitted in addition to the original work samples. However, they cannot replace an original.
- For the fields of study **film and video:**  
at least 2 artistic works in the digital file format "mp4". The submission of web-links is not possible. Please upload these files in the online application portal (please name the file folder with your name as follows: Last name, First name). In addition, a maximum of 15 work samples such as texts, drawings, storyboards and photographs are to be submitted; please submit these work samples as an artistic application portfolio (postal delivery or personal delivery).
- For the study of **Baukunst:**  
at least 20 work samples. The work samples should include final drawings as well as sketches and pictorial explanations of the ideas. The focus of these works must be in the field of architectural design and show artistic aptitude.

Note: Bulky folders or work samples that are bulky or cannot be examined by the commission are not permitted, e.g. none: Wooden boxes, crates, cartons, suitcases or rolls, self-made folders, rolls, framed pictures or pictures stretched on stretcher frames, CDs, DVDs, USB sticks or other data carriers, slides, wooden or glass plates.

## What information and documents still need to be submitted?

Please note: For the first time in 2023, the following information can only be submitted via our online application portal. We do not accept any details, documents, certificates or other items that reach us by e-mail, post or similar ways.

- General personal data (surname, first name, sex, e-mail, street, house number, postcode, place of residence, country, date of birth, place of birth, nationality, mobile phone number)
- a current curriculum vitae in tabular form
- details of previous higher education or vocational training, if applicable
- Proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur). For applicants who have yet to acquire their higher education entrance qualification, a certificate from the school confirming that they are expected to pass the Abitur examination is sufficient.
- proof of payment of the application fee in the form of a payment voucher

Additionally for underage applicants

- Consent of the legal guardian

Note: In the event of admission and subsequent enrolment, we reserve the right to check the original certificates.

## What additional documents do applicants without an Abitur have to submit?

You can also apply for the degree program in Fine Arts without an Abitur/qualification for admission to higher education. In this case, upload your last school report to the portal.

For the degree programs in Fine Arts and for the Bachelor's degree program in Teacher Education, admission as a professionally qualified person is possible under certain circumstances.

## What is the difference between “künstlerischer Eignung” und “hervorragender künstlerischer Begabung”?

The artistic portfolios of applicants who can present an Abitur/General Higher Education Entrance Qualification will be examined within the framework of the assessment test with regard to “künstlerischer Eignung”. This is awarded if an average ranking of 2.3 or better is achieved.

The artistic portfolios of applicants who do not have an Abitur/general higher education entrance qualification are examined within the framework of the assessment test with regard to hervorragender künstlerischer Begabung. This is awarded if an average grade of 1.3 or better is achieved.

## What additional documents do applicants with professional qualifications have to submit?

For the exact requirements, please refer to the so-called. [Verordnung über den Hochschulzugang für in der beruflichen Bildung Qualifizierte](#) (BBHZVO).

## What additional documents do applicants for the study program in Baukunst have to submit?

- Proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur).
- Certificate, diploma and transcript of records of a first university degree (Bachelor) in architecture obtained at home or abroad.

## What additional documents do applicants for the Master of Education program have to submit?

- Certificate, diploma and transcript of records of a teaching-related Bachelor's degree of the school type Gymnasium/Gesamtschule

If you are graduating in the current summer semester, please submit the following:

- a provisional transcript of records or proof of current study status

Note: In case of admission, enrolment is only possible if the teaching-related Bachelor's degree program has been completed by 30.09. at the latest in the year of application.

## Who are international applicants?

Applicants who have not acquired their higher education entrance qualification or other previous school education at a German-speaking institution.

## What documents do INTERNATIONAL applicants have to submit?

### 1. Artistic portfolio

- commercially available file folder up to a maximum size of **DIN A 0 (0,84m x 1,19m)**
- The outside of the folder must contain the following information: Course of study, field of study, surname, first name, date of birth ([https://www.kunstakademie-duesseldorf.de/files/Beschriftungsvorgabe\\_kunstlerische\\_Mappe\\_01.pdf](https://www.kunstakademie-duesseldorf.de/files/Beschriftungsvorgabe_kunstlerische_Mappe_01.pdf))
- **Maximum weight: 5kg** (we reserve the right not to accept application folders weighing more than 5kg.)

And:

- For the study of **painting, sculpture, photography, graphic, stage design:**

a minimum of 20 and a maximum of 25 original work samples. A specific technique or theme is not specified. Larger works, sculptural works and plastic objects may not be submitted as originals. Performances or actions may not be submitted as films or on data carriers. They may be documented by photographs and submitted in addition to the original work samples. However, they cannot replace an original.

- For the study of **film and video:**

at least 2 artistic works in the digital file format "mp4". The submission of web-links is not possible. Please upload these files in the online application portal (Please name the file

folder with your name as follows: Last name, First name). In addition, please submit a maximum of 15 work samples such as texts, drawings, storyboards and photographs; please submit these work samples as an artistic application portfolio (postal delivery or personal delivery).

- For the study of **Baukunst**:

at least 20 work samples. The work samples should include final drawings as well as sketches and pictorial explanations of the ideas. The focus of these works must be in the field of architectural design and show artistic aptitude.

Note: Bulky folders or work samples that are bulky or cannot be examined by the commission are not permitted, e.g. none: Wooden boxes, crates, cartons, suitcases or rolls, self-made folders, rolls, framed pictures or pictures stretched on stretcher frames, CDs, DVDs, USB sticks or other data carriers, slides, wooden or glass plates.

Please note: For the first time in 2023, the following information can only be submitted via our online application portal. We do not accept any details, documents, certificates or other items that reach us by e-mail, post or similar means.

## What information and documents do international applicants still have to submit?

- general personal data (surname, first name, sex, e-mail, street, house number, postcode, place of residence, country, date of birth, place of birth, nationality, mobile phone number)
- a current curriculum vitae in tabular form
- details of previous higher education or vocational training, if applicable
- Proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur). For applicants who have yet to acquire their higher education entrance qualification, a certificate from the school confirming that they are expected to pass the Abitur examination is sufficient and
- proof of payment of the application fee in the form of a payment voucher

Additionally for underage applicants

- Consent of the legal guardian

Note: In the event of admission and subsequent enrolment, we reserve the right to check the original certificates.

### 1. Personal documents

- Proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur). For applicants who have yet to acquire their higher education entrance qualification, a certificate from the school confirming that they expect to take the

Abitur examination is sufficient. Certificates and attestations that are not in German or English must also be submitted, as well as an officially certified German or English translation or

- last school report
- if available: Certificate of the university entrance examination
- higher education studies without a university degree: Certificate of the university about the completed semester and transcript of records
- university studies with degree: University degree certificate and transcript of records
- proof of language skills: Please submit proof of your current level of German language skills, if available.
- applicants from the People's Republic of China, Mongolia and Vietnam should also submit a certificate from the Academic Evaluation Service (APS). Applicants without an APS will be examined for "outstanding artistic talent" and
- proof of payment of the application fee in the form of a payment voucher

Additionally for underage applicants

- consent of the legal guardian

## What language certificates do international applicants need?

We recommend that you submit the following language certificate with your application:

- for studies in Fine Arts and Baukunst B2 certificate (Goethe / TELC) or DSH1 or test DaF level 3 (not older than one year).
- for the studies of teaching art: C1 certificate (Goethe / TELC) or DSH 2 or test DaF level 4 (not older than one year)

In addition to the language certificate, admitted international applicants must take an internal university language examination.

Enrolment in September is only possible if the above-mentioned language certificate is available, proof of successful participation in the university's internal language examination has been provided and the other documents according to the enrolment regulations have been submitted.

The Kunstakademie does not offer German language courses to prepare for the language exam.

## How do you have to declare your "Bewerbungsmappe" if you send it from a non-EU country?

We recommend sending the artistic portfolio early. As a rule, delays in customs clearance are to be expected.

- Declare the packaging of your application folder as follows:
  - Write the term on the packaging: "BEWERBUNGSMAPPE".
  - Specify as value: „NCV“ (= No Commercial Value)



- When sending by parcel service/delivery companies, make sure that the customs declaration is correct and that a pro-forma invoice is attached to the outside.

The Kunstakademie does not assume any customs, transport, shipping or other costs.

The Kunstakademie will refuse to accept portfolios if it is requested to pay import VAT, customs duties or similar.

## What is the “Feststellungsprüfung”?

In the Feststellungsprüfung, a decision is made on the künstlerische Eignung or hervorragende künstlerische Eignung.

The determination is made exclusively on the basis of the submitted artistic portfolio by a commission of artistic professors and artistic-scientific staff. The commission is newly elected each year by the Senate of the Kunstakademie Düsseldorf.

There is no further practical examination. The Abitur grade point average or similar is not taken into account.

The determination of the künstlerische Eignung as well as the hervorragende künstlerische Eignung for the degree programs Fine Arts and Teacher Training is based on the following criteria:

- (1) Künstlerische Gestaltungsfähigkeit,
- (2) Realisierungsfähigkeit in den gewählten künstlerischen Medien und
- (3) Künstlerische Konzeption und Intensität.

The assessment of the portfolio is based on the previously mentioned assessment criteria. 1 corresponds to the highest evaluation level, 3 to the lowest:

- Level 1: hervorragende künstlerische Begabung
- Level 2: künstlerische Eignung
- Level 3: nicht ausreichende künstlerische Eignung

The determination of artistic aptitude and the professional interview for the study program in Baukunst is based on the following criteria:

- (1) Künstlerische Gestaltungsfähigkeit,
- (2) Umsetzungsfähigkeit,
- (3) Künstlerische Konzeption und Intensität und
- (4) Kenntnisse der deutschen Sprache

The assessment of the portfolio is based on the previously mentioned assessment criteria. It is checked in each case whether they are fulfilled or not.

## When will you know if you have been admitted?

You will be notified of the result of the Feststellungsprüfung by e-mail in May 2023. The email will be sent to the email address you entered in the application portal. The result will not be communicated over the phone.

## You have been approved, what happens next?

Start of studies in the Fine Arts and Baukunst programs as well as in the Bachelor's and Master's programs in the 1st semester is always only possible in the winter semester.

Admitted applicants will receive further information on enrolment by e-mail from June 2023 (enrolment will only take place for the next winter semester).

International applicants who are admitted with reservations will first receive an invitation by e-mail to take part in the compulsory internal university language examination.

## You have been admitted and would like to enroll in the following years?

The notification of admission is valid for the start of studies in the winter semester stated in the notification. A provision for the following year is not possible.

## You were rejected and would like to apply again the following year?

You are welcome to apply again next year to the Kunstakademie Düsseldorf. There is no maximum number of application attempts at the Kunstakademie Düsseldorf. In the meantime, feel free to visit us on our Rundgänge to learn more about the Kunstakademie Düsseldorf.

## How do you get back your artistic portfolio?

You will receive detailed information on the return options for your artistic portfolio when you receive your admission or rejection notification. It is only possible to collect your artistic portfolio in person (or by an authorised third party) on the dates announced in good time on the homepage.

Please note: We do not send out application folders.

## What happens if you do not collect your artistic portfolio on time?

The Kunstakademie Düsseldorf does not have any storage facilities for your portfolios beyond the period of the application procedure (end of the application procedure 15.09.2023).

Artistic portfolios that are not collected on our portfolio collection dates will be destroyed after the application process has been completed (15.09.2023).

## Who can you contact if you have further questions?

For all questions regarding application, assessment procedure, admission/rejection, enrolment, please contact the staff of the Abteilung Studium und Prüfung exclusively by e-mail to: [studierendensekretariat@kunstakademie-duesseldorf.de](mailto:studierendensekretariat@kunstakademie-duesseldorf.de) or by phone to:

Mr Francisco Anaya	0211-1396-240
Mrs Polixeni Bastigkeit	0211-1396-230
Mrs Mariola Sodekamp	0211-1396-211

All information without guarantee.

The current regulations of the Kunstakademie Düsseldorf (<https://www.kunstakademie-duesseldorf.de/de/219-amtliche-mitteilungen>) or (university) legal regulations are always legally binding.

All previous information materials lose their validity with the publication of an amended version.

Status: 02. February 2023