

WHICH COURSES OF STUDY ARE OFFERED?

Fine Arts

Diploma programme (leading to award of the Academy Certificate/ equal to a Diploma degree – 10 semester)

(B.F.A / M.F.A or other postgraduate programmes in the course of study in Fine Arts are not offered by the University of Fine Arts Münster!)

Art Education for prospective school teachers – Bachelor / Master

Bachelor (6 semester) / Master of Education (4 semester)

High schools/comprehensive schools – double major (the 2nd subject at WWU)

High schools/comprehensive schools (single major)

Secondary schools (“Haupt- und Realschulen” and comprehensive schools)

Elementary schools

Begin of study for the first year Bachelor students and for the extern Bachelor-graduates starting with first year of Master is in winter semester only.

Extern Bachelor-graduates please consider the information regarding to the application for the Master programme.

All first-year students will be enrolled in the winter semester.

WHEN CAN I SUBMIT MY APPLICATION?

Due to the ongoing Corona pandemic, the application procedure might change. Updates regarding the application process will be made public on the webpage of the Kunstakademie Münster. Please ensure that you are informed about the current state of the application procedure for 2021.

Appointments for the portfolio submission will not be scheduled individually. You can personally submit your portfolio at Kunstakademie Münster during the following times:

Tuesday, 06.04.2021	10.00 – 11.30
Wednesday, 07.04.2021	10.00 – 11.30
Thursday, 08.04.2021	10.00 – 11.30
Friday, 09.04.2021	10.00 – 11.30 and 14.00 - 15.30
Monday, 12.04.2021	10.00 - 11.30 and 14.00 - 15.30

You may submit your application by mail or parcel service. Please do not send your art portfolio and your personal documents separately. Please mind sufficient franking. For the return of the portfolio by mail please note the size and weight of your portfolio prior to handing in your application so that you can send us a sufficiently stamped parcel label afterwards (see: return by mail). Do not add the parcel label to your application yet.

Mailing address for application:
Kunstakademie Münster
Studierendenservice
Leonardo-Campus 2
48149 Münster

Applications submitted late, or incomplete will not be accepted for consideration for admission.

The information about the result will be sent by mail after the application procedure has finished (around end of April). We cannot answer questions about the result via telephone. In case you are admitted to a study at the Kunstakademie Münster you have the possibility to postpone your studies for up to two years.

POSTAL DELIVERIES FROM ABROAD

Please send your portfolio in good time, and consider possible delays because of customs procedures. Shipped portfolios from abroad will be accepted prior to the application phase named above. Due to legal restrictions and cost considerations, application packets routed to German Customs will not be picked up. The University of Fine Arts Münster will not cover mailing/shipping costs or Customs fees for application packets. Please be sure to declare your application packet as such (without value declaration).

CAN I APPLY IF I DO NOT HAVE A GENERAL HIGHER EDUCATION ENTRANCE QUALIFICATION?

Applications for admission from prospective students who do not have a general higher education entrance qualification (e.g. high school diploma, "Abitur", "Fachabitur") will be considered only to a course of study in Fine Arts. In this case, eligibility for admission will be based on evidence of outstanding artistic talent. The artwork you submit for consideration will be evaluated for the purpose of determining outstanding artistic talent. Please refer to Item 5.) "other relevant documents" under "Applicants for admission to the Free Art programme without general higher education entrance qualification".

WHERE CAN I APPLY?

Application portfolios and personal documents can be submitted at the University of Fine Arts Münster. The appropriate room is identified by signs.

Address (location and mailing address): Leonardo-Campus 2, 48149 Münster

WHAT DOCUMENTS ARE REQUIRED?

(PLEASE HAND IN ALL THE DOCUMENTS (APPLICATION LETTER, CV, CERTIFICATES) WITHOUT ANY TRANSPARENT FILMS AND FOLDERS)

1. Letter of application including list of works submitted

Please complete the application in digital form, print it out and sign (Download of letter of application on our website, it will be published in February 2020).

2. Tabular signed CV

To include schooling and higher educational background and/or vocational training

3. Certificates

- Certificate of higher education entrance qualification (high school diploma, “Abitur”) or certificate of admission to the “Abitur” (school certificate) or other proof of higher education entrance qualification (e.g. “Fachabitur” plus college of applied sciences degree or equivalent certificate from a foreign institution). If you have not received your certificate by the application deadline, please submit a certificate of admission to the final secondary school examination (“Abitur”). The certificate of higher education entrance qualification can be submitted upon enrolment.
- Applicants for admission to a course in Fine Arts without general higher education entrance qualification: other relevant documents (e.g. last school transcript, college transcript)
- Certificate documenting semesters completed at an institution of higher learning (if you have not earned a diploma)
- Applicants for Master of Education: Additionally: Bachelor certificate, transcript of records, or record of achievement about the actual state of study.
- Certificates of your current status of language skills (recommendation: level B1 at time of application)

All foreign-language documents and certificates must be submitted

1. as photocopies of the original accompanied by a
2. notarized translation into German or English

Applicants from the People’s Republic of China, Mongolia and Vietnam are requested to submit certificates issued by the “Akademische Prüfstelle” (APS).

4. If you are underage please hand in this parents’ consent.

Please do not submit any practical internship certificates!

PROOF OF LANGUAGE SKILLS

Applications may be submitted without proof of language skills. One of the following certificates of language competence must be submitted upon enrolment:

DSH-2

TestDaF 4

Telc C1 Hochschule

Goethe-Zertifikat C2: GDS

All first-year students at the Kunstakademie Münster enrol for the winter semester.

If you have not received a certificate of language competence by the enrolment deadline, you may postpone your enrolment for a period of up to two years.

APPLICATION PORTFOLIO

Standard commercially available folder:

Maximum dimensions of the folder DIN A0 (0.84 m x 1.19 m)

This Information about the size only regards the size of the folder and not the art pieces.

Folder labelling

Information to be printed on the cover: name (last, first) and prospective course of studies.

Portfolios containing film material must be clearly marked with an "F".

Not accepted

Framed works, canvas on stretcher frames (please remove canvas from stretcher in this case), works which are not placed inside the folder, Home-made boxes, cases, rolls, etc. will not be accepted.

Contents of the application portfolio

At least 20 original samples of your work in artistic media of your own choice. No specific media or themes are prescribed. Works larger than the DIN A0 format and sculptural objects must not be submitted as originals but in a documentation form. These documentations of original work are counted as original work pieces. Works smaller than DIN A0 and which fit in the folder must be submitted in original.

Each photograph must be marked to indicate whether it is an original sample work or the documentation of a sample work.

Photographs must be submitted as prints, and not in digital form. CD-Rom / USB-sticks are not accepted in this case. Just for film.

Films:

If your portfolio contains films only, please observe the following requirements:

Scope: No less than 3 and no more than 5 films. Films may not exceed a maximum length of 30 minutes each. For films longer than 30 minutes, you are requested to present a summary/compilation. Storyboards, scripts and project sketches may be submitted as well.

Format: USB, suitable for any commercially computer
(Be sure to verify suitability for playback prior to submission!)
Marking: Please put the USB in a small covert with your name on.

SUBMISSION FROM NON-EU COUNTRIES:

Due to legal restrictions and cost considerations application packages routed to German Customs will not be picked up. The Kunstakademie Münster will not cover mailing/shipping costs or Customs fees for application packages. Please be sure to declare your application packet as such (without value declaration).

INFORMATION REGARDING THE EVALUATION OF ELIGIBILITY FOR ADMISSION (portfolio evaluation)

Decisions regarding admission are based solely on the evaluation of the artistic portfolio. Candidates are not required to pass an oral or practical test. In case of the commission having questions you might be invited for a personal interview.

Eligibility of admission is determined on the basis of the following criteria:

1. Creative artistic potential
2. Ability to realize artistic objectives in the chosen artistic media
3. Artistic conception and intensity

Each portfolio is evaluated in accordance with a rating/grade system developed by the Kunstakademie. The highest rating/grade is "1", the lowest is "3".

1 = outstanding artistic talent

2 = sufficient artistic ability

3 = insufficient artistic ability

Applicants will be notified of the results of the evaluation of eligibility for admission by mail immediately following completion of the evaluation process (late April/early May). Please do not request the results of your evaluation by telephone, as we unfortunately are unable to answer such enquiries.

If you have received notification of eligibility for admission, you may postpone your enrolment for a period of up to two years.

INFORMATION ABOUT TEACHER EDUCATION PROGRAMMES

Teacher education programmes are offered in cooperation with the Wilhelms-Universität (WWU) in Münster, where students receive instruction in education and other subjects or fields of learning. Please submit a copy of your notice of admission to the Kunstakademie with your application to the WWU Münster. Proof of admission to the Art programme at the Kunstakademie Münster qualifies you for a bonus of 0.8 points, which will be added to your final secondary school grade point average for purposes of admission for the second major at the WWU Münster. (For example, your "Abitur" grade point average of 2.5 is improved to 1.7.) This significantly enhances your chances of being admitted to the University Münster.

Applications for admission to the WWU Münster are submitted online from early May to 15 July (final deadline). International applicants must observe special deadlines (final deadline: 31 May). Information about the exact submission periods is provided on the homepage of the WWU Münster.

PICKING UP YOUR APPLICATION PACKAGE

Upon presentation of your notice of admission, you may pick up your application materials personally or have them picked up by an authorized person. Authorized persons must be in possession of a written power of attorney. Application packages can be picked up in late April/early May. The exact dates are indicated in your notice of admission. Applicants who pick up their application

materials during the protest period (one month following receipt of notice) must submit a written waiver of protest.

RETURN BY MAIL

We will also be happy to return your application packet by mail.

If you request return by mail, please observe the following requirements: Submit your request for return by mail in writing, fax or e-mail. If you have received a rejection notice, please make sure to sign the waiver of protest also. You can find the Request for return by mail and waiver of protest on our website **after the application procedure**. Additionally to this documents please send us **a sufficiently stamped parcel label filled out with your address information**. Please send us these documents and the parcel label only **after the application procedure**.

Packets can be returned by mail within Germany only.

We cannot weigh or measure folders. Please take care of a stamped parcel before submitting the portfolio to the University of Fine Arts Muenster. Please send us the stamped parcel lab after the application process. No acceptance of cash possible!

DESTRUCTION OF SUBMITTED APPLICATION PACKETS

The Kunstakademie Münster cannot store application packets after expiration of the application period.

Please note the pick-up deadline indicated in your notice!

Packages which are not picked up by the pick-up deadline will be destroyed.

DO YOU HAVE ANY FURTHER QUESTIONS?

The Student Affairs Office (Studierendenservice) of the University of Fine Arts Muenster will be happy to assist you.

Monday through Thursday, 9:30 to 11:30

Tel. 0251-8361-208

Fax 0251-8361-406

studierendenservice@kunstakademie-muenster.de

We look forward to receiving your application!

Effective January 2021

All previous information lose validity with publication of changed version. Legally binding are only the current regulations of the University of Fine Arts Münster or legal regulations.