Regulations on the Determination of Programme-Specific Aptitude for the Bachelor's Programme "Gemstone and Jewellery" in the Department of Design at Trier University of Applied Sciences, dated 17 December 2020

Official translation for the accreditation documents. The German original published in "publicus" 2020-14, pp. 123–127 remains legally authoritative. (The same issue also contains the aptitude examination regulations for the Interior Architecture programme; these are not part of this translation.)

On the basis of Section 7 (2) No. 2 and Section 86 (2) No. 2 in conjunction with Section 66 (1) of the Rhineland-Palatinate Higher Education Act (HochSchG) of 23 September 2020 (GVBl. p. 461), amended by Section 24 of the Act of 15 October 2020 (GVBl. p. 547), BS 223-41, the Department Council of the Department of Design at Trier University of Applied Sciences adopted the following Aptitude Examination Regulations for the Bachelor's programme Gemstone and Jewellery of the Department of Design on 1 July 2019. The Senate Committee for Studies, Teaching and Continuing Academic Education of Trier University of Applied Sciences commented on them on 13 August 2019. These Regulations take into account the statement of the Ministry of Science, Continuing Education and Culture of 7 July 2020 (file reference 7211-0019#2020/0008-150115325). They are hereby published.

§ 1 Scope

In the Bachelor's programme Gemstone and Jewellery, enrolment at Trier University of Applied Sciences is conditional upon the determination of programme-specific artistic aptitude (aptitude examination), notwithstanding the requirements under Section 65 of the Higher Education Act.

§ 2 Purpose of the Artistic Aptitude Examination

The aptitude examination determines the subject-specific artistic aptitude and artistic abilities of the applicant, in particular whether the applicant possesses programme-specific aptitude and abilities that give reason to expect the achievement of the programme's objectives.

§ 3 Aptitude Examination Board, Examiners

(1) The Examination Committee appoints 3 professors of the Gemstone and Jewellery subject area at Trier University of Applied Sciences as examiners of the aptitude examinations for a period of 3 years. They constitute the Aptitude Examination Board for the Bachelor's programme Gemstone and Jewellery.

(2) The Aptitude Examination Board elects a chairperson and a deputy chairperson from among its members.

(3) The Aptitude Examination Board is responsible for the organisation and conduct of the aptitude examinations.

(a) It ensures that the provisions of these Regulations and of the General Examination Regulations for the Degree Programmes at Trier University of Applied Sciences are complied with.

(b) In accordance with Section 66 (2) in conjunction with Section 26 (4) HochSchG, the Aptitude Examination Board ensures equal opportunities for all applicants. For applicants with disabilities, the necessary compensation for disadvantages is provided. Section 5 (5) of the General Examination Regulations for the

Examinations in the Degree Programmes at Trier University of Applied Sciences applies mutatis mutandis in the respectively valid version.

(c) The Aptitude Examination Board may, by resolution, delegate powers to its chairperson.

§ 4 Dates and Deadlines

(1) The aptitude examination is held annually, in each case in the summer semester.

(2) Participation in the aptitude examination takes place upon application by the prospective student (§ 6) and admission to the aptitude examination (§ 7) by the Aptitude Examination Board. The application deadlines are announced by the Aptitude Examination Board no later than six months before the start of the semester for which admission to the programme is sought. The application deadline is a cut-off deadline.

(3) If an applicant misses the application deadline for reasons for which they are not responsible, the applicant may be granted reinstatement to the previous status. The circumstances that led to the excusable omission must be made credible upon request; a medical certificate from a public health officer may be required.

§ 5 Aptitude Examination

(1) The aptitude examination comprises 3 parts:

a) portfolio examination (preliminary examination component) in accordance with § 8, b) written examination in accordance with § 9, c) interview in accordance with § 10.

(2) To pass the aptitude examination successfully, each part must be graded at least 4.0.

§ 6 Application Documents for the Aptitude Examination

(1) The application must contain the following documents:

a) the completed "Application for Participation in the Aptitude Examination", b) a curriculum vitae in tabular form setting out the prior education, c) a portfolio consisting of 10–15 work samples. Suitable work samples include: drawn, graphic and photographic works, sculptural objects and/or spatial models in suitable media documentation, three-dimensional works in photographic reproduction, colour studies, constructions from the fields of gemstone, jewellery and object design (models, drawings, photographic reproductions) and other works that demonstrate artistic ability. The portfolio must include a table of contents. In addition, a written declaration by the applicant must be enclosed confirming that they produced the works independently. d) a certified copy of the higher education entrance qualification obtained, in German or English, or a certified translation thereof into German or English, e) if applicable, proof of payment of the fee for the verification of foreign documents, f) a copy of identity card/passport, g) a passport photograph.

Items f) and g) may be submitted retrospectively.

(2) The application should preferably be submitted digitally. Requirements for this are published on the subject area's website.

§ 7 Admission to the Aptitude Examination

(1) All applicants who have applied for participation in accordance with § 6 (1) are admitted to the aptitude examination. In justified exceptional cases, in particular in accordance with § 5 (5) of the General Examination Regulations for the Degree Programmes at Trier University of Applied Sciences in the respectively valid version, a deadline may be set for the subsequent submission of missing documents, after whose fruitless expiry the application is to be rejected.

(2) Admission is to be refused if a proper application in accordance with § 6 has not been made or if a repetition of the aptitude examination in accordance with § 18 is no longer permissible.

(3) Non-admission to the aptitude examination must be communicated to applicants in writing; the notification must include information on legal remedies.

§ 8 Procedure and Assessment of the Preliminary Examination Component: Portfolio Examination

(1) The portfolio is assessed by the examiners in accordance with § 3 (1) and graded in accordance with § 11. Assessment criteria include in particular:

a) idea (artistic expression, creativity, originality), b) realisation (technical skill, ability to use materials appropriately, sense of form and colour), c) conceptual ability (appropriate and vivid presentation, recognisable informational value), d) potential for development of the level of achievement attained to date within the intended programme of study.

(2) From the grades awarded under paragraph 1, the average grade is determined in accordance with § 12 (1):

a) If the resulting grade average is worse than 4.0, the portfolio examination is not passed and participation in the further examination components in accordance with § 5 (1) b) and c) is excluded. Applicants receive written notification of this from the chairperson of the Aptitude Examination Board; the notification must include information on legal remedies. b) If the portfolio is graded at least 4.0, the applicant is invited by the chairperson of the Aptitude Examination Board to the further examination components in accordance with § 9 (2) sentence 2.

§ 9 Procedure and Assessment of the Written Examination

(1) In the written examination, applicants must produce three works over two days, in each case within three hours, on prescribed topics from the subject areas of the respective examiners, under supervision. The topics of the individual works are determined by the respective examiners. The written examination is intended to provide insight into the creative potential of the applicant, the ability to abstract, the visual sensitivity, and the use of colour and form under the conditions of an examination with a fixed time frame and a set task.

(2) The chairperson of the Aptitude Examination Board sets the dates for the written examination in consultation with the examiners. The date is communicated to applicants no later than 1 week before the appointment.

(3) Before the start of the written examination, applicants must be instructed on the provisions of §§ 16 and 17 of these Regulations.

(4) Each written examination work is assessed and graded by the respective examiner in accordance with § 3 (1) who set the respective examination task. The assessment criteria correspond mutatis mutandis to § 8 (1) of these Regulations.

§ 10 Procedure and Assessment of the Interview

(1) The interview serves to provide information on the subject-specific aptitude and ability, the verbal articulacy and the competence to assess design work of the applicants, to deepen and question the impressions gained from the portfolio examination, and to question the results of the written examination works. Furthermore, the general level of artistic education and individual stages of the applicant's biography are explored and deepened.

(2) The interview takes place on the second day of the written examination days. The chairperson of the Aptitude Examination Board sets the dates for the interview in consultation with the examiners. The interview date is communicated to applicants no later than 1 week before the appointment.

(3) The interview is conducted as an individual examination by all examiners in accordance with § 3 (1). It usually lasts 20 minutes per candidate. The duration may fall short of or exceed this by up to 10 minutes.

(4) The interview is assessed separately by the persons who conducted the examination and graded in accordance with § 11 on the basis of the following assessment criteria:

a) extent and quality of the ability to articulate technical solutions and design concepts, b) extent and quality of the understanding in the fields of craft and art with regard to jewellery, c) extent and quality of artistic self-reflection.

If the assessments differ, the final grade is formed by determining the arithmetic mean; only the first decimal place after the decimal point is taken into account; all further digits are truncated without rounding.

(5) The essential subjects and the result of the interview must be recorded in minutes signed by all examiners; for their preparation, the involvement of a person bound by confidentiality as minute-taker is permissible.

(6) Upon request by applicants, the Senate's Equal Opportunities Officer or the Department's Equal Opportunities Officer, as well as the Senate's Officer for the Affairs of Students with Disabilities, may participate in the interview.

§ 11 Grading

(1) The individual parts of the aptitude examination are graded as follows:

- very good (1) = an excellent performance;
- good (2) = a performance substantially above average;
- satisfactory (3) = a performance meeting average requirements;
- sufficient (4) = a performance which, despite its deficiencies, still meets the requirements;
- not sufficient (5) = a performance which, due to substantial deficiencies, no longer meets the requirements.

(2) Intermediate grades, formed by lowering or raising the grades by 0.3, may be used for differentiated grading of examination performances. The intermediate grades 0.7, 4.3, 4.7 and 5.3 are excluded.

§ 12 Overall Result of the Aptitude Examination

(1) The overall result of the aptitude examination is calculated from the average grade of the grades according to §§ 9 and 10 to one decimal place; all further digits are truncated without rounding.

(2) The aptitude examination is not passed if:

a) the overall result calculated under paragraph 1 is worse than 4.0, or not all parts of the aptitude examination were graded at least 4.0, b) the applicants were excluded from the examination under § 16 (1) sentence 1 d), c) the examination is deemed discontinued under § 17 (2).

§ 13 Notification of Decisions

(1) The chairperson of the Aptitude Examination Board notifies applicants of the overall result in writing.

(2) If the examination is passed, applicants receive a certificate stating the overall result. If the examination is not passed, this must be communicated to applicants in writing; the notification must include information on legal remedies.

§ 14 Period of Validity

(1) On the basis of a passed aptitude examination, the applicant may apply for enrolment in the Bachelor's programme Gemstone and Jewellery.

(2) Passed aptitude examinations in other degree programmes are not recognised.

§ 15 Minutes

(1) Minutes must be taken of the course of the aptitude examination, recording:

1. the date and place of the determination procedure,
2. the names of the examiners involved,
3. the names of the applicants,

and for each applicant:

1. the assessments and average grade of the portfolio,
2. the topics, times, confirmation of the instruction under § 9 (3) and the supervising persons of the written examination works,
3. the assessments and average grade of the written examination works,
4. the beginning and end of each interview,
5. the assessments and average grade of the interview,
6. for applicants whose native language is not German: the determination of sufficient knowledge of the German language,
7. the overall result achieved,
8. any particular incidents.

(2) The minutes must be signed by the chairperson of the Aptitude Examination Board.

§ 16 Cheating

(1) If an applicant attempts to influence the result of an aptitude examination by deception, the Aptitude Examination Board may

a) issue a written warning to the applicant, b) oblige them to repeat the affected examination component, c) grade the examination performance "not sufficient" (5), or d) exclude them from further participation in the examination in serious cases.

(2) Before a decision under paragraph 1 b) to d), applicants must be given a hearing by the chairperson of the Aptitude Examination Board. The decision must be communicated in writing and include information on legal remedies.

(3) § 19 (1) of the General Examination Regulations in the respectively valid version applies mutatis mutandis.

§ 17 Interruption of the Aptitude Examination

(1) If the applicant is unable to participate in the written examination or the interview, or must interrupt the examination, for serious reasons for which they are not responsible, they must notify the chairperson of the Aptitude Examination Board immediately, stating the reasons. The examination results obtained so far are credited if the aptitude examination is continued within one year of the chairperson's decision.

(2) The aptitude examination is deemed discontinued if the applicant misses a submission deadline, interrupts an examination component without the consent of the chairperson of the Aptitude Examination Board, or does

not participate in the interview after being admitted to it. In these cases, the aptitude examination is deemed not passed.

§ 18 Repeat Examination

(1) If the applicant has not passed the aptitude examination or has been excluded from further participation in the aptitude examination in accordance with § 16 (1) sentence 1 d), they may repeat the examination twice. If the second repetition is not passed, the aptitude examination is definitively not passed.

(2) After an exclusion or failure, the entire aptitude examination must be repeated. A repetition may take place at the earliest at the next following date of the aptitude examination, upon renewed submission of the application documents in accordance with § 6.

§ 19 Inspection of Examination Files

In accordance with Section 66 (2) in conjunction with Section 26 (3) No. 3 HochSchG, applicants have the right:

a) to be informed about partial results before the completion of their examination, b) after completion of the examination, upon written application within one month of notification of the overall result of the aptitude examination, to inspect their examination files at the chairperson of the Aptitude Examination Board.

§ 20 Enrolment Without General Admission Requirements

Persons who do not fulfil the general admission requirements under Section 65 HochSchG may, with proof of completed compulsory schooling, apply for enrolment in the Bachelor's programme Gemstone and Jewellery of the Department of Design if they achieve at least the grade "good" (2.0) in the overall result of the aptitude examination.

§ 21 Entry into Force, Transitional Provisions

(1) These Regulations enter into force on the day after their publication in the official publication organ of Trier University of Applied Sciences, "publicus".

(2) The previously valid Aptitude Examination Regulations for the Bachelor's programme Gemstone and Jewellery of 26 September 2019 are hereby repealed.

Trier, 17 December 2020

signed: Prof. Dr. Matthias Sieveke The Dean of the Department of Design at Trier University of Applied Sciences