How to apply

Four-semester postgraduate course ("Diplom 2"), starting in the Winter Term 2025/26

Around thirty students will be accepted on the Media and Fine Arts ("Mediale Künste") four-semester postgraduate course that begins at the start of the 2025/26 academic year. Details on how the course is structured and organised can be found at www.khm.de.

The following entry requirements apply for the *Media and Fine Arts* four-semester postgraduate course ("Diplom 2"):

■ A general higher-education entrance qualification or the determination of 'special artistic talent'

■ A degree from a higher education institution in a field relevant to the intended course of study (for example theatre, film and television theory, literature, art and cultural theory, communications design, visual communication, computer sciences, photo engineering)

or

■ A general higher-education entrance qualification or the determination of 'special artistic talent'

■ Proof of at least two years of professional artistic/ creative practice

All applicants must prove their artistic/creative aptitude with regard to the *Media and Fine Arts* course based on work samples and a project outline produced especially for the application. Preselection is carried out based on this material. The Academy for Media Arts Cologne reserves the right to subsequently invite individual candidates to an interview.
Admission takes place at the start of each winter semester.

Deadlines and further information on the application process

■	January 23, 2025	Application deadline for the postgraduate course ("Diplom 2")
■	End of February 2025	Preselection based on submitted material
■	Week number 10	Invitations to interviews will be sent (by email)
		Rejection letters will be sent (by email)
■	Week number 12	Interviews
■	Week number 13	Notification letters will be sent (by email)

Please consider the above mentioned time period for a possible invitation for an interview.

The following link (see page 3) will take you to our online application form. Please fill it in completely, taking into account the detailed information, and upload the requested documents.

After submitting, you will receive a confirmation email and your **personal application number**. The work samples, which will be submitted **separately** to the Academy of Media Arts Cologne on a USB stick/flash drive must be marked with that application number. Applications that cannot be assigned can not be considered.

All documents (online application and work samples) must be submitted and in receipt of the Academy by **January 23, 2025**, the date of the postmark **is not sufficient**. The acceptance of items for which fees incur for the Academy of Media Arts Cologne, can't be accepted. Please also note possible **customs fees and requirements**.

Personal submission of the work samples (USB stick):

The work samples clearly marked with the application number can be sent by post or be handed in personally on Mondays, Tuesdays and Thursdays up to and including January 23, 2025, from 10 a.m. to 1 p.m.:

Kunsthochschule für Medien Köln
Studienbüro, H.1.19
Heumarkt 14
D - 50667 Köln

No information on the state of the application procedure can be disclosed by telephone.

You will be informed of the results of the assessment procedure by email. Should your email-address change during the application process, please inform the Student Office: studoffice@khm.de

Notes on the application

■ Project Outline

Study at the Academy of Media Arts Cologne is divided into various forms of seminars and projects. Projects are jointly conceived by the students and lecturers and form the core of artistic work at the academy.

In order to give the committee a first impression of your expectations and aims with regard to studying at the Academy of Media Arts Cologne, your vocational aspirations as well as your ideas for possible projects, please outline an example for a piece of work you would like to realise at the Academy of Media Arts Cologne. It is up to you which form and medium you choose for your outline (written exposé, photos, video, film, TV programme, lyrics, fiction, multimedia spatial design, installation, software and net-based concepts, light sculpture, interactive projects, computer animation, drawing, painting, sound etc.).

This will be **uploaded in the online form**. For non-written project proposals however, the meaning and aim of the project must also be briefly described and needs to be uploaded. Your work should not exceed a manageable volume.

The project outline serves as a starting point in the interview for a discussion about your personal expectations in terms of studying at the Academy of Media Arts Cologne.

The committee also reserves the right to set applicants a practical exercise during the interview.

■ Work Samples

As the Academy of Media Arts Cologne review committee will view a very large number of applications, we recommend that you select examples that provide the best possible indication of the spectrum of your work within a limited amount of time. Also keep in mind that your artistic aptitude will not be judged in general, but rather with respect to the *Media and Fine Arts* course offered by the Academy of Media Arts Cologne.
The work samples are submitted, marked with the personal application number and according to the specifications on a USB stick (technical instructions starting page 6).

■ Application form and documents

You will get to the online form here:

https://formulare.khm.de/lip/action/invoke.do?id=Bewerbung_Diplom2

Please complete the application form carefully and ensure that your documents are complete when uploading:

- University entrance qualification / A-levels (certified translated copy, german or english)
- Degree certificate or proof of professional practice (certified translated copy, german or english)
- curriculum vitae
- Project outline
- Letter of motivation (1 page maximum)
- proof of internships (if available)
- Current german language certificate, at least A2 (for non-German-speaking applicants, B2 certificate will be requested upon enrolment)

Please note the following information about the online procedure:

You can interrupt your online application at any point and save the intermediate status. Prepare all files, after the **intermediate storage** you will receive a personalised link. This can be used to continue the application at a later date.
You will receive your application number only after submitting the complete form. Please also check the inbox of your spam folder.
Please upload only one single file per document category, containing all pages of the document. Uploading a certificate with individual pages (one PDF file per page) is not permitted. Please upload text documents as pdf files only, not as individual jpeg files.
Please pay particular attention to the quality and readability of your uploaded documents. If they cannot be read or evaluated, the application cannot be accepted.

Form and scope of the work samples and project outline

Work samples

For applications for a study focus of "Art", "Film and Television" or "exMedia":

- No more than **5** different work samples; one work sample may be made up of several individual components belonging to the work (for example drawings, photo series, images).

For applications for the study focus "Literary Composition":

- An independent literary publication, if available (e.g. in magazines and anthologies, on the radio or stage productions)
- **Up to 2** further texts (each with a maximum of 25 pages, font size 12pt, line spacing 1.5)

Project outline

For applications for a study focus of "Art", "Film and Television" or "exMedia":

- See "Project outline" above and the following "General information"

For applications for the study focus "Literary Composition":

- Outline of a literary project (up to 3 pages, font size 12pt, line spacing 1.5)

- A commented bibliography of the books that are of special importance to you in your literary work and those which you would like to work on in your study

General information

Please send/hand in all works on a USB flash drive using **labelled packaging** (for post, please ensure strong, tear-resistant packaging):

Kunsthochschule für Medien Köln
**Studienbüro, H.1.19**
Heumarkt 14
D-50667 Köln

Please make sure you comply with the technical requirements (page 6 et seqq.). For literary publications, please additionally enclose a copy of each publication. Scripts/screenplay should only be submitted in the form of exemplary extracts and also digital, in order that your use of language and visualisation can be assessed. Please also note the technical properties of the submitted work samples in the work sample list of the online form. Please label the USB flash drive as well as the work samples **with your application number and your full name**. Please enclose the following page 5 filled out and printed with the USB stick. **There is no personalised confirmation of receipt.**

In view of the internal processes, we ask that you refrain from submitting non-digital works. Otherwise please note that we cannot assume liability for any original material you submit. Likewise, the Academy cannot accept liability in the case of loss or damage to your application documents. This disclaimer does not apply to wilful or grossly negligent conduct of the Academy or its employees.

Cologne, October 2024
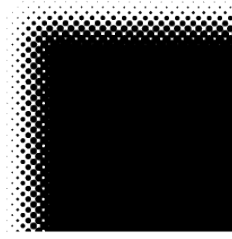
Kunsthochschule für Medien Köln
Academy of Media Arts Cologne

Dear applicants,

In order to effectively shape the public relations of the Academy of Media Arts Cologne, we would like to know how you became aware of the KHM and its diploma programs. Therefore, we ask you to fill out this questionnaire. Please tick and / or name!
Thank you very much for your effort, with best regards

Dr. Juliane Kuhn
The Press and PR Management Department

☐   Hearsay (friends, family, students etc.)

Internet, like:

    ☐   KHM-Website

    ☐   Studyportale, which, where?

    ☐   Facebook

    ☐   Instagramm

    ☐   Social Media, other:

☐   Info Day im December

☐   Publications, which ones?

☐   Public activities

    ☐   Open Days 'Rundgang'

    ☐   Exhibitions & filmscreenings:

    ☐   Festival:

    ☐   Lecture:

☐   Other:

Preparation of work samples

Please create a folder and use your surname and first name as the title. All digital work samples must be submitted on a USB flash drive (see the application documents).

Video material
We expect your video material to be submitted as MP4 files. Video should be encoded with the H.264 codec at a bit rate of around 12-15 MBit/sec. (for HD), audio with the AAC codec. There are a multitude of free programmes in the Internet for the creation of such files (e.g.: Handbrake). **DVDs will not be taken into consideration.**

Audio material
Please submit audio material as MP3 or WAV files, preferably at the highest bit rate possible.

Photographic material
Photos should have a resolution of no more than 72dpi and if possible be in JPEG format.

Other material
Self-developed programs, applications, games etc. that are not network-based should be included on the USB stick. Please notify us if your application has been developed especially for Windows. Please also inform us of files that can only be opened using a special program.

Preparation of USB sticks for the submission of video material

In general you can deliver files on USB flash drives formatted for Mac or PC. It's important to note, however, that newly bought flash drives are not always prepared in a suitable format for video material. If the files you would like to copy onto the flash drive are smaller than 4GB then no problems should arise. If you have larger files, the FAT format (FAT16, FAT32 etc.) often used in the retail market is not suitable, as it cannot process files of this size.
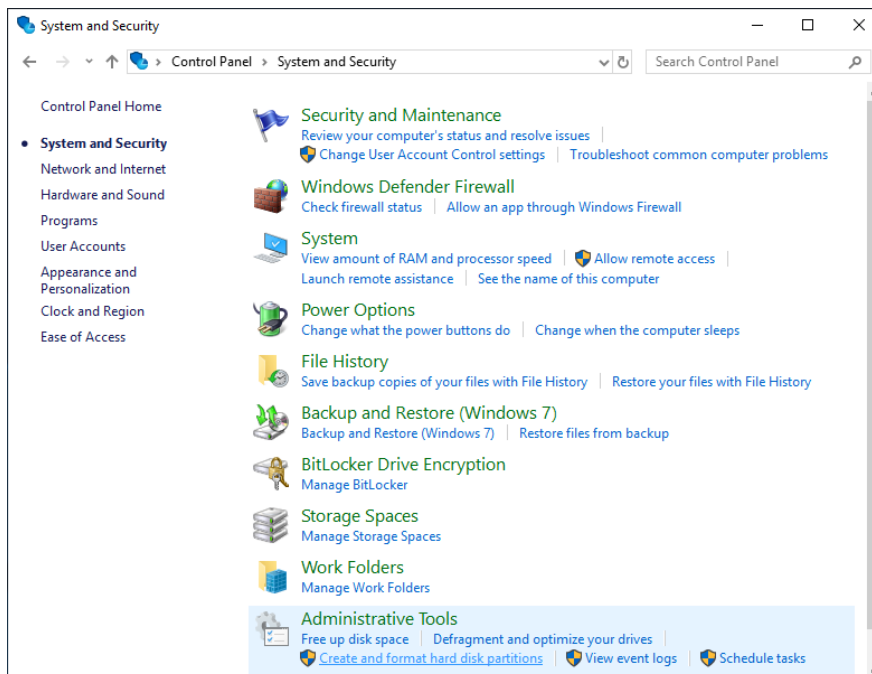
This size restriction can be overcome with "exFAT" or "NTFS" partitions. The suitable type of partition on the Mac system is "Mac OS Extended".
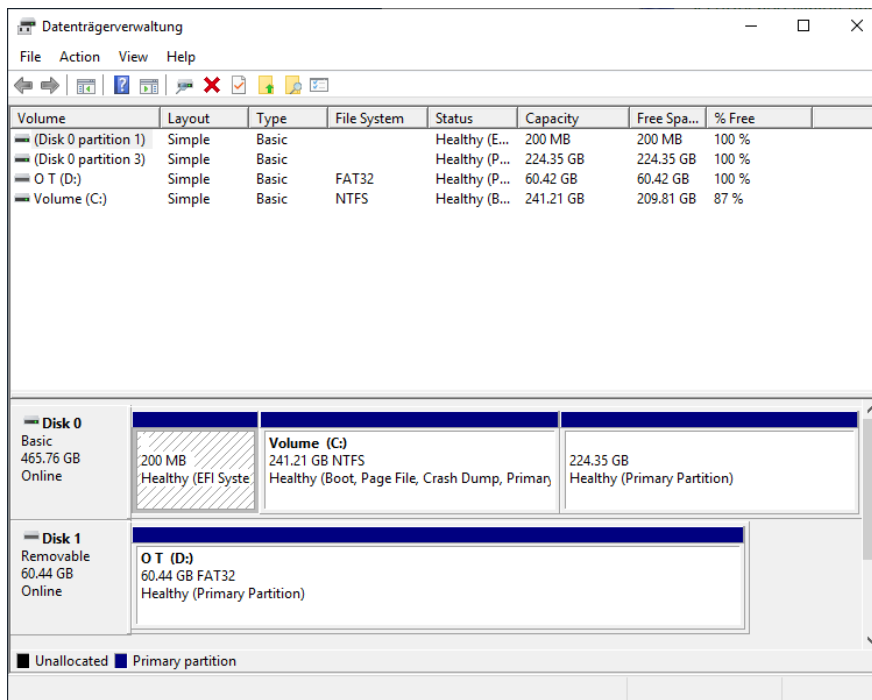
a.) Windows USB flash drive into "exFAT" format

Open the Control Panel with Windows-Menu under „Windows-System/ Control Panel".
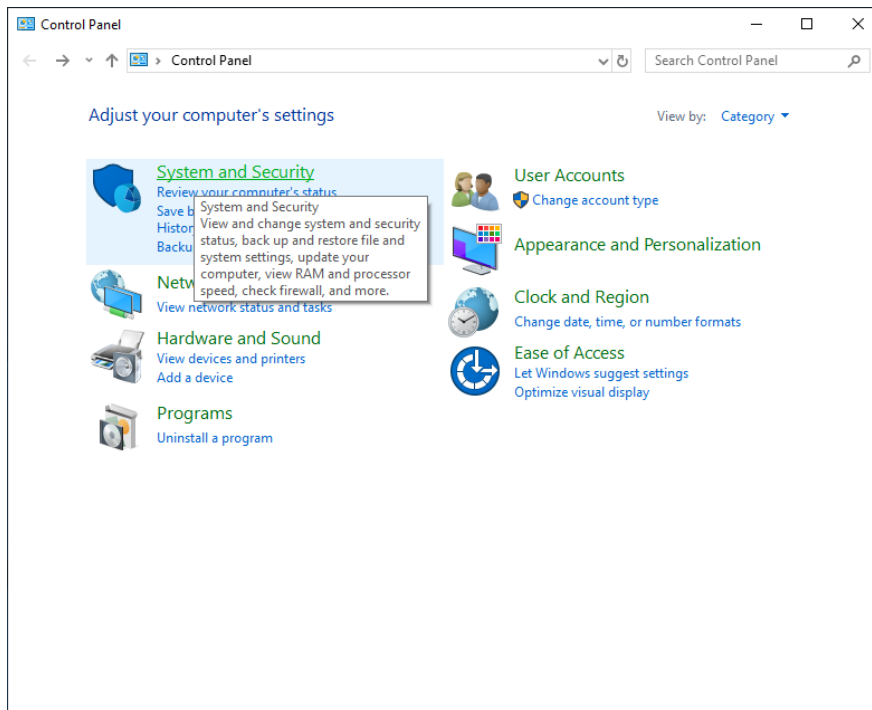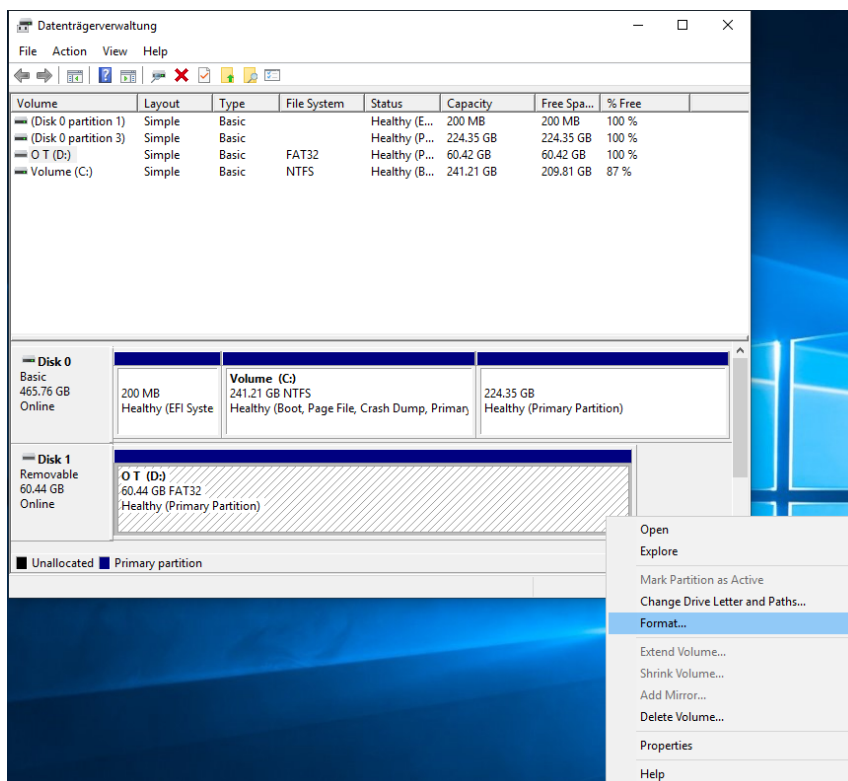

Select "System and Security".

Then "Create and format hard disk partitions" under "Administrative Tools". Disk Management will be started.
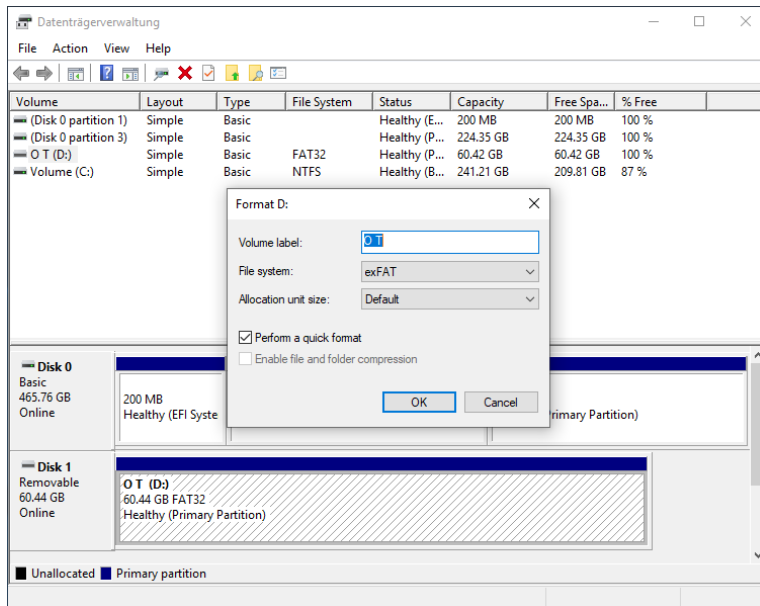
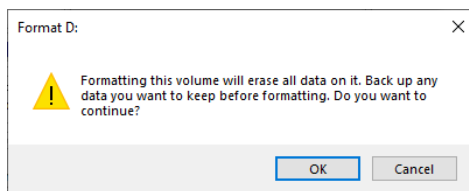Click on the partition on the removable drive (lower half of the window).

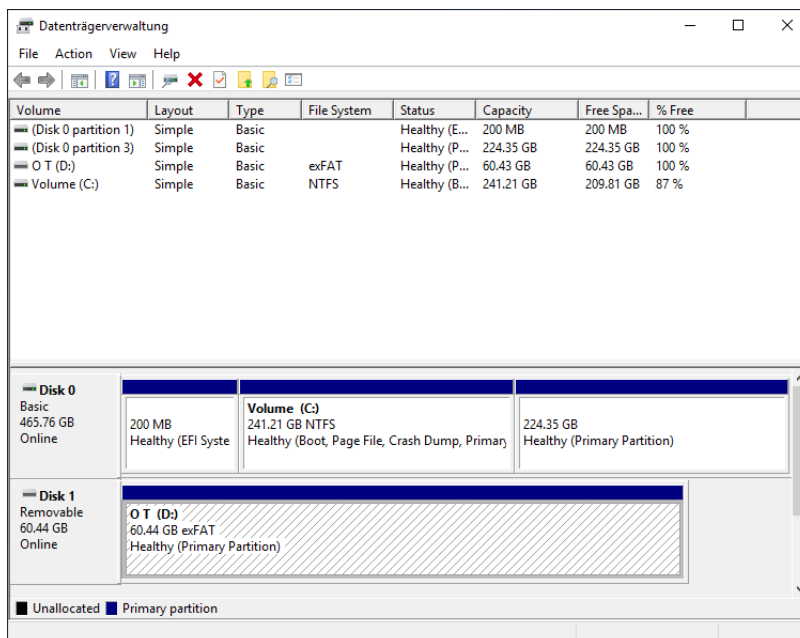Right-clicking on the partition opens a context menu from which you select "format".

After selecting "exFAT", formatting can be started by clicking "OK".
The subsequent confirmation prompt must of course also be answered with "OK".

The result should look a bit like this.

The files can be copied once you've closed Disk Management. Please make sure you eject the disk correctly and wait until no further LED activity can be seen on the USB flash drive. Ejecting: "Start"/"Computer"/right click the drive in the window and select "Eject".

b.) Mac OS X: USB flash drive into "Mac OS Extended" format

Open the "Utilities" folder, which can be found in the "Applications" folder, and start "Disk Utility".
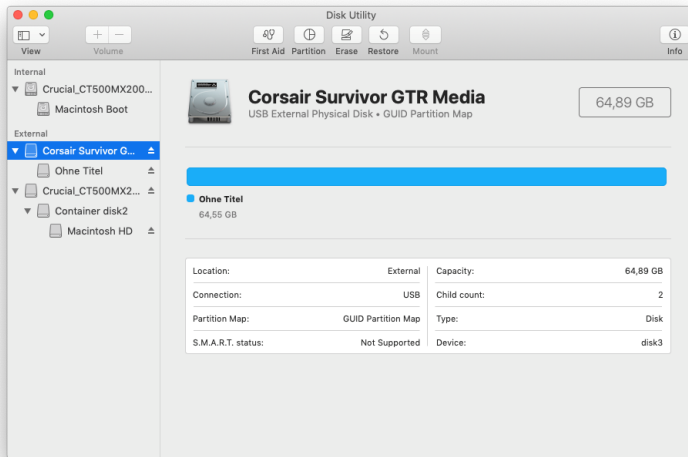
After connecting the flash drive it should be visible in the left-hand table of available drives. Select the drive and click on the „Erase" symbol.
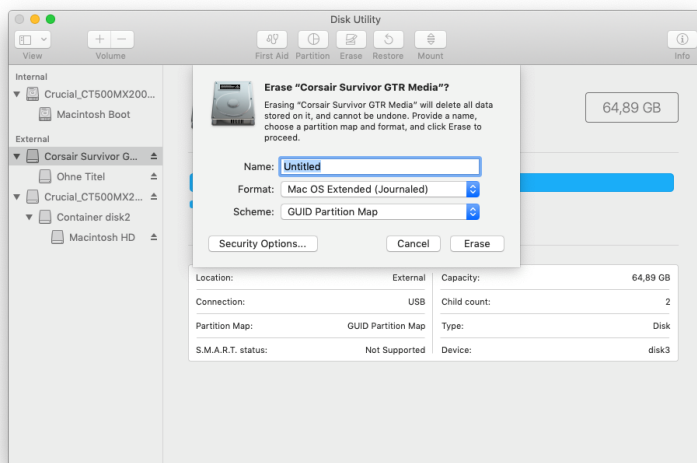

The "GUID Partition Table" and partition type „Mac OS Extended (Journaled)" should be selected. Afterwards you can give it a name and click on "Erase".
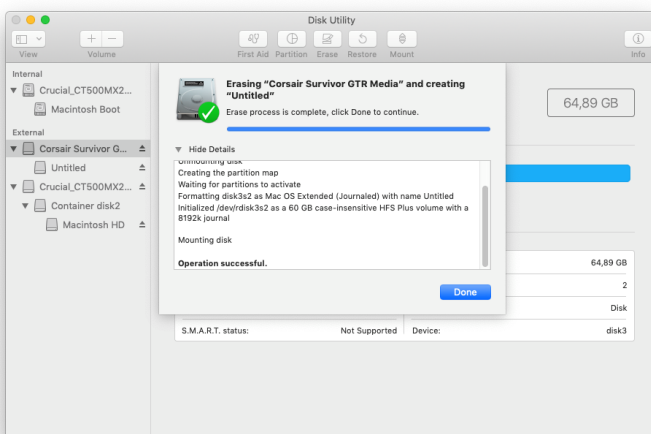
The operation is now performed and portrayed accordingly. The correctness of the formatting can be checked afterwards by selecting the drive in drive list.
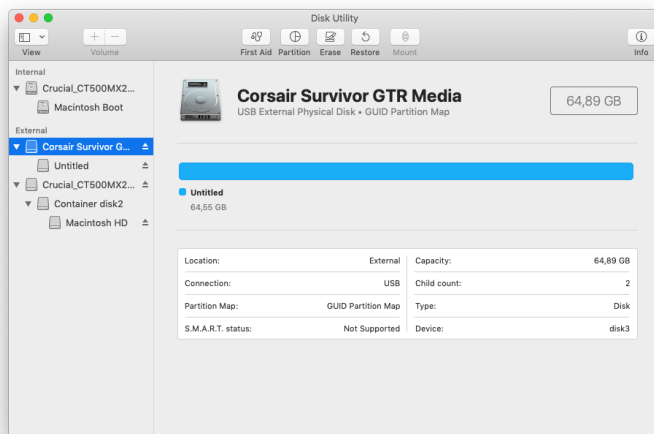
A click on the partition shows the partition type. You can see whether the computer recognises the device and whether the partition is mounted and visible on the desktop. If it's mounted the name is shown in black letters, otherwise the letters are gray.
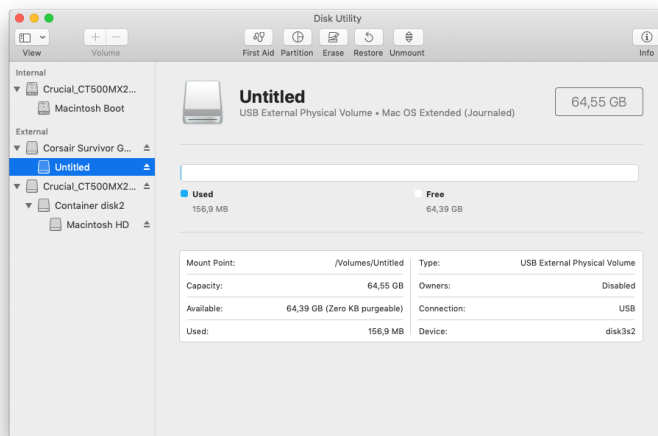
The files can be copied once you've closed Disk Utility. Please make sure that the disk has been correctly ejected and wait until no further LED activity can be seen on the USB flash drive. This only takes a few seconds.