Kunsthochschule
für Medien Köln
Academy of
Media Arts Cologne

Application Information winter semester 2017/18
Nine-semester undergraduate course (Diploma I)

Around forty-five students will be admitted to the nine-semester undergraduate degree course "Mediale Künste" at the beginning of the academic year 2017/18 (02. October, 2017) - details of course organization can be found at www.khm.de.

All applicants must prove their artistic/creative aptitude with regard to the Media and Fine Arts course based on work samples and a thematic piece of work produced specifically for the application.

■ Thematic piece and work samples are the most important elements of the application.

A preselection is made based on these materials. The Academy of Media Arts Cologne reserves the right to subsequently invite individual candidates to an interview.

In addition, the nine-semester undergraduate Media and Fine Arts course has the following entry requirement:

■ A general higher-education entrance qualification

In addition, the Academy strongly recommends an internship in the media or fine art sector to gain experience and to acquire professional orientation.

Admission to all of the courses takes place at the start of the winter semester. The following dates are relevant for the selection process for the coming year (see the following page):

Time frame and further information on the application process

■ 13th February, 2017 — Application deadline for the nine-semester undergraduate course
■ March — Preselection based on the submitted material
12th calendar week — Posting of invitations to interviews (if applicable, by email)
Posting of rejection letters (by post)
■ Beginning of April — Interviews
■ 15th / 16th calendar week — Posting of notification letters

■ The postmarked date does not suffice.

Applications must be submitted in full to the student registration office of the Academy of Media Arts Cologne before 13th February, 2017. Please attach the relevant postage for the return of documents to the application form. For the return of application documents to foreign countries, please enclose 10 Euro in bank notes. Unfortunately we are forced to refuse the receipt of mail, which requires the KHM to pay any charges.

If you require acknowledgement of receipt of your documents, please enclose a stamped and self-addressed postcard. Please inform the registration office if your address changes during this procedure. You will be informed of the results of the assessment procedure in writing. **We can not disclose any information on the state of the application process by telephone.** You can also deliver your material in person, Mondays to Thursdays up to and including 13th February 2017, from 10 am to 12 midday, at:

■ Studienbüro der Kunsthochschule für Medien Köln
Peter-Welter-Platz 2
D - 50676 Köln
Tel. +49 - (0)221 - 20189 - 119
Fax +49 - (0)221 - 20189 - 49119

Additional information on the application forms

■ Please print out the carefully and thoroughly filled out application form (pages 4-11) and enclose them to your work samples. If there are certain questions you cannot answer, please state your reasons.

■ Thematic Piece

Alongside samples of your artistic/creative work, **a special thematic piece, produced specifically for the application to the Academy of Media Arts Cologne**, serves to establish your aptitude for the Media and Fine Arts course.

The theme for the application for the study start in October 2017 is:

«p o l y p h o n»

The purpose of the task is to offer all applicants a possibility to tackle the multifaceted and broad-ranging theme **«p o l y p h o n»**, which can be interpreted freely and with fantasy, intensively and creatively. This should enable us to recognise your artistic skills, your thought processes and your imagination in words, images, sound, and should the need arise, in other artistic media.

The artistic interpretation of this theme must be both written (examples: exposé, sketches, short script, essay, artistic-academic analysis) as well as visual (examples: photos or photo sequence, storyboard, sketchbook, short audio, video or film clip). The two components should not be related to one another.

███ Work samples

As the Academy of Media Arts Cologne review committee has a large number of applications to view, it is recommended that, while compiling your work samples, you select examples that enable an adequate overview of the spectrum of your work within a limited period 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.

Please do not submit more than five different work samples, which can be made up of several components (for example photos). Please label all submitted work samples with the year of production and your name!

For practical reasons we cannot accept objects whose dimensions are greater than that of a standard application portfolio (at maximum ca. 100 cm by 150 cm).

The individual work sample is to be understood as a unified piece of work, which means it can be made up of several individual components (for example drawings, photos, pictures). For three-dimensional work samples or works larger than 100 cm by 150 cm, please only submit photographic documentation. If your application is made up partly or exclusively of videos or films, select, where possible, short, precise examples (film clips should total no longer than 10 minutes). We strongly recommend not to submit so-called "showreels". Longer videos, films or sound samples cannot be viewed and will therefore not be considered. This also applies to sound samples and registrations of performances.

███ Please submit films, videos, film clips, photographs and sound samples exclusively on USB flash drive as described in the technical information, pages 12 - 19!

Submissions on DVD cannot be accepted!

Please make sure you also present photographic work, drawings / paintings, textual works in a non-digital form, e.g. as prints or the like, in **addition** to their digital form on the USB flash drive. Please enclose texts, screenplays, etc. printed on paper. Please also note the technical details of the enclosed work samples in the overview (see page 6). Please label the USB flash drive with your full name.

Please note that we cannot take responsibility for any originals submitted to us. The KHM cannot accept liability in the case of loss or damage to your application documents. This disclaimer does not cover wilful or grossly negligent conduct of the KHM or its employees.

Cologne, in October 2016

**Kunsthochschule
für Medien Köln
Academy of
Media Arts Cologne**

Application form

Nine-semester undergraduate course

First Name:

Surname:

Street:

Town, Post Code, (Country):

E-Mail:

Telephone number:

Nationality:

Date of birth:

Place of birth:

I hereby apply for a study place at the Academy of Media Arts Cologne, starting in the winter semester 2017/18, on the nine-semester (Diploma I) undergraduate Media and Fine Arts course.

For more information on courses at the Academy of Media Arts Cologne visit **www.khm.de.**

Thematic piece «p o l y p h o n»

Please state your chosen title and features (name, title, form, format, year of production etc.) for both components (see page 2) of the thematic work (visual and written work):

Visual work

Textual work

Additional work samples

Please list your submitted work samples (see page 3) in detail so that they can be identified without any difficulty (name, title / theme, form, format, year of production etc.):

1
2
3
4
5

■ I declare that I created the submitted work samples independently or – in the case of co-productions – have identified my individual part in their production.

Further documents

■ I have also enclosed the following further documents:

☐ Résumé

☐ Higher education entrance qualification* (certified copy)

If you graduate only after the application deadline expires please enclose a relevant certificate.

* For applicants without a general higher-education entrance qualification:

☐ I apply to be assessed for "outstanding artistic ability" according to § 9, paragraph 1 of the "Regulations of the assessment of aptitude for the degree course Media Arts at the Academy of Media Arts Cologne."

☐ Thematic piece (see Application Information)

☐ Proof of internships

■ ☐ Proof of German language knowledge (at least B2, for details see "Feststellungsordnung" § 3)

If you pass the B2 exam only after the studies have started please enclose a relevant certificate of your present German language proficiency.

I am aware that I will lose the study place if I do not begin my studies at the specified date, and that a leave of absence from the course is only possible under special exceptional circumstances.
I have the necessary German language skills to be able to study at the Academy of Media Arts Cologne.

Once the procedure is completed, my application documents will be sent back to me at my expense or I will collect them in person. Delivery is conducted at my own risk. If desired, the Academy of Media Arts will insure the return of my documents, at my expense. I exempt the KHM from liability for the duration of time my application documents remain in its possession, as long as this liability is not due to wilful or grossly negligent conduct of the KHM or its employees.

_____ ■ _____

Place, Date   Signature

Student office of the Academy of Media Arts Cologne, Peter-Welter-Platz 2, D-50676 Köln

General information

■ To be completed by all applicants

Language knowledge

English	☐ active	☐ passive
French	☐ active	☐ passive
_____	☐ active	☐ passive
_____	☐ active	☐ passive

Mother tongue (for non-German applicants)

_____

Technical knowledge

☐ Photography

☐ Video/
digital image recording   with the technical norms:

_____

☐ Super 8

☐ Film (16 mm)

☐ Film (35 mm)

☐ Animation

☐ Interactive media   specifically:

_____

☐ Word processing

☐ Programming languages   specifically:

_____

☐ Internet/Web design etc.   specifically:

_____

☐ Databases

☐ Audio engineering

☐ Computer animation

Education

Type of higher education entrance qualification* (Abitur)

If applicable: vocational training

If applicable: study experience

Target profession

Previous experience, internships (area, type and duration)

* Only for applicants without a general or specialised higher education entrance qualification:

☐ I apply to be assessed for "outstanding artistic ability" according to § 9, paragraph 1 of the "Regulations of the assessment of aptitude for the degree course Media Arts at the Academy of Media Arts Cologne."

Motives for the application to the Academy of Media Arts Cologne

Please describe the reasons that have led you to apply to the Academy of Media Arts Cologne and outline your personal expectations of the Media and Fine Arts course.

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Dear Sir or Madam,

it is our job to make the publicity of the Academy of Media Arts as effective as possible. We are therefore very interested to know how you became aware of the KHM, and would like to ask you to complete this small questionnaire. We thank you sincerely for your time!

Yours faithfully,

The Press and PR Management Department

☐ Hearsay

Internet:

☐ KHM-Website

☐ Study information portals (please specify)?

_____

☐ Facebook

☐ Twitter

☐ Other (please specify)?

_____

☐ Newspaper, Journal, other publications (please specify)?

_____

☐ Public activities (exhibitions, open day shows, cinema, festivals, other)?

_____

☐ Fairs (for work, study or training)

_____

☐ 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 (Pal or HD) to be submitted as MP4 files. Video should be encoded with the H.264 codec at a bit rate of around 12 MBit/sec., audio with the AAC codec. There are a multitude of free programmes in the Internet for the creation of such files (e.g.: MPEG Streamclip). **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
Flash applications, games etc. should also be submitted on a USB flash drive. 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 7: USB flash drive into "NTFS" format

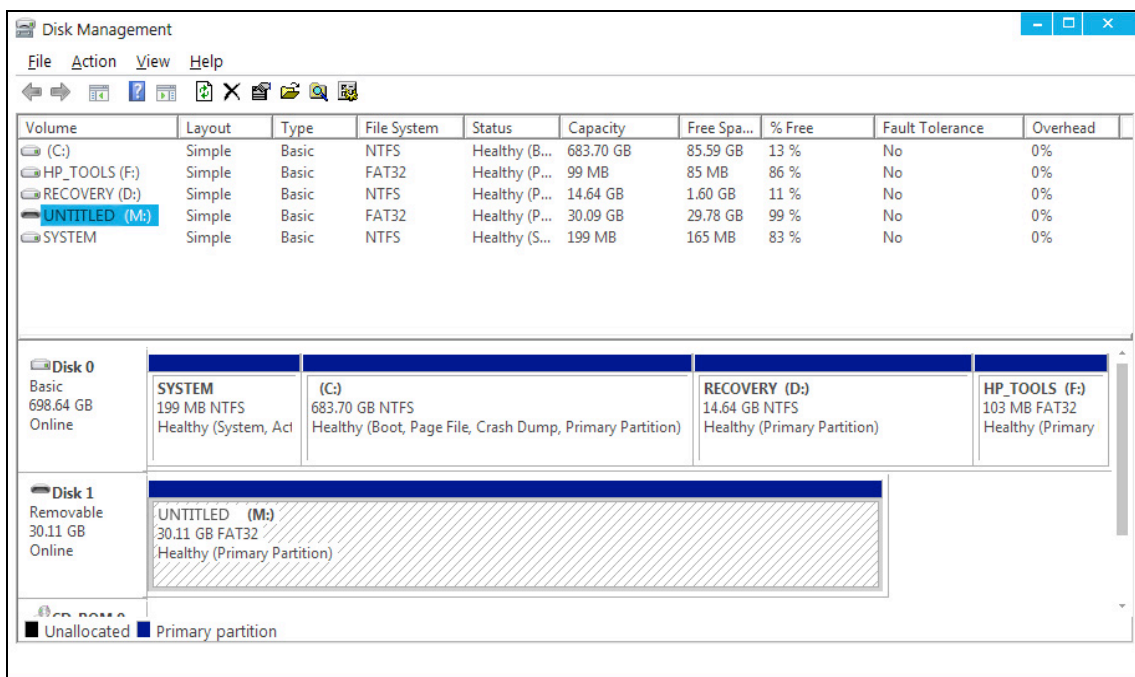Open the Control Panel with "Start/Control Panel".
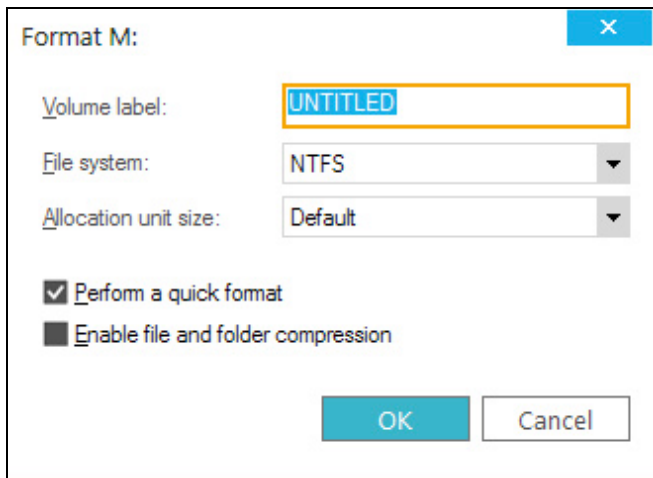

Select "System and Security".

Then "Create and format hard disk partitions" under "Administrative Tools". Disk Management will be started.

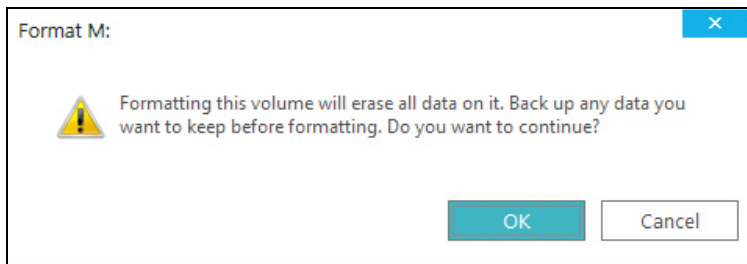Click on the partition on the removable drive (lower half of the window).

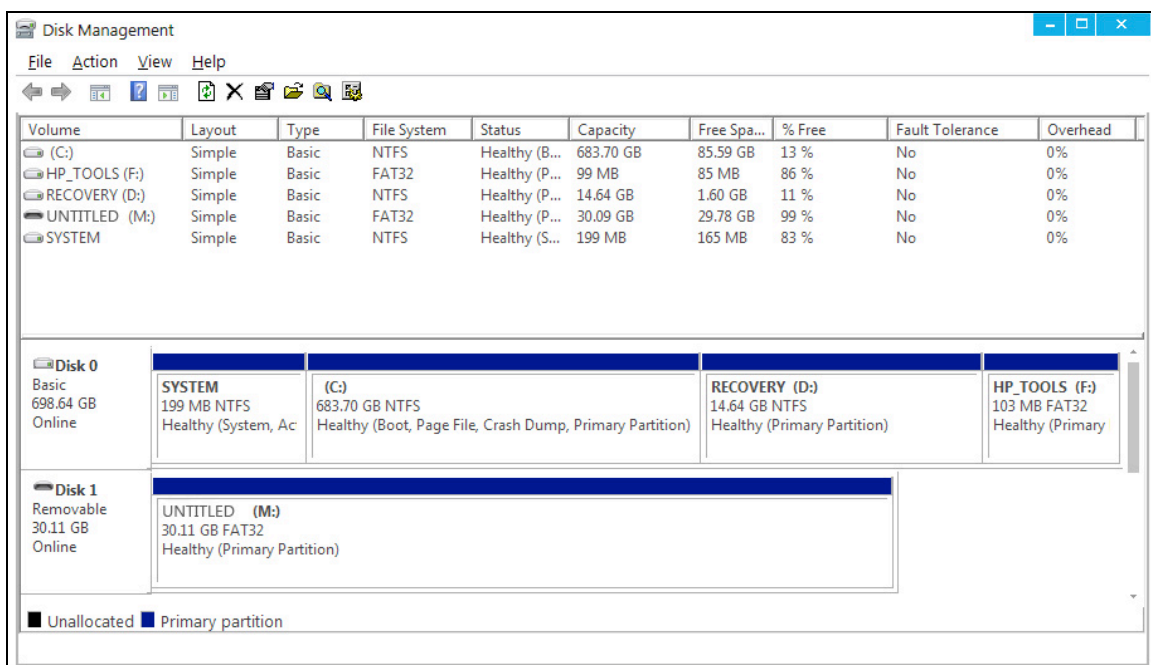Right-clicking on the partition opens a context menu from which you select "format".

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

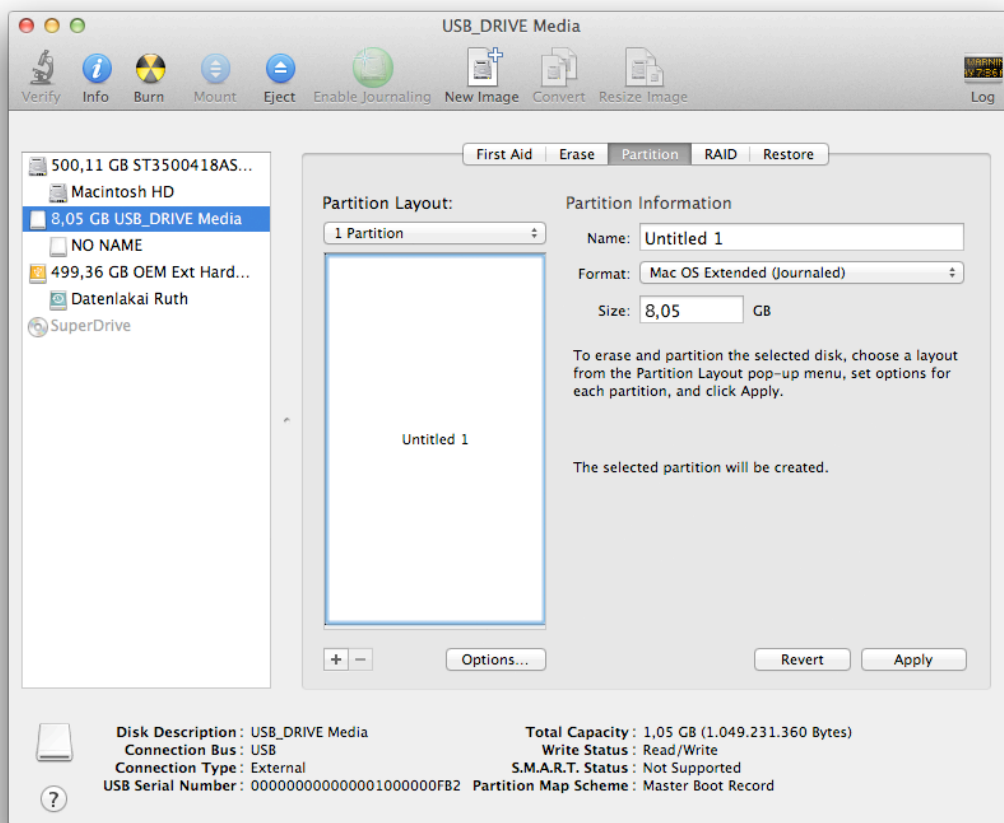The result should look a bit like this.

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".

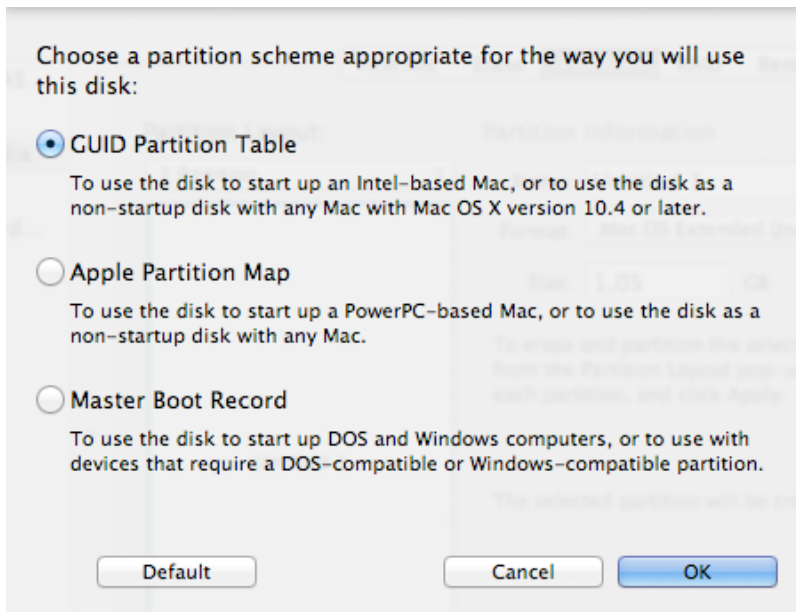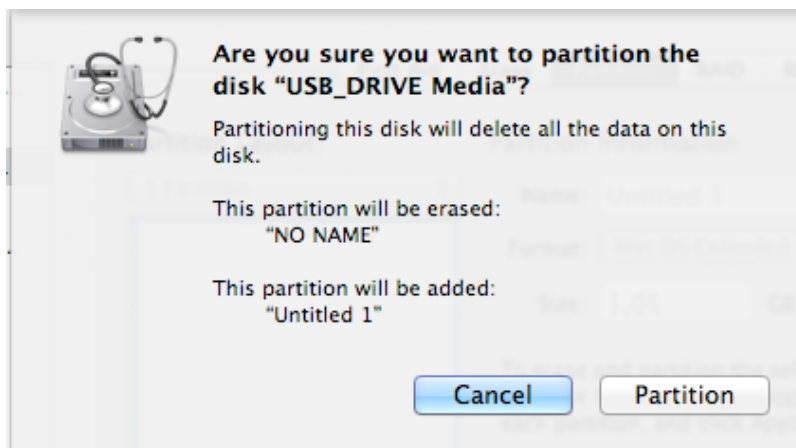b.) Mac OS X: USB flash drive into "Mac OS Extended" format

 Disk Utility

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 "Partition" tab. Now select the "options" button.

The "GUID Partition Table" should be selected and confirmed with "OK". Afterwards you can give it a name and click on "Apply".
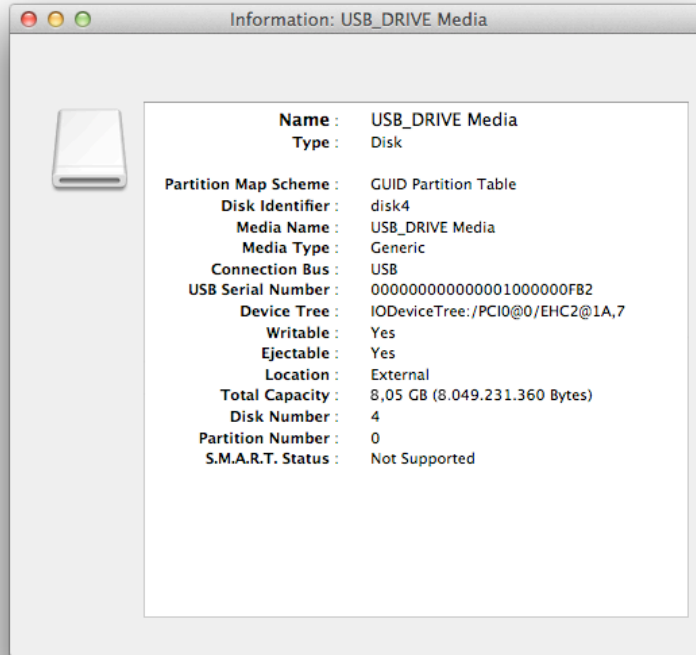
Confirm these actions with the "Partition" button.

The operation is now performed and portrayed accordingly. The correctness of the formatting can be checked afterwards by selecting "Information" after right-clicking on the disk.

Right-clicking on the disk itself and calling up the information shows the type of partition.

```
Information: USB_DRIVE Media

Name :              USB_DRIVE Media
Type :              Disk

Partition Map Scheme :    GUID Partition Table
Disk Identifier :         disk4
Media Name :              USB_DRIVE Media
Media Type :              Generic
Connection Bus :          USB
USB Serial Number :       00000000000001000000FB2
Device Tree :             IODeviceTree:/PCI0@0/EHC2@1A,7
Writable :                Yes
Ejectable :               Yes
Location :                External
Total Capacity :          8,05 GB (8.049.231.360 Bytes)
Disk Number :             4
Partition Number :        0
S.M.A.R.T. Status :       Not Supported
```

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.