Akademie der
Bildenden
Künste Nürnberg

Digital application
for the 2024/25 winter semester

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Applications for the 2024/25 winter semester will be accepted **until April 15, 2024, 12 p.m.**

Applications must be submitted via the **online application portal**, **which will be activated from March 15th (Live Art Forms course from March 1st) of each year** and can be accessed via **a link** https://adbk-nuernberg.de/en/apllication/application-and-acceptance-process/.

Please refer to our homepage at https://adbk-nuernberg.de/en/apllication/application-and-acceptance-process/ for the form in which the artistic portfolio and application documents must be submitted.

1) Application procedure checklist

- Choose your **course** in the **online application portal**
- **Register online**
- Enter your personal data, the class or professor under whom you wish to study
- Upload your application documents and your digital portfolio (see 3.) and, if necessary, enter the upload link from the upload portal (see 4.) in the relevant field
- Submit application by April 15, 2024, 11:59 a.m. at the latest
- AdBK will check that your application is complete and that you are eligible to apply
- In-house **preselection** based on digitally submitted artistic works (mid-May)
- Oral **aptitude test** (expected mid-June)
- **Notice of admission with enrolment information is sent along with request for all documents submitted digitally to be sent in their original form or certified copies thereof**
- **Start of studies in the winter semester**

Application documents checklist

The following application documents must be uploaded to the portal by April 15, 2024, 12 p.m

Diploma Visual Arts and Art Education

- **Motivational letter** with mention of desired subject area
- **Detailed tabular curriculum vitae**
- **Passport photo**
- Certificates and education qualifications
- **Digitised portfolio** with at least 20 artistic works (see 3.). **Time-based digital works** can be uploaded via an upload **function** in the upload portal (see 4.), the link is entered in the application portal.
  Note: You will find the upload function at the relevant place in the application portal
- **Declaration** that the submitted works have be produced unaided (a declaration form is available on our website https://adbk-nuernberg.de/en/apllication/application-and-acceptance-process/)

- Any proofs of internship (if already completed)
- For foreign applicants, any proofs of language proficiency - B2 level (if already acquired)

MA Live Art Forms program

- **a letter of motivation,** one page size DIN A4
- **description of the work project planned during the course of study and how it will be realized in terms of time and location**, on a maximum of 2 pages size DIN A4,
- **a tabular curriculum vitae** of no more than two pages size DIN A4,
- **personal photo (optional)**
- **university degree diploma**
- **proof of language skills (if already acquired): German competence level A1 (for Applicants from nonGerman speaking countries) and TOEFL IBT (internet-based test with a score of 72 - 94) or comparable certificates for all applicants**
- **Work samples of your own artistic work** in the form of a **digital portfolio** with a maximum length of 40 pages, which can contain a maximum of 5 hyperlinks to time-based documentations of a maximum total length of 15 minutes and a maximum of 3 hyperlinks to web-based projects and apps. **Time-based digital works** can be uploaded via an upload **function** in the upload portal (see 4.), the link is entered in the application portal.
Note: You will find the upload function at the relevant place in the application portal
- **a written statement of authorship** for all submitted work (You can find a corresponding form on our website at https://adbk-nuernberg.de/en/apllication/ application-and-acceptance-process/
- and in case your **portfolio contains hyperlinks**, **a signed statement**:
"I certify that the artistic works viewable through the hyperlinks listed in the application were created prior to the submission deadline of April 15, 2024, 12 p.m. and will not be altered thereafter."

Application is only possible for one faculty.

You can upload only one file per document type in pdf format with max. 12 MB. Please name it in the following manner:
documenttype_surname_firstname.pdf
(Example: curriculum vitae_mustermann_max.pdf)

3) Digital portfolio of artworks

Admission to the aptitude test is based on the assessment of your portfolio/ work samples.
If it is expected that the portfolio will be submitted in digital form, please note the following information:

- *Diploma Visual Arts and Art Education:* The **digitised** portfolio should include at least **20 artistic works.** There are no specifications regarding the format, content or technique used
- *MA Live Art Forms program*: Please see 2 for the requirements for submitting work samples. There are no specifications regarding the format, content or technique used.

- All content must be combined in **one PDF**
- The maximum file size is **12 MB**
- Please add **your name** again in the PDF (as a cover page, for instance) and **name** your digital portfolio in the following manner: documenttype_surname_firstname.pdf
  (Example: portfolio_mustermann_max.pdf)

Digitisation instructions

- Digitise analogue works with a mobile phone or digital camera against a neutral background
- The brighter the light when capturing the image, the better the quality of the photos (illuminate evenly with no shadows)
- Ensure colour accuracy when taking photographs
- Include brief notes on the material and technique for each work/group of works
- Quote the size of the work
- Photograph sketchbooks page by page or make a video of the pages being turned over
- **N.B.** The **digitisation** of original analogue works (such as paintings, objects, drawings, collages, assemblages, etc.) involves the transfer of media by means of complex technology. Digitisation changes size, materiality, colour, proportions, touch and feel and thus also the artistic expression and significance of the work
- **Tip:** The alienation arising from the digitisation of the works may however be considered from an artistic point of view and may be integrated into the creative production process and its conception.

Useful programs for creating your digital portfolio

Numerous freeware programs are available for creating PDFs.
Here are some practical tips:

- - How to convert files into PDF format: https://smallpdf.com/de/pdf-converter
  Scanning **images**: Scanner Pro: PDF scanner app (available in the App Store for a fee)
- **Merging** PDFs: https://smallpdf.com/de/pdfs-zusammenfuegen
- **Compressing** PDFs (maximum size 12 MB): https://smallpdf.com/de/pdf-verkleinern

4) Upload function in the application portal for time-based digital works

An additional **upload function** in the upload portal enables you to submit your **time-based digital works** to us.

Please note:
- The works may not exceed a maximum length of 15 minutes
- Use films (maximum length 15 minutes) in standard format (mov, mp4, etc.)
- Time-based digital works can be submitted via an **upload function** in the **upload portal**. Interactive formats (home page, website, apps, executable files) can only be submitted in archived/documented form e.g. as offline versions or as screen recordings.
- Combine several files in one ZIP archive, as only one file can be uploaded per applicant
  - Highlight the relevant files in Windows / right click / "Send to" / "ZIP-compressed folder"
  - Highlight the relevant files in MacOS / right click / "Compress objects"
- Max. data volume 500 MB
- Please also name the folder/file in the following manner: documenttype_surname_firstname.pdf (Example: time-baseddigitalworks_mustermann_max.pdf)

How to use the upload portal for time-based digital works

- Go to page http://upload.adbk-nuernberg.de
- Select the file or insert it using "drag and drop"
- Click "Upload" (please ignore the "Password" and "Time limit" fields)
- Copy either the "Download page" or "Direct download link" link and insert it into the application portal
- Close the page

Contact

Application and admission procedures
Ms Constanze Boscher and Ms Brigitte Bredl
AdBK Nürnberg, Bingstraße 60, 90480 Nürnberg
Tel. Ms Constanze Boscher   0911/9404-142
      Ms Brigitte Bredl 0911/9404-115
Mon-Fri, 8 a.m. to 12 p.m

bewerbung@adbk-nuernberg.de
www.adbk-nuernberg.de
www.adbk-nuernberg.de/bewerbung

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