

## Digital Application for the winter semester 2026/27

All information at a glance

- 1) Checklist for the application procedure
- 2) Checklist for the application documents
- 3) Digital artistic portfolio
- 4) Upload function in the application portal for time-based digital works
- 5) Contact

**Applications** for the winter semester 2026/27 will be accepted **until April 15th**.

Applications must be submitted via the **online application portal, which will be open from March 15 of each year** and can be accessed via <https://adbk-nuernberg.de/en/application/application-and-acceptance-process/>.

Please refer to our homepage at <https://adbk-nuernberg.de/en/application/application-and-acceptance-process/> to find out how to submit the artistic portfolio and application documents.

## 1) Checklist for the application procedure

- Choose your **study programme** 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 15th at the latest
- AdBK will check if your application is complete and if you are formally suitable
- In-house **preselection** based on digitally submitted artistic works (mid-May)
- Oral **aptitude test** (expected mid-June)
- **Letter 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

It is only possible to apply for one field of study.

## 2) Checklist for the application documents

The following application documents must be uploaded to the portal by April 15th

**Diploma Fine Arts**  
and  
**Art Education** (*Secondary School Teaching*)

- **Motivation letter** stating the desired field of study
- **Detailed curriculum vitae in tabular form**
- **Passport photo**
- Certificates and proof of previous education
- **Digitised artistic 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
- **Written statement of authorship for all submitted work (you can find a corresponding form on our website at <https://adbk-nuernberg.de/en/application/application-and-acceptance-process/>)**
- **Proof of internship** (if already completed)
- For foreign applicants, **proof of German language** proficiency at B2 level (if already acquired)  
**NOTE:** Proof of language proficiency at level B2 is sufficient for enrolment in the study programme *Art Education (Secondary School Teaching)*. Please note, however, that for enrolment at the Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) for the degree programme Educational Science, proof of German language proficiency at level C1 is required.

### **Master's programme Live Art Forms**

- **Letter of motivation**, one page size DIN A4
- **Description of the work project planned during the course of study and how it will be realised in terms of time and location**, on a maximum of 2 pages size DIN A4
- **Tabular curriculum vitae** of no more than two pages size DIN A4
- **Portrait photo** (optional)
- **University degree diploma**
- **Proof of language skills** (if already acquired): German competence level A1 (for applicants from non-German 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
- **Written statement of authorship** for all submitted work (you can find a corresponding form on our website at <https://adbk-nuernberg.de/en/applcation/application-and-acceptance-process/>)
- 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 15,12 pm and will not be altered thereafter."

It is only possible to apply for one field of study.

**You can upload only one file per document type in pdf format with max. 12 MB.** Please name it in the following scheme:

documenttype\_surname\_firstname.pdf

(Example: curriculum vitae\_mustermann\_max.pdf)

## 3) Digital artistic portfolio

**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 study programme Art Education (Secondary School Teaching):** The **digitised** portfolio should include at least **20 artistic works**. There are no specifications regarding the format, content or technique used
- **Master's programme Live Art Forms:** 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 mention **your name** again in the PDF (as a cover page, for instance) and **name** your digital portfolio in the following scheme: documenttype\_surname\_firstname.pdf  
(Example: portfolio\_mustermann\_max.pdf)

### **Notes on digitisation**

- Digitise **analogue works** with a mobile phone or digital camera against a neutral background

- The brighter the **light** when taking the photo, the better the quality of the photos (illuminate evenly and without shadows!)
- Observe **colour accuracy** when photographing!
- Include brief details of the **material and technique** for each work/group of works
- Note the **size** of the work
- Either photograph **sketchbooks** page by page or record the leafing through as a video
- **Note:** The **digitisation** of original analogue works (such as paintings, objects, drawings, collages, assemblages, etc.) involves a media translation using complex technology. Digitisation changes size, materiality, colour, proportions, touch and feel and thus also the artistic expression and meaning of the work
- **Tip:** However, the alienation of the works resulting from digitisation can also be viewed from an artistic perspective and, if necessary, incorporated into the artistic production process and its conception.

### Helpful programmes for creating the digital portfolio

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

- **Convert** individual files into a PDF: <https://smallpdf.com/de/pdf-converter>
- Capture **images**: Scanner Pro: PDF Scanner App (available in the App Store for a fee)
- **Merge** PDF: <https://smallpdf.com/de/pdfs-zusammenfuegen>
- **Reduce PDF size** (maximum size 12 MB): <https://smallpdf.com/de/pdf-verkleinern>

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

In the upload portal, we offer you an additional upload function that you can use to submit time-based digital works.

Please note:

- The works may not exceed a maximum length of **15 minutes**
- Use films in the **standard format** (mov, mp4, etc.)
- Time-based digital works can be submitted via an **upload function** in the **upload portal**. Interactive formats (homepage, website, apps, executable files) can only be submitted in archived/documented form, e.g. as an offline version or as a screen recording.
- Combine several files in **one ZIP archive**, as only one file per applicant can be uploaded
  - Select the relevant files in Windows / right click / "Send to" / "ZIP-compressed folder"
  - Select the relevant files in MacOS / right click / "Compress objects"
- Data volume **max. 500 MB**
- Please also name the folder/file in the following scheme: **documenttype\_surname\_firstname.pdf**  
(Example: time-baseddigitalworks\_mustermann\_max.pdf)

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

- Go to <http://upload.adbk-nuernberg.de>
- Select file or insert via "drag and drop"
- Click on "Upload" (please ignore the "Password" and "Time limit" fields!)
- Copy one of the links "Download page" or "Direct download link" link and paste it into the application portal
- Close page

## 5) Contact

### **Application and admission procedures Ms Constanze Boscher and Ms Stilla Leidel**

AdBK Nürnberg, Bingstraße 60, 90480 Nürnberg

Tel.	Ms Constanze Boscher	0049 (0)911/9404-142
	Ms Stilla Leidel	0049 (0)911/9404-115

Mon–Fri, 8 am to 12 pm

[bewerbung@adbk-nuernberg.de](mailto:bewerbung@adbk-nuernberg.de)

[www.adbk-nuernberg.de](http://www.adbk-nuernberg.de)

[\*\*www.adbk-nuernberg.de/bewerbung\*\*](http://www.adbk-nuernberg.de/bewerbung)

- March 2026 -