**Appendix No. 9 to Order No. 23/2021**

 **of the Rector of the Academy of Fine Arts in Katowice**

**of 18.05.2021**

## ***Instruction for candidates for second-cycle full-time studies in English, course in DESIGN, for the academic year 2021/2022***

**1. Online admissions and enrollment fee**

**Timeline: from 16 August (at 00:00) to 27 August 2021 (at 23:59)**

Register in the online Candidate Recruitment System. Once your account is created, you will be able to attach copies of documents required for recruitment. You will also get an individual bank account number to pay the enrollment fee of PLN 150 or the equivalent in EURO or USD.
You will receive all messages related to your recruitment process to your account in the IRK system. It is also a place where you can ask questions and clarify any doubts you may have.

**2. Portfolio**

**Timeline: 23 August 23 to 31 August 2021**In the final week of admissions, applicants who have registered in the IRK system and paid the fee on time will receive an individual link to a folder where portfolio files must be uploaded. **Remember to submit your portfolio by** **31 August 2021, 3:00 p.m.**

Importantly, the personalised link that you receive is for your use only. Do not share it with unauthorised people. A Google account is required to place files on the server. You can use the account you already have, or you can use the Google account available on the domain of the Academy of Fine Arts (ASP) that we will create for you during the admission process.

**Google Accounts in the ASP Domain**
Any candidate can use a temporary Google account on the ASP domain. In order to log in use the following data:
Login: name.surname@aspkat.edu.pl (only Latin characters)
Password: Your PESEL number

If you do not have a PESEL number, your password will be your date of birth in the format "DDMMYYYY" where D stands for the day, M for the month, and R for the year of birth).

Once you open the link to the folder that you receive in the IRK system, you can sign into your Google account using the above-mentioned details.

**Requirements concerning the portfolio**

**Design achievements in the form of portfolio.**
Your portfolio may also include an undergraduate thesis, engineering thesis, or master's thesis. The works should allow for assessing the candidate's preparation in mastering designing tools.

**Evaluation criteria include:**

**1. assessment of the content of achievements**

evaluation of the solution in the context of:

▪ design assumptions,

▪ quality of the proposed design solution,

▪ originality of the proposed solution,

▪ quality of design presentation: imitation model / prototype / mock-up / design visualisation.

**2.evaluation of the portfolio's graphic design,** i.e. evaluation of editorial quality, choice of typeface, typographic layout, publication layout, reproduction quality.

**3. Exam verifying the level of proficiency in English for foreigners**

**Dates: 1 September to 2 September 2021**

If you do not have a valid English language certificate of at least B2 level, you can take the English language exam (applications for language level verification should be sent to admissions@asp.katowice.pl).

**4. Stage I of the examination**

**Date: 3 September 2021**

On this date, the Course Admission Committee will review the portfolio. The review will be conducted without the participation of the candidates.

**5. Announcement of the results of stage I of the examination**

**Date: 6 September 2021 (at 12:00 - noon)**

You will be notified of your result of stage I examination on **6 September 2021 at 12:00 (noon)** in the IRK system.

**6. Announcement of admission interview schedule**

**Date: 6 September 2021 from 12:00 (noon)**

We will publish the schedule of individual interviews in the IRK system on that day. Admission interviews take place on 7 September 2021.

Candidates are provided with the schedule of stage II interviews.

**7. Stage II of the examination**

**Date: 7 September 2021**

Interviews will be conducted in the form of online video conference.
Please make sure that your microphone and camera are working properly and your Internet connection is stable before the scheduled interview. Also have your ID card ready. During stage II of the examination, we will ask you to share your computer screen to view the presentation you have prepared.
Please join a test video call waiting room half an hour before your scheduled interview time. You will have the opportunity to test the equipment and resolve any technical issues so that you can join the actual examination call at the appointed time without any disruptions.

**NOTICE!** If the video call is interrupted during the interview due to external reasons beyond the candidate's control, the candidate has to notify the Secretary of the Course Admission Committee in 30 minutes of the interruption of connection via the IRK system or the Faculty of Design Dean's Office by telephone. In such a situation, another date will be set for the interview. Failure to provide such information means that you resign from the admission process and receive 0 points for the interview.

**Interview and presentation of the design issues that are the planned field of study**

The interview addresses issues pertaining to the candidates' interests and knowledge related to their intended field of study. Prepare your presentation of the design issues in both on-screen (pdf format) and oral format. A presentation prepared in this way has to contain the following:

**– introduction** – introduction of yourself;

**– portfolio** – a selection of several recent works, no more than 3 years old, including final designs with elements of the design process;

**– Information about what the candidate thinks** is a good product and why? (product selection, presentation and justification);

**– Information about what the candidate thinks is** a bad product and why? (selection, presentation of the product and rationale with the proposed changes);

**– Information about who or what inspires the candidate** and why?

**– name, first name**, university of graduation, address, phone number and e-mail address.

The presentation should not take longer than 10 minutes.

**Assessment criteria**

**1.Evaluation of speech:**

creativity, argumentation and critical evaluation skills, culture of expression, knowledge on design.

**2. Evaluation of the presentation:**

editorial quality, choice of typeface, typographic layout, publication layout, reproduction quality.

**8. publication of examination results in the IRK system**

**Date: 8 September 2021 (at 3:00 p.m.)**

You will receive information about your examination score **on 8 September 2021 at 3:00 p.m.** in the IRK system.