

Kunsthochschule für Medien Köln Academy of Media Arts Cologne

How to apply

Nine-semester undergraduate course ("Diplom 1"), starting in the Winter Term 2025/26

Around fortyfive students will be accepted on the *Media and Fine Arts* ("Mediale Künste") nine-semester undergraduate 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 educational requirement of an application is the general higher-education entrance qualification. Otherwise, the 'special artistic talent' can be applied for (see application form and documents). 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 especially for the application.

Preselection is carried out based on this material. The Academy of Media Arts Cologne reserves the right to subsequently invite individual candidates to an interview.

The KHM strongly recommends that you - before applying - gain practical experience in the professional area that you wish to work in, for example through an internship with a minimum of several months in the fields of media or literature, or by independent creative practice.

Admission to all of the courses takes place at the start of each winter semester.

Deadlines and further information on the application process

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|---|-------------------------|--|
| ■ | February 6th, 2025 | Application deadline for the nine-semester undergraduate course |
| ■ | Beginning of March 2025 | Preselection based on the submitted material |
| ■ | Week number 12 and 13 | Invitations to interviews will be sent (by email)
Rejection letters will be sent (by email) |
| ■ | Week number 14 | Interviews |
| ■ | Week number 15 | 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 will not be considered.

All documents (online application and work samples) must be received at the KHM by **February 6th 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**.

Submission of work samples (USB stick/flash drive):

The work samples clearly marked with the above application number can be sent by post or be handed in personally on Mondays, Tuesdays and Thursdays until February 6th inclusive 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 selection procedure by email. Should your email-address change during the application process, please inform the Student Office: studoffice@khm.de

Notes on the application

■ Thematic Work

A thematic piece of work, developed specifically for the application to the Academy of Media Arts Cologne, along with the samples of your previous literary-filmic-artistic-design work, serves to establish your aptitude for the Media and Fine Arts course.

The theme for applications to the course beginning in October 2025 is:

« * »

The purpose of the task is to offer all applicants a possibility to tackle the multifaceted and broad-ranging theme « * », which can be interpreted freely, openly and as imaginative as you like. In this we hope to be able to discover your artistic skills, your thought processes and your imagination in words, images, sound or other media. You should also analyse the topic from a linguistic perspective.

The theme in the form of **two** components may not be two realisations of the same idea, but rather should each represent a separate interpretation of the theme.

Component 1: an exclusively written/ analytical response

Component 2: a literary (e.g.: literary text, script, scenic sketch) or artistic-creative response (e.g.: photo or photographic series, collage, painting/ sculpture, installation, sketchbook, sound art, performance, software or net-based concept, storyboard, short video or film sequence)

■ Application form and documents

You will get to the online form here:

https://formulare.khm.de/lip/action/invoke.do?id=Bewerbung_Diplom1

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), without A-Levels the application to determine special artistic talent is automatically activated in the online form
- Curriculum vitae
- Thematic work, component 1
- 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 must be submitted 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.

■ Work samples

As the Academy of Media Arts Cologne review committee has a very large number of applications to view, we recommend to 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 (Please note the technical instructions starting on page 6).

Form and scope of the work samples and thematic work

Work samples

- No more than 5, each of which may be made up of several parts
- Time-based work samples (e.g. videos, films, sound art and performances): please choose short, succinct examples with a **total running time of no more than 10 minutes** (no showreels)

Thematic work

Component 1: No longer than 3 pages (font size 12pt, line spacing 1.5)

please upload using the application form

Component 2: 1 work samples, which may be made up of several parts

- Literary work: font size 12pt, line spacing 1.5
- Time-based work samples (e.g. videos, films, sound art and performances): a total playing time of **no more than 5 minutes**
please save on the USB stick and submit/send

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

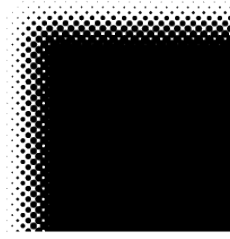
Please make sure you comply with the technical requirements (page 6 et seqq.). For literary publications, please additionally enclose a copy of each publication. Scripts/screenplay should only be submitted in the form of exemplary extracts and also digital, in order that your use of language and visualisation 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 of Media Arts Cologne or its employees.

Cologne, October 2024

Please print and submit with the work samples



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.

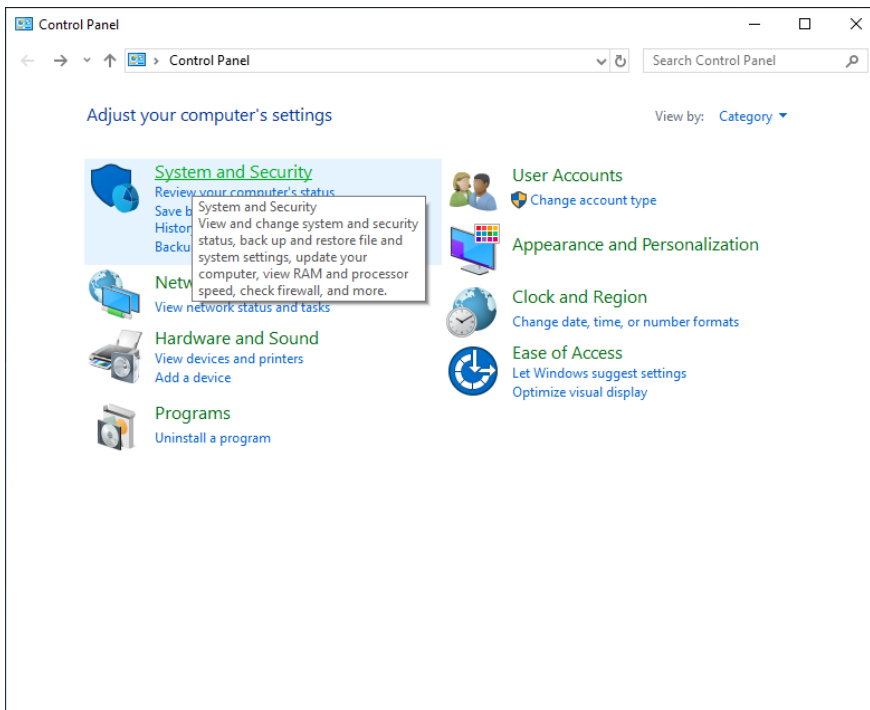
Preparation of USB sticks for the submission of video material

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.

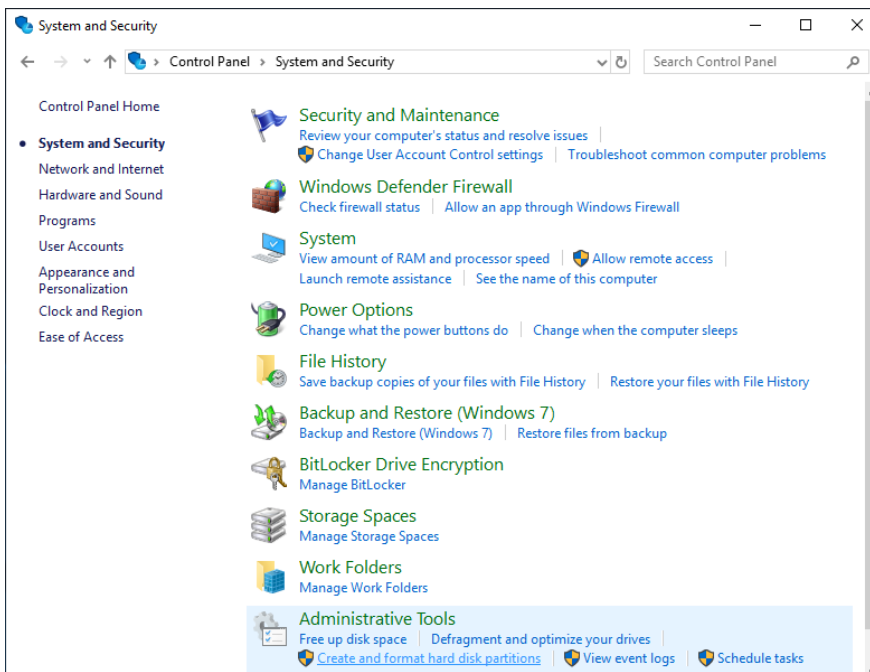
This size restriction can be overcome with "exFAT" or "NTFS" partitions. The suitable type of partition on the Mac system is "Mac OS Extended".

a.) Windows USB flash drive into "exFAT" format

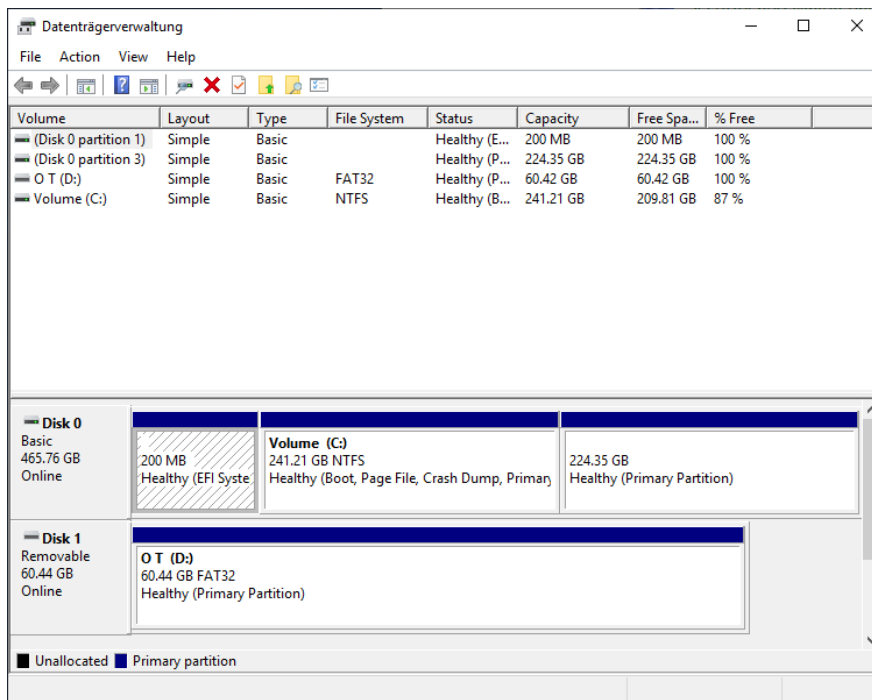
Open the Control Panel with Windows-Menu under „Windows-System/ Control Panel“.



Select "System and Security".

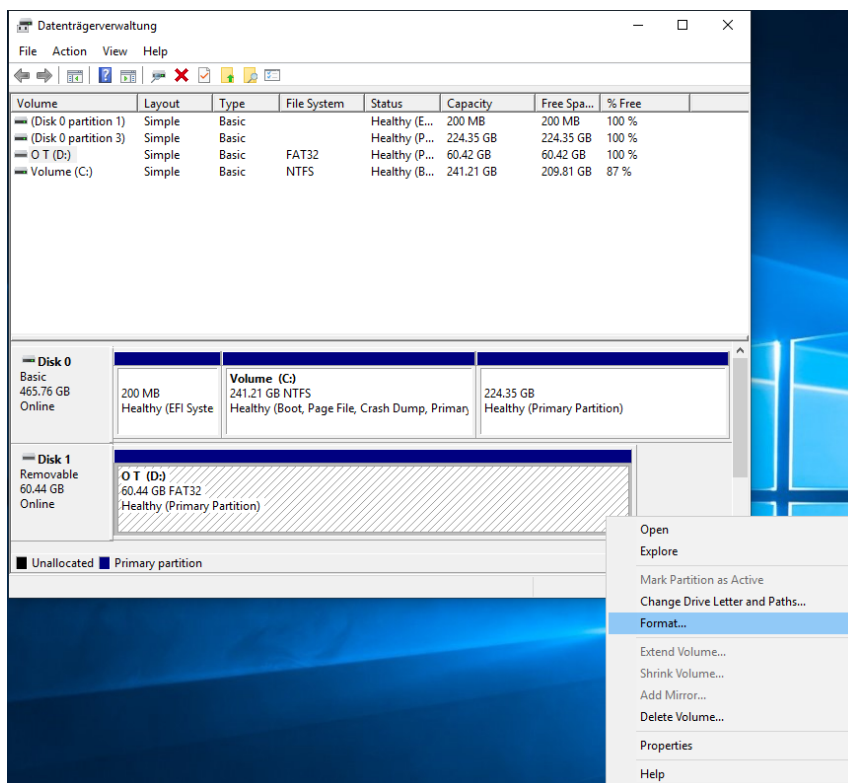


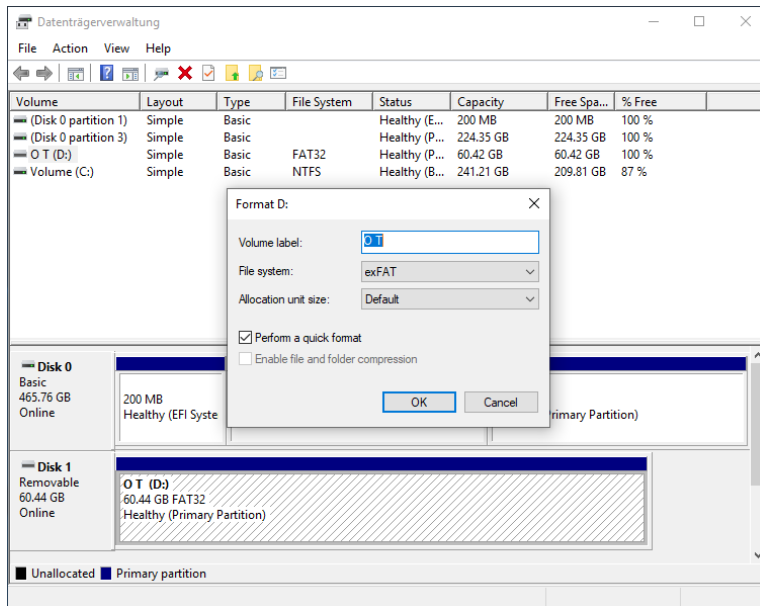
Then "Create and format hard disk partitions" under "Administrative Tools". Disk Management will be started.



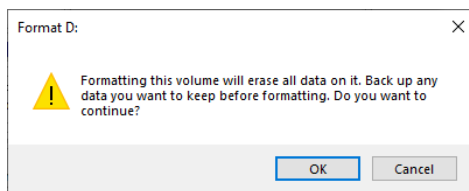
Click on the partition on the removable drive (lower half of the window).

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

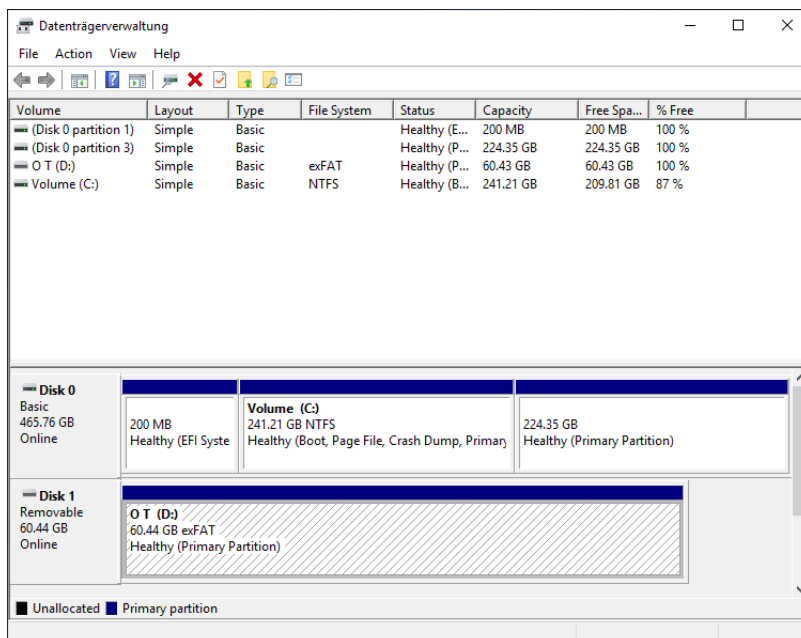




After selecting "exFAT", formatting can be started by clicking "OK". The subsequent confirmation prompt must of course also be answered with "OK".



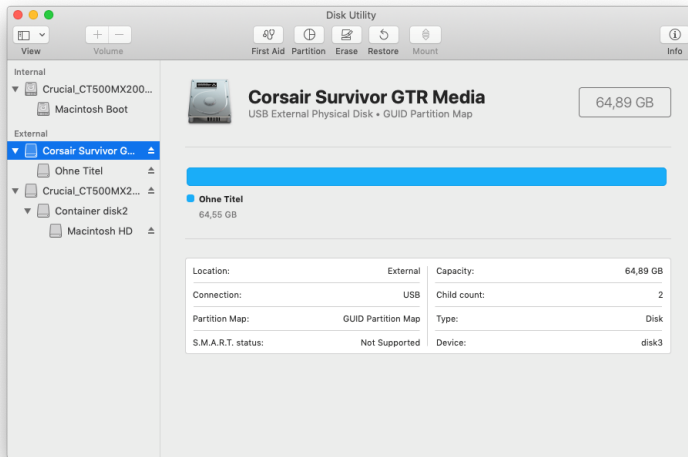
The result should look a bit like this.



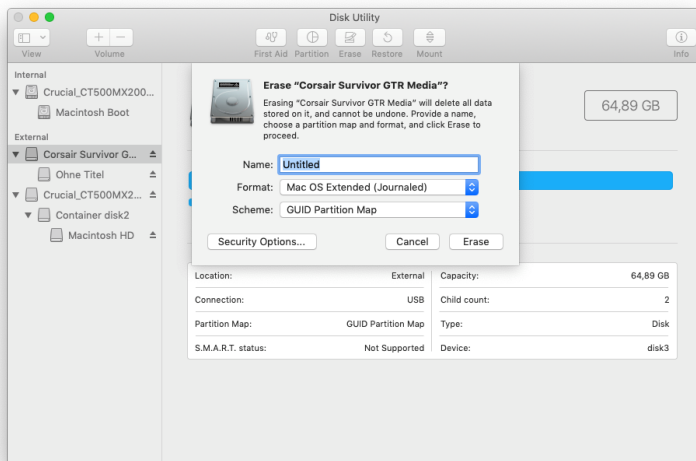
The files can be copied once you've closed Disk Management. Please make sure you eject the disk correctly and wait until no further LED activity can be seen on the USB flash drive. Ejecting: "Start"/"Computer"/right click the drive in the window and select "Eject".

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

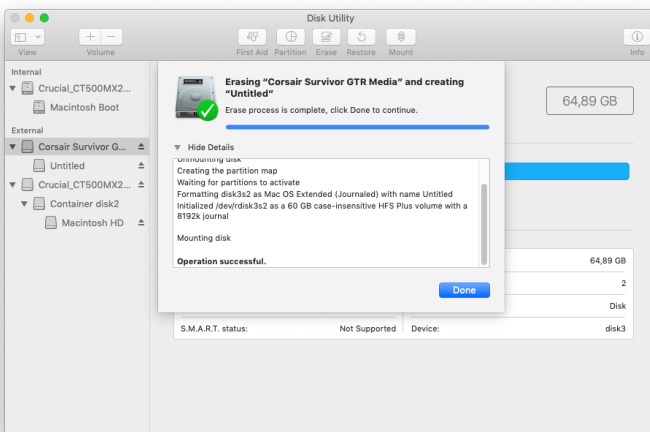
Open the "Utilities" folder, which can be found in the "Applications" folder, and start "Disk Utility".



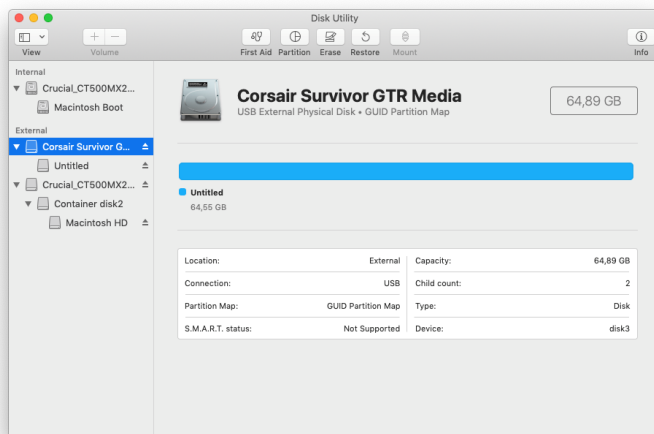
After connecting the flash drive it should be visible in the left-hand table of available drives. Select the drive and click on the „Erase“ symbol.



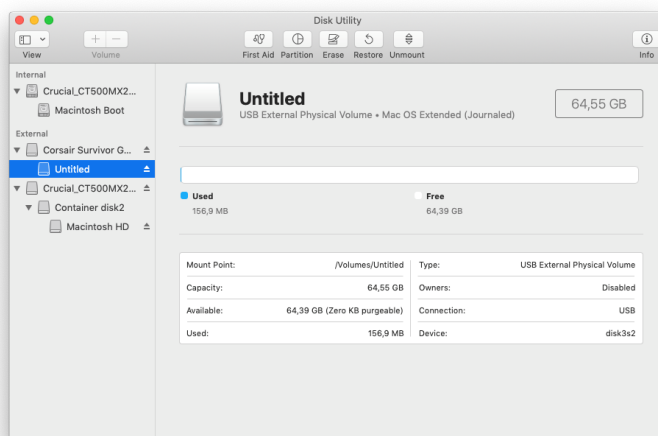
The "GUID Partition Table" and partition type „Mac OS Extended (Journaled)“ should be selected. Afterwards you can give it a name and click on "Erase".



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.