**Appendix No. 4 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 GRAPHIC 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](mailto:.nazwisko@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 and artistic 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. **evaluation of the portfolio's graphic design** in terms of editorial quality, choice of typeface, typographic layout, publication layout, quality of reproduction;

2. **assessment of the content of achievements**

Elements such as relevance of the design to the theme, quality of typography, graphic quality will be evaluated.

**The following areas will be evaluated:**

▪ editorial graphics and typography

▪ multimedia and photography

▪ others (e.g. drawings, painting, printmaking, sketchbook).

**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](mailto: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.   
The interview can be attended using a computer or any mobile device. Both audio and video connection is necessary. Without a video connection, the interview cannot take place. When using a mobile device, we ask you to fix it firmly and not hold it in your hands. The mandatory dress code during the interview is casual/smart casual.

**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 concerns issues related to the candidate's interests and knowledge assumed in the case of first degree graduates in the field of study and the issues related to culture and arts. Prepare a presentation of design issues, not exceeding 15 minutes, in the form of on-screen presentation (pdf format) and an oral presentation  
in which you include the following elements:

1. description of the planned thesis:

▪ purpose - utility, research perspective, technology development, specification of the new aspects of the topic that are to be explored;

▪ Issues;

▪ scope of implementation.

2. a brief description of the candidate's most significant accomplishments or research on other designers and artists regarding the content presented.

**Evaluation criteria include:**

1.evaluation of speech: creativity, argumentation skills, critical evaluation skills, culture of speech;

2. evaluation of the portfolio's graphic design in terms of editorial quality, choice of typeface, typographic layout, publication layout, quality of reproduction;

**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.