



# MALMÖ ART ACADEMY

Lund University

Instructions for applicants to the  
Bachelor's Programme in Fine Arts, 180 ECTS credits  
2016/2017

Deadline for applications  
23 February 2016

## Deadlines and general information

Applications to the Bachelor's Programme in Fine Arts at Malmö Art Academy take place in two steps. First on Universityadmissions.se and then in the Malmö Art Academy application portal where work samples can be uploaded. You need to complete both steps in order for your application to be processed.

1. Application at Universityadmissions.se
2. Uploading of work samples in the Malmö Art Academy application portal  
Register at [https://ansokan.khm.lu.se/malmo\\_kandidat\\_2016/?lang=en](https://ansokan.khm.lu.se/malmo_kandidat_2016/?lang=en).

### Deadline 23 February 2016 for applications including

1. Submitted application at Universityadmissions.se
2. Uploading of work samples in the Malmö Art Academy application portal
  - 5-8 artistic work samples
  - Personal statement
  - Supporting documents (relevant appendices)

### Deadline 24 February 2016 for supplementary documents

- Send in the correct documentation – see general instructions at <https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility-for-studies/Instructions-for-Bachelors-applicants/>  
*Please note that some documentation may be uploaded while other need to be submitted by post. Read the country specific instructions carefully!*
- Note that citizens of other countries than Sweden must prove the exemption from tuition fees by uploading a copy of their passport or other valid proof of citizenship - see general instructions at <https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Fees-and-scholarships/EUEEA-citizens-exempt-from-fees/>  
NB! This also applies to citizens of the Nordic countries!
- Pay the application fee if required! Read more about it at: <https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Fees-and-scholarships/Paying-your-tuition-fees/>

### Submission of work in the original (no more than 1 piece) no later than 24 February 2016

Work samples in the original should reach Malmö Art Academy no later than 24 February 2016. Remember to label your original work sample with the registration number of your application received from the Malmö Art Academy application portal.

- Deadline for mail delivery to Malmö Art Academy: 24 February 2016.  
Postal address: Malmö Art Academy, Box 4035, SE-203 11 Malmö, Sweden
- Personal delivery: 23-24 February 2016 between 12 noon and 4 pm  
Street address: Föreningsgatan 42, SE-211 52 Malmö, Sweden.  
Entrance from Disponentgatan, into the courtyard. A map is available on our homepage: <http://www.khm.lu.se/en/contact>

## **Return of work samples in the original**

- Personal collection:  
4-5 April 2016 between 12 noon and 4 pm  
Street address: Föreningsgatan 42, SE-211 52 Malmö, Sweden.  
Entrance from Disponentgatan, into the courtyard. A map is available on our homepage: <http://www.khm.lu.se/en/contact>.  
Remember to bring a submission receipt or proof of identity. Representatives by proxy also need to bring a submission receipt or proof of identity of the applicant.
- By post from 4 April 2016.  
For return to addresses in Sweden, you are required to pay a postage charge of SEK 125. For return to addresses in other countries, you are required to pay a postage charge of SEK 400. The payment should be made **no later than 24 February 2016**.

From a Swedish bank, make the payment to Lund University at Plusgiro account 15650-5.

From a foreign bank, transfer the money to Lund University's bank account with IBAN: SE50 9500 0099 6034 0015 6505, SWIFT/BIC: NDEASESS, bank address: PlusGiroBank, SE-105 06 Stockholm, Sweden.

State your name and birth date (YYMMDD) and the information "KST458505" in your payment.

## **Interviews week 13** (notice to attend will be sent out week 12):

Interviews: 31 March-1 April 2016

## **Decision on admissions no later than week 15**

Decision on admissions no later than week 15 (11-15 April 2016)

## **Semester dates 2016/2017**

Autumn semester: 29 August 2016 – 15 January 2017

Spring semester: 16 January 2017 – 4 June 2017

## **Contact information**

Malmö Art Academy

Box 4035

SE-20311 Malmö

SWEDEN

Phone: +46-(0)40-325701

Website: [www.khm.lu.se](http://www.khm.lu.se)

Email: [khm@khm.lu.se](mailto:khm@khm.lu.se)

## Malmö Art Academy

The Bachelor's programme in Fine Arts is a three-year undergraduate programme at Malmö Art Academy, Faculty of Fine and Performing Arts, Lund University. The aim of the programme is to enable students to become independent artists on a contemporary international art scene.

Malmö Art Academy is housed in a former school building in central Malmö. The beautifully renovated brick building with its towered annex contains well-equipped workshops for artwork with wood, metal, plaster, plastic, clay, concrete, photography, video and computers. The building has large project studios, a library and lecture room as well as private studios for the 65 students on the Fine Arts programmes. Students have access to their studios and most of the workshops 24 hours a day throughout the year.

The Bachelor's programme begins with a foundation course dealing primarily with different artistic techniques and basic art theory. Malmö Art Academy has no separate departments. Students organise their own curriculum, choosing from a wide range of technical and theoretical courses, and are individually supervised. In this manner, students are encouraged to develop the ability to take responsibility for understanding their own artistic process and its relation to the theory and practice of contemporary art. The courses are taught by nationally and internationally active artists and art theorists. Students are awarded credits for completed courses and individual supervised artistic work. The degree project consists of participation in a group exhibition and a written essay dealing with the students' artistic points of departure and fields of interests, and the artistic context in which they would like to place themselves. About half of the 180 credits included in the degree are intended to be awarded for individual supervised artistic work and the other half for completed courses. On completion of the programme, students obtain a degree of *Bachelor of Fine Arts of Visual Arts*, 180 ECTS credits.

The academy is international in orientation and each year visited by internationally active artists. The international profile is an important feature of the academy. It is facilitated by the close proximity to Denmark and mainland Europe, as well as by student exchanges with art academies in other countries. Malmö Art Academy also benefits from the rich and internationally orientated art life in the region, which has many art galleries, museums and other institutions. Guest lectures from visiting artists and critics as well as various forms of collaborative projects are continuously offered at the academy.

A contemporary programme in Fine Arts can interact with cultural, artistic and scientific currents in the fields of art history and theory, architecture, philosophy, sociology, psychology and many other subjects. The affiliation with Lund University is therefore a great advantage to Malmö Art Academy.

Malmö Art Academy also offers a Master's programme in Fine Arts and a Master's programme in Critical and Pedagogical Studies. Admission to the Master's programme in Critical and Pedagogical Studies takes place every other year and the next round of admissions is spring 2017 for a start on the programme in the autumn semester of 2017. Admission to the Master's programmes takes place later in the spring than for the Bachelor's programme – please see [www.universityadmissions.se](http://www.universityadmissions.se) and the application form at [www.khm.lu.se](http://www.khm.lu.se) for more information. The academy also offers a four-year doctoral programme in Fine Arts. Admission takes place in conjunction with the announcement of vacant doctoral studentships on the Lund University website <http://www.lu.se/om-universitetet/jobba-hos-oss>.

## Admission

Each academic year a maximum of 12 students are admitted to the three-year Bachelor's programme in Fine Arts. All applications are reviewed confidentially by an admissions committee composed of supervising professors of Fine Arts, senior lecturers, lecturers and student representatives. Shortlisted applicants are called to interviews in the spring, usually in April. Following the interviews, applicants are informed by mail whether they have been admitted to the programme or not, or have been placed on a waiting list. The selection is based on an assessment of samples of artistic work, personal statements and interviews. The reasons behind the decision of the committee are not communicated and the decision cannot be appealed.

## Admission requirements

To be admitted to Malmö Art Academy, students must fulfill the general entry requirements for higher education studies in Sweden. For those who do not fulfill the general entry requirements, exemption can be granted in exceptional circumstances. If you do not meet the general requirements, you need to state the reasons for exemption that you wish to refer to. The general entry requirements can be fulfilled in several ways: upper secondary school qualifications, professional experience, or education in a country other than Sweden. For more information about general entry requirements see:

<http://www.lunduniversity.lu.se/international-admissions/bachelors-masters-studies/admission-requirements>

## Application

Applications to the Bachelor's Programme in Fine Arts at Malmö Art Academy take place in two steps. First on Universityadmissions.se and then in the Malmö Art Academy application portal where work samples can be uploaded. You need to complete both steps in order for your application to be processed.

### 1. Application at Universityadmissions.se

Visit [www.universityadmissions.se](http://www.universityadmissions.se) and follow the instructions carefully. In order to find the programme quickly, enter programme code **LU-80605** in the search field. You will receive a confirmation of your application via email. Please save your confirmation! Take note of your application number and continue with the second step. You need to fill in the application number in the electronic application form in step 2 in order to link your application at Universityadmissions.se with the work samples you upload in the Malmö Art Academy application portal.

### 2. Uploading of work samples in the Malmö Art Academy application portal

You need to register in the Malmö Art Academy application portal in order to upload work samples: [https://ansokan.khm.lu.se/malmo\\_kandidat\\_2016/?lang=en](https://ansokan.khm.lu.se/malmo_kandidat_2016/?lang=en)  
When you have registered as an applicant you will receive an email including login information and a registration number. Note that this registration number is different from the one you received at Universityadmissions.se. In the email you receive there is a link to an electronic application form in which you fill in your complete personal details and attach documentation in the form of 5–8 samples of your work. In addition, you are welcome to submit 1 work sample in the original, in person or by mail to Malmö Art

Academy. Remember to label your original work sample with the registration number you received from Malmö Art Academy application portal (in step 2) of your application.

Please note that **we wish** to see one work sample in the original if you are working with painting, drawing or photography; this is not required for other techniques. The application must also include a text with a short presentation of your work samples and a statement of why you are applying to Malmö Art Academy. The application can also be accompanied by other relevant documents like letters of recommendation, texts related to your artistic work etc. All supporting documentation is to be scanned and uploaded in the application form. NB! This does not refer to the formal grade transcripts, certificates, documents etc already uploaded or sent to University Admissions in Östersund (see step 1).

## Work samples

Since Malmö Art Academy offers an education in Fine Arts, there are no requirements as to what specific kinds of work samples can be submitted with the application. You are free to choose which techniques to use for demonstrating your artistic ideas.

However, the following instructions apply for work samples:

### *A. General instructions*

- An application must contain 5–8 uploaded work samples, in any technique, and a maximum of one work which is sent or submitted in the original. Works in the original are handled according to a separate procedure (please see below under C and D).
- A completed online application including work samples is to be uploaded in the Malmö Art Academy application portal after registration at [https://ansokan.khm.lu.se/malmo\\_kandidat\\_2016/?lang=en](https://ansokan.khm.lu.se/malmo_kandidat_2016/?lang=en). Remember that all work samples must be well documented and accompanied by a detailed description.
- If you submit paintings, drawings or photographs one of the work samples **should** be an original.
- All work samples need to be described in terms of a title, material, dimensions and year.

### *B. Technical instructions for digital work samples*

- Each work sample can be documented with a maximum of 5 photographs/videos/sound files.
- Accepted file formats:
  - Pictures
    - ✓ JPG/JPEG
  - Audio
    - ✓ MP3
    - ✓ WAV
    - ✓ AIFF
  - Video
    - ✓ MOV
    - ✓ MP4/MPEG4
    - ✓ AVI
- NB! Applicants are responsible for the proper functioning of digital samples.

#### General

- State title, material, dimensions, year and length (minutes) for video/sound.
- Installations need to be documented as fully as possible.

#### Video

- Video should be uploaded as MOV, MP4 (MPEG4) or AVI.
- Largest size 2 GB per film, max 5Mbit/s
- If you apply with video works, the selection committee wants to see the whole work and not just extracts.
- For long video works, we would appreciate if you would attach a brief synopsis

#### Digital images

- Must be submitted as JPG
- Largest recommended size is 2 MB

#### Sound

- Must be submitted as MP3, WAV or AIFF.

### ***C. Instructions for work samples in the original (no more than one piece)***

- The original work sample must be labelled with the applicant's name, address, phone number and the registration number of your application. NB! If a work sample in the original includes several separate parts all these parts must be labelled.
- Work samples in the original can be submitted by post, personally or through a representative.
- If you submit paintings, drawings or photographs **one** of the work samples **should** be an original.
- The original work sample must not be larger than 100x150 cm. A rule of thumb for three-dimensional work samples is that they should be possible to handle by one person.
- Photographs should preferably not be smaller than 18\*24 cm.
- The original work sample must be mounted, dry and not sticky.
- It is advisable that you insure the work samples you submit. Lund University has no insurance coverage for samples and does not take any responsibility for the work samples submitted.

### ***D. Return of Work Samples***

- If you wish to have your work samples returned to you by post you must:
  1. State this in your application.
  2. Pack your work sample in such a way that it is possible to re-use the packaging for the return.
  3. For return within Sweden, you are required to pay the postage fee of SEK 125. For return to other countries, you are required to pay the postage fee of SEK 400. If you have a Swedish bank account, pay to Plusgiro account 15650-5, account holder Lund University. From foreign banks transfer the money to Lund University's bank account with IBAN: SE50 9500 0099 6034 0015 6505, SWIFT/BIC: NDEASESS, bank address: PlusGiroBank, SE-105 06 Stockholm, Sweden. For payment deadlines, see page 1.
  4. NB State your name, birth date (YYMMDD), and the information "KST458505" in the message field when making your payment. This makes it possible for us to identify who has made the payment, i.e. which work samples are connected to which applicant (this applies to both domestic and international payments).
- If you wish to collect your submitted examples of artistic work in person (or through a representative), state this in your application. Work samples that have not been collected in due time will be destroyed if no other written agreement has been made.
- If you do not wish to have your work samples returned, please state in your application that you approve that they will be discarded.
- Work samples that have not been collected in due time will be discarded.

#### **Personal Data Act (Swedish Code of Statutes 1998:204)**

Pursuant to the Personal Data Act (Swedish Code of Statutes 1998:204) and the Ordinance concerning the Reporting of Higher Education Studies etc. (Swedish Code of Statutes 1993:1153) application documents will be managed in an automated register. Malmö Art Academy, Lund University, is a public authority governed by the principle of public access to official records. This means that any data registered in our system is an official record and can be made publicly available unless the data is classified. As a rule, however, Malmö Art Academy does not forward data to other institutions.

For more information, please contact Malmö Art Academy at tel. +46 40 32 57 00.



## Checklist

### *Application*

Make sure that your application is filled in correctly. Changes can be made online until 24.00 on the last day of applications.

Please check that you have:

- Submitted an application at [www.universityadmissions.se](http://www.universityadmissions.se) and received an email confirming your application?
- Uploaded or sent all required supporting documentation to University Admissions in Östersund?  
<https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility-for-studies/Instructions-for-Bachelors-applicants/>
- If you are a citizen of another country than Sweden: uploaded or sent in sent in a copy of your passport or other valid or other valid proof of citizenship in order to prove your exemption from tuition fees?
- If required - paid the application fee <https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Fees-and-scholarships/Paying-your-tuition-fees/>
- Chosen the right application form in the Malmö Art Academy application portal?
  - ✓ Bachelor's programme in Fine Arts (180 ECTS credits)
  - ✓ Master's programme in Fine Arts (120 ECTS credits)
  - ✓ Master's programme in Critical and Pedagogical Studies (120 ECTS credits)
- Registered the application number you received from Universityadmissions.se, in the electronic application form in the Malmö Art Academy application portal?
- Provided your complete contact information, including your phone number, mobile number and email address?
- Uploaded 5–8 work samples and, when relevant, sent in one work sample in the original?
- Enclosed a text with a short presentation of your work samples and a statement of why you are applying to Malmö Art Academy?
- Enclosed other supporting documentation that you wish to refer to?
- Made a note of your registration number (received when registered in the Malmö Art Academy application portal)?
- Stated how you wish your work sample in the original to be handled when the selection process is completed – is it to be sent by post, collected by you personally or discarded?

### *Work samples*

- Make sure that your work samples comply with the instructions. State title, material, dimensions, year and length (minutes) for video/sound.
- No more than one work in the original may be sent or handed in. Label the original work sample with your name, phone number, address and the registration number of your application.
- Wrap your work sample well, but with reasonable amounts of tape and in packaging that can be re-used when returning it.
- Insure your original work sample.

*Contact information*

Malmö Art Academy

Box 4035

S-203 11 Malmö

Tel: +46 40 325701

Email: [khm@khm.lu.se](mailto:khm@khm.lu.se)

Website: [www.khm.lu.se](http://www.khm.lu.se)

**THANK YOU FOR YOUR APPLICATION!**