



MALMÖ ART ACADEMY

Lund University

Instructions for applicants to the
Master's Programme in Fine Arts, 120 ECTS credits
2019/2020

Deadline for applications
1 April 2019

Deadlines and general information about applications to the Master's Programme in Fine Arts at Malmö Art Academy

Deadline 1 April 2019 for applications including

1. Submitted application at <https://www.universityadmissions.se>
2. Uploading of work samples in the Malmö Art Academy application portal
Register at <http://www.khm.lu.se/en/studies/application> and upload:
 - 5-8 artistic work samples
 - Personal statement
 - Letters of recommendation (two is a minimum)
 - Supporting documents (relevant appendices)

You need to complete both steps in order for your application to be processed.

Deadline 5 April 2019 for supplementary documents

- Send in the correct documentation – see general instructions at www.universityadmissions.se
<https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility-for-studies/Instructions-for-Masters-applicants/Uploading-and-regular-post-instructions/>
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 5 April 2019

Work samples in the original should reach Malmö Art Academy no later than 5 April 2019.

NB! If you submit paintings one of the work samples **must** be an original.

Please 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: 5 April 2019.
Postal address: Malmö Art Academy, Box 4035, SE-203 11 Malmö, Sweden
- Personal delivery: 5 April 2019 between 1 and 3 pm
Street address: Föraregatan 4, 212 52 Malmö, Sweden.

Return of work samples in the original

- Personal collection:
7 May 2019 between 1 and 3 pm
Street address: Föraregatan 4, 212 52 Malmö
Please 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 7 May 2019.
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 5 April 2019**.

From a Swedish bank, make the payment to Lund University at bankgiro no 5051-4728.

From a foreign bank, transfer the money to Lund University's bank account with IBAN: SE86 1200 0000 0128 1011 9309, SWIFT/BIC: DABASESX,
Bank address: Danske Bank, Norrmalmstorg 1, Box 7523, 103 92 Stockholm.
State your name and birth date (YYMMDD) and the information "KST458505" in your payment.

Interviews during week 18 (notice to attend by phone call or e-mail)

Telephone interviews: 2-3 May 2019.

Decision on admissions no later than week 19-20

Decision on admissions no later than week 19-20 (9-17 May 2019).

Semester dates 2019/2020

Autumn semester 2019: 2 September 2019 – 19 January 2020

Spring semester 2020: 20 January 2020 – 7 June 2020

Contact information

Malmö Art Academy

Box 4035

SE-20311 Malmö

SWEDEN

Phone: +46-(0)40-325701

Website: www.khm.lu.se

Email: khm@khm.lu.se

Instructions about Application

Applications to the Master'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 and follow the instructions carefully. In order to find the programme quickly, enter programme code **LU-82600** in the search field. **Do not forget to choose Autumn 2019 as an option.**

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: <http://www.khm.lu.se/en/studies/application>.

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 if you are working with painting one of the work samples **must be an original**. We also wish to see one work sample in the original if you are working with drawing or photography while it is not required for other techniques. The application must also include a text with a presentation of your artistic orientation, your work samples (context, background data or ideas, etc) and a statement of why you are applying to the programme and to Malmö Art Academy. The application must also include at least two letters of recommendation from teachers or tutors from previous art schools. 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 (see step 1).

Instructions about 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 <http://www.khm.lu.se/en/studies/application>. Remember that all work samples must be well documented and accompanied by a detailed description.
- If you submit paintings one of the work samples **must** be an original.
- If you submit 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 one of the work samples **must** be an original.
- If you submit 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 bankgiro account 5051-4728, account holder Lund University.
From foreign banks transfer the money to Lund University's bank account with IBAN: SE86 1200 0000 0128 1011 9309, SWIFT/BIC: DABASESX, bank address: Danske Bank, Norrmalmstorg 1, Box 7523, 103 92 Stockholm.
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.

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 and received an email confirming your application?
- Uploaded or sent all required supporting documentation to University Admissions? <https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility-for-studies/Instructions-for-Masters-applicants/Uploading-and-regular-post-instructions/>
- If you are a citizen of another country than Sweden: uploaded or sent in a copy of your passport 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)
- 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 presentation of your artistic orientation and the work samples (context, background data or ideas, etc.).
- Enclosed at least 2 letters of recommendation from teachers or tutors at previous art schools.
- 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)?
- Submitted a work sample in the original?
NB! If you submit paintings one of the work samples **must** be an original.
- 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 (mandatory if you submit paintings) 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.

THANK YOU FOR YOUR APPLICATION!