

Additional Information on DAAD Study Scholarships in the Fields of Fine Art, Design and Film

1. These scholarships are exclusively meant for postgraduate or complementary studies (but **not** for first-degree or undergraduate studies) at one of the state colleges of art or in an **appropriate** degree course offered by a *Fachhochschule* (university of applied sciences) or a full university in the Federal Republic of Germany.
2. The final selection decision on applicants for fine art, design or film courses is made by a DAAD Selection Committee in Bonn, whose members are professors from the fields of fine art, design or film. Besides the application papers, the committee's decision is mainly based on the art work which applicants are required to submit.
3. In the case of collaborative works or projects, the individual contribution made by the applicant must either be marked or described appropriately or specified in writing.
4. The following samples of applicants' works (no original works) must be submitted along with the application form. (Please enclose a list of all enclosed work samples with details [size, creation date, location etc.]; the list must be accompanied by a statement that the applicant personally produced/created the works or, in the case of collaborative projects, must state who contributed to these works):

a. From Painters, Sculptors and Designers:

b. From Film Makers:

Films only as video copies or on CD-ROMs or DVDs – the information given below on the submission of moving images applies.

Image files:

Images/reproductions of artistic works can be submitted on CD-ROM or DVD-ROM in jpg format. Attention should be given to producing a clear and comprehensible directory structure for the files. All images or depictions jointly embedded in a pdf-document or a PowerPoint Presentation (PowerPoint 2003) or in an offline website are also possible. Please note that the website must be readable from CDs or DVDs using any currently customary browser and without requiring any special plug-ins.

The number of submitted images should range from between minimum 15 and maximum 40.

In the case of sculptures, objects and installation art, several photos taken from various perspectives may provide a better impression.

The images must be accompanied by a clear list including all key data and details for each image and/or all submitted works. This list should be submitted both as a file (txt, rtf, doc or pdf) and additionally as a paper printout. The list must include all file names, plus relevant details for each depicted work: Title, technique, dimensions, year of origin. If an image only shows a detail or an extract, this must be noted.

It is very useful when the file names themselves include important details on the individual works, e.g.:
CloseEncounter_OilOnCanvas_30x40cm_2009_detail.jpg

For reasons of clarity, it may be better to divide the works into individual groups. An individual folder can then be opened for each group and given a meaningful name, e.g.: Öl auf Leinwand (*Oil on Canvas*), 30x40cm, 2009 (12 images).

Further short explanatory texts may be added to the groups / folders as txt-, rtf-, doc- or pdf files.

When embedding images in pdf files, an offline website or PowerPoint presentation, the explanations on each work may be added as appropriate captions or relevant texts.

Moving images:

Films and videos can be submitted in DVD video with standard-conform VIDEO_TS-Folder (PAL or NTSC, without regional codes, without copy protection, with or without menus). Please ensure that the DVD runs trouble free on a standard DVD player. The pause, fast forward, fast return functions should also be available. We recommend that you use high-quality blanks, do not burn at maximum speed and check/test the burnt files.

Films and videos can also be submitted on DVD-ROM (Data DVD) or CD-ROM (Data CD), then as wmv-, mpg-, avi-, mov- or swf files. The files must play trouble free on programs like Windows Media Player or VLC Media Player.

HD resolution videos can also be additionally submitted; the same material must in all cases be available in SD resolution. Both must be clearly labelled.

The marking for each DVD (CD) must not only include the usual details, such as author, title, running time, aspect ratio and year of origin, but also whether it is a DVD-ROM (CD-ROM) or a DVD-Video. The storage media may only be labelled (printed or in legible writing) using a suitable pen. Self-adhesive labels must not be used.

No more than 12 minutes are allowed for examining the submitted files. In some cases, selected extracts may have to be submitted. In this case, the length of the extracts and the original length(s) of the film / films must be specified. For reference purposes, all films can also be submitted in full length. A DVD may contain several films.

Each film/video must be submitted with a paper printout and (as far as possible) a file copy must be submitted with the following details: Author's name, title, running time, aspect ratio, year of origin, possibly a synopsis and explanatory details.

It must be clearly recognisable whether the video itself is the work of art, or whether it primarily documents a work of art (as a documentary on an installation / sculpture / performance).

If several persons have contributed to a film or video, then all the key contributors and their roles must be specified. In particular, the role of the submitter must be clearly specified in this case.

Samples of work submitted on video, CD-ROM or DVD / DVD-ROM will only be returned if expressly requested. Otherwise, the application papers including all the attachments, samples, etc. become the property of the DAAD without claim to payment or compensation. No materials are returned; the work samples of unsuccessful candidates and all other application documents will be destroyed after a period of two years at the latest.

5. The award of a scholarship does not automatically guarantee admission to one of the colleges. The DAAD will register the scholarship holders with their desired university. Applicants are therefore urgently advised to inform themselves in good time about the institution in question, on the range of studies which it offers and on the professors teaching there. In as far as possible, applicants should inform the DAAD at the time of their application where (college) and under whom (teacher) they would like to study.
6. The individual college decides on the admission of scholarship holders, on acceptance in the class of a specific teacher and on crediting previous study periods and achievements. Under certain circumstances, applicants may be required to take an entrance examination. In such cases, the DAAD and the college will advise the scholarship holder accordingly. Applicants who are not accepted by a college/university cannot take the scholarship.