





Check List

I have uploaded the following documents to SøknadsWeb (please check the boxes):

Check Box	Document	File Name	Format	Document Category in SøknadsWeb
<input type="checkbox"/>	Application Attachment (this document)	<i>MADE2015-application-attachment.pdf</i>	PDF	<i>Other Documents</i>
<input type="checkbox"/>	Documentation of bachelor's degree or equivalent	<i>Diploma-bachelor.pdf</i>	PDF	<i>Transcripts/Certificates</i>
<input type="checkbox"/>	Proof of proficiency in English	<i>English.pdf</i>	PDF	<i>Other Documents</i>
<input type="checkbox"/>	CV	<i>CV.pdf</i>	PDF	<i>Other Documents</i>
<input type="checkbox"/>	Project description	<i>MADE2015-prosjektbeskrivelse.pdf</i>	PDF	<i>Other Documents</i>
<input type="checkbox"/>	Portfolio	<i>MADE2015-01.jpg, etc.</i>	JPEG/MP4/MP3/PDF	<i>Other Documents</i>
<input type="checkbox"/>	References	<i>MADE2015-referanser.pdf</i>	PDF	<i>Other Documents</i>
<input type="checkbox"/>	A recent portrait photo	<i>Portrett.jpg</i>	JPEG	<i>Other Documents</i>

History

Have you previously applied for admission to the Oslo National Academy of the Arts (KHiO)? If so, indicate year and study programme:

Statement

As you apply, you declare that all the information that you have registered is correct and that documented works and all the other documents are also your own. Further you declare that the email address you provide in SøknadsWeb, will be read by you. You are responsible for reading the information about the admission sent by Oslo National Academy of the Arts to this email.



APPLICATION GUIDELINES

To apply for the programme, you must register on the web portal *Søknadsweb*:
<https://fsweb.no/soknadsweb/login.seam?inst=khio>.

Log on using your Norwegian National Identification Number. If you don't have such a number, please click the button "login for users without Norwegian National Identification Number". You will then be directed to a login page where you register using your e-mail address as user name.

- Enter your personal information
- Select admission (button)
- Select study programme (drop down menu)
- Upload documents

Admission requirements

The target group for the programme is applicants who want to further develop themselves academically through a profession-oriented programme of specialization or who want a preparatory programme for research in design and their areas of specialization.

The Master's programme builds on a 3-year Bachelor's degree (180 credits) in design or an equivalent education that includes design studies of at least 120 credits related and relevant to the specialization that is applied for. Applicants with a lesser scope of design and/or design-related subjects in the degree can also apply for admission if they document that through practical experience they have the equivalent scope and level relative to the specialization for which they apply.

All applicants must be proficient in English.

The application shall consist of a completely filled out application form. The following shall accompany the application:

- Curriculum Vitae
- An explanation of the choice of area of specialization: either Interior Architecture, Furniture Design, Graphic Design, Illustration, Fashion or Costume Design.
- A description of a topic within the chosen area of specialization that the applicant would like to develop towards a Master's project.
- A portfolio with visual and written documentation of professional competence in the area of specialization for which she/he is applying and the professional basis for the chosen project.

Applicants will be assessed on the basis of the above-mentioned information they furnish and their potential for development in the design area.

Applicants will be assessed on the basis of:

- prior education and experience
- professional background as a basis for the development of a project during the programme of study
- ability to identify, formulate and limit a project topic and the ability to explain its professional relevance

Interview

Applicants may be asked to attend an interview where they will be given the opportunity to clarify the application and their motivation for applying. Applicants should be available **from 25. to 27. February 2015**. Applicants who are prevented from meeting in person at Oslo National Academy of the Arts should make themselves available by phone/Skype/etc.



Required application documents – have to be uploaded to SøknadsWeb

Document	Comment												
Required Application attachment	To be filled in electronically.												
Curriculum Vitae	Relevant education, practice												
Project Proposal	<p>Describe your area of focus that you would like to develop towards a Masters' project.</p> <p>Give reasons for this by describing</p> <ul style="list-style-type: none"> Your aims and motivation Your relevant professional background. <p>Your area of focus should be described on 2-3 A4 pages.</p> <p>Use your design expertise to communicate your proposal.</p>												
Portfolio	<p>The portfolio should be a visual and written documentation of:</p> <ul style="list-style-type: none"> Your professional competence within the area of specialization for which you are applying, The professional basis of the chosen project. <p>The portfolio should consist of at least 5 and no more than 10 different examples of personal work/projects presented. It is an advantage that these works collectively represent your abilities and skills.</p> <p>Each piece of work/project must be accompanied by a short written description. For one of the examples of work the candidate must describe the process, from start to its final conclusion. The descriptions should be on ½ A4 page per work/project.</p> <p>All files submitted must be in the formats listed below, uploaded to our online application system <i>SøknadsWeb</i> and named according to the order in which you want them presented to the admissions committee</p> <p>Name each file with study programme code MADE (Master's Programme in design), followed by the year. Example: <i>MADE2015-01.jpg, MADE2015-02.mp4, MADE2015-03.mp3</i> etc.</p> <table border="1"> <thead> <tr> <th>Media</th> <th>Format</th> <th>Size/ Duration</th> </tr> </thead> <tbody> <tr> <td>Video</td> <td>MP4, Quicktime, AVI</td> <td>No more than 5 min total for video/audio, max 15 MB per file</td> </tr> <tr> <td>Images</td> <td>JPEG</td> <td>72dpi (standard resolution for screen display), max 15 MB per file</td> </tr> <tr> <td>Text</td> <td>PDF</td> <td>Max 15 MB per file</td> </tr> </tbody> </table> <p>Additional File Upload Requirements:</p> <p>The total size of uploaded files may not exceed <i>100 MB</i>. You may submit images, text (in PDF format), video and audio clips.</p> <p>The admissions committee is not responsible for problems that may arise when viewing online work.</p>	Media	Format	Size/ Duration	Video	MP4, Quicktime, AVI	No more than 5 min total for video/audio, max 15 MB per file	Images	JPEG	72dpi (standard resolution for screen display), max 15 MB per file	Text	PDF	Max 15 MB per file
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Text	PDF	Max 15 MB per file											
Transcripts	<p>The application must include transcripts of a Bachelor Degree or equivalent education with a total of 180 points/ECTS credits.</p> <p>For applicants with less than 120 points/credits in design/design related subjects, documentation of non-formal learning in the subject matter must be submitted.</p> <p>Applicants with non-Norwegian educational background have to submit certified copies of transcripts. These copies must be translated into Norwegian or English.</p> <p>If you are going to complete your bachelor during the year of application, you must submit by e-mail a transcript showing how far you have progressed in your programme of study. In addition, you <i>must</i> submit by email a scanned copy of your diploma once you obtain your degree no later than July 1, 2015. If we do not receive such confirmation, any admission to the programme will be revoked and reassigned to a qualified applicant.</p>												



References	2 references from educational staff or employers. (Only mandatory for external applicants, but internal applicants can submit external references if they like.)
Proficiency in English	<p>The language of instruction is Norwegian, but the programme has special teaching arrangements for English-speaking students so that all courses and options can be completed without being proficient in Norwegian. All applicants must be proficient in English.</p> <p>Applicants with educational background from either outside of the Nordic countries or from non-English-speaking countries must demonstrate English proficiency by passing the TOEFL, http://www.ets.org/toefl, or the IELTS, http://www.ielts.org/, test (minimum score of 5.0), or with a high school transcript showing the completion of a minimum of 7 years of study of English as primary foreign language.</p> <p>Applicants may demonstrate proficiency in English in other ways than mentioned above.</p>
Portrait	A recent portrait photography of yourself.

Document upload

For the application to be complete, it is required that you upload a set of documents. Please upload these under *My documents* in SøknadsWeb. See details in the checklist on page two and the guidelines on page three.

When you upload your documents, you will be asked to enter from-date and to-date. This is primarily intended for education and practice. For other documents, such as the required application attachment and the artistic works, you can set the date to when the file was last modified. Only the from-date is required, this is marked with a red star. Note that the date must be older than today's date.

You may log on multiple times and add new information and upload new documents until the deadline. Once the deadline has passed, you cannot change anything in your application.

Note: Because of a potential instability in all kinds of web services, we ask you to upload your documents as soon as you can, please do not wait until a few hours or minutes before the deadline. Should SøknadsWeb be down, try again in a while.

Receipt on e-mail

Make sure you receive a confirmation e-mail to the email address you provided and that you read this carefully. In this you will find your application number, which must be applied to the required application attachment (this document). If you do not receive the confirmation email, your application has probably not been registered in our computer system. Try again.

If you have questions, you may contact postmottak@khio.no.

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