Application Guidelines
EPAS

Postgraduate Program

Academic Year 2021-2022
CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT FIRST WORDS TO ALL CANDIDATES WHO WISH TO APPLY</td>
<td>4</td>
</tr>
<tr>
<td>MINIMUM REQUIREMENTS TO ENTER THE POSTGRADUATE PROGRAM</td>
<td>5</td>
</tr>
<tr>
<td>EPAS PROPOSAL &amp; PORTFOLIO: TWO IMPORTANT FEATURES.</td>
<td>6</td>
</tr>
<tr>
<td>LANGUAGE REQUIREMENTS</td>
<td>8</td>
</tr>
<tr>
<td>EPAS COORDINATORS</td>
<td>9</td>
</tr>
<tr>
<td>PRICES</td>
<td>9</td>
</tr>
<tr>
<td>INSURANCE AND HEALTH</td>
<td>9</td>
</tr>
<tr>
<td>A PLACE TO LIVE</td>
<td>9</td>
</tr>
<tr>
<td>INTERESTING WEB SITES</td>
<td>9</td>
</tr>
<tr>
<td>OVERVIEW OF THE APPLICATION PROCEDURE</td>
<td>10</td>
</tr>
<tr>
<td>REQUIRED DOCUMENTS</td>
<td>12</td>
</tr>
<tr>
<td>DOCUMENT AUTHENTICATION &amp; TRANSLATION OF YOUR DOCUMENTS.</td>
<td>13</td>
</tr>
<tr>
<td>ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS</td>
<td>18</td>
</tr>
<tr>
<td>OVERVIEW OF DEADLINES AND DATES</td>
<td>19</td>
</tr>
<tr>
<td>WHERE TO SEND YOUR DOCUMENTS TO</td>
<td>20</td>
</tr>
</tbody>
</table>
Dear Candidate,

If you are reading these words, we may safely assume that you are looking for information on continuing your study abroad and more specifically on the postgraduate program EPAS European Postgraduate in Arts in Sound.

The EPAS postgraduate is basically organized by: The School of Arts Ghent | University College Ghent and the Netherlands Film Academy (NFA). Other partners are UAL, London, UDK, Berlin, ENSA, Bourges and the University of Edinburgh, Edinburgh College of Art.

The application procedure is not complex, but it can take some time to complete. In these application guidelines we explain in a clear and simple way how to go about when you apply for the program. We will tell you what the deadlines are, what documents you need to provide us with at what time and in which capacity, who you can contact for information, etc. …

The final goal of our guidelines is to make sure that, at the time you enroll as a student, all of your application formalities have been taken care of and you do not need to worry about that part of your postgraduate adventure anymore.

The guidelines contain a significant amount of important information meant to smoothly guide you through the application process. We therefore advise you to thoroughly read all the info in this document before continuing your application. For reactions, feedback or additional questions, you may at all times contact paul.lamont@hogent.be.

So there you have it, dear candidate: we look forward to hearing from you.

Paul Lamont
Admissions Officer / Student Affairs Department
Royal Conservatory & KASK | School of Arts | University College Ghent
IMPORTANT FIRST WORDS TO ALL CANDIDATES WHO WISH TO APPLY

1. It is of capital importance that candidates respect the deadlines mentioned in the guidelines.

2. We advise candidates who will need to take care of time consuming administrative formalities (visa, document authentication …) to start their application formalities as soon as possible.

3. The number of candidates will be limited to 12. A waiting list will be created for the number of candidates exceeding this candidate limit.

Info: www.epasound.org or martine.huvenne@hogent.be

Please print only what you need.
MINIMUM REQUIREMENTS TO ENTER THE POSTGRADUATE PROGRAM

Before you read on, you’ll most likely want to know about the minimum requirements you need to meet if you wish to be considered a valid candidate for the program of your choice.

The minimum requirement to start in EPAS is that you have obtained a bachelor degree.

All applications are first verified individually here at the School of Arts. We determine whether you obtained a bachelor degree and evaluate your motivation and experience. Based on the applications’ contents, a number of candidates will be selected for an interview.
EPAS PROPOSAL & PORTFOLIO: TWO IMPORTANT FEATURES.

You are about to apply for a postgraduate program. That means we will need you to send us a number of documents (personal info, an EPAS proposal, diploma copies, …). Here is a word of explanation on two important features of any application.

THE EPAS PROPOSAL

One of the crucial documents and center-pieces of your application is the EPAS proposal. Its importance may not be underestimated, because – together with the portfolio – it will be one of the bases in the decision to invite you to the interview. Every application file, must therefore contain an EPAS proposal.

The proposal is a document in which the candidate will describe the starting point and more or less concrete outlines of the artistic research the student wishes to carry out in his or her project and he/she will need to motivate this from his/her personal history as an artist, a sound designer or student interested in sound as an artistic discipline. The document needs to be between 1500 and 2000 words and needs to contain the following elements:

Part 1:
A Working Title + a personal statement why you are a suitable candidate for the course.
What you hope to achieve during EPAS and how this relates to your career aspirations.
Give details of your subject interests, relevant experiences and abilities in the discipline of sound and/or in (audiovisual) art.

Part 2:
Discuss the research question(s) you would like to elaborate on in your artistic project, which interests, ideas and media you wish to explore throughout the postgraduate program and how your project would help to attain your long-term goals. Mention artistic and/or theoretical references. Illustrate how you would start up this project on a practical and technical level as well as on the level of contents. Define a possible theme for your project and explain how this could support you in your artistic process.
The EPAS proposal describes in general terms what you hope to achieve by means of artistic research and will often already form the (general) basis of the student’s project.

Part 3:
Add any relevant info that can support your motivation and research project.

The EPAS proposal is a central part of your application and will also be a central part of the interview or audition with the Interview Committee. The document connects with the principle that we wish to start from the viewpoint of the student. From the start, the proposal will also lay the foundation for the ideal approach and guidance of the student and his/her idea(s).
You will need to upload the proposal as a PDF document in the online application form you will receive after a correct preregistration on https://webreg.hogent.be.
THE PORTFOLIO

You apply for our postgraduate program because you already have a bachelor degree and because you have experience in the field you wish to continue to study in. The diploma or curriculum, however, serve only administrative purposes and are quite limited when one needs to form an impression of the artistic viewpoints of a candidate. An artist’s body of work speaks more clearly and gives us a much better idea of his/her artistic level, what he/she is about or has to offer and on whether the candidate may be a valuable and interesting artist who is able to function in the postgraduate program. That is why we require candidates to provide us with a portfolio.

This portfolio needs to be a digital portfolio submitted at the time of your document submission.

We accept links to websites, Tumblr, Youtube or Vimeo links, Flickr, pdf and Wetransfer. We do not accept portfolios on dvd’s, cd’s, usb … or any other physical format. The goal is to be able to swiftly forward your portfolio per e-mail to all necessary committee members, together with your EPAS proposal.

The artistic portfolio is a presentation of the artistic evolution during the previous studies or in the past 5 years. It can contain documentation on artistic work as well as reproductions of artistic work. The candidate should restrict him/herself to relevant work (artistic work that is relevant to the candidates’ artistic process, his/her artistic goals and proposal).

You will need to upload your portfolio through an online application form you receive after correct preregistration on https://webreg.hogent.be.

Creating a Digital Portfolio

If you do not have a portfolio yet, these websites are very handy tools to create your own free portfolio:

□ www.behance.net
□ www.coroflot.com
□ www.cargocollective.com
□ www.vimeo.com
□ www.soundcloud.com
□ www.mixcloud.com
□ www.youtube.com
□ www.flickr.com
□ …
LANGUAGE REQUIREMENTS

Applicants must be proficient in written and spoken English.

| Required Language level: Vantage B2 Level Or Equivalent |

A B2 level means: To be able to understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. To be able to interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. To be able to produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

http://www.examenglish.com/examscomparison.php

Applicants must prove proficiency in written and spoken English by submitting one of the following English language certificates. The certificate must be valid and the applicant must meet the minimum required scores. If at the moment of application, you are still in the process of obtaining your language proficiency documents, please indicate so in the online application form. You will need to present your proficiency documents before or at the time of your enrolment in order to become a student, though.

- IELTS (Academic)
  Total score 6.5 - Writing score 5.5
- PTE (Academic)
  Total score 59 - Writing score 50
- TOEFL Internet-based test
  Total score 92 - Writing score 20
- TOEFL paper-based test
  Total score 580 - Writing score 4.0
- Cambridge English First (FCE)

English language test exemptions:

- Applicants have completed a foreign university degree (giving eligibility to Master’s level studies) taught in English in an EU or EEA country. The official language of instruction must be mentioned on the degree certificate, in the diploma supplement, in the transcript of study records, or some other official document issued by the institution in question.
- Applicants have completed a foreign university degree (giving eligibility to Master’s level studies) taught in English in a university physically located in the US, Canada, Great Britain, Ireland, Australia, or New Zealand. Bachelor’s degrees completed in English in the above-mentioned countries must be at least three years in duration according to curriculum in order to be used as proof of proficiency in English. Master’s degrees must be at least one year in duration according to curriculum.

All other applicants must prove their proficiency in English by producing one of the language certificates. The language certificate must be one of the acceptable language tests, and the result must be received by Admission Services by the end of the application period.
EPAS COORDINATORS

The EPAS program is coordinated by Mrs. Martine Huvene martine.huvenne@hogent.be and Raf Enckels, Raf.enckels@hogent.be.

PRICES

The tuition fee comes to 6000 € (six thousand euros) for all nationalities.

INSURANCE AND HEALTH

Students enrolling at the School of Arts are automatically insured for accidents happening on the way from home to school, during school hours and on the way from school to home.

For all other occasions, students are required to have health insurance that covers their stay in Belgium. Please check with your insurance company whether that is the case. If not, you are required to obtain health insurance valid for Belgium.

A PLACE TO LIVE

Naturally, when you come to Belgium, you will need a place to stay. If you intend to live in Ghent, you can contact the University College’s social services department (Dienst Studentenvoorzieningen) and check whether they can assist in your search (huisvesting@hogent.be - ++ 32 (0)9 243 37 38).

Alternatively, the site http://www.kotatgent.be is an excellent database for students who are trying to find a place to live (this site focuses on Ghent – For the rest of Belgium http://www.immoweb.be is a good starting point for the private market).

INTERESTING WEB SITES

EPAS
http://www.epasound.org

The new general student site by the city of Ghent: https://www.gent.be/studenten/international-students

The School of Arts web site
http://www.schoolofartsgent.be/en

The cost of living in Belgium (indication only)
http://www.numbeo.com/cost-of-living/country_result.jsp?country=Belgium
OVERVIEW OF THE APPLICATION PROCEDURE

<table>
<thead>
<tr>
<th>Application Deadlines</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 -</td>
<td>20/04/2020 at 16h00</td>
<td></td>
</tr>
<tr>
<td>Session 2 -</td>
<td>18/11/2020 at 16h00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intake Interviews</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 -</td>
<td>15/05/2020 (to be confirmed)</td>
<td></td>
</tr>
<tr>
<td>Session 2 -</td>
<td>04/12/2020 (to be confirmed)</td>
<td></td>
</tr>
</tbody>
</table>

Application files submitted after the deadline, can only be processed when time allows and without guarantee of successful continuation of the application procedure.

1. Pre-register online
   Surf to [https://webreg.hogent.be](https://webreg.hogent.be) (possibility to do this in English and Dutch - cfr. the right hand side of the screen) and fill out all necessary information. Upon completion of this pre-registration, you will be sent an automatic e-mail that contains the link to an application form that needs to be filled out. This automatic e-mail will only reach you when all required fields in the pre-registration have been correctly completed. There is no need to upload documents in the preregistration.

2. Complete the online application form and upload required documents
   A list of all documents that we will need you to submit is mentioned on [this page](#).

3. Verification of your application file + Invitation to audition/interview
   Upon reception of your application, we will verify
   a) whether your application file is complete
   b) whether you have the right diploma for a future admission into one of our programs.

4. The intake interview
   Candidates who receive an interview invitation may attend the interview in person or take the interview through Skype. You will receive the exact timings and location for the interview in an e-mail the week before the interview/audition.

5. Announcement of the Interview results
   We aim to inform the candidates on the outcome of their interview/audition at the latest two weeks after the interview. The results will be communicated per e-mail only. If you have not heard from us two weeks after your interview/audition, please contact us for the info. It might mean that the processing of the information took up a bit more time than
scheduled and does not necessarily mean you did not pass the interview.

6. You passed the interview
   Congratulations! Most of the work has been done now. In the same letter that informs that you have passed the interview, we will also invite you to send us your correctly authenticated diploma (and – if required - translation of the diploma) per postal mail, if you have not done so already.

7. Submission of your documents to the School of Arts
   Upon reception of your authenticated documents, we will check the authenticity of your documents and issue an approval letter stating that you may be enrolled as a student at the School of Arts for the upcoming academic year. With this letter, the School of Arts invites you to come and enroll.

Attention: issuing the approval letter may take some time. The sooner you can provide us with your authenticated documents, the better and faster the procedure can be concluded in time for the start of the academic year.
### REQUIRED DOCUMENTS

1. The online application form
2. Your EPAS Proposal
3. A detailed curriculum vitae
4. An overview and certificates of work placement and/or experience
5. Copy of government issued identity card or passport, or other document of identification (stamped and signed copies)
6. Proof of English language proficiency (if not available yet, you will need to present this upon enrolment at the School).
7. A copied, but authenticated version of your diploma in original language.
8. A copied, but authenticated version of your diploma translation into Dutch, English, French or German (unless already in one of these languages)

The abovementioned documents must be uploaded through the online application form you receive after a correct preregistration on [https://webreg.hogent.be](https://webreg.hogent.be). The documents mentioned in nrs 7 & 8, must also be sent by postal or registered mail.

(*** If you are a Chinese student holding a Chinese diploma, please refer to [this page](#)
DOCUMENT AUTHENTICATION & TRANSLATION OF YOUR DOCUMENTS.
(Does not apply to documents issued by an official authority in Belgium).

WHAT IS: AN AUTHENTICATION?

Documents issued by a local authority in Belgium have legal and official value in Belgium. This is not automatically the case for documents issued by authorities or organizations abroad. Documents issued abroad need a form of authentication (= mostly a stamp of some kind) to make them legally valid and acceptable for official use in Belgium.

Depending on the country your diploma was issued in, a different kind of authentication stamp will need to go on the copies of your diploma and translations to give them any legal value and proof of authenticity in Belgium. This is the part of your documents that is verified by the School of Arts and the reason why we require the copies containing the original authentication stamps from you and not any scans or photocopies. Without the approval from the School of Arts we cannot admit you to the school.

Receiving the approval from the School of Arts can take up a couple of weeks. It is therefore in your own interest to start up your procedure as soon as possible.

Apart from the official stamps, your diploma will need following elements:
1. The mention that you are in fact a bachelor in the arts or the equivalent title of the bachelor in your country.
2. The date you obtained your diploma
3. The level you attained (if available)
4. Your name
5. The name of the school or institute where you graduated.

Please remember: the School of Arts – University College Ghent does not accept original diplomas, but authenticated copies only. If you nevertheless decide to send us your original diploma, this is entirely at your own risk. The school cannot be held liable for loss or damage to your original papers.
What authentication method do I need to use for my documents?

Strictly speaking, there are four methods that may apply to official documents, depending on the country where the diploma was issued. On the next page you’ll find an indication of what action needs to be taken for which countries. This action is either:

1. No action required or,
2. Certified Copy required or,
3. Apostille Stamp Required or,
4. Legalization Stamp required

In order to find out what action is required for your country, please consult the List of countries per authentication method on pages 26 and following.

What is a certification stamp?

A certification stamp is an official stamp issued by your school or local municipality. These are usually free of charge and quite easy to obtain.

What is an apostille stamp?

The Apostille is a stamp or printed form consisting of 10 numbered standard fields issued by a competent authority other than your school or local municipality. For a list of competent authorities, please refer to this list. The Apostille does not give information regarding the quality of the document, but certifies the signature (and the capacity of who placed it) and correctness of the seal/stamp on the document which must be certified.

(example of an apostille sticker).

What is a legalization?
Legalization is the procedure of making official documents legally valid and ready for use in a foreign country. Legalizations are issued by the consulate or embassy of the country you need the document for in the country your document was issued in (e.g.: a diploma from Iran needs to be legalized in the Belgian consulate or embassy in Iran). A legalization comes in the form of a stamp or sticker that has the same lay-out world-wide. Documents from countries who have not signed or ratified the Convention of The Hague need to be issued with this stamp.

(example of a legalization stamp)
List of countries and required authentication methods.
This list serves as an indication only and you must always double check with the competent authority to see whether the authentication method is correct.

Source: http://www.diplomatie.be – list update by School of Arts on 05.12.2019

**Certificaton Stamp** (= issued by the school who delivered the diploma)


**Apostille Stamp** (= issued by the authorities in this link)


**Legalisation Stamp** (= Issued by the Belgian Embassy or Consulate in the diploma country)

When your documents are not originally issued in Dutch, English, French or German, you are required to provide us with a translation in either Dutch, English, French or German. This translation needs to be authenticated as well.

The translation must be done through a sworn translator:

**In Belgium:** through a sworn translator linked to the Court of Justice

[http://www.juridat.be/eerste_aanleg/index.htm](http://www.juridat.be/eerste_aanleg/index.htm);

**Abroad:** through a sworn translator linked to the Belgian embassy/consulate in the country of origin (original stamps and signatures).
ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS

Since the academic year 2007-2008 all students from the People’s Republic China have to obtain a certificate of academic screening issued by the Academic Evaluation Centre (APS) of the German Embassy in Beijing before being allowed to enroll at any higher education institution, language course or other preparatory course in Flanders. The APS certificate is also required for obtaining a student visa to Belgium. Students planning to study in Flanders in 2016-2017 are advised to contact the Academic Evaluation Centre in Beijing, e-mail: info@aps.org.cn as soon as possible in order to make the necessary appointments and this before applying for a visa.

More information on APS can be found at their website: http://www.aps.org.cn.

PLEASE NOTE: this procedure is not applicable for students coming from Taiwan!

(example of an APS certificate valid for studies in Belgium)
# OVERVIEW OF DEADLINES AND DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/04/2020 – 16h00</td>
<td>Deadline applications for Session 1</td>
</tr>
<tr>
<td>19/02/2020</td>
<td>Information Afternoon from 14h – 17h00</td>
</tr>
<tr>
<td>06/04/2020</td>
<td>Student Affairs Department Closed for Easter Recess</td>
</tr>
<tr>
<td>19/04/2020</td>
<td>Student Affairs Department Reopens after Easter Recess</td>
</tr>
<tr>
<td>26/04/2020</td>
<td>Open House Day from 10h until 17h</td>
</tr>
<tr>
<td>15/05/2020</td>
<td>Interview – Session 1 (to be confirmed)</td>
</tr>
<tr>
<td>11/07/2020</td>
<td>Student Affairs Department Closes for Summer Recess</td>
</tr>
<tr>
<td>10/08/2020</td>
<td>Student Affairs Department Reopens after Summer Recess</td>
</tr>
<tr>
<td>18/11/2020 – 16h00</td>
<td>Deadline applications for Session 2</td>
</tr>
<tr>
<td>4/12/2020</td>
<td>Interview Session 2 (to be confirmed)</td>
</tr>
<tr>
<td>31/01/2021</td>
<td>Deadline first payment of EPAS (1000 euro)</td>
</tr>
<tr>
<td>1/09/2021</td>
<td>Deadline payment EPAS and enrolling as an EPAS student at the School of Arts for 2021-2022</td>
</tr>
<tr>
<td>1/09/2021</td>
<td>start EPAS Year 4</td>
</tr>
</tbody>
</table>
WHERE TO SEND YOUR DOCUMENTS TO

Per e-mail: paul.lamont@hogent.be

Per postal mail: School of Arts
University College Ghent
c/o Paul Lamont
Student Affairs Office
J. Kluyskensstraat 2-6
B-9000 Ghent

If you want to send per registered mail: School of Arts
University College Ghent
c/o Paul Lamont
Student Affairs Office
J. Kluyskensstraat 2-6
B-9000 Ghent
Phone number: ++ 32 (0)9 243 36 13
CHECK LIST

- Have you checked the deadlines for application?
- Have you preregistered on https://webreg.hogent.be?
- Have you received the automatic reply mail containing the link to the application form?
- Have you entered all necessary info and documents in the application form?
- Did you authenticate your documents?
- Did you send your authenticated documents per post?