



Application Guidelines EPAS

Postgraduate Program

Academic Year 2018-2019

CONTENTS

IMPORTANT FIRST WORDS TO ALL CANDIDATES WHO WISH TO APPLY	4
MINIMUM REQUIREMENTS TO ENTER THE POSTGRADUATE PROGRAM	5
EPAS PROPOSAL & PORTFOLIO: TWO IMPORTANT FEATURES.	6
LANGUAGE REQUIREMENTS	8
EPAS COORDINATORS	9
PRICES	9
INSURANCE AND HEALTH	9
A PLACE TO LIVE	9
INTERESTING WEB SITES	9
OVERVIEW OF THE APPLICATION PROCEDURE	10
REQUIRED DOCUMENTS	12
DOCUMENT AUTHENTICATION & TRANSLATION OF YOUR DOCUMENTS.	13
ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS	23
OVERVIEW OF DEADLINES AND DATES	24
WHERE TO SEND YOUR DOCUMENTS TO	25
CHECKLIST	26



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 organized by: The School of Arts Ghent | University College Ghent, the Netherlands Film Academy (NFA), and the Internationale Filmschule Köln (IFS, Germany).

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. The action is go!

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 10. 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 Huvenne martine.huvenne@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

Application Deadlines	
Session 1 -	23/02/2018 at 16h00
Session 2 -	18/05/2018 at 16h00
Intake Interviews	
Session 1 -	02/03/2018
Session 2 -	25/05/2018

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> (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](#).

10

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>. 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

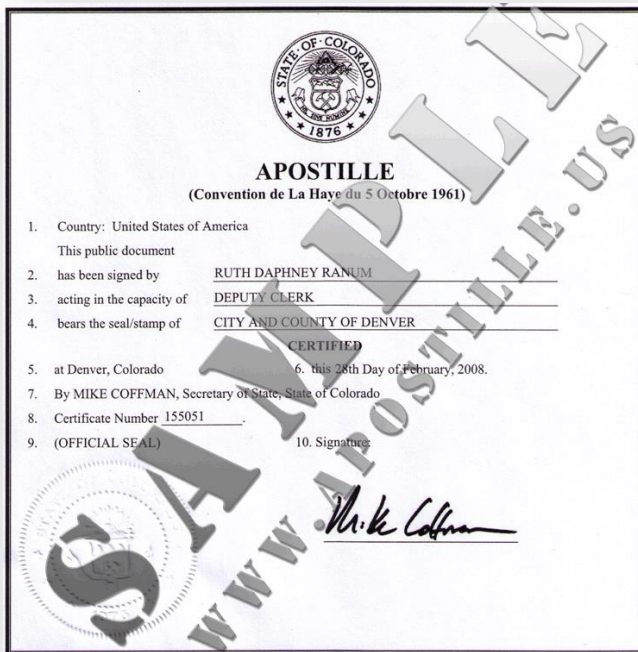
In order to find out what action is required for your country, please consult the *List of countries per authentication method on pages 26 and following*.

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?

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 01/12/2016

COUNTRY	AUTHENTICATION METHOD
Afghanistan	Legalisation
Albania	Legalisation
Algeria	Legalisation
American Samoa	No information available
Andorra	Apostille
Angola	Legalisation
Anguilla	Legalisation
Antigua & Barbuda	Apostille
Argentina	Apostille
Armenia	Apostille
Aruba	Apostille
Australia	Apostille
Austria	Apostille
Azerbaijan	Apostille
Bahamas	Apostille
Bahrein	Apostille
Bangladesh	Legalisation
Barbados	Apostille
Belarus	Apostille
Belize	Apostille
Benin	Legalisation
Bermuda	Apostille
Bhutan	Legalisation
Bolivia	Legalisation
Bosnia & Herzegovina	Apostille
Botswana	Apostille
Brazil	Apostille
Brunei	Apostille
Bulgaria	Apostille
Burkina Faso	Legalisation
Burundi	Legalisation
Cambodja	Legalisation
Cameroon	Legalisation



Canada	Legalisation
Cape Verde	Apostille
Central African Republic	Legalisation
Chili	Apostille
China	Legalisation
China (SAR Hong Kong)	Apostille
China (SAR Macau)	Apostille
Columbia	Apostille
Comoros	Legalisation
Congo (Brazzaville)	Legalisation
Congo (Democratic Republic)	Legalisation
Costa Rica	Apostille
Croatia	Apostille
Cuba	Legalisation
Cyprus	Apostille
Czech Republic	Apostille
Denmark	Certification Stamp
Djibouti	Legalisation
Dominica	Apostille
Dominican Republic	Legalisation
East-Timor	Legalisation
Ecuador	Apostille
Egypt	Legalisation
El Salvador	Apostille
Equatorial Guinea	Legalisation
Eritrea	No information available
Estonia	Certification Stamp
Ethiopia	Legalisation
Fiji	Apostille
Filipines	Legalisation
Finland	Apostille
France	Certification Stamp
French Guyana	Certification Stamp
French Polynesia	Apostille
Gabon	Legalisation
Gambia	Legalisation
Georgia	Apostille
Germany	Certification Stamp
Ghana	Legalisation
Granada	Legalisation

Greece	Apostille
Greenland	Legalisation
Guadeloupe	Certification Stamp
Guam	Apostille
Guatemala	Legalisation
Guinea	Legalisation
Guinea-Bissau	Legalisation
Guyana	Legalisation
Haiti	Legalisation
Honduras	Apostille
Hungary	Apostille
Iceland	Apostille
India	Apostille
Indonesia	Legalisation
Iran, Islamic Republic	Legalisation
Iraq	Negative advice on legalisation
Ireland	Certification Stamp
Israël	Apostille
Italy	Certification Stamp
Ivory Coast	No information available
Jamaica	Legalisation
Japan	Apostille
Jordan	Legalisation
Kazachstan	Apostille
Kenya	Legalisation
Kiribati	No information available
Kosovo	Apostille
Kuwait	Legalisation
Kyrgyz	Legalisation
Laos	Legalisation
Latvia	Certification Stamp
Lebanon	Legalisation
Lesotho	Apostille
Liberia	Legalisation
Libya	Legalisation
Liechtenstein	Apostille
Lithuania	Apostille
Luxembourg	Apostille
Macedonia	Apostille
Madagascar	Legalisation



Malawi	Apostille
Malaysia	Legalisation
Maledives	Legalisation
Mali	Legalisation
Malta	Apostille
Marshall Islands	Apostille
Martinique	Certification Stamp
Mauritania	Legalisation
Mauritius	Apostille
Mexico	Apostille
Micronesia	Legalisation
Moldova	Apostille
Monaco	Apostille
Mongolia	Legalisation
Montenegro	Apostille
Morocco	Apostille
Mozambique	Legalisation
Myanmar	Legalisation
Namibia	Apostille
Nauru	Legalisation
Nepal	Double legalisation
Netherlands	Certification Stamp
New Caledonia	Apostille
New Zealand	Apostille
Nicaragua	Apostille
Niger	Legalisation
Nigeria	Legalisation
Norfolk Island	No information available
North Korea	Legalisation
Northern Mariana Islands	No information available
Norway	Apostille
Oman	Apostille
Pakistan	Legalisation
Palau	No information available
Palestinian Areas	No information available
Panama	Apostille
Papua New Guinea	Legalisation
Paraguay	Legalisation
Peru	Apostille
Poland	Apostille

Porto Rico	Apostille
Portugal	Apostille
Qatar	Legalisation
Réunion	Certification Stamp
Roumania	Apostille
Russia	Apostille
Rwanda	Legalisation
Saint Kitts and Nevis	Apostille
Saint Lucia	Apostille
Saint Vincent and The Grenadines	Apostille
Saint-Pierre and Miquelon	No information available
Samoa	Apostille
San Marino	Apostille
Sao Tome and Principe	Apostille
Saudi Arabia	Legalisation
Senegal	Legalisation
Serbia	Apostille
Seychelles	Apostille
Sierra Leone	Legalisation
Singapore	Legalisation
Slovakia	Apostille
Slovenia	Apostille
Solomon Islands	Legalisation
Somalia	Negative advice on legalisation
South Africa	Apostille
South Korea	Apostille
South Sudan	No information available
Spain	Apostille
Sri Lanka	Legalisation
Sudan	Legalisation
Surinam	Apostille
Swaziland	Apostille
Sweden	Apostille
Switzerland	Apostille
Syria	Negative advice on legalisation
Tadjikistan	Legalisation
Tanzania	Legalisation
Tchad	Legalisation
Thailand	Legalisation
Togo	Legalisation



Tonga	Apostille
Trinidad & Tobago	Apostille
Tunisia	Legalisation
Turkey	Apostille
Turkmenistan	Legalisation
Turks and Caicos Islands	Apostille
Tuvalu	Legalisation
Uganda	Legalisation
Ukraine	Apostille
United Arab Emirates	Legalisation
United Kingdom	Apostille
United States of America	Apostille
Uruguay	Apostille
Uzbekistan	Legalisation
Vanuatu	Legalisation
Vatican	No information available
Venezuela	Apostille
Vietnam	Legalisation
Wallis and Futuna	Apostille
Yemen	Legalisation
Zambia	Legalisation
Zimbabwe	Legalisation

DOCUMENT TRANSLATION

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;

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

Date	Event
23/02/2018 – 16h00	Deadline applications for Session 1
28/02/2018	Information Afternoon from 14h – 17h00
02/03/2018	Interview Session 1
02/04/2018	Student Affairs Department Closed for Easter Recess
16/04/2018	Student Affairs Department Reopens after Easter Recess
22/04/2018	Open House Day from 10h until 17h
23/04/2018	Interview Master Programmes – Session 1
18/05/2018 – 16h00	Deadline applications for Session 2
25/05/2018	Interview Session 2
30/06/2018	Information Afternoon from 14h – 17h00
09/07/2018	Student Affairs Department Closes for Summer Recess
19/08/2018	Student Affairs Department Reopens after Summer Recess
01/09/2018	Information Afternoon from 14h – 17h00
24/09/2018	Start of the academic year
1/12/2017	Deadline for enrolling as a student at the School of Arts for 2018-2019



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?