Application Guidelines
2020-2021
Master in Music
English & Dutch Programs
Classical Music / Jazz / Pop / Music Production / Music Theory / Instrument Building
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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 studying in a master program at the School of Arts | University College Ghent. Look no further: you have come to the right place.

The School of Arts is able to welcome a growing number of new external master students every year. Apart from an increasing number of Belgian master students coming in from other schools in the country, all in all 60 to 70 new foreign candidates enroll as master students in our programs every year.

Our application procedure is not complex. In these application guidelines we explain in a clear and simple way how to go apply for our programs. At the same time we provide practical information related to your study in Ghent/Belgium.

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

The guidelines contain a significant amount of important information with regards to the application process. We therefore advise you to carefully 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

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

2. We advise foreign candidates to participate in the earliest session. This allows them to take care of all formalities (visa, legalization …) afterwards.

VISIT US

Information moments at the School of Arts:
- Info Day: February 19, 2020 – from 14h00 until 17h00
- Open House Day: April 26, 2020 – from 10h00 until 17h00
- Info Day: June 27, 2020 – from 09h30 until 12h30
- Info Day: September 5, 2020 – from 09h30 until 12h30

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

The minimum requirement to start in one of our master programs is that you have obtained an equivalent diploma to the Belgian academic bachelor degree in creative arts at the time you enroll for the master.

Can you apply without a bachelor in the arts? – Yes, but:

You can also apply if you will receive your required degree it at the end of the academic year 2019-2020. If you can provide us with a document from your school that says when you expect to obtain your diploma, you are very welcome to submit your application. The final approval to enroll is only given when you have submitted a correctly authenticated bachelor or master diploma copy.

All application files are checked individually at the School of Arts. We determine whether you have the equivalent to an academic bachelor and whether your diploma can be considered as a diploma in musical practice or performance (for the master in performing music) or meets the relevant criteria for the master in creating music (production, composition, theory ...).

- **Equivalence:** In some cases, foreign bachelor diplomas are not equivalent to our Belgian academic bachelors, but to our professional bachelors. If this is the case, you can still start in the master if you follow a bridging program first. Your diploma transcripts and supplements are important sources of information to us in determining whether you have the equivalent to a professional or academic bachelor.

A bridging program is designed to “academise” your professional diploma and is composed of a necessary number of subjects from the various years in our bachelor programs. Depending on each individual application file and on the outcome of the application interview or audition, this program can sometimes be combined with a part of the master program already.

For students who have an academic background in music but in a different discipline, genre or background, there is the preparation program, which also takes subjects from the bachelor programs.

- **In musical practice or performance:** In most cases, it is quite simple to determine whether your diploma is a diploma obtained in instrument practice or performance or not. For example: If you studied to be a bachelor of music in violoncello, there is no doubt that your diploma means that you trained to play the violoncello. If you studied to be a bachelor in musicology, it is rather obvious that the focus of your diploma was not on learning how to play an instrument or how to perform with an instrument.

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1 For more information on the Belgian education system you can visit the Belgian country module on [http://www.nuffic.nl/en/diploma-recognition/country-modules](http://www.nuffic.nl/en/diploma-recognition/country-modules)
Some cases, however, may not be so obvious. Therefore, if you have a degree or education closely linked to various academic processes that we find in our bachelor or master degrees, you could still have an interesting artistic viewpoint on things and that you could formulate a very interesting master proposal. Your portfolio, motivation letter, diploma transcripts and/or diploma supplements will be crucial pieces of information to us to determine where you stand and whether you can be invited for an interview or allowed an entry into our master/advanced master programs.

If you apply for composition, music theory, instrument building or music production, we will of course not require that you have a degree in instrument practice of performance.
APPLYING FOR A MASTER

MOTIVATION LETTER & PORTFOLIO:

THE MOTIVATION (for all candidates in classical, jazz or pop)

Briefly explain (maximum 1 page) what your motivations are to come and study at our faculty and in the programme you would like to study in. Also explain what you hope to achieve/learn from your master programme. You will need to upload the motivation letter as a PDF document in the online application form you will receive after a correct preregistration on https://webreg.hogent.be

THE PORTFOLIO (only for master candidates in jazz, pop, music production, composition and instrument building)

Your diploma and curriculum, serve only administrative purposes, but tell us very little about you as an artist

An artist’s 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 if you are a valuable and interesting artist who is able to function in our master program. That is why we require candidates to provide us with a portfolio.

1. A digital portfolio when submitting your application documents.

   We accept links to websites like Tumblr, Flickr, Youtube or Vimeo and we accept PDF files through the application form. We do not accept portfolios on dvd’s, cd’s, usb … or any other physical format.

   ATTENTION: the specifications for the digital portfolio for students in jazz and pop are listed on the next page.

2. An actual physical portfolio at the time of the interview (Instrument building candidates only).

   This may be combined with the digital portfolio that you already submitted. Portable digital portfolios are allowed here. During the interview the candidate can give a short presentation of his/her portfolio. Please note that each interview lasts about 25 minutes.

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 master proposal).
**Important:** the portfolio needs to be submitted as part of the entire application file. Stand-alone portfolios alone will not be taken into account.

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

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### SPECIFICATIONS FOR THE DIGITAL PORFOLIO FOR CANDIDATES IN JAZZ OR POP

The digital portfolio consists of following things:

1. **A link to a performance video.**
   - The video should contain 3 songs.
   - one song you have written yourself
   - one pop or jazz standard
   - one pop or jazz standard that you have arranged/rearranged
   - The video should have decent audio quality and must clearly show you playing your instrument live, preferably in a band or combo setting.

2. **The song description (author, composer, released …)**

This information can all be filled out in the appropriate fields in the application form.

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**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.vimeo.com](http://www.vimeo.com)
- [www.soundcloud.com](http://www.soundcloud.com)
- [www.youtube.com](http://www.youtube.com)
USEFUL INFORMATION ON ...

THE BRIDGING PROGRAM / PREPARATION PROGRAM

THE BRIDGING PROGRAM

In Flanders, the majority of art schools provide academic training. The research skills aimed for are artistic, as well as theoretical and reflective. Immediate admission to the master programs at the School of Arts is only available to those who hold an academic bachelor degree in drama, visual or audiovisual arts, or an equivalent diploma.

If you wish to apply for one of our master programs, we will verify whether your bachelor diploma can be considered equivalent to an academic bachelor degree. Criteria used to establish the level of your diploma are (amongst others): precedents, the duration of your study, the balance between theoretical/practical subjects, the fact that your diploma grants access to a university study in your country, the contents of the subjects in your bachelor program, ….

If we are unable to recognize your bachelor degree in art as the equivalent to an academic bachelor degree, but can establish that your degree is equal to our professional bachelor degree you can still apply, but you will be required to follow the bridging program that precedes the master program of your choice. The bridging program is meant to ‘academise’ your level. Mostly this means catching up on a number of academic courses and skills that support the reflective and academic nature of the art discipline you wish to continue your studies in.

In composing the curriculum of the bridging programs, both a curriculum manager and the master coordinator (mostly also the chairman/woman of the orientation committee) are consulted. The master coordinator and the members of the orientation committee will decide on whether practical subjects should be added to the curriculum and the curriculum manager decides on the theoretical subjects that need to be part of your bridging program curriculum. The number of credits in a bridging program may range from 45 ECTS to 90 ECTS (60 ECTS is considered as a full time year of studying in Flanders). Through exemptions based on previous studies, the number of subjects that one effectively needs to follow and take exams for, can drop below the minimum required 45 ECTS. Theoretically, this means that the bridging program can sometimes be combined with the first part of a master program already.

THE PREPARATION PROGRAM

Students who have (the equivalent to) an academic bachelor in music, but in a different discipline, genre or background may be required to follow a preparation program. This program is composed from subjects from the bachelor programs we offer, but has less restrictions in terms of minimum/maximum credits (cfr. bridging program). Here too, a combination with subjects in the master is possible, depending on the composition of the preparation program curriculum.
PROGRAM COORDINATORS

All programs (English and Dutch) are coordinated by a specific person. They are the ones you can contact if you require information on the program’s content. These people can either refer back to a curriculum manager or to the Student Affairs Department.

<table>
<thead>
<tr>
<th>Program</th>
<th>Coordinator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Classical Music</td>
<td>Mr. Lukas Huisman</td>
<td><a href="mailto:Lukas.huisman@hogent.be">Lukas.huisman@hogent.be</a></td>
</tr>
<tr>
<td>Master in Jazz</td>
<td>Mr. Toon Van Dionant</td>
<td><a href="mailto:toon.vandionant@hogent.be">toon.vandionant@hogent.be</a></td>
</tr>
<tr>
<td>Master in Pop</td>
<td>Mr. Vincent Pierins</td>
<td><a href="mailto:Vincent.pierins@hogent.be">Vincent.pierins@hogent.be</a></td>
</tr>
<tr>
<td>Master in Music Production</td>
<td>Mr. Gert Jacobs</td>
<td><a href="mailto:gert.jacobs@hogent.be">gert.jacobs@hogent.be</a></td>
</tr>
<tr>
<td>Advanced Master in Contemporary Music</td>
<td>Mr. Joris Blanckaert</td>
<td><a href="mailto:joris.blanckaert@hogent.be">joris.blanckaert@hogent.be</a></td>
</tr>
<tr>
<td>Postgraduate Programs</td>
<td>Mr. Lukas Huisman</td>
<td><a href="mailto:Lukas.huisman@hogent.be">Lukas.huisman@hogent.be</a></td>
</tr>
<tr>
<td>Master in Composition</td>
<td>Mr. Filip Rathé</td>
<td><a href="mailto:filip.rathe@hogent.be">filip.rathe@hogent.be</a></td>
</tr>
<tr>
<td>Master in Music Theory</td>
<td>Mr. Filip Rathé</td>
<td><a href="mailto:filip.rathe@hogent.be">filip.rathe@hogent.be</a></td>
</tr>
<tr>
<td>Master in Instrument Building</td>
<td>Mr. Andreas Korczak</td>
<td><a href="mailto:Andreas.korczak@hogent.be">Andreas.korczak@hogent.be</a></td>
</tr>
</tbody>
</table>
FINANCIAL INFORMATION

PRICES

Tuition fees vary slightly from year to year due to indexation. The exact fees for 2020-2021 are still to be communicated.

The tuition fee for the master programs in 2019-2020 came to

- For Belgian and EEA students: approximately 938,80 €/year for a full-time program in the bachelor and master program.
- For Non-EEA students: 2816,40 € / year for a full-time program in the bachelor and master programs. A number of students are exempted from this higher fee. To find out which students, please see underneath in the section “Students exempted from higher tuition fees” on the following page.

Additionally, there is a studio fee to be paid on a yearly basis as well. This fee may vary between 125 € and 450 € per year, depending on the discipline you apply for. The exact fees will be announced on the University College website (www.hogent.be) in the course of this academic year. A full studio fee is due, from the moment that you take up practical subjects in your curriculum.

The general cost of living in Belgium: Officially, one needs to take into account in a provision of 666 € / month. However, this figure is not very much in accordance with reality. A student who lives cheap, should be able to get by on 1.000 € / month (all depending on your personal life style and the cost of your house/apartment/studio ….). This figure is merely indicative, of course. Please try to get as much info as you can before you arrive in Belgium.

Students who face financial difficulties, can contact our social services department Dienst Studentenvoorzieningen and look into the possibilities of a payment plan with them. (zorg@hogent.be).
STUDENTS EXEMPTED FROM HIGHER TUITION FEES

1. Students with a nationality belonging to the European Economic Area (= the European Member States + Iceland, Liechtenstein, Switzerland and Norway)

2. Students with a foreign nationality who are permitted to stay in Belgium with unlimited duration as defined by the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens, to be proven by means of a residence permit of a member of the European Communities (annex 8 or annex 9) or the identity card for foreigners (annex 7) or the proof of registration in the foreigners register (annex 6) in accordance with article 31 of the royal decree of October 8, 1981 with regards to access to the territory, the stay, the establishment and the removal of third country citizens.

3. Students who are the victim of human trafficking, attested by an institute recognized by the federal government and specialized in the reception of victims of human trafficking.

4. Students with a foreign nationality permitted to a stay with limited duration in Belgium on the basis of article 48/4 of the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens.

5. Students who – on the 31st of December of the concerned academic year – have been legally resident in Belgium for a continuous period of 12 consecutive months and who were not granted the residence permit for purposes of studying in the Belgian higher education system, or in attendance of a verdict in an asylum procedure to be recognized as refugee or as person entitled to subsidiary protection, in accordance with the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens.

6. Students who received permission on the basis of articles 10, 10bis, [(40bis or 40ter)] of the law of December 15, 1980 regarding the access to the territory, the stay, the establishment and the removal of third country citizens to accompany or join a person mentioned in §1 or §2, 1st until and including 7th, of this article or a person legally staying 12 consecutive months in Belgium to study in higher education or to work.

7. Students who are candidate refugees – or whose parents are candidate refugees - and who have been staying in Belgium as a minor and who have not submitted their asylum request themselves. The asylum request was accepted before June 1st, 2007 and the procedure is still ongoing with the Commissioner General for Refugees and Stateless, with the Permanent Commission of Appeal or with the Council for Foreigner Contestations.
SCHOLARSHIPS/GRANTS

Belgian students may apply for a student grant from the Belgian government. Foreign students cannot apply for any grants through the Belgian government. If your country has a bilateral agreement with Belgium, then a grant under this agreement is a possibility, but it needs to be requested in your country of origin through the competent authorities.

However, exceptions do occur. The following websites may therefore be interesting to check out:

- [http://www.studyabroad.com/scholarships.aspx](http://www.studyabroad.com/scholarships.aspx)

THE SCHOOL OF ARTS SCHOLARSHIP FOR NON EEA STUDENTS

Candidate students for an initial master program, preparation program or bridging program in the fields of visual arts, audiovisual arts, music and drama can be eligible for a scholarship. The amount of the scholarship equals the increased tuition fee for the study program. The core requirement is that the candidate has a nationality not belonging to the European Economic Area and fall into to the category of students that are subject to increased tuitions fees (students who do not fall into this category are listed on page 14). An additional requirement is that the candidate participates in the Spring Selection Round preceding the academic year he/she applies for.

The allocation of the scholarship is not based on artistic merit during the orientation committee interview/audition, but is based on a motivation letter and – if available – additional attestations illustrating the personal or socio-economic situation of the student.

A candidate needs to apply for a scholarship during his application for the master program (or bridging or preparation program). Applications for a scholarship are processed with all due confidentiality and members of the orientation committee will have no access or knowledge of these scholarship applications.

In the month of June, the scholarship committee will issue an order of arrangement for all submitted scholarship applications. The candidate will learn whether he/she will be allocated a scholarship at the latest in the beginning of July.

More information is available from: paul.lamont@hogent.be

The full application regulations can be consulted [here](http://www.studyinflanders.be/en/scholarship-programmes/master-mind-scholarships/).

An application can be submitted through this [application link](http://www.studyinflanders.be/en/scholarship-programmes/master-mind-scholarships/).
BLOCKED ACCOUNT FOR VISA OR RESIDENCE PERMIT PURPOSES
(NON EU NATIONALITIES ONLY)

For more information on applying for a blocked account, please send a mail to paul.lamont@hogent.be
SOME PRACTICAL STUFF

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).

The Facebook-group: ‘Te huur: kot in Gent’ also regularly lists interesting appartments/rooms …

INTERESTING WEB SITES

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 site for the University College’s Social Service Dept. https://www.hogent.be/stuvo/
The cost of living in Belgium (indication only) http://www.numbeo.com/cost-of-living/country_result.jsp?country=Belgium

Free Portfolio sites
• www.behance.net
• www.coroflot.com
• www.cargocollective.com
• www.vimeo.com

LEARNING DUTCH

The School of Arts Ghent is a school in the Flemish Community. As such, our bachelor, bridging and preparation programmes are mainly/completely Dutch spoken. If you want to prepare yourself for your stay or pick up some of the language before you get here, the https://www.taalthuis.com/ website is an excellent place to start. Even if not mandatory for the English master programmes, bridging programmes or preparation programmes, a basic grasp of the Dutch language will make your stay here a lot more interesting and enjoyable. Why not give it a shot?
THE APPLICATION PROCEDURE

The School of Arts organizes two intake (or: orientation committee) sessions: one in April and one in August. Candidates need to choose one. We advise foreign candidates and certainly non-European candidates to apply in the first session.

For both of the application sessions, the procedure follows these steps:

1. Preregistration – online through https://webreg.hogent.be
2. Application – online through Cognito Form
3. Invitation or declination to interview / audition
4. Interview / audition
5. Submission of authenticated documents
6. Invitation to enroll
7. Enrolment.

On the next pages, we explain the details for each procedure. A video tutorial on the registration and application is available here.
SESSION 1

| Application Deadline Classical Music: | Thursday - April 30, 2020 – 16h00 |
| Orientation Committee Interview/Audition | Tuesday – May 12, 2020 |
| Application Deadline All Other Domains: | Friday, March 20, 2020 – 16h00 |
| Orientation Committee Interview/Audition | Monday, April 27, 2020 |

Due to the numerous candidates in our various orientation committee interviews and auditions, applications submitted after deadline will automatically be transferred to Session 2 (August).

1. **Pre-registration online**

   Surf to [https://webreg.hogent.be](https://webreg.hogent.be) and fill out all necessary information. Upon completion, you will receive an automatic e-mail that contains the link to a Cognito application form. 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. **Application form**

   Complete the online application form that you received after completing your pre-registration and upload all the necessary documents. A list of all documents that we will need you to submit is mentioned in the ‘Required Documents’ chapter of these guidelines.

3. **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 admission into one of our programs

   If your application is complete and makes you admissible for our programmes, your application is sent to the orientation committee who will give us feedback on whether it would be advisable for you to attend the interview or not.

   If your application is incomplete, you will be notified. You have until the deadline to complete your application.
4. The Orientation Committee interview and audition

A candidate who receives an invitation to the Orientation Committee interview and audition will be notified and will receive the practical info for the interview in an e-mail the week before the interview/audition. Candidates who need to fly in to attend the interview, may opt to be interviewed per Skype.

Announcement of the interview and audition results

We aim to inform the candidates on the interview results 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 planned and does not necessarily mean you did not pass the interview.

5. Submission of authenticated documents

Candidates who did not pass the interview will be notified per e-mail.

Candidates who received a positive evaluation for their interview/audition will be notified per e-mail. In the same e-mail, we will inform you which authenticated documents you need to send us per postal mail. E-mailed or faxed documents are not legally valid and are not accepted for this reason.

Upon reception of your documents, the authenticity will be checked and the school will issue an invitation to enroll at the School of Arts.

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.

Attention: We require the physical (paper) copies of your documents (diploma, transcripts and translations) that bear the original authentication stamp (apostille stamp or legalization stamp.

To find out what authentication your documents need, consult the chapter on document authentication in these application guidelines. The students from countries that do not warrant authentication, may present their original documents when they come to enroll.

From experience we have noticed that this point in the procedure is sometimes misunderstood. We would therefore like to make it absolutely clear that:

- we do not require your original diploma, transcripts and translations, but authenticated copies, meaning that the copies need to contain original stamps. Photocopied, e-mailed or faxed stamps are not valid.
we need the actual paper version of these authenticated documents per postal mail or handed to us physically at the student affairs office.

If you do send us your original documents, please be aware that the School of Arts cannot be held responsible for any loss or damage caused to them before or after the reception of your originals.

6. Invitation to enroll

When all documents are correct and you passed your intake session, we will issue an invitation letter that allows you to come and enroll at the school. This letter can be used for student visa purposes, if needed.

7. Enrolment

A student who wishes to enroll at the School, needs to come to the student affairs department in person.
SESSION 2

Application Deadline: Friday – June 26, 2020 – 16h00
Orientation Committee Interview Monday – August 24, 2020

Due to the numerous candidates in our various orientation committee interviews and auditions, we strongly advise to respect the deadline in order to guarantee the processing of your application.

1. **Pre-registration online**

   Surf to https://webreg.hogent.be and fill out all necessary information. Upon completion, you will receive an automatic e-mail that contains the link to a Cognito application form. 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. **Application form + submission of required documents.**

   Complete the online application form for which you received the link in an e-mail after completing your pre-registration. Upload all the necessary documents. A list of all documents that we will need you to submit is mentioned in the chapter ‘Required Documents’ of these application guidelines.

   **Attention:** in addition to your documents that need to be uploaded through the online application form, we will require the physical authenticated copies of your diploma, transcripts and translations at this point. To find out what authentication your documents need or if they need any, please consult the chapter on ‘Document authentication’ in these application guidelines. Please make sure both digital and physical documents reach us before the deadline expires.

   **Address to send your documents to:**
   School of Arts | University College Ghent
   c/o Paul Lamont - Student Affairs Department
   Jozef Kluyskensstraat 2
   9000 Ghent
   Belgium

   *From experience we have noticed that this point in the procedure is sometimes misunderstood. We would therefore like to make it absolutely clear that:*
- we do not require your original diploma, transcripts and translations, but authenticated copies, meaning that the copies need to contain original stamps. Photocopied, e-mailed or faxed stamps are not valid.
- we need the actual paper version of these authenticated documents per postal mail or handed to us physically at the student affairs office

If you do send us your original documents, please be aware that the School of Arts cannot be held responsible for any loss or damage caused to them before or after the reception of your originals

3. Invitation to audition/interview

Upon reception of your online application, we will verify
a) whether your application file is complete
b) whether you have the right diploma for admission into one of our programs

If your application is complete and makes you admissible for our programmes, your application is sent to the orientation committee who will give us feedback on whether it would be advisable for you to attend the interview or not.

4. The Orientation Committee interview / audition

A candidate who receives an invitation to the Orientation Committee interview will be notified and will receive the practical info for the interview in an e-mail the week before the interview/audition. Candidates who need to fly in to attend the interview, may opt to be interviewed per Skype.

Candidates for whom the committee decides against an interview will also be notified per mail.

Announcement of the interview / audition results

We aim to inform the candidates on the interview results 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 planned and does not necessarily mean you did not pass the interview.

5. Submission of authenticated documents

The session 2 candidates are required to deliver the original authenticated copies of their documents to us before the deadline (cfr. “2. Application Form”).

Upon reception of your documents, the authenticity will be checked and the school will issue
an invitation to enroll at the School of Arts.

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.

Attention:

- we do not require your original diploma, transcripts and translations, but authenticated copies, meaning that the copies need to contain original stamps. Photocopied, e-mailed or faxed stamps are not valid.
- we need the actual paper version of these authenticated documents per postal mail or handed to us physically at the student affairs office

If you do send us your original documents, please be aware that the School of Arts cannot be held responsible for any loss or damage caused to them before or after the reception of your originals.

6. Invitation to enroll

When all documents are correct and you passed your intake session, we will issue an invitation letter that allows you to come and enroll at the school. This letter can be used for student visa purposes, if needed.

7. Enrolment

A student who wishes to enroll at the School, needs to come to the student affairs department in person.
REQUIRED DOCUMENTS

During your application, you will need to upload documents and subsequently also send them to us per postal or registered mail.

You will need to upload following documents:
- ID Card
- Master Proposal and/or Motivation Letter (cfr. specifications underneath)
- Your diploma and diploma transcripts in original language
- Your diploma and diploma transcripts translation (English, Dutch, French or German)
- Your audition programme overview (cfr. specifications underneath).
- Your audition programme scores/sheet music (classical music candidates)

You will need to send us following documents per postal or registered mail:
- A copy of your diploma and diploma transcripts in original language.
  The copy needs to have an original authentication stamp. Photocopied, faxed or e-mailed version are not accepted.
- A copy of your diploma and diploma transcripts translation (English, Dutch, French or German).
  The copy needs to have an original authentication stamp. Photocopied, faxed or e-mailed version are not accepted.

The postal address for your documents is:
- School of Arts Ghent - Paul Lamont - Student Affairs Department – Louis Pasteurlaan 2 – 9000 Ghent – Belgium

Candidates in Session 1 can send the documents after they have received a positive evaluation from the orientation committee.

Candidates in Session 2 (or later) must deliver the documents before the expiration of the deadline.

Program overview for candidates in classical music:
- Your name and date of birth
- For each piece:
  - Full name of the composer with date of birth (and death)
  - Full name of the composition, number of opus (if available) and date of the composition (if known)
  - The part you prepared for this exam
DOCUMENT AUTHENTICATION & TRANSLATION OF YOUR DOCUMENTS.

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. To prove the authenticity of a foreign document, an official organization needs to verify the document and put a stamp on the document that testifies the authenticity of the document.

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, transcripts, supplements and translations to give them any legal value and proof of authenticity in Belgium. This is why we require the copies containing the original authentication stamps and not scans or photocopies.

Due to the high number of applicants, the verification of document authenticity can take some time. It is therefore in your own importance 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 or master 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 without authentication, but asks to send copies with original authentication stamps. 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.*
WHICH AUTHENTICATION METHOD 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 in these application guidelines.

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 the person who placed it) and correctness of the seal/stamp on the document.

(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.diplomatic.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 2015-2016 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)
ADDITIONAL REQUIREMENTS FOR STUDENTS FROM CAMEROON AND NIGERIA

This information will be updated soon.
OVERVIEW OF DEADLINES AND DATES

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<th>Event</th>
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<td>Info Afternoon (14h-17h)</td>
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<tr>
<td>20.03.2020 / 16h00</td>
<td>Submission Deadline Session 1 for all domains except Classical Music</td>
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<tr>
<td>To be confirmed</td>
<td>Submission Deadline Mastermind Scholarship</td>
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<tr>
<td>20.03.2020 / 16h00</td>
<td>Submission Deadline School of Arts Scholarship</td>
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<td>Open House Day</td>
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<td>Submission Deadline Session 2 (All Domains)</td>
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<tr>
<td>21.09.2020</td>
<td>Start Academic Year 2020-2021</td>
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</tbody>
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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?
PRACTICAL INFORMATION CONCERNING ORIENTATION COMMITTEE AUDITION FOR MASTER CANDIDATES IN MUSIC

Meeting with the Orientation Committee – Performing Music: Classical Music

PART 1: Practical exam

About the repertoire

During your practical instrument/voice audition you show your artistic and technical level. The repertoire consists of a 25-35’ program which is stylistically diversified. At least one composition should be contemporary music, preferably written after 1950.

With the submission of your application documents, you will also upload your program scores in PDF

Compositions with obliged piano accompaniment or piano reduction (concerti), have to be performed with piano accompaniment. If an accompanist is required, you need to indicate this in your application documents. If you have not done this at the submission deadline, we cannot guarantee that we can provide an accompanist for you. If your repertoire is of such nature that the accompaniment cannot be done by our regular team of accompanists, the candidate is required to arrange the accompaniment him/herself.

PART 2: Intake

After your audition, there will be an intake (interview) with the Orientation Committee about your motivation, artistic discipline, communication skills and knowledge of the specific domains of performing music. The Orientation Committee consists of several teachers and experts in the field you are applying for. The Orientation Committee makes the final decision on enrolment in the master course.

Remark

Following a motivated request by the candidate during the application procedure, the orientation committee may consider to allow a video recording of your program instead of a personal appearance for the audition and to allow the interview to be done via Skype.
PART 1: Practical exam

The practical exam consists of two parts:

1) Five standards/songs of your own choice
   - If you choose the jazz-option, you will have to prepare five standards/tunes of your own choice: the conservatory will supply the accompanists.
   - If you choose the pop-option, you will have to prepare five pop songs.

   **BEWARE:** for this option, you will have to provide your own accompaniment (rhythm section).

2) Prima Vista
   You will have to play a standard/song at sight (prima vista). The level of this song will not be too difficult and will be a jazz/pop song.
   During your practical instrument/voice test you have to show your artistic and technical level in as many as possible ways.

PART 2 : Intake

After your exam, there will be an intake (interview) with the Orientation Committee about your motivation, artistic discipline, communication skills and knowledge of the specific domains of performing music. The Orientation Committee consists of several teachers and experts in the field you are applying for. The Orientation Committee makes the final decision on enrolment in the master course.
Meeting with the Orientation Committee – Composing Music: Composition

PART 1: Practical exam

The practical exam consists of three parts:
1) Test elementary technique on a keyboard/piano
2) Test own instrument (if not keyboard/piano) or test musical expression instrument (ex. laptop)
3) Evaluation of your portfolio (scores, recordings etc.)

PART 2: Intake

After your exam, there will be an intake (interview) with the Orientation Committee about your motivation, artistic discipline, communication skills and knowledge of the specific domains of performing music. The Orientation Committee consists of several teachers and experts in the field you are applying for. The Orientation Committee makes the final decision on enrolment in the master course.
PART 1: Submission of a digital portfolio when applying

Students will be invited on the basis of diploma, master proposal and portfolio. For the portfolio, please use the online application form to upload your songs.

PART 2: Intake

The orientation committee will do a small interview with you on the mentioned dates.