Application Guidelines
2020-2021

Master in Visual & Audiovisual Arts
Master in Drama

English & Dutch Programs
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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 about the application 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 MASTER PROGRAMME

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 applications are verified individually at the School of Arts to determine the equivalence to an academic bachelor diploma in the creative arts.

- **Equivalence**: Some bachelor diplomas are not equivalent to our Belgian academic bachelors, but to our professional bachelors. Holders of a professional bachelor degree need to enroll in a bridging program first. Your diploma transcripts and supplements are important sources of information to us in determining whether you have an equivalent to a professional or academic bachelor 1.

  The purpose of a bridging program is to bridge the gap in academic art theory and/or practice that was not present in your bachelor curriculum. It is composed of a necessary number of subjects from our academic bachelor programs. Depending on each individual file and on the outcome of the application interview, this program can sometimes be combined with a part of the master program already.

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

- **In the creative arts**: In most cases, it is quite simple to determine whether your diploma is an arts diploma or not. For example: If you studied to be a bachelor of Fine Arts, there is no doubt that your diploma was obtained in the Arts. If you studied to be a bachelor in electronics, it is rather obvious that your diploma was not obtained in an arts discipline.

  Some cases may not be so obvious. For instance, if you have a bachelor in Visual Communications Design. That could mean you are not strictly a bachelor in the creative arts, but your education could be linked closely enough to various arts processes in order for you to still have an interesting artistic proposal and mindset.

  Your portfolio, master proposal, diploma transcripts and diploma supplements will be crucial pieces of information to us to determine where you stand and whether you can be invited for an interview.

  **Note:** the title “Bachelor of Arts” does not necessarily mean that your diploma is one obtained in a creating art discipline.

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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)
MASTER PROPOSAL & PORTFOLIO: TWO IMPORTANT FEATURES.

THE MASTER PROPOSAL

The Master Proposal is an important document in your application, because – together with the portfolio – it will be one of the arguments in the decision to invite you to the interview/audition rounds. Every application file, must therefore contain a master proposal.

The proposal is a document that contains your starting point and outlines of the artistic research project you wish to develop and carry out in the master programme. It is a motivation written from the viewpoint of your personal history as an artist or art student. 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 your studies at the School of Arts and how this relates to your career aspirations. Give details of your subject interests, relevant experiences and abilities in arts.

Part 2:
Discuss the research question(s) you would like to develop on in your artistic master project. Describe which interests, ideas and media you wish to explore through the master program and how your master project would help to attain your long-term goals. Mention artistic and/or theoretical references. Illustrate how you would start up this master project, on a practical and technical level as well as on the level of contents. Define a possible theme for your master thesis and explain how this thesis could support you in your artistic process.

The master 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 master projects and thesis. (This does not mean, however, that your master proposal pins you down to an unchangeable viewpoint or basis for your master study, since any artistic process is and should be open to change and evolution).

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

The master proposal is a central part of your application and will also be a central part of the interview or audition with the Orientation Committee. The document connects with the principle that we, as a school of arts, 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).

Applications without a master proposal are inadmissible.
THE PORTFOLIO

Your diploma is a minimum requirement, but only serves administrative purposes. It does not give us insight in your artistic practice or into the artist behind the degree. An artist’s work speaks more clearly and gives us a much better idea of the artistic level and whether the candidate may be a valuable and interesting artist able to function in our master programme(s). That is why we require candidates to provide us with a portfolio.

Candidates will need to provide a portfolio in two stages of the application procedure:

1. A **digital portfolio** when submitting your online application.
   
   You will need to upload links to an online portfolio or upload a PDF portfolio in the application form.
   
   We do not accept portfolios in physical format (usb, dvd, paper …).

2. An **physical portfolio** at the time of the interview.

   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).

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).

Specific portfolio requirements per programme are described on the next pages.
FINE ARTS AND GRAPHIC DESIGN PORTFOLIOS

The Orientation Committee for Fine Arts and Graphic Design will select candidates for the application round interviews on the basis of the digital portfolio and master proposal, so it is of crucial importance for these candidates to submit the digital portfolio before the submission deadline. Only candidates who receive positive evaluation (and who meet the other requirements) are advised to take the interview.

**Attention**: the portfolio needs to be submitted as part of the entire application file. Standalone portfolios will not be taken into account.

PHOTOGRAPHY PORTFOLIOS

A digital portfolio will need to be submitted beforehand when applying, but at the time of the orientation committee interview, the committee members will require a physical portfolio with following minimum requirements:

**At least two completed projects**
proving your artistic sensibility, your force as a photojournalist or any other personal point of view with a photographic ground base (showing your commitment, ideas and personal view on the world). Do this by showing prints, book(s), publication(s), … There are no dimension or number restrictions for this part. However, keep in mind you’ll be allowed a limited amount of time to explain your work and convince the jury.

**12 printed photos in A3 size**
6 images in which you demonstrate that you can handle documentary work. If you have more, please refer to a Tumblr account or a website for additional photos. Please note: “documentary” work in this context means : a series with a human presence/content in a realistic environment or situation.

and

6 images that show your technical ability (studio work, flash photography, lighting set up images, the making of correctly focused shots, mastery of printing techniques …). These may be images from technical exercises. Please note that we will be paying attention to the degree of excellence of these 12 prints.

FASHION DESIGN PORTFOLIOS

The portfolio presented to the members of the orientation committee should not only demonstrate the end results, but also needs to focus on the process of creation as it is important that the artistic research questions and technical skills that lead up to the end result are also translated.
**DRAMA PORTFOLIOS**

We realise that composing a digital portfolio for drama-artists is not self evident. Nevertheless, it is of capital importance that the candidate submits a digital portfolio that presents a clear and representative image of the work and ‘career’ path of the artist up until the present (photo, video, tekst and explanation on the material are useful). The way in which the candidate composes the portfolio will be part of the evaluation/estimation of the candidate.

In the master of drama, students will not so much write a thesis, but more a reflection linked to a master project. This means that for drama the thesis subject does not need to be explicitly delineated. In contrast, the research/reflective question in both thesis and master project will be of great importance.

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We beseffen dat het samenstellen van een digitale portfolio voor dramakunstenaars niet evident is, desalniettemin is het van groot belang dat de kandidaat ons een digitale portfolio bezorgt die toch een duidelijk en representatief beeld geeft van het werk en het afgelegde parcours van de kunstenaar tot nog toe. (Foto, video, tekst en uitleg materiaal zijn waardevol) De manier waarop het portfolio is samengesteld maakt deel uit van de beoordeling/inschatting van de kandidaat.

Bij master drama schrijven de studenten niet zo zeer een thesis maar eerder een reflectie met gekoppeld daaraan de masterproef. Dus voor drama hoeft het thesisonderwerp niet zo geëxpliceerd worden. Wel van belang is de onderzoeksvraag die zowel in de reflectie als in de masterproef tijdens het maakproces aan bod zullen komen.

**DRAMA ORIENTATION COMMITTEE INTERVIEWS**

De oriëntatieproef bestaat uit twee delen:

1. Een praktische proef: de kandidaat presenteert een persoonlijk gecreëerde performance/act/evenement/happening/performance-lecture/(…) van minimum 5 en maximum 15 minuten. De kandidaten zijn vrij om deze opdracht naar eigen inzicht in te vullen en uit te voeren, rekening houdend met de beperkte technische middelen waarover zij beschikken (een studio met werklicht, een geluidsinstallatie, een videoprojector). De commissie houdt rekening met de artistieke keuzes en de kwaliteit van de artistieke presentatie en kijkt hoe deze zich verhouden tot het profiel en het programma van de school

2. Oriëntatiegesprek: de oriënteringscommissie zal het portfolio, de artistieke presentatie en het mastervoorstel bespreken samen met de kandidaat student. De commissie houdt rekening met het artistieke profiel en het voorgestelde project van de kandidaat

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The orientation test consists of two parts

1. A practical test: the candidate presents a personally created performance / act / event / happening / performance-lecture/(…) of minimum 5 and maximum 15 minutes. The candidates are free to fulfill this task the way they see fit, taking into account the limited technical means at their disposal (a studio with working lights, a sound installation, a video projector). The commission will take into account the artistic choices and quality of the practical presentation, and see how they relate to the profile and program of the school.
2. Orientation conversation: the orientation commission will discuss the portfolio, the practical presentation and the master proposal with the candidate. The commission will take into account the artistic profile and proposed project of the candidate.

**FILM PORTFOLIOS**

The master programmes at KASK are at all times deepening and inquisitive/researching. The programmes no longer contain studio subjects or training and candidates entering the master must therefore be able to demonstrate that they have sufficient experience in film making. In order for us to evaluate this, the application portfolio must contain at least one well-developed single-screen film of any length.
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 KASK 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 the arts 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.

Mrs. Annelies Vlaeminck – annelies.vlaeminck@hogent.be – curriculum manager Visual Arts
Mrs. Femke Neels – femke.neels@hogent.be – curriculum manager Audiovisual Arts
Mr. Pascal Desimpelaere – pascal.desimpelaere@hogent.be – curriculum manager Drama.

THE PREPARATION PROGRAM

Students who have the equivalent to an academic bachelor in the arts but in a completely different discipline, may be required to follow a preparation program. This program is also composed from subjects from the bachelor programs we offer, but has less restrictions in terms of minimum/maximum credits. Here too, a combination with subjects in the master is possible, depending on the composition of the preparation program curriculum.
MASTER COORDINATORS

All master 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 refer back to a curriculum manager or to the Student Affairs Department.

<table>
<thead>
<tr>
<th>Master in Fine Arts</th>
<th>Mr. Simon Delobel</th>
<th><a href="mailto:simon.delobel@hogent.be">simon.delobel@hogent.be</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Graphic Design</td>
<td>Mr. Thomas Desmet</td>
<td><a href="mailto:thomas.desmet@hogent.be">thomas.desmet@hogent.be</a></td>
</tr>
<tr>
<td>Master in Photography</td>
<td>Mrs. Anne Françoise Lesuisse</td>
<td><a href="mailto:annefrancoise.lesuisse@hogent.be">annefrancoise.lesuisse@hogent.be</a></td>
</tr>
<tr>
<td>Master in Autonomous Design</td>
<td>Mr. Peter Westenberg</td>
<td><a href="mailto:peter.westenberg@hogent.be">peter.westenberg@hogent.be</a></td>
</tr>
<tr>
<td>Master in Fashion</td>
<td>Mr. Bram Jespers</td>
<td><a href="mailto:bram.jespers@hogent.be">bram.jespers@hogent.be</a></td>
</tr>
<tr>
<td>Master in Textile Design</td>
<td>Mrs. Els Huygelen</td>
<td><a href="mailto:elisabeth.huygelen@hogent.be">elisabeth.huygelen@hogent.be</a></td>
</tr>
<tr>
<td>Master in Animation Film</td>
<td>Mr. Luc Degryse</td>
<td><a href="mailto:luc.degryse@hogent.be">luc.degryse@hogent.be</a></td>
</tr>
<tr>
<td>Master in Film</td>
<td>Mrs. Hilde D’haeyere</td>
<td><a href="mailto:hilde.dhaeyere@hogent.be">hilde.dhaeyere@hogent.be</a></td>
</tr>
<tr>
<td>Master in Drama</td>
<td>Mr. Frederik Le Roy</td>
<td><a href="mailto:frederik.leroy@hogent.be">frederik.leroy@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 Commissionary 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 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.

An application can be submitted through this application link.

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
4. Interview
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: Friday - March 20, 2020 – 16h00
Orientation Committee Interview Monday – April 27, 2020

ATTENTION: THE INTERVIEW WITH THE COMMITTEE FOR AUTONOMOUS DESIGN HAS BEEN DELAYED AND WILL TAKE PLACE ON MAY 4. SAME DEADLINE APPLIES.

Due to the numerous candidates in our various orientation committee interviews and auditions, applications submitted after deadline are no longer processed and 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**

   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.

**Announcement of the interview 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, applications submitted after deadline are no longer processed.

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

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 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
- Your diploma and diploma transcripts in original language
- Your diploma and diploma transcripts translation (English, Dutch, French or German)

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.
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](image)

(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](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

**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

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>19.02.2020</td>
<td>Info Afternoon (14h-17h)</td>
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<tr>
<td>20.03.2020 / 16h00</td>
<td>Submission Deadline Session 1</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>20.04.2020</td>
<td>Student Affairs Department Re-Opens</td>
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<td>04/05/2020</td>
<td>Interview session with Autonomous Design Committee</td>
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<td>11.07.2020</td>
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<td>10.08.2020</td>
<td>Student Affairs Department Re-Opens</td>
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<td>24.08.2020</td>
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<tr>
<td>18.09.2020</td>
<td>Welcoming / Information Day Foreign Master Students</td>
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<tr>
<td>21.09.2020</td>
<td>Start Academic Year 2020-2021</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?