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APPLICATION GUIDELINES

DIGITAL STORYTELLING

2023-2024

English Programme



Dear Candidate,

The School of Arts welcomes a growing number of new external students every year. Apart from an increasing number of Belgian students coming in from other schools in the country, the number in new foreign candidates who enroll in programs increases every year.

In these application guidelines we explain in a clear and simple way how to do the application. 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.

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

APPLICATION DEADLINES & DATES

All deadlines and intake moments are currently available from the School of Arts website on [Admission and orientation tests — KASK & Conservatorium / HOGENT en Howest \(schoolofartsgent.be\)](https://www.schoolofartsgent.be)

APPLICATION PROCEDURE

STEP 1	PREREGISTRATION	https://webreg.hogent.be
STEP 2	ONLINE APPLICATION	Through an online form (Cognito) for which you receive a link <u>after</u> your preregistration.
STEP 3	INVITATION TO INTERVIEW/AUDITION	An invitation to attend an intake interview is sent to you if <i>Step 1 & Step 2</i> have been fulfilled and if you meet the minimum requirements.
STEP 4	INTERVIEW/AUDITION	You attend in person or online.
STEP 5	PROCLAMATION	You are informed if you passed the interview/audition or not at the latest 2 weeks after the interview/audition date.
STEP 6	SUBMITTING DOCUMENTS	<p>SESSION 1 <i>If you passed, you will need to deliver your authenticated diploma documents, authenticated diploma transcripts and official translations per post.</i></p> <p>SESSION 2 + 3 <i>You need deliver your authenticated diploma documents, authenticated diploma transcripts and official translations per post to the school before the Session 2 deadline. When delivered after deadline, we cannot guarantee the finalization of your application before the start of the academic year.</i></p>
STEP 7	INVITATION TO ENROLL	You receive a formal invitation to enroll at the School of Arts when your authenticated documents have been verified.
STEP 8	ENROLMENT	You make an appointment with Paul Lamont at the School of Arts to enroll to enroll personally.



DIGITAL STORYTELLING:

The English-taught postgraduate Digital Storytelling is a programme aimed at the storytellers with a fascination for internet and online. Creatives who want to explore in audio, video, photo and text what the internet has to offer for storytellers. Telling stories on social media is the key part: think vlogging, blogging, social video, podcasting and social photography. In addition, we also dive deeper into concepts like transmedia, cross media, story tools, Virtual Reality, Augmented Reality and Artificial Intelligence and experiment with those emerging technologies.

Anyone who considers him- or herself a creator and who wants to tell better online stories, can apply. The programme is open to all students who are in the possession of a bachelor or master diploma. If you already have experience in making photo, video, text or audio, that's a nice to have. But it's no must have. In weekly studio exercises, you'll get the hang of it. After registering and sending in your motivation, you have a talk with the program's coordinator to discuss your ideas and your work. If the talk is positive, you can start the program.

This postgraduate programme will help you refine your skills in storytelling, in finding and reaching an online audience, and sharpen your digital proficiencies. You will be trained and inspired to create and spread your story using the newest media tools, such as VR & 360, social video, live video, social photography, longreads, blogs, podcasts, vlogs, etc...

The programme takes up a single academic year and consists of 39 ECTS credit points, divided over five training modules:

- Inspiration in Digital Storytelling (lectures),
- Experiment in Digital Storytelling (workshops),
- Digital Storytelling in audio, video, photo & text,(workshops)
- Internship and
- Digital Story Experience (graduation project)

The first three combine lectures with practical assignments that you work on during studio time. The last two comprise extremely useful and extensive practical assignments: under the guidance of a tutor, you will develop a project that provides an answer to a realistic issue that can come from any number of societal sectors. Individually or in a small group, you will intern in Belgium or another country. Finally, you will develop your own personal graduation project under the guidance of professional media coaches.

Classes take place Monday and Wednesday evenings from October till March. From then on you continue working on your graduation project and you do an internship. On Thursdays you work together with other students from October till the end of the year. Every week there are assignments that equal a day's work more or less. During the year there are no less than 5 of these.

The programme is taught in English. There's an online motivational talk and an intake. There is a high demand for professional digital storytellers, which comes as no surprise, as stories are perfectly suited to conveying a message. This is a highly practical training. Having completed it, you are ready for the creative digital media sector. It will not take long before every company will be relying on digital storytellers to convey their stories. Graduates of our programme are now professional media makers, either in their own media production companies, as content specialists for larger organizations or creating their own artistic stories for an online audience.



If you have any questions, please contact Pieter Blomme (pieter.blomme@hogent.be) who is the programme's coordinator. This postgraduate programme is a collaborative initiative of KASK School of Arts and Chase Academy.

COORDINATOR DIGITAL STORYTELLING

Pieter Blomme: pieter.blomme@hogent.be
++ 32 (0)486 26 88 84

TEACHERS (2021-2022)

- Lance Weiler (Columbia School of Arts Digital Storytelling Lab, USA)
- Simon Wilkinson & Myra Appannah (BrightBlack, UK)
- Domien Huyghe (writer, BE)
- Brecht Vaes (digital Studio Brussel, BE)
- Klasien van de Zandschulp & Mark Meeuwenoord (Polymorf, NL)
- Dries Depoorter (independent internet artist, BE)
- Kare Vedding Poulsen (Danish Rundfunk, DE)
- Nienke Huitinga & Lisa Weeda (transmedial artists, NL)
- Yann Bertrand (photographer, BE)
- Anjali Ramachandran (director Storythings, UK)
- Wim Forceville (VR-expert, BE),
- Sven De Coninck & Jan D'hont (Chase Creative, BE)
- Niels 't Hooft (hybrid writer, NL)
- Laure Cops & Wouter Vanmol (Nunam interactive narratives, BE)
- Filip Fastenaekels (VRT, BE)
- Raphael Rodan (Mezrab Storytelling School, NL)
- Barbara Dzikanowice (Happiness Content Agency, BE)
- Tim Vanhaecke & Sacha Claes (Chase, BE)
- Georgio Copter (Snapchat & Instagram creator, USA)
- Johan Lolos (@lebackpacker, BE)
- Nick Hannes (Magnum Photography Award Winner, BE)
- Katharina Smets (independent audio storyteller, BE)
- Maggie Beidelmann (senior producer en video journalist AJ+ , USA)
- Vincent Schroeven (Hurae, BE)
- Eveline Lemahieu (Vidsome, BE)
- Sandra Gaudenzi (!F Lab, Universiteit van Westminster, i-Docs, UK)
- Bert Dries (aka Musketon) (graphic designer, Musketon, BE)



MINIMUM REQUIREMENTS TO ENTER THE PROGRAM

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

The minimum requirement to start in this postgraduate program is that you have obtained an equivalent diploma to the Belgian bachelor degree.

This means that you can also apply at a time that you did not receive your bachelor degree yet but will receive it at the end of this current academic year. If you can provide us with a document that states when you expect to obtain your diploma, you are very welcome to apply as well. The final step in the application procedure, however, is receiving the approval on your application and this approval is only issued when you have submitted a correctly authenticated final or provisional bachelor diploma copy.

All candidate files are first verified individually here at the School of Arts..

Note that in the admission requirements there is no limitation of the study field of the bachelor degree. The bachelor degree itself is the requirement.



YOUR APPLICATION: HOW IT WORKS.

You are about to apply for one of our postgraduate programs. That means we will need you to register online and provide us with a number of documents (personal info, portfolio, diploma copies, ...).

APPLICATION

A. Registration

This is the first step and it is done on <https://webreg.hogent.be>. This is called the preregistration and is the data needed by the University College with regards to your enrolment. Upon complete and correct preregistration, you will automatically receive a link to a online application form.

INTAKE INTERVIEW

- A. There will be a selection of candidates based on the submitted applications. Candidates will be notified per e-mail of the selection.
- B. The interview with the selection committee will only take place on fixed dates. Foreign candidates who request this, may receive approval for an online interview through Skype or Google Hangouts.
- C. The interview with Pieter Blomme, the coördinator of the programme will take up 30 minutes at most. The interview can focus on following items:
 - The candidate's personal motivation with regards to the study program and professional aspirations.
 - Discussion of the **por**tfolio and discussion of link with the study program and the field of digital media and storytelling
 - Discussion of the submitted proposal and discussion of the link with the study program and the field of digital media and storytelling



PRICES

Please refer to our website for the tuition fees and specific study costs:

<https://schoolofartsgent.be/2021/onderwijs/financieel/?lang=en>

Additionally, the student should be aware that there could be additional costs depending on the specific projects the student wants to work on during the postgraduate program. A number of tools will also be a requirement if you wish to work in this postgraduate program (Macbook Pro or equivalent, Smartphone (minimum iphone 8 or equivalent, CC student subscription, one night in a hostel during a trip ...).

Students who have difficulties with the payment of the fees, can contact our social services department Dienst Studentenvoorzieningen and look into the possibilities of a payment plan with them. (zorg@hogent.be - ++ 32 (0)9 243 37 38).

The general cost of living in Belgium: Officially, one needs to take into account in a provision of 679 € / 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.

LANGUAGE REQUIREMENTS

Be aware that the language of instruction of this postgraduate program is English. A language certificate is not needed to apply, but language skills (spoken and written English) will be evaluated during the interview with the orientation committee. Candidates with insufficient language skills can be refused. In some cases the committee can advise language courses before enrolling for this postgraduate program. The recommended level is Vantage B2.



BLOCKED ACCOUNT FOR VISA OR RESIDENCE PERMIT PURPOSES (NON EU NATIONALITIES ONLY)

Please contact paul.lamont@hogent.be for more information about this.

A PLACE TO LIVE

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

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



INTERESTING WEBSITES

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 Chase website (formerly known as REC).

<http://chase.be/blog/digital-storytelling-postgraduate/>

Overview of study files

<https://www.hogent.be/studiefiches/?ectsaction=ects:main.programma&mid=12534&opl=PGD-DIST&faculteitcode=SCH&taal=2>

The site for the University College's Social Service Dept.

<http://www.hogent.be/studentenvoorzieningen/overzicht/>

or <https://www.hogent.be/en/>

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.soundcloud.com ...



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
- 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

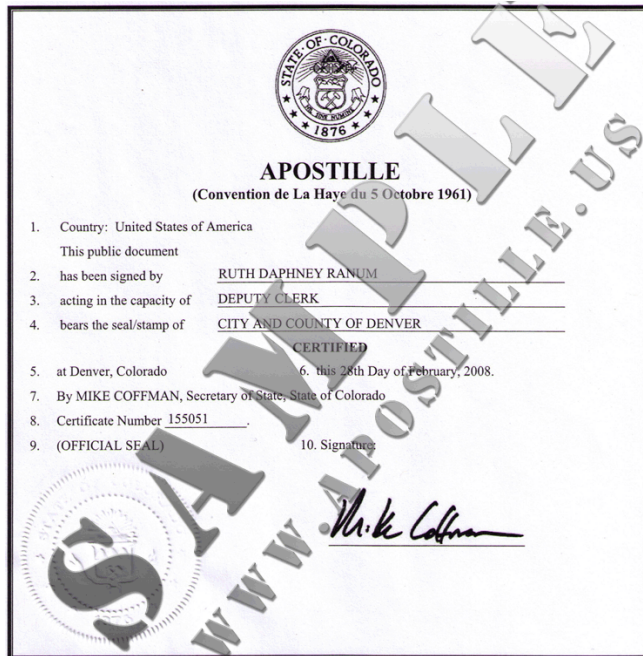
In order to find out what action is required for your country, please consult the *List of countries per authentication method* in these application guidelines.

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).



LIST OF COUNTRIES AND REQUIRED AUTHENTICATION METHODS.

This list serves as an indication only and you must always double check with the competent authority to see whether the authentication method is correct.

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

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

- Belgium – Denmark – Estonia - France – French Guyana – French Polynesia - Germany – Guadeloupe – Ireland - Italy – Ivory Coast – Kiribati – Latvia – Martinique - The Netherlands – Norfolk Island – Palestian Areas – Réunion

Apostille Stamp (= issued by the authorities in [this link](#))

- Albania – Andorra - Antigua & Barbuda – Argentina - Armenia – Aruba – Australia – Austria- Azerbaijan – Bahamas – Bahrein - Barbados – Belarus – Belize – Bermuda - Bosnia & Herzegovina – Botswana - Brazil – Brunei – Bulgaria – Burundi - Cape Verde – Chile - China (SAR Hong Kong) - China (SAR Macau) – Columbia - Cook Islands - Costa Rica – Croatia – Cyprus Czech Republic – Dominica - Dominican Republic - Ecuador - El Salvador – Eswatini – Fiji – Finland – Georgia - Granada – Greece – Guam – Guatemala – Guyana - Honduras – Hungary – Iceland – India – Israel – Japan - Kazachstan – Kosovo – Kyrgyzstan - - Latvia - Lesotho – Liberia - Liechtenstein – Lithuania – Luxembourg – Macedonia – Malawi – Malta – Marshall Islands – Mauritius - Mexico - Moldova - Monaco – Mongolia - Montenegro – Morocco – Namibia – New Caledonia – New Zealand – Nicaragua – Niue - Norway – Oman – Palau - Panama – Paraguay - Peru – Philippines - Poland – Portugal – Romania – Russia - Saint Kitts and Nevis - Saint Lucia - Saint Vincent and The Grenadines – Samoa – San Marino - Sao Tome and Principe – Serbia – Seychelles – Slovakia – Slovenia – South Africa – Spain – Suriname – Sweden – Switzerland – Tajikistan – Tonga – Trinidad and Tobago – Tunisia – Turkey – Turks and Caicos Islands – Ukraine – United Kingdom – United States of America – Uruguay – Uzbekistan – Vanuatu – Venezuela – Wallis and Futuna

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

- Afghanistan – Algeria – Angola – Anguilla – Bangladesh – Benin – Bhutan – Bolivia – Burkina Faso – Cambodja – Cameroon – Canada – Central Africa Republic – China – Comoros – Congo (Brazzaville) – Congo (Democratic Republic) – Cuba – Djibouti – East-Timor – Egypt – Equatorial Guinea – Eritrea – Ethiopia – Gabon – Gambia – Ghana – Greenland – Guatemala – Guinea – Guinea-Bissau – Guyana – Haiti – Indonesia – Iran – Iraq – Jamaica – Jordan – Kenya – Kuwait – Laos – Lebanon – Liberia – Libya – Madagascar – Malaysia – Maledives – Mali – Mauritania – Micronesia – Mozambique – Myanmar – Nauru – Nepal (Double Legalisation) – Niger – Nigeria – North Korea – Pakistan – Papua New Guinea – Paraguay – Qatar – Rwanda – Saudi Arabia – Senegal – Sierra Leone – Senegal – Singapore – Solomon Islands – Sri Lanka – Syria – Tadjikistan – Tanzania – Tchad – Thailand – Togo – Tunisia – Turkmenistan – Tuvalu – Uganda – United Arab Emirates – Uzbekistan – Vanuatu – Vietnam – Yemen – Zambia - Zimbabwe



DOCUMENT TRANSLATION

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

The translation must be done through a sworn translator:

In Belgium: through a sworn translator linked to the Court of Justice
http://www.juridat.be/eerste_aanleg/index.htm ;

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

ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS

Since the academic year 2007-2008 all students from the People's Republic China have to obtain a certificate of academic screening issued by the Academic Evaluation Centre (APS) of the German Embassy in Beijing before being allowed to enroll at any higher education institution, language course or other preparatory course in Flanders. The APS certificate is also required for obtaining a student visa to Belgium. Students planning to study in Flanders in 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)



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. Kluykensstraat 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. Kluykensstraat 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?