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GENT**
howest

Application Guidelines 2023-2024

Advanced Master in Contemporary Music

English & Dutch Programs



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Dear Candidate,

The School of Arts welcomes a growing number of new master students every year. Apart from an increasing number of Belgian students, all in all 60 to 70 new foreign candidates enroll in our programs 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 & Howest



1. APPLICATION DEADLINES & DATES

All submission deadlines and audition/interview dates are available from our website on:

<https://schoolofartsgent.be/en/onderwijs/toelatings-en-orieteringsproeven/>

International candidates are strongly advised to participate in Session 1 !

Candidates who require an accompanist from the school during an audition must submit their application two weeks before deadline !

2. APPLICATION PROCEDURE

STEP 1	PREGISTRATION	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 audition 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 (if applicable) per post.</i></p> <p>SESSION 2 <i>You need deliver your authenticated diploma documents, authenticated diploma transcripts and official translations (if applicable) 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 personally.



3. MINIMUM REQUIREMENTS TO ENTER THE PROGRAM

The minimum requirement to start in the advanced master program is that you have obtained the equivalent diploma to the Belgian master degree in music (performing music or music creation) or music related field at the time you enroll for the programme.

You can also apply if you are in your graduating master degree, but do not have your degree yet. If you receive your master's degree at the end of the academic year 2021-2022 and 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 or master diploma copy.

All applications are verified individually at the School of Arts to see whether your degree meets the standards for application and entry.

4. MASTER PROPOSAL

One of the most important documents of your application is the master proposal, because 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 in which the candidate describes the starting point and outlines of the artistic research he/she wishes to carry out in his or her advanced master programme. This needs to be motivated from his/her 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 elaborate on in your artistic project, 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).

You will need to upload the Master Proposal as a PDF document in the online application form you will receive after a correct preregistration on <https://webreg.hogent.be>.

Applications without a master proposal are considered inadmissible.

5. PROGRAM COORDINATORS IN MUSIC

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.

Master in Classical Music	Mr. Lukas Huisman	Lukas.huisman@hogent.be
Master in Jazz	Mr. Toon Van Dionant	toon.vandionant@hogent.be
Master in Pop	Mr. Vincent Pierins	Vincent.pierins@hogent.be
Master in Music Production	Mr. Gert Jacobs	gert.jacobs@hogent.be
Advanced Master in Contemporary Music	Mr. Joris Blanckaert	joris.blanckaert@hogent.be
Postgraduate Programs	Mr. Lukas Huisman	Lukas.huisman@hogent.be
Master in Composition	To be confirmed	
Master in Music Theory	To be confirmed	
Master in Instrument Building	Mr. Andreas Korczak	Andreas.korczak@hogent.be

6. FINANCIAL INFORMATION

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

<https://schoolofartsgent.be/en/onderwijs/financieel/>

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 line 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)

SCHOLARSHIPS/GRANTS

The Belgian government nor the School of Arts have grants available for advanced master or postgraduate programmes.. Following websites, may nevertheless be interesting to check out:

- <http://www.studyinbelgium.be/en/financing-your-studies>
- <http://www.studyabroad.com/scholarships.aspx>
- <http://www.ond.vlaanderen.be/internationaal/CA/default.htm>

- <http://www.studyinlanders.be/en/scholarship-programmes/master-mind-scholarships/>

BLOCKED ACCOUNT FOR VISA OR RESIDENCE PERMIT PURPOSES

(NON EUROPEAN NATIONALITIES ONLY)

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

7. PRACTICAL INFORMATION

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 apartments/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>

Overview of study files

<https://www.hogent.be/studiefiches/?ectsaction=ects:main&acadjaar=2019-20&taal=2>

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

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?

8. REQUIRED DOCUMENTS

During your application (STEP 2), you will need to upload documents and subsequently also send them to us per postal or registered mail (STEP 6).

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 for their audition from the student affairs department.

Candidates in SESSION 2 must deliver the documents before the expiration of the deadline.

WE STRONGLY ADVISE ALL CANDIDATES TO RESPECT THE DEADLINES! SUBMISSIONS AFTER DEADLINE WILL BE TRANSFERRED TO A NEXT APPLICATION SESSION AND CANNOT BE GUARANTEED A CORRECT AND TIMELY CONTINUATION OF THE APPLICATION PROCEDURE.

9. 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

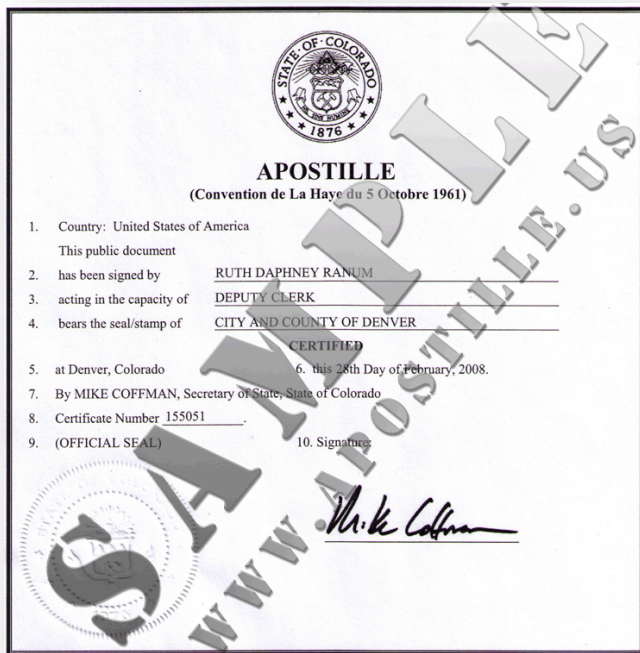
In order to find out what action is required for your country, please consult the *List of countries per authentication method* in these application guidelines.

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.diplomatic.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

10. 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)



11. 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

12. PRACTICAL AUDITION INFORMATION

PART 1: Practical exam

About the repertoire

During your practical instrument/voice test you have to show your artistic and technical level in as many possible ways. The repertoire consists of at least a 45 minute program from which the jury will select 30 minutes. The repertoire consists of a mix of 20th or 21st century music compositions.

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

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 the repertoire is of a nature that it cannot be performed by our regular team of accompanists, the candidate is required to arrange the accompaniment him/herself.

About the master proposal

Cfr: the chapter on the Master Proposal in the beginning of these guidelines

PART 2: Intake

Immediately after your audition, there will be an intake interview with the Orientation Committee. The Orientation Committee consists of several teachers and experts in the field you are applying for. You will be asked about your motivation, communication capabilities, your master proposal and knowledge in the fields of contemporary music performance and creation.

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?