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## OFFICIAL REGULATION

### For the allocation of scholarships to non-EEA students at the School of Arts | University College Ghent

On a yearly basis, the School of Arts will make six scholarships available for students from non-EEA countries who enrol in the master programmes and in bridging and preparatory programmes related to the master programmes.

With these scholarships, the School of Arts wishes to give additional financial support to foreign students and to facilitate the influx of students from non-EEA countries. In doing so, the School of Arts aims to intensify the diversity and intercultural aspects within its school community. The scholarships are aimed specifically at non-EEA students, because they – in conformity with the Higher Education Codex art. II.15 and the decision to raise tuition fees for non-EEA students at the School of Arts as of the academic year 2016-2017 – are subject to higher tuition fees than EEA students.

#### 1. Number, amount and duration of the scholarships

*Number:* six scholarships will be made available per year. The actual number of allocated scholarships depends on the number of candidates that meet the attribution criteria and receive a positive advice from the scholarship committee.

*Amount:* the amount of a scholarship equals that of the tuition fee the candidate student owes the School of Arts upon enrolment.

Upon a full-time enrolment in the master, the amount of the scholarship equals the tuition fee as established by the University College administration.



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In the case of preparatory programmes, bridging programmes and study programmes containing exemptions, the amount of the scholarship will be the equivalent of the actual amount in tuition fees owed by the candidate student to the University College for his/her study programme.

*Duration:* The scholarship is allocated for the duration needed by the candidate student to complete the study programme under the optimal study progress conditions and – with the exception of preparatory programmes, bridging programmes and study programmes containing exemptions – under the condition of a full-time enrolment with a degree contract in a master programme.

In case the student enrolls in a bridging programme or a preparatory programme, the scholarship is allocated for both this programme and the following enrolment in the master programme.

The duration is therefore three years for students in preparatory or bridging programmes and the adjoining master of 120 credits and two years for students in a master of 120 credits or students in a preparatory or bridging programme followed by an adjoining master programme of 60 credits. The duration is one year for students in a master programme of 60 credits.

When the study is interrupted, students will not be eligible for a scholarship a second time.

In a master programme of 60 credits, the student can enjoy the scholarship for only one year. The scholarship will be assigned only if the student is eligible to obtain the master degree under his/her enrolment. In a master programme consisting of 120 credits, the student can enjoy the scholarship for only two years. In the second year, the scholarship can only be allocated if he/she is effectively eligible to graduate as a master that same year.



## 2. Conditions to qualify for the application to a scholarship

In order to apply, the student must meet the following criteria:

1. The applicant is a citizen of a country not belonging to the EEA and does not meet the criteria as mentioned in the Higher Education Codex, Art. II 215<sup>1</sup>;
2. The applicant meets the admission requirements to enter the master programme or a related bridging or preparatory programme;
3. The applicant will participate in the first selection round ('Spring Selection Round') for the master programme and has submitted a complete and correct admission file. If the candidate is already enrolled in a bridging programme, preparatory programme or bachelor (and consequently does not need to participate in an orientation interview/audition), he/she will adopt the deadlines for the first selection round to submit his/her application for a scholarship;

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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 31<sup>st</sup> 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, 1<sup>st</sup> until and including 7<sup>th</sup>, of this article or a person legally staying 12 consecutive months in Belgium to study in higher education or to work.  
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 1<sup>st</sup>, 2007 and the procedure is still ongoing with the Commissioner General for Refugees and Stateless, with the Permanent Commission of Appeal or with the Council for Foreigner Contestations.



4. In addition to his/her application for the master, the applicant will also submit an application for the obtainment of a scholarship to the student affairs office.

### 3. Applying to obtain a scholarship

Candidate students who wish to apply for a scholarship need to do so during the application procedure of the first selection round ('Spring Selection Round') for the master programme. In addition to the required documents for application towards the master programme, candidates must also submit following documents to the student affairs office:

1. A letter with the scholarship request and motivation for the request;
2. Additional attestation with regards to socio-economic capacity of the student (in English, Dutch, French, German or Spanish), in as far as the applicant deems this information to be useful.

The letter of request and the documents will be processed in discretion by the student affairs office and will not be added to the student's digital file, nor will they be added to the application documents for the orientation committee.

If the applicant receives a positive advice from the orientation committee, the student affairs administration will continue the preparation for the obtainment of a scholarship, based on documents submitted by the applicant.

The **application file** consists of:

1. The application documents for the master programme (including digital portfolio) as it is to be presented to the orientation committee;
2. The report of the orientation committee, with the motivation of the positive advice
3. Documents 1 and 2 mentioned above (with number 2 being optional).

### 4. Decision concerning the allocation of a scholarship.

The decision concerning the allocation of scholarships will be made by a scholarship committee established towards that end (composition cf. chapter 6).

The application requests submitted to the scholarship committee are prepared by the student affairs office which verifies whether applicants meet all formal conditions for the allocation of a scholarship. This means they verify whether:



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1. the applicant is a citizen of a country not belonging to the EEA and does not meet the criteria as mentioned in the Higher Education Codex, Art. II 215;
2. the applicant meets the admission criteria for the master programme or a related bridging or preparatory programme;
3. the applicant participated in the first selection round ('Spring Selection Round') for the master programme;
4. the applicant submitted a master application file;
5. the applicant passed the orientation committee interview/audition that allows admission to the master programme, the bridging programme or the preparatory programme;
6. there is a written motivation by the orientation committee in which the committee motivates the decision to admit the student to the school;
7. the applicant indicated he/she wished to be taken into consideration for the scholarship, as demonstrated by a letter of request to obtain a scholarship, supported by possible additional attestations.

The request for a scholarship will be transmitted to the scholarship committee only when these seven formal conditions have been met. Conditions 3, 4, 5 and 6 are not applicable if the student passes directly from a bridging or preparatory programme or bachelor programme in the School of Arts to the master programme.

The scholarship committee will first assess the socio-economic capacity of the applicants based on the letter of request for a scholarship and any additional documents of attestation submitted by the student. On the basis of this evaluation, the committee will draw up a comparative order of application requests. The first six applications in that order will be the application requests of

- students for whom the committee concludes that the socio-economic situation is deemed the least favourable to successfully start, follow and complete the programme.

In case more than six application requests are deemed admissible by the committee on the basis of the socio-economic situation, the committee will take into account the following two criteria – in descending order of priority:

- The artistic qualities and the specific motivation of the student to study at the School of Arts | University College Ghent, as demonstrated by the orientation committee report, the motivation letter and the applicant's master proposal;
- A balanced distribution of the scholarships across the various programmes at the School of Arts in as far as the available applications allow this.

The six highest ranking candidates are the actual scholarship students. The other ranked candidates will make up a reserve list. The committee makes a motivated decision to not rank candidates.



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## 5. Announcement, reserve list and disbursement of the scholarship

The candidates for a scholarship will be notified by the student affairs office before the summer recess about the decision on their application. The decision must be motivated and justified by the scholarship committee.

It is not possible to submit an appeal against the scholarship committee's decision.

Candidates who are of the opinion that the scholarship was not allocated to them because the procedures as listed in these regulations were not followed through correctly, can make an appeal with the School of Arts Council by means of a registered letter addressed to the secretary of the council, on the seventh day after the scholarship committee's announcement of the decision to the candidate at the latest.

Candidates who were attributed a scholarship, must have enrolled for the full-time master programme, bridging programme or preparatory programme before October 1st of the academic year for which the orientation committee interview/audition was organized.

If on October 1st one of the candidates entitled to a scholarship has not enrolled or has taken an enrolment not in accordance with the conditions for the attribution of these scholarships as described under article 1, the scholarship will automatically be transferred to the next ranking candidate on the reserve list.

The scholarships will not be paid in cash to the students, but will be deducted from the tuition fee by means of a credit note for the tuition fee.

## 6. Composition and organisation of the scholarship committee

The nominative list with the composition of the scholarship committee will be decided by the School of Arts Council every two years, on the recommendation of the dean. The scholarship committee will be composed as follows:

- The dean of the School of Arts, chairman of the scholarship committee;
- The head of the Student Affairs and Educational Reform Office, secretary of the scholarship committee;
- One member of the teaching staff not involved in the orientation admission for the master programmes, but familiar with the various master programmes at the School of Arts;



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- One alumnus of a School of Arts master programme, being an ex-scholarship student graduated in the past four academic years and no longer associated with the School of Arts in any other way;
- a staff member of the Student Affairs Department for the University College Ghent;
- an external member, not affiliated with the University College Ghent, with knowledge of artist's practices and the financing involved.

At least one third of the committee members is of different gender from the other committee members.

The scholarship committee can only convene in a valid way if at least five of the six members are present. The members cannot be represented by any third party, nor can they give a mandate to another committee member.

Only the members of the scholarship committee will have access to the application requests and files which may contain personal documents. The members of the committee commit in writing to treating the application files with discretion.

The committee strives to reach decisions in consensus and only in exceptional cases through a vote. Voting will happen with a simple majority. In the case of a vote with an even number of attendants, the chairman will refrain from voting to avoid halting the vote.

The committee will report to the School of Arts Council on a yearly basis.

The School of Arts Council can advise improvements for the scholarship committee based on these reports.