



# Application Guidelines

Postgraduate Curatorial Studies

English Programme  
Academic Year 2022-2023



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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/or more specifically: on studying in a postgraduate programme at the School of Arts | University College Ghent.

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

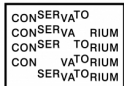
In these application guidelines we explain in a clear and simple way how to do the application. At the same time, we provide practical information related to your study in Ghent/Belgium.

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](mailto: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

SESSION	SUBMISSION DEADLINE	INTERVIEW DATE
SESSION 1	02.05.2022 – 12h00 (noon)	09.05.2022
SESSION 2	29.08.2022 – 12h00 (noon)	05.09.2022

International candidates are strongly advised to participate in Session 1 !

## INFORMATION DAYS

	ATE	TIME
INFO AFTERNOON	09.03.2022	14:00 – 17:00
OPEN HOUSE DAY	24.04.2022	10:00 – 17:00
INFO MORNING	25.06.2022	09:30 – 12:30
INFO MORNING	10.09.2022	09:30 – 12:30
WELCOME DAY EXTERNAL STUDENTS	23.09.2022	To be confirmed

## STUDENT AFFAIRS DEPARTMENT CLOSED

	FROM	TO
SPRING RECESS	28.02.2022	28.02.2022
EASTER RECESS	04.04.2022	18.04.2022
SUMMER RECESS	11.07.2022	21.08.2022
CHRISTMAS RECESS	To be confirmed	To be confirmed



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## APPLICATION PROCEDURE

APPLICATION PROCEDURE		
STEP 1	PREREGISTRATION	<a href="https://webreg.hogent.be">https://webreg.hogent.be</a>
STEP 2	ONLINE APPLICATION	Through an online form (Cognito) for which you receive a link <b>after</b> your preregistration.
STEP 3	INVITATION TO INTERVIEW	An invitation to attend an intake interview is sent to you if <i>Step 1 &amp; Step 2</i> have been fulfilled and if you meet the minimum requirements.
STEP 4	INTERVIEW	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 &amp; 3 <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 or 3 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.



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## CURATORIAL STUDIES

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### — WHO IS THIS FOR?

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The Curatorial Studies programme at Koninklijke Academie voor Schone Kunsten / Royal Academy of Fine Arts (KASK) of University College Ghent is an intensive one-year English-language postgraduate course aimed at applicants with an MA in the arts, humanities or sciences (or equivalent) and a keen interest in contemporary art and/or design. Established in 1999, KASK's Curatorial Studies is the only postgraduate curatorial programme in Belgium, benefitting from a unique partnership between KASK, the University of Ghent, the Municipal Museum of Contemporary Art, Ghent (S.M.A.K.) and Kunsthal Gent. On this course students become familiar with contemporary exhibition practices across a variety of contexts, such as museums, foundations, artist-run spaces and commissioning agencies. Curatorial Studies at KASK stands out among comparable European and North American programmes for the breadth of skills it covers, from conservation and exhibition history/theory to collection building and mediation. Through this programme, students are equipped to excel in the curatorial field, in its practical as well as theoretical applications.

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### — WHAT WILL YOU BE STUDYING?

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Curatorial Studies at KASK considers curation – from the latin 'cura', to care for – to be a vital link between cultural production and the wider social sphere. In this expanded definition, the curatorial touches the entire spectrum of cultural production, including historical and artistic research, documentation and archival projects, and the organisation of public events. At KASK, Curatorial Studies students are confronted with the diverse possibilities of the curatorial – from the collection, conservation and study of modern and contemporary art to developing new ways of making art public through on- and off-line displays, publications, pedagogical, social and performative interventions.

KASK's Curatorial Studies programme not only encourages students to develop their personal curatorial practice through the making of exhibitions, publications and events – with a final project acting as a culmination point – it also lays emphasis on the history and theory of exhibitions. Through a mix of lectures, seminars, workshops and independent research, students become conversant with the most up-to-date debates within the contemporary curatorial field, particularly as these intersect with social, political and ethical issues. Drawing on Ghent's exceptional cultural history and resources, as well as its proximity to major European cities, the programme comprises behind-the-scenes visits to key art institutions in Belgium and in neighbouring countries. The students' experience is further enhanced by regular talks by prominent speakers.

All KASK Curatorial Studies staff members are research-active and recognised in their areas of specialisation, as conservation specialists, mediators, curators, and scholars. This expertise allows for an immersive experience, where students are immediately put into contact with real-world situations and professional challenges. Thanks to the programme's structural partnership with the University of Ghent, S.M.A.K. and Kunsthal Gent, students enjoy access to world-class research and museum resources within walking distance of the KASK campus.

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### — AND THEN ...

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Equipped with the extensive knowledge and contacts acquired during the programme, students (re)enter the professional field in a position of strength. Many of the programme's alumnae/i find employment in the artistic sector upon graduation, in museums, galleries, non-profit art spaces, governmental cultural agencies, biennials, artist studios, magazines and, not least, academia. Moreover, given the long history of the programme, Curatorial Studies graduates benefit from a large network of alumni/ae who remain active within the cultural field.

The programme is taught in English.



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## COORDINATOR CURATORIAL STUDIES

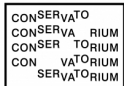
Laura Herman – [laura.herman@hogent.be](mailto:laura.herman@hogent.be)

### MINIMUM REQUIREMENTS FOR THE POSTGRADUATE IN CURATORIAL STUDIES

We advise a master degree as a minimum requirement, but the formal minimum requirement to start in the postgraduate programme for curatorial studies is that you have obtained an equivalent diploma to a Belgian bachelor's degree at the time you enroll for the programme. Both bachelor and master applicants with a keen interest in and/or relevant curatorial experience will be considered.

This means that you can apply when you are in your graduating year, but have not obtained your bachelor's degree yet. 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.

Applications are verified individually at the School of Arts to determine the equivalence and admissibility.



## YOUR APPLICATION DOCUMENTS.

Besides the administrative part in your application file, following documents will be needed in the selection process:

### 1. Motivation Letter

This document contains maximum 1500 words. You explain what your motivation is for entering the postgraduate programme in curatorial studies and describe how your own experiences and ideas are connected to this. You'll need to allude to what your current background is (studies, professional occupation ...) and how these can possibly be an added value to your choice. In your motivation you may use theoretical references and references from the practical (arts) field.

### 2. Curriculum Vitae

Your curriculum contains at least a detailed overview of your studies, the title of your master thesis (if applicable) and possible additional education programmes or schooling you followed. If applicable, please also mention relevant professional experience.

### 3. Proposal Curatorial Project

In the postgraduate programme for Curatorial Studies, the student's interests and ideas are the starting point. The programme also offers room for the conception and elaboration of the student's own curatorial projects. It is therefore important that the candidate submit a relatively detailed curatorial project proposal, between 1500 and 2000 words in length, containing the following items:

- A working title
- A clear hypothesis
- Explain how you would like to elaborate on the hypothesis in a practical, technical and theoretical way and state what possible problems might arise in carrying out this project.
- Give a detailed statement of your personal interest towards this hypothesis and if possible state your ambitions towards this project and/or your long term ambitions with the education programme itself.

You will need to upload these documents through an online application form you receive after correct preregistration (Cfr. : page 5, STEP 2, APPLICATION PROCEDURE).





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## SELECTION INTERVIEW

The programme organizes 3 interview sessions (Cfr.: page 4, Deadlines and dates). Selected candidates who meet the requirements will be invited for an interview.

The interview will focus mainly on 3 aspects of your application documents: your letter of motivation, your CV and your curatorial project proposal. Especially the candidate's motivation and project proposal will be discussed. The committee will gain insight in the candidate's competences through this interview and will advise whether a candidate can start on the basis of this interview.

If a candidate indicates this in time during the application procedure, the committee may decide to allow the interview to be conducted per Skype.

The committee can decide to give a negative advice with regards to attending an interview if the submitted application's content demonstrates clearly that the candidate does not have the required profile or competences to start the postgraduate programme.

## PRICES

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

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

The student should be aware that there are additional costs attached to specific courses within the programme, to trips, and to the projects the student may want to elaborate during the academic year.

Students who have difficulties with or questions on 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](mailto: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 900€-1.000 € / month (all depending on your personal lifestyle 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.



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## LANGUAGE REQUIREMENTS

Be aware that the language of instruction of this postgraduate programme 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 programme.

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

Please contact [paul.lamont@hogent.be](mailto:paul.lamont@hogent.be) 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](mailto: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 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>

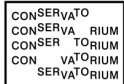
The site for the University College's Social Service Dept.

<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](http://www.numbeo.com/cost-of-living/country_result.jsp?country=Belgium)



## OTHER 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
- Curatorial 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.

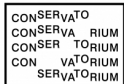
**We require copies of the original diplomas, transcripts and translations that bear the original authentication stamp. Sending original documents is entirely at the risk and liability of the candidate. The School of Arts cannot be held accountable for loss before, during or after your study at the school.**

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.

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### — WHAT IS: AN AUTHENTICATION?

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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.

**We require copies of the original diplomas, transcripts and translations that bear the original authentication stamp. Sending original documents is entirely at the risk and liability of the candidate. The School of Arts cannot be held accountable for loss before, during or after your study at the school.**



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## — WHICH AUTHENTICATION METHOD FOR MY DOCUMENTS?

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There are four methods of authenticating 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

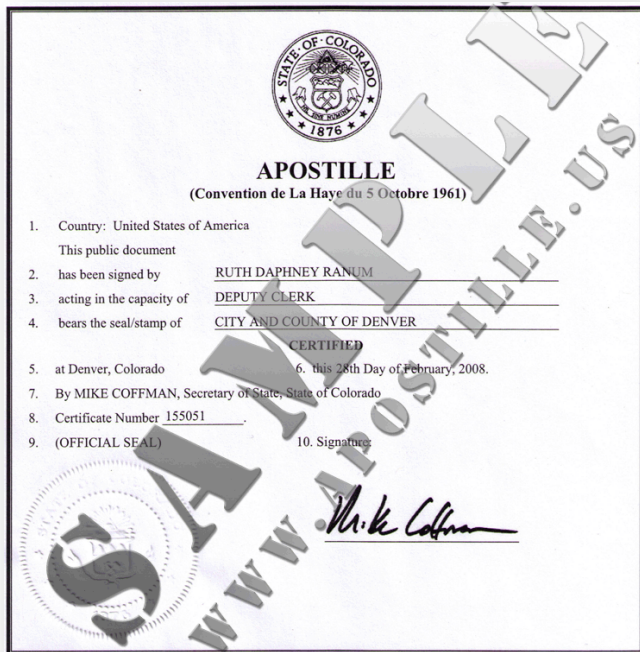
In order to find out what action is required for your country, please consult the *List of countries per authentication method* in these application guidelines.

### *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).





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## — LIST OF COUNTRIES AND REQUIRED AUTHENTICATION METHODS.

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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 Zeeland – 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



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## — DOCUMENT TRANSLATION

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

The translation must be done through a sworn translator:

In Belgium: through a sworn translator linked to the Court of Justice  
[http://www.juridat.be/eerste\\_aanleg/index.htm](http://www.juridat.be/eerste_aanleg/index.htm) ;

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



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— ADDITIONAL DOCUMENTS FOR CHINESE STUDENTS

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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](mailto: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)



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## WHERE TO SEND YOUR DOCUMENTS TO

Per e-mail:

paul.lamont@hogent.be

Per postal mail:

School of Arts  
University College Ghent  
c/o Paul Lamont  
Student Affairs Office  
J. 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



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## 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?