

## Special conditions and procedures for admission to Bachelor's studies

All applicants requesting special conditions (application for exceptional admission, application for admission on file, application for admission to the second or third year of a Bachelor's degree) must send an email to [admission.head@hesge.ch](mailto:admission.head@hesge.ch) AND register online by Wednesday 23 February 2022 at 17:00 CEST (Swiss time) at <https://www.hesge.ch/head/en/studies-and-research/admissions-2022>.

Only completed online forms submitted by the deadline will be considered.

A registration fee of CHF 150 is required. Applicants have the option of paying online or attaching proof of payment to the online registration form. This fee is non-refundable.

Applicants may not register for more than two courses. Those applying for two courses will be evaluated separately for each of the two courses. Being admitted to one course of studies only allows applicants to start this specific course of studies.

### I APPLICATION FOR EXCEPTIONAL ADMISSION

In accordance with the [Study regulations for the Bachelor's degree courses in the design and fine arts field at HEAD – Genève of 28 July 2021](#) (in French only), HEAD – Genève may exempt applicants from having an Upper Secondary Level diploma if they demonstrate exceptional artistic talent.

## **Applicants wishing to apply for the Bachelor's admissions for exceptional artistic talent must:**

- Fill in and submit the electronic application form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2022> by Wednesday 23 February 2022 at 17:00 CEST (Swiss time).
- Include in the documents uploaded to the electronic form a letter of motivation (maximum 3,000 characters) outlining their background and explaining why they believe they have exceptional artistic talent.
- Upload their personal file, except for the creative exercise (see V below), by Wednesday 23 February 2022.

An eligibility committee examines the applications of candidates requesting exemptions. HEAD – Genève's Management makes the decision by 2 March 2022. If the application is deemed eligible, the applicants must upload their creative exercise by Wednesday 9 March 2022.

## **II APPLICATION FOR ADMISSION ON FILE (AOF)**

In accordance with the [Regulation concerning admission on file \(AOF\) to the HES-SO Bachelor's programme](#) (in French only), HEAD – Genève may not require applicants to have an Upper Secondary Level diploma if they meet the following requirements

- Be at least 25 years old at the time of submitting the electronic form
- Be of Swiss nationality or have held a residence permit for gainful employment in Switzerland, a settlement permit or a G permit in Switzerland for 3 years

These rules also apply to residents of French departments bordering Switzerland. Applicants with asylum seeker or refugee status are eligible for the procedure without any specific time limit.

- Have at least one year's full-time professional experience in the field concerned

## **Applicants wishing to register for the Bachelor's admission on the basis of the file-based admission procedure must:**

- Complete and submit the electronic application form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2022> by Wednesday 23 February 2022 at 17:00 CEST (Swiss time).
- Include in the documents uploaded to the electronic form a document attesting to at least one year's full-time professional experience in the field concerned.
- Include in the documents uploaded on the electronic form: a copy of their Swiss passport or work/residence permit/G permit in Switzerland, or a document attesting to asylum seeker/refugee status in Switzerland/in a French department bordering Switzerland, or a document attesting to residence status in a French department bordering Switzerland for at least 3 years.
- Upload their personal file, except for the creative exercise (see V below), by Wednesday 23 February 2022.

An eligibility committee examines the applications of candidates requesting admission based on their files. HEAD – Genève's Management makes the decision by 2 March 2022. If the application is deemed eligible, the applicants must upload their creative exercise by Wednesday 9 March 2022.

### **III APPLICATION FOR ADMISSION TO THE SECOND OR THIRD YEAR OF A BACHELOR'S DEGREE**

In accordance with the [Study regulations for the Bachelor's degree courses in the design and fine arts field at HEAD – Genève of 28 July 2021](#) (in French only), HEAD – Genève may grant possible equivalences for training of equivalent level and content.

## **Applicants wishing to register for the Bachelor’s admission for admission to the second or third year must:**

- Fill in and submit the electronic application form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2022> by Wednesday 23 February 2022 at 17:00 CEST (Swiss time).
- Include in the documents uploaded to the electronic form a letter of motivation (maximum 3,000 characters) analysing their previous education and explaining why it justifies admission to the second or third year of the Bachelor’s programme.
- Include in the documents uploaded on the electronic form the ECTS credit records, transcripts, certificates, diplomas or other means of proof of their previous education.
- Upload their personal file, except for the creative exercise (see V below), by Wednesday 23 February 2022.
- Upload their creative exercise by Wednesday 9 March 2022.

## **IV PROCEDURE**

### **An eligibility committee examines the applications of candidates requesting special conditions and HEAD – Genève’s Management makes the decision.**

If an application for exceptional admission or an application for admission on the basis of a file is deemed eligible, the applicant’s personal file is submitted to the first stage of the application process (see below).

If the application is deemed ineligible, the applicant is notified by email.

If equivalences for admission to the second or third year of the Bachelor’s programme can be recognised on the basis of the applicant’s previous education, his/her personal file is submitted to the first stage of the application process for admission to the second or third year of the Bachelor’s programme.

If the application is deemed ineligible, the applicant is notified by email, and his/her personal file is submitted to the first stage of the application process for admission to the first year.

The first stage of the application process consists of the examination and evaluation by a committee of professors of the personal file of each applicant (see V below).

The second stage of the application process consists of an interview (see VI below) to which the applicants selected after the first stage are invited by email.

For applications for admission to the second or third year, equivalences are determined at the end of the second stage of the application process.

Applicants are notified by email of the results of the first stage of the application process at the end of March 2022. They are notified by email of the results of the second stage of the application process at the end of April 2022. Applicants who receive an admission offer from HEAD – Genève have until 31 May 2022 at the latest to accept it. Final admission to HEAD – Genève is conditional on obtaining the required qualifications.

## V PERSONAL FILE

Each applicant's personal file must be uploaded to a dedicated electronic platform (Switch drive) by 23 February 2022 – with the exception of the creative exercise, which must be uploaded by 9 March 2022. A link to the platform is sent to each applicant once the online registration form has been fully completed and submitted.

### The personal file consists of the following items:

- A **curriculum vitae** in English or French – please use [this template](#) for your curriculum vitae
- A **five-question portrait** in English or French – please use [this template](#) for your five-question portrait
- A short **presentation video** of maximum 90 seconds
- A **creative exercise** to be done remotely – the guidelines for the creative exercise will be published on the [Admissions webpage](#) on: **Tuesday 1 March 2022 at 9:00 AM** for the Bachelor applications in Fine Arts, Interior Architecture, Fashion Design, and Product, Jewellery and Accessory Design; **Friday 4 March 2022 at 9:00 AM** for the Bachelor applications in Visual Communication and Illustration.

There is no creative exercise requested from the applicants to the Bachelor in Cinema because the portfolio required for this program already includes the production of a short film (see below).

- A **portfolio of works** consisting of personal work and/or, if the applicant considers it relevant, other work, namely:

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## Bachelor Fine Arts

Drawings, research notebooks, photographs, collages, texts, video or digital productions – there is no limit to the types of work that can be included in the portfolio, in which applicants are encouraged to present as rich a selection as possible.

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## Bachelor Films Studies

- The free production of a short film consisting of three shots, with a maximum total duration of 5 minutes.
- The films or sketches of personal films, as well as any unfinished scripts or processing.
- Any other element deemed useful for understanding the work (storyboards, drawings, notes, photographs, collages, texts, podcasts, digital productions, etc.).

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## Bachelor Interior Architecture Visual Communication Illustration Fashion Design Product, Jewellery and Accessory Design

Drawings, research notebooks, photographs, project descriptions, texts, collages, video or digital productions, models, prototypes, objects – there is no limit to the types of work that can be included in the portfolio, in which applicants are encouraged to present as rich a selection as possible.

*All files must be provided in PDF format (texts, photos, drawings, plans, etc.). Personal websites, blogs, Tumblr, Instagram may be mentioned as links in a document on the platform. Videos (or excerpts), of a maximum duration of 10 minutes, will be uploaded on the platform or provided as YouTube or Vimeo links (with login and password if necessary). Videos must have a maximum size of 150 MB per video, while other files must have a maximum size of 50 MB per file. Applicants' files will be deleted from the platform at the end of the admission process.*

## VI INTERVIEW

The Bachelor admission interviews take place between 4 and 12 April 2022. The interview takes place at HEAD – Genève or, if the applicant is unable to travel, by videoconference. Applicants communicate their preferences during online registration.

During the admission interview, the applicant is expected to be able to explain the choice of works in the portfolio, to describe and analyse his/her creative process and to detail his/her motivation for the chosen course.

The admission interview for the BA in Film Studies includes an exercise to be carried out at the time of the interview (screening of a short film excerpt and oral commentary).