

## Special Conditions and Procedures for Admission to BA 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 the BA study programme) must send an email to [admission.head@hesge.ch](mailto:admission.head@hesge.ch) AND register online by Tuesday 21 February 2023 at 17:00 CEST (Swiss time) on <https://www.hesge.ch/head/en/studies-and-research/admissions-2023>.

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

A registration fee of CHF 150 is required. Applicants may pay the fee online or attach a proof of payment to their online registration form. This fee is non-refundable even if the application is found to be ineligible at the administrative or eligibility review stage.

Applicants may not register for more than two courses. Applicants registered for two courses must follow the specific application process for each of the two courses. A successful application only gives access to the specific course for which it is submitted.

Applicants are entitled to a total of three attempts. If a applicant submits two applications in a given year, this double application in the same year counts as one attempt.

### I APPLICATION FOR EXCEPTIONAL ADMISSION

In accordance with the [Study regulations for the BA courses in the design and fine arts field at HEAD – Genève of 28 July 2021](#) (in French only), HEAD – Genève may, exceptionally, exempt applicants from having an upper secondary level diploma if they demonstrate exceptional artistic talent.

## Applicants wishing to apply for admission to the BA programmes for exceptional artistic talent must:

- Complete and submit the online application form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2023> by Tuesday 21 February 2023 at 17:00 CEST (Swiss time).
- Include in the documents uploaded to the online 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 if applicable (see V below), by Tuesday 21 February 2023.

An eligibility committee examines the applications of applicants requesting exceptional admission. HEAD – Genève’s Management makes the decision by 1 March 2023. If the application is deemed admissible, the applicants must upload their creative exercise by Tuesday 7 March 2023.

## II APPLICATION FOR ADMISSION ON FILE (AOF)

In accordance with the [Regulation concerning admission on file \(AOF\) to the HES-SO BA programme](#) (in French only), HEAD – Genève may exempt applicants from having an upper secondary level diploma if they meet the following requirements:

- Be at least 25 years old at the time of submitting the online 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 an 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 apply for admission to the BA programme using the file-based admission procedure must:**

- Complete and submit the online application form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2023> by Tuesday 21 February 2023 at 17:00 CEST (Swiss time).
- Include in the documents uploaded to the online 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 online 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 if applicable (see **V** below), by Tuesday 21 February 2023.

An eligibility committee examines the applications of applicants requesting admission based on their files. HEAD – Genève's Management makes the decision by 1 March 2023. If the application is deemed admissible, the applicants must upload their creative exercise by Tuesday 7 March 2023.

### **III APPLICATION FOR ADMISSION TO THE SECOND OR THIRD YEAR OF A BA DEGREE**

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

## **Applicants wishing to apply for admission to the second or third year of the BA study programme must:**

- Complete and submit the online application form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2023> by Tuesday 21 February 2023 at 17:00 CEST (Swiss time).
- Include in the documents uploaded to the online 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 BA programme.

- Include in the documents uploaded on the online 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 if applicable (see **V** below) by Tuesday 21 February 2023.
- Upload their creative exercise by Tuesday 7 March 2023.

## IV PROCEDURE

An eligibility committee examines the applications of applicants 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 round 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 BA programme can be recognised on the basis of the applicant’s previous experience, their personal file is submitted to the first round of the application process for admission to the second or third year of the BA programme. If the request for equivalences is deemed ineligible, the applicant is notified by email, and their personal file is automatically submitted to the first round of the application process for admission to the first year.

The first round of the process consists of the examination and evaluation by a panel of teachers of the personal file of each applicant (see **V** below).

The second round of the process consists of an individual admission interview (see **VI** below) to which successful applicants from the first round are invited by email.

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

Applicants are notified by email of the results of the first round of the process at the end of March 2023. Applicants are notified by email of the results of the second round of the process in early May 2023.

Applicants who have successfully completed the application process must confirm their registration at HEAD – Genève by 31 May 2023 at the latest. Admission is valid only for the academic year 2023-2024 and cannot be postponed.

## V PERSONAL FILE

**The applicants' personal files must be uploaded to a dedicated online platform (Switch drive) by 7 March 2023.** A link to the platform is sent to each applicant once the online registration form has been submitted.

**The personal file includes the following items:**

- A **curriculum vitae** in English or French.
- A **short portrait** in English or French – please download and use this [template](#) for your short portrait.
- A short **video presentation** of maximum 90 seconds.
- An online **creative exercise** for the Interior Architecture, Fashion Design, Product design/Jewellery and Accessories, Visual Communication, and Illustration application processes – instructions for the creative exercise will be posted on the [Admissions page on Friday 24 February 2023 at 10:00](#). There is no creative exercise for applicants to the Fine Arts and Film Studies study programmes.
- A **portfolio of work** consisting of personal work and/or, if the applicant deems it relevant, other work, namely:

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### BA 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, allowing for an understanding of what interests and motivates them.

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## BA Film 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 made, as well as any scripts or treatments not shot
  - Any other element deemed useful for understanding the work (storyboards, drawings, notes, photographs, collages, texts, podcasts, digital productions, etc.)
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## BA Interior Architecture Visual Communication Illustration Fashion Design Product Design/Jewellery and Accessories

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 wide a selection as possible.

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

## VI INTERVIEWS

The BA admission interviews take place from Monday 17 to Friday 21 April 2023 at HEAD – Genève or, if the applicant is unable to travel, by videoconference. This must be specified at the time of registration. Once the interview method has been communicated on the online form, it cannot be changed, except in cases of force majeure.

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

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

## VII SUMMARY OF DEADLINES FOR BA APPLICATION PROCESSES – SPECIAL CONDITIONS

Deadline for online registration	21 Feb. 2023 at 17:00 CEST (Swiss time)
Deadline for submission of the personal file on the Switch platform	21 Feb. 2023
Online creative exercise design studies	24 Feb. 2023 at 10:00 CEST (Swiss time)
Deadline for submission of the creative exercise (design studies) on the Switch platform	7 March 2023
2 <sup>nd</sup> round interviews	17 – 21 April 2023
2 <sup>nd</sup> round results	May 2023
Confirmation of admission offer	31 May 2023