

Special Conditions & Procedures for Admission to MA studies

All applicants requesting special conditions, i.e. an application on file, must send an email to admission.head@hesge.ch AND register online until Monday 20 March 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 the eligibility review stage.

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

I APPLICATION FOR ADMISSION ON FILE (AOF): PROCEDURE

In accordance with the admission procedure based on an MA dossier (AOF-M), HEAD – Genève may exempt applicants from having a BA degree at university or HES level or a foreign qualification deemed to be equivalent if they meet the following two conditions:

- Be at least 25 years old at the time of submitting the online form.
- Have at least 7 years of professional experience in the field concerned. Applicants must attest to their activities by means of work certificates and/or a file documenting all their artistic or design activities and achievements.

Those wishing to register for admission to the MA programme on the basis of the AOF procedure must:

- Complete and submit the online form on <https://www.hesge.ch/head/en/studies-and-research/admissions-2023> by Monday 20 March 2023 at 17:00 CEST (Swiss time).
- Include in the attachments uploaded to the online form a text justifying their approach (see II below).
- Include in the documents uploaded to the online form a [summary table](#) listing all professional and artistic achievements. Please download the document before completing it.
- Include in the documents uploaded on the online form a copy of all the supporting documents attesting to professional and personal achievements (work certificates, exhibition flyers, certificates, and other documents).

An eligibility commission examines the applications of candidates requesting admission based on their files. HEAD – Genève’s Management makes the decision by 30 March 2023.

If the application is deemed eligible, the applicant's personal file (see III below) is submitted to the first round of the application process. If the application is deemed ineligible, the applicant is notified by email.

The first round of the application process consists of the examination and evaluation by a panel of teachers of the personal file of each applicant.

The second round of the application process consists of an individual admission interview (see IV below) to which those selected after the first round are invited by email.

Applicants are notified by email of the results of the first round of the process at the end of April. They are notified by email of the results of the second round of the process in mid-May.

Those 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.

II SUPPORTING TEXT FOR ADMISSION ON FILE

In a text (5,000 to 7,000 characters), applicants engage in a reflective and critical approach to their professional career. They describe their main professional and personal achievements and explain how they can be considered equivalent in terms of competences to a BA degree allowing admission to the chosen MA programme. All the competences attained by obtaining an MA degree must be considered.

In their application, they must differentiate and explain their achievements and the skills exercised in the following fields:

Creative, specific, and practical skills

Applicants should describe the different achievements in terms of artistic creation and/or production and explain in a concrete way which skills were called upon. For each of these skills, they should specify the way in which they were exercised through concrete examples, which they should put into perspective and situate in the historical context of contemporary art or design.

Methodological skills

In the context of the various professional achievements, applicants should describe the working, investigative, and project development methodologies that have been applied and the skills that have been developed as a result. They should explain these elements giving concrete examples.

Social and personal skills, and knowledge of cultural and professional environments

Applicants should: describe in a concrete way their involvement in artistic, cultural, and professional circles and the way in which this integration is understood; explain the personal and social skills that have been called upon in this context; list professional and personal involvement in national and international artistic and cultural circles (conferences, exhibitions, inspiring personalities and readings, cultural events)

If applicants have followed training courses, they must describe the context and content of these courses, which are relevant to the application for validation.

This text must be included in the documents uploaded on the online form (see I above).

III PERSONAL FILE

The applicants' personal files must be uploaded to a dedicated online platform (Switch drive) by 20 March 2023 for an application for admission on file. A link to the platform is sent to each applicant once the online registration form has been submitted.

The personal file includes the following elements:

- A **curriculum vitae** in English or French.
- A **text setting out the applicant's motivations and the training project considered, specifying:**

For the MA in Fine Arts options:

- CCC: the formulation/sketch of a research project.
- Trans: the definition of a collective practice project and fields of action.
- Work.Master: the development perspectives of artistic work.

For the MA in Design options and the MA in Interior Architecture:

- The development of design work.

(maximum 5,000 characters)

- A **text detailing the applicant's intellectual and professional positioning** in the field of contemporary art (MA in Fine Arts options)/contemporary design (MA in Design options and MA in Interior Architecture).

(maximum 3,000 characters)

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

MA in Fine Arts

The portfolio should demonstrate advanced artistic skills. It includes a rich and considered selection of recent work or ongoing projects.

As the MA courses are specialised and expert courses, the choice of work included in the portfolio should allow for an understanding of:

- The artistic positioning of each applicant.
- The development potential of their practice.
- The adequacy between the applicants' project and the chosen option.

The portfolio may include all types of work deemed relevant to the application: works, research, sketches, drawings, photos, reproductions, digital productions, videos, publications, documentation of artistic experience, references, research experience, or curatorial activities.

MA in Interior Architecture

The portfolio should demonstrate advanced design skills. It includes a rich and thoughtful selection of recent work or ongoing projects. The selection of work included in the portfolio should provide an understanding of each applicant's professional positioning or research and potential for development.

MA in Design

The portfolio may include any type of work deemed relevant to the application: research, sketches, drawings, photographs, reproductions, plans, publications, digital productions, videos, documentation of design activities, or research experiences.

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.

IV INTERVIEWS

The MA admission interviews take place in English or French between 4 and 12 May 2023.

These interviews take place 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.

V SUMMARY OF DEADLINES FOR MA APPLICATION PROCESSES – SPECIAL CONDITIONS

Deadline for online registration 20 March 2023 at 17:00 CEST (Swiss time)

Deadline for submission of the
personal file on the Switch platform 20 March 2023

2nd round interviews 4 – 12 May 2023

2nd round results May 2023

Confirmation of admission offer 31 May 2023