

2024 Special Conditions & Procedures for Admission to MA studies

All applicants requesting special conditions, i.e. an application on file, must register online until Monday 11 March 2024 at 17:00 CEST (Swiss time) on <https://www.hesge.ch/head/en/studies-and-research/admissions-2024>.

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-2024> by Monday 11 March 2024 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 25 March 2024.

If the application is deemed eligible, the applicant's personal file (see **IV** 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 **V** 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 in the second half of April 2024. 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 2024 at the latest. Admission is valid only for the academic year 2024-2025 and cannot be postponed.

Final admission to HEAD – Genève is conditional on submitting the required proof of French or English language proficiency (see **III** below).

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 LANGUAGE REQUIREMENTS

III. 1 Master's degree in Interior Architecture and Master's degree in Design (Fashion and Accessories Design, Space and Communication, and Media Design specializations)

The Master in Interior Architecture and the Master in Design are taught in English. The Master in Interior Architecture also includes some courses in French.

Candidates whose high school diploma or Bachelor's degree was not issued by an English-speaking institution must, after admission, submit by 30 June:

- a B2-level English language certificate, based on the global scale of the Common European Framework of Reference for Languages. This certificate must be produced by a language school or other recognized institution.
- or, a TOEFL test taken no earlier than 1 July 2022, with a minimum score of 92
- or, an IELTS test taken no earlier than 1 July 2022, with a minimum score of 7.0

If applicants fail to submit one of the aforementioned proofs of English language proficiency by 30 June, the admission offer lapses immediately.

III. 2 Master in Fine Arts, Trans specialization

The Trans specialization of the Master in Fine Arts is taught in French. This programme also includes a number of courses in English, with the option of translation into French if needed.

Candidates whose high school diploma or Bachelor's degree has not been issued by a French-speaking institution must, after admission, submit by 30 June:

- a B2-level French language certificate, based on the global scale of the Common European Framework of Reference for Languages. This certificate must be produced by a language school or other recognized institution.

Candidates who hold an upper-secondary level qualification from a German-speaking Swiss canton or Ticino that includes French as a subject are exempt from the requirement to provide this language certificate.

III. 3 Master in Fine Arts, CCC and Work.Master specializations

The CCC and Work.Master specializations of the Master in Fine Arts are taught in French and English.

Candidates whose high school diploma or Bachelor's degree has not been issued by a French- or English-speaking institution must, after admission, submit by 30 June:

- a B2-level French or English language certificate, based on the global scale of the Common European Framework of Reference for Languages. This certificate must be produced by a language school or other recognized institution.
- or, a TOEFL test taken no earlier than 1 July 2022, with a minimum score of 92
- or, an IELTS test taken no earlier than 1 July 2022, with a minimum score of 7.0

If applicants fail to submit one of the above-mentioned certificates of French or English language proficiency by 30 June, the admission offer lapses immediately.

Candidates who hold an upper-secondary level qualification from a German-speaking Swiss canton or Ticino that includes French as a subject are exempt from the requirement to provide this language certificate.

IV PERSONAL FILE

The applicants' personal files must be uploaded to a dedicated online platform (Switch drive) by 11 March 2024 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:

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

For the MA in Fine Arts options the text may be written in English or French:

- 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 text must be written in English:

- The development of design work.

(maximum 5,000 characters)

3. A **text in English or French detailing the applicant's intellectual and professional positioning** in the field of contemporary art (MA in Fine Arts options – text to be written in French or English) / contemporary design (MA in Design options and MA in Interior Architecture – text to be written in English).

(maximum 3,000 characters)

4. 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 Architecture

Interior

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 components of the personal file must be submitted in the form of **a single PDF file**, clearly organised in accordance with the **[template provided here](#)** and **with a maximum size of 50 MB**.*

To combine PDF files online, please check

<https://www.adobe.com/acrobat/online/merge-pdf.html>

To compress a PDF file online, please check

<https://www.adobe.com/acrobat/online/compress-pdf.html>

This single PDF file includes textual and visual elements (text, photos, drawings, diagrams, plans, etc.).

Websites, blogs, Tumblr and Instagram must be mentioned in the form of links.

***Videos (or extracts)*, no longer than 10 minutes, **must also be provided in the form of YouTube or Vimeo links** (with login and password if necessary).**

No audio-visual files may be uploaded to the Switch platform.

Candidates who fail to comply with these formal instructions may be disqualified.

Applicants' files are deleted from the platform at the end of the admissions process.

V INTERVIEWS

The MA admission interviews take place between 2 and 8 May 2024:

- in English for the Master in Interior Architecture and the Master in Design (Fashion and Accessories Design, Space and Communication, and Media Design specializations)
- in French for the Master in Fine Arts, Trans specialization
- in French or English for the Master in Fine Arts, CCC and Work.Master specializations, at the candidate's choice

These interviews must take place at HEAD – Genève for all candidates whose address is in Switzerland or in the Rhône-Alpes region, except in cases of force majeure. Other candidates may choose between an interview at HEAD – Genève and an interview by videoconference. This choice must be made at the time of registration. Once candidates have chosen the interview method on the electronic form, it cannot be changed, except in cases of force majeure.

Applicants are expected to begin the interview with a presentation of approximately 8 minutes, in which they give an overview of their work and present their training project. In particular, applicants must explain:

- Master in Fine Arts, Trans and Work.Master specializations: a clearly articulated artistic and/or research project
- Master in Fine Arts, CCC specialization: a clearly articulated research project
- Master in Interior Architecture and Master in Design, Fashion and Accessories Design, Space and Communication, and Media Design specializations: a clearly articulated design and/or research project

VI EVALUATION CRITERIA

In the **first round**, applicants' personal files are assessed based on the following criteria:

1. Relevance of know-how to the field of the intended course – judged on the basis of the portfolio
2. Motivation – assessed on the basis of the text setting out the applicant's motivations and training project
3. Ability to articulate clear and coherent thought in the field concerned – judged based on the text setting out intellectual and professional positioning
4. Appropriateness of the artistic/design development to the level of the intended course – assessed on the basis of the dossier as a whole

Criterion 4 is of a general nature and is designed to identify applicants who are insufficiently prepared or overqualified for the intended course.

During the interview, which is the **second round** of the process, applications are assessed on the basis of the following criteria:

1. Creative skills: aesthetic uniqueness, mastery of the skills and techniques of the field of the intended course, ability to conduct an experimental and multidisciplinary approach, dialogue between the practice and its social, economic, political, and cultural context
2. Reflective and conceptual skills: knowledge of the history and issues of the field of the intended course, ability to articulate a coherent thought process, reflective and critical stance on the artistic / design work
3. Profile and motivation: degree of development of the training project, determination to commit to the chosen field, ability to listen and engage in dialogue

VII SUMMARY OF DEADLINES FOR MA APPLICATION PROCESSES – SPECIAL CONDITIONS

Deadline for online registration 11 March 2024 at 17:00 CEST (Swiss time)

Deadline for submission of the personal file on the Switch platform 11 March 2024

2nd round interviews 2-8 May 2024

2nd round results May 2024

Confirmation of admission offer 31 May 2024

Submission of proof of French or English language proficiency, if required 30 June 2024