

# 2025 Special Admission Conditions and Procedures for Master's Programmes

## Summary

### I. REGISTRATION

Online registration opens on 15 November on the [admissions website](#).

Deadline: **Tuesday 11 March 2025** at 5:00 PM Swiss time (CEST).

For the Master's programme in Visual Knowledge only, the deadline is set for **Monday 28 April 2025**.

**IMPORTANT: start several days in advance to complete all steps (fill out the application form and upload your personal file) !**

### II. CONDITIONS FOR SPECIAL ADMISSIONS

The HEAD – Genève may, as an exception, waive the requirement for a Bachelor's degree from a university or HES or an equivalent foreign qualification<sup>1</sup> if both of the following conditions are met:

- The candidate is at least 25 years old
- The candidate has at least 7 years of professional experience in the relevant field

### III. REQUIREMENTS

#### Language(s)

Fine Arts TRANSform & Design Visual Knowledge	Fine Arts CCC Work.Master	Interior Architecture & Space and Communication Media Design Fashion and Accessories Design
French	French and English	English

Language certification is required for candidates whose degree was not obtained in a Franco-phone or Anglophone institution.

### IV. DOCUMENTS TO SUBMIT

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<sup>1</sup> For admission applications with a Bachelor's degree, please refer to the admission conditions document for Master's programmes available on [admissions website](#).

Each candidate must complete and submit the electronic form, including the following documents as uploaded attachments:

- A text (5,000 to 7,000 characters, including spaces) explaining their approach
- [Summary Table](#) listing all their professional and artistic achievements
- Copies of all supporting documents verifying their professional and personal accomplishments

#### V. PERSONAL FILE to be uploaded to Switch by 11 March 2025 <sup>2</sup>

1. A curriculum vitae in French or English
2. A statement (maximum 5,000 characters, including spaces) outlining the candidate's motivation and proposed study project
3. A statement (maximum 3,000 characters, including spaces) detailing the candidate's intellectual and professional position in the chosen field
4. A portfolio of personal work

#### VI. APPLICATION FEE

150 CHF per programme, payable online at the time of application.  
1 programme = 150 CHF / 2 programmes = 300 CHF

#### VII. ADMISSIONS PROCESS

Admission to Master's programmes is a three-step process: following the verification of candidate eligibility, a two-round selection process is conducted. The competition is specific to each programme.

**Eligibility check:** an eligibility committee reviews the applications of candidates requesting special conditions. The HEAD – Genève Directorate will issue a decision by **Wednesday 19 March 2025**.

**1<sup>st</sup> round:** review and evaluation of the personal file submitted by each candidate by a panel of academic staff.

**2<sup>nd</sup> round:** individual admission interview for candidates selected after the first round, with invitations sent via email.

#### VIII. RESULTS

Each candidate will have access to an online application portal to track their admission process. All admission results will be displayed exclusively on this portal. No email or postal notifications will be sent unless specifically requested in writing. The publication dates are listed below.

#### IX. CALENDAR

Friday 15 November 2024	Opening of online registration
Tuesday 11 March 2025	Deadline for registration (special admission)
Wednesday 19 March 2025	Announcement of eligibility verification results

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<sup>2</sup> By Monday 28 April 2025, for the Master's programme in Visual Knowledge

Tuesday 22 April 2025	Results of the admissions' first round published on the portal
Tuesday 22 April 2025	Email notification of interview date and time for selected candidates
2-8 May 2025	Admissions' second round interviews
Thursday 15 May 2025	Final results of the admissions' second stage published on the portal
Saturday 31 May 2025	Deadline to confirm the offer to join the HEAD – Genève
Monday 30 June 2025	Deadline to submit language proficiency certification (if required)

### CALENDAR FOR THE MASTER'S PROGRAMME IN VISUAL KNOWLEDGE

Monday 28 April 2025	Deadline for registration (special admission) – Master in Visual Knowledge
Monday 5 May 2025	Announcement of eligibility verification results
Thursday 15 May 2025	Results of the admissions' first round published on the portal
Thursday 15 May 2025	Email notification of interview date and time for selected candidates
20-22 May 2025	Admissions' second round interviews
Wednesday 28 May 2025	Final results of the admissions' second stage published on the portal
Tuesday 10 June 2025	Deadline to confirm the offer to join the HEAD – Genève
Monday 30 June 2025	Deadline to submit language proficiency certification (if required)

## Detailed Procedure

### I. REGISTRATION

All candidates must register online by **Tuesday 11 March 2025**, at 5:00 PM CEST on the [admissions website](#).

For the Master's programme in Visual Knowledge only, the deadline is set for **Monday 28 April 2025**.

Only duly completed and submitted online forms will be considered. **Applications submitted after the deadline will not be considered.**

Candidates are strongly advised to begin the registration process several days in advance to ensure timely submission. It may take up to 24 hours to receive access codes for the Switch platform, where personal files must be uploaded.

Each candidate may apply for a maximum of two programmes. Candidates applying to two programmes must participate in the specific competition for each programme. Admission to one programme does not grant access to another.

Each candidate has a total of three attempts. Applying for two programmes in the same year counts as one attempt.

### II. CONDITIONS FOR SPECIAL ADMISSION

The HEAD – Genève may, as an exception, waive the requirement for a Bachelor's degree from a university or HES or an equivalent foreign qualification if both of the following conditions are met :

- The candidate is at least 25 years old at the time of submitting the electronic form
- The candidate has at least 7 years of professional experience in the relevant field. The candidate must provide evidence of their activities through work certificates and/or a portfolio documenting all their artistic or design activities and achievements

### III. REQUIREMENTS

#### Language (s)

Fine Arts TRANSform  & Design Visual Knowledge	Fine Arts CCC Work.Master	Interior Architecture & Space and Communication Media Design Fashion and Accessories Design
French	French and English	English

French language requirements	English language requirements
Candidates whose high school diploma or Bachelor's degree was not issued by a French-speaking institution must, after admission, submit by 30 June:	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 French language certificate according to the <a href="#">Common European Framework of Reference for Languages (CEFR)</a> . This certificate must be produced by a language school or other recognized institution.	a B2-level English language certificate according to the <a href="#">Common European Framework of Reference for Languages (CEFR)</a> . This certificate must be produced by a language school or other recognized institution.
	or a TOEFL test taken no earlier than 1 July 2023, with a minimum score of 72.
	or a IELTS test taken no earlier than 1 July 2023, with a minimum score of 6.
Candidates who hold an upper-secondary level qualification from a German-speaking Swiss and candidates who hold a tertiary-level degrees (Bachelor or equivalent, at least 180 ECTS) taught in French are exempt from language certification.	

If the required certification is not submitted by **Monday 30 June 2025**, the admission offer will be automatically voided.

#### IV. DOCUMENTS TO SUBMIT

Each candidate must complete and submit the electronic form, including the following documents as uploaded attachments :

- A text (5,000 to 7,000 characters, including spaces) explaining their approach

In this text, the candidate engages in a reflective and critical examination of their professional journey. They describe their main professional and personal achievements and explain how these can be considered equivalent, in terms of competencies, to a Bachelor's degree that qualifies for admission to the chosen Master's programme. All competencies typically acquired through a Bachelor's degree must be addressed.

In their application, the candidate must differentiate and articulate their achievements and competencies in the following areas:

##### Creative, Specific, and Practical Competencies

Precisely describe various accomplishments in terms of creative and/or artistic production, explicitly detailing the competencies applied. For each competency, specify how it was exercised using concrete examples. Situate and contextualise these practices within the historical framework of contemporary art or design.

##### Methodological Competencies

Within the context of professional achievements, describe the work methodologies, investigative approaches, and project development processes employed, and explain the competencies developed as a result. Use concrete examples to illustrate these points.

##### Social, Personal, and Cultural/Professional Environment Competencies

Provide concrete descriptions of involvement in artistic, cultural, and professional environments, and explain how this engagement is understood. Detail the personal and social competencies utilised in these contexts. Document professional and personal engagements within national and international artistic and cultural communities, including conferences, exhibitions, lectures, references, and cultural events.

If the candidate has undertaken any formal training, they should describe its context and content as relevant to their application for equivalency validation.

- [Summary Table](#) listing all their professional and artistic achievements. Please download the document before completing it.
- Copies of all supporting documents verifying their professional and personal accomplishments (Work certificates, exhibition flyers, attestations, and other reference documents)

## V. PERSONAL FILE

Once the online registration form is submitted, each candidate will receive a link to an electronic platform (Switch Drive) via email. The personal file must be uploaded to this platform no later than **11 March 2025**.

For the Master's programme in Visual Knowledge only, the deadline is set for **Monday 28 April 2025**.

The personal file must include the following components:

1. A curriculum vitae in French or English
2. A text (maximum 5,000 characters, including spaces) outlining the candidate's motivation and proposed study project. The requirements vary depending on the chosen programme:

Fine Arts TRANSform	Fine Arts CCC	Fine Arts Work.Master	Interior Architecture & Space and Communication Media Design Fashion and Accessories Design	Design Visual Knowledge
Text in French specifying:  the description of a collective practice project and fields of action	Text in French or English specifying:  the formulation/sketch of a research project	Text in French or English specifying:  the development perspectives of the candidate's artistic work	Text in English specifying:  the development of design work	Text in French specifying:  the development of design work

3. A text (maximum 3,000 characters, including spaces) detailing the candidate's intellectual and professional position in their field:

Fine Arts TRANSform	Fine Arts CCC Work.Master	Interior Architecture & Space and Communication Media Design Fashion and Accessories Design	Design Visual Knowledge
Text in French	Text in French or English	Text in English	Text in French

specifying the candidate's positioning in the field of contemporary art	specifying the candidate's positioning in the field of contemporary art	specifying the candidate's positioning in contemporary design	specifying the candidate's positioning in contemporary design
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4. A portfolio of personal works and/or, if the applicant deems it relevant, other work, namely:

<p>Fine Arts TRANSform CCC Work.Master</p>	<p>Interior Architecture &amp; Space and Communication Media Design Fashion and Accessories Design Visual Knowledge</p>
<p>The portfolio should demonstrate advanced artistic skills. It includes a rich and considered selection of recent work or ongoing projects.</p> <p>As the MA courses are specialised and expert courses, the choice of work included in the portfolio should allow for an understanding of:</p> <ul style="list-style-type: none"> <li>- the candidate's artistic or professional positioning.</li> <li>- the potential development of the candidate's practice.</li> <li>- the alignment of the candidate's project with the chosen programme.</li> </ul> <p>The portfolio may include any type 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.</p>	<p>The portfolio should demonstrate advanced design skills. It includes a rich and thoughtful selection of recent work or ongoing projects.</p> <p>The selection of work included in the portfolio should provide an understanding of the candidate's professional positioning or research and potential for development.</p> <p>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.</p>

The entire personal file must be submitted as a single PDF file, clearly organised and no larger than 50 MB using the template provided [here](#).

To combine PDF files online, please check: <https://www.adobe.com/fr/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.

## VI. APPLICATION FEE

A non-refundable application fee of CHF 150 per programme is required. If applying for two programmes, the fee totals CHF 300.

Applicants may pay the fee online or attach a proof of payment to their online registration form. This fee remains non-refundable even if the application is deemed ineligible during the requirements verification stage (see Section II above).

## VII. ADMISSIONS PROCESS

Admission to Master's programmes is a three-step process: following the verification of candidate eligibility, a two-stage selection process is conducted. The competition is specific to each programme.

### Eligibility check

An eligibility committee reviews the applications of candidates requesting special conditions. The HEAD – Genève Directorate will issue its decision by **Wednesday 19 March 2025**.

For the Master's programme in Visual Knowledge, the Directorate will issue its decision by **Monday 5 May 2025**.

### 1<sup>st</sup> round

The first round involves the review and evaluation of the candidate's personal file by a panel of academic staff.

### Evaluation criteria – First round

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. Alignment of the artistic/design development with 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.

### Publication of results (selection)

Candidates will be notified by email **during the second half of April 2025** that a first-round decision has been published on their application portal. Successful candidates will receive an email invitation to the interview in the following days.

For candidates applying to the Master's programme in Visual Knowledge, the results of the first round will be published on **15 May 2025** on your application portal.



## 2<sup>nd</sup> round

The second round consists of an individual admission interview for candidates selected from the first round, with invitations sent via email.

Admissions interviews take place **from Friday 2 to Thursday 8 May 2025**.

For the Master's programme in Visual Knowledge, interviews will take place **from Tuesday 20 May to Thursday 22 May 2025**.

Fine Arts TRANSform & Design Visual Knowledge	Fine Arts CCC Work.Master	Interior Architecture & Space and Communication Media Design Fashion and Accessories De- sign
Interview in French	Interview in French or Eng- lish, at the candidate's choice	Interview in English

These interviews must take place at HEAD – Genève for all candidates whose address is in Switzerland or in the Rhône-Alpes region (unless force majeure applies). Other candidates may choose between an in-person interview at HEAD – Genève and an interview by videoconference. This choice must be specified during registration and cannot be changed, except in cases of force majeure.

Candidates 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:

Fine Arts TRANSform Work.Master	Fine Arts CCC	Interior Architecture & Space and Communication Media Design Fashion and Accessories De- sign Visual Knowledge
a clearly articulated artistic and/or research project	a clearly articulated re- search project	a clearly articulated design and/or research project

## Evaluation criteria – Second round

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

### Publication of results (admissions)

Final results of the second round will be published on the application portal on **Thursday 15 May 2025**.

For the Master's programme in Visual Knowledge, the results of the second stage will be published on **Wednesday 28 May 2025**.

## VIII. RESULTS

Each candidate will receive access to an online application portal where they can track all stages of their admission process. Access to the portal is available via this link: <https://age.hes-so.ch/>, using the same credentials provided during registration. **It is advised to keep the initial email with these details.**

Admission decisions for both the first and second rounds of the selection process will be communicated exclusively via the application portal. No decisions will be sent by email or telephone.

Unless otherwise agreed with the candidate, only an email notifying you that a decision has been published on your application portal will be sent to the email address provided during your registration.

Candidates wishing to receive admission decisions by post must send an email to [admission.head@hesge.ch](mailto:admission.head@hesge.ch) with the subject line "Admission Response", including the postal address where results should be sent.

Successful candidates must confirm their enrolment at HEAD – Genève by **Saturday 31 May 2025**<sup>3</sup>. Admissions are valid only for the 2025-2026 academic year and cannot be postponed.

Final admission to HEAD – Genève is contingent upon submitting the required proof of proficiency in English or French, if applicable (see Section II above).

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<sup>3</sup> By Tuesday 10 June 2025, for the Master's programme in Visual Knowledge

IX. CALENDAR

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Tuesday 11 March 2025	Deadline for registration (special admission)
Wednesday 19 March 2025	Announcement of eligibility verification results <a href="#">via email and on the portal</a>
Tuesday 22 April 2025	Results of the admissions' first round <a href="#">published on the portal</a> > If unsuccessful: the process ends for the current year. You may apply up to three times in total. > If successful: candidates will receive a date and time for their second-round interview
Tuesday 22 April 2025	<a href="#">Email notification</a> of interview date and time for selected candidates
2-8 May 2025	Admissions' second round interviews
Thursday 15 May 2025	Final results of the admissions' second stage <a href="#">published on the portal</a> > If unsuccessful: the process ends for the current year. You may apply up to three times in total. > If "on the waiting list": candidates will be contacted between 1 June and 31 August 2025 if a spot becomes available > If successful: admission is confirmed for the 2025-2026 academic year
Saturday 31 May 2025	Deadline to confirm the offer to join the HEAD – Genève
Monday 30 June 2025	Deadline to submit language proficiency certification (if required)

CALENDAR FOR THE MASTER'S PROGRAMME IN VISUAL KNOWLEDGE

Monday 28 April 2025	Deadline for registration (special admission) – Master in Visual Knowledge
Monday 5 May 2025	Announcement of eligibility verification results <a href="#">via email and on the portal</a>
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Tuesday 10 June 2025	Deadline to confirm the offer to join the HEAD – Genève
Monday 30 June 2025	Deadline to submit language proficiency certification (if required)