

*Ghent University Association – Associatie Universiteit Gent (AUGent)*  
***Alternative Admission Procedure***  
*for English-language Bachelor programmes of the AUGent Institutions*

***Guide for the Applicant***



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## 1. Introduction

If you do not meet the general admission requirements<sup>1</sup> for an English-language Bachelor programme, you may nonetheless be allowed to enrol if you successfully complete the specific alternative admission procedure.

The procedure is designed to enrol in one of the institutions of Ghent University Association: Universiteit Gent / Ghent University, Hogeschool Gent / University College Ghent, Arteveldehogeschool / Artevelde University College Ghent or Hogeschool West-Vlaanderen / University College West-Flanders.

Before you can register for this procedure, however, it is necessary that you meet the language requirements<sup>1</sup> for the Bachelor of your choice. Moreover, you must become 21 years old at the latest on the 31<sup>st</sup> of December of the academic year following the alternative admission procedure. You do not have to meet the age requirements, however, if you have the status of refugee or stateless person.

For the institutions of Ghent University Association, the admission procedure is organised by the Accrediting Body.

The specific Ghent University Association admission procedure:

- is organized collectively for all institutions and is therefore identical for all applicants;
- is free of charges for the applicant;
- is limited to one attempt per academic year.

The resulting admission is only valid for the specific English-language Bachelor programme of Ghent University Association institutions in which you indicate to enrol.

*You may already have acquired experience in the field for which you intend to register, which you want to use to obtain exemptions for the study programme. If so, you may want to consider the RPAC procedure (Recognition of Previously Acquired Competencies). For more information visit our website [www.augent.be](http://www.augent.be), or the websites of the institutions.*

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<sup>1</sup> The admission requirements can be found in the education and examination codex of each Ghent University Association institution.

## 2. The procedure

The Alternative Admission Procedure consists of a number of phases:

- **PHASE 1:** You start with an intake with a designated member of staff of one of the Ghent University Association institutions.<sup>2</sup>
- **PHASE 2:** You compose a portfolio according to the guidelines.
- **PHASE 3:** Your portfolio is analysed by 3 assessors.
- **PHASE 4:** You have an obligatory interview with an advisor from the programme you want to enter.
- **PHASE 5:** Each applicant receives a brief report and those who are admitted receive a Specific Certificate of Admission.

*It is in your own interest to start the procedure in time.*

The phases are clarified below.

### 2.1. PHASE 1: The intake

The intake is an interview with a designated member of staff at one of Ghent University Association institutions (see list of contact persons).<sup>2</sup> This is a mainly informative and advisory talk during which your motivation, circumstances, and learning attitudes will be assessed. In addition, the specific requirements for the programmes will be explained to you. You will also receive concrete information about the procedure.

At the end of this conversation, you receive a document which confirms your participation. The document is required for the later phases of the procedure.

### 2.2. PHASE 2: Composing a portfolio

For the admission procedure, the portfolio is the basic document. The aim of this document is to demonstrate that you are able to persevere in specific (learning) efforts, that you are motivated, and that you are able to apply learning strategies. In short, you establish that you fit the profile for higher education.

The following chapter explains the requirements for your portfolio, and the criteria it needs to meet.

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<sup>2</sup> The list of contact persons can be consulted at [www.augent.be](http://www.augent.be).

You send four sets of your complete portfolio (one set of original documents and 3 copies) to:

*Accrediting Body  
Ghent University Association  
Jozef Kluyskensstraat 29  
B-9000 Gent (Belgium)*

You can always hand in your portfolio personally during office hours, by appointment at [info@AUGent.be](mailto:info@AUGent.be). In that case, the original documents will be handed back immediately after verification.

There are 2 rounds of intake per year: in November and in June.

The exact dates can be found on the website of Ghent University Association: [www.augent.be](http://www.augent.be) (English version in progress).

! For students of a non-EER country under the obligation for student visa, an additional intake is organised. Deadline for handing in the portfolio is February 1<sup>st</sup>.

Be advised that students of non-EER countries considering the June intake cannot be guaranteed to be able to finalise their administrative obligations necessary to register for the first semester.

### 2.3. PHASE 3: Assessment of your portfolio

The assessment of your portfolio is done by the *assessors* (i.e. experts accredited by the Accrediting Body of Ghent University Association) based on a number of content-related criteria. Each portfolio is screened by three assessors, two externals and one member of the institution at which you have registered. These assessors work independently and report their findings directly to the Accrediting Body.

The following results are possible:

- **Positive:** your portfolio shows that you are suitable to be admitted to the specific Bachelor's programme at one of Ghent University Association institutions.
- **Reasonable doubt:** your portfolio does not convince that you are able to study successfully at Bachelor's level.

If at least 2 assessors conclude with a positive assessment, then the final assessment is positive.

## 2.4. PHASE 4: Interview and/or test

As an additional requirement for enrolment, you are required to go to an interview with a member of staff, usually the (learning development) advisor of the programme in which you wish to enrol. In addition to the interview a specific test can be obligatory for specific English bachelor programmes.

During the interview, you are given information about the program, your study trajectory, and possible support. The advisor will also formulate an advice regarding your possibilities. A positive advice (and if a test is required, a positive outcome) is necessary for receiving permission to be admitted to the programme.

Afterwards, you receive a document that certifies that this interview (and test, if applicable) has taken place. You need to provide this certificate when enrolling.

*It is advisable to make an appointment for this interview (test) well ahead of time.*

## 2.5. PHASE 5: Certificate of Admission and Report

If the portfolio is assessed positively and a positive advice is given, you receive a Specific Certificate of Admission.

All applicants receive a brief report which discusses the assessment of the portfolio contents and contains a general evaluation. It can also include advice with regards to further support (e.g. additional support for particular aspects).

*After passing the Alternative Admission Procedure successfully, you can enrol in the chosen English-language Bachelor programme.*

*. In order to do so, you should have the following documents at hand:*

- *Specific Certificate of Admission, granted by the Accrediting Body,*
- *Interview (and test, if applicable) certificate, drawn up by the learning development advisor or another employee,*
- *Evidence of meeting the specific language requirements,*
- *Document(s) by which you demonstrate that you meet possible additional specific admission requirements of the programme, as recorded in the Education and Examination Code or general regulations.*

## 2.6. Notes on the procedure

The applicant can appeal to the chair of the Accrediting Body if he is convinced of error in the course and/or the result of the procedure. The Accrediting Body deals exclusively with the appeal procedure.

After closing the procedure, the original portfolio will be returned. A copy of the portfolio is kept in the archives of Ghent University Association. All other copies are destroyed after concluding the procedure.

## 3. Composing and handing in your portfolio

In general, a portfolio is a folder in which documents (written and possibly in another form) are kept. For the Alternative Admission Procedure the portfolio must contain at least the following elements to be accepted:

- A Curriculum Vitae with an overview of achievements,
- Certificate that you meet the English language requirements,
- Evidence relating to the achievements presented,
- A general reflection on the achievements,
- A personal motivation text

*The two texts count at least one (a minimum of 35 lines / no less than 500 words) and maximum three pages, composed using a word processing programme, in font Arial, size 11. Although both texts are connected, you are required to write two separate texts. In your reflection, you consider your past experiences and learning, whereas in your motivation you focus on the future.*

*Be assured that these elements will be explained fully during the initial registration. . This guide also provides a number of questions and suggestions.*

- Certificate of registration,
- Copy of your identity card or passport (and if applicable additional certificates)<sup>3</sup>,

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<sup>3</sup> Specification for certain groups of refugees:

- Recognised refugees:
  - Electronic identity card B OR
  - Electronic identity card A with mention 'refugee' (vluchteling) or additional certificate 'recognised refugee' (erkend vluchteling) delivered by the Office of the Commissioner General for Refugees and Stateless Persons (Commissariaat Generaal voor Vluchtelingen en Staatslozen)
- Persons with a subsidiary protection status:
  - Electronic identity card A + certificate 'subsidiare bescherming' from the Office of the Commissioner General for Refugees and Stateless Persons (Commissariaat Generaal voor Vluchtelingen en Staatslozen)

Refugees (being applicant refugees, whose asylum request has been declared admissible) should also include:

- Appendix 25 or 26 (asylum request),
- Residence registration certificate (orange card),

In short, you are required to include documents that demonstrate that you meet a number of formal requirements (registration completed, language requirements and/or refugee status), as well as providing sufficient evidence regarding your past achievements together with well elaborated reflection and motivation texts.

Handing over or sending in your portfolio is considered as an official request for entering the Alternative Admission Procedure.

For further information, we advise to address the registration officer at Ghent University Association institutions. This person can also help you with composing the portfolio and clarify the criteria, such as completeness, authenticity, and relevance of the certificates and the reflection and motivation text.

### **3.1. The cover page of your portfolio**

On the cover page (document ALTAP/P/02), you include general information necessary for the application: for instance, your contact information, the date, intended programme.

You also check that you have enclosed all necessary documents to meet the formal requirements.

### **3.2. Level of English**

Ghent University Association requires a good knowledge of English (CEF<sup>4</sup> B2-level or higher) in order to communicate and function in an academic context. Therefore all incoming students are required to submit a certificate which shows that they have acquired at least a B2-level in English. For the specific requirements (documents, scores), please refer to the Education and Examination Code of the institution responsible for the programme of your choice.

All certificates must be valid at the time of the first enrolment for the study programme. This means that if a term of validity is specified, it should not have lapsed. Language certificates without a term of validity should not be older than 4 academic years (counting from the academic year after the certificate was obtained).

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<sup>4</sup> Common European Framework of Reference for Languages

Note: some programmes may impose higher language requirements. When you enrol in such a programme, you will need to demonstrate that you meet these requirements.

### 3.3. Curriculum Vitae

Next, you enclose a Curriculum Vitae (CV) with an overview of past achievements (including both work and education) per year. The purpose of this survey is to provide the assessors with all necessary information, so that they can place your evidence and reflection within a broader scope.

You preferably draw up your CV according to the standardized *Europass* format<sup>5</sup>. If necessary, you can complete this standard document with an overview of your other relevant experiences or other information that does not fit the template.

### 3.4. Your evidence

You will need to include pieces of evidence in your portfolio regarding relevant “achieved performances” such as work, studies and/or other (learning) experiences since leaving secondary education. These documents are necessary to demonstrate to the assessors that you fit the profile and that your reflection and motivation are based on facts.

Based on the evidence you provide, you will be assessed. However, assessors are not expected to look up background information, or to contact referees to interpret the evidence provided. Therefore, make sure that the documents provide sufficient information, or that you explain the importance of that particular piece of evidence in your reflection text.

With these pieces of evidence, you show that you are motivated and able to apply (learning) strategies adequately and are ready to start higher education. These strategies are for instance looking up relevant information, consulting sources, separating main issues from details, or asking for and making use of the support provided.

It is also important that you include sufficient proof to demonstrate that you are able to make a commitment (to learning): you have, for instance, since you left secondary education attended a substantial course, you have exercised one and the same profession over a longer period, or you have played an active role in an organisation (via volunteering) for a certain length of time. In some cases, direct or indirect testimonies can also illustrate your experiences.

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<sup>5</sup> See: <http://www.europass-vlaanderen.be/>  
(or <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp> for an English version) for more information, examples and clarification. If you are a job-applicant, you can also use *MijnVDAB*, at [www.vdab.be/mijnvdab](http://www.vdab.be/mijnvdab).

Start by gathering relevant evidence of what you have done since you left secondary education. Assess what is or has been important and relevant for the competences/skills you have currently obtained and whether these fit in with the requirements for higher education. There is no point in including evidence (such as letters of recommendation) in your portfolio which are not directly connected to the experience you have gained or to the competences you have acquired. Sort out and structure the material until you have a balanced package, either chronologically or by type of skills. Indicate clearly of which elements you want assessors to take notice: highlight relevant passages, for instance. Or in case of non-written evidence: indicate which parts they should hear or view. Also demonstrate – possibly through comparison of earlier and later material – how you have developed. Finally, ask yourself what you consider to be your most important learning moments.

Consequently, through gathering and sorting out the pieces of evidence/certificates, you gain a better insight in what you have done so far, in what you have learned, and what your strong and weak points are. These elements are important for the reflection text (see below).

### 3.4.1. Criteria for providing evidence

Each piece of evidence at least needs to meet the following criteria: authenticity and relevance. If not, the evidence will be disregarded as proof of your (learning) experience.

#### **AUTHENTICITY**

You should be able to attest that there has not been any interference with the evidence, that it is reliable, and originates from the cited source. A signature from the person providing the document is a good way of doing this, for instance.

Also ask yourself: does the evidence show that you effectively went through a learning process in a real (work/learning) situation and does it reflect your experience and professionalism?

*Concrete questions:*

- *Does the evidence convey an honest picture of your experience, capacities?*
- *Does the evidence clearly show who drew it up and does the signature belong to the signatory?*

#### **RELEVANCE**

Does the evidence fit in what you want to demonstrate (in particular that you are able to start in higher education)?

*Concrete questions:*

- *Does it show that you can maintain a learning effort?*
- *Does it prove that you are able to apply certain (learning) strategies?*

Does the evidence clearly show that you are currently ready for higher education?

When you wish to include pieces of a less recent date, you need to argue they are relevant and how they help you to meet the requirements.

*Concrete questions:*

- *How has your situation developed/changed with respect to the period regarded in the evidence?*
- *Does the evidence show whether you currently (still) meet the start profile?*

**VARIATION OF CONTEXTS**

The evidence refers to different situations.

*Concrete question:*

- *Can you refer to different tasks/assignments/(learning) situations?*

**QUANTITY**

Does the evidence provide clear information about how long and how intensive the experience was?

*Concrete questions:*

- *How many months, years of experience can you prove with this evidence?*
- *Does the evidence say something about the regularity/intensity of the experience?*

## 3.4.2. Nature of evidence

A portfolio is composed of several pieces of evidence intended to convince the assessors that you have the right profile to start higher education. This may vary from reports and certificates to contracts or recommendations.

Examples of possible documents, which you can include in your portfolio, are listed in the table below:

<b>EVIDENCE</b>	<b>DESCRIPTION</b>
<i>Reports or certificates</i>	Official documents with a clear description of the programme, institution and the contents of the attended programme/course.
<i>Contracts</i>	Signed documents from employers with a clear function description and overview of tasks you executed, as well as the time period. You also add the reference data from the employer (preferably your manager).
<i>Internship report and/or assessment</i>	Signed documents from the internship supervisors - both from school and/or the working place - with a clear description of the practical interpretation of the internship and the tasks you had to execute. You indicate the time period, and include reference data from the supervisors and a copy of the internship report.
<i>Certificate of attended internal training</i>	Official certificate of the internal training you attended with a clear description of the content of the programme and the intended goals.
<i>Assessment / Performance interviews</i>	Report of assessment interviews or performance interviews with a (previous) employer or in the context of an internship or training.
<i>Projects</i>	A detailed description of the contents of the project and your task and/or official documents that clearly show that you collaborated on that project. You preferably also include a report and reference data of the supervisor or co-workers of this project.
<i>Voluntary work with an official organisation</i>	Signed documents from the organisation with a clear description of the job description and the tasks executed, and the time period. You include reference data of the person in charge within the organisation.
<i>Constructed products / work /essays / presentations</i>	Relevant realisations with a certificate stating that you are the one who produced the products/work/essays.
<i>Video recordings / Photos/ Sound recordings/ ...</i>	Relevant video recordings of your actions in a professional situation or which are connected to your competence.
<i>Reports</i>	Reports of activities/projects which clearly demonstrate your role in the activity/project.
<i>Websites</i>	If you designed websites yourself, you can provide us with URLs and documents, which show to what extent you were involved in their design and execution.

<i>Articles / Designs</i>	Only articles or designs that are publicly accessible can be eligible. You need to show clearly your share in it.
<i>Activities connected to your free time (for instance a youth movement) or student job</i>	A document which demonstrates the activity you performed, and a clear description of the tasks involved. If possible, include the references.
<i>Reports / documents of meetings you attended / participated / were involved in</i>	Reports and meetings you attended which clearly indicate your tasks and responsibilities.

Evidence can be submitted in Dutch, English, French or German. Evidence in other languages needs to be accompanied by a translation by a certified translator in one of the four languages mentioned.

### 3.5. General reflection

In addition to your CV and pieces of evidence, you also include a general reflection (not for each piece of evidence) on the achieved performances. This text has a minimal length of 1 page (= at least 500 words) and a maximum of 3 pages, in font Arial, size 11.

The reflecting is intended to make you think about yourself and your past actions. From this general reflection, it should be clear that you are able to make a commitment and maintain an effort, demonstrated by both learning experiences and work experiences, or by relevant experiences from your spare time or private life. Clarify how you handled possible obstacles and which strategies you used; in other words, how you dealt with these obstacles.

In your reflection text, also explain the importance of the different pieces of evidence in your portfolio, especially if it is difficult to distil sufficient information from the evidence itself (e.g. goals of a training are not mentioned, it is not clear what the duration of the learning experience was, the organisation is not well known).

#### The following questions can help you writing your general reflection

##### *Positive*

- What came easily, what presented no difficulties whatsoever? How did you handle it?
- What were you really pleased about?
- What did you learn from these challenges? How can you possibly use this in your future studies in higher education?

##### *Negative*

- What did not work at all?
- What were your biggest problems? What did you personally find difficult?
- How did you handle it? What have you learned that could be useful in your studies?

##### *In general*

- How was the atmosphere in the places where you acquired those experiences?

- Do you have an insight in the way you acquire learning?
- How did your ideas evolve through practice?

*Comment from others*

- During those experiences, did others point out things to you of which you were not aware?
- Did you have enough freedom to work out and complete your tasks?
- Did you sufficiently take into account other people's suggestions?

### 3.6. Motivation text

The final element of the portfolio is a personal motivation text. This text has a length of at least one page (= a minimum of 35 lines / no less than 500 words) and a maximum of three pages and is typewritten in font Arial, size 11.

- Briefly discuss why you did not obtain your secondary education diploma;
- State why you have decided to enter higher education;
- Indicate what your long-term goals are, what you expect to gain from these studies;
- Include how you think you will handle possible hindrances, obstacles (e.g. the combination of studies and work and/or family life) and which support or help you can rely on if necessary.

### 3.7 Checklist texts

A summary of some general points of interest for the reflection and motivation texts:

#### Content and form

- Have you structured the text well?
- Have you divided the text into paragraphs?
- Have you written an introduction, body, and ending?
- Have you highlighted important words or passages well (e.g. bold, italics)?
- Is the text of an appropriate length (1 to 3 pages)?

#### Words and sentences

- Have you adapted your language to the assignment?
- Did you check whether all sentences are correct?
- Did you check whether the language is clear?
- Did you check your spelling?

## 4. Confidentiality

As part of the procedure, it is required that you provide personal information and documents. Every person with access to your data will treat your file confidentially and adheres to the following rules of conduct:

- Your information can only be used within the procedure and will therefore never be communicated to a third party, unless you explicitly request Ghent University Association to do so.
- The portfolio is exclusively part of the procedure and will not be consulted for any other purpose by Ghent University Association.
- Assessors have the right to contact referees at their own discretion. If this situation occurs, they are obliged to clarify that their consultation is part of the Alternative Admission Procedure.



## Cover page

# PORTFOLIO

*Alternative Admission Procedure for English-language Bachelor programmes  
of the institutions of Ghent University Association*

First name:

Surname:

Phone and/or mobile:

E-mail:

Bachelor programme you wish to apply for:

Institution:

Application date:

I hereby include the following documents (check where appropriate):

- A Curriculum Vitae with an overview of the "achieved performances";
- Pieces of evidence with regards to the "achieved performances";
- A general reflection of at least 1 page (= min. 500 words, 35 lines) and maximum 3 pages, typewritten in font Arial, size 11;
- A personal motivation text of at least 1 page (= min. 500 words) and maximum 3 pages, typewritten in font Arial, size 11;
- Certificate of registration;
- Copy of your identity card or passport (and if applicable additional certificates);
- Certificate of English language proficiency;

For applicant refugees whose request for asylum has been declared admissible:

- Appendix 25 or 26 (request for asylum);
- Residence registration certificate (orange card);

Signature