**Exceptional admission procedure**

International students whose application for an English bachelor programme at Karel de Grote University of Applied Sciences and Arts has been rejected on the grounds of the diploma secondary education, can apply for an exceptional admission procedure substituting the diploma requirement. If successful, the candidate will receive an approval which will be valid for a period of 5 years.

Please note that this procedure only substitutes the diploma document (the candidate is still required to submit a proof of English language proficiency as well). The approval is only valid at Karel de Grote University of Applied Sciences and Arts.

1. **About the procedure:**

**1.1 Content**

You will need to submit a portfolio containing the required documents, learning experiences and a general reflection as described below. Your file will be assessed according to fixed criteria. If your file is strong enough, you will be invited for an interview.

**1.2 Timing**

There are two procedures per year.

|  |  |  |
| --- | --- | --- |
| **Info** | March | September |
| **Submitting application** | April | October |
| **Processing application** | May | November |
| **Decision** | June | December |

**1.3 Decision**

You will be informed per mail about the final decision.

**1.4 Documents**

**Required documents:**

* copy ID
* CV
* Any other authentic, relevant documents that may illustrate the quantity and/or intensity of the learning experience
* General reflection (= study orientation file)
* Motivational letter

Optional documents:

* Certificates/Educational background
* Internship reports/evaluation
* references
* Project/event/performance reviews
* Production: objects, presentations, articles, essays, designs, video, photo, audio recordings, …
* Other (e.g. member of a movement or organization, volunteer work, ..)

Documents in languages other than Dutch, French, English or German, require a translation by a sworn translator.

1. **Personal information**

First and middle name

Last name

Birth date

Place of birth

Nationality

Street

Postal code

City

Country

E-mail address

Phone number

1. **Study Orientation File**

**3.1 Study programme**

Which study programme are you applying for?

Describe your motivation for choosing this specific programme.

What actions did you take to inform yourself about this study programme?

Which course units in the study programme attract you the most? Why?

Which course units in the study programme do you find the least attractive? Why?

Do you want to study full time?

**3.2 Work experience**

Have you had work experience after finishing your education?

Period of work, year started – year finished

Employer, country

Position, tasks

Please add any other additional experience that could be relevant (volunteer work, internships, …)

**3.3 Reflection work/study experience**

What did you learn from these experiences (work/study)?

In what way did these experiences impact your choice to apply for this study programme?

What kind of tasks suit you the best in a working environment?

Which profession do you have in mind after graduation?

What makes you happy in the workplace?

|  |
| --- |
| ☐creativity |
| ☐challenge |
| ☐competition |
| ☐teamwork |
| ☐autonomy |
| ☐status |
| ☐helping others |
| ☐variety |
| ☐leadership |
| ☐other |

What do you hope to achieve with this degree?

**3.4 Previous education**

Period of study

Educational institution or university

City and country

Official duration of study

Have you completed the programme within the normal time? Explain any delay or interruption of education.

Name of the awarded degree

Does this degree give access to further study in the country of origin?

What was the language of instruction?

Did your study include any job practice component?

Where did you have your job practice and what did you have to do?

Did your degree include a thesis or project component? Give a short description of the thesis’ or the project’s contents.

Have you completed any further (professional) education?

**3.5 ICT skills**

1(basic) to 5(excellent)

|  |  |
| --- | --- |
| Word |  |
| Excel |  |
| Html |  |
| Other: |  |

**3.6 Language skills**

1(basic) to 5(excellent)

|  |  |
| --- | --- |
| Dutch |  |
| English |  |
| French |  |
| German |  |
| other |  |

3.7 General reflection

* **Positive**
* What went well during your previous education? What are the things you had no problems with? How did you handle this?
* What are the elements you are most pleased about?
* Which experiences taught you the most? How will you use these ‘lessons learned’ with regards to your higher education?
* **Negative**
* Where did it go wrong?
* What were your biggest obstacles?
* How did you handle this? What would you do differently in the future?
* **General**
* How was the atmosphere during your previous education/training?
* Are you familiar with your learning methods?
* How did your learning methods develop or change over time?
* Describe how you learned from your co-workers or your fellow classmates.
* What academic skills have you acquired during your previous education?
* What do you expect to be your biggest challenges? How do you plan to tackle these challenges?
* Why do you think you will succeed in this study programme?
* How do you motivate yourself?
* How do you plan to combine your personal activities (hobby, family life, etc.) with your study?
* Other relevant information