

WORK  
HARD

DIGITAL ARTS &  
ENTERTAINMENT  
**PROSPECTIVE  
STUDENT GUIDE**

2020-2021

## HOW TO USE THIS GUIDE

This guide is written for prospective and international DAE students and covers the following topics

[Part I: Studying at DAE and Howest](#)

[Part II: Application process and preparation for your studies in Belgium](#)

This guide gives you a general outline of need-to-know and nice-to-know topics. For additional information please refer to the provided website or contact a listed representative. You can search via a (clickable) table of content for a specific topic.



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**howest**  
university of applied sciences

**DAE**  
DIGITAL ARTS & ENTERTAINMENT

## Part I: Studying at DAE and Howest

About HOWEST University and DAE programme.....	7
Activities and events.....	11
Fees and financing.....	19
Students, alumni and industry about DAE.....	23
Student support services (STUVO).....	28
Academic calendar.....	33
Grading system in Flanders.....	34

## Part II: Application process and preparation for your studies in Belgium

Application process.....	36
Introductory courses.....	49
Laptop requirements.....	50
When to arrive in Kortrijk.....	51
Orientation week.....	52

## WELCOME TO DAE

Dear international student,

You are about to enter the exciting world of higher education. Your search for the right programme has led you to the Bachelor of Digital Arts and Entertainment (DAE) at Howest University College. Excellent, your dazzling experience in DAE begins now. We are confident that you will find DAE a challenging and rewarding study environment, where you will develop your competencies, extend your knowledge and get fully ready for the professional life.

DAE prides itself on providing personal guidance, a supportive and friendly atmosphere and multicultural environment. You will get the chance to collaborate with both international and local students, and this will lay a foundation for your social network and personal development.

We realize that attending university abroad leads to considerable changes in your life. That is why we have prepared this guide to assist you in your application process, moving to a new country and settling into your new home. It will answer many questions you might have along the way and make the transition feel less overwhelming.


Do not hesitate to contact us in case you have any further questions.

We are looking forward to welcoming you at DAE.

Rik Leenknecht aka Masterchief  
Director DAE

Sandra Veresa  
DAE Global – Admissions Officer

Isabelle Tassaert, Allie Weis &  
Carlos Taipe Porras  
DAE Global – Community Managers

A photograph of a modern building with a white cantilevered upper section and a dark grey lower section, set against a clear blue sky. The building features large windows and a prominent overhang. The text is overlaid on the right side of the image.

"Howest is a university where learning is both effective and enjoyable."

## PART I

# GENERAL INFORMATION ABOUT STUDYING AT DAE AND HOWEST

## ABOUT HOWEST

Howest is a dynamic University of Applied Sciences known for its innovative and interdisciplinary approach to education and research, and its close collaboration with industry, business and the social profit sector. Howest has five campuses: two in Bruges and three in Kortrijk.

Today there are 7700 full-time students who are pursuing 24 bachelor degree programs with a strong practical focus, in the areas of Business & Management, Industrial Sciences & Technology, Architecture, Healthcare, Education and Social Sciences.

Howest is a member of Ghent University Association, a network of 4 well-respected higher education institutions which together comprise about 1/3 of the Flemish student population. All programmes are fully accredited by NVAO, the official Dutch-Flemish Accreditation Organization.

Our students and staff are given plenty of opportunities to go global and gain international experience, thanks to international networks, scholarships and exchange programmes.

Howest University of Applied Sciences is one of the top undergraduate schools at which you can study game design according to [The Princeton Review®](#). With its Bachelor programme in Digital Arts and Entertainment, Howest captured the 21st spot on the undergraduate programs list for 2020, which The Princeton Review released March 3, 2020 along with its list, "Top 25 Graduate Schools for Game Design." The full lists are posted at [Top Schools for Game Design 2020](#).

More info on: [howest.be](https://www.howest.be)



Discover Howest student life



@howestinternational

@howest\_international

## WHAT IS DAE

**Digital Arts and Entertainment (DAE)** was established in September 2006. The DAE curriculum is the result of several years of research in Belgium and abroad. The game business is experiencing a massive growth all over the world. The rapid expansion of this very specific and highly technological field is accompanied by a rising call for properly trained people. From that starting point we have approached several national and international studios to enquire about their educational & staff needs: skills, knowledge and general competences. Based on

this input we have created the DAE curriculum and our 'technical artist' profile.

Due to the demanding nature of the industry, this degree programme is not attainable for just any student. The study programme will take up a lot of time and dedication – we expect you to work hard. However, for those who do succeed, will have a wonderful future guaranteed in one of the most challenging and innovative sectors: interactive 3D.



## WHAT IS DAE

### WHAT IS DAE?

- An internationally-focused, English-taught Bachelor's Degree in Digital Arts and Entertainment with majors in Game Development, Game Graphics Production, Independent Game Production, 3D Animation, VFX and Sound Design.
- A 3-year full-time programme, 180 ECTS credits

### WHY DAE?

- High quality university course in the heart of Western Europe, with comparatively low tuition fees.
- Industry-approved and award-winning curriculum, with alumni working in leading companies and studios all over the world.
- Unique 'technical artist' profile. No matter which major you choose, you will have a good grasp of what your

colleagues are up to, which makes you highly versatile and employable in the industry.

- Study in the small, safe and beautiful historic city of Kortrijk, at the banks of the river Leie, where over 1000 years of history meet with modern architecture and design.



## WHAT IS DAE

### STUDYING AT DAE MEANS:

- open, inclusive and international community
- real-life, team-based and industry-assessed projects and assignments
- practice-oriented education and training by qualified experts
- international guest lectures by key industry speakers from all over the world
- state-of-the-art equipment and facilities

Discover DAE student life



@howestDAE



@howest\_dae

### INTERNATIONAL FOCUS

#### DAE

- close proximity to the UK, France, The Netherlands and Germany – discover Europe while you're here
- join our study trips to the UK, USA, Japan or Canada
- spend a study semester at one of our partner universities abroad
- go on an end-of-studies internship in Belgium or abroad to explore the industry and kickstart your career
- start building your international network by meeting students from all over the world

### TECHNOLOGIES USED AT DAE

Autodesk 3D Studio Max, Autodesk Maya, Houdini, Unreal Engine 4, Quixel Megascans, Substance Painter, Substance Designer, Adobe Photoshop, Adobe Premiere, Pixologic Zbrush, Adobe After Effects, Adobe CC, C++, .NET Framework (C#), Python, Blackmagic Fusion, Microsoft Visual Studio Enterprise, Perforce, Processing, DirectX SDK, Unity, MySQL, Lumonix ShaderFX, Nvidia FX Composer, Nvidia PhysX SDK, fmod, Open GL ES, WebGL, HLSL, GLSL, Audiokinetic Wwise, Steinberg Nuendo, ...

## ACTIVITIES & EVENTS

DAE is hard work, but we offer a lot of extra opportunities:

### SOCIAL ACTIVITIES

- Study Night (Weekly)
- Friday Open Bar (Weekly)
- Jambox for students to come together and play music (Weekly)
- Wide range of board games available at the campus: Magic: The Gathering, D&D, ...
- Food & Culture event 'The Global Taste Affair'
- Nerf gun and sword fight, Ping pong contest
- Halloween Party, Secret Santa Christmas Party
- Gaming night, Cosplay contest
- Karaoke, DAE Music Festival
- The Promised LAN, Gaming Night
- Sketch Night

### HEALTH

- Energy Boost | Luna's Work-out (Weekly)
- Zumba masterclasses (Weekly)
- Buddy & Mind
- Cooking workshops

### DEVELOP YOUR TALENTS, NURTURE YOUR CREATIVITY

- Introductory Courses
- Workshops, guest lectures, inspirational talks
- Conversational lunch sessions
- Creativity Week

### FOR INTERNATIONAL STUDENTS

- Buddy program
- Welcome Breakfast
- Welcome Week for International Howest students
- NEST, Feels Like Home: Kortrijk family buddy project
- Dutch Survival Course
- Speak Up! Semestrial gatherings with international students
- Winter BBQ
- Soup Fairy during exam period
- Summer potluck picnic at Buda Island



## STUDY NIGHTS

Every Thursday evening the campus stays open late for students to study together and help each other out in an informal setting.

At the beginning and end of the Academic Year and before each holiday the study night students team and community managers organize a 'special' study night.

## NEST, Feels Like Home

International students leave their home environment and start a new life in Kortrijk. Many of them come from far away, some of them from the other side of the world to start a new adventure: university studies, new country, new friends, different culture. NEST, Feels Like Home is a family community in the city of Kortrijk willing and happy to connect with international students. Coming together from time to time to

enjoy social activities such as cooking together, visit places, doing sports, playing music while meeting possible new friends to share culture, language etc. It can be a lot of different experiences and you have an extra door in Kortrijk to knock on when wanted or needed.

## CAREER / INTERNSHIP FAIR

Each year in October, when our senior students are looking for an internship, we organise a big fair on campus, where dozens of companies from different countries come to The Level to introduce themselves and their internship offers, and get the opportunity to interview the candidates. Our internship database covers even larger number of companies with multiple internship offers and extends to many countries inside and outside of the EU.

## ACTIVITIES & EVENTS

### INDUSTRY SESSIONS

Every Friday we invite companies to give presentations to DAE students and staff and to inspire us with their passion and expertise. We also regularly have our alumni back on campus to give portfolio feedback and talks about what they are working on. Subjects are very diverse: artistic and programming topics, how to get into the industry, level design workshops, a post-mortem of a newly released game, a movie breakdown etc.

### INTERNATIONAL STUDY VISITS

Study trips (to the USA, Canada, Japan and/or the UK) are among the highlights of a DAE study journey. They give students a chance to visit world-famous companies, take a look behind the scenes, get first-hand invaluable advice from industry professionals and possibly secure an internship or a job offer. Companies we have visited in the previous years are Naughty Dog, Riot Games, Blizzard, Glitch City, DreamWorks Animation, Blur Studio, Scopely, Framestore, Rodeo FX, Method Studios, Digital Dimension, Google, Valve, Arenanet, Bungie, Microsoft Game Studios, Facebook, PopCap, Unity,

Pixar, Electronic Arts, MPC, Sony, Ubisoft, Capcom, Splash Damage, The Creative Assembly, Boss Alien, Studio Gobo, Polygon Pictures, Sanzigen, and many more!

### GAME JAM AND FILM JAM

During the first week of the second semester classes for the 2<sup>nd</sup>- year students are being replaced by the game/film jam, in which teams of 5 create their own game or short film against the clock in no more than 3 days! We also actively encourage and support our student's participation in other game jams and in a wide range of competitions in Belgium and abroad. For example, DAE teams have won multiple awards during Brains Eden - the UK's largest international game jam in Cambridge.

### CREATIVITY WEEK

During the Creativity Week, we nurture the creative geniuses of our students. Workshops on different inspirational topics (that normally do not fit in our curriculum) are being organised for the first-year students. For example: building of a nerf gun, augmented reality workshop, sculpting in foam or clay, Kinect workshop, stop motion, 3D scanning, creating an Oculus VR game, practicing stage make-up etc.



## Q&amp;A

**Q: Are the classes taught in English?**

**A:** Yes, all the majors of our study programme are taught entirely in English, and around 25% of our students come from outside Belgium:

- Game Development (programming for games)
- Game Graphics Production (3D for games)
- Independent Game Production (Full production of a game)
- 3D Animation (film and advertising industry)
- VFX (film and advertising industry)
- Sound Design (Create, supply, deliver and implement audio)

**Q: Do I also need to speak Dutch?**

**A:** No, there is no need. The classes are offered in English and you will feel comfortable speaking only English in everyday life. Bus drivers, sales assistants and everyone on the street are able to help you out in English.

Nevertheless, Dutch classes are organised for the students who wish to take a basic Dutch course in the first semester.

**Q: Are there many international students at DAE?**

**A:** Currently, there are around 250 international students out of 1000+ studying at DAE, coming from all over the world.



## COUNTRIES

Austria

Bangladesh

Belarus

Belgium

Brazil

Bulgaria

Cambodia

Canada

Czech Republic

Estonia

France

Finland

Germany

Greece

Iceland

India

Italy

Kazakhstan

Latvia

Moldova

Mexico

Norway

## STUDENT NATIONALITIES

Pakistan

Poland

Romania

Russian Federation

Slovakia

Slovenia

South Africa

Spain

Sweden

Syria

Thailand

Turkey

The Netherlands

The Philippines

The UK

USA

UAE

Uzbekistan

Venezuela

Vietnam





CULTURE & FOOD FESTIVAL  
**GLOBAL TASTE**  
**AF-FAIR**  
COME JOIN US ON:  
27.09.2018  
@THE LEVEL - 6.30PM

**AF-FAIR**

*DAE - is a truly global environment*

CAMPUS

WELCOME

OUR DAE CAMPUS 'THE LEVEL'



[howest.be/thelevel](http://howest.be/thelevel)

[digitalartsandentertainment.be](http://digitalartsandentertainment.be)



## TUITION FEES

**Tuition Fee for academic year 2020-2021**

	Tuition Fee	Study cost	Total / year
Belgian and EEA students*	EUR 947,20	EUR 275 (this includes 75€ for all required software)	EUR 1222,20
Non EEA-students**	EUR 6947,20	EUR 275 (this includes 75€ for all required software)	EUR 7222,20

The breakdown of this tuition fee is as follows:

	Fixed part	Variable part (per ECTS)
Belgian and EEA students*	EUR 245,20	EUR 11,70
Non-EEA students**	EUR 1079,20	EUR 97,80

**EEA students\***

The tuition fee Belgian and EEA students is 947,20 EUR for the 2020-2021 academic year. For all students there is an additional study cost of 275 EUR. Please note that the tuition fee can be subjected to change and annual inflation rate.

**Non-EEA students\*\***

The tuition fee for a full-time non-EEA student is 6947,20 EUR for the academic year of 2020-2021. For all students there is an additional study cost of 275 EUR. Please note that the tuition fee can be subjected to change and annual inflation rate.

## TUITION FEES

### Other costs

The required software is included in the annual additional study cost of 275 €. Books and other school supplies are not included in the tuition fee. They can amount to 200 € during the first year. During the second and/or third year there are (optional) study trips to the USA/Canada (around 1,600 €).

### EEA students\*

EEA students are citizens of the European Economic Area (the European Union plus Norway, Iceland and Liechtenstein) member countries.

The EEA includes the following countries: Austria, Belgium,

Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France (including Guadeloupe, French Guyana, Martinique, Réunion and Saint-Martin), Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal (incl. Madeira and the Azores), Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

### Non-EEA students\*\*

If you do not hold the nationality from one of the countries of the European Economic Area, then you are a non-EEA student, and must pay the non-EEA student tuition fees. Students from candidate EU member states pay the same tuition fee as other non-EEA students.



## GRANTS

Some foreign students can apply for a student grant. The following outline gives general information about organisations awarding scholarships.

### Student grants of the Flemish Community

Certain categories of students staying in Belgium can be entitled to a student grant of the Flemish Community, provided that they fulfill some academic and financial conditions.

To know these conditions you need to contact our Student Support Services.

Email: [Aline.Devoldere@howest.be](mailto:Aline.Devoldere@howest.be) or

Email: [Marie-Laure.Paermentier@howest.be](mailto:Marie-Laure.Paermentier@howest.be)

More info on:

<http://www.ond.vlaanderen.be/studietoelagen/>

### Other grants and scholarships

Unfortunately, being a public, government-funded institution, we cannot offer scholarships.

However, several of our international students receive some financial aid from official organisations in their home country. The appropriate authorities in the student's country should be contacted by the student himself/herself.



## WORK-STUDY

### WORKING AS A STUDENT

**Q:** Are international students allowed to work during their study period at DAE?

**A:** Students are allowed to work during their studies. However, do take into account that DAE is a challenging study programme with many assignments and deadlines. This is difficult to combine with working more than a few hours a week or on the weekends. In order to work as a student you will need to acquire the following documentation:

**EEA students** must register at the City Hall in order to receive a national registration number, which gives them the right to work in Belgium.

**Non-EEA students** need to possess a valid residence permit to apply for work permit type C that gives them right to work during the academic year.

Important: you are not allowed to work more than 20 hours/week and your working hours should not overlap with class schedule

### HOW TO APPLY

- Apply for the work permit at the work migration office (Dienst Arbeidsmigratie West-en Oost Vlaanderen) in Gent

**Address:** Koningin Maria Hendrikaplein 70 bus 60  
9000 Gent (next to railwaystation) tel. 09 276 18 50  
(only from 8h30 tot 12h30)

E-mail: [arbeidskaart.gent@vlaanderen.be](mailto:arbeidskaart.gent@vlaanderen.be)

- Processing time: 1 to 2 weeks
- Final step: once you have received the work permit, you should go to the immigration office in the Town Hall of Kortrijk to register (don't forget your residence permit)

## STUDENTS ABOUT DAE

*"I chose DAE because I knew that the programme (game development) would give me the best opportunities for a future in the gaming industry. The course content is excellent and DAE is a well-respected school within Europe and the UK"*

Nicole, South Africa

*"I chose DAE for three reasons: good level of education, affordable tuition fee and open-minded international environment."*

Chau, Vietnam

*"I chose to study at DAE because of its game-focused curriculum and a chance to see a bit of Europe"*

Andrew, Canada

*"DAE was recommended to me by a former student while I was looking for a thorough Bachelor's degree in computer graphics inside of Europe. He praised the hands-on education across various disciplines and the steep, but steady learning curve. Belgium offered me an affordable education with relevant study content that I was very much interested in."*

Angelina, Germany

*I came to DAE because it was the best option to study for this field in Europe! The degree is a Bachelor, the tuition fees are very reasonable, and it's in English!*

Eleni, Greece

## ALUMNI

The gaming industry is booming, so if you are considering a career in this sector, there has never been a better time. Programmes in Game Development and Graphics, 3D Production, Visual effects and Sound design allow students to build a foundation for a successful career not only in the gaming, 3D production, film and VFX industry, but also in other high-tech fields in a wide range of disciplines. And several of our alumni have created successful start-up companies after graduation.

In their final year, students do their internships in companies around the world and typically demand outnumbers supply. Moreover, the majority of them receive job offers immediately after completing the internship.

Our alumni statistics speaks for itself. Check some basic facts about the people who make us proud at ALUMNI.

*"DAE helped to kickstart my career, and was the beginning of an amazing adventure."*

Jeroen Maton, Sr. Environment Artist  
Bungie, USA



ALUMNI



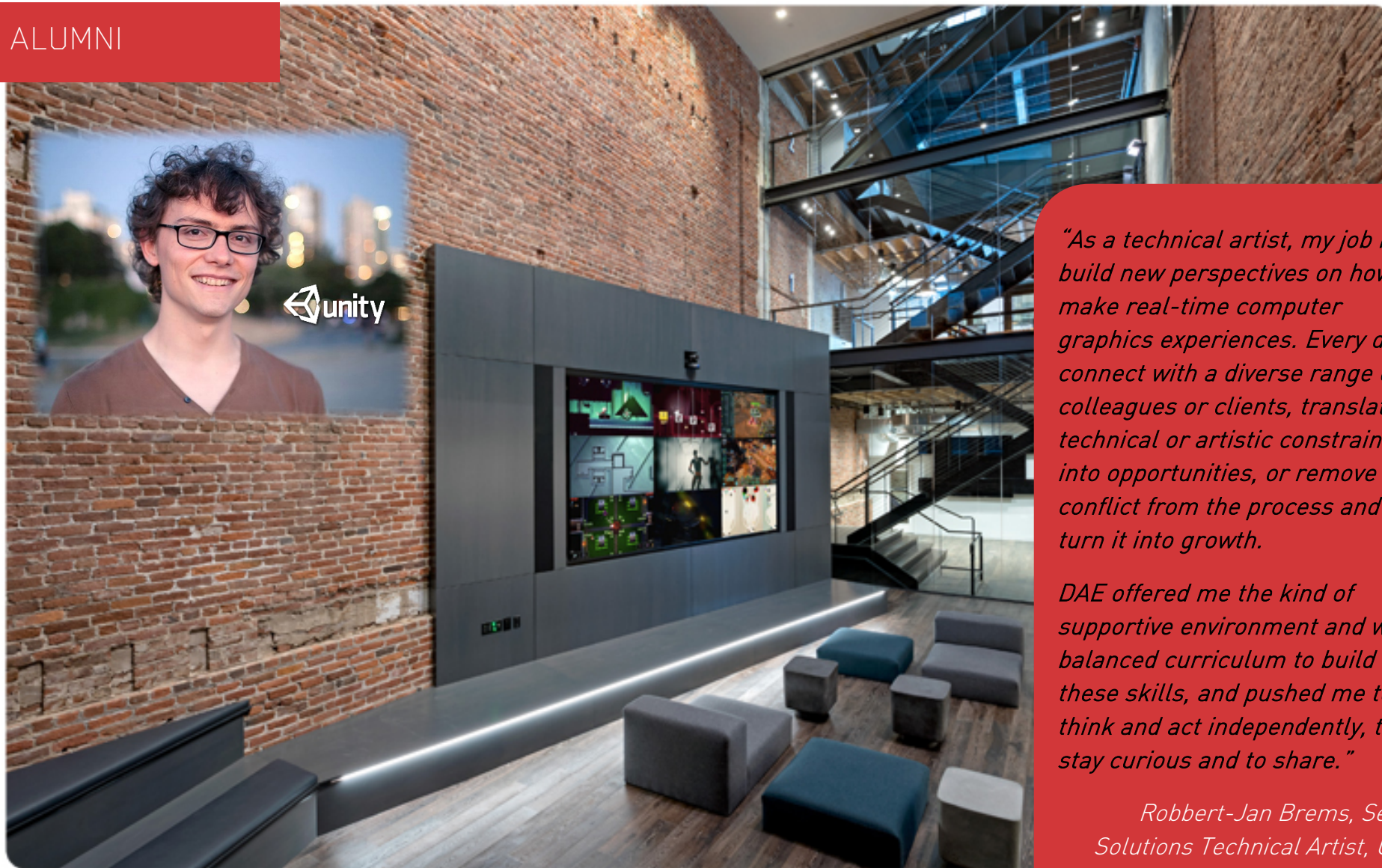
*"It was my childhood dream to become a game developer, DAE turned this dream into reality. From Belgium to the Netherlands, to the United Kingdom, to China. Now I am a world traveler and a global citizen."*

Brian Cox, UI Progammer,  
UBISOFT Shanghai, CN



DAE Alumni

## ALUMNI



*“As a technical artist, my job is to build new perspectives on how to make real-time computer graphics experiences. Every day I connect with a diverse range of colleagues or clients, translate technical or artistic constraints into opportunities, or remove conflict from the process and turn it into growth.*”

*DAE offered me the kind of supportive environment and well-balanced curriculum to build these skills, and pushed me to think and act independently, to stay curious and to share.”*

*Robert-Jan Brems, Senior Solutions Technical Artist, Unity Technologies, Vancouver, CA*

## INDUSTRY ABOUT DAE

*"It's safe to say we've never encountered a student from the DAE course that isn't industry standard. There's a running joke in Boss Alien where people think that Howest is actually the name of the factory that 3d prints our Tech Artists."*

*Dan Rossati (Art Director – Boss Alien)*

*"We welcomed 6 students during the last 4 years. They were all talented 3d artists and designers. The main proof of their talent is that all the work they did has been integrated and used in our final released games. This is the result of their talent, but also of the great mentorship and education they got at Howest University."*

*Eric Urocki (Technical Art Director – Black Forest*

*"We consider DAE the best Belgian pool of well-educated talent. We've always found the right level of expertise and the mentality we demand, when we welcome the students from DAE."*

*Jan Goossen (Owner – Grid VFX)*

*"It's always a pleasure to meet your students – they were, as ever, amongst the very best we saw."*

*Mark Green (Development Director -  
Codemasters)*

*"We were lucky to have two very talented DAE students from HOWEST doing their internships at elite3d. They came really well prepared and it took them very little to adapt to our demanding productions. In fact, both students are now part of our AAA development staff."*

*Jose Luis Queral (Art Director - Elite3d)*

## STUDENT SUPPORT

## STUVO (STUDENT SUPPORT SERVICES)

**Student Services**

Howest students may contact STUVO, Student Support Services, on the following topics: **study financing, student accommodation, self-care: psychosocial counselling, student jobs, organization of social, cultural or sports events and activities.**

Feel free to stop by the information desk of Stuvo for more information or visit the website: <https://www.howest.be/en/study/student-services>

**Student Counselling**

IMPORTANT! Howest wants to offer all talents the opportunity to develop at the fullest. For special-status students (e.g. students with a disability, with a family or with a top-sport status, we provide extra support, such as:

- use of special-need software (for students with learning disorders)
- adaptations (facilities) for those who need it
- intensive support of students with special needs
- wheelchair accessible student rooms

Contact: **Talent Coach** [jeffrey.declerck@howest.be](mailto:jeffrey.declerck@howest.be)

Website: <https://www.howest.be/en/study/study-at-howest/student-counselling>



## OASIS LIVING ROOM

### THE OASIS LOUNGE 7/7

The Oasis lounge is a place for Howest international students and their buddies.

It has different spaces: a lounge with couches, beamer and kitchenette, a quiet and cozy reading room and a working space. It is a place to hang out, have a drink, have a chat, watch a film, relax, work and study etc.

It is a place that Howest international students and their buddies can make their own.

The Oasis is available 7/7. It's not a wild party place and there are a few rules. Please respect those rules.

We have an Oasis Facebook group for all Howest international students. You will be invited to this group after you have been accepted to DAE.

Address: Marksesteenweg 50a, close to Howest campuses



## MEDICAL FACILITIES

### Q: What should I do if I get sick?

**A:** All Howest campuses have fully-equipped first aid rooms. There are permanent staff members able to administer first aid.

However, when you have health issues, it is common practice in Belgium to consult *huisarts* - a general practitioner (GP) first. Your GP is usually the first person you go to with any medical problem. Contact data of several GPs in Kortrijk will be included in the welcome information, given by the DAE Global Community Managers during the welcome week activities. Your buddy can also assist you in finding a doctor a dentist. More information about GPs can be found at [www.justlanded.com](http://www.justlanded.com). This portal was created for expats who plan a long-term stay in Belgium but offers lots of useful information for incoming students as well. If a medical problem requires specialist treatment, the GPs can refer you to a specialist.

For dentists or a pharmacy refer to [Mediwacht.be](http://Mediwacht.be). The website enables search for either dental care provider or pharmacy by location. Information is available in Dutch only, please use Google Translate for any other languages.

You can find a list of dentists ('tandarts' in Dutch) by searching for 'tandartsen Kortrijk' in your browser.

Pharmacies have the same opening hours as other retail shops on weekdays. Most of them are also open on Saturday mornings. For the majority of medications you will require prescription. More details about the chemist on night duty can be found on the facade of most pharmacies (open 24 h/24). Information can be found at [www.pharmacie.be](http://www.pharmacie.be) (in Dutch and French).

## MEDICAL FACILITIES

### IMPORTANT!

In case of medical emergency, immediately go to the emergency department of the nearest hospital or dial the European emergency number 112, which is available everywhere in the European Union (EU), free of charge, 24/7 for the police, the emergency medical services or the fire brigade.

### PRACTICAL

At the end of your medical appointment in Belgium you pay the bill and in return you get a receipt that you have to give to your health insurance fund to get (partial) reimbursement or you only pay your own share at the doctor, who settles the remaining amount directly with the health insurer. It depends on how the doctor works.

Same for buying medicines in one of Kortrijk's pharmacies. If you require prescription medication, you will be issued a prescription from a doctor. When you are registered with a Belgian health insurance fund, you only pay your own share at the pharmacist, who settles the remaining amount directly with the health insurer.

For a consultation in a hospital, the bill with a certificate of care will usually be sent 4-8 weeks afterwards. Fees for extras during hospitalisation (e.g. a private room, telephone costs) will not be reimbursed by your health insurance.



## ACADEMIC CALENDER

## IMPORTANT DATES 2020-2021

18/07/2020 – 16/08/2020	summer break, campuses and the student administration office are closed.
29/08/2020	Open house at The Level Welcome Breakfast!
31/08/2020 – 11/09/2020	DAE introductory courses for the first-year students
14/09/2020 – 18/09/2020	International Welcome Week, including general DAE Kick-off Days
21/09/2020	start DAE classes
02/11/2020 – 08/11/2020	autumn break
09/11/2020 – 13/11/2020	Q-Week (graded evaluations)
21/12/2020 – 03/01/2021	winter break
06/01/2020 – end January 2021	exam period*
01/02/2021 – 07/02/2021	Intersemestrial break

\*Please check carefully the ending dates of the exam period before you book your return tickets home. And do keep in mind that the second chance exams – reassessments – take place in what we call ‘third exam period’ (August).

There are 5 holiday periods:

Autumn break: 02/11/2020 – 08/11/2020

Winter break: 21/12/2020 – 03/01/2021

Intersemestrial break:  
01/02/2021 – 07/02/2021

Easter break: 05/04/2019 – 18/04/2021

Summer break: 05/07/2021 – 07/08/2020

**Additional public holidays on which the university is closed:**

All Saints’ Day: 01/11/2020

Armistice Day: 11/11/2020

Easter Monday: 05/04/2021

Labour Day: 01/05/2021

Ascension Day: 13/05/2021

Pentecost Monday: 24/05/2021

Assumption Day: 15/08/2021

## GRADING SYSTEM

GRADING SCALES FOR COMPETENCE ASSESSMENT	Exam Grade (out of 20)
The student masters the skill(s) to an exceptional degree.	16 +
The student masters the skill(s) to the degree that he/she distinguishes him/herself.	14 - 15
The student masters the skill(s) more than sufficiently.	12 - 13
The student has acquired the skills to work in a professional environment.	10 - 11
The student has not yet sufficiently acquired the skills to work in a professional environment.	7 - 9
The student has not sufficiently acquired the skills.	0 - 6

**NB!** Howest University of Applied Sciences uses the Flemish grading system of 0-20, with intervals of 1 point. There are no half points. 10 to 20 are the passing grades, 0 to 9 are failing grades. Grades 17 and higher are beyond excellent and very hard to obtain.

## PART II

# APPLICATION PROCESS AND PREPARATION FOR YOUR STUDIES

## APPLICATION

### GENERAL INFORMATION

- Applying to DAE is [free of charge](#).
- Applications [start](#) from the 1st of February onwards, to begin your studies in the autumn semester of the same year.
- Application [deadline](#) for the academic year 2020-2021:

[1 July, 2020](#) for students who will need to apply for visa in order to study in Belgium;

[16 August, 2020](#) for EU citizens and other applicants who do not require a visa. Please take into account that Howest University of Applied Sciences is closed for summer break between July 18, 2020 and August 16<sup>th</sup>, 2020. During that time no applications will be processed.

\* Our academic calendar is split into 2 semesters. However, students are only admitted at the start of the academic year, i.e. to begin their studies in the autumn semester (end of September). Starting classes in the spring semester is not possible, because the 2nd-semester courses build on top of the 1st-semester ones.



## REQUIREMENTS

As **GENERAL ADMISSION REQUIREMENTS**, students who intend to enroll in a Bachelor programme need to hold one of the following diplomas:

- a secondary school diploma awarded by the Flemish Community
- a diploma of higher short-type education with a full curriculum
- a diploma of higher education for social promotion, with the exception of the Certificate of Teaching Competence;
- a diploma of higher professional education ("hoger beroepsonderwijs")
- a study certificate which, in accordance with a statutory standard, a European Directive or an international convention, is recognised as being equivalent to one of the diplomas listed above

Failing such recognition, the Dean may allow people, who have obtained a diploma or an educational certificate in a country inside or outside of the European Union, to enroll in a Bachelor programme, providing they hold a diploma or a certificate that grants them access to university education in that country.

This also counts for the following **FOREIGN STUDY CERTIFICATES**:

- a [legalised](#) foreign Bachelor diploma or equivalent
- a [legalised](#) foreign Master diploma or equivalent
- a "European Baccalaureate" diploma, awarded by the European Schools in Belgium or abroad
- a "Diplôme du Baccalauréat International" awarded by the Office du Baccalauréat International in Geneva
- a diploma awarded by the SHAPE school (NATO)
- a Luxembourg «Diplôme de Fin d'Etudes Secondaires or a «Diplôme de Fin d'Etudes Secondaires Techniques»
- a Dutch "Voorbereidend Wetenschappelijk Onderwijs" (VWO) diploma or a Dutch "Middelbaar Beroepsonderwijs" (MBO) diploma of at least 3 to 4 years with qualification level 4
- a Dutch "Getuigschrift van met goed gevolg afgelegd propedeutisch examen" certificate;
- a French «Baccalauréat» diploma (minimum score 10/20) .

List continues on the next page.

## REQUIREMENTS

- a German “Zeugnis der allgemeinen Hochschulreife/Abitur” diploma
- a [legalised](#) “High School Diploma” (USA) with a “transcript of records”, listing at least 4 Advanced Placements (APs)
- a [legalised](#) diploma, which gives access to university education in the country where this diploma was issued, providing this country belongs to the member states of the Council of Europe that have signed the Convention of 1953

If a prospective foreign student has a different study certificate than the ones mentioned above, the general rule is that only university diplomas or secondary school diplomas that give access to university education in the country where they were obtained, can be considered eligible for access to Howest University College - Digital Arts and Entertainment. Upon application, you will need to provide us with a [legalised copy](#) of the eligible diploma and its transcripts of records.

### Which documents need to be legalised?

For a valid application you need to submit a legalised copy of the eligible diploma and its transcripts. The diploma and its transcripts must be translated by a sworn translator into either Dutch, French, German or English, if they were drafted up in any other language.

For a complete list of which type of legalisation is needed specifically for your diploma check the following [document](#) on our website.

### WHAT IS LEGALISATION

Before a public document (like a diploma) can be used in a country other than the one where it was issued, the origin of the document must be authenticated. It is required by the Belgian government to include a legalised copy of your diploma and transcripts in your application for a study programme at Howest University College.

## REQUIREMENTS

### COUNTRY-SPECIFIC PROCEDURES AND ADDITIONAL REQUIREMENTS

#### Cameroon and Nigeria

Unfortunately we regularly receive false documents from both countries, so we see ourselves forced to impose stricter conditions. In addition to the legalisation by the Belgian Embassy or Consulate, the institution where you have obtained your basic diploma must send us a copy of your diploma and transcripts under a stamped and sealed envelope.

#### China

An original APS certificate must be submitted in the application package. Then you are exempt from submitting a legalised copy of your basic diploma and transcripts, but will be required to submit a notarised copy.

#### Ghana

The legalisation is done at the Belgian Embassy in Abidjan, Ivory Coast. Check the following website for more information and contact details: [http://diplomatie.belgium.be/en/services/legalisation\\_of\\_documents/](http://diplomatie.belgium.be/en/services/legalisation_of_documents/).

Unfortunately, we regularly receive false documents from Ghana, so we see ourselves forced to impose stricter conditions. In addition to the legalisation by the Belgian Embassy or Consulate, the institution where you have obtained your diploma must send us a copy of your diploma and transcripts under a stamped and sealed envelope.

## REQUIREMENTS

### Iraq

1. Legalisation of the original document by the Ministry of Foreign Affairs in Iraq
2. Legalisation by the Iraq Embassy in Amman
3. Legalisation by the Jordanian Foreign Ministry in Amman
4. Legalisation by the Embassy of Belgium in Amman (with translation by a sworn translator in one of the national languages).

### Yemen

Update 11 April 2017: The Belgian Embassy in Saudi Arabia has suspended the legalisation of documents issued in Yemen. Therefore, the institution where you have obtained your diploma must send us a copy of your diploma and transcript in a stamped and sealed envelope

### Syria

Information about the correct legalisation procedure can be found at: [diplomatie.belgium.be](https://diplomatie.belgium.be)

1. Legalisation of the original document by the Ministry of Foreign Affairs in Syria
2. Legalisation by the Syrian Embassy in Beirut
3. Legalisation by the Lebanese Foreign Ministry in Beirut
4. Legalisation by the Embassy of Belgium in Beirut (with translation by a sworn translator in one of the national languages).

## APPLICATION DOCUMENTS

### 1. Signed Application form for admission

Please complete the form in detail so that it can be processed efficiently. Incomplete forms will not be accepted. Make sure the form is signed.

You can download the application form [here](#).

### 2. Official high school transcripts / diploma

If your diploma does not appear under the Study Certificates under Admission requirements, you will need to provide us with a legalised copy of the diploma you're applying with, including its transcripts of records.

The diploma and its transcripts must be translated by a sworn translator into either Dutch, French, German or English, if they were drafted up in any other language.

### 3. Motivation letter and Resume

Your motivation letter and resume are an important part of your application for admission to DAE at Howest University. What you write will help us learn more about you.

### 4. Portfolio!

DAE's intent in reviewing applicants' portfolios is to ensure that students have the appropriate basic skills to be able to take part in the degree programs to which they are applying. The portfolio should demonstrate that the applicant has adequate basic drawing, 3D or programming skills to handle the rigours of the curriculum. Please include pieces that you feel demonstrate your strongest work and reflect your personal interest. Your portfolio needs to prove that you are absolutely passionate about Games or 3D Art. We need to see that you are committed to become the next generation Game Developer, Game Graphics Artist or 3D/VFX Artist.

### 5. Copy of your passport ID page

### 6. APS-screening for Chinese students

## APPLICATION DOCUMENTS

## 7. Proof of proficiency in the English language

The minimum level required is the B2 level of the Common European Framework of Reference. The following documents are accepted as proof:

- a secondary education diploma awarded by the Flemish Community (except for vocational secondary education (BSO) and CVO (centres for adult education));
- a Dutch diploma “Voorbereidend wetenschappelijk onderwijs” (VWO), or freely translated: “Preparatory Scientific Education” (VWO);
- an International Baccalaureate diploma in English or with a minimum grade of 5 for the course English A or B high level or minimum grade 6 for the course English B standard level;
- a European Baccalaureate diploma with English as a first language and a score of at least 6 or as second language and a score of at least 7;
- a certificate that at least a one-year full-time study programme of an English-taught study programme in secondary education or at least 30 credits English-taught course units in an English-language study programme in higher education has been completed successfully;
- a recent TOEFL Certificate: minimum score: 550 points (paper-based), 213 points (computer-based) or 79 points (internet-based);
- a recent IELTS Certificate from the British Council: minimum score 5.5;
- a GCSE Certificate English with score A\*-C;
- one of the following certificates of Cambridge English: First Certificate in English (FCE) or Certificate in Advanced English (CAE) or Certificate of Proficiency in English (CPE);
- a certificate of the “English Test” awarded by the University Language Center (UCT) of Ghent University;
- an attestation of CEF level B2 English (or higher).

## CONTACT DETAILS

Please send all the required documents by e-mail, fax or post to:

Howest University of Applied Sciences

Atn: Sandra VERESA

Botenkopersstraat 2

8500 Kortrijk

Belgium – Europe

[admissions.dae@howest.be](mailto:admissions.dae@howest.be)

Tel: +32 (0)56 23 43 62

## APPLICATION DEADLINE

**July 1, 2020** for the students who will need to apply for the visa

**August 16, 2020** for EU citizens and other applicants who don't require visa



## VISA

Once accepted, you will receive a [Certificate of Acceptance](#). With this Certificate you can apply for a visa.

**Students from EEA member states** (European Union + Norway, Iceland and Liechtenstein) do not need a visa. Special arrangements apply to Switzerland. Monaco follows the French regulations.

After your final registration at the student administration office, you will need to apply for an E-card. This needs to be done at the latest within one month after the start of the academic year.

**Non-EEA citizens** need a visa or an authorisation to enter and stay in Belgium. Therefore, non-EEA students should apply for an Authorisation for Provisional Stay. This type of visa (in Dutch: Machtiging tot Voorlopig Verblijf) allows the holder to

stay in Belgium for a period longer than three months. This visa is also referred to as Visa Type D. For non-EEA students, the Authorisation for Provisional Stay is also commonly known as student visa.

As a rule you must apply for this visa at the Belgian Consulate or Embassy in your country or in the country where you legally reside, and not the public authorities in Belgium itself. If there is no Belgian consulate or embassy in your country, you may submit your application to the Belgian consulate or embassy in a neighbouring country.

You cannot enter Belgium on a tourist visa if you intend to stay longer than 90 days or three months. Non-EEA citizens cannot enrol at Howest without a valid Student Visa.

You can find more information on the website of the Belgian Immigration Office at [dofi.ibz.be](https://dofi.ibz.be).

## SUMMARY

### STEP-BY-STEP APPLICATION PROCESS

**Step 1:** Make sure you meet the admission requirements, have the right study certificates AND the international application documents.

**Step 2:** Send your application with all the supporting documents to [admissions.dae@howest.be](mailto:admissions.dae@howest.be). We will acknowledge receipt of your application by email within ten working days of submission.

**Step 3:** From the moment you receive your Certificate of Acceptance, you can pre-enrol online (more information about this will be in the Certificate of Acceptance).

**Step 4:** Complete your enrolment at the [Howest student administration office](#), Graaf Karel de Goedelaan 5, Kortrijk starting on 27 June, 2020. Please take into account that Howest University of Applied Sciences is closed for summer break between July 18<sup>th</sup> and August 16<sup>th</sup>, 2020.

#### TO NOTE:

Shortly after you receive your Certificate of Acceptance, our Community Manager will contact you to arrange a video call. This is an ideal opportunity for you to ask all your practical questions about student life and moving to Belgium and for us to get to know you.

## FINAL ENROLMENT

You need to complete your registration in person at the student administration office. Tuition fees should be paid during the final registration or within two weeks after the visit to the administration office (via a bank transfer).

### WHERE

Howest Student Administration office: Graaf Karel de Goede laan 5, 8500 Kortrijk/ tel.+32 56 24 12 11  
[kortrijk.studentensecretariaat@howest.be](mailto:kortrijk.studentensecretariaat@howest.be)

### WHEN

- From 27<sup>th</sup> of June 2020 until the classes commence, Mon-Fri 8.30 am – 4 pm

Keep in mind that Howest summer break is from July 18 till August 16, 2020, which means that Howest campuses and the student administration office are closed.

### PAYMENT

We don't accept cash, credit card payments, or foreign bank account cards. Tuition fees can only be paid with a debit card from a Belgian bank, or via a bank transfer. If you prefer to pay via a bank transfer, Howest bank details will be provided to you during the final enrolment at Howest.

### WHAT TO BRING

- Original ID card or passport
- Original diplomas/degrees/transcripts of record, which were attached to the application form
- Original proof of English language proficiency (if applies)
- Certificate of Acceptance

## Q&A

Below you can find some frequently asked questions about the application process.

**Q: What do you expect from the motivation letter I send with my application?**

**A:** We expect a letter, in electronic format (MS Word or PDF format), addressed to us, about one A4 page long. You should tell us more about who you are, what have you already been doing with regards to game art, drawing, programming, 3D or VFX (this depends on the study major you are applying for), why you want to study DAE, what do you expect to get out of it, and how you can contribute to our programme and our (international) community. It's important to be honest and write a letter that shows us who you are. Don't worry too much about what you think we'd want to hear, and also: don't copy a standard, impersonal or cliché-ridden letter from the internet – we really don't like those.

**Q: Should I send my application documents via email or paper post?**

**A:** We prefer to receive the application documents via email. However, you will need to bring the original documents with you when you come to Belgium before the start of the academic year to finalise your enrolment.

**Q: Do I have to send my application documents all at once?**

**A:** We prefer to receive the application documents all at once, as this is easier for us to process. But it is allowed to send your paperwork in separate emails – we keep track of what we have already received and what is still missing.

**Q: Can I apply if I am still in my final year of high school and haven't received my diploma yet?**

**A:** Yes, you can. Recommended application time is between 1 March and 1 July, for the academic year that starts in September of the same year. If you don't have your high school diploma at that time, you can apply with your transcripts of the previous years and a letter from your school, stating that you

are in your final year, when you are likely to obtain your diploma, and exactly what kind of diploma (full name) it will be. With that, we can assess your application and the eligibility of your diploma. If you are accepted, you will receive a provisional certificate of acceptance, with which you can start the visa application procedure if you need one. Afterwards, when you send us a legalised copy of your diploma, we can replace the provisional acceptance certificate with a full one.

#### **Q: When is the final deadline for application?**

**A:** The application deadline to start studying in September is in August. However, for the students who need to apply for a visa, we recommend applying much earlier, preferably before July 1<sup>st</sup> in order to have enough time to sort out your paperwork.

#### **Q: What is expected from a portfolio?**

**A:** The portfolio is intended to give us an idea of the current state of your skillset, and – because DAE is a very challenging curriculum – for us to see that you know what you are applying for. We consider a portfolio a very personal, individual representation of your skills and of who you are. The type of work you present, depends on the study major you want to apply to:

- Game Development (GD / programming): code snippets, exercises, small games you've been making, etc.
- Game Graphics Production (GGP / 3D for games): drawings, 3D models, renders, etc.
- 3D Animation & VFX for film, advertising, ...): drawings, storyboards, 3D models, exercises etc.
- Independent Game Production (IGP/Full game production): Small sample games (digital and/or board games), code snippets, game designs etc.
- Sound Design (Create, supply, deliver and implement audio): DAW projects, soundscapes for audiovisual creations, video snippets, self-built sound FX (libraries), sound recordings, Unity/Unreal audio implementations

You can send us your portfolio in different formats: as a pdf, as separate images or files, or send us the link to your online portfolio, Artstation account, etc.

**However:** when you send us a website link, do make clear on the site that this is your portfolio (with your full name clearly mentioned, not just an internet handle). When you send individual files: don't send us everything you have – 3 to 5 of your best pieces for each type of work will suffice.

## INTRODUCTORY COURSES

**Q:** Are there any introductory courses I can take?

**A:** In the first two weeks of September you can take courses related to the major you have chosen (3D, Programming, Preproduction (drawing) and/or Math). During these days the content of the first lessons of the respective courses is taught.

That way, you can be a step ahead, your first classes will start smoothly, and you will get acquainted with your fellow classmates. Highly recommended!

More details and registration via <http://app.howest.be/instapcursussen>.



## LAPTOP

### **Q: WHAT LAPTOP DO I NEED?**

A: Laptops can be purchased via Howest, as part of a group purchase at an external company. There are a few advantages to this, but it is by no means obligatory. More information about the laptop project and about the minimum required specifications can be found at <http://www.howest.be/laptops/hardware.aspx>.

NB! Above website needs to be updated with the laptop recommended for AY 20-21. The DAE Community Managers will give you a sign when. Also, keep in mind that a QWERTY keyboard layout is highly recommended.

NB! If you are planning to participate in the DAE introductory courses in the beginning of September, make sure to buy your laptop in time. It's recommendable to order as early as the beginning of July. You can place an order via [www.academicshop.be/howest](http://www.academicshop.be/howest).

## ARRIVING IN BELGIUM

### BEST TIME TO ARRIVE IN KORTRIJK AND TO START YOUR NEW CHALLENGE

If you will be attending the introductory courses, we advise you to arrive a week before they start, i.e. during the last week of August. It will give you enough time to settle in and do all the practical arrangements (such as final enrolment, city hall registration for the residence permit, bike rental etc.) and necessary purchases. Of course, your [buddies](#) will support you in this and will also introduce you to Kortrijk. That way, you can fully focus on your classes once they start. Also, it's more fun to enjoy social activities with other new students and buddies without having to think about practical issues.

#### WHAT IS A BUDDY?

We have a Buddy project in place to welcome you in Kortrijk and help you to get settled in. You are paired with local students (and international students from senior years) according to your interests and hobbies. They will show you around Kortrijk, answer all your questions, introduce you to the student life and, in general, try to make you feel at home in Belgium.

## ORIENTATION WEEK

### ORIENTATION WEEK FOR NEW STUDENTS

We organise a full-time orientation week before the start of the actual classes and warmly recommend all international students to attend it, since it will offer you the opportunity to:

- get to know the other regular international and exchange students through different activities
- explore Howest and its campuses
- get all the practical information about DAE studies and student life during DAE Kick-Off Days.
- explore Kortrijk together with our local students and dive into student life
- get tons of practical tips from buddies

Dates of the Orientation Week: **14 – 18 September 2020**

## WHAT'S NEXT

You have already applied to DAE and now you have dozens of questions? For all the practical information about moving to Belgium and living in Kortrijk: see our [Welcome Guide](#).

