



# HOW TO APPLY

## Student Selection Handbook



LISBON | VILNIUS | BRUSSELS

# 1. REQUIREMENTS

The call for applications for the first edition of DocNomadsPlus (2025-2027) opens on January 7th 2025 and closes on April 25th, 2025 at 10 a.m. C.E.T.

The whole application process is online through this platform. Candidates who struggle with problems or have questions, are advised to contact the admission assistant at LUCA by e-mail through a designated mailbox (docnomads.brussels@luca-arts.be).

## 1.1. General profile of prospective candidates

DocNomadsPlus is primarily aimed to students from all over the world with a Bachelor's degree (BA) in:

- Film Studies
- Arts
- Media / Communication studies

Other degrees (of at least EQF Level 6) may be accepted from applicants with a convincing artistic portfolio.

## 1.2. Formal Requirements

An electronic application form that must be completed and uploaded before the deadline expires. In this form we ask for the following documents:

1. **A CV** summarizing previous studies and experience (limited to 1000 characters).
2. Authorised, stamped or **certified copies of Bachelor degree(s)** officially translated to English. As mentioned above, only BA degrees that are equivalent with European Qualification Framework Level 6 (or higher) are accepted. Candidates are guided to a website where they can check the eligibility of their degree. If the candidate is, when applying, still studying and hoping to complete his BA, he or she has to submit an official school certificate in English stating that the applicant's Bachelor Degree is due latest by 31 August of the year of the start of the program.  
  
*Note 1: Admitted students are required to carry out additional diploma authorisation processes. Depending on the country of origin of the awarded diploma or certificate, there are various methods of authorisation (apostille seal, legalisation by embassy, certification) to be clarified only for admitted students in the final phase of the application process. Please note, you cannot enrol without the required authorisation.*
3. Copy or scan of the candidate's **passport or ID card** (EU) with expiration date.
4. Candidates are required a good spoken and written English. The minimum required level of the **English proficiency certificates** is B2 of the Common European Framework of Reference.

Students can prove their proficiency by the following means:

- a. Providing one of the following English certificates with the minimum scores listed below, issued within 2 years before the application deadline:
  - IELTS Academic 6.0 (with no component less than 6.0)
  - TOEFL iBT 79 or CBT 213 or PBT 550
  - TOEFL iBT Home Addition test 79
  - TOEIC Listening + Reading 605 Speaking 160 Writing 150
  - ACT English 20 + Reading 20
  - Certificate in Advanced English (CAE) grade A, B or C
  - First Certificate in English (FCE) grade A, B or C
  - Cambridge Linguaskill exam B2
  - DuoLingo English Test 110
- b. Providing an English-language higher educational diploma at an institute of higher education in one of the Inner Circle countries:
  - United Kingdom
  - United States of America
  - New Zealand
  - Australia
  - Canada (except Quebec)
  - Ireland
  - Caribbean Islands
  - South Africa
- c. Providing an English-language diploma at an institute of higher education (including statement that the BA study of at least 180 ECTS was conducted in English) and presenting a convincing application for a waiver of the requirement.

5. Assignment 1: make a **Documentary Film**, taking into account the following requirements:

- a. The film must be a 3-minute documentary film made by the candidate specifically for the application on a subject of applicant's choice.
- b. The guiding topic for this film is "Around Me, in the Here and Now."
- c. The film must express/underline the candidate's strong relationship with social reality and personal curiosity about the themes that emerge from it. It must focus on characters and places and show a creative personal cinematic concept.
- d. The film must be shot and edited by the applicant.
- e. Additional music, sound effects or video effects are not allowed.
- f. The film must have English subtitles embedded in the video, even if the film is spoken in English.
- g. The film must be uploaded to YouTube or to a similar platform with an unlisted link (no password!). If the film is made available for public access, the application will be automatically disqualified.

6. Assignment 2: make a 1-minute video, sharing your **Motivation** for studying at DocNomads Plus. Please answer all 3 of the following questions in the video:

- What does documentary mean to you?
- Why are you applying to DocNomadsPlus?
- What are your expectations of this master's degree programme?

The film must be uploaded to YouTube or to a similar platform with an unlisted link (no password!).

7. A link to one (1) **previous film** made by the candidate. This must also be uploaded to YouTube or to a similar platform. It can be an entire film or part of a film, but its maximum length is 10 minutes. This film too must have English subtitles. The film must also (mandatory) have credits [outlining the role of everyone who was involved in the production of the film]. This previous film, although required for the jury's selection process, is viewed only if necessary in making decisions regarding the selection process.

8. A recent **photo** of the candidate (good quality head-shot with white background).

9. A **residence certificate** issued no later than 12 months before the submission deadline of the application, in accordance with the candidate's municipality normal registration rules or, a certificate from the candidate's place of work, study or training issued by the employer or institution in question.

### 1.3 Prior Learning Information

Applicants with no (Academic) BA degree can apply for recognition of 'Previously Acquired Competence' (PAC) or 'Previously Acquired Qualifications (PAQ)'. The PAC/PAQ procedure is always handled by the higher education institution that issues the degree / programme for which the candidate makes a PAC/PAQ-request.

To be clear: in this case, you cannot make a PAC/PAQ-request to the DocNomadsPlus degree or programme, but you should submit such a request to an institute of higher education that has a PAC/PAQ procedure for the BA degree you believe you have all the necessary vcompetences or qualifications for. For instance, applicants that want to obtain an academic BA in Audiovisual Arts through a PAC/PAQ procedure should start their PAC/PAQ procedure at a university or institute which provides such an academic BA.

*Note 1: We can only advise interested applicants to search for a PAC/PAQ procedure in their own country and native language.*

*Note 2: if an applicant succeeds in a PAC/PAQ-procedure and meets all DocNomadsPlus application requirements he/she is NOT automatically admitted as a student of DocNomadsPlus. A successful PAC/PAQ procedure only means that the applicant fulfils the formal requirements of DocNomadsPlus application*

## 2. PROCEDURES

Candidates are subjected to a threefold admission procedure.

Prior the first ranking of the candidates, there is an **Eligibility check**. The Consortium makes sure that all applications that were submitted prior to the deadline, also comply with the requirements. They verify the validity of the submitted documents. At the end of the eligibility check, the Consortium Coordinator and the admission assistant make a list of eligible candidates.

Next, all the eligible candidates are **ranked**. The consortium looks at the e-application packages (documents and films) of the eligible candidates. Each candidate gets a mark on a scale from 0 to 30, based on the following criteria: 5 points for previous studies and experience (CV), 5 points on the motivation video, 20 points for the artistic potential based on the application film (taking into account the criteria mentioned above.). This results in a final ranking of all the applicants. Based on this ranking, at least 50 candidates are invited for an online interview.

**The online interviews** take three days. At least one but no more than two members of each partner university are present. The procedure is attended and facilitated by the admission assistant and by the Consortium Coordinator. A time slot of approximately 15 minutes is allocated to each candidate. Following a carefully designed time schedule, that tries to accommodate the region and more importantly the time zone in which candidates live, the selection committee calls the individual candidates. Right before the interview, the members of the selection committee review the application of the candidate (again) and watch the “Around Me, in the Here and Now” production (again). The questions that are asked vary, because the background of the candidates is diverse. After the interview, the members of the selection committee assess the candidate, considering the ways in which the candidate:

- Was able to critically discuss the “Around Me, in the Here and Now” production or other aspects from his/her work.
- Proved familiar with documentary film culture.
- Was able to engage in a conversation in English.
- Answered questions about his/her motivation and social skills.

To conclude the third and final day, the selection committee makes, by consensus, a **final ranking** of all the candidates. When two or more candidates are found to have equal merit, preference is given to applicants from countries not represented in the DN programme yet or who are members of a minority or underprivileged.

The entire cohort should count **approximately 24 students**, but this is not a binding number. For the current self-funded edition, the group of students might be smaller.

Starting from this consensus-based final ranking, LUCA is responsible for the follow-up and communication with the candidates. The candidates are notified of the results within a month following the online interview. There is a 2-week appeal period during which disappointed applicants may object to the procedure or its results.

Selected applicants will be notified in writing no later than the 31st of May 2024.  
Non-selected applicants will be notified in writing no later than the 10th of June 2024.

# 3.TUITION FEE

Participation in the DocNomadsPlus Joint Master Course during the edition 2025-2027 is only possible as a **self-funded student**. There is a compulsory physical mobility for all students consisting of four study periods in three countries.

## 3.1 Tuition Fees:

The Tuition Fee for 4 semesters is 15.000 EUR.

This is to be paid in two instalments: 7.500 EUR before the beginning of the first semester and 7.500 EUR to be paid before the beginning of the third semester.

## 3.2 What Is Included In The Tuition Fees?

- Participation in all classes offered within DocNomadsPlus' curriculum
- Access to film equipment and editing facilities.
- Emergency and accident insurance
- Support in administrative and organisation issues by the consortium partners
- Costs for enrolment at the consortium partner's institutions
- All examinations and issuing of the final diploma.
- A budgeted sum for costs related with the graduation film production.

## 3.3 What Is Not Included In The Tuition Fees?

- The tuition fees do not cover travel costs from country of origin, travel costs required for the mobility (to Lisbon for the 1st semester, to Vilnius for the 2nd semester, to Brussels for the 3rd semester and to Lithuania, Belgium or Portugal for the 4th semester and for the graduation ceremony)
- The tuition fees do not cover travel documents (passport, visas)
- The tuition fees do not cover accommodation and living expenses, or other costs (e.g. study books, stationery, photocopies, etc.).
- It is estimated that students will spend monthly between 600-1000 EUR for living expenses during the 24 month of the course.

## 4. APPEAL

An **appeal** may be filed solely on the ground of a specified procedural error by DocNomadsPlus in the application process. The appeal must be filed via the appeal e-form:

<https://ulusofona.typeform.com/to/KMKSjYMI>

Upon receiving an appeal, the Joint Coordinator of DocNomadsPlus informs the Selection Committee, which answers to the candidate via the application assistant in 30 days from the date of the appeal.

DocNomadsPlus provides no oral or written assessment to the applicants about their submitted application materials, nor the application interview.

# **5. DISCLAIMER**

## **5.1 Personal Data Protection**

The DocNomadsPlus Consortium is committed to user privacy. Information relating to individuals (personal data) is collected and used in accordance with the Regulation (EU) 2016/679 (General Data Protection Regulation) in the current version of the OJ L 119, 04.05.2016; cor. OJ L 127, 23.5.2018, on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This website treats personal data according to the policy described in the Regulation mentioned above and provides information about the use of your data in the specific privacy policy statements as described below.

## **5.2 Storing the Personal Data of the Applicants**

By submitting your personal data, you agree to its transfer, storing or processing. DocNomadsPlus Consortium will take all reasonable steps to make sure that the data of the candidates is treated securely and in agreement with this Privacy Policy. Data that is provided to DocNomadsPlus Consortium is stored on secure servers. The transmission of information via the Internet is not completely secure and therefore DocNomadsPlus Consortium cannot guarantee the security of data sent to the DocNomadsPlus Consortium electronically and transmission of such data is therefore entirely at your own risk. Data will be stored for the purposes and objectives of the Program and of the institutions involved.



## 6. FAQ

**Q) How can I find out if my degree is eligible or not?**

A) DocNomadsPlus accepts degrees which are equivalent with European Qualification Framework Level 6 (or higher). You can find out about your degree's eligibility on this website.

**Q) How can I apply as an ongoing student if my diploma is due latest by 31 July 2025?**

A) Apply for a certification of your expected diploma at the educational institution that will issue it. Remember to include exact dates of your study period and of the expected graduation.

**Q) What counts as a certified copy of the original document?**

A) Certified copies are photocopies of original documents that are certified with a stamp and signature to confirm that the copies are true to the originals. New date of the certification must be included.

**Q) My degree(s), transcript of records and their English translation consist of several separate pages, how can I upload them as one document?**

A) You can combine your scanned pages into one pdf file – e.g. on this website.

**Q) Is my English language certificate issued before April 2023 acceptable?**

A) No, you are required to take a new test (even if your certificate has no expiration date).

**Q) There is no English language test available before the application deadline. Am I eligible to apply?**

A) No, you are not eligible to apply without an English proficiency certificate. Good to know: we also accept the DuoLingo English Test with a score of min. 110. This is one of the more affordable language tests that can be taken from anywhere anytime.

**Q) The language of instruction at my higher educational institution was English but I do not have any language certificates. Can I apply?**

A) Yes, in the following way: Apply for some form of certification from your educational institution denoting your good language skills. The certificate should indicate that the language of instruction was English (at least 180 ECTS).

**Q) My CV does not fit in the given fields in the on-line application. What can I do?**

A) You should edit/shorten your data so that it will fit. Include only the most important information. The given characters limit cannot be changed.

**Q) Can I apply with a fiction film as my previous film?**

A) Yes, your previous film can be of any genre.

**Q) Can I apply with a shorter/longer film (extract)?**

A) The previous film should not be longer than 10 minutes, but can be shorter (3-9 minutes). The duration of the application film (“Around Me, in the Here and Now”) should be 3 minutes.

**Q) Can I use voice-over/narration in the application films?**

A) Yes, you can. It should be provided in your own voice and in your mother tongue. English subtitles are mandatory in any case.

**Q) Video effects and sound effects are not accepted in the application film (“Around Me, in the Here and Now”). What counts as video and sound effects?**

A) Unaccepted video effects are: time-lapse, stop/slow/fast motion, cross dissolves, filters, black-and-white, split screen, vignette, graphic animation.

Sound in the film must be original recorded sound in-sync with the picture. You can improve the source sound and add your voice. But do not add music or sound design effects.

**Q) Where can I apply for a residence certificate?**

A) In several countries local government offices can certify your address, however each country has different responsible authorities, you should find out about yours.

**Q) The local authorities in my country provide residence certificate only for foreigners. How can I verify my address?**

A) Apply for a certificate at your place of work, study or training. Your address must be included in the certificate.