

Master Mind Call 2024 – Internal regulation LUCA School of Arts (approved by DC20240207-029)

1. Call for applications academic year 2024-2025

The Flemish Ministry of Education awards every year Master Mind scholarships to outstanding students taking a master's degree programme in Flanders and Brussels as an aim to promote Flanders/Brussels as a top study destination. The 2024-2025 edition of the scholarship programme was launched in January 2024.

The total budget available for the Master Mind Scholarships programme 2024-2025 is € 480.000. It is estimated that 30 international students can benefit from it. More information is available here: <https://www.studyinlanders.be/scholarships/master-mind-scholarships>.

LUCA School of Arts will nominate **up to 8 outstanding students** who will start a master's programme next academic year after being academically checked and nominated by LUCA. In order to be eligible, you have to complete your application for an eligible master's programme at LUCA School of Arts at the latest March 20th, 2024.

2. General eligibility requirements

- The student has applied upon the deadline (see chapter 4) for access to an eligible master's programme at LUCA School of Arts in academic year 2024-2025. Please consult the list of master's programmes [here](#) that qualify for a 2024 Master Mind Scholarship.
- The student has a high standard of academic performance and/or potential and has a Grade Point Average (GPA) of 3.5 out of 4.0. <https://www.scholaro.com/gpa-calculator/> (see *annex 1 How to calculate your American GPA*).
- Quality of the artistic portfolio: an assessment at programme level will determine whether the applicant possesses the required standard (artistic) competencies for the master's course. There is no direct admission to our master's degree programmes without portfolio review.
- The student has a good knowledge and command of the English language. The minimum standards for the scholarship programme may be higher than the minimum scores required by LUCA. Students applying for a Master Mind scholarship have to obtain the following levels of English:
 - a minimum overall score of 6,5 on the IELTS test
 - a minimum total score of 90 on the TOEFL test
 - a B2 level of the Common European Framework of Reference
 - a similar result in another official language test recognized by LUCA School of Arts
 - Online language tests of IELTS and TOEFL will also be accepted:
 - IELTS Indicator (<https://www.ieltsindicator.com/>)

- TOEFL iBT Special Home Edition (<https://www.ets.org/s/cv/toefl/at-home/>)
- All nationalities are eligible, except for Russian. The previous degree obtained should be from a higher education institution located outside Flanders. International students who have been on credit mobility in a hosting Flemish higher education institution are still eligible for a Master Mind Scholarship.
- LUCA also performs an academic check of the student's file. The student has to be accepted by LUCA School of Arts to be able to receive the scholarship.
- The applicant can be nominated by only one Flemish higher education institution. If the applicant is preselected by an higher education institution other than LUCA, the applicant has to choose one Flemish HEI to submit the application into the Mobility Online tool.
- Students who enrol for the following programmes in 2024-2025 the academic year are not eligible for the Master Mind Scholarships: preparatory programmes, bridging programmes and distance learning.
Students who are already enrolled in a Flemish higher education institution are not eligible. The only exception is made for international students who, at the moment of their application in Spring 2024 are already enrolled in a LUCA preparatory programme with the purpose of entering the master's programme in September 2024. This exception doesn't count for students who are doing a (shortened) bachelor with exemptions during the 2023-2024 academic year!
- Student mobility during the master's programme is allowed if mobility is supported by the programme board of the master. However, at least half of the credits of the master's programme must be obtained at the Flemish higher education institution.

3. Scholarship modalities

- The duration of the mobility is one academic year for a master programme of 60 ECTS and two academic years for a master's programme of 120 ECTS.
- The student receives a maximum scholarship of € 10.000 per academic year according to the modalities mentioned in the *Annex 2 Payment of the scholarship*.
- If the student completes a one-year Master programme, but does not obtain the Master degree at the end of the academic year in 2025 (July or September) the final instalment of €1.500 will not be awarded.
In case of a two-year Master Programme at least 54 ECTS must be obtained in the first academic year in 2025 (July or September) to be able to receive the final instalment of €1.500 of the first year and to be entitled to the scholarship for the second academic year. More information can be found in the *Annex 2 Payment of the scholarship*. Exceptions to this rule can only be granted by VLUHR in agreement with LUCA School of Arts and the Department of Education and Training.
- Master Mind Scholarship holders pay a reduced tuition fee that equals the lowest rate of the yearly tuition fee for a student who receives a study grant from the Flemish government. The rate for the 2024-2025 academic year is €131,50. This rate may increase slightly in the following years. If the student loses the scholarship, the student will have to pay the full tuition fee if he/she wants to continue the programme without the scholarship.
- The Flemish Government reserves a number of scholarships for students from the following countries which are priority countries for the government of Flanders: Japan (3), Mexico (3), Palestine (2) and USA (5). If these numbers of scholarships are not taken up, they will be awarded according to the ranking of the candidates as decided by the Flemish Selection committee.

- Students should not combine this scholarship with another scholarship from the Flemish Government or an Erasmus Mundus scholarship.
- Upon completion of the mobility, all students are expected to submit an essay for which a format is provided and fill in a short questionnaire about their mobility.

4. Application procedure: steps and timing at LUCA School of Arts

Start of the LUCA internal selection

- **Step 1:** The candidate submits a **[complete application for the chosen LUCA master's programme](#)** at the latest **March 20th, 2024**, using the application portal of LUCA. There, applicants will find the e-form and application instructions for the composition of the master's programme application file.
International students who are enrolled in a LUCA preparatory programme in the current 2023-2024 academic year preceding the master will be invited to submit a scholarship application as well. .
- **Step 2:** The master assessment committees at LUCA will select the 2024 master's programme candidates on the basis of the submitted applications for the master assessment by Wednesday March 27th 2024. Students are informed about the result of the assessment via the LUCA Admissions tool.
- **Step 3:** Selected candidates and also international students enrolled in a LUCA preparatory programme in the 2023-2024 academic year have to apply for a Master Minds scholarship by sending the entire application dossier to international@luca-arts.be including the following reference: "*Master Mind LUCA 2024 application first name + family name*"
The deadline for submission of the **Master Mind application is Friday 19 April 2024**.
Note: We will contact all eligible candidates with instructions on how to finalize this step.

The following documents are required for the scholarship application:

- The LUCA/VLUHR 2024 Master Mind application form
- A passport photo
- An international passport or national ID card
- A Curriculum Vitae (including your American GPA out of 4.0 and if applicable your publications, academic awards, previous scholarships, etc.)
<https://www.scholaro.com/gpa-calculator/> (see annex: *How to calculate your American GPA*)
- A transcript of records (if written in another language than Dutch, French, German or English, a certified translation must be enclosed)
- English language test results or Letter of Exemption provided by the host university
- Letter of motivation written in English
- Two letters of recommendation from professors of your (previous) home university, university of applied sciences, School of Arts or recent employer written in English
- Copy of acquired diploma(s); in written in another language than Dutch, French, German or English, a certified translation must be enclosed

- step 4: LUCA School of Arts will nominate up to 8 students by a commission presided by the Vice-Dean for Education, the Head of Office of LUCA Internationalisation and at least one departmental International Coordinator. Additional jury members may be invited into the commission. The Commission finalizes the nomination at the latest by Thursday April 25th 2024. The following elements will be taken into account when assessing the application:
 - the quality of the applicant's motivation (30 points);
 - the applicant's previous study results in the Transcript of records (30 points);
 - the reasons for recommending the applicant in the Recommendation letter 1 (10 points);
 - the reasons for recommending the applicant in the Recommendation letter 2 (10 points);
 - the motivation for submission by the Host institution (10 points);
 - the top talent profile of the applicant (10 points).
- step 5: LUCA School of Arts will inform the nominated students late April 2024 about the outcome of the internal selection.
For the selected candidates, LUCA will start your application in the Mobility Online tool. An automatic email generated by the Mobility-Online Tool will be sent to the candidate.

Start of the VLUHR-I external selection procedure:

Important: as the timeframe for the submission of the final Master Mind applications is very tight we ask all applicants to be easily available and reachable in the week of 22 April to 26 April 2024 to complete their application in the tool!

- The applicants registers in the Mobility-Online tool and completes his/her application file in the Mobility Online-tool asap when having received the selection notification by LUCA and before the external deadline.
- LUCA validates and submits the completed application file in the Mobility-Online tool before deadline of midnight of April 28^h 2024, also adding three reasons of motivation in English (of at least 150 words) for submission of the candidate's application.
- The final selection will be made by the Selection Committee of the Flemish Government in the course of May 2024. The selection procedure at the level of the Flemish Government is explained under Chapter 5 'Selection' (page 3) of the official call:



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- The selection results will be announced in June 2024.

5. After the selection/mobility

- The agency (VLUHR-I) managing the Master Mind Scholarship programme will inform the selected candidate(s) and LUCA about the selection results, the scholarship conditions and payment modalities mentioned in the annex 2 *Payment of the scholarship*.
- LUCA will inform selected candidate(s) about the enrolment procedure at LUCA.
- Upon completion of your master programme all Master Mind students are expected by VLUHR-I to submit an essay for which a format is provided and to fill in a short questionnaire.