

# WELCOME PACK A.PASS

## CONTENT

### [ABOUT A.PASS](#)

[THE MISSION OF A.PASS](#)

[POST-MASTER](#)

[PHD and Pre-PHD PROGRAM](#)

[SELF-ORGANISATION](#)

[PEOPLE](#)

[INTERNAL COMMUNICATION](#)

[DOCUMENTATION](#)

[PAYMENT PROCEDURES](#)

[THE TWO BUDGETS PARTICIPANTS CAN USE](#)

[GROUP TRAVELS](#)

[PRACTICAL DETAILS](#)

[TECHNICAL MATERIAL](#)

[LIBRARY](#)

[SPACES](#)

[GARBAGE / RECYCLING](#)

[ALARM:](#)

[PARKING](#)

[TRAVEL](#)

[BEFORE A.PASS](#)

[REGISTRATION PROCEDURE AND TUITION FEE](#)

[RESIDING IN BELGIUM](#)

[BANK ACCOUNT](#)

[HEALTH INSURANCE, OTHER INSURANCES](#)

[HOUSING](#)

[LANGUAGE](#)

[BOOKS](#)

[ABOUT ART AND OTHER PLACES](#)

# ABOUT A.PASS

## Mission of a.pass

a.pass is an artistic research environment that develops research with explicit emphasis on performativity and scenography, in an international artistic and educational context.

a.pass Post-Masters program offers a one-year artistic research training for artists and theoreticians, based on the principles of self-organization, collaboration and transdisciplinarity. These methodological principles are both the starting points and the goals of the trajectory, and as such are the motor for a permanently changing and self-critical research practice. a.pass participants develop an independent artistic research project, with a personalized curriculum in a shared and collectively created research environment.

The a.pass Research Center develops, documents and archives tools for qualitative and relevant artistic research practices. The Research Center uses this growing archive to communicate and interact with the artistic and educational field and functions as a forum for the development of a critical approach on artistic research. a.pass emphasizes the relation between the research practices and a broader societal field, and encourages engaged transdisciplinary practices.

In the context of its artistic Research Center, a.pass offers support for doctoral students to develop the practice-based part of their PhD in a collective research environment. From 2017, a.pass will support (pre)PhD candidates with the aim to facilitate the development of future PhD proposals.

## Mission in Action

Concretely this means that a.pass organizes two programs (the post-master and (pre)PhD program) with slightly different goals and end qualifications, which are both sustained, fed and communicated through the efforts of the a.pass Research Center. The following chapter will clarify the organization of the different cells and their aims by defining their specific research goals.

## Post-Master

### *Organization*

The a.pass Post-Master program lasts for a period of 12 months that can be extended to 16 months maximum. New participants can join the program 3 times a year meaning that the group of researchers changes every 4 months following the program block structure. While some a.pass participants are ending the program, others are arriving and some are in the middle of their trajectories.

Researchers apply with a research project, that is evaluated by the intake jury, and are supported throughout the year to develop their project within a collaborative and self-organized environment. The a.pass research environment is explicitly transdisciplinary, in the sense that it is open to researchers from all disciplines (in the arts, as well as academic, as well as otherwise). For example the logics and methodologies of one discipline are used within the research practice of another, theoretical concepts of one discourse displaced into another, etcetera.

Researchers are mentored both individually and collectively throughout the year and end their research trajectory with an 'end communication' which can take on various formats: the organization of an exhibition, a research performance, a publication, a workshop, ... The 'end communications' are in all circumstances accompanied by a portfolio describing the participant's trajectory in a.pass.

The end communication can be organized individually or in collaboration, but aims explicitly towards the communication of the research done in a.pass towards a wider audience of spectators, witnesses and/or research participants.

The a.pass post-master program currently facilitates about 15 participants year-round.

### **Post-Master Profile Of The Researchers**

The a.pass post-master program is aimed at researchers that carry a masters degree from an artistic or academic discipline, or at researchers with a proven qualitative body of work. The program invites researchers that have already developed their work within a professional context, and are capable of self-organizing their research trajectory, in constant communication with their fellow researchers and the a.pass environment. a.pass does not only select performance artists and theoreticians, but also musicians, visual artists, architects, political scientists, philosophers, designers, ... who want to develop a research project that opens up questions and problematics related to the fields of 'performativity' and 'scenography'.

Since 'research' is the notion that supports the whole program, participants need to have a clear interest in challenging their preconceptions, work methodologies and strategies, and be open to experiment and develop their research 'case' diligently and consequently wherever it leads them.

a.pass researchers also need a clear interest in sharing their work and research within the common space of the a.pass program, and open up their methodologies and working procedures to fellow researchers to feed the shared knowledge environment.

### **Goals Of The a.pass Post-Master Program**

a.pass wants to develop an environment for artistic researchers that:

- challenges the notions and values of knowledge process and production within a practice-based context for artistic research.
- develops instruments for transversal collaboration on the levels of methodologies, strategies, content and communication.
- supports the development and facilitation of a highly self-organized research program, that is carried by the interests and urgencies of each of the participant's researches.
- self-critically analyzes its own working and comes up with renewed formats
- relates, shares, and communicates the research procedures, methodologies and results with a wider public

## End Qualifications And Competences Of The Post-Master Researchers

(It is important to note here, that a.pass is an artistic research program, not an artistic training. We therefore base our end qualifications on our notions of 'artistic research' as they are developed in the text 'artistic research in a.pass' in Appendix.)

The post-master program aims to support researchers to become emancipated independent researchers in the fields of performance and scenography, or beyond. We support our researchers to think and work 'out of the box', or forget about the box altogether, and to become innovative practitioners and thinkers, that develop their work out of a (self-)critical ability to assess and relate their urgencies to a wider environment (the artistic and educational sector, society, the world). We encourage our researchers to think beyond the current value definitions of knowledge and to reappraise their own practices as precious contributions to society. We help our researchers to connect to the world, by supporting them to network, collaborate with external partners, and communicate their work to an outside audience of artists, public and professionals.

The aims of a.pass to instigate these end qualifications are translated into the content and organization of the post master program (see next chapter). They also are the basis for the communication at intakes, mentorings, the curating of the workshop program, and the negotiations with a.pass contributors.

In order to realize these end qualifications, the a.pass program explicitly aims at realizing the following competencies in its participants:

**Research competence:** the participant is able to develop an individual research trajectory, following the principles of self-organization and collaboration, and to use this research as a lever for the development of a collective knowledge processing environment. The participant is able to combine practice-based as well as theoretical notions in the research in order to challenge the own artistic and/or theoretical preconceptions.

**Organizational competences:** the participant is able to organize, schedule and communicate the individual curriculum and negotiate the agenda of the individual research trajectory in response to the shared program calendar.

**(Self-)Critical competences:** the participant is able to scrutinize his and other's research development with a critical and supportive frame of mind, and to become the other's most important feedback tool within the a.pass learning environment. the participant is open throughout the research to assess the weaknesses and strengths of his/her own research, as well as help others to achieve these insights for their researches.

**Collaborative competences:** the participant is able to collaborate with other researchers throughout the program, without losing the individual research drive and urgency, and use this drive as a valuable contribution to the common space of knowledge developed in the program, be it on the level of organization, methodology, content, feedback, humor or otherwise.

**Transdisciplinary competences:** the participant is open to transpose specific theoretical and or practice-based tools from one discipline, and relate them to knowledge models from other disciplines in order to question the own starting points.

**Communication competences:** the participant is capable of communicating the research with a wider audience and the professional world. In first instance, the participant mainly relates to the a.pass environment of fellow researchers and a.pass contributors, but in a second phase the work also has to communicate to an artistic and educational sector and to a wider audience of potentially interested public members. the participant is able to develop the appropriate tools to share this knowledge on these different levels.

## **(pre)PhD program**

### **Organization**

The (pre)PhD program is organized on a tailor-made basis with each individual researcher. The program is organized within the a.pass research center, that facilitates the research of the research coordinator, the associate researchers, and the independent researchers (see below), but also communicates closely with the post-master program. Concretely this means that a (pre-)PhD researcher applies to develop (part of) her trajectory within the a.pass environment. This can happen in the pre-PhD phase, or at any time during the PhD trajectory. Since a.pass can only support PhD trajectories, but not grant or evaluate the PhD certificate, the researcher has to find, or be already associated with a university and a university supervisor. When starting a PhD project in a.pass, the researcher together with the research coordinator(s) make up a work contract stipulating the duration of the engagement, the research steps that will be developed within the a.pass environment and the public outcome of the research within that period of time.

This contract then will be signed by the researcher, the a.pass research coordinator, the supervisor at the university, and the head of the department of the university.

Researchers can join a.pass in the (pre)PhD program for the preparation of their research, to strengthen, precise, delineate and develop their research proposal in view of being admitted into a PhD program at a university. In this phase a.pass offers mainly feedback in the process of the dossier making, and if possible also assists in networking, contacting possible supervisors, and organizing meetings. When the PhD has already started, a.pass offers a collaborative environment for the development of the research, leaving the researcher the option to participate in the workshops of the post-master program, organize workshops or work groups themselves, choosing mentors etc... PhD researchers are strongly encouraged to open up their research trajectory to a larger audience in any form they find useful. Next to the program, a.pass also offers feedback through the meetings of the research center group activities.

In that sense every PhD-trajectory is quite different, but what is appreciated the most in the feedback from the Phd participants is the opportunity to work in a collective environment, test out their research hypotheses with a larger group of participants, get real-time feedback on their work, and be part of a critical and supportive team of researchers that freely exchange, critique and acknowledge each other's work.

### **(pre)PhD Researchers Profile**

In the selection of (pre)PhD candidates a.pass uses largely the same criteria as for the post-master researchers. In the (pre)PhD environment however more emphasis is put on the willingness to open up the research, both to fellow researchers and to a wider audience outside of the limits of the a.pass environment. If we deal with researchers with an academic background we strongly encourage them to develop a practice-based artistic

research during their participation in a.pass and to profit as much as possible from the opportunities to commonly share and exchange knowledge practices.

We also expect from the (pre)PhD researchers a solid grip on both the theoretical and artistic frameworks and a thorough critical attitude towards their practice, the art sector and the current social political environment.

### **Goals Of The a.pass Phd Program**

- a.pass wants to offer a critical and collective practice-based environment for the development of the understanding of the Phd in the Arts.
- a.pass wants to develop tools for the evaluation and assessment of the knowledge that is not developed on the basis of academic or scientific criteria, but that takes seriously the qualities and values of knowledge as developed throughout artistic methodologies, attitudes and frameworks of research.
- since often the end result in this case is not necessarily the most eloquent part of the research, a.pass wants to stimulate the exchange of methodologies, practices and work sessions in-between researchers and with a larger group of interested 'outsiders' as a fundamental part of the PhD communication and assessment process.
- a.pass wants to support radical and experimental PhD-trajectories that critically challenge the status quo of the knowledge production within other environments, and value the transindividual richness of a shared knowledge processing environment.
- a.pass wants to develop PhD trajectories that are self-critical and relating the research to larger economic, political, academic, social, or other realities. a.pass wants to stimulate researchers to step out of their self-referential framework of discourse, professional ambitions and specialization and take on a more challenging position towards the construction of the PhD as a tool in a greater societal reality.
- a.pass wants to support researchers in their ambition to become engaged mentors in the development of tools for sharing of knowledge, and the facilitation of critical research for others, out of a spirit of generosity, interest, experimentality, criticality and artistic sensitivity.

## **SELF-ORGANISATION**

**a.pass** tries to create a maximum of space for defined and undefined artistic research practices, within institutional constraints. This means that a.pass is not a totally self-organised body. We obviously only can provide a self-organisation within certain boundaries - and we can provide a constantly open discussion about the sense, form and quality of self-organisation at a.pass.

What does that mean:

### **You self-organisation:**

A central aspect of self-organisation takes place on an individual level. At a.pass you are constructing your trajectory yourself. A.pass doesn't ask for, neither provide a canon of knowledge, which has to be carried by all participants. We accept proposals with very different artistic, academic, practical and theoretical approaches. The common body of knowledge is therefore not coherent. Every participant has not only to find, but build its own construct of knowledge in relation to the research-constructs of the other participants. This condition of a.pass finally demands an individually built curriculum in relation to the individual researches.

**We self-organisation:**

Enabling the individual trajectories at a.pass means also a high degree of collaboration amongst the participants. In order to give the individual researches enough contrast and points of sensemaking references, the state of the research and its content has to be opened and shared with the other participants. As the group of participants shifts every 4 months, the formats and frameworks for that have constantly to be adapted and recreated. The "we" in this self-organisation is finally everyone who takes part in this process of sharing - this is both participants as members of the artistic and administrative staff of a.pass.

**Ourselves-organisation:**

This also could be called the meta layer of the self-organisation. The making of a.pass itself is open to reflection about the sense and content of the institution. As an experimental institution, a.pass can be taken as an example and an object of study for all stakeholders. This experiment is a source for everyone and therefore has to be discussed and reflected on by everyone. Engaging in this discussion to a certain degree is something we ask for at a.pass.

## PEOPLE

### Who is who, and responsible for what

#### This Block:

**Pierre Rubio** ([pierrerubio@gmail.com](mailto:pierrerubio@gmail.com))

Block curator

Block Curator is responsible for the development of the content and coordination of the post-master program for the duration of one block in synchronicity with the Research Center Curator and the Art Coordinator

**Lilia Mestre** ([program@apass.be](mailto:program@apass.be) and [liliamestre@gmail.com](mailto:liliamestre@gmail.com))

Art Coordinator.

She is the contact person for everything relating to progress of individual and collective research, obstacles and mentoring. She works closely together with production and administration.

**Kristien Van den Brande** ([kristien@apass.be](mailto:kristien@apass.be))

Research Centre Curator The Research Curator is responsible for the running of the research centre. She assists the (pre-)PhD researchers, stimulates formats for knowledge exchange inside a.pass, opens up the a.pass archives and methodologies towards a larger community.

**Christian Hansen** ([chritzianhanzen@gmail.com](mailto:chritzianhanzen@gmail.com))

Temporary support technician for the block.

**APASS CORE: Kristien Van den Brande, Nicolas Galeazzi, Lilia Mestre, Vladimir Miller, Pierre Rubio**

From 2107 the **Curatorial Core** consists of 5 people who share the curatorial responsibility over a.pass by rotating curatorial functions every 4 months, but also by meeting together three

times per year for critical-dramaturgical analysis, exchange and advice on the directions a.pass is taking.

**Joke Liberge** ([production@apass.be](mailto:production@apass.be))

She is Production coordinator of a.pass. Everything concerning organisational practicalities is passing through her hands. Travels, accommodation, acquisition of material etc. (related to the actual program) are to be discussed with her. She also deals with the general co-ordination between the artistic & the practical. And she does the follow up of the participants budgets, takes care of the reimbursements and of the general payments together with Michèle.

**Michele Meesen** ([office@apass.be](mailto:office@apass.be))

As the administrator she is in charge of students matters such as visa & attestations, contracts and payments. On a more global level she deals with all legal matters such as the ministry, the board, the building, the insurance.

**Steven Jouwersma** ([support@apass.be](mailto:support@apass.be))

He is our technician and practical advisor of scenographic, digital and material questions. He helps you to set up installations for special events (related to a.pass) and end communications, etc. He also is in charge with many issues concerning the installations and infrastructure in our spaces at the Bottelarij (the building where we have our spaces).

**Mimouna El Kathouti**

She is our cleaning lady.

**Mustafa Saïdi**

Is the housekeeper of the whole Bottelarij.

## INTERNAL COMMUNICATION

There are several platforms in use for communication within a.pass and beyond.

**E-mail:** obviously most important tool! (Please read our emails carefully!!)

**Contact list:**

[https://docs.google.com/spreadsheets/ccc?key=0AuhriC9p7Q0QdEcwLU9OdThkbnRTOUtOMFNMaHhZQIE&usp=drive\\_web#gid=11](https://docs.google.com/spreadsheets/ccc?key=0AuhriC9p7Q0QdEcwLU9OdThkbnRTOUtOMFNMaHhZQIE&usp=drive_web#gid=11)

**Google.calendars:**

There are four relevant google calendars:

- a.) [a.pass](#): for all kind of events related to the program. You are invited to set up new events.
- b.) [WORKSPACE 4th floor](#) and [WORKSPACE 3rd floor](#): for availabilities of the spaces. You can only see, but not change or set events. All bookings go through Joke.
- c.) [Team Presence](#): This calendar shows you the presence of the team members at a.pass or their availability (as accurate as possible!!)

**Google.drive folder** called “a.pass participants” for all kind of internal documents, including



readers, the library, admin docs, the block's program, contact lists etc.  
Most of the workshops open a folder for the texts they read.

**Web-page:** [www.apass.be](http://www.apass.be) for general information plus news to a wider public.

The participants area refers to the old web environment - still in use. Several framing information on this page is not really up to date - yet the participants project pages still can be used and will be integrated into the new webpage.

a.pass **facebook** page for current information to quite a large group of 'friends' (accessible for everyone) <https://www.facebook.com/groups/41863568055/>

### **Team presence and office hours**

**Pierre, Lilia** and **Kristien** are employed 60% and their presence follows up the block program.

**Joke** is employed 60% working mostly Mondays full , Tuesdays full and every 2nd week Wednesdays as she also adapts her presence to the actual program in terms of End Presentations & PAF.

**Michèle** is employed 60% working Tuesdays, Wednesdays and Thursdays full days.

This is in both cases for office hours 9 - 16h *and* online communication.  
Please take that in account also for your urgent requests!

**Christian** takes over from Steven for block 17/I. He has no fixed days but works two days a week and adapts along the way – as far as possible. If you have specific things to go through with him, it's always best to set up a meeting.

## **DOCUMENTATION**

Every participant is invited to document his/her own research throughout the program and at least one collective event per block. This material offers the base for a common evaluation session at the end of the block. The content and form the documentation takes is open and will be discussed during the research process. However, we do encourage the use of the website to document your research.

## **PAYMENT PROCEDURES**

The principle of self-organization on a production level implies that a.pass participants are responsible for the management of their own research budget in dialogue with a.pass

coordinators.. This means you have to communicate and discuss all your mentoring intentions with the coordinators beforehand, set up the contact between your mentor and the administration (Michèle & Joke) of a.pass beforehand and keep track of your spendings. In the case of labour costs the final agreement (contract) & (way of) payment is effectuated by a.pass.

**Post Master Participants receives a budget of 2000 EUR per participant  
This budget doesn't apply to (pre) Phd and PhD)**

The 2000€ can be spent as follows:

**1.) Production and tickets up to 200 EUR per block per participant**

This 200€ is for tickets, performances, shows, exhibitions & productional matters related to your research. One third of this budget can be used for travel expenses.

This budget works on the basis of reimbursement through the [payback form](#) accompanied by the original tickets / receipts. Payments are done every Thursday and handled by Michèle and Joke.

Please note:

Tickets for a past block need to be handed over latest during opening week of the following block. After that tickets are to be considered as part of the current block.

**2.) Personal Mentoring between 1400EUR up to 2000 EUR per participant (depending on how much you spend on production & tickets).**

This sum is virtual. It's at your disposal for non-material expenses like fees for mentors, workshops/conferences and other relevant input that you need for your research at a.pass. This budget can be individually distributed over the whole time you spend in a.pass. If necessary, only  $\frac{1}{3}$  can be spend on travel & accommodation.

Therefore, you have to estimate and plan your needs ahead. Kristien or Lilia (depending on the block) and Joke are there to help you with this planning. All mentoring has to be discussed beforehand with Kristien and/or Lilia (a.pass coordinators) in terms of content and by Joke & Michèle in terms of administration. It's important to note that ideally your research sets forth the criteria for approving of mentoring. Joke follows up the participant's research budget's and can help you to get organised (in time). Please contact her if you need help.

The budget can be used individually or together with other participants.

You can choose to invite one of the members of the artistic board, or an outside eye, to come

and work with you for a couple of hours, a day or a week.

But you also can use your budget to join external workshops, conferences or classes in order to learn a specific technique or practice relevant to your research if it doesn't interrupt your engagement in the a.pass environment.

All the mentors are paid with fixed rates per hour/per day/per week. These rates are always VAT included, but usually this doesn't make a difference as teaching is normally (in most countries) not subjected to VAT.

The rates are as follows;

55.- EUR/VAT incl./h if less than 3 hours

220.- EUR/VAT incl./day from 4 hours on

1100.- EUR/VAT incl./week

(pre)PhD budgets are to be seen individually with the Research Center Curator.

## **GROUP TRAVELS**

International travels for workshops and the end weeks of the block (<http://www.pa-f.net/>, France) are group travels. They are always organized and paid for by a.pass directly. As such they are not part of your mentoring budget. You only need to pay for the food.

If you need to travel from anywhere else than Brussels, or on different dates, you need an approval from Kristien and/or Lilia & Joke. You will have to organize your own trip and a.pass can only pay up to 50€ for this extra travel. Undiscussed travels can not be reimbursed.

## **PRACTICAL DETAILS**

**INTERNET:** A.pass Network 4th Floor, or A.pass Network 3rd Floor

**PASSWORD:** lalalala

## **TECHNICAL MATERIAL**

### ***Material list***

We have a few camera's and other audio gear that can be used by the participants.

[A list can be found here](#)

Steven [jouwiersma@gmail.com](mailto:jouwiersma@gmail.com) or [support@apass.be](mailto:support@apass.be) is responsible for the materials. Please contact him for any questions. For this block contact Christian [chritzianhanzen@gmail.com](mailto:chritzianhanzen@gmail.com)

### **Lending procedure**

Please contact Christian to lend you material. For the pick up & the return of the material you need the help of an a.pass staff member to have access to the storage. In order to take out the material out of the building you have to sign a paper!

Please reserve with Christian your material beforehand, so you are not without a camera when you really need it. (this happens)

When lending material, keep an eye on the small things that often get missing, like a plug or remote control. Get the data of the camera before giving it back. Lost material has to be replaced by the participant.

In any case, when you use the materials and you discover a malfunction or a cable that is missing or you simply break stuff. PLEASE REPORT THIS, don't be shy we have insurance for those cases.

## **LIBRARY**

We have a library on the 3th floor.  
Joke is in charge of the library. She can explain you the system - Bookpedia & DVDpedia -.  
of the library. ([production@apass.be](mailto:production@apass.be))

## **SPACES**

Both spaces on the 4th and 3rd floor can be booked individually or in groups or in parallel. In order to avoid cross communication, every booking has to go through Joke ([production@apass.be](mailto:production@apass.be)). You can see the current booking plan online in the google calendars.

## **GARBAGE / RECYCLING**

Please help all to recycle the garbage and to take out the rubbish bags out in the street on Wednesday night. Note: see calendar near trash.

- White bag: general waste
- Blue bag: packages (no alu, no thin plastic wrapping, just Tetra packs, Pet, PCV stuff...)
- Yellow bag: paper, cardboard
- Orange bag: food waste (no nutt shells or egg shells)

## **ALARM**

Alarm is set in the whole building:

- Working Days 23:00 to 9:00
- Saturday / Sunday / Public Holidays all day long!!!!

Switch off: "code" followed by "disarm disarm"

Switch on: "code" followed by "arm arm"

### **Notice:**

- during these hours the alarm might be already switched off if someone is already in the building.
- If you leave the building during these hours as the last person, you are responsible to switch it on again!!
- If the red light of the alarm is on it is switched ON. You only have a few seconds to switch it off.
- If the alarm will go off another time the management of the building wants to forbid us to come after 23:00 and in the weekends. So please be careful and be sure you know or you are with someone who knows how it is working.

## **PARKING**

We only have 1 parking space. Please let Joke know if you need to use it.

## **TRAVEL**

### ***Organisation of end week & other events***

Travel and stay for End Week & other external events are organised and paid for by a.pass. Joke organises the travel.

Only if agreed on forehand a participant can be (partly) re-reimbursed for a travel other than by group travel meaning coming from elsewhere or going elsewhere prior to or after the End Week or an event. For the End Week - paf - a.pass can pay up to 50€ on a one way travel to or from paf. The participant has to pay for the rest.

For travels that go with dedicated mentoring can ask the help by Joke - this is on demand.

### ***INSURANCE***

In case of group travels all participants are insured through a.pass for this travel. Note that this is no health insurance.

# BEFORE A.PASS

## REGISTRATION PROCEDURE AND TUITION FEE

*In order to finalize your enrollment to the a.pass program, we ask you to carry out the registration procedure that is mentioned below. It involves doing some administrative tasks, for which we request your cooperation.*

*In the following explanation, we'll guide you through the necessary steps.*

### 1<sup>st</sup> STEP: ID & DIPLOMA

We need :

- a copy of your ID or passport,
- a copy of your highest obtained diploma.

If you do not have your diploma (yet) or a transcript, please be so kind to make the necessary inquiries with the institution you graduated from.

### 2<sup>nd</sup> STEP: REGISTRATION ONLINE

Please complete all your contact details in the "[contacts\\_apassies](#)" doc, which you can find directly in the google folder: [apass participants](#) > [participants admin](#)

### 3<sup>rd</sup> STEP: RESIDENCE PERMIT

As a foreign student, you will also need to obtain a residence permit for the duration of your studies in Belgium. As soon as you have the permit, we also need

- a copy of the residence permit. (only non-Belgian citizens!)

*How to register? Please read below!!*

### 4<sup>th</sup> STEP: REGISTRATION FEE

#### ENROLMENT FEE A.PASS

The enrolment fee for the a.pass programs is fixed at 1.200,00 EUR.  
250,00 EUR should be paid within the first four weeks after the start of the program (for bank

details see below). The remaining 950,00 EUR of the enrolment fee should be paid before the end of your first block.

All amounts should be transferred to the following bank account on the name of (mentioning 'a.pass enrolment fee' + your name)':

Posthogeschool voor Podiumkunsten vzw

Delaunoystraat 58-60 b 17

1080 Sint-Jans-Molenbeek (Brussels)

Bank details:

Name: Belfius

IBAN: BE55-0682-3476-1144

BIC /SWIFT: e

## 5th STEP: PARTICIPANT CONTRACT

To fully complete your registration, you have to sign a contract, confirming your commitment as an a.pass participant. We, on our side, will also commit to you, providing you with the tuition that we have promised. The contract and its supplements also give you more information on the house rules and the educational rules of the Posthogeschool voor Podiumkunsten v.z.w., which you are supposed to accept.

Once having signed the contract, you will receive a student card and key card (caution 15 EUR in case you lose a key) and you will officially become part of the participant's team!

## REQUIRED OFFICIAL DOCUMENTS / VISA

***NOTE: IN ORDER TO ASSURE AN EASY COURSE OF THE PROCEDURES, IT MIGHT BE USEFUL TO ARRANGE SOME DOCUMENTS IN ADVANCE (WHILE YOU'RE STILL PRESENT IN YOUR HOME COUNTRY). PARTICULARLY, WHEN YOU'RE A PARTICIPANT COMING FROM OUTSIDE THE EU/EEA.***

### ***A.PASS REQUIREMENT***

*All of the a.pass programs meet the necessary requirements in order to get your permit:*

- The a.pass programs are of higher education and cover a full daytime curriculum.
- The courses cover a total period of (minimal) twelve months and are being organized in modules.
- The Posthogeschool voor Podiumkunsten vzw is a state-subsidized school.
- You are enrolled as a regular student, which means that you paid a tuition or enrollment fee (post-master), that you attend classes and exams.

Before you come to Belgium, Michèle will send you a certificate of acceptance, which you can use to already start-up the necessary visa procedure or other administrative procedures you need to arrange.

**IMPORTANT:** always mind that our institution is called 'Posthogeschool voor Podiumkunsten vzw' and that we are listed in het Register of Higher Education.

See links:

<http://www.hogeronderwijsregister.be/het-hoger-onderwijs/de-instellingen>

<http://www.hogeronderwijsregister.be/browseindex>

'a.pass' is hence not the name of our school, but the name of the program.

## *PROCEDURES*

### **Travel admin**

#### **Situation A: you already officially reside in Belgium (you have a Belgian ID or an E- or F-card)**

You do not need to do anything.

#### **Situation B: you have EU-nationality**

European citizens do not need a visa to travel around.

The only thing you need to do is to declare yourself present at the commune where you reside, once you arrive in Belgium. The commune will provide you a temporary document, called annex 19 (stating that you are in procedure to be inscribed). This doc acts – roughly – as your temporary 'Belgian ID' because it proves that you are officially here. Always keep (a copy) of this doc in your wallet to show to an official (for instance a police officer) when necessary.

#### **Situation C: you have non-EU-nationality**

In order to legally come to Belgium, you need a visa.

#### **STEP 1: CONTACT THE EMBASSY OR CONSULATE**

You need to contact the Belgian diplomatic post (embassy, consulate) in your country (the country of which you have nationality of or the country you officially reside) and start the visa procedure for non-EU students (higher education, long-term stay).

#### **STEP 2: ACCEPTANCE DECLARATION OF A.PASS**

In order to start up the procedure, the Posthogeschool will send you an official document, a



declaration stating that you are officially invited to follow the a.pass program.

**IMPORTANT:** to draw up this declaration, we need from you a copy of your ID/passport, your date and place of birth (to put in your data in the doc) and your living address (to send you the original declaration by post).

### STEP 3: DOCUMENTS YOU WILL NEED

1 The declaration a.pass sends you. You can already use the digital version to start up the procedure.

If the embassy or consulate asks the name of our institute, please mind that it is Posthogeschool voor Podiumkunsten vzw (see remark above) and that 'a.pass' is the name of the program.

2 A travel document.

3 A medical certificate for a visa.

4 A certificate confirming that you have a clean criminal record.

5 A proof or statement of sufficient means of subsistence. The minimal amount is fixed annually. As proofs can act a bank statement or proof of scholarship (when you support yourself) or a pledge of financial support from a guarantor (when you are supported by someone else – annex 32).

More info you can find on the site of the Office For Foreigners (IBZ):

[https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher\\_education\\_or\\_preparatory\\_year.aspx](https://dofi.ibz.be/sites/dvzoe/EN/Application-guides/Pages/Higher_education_or_preparatory_year.aspx)

When you arrive in Belgium, you also have to declare yourself present at the commune where you reside. The commune will provide you there a doc/declaration which acts as a temporary residence card. The final card you will receive after a while. In the meantime, if you have non-EU nationality, do not go and 'hop-around' (leaving the country & Schengen zone) with only temporary documents. You run the risk of doing the whole visa procedure again! Travelling can generally only be done when you receive the Belgian residence doc or card!

### **Situation D: special cases**

**Example 1: Is it normal that the police comes after I declared myself present at the commune?**

Yes, this is normal standard procedure, because the police needs to verify if you really live where you say you live. Each time you move, you need to go to the commune and change the address.

Some police officers will ask for a rental contract. It is your choice if you want to provide this, it is not a legal obligation to provide this (to the police). However, living situations in Brussels are complicated, and it is a sure way for the police to determine if someone lives where he/she is staying.

**Example 2: I have EU- and non-EU-nationality. What do I need to do?**

Best is to check with the embassy or consulate, but normally you do not require a visa in that case.

**Example 3: I am a non-EU citizen, but I legally reside in another EU-country.**

In that case you can run the visa procedure also through the diplomatic post of the residence country. Mind, however, that you still need a visa.

**Example 4: I live in a neighbour country of Belgium (The Netherlands, France, Germany, Luxemburg), is it obligatory to change my official address?**

In this case, you just have to register at the commune and ask the so called 'procedure kotstudent' (it means 'procedure for students who have a student room'). You have to go to the commune where you reside, but the commune will not inscribe you as an inhabitant and hence not change your official address.

**IV Residence admin (FOR ALL NON-BELGIAN CITIZENS, EU & NON-EU!)**

When you go to register at the commune where you reside, you need to take with you:

- if applicable, your visa,
- your ID,
- the declaration from the Posthogeschool (a.pass),
- proof of a health insurance, covering stay in Belgium (like the one of the European Union),
- proof of sufficient means of subsistence (can be proof of a scholarship, or a declaration called annex 32 from a guarantor [= someone who supports you financially] - this declaration needs to be covered/signed by a Belgian embassy or the commune where the guarantor lives, or a simple declaration from yourself that you support yourself [for this, the commune will give you a form]),
- 2 recent ID/passport photographs.

Be aware that due to local city or communal legislation, people at the counter at the office for foreigners will be only able to help you in French and/or Dutch. If you do not speak French (or Dutch), please take someone with you who can.

AND LAST TIP: when you go to the commune, make an appointment or GO AS EARLY AS YOU CAN! It can be quite busy at the counter.

**IV Still having questions?**

Please contact Michèle at office@apass.be .

## HOW TO GET A BANK ACCOUNT?

There are lots of banks in Belgium, like: KBC, Belfius, BNP Paribas/Fortis, ING, Argenta, ... to name a few.

You will notice that some banks ask a fee for opening an account or link the opening of the account to buying related products. In case of the fee, these are usually handling fees for services relating to your account (like a notice when you are going to exceed your limit or facilities concerning online services).

Ask therefore before you do anything if it's free to open an account and see what the handling costs (a month) are!

Also see which bank provides a good language service, this might be important if you have difficulties with French or Dutch!

The banks we most see at a.pass are Belfius & ING.

If you have a foreign nationality, also take your visa and residence card with you. A bank will always check if you reside here legally and have an official address in Belgium.

In case you did the procedure 'kotstudent' (and kept your address in a neighbour country) you have to see with the bank, but take in any case a copy of the declaration document the commune gave you. Also take your ID/passport and the acceptance or inscription doc, which proves your invitation/enrollment in the a.pass program.

## WHAT ABOUT HEALTH INSURANCE, ETC?

When you come to Belgium, make sure you are covered for medical costs! Either with your own health insurance (which could provide coverage in Belgium - an example is the blue insurance card with the circle of stars, this is the European health card).

Otherwise, you can in Belgium contact the so-called 'mutualités' for social security and basic health care, like there are: Christelijke Mutualiteit/Mutualité Chrétienne (christian), De Voorzorg (socialist), Liberale Mutualiteit/Mutualité Libérale (liberal), Partena (independent).

There are also private insurances with banks and companies (like Ethias for example) but they cost more. Again, take with you: ID/passport, visa, residence card (proof of an official address in Belgium), and your acceptance/enrollment doc from a.pass.

You can also get private insurance for hospitalization, but that will cost you more. Known insurances companies are for instance Ethias, DKV, KBC.

Other insurances common in Belgium are: fire insurance (for housing - see also below), civil

liability (against civil claims) and car insurance (legally obligated if you own a car!).

## HOUSING

Useful websites are:

[Bxl à louer](#) (FB)

[www.immoweb.be](http://www.immoweb.be)

[www.kot.be](http://www.kot.be)

<http://www.easykot.be/brussel/kot-brussel-bruxelles?!=1>

<http://ikot.be/>

[Colocation](#) (FB)

[Brussels sales](#) (FB)

[Brussels rent](#) (FB)

For (legal) questions about renting: <http://syndicat-des-locataires.skynetblogs.be/>

Make sure you also think of insurance issues and ask advice about taking a 'fire' insurance (although this insurance covers way more)!

## LANGUAGE

In Brussels, officials are most of the times obliged to help you in Dutch or French.

## BOOKS

Library:

a big library is located at the city centre, and called:

Muntpunt (means: Coin Point) address Munt 6, 1000 Brussels.

For English books good addresses are (in the same neighbourhood at the Brouckère):

Passaporta, Waterstones, Sterling Books and (across the street at Sterling Books) a small travel guide book store which also has several language books.

Other possibilities are Fnac (books, CD's, movies) and Mediamarkt (electro, CD's, movies) at the city centre (City 2 Shopping at Rue Neuve).

**TIP FOR BRUSSELS (!):** the free city agenda at the metro, libraries, etc ... called 'Brussel Agenda'. It contains parts in Dutch, French and ... English.

See also online:

<http://www.bdw.be/en/agenda>

## ABOUT ART AND OTHER PLACES

### BRUSSELS

Theatres:

**Kaaitheater arts center:**

Saintelettesquare (big theatre) and Onze-Lieve-Vrouw-van-Vaakstraat (studio's)

description: international arts center with receptive working on the level of dance, theatre, performance, debates, music, etc...

experimental work mostly shown in the studio's.

[www.kaaitheater.be](http://www.kaaitheater.be)

**Beursschouwburg**

A. Ortsstraat, centre of Brussels

metro: Bourse

international arts center, productive and receptive, dance, theatre, debates and conferences, popular bar with café concerts.

[www.beursschouwburg.org](http://www.beursschouwburg.org)

**KVS**

Flemish theatre with international programmation

often subtitled in french

Arduinkaai 9

[www.kvs.be](http://www.kvs.be)

**Théâtre National**

French speaking theatre

repertory and new work

often also works in English

Boulevard Emile Jacqmain 111

[www.theatrenational.be](http://www.theatrenational.be)

Workspaces

(residency spaces)

**Constant (art, media and technology)**

<http://www.constantvzw.org/>

**Bains Connective (interdisciplinary laboratory for contemporary arts)**

[www.bains.be](http://www.bains.be)

**Nadine (laboratory for contemporary arts)**

<http://nadine.be/>

**Qo2 (experimental contemporary music and sound art )**

<http://www.q-o2.be/en/>

**Workspace Brussels (live arts)**

<http://www.workspacebrussels.be>

Festivals

**Kunstenfestivaldesarts**

in May every year

multidisciplinary, international festival all over the city.

big artists AND experimental work

[www.kunstenfestivaldesarts.be](http://www.kunstenfestivaldesarts.be)

**Performatik (twice a year) / Kaaitheater**

[www.kaaitheater.be](http://www.kaaitheater.be)

Museums

**Wiels**

museum of contemporary arts in former brewery in Forest

tram from South Station: 82

[www.wiels.be](http://www.wiels.be)

**Museum for Modern Art**

**Royal Museums of Fine Arts**

**old masters, modern arts**

Regentschapsstraat 3

metro Troon

<https://www.fine-arts-museum.be/en>

Café's

**Lord Byron**

(Rue des Chartreux 8, 1000 Bruxelles), centre, close to the Bourse

Nice relaxed atmosphere café with big window looking out over the street. Excellent observation spot, in other words, and if you feel feasty: they serve nice cocktails

**Cafè Soleil**

Rue du Marché au Charbon 86, 1000 Bruxelles, a little bit of sunny atmosphere in the old centre of Brussels, surrounded by hip café's, shops and restaurants

**Fontainas**

Rue du Marché au Charbon 91, loungy, groovy bar. Every gender is welcomed

**Daring Man**

Rue de Flandres (opposite / vis-à-vis de LA BELLONE )

### **Chicago Café**

Rue De Flandre, 45 - 1000 - Bruxelles BE

### **Walvis**

Rue Dansaert 209

### **Cobra**

little arty cocktail and whisky bar

best cocktails in town

rue des Chartreux

### Restaurants

#### **Belle Equipe**

nice pizzeria. Rue Dansaert 202

#### **La fin du siècle**

Belgian-French kitchen, generous portions

rue des chartreux, centre

#### vegan: **De Theepot**

rue des chartreux

set lunches

#### **Da Kao II**

cheap Asian, nice veggie options

Van Artevelde 19

centre of Brussels

### Cinema

#### **Actor's studio**

art cinema

Kleine Beenhouwersstraat

Center /metro: Bourse

#### **GALERIE Cinema**

art cinema

Sint-Hubertusgalerij /metro: Central Station or Bourse

#### **Cinemathèque**

Film museum in Bozar (artistic center for visual arts and music, interesting arts bookshop)

[www.bozar.be](http://www.bozar.be) / metro: Central Station