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**APPLICATION FORM**

**Doctorate in the Arts**

**GUIDELINES FOR COMPLETING THE APPLICATION FORM**

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| **General** |

* It is recommendable to read the regulation concerning the attainment of doctoral degrees at the KU Leuven, supplemented with the particulars of the associated Faculty of the Arts: <https://admin.kuleuven.be/rd/doctoraatsreglement/en/phdregulation-afa>
* You may complete your application in English or Dutch.
* Do not exceed the maximum number of words where these are stated.
* Please attach a copy of your master’s degree to the application form.
* Please note that international students will have to follow the online application procedure of the international admissions office (<http://www.kuleuven.be/application/instructionsdoctoral.html>) **after** they have been accepted by the doctoral commission of LUCA. They will check formal aspects of your application (conformity of your degree etc.). International students need both the permission of the doctoral commission and the international admissions office to be enrolled as a PhD student.
* There is a deadline for applications a few times a year. The date of the next deadline is indicated on the LUCA website. If an application form arrives too late, it will be postponed to the next session of the examination committee.
* Applications should be sent to [research@luca-arts.be](mailto:research@luca-arts.be) with your supervisor and the head of your research unit in cc. All documents should be **merged into one PDF** with respect to the correct order of the inserted documents. If the PDF exceeds 10 MB please use an online file transfer service (such as We Transfer). The file should not exceed 20 MB. Please do not send a paper application.
* Only complete candidatures will be accepted for evaluation.
* If you have questions concerning your application, please contact us at LUCA, Paleizenstraat 70, B-1030 Brussel, Belgium, [research@luca-arts.be](mailto:research@luca-arts.be).

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| **1: Registration** |

**1a. Details of applicant**

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| Forename | Surname | | Gender |
| Nationality | Place of birth | | Date of birth |
| Address | | Address for correspondence (if different) | |
| Telephone number | Mobile number | | Email address |

# 1b. Master Study

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| Higher Education Institution | Date of graduation (dd/mm/yyyy) |
| Main subject and, where applicable, title of thesis/dissertation | |

**1c. Title of the research proposal for the Doctoral Programme**

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| **In English:**  **In Dutch (necessary):** |

**1d. Brief summary of the research proposal** (max. 150 words and 5 key words)

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| **2: Description of the proposed research (attach separate sheets)** |

Use a maximum of 2,000 words (please indicate the number of words used) not including any footnotes or references or your literature search.

Include details of the following:

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| **2a. Research subject** (c. 500 words)   * Describe the general field of art or design practice in-and-through which you would like to carry out Doctoral study. * State as clearly as you can your research subject and your key objectives in undertaking this. * As part of this section, try to formulate these objectives as one or more ***research questions*** that could guide you in exploring your research subject.   **2b. Research processes** (c. 600 words)   * Describe what you plan to do in practical terms to investigate the art objects and/or creative processes in which you are interested. * State how you envisage calling upon your own practice and critical engagement in a way that is integral to your working methods. * Give evidence of existing high levels of artistic creativity, imagination and skills that you will bring to the research subject (you may refer here to the portfolio submitted with your application).   **2c. Research outcomes** (c. 300 words)   * Describe, next to the written text, the form that, at this stage, you envisage your final doctoral submission will take (performances / objects / portfolios / design projects / printed matters / exhibitions / written material / other media and/or combination of these). * Suggest other ways that you might bring your work to the attention of the artistic/design and research communities, and to the wider public, during and after your doctoral studies.   **2d. Contribution to knowledge, understanding and art practice** (c. 600 words)   * Say in what ways you believe your work will be new and original. * Give as clear an idea as you can at this stage of how you plan to draw greater understanding from the results of your practical investigations and how you think your findings might sit within the context of existing ideas, art practices or creative techniques - whether reinforcing them or posing challenges to received wisdom. * Describe how you expect your work to add to existing knowledge, understanding and art practice in ways that might be of value to both the artistic/design and the research community.   **2e. Literature references**   * List relevant literature for the research project and include full bibliographical details. * For books: author(s), title, year of publication, publisher. * For articles: author(s), title, journal, volume/issue, year of publication. * For websites: author(s), title, web address, last visit. |

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| **3: Curriculum Vitae (attach separate sheets)** |

Make sure that you address all the points below that apply to you in the order given. You may, if you wish, use an existing CV but it must be adapted where necessary.

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| 3a. Personal details  * Give your title, name and surname, gender, date and place of birth, nationality, address, e-mail address and website (optional).  3b. Higher Education Studies (Bachelor/Masters/professional diploma)  * Institution of Higher Education/University; * Date of graduating (dd/mm/yyyy); * Main subject/discipline/thesis; * List any relevant subjects regarding your experience with Practice-as-Research.  3c. Professional experience since graduating  * Give dates of your most important appointment(s) (as artist/designer and/or teacher) and specify whether full- or part-time, tenured or fixed-term.   **3d. Other professional activities**   * Include, for example, posts on committees, involvement in the organization of artistic and/or academic events and membership of boards.   **3e. Scholarships and prizes**   * List any prizes you have won or scholarships/grants for which you have successfully applied.   **3f. Major exhibitions/art works and projects**   * Please include only the most relevant exhibitions / art works / projects. Describe their impact on your artistic and/or research field. Use the headings given below to structure your list. Please mark key exhibitions / creations that are directly relevant to the proposed research. * List the dates, organisations, places and titles.   **3g. Publicly available material (publications / online material / etc.)**   * Please include only the most relevant material. Explain the impact of these material upon your proposed artistic and/or research field. Use the headings given below to structure your list. Please mark key materials that are directly relevant to the proposed research. * For books and book chapters: list other author(s) or editors (if applicable), title, year of publication, publisher. * For articles: list the author(s), title, journal or series in which the publication appeared, volume/issue, year of publication, page numbers. * For websites: list other author(s) or editors (if applicable), title, title of online journal (if applicable), and web address. |

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| **4: Working Plan** |

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| **4a. Intended starting date** |  |
| **4b. Supervisor[[1]](#footnote-1)** (obligatory) |  |
| **4c. Co-supervisor(s)[[2]](#footnote-2)** |  |
| **4d. Assessors** (2 assessors)  (to be assigned within 11 months after the start of the PhD) |  |
| **4e. Hosting LUCA Research group** |  |
| **4f. Planned duration of the research** |  |
| **4g. Outline of the goals that you envisage for each of the years of the duration given above** (maximum of 150 words overall) | |

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| **5: Details of submitted portfolio** |

Give details here of the works in the portfolio submitted (these details may also feature in your CV but please repeat them here). Make a copy of 5a-d for each work.

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| **5a. Title of the work** |  |
| **5b. Date of creation** |  |
| **5c. Format (material)** |  |
| **5d. Details on the nature of the work** |  |

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| **6: Details of work (art or written) submitted to illustrate research** |

Please include with this application form three copies of a recent example of your work, work of art, written text or in some other format, which you feel illustrates you as a researcher. The work should preferably either have been published, been showed or have formed part of a Masters qualification. Give details here of the nature of the work.

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| **6a. Where showed/published and/or details of the qualification for which it was submitted** (if applicable) |  |
| **6b. Date of show/publication/submission**  (if applicable) |  |
| **6c. Format** (material) |  |
| **6d. Word length** (if applicable) |  |
| **6e. Other collaborators**  (if applicable) |  |

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| **7: Other remarks (if applicable)** |

Please indicate any special remarks or additional information which you feel it might be important for the panel to know.

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| **8: Letters of motivation** |

1. **Supervisor**

Please add a letter of motivation (ca. 250 words) from your supervisor to your application.

1. **Co-supervisor**

Please add a letter of motivation (ca. 250 words) from your co-supervisor to your application. This letter is only requested if your supervisor does not belong to the academic staff of LUCA.

1. **Head of Research Unit**

The PhD regulations require that every PhD is connected to a research group of LUCA – Faculty of the Arts. Please add a letter of motivation (ca. 250 words) from the head of the research unit of which the research group is part of. Contact [luca@kuleuven.be](mailto:luca@kuleuven.be) if you have more questions about the research groups of LUCA.

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| **9: Date and signatures of the candidate, the supervisors and the head of the research unit** |

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| **Candidate**  Name  Research unit  Date  Signature  **Co-supervisor**  Name  Function  Date  Signature | **Supervisor**  Name  Function, research unit at LUCA and/or research unit at KU Leuven  Date  Signature  **Head of Research Unit**  Name  Research unit  Date  Signature |

1. A supervisor should have the status “Bijzonder Gastdocent in de Kunsten” or belong to the senior academic staff (ZAP) at KU Leuven. [↑](#footnote-ref-1)
2. Either the supervisor or a co-supervisor should be a member of the teaching staff of LUCA. [↑](#footnote-ref-2)