



## Master Conservation and Restoration of Cultural Heritage

Selection Procedure for the 2024-2025 academic year

REGISTRATION IS NOW OPEN FOR SPECIALISATIONS STARTING IN SEPTEMBER 2024, WHICH ARE:

- **Book and Paper (BP)**
- **Historic Interiors (HI)**
- **Metals (ME)**
- **Photography (PH)**
- **Wood and Furniture (WF)**

### DESCRIPTION OF THE SELECTION PROCEDURE 2024-2025

1. Apply for the Master Conservation and Restoration of Cultural Heritage through the Graduate School of Humanities (GSH) and upload the required documents in MyInfo **before 1 February 2024** (see A).
2. Complete our C&R Canvas tests and assignments **between 23 and 29 February 2024** (Fri-Thu) (see B).
3. After the Canvas tests and assignments, a PRE-SELECTION of candidates will be made for each specialisation. Pre-selection is based on the contents of your motivation form, your CV, your test results and portfolio, and your academic/educational level as determined by the Admissions Office. You will be notified **by 13 March 2024** whether you are admitted to the second phase of the selection process (see C).
4. Pre-selected candidates will be invited to participate in further online selection activities and an interview, that will take place **between 26 March and 8 April 2024** (see D).
5. We will inform the GSH Admissions Office **no later than 22 April 2024** which candidates we do or do not wish to admit and who we wish to put on a waiting list. You will be notified of your conditional acceptance or rejection by the Admissions Office, who will further inform you and assist you in completing the admission process (see E).

#### A. Application documents in MyInfo (GSH Admissions Office)

After registering for the programme in Studielink, you will automatically receive an email with a link to your MyInfo UvA application form. **Complete your application before 1 February 2024.** Upload all required documents in MyInfo before submitting your MyInfo application form.

You are asked to upload the following documents:

- curriculum vitae;
- proof of [language proficiency](#) (if required, see [language requirements](#));
- transcript of records, up-to-date and issued by your home institution;
  - UvA applicants: UvA students can upload a print screen of their grades from SIS
- diploma (if already obtained) or list of courses yet to complete;
- translation of your diploma and transcript of records (if they are not in English, Dutch, German or French);
- [motivation form](#) (PDF);
  - Note: the motivation form is one of our selection criteria and must be completed in English.

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In question 1 (*What study programme are you applying for?*), please state **for which MA Conservation and Restoration specialisation you wish to apply**: Book and Paper, Historic Interiors, Metals, Photography or Wood and Furniture.

If you have a clear second preference, we recommend that in question 1 you also mention **what your second specialisation choice would be**.

It may occur that certain specialisations are over-subscribed while others are under-subscribed. If you are turned down for the specialisation of your first choice but are considered a suitable candidate for our programme, you may be approached to see if you are interested in another specialisation.

➤ programme-specific document

- We ask you to upload **3-5 pages** of academic written work in English so that the selection committee can get an impression of your academic writing skills. If you do not have an example of academic work written in English - for example, if all your written work so far is in Dutch or another language – please translate or rewrite **3-5 pages** of a paper or your thesis in English and upload this as your example of academic written work. You are not supposed to upload an entire thesis.

**NOTE: The Graduate School of Humanities will only forward applications to us that are complete. Incomplete applications or applications that do not meet the GSH requirements will not be taken into consideration.**

**B. Completion of Canvas tests and assignments, 23 - 29 February 2024**

**For all candidates:**

- Essay Questions test for the chosen specialisation  
Via Canvas you will receive 3 selected articles with 3 writing assignments related to these articles. You will be asked to fulfill 2 of the 3 assignments. The assignments must be uploaded to Canvas. This test assesses your reading and reflection skills and gives us an indication of your level of English academic writing.
- Colour recognition test  
This test is to assess whether you are able to see subtle variations in colour.
- Portfolio  
On Canvas you must submit a personal portfolio in a format of your choice. The portfolio should consist of 5 works showing the level of your manual skills that you think are suitable for the specialisation of your choice. To convince the C&R Admissions Board, select examples of works that you find illustrative of your interests, skills and competences in a certain area. The programme does not require previous conservation experience. Should you have such experience, we appreciate an example of this in your portfolio. Each work must be accompanied by a small written motivation as to why you chose to include it in the portfolio.  
**All 5 works should be digitally uploaded as one file.**

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Candidates who have not participated in the UvA BA minor in Conservation and Restoration, or who participated in the minor before academic year 2019-2020, must also take the following tests in addition to the above:

- Online Canvas test Basic Chemistry for Conservation and Restoration<sup>1</sup>  
This test has 20 multiple choice questions and a number of open questions.
- Online Canvas test Principles of Conservation and Restoration<sup>2</sup>  
This test has 25 multiple choice questions.
- Online Canvas test Preventive Conservation<sup>3</sup>  
This test has 20 multiple choice questions.

The literature to study for these tests and examples of past exams can be found in the PDFs that are listed under the heading “Literature and practice tests” on the [GSH website](#)

**Conditions for exemptions (note: these differ from previous years)**

- <sup>1</sup> Candidates who have passed the component '*Basischemie*' of the UvA minor course *Chemie voor conservering en restauratie* (114217292Y) **after 31 August 2019**, or the '*Chemistry*' component of the UvA minor course *Chemistry, Materials and Techniques of Cultural Historical Objects I* (114221262Y), are automatically exempt from this admission test. Candidates with **prior education in Chemistry** may apply for an exemption (by sending an email to [r.krijgsman@uva.nl](mailto:r.krijgsman@uva.nl), with proof of their degree or transcript attached).
- <sup>2</sup> Candidates who have passed the UvA minor course *Conservering en restauratie: kennismaking met discipline en beroep* (114217066Y) **after 31 August 2019**, or the UvA minor course *Basic Principles of Conservation and Restoration: History, Ethics and Approaches* (114221256Y), are automatically exempt from this admission test. Other candidates are not eligible for an exemption.
- <sup>3</sup> Candidates who have passed the component '*Preventieve conservering*' of the UvA minor course *Chemie voor conservering en restauratie* (114217292Y) **after 31 August 2019**, or the UvA minor course *Preventive Conservation* (114221276Y) **before 31 August 2023**, are automatically exempt from this admission test. This means that candidates who are following the UvA minor course *Preventive Conservation* (114221276Y) at the time of the selection, must take the Canvas test. Other candidates are not eligible for an exemption.

**C. Pre-selection**

Pre-selected candidates are invited to participate in the online selection activities and an interview during the second and final phase of the selection process taking place at the **end of March / beginning of April 2024** (see D). Pre-selection is not only based on the online Canvas tests and assignments and/or results of the UvA minor courses, but also on the information you have uploaded in MyInfo. We would like to emphasise the importance of the UvA Motivation Form. Pre-selected candidates will receive an invitation **by 13 March 2024** at the latest with further instructions regarding the online activities and interview.

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**D. Second phase of the selection process, 26 March - 8 April 2024**

Prior to the start of the second phase you will receive instructions for a **practical assignment** to be performed at home. Instructions consist of a list of materials that you will need to have at hand while executing the practical assignment during a live Zoom session. Important criteria that are assessed in connection with the practical test are your problem-solving skills, the decision-making process and your ability to reflect on these decisions.

To conclude the selection procedure, you will have an **online interview with the C&R Admissions Board** via Zoom. The interview panel will consist of the lecturer(s) of the chosen specialisation and an independent staff member who is not associated with the specialisation.

During the interview, the panel will want to know more about your motivation, insight into what it means to study conservation at UvA, and they will briefly discuss your CV and the Canvas tests you took. In addition, the above-mentioned practical assignment and portfolio will be discussed.

Please have the works from your portfolio within reach during the interview, if possible.

Of course there will also be room for questions that you may have about the programme, the selection procedure and about studying in Amsterdam.

**E. Selection**

As a pre-selected candidate, you will be assessed on the basis of your educational level and academic skills, your motivation, CV and command of the English language, all of which will be addressed during the interview with the C&R Admissions Board. You are also assessed based on your portfolio and skills demonstrated during the practical assignment (i.e. manual skills, resource management, communication skills, attitude) and your understanding of the nature of the profession.

Maximum six candidates will be selected per specialisation. We will inform the GSH Admissions Office **no later than 22 April 2024** which candidates we do or do not wish to admit.

The Admissions Office will inform you officially and help you through the steps you need to take in order to become fully enrolled as a UvA student.

Candidates with a Dutch prior education, or candidates with a non-Dutch prior education who do not need an entry visa, may be wait-listed in case they are not accepted. If a conditionally accepted candidate does not start, wait-listed candidates can be conditionally admitted and invited to submit proof of graduation until their deadline to do this expires.

Bear in mind that you will be asked to submit a **Certificate of Moral Conduct** (in Dutch: Verklaring Omtrent het Gedrag - VOG) before the start of the programme, which will give you access to the UvA's training studios in the Atelier Building. The "Ateliergebouw" also houses the restoration studios of the Rijksmuseum and the Cultural Heritage Agency of the Netherlands (RCE).

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**SELECTION PROCEDURE 2024-2025 IMPORTANT DATES**

1 February 2024	Deadline for registration via the GSH Admissions Office.
23 – 29 February 2024	Completion of Canvas tests for Basic Chemistry, Principles of Conservation, Preventive Conservation and Essay Questions test, plus colour recognition test and uploading portfolio.
13 March 2024	Deadline before which you will be informed whether you have been pre-selected for the second phase. Applicants will be notified by email.
26 March – 8 April 2024	Second phase of selection process for pre-selected candidates, consisting of online practical skill testing and an interview.
22 April 2024	Deadline by which the Admissions Office receives our admission decisions for further processing. Candidates may be (conditionally) admitted, rejected or placed on a waiting list. Candidates will be notified of the final decision by the Admissions Office.  If a place becomes available in their chosen specialisation, candidates who are wait-listed can be conditionally admitted until their deadline to submit proof of graduation expires.
17 August 2024	Deadline for submission of Certificate of Moral Conduct (VOG).

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