



Atelier d'Arts de Bruxelles Mestan Tekin asbl

ATELIER POLICIES

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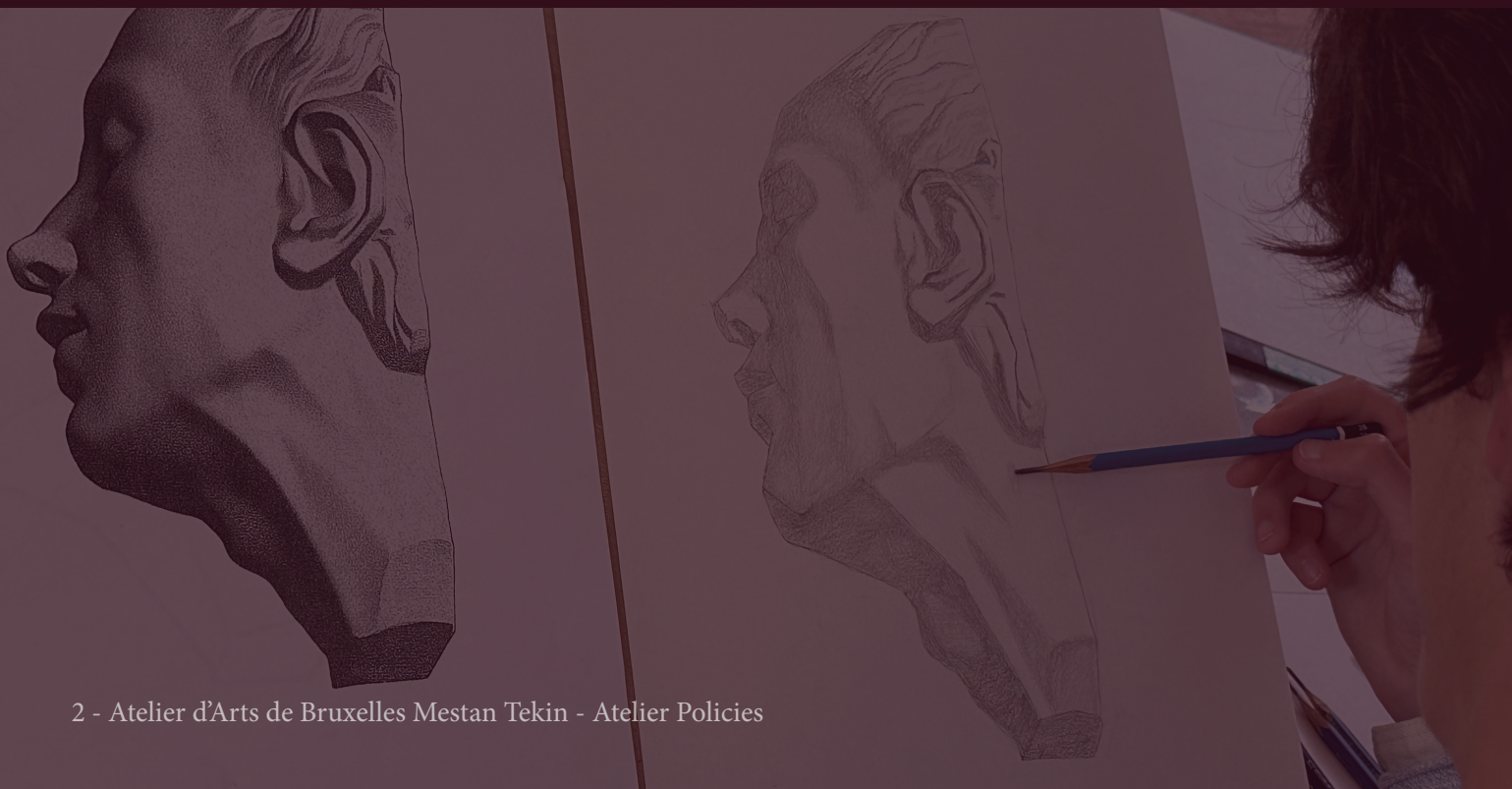
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MISSION OF THE ATELIER

The Atelier of Arts was founded in 2020 by Mestan Tekin, an artist and art teacher based in Belgium since 2002. All the programs implemented in the atelier adhere to the aesthetic and technical standards developed by the master, based on a solid theoretical foundation derived from the old Western art ateliers since the 19th century. These include the deployment of experimental drawing and painting techniques, tracing various artistic trends from the late 19th century to today, and a progressive, student-centered pedagogical approach. The different educational arcs are based on academic and historical fundamentals such as the reasoned observation of values, contrasts, and depth; the understanding and mastery of color through temperature, hue, or saturation; the historical and practical rules of composition; and the applied knowledge of these fundamentals by past masters. Since the 20th century, global conflicts, modernism, and a more conceptual use of art in the collective mindset have quickly erased the technical aspects and pure mastery of painting and drawing in academies and schools. The Atelier of Arts is part of a movement that advocates for a solid technical learning of drawing and painting before conceptual development.

The atelier's method is based on a clear progression of artistic training under the supervision of the master. Group classes are open to the public, providing access to high-quality artistic education to learn and progress with the best possible foundations, albeit in a lighter version. [Discover the group classes here.](#) The certification programs are accessible to a limited number of students and are based on demanding and progressive learning, starting with the reproduction of classical plates, working from live models, and then developing a personal aesthetic. [Discover the certification programs here.](#)

Intensive courses are for those who wish to master drawing or painting techniques over several study sessions without committing to a two-year certification program but still benefit from highly demanding instruction. The learning path is thus achieved by accumulating several sessions of intensive courses. [Find the programs for intensive courses here.](#)



ATELIER POLICIES

Adherence to Policies

The Atelier of Arts strives to provide an educational environment conducive to encouraging the artistic talents of each student. This requires all students to respect the atelier's policies. By enrolling in the atelier, students agree to comply with these policies.

General Provision

Students, as well as visitors and guests on the atelier premises, are prohibited from engaging in any action or situation that recklessly or intentionally endangers mental or physical health or involves drug consumption or alcohol abuse. Students are not allowed to bring drugs or alcohol into the establishment. Sanctions for violations will include expulsion from the atelier, and in the case of a student, suspension or expulsion.

Studio Conduct

1. The atelier is open from 10:00 AM to 9:00 PM. No student is allowed in the building after 9:00 PM.
2. Setup takes place 15 minutes before each class starts. Students must remain silent from 5 minutes before the start of each class and begin working at the exact start time. If you arrive late and your easel is occupied, the instructor may assign you another easel if available.
3. If you need help, please consult the instructor or assistant. All instructional and disciplinary decisions are made by the instructor.
4. No photography or filming of nude or clothed models is allowed at any time. No filming is allowed during the final critique.
5. Please keep noise and discussions to a minimum during class hours.
6. Please leave all areas of the atelier clean and free of trash; clean and dry brushes and painting knives without dirtying the premises. Make sure your name is on your workboard. Wipe off excess oil from brushes with paper towels before washing; throw gesso and other hard materials in the trash. DO NOT WASH OIL, GESSO, OR GLUE DOWN THE DRAINS. If you have any questions about cleaning, consult the instructor.
7. Please leave easels clean for the next person. Sharpen your charcoal over the trash cans.
8. When not in use, hazardous materials must be stored in containers and clearly labeled with their contents. Unmarked containers will be discarded.
9. Anyone causing damage to other students' work or atelier property will be held financially and legally responsible.
10. Please keep your assigned studio space clean and free of trash and clutter. Students may not install additional lights or heaters without authorization.

11. Do not place anything on electric heaters (especially flammable substances).
12. Dispose of painting rags and towels in the trash can and replace the lid.
13. Smoking is prohibited inside the atelier.
14. The use of mobile phones is prohibited in the classroom. The use of personal computers is only allowed between classes.
15. Bicycles may not be parked inside the school. Bicycles must be parked in the bike racks available on the street.
16. Please ensure that the atelier doors are securely closed when you leave.
17. First aid boxes are located in the closet opposite the restrooms.
20. The atelier assumes no responsibility for the loss or damage of personal belongings, artworks, or materials left anywhere in the studios. Materials, artworks, and other personal belongings left in the school by students after the end of the year will be disposed of.
21. All important information for students is posted at the entrance to the classrooms. These postings constitute official notice. Students are strongly advised to periodically check these areas and ask for clarification if necessary.
22. The atelier reserves the right to use photographs of students and student artworks for publicity purposes.

Medical Issues

The program of study requires long hours of standing and periods of intense concentration. If you have a medical condition that may adversely affect your attendance or ability to concentrate, please consult your physician and inform the instructor.

Conduct in the Atelier

Student misconduct is defined as disruptive behavior or instigation of disruption of a class or other atelier activity, creating public annoyance or alarm, or unreasonable noise; tampering with, misusing, or vandalizing fire safety equipment or security systems or devices; willfully defacing, damaging, or destroying atelier property or another's property; unauthorized removal, theft, or mutilation of instructional materials; unauthorized entry, unauthorized use of keys to classrooms and facilities, unauthorized presence in offices or spaces at times when such presence is prohibited; unauthorized or fraudulent use of services or facilities (such as computers, telephones, etc.).

Misconduct is subject to review by the instructor.



Possible penalties for misconduct include: reprimand; a verbal or written warning indicating that a recurrence of misconduct may result in further penalties; probation, indicating that the student is officially at risk and committing a serious offense during this period will typically result in suspension or expulsion; suspension, a suspended student forfeits all enrollment privileges and may be required to petition for readmission; expulsion, permanent separation from the atelier.

In cases where there has been damage or loss to the atelier or an individual, the student may be required to repair or replace the damage or loss caused. Failure to do so may result in, among other things, denial of further enrollment.

In cases where the student shows obvious signs of mental distress in the studio, such as the smell of alcohol on their breath or frequent absences, or if the student's behavior in class is immediately serious, such as signs of depression, emotional instability, frequent and prolonged absences, and/or actions that endanger themselves or other students, the instructor will meet with the student to assess future actions to be taken. This could include giving the student a second chance to control the situation, letting the student go immediately, or calling the student's emergency contact.

If a student must be absent from class for more than two days for any reason, they must inform the atelier by email.

The director may impose an emergency suspension when, in their judgment, such action seems necessary for reasons related to the physical or emotional safety and well-being of a student or the atelier's property; or to deal with a continuing disturbance or forcible interference by students with any atelier activity.

Students have the right to meet with the director after receiving a warning to address the grounds for probation, suspension, and/or expulsion. In the event of expulsion, the student will not be entitled to a refund of registration fees or fees already paid and must leave the premises immediately.

Grievance Issues

If you have a personal, cultural, medical, or logistical problem, you should speak to the director, who will direct you to specialized professionals outside the atelier program if necessary.

If you have an academic issue or encounter a problem in the atelier, please speak to the director. All matters will be handled with the utmost respect for your privacy and well-being.

Non-Discrimination

The Atelier of Arts is committed to a policy of non-discrimination based on race, color, ancestry, religious creed, national origin, handicap, disability, medical condition, sex, age, sexual orientation, or marital status in its admissions, courses, and activities.

PROGRESS

Attendance

Attendance is fundamental to a student's progress and, ultimately, performance, and is mandatory. Students must also arrive on time to begin working. Poor attendance will impact your final assessment during the End of Term Critique (certification program...).

Assessment: End of Term Critique

At the end of the term, each student receives an individual and personalized critique in which they are graded on a scale of one to three in five areas (attendance, attitude, effort, progress, and performance), and awarded a pass/fail grade for the term. The atelier thus monitors the student's progress through the established program of exercises. A student's promotion to the second year of the program is determined by the instructor only after the final critique of the third term. Students must attend the end-of-term critique at the end of each term. Failure to attend a scheduled critique once will be grounds for probation. The student will receive a written warning after the first failure to attend a scheduled critique. Failure to attend a scheduled critique twice will be grounds for dismissal.



Studio Progress: Model Room Order

Groups of new applicants/new students enter the model room order alphabetically;

if a new student has had prior training in a classical atelier, they enter the program at a higher level in the model room order than other beginners. If, during the course of a student's study, they must be absent for one or more terms for financial reasons, and return to the program, they return to the model room order at their original position. If a student becomes an instructor, they are first in the order. Returning alumni are given positions just below instructors.

The model room order is influenced by two variables:

1. When you enter the program
2. The speed at which you progress through the program. Evaluation by the instructor and end-of-term critique.

Graduation Policy

Students who successfully complete all required exercises listed in the two-year programs receive a Certificate.

Students need a minimum of two years to complete the assigned projects but may require more time. The diploma is awarded when all required projects are completed.

End of Year Graduation and Awards Ceremony

The end-of-year ceremony takes place in June to celebrate a year of achievements: graduating students receive certificates of completion. Prizes are awarded to the best drawings and paintings of the year, as well as to the best students in Anatomy courses.

Alumni Association

Upon graduation, all students are considered part of the Alumni Association and will be invited to participate in future events and exhibitions. We will keep you informed of opportunities that come to our attention: group exhibitions, international competitions, and artist residencies. We will also offer you an individual page in the alumni gallery on the Atelier of Arts website featuring your artwork and contact information (email, website, and/or social media addresses).

ASSESSMENT

Assessment in the Certificate programs is based on points. The instructor awards up to 3 points in five categories (attendance, attitude, effort, progress, performance). Students must total 10.5 points or above to pass.

We do not grade art, as art cannot be graded. We assess your performance based on the expectations we have for students at your level. Assessment at the Atelier of Arts is meant to be a positive experience, where the instructor identifies your strengths and sets a path for you to improve where you are weak. Our experience has shown that if a student attends regularly, works hard, and maintains a good attitude, they are likely to make progress that will positively affect their performance.

Contribute to your own development by sincerely listening to the teacher. They understand what you are doing or how you should be doing it better than anyone else.

Grading Scale

13.5 - 15 : Excellent
12 - 13.5 : Good
11 - 11.5 : Needs Work
10 - 10.5 : Barely Passing
Below 10 : Probation/Failing

Descriptive Evaluation

- Excellent (13.5 - 15 points): The student clearly demonstrates an outstanding grasp of concepts, procedures, and techniques. Attendance, effort, and attitude are exemplary. The outcome of their projects shows technical skill and creativity, with few errors.
- Good (12 - 13.5 points): The student demonstrates a good understanding of concepts, procedures, and techniques. May need to improve in attendance, effort, or attitude, but generally, projects show technical skill and creativity, with few errors.
- Needs Work (11 - 11.5 points): Students must improve in attendance, effort, or attitude to make progress. Projects reflect some skill and a general understanding of concepts, but also show minor errors. The student must spend more time and focus on developing basic skills.
- Barely Passing (10 - 10.5 points): The student's attendance is poor, reflecting little effort and a poor attitude. All projects need substantial work. The majority may be incomplete and show only a basic understanding of the ideas presented, with numerous errors. The student has not spent enough time or attention learning basic concepts.
- Probation/Failing (Below 10 points): The student has not fulfilled the minimum requirements. All assigned exercises are incomplete. Little or no time or care has been given to learning basic concepts. (Probation means students must obtain a score of 10 or more at their next end-of-term critique to continue their studies in their program.)

COURSE GRADING REQUIREMENTS

Attendance is very important. Regular absences will impede your progress, potentially delay completing the program on time, and negatively impact your final evaluation.

You must inform the instructor if you will be absent for more than one day due to illness or unforeseen emergencies.

Arrive to class on time. Punctuality shows common courtesy to your instructor and fellow students. Chronic lateness or leaving class early will result in a lower final grade.

Come to class with all necessary materials (certification program and intensive courses), fully prepared to work throughout the entire class.

An outstanding work ethic and positive attitude are essential for a good grade. Pay attention to the craftsmanship and presentation of your projects. You must care about the quality of your work.

Students are graded on individual progress in the following areas: attendance, effort, attitude, progress, and performance.

You must attend your final critique. Failure to attend a scheduled critique once is grounds for probation. You will receive a written warning from the atelier director after the first failure to attend a scheduled critique. Failure to attend a scheduled critique twice is grounds for dismissal.

Your grade is greatly influenced by:

- Attendance and punctuality
- Effort, motivation
- Improvement, progress
- A positive attitude in the atelier and helpfulness to your peers

CREDITS

Students may earn academic credits for coursework done at the Atelier of Arts. We operate on a quarterly system. Units correspond to quarter hours. One quarter hour of credit represents 22 hours of class instruction each week. You are awarded credit when you successfully complete a course, that is, only when curricular, competency, and all other requirements are met, and the End of Term Critique is passed.

The Atelier of Arts does not accept the transfer of credits from other institutions.



TUITION FEES, DEADLINES, PAYMENT TERMS

For tuition fees, payment deadlines, and all policies pertaining to these, please see the website, specifically the «Admissions» page.

You will receive an invoice in a timely fashion to pay your fees, approximately one month before the beginning of each term. Should there be an increase in the following year's fees, we will advise you of this at least one month before you are required to confirm your attendance and two months before invoices are issued.

Regarding payment, if your tuition is late, you or the person paying your bill will be notified at the billing address provided, and the payment period will be extended by five days. If payment is subsequently not received, you will be advised, and we shall be forced to replace your position in the program with a new student.

DEPOSIT

A non-refundable deposit of €1,000.00 is due on June 15 for returning students. This deposit will be deducted from the fall tuition fee.

REFUNDS

Any period of absence during the term, regardless of the reason or duration, will not be refunded.

Student Financial Assistance

The atelier is committed to helping deserving students in financial need complete their full program of study through adjusted study schedules, allowing students to work alongside their studies.