



PORTFOLIO TERMS & REQUIREMENTS

MA STUDY PROGRAMME IN PRINTMAKING ACADEMIC YEAR 2014/2015

PORTFOLIO CONTENTS

Submit a total of twenty (20) still images and moving image files (max. 3 movie files).
A significant number of the images should represent work done within the last 3 years.

1. File format for still images:

- 768×1024 px
- *.jpg
- resolution 72 dpi
- file name with a photo in the following format:
LastnameFirstnameinitialTwodigits.jpg, (e.g. KowalskiJ01.jpg)

2. File format for videos and moving images:

- no longer than 2 minutes
- formatted in QuickTime
- do not include titles or credits within the video files
- file name with a video in the following format:
LastnameFirstnameinitialTwodigits.jpg, (e.g. KowalskiJ01.mov)
- videos are considered as part of your selection of 20 files, not as additional material

3. Description files:

- head the document with your full name
- numbered 1–20
- each entry must include:
 - the year in which the work was made
 - the work's dimensions (h×w)
 - a description of the used materials and techniques
 - the title (if any) in italics
- the numbers used in your inventory entries must match the numbering of your image files
- in formatting each description, follow this example:
1. 2009, 70×100 cm, Linocut. Title.
- *.doc or *.pdf
- file name with a description in the following format:
LastnameFirstnameinitialDescription.doc/pdf, (e.g. KowalskiJDescription.doc/pdf)

4. All images and descriptions must be in the folder with your full name, as in the example: ***Lastname Firstname, (e.g. Kowalski Jan)***