Portfolio Submission Guidelines for Study Abroad Students

Students applying for a practice (studio) based module at the Faculty of Media, Arts and Design are expected to submit a focused portfolio representing their experience and examples of their work in the subject of study they are applying for. Please be advised that if you are applying for multi-disciplinary practical modules, e.g. Photography, Journalism, Animation, etc. you will need to submit a portfolio for each subject.

Please be aware that not all modules at the Faculty of Media, Arts and Design are practical and students who meet the entry criteria may take theory modules. These modules are classroom based and are comprised of a lecture and seminar and have very little or no studio time associated with them. Students are permitted to take a maximum of two practice modules per semester.

The online module catalogue separates theory and practice modules by department and it is your responsibility to ensure that you submit a portfolio with your completed application for any practice module that you have listed on your module choice form. PLEASE ENSURE THAT YOU LIST ALL OF THE PRACTICE MODULES THAT YOU WISH TO BE CONSIDERED FOR ON YOUR MODULE CHOICE FORM. YOU WILL NOT BE PERMITTED TO ENROL ONTO MODULES NOT LISTED ON YOUR MODULE CHOICE FORM UPON THE START OF THE PROGRAMME.

Below you will find some guidelines to aid you in submitting an appropriate portfolio for consideration by a faculty member from Media, Arts and Design.

- **The preferred method of submission of your portfolio is electronically with your application.**
  - If your work is available online via websites such as YouTube, Vimeo, Flickr, blogs, etc. we advise you to provide with your application a separate sheet providing the exact web addresses to access your work. If your work is password protected, this information will also need to be included with your information sheet.
  - If you are sending videos please ensure they are lower quality rather than higher as higher resolutions are too lengthy to download.
  - If your work can easily be sent as zipped e-mail attachments please e-mail the portfolio to the Education Abroad Team once you have submitted your application.
  - Other acceptable portfolio formats are: CD ROMS or in hard copy (book, flat portfolio).

- We will be looking at your ability to specialise in a particular area of study and your portfolio should reflect this. Please do not submit more than 10 examples for each subject.

- Only submit recent work (the last two years’ work only), organising your work so that it starts with your most recent work and then works backwards. We are looking to see that you are able to edit your work and be selective.

- Depending on the nature of your experience, your work may be focused or may reflect a range of work across different media. If your work is quite broad do show this range, but try and organise your projects to reflect your interest in the particular area of study for which you are currently applying.

- You may wish to include (but it is not mandatory) a brief written introduction to your portfolio, explaining the projects, the concepts you were exploring, the research that you did, the difficulties you encountered and how all of these contributed to the design process and influenced your work.

- Please ensure that you provide labels of your work with your name and the date of each project, either on the work itself or on a separate document.