



# PORTFOLIO TERMS & REQUIREMENTS

## TWO-YEAR PART-TIME MA STUDY PROGRAMME IN PRINTMAKING ACADEMIC YEAR 2016/2017

### 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)***

Copies of documents and portfolios have to be sent by e-mail to [printmaking@asp.wroc.pl](mailto:printmaking@asp.wroc.pl)  
or in an electronic form, i.e. a compressed rar, zip or 7z file to the address: [ftp0.asp.wroc.pl](ftp://ftp0.asp.wroc.pl),  
folder **REKRUTACJA**, file **PRINTMAKING**, **LastnameFirstnameinitial\_Field of study.zip/rar/7z**.

**NOTE!** The PORTFOLIO may be sent in an electronic form ONLY ONCE. Once sent, the PORTFOLIO cannot be replaced with another one. It can be neither deleted or its content viewed. In emergency situations, the candidate may make an email enquiry for technical assistance to (admin@asp.wroc.pl).